

SANATANA DHARMA COLLEGE ALAPPUZHA



AQAR 2021-22

5.2.1 - Number of placements of outgoing students during the year





30-Dec-2022

TCS/CC205894TCS/Kochi

Ms. Sandra Santhosh

Location - PSK Alappaha

Dear Ms. Sandra Santhosh,

We are pleased to offer you an appointment, on a **Fixed Term Contract** with Taa Consultancy Services.

Your appointment shall be from **09-Jan-23** to **30-Jan-2023**.

The detailed information about your salary, benefits and other terms & conditions are given in this letter along with annexures.

It is clearly understood and agreed by you that your employment is being made purely on fixed term basis for the period specified above. Your employment will automatically come to an end on the expiry of the specified period and no notice period is required to be served thereof. The company at its sole discretion may renew the contract in writing for further period.

Kindly confirm your acceptance by signing and returning Annexure 5 of this offer letter.

Wishing you all the best.

With kind regards,

Yours sincerely,
for **TATA CONSULTANCY SERVICES LTD**

Girish Nandimath
Global Head, Talent Acquisition

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited
TCS Building, 100, Cross Street, Anna Salai, Chennai - 600 082, India
Tel: +91 44 2202 2000 Fax: +91 44 2202 2001
Registered Office: TCS Building, 100, Cross Street, Anna Salai, Chennai - 600 082, India

Private & Confidential

sent



HRTAD/ Campus/Rec/2020-21

AATHMAJA R

MCom

Sanatana Dharma College, Alappuzha

Dear Sir/ Madam,

Sub: Selection to the post of Officer in Junior Management Grade I for Branch Banking Role

***Hearty
Congratulations***

We are happy to inform you that you have come out successful in the recruitment process conducted on 16/04/2021 for the post of **Officer in Junior Management Grade I for Branch Banking Role**. Accordingly, you

CSB/Branch Banking /CRO/ 21 /2021-OL:

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.

492719

CSB/Branch Banking /CRO/ 21 /2021-OL:

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.

49779

CSB/Branch Banking /CRO/ 21 /2021-OL:

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

3/ Page

CSB/Branch Banking /CRO/ 21 /2021-OL:

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.

4/ Page

CSB/Branch Banking /CRO/ 21 /2021-OL:

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 eliciting 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.

49279

5/ Page

CSB/Branch Banking /CRO/ 21 /2021-OL:

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

CSB/Branch Banking /CRO/ 21 /2021-OL:

APPENDIX – A

COMPENSATION AND BENEFITS

Name: Ms Dona Catherine Thomas

Designation: Customer Relationship Officer

DETAILS OF COMPENSATION				
Ser No	Details	Monthly	Per Annum	Remarks
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

CSB/Branch Banking /CRO/ 21 /2021-OL:

APPENDIX – B

DOCUMENTS REQUIRED TO BE SUBMITTED AT THE TIME OF JOINING

Ser No	Document	Remarks
1.	CV	
2.	Bio-data form Part-I & Part II (in the format provided by the Bank)	
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 (format to be provided to the candidate)	
	(g) Medical Certificate / Physical Fitness Certificate	Within 7 days of joining
<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

CSB/Branch Banking /CRO/ 21 /2021-OL:

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:

Date:

Place:

9/ Page

HRD: TAT: TRG: 582: 2021-22

DATE: 07.08.2021

MR. G GOVIND .
KOVORAKATH,
PATHANADU,
KANGAZHA .P.O
KERALA – 686541

Dear Mr. Govind G.,

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: VELIYANCODE (0165)
173/3, AMBALAYIL BUILDING, CHAVAKAD-
PUDUPONANI ROAD VELIYANCODE,
MALAPPURAM, KERALA, PIN CODE-679579
Ph: 0494-2677339

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/-
-------------------	---	----------

Yearly Allowance

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

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 :



Date: 14/11/2022

Ms. Anumol S Kumar
Kulangaravelikkom,
Kakkazhom PO,
Alappuzha.

Dear Ms. Anumol S Kumar,

This has reference to your application and subsequent interview you had with us. We are pleased to appoint you as **Assistant** in our company, with effect from the date of your reporting for duty as per clause 3 below.

- 1) EMPLOYEE NUMBER:** Your Employee Code is **24036**
- 2) PLACE OF POSTING:** Your initial posting will be at **Kochi**. However, you may be transferred to any other location or site / project in existence or that may come into existence at a later date.
- 3) JOINING:** Your date of Joining will be **14/11/2022**.
- 4) SALARY & ALLOWANCES:** You will be entitled to salary & allowances as mentioned in Annexure I.
- 5) TERMS & CONDITIONS:** The Terms & Conditions are included in Annexure II.

Please note that your compensation package is strictly personal and confidential to you and you are therefore advised not to divulge the same to others.

The enclosed terms and conditions have been generally discussed with you and were acceptable to you. You are, therefore, invited to sign the duplicate of this letter and the Annexures in token of your acceptance.

We look forward to a long, successful and pleasant association.

Sincerely yours,

For Sobha Limited,

Satish J Kamath
Senior Vice President - HR

Signature of Employee:

Date: 24-11-2022

DEPT: HUMAN RESOURCES

HRD/TAT/FA/351/2021-22

DATE: 16-08-2021

MS.APARNA OMANAKUTTAN
PUTI(UVEETTUVELI)
CHARAMANGALAM
MUTIAMMA - 688525



Dear Ms. Aparna Omanakuttan,

Appointment in the Bank as Probationary Clerk

In continuation to the Offer Letter HRD/TAT/TRG:578/2021-22 dt. 07.08.2021, we are glad to offer you appointment in the Bank as Probationary Clerk.

Your initial place of posting will be at the below mentioned office:

**THE SOUTH INDIAN BANK LTD.
BRANCH: AYUR
DO.NO.EP 590, KEEZHOTTU BUILDING,
M C ROAD, AYUR P.O., KOLLAM, KERALA-691533**

Initially you will be on probation for a period of 6 (Six) Months. On successful completion of probation, you will be confirmed in the service of the Bank as Clerk. During the period of probation, you are expected to acquire sufficient knowledge and experience in Banking. In the event, if 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, in addition to the normal probation period. Further, immediately on publication of final year exam result, you are required to submit the Original Marklist/ Degree Certificate of having qualified the prescribed course in first chance with stipulated percentage of marks.

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

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

Self attested


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/-
-------------------	------------

Yearly Allowance

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

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.

Self attested
[Signature]

The South Indian Bank Ltd., Regd. Office, Thrissur, Kerala

Head Office, S.I.B. House, F.B. Road, P.B. No. 28, Thrissur - 680 001, Kerala (Tel) 0487-2474020, (Fax) 91 487-244 2021
e mail: sibcorporate@sib.co.in, CIN: 165191KL1929PLCUC1C17, Toll Free (India) 1800-102-9408, 1800-425-1809 (35NL)

www.southindianbank.com

Other Terms and Conditions

a) You should be 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 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.

Self attested
[Signature]

- 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) Bank at its discretion will carry out the background checks as per the policy of the bank.
- k) 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.
- l) Since your appointment is made prior to declaration of results of qualifying examination as prescribed by the Bank, the appointment will be on provisional basis subject to qualifying prescribed course in first chance with stipulated percentage of marks. The Bank in its sole and absolute discretion shall have the right to terminate you without notice if you fail in the qualifying exam or fail to secure the minimum marks stipulated by the Bank or fail to produce the original of Mark list/Degree certificate relating to my qualifying examination as and when same is issued by the institution/university and thereby unable to meet the eligibility criteria for the post of Probationary Clerk. An Undertaking shall be given by you in this regard before joining service of the bank.

I hereby accept the terms and conditions of appointment.



Self attested

Signature :

Place :

Ayur

Date :

14/9/2021

Worksite Chennai : ETA Technopark -Special Economic Zone, Upper Ground Floor of Blocks 3, No.33, Old Mahabalipuram Road, Newkur Village and Panchayat, Thirupur Panchayat Union, Chengalpattu Taluk, Kanchipuram Dist, Chennai-603 103, India

Worksite Coimbatore : Module 1-3, 2nd Floor, Tidel Park Coimbatore Limited (TPCL), Civil Aerodrome Post, Coimbatore 641 014, India.

Worksite Pune 1 : Connerzone, Unit 401, 4th Floor in Building 7, Survey No. 144 & 145, Saranai Ashoka Path, Opposite to Airport Road, Vengalwad, Pune-411 006, India.

Registered Office : 806, Siddharth, 96, Nehru Place, New Delhi - 110 019, India.

Date: March 2, 2023

Private & Confidential

P. J AMAL

**Pulickal kunnumpuram house cherthala p. O alappuzh
Near mariya restaurant, NH 66,
Kochi,
Kerala,
India - 688524**

Document ID - 9d4f7dbd-940b-4824-89bb-366ee1d3b61f

Dear P. J,

- Congratulations! With reference to your application and subsequent interview, we are pleased to make you an offer -cum - appointment with **State Street HCL Services (India) Private Limited ("SSHS" or "HCL" or "Company")** as **Analyst**. You are required to report on March 8, 2023 at 09:00 AM at the address: **Statestreet HCL Services (India) Private Limited, Chennai SEZ-5F, Ozone Technopark, OMR-SS.**
- Your annual compensation would be **Rs. 240000 per annum** as per Annexure I. However, the structure and components of your Compensation plan may be changed from time to time in line with the Compensation Policy and practices of the Company. In addition to your CTC, you would be eligible for a process allowance of based on the process you are aligned to. Process Allowance will be shown as an annual component in the CTC annexure but the same shall be payable to you on a monthly basis. Process Allowance is payable from the Date of production. In the event of process change, Process Allowance will change accordingly and a new compensation letter to this effect will be issued to you thereafter for your records/reference
- This is a system generated (offer and appointment letter) document. Agreeing to the terms and conditions in the workflow of iTap (Company's web based application) is as good as signing of physical contract form on mutual agreement between you and the Company. It has legal binding as per the law if mutual trust is breached. You are requested to accept the offer within 07 days and mail the confirmation of acceptance to recruiter's email id- freddy.sahai@hcl.com , failing which the offer will stand null and void.

CIN : U72900DL2012FTC229098

Worksite Chennai : ETA Technopark –Special Economic Zone, Upper Ground Floor of Blocks 3, No.33, Old Mahabalipuram Road, Newkur Village and Panchayat, Thirupur Panchayat Union, Chengalpet Taluk, Kanchipuram Dist, Chennai – 603 103, India

Worksite Coimbatore : Module 1-3, 2nd Floor, Tidel Park Coimbatore Limited (TPCL), Civil Aerodrome Post, Coimbatore 641 014, India.

Worksite Pune 1 : Connerzone, Unit 401, 4th Floor in Building 7, Survey No. 144 & 145, Sarnal Ashoka Path, Opposite to Airport Road, Vengode, Pune – 411 006, India.

Registered Office : 806, Siddharth, 95, Nehru Place, New Delhi – 110 019, India.

- Your employment may be subject to you being declared medically fit by a registered medical practitioner. Company shall request for the same as and when it is required, as per the Company Policies/ client requirement.

Date: 01/11/2021

Mr. AMAL RAJ
Seethabhavanam ,Karamady 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/566-88C,
Industrial Development Plot,
Vadakkal P.O - 688003,
Alappuzha, Kerala, India.

Tel : +91 477 2267834
Fax: +91 477 2267831

care@atlanticchemicals.com
www.atlanticchemicals.com

CIN: U24302KL2019PTC056295

HR TAD/B/PR-41513/OFP-1095/2022-23

24 January 2023

Hearty Welcome!

Dear Malavika A ,

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
Senior Vice President (HR)

To
Ms. Malavika A
Indeevaram
Paravoor
Punnapra North P O
Alappuzha, Kerala-688014

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: 0484-2634723

Offer of appointment to Ms. Malavika A 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 selection process.

Place of Posting & Date of Joining

Your initial place of posting will be at Branch/Office: **Head Office/Taxation Department** situated at Federal Towers, Bank Junction, Aluva, Ernakulam, Kerala-683101. You will have to join Branch/Office: Head Office/Taxation Department on 28/02/2023 after completion of the orientation programme.

HRD: TAT: TRG: 1738: 2021-22

DATE: 22.12.2021

MS. MEENAKSHI J S
D/o SUBRAHMONI L
21/213, KADALAAR FACTORY,
NYAMMAKAD GROUP ESTATE, KDHP PVT.LTD,
MUNNAR, IDUKKI, IDUKKI- 685612
KERALA

Dear Ms. Meenakshi J S,

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. You are advised to report at the below mentioned Office for the **completion of joining formalities and commencement of duty on 03.01.2022.**

THE SOUTH INDIAN BANK LTD.
BRANCH: CHENTHRAPPINNI (0787)
WARD NO IX, ZULU TOWER,
NH 17, CHENTRAPPINI P.O.,
THRISSUR - 680687, KERALA
Contact No.: 0480-2838540
Email ID: br0787@sib.co.in

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, in addition to the normal probation period. Further, immediately on publication of final year exam result, you are required to submit the Original Marklist/ Degree Certificate of having qualified the prescribed course in first chance with stipulated percentage of marks.

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 **23.12.2021.**

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

The South Indian Bank Ltd., Regd. Office: Thrissur, Kerala
Head Office: S.LB House, T.B. Road, P.B. No:28, Thrissur – 680 001, Kerala. (Tel) 0487-2436653
e-mail: careers@sib.co.in, CIN: L65191KL 1929PLC001017 website: www.southindianbank.com

FEDERAL BANK
YOUR PERFECT BANKING PARTNER



SRUTHI V BHATT
Employee ID : 22956

HRD: TAT: TRG: 631: 2021-22

DATE: 07.08.2021

MR. ABHIDEV S
THOLANDEL HOUSE,
NELLADU,
NELLADU P O
KERALA – 686669

Dear Mr. Abhidev S.,

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: ANJOOR (0238)
ANJOOR, P.O THOZHUYUR, (VIA)
KUNNAMKULAM, THRISSUR, KERALA, PIN
CODE-680520
Ph: 0487-2681039

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/-
-------------------	---	----------

Yearly Allowance

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

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 :

HRD: TAT: TRG: 1333: 2021-22

DATE: 29.10.2021

MS. AISWARYA S
D/o RAMACHANDRA KURUP
THAIPPARAMBU,
KARUMADY,
AMBALAPUZHA, ALAPUZHA- 688561
KERALA

Dear Ms. Aiswarya S,

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. advised to report at the below mentioned Office for the **completion of joining formalities and commencement of duty on 15.11.2021:**

THE SOUTH INDIAN BANK LTD.
BRANCH: KALADY (0152)
PB NO.6, FIRST FLOOR,
ALUKKAL SHOPPING COMPLEX,
M C ROAD, KALADY, ERNAKULAM 683574, KERALA
Contact No.: 0484-2462416
Email ID: br0152@sib.co.in

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, in addition to the normal probation period. Further, immediately on publication of final year exam result, you are required to submit the Original Marklist/ Degree Certificate of having qualified the prescribed course in first chance with stipulated percentage of marks.

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 **01.11.2021**.

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)	:	27.79 % 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/-
-------------------	---	----------

Yearly Allowance

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

Other Benefits

<p>a) 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.</p> <p>b) Will be eligible for Performance Linked Incentive Scheme (PLIS) as applicable to Clerical cadre.</p> <p>c) Will be eligible for Free Personal Accident Insurance benefits up to ₹ 30,00,000/- and Medical Insurance up to ₹3,00,000/- per annum.</p> <p>d) 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.</p> <p>e) 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.</p>
--

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 31.12.2021** 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) Bank at its discretion will carry out the background checks as per the policy of the bank.
- k) It shall be distinctly understood that your appointment is subject to your medical fitness and satisfactory background verification. 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.
- l) Since your appointment is made prior to declaration of results of qualifying examination as prescribed by the Bank, the appointment will be on provisional basis subject to qualifying prescribed course in first chance with stipulated percentage of marks. The Bank in its sole and absolute discretion shall have the right to terminate you without notice if you fail in the qualifying exam or fail to secure the minimum marks stipulated by the Bank or fail to produce the original of Mark list/Degree certificate relating to my qualifying examination as and when same is issued by the institution/university and thereby unable to meet the eligibility criteria for the post of Probationary Clerk. An Undertaking shall be given by you in this regard before joining service of the bank.

I hereby accept the terms and conditions of offer for appointment

Signature :

Place :

Date :

DECLARATION

I hereby accept the offer for appointment as Probationary Clerk from The South Indian Bank Ltd further to the campus recruitment programme held on _____ and express my willingness to join the Bank as soon as I receive the intimation letter. I also understand that my selection as Probationary Clerk is provisional in nature and is liable to be cancelled/ terminated in the event of non-compliance with any of the following terms and conditions:

1) For final year Under Graduate students:

- Age: Not more than 22 years as on 30.04.2021. (i.e. born on or after 01.05.1999)
- Graduation in Arts/ Science/ Commerce Stream under regular course
- Pass in 10th & 12th with 60% & above.
- Scoring minimum 60% marks separately in all the semester(s)/ year(s) in first attempt for the Graduation course.
- Also required to pass the remaining semester/year with minimum 60% marks in first attempt

2) For final year Post Graduate students:

- Age: Not more than 24 years as on 30.04.2021. (i.e. born on or after 01.05.1997)
- Post-Graduation in Arts/ Science/ Commerce Stream under regular course
- Pass in 10th & 12th & Graduation with 60% & above.
- Scoring minimum 60% marks separately in all the semester(s)/ year(s) in first attempt for the Post Graduation course.
- Also required to pass the remaining semester/year with minimum 60% marks in first attempt

- 3) Obtaining satisfactory physical fitness certificate as per Bank's norms after conducting a Physical Fitness Test by a Medical Practitioner in a Gazette Rank of a Govt. Hospital
- 4) Obtaining Police Clearance Certificate and satisfactory background verification reports.
- 5) Submitting the original mark lists/ certificates (10th Std onwards up to UG/ PG as applicable) for the verification to confirm that I have complied with the norms and eligibility criteria for the selection process.
- 6) Executing the Service Agreement as per Bank's norms.

Name of the Candidate:

Permanent Address:

Name and address of the college/ institution:

Place:

Date:

Signature

Ref: Twintl 402/11/2022
25th November 2022

Offer Letter

Dear Mr. Anurag,

On behalf of TechWyse IT Solutions Pvt Ltd., We are pleased to confirm our offer of employment as **Junior Creative Designer** effective from **25th November 2022** at a Monthly salary of **Rs. 12000 per month** subject to deductions, and other withholdings if any, as required by law or as per the policies of the company.

In this position, your reporting authority is **Frinley Paul, Creatives Lead**

We acknowledge that this offer letter and the letter of undertaking, represent the entire agreement between you and TechWyse IT Solutions Pvt Ltd and that no other verbal or written agreements, promises, or representations specifically stated in this offer, are, or will be binding upon us.

You have to be with us for a minimum period of 1 year unless there are emergency situations if any. You will not be entitled to receive any experience or relieving letter if you put in your resignation before the agreed period.

On acceptance of the terms of conditions as per this offer letter, you will be able to terminate your employment with the Company by giving two (2) months' notice to the Company and vice versa. You shall not be eligible to avail of leave during the notice period.

Please note that you are not allowed to disclose the company's confidential information. If you try to do business deals with the company's clients, the company can take legal action against you.

We welcome you to join the Company and would be happy if you could sign the duplicate copy of this letter as a token of your acceptance of the offer of employment with the Company.

Welcome to TechWyse Family! I look forward to hearing from you soon!

Regards,



Shameena Azeez
HR Manager





OFFER LETTER

Date: 6th March 2023

Xcellogen Biotech Pvt Ltd,
TC 1708/08st NH Bypass Road,
Behind South Indian Bank,
Chakai Junction, PO, Pettah,
Thiruvananthapuram-695024

Dear **Mariya Tomy,**

Congratulations! We are pleased to confirm that you have been selected to work for Xcellogen Biotech Pvt Ltd. We are delighted to make you the following job offer.

The position we are offering you is that of **Molecular Biologist. First 3 months from the date of joining will be probationary and training period with 4,000 per month without accommodation. After 3 month salary will be Rs. 8,000 per month with shared accommodation.** Incentives also will be considered based on achievements. You are required to travel along with the team inside and outside Kerala whenever required. This position reports to Head – HR & Marketing. Your working hours will be from 10am to 5am, Monday to Saturday. In case of additional work, needed to be available at extending hours if required.

We would like you to start work on 13th March 2023 at 10am. Please report to Head-Marketing & HR for documentation and orientation. If this date is not acceptable, please contact me immediately.

Please sign the enclosed copy of this letter and return it to me to indicate your acceptance of this offer.

We are confident you will be able to make a significant contribution to the success of our Xcellogen Biotech Pvt Ltd and look forward to working with you.

Sincerely,

Anooj E.S.
Managing Director
Xcellogen Biotech Pvt Ltd



Kerala State IT Infrastructure Ltd

KSITIL Special Economic Zone
INFOPARK - CHERTHALA
PERMANENT IDENTITY CARD
(See Rule 70)

Serial No: **0277**



Name of Unit: MERP SYSTEMS.....

Name of Pass Holder: MEGHA R.....

Designation: INTERN.....

Date of Issue: 27/09/2022.....

Valid up to: 25/03/2023.....

Maheshwari
Signature of the
Development Commissioner



ARYA KRISHNAN
Assistant Professor
Computer Science

SURABHI, NEAR PUNNAPRA U P
SCHOOL, PUNNAPRA P O ALAPPUZHA
PIN: 688004

9544961642



[Signature]
PRINCIPA

 **KVM** College of Engineering &
Information Technology

KOKKOTHAMANGALAM P.O. CHERTHALA
ALAPPUZHA, KERALA - 688527
0478-2811080, 2811707

FEDERAL BANK
YOUR PERFECT BANKING PARTNER



SARISHMA H
Employee ID : 21494

June 29, 2022

Ms. Amrutha G Krishnan
Krishnamrutham, Punnapra North,
Paravoor P.O.
Alappuzha
688014
Kerala

Dear Amrutha,

Sub: Appointment Offer

With reference to your application for employment and the subsequent interview you had with us, we are pleased to offer you employment as **TRAINEE CHEMIST- PHYTOCHEMISTRY R&D** at our **Corporate R&D Office, Situated at 19/1 & 19/2, I Main, II Phase, Peenya Industrial Area, Bangalore - 560 058** on the terms and conditions discussed during the interview. A detailed appointment order will be issued to you on your joining and executing a service agreement and confidentiality agreement.

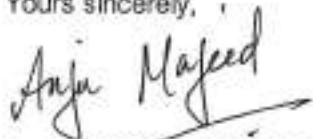
You may please report to duty on or before July 5, 2022 .

Please bring copies of following documents along with originals at the time of joining the duties.

- Certificates of educational qualifications.
- Proof of Photo Identity, Date of Birth, Address and Aadhaar proof.
- Five passport size colour photographs.
- Your confirmation in employment or continuation in employment is subject to third party background verification for which you will give your authorisation while joining.

Please sign and return the duplicate of this letter as a token of your acceptance of our offer on the terms and conditions already explained to you.

Yours sincerely,



Dr. MUHAMMED MAJEED
Founder & Chairman

I confirm that I have accepted the above.

Signature

Date

By Registered Post with A/D

Office of the Chief Engineer, LSGD, Thiruvananthapuram
Local Infrastructure Development & Engineering Wing
Proceedings of the Chief Engineer

(Present : Sri. Sandeep. K.G)

Sub: - Estt - LSGD (LID & EW) - Compassionate Employment Scheme - Appointment of Kumari. Arya Santhosh as Clerk in LSGD Engineering Wing- sanctioned - posting order issued.

- Read:-
1. G.O (MS) No. 105/2021/LSGD, dated, Thiruvananthapuram, 14.06.2021.
 2. G.O (P) No. 12/99/P&ARD, dated: 24.05.1999.
 3. G.O(P) No. 171/2016/Fin. Dated 15.11.2016 of the Finance (Pension-B) Department.
 4. Application from Kumari. Arya Santhosh, D/o Late Santhosh Kumar. G, Pamparambil, Irattakalunk, Karumadi. P.O, Ambalappuzha, Alappuzha-688 561
 5. GO(P) No. 20/2013/LSGD dated 07.01.2013
 6. Letter No. DCALP/5145/2020-A7 dated 31.03.2021 from the District Collector, Alappuzha.

ORDER NO. A1 - 7474//2014/CE/LSGD DATED: 19.12.2022

As per the Government order read as 1st above, Government have accorded sanction for the appointment of Kumari. Arya Santhosh, D/o Late Santhosh Kumar. G, Overseer Grade III as Clerk in LSGD Engineering Wing (LID & EW) under compassionate employment scheme.

According to Rule 9(a) (i) of General rules of the KS&SSR 1958, Kumari. Arya Santhosh, D/o Late Santhosh Kumar. G, Overseer Grade III Thakazi Grama Panchayath is provisionally appointed as Clerk on Rs. 26500-60700 (Revised) in LSGD Engineering Wing (LID & EW) and posted to the Office of the Executive Engineer LSGD (LID&EW) Division Alappuzha District Panchayath.

Kumari. Arya Santhosh shall produce certificate in original to prove date of birth and educational qualifications and a certificate of physical fitness obtained from a medical practitioner not below the rank of a Civil Surgeon at the time of joining duty. In the Medical Fitness Certificate her finger impression and photo attested by the Civil Surgeon shall be affixed. She shall produce an identification certificate, two passport size photograph recently taken & duly attested by a Gazetted officer of the State Government service and return the form No.1 and Annexure 1 duly filled up and signed at the time of joining duty. The spark form No.1 and form for police verification (Annexure I) & Statement of properties to be filled on entry into Government service are available in www.ceisgd.kerala.gov.in, the official website of the Chief Engineer, LSGD. She will be admitted for duty after due verification and satisfying that she possesses the required qualification and within the age limit prescribed for the post. The statement of properties as per GO cited on 3rd should be obtained from the appointee before admitting her duty and the statement pasted in the service book. The appointment is purely provisional subject to the condition that the appointment will be terminated without notice, if Government are not satisfied of her

character and antecedent on subsequent verification and that she shall be eligible for appointment on a regular basis in accordance with the rules only if his character and antecedents are found satisfactory on subsequent verification. The candidate joining in service on or after 01.04.2013 is eligible only for the National Pension Scheme (NPS) introduced vide GO 5th cited.

The above appointment under this scheme will be cancelled if and when it is found there in mis-representation or suppression of material facts on the part of the applicant. While submitting application, if any correction is needed in the date of birth entered in the records, the matter will be taken up with Government within 5 years from the date of joining service. The candidate should enroll himself in NPS, SLI, GIS and GPF. The incumbent shall be on probation for a period of two years on duty within a continuous period of three years in this department. During the period of probation, she should pass the obligatory Departmental test viz. MOP for satisfactory completion of probation in the category of Clerk.

Kumari. Arya Santhosh shall report before the Executive Engineer, LSGD (LID&EW) Division Alappuzha District Panchayath within 15 days from the date of receipt of this order with all required testimonials, if not the appointment will be cancelled without further notice.

To

Kumari. Arya Santhosh,
Plampambil, Irattakalutt,
Karumadi P.O, Ambalappuzha,
Alappuzha-688 561

Sd/-
Chief Engineer

// Forwarded By Order //


Administrative Officer

- Copy to: -
- 1) The Principal Secretary, LSGD (EW) Department, TVPM with C/L.
 - 2) The Executive Engineer, LSGD Division, Alappuzha (She is directed to admit Kumari. Arya Santhosh for duty after verifying Date of Birth, Qualification, Certificate of Medical Fitness and Identity of the candidate. Copy of Government order is enclosed. Annexure 1 and form No.1 duly filled up by Kumari. Arya Santhosh should be obtained before admitted for duty and returned duly countersigned. The date of joining duty may report in due course. Necessary entries should be made in the Service Book of the deceased.)
 - 3) E2 Section.
 - 4) Stock File/Spere

www.aabasoft.com

Aabasoft[®]
enabling business innovations



HARISON SHINE
H9473AMR



NASSCOM
MEMBER

A handwritten signature in black ink, appearing to read "Harison Shine".

Authorised Signatory

Vismaya Building, Infopark, Kochi - 682 042. India



Saratha International Sr. Sec. School

(CBSE Affiliation No. 1930697)

A. Kodivery, Gobi - Sathy Main Road,
Gobichettipalayam (Tk), Erode(Dist.), Tamil Nadu - 638454.

Contact : 04285 - 264000, 264050, 9976033333 | Email : sarathainternationalgobi@gmail.com | Web : www.sarathainternational.org

SIS / CERT / 26

1st April 2023

SERVICE CERTIFICATE

This is to certify that **Ms. ANJALI K BIJI** has been working in our Institution as a Trained Graduate Teacher in Social Science from 25th May 2022 to 1st April 2023 .

She is dedicated, hardworking and efficient in her work .We wish her all the best in her future endeavours.

Seethalakshmi
(R.Seethalakshmi)
Secretary





भारतीय डाक विभाग
Department of Posts, India



अधीक्षक डाक घर का कार्यालय, तिरुवनंतपुरम दक्षिण मंडल
Office of the Superintendent of Post Offices
Thiruvananthapuram South Division
तिरुवनंतपुरम - ६९५०२३ /Thiruvananthapuram -695023

दूरभाष/Tel: 0471-2575771, 2578810 8590982584 ई मेल/ e-mail: dotpuramsouth.kl@indiapost.gov.in

Memo No. B3/GDS/Rect/cycle 5 dated at Thiruvananthapuram the 19.04.2023

The undermentioned provisionally selected Gramin Dak Sevak Branch Postmasters under Thiruvananthapuram South Division who are now under three days basic training from 17.04.2023 to 19.04.2023 are hereby directed to join their respective offices on successful completion of the training.

Sl No	Name of the candidate (Shri/Smt)	Post to which selected
1.	ABISHA S V	BPM NEYYARDAM
2.	AKHIL M S	BPM PACHALLUR
3.	ANCY JOSE J R	BPM POOVATHUR
4.	ARSHA P R	BPM MAYAM
5.	GAYATHRI L S	BPM RK MISSION
6.	MANJU M	BPM KOTTACKAL
7.	SRUTHY S L	BPM KOOTHALI
8.	SUMAYYA M	BPM ANAD BO
9.	SURYA S	BPM MULAYARA
10.	SWATHY S V	BPM MUKKOLAKKAL
11.	VAISHNAVI S B	BPM BONACCORD
12.	VIJAY V ANAND	BPM ILANCHIYAM

Training completion certificate issued by respective SPMs should be forwarded to this office by the provisionally selected candidates once they join their respective posts.


अजित कुर्यन/ Ajith Kurian
अधीक्षक डाक घर/ Superintendent of Post Offices

By Registered Post



പൊതുജനങ്ങളെ വകുപ്പ് ക്ഷണ വിജ്ഞാപനം
സീനിയർ അഡ്മിനിസ്ട്രേറ്റീവ് ഓഫീസറുടെ തസ്തിക (കരങ്ങൾ)
 (പൊതു ഉദ്യോഗാർത്ഥികൾക്ക്)

വിഷയം - പൊ.ജ.വ. - ജീവനക്കാര്യം - ഓഫീസ് അറ്റൻഡന്റ് നിയമനം - മേന്മയിൽ ഉത്തരവ് പുറപ്പെടുവിക്കുന്നു.
 പരാമർശം - 1. ആലപ്പുഴ ജില്ലാ പി.എസ്.സി. ഓഫീസറുടെ 09/06/2020 -ലെ ARI(2)/2137/17-VI നമ്പർ നിയമന ശുപാർശ.
 2. ഈ കാര്യാലയത്തിലെ ഇതര നമ്പർ ഉത്തരവ് തീയതി 04/08/2020

ഉത്തരവ് നം: ഇഡി3/15538/2016(III) തീയതി: 14/08/2020

പരാമർശം (1) പ്രകാരം ആലപ്പുഴ ജില്ലാ പി.എസ്.സി. ഓഫീസറുടെ നിയമന ശുപാർശയുടെ അടിസ്ഥാനത്തിൽ ചുവടെ ചേർക്കുന്ന ഉദ്യോഗാർത്ഥിയെ ആലപ്പുഴ മേന്മയിൽ വിജ്ഞാപനം എക്സിക്യൂട്ടീവ് എഞ്ചിനീയറുടെ കാര്യാലയത്തിൽ പരാമർശം (2) പ്രകാരം നിയമിച്ച് ഉത്തരവായിക്കുന്നു. എന്നാൽ ടി കാര്യാലയത്തിൽ നിലവിൽ ഒഴിവിലാത്തതിനാൽ ചുവടെ പറയുന്ന പ്രകാരം അവരുടെ പേരിനു മേന്മ ചേർത്തിരിക്കുന്ന കാര്യാലയത്തിലേയ്ക്ക് മാറ്റി നിയമിച്ച് ഉത്തരവാകുന്നു.

ക്രമ നം.	ഉദ്യോഗാർത്ഥിയുടെ പേരും മേൽവിലാസവും	ജനന തീയതിയും മേന്മയും	മാറ്റി നിയമിക്കപ്പെട്ട ഓഫീസ്
1.	SRUTHY S. ANAND Sraanam Kizhakke Thakidiyil Mubamma.P.O Alappuzha - 688 525	10/09/1997 Reservation Turn (Ezhava)	O/o the Assistant Engineer PWD Buildings Section, Edathua

പരാമർശം ഉത്തരവ് മേൽപ്പറഞ്ഞ മേന്മയിലേയ്ക്ക് നിയമിക്കുന്നതാണ്.

ഒപ്പ്/-
സീനിയർ അഡ്മിനിസ്ട്രേറ്റീവ് ഓഫീസർ

ബന്ധപ്പെട്ട വ്യക്തിക്ക് (അഭിമുഖീകരണ തപാൽ ഏ/വി മേയർ കൂടി)

- പകർപ്പ്
- എക്സിക്യൂട്ടീവ് എഞ്ചിനീയർ, പൊതുജനങ്ങളെ വകുപ്പ് ക്ഷേത്ര വിഭാഗം, ആലപ്പുഴ.
 - എക്സിക്യൂട്ടീവ് എഞ്ചിനീയർ, പൊതുജനങ്ങളെ വകുപ്പ് മേന്മയിൽ വിജ്ഞാപനം, ആലപ്പുഴ - വൺടൈം വെബ്സൈറ്റ് സർട്ടിഫിക്കറ്റ്, നിയമന ശുപാർശ എന്നിവ ആലപ്പുഴ ക്ഷേത്ര ഉപവിഭാഗം, അസിസ്റ്റന്റ് എക്സിക്യൂട്ടീവ് എഞ്ചിനീയറുടെ കാര്യാലയത്തിലേയ്ക്ക് അഭിമുഖീകരണ തപാൽ മുഖേന അയയ്ക്കേണ്ടതാണ്.
 - അസിസ്റ്റന്റ് എക്സിക്യൂട്ടീവ് എഞ്ചിനീയർ, പൊതുജനങ്ങളെ വകുപ്പ് ക്ഷേത്ര ഉപ വിഭാഗം, ആലപ്പുഴ. ഉദ്യോഗാർത്ഥി അപേക്ഷകൾ ഹാജരാക്കുന്ന സമയത്ത് മിയാർ ഹാജരാക്കുന്ന ഒറിജിനൽ നിയമന ശുപാർശ പരിശോധിച്ച് ഉറപ്പുവരുത്തേണ്ടതാണ്. (വൺടൈം വെബ്സൈറ്റ് സർട്ടിഫിക്കറ്റ്, നിയമന ശുപാർശ എന്നിവയുടെ പകർപ്പ് സഹിതം സേവനപുസ്തകത്തിന്റെ നിർദ്ദിഷ്ട പകർപ്പുകൾ (1 മുതൽ 5 വരെ പേജുകൾ) പേര്, മേൽവിലാസം, വിജ്ഞാപനം, ഒപ്പ്, ഐ.ഡി.എ.സി. സർട്ടിഫിക്കറ്റ് എന്നിവയുടെ സാക്ഷ്യപ്പെടുത്തിയ പകർപ്പുകൾ എന്നിവ താല്പരസംവിന്നാ ഈ ഓഫീസിലേക്ക് അയച്ചു തരേണ്ടതാണ് (ജി.ഒ. (പി) 20/2011/പി.ടി.എ.ആർ.ഡി തീയതി 30.08.2011)
 - അസിസ്റ്റന്റ് എഞ്ചിനീയർ, പൊതുജനങ്ങളെ വകുപ്പ് ബിൽഡിംഗ്സ് സെക്ഷൻ, എസ്.ഐ.

പകർപ്പ്
 ജില്ലാ ഓഫീസർ, കെ.പി.എസ്.സി., ആലപ്പുഴ
 സീനിയറായിട്ട് സെന്റ്/കരുതൽ ഹയൽ/ അധിക പകർപ്പ്

ഉത്തരവിൻ പ്രകാരം

(Handwritten Signature)

സീനിയർ സൂപ്പർവൈസർ



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

(व्यापार 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.

May 10, 2022

Mr. Vaishakh S,
Kalavoor, Alappuzha, Kerala – 688522.

Dear Mr. Vaishakh S,

Congratulations! We are pleased to appoint you as “**Modeling & Texturing Artist**” in **Trainee-Level**, in our Company i.e. **Phantom Digital Effects Pvt. Ltd.** You shall be governed by the rules, regulations and other company policies including without limitation the policies, as applicable, enforced, amended, or altered from time to time during your employment (the “Company Policy”). The terms and conditions of your appointment are as follows:

1. APPOINTMENT AND REPORTING:

- 1.1. You are required to join on or before **June 03, 2022**. The terms and conditions of appointment shall be effective from your date of joining.
- 1.2. You will report to the **Asset Team Leader – Prabin Dennis & CG Supervisor –3D– Mr. Anish Sreedhar**. Your reporting is subject to change at the sole discretion of the Company.

2. INITIAL POSTING, PROBATION, AND TRANSFER:-

- 2.1. Your initial place of posting shall be in Chennai, Tamil Nadu.
- 2.2. On joining the company you would be on probation for six months. During this period, your employment could be terminated on a one-month notice basis. You would also be allowed to resign from the services of the Company by similarly giving a one-month notice in writing. After satisfactory completion of the probationary period, your services shall deem to be confirmed, unless the contrary to the same is communicated to you in writing. The candidate shall be on probation for six months on completion of 6 months, if the management is not satisfied with employment performance then he will be issued 15 or 30 days' notice with the effect of it he will be terminated
- 2.3. During the period of your employment with the Company, the Company may at any time, in its sole discretion, transfer or depute you to any other department of the Company or any other subsidiary or affiliate of the company or any other location of the company. In such event, the terms and conditions governing your service shall be those applicable at the location of transfer or those as applicable to employees of such subsidiary or affiliate as the case may be.

3. EMOLUMENTS AND TAXES:-

- 3.1. Your remuneration will be as per the details provided in Annexure 'A' annexed hereto.
- 3.2. The Company will deduct taxes and other statutory dues as may be applicable from time to time from the remuneration payable to you. You will be personally responsible for your tax liabilities and other dues. The Company shall also be entitled to deduct any other sums as may be recoverable from you from time to time.

Phantom Digital Effects Pvt. Ltd

6th Floor, Tower B, One Indiabulls Park, Plot No 14, 3rd Main Road,
Ambattur Industrial Estate, Ambattur, Chennai – 600 058. INDIA



GOVERNMENT OF KERALA

KERALA FOREST DEPARTMENT

IDENTITY CARD



Mrs. VISHNU PRIYA V R
OFFICE ATTENDANT
PEN : 950154

A handwritten signature in blue ink, appearing to be 'D. ...'.

Issuing Authority
Addl. PCCF (Administration)



REF: JB/VIVA-2/OFF/391

04/01/2023

Mr. Pranav P

ADDRESS: Kallupuraykkal,
Kommady-Po
Alapuzha-688077,
Kerala.

Mobile No : 7356284071

OFFER LETTER

Dear Mr. Pranav P,

With reference to your Application and subsequent interview with us, we have pleasure in offering you the position of “**Trainee Professional Marketing Executive**” in our **VIVA – 2 Division** of our company.

You will be initially based at **Allepeey**.

The offer is on the terms and service conditions explained to you during the course of the interview.

You should produce your PAN number details or proof of having applied for PAN Number at the time of joining the organization. You should produce the PAN Number details within 30 days of your joining the organization.

You are required to bring along with you the following documents on the date of joining for submission:

- Educational Qualification Certificates
- Appointment Letter, Experience Certificates & Relieving letter (All previous employers)
- Last 3 months' Salary slips.
- Proof of Residential Address
- Copy of Aadhaar card
- Bank statement & canceled cheque.
- Copy of PAN Card or proof of application for PAN Card. **(It is mandatory to submit the PAN card Number within 30 days of joining the organization)**

Further, this offer is subject to verification of all your certificates and testimonials as well as satisfactory reply from your references.

Registered Office:

J.B. Chemicals & Pharmaceuticals Limited,
CIN: L24390MH1976PLC019380
Neelam Centre, 'B' Wing, 4th Floor, Hind Cycle Road,
Worli, Mumbai – 400030, T:+91 22 24822222

Corporate Office:

J.B. Chemicals & Pharmaceuticals Limited,
CIN: L24390MH1976PLC019380
Energy IT Park, Unit A, 8th Floor, Appa Saheb Marathe Marg,
Prabhadevi, Mumbai – 400025, T:+91 22 24395200/5500



You will join the service of the company **on 09/01/2023**. This offer letter will automatically stand withdrawn, if you fail to join our company on the date mentioned herein above.

Please contact **Mr. P Suresh Kumar, DSM - Cochin** on his mobile no - **9539009276** & take instruction from him for resuming duty.

It should be noted that this letter does not purport to be a letter of appointment. The letter of appointment incorporating the usual terms and conditions will be issued to you on your joining the services of the Company.

Yours Sincerely,

For J.B.CHEMICALS & PHARMACEUTICALS LIMITED.

ACCEPTED I WILL:

Nitesh Singh
Sr. Manager - Human Resources

Join on:
Signature:

Package Agreed: 250008/- per annum

Registered Office:

J.B. Chemicals & Pharmaceuticals Limited,
CIN: L24390MH1976PLC019380
Neelam Centre, 'B' Wing, 4th Floor, Hind Cycle Road,
Worli, Mumbai - 400030, T:+91 22 24822222

Corporate Office:

J.B. Chemicals & Pharmaceuticals Limited,
CIN: L24390MH1976PLC019380
Energy IT Park, Unit A, 8th Floor, Appa Saheb Marathe Marg,
Prabhadevi, Mumbai - 400025, T:+91 22 24395200/5500



GOOD PEOPLE
for GOOD HEALTH

Name	Mr. Pranav P
Designation	Trainee Professional Marketing Executive
Head Quarter	Mumbai
Division	VIVA - 2

NO	SALARY COMPONENTS	AMOUNT IN Rs. (P.M.)
1	Basic Salary	10450
2	House rent allowance	5225
3	Other Allowance	2505
	GROSS SALARY - (A)	18180
4	Bonus / ex-gratia	1400
5	P.F (Employer's Contribution@ 12%)	1254
	BENEFITS - (B)	2654
	TOTAL (A+B)	20834
	Annual CTC (Cost To Company)	250008
6	Gratuity Per Annum	6024
7	Mediclaime Per Annum	1500
	Other Benefits – D	7524
	Annual CTC – C+D	257532

Registered Office:

J.B. Chemicals & Pharmaceuticals Limited,
CIN: L24390MH1976PLC019380
Neelam Centre, 'B' Wing, 4th Floor, Hind Cycle Road,
Worli, Mumbai – 400030, T:+91 22 24822222

Corporate Office:

J.B. Chemicals & Pharmaceuticals Limited,
CIN: L24390MH1976PLC019380
Energy IT Park, Unit A, 8th Floor, Appa Saheb Marathe Marg,
Prabhadevi, Mumbai – 400025, T:+91 22 24395200/5500



POST GRADUATE DEPARTMENT OF CHEMISTRY
SANATANA DHARMA COLLEGE,
SANATHANAPURAM P.O., ALAPPUZHA 688 003 KERALA
(NAAC Re - Accredited Grade 'A+' College affiliated to University of Kerala)
e-mail: chemsdc@gmail.com

CERTIFICATE

This is to certify that **Mr. Rohith P (Puthenparambil, Pazhaveedu P O, Alappuzha)** worked as a PTA Guest Faculty in the PG Department of Chemistry and Research centre from **02.02.2023 to 28.04.2023** (2 months 26 days).

Dr. Girija P

Associate Professor and Head of the department
PG Department of Chemistry and Research Centre
Sanatana Dharma College, Alappuzha

Alappuzha
28.04.2023





MSN Laboratories Private Limited

MSN House, Plot No.: C-24,
Sanath Nagar Industrial Estate, Sanath Nagar,
Hyderabad, Telangana, Pincode: 500018, India
CIN: U24239TG32003PTC041583
Phone: +91-40-30438600 Fax: +91-40-30438798

June 06, 2022

Ms.A Akhila
D/o Anil Kumar
D.No: 11/347, Perconnilayam
Ravi Nagar, Perurkada
Thiruvananthapuram 695005
Mobile No: 7356002443

Dear Ms.A Akhila,

Sub: Offer and Appointment Letter

This has reference to your application and the subsequent interview you had with us, we are pleased to offer you an employment with the following Terms & Conditions:

1. Designation:

You will be designated as "Executive-Trainee", Grade "G01", in Analytical Research & Development-Formulations Department based at MSN Laboratories Private Limited - R&D Center Location.

2. Remuneration:

Detailed compensation structure as Total Cost to Company Rs.200000/- is mentioned in the Annexure-I.

3. Documents to be Submitted:

Please bring all the following documents in original with Photostat copies of the same at the time of joining.

- a. Passport Size Color Photographs (Self) - 7 nos. and Dependent family members photograph - 1 nos. each
- b. All Educational Certificates and any other Certificates related to specific Training and Skills
- c. Previous employment Service Certificate / Relieving Letter, if any
- d. Last Six Months Bank Statement
- e. Updated / Latest E - Aadhaar Cards of self and dependent family members
- f. PAN Card
- g. Passport / Driving License
- h. A cancelled cheque leaf of active bank account
- i. Medical Certificate with Reports
- j. Non Judicial Stamp Paper worth Rs. 100/- in your name, for the purpose of Employment Agreement. You need to give us the Agreement of Employment on Non-Judicial Stamp paper, stating that you will work with MSN Group of Companies for a minimum period of three years, from the date of joining

Page 1 of 2

Name: A Akhila

4. Medical Fitness:

This Offer and Appointment is subject to your medical fitness, for which you need to undergo Medical Examination at Company's Designated Medical Center as per Annexure- III.

5. Terms & Conditions:

- a. Your employment is governed by the detailed Terms & Conditions furnished in Annexure - II.
- b. As discussed, you need to join us on or before **June 20, 2022**, failing which this offer and Appointment Letter stands withdrawn.

Kindly arrange to send us your written confirmation within two working days, from the date of receipt of this offer letter as a token of your acceptance by signing on the Xerox copy of this letter, mentioning your Date of Joining.

Please feel free to contact Mr. Simbachalam Piniminti Contact No: 040-30436786 Email ID: simbachalam.piniminti@msnlabs.com for further clarifications, if any.

We would like to take this opportunity to welcome you into our MSN family and wishing you a long & successful association with us.

Thanking you,

Yours sincerely,

For MSN Laboratories Private Limited

A handwritten signature in blue ink, appearing to read "P. Narsimha Rao".

P Narsimha Rao

Senior Vice President - Group HR

June 06, 2022

Annexure-I

Ms.A Akhila

Designation: Executive-Trainer

Grade: G01

Department: Analytical Research & Development-Formulations

TOTAL COST TO COMPANY

All figures in INR

Salary Components	Per Month	Per Annum	Payment Frequency
A. Monthly Salary			
Basic Pay	10500	126000	Monthly
House Rent Allowance	3044	19566	Monthly
Education Allowance	0	0	Monthly
Minimum Guaranteed Bonus	0	0	Monthly
Statutory Bonus (Advance Payout)	700	8400	Monthly
A - Monthly Gross Total	14244	170925	
B. Statutory Benefits			
PF (Employer Contribution)	1260	15120	Monthly
ESI (Employer Contribution)	463	5555	Monthly
Bonus / Ex-gratia	700	8400	Annual
B - Statutory Benefits Total	2423	29075	
C. Fixed Total Cost to Company (A+B)	16667	200000	
D. Gratuity (As per the Gratuity Act, 1972)	505	6061	
Total Cost to Company (C+D)	17172	206061	

Apart from the above, you are also eligible for following Benefits as per the Company Policy.

1. Coverage under Group Personal Accident Policy
2. Coverage under Group Term Life Insurance Policy
3. You will be Covered Under ESIC Insurance Scheme

For MSN Laboratories Private Limited


P Narsimha Rao

Senior Vice President - Group HR

Name: A Akhila

Annexure- II

TERMS & CONDITIONS OF THE EMPLOYMENT

1. The effective date of joining shall not be later than **June 20, 2022**, failing which this offer and Appointment Letter stands withdrawn.
2. Your initial place of posting shall be at **MSN Laboratories Private Limited - R&D Center** Location. However, your services are transferable to any Location in India or outside India to serve the Company in any of its Departments, Factories, Establishments, Group Companies and its associates. You will abide by the working conditions and policies of the area concerned and the transfer arrangement will not deem to constitute a change in your service conditions.
3. Your appointment with the Company would be subject to successful pre and/or post-employment background checks, in respect of accuracy of the testimonials, experience and information provided by you in securing the employment with the company. If you have made any false declaration or willfully suppressed any material information, you will be liable for removal from the service without notice.
4. Your Date of Birth is recorded as **May 11, 1996**, by the Company on the basis of documentary evidence produced by you at the time of your appointment. You are advised to take note of the same, and this date will be considered as the authenticated date of birth for all purposes throughout your service with the Company, and will not be changed under any circumstances.
5. You will be on training for a period of one year, and the same may be extended at the discretion of the management by such further period not exceeding six months. During the period of training (including any extended period), your services are subject to termination without any notice or assigning any reason. After successful completion of your training period based on your performance & suitability, your employment will be confirmed. At the time of confirmation of your Employment, a separate confirmation letter will be issued with new Terms & Conditions as applicable.
6. You are required to keep us informed of any changes in your personal details, residential address, marital status, educational qualifications, dependent's details etc.
7. You shall do the best of your ability and devote your experience, knowledge, skills and working hours with full of attention and energy for the business of the Company. You shall use your best endeavors to promote the interest and welfare of the Company. The Company shall be entitled to all the benefits and profits arising from such work and efforts of yours.

Akhila

Name: A Akhila

8. Changes in your compensation are discretionary and will be subject to the overall performance of the Company, your individual effective performance and policies of the Company. You shall keep details of your salary and employment benefits strictly confidential within and outside the Company.
9. You will be liable to conform to the Company Policies and Procedures, rules and regulations, discipline and general work practices, which are subject to change from time to time.
10. As per the policy of the Company, we expect you to devote full attention and effort to the business of the Company and to continuously develop professional skills in mutual interest. We clearly disapprove of any employee directly or indirectly engaging himself/herself in or devoting any time or attention to any part-time employment or business or monetary position other than that of the Company. You will not undertake either directly or indirectly any activities, which are contrary to or inconsistent with your obligations to the Company, its reputation, image and interest whether direct or indirect. At any time, if it is found that there is any breach of this condition on your part, your services are liable to be terminated at the discretion of the management.
11. You will be responsible for the safe keep and return in good condition and order, of all property such as tools, equipment, instruments, books, uniforms etc., which may be in your use, custody, care or charge. The Company shall have the right to deduct the monetary value of all such things from your dues and take such other actions, as we deem proper in the event of your failure to account for such property to our satisfaction.
12. As per the Company's policy, the age of superannuation is 58 years subject to your being physically and mentally fit as certified by a medical practitioner designated by the Company and meeting the performance expectations of the Company. Retention of your services beyond the age of superannuation will be entirely at the discretion of the management.
13. You will be required to sign an Employee Non-disclosure/Confidential Agreement with the Company at the time of joining. In the performance of your duties, you will come to possess information connected with the Company's financials, operations of manufacturing processes, documents, plans, drawings, patents, trade secrets, technical information, reports, statements, correspondence etc., and other matters relating to the Company's business, written or unwritten and also information and instructions that pass through you or come to your knowledge. All such information shall be held by you in strict confidence and shall not be divulged to any person during your services with the Company or thereafter. In the event of your acting in any contrast or thereafter, the Company will be at liberty to initiate appropriate proceedings to safeguard the interests of the Company.
14. Upon termination, you shall cooperate with the Company, as reasonably requested by the Company, to effect a smooth transition of your responsibilities and ensure that the Company is aware of all matters being handled by you.

A. Akhila

Name: A Akhila

15. Upon termination of your employment with the Company for any reason, you shall promptly return to the Company any keys, credit cards, passes, confidential documents or material, or other property belonging to the Company, and return all writings, files, records, correspondence, notebooks, notes and other documents and things including any copies thereof, containing Confidential Information or relating to the business or proposed business of the Company or its subsidiaries or affiliates. The Company reserves the right not to relieve you of your employment in the event that all the Company's documents/ property / Confidential Information in your custody have not been properly handed over by you to an authorized representative of the Company.
16. The Company reserves the right during any period of notice to exclude you from the premises of the Company, or to require you to carry out specified duties at premises other than those referred to in clause 2 of this letter of Offer and Appointment Letter, or to carry out no duties, and to instruct you not to communicate with clients, employees, agents or representatives of the Company until your employment has been terminated, provided that you will continue to be paid and to enjoy normal contractual benefits during any such period, except in the case of suspension. You will not be entitled to engage in any other employment, work or business during the notice period.
17. Any breach of the Company's regulations/policies, failure to attain or maintain a satisfactory work standard or any misconduct by an employee will be regarded as a disciplinary matter and Disciplinary action will be initiated accordingly as per the Company regulations / policies.
18. Jurisdiction: Any disputes arising out of and /or related to your employment with the Company shall be subject to Hyderabad City Jurisdiction

Acknowledgement for the Acceptance of the Offer and Appointment Letter

I read & understand all Terms & Conditions relating to my Offer and Appointment Letter and declare that I hereby unconditionally and irrevocably accept the same.

I shall report for duty on _____

Signature:



Date