

SANATANA DHARMA COLLEGE, ALAPPUZHA



5.2.1 - Number of placement of outgoing students during the year



5.2.1 Number of placement of outgoing students during the year 2020-2021

Year	Name of student placed and contact details	Program graduated from	Name of the employer with contact details	Pay package at appointment
2020-21	Amal Raj, Mobile No. 8137823463	B.Com	Atlantic Care Chemicals	120000
2020-21	Aparna Omanakuttan, Mobile No. 8111828761	B.Com	South Indian Bank	380000
2020-21	Abhidev S, Mobile No. 9526638230	B.Com	South Indian Bank	405000
2020-21	J S Meenakshi, Mobile No. 9400150399	B.Com	South Indian Bank	240000
2020-21	Reshma Anil kumar, Mobile No. 9747520285	B.Com	Mararikulam Resorts	120000
2020-21	Arjun Lekshman, Mobile No. 9995389964	B.Com	TCS	145000
2020-21	Sruthi V Pillai, Mobile No. 9188270737	B.Com	Wipro	250000
2020-21	Dona Catherine Thomas, Mobile No. 9188286522	B.Com	CSB Bank Ltd.	200000
2020-21	Bhagya Pradeep, Mobile No. 8606814177	B.Sc Chemistry	TCS	145000
2020-21	Devika Rajeev, Mobile No. 9747039697	B.Sc Mathematics	Infosys	222972
2020-21	Aromal C L, Mobile No. 9633012206	B.Sc Mathematics	South Indian Bank	240000
2020-21	Vaishnavi V Kamath, Mobile No. 8078520133	B.Sc Mathematics	South Indian Bank	288000
2020-21	Sreenath S, Mobile No. 6282315105	B.Sc Physics	Private Sector	495000
2020-21	Sreehari. M, Mobile No. 8078461950	B.Sc Zoology	Private Sector	225000
2020-21	Neha V Prince, Mobile No. 8113011325	M.Com	Private Sector	144000
2020-21	Sneha Antony, Mobile No. 8111877758	M.Com	Private Sector	180000
2020-21	Devaprabha D, Mobile No. 9072270820	M.Com	Mar Gregorious College, Alappuzha	180000
2020-21	G Govind, Mobile No. 9048382590	M.Com	South Indian Bank	416000
2020-21	Nourin Kuttickal Shajahan, Mobile No. 7902737597	M.Com	Private Sector	600000

2020-21	Aathmaja R, Mobile No. 9072222073	M.Com	Federal Bank	830580
2020-21	Aneeta Xavier, Mobile No. 9497593698	M.Com	Mar Gregorious College, Alappuzha	180000
2020-21	Varsha Joseph, Mobile No. 9847922734	M.Sc Botany	Government	72000
2020-21	Keerthy Kumar, Mobile No. 8848853107	M.Sc Chemistry	Kerala Feeds Ltd., Thrissur	217500
2020-21	A. Akhila, Mobile No. 7356032443	M.Sc Chemistry	MSN Laboratories, Telangana	145000
2020-21	Sarishma H., Daffodils, Stadium Ward, Alappuzha	M.Sc Mathematics	Federal Bank	830580
2020-21	Agnes Sali, Mobile No. 7736033189	M.Sc Zoology	Government	216000
2020-21	Gauri Jayakumar, Mobile No. 8848884907	MA English	Government	420000
2020-21	Akhil Krishnan R., Mobile No. 9562197349	MA English	Spices Board	216000
2020-21	Amrutha, Mobile No. 9605485468	MA Malayalam	Private Sector	170000

Salary Slip for November 2021

PAN :

PF No. : 21458
Name : SREENATH S
Designation : ASSOCIATE
Branch/office : ALANALLUR

Earnings		Deductions	
Basic Pay	: 19900.00	Advance Salary	: 0.00
Special Allowance	: 3263.60	PF/NPS Contribution	: 2595.00
Dearness Allowance	: 7219.38	VPF Contribution	: 0.00
Fixed Personal Pay	: 0.00	PF Loan	: 0.00
Professional Qualfn Pay	: 0.00	LIC	: 0.00
Graduation Pay	: 0.00	Income Tax	: 0.00
Learning Allowance	: 0.00	GSLI/GTAP	: 268.00
House Rent Allowance	: 2039.75	Club Allowance	: 0.00
CCA	: 0.00	House Rent Recovery	: 0.00
Location Allowance	: 0.00	House Rent Paid	: 0.00
Special Allowance (Pay)	: 0.00	Medical Welfare Fund	: 162.00
Cycle Allowance	: 0.00	FSF	: 0.00
Washing Allowance	: 0.00	Profession Tax	: 0.00
Club Allowance	: 0.00	Chitty/Society	: 0.00
Hill Allowance	: 0.00	Sub. Association/Union	: 0.00
Transport Allowance	: 600.00	Other Deductions	: 0.00
Arrears	: 4272.49	DIYA Contribution	: 100.00
Other Earnings	: 0.00	Loans	: 0.00
Misc. Earnings	: 0.00		
Suspense Account	: 0.00		
Total Earnings	: 37295.22	Total Deductions	: 3125.00
Net Payable	: 34170.22 (Thirty-Four Thousand One Hundred Seventy Rupees And Twenty-Two Paise)		
SB/ODLS Account Number	: 11475000239146		

**This is a Computer Generated Pay Slip and it does not require a Signature.

BREV No:

212

DATE OF RECEIPT ACCEPTED

01/12/21

Date.....

Date	Acct Name/No.	Description	Rs.	P.
		Diploma in Computer		Application
		Diploma in Financial		Accounting
				Teaching
		Wishnu. V. Kumar	2000	
		Total. - 6000 + 6000 + Exam 1000 +		
		9961048349, 811191	1230	
		Total	2000	

Ruppes

Two Thousand

Paid By:

[Signature]

Date: 01/11/2021

Mr. AMAL RAJ
Seethabhavanam ,Karumady P.O
Ambalapuzha ,Alpy

Appointment Letter

With reference to your application and subsequent interview you had with us, we are pleased to appoint you as **Officer Credit Controller** in our company Atlantic Care Chemicals Pvt Ltd

The terms and conditions of the appointment are listed in Annexure –B

Annexure –B

1. Date of Joining: 01/11/2021.

2. Salary

Your salary will be paid as Rs.10, 000 per month as detailed in **Annexure A**. The Company may at its sole discretion, deduct loan, salary advances or any other amount due and payable by you to the Company from your remuneration/salary from time to time (if applicable). The salary shall be subject to tax deduction and statutory deductions at applicable rates (If applicable) including PF, ESI (if applicable), Professional Tax, TDS etc

3. Place Of Work

Your initial place of work will be at Alappuzha and You will be required to visit other plants/Factories as per requirements of superior from time to time .However, you will be liable to be transferred to any of our offices, factories, branch, division, department or verticals of the company or be sent on deputation depending on the need of the organization across India or abroad.

4. Probation

- a) You will be on probation for a minimum period of six months from the date of your joining. Unless and until management issues confirmation letter to you, your period of probation will extend automatically.
- b) Your period of probation may be extended at the discretion of the management and your services can be terminated if your performance does not meet management expectations. However, management reserves the right to terminate during probation period without assigning any reason for such termination of employment.
- c) During the period of probation, you can resign from the services of the company after giving a notice of 15 days, w.e.f. the date of resignation. If you require wavier of notice period, you can pay 15 days salary in lieu, which is subject to approval from the management.



REGISTERED OFFICE & FACTORY

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

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

care@atlanticchemicals.com
www.atlanticchemicals.com

CIN: U24302KL2019PTC056295

Kerala Feeds Limited

Kallemkara
Thirissur Dist
Merry Christmas

Pay Slip for the month of November-2021

Emp ID	DWW-394	PF No.	
Name	Keerthy Kumar, Tpd	ESI No.	
Designation	DAILY WAGE	Bank	
PAN		Account No.	
		Paid Days	24.00

Description	Earnings			Deductions		
	Amount	Arrear	Total	Description	Amount	
Basic	18,125.00		18,125.00	Canteen Recovery	516.00	
				ESI	136.00	
				PF - Employee	2,175.00	
Gross Earning	18,125.00	0.00	18,125.00	Gross Deduction	2,827.00	

Net Pay: 15,298.00 (FIFTEEN THOUSAND TWO HUNDRED NINETY EIGHT RUPEES AND ZERO PAISA ONLY)

Tax Deduction Details

Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Kerala Feeds Limited

Kallemkara
Thirissur Dist
Merry Christmas

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0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

HRD: TAT: TRG: 578: 2021-22

DATE: 07.08.2021

MS. APARNA OMANAKUTTAN
PUTHUVETTUVELI,
CHARAMANGALAM,
MUHAMMA
KERALA – 688525

Dear Ms. Aparna Omanakuttan,

Offer for Appointment in the Bank as Probationary Clerk

In continuation to the Online Test and Personal Interview, we are glad to offer you appointment in the Bank as Probationary Clerk.

As you have completed your Induction Training Programme, you are advised to report at the below mentioned Office for the **completion of joining formalities and commencement of duty on or before 16.08.2021**:

THE SOUTH INDIAN BANK LTD.
BRANCH: AYUR (0668)
DO.NO.EP 590, KEEZHOTTU BUILDING, M C
ROAD, AYUR P.O., KOLLAM, KERALA-691533
Ph: 0475-2292138

Initially you will be on probation for a period of six months. On successful completion of probation, you will be confirmed in the service of the Bank as Clerk. In case the Bank finds your services unsatisfactory, it reserves the right to extend your probation/ terminate your service at its sole discretion.

Please note that as you are allowed to join the service of Bank prior to the declaration of final results of your qualifying course, your appointment will be on provisional basis till submission of mark list/original degree certificate of having qualified the prescribed course in first chance.

Details of remuneration, perquisites payable to you on probation and other terms and conditions of employment are attached herewith.

Please confirm acceptance of the offer to the e-mail ID careers@sib.co.in on or before **08.08.2021**

We hope this will be the beginning of a long and rewarding career with us.

Yours sincerely,



(Anto George T.)
Senior General Manager (HR & Admin)

Encl: Remuneration, Perquisites and other Terms & Conditions

REMUNERATION, PERQUISITES AND OTHER TERMS & CONDITIONS

Pay Scale (as per IBA)

17900 - 1000/3 – 20900 - 1230/3 – 24590 - 1490/4 – 30550 - 1730/7 – 42660 - 3270/1 – 45930 - 1990/1 – 47920

Monthly Salary (as per IBA)

Basic Pay	:	Rs.19,900/-
Special Allowance	:	16.4% of Basic Pay
Dearness Allowance (Quarterly varying)	:	25.69% of Basic Pay, Special Allowance and Travel Allowance
Special Pay	:	Rs. 1,250/-
Transport Allowance	:	Rs. 600/-

Monthly Allowance

Canteen Allowance	:	Rs.300/-
Newspaper Allowance	:	Rs.350/-
Conveyance	:	Rs.1400/-
House Rent Allowance	:	10.25% of Basic Pay + Special Pay

Half - Yearly Allowance

Closing Allowance	:	Rs.550/-
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Yearly Allowance

Medical Aid	:	Rs.2,355/-
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Other Benefits

- On confirmation, will be eligible for all allowances and benefits applicable to Clerical cadre which are in existence or may be introduced in the Bank from time to time.
- Will be eligible for Performance Linked Incentive Scheme (PLIS) as applicable to Clerical cadre.
- Will be eligible for Free Personal Accident Insurance benefits up to ₹ 30,00,000/- and Medical Insurance up to ₹3,00,000/- per annum.
- You will also be governed by the “Defined Contributory Pension Scheme” in terms of the Bipartite settlement and amendments thereon from time to time. The said Pension Scheme will be as per the provisions of the New Pension System under Pension Fund Regulatory and Development Authority. 10% of (Basic Pay + D.A thereon) will be deducted monthly from the salary towards the Pension Fund. An equal amount will be contributed by the Bank.
- You are eligible for Gratuity as per the provisions of The Payments of Gratuity Act after rendering five years of continuous service in the Bank.

Other Terms and Conditions

- a) Your appointment is subjected to possessing the stipulated qualification/criteria for the selection process as cited below:
- **Under Graduates**
 - ✓ Age not more than 22 years as on 30.04.2021 (i.e. born on or after 01.05.1999)
 - ✓ Should have secured a minimum of 60% marks in X, XII and Graduation in Arts/Science/Commerce stream under regular course.
 - ✓ Should have cleared all semester(s)/ year(s) in first attempt of Graduation with minimum 60% marks
 - ✓ Should pass the remaining semester/year with minimum 60% marks.
 - **Post Graduates**
 - ✓ Age not more than 24 years as on 30.04.2021. (i.e. born on or after 01.05.1997)
 - ✓ Should have secured a minimum of 60% marks in X, XII, Graduation and Post-graduation in Arts/Science/Commerce stream under regular course.
 - ✓ Should have cleared all semester(s)/ year(s) in first attempt of Post-Graduation course with minimum 60% marks
 - ✓ Should pass the remaining semester/year with minimum 60% marks.
- b) Also be informed that original certificates and mark sheets which are yet to be received from the university has to be submitted **on or before 30.09.2021** failing which your appointment is liable to be terminated.
- c) It shall be distinctly understood that this offer for appointment is subject to your passing with the stipulated qualification/ criteria cited above in the first chance, submission of original documents/ credentials, medical fitness, police verification and satisfactory background verification, failure to acquire the required base qualification in the first chance, your appointment is liable to be terminated.
- d) You have to execute an agreement to the effect that you will serve the Bank for a continuous period of 3 (three) years active service from the date of your joining the bank. Further, the originals of marklists & Certificates of X, XII, Graduation & Post Graduation (as applicable) will have to be submitted for verification and the same will be returned only after the stipulated active service from the date of joining. In case you leave the service of the Bank before the expiry of the said period, a sum of ₹75,000/- (Rupees Seventy Five Thousand only) will have to be paid towards expenses incurred by the bank for recruitment, imparting training (both in house and external training including on the job training), compensation/ liquidated damages on account of loss of opportunity for the Bank from deriving anticipated benefits out of the recruitment process, etc.
- e) You shall not leave or discontinue your service in the Bank without first giving a Notice in writing of your intention to leave or discontinue the service or resign. The period of notice required shall be 3 months of continuous service without leave and the same shall be submitted to the Competent Authority.
- f) You shall comply with all the rules and regulations in force from time to time in the Bank as applicable to other employees of the Bank and shall carry out all the other lawful orders/ instructions/ directions of the Bank as are given to you in connection with the day-to-day discharge of your duties and other assignments assigned/ delegated by the Bank from time to time, while in service of the Bank.
- g) All non-public/ price sensitive information obtained/ accessed/ reviewed during your service should be kept as confidential and should not be released/ disclosed either during your service or following cessation (by whatever means) to third parties without prior clearance from the Bank.

- h) The Bank shall be entitled to terminate your service without notice, indemnities and compensation in any of the following events:
- ✓ If you are in the opinion of the Bank, guilty of dishonesty, misconduct or negligence in the performance of your duties.
 - ✓ If you have been found to have committed a serious breach or continual material breach of any of your duties or obligations; made any illegal monetary benefits in cash or in kind out of any of the Bank's affairs.
- i) All information pertaining to your remuneration is to be kept as confidential and should not be disclosed for any reason, other than as required for appropriate financial reporting purposes.
- j) If it is later found that, you have made concealment of facts/reported false details in the Personal Statement form/ any other document/ certificate, you will be liable for termination from service without further notice. The medical reports/ fitness certificates submitted by you are liable to be re-examined or scrutinised by the Bank's Doctor at Bank's discretion and your appointment in the Bank is subject to your medical fitness for employment in the Bank as assessed by the Bank's Doctor. You will be required to undergo medical examination by the Doctor of Bank's choice, in case the doctor insists for a detailed medical examination, after analysing the medical reports submitted by you. Also please note that if any information already submitted by you is found to be false or untrue or if any material information is suppressed, your service is liable to be terminated.

I hereby accept the terms and conditions of offer for appointment

Signature :



Place :

Muhamma

Date :

08/08/2021

S. D. College, Alappuzha



Fedrecruit - Offer Letter

1 message

<postings@federalbank.co.in>
To: sarishmadaffodils@gmail.com
Cc: recruitment@federalbank.co.in

Thu, 23 Sep 2021 at 2:58 pm

HR TALENT ACQUISITION & DEPLOYMENT

FEDERAL BANK

YOUR PERFECT BANKING PARTNER

HR TAD/B/PR-39776/OFP-390/2021-22

22 September 2021

Hearty Welcome!



Dear Sarishma H ,

It gives us immense pleasure to formally welcome you to be a part of this great institution, which has grown tremendously over the years and looking forward to conquer new heights in the years to come. We are sure that you would definitely want to build an enduring relationship with this institution, which will in turn offer you exciting and challenging career opportunities to grow and develop yourself.

We have made necessary arrangements for your smooth induction into our system. In case you need any clarifications or support from our end, please feel free to contact us at postings@federalbank.co.in.

The details of the offer of appointment made to you are annexed to this letter.

Wishing you all success,

Yours Sincerely,

John P J
Vice President (HR)

To
Ms. Sarishma H
Daffodils
Stadium Ward

Head P O
Alappuzha, Kerala-688001

*The Federal Bank Ltd, HR Talent Acquisition & Deployment, Federal Towers, P O Box No.103, Aluva, Kerala, India 683101
E-mail: postings@federalbank.co.in; Phone: 0484-2634123*

S. D. College, Alappuzha

Offer of appointment to Ms. Sarishma H as Probationary Officer in Scale I

You have been selected for appointment in the Bank as Probationary Officer in Junior Management Grade in Scale I on the basis of your performance in the Campus selection process.

Place of Posting/ Date of Joining

Your initial place of posting will be at Branch/Office: **Anchal** situated at P B No. 2, R.O. Junction, Anchal, Kerala-691306. You will have to join Branch/Office: Anchal on 21/10/2021 after completion of the online orientation programme. The appointment will be effective from the date of joining the Branch/Office.

Pre Induction e-Learning & Orientation programme

As part of continuous learning approach, Bank will be conducting a pre-induction self-learning programme which will help you to understand basic banking functions and concepts. Completing this e-learning programme is a pre-requisite for joining the Induction/Orientation programme, details of which will be intimated to you in due course by Federal Knowledge & Development Centre (FKDC).

Subsequent to this, you will have to enroll for a four day online Induction/Orientation programme conducted by Federal Knowledge & Development Centre (FKDC) starting from 08/10/2021 to 13/10/2021 (excluding 09/10/2021 & 10/10/2021) The Orientation programme will be an instructor-led live online training programme, with sessions scheduled between 9.30 am and 6 pm on all the 4 days. You should be ready with a personal desktop computer/laptop/tablet with high speed data connectivity to attend the same. Further details will be intimated to you in due course by Federal Knowledge & Development Centre (FKDC). Successful completion of the online Induction/Orientation programme, by way of attendance in all sessions, satisfactory level of engagement/performance, is a pre-requisite for joining the Bank.

Remuneration

You will be on a pay scale of 36000-1490 /7-46430-1740 /2-49910-1990 /7-63840 as applicable to Officers in Scale I of the Bank. The total monthly emoluments eligible to be received by an Officer in Scale I with Basic Pay 36000/- at Aluva would be as follows:

Particulars	Amount (Rs.)
Basic Pay	36000.00
Special Allowance	5904.00
Dearness Allowance	11811.86
HRA (Leased Accommodation)	13500.00
Learning Allowance	600.00
City Compensatory Allowance/Location Allowance	1400.00
Total	69215.86

- Amount of leased accommodation will vary according to the place of posting. Those who are not availing the leased accommodation/quarters facility are eligible for HRA at the rate of 7% to 9% of Basic Pay depending upon the place of posting.
- City Compensatory Allowance (CCA)/Location allowance would be payable at specified centres and would change depending upon the place of posting. Detailed monthly emoluments /allowances is annexed.

During the period of probation/on confirmation in service, you will also be eligible for the facility of fixed conveyance allowance or cost of fuel on declaration, reimbursement of hospitalisation expenses, medical aid, reimbursement of entertainment expenses, reimbursement of cost of cleansing materials, closing allowance, Digital Promotion allowance, reimbursement of cost of brief case / office bag (on confirmation), reimbursement of cost of newspapers (after completion of one year of probation), reimbursement of cost of visiting cards (on confirmation), club allowance (on confirmation), reimbursement of mobile phone bills (after completion of one year of probation), leave travel concession, transfer compensation, privilege leave, sick leave, casual leave, sabbatical leave etc., subject to the rules in force and as amended, altered or added from time to time. On confirmation and on completion of stipulated period of service, you would also be eligible for various staff loans prevailing in the Bank, including housing loan, vehicle loan, Interest free furniture loan, computer loan, overdraft, demand loan, Interest free festival advance, etc., subject to the rules in force and as amended, altered or added from time to time.

During the probation period, you will be enrolled for an Internal Certification program consisting of E-learning modules, Webinar training and Periodic Assessment Tests (PATs). The detailed learning schedule, passing scores, and associated timelines will be intimated in due course by HR-Talent Development & Training Division. Your confirmation in the service of the Bank will be subject to timely and successful completion of the Internal Certification program, besides your performance ratings. Delays/failure to complete the learning schedule within specified timelines, will result in your probation getting extended. Probationers who complete the Internal Certification program within timelines, secure high performance ratings, and those who are able to secure approved external certifications during the probation period, as specified by the Bank/RBI, will be confirmed in the services of the Bank ahead of the normal probation period.

Probation/ Confirmation

Your appointment will be on probation for a period of two years. The period of probation will be counted for calculating the period of permanent service and for the purpose of granting increments. The period of probation is liable to be extended, if the Officer has not satisfactorily completed the initial period of probation.

During the period of probation, if your work, health, conduct or efficiency is found not satisfactory, your service is liable to be terminated at any time giving you one month notice or by paying one months pay and allowances in lieu of notice. During the period of probation, you are not expected to involve directly or indirectly in the activities of any trade union of Officer/non- Officer Staff of the Bank or of any other Bank or of other organization.

Joining formalities

At the time of joining the Branch/Office, you will have to submit the following papers/ certificates/ documents:

- a. Originals of SSC/SSLC/Matriculation Book/Certificate, final certificates of Graduation, final certificate and semesters / yearly marklists of Post Graduation (Qualifying Examination). The candidate should also submit the document substantiating the conversion of credit based (CGPA) system into equivalent percentage for their Post Graduate and Graduate course (if applicable) at the time of joining the Bank. These certificates (Secondary Marklist, Secondary Passing Certificate, Graduation and Post Graduation Certificate) will be kept under the custody of the Bank and will be released to the candidate on completion of 2 years of service in the Bank.
- b. Originals of all the documents, certificates and marklists of all semester examinations/ yearly examinations evidencing date of birth (Secondary Certificate) and academic/ professional qualification should be uploaded in the Fed Recruit mobile application. In case the result of any of the previous semesters/years or final semester/year examination is not published at the time of joining the Bank, a certificate to the effect that you had completed the course study and attended all the semester examinations is to be produced from the College/University at the time of joining the Bank (also should be uploaded in Fed Recruit mobile application).
- c. Statement about your medical history and a certificate of fitness for employment in the Bank, from a Doctor not below the rank of Civil Surgeon/ Chief Medical Officer of a Government Hospital, in the Bank's format (Click here to download the format: <https://bit.ly/3dUGJd6>). Medical certificate from Private Hospitals will not be accepted. You are required to produce all the medical reports, lab reports, ECG etc along with medical fitness certificate.
- d. Satisfactory discharge certificate and experience certificate from the previous employer/s, if any.
- e. A certificate about your character/conduct recently issued (within 6 months) by the Principal of the College/Institute last attended by you. Alternatively, two character certificates recently issued by Gazetted Officers/ respected persons.
- f. A declaration of fidelity & secrecy, a declaration of place of domicile and a statement of assets and liabilities, as per the format (Click here to download the format <https://bit.ly/2C2Tzsx>) .Hard copy of the documents should be submitted on the joining day.
- g. One copy of your latest passport size photograph.
- h. Self attested copies of any two of (i) PAN Card (ii) Voters ID (iii) Aadhar Card (iv) Passport and (v) Driving License(Originals needs to be produced for verification).
- i. Certificate of completion of pre-induction training programme.
- j. As part of on-boarding process, you should submit all the necessary documents through Fed Recruit mobile application as and when you are instructed to do so.

It shall be distinctly understood that this offer of appointment is subject to your medical fitness for employment in the Bank, satisfactory background check and submission of the certificates/documents as stipulated above, to the satisfaction of the Bank. The medical reports/fitness certificate submitted by you are liable to be re-examined/scrutinized by Banks Doctor and your appointment in the Bank will be subject to your medical fitness for employment in the Bank as assessed by the Banks Doctor. You are required to undergo physical medical examination by Banks Doctor, in case the Doctor insists for a detailed medical examination, after analyzing the medical reports submitted by you. At any stage, if you are found not satisfying the eligibility norms, your candidature is liable to be cancelled without notice. Also be understood that any misrepresentation/hiding of facts in the application/personal data/any other documents/certificates is sufficient cause for termination of your service, without notice and compensation.

The offer of appointment is subject to your fulfillment of eligibility criteria stipulated by the Bank for being appointed in the Bank as Probationary Officer under campus recruitment. You are required to submit originals & copies of the marklists/certificates of all the previous years/semesters examinations at the time of joining the Bank proving that you had passed all the previous year/semester examinations at the time of campus interview and all the papers pertaining to the subsequent semester(s) should be cleared along with the result of the final year/semester examination (final year/semester examination should be cleared in the first chance itself). In case the result of any of the semester examinations/final examination is published after the campus interview, but prior to joining the Bank, you are required to submit all the semester marklists, certificates, provisional certificate etc of such examinations at the time of joining the Bank in proof of having passed the examinations with required percentage of marks along with the result of the final year/semester examination failing which, you will not be permitted to join the Bank. In case the result of any of the previous semesters/years or final semester/year examination is not published at the time of joining the Bank, a certificate to the effect that you had completed the course study and attended all the semester examinations is to be produced from the College/University at the time of joining the Bank

In your case, the minimum eligibility criteria in respect of educational qualification for being appointed in the Bank as Probationary Officer through campus recruitment is a Post-Graduation with minimum 60% marks. The minimum eligibility of 60% (for UG & PG courses) will be assessed based on the prevailing practice followed by the University/Institution. You have to submit the percentage equivalence certificate in case your University/Institution follows grading system. Also you should have passed SSC or equivalent exam, plus 2 or equivalent exam and graduation with 60% marks. In case the result of final year/semester examination is not published, you will have to submit the certificates and marklists in proof of having passed the final year/semester examination, attempted in the first chance, with required percentage of marks within a maximum period of 5 months from the date of joining the Bank in conformity with the minimum eligibility criteria in respect of educational qualification as stipulated by the Bank, failing which you are liable to be removed from the services of the Bank without any notice or communication, treating the appointment as cancelled. However, in case of willful default in submission of certificates/ marklists within the above stipulated period, even after publication of result of the qualifying examination, your service is liable to be terminated and you are liable to remit the compensation amount / notice pay.

Other Benefits

You will be required to enroll yourself as a member of The Federal Bank Officers Medical Welfare Fund from the date of joining the Bank and deduction to the Fund at applicable rate will be made from your salary, as per the rules prevailing in the Bank at present and as amended, altered or added from time to time.

You shall contribute to the Welfare Scheme (Diya) to support the family of deceased employees of the Bank, from the date of joining the Bank and contributions to the Scheme at applicable rate will be made from your salary, as per rules prevailing in the Bank at present and as duly amended, altered or added from time to time.

You will be covered under the Defined Contributory Pension Scheme as applicable for the Bank employees in line with the National Pension System.

On confirmation in Bank's service, you will be required to enroll yourself as a member of the Group Term Assurance Plan. The eligibility for enrollment in the Scheme will be subject to the terms, conditions, exceptions etc; as applicable under Group Term Assurance Plan at that time and as amended, altered or added from time to time.

On confirmation in Bank's service, you will be entitled to all other privileges enjoyed by other permanent members of Officers cadre. You will be bound by all the conditions of service as applicable to Officers of the Bank as amended, altered or added from time to time. You will be subject to all the liabilities cast upon other permanent members of Officers cadre.

Resignation

If you are desirous of resigning from the service during the period of probation, you should give three months notice in writing to the Bank or you would be liable to pay to the Bank three months pay and allowances in lieu of notice, at the sole

discretion of the Bank. In addition to this, you should pay an amount of 50,000/- as compensation, if such resignation is within 2 years of service in the Bank. If you are desirous of resigning from the service after confirmation in the service of the Bank, you should give three months notice in writing to the Bank or you would be liable to pay to the Bank three months pay and allowances in lieu of notice, at the sole discretion of the Bank.

You are also required to pay an amount of 50,000/- as compensation amount and applicable notice pay as stated above to the Bank, if you ceased to be in the service of the Bank consequent to termination of service within 2 years of service. You are required to execute an agreement in stamp paper (which will be made available by the Bank) of appropriate value at the time of joining the Bank agreeing to the above terms and conditions of the appointment in respect of compensation amount /notice pay etc.

The compensation amount of 50,000/- mentioned above is the fair value of the minimum cost that will be incurred by the Bank if an employee quits the Bank before the stipulated minimum period of service.

General

You are liable to be transferred during the period of probation and also thereafter, as found expedient by the Bank at any time to any of the existing Branches/Offices in India or abroad or Subsidiaries or to the new Branches/Offices/ Subsidiaries of the Bank to be opened in future.

As per the administrative requirements, Bank may allot any duties to you from time to time and your designation will accordingly be changed depending upon the nature of work. You are advised to adhere to the acceptable levels of decorum at workplace even during the online Induction/Orientation programme by way of presentable attire [business casual, smart casual, business attire] and professional etiquettes representing the image and reputation of the Bank.

You will be eligible for actual travelling expenses (subject to a maximum of 02nd AC Train fare) from your place of domicile to the place of posting.

John P J
Vice President (HR)

I, Sarishma H , accept and confirm the above terms and conditions.

Place:

Date:

(Signature of the Candidate)

Annexure

Monthly Emoluments

Particulars	Amount (Rs.)
Basic Pay	36000.00
Special Allowance	5904.00
Dearness Allowance	11811.86
HRA (Leased Accommodation)	13500.00
Learning Allowance	600.00
City Compensatory Allowance/Location Allowance	1400.00
Entertainment Expenses	2250.00
Cleansing Charges	1000.00
Newspaper #	525.00
Mobilephone Charges#	1000.00
Fuel Reimbursement(Four Wheeler)	8000.00
Total	81990.86

after one year

@ Leased accommodation amount will be credited to Lessors account only (leased accommodation eligibility ranges from Rs.7800/- to 23000/- depending upon the place of posting. At Aluva it is 13500 /-)

*You will be eligible for monthly conveyance allowance as follows;

a) 80 litres of petrol/diesel for four-wheeler vehicle registered in your name and used by you at your workplace

OR

b) 50 litres of petrol for two- wheeler vehicle registered in your name and used by you at your workplace

OR

c) Fixed conveyance of 3000/-

Other Allowances

Allowances	Amount (Rs.)	Remarks
Medical Aid	10300.00	Yearly
Closing Allowance	2600.00	Yearly
Digital Promotion	2200.00	Yearly
Leave Encashment (Annual)	9617.00	Yearly
Cost of Brief Case/ Office Bags	4500.00	Once in 3 years
Exgratia*	36500.00	Lumpsum

*Will vary according to the profit position of the Bank.

Never reveal your ATM PIN, CVV no. printed on the reverse of the Debit card, Internet banking passwords, OTP etc. to anyone including Bank officials. Federal Bank never asks for your confidential credentials.

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WARNING: Computer viruses can be transmitted via email. The recipient should check this email and any attachments for the presence of viruses. The company accepts no liability for any damage caused by any virus transmitted by this email.

The Federal Bank Ltd

S. D. College, Alappuzha

01 Jul 2021

Ms Dona Catherine Thomas Vallappattil,
Muhamma P.O.
Muhamma, Alappuzha
Kerala - 688525
Mobile No: 9188286522
E-mail ID: - donachii1113@gmail.com

Dear **Ms Dona Catherine Thomas**,

OFFER LETTER: CUSTOMER RELATIONSHIP OFFICER

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

Posting

2. **Place of Posting:** You will be posted initially at our **Cherthala Branch, CSB Bank LTD, PB No 9, Muttom Bazar, Cherthala , Alappuzha (Dist), Kerala-688524, 0478-2820067, cherthala@csb.co.in**. However, you will also be subjected to transfers to any of the branches/offices of the Bank solely at its discretion.
3. **Date of Joining:** As discussed, you are required to join for duty latest by **01 Sep 2021**. The date on which you join the above office / branch will be reckoned as your date of joining in the service of the Bank.
4. **Reporting:** The position will report to the **Branch Head**. However, your title, responsibilities and reporting lines can be changed at any point of time based on organizational necessity and as decided by the Board and / or Management acting in the best interest of the Bank.

Compensation

5. You will be eligible for a consolidated pay on Cost to the Company (CTC), basis of Rs **200,004/-** , ie, **Rupees Two Lakh Four Only per annum**. The detailed salary structure is attached at **Appendix A**.
6. Your salary is confidential and should not be discussed with anyone other than your reporting authority and HR Department.



Probation and Confirmation

7. You will be on probation for a period of One Year. Your performance will be evaluated regularly, and the Bank at its discretion, may confirm your service, on successful completion of probation period.
8. The Bank 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

9. Attainment/achievement of key deliverables are 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 Bank. You will be subject to a performance review, as per policy of the Bank. You will be given increment and opportunity for promotion, subject to availability of vacancy and policy of the Bank, at the sole discretion of the Bank.
10. The Bank reserves the right to terminate your services in the event of under-performance of your duties, responsibilities and key deliverables.

Testimonials

11. You are required to submit the documents and testimonials as given in **Appendix B**. You will also be required to produce the original certificates for verification on the first day of joining.

Leave

12. In addition to the statutory and Bank/public holidays in India and any other holidays declared by the Bank, you will be eligible of leave as per Leave and Working Hours Policy for CTC staff. This includes 12 days of Casual Leave, 10 days Sick Leave on pro-rata basis.
13. You will also be eligible for Earned Leave of 24 days on completion of 12 months of service; Maternity Leave of 182 days/ 7 days of Paternity Leave as per eligibility specified, as per Leave and Working Hours Policy for CTC staff.
14. Your employment is liable to be terminated if you absent yourself from the services of the Bank, without prior written permission or overstay of sanctioned leave, except in cases of medical exigencies duly supported by medical certificate.

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Reference Check and Background Verification

15. This offer of appointment is subject to obtaining satisfactory responses to reference checks.

16. Your employment in the Bank is also subject to satisfactory verification of the certificates, testimonials and personal particulars/credentials submitted by you. The Bank reserves the right to carry out a background check (including criminal history record search, medical history search, education & previous employment and personal details verification) through nominated third party/ agencies.
17. In the event that such verification or background search reveals any discrepancy in the statement(s) made in your application for employment or bio data/curriculum vitae submitted to the Bank, your appointment shall be deemed to be invalid and you shall be liable to be discharged from your services by the Bank forthwith.

Resignation / Termination of Service

18. You shall provide 3 months' notice, should you wish to resign from the services of the Bank. Date of relieving will be at the sole discretion of the Bank.
19. You will not be permitted to adjust any accumulated leave in your credit including accruals against the notice period.
20. In addition to what has already been mention in the foregoing, your service with Bank are liable to be terminated:
 - (a) By giving 90 days' notice or notice pay in lieu thereof.
 - (b) Any breach of the conditions mentioned in this letter on your part.
 - (c) Any breach of the instruction/guidelines/circulars issued by the Bank, the RBI and regulators as applicable or made applicable to you from time to time.

Code of Conduct

21. **Confidentiality:** In the course of employment with the Bank, you may receive or be made privy to confidential and proprietary information including information relating to the Bank, 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 Bank 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 Bank's processes, methods or business practices and client information

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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 Bank 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 Bank 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 Bank is entitled to take legal action on any breach of the above obligation by you.

22. **Exclusivity:** During the period of your employment with the Bank, you shall exclusively serve the Bank 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 Bank and/or your duties and obligations to the Bank.
23. **IT Security Practice & Procedures:** During the service with the bank, you will adhere to the IT Security Practices & Procedures as prescribed by Bank. Any instances of violation or any attempted violation of the aforesaid IT Security Practices and Procedures on your part shall result in disciplinary action.
24. **Membership in Other Organisations:** During the period of your employment with the Bank, 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.
25. During the course of your services with Bank 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 Bank.
26. During the period of your service with Bank you will not take part in nor organise any demonstration/agitation against Bank and its official(s) either on your behalf or on behalf of other persons either inside the Bank 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 Bank would amount to breach of employment contract leading to initiation of appropriate action.
27. **Non-Competition:** As by virtue of your position in the Bank, you will be privy to business sensitive, strategic and confidential information of the Bank, you will need to agree that during the term of your service with the Bank, you shall not be entitled to directly or indirectly, run, operate, control, be employed by or provide any services to any competitor of the Bank in India or elsewhere. During the term of your service with the Bank, 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 Bank / Financial Institution.
28. 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

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oliciting or attempting to or inducing any employee(s)/business associates to leave their current employment with the Bank to join the services of your new employer/organization or any other competitor of Bank. Any such act in contravention of the above provision shall entail initiation of appropriate action as deemed fit by Bank.

29. Please note that while joining the services of the Bank and during the term of employment with Bank, you would be required to notify the Bank 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 chargesheet/arrest/conviction/acquittal/discharge. Any act in breach of this term would entail initiation of appropriate action as deemed fit by Bank.
30. The Bank 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 Bank would breach of employment contract leading to initiation of appropriate action.
31. During the Bank's employment term, you will not indulge in acts of commission/omission which maybe prejudicial to the interests of the Bank or any act of dishonesty, disobedience, insubordination or any other misconduct or neglect of duty or incompetence in the discharge of duty on your part.
32. You will abide by the policies, rules and regulations and internal guidelines of the Bank, which are in force, and any additions and/ or alterations that may be made thereto from time to time, by the Management.
33. At the sole discretion of the Bank, 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 offence which may or may not be directly connected with the business of the Bank.
34. **Dress Code:** You shall always maintain a business like formal dress code and appearance, in tune with the policy / norms of the Bank.
35. You will be bound by the instruction / guidelines/ circulars issued by the Bank, RBI and regulators from time to time.

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You will keep Bank informed of any change in your residential address/contact details.

Acceptance of the Offer Letter

36. If you are agreeable to the terms and conditions of this Offer letter, please sign and return to the Bank a duplicate copy as a token of your acceptance, within 2 days of receipt of this Offer Letter, in the format provided in Appendix C (attached).

37. We look forward to your joining Team CSB.

Thanking you,
Yours Sincerely,



(Vastav Pandya)
Human Resources
For CSB Bank

S. D. College, Alappuzha

APPENDIX – A**COMPENSATION AND BENEFITS****Name: Ms Dona Catherine Thomas****Designation: Customer Relationship Officer**

DETAILS OF COMPENSATION				
<i>Ser No</i>	<i>Details</i>	<i>Monthly</i>	<i>Per Annum</i>	<i>Remarks</i>
Gross Salary				
1.	Basic + DA	8,334	100,008	
2.	Conveyance	250	3,000	
3.	HRA - 50% of Basic Pay	4,167	50,004	
4.	Education Allowance	200	2,400	
5.	Bonus*	1,389	16,668	
6.	Medical Allowance	250	3000	
7.	CCA	251	3,012	
8.	Canteen Allowance	250	3,000	
9.	Special Allowance	742	8,904	
10.	Total Gross Salary	15,833	189,996	
11.	NPS (10% of Basic Pay)	834	10,008	
12.	Total (Retiring Benefits)	834	10,008	
Total CTC		16,667	200,004	
CTC Per Year: Rupees Two Lakh Four Only				
Deductions				
13.	NPS Employee Contribution	834	10,008	
14.	NPS Employer Contribution	834	10,008	
15.	Total	1,668	20,016	
Notes:				
(a) *Bonus includes statutory bonus, if any, as applicable as per policy				
(b) The incentive/ Performance bonus will be entitled, as applicable for the post, as per the policy of the Bank				
(c) CCA will be based on the place of posting				
(d) Gratuity will be paid as per Gratuity Act 1972				
(e) Professional Tax, Income Tax, and other deductions will be made as per statute. (f) You will be covered under medical insurance as per Bank policy				

Signature:

(Vastav Pandya)

**Human Resources For
CSB Bank APPENDIX
- B**

DOCUMENTS REQUIRED TO BE SUBMITTED AT THE TIME OF JOINING


<i>Ser No</i>	<i>Document</i>	<i>Remarks</i>
1.	CV	
2.	Bio-data form Part-I & Part II (<i>in the format provided by the Bank</i>)	
3.	Two copies of Passport size photograph	
4.	Copy of Aadhaar Card	
5.	Copy of PAN Card	
6.	Identity proof (Voters Identity Card/ Driving License/ PAN Card/Passport)	
7.	Address proof (Voters Identity Card/ Driving License/ Passport)	
8.	Copies of Educational Qualification Certificates (original shall be produced for verification and attested copies to be submitted to the Bank)	
	(a) 10 th / SSLC	
	(b) 12 th	
	(c) Graduation	
	(d) Post-Graduation, if any	
	(e) Professional qualifications, if any	
9.	Last 3 months salary slips	
10.	Resignation Letter (Submitted and acknowledged by to the last Organisation)	
11.	Copy of Experience Certificate from latest employer	
12.	Other Documents / Declarations (to be submitted in the format provided by the Bank)	
	(a) Application for Employee Identity Card	
	(b) Background Verification Consent Letter	
	(c) Declaration Regarding Fidelity & Secrecy	
	(d) Declaration Regarding Compliance with Direction under Section 10 on Banking Regulation Act	
	(e) Certificate of having read Chapter-1 of Bank's Book of Instruction	
	(f) Application for National Pension Scheme (<i>format to be provided to the candidate</i>)	
	(g) Medical Certificate / Physical Fitness Certificate	<i>Within 7 days of joining</i>
<p>Note: All Original Certificates is required to be produced for verification on the day of joining, Copies of all certificates shall be submitted after self-attestation by the candidate and by the reporting officer</p>		

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APPENDIX - C

ACKNOWLEDGEMENT AND ACCEPTANCE OF OFFER LETTER BY CANDIDATE

1. I have read and understood the above terms and conditions, and hereby sign in acceptance of the same.
2. I look forward for a long-term association with the Bank.
3. I agree to join by the date as specified in para 3 of the Offer Letter. I understand that if I fail to join within 7 days of the date specified in para 3 of the Offer Letter, the Offer Letter will become invalid.

Signature of the Candidate: 

Name of the Candidate: Dona Catherine Thomas

Date: 05/07/2021

Place: Muhamma

S. D. College, Alappuzha

HRD: TAT: TRG: 596: 2021-22

DATE: 07.08.2021

MR. AROMAL C L
CHERUTHAYIL,
POLLETHAI P.O.,
ALAPPUZHA
KERALA – 688522

Dear Mr. Aromal C. L.,

Offer for Appointment in the Bank as Probationary Clerk

In continuation to the Online Test and Personal Interview, we are glad to offer you appointment in the Bank as Probationary Clerk.

As you have completed your Induction Training Programme, you are advised to report at the below mentioned Office for the **completion of joining formalities and commencement of duty on or before 16.08.2021**:

THE SOUTH INDIAN BANK LTD.
BRANCH: VELUR (0094)
DOOR NO. 267 H, WARD NO. 11, THARAKAN'S
ROYAL TOWER, VELUR PO, KUNNUMKULAM,
THRISSUR -680601
Ph: 04885-285430

Initially you will be on probation for a period of six months. On successful completion of probation, you will be confirmed in the service of the Bank as Clerk. In case the Bank finds your services unsatisfactory, it reserves the right to extend your probation/ terminate your service at its sole discretion.

Please note that as you are allowed to join the service of Bank prior to the declaration of final results of your qualifying course, your appointment will be on provisional basis till submission of mark list/original degree certificate of having qualified the prescribed course in first chance.

Details of remuneration, perquisites payable to you on probation and other terms and conditions of employment are attached herewith.

Please confirm acceptance of the offer to the e-mail ID careers@sib.co.in on or before **08.08.2021**

We hope this will be the beginning of a long and rewarding career with us.

Yours sincerely,



(Anto George T.)
Senior General Manager (HR & Admin)

Encl: Remuneration, Perquisites and other Terms & Conditions

REMUNERATION, PERQUISITES AND OTHER TERMS & CONDITIONS

Pay Scale (as per IBA)

17900 - 1000/3 – 20900 - 1230/3 – 24590 - 1490/4 – 30550 - 1730/7 – 42660 - 3270/1 – 45930 - 1990/1 – 47920

Monthly Salary (as per IBA)

Basic Pay	:	Rs.19,900/-
Special Allowance	:	16.4% of Basic Pay
Dearness Allowance (Quarterly varying)	:	25.69% of Basic Pay, Special Allowance and Travel Allowance
Special Pay	:	Rs. 1,250/-
Transport Allowance	:	Rs. 600/-

Monthly Allowance

Canteen Allowance	:	Rs.300/-
Newspaper Allowance	:	Rs.350/-
Conveyance	:	Rs.1400/-
House Rent Allowance	:	10.25% of Basic Pay + Special Pay

Half - Yearly Allowance

Closing Allowance	:	Rs.550/-
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Yearly Allowance

Medical Aid	:	Rs.2,355/-
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Other Benefits

- On confirmation, will be eligible for all allowances and benefits applicable to Clerical cadre which are in existence or may be introduced in the Bank from time to time.
- Will be eligible for Performance Linked Incentive Scheme (PLIS) as applicable to Clerical cadre.
- Will be eligible for Free Personal Accident Insurance benefits up to ₹ 30,00,000/- and Medical Insurance up to ₹3,00,000/- per annum.
- You will also be governed by the “Defined Contributory Pension Scheme” in terms of the Bipartite settlement and amendments thereon from time to time. The said Pension Scheme will be as per the provisions of the New Pension System under Pension Fund Regulatory and Development Authority. 10% of (Basic Pay + D.A thereon) will be deducted monthly from the salary towards the Pension Fund. An equal amount will be contributed by the Bank.
- You are eligible for Gratuity as per the provisions of The Payments of Gratuity Act after rendering five years of continuous service in the Bank.

Other Terms and Conditions

- a) Your appointment is subjected to possessing the stipulated qualification/criteria for the selection process as cited below:
- **Under Graduates**
 - ✓ Age not more than 22 years as on 30.04.2021 (i.e. born on or after 01.05.1999)
 - ✓ Should have secured a minimum of 60% marks in X, XII and Graduation in Arts/Science/Commerce stream under regular course.
 - ✓ Should have cleared all semester(s)/ year(s) in first attempt of Graduation with minimum 60% marks
 - ✓ Should pass the remaining semester/year with minimum 60% marks.
 - **Post Graduates**
 - ✓ Age not more than 24 years as on 30.04.2021. (i.e. born on or after 01.05.1997)
 - ✓ Should have secured a minimum of 60% marks in X, XII, Graduation and Post-graduation in Arts/Science/Commerce stream under regular course.
 - ✓ Should have cleared all semester(s)/ year(s) in first attempt of Post-Graduation course with minimum 60% marks
 - ✓ Should pass the remaining semester/year with minimum 60% marks.
- b) Also be informed that original certificates and mark sheets which are yet to be received from the university has to be submitted **on or before 30.09.2021** failing which your appointment is liable to be terminated.
- c) It shall be distinctly understood that this offer for appointment is subject to your passing with the stipulated qualification/ criteria cited above in the first chance, submission of original documents/ credentials, medical fitness, police verification and satisfactory background verification, failure to acquire the required base qualification in the first chance, your appointment is liable to be terminated.
- d) You have to execute an agreement to the effect that you will serve the Bank for a continuous period of 3 (three) years active service from the date of your joining the bank. Further, the originals of marklists & Certificates of X, XII, Graduation & Post Graduation (as applicable) will have to be submitted for verification and the same will be returned only after the stipulated active service from the date of joining. In case you leave the service of the Bank before the expiry of the said period, a sum of ₹75,000/- (Rupees Seventy Five Thousand only) will have to be paid towards expenses incurred by the bank for recruitment, imparting training (both in house and external training including on the job training), compensation/ liquidated damages on account of loss of opportunity for the Bank from deriving anticipated benefits out of the recruitment process, etc.
- e) You shall not leave or discontinue your service in the Bank without first giving a Notice in writing of your intention to leave or discontinue the service or resign. The period of notice required shall be 3 months of continuous service without leave and the same shall be submitted to the Competent Authority.
- f) You shall comply with all the rules and regulations in force from time to time in the Bank as applicable to other employees of the Bank and shall carry out all the other lawful orders/ instructions/ directions of the Bank as are given to you in connection with the day-to-day discharge of your duties and other assignments assigned/ delegated by the Bank from time to time, while in service of the Bank.
- g) All non-public/ price sensitive information obtained/ accessed/ reviewed during your service should be kept as confidential and should not be released/ disclosed either during your service or following cessation (by whatever means) to third parties without prior clearance from the Bank.

- h) The Bank shall be entitled to terminate your service without notice, indemnities and compensation in any of the following events:
- ✓ If you are in the opinion of the Bank, guilty of dishonesty, misconduct or negligence in the performance of your duties.
 - ✓ If you have been found to have committed a serious breach or continual material breach of any of your duties or obligations; made any illegal monetary benefits in cash or in kind out of any of the Bank's affairs.
- i) All information pertaining to your remuneration is to be kept as confidential and should not be disclosed for any reason, other than as required for appropriate financial reporting purposes.
- j) If it is later found that, you have made concealment of facts/reported false details in the Personal Statement form/ any other document/ certificate, you will be liable for termination from service without further notice. The medical reports/ fitness certificates submitted by you are liable to be re-examined or scrutinised by the Bank's Doctor at Bank's discretion and your appointment in the Bank is subject to your medical fitness for employment in the Bank as assessed by the Bank's Doctor. You will be required to undergo medical examination by the Doctor of Bank's choice, in case the doctor insists for a detailed medical examination, after analysing the medical reports submitted by you. Also please note that if any information already submitted by you is found to be false or untrue or if any material information is suppressed, your service is liable to be terminated.

I hereby accept the terms and conditions of offer for appointment

Signature :

Place :

Date :

S. D. College, Alappuzha

HRD/2T/1001981741/21-22

October 25, 2021

Ms. Devika Rajeev
Puzhumpazhinjiyil
Ayaparambu, Cheruthana(P.O)
Alappuzha-690517
India

Ph: +91-9747039697

Dear Devika,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

We look forward to working with you and wish you success in your career with us.

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

Signature Not Verified

Digitally signed by Richard Lobo
Date: 2021.10.25 15:00:02 IST
Reason: Digitally Signed
Location: Bangalore

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

HRD/1001981741/21-22

October 25, 2021

Ms. Devika Rajeev
Puzhumpazhinjiyil
Ayaparambu, Cheruthana(P.O)
Alappuzha-690517
India

Ph: +91-9747039697

Dear Devika,

Congratulations! We are delighted to make you an offer as **Operations Executive - Trainee** and your role is **Operations Executive** .

Here are the terms and conditions of our offer:

Joining

Your scheduled date of employment with us will be **11-Nov-2021**.

Location

Your location of training is **MYSORE, India** . The location of posting ("work location") would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location."

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

** For the purpose of this agreement, "affiliate" means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, "control" means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise."*

Training

The training program will consist of classroom/virtual training and on-the-job training. The duration of the classroom/virtual training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and successful completion of the training.

Probation and Confirmation

You will be on probation for a period of 12 months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure - IV.

Leave

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually during probation. On confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

Increments and Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis.

Transfer

Your services can be transferred to any of our units / departments situated anywhere in India or abroad. At such time compensation applicable to a specific location will be payable to you.

Agreement

Our offer to you as **Operations Executive** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condemnation of delay in submission of the same will be at the Company's discretion.

Passport and Driving License

It would be to your advantage to have a valid passport and a four-wheeler driving license at the time of joining duty. Our offer to you is subject to your having a valid passport or producing a proof of having applied for the same.

Compensation and Benefits

Salary

Your Total Gross Salary will be INR **18,581** per month. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I.

In addition to your gross salary, you will receive an additional Personal Allowance of INR **461** per month. This allowance will be paid to you during your probation period, on the condition that your base location remains Bangalore/Mysore/Mangalore/Hubli. This allowance will be discontinued in case of a change in your base location due to official or personal reasons or upon confirmation (whichever is earlier).

Ex - Gratia / Bonus

You will be eligible for an Ex-Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year 2021-22 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of INR **500,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 6,200,000** of which **INR 3,200,000** is covered towards natural death, and **INR 3,000,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 200**. The details of the Scheme would be available to you when you join the Company.

Notice Period

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training/employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three month's notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice.

Background Checks

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Offer Annexure for India.

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

Other Terms and Conditions

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as an **Operations Executive** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment program 2020-21. These eligibility criteria for the Role of an Operations Executive, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the Intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

ANNEXURE - I
(Compensation)

COMPENSATION DETAILS (All figures in INR per month)				
NAME	Ms. Devika Rajeev			
ROLE	Operations Executive			
ROLE DESIGNATION	Operations Executive - Trainee			
1. MONTHLY COMPONENTS				
BASIC SALARY				13,582
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)				2,580
MONTHLY GROSS SALARY				16,162
2. ANNUAL COMPONENT				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)				136
3. RETIRAL BENEFITS				
PROVIDENT FUND - 12% of Basic Salary				1,630
GRATUITY - 4.81% of Basic Salary*				653
FIXED GROSS SALARY (1+2+3)				18,581
TOTAL GROSS SALARY				18,581
OTHER BENEFITS				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time				
*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				
Employee State Insurance ("ESI") may be applicable to employees as per the applicable statutory regulations. If ESI is applicable, the employee and the employer will contribute towards ESI as per the provisions of the ESI Act, 1948.				

01 Jul 2021

Ms Dona Catherine Thomas Vallappattil,
Muhamma P.O.
Muhamma, Alappuzha
Kerala - 688525
Mobile No: 9188286522
E-mail ID: - donachii1113@gmail.com

Dear **Ms Dona Catherine Thomas**,

OFFER LETTER: CUSTOMER RELATIONSHIP OFFICER

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

Posting

2. **Place of Posting:** You will be posted initially at our **Cherthala Branch, CSB Bank LTD, PB No 9, Muttom Bazar, Cherthala , Alappuzha (Dist), Kerala-688524, 0478-2820067, cherthala@csb.co.in**. However, you will also be subjected to transfers to any of the branches/offices of the Bank solely at its discretion.
3. **Date of Joining:** As discussed, you are required to join for duty latest by **01 Sep 2021**. The date on which you join the above office / branch will be reckoned as your date of joining in the service of the Bank.
4. **Reporting:** The position will report to the **Branch Head**. However, your title, responsibilities and reporting lines can be changed at any point of time based on organizational necessity and as decided by the Board and / or Management acting in the best interest of the Bank.

Compensation

5. You will be eligible for a consolidated pay on Cost to the Company (CTC), basis of Rs **200,004/-** , ie, **Rupees Two Lakh Four Only per annum**. The detailed salary structure is attached at **Appendix A**.
6. Your salary is confidential and should not be discussed with anyone other than your reporting authority and HR Department.



Probation and Confirmation

7. You will be on probation for a period of One Year. Your performance will be evaluated regularly, and the Bank at its discretion, may confirm your service, on successful completion of probation period.
8. The Bank 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

9. Attainment/achievement of key deliverables are 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 Bank. You will be subject to a performance review, as per policy of the Bank. You will be given increment and opportunity for promotion, subject to availability of vacancy and policy of the Bank, at the sole discretion of the Bank.
10. The Bank reserves the right to terminate your services in the event of under-performance of your duties, responsibilities and key deliverables.

Testimonials

11. You are required to submit the documents and testimonials as given in **Appendix B**. You will also be required to produce the original certificates for verification on the first day of joining.

Leave

12. In addition to the statutory and Bank/public holidays in India and any other holidays declared by the Bank, you will be eligible of leave as per Leave and Working Hours Policy for CTC staff. This includes 12 days of Casual Leave, 10 days Sick Leave on pro-rata basis.
13. You will also be eligible for Earned Leave of 24 days on completion of 12 months of service; Maternity Leave of 182 days/ 7 days of Paternity Leave as per eligibility specified, as per Leave and Working Hours Policy for CTC staff.
14. Your employment is liable to be terminated if you absent yourself from the services of the Bank, without prior written permission or overstay of sanctioned leave, except in cases of medical exigencies duly supported by medical certificate.

4/2/19

Reference Check and Background Verification

15. This offer of appointment is subject to obtaining satisfactory responses to reference checks.

16. Your employment in the Bank is also subject to satisfactory verification of the certificates, testimonials and personal particulars/credentials submitted by you. The Bank reserves the right to carry out a background check (including criminal history record search, medical history search, education & previous employment and personal details verification) through nominated third party/ agencies.
17. In the event that such verification or background search reveals any discrepancy in the statement(s) made in your application for employment or bio data/curriculum vitae submitted to the Bank, your appointment shall be deemed to be invalid and you shall be liable to be discharged from your services by the Bank forthwith.

Resignation / Termination of Service

18. You shall provide 3 months' notice, should you wish to resign from the services of the Bank. Date of relieving will be at the sole discretion of the Bank.
19. You will not be permitted to adjust any accumulated leave in your credit including accruals against the notice period.
20. In addition to what has already been mention in the foregoing, your service with Bank are liable to be terminated:
 - (a) By giving 90 days' notice or notice pay in lieu thereof.
 - (b) Any breach of the conditions mentioned in this letter on your part.
 - (c) Any breach of the instruction/guidelines/circulars issued by the Bank, the RBI and regulators as applicable or made applicable to you from time to time.

Code of Conduct

21. **Confidentiality:** In the course of employment with the Bank, you may receive or be made privy to confidential and proprietary information including information relating to the Bank, 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 Bank 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 Bank's processes, methods or business practices and client information

4/2/19

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 Bank 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 Bank 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 Bank is entitled to take legal action on any breach of the above obligation by you.

22. **Exclusivity:** During the period of your employment with the Bank, you shall exclusively serve the Bank 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 Bank and/or your duties and obligations to the Bank.
23. **IT Security Practice & Procedures:** During the service with the bank, you will adhere to the IT Security Practices & Procedures as prescribed by Bank. Any instances of violation or any attempted violation of the aforesaid IT Security Practices and Procedures on your part shall result in disciplinary action.
24. **Membership in Other Organisations:** During the period of your employment with the Bank, 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.
25. During the course of your services with Bank 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 Bank.
26. During the period of your service with Bank you will not take part in nor organise any demonstration/agitation against Bank and its official(s) either on your behalf or on behalf of other persons either inside the Bank 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 Bank would amount to breach of employment contract leading to initiation of appropriate action.
27. **Non-Competition:** As by virtue of your position in the Bank, you will be privy to business sensitive, strategic and confidential information of the Bank, you will need to agree that during the term of your service with the Bank, you shall not be entitled to directly or indirectly, run, operate, control, be employed by or provide any services to any competitor of the Bank in India or elsewhere. During the term of your service with the Bank, 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 Bank / Financial Institution.
28. 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

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oliciting or attempting to or inducing any employee(s)/business associates to leave their current employment with the Bank to join the services of your new employer/organization or any other competitor of Bank. Any such act in contravention of the above provision shall entail initiation of appropriate action as deemed fit by Bank.

29. Please note that while joining the services of the Bank and during the term of employment with Bank, you would be required to notify the Bank 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 chargesheet/arrest/conviction/acquittal/discharge. Any act in breach of this term would entail initiation of appropriate action as deemed fit by Bank.
30. The Bank 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 Bank would breach of employment contract leading to initiation of appropriate action.
31. During the Bank's employment term, you will not indulge in acts of commission/omission which maybe prejudicial to the interests of the Bank or any act of dishonesty, disobedience, insubordination or any other misconduct or neglect of duty or incompetence in the discharge of duty on your part.
32. You will abide by the policies, rules and regulations and internal guidelines of the Bank, which are in force, and any additions and/ or alterations that may be made thereto from time to time, by the Management.
33. At the sole discretion of the Bank, 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 offence which may or may not be directly connected with the business of the Bank.
34. **Dress Code:** You shall always maintain a business like formal dress code and appearance, in tune with the policy / norms of the Bank.
35. You will be bound by the instruction / guidelines/ circulars issued by the Bank, RBI and regulators from time to time.

4/2/19

You will keep Bank informed of any change in your residential address/contact details.

Acceptance of the Offer Letter

36. If you are agreeable to the terms and conditions of this Offer letter, please sign and return to the Bank a duplicate copy as a token of your acceptance, within 2 days of receipt of this Offer Letter, in the format provided in Appendix C (attached).

37. We look forward to your joining Team CSB.

Thanking you,
Yours Sincerely,



(Vastav Pandya)
Human Resources
For CSB Bank

S. D. College, Alappuzha

APPENDIX – A**COMPENSATION AND BENEFITS****Name: Ms Dona Catherine Thomas****Designation: Customer Relationship Officer**

DETAILS OF COMPENSATION				
<i>Ser No</i>	<i>Details</i>	<i>Monthly</i>	<i>Per Annum</i>	<i>Remarks</i>
Gross Salary				
1.	Basic + DA	8,334	100,008	
2.	Conveyance	250	3,000	
3.	HRA - 50% of Basic Pay	4,167	50,004	
4.	Education Allowance	200	2,400	
5.	Bonus*	1,389	16,668	
6.	Medical Allowance	250	3000	
7.	CCA	251	3,012	
8.	Canteen Allowance	250	3,000	
9.	Special Allowance	742	8,904	
10.	Total Gross Salary	15,833	189,996	
11.	NPS (10% of Basic Pay)	834	10,008	
12.	Total (Retiring Benefits)	834	10,008	
Total CTC		16,667	200,004	
CTC Per Year: Rupees Two Lakh Four Only				
Deductions				
13.	NPS Employee Contribution	834	10,008	
14.	NPS Employer Contribution	834	10,008	
15.	Total	1,668	20,016	
Notes:				
(a) *Bonus includes statutory bonus, if any, as applicable as per policy				
(b) The incentive/ Performance bonus will be entitled, as applicable for the post, as per the policy of the Bank				
(c) CCA will be based on the place of posting				
(d) Gratuity will be paid as per Gratuity Act 1972				
(e) Professional Tax, Income Tax, and other deductions will be made as per statute. (f) You will be covered under medical insurance as per Bank policy				

Signature:

(Vastav Pandya)

**Human Resources For
CSB Bank APPENDIX
- B**

DOCUMENTS REQUIRED TO BE SUBMITTED AT THE TIME OF JOINING


<i>Ser No</i>	<i>Document</i>	<i>Remarks</i>
1.	CV	
2.	Bio-data form Part-I & Part II (<i>in the format provided by the Bank</i>)	
3.	Two copies of Passport size photograph	
4.	Copy of Aadhaar Card	
5.	Copy of PAN Card	
6.	Identity proof (Voters Identity Card/ Driving License/ PAN Card/Passport)	
7.	Address proof (Voters Identity Card/ Driving License/ Passport)	
8.	Copies of Educational Qualification Certificates (original shall be produced for verification and attested copies to be submitted to the Bank)	
	(a) 10 th / SSLC	
	(b) 12 th	
	(c) Graduation	
	(d) Post-Graduation, if any	
	(e) Professional qualifications, if any	
9.	Last 3 months salary slips	
10.	Resignation Letter (Submitted and acknowledged by to the last Organisation)	
11.	Copy of Experience Certificate from latest employer	
12.	Other Documents / Declarations (to be submitted in the format provided by the Bank)	
	(a) Application for Employee Identity Card	
	(b) Background Verification Consent Letter	
	(c) Declaration Regarding Fidelity & Secrecy	
	(d) Declaration Regarding Compliance with Direction under Section 10 on Banking Regulation Act	
	(e) Certificate of having read Chapter-1 of Bank's Book of Instruction	
	(f) Application for National Pension Scheme (<i>format to be provided to the candidate</i>)	
	(g) Medical Certificate / Physical Fitness Certificate	<i>Within 7 days of joining</i>
<p>Note: All Original Certificates is required to be produced for verification on the day of joining, Copies of all certificates shall be submitted after self-attestation by the candidate and by the reporting officer</p>		

492719

APPENDIX - C

ACKNOWLEDGEMENT AND ACCEPTANCE OF OFFER LETTER BY CANDIDATE

1. I have read and understood the above terms and conditions, and hereby sign in acceptance of the same.
2. I look forward for a long-term association with the Bank.
3. I agree to join by the date as specified in para 3 of the Offer Letter. I understand that if I fail to join within 7 days of the date specified in para 3 of the Offer Letter, the Offer Letter will become invalid.

Signature of the Candidate: 

Name of the Candidate: Dona Catherine Thomas

Date: 05/07/2021

Place: Muhamma

S. D. College, Alappuzha

HR TAD/B/PR-39773/OFP-387/2021-22

22 September 2021

Hearty Welcome!



Dear Aathmaja R ,

It gives us immense pleasure to formally welcome you to be a part of this great institution, which has grown tremendously over the years and looking forward to conquer new heights in the years to come. We are sure that you would definitely want to build an enduring relationship with this institution, which will in turn offer you exciting and challenging career opportunities to grow and develop yourself.

We have made necessary arrangements for your smooth induction into our system. In case you need any clarifications or support from our end, please feel free to contact us at postings@federalbank.co.in.

The details of the offer of appointment made to you are annexed to this letter.

Wishing you all success,

Yours Sincerely,

John P J
Vice President (HR)

To

Ms. Aathmaja R
Akshaya
Old Thirumala
Iron Bridge
Alappuzha, Kerala-688011

Offer of appointment to Ms. Aathmaja R as Probationary Officer in Scale I

You have been selected for appointment in the Bank as Probationary Officer in Junior Management Grade in Scale I on the basis of your performance in the Campus selection process.

Place of Posting/ Date of Joining

Your initial place of posting will be at Branch/Office: **Kuruppampady** situated at Building No Iii/685 A, Kocheril Buiding, A M Road, Kuruppampady, Ernakulam-683 545. You will have to join Branch/Office: Kuruppampady on 21/10/2021 after completion of the online orientation programme. The appointment will be effective from the date of joining the Branch/Office.

Pre Induction e-Learning & Orientation programme

As part of continuous learning approach, Bank will be conducting a pre-induction self-learning programme which will help you to understand basic banking functions and concepts. Completing this e-learning programme is a pre-requisite for joining the Induction/Orientation programme, details of which will be intimated to you in due course by Federal Knowledge & Development Centre (FKDC).

Subsequent to this, you will have to enroll for a four day online Induction/Orientation programme conducted by Federal Knowledge & Development Centre (FKDC) starting from 08/10/2021 to 13/10/2021 (excluding 09/10/2021 & 10/10/2021) The Orientation programme will be an instructor-led live online training programme, with sessions scheduled between 9.30 am and 6 pm on all the 4 days. You should be ready with a personal desktop computer/laptop/tablet with high speed data connectivity to attend the same. Further details will be intimated to you in due course by Federal Knowledge & Development Centre (FKDC). Successful completion of the online Induction/Orientation programme, by way of attendance in all sessions, satisfactory level of engagement/performance, is a pre-requisite for joining the Bank.

Remuneration

You will be on a pay scale of ₹ 36000-1490 /7-46430-1740 /2-49910-1990 /7-63840 as applicable to Officers in Scale I of the Bank. The total monthly emoluments eligible to be received by an Officer in Scale I with Basic Pay ₹ 36000/- at Aluva would be as follows:

Particulars	Amount (Rs.)
Basic Pay	36000.00
Special Allowance	5904.00
Dearness Allowance	11811.86
HRA (Leased Accommodation)	13500.00
Learning Allowance	600.00
City Compensatory Allowance/Location Allowance	1400.00
Total	69215.86

- Amount of leased accommodation will vary according to the place of posting. Those who are not availing the leased accommodation/quarters facility are eligible for HRA at the rate of 7% to 9% of Basic Pay depending upon the place of posting.
- City Compensatory Allowance (CCA)/Location allowance would be payable at specified centres and would change depending upon the place of posting. Detailed monthly emoluments /allowances is annexed.

During the period of probation/on confirmation in service, you will also be eligible for the facility of fixed conveyance allowance or cost of fuel on declaration, reimbursement of hospitalisation expenses, medical aid, reimbursement of entertainment expenses, reimbursement of cost of cleansing materials, closing allowance, Digital Promotion allowance, reimbursement of cost of brief case / office bag (on confirmation), reimbursement of cost of newspapers (after completion of one year of probation), reimbursement of cost of visiting cards (on confirmation), club allowance (on confirmation), reimbursement of mobile phone bills (after completion of one year of probation), leave travel concession, transfer compensation, privilege leave, sick leave, casual leave, sabbatical leave etc., subject to the rules in force and as amended, altered or added from time to time. On confirmation and on completion of stipulated period of service, you would also be eligible for various staff loans prevailing in the Bank, including housing loan, vehicle loan, Interest free furniture loan, computer loan, overdraft, demand loan, Interest free festival advance, etc., subject to the rules in force and as amended, altered or added from time to time.

Learning Plan for Probationers

During the probation period, you will be enrolled for an Internal Certification program consisting of E-learning modules, Webinar training and Periodic Assessment Tests (PATs). The detailed learning schedule, passing scores, and associated timelines will be intimated in due course by HR-Talent Development & Training Division. Your confirmation in the service of the Bank will be subject to timely and successful completion of the Internal Certification program, besides your performance ratings. Delays/failure to complete the learning schedule within specified timelines, will result in your probation getting extended. Probationers who complete the Internal Certification program within timelines, secure high performance ratings, and those who are able to secure approved external certifications during the probation period, as specified by the Bank/RBI, will be confirmed in the services of the Bank ahead of the normal probation period.

Probation/ Confirmation

Your appointment will be on probation for a period of two years. The period of probation will be counted for calculating the period of permanent service and for the purpose of granting increments. The period of probation is liable to be extended, if the Officer has not satisfactorily completed the initial period of probation.

During the period of probation, if your work, health, conduct or efficiency is found not satisfactory, your service is liable to be terminated at any time giving you one month notice or by paying one month's pay and allowances in lieu of notice. During the period of probation, you are not expected to involve directly or indirectly in the activities of any trade union of Officer/non- Officer Staff of the Bank or of any other Bank or of other organization.

Joining formalities

At the time of joining the Branch/Office, you will have to submit the following papers/ certificates/ documents:

- a. Originals of SSC/SSLC/Matriculation Book/Certificate, final certificates of Graduation, final certificate and semesters / yearly marklists of Post Graduation (Qualifying Examination).The candidate should also submit the document substantiating the conversion of credit based (CGPA) system into equivalent percentage for their Post Graduate and Graduate course (if applicable) at the time of joining the Bank. These certificates (Secondary Marklist, Secondary Passing Certificate, Graduation and Post Graduation Certificate) will be kept under the custody of the Bank and will be released to the candidate on completion of 2 years of service in the Bank.
- b. Originals of all the documents, certificates and marklists of all semester examinations/ yearly examinations evidencing date of birth (Secondary Certificate) and academic/ professional qualification should be uploaded in the Fed Recruit mobile application. In case the result of any of the previous semesters/years or final semester/year examination is not published at the time of joining the Bank, a certificate to the effect that you had completed the course study and attended all the semester examinations is to be produced from the

College/University at the time of joining the Bank (also should be uploaded in Fed Recruit mobile application).

- c. Statement about your medical history and a certificate of fitness for employment in the Bank, from a Doctor not below the rank of Civil Surgeon/ Chief Medical Officer of a Government Hospital, in the Bank's format (Click here to download the format: <https://bit.ly/3dUGJd6>). Medical certificate from Private Hospitals will not be accepted. You are required to produce all the medical reports, lab reports, ECG etc along with medical fitness certificate.
- d. Satisfactory discharge certificate and experience certificate from the previous employer/s, if any.
- e. A certificate about your character/conduct recently issued (within 6 months) by the Principal of the College/Institute last attended by you. Alternatively, two character certificates recently issued by Gazetted Officers/ respected persons.
- f. A declaration of fidelity & secrecy, a declaration of place of domicile and a statement of assets and liabilities, as per the format (Click here to download the format <https://bit.ly/2C2Tzsx>) .Hard copy of the documents should be submitted on the joining day.
- g. One copy of your latest passport size photograph.
- h. Self attested copies of any two of (i) PAN Card (ii) Voter's ID (iii) Aadhar Card (iv) Passport and (v) Driving License(Originals needs to be produced for verification).
- i. Certificate of completion of pre-induction training programme.
- j. As part of on-boarding process, you should submit all the necessary documents through Fed Recruit mobile application as and when you are instructed to do so.

It shall be distinctly understood that this offer of appointment is subject to your medical fitness for employment in the Bank, satisfactory background check and submission of the certificates/documents as stipulated above, to the satisfaction of the Bank. The medical reports/fitness certificate submitted by you are liable to be re-examined/scrutinized by Bank's Doctor and your appointment in the Bank will be subject to your medical fitness for employment in the Bank as assessed by the Bank's Doctor. You are required to undergo physical medical examination by Bank's Doctor, in case the Doctor insists for a detailed medical examination, after analyzing the medical reports submitted by you. At any stage, if you are found not satisfying the eligibility norms, your candidature is liable to be cancelled without notice. Also be understood that any misrepresentation/hiding of facts in the application/personal data/any other documents/certificates is sufficient cause for termination of your service, without notice and compensation.

The offer of appointment is subject to your fulfillment of eligibility criteria stipulated by the Bank for being appointed in the Bank as Probationary Officer under campus recruitment. You are required to submit originals & copies of the marklists/certificates of all the previous years/semesters examinations at the time of joining the Bank proving that you had passed all the previous year/semester examinations at the time of campus interview and all the papers pertaining to the subsequent semester(s) should be cleared along with the result of the final year/semester examination (final year/semester examination should be cleared in the first chance itself). In case the result of any of the semester examinations/final examination is published after the campus interview, but prior to joining the Bank, you are required to submit all the semester marklists, certificates, provisional certificate etc of such examinations at the time of joining the Bank in proof of having passed the examinations with required percentage of marks along with the result of the final year/semester examination failing which, you will not be permitted to join the Bank. In case the result of any of the previous semesters/years or final semester/year examination is not published at the time of joining the Bank, a certificate to the effect that you had completed the course study and attended all the semester examinations is to be produced from the College/University at the time of joining the Bank

In your case, the minimum eligibility criteria in respect of educational qualification for being appointed in the Bank as Probationary Officer through campus recruitment is a Post-Graduation with minimum 60% marks. The minimum eligibility of 60% (for UG & PG courses) will be assessed based on the prevailing practice followed by the University/Institution. You have to submit the percentage equivalence certificate in case your University/Institution follows grading system. Also you should have passed SSC or equivalent exam, plus 2 or equivalent exam and graduation with 60% marks. In case the result of final year/semester examination is not published, you will have to submit the certificates and marklists in proof of having passed the final year/semester examination, attempted in the first chance, with required percentage of marks within a maximum period of 5 months from the date of joining the Bank in conformity with the minimum eligibility criteria in respect of educational qualification as stipulated by the Bank, failing which you are liable to be removed from the services of the Bank without any notice or communication, treating the appointment as cancelled. However, in case of willful default in submission of certificates/ marklists within the above stipulated period, even after publication of result of the qualifying examination, your service is liable to be terminated and you are liable to remit the compensation amount / notice pay.

Other Benefits

You will be required to enroll yourself as a member of The Federal Bank Officers' Medical Welfare Fund from the date of joining the Bank and deduction to the Fund at applicable rate will be made from your salary, as per the rules prevailing in the Bank at present and as amended, altered or added from time to time.

You shall contribute to the Welfare Scheme (Diya) to support the family of deceased employees of the Bank, from the date of joining the Bank and contributions to the Scheme at applicable rate will be made from your salary, as per rules prevailing in the Bank at present and as duly amended, altered or added from time to time.

You will be covered under the "Defined Contributory" Pension Scheme as applicable for the Bank employees in line with the National Pension System.

On confirmation in Bank's service, you will be required to enroll yourself as a member of the Group Term Assurance Plan. The eligibility for enrollment in the Scheme will be subject to the terms, conditions, exceptions etc; as applicable under Group Term Assurance Plan at that time and as amended, altered or added from time to time.

On confirmation in Bank's service, you will be entitled to all other privileges enjoyed by other permanent members of Officers' cadre. You will be bound by all the conditions of service as applicable to Officers of the Bank as amended, altered or added from time to time. You will be subject to all the liabilities cast upon other permanent members of Officers' cadre.

Resignation

If you are desirous of resigning from the service during the period of probation, you should give three months' notice in writing to the Bank or you would be liable to pay to the Bank three months' pay and allowances in lieu of notice, at the sole discretion of the Bank. In addition to this, you should pay an amount of ₹ 50,000/- as compensation, if such resignation is within 2 years of service in the Bank. If you are desirous of resigning from the service after confirmation in the service of the Bank, you should give three month's notice in writing to the Bank or you would be liable to pay to the Bank three month's pay and allowances in lieu of notice, at the sole discretion of the Bank.

You are also required to pay an amount of ₹ 50,000/- as compensation amount and applicable notice pay as stated above to the Bank, if you ceased to be in the service of the Bank consequent to termination of service within 2 years of service. You are required to execute an agreement in stamp paper (which will be made available by the Bank) of appropriate value at the time of joining the Bank agreeing to the above terms and conditions of the appointment in respect of compensation amount /notice pay etc.

The compensation amount of ₹ 50,000/- mentioned above is the fair value of the minimum cost that will be incurred

by the Bank if an employee quits the Bank before the stipulated minimum period of service.

General

You are liable to be transferred during the period of probation and also thereafter, as found expedient by the Bank at any time to any of the existing Branches/Offices in India or abroad or Subsidiaries or to the new Branches/Offices/ Subsidiaries of the Bank to be opened in future.

As per the administrative requirements, Bank may allot any duties to you from time to time and your designation will accordingly be changed depending upon the nature of work. You are advised to adhere to the acceptable levels of decorum at workplace even during the online Induction/Orientation programme by way of presentable attire [business casual, smart casual, business attire] and professional etiquettes representing the image and reputation of the Bank.

You will be eligible for actual travelling expenses (subject to a maximum of 02nd AC Train fare) from your place of domicile to the place of posting.



John P J
Vice President (HR)

I, Aathmaja R , accept and confirm the above terms and conditions.

Place:

Date: 23 September 2021

(Signature of the Candidate)



S. D. College, Alappuzha

Annexure

Monthly Emoluments

Particulars	Amount (Rs.)
Basic Pay	36000.00
Special Allowance	5904.00
Dearness Allowance	11811.86
HRA (Leased Accommodation)	13500.00
Learning Allowance	600.00
City Compensatory Allowance/Location Allowance	1400.00
Entertainment Expenses	2250.00
Cleansing Charges	1000.00
Newspaper #	525.00
Mobilephone Charges#	1000.00
Fuel Reimbursement(Four Wheeler)	8000.00
Total	81990.86

after one year

@ Leased accommodation amount will be credited to Lessor's account only (leased accommodation eligibility ranges from Rs.7800/- to ₹ 23000/- depending upon the place of posting. At Aluva it is ₹ 13500 /-)

*You will be eligible for monthly conveyance allowance as follows;

a) 80 litres of petrol/diesel for four-wheeler vehicle registered in your name and used by you at your workplace

OR

b) 50 litres of petrol for two- wheeler vehicle registered in your name and used by you at your workplace

OR

c) Fixed conveyance of ₹ 3000/-

Other Allowances

Allowances	Amount (Rs.)	Remarks
Medical Aid	10300.00	Yearly
Closing Allowance	2600.00	Yearly
Digital Promotion	2200.00	Yearly
Leave Encashment (Annual)	9617.00	Yearly
Cost of Brief Case/ Office Bags	4500.00	Once in 3 years
Exgratia*	36500.00	Lumpsum

*Will vary according to the profit position of the Bank.

S. D. College, Alappuzha

HRD: TAT: TRG: 587: 2021-22

DATE: 07.08.2021

MS. VAISHNAVI V KAMATH
SREENIKETAN 15/509 A,
OPPOSITE TD HSS, THIRUMALA BHAGOM P.O,
THURAVOOR
KERALA – 688540

Dear Ms. Vaishnavi V. Kamath,

Offer for Appointment in the Bank as Probationary Clerk

In continuation to the Online Test and Personal Interview, we are glad to offer you appointment in the Bank as Probationary Clerk.

As you have completed your Induction Training Programme, you are advised to report at the below mentioned Office for the **completion of joining formalities and commencement of duty on or before 16.08.2021**:

THE SOUTH INDIAN BANK LTD.
BRANCH: KADAKKAVUR (0191)
DO.NO.8/251 A, CHEKALAVILAKAM, P.O .
KADAKKAVUR, THIRUVANANTHAPURAM,
KERALA-695306
Ph: 0470-2656634

Initially you will be on probation for a period of six months. On successful completion of probation, you will be confirmed in the service of the Bank as Clerk. In case the Bank finds your services unsatisfactory, it reserves the right to extend your probation/ terminate your service at its sole discretion.

Please note that as you are allowed to join the service of Bank prior to the declaration of final results of your qualifying course, your appointment will be on provisional basis till submission of mark list/original degree certificate of having qualified the prescribed course in first chance.

Details of remuneration, perquisites payable to you on probation and other terms and conditions of employment are attached herewith.

Please confirm acceptance of the offer to the e-mail ID careers@sib.co.in on or before **08.08.2021**

We hope this will be the beginning of a long and rewarding career with us.

Yours sincerely,



(Anto George T.)
Senior General Manager (HR & Admin)



Encl: Remuneration, Perquisites and other Terms & Conditions

REMUNERATION, PERQUISITES AND OTHER TERMS & CONDITIONS

Pay Scale (as per IBA)

17900 - 1000/3 – 20900 - 1230/3 – 24590 - 1490/4 – 30550 - 1730/7 – 42660 - 3270/1 – 45930 - 1990/1 – 47920

Monthly Salary (as per IBA)

Basic Pay	:	Rs.19,900/-
Special Allowance	:	16.4% of Basic Pay
Dearness Allowance (Quarterly varying)	:	25.69% of Basic Pay, Special Allowance and Travel Allowance
Special Pay	:	Rs. 1,250/-
Transport Allowance	:	Rs. 600/-

Monthly Allowance

Canteen Allowance	:	Rs.300/-
Newspaper Allowance	:	Rs.350/-
Conveyance	:	Rs.1400/-
House Rent Allowance	:	10.25% of Basic Pay + Special Pay

Half - Yearly Allowance

Closing Allowance	:	Rs.550/-
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Yearly Allowance

Medical Aid	:	Rs.2,355/-
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Other Benefits

- On confirmation, will be eligible for all allowances and benefits applicable to Clerical cadre which are in existence or may be introduced in the Bank from time to time.
- Will be eligible for Performance Linked Incentive Scheme (PLIS) as applicable to Clerical cadre.
- Will be eligible for Free Personal Accident Insurance benefits up to ₹ 30,00,000/- and Medical Insurance up to ₹3,00,000/- per annum.
- You will also be governed by the “Defined Contributory Pension Scheme” in terms of the Bipartite settlement and amendments thereon from time to time. The said Pension Scheme will be as per the provisions of the New Pension System under Pension Fund Regulatory and Development Authority. 10% of (Basic Pay + D.A thereon) will be deducted monthly from the salary towards the Pension Fund. An equal amount will be contributed by the Bank.
- You are eligible for Gratuity as per the provisions of The Payments of Gratuity Act after rendering five years of continuous service in the Bank.




Other Terms and Conditions

- a) Your appointment is subjected to possessing the stipulated qualification/criteria for the selection process as cited below:
- **Under Graduates**
 - ✓ Age not more than 22 years as on 30.04.2021 (i.e. born on or after 01.05.1999)
 - ✓ Should have secured a minimum of 60% marks in X, XII and Graduation in Arts/Science/Commerce stream under regular course.
 - ✓ Should have cleared all semester(s)/ year(s) in first attempt of Graduation with minimum 60% marks
 - ✓ Should pass the remaining semester/year with minimum 60% marks.
 - **Post Graduates**
 - ✓ Age not more than 24 years as on 30.04.2021. (i.e. born on or after 01.05.1997)
 - ✓ Should have secured a minimum of 60% marks in X, XII, Graduation and Post-graduation in Arts/Science/Commerce stream under regular course.
 - ✓ Should have cleared all semester(s)/ year(s) in first attempt of Post-Graduation course with minimum 60% marks
 - ✓ Should pass the remaining semester/year with minimum 60% marks.
- b) Also be informed that original certificates and mark sheets which are yet to be received from the university has to be submitted **on or before 30.09.2021** failing which your appointment is liable to be terminated.
- c) It shall be distinctly understood that this offer for appointment is subject to your passing with the stipulated qualification/ criteria cited above in the first chance, submission of original documents/ credentials, medical fitness, police verification and satisfactory background verification, failure to acquire the required base qualification in the first chance, your appointment is liable to be terminated.
- d) You have to execute an agreement to the effect that you will serve the Bank for a continuous period of 3 (three) years active service from the date of your joining the bank. Further, the originals of marklists & Certificates of X, XII, Graduation & Post Graduation (as applicable) will have to be submitted for verification and the same will be returned only after the stipulated active service from the date of joining. In case you leave the service of the Bank before the expiry of the said period, a sum of ₹75,000/- (Rupees Seventy Five Thousand only) will have to be paid towards expenses incurred by the bank for recruitment, imparting training (both in house and external training including on the job training), compensation/ liquidated damages on account of loss of opportunity for the Bank from deriving anticipated benefits out of the recruitment process, etc.
- e) You shall not leave or discontinue your service in the Bank without first giving a Notice in writing of your intention to leave or discontinue the service or resign. The period of notice required shall be 3 months of continuous service without leave and the same shall be submitted to the Competent Authority.
- f) You shall comply with all the rules and regulations in force from time to time in the Bank as applicable to other employees of the Bank and shall carry out all the other lawful orders/ instructions/ directions of the Bank as are given to you in connection with the day-to-day discharge of your duties and other assignments assigned/ delegated by the Bank from time to time, while in service of the Bank.
- g) All non-public/ price sensitive information obtained/ accessed/ reviewed during your service should be kept as confidential and should not be released/ disclosed either during your service or following cessation (by whatever means) to third parties without prior clearance from the Bank.



- h) The Bank shall be entitled to terminate your service without notice, indemnities and compensation in any of the following events:
- ✓ If you are in the opinion of the Bank, guilty of dishonesty, misconduct or negligence in the performance of your duties.
 - ✓ If you have been found to have committed a serious breach or continual material breach of any of your duties or obligations; made any illegal monetary benefits in cash or in kind out of any of the Bank's affairs.
- i) All information pertaining to your remuneration is to be kept as confidential and should not be disclosed for any reason, other than as required for appropriate financial reporting purposes.
- j) If it is later found that, you have made concealment of facts/reported false details in the Personal Statement form/ any other document/ certificate, you will be liable for termination from service without further notice. The medical reports/ fitness certificates submitted by you are liable to be re-examined or scrutinised by the Bank's Doctor at Bank's discretion and your appointment in the Bank is subject to your medical fitness for employment in the Bank as assessed by the Bank's Doctor. You will be required to undergo medical examination by the Doctor of Bank's choice, in case the doctor insists for a detailed medical examination, after analysing the medical reports submitted by you. Also please note that if any information already submitted by you is found to be false or untrue or if any material information is suppressed, your service is liable to be terminated.

I hereby accept the terms and conditions of offer for appointment

Signature : 

Place : Thuravoor, Alappuzha

Date : 08-08-2021

S. D. College, Alappuzha



SPICES BOARD

(Ministry of Commerce & Industry Govt. of India)
Sugandha Bhavan
N.H.By-pass
P.B.No. 2277
Palarivattom P.O.
Kochi - 682 025, India

स्पाइसेस बोर्ड

(वाणिज्य एवं उद्योग मंत्रालय, भारत सरकार)
सुगन्ध भवन
एन.एच.बाईपास
पी. बी. नं. 2277
पालारिवट्टम पी.ओ.
कोच्ची - 682 025, भारत

No. ADM/APP/2/PR Trainees/2016 /2227

3rd December 2021

Akhil Krishnan.R
Leela Bhavan
Ayoor, Ayoor.P.O.
Kollam – 691 533
Mob. 9562197349
Email ID: akhilkrishnan259@gmail.com

Sir,

Sub : Selection as 'Publicity Trainee at Spices Board, Kochi– reg.
Ref : Walk in test conducted by Spices Board on 16.11.2021

.....

This is to inform that you have been selected as 'Publicity Trainee' at Spices Board, Kochi subject to the following terms and conditions:

1. Duration of the training is **two years from the date of joining**. However, the initial period of training shall be **upto one year from the date of joining** and extension of the training for the remaining period shall be based on review of performance. The training shall stand terminated on completion of the tenure, without the need for a separate termination order.
2. The Trainee shall have to attend the office six days in a week (Monday to Saturday) from 9.00 am to 5.30 pm at a stipend of ₹ 18,000/- per month.
3. If the Board is not satisfied with the performance of the Trainee, the Board reserves the right to terminate the training without any advance notice.
4. The Trainee shall not leave the Board during and/or in the middle of the training period. However, if she intends to do so, she shall give one month's notice/stipend to the Board. However, training certificate will be issued only on completion of at least one year tenure of the training.
5. The Trainee will be eligible for one day leave of absence per month during the period of training. For availing additional leave, pro-rata deduction will be made from the monthly stipend.
6. The Trainee has to undergo training in the Publicity department of Spices Board, Kochi.
7. The Trainee shall maintain daily training diary on training received, and the activities done.

: 2 :

8. The Trainee shall submit consolidated report on training received, once in three months as soft copy.
9. The Trainee shall execute an agreement in stamp paper on the above terms and conditions.

The Board reserves the right to impose further conditions, deemed fit governing your selection as ' Publicity Trainee'.

If the above terms and conditions are acceptable, you are requested to submit the agreement in stamp paper (worth ₹200/-) to the undersigned and report for training at **Spices Board, N H By pass, Palarivattom.P.O, Kochi -682 025 (Ph. 0484-2333610)** on or before **15th December 2021**.

Yours faithfully,



DIRECTOR (ADMIN)(I/C)

Copy to :

1. Dy.Director(Pub),SB, Kochi

– The stipend may be made only after executing the agreement. The training period ending may be monitored and a copy of the duty joining report may be forwarded to Admin.(Per.) section.

2. Accounts section.



Wipro Offer Letter

1 message

campus offerletters <wipro+email+1u5ac-af777b48fe@talent.icims.com>
Reply to: campus offerletters <wipro+email+1u5ac-af777b48fe@talent.icims.com>
To: ponnuvpillai@gmail.com

Thu, 19 Aug 2021 at 15:50

August 19, 2021

Dear **Sruthi Pillai**,

Congratulations! We are pleased to offer you the position of **People Ambassador** at Wipro.

Please click on the link below to review and accept your offer letter at the earliest.

[Click to Complete](#)

We request you to accept the iCIMS Offer Letter within 10 days from the receipt of the offer Letter, failing which we will be forced to infer that you are no longer interested to be a part of Wipro fresher hiring process.

To save your copy of Offer Letter, please open this email on desktop/ laptop, login to above mentioned acceptance link, **click on signature check box**, -> **Click on "Submit and Print"** -> **Click on "web browser"** -> **ctrl+P** -> **save as pdf** -> **save** -> **select destination on your system to download.**

Note: You will not be able to access the Offer Letter again if you close the window without saving your Offer Letter as the link will expire and you will no longer be able to access the link to open offer page to download the offer letter.

Your Login Information:

Login Name: ponnuvpillai@gmail.com

(If you do not know your password, you can reset it by clicking [here](#).)

If you have any questions about the details of your offer or about employment at Wipro, please reach out to onboarding.helpdesk@wipro.com.

Thanks and Regards,
Campus Offer Generation Team
|Global Campus Hiring Team| Wipro Limited|

This message was sent to ponnuvpillai@gmail.com. If you don't want to receive these emails from this company in the future, please go to:

<https://wipro.icims.com/icims2/?r=090421225622&contactId=10496802>

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