

കാസർഗോഡ് ജില്ലാ കളക്ടറുടെ നടപടിക്രമങ്ങൾ
(സാന്നിധ്യം : ഡോ. ഡി സജിത്ത് ബാബു IAS)

വിഷയം: വനിതാ ശിശു വികസന വകുപ്പ് - ഐ.സി.പി.എസ് - കാസർഗോഡ് ജില്ലാ ശിശു സംരക്ഷണ യൂണിറ്റ് - ജീവനക്കാര്യം - സോഷ്യൽ വർക്കർ, ഔട്ട് റീച്ച് വർക്കർ തസ്തികയിൽ ഒരു വർഷത്തേക്ക് കരാർ അടിസ്ഥാനത്തിൽ നിയമിച്ച ഉത്തരവ് പുറപ്പെടുവിക്കുന്നു

സൂചന:1). വനിതാ ശിശു വികസന വകുപ്പ് ഡയറക്ടറുടെ 5/4863/2019 നമ്പർ പ്രകാരമുള്ള 11.10.2019 ലെ വിജ്ഞാപനം..

ഉത്തരവ് നമ്പർ : DCPU/KSD/530/2020 തീയതി: 06.01.2020

സംയോജിത ശിശുസംരക്ഷണ പദ്ധതിയുടെ ഭാഗമായി കാസർഗോഡ് ജില്ലാ ശിശുസംരക്ഷണ യൂണിറ്റിലേക്ക് സോഷ്യൽ വർക്കർ, ഔട്ട് റീച്ച് വർക്കർമാരെ ഒരു വർഷത്തേക്ക് കരാർ അടിസ്ഥാനത്തിൽ നിയമനം നടത്തുവാൻ സൂചന (1) വനിതാ ശിശു വികസന വകുപ്പ് ഡയറക്ടറുടെ വിജ്ഞാപനം പ്രകാരം 09.02.2020(സോഷ്യൽ വർക്കർ)നും 08.02.2020 (ഔട്ട് റീച്ച് വർക്കർ) നും CMD നടത്തിയ എഴുത്തു പരീക്ഷയുടെയും 23.07.2020 ന് നടത്തിയ അഭിമുഖത്തിന്റെയും അടിസ്ഥാനത്തിൽ തയ്യാറാക്കിയ റാങ്ക് ലിസ്റ്റ് സൂചന (3) പ്രകാരം വനിതാ ശിശു വികസന വകുപ്പ് ഡയറക്ടർ അംഗീകാരം നൽകിയിട്ടുണ്ട്.

കാസർഗോഡ് ജില്ലാ ശിശുസംരക്ഷണ യൂണിറ്റിലെ സോഷ്യൽ വർക്കർ, ഔട്ട് റീച്ച് വർക്കർ തസ്തികയിൽ നിലവിലുള്ള ഒഴിവുകളിലേക്ക് വനിതാ ശിശു വികസന വകുപ്പ് ഡയറക്ടർ അംഗീകരിച്ച റാങ്ക് ലിസ്റ്റിൽ നിന്നും താഴെ പറയുന്ന ഉദ്യോഗാർത്ഥികളെ ഒരു വർഷത്തേക്ക് കരാർ അടിസ്ഥാനത്തിൽ നിയമിച്ച ഉത്തരവ് പുറപ്പെടുവിക്കുന്നു. ഉദ്യോഗാർത്ഥികൾ നിയമന ഉത്തരവ് കൈപ്പറ്റി 15 ദിവസത്തിനകം കാസർഗോഡ് സിവിൽസ്ട്രേഷൻ ഡി.ബ്ലോക്കിലെ രണ്ടാം നിലയിൽ പ്രവർത്തിക്കുന്ന ജില്ലാ ശിശുസംരക്ഷണ യൂണിറ്റിൽ ജില്ലാ ശിശു സംരക്ഷണ ഓഫീസർ മുമ്പാകെ ഹാജരായി ജോലിയിൽ പ്രവേശിക്കേണ്ടതാണ് അല്ലാത്തപക്ഷം ഈ നിയമനം റദ്ദ് ചെയ്യുന്നതാണ്.

ക്രമ നമ്പർ	പേരും മേൽവിലാസവും	തസ്തിക	പ്രതിമാസ ഹോണറേറിയം	നിയമന കാലയളവ്
1	കാസർഗോഡ്- 671 531			
2	അശ്വിൻ ബി അശ്വിൻ നിവാസ് വെള്ളത്തോളി പാക്കം പി ഒ ബേക്കൽ ഫോർട്ട് (വഴി)	സോഷ്യൽ വർക്കർ	20,760/-	ജോലിയിൽ പ്രവേശിക്കുന്ന തീയതിമുതൽ ഒരു വർഷം



**mByom Consulting &
Management Services LLP**
Praneel, No. 4, Arunachalam Road
Kotturpuram, Chennai - 600 085
Tamil Nadu, India
Tel.: +91 44 4864 1495
www.mbyom.com

29th April 2019.

Ms. Keerthana Mariya Joseph,
Thonakkara (H)
Chakkittapara (P.O)
Kozhikode – 673525.

OFFER OF APPOINTMENT

Dear Keerthana,

With reference to your application and subsequent interviews you have had with us we are pleased to appoint you as an Analyst in Kerala with effect from **1st May 2019** on the following terms and conditions:

1. Your fixed pay will be Rs. 2,40,000 per annum. You will also be eligible for Performance Pay depending on mByom's (hereinafter referred to as "Organisation") performance and based on your performance.
2. You will render professional services as per the requirements and guidance of the Organisation.
3. You will be expected to work onsite on projects as per project requirements.
4. During your engagement with the Organisation, the Organisation has the right to include your name as a project team member in communication to current and prospective clients and in submission of proposals for professional services.
5. As a full-time employee, you will not take up any other professional assignment for any entity or individual or group of individuals which is in conflict or deemed to be in conflict with the projects of the Organisation, without prior approval of the Organisation.
6. You are governed by all the rules and regulations of the Organisation, which are in existence and/ or may be modified and brought in force from time to time in future.
7. You will maintain complete confidentiality and secrecy of the matters pertaining to our office or to our clients. During your employment, or any time thereafter, you will not disclose, divulge or make public or make use of whatsoever information, knowledge, secrets or intellectual property rights, confidential information of the Organisation or its clients obtained by you in the course of your engagement with us.
8. Services can be terminated with 1 month's advance notice or payment of an amount equivalent to 1 month's gross fixed pay in lieu of the notice by either side. In the event of any misconduct or breach on your part, the Organisation reserves the right to terminate this contract without any notice.



We take this opportunity to welcome you to mByom and look forward to your valuable contribution and a mutually beneficial association.

Kindly sign the copy of this letter as a token of having accepted the above terms and conditions of your engagement and return the same for our records.

Sincerely,

For **mByom Consulting and Management Services LLP**,

Ajit Mathai

Partner

Accepted

(Keerthana Mariya Joseph)



WOMEN AND CHILD DEVELOPMENT DEPARTMENT

DISTRICT CHILD PROTECTION UNIT

LATIN CHURCH COMPLEX, CONVENT SQUARE

ALAPPUZHA - 688001, KERALA

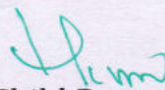
Ph : 0477 - 2241644, E- mail : dcpualpy@gmail.com

01- 01- 2021

CERTIFICATE

*This is to certify that **Kumari.GOWRI.S** is working as SOCIAL WORKER of District Child Protection Unit, Alappuzha under the Integrated Child Protection Scheme (ICPS) since 06 February 2019.*

*I take this opportunity to wish **Kumari.GOWRI.S** all the very best in her future career endeavours.*


District Child Protection Officer

Alappuzha



District Child Protection Officer
District Child Protection Unit
Convent Square
Alappuzha - 688 001



भारतीय प्रबंध संस्थान कोषिकोड

आई आई एम के कैम्पस - पी ओ

Indian Institute of Management Kozhikode

IIMK Campus P.O., Kozhikode 673 570, Kerala

Tel : +91 495 2809100/300, Fax : 2803010-11, Website : www.iimk.ac.in



Name : Ubaidulla K V

Position : Project Associate

ID No : C-077

ex. lanan

SAO (HR)
Issuing Authority

Blood Group : AB+ve

Date of Birth : 13-01-1993

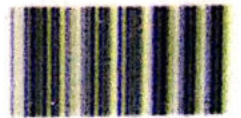
Email : cspa1@iimk.ac.in

**Address : Musjam, Street No. 9
Karyambalam, Taliparamba
Kannur- 670141**

Phone : 9744074262



Signature



C-077



NEHRU GROUP OF INSTITUTIONS
KERALA

You are directed to report to the Principal Dr.P.D.Sebastian and obtain a joining report from him in this form itself and return it to this office for further actions.

Remarks By: Principal *Joined duty on 16/09/2019 F.M.*

Mr./Ms. *Swathy P.S.* on *16/9/2019*

Time *9.00 AM* In the Department *NAL*

Signature of Principal

Dr.P.D. SEBASTIAN, LL.M., Ph.D.

Principal

Nehru Academy of Law Jawahar Gardens

Lakkidi, Mangalam, Pin: 679 301

KANNUR UNIVERSITY

ACADEMIC F SECTION

Dated: 09.07.2019

ACAD F/ACAD F2/14009/2019 (II)

MEMO

Sub:- Department of Law, School of Legal Studies, Thalassery Campus-Selection for the engagement of Assistant Professor (on contract)- intimated -reg.

Ref:- Interview held on 22/06/2019

This is to inform that Smt. Nikhila P P has been selected for engagement as Assistant Professor on contract basis at the Department of Law, School of Legal Studies, Thalassery Campus with a monthly consolidated remuneration of 35,000/- (Rupees Thirty Five Thousand only). The engagement is up to the last working day of the academic year 2019-20 or till further orders are made by the university whichever is earlier. This engagement will not give her any claim for future regular appointment in this university.

She is therefore, directed to report for duty before the Head of the Department, Department of Law on or within seven days along with original documents to prove age ,educational qualifications, caste/non-creamy layer certificate if required and copies of the other documents. She shall submit a stamp paper for Rs. 200/- in order to execute the agreement w.e.f her date of joining duty

Sd/-

Assistant Registrar II
For REGISTRAR

To:

Smt. Nikhila P P
"PRAPA", Kanhangad South (PO)
Kasaragod (Dt). Kerala
nikhilapp16@gmail.com

Copy To:

The Head of the Department
Dept. of Law, School of Legal Studies
Thalassery Campus

Approved For Issue
Jisha
SECTION OFFICER



VIT[®]
Vellore Institute of Technology
(Deemed to be University under section 3 of UGC Act, 1956)

Ref: VIT/HR/Fac. Appt. /2019/51451

Date : 25th Nov 2019

Appointment Letter

Dear Mr. Zakkariya T H,

Congratulations!

We are glad to appoint you as **Assistant Professor Grade 1, VIT School of Law (VITSOL)** of Vellore Institute of Technology, Chennai Campus on probation for a period of one year from **25th Nov 2019**.

The details of pay and allowances payable to you are furnished in Annexure – I.

You will be governed by the standing orders as in the Annexure – II enclosed.

PRO VICE CHANCELLOR

To

**Mr. Zakkariya T H (Emp Id. 51451),
Thaikkandi Parambil (H),
Kothachira PO, Palakkad,
Kerala- 679535**



Cc: File



Central University of Kerala
School of Biological Science,
Riverside Transit Campus, Padannakad, Nileswar, Kerala

CUK/SBS/ANS/PAS/NMHS/Project staff/FA-02

22 May 2019

**Mr. Hariraveendra M.
Harinanadanam House
Naduvannur PO
Kozhikode 673614**

Sub: Appointment order

Dear Mr. Hariraveendra,

I am happy to inform you that the selection committee held on 14/4/2019 for the appointment of FA in the project titled "Himalayan Bee watch program...", being implemented by Dr. P.A. Sinu, Assistant Professor, Department of Animal Science has recommended to appoint you as a FA with a monthly salary of Rs. 10,000/-.

This is strictly a temporary position. The approved tenure of the project is till March 2021. Your appointment will be initially for one year from your date of joining. Based on your performance you will be reappointed until the termination of the project. However, if your performance is not satisfactory you will be terminated with one month notice. If you plan to leave the project, you will have to give one month advance notice. Failing to do so, your one month fellowship will be recovered/withheld.

You will be working with Dr. P.A. Sinu in the Department of Animal Science. You are expected to work sincerely both in the field and laboratory and work hard for the successful completion of the project.

You will be appointed in the Central University of Kerala at its headquarters in Kasaragod, Kerala. As the project demands, you will have to make extensive field travel across South India and parts of Central Himalayas. You will be assisting other research staff appointed in the project and engage actively in contributing to the project.

During your appointment, you should not draw any other fellowship/internship/salary or take-up any other employment or studies without



Central University of Kerala
School of Biological Science,
Riverside Transit Campus, Padannakad, Nileswar, Kerala

the prior approval of the PI. It is expected that you maintain the progress of the research work in confidential.

Your appointment as FA does not come with the default Ph.D. registration with Dr. P.A. Sinu in Central University of Kerala.

Hostel facility in CU-Kerala is not available for project staffs.

If you agree to the terms and conditions laid out in this letter please submit:

- a) your joining report within 1 month from the date of receipt of this letter (e-mail); failing to do so, the position will be given to next shortlisted candidate.
- b) Your latest CV with your permanent address, and complete contact details of one of your family members in your place of residence
- c) Recent passport size photo (1 No)
- d) Copy of your final year/semester M.Sc. marksheet; please bring your original marksheet for verification at the time of joining
- e) Undertaking that you will maintain confidentiality of the project work and that you will not publish or present any details of the project work assigned by the PI and you will not take anybody to the project site without prior approval of the PI.

If you agree to the terms and conditions, please send your acceptance letter within two days from the receipt of this order through e-mail to Dr. P.A. Sinu at sinu@cukerala.ac.in

Prof. (Dr.) Govinda Rao

Dean, School of Biological Sciences, CU-Kerala
अधिष्ठाता/ Dean

जीव विज्ञान स्कुल / School of Biological Sciences
केरल केन्द्रीय विश्वविद्यालय / Central University of Kerala
पेरिय, कासरगोड / Periy, Kasaragod - 671316



**KERALA GOVERNMENT
FOOD SAFETY DEPARTMENT**



**JISHNU GOPAL P
TECHNICAL ASSISTANT
Date of Birth : 15/01/1998**

**PUTHIYOTTIL HOUSE, KEEZHARIYUR (PO)
KOYILANDY VIA, KOZHIKODE**

FOOD SAFETY DEPARTMENT

**Assistant Commissioner of Food Safety, Food Safety
Department**

By Registered post with acknowledgement

No.ADMIN-1/043/2021/SHSRC

State Health Systems Resource Centre,
Thycaud,Thiruvananthapuram.

Dated: 12-08-2021.

To

Sri.Muhammed Basheer.K.M
Kallingalakath House, Vazhakode
Mulloorkara.P.O, Thrissur-680583

Sub: Appointment under State Health Systems Resource Centre-Kerala(SHSRC-K)
Society

Ref: Interview conducted on 30-07-2021.

Dear Candidate,

1. Consequent upon your selection made by the selection board after the interview conducted on 30-07-2021, you are hereby offered the post of **Research Assistant** in the State Health Systems Resource Centre, Thycaud, Thiruvananthapuram under State Health Systems Resource Centre-Kerala(SHSRC-K) society, Thiruvananthapuram on contract basis for three months initially, with consolidated pay of **Rs. 35,000/per month**.
2. This appointment letter is issued as per the Interview conducted on 30-07-2021 subject to approval of the next Governing Body meeting of the SHSRC-K society.
3. The terms of your appointment will be as given in the Terms of Contract document attached to this offer letter (**Form-I**) and sign in stamp paper worth Rs. 200/- at the time of joining your duties under the Society.
4. Other conditions of your service under the Society will be governed by such rules as may be adopted by the Society from time to time.
5. Please note that your appointment is also subject to:
 - i) Production of a certificate of fitness from the Competent Medical Authority viz. Civil Surgeon in the prescribed form enclosed (**Form-II**)
 - ii) Submission of declaration in the prescribed form (**Form-III**). In the event of a candidate having more than one spouse living or being married to a person having more than one spouse living, the appointment will be subject to his/her being exempted from the enforcement of the general rule in this behalf.

- iii) Taking of an oath of allegiance/ faithfulness to the Constitution of India (Or making of a solemn of affirmation to the effect) in the prescribed form attached (**Form-IV**).
 - iv) Production of the original certificates:
 - a) Certificate of educational and other technical qualifications
 - b) Certificate of age.
 - c) Character certificate in the prescribed form (**Form-V**) from the Head of Educational Institution last attended by him /her or a similar certificate from his/her present employer.
 - d) Discharge certificates in the prescribed form from previous employer, if any.
6. If any declaration given or information furnished by you proves to be false or if you are found to have willfully suppressed any material/information, you will liable to be removed from the said post under the Society and such other action as the Society may deem necessary.
7. Please communicate your acceptance or otherwise to the undersigned within 15 days of the receipt of this Offer Letter and thereafter appear before the Executive Director, (SHSRC) . You will be in the administrative control of **Executive Director, State Health Systems Resource Centre, Thycaud, Thiruvananthapuram.**
8. If you fail to join your duties within the stipulated time, the offer of appointment made to you is liable to be treated as cancelled.
9. No traveling allowance will be allowed to join the appointment.

Yours faithfully,



Executive Director.



Prakash Babu Kodali <prakashkodali@cukerala.ac.in>

Fwd: Job Offer-Field Investigator- JEET project_ Ms. Shaik Kalida Begum

Kalida Begum <kalidabegumm95@gmail.com>
To: prakashkodali@cukerala.ac.in

Thu, Sep 9, 2021 at 4:31 PM

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

From: Radhey Mandal <Radhey.Mandal@finddx.org>

Date: Wed, 14 Oct, 2020, 5:41 PM

Subject: Job Offer-Field Investigator- JEET project_ Ms. Shaik Kalida Begum

To: kalidabegumm95@gmail.com <kalidabegumm95@gmail.com>

Cc: Sarabjit Singh Chadha <Sarabjit.Chadha@finddx.org>, Sanjay Sarin <Sanjay.Sarin@finddx.org>, Vijay Kumar Gupta <VijayKumar.Gupta@finddx.org>, Vaibhav Ghule <Vaibhav.Ghule@finddx.org>, Pramod Kumar Vishwakarma <PramodKumar.Vishwakarma@finddx.org>, Shobhit Rastogi <Shobhit.Rastogi@finddx.org>

Dear Ms. Shaik Kalida Begum,

Following our discussions around FIND's needs on FIND India 's TB projects, we would like to engage you under a consultancy agreement starting on **16th October 2020 until 31st March 2021** initially (extendable depending on project needs and by mutual agreement) . We are able to offer a fee of **INR 33,000/- gross per month** (subject to TDS provisions as per Income Tax Act), In addition to this you will be entitled to reimbursement for communication related expenses of up to **INR 750/- per month** (on submission of actual receipt). You will be initially based at **Vizag**.

Please confirm if this arrangement is agreeable with you, accordingly we will be sharing the draft agreement with you.

We look forward to our future collaboration !

Regards

 FIND - Because diagnosis matters**Radhey Mandal**

Human Resources Officer

Radhey.Mandal@finddx.org

T +91 (11) 40419537, M 9810173877

Skype: radhey.mandal7

FIND, Flat No 6-14 (Exclusive no 7),

9th Floor, Vijaya Building, 17, Barakhamba Road,

New Delhi 110001

www.finddx.org

This e-mail message may contain confidential and/or privileged information. If you are not an addressee or otherwise authorized to receive this message, you should not use, copy, disclose or take any action based on this e-mail or any information contained in the message. If you have received this material in error, please advise the sender immediately by reply e-mail and delete this message. Thank you.

2 attachments **image001.jpg**
2K





SAATHII
H No. 1-2-597/16/2, IInd Floor,
Lower Tank Bund,
Baraf Baag Colony
Hyderabad - 500 029
Ph. 040 23224757
www.saathii.org

Date: 7th September 2020

To,
Mr. Pasupuleti Chandrasekhar
B. M Kandriga (V), R.C Puram (M), Chittoor (Dist), AP
Mobile # 9492150415
Email id : chandraasekharr.p@gmail.com

OFFER LETTER

Dear Mr. Chandrasekhar,

With reference to your application and subsequent interview with us, we are pleased to offer you the position of **District Program Officer** in Project **CaP TB** to our **Hyderabad** office and base location is **Nellore**, looking after **Nellore District**. You will be paid salary **Rs. 28000/-** CTC per month. (Rupees Twenty Eight Thousand Only). The current structure of the salary is as followed.

Particulars	Amount (per month)
CTC	28000
Less : Org. PF	2323
Total Gross	25677
Less : Staff PF	2157
Net Take Home	23520

Note: Applicable Income Tax, Professional Tax etc., will be deducted from the net salary.

Please find enclosed as Annexure – 1 for the leave policies and benefits, probations, and joining documents. You are requested to sign a copy of this letter confirming the acceptance and send by post or by E-mail within seven days of receiving this letter.

We welcome you in SAATHII and wish you all success in your carrier.

Thanking you

Sincerely

Dr. V Karun Sandeep
State Program and Technical Manager – AP/TS

SAATHII – CaP TB Project

(Staff Signature in the receipt of acceptance)

Head Office :New No. 30 (Old No. S-23), 35th Cross Street, Besant Nagar Chennai 600090, Tamil Nadu, India
Landline (+91 44) 2440 3947/3663



SAATHII
H No. 1-2-597/16/2, IInd Floor,
Lower Tank Bund,
Baraf Baag Colony
Hyderabad - 500 029
Ph. 040 23224757
www.saathii.org

Annexure – 1:

List of Joining Document

You are expected to join us on **8th Sep 20** with following documents.

1. Academic certificates (photo copy)
2. ID Proof & Address proof (Aadhar Card, PAN, Bank passbook / Cheque Leaf)
3. Experience Certificate from previous organisation(s)
4. Three months Salary Slip – Latest
5. Relieving Certificates from previous organisation(s)
6. Three Passport Photographs
7. Form 16(I) / Form 12(B) from previous organisation

Option for PF – Opt in (or) Opt Out

Fringe Benefits:

1. SAATHII offers Provident Fund to all salaried staff. This amount is included in the CTC. As per existing EPF norms, staff who are paid above Rs. 15,000/- EPF wages (Total Gross *70%, except HRA) per month may choose to “**opt out**” of Provident Fund deduction.
2. All salaried staff are also covered by health insurance.

Retirement Age:

You shall retire from the services of the organisation on attaining 62 years of age.

Leave Policy:

- * **Government Holidays** - 13 days of government / festival holidays in a calendar year.
- * **Casual Leave (CL)** - 9 days per calendar year with pay. CL can be availed one day at a time.
- * **Privilege Leave (PL)** - 9 days per calendar year with pay. Unutilized and accumulated PL can carry forward to next year. A maximum of 18 PLs can be accumulated at a given point of time.
- * **Medical Leave (ML)** - will be granted for a total of 9 days per calendar year with pay. ML can be availed of for a minimum of 2 days at a stretch.
- * **Maternity Leave**– a total of 182 days (6 months) – which will include a leave of maximum of 8 weeks before Expected Date of Delivery (EDD) and rest of the leave after the delivery. This will be applicable only for first two children.
- * **Paternity Leave** – a total of 5 days will be allowed with pay. This is will be applicable only for the first two children.

Head Office :New No. 30 (Old No. S-23), 35th Cross Street, Besant Nagar Chennai 600090, Tamil Nadu, India
Landline (+91 44) 2440 3947/3663



SAATHII
H No. 1-2-597/16/2, IInd Floor,
Lower Tank Bund,
Baraf Baag Colony
Hyderabad - 500 029
Ph. 040 23224757
www.saathii.org

- * **Compensatory Off (C-off)** – If any staff member works on a Sunday or any government / festival holiday, they will be able to avail the compensatory leave with pay. No com-off can be availed when staff works on Saturdays or late hour working.

Probation:

You will be under three months' probation period according to the organization's policy. Based on your performance after three months, your service will be confirmed with a confirmation letter.

During Probation period Staff can avail CL, ML, and C-OFF. No PL can be availed during the probation period.

The project being a national one with intensive monitoring, tight deadlines and ambitious targets will require:

- Working flexible schedules during critical deadlines and donor/LFA Visits
- Working on 2nd and 4th Saturday during critical deadlines and for building requisite capacity and skills
- Ability to work independently and meet all deadlines which will be part of the performance monitoring indicators.

The annual increment will be as per project specification. The performance indicators for your role will be in line with the annual action plan of your state unit and will be shared by respective Director.

You are required to sign a copy of this letter confirming the acceptance and compliance of the terms and return a copy to us.

V.K. Sandeep

Dr. V Karun Sandeep
State Program and Technical Manager – AP/TS
SAATHII – CaP TB Project

Self Declaration from candidate regarding EPF benefits–**Opt for PF** (or) **Opt out PF**: please tick the appropriate box.

Opt for PF – deduct PF from salary

Opt Out PF – Not to deduct PF from my salary

I accept the above: Name: P. Chandrasekhar Signature: *P. Chandrasekhar* Date: 11/09/2020

Head Office :New No. 30 (Old No. S-23), 35th Cross Street, Besant Nagar Chennai 600090, Tamil Nadu, India
Landline (+91 44) 2440 3947/3663



Re: Application for the position Research Associate

1 message

HR & Corporate Communications <hrd@amsindia.org>
To: Deva Ganesh <devaganesh.k@yahoo.com>

Wed, 6 Jan 2021 at 6:02 pm

Dear Sir,

We thank you for showing interest in building up a relationship with our organization.

Based on your performance in the tests and personal interactions, we are pleased to offer you the position of **Research Associate** with our organization. As discussed and agreed, during the initial probation period of one-year, you will receive a remuneration of **Rs. 30,000/-** (take-home) per month. This is a regular cadre position and upon successful completion of the probation period, you shall be entitled to benefits such as Provident Fund, Health Insurance, Self Development Allowance, etc.

We are sharing herewith our key HR Policies Guidelines for your kind reference.

As discussed with you, our offer is contingent upon your joining the position at **Delhi** not later than **18th January (Monday), 2021 at 9.30 A.M.**

If agreeable, kindly convey your unequivocal acceptance to the above offer through email latest by 7th January, 2021, failing which, this offer shall no longer be valid.

With Best Wishes,

Vatansa Srivastava | Manager - Human Resources

AMS

Research | Consulting | Training

Academy of Management Studies (AMS)

Telephone: 0522 2352492, 2350825 / 011 45622401

Mobile No: +91 9554245756

www.amsindia.org

[Quoted text hidden]



Key HR Policies and Guidelines (AMS)-Delhi.pdf
825 KB



Offer for the positio...



State Health Resource Centre
Chhattisgarh



State Health Training Centre Building,
Kalibadi, Raipur - 492001, Chhattisgarh, India
Tel : 0771-2236175, Tele-Fax: 0771-2236104.
e-mail: shrc.cg@gmail.com, Web : www.shsrc.org

Raipur, Date : 22/12/2020

I,

To,

Dr. Krishnendhu C
Thusharam,
Po Mandalure,
Kannur-670622
Kerala

Sub: Offer for the position of Programme Associate at SHRC.

Dear **Krishnendhu**,

Greetings from SHRC, Chhattisgarh

We are happy to inform you that you have been selected for the post of Programme Associate, with CTC

If the offer is acceptable to you kindly inform us about your acceptance & date of joining on email: shrchrd@gmail.com before 02.01.2021. In case you are accepting this offer, it is preferable that you join at the earliest. This offer stands in case you join by 10th January, 2021.

Sincerely,

Executive Director
SHRC, Raipur

CC :

1. Sr. Coordinator (Admin), SHRC.
2. Sr. Accounts Manager, SHRC.



[Offer Date]	4th - Mar - 2021
[Offer Return Date]	5th - Mar - 2021
[Candidate Name]	Leethu L T
[Designation]	Medical Writer
[Annual Joining Salary]	3.0 LPA
[Annual Joining Salary in words]	Three Lakhs Only
[Joining Date]	22nd - Mar- 2021

4 Mar, 2021

MS. Leethu L T

Uthrattathi, Panayamcherry,
Anchal P O, Kollam dist, Kerala 691306

Dear MS. Leethu L T,

This offer of employment shall be on the following terms and conditions:

1. APPOINTMENT

- 1.1. We, Omnicuris Healthcare Private Limited (hereinafter, "**Company**"), hereby appoint you as a **Medical Writer** to perform the duties broadly listed in **Part I of Annexure A** attached hereto and such other duties as shall be specified by the Company from time to time. In addition, you are expected to perform the customary duties, authorities and responsibilities of such position.
- 1.2. In consideration of your employment, you shall be entitled to the remuneration and other employee benefits, both statutory and non-statutory, as set out in Clause 7 of this letter (hereinafter, "**Compensation**").
- 1.3. The policies and practices to be followed by you in the course of your employment (including in relation to leaves, expenses and travel) are contained in the employee handbook and other policies of the Company made available to you from time to time (collectively, "**Rules and Regulations**"). You will be governed by and will abide by the Rules and Regulations, which are in force and as may be modified from time to time. You shall also be entitled to avail of leave in accordance with the leave policy of the Company as is in force from time to time.
- 1.4. If you accept this offer of employment, you will be required to provide us with your photographs and the documents as listed out in **Annexure B** hereto. In the event of your failing to submit the records listed in Annexure B or failing to execute the aforesaid Agreements, your appointment with the Company shall not be confirmed and this offer shall be deemed to be cancelled without any further action from our side or liability upon us.

Communication Address

230/1, 1st floor, 7th Cross, 24th Main Rd, 1st Sector, HSR Layout,
Bengaluru, Karnataka 560102

www.omnicuris.com
info@omnicuris.com

Ph: 080-2258 6045

2. PROBATION

- 2.1 You shall, from the date of your appointment, be on probation for a period of 3 (Three) months (hereinafter "**Probationary Period**"). At the end of the Probationary Period we shall review your performance, based upon which review, the Company may, in writing, either confirm your appointment as a regular employee of the Company, extend the Probationary Period or terminate your services with the Company.
- 2.2 If at any time during or at the end of the Probationary Period, including any extension thereof, the Company is of the opinion that your performance levels are consistently at such a level as is required by the Company, the Company shall, in writing, confirm your appointment as a regular employee of the Company.
- 2.3 If at any time during or at the end of the Probationary Period, including any extension thereof, the Company comes to the conclusion that you cannot be confirmed as a regular employee of the Company, either on account of poor performance levels or due to any misconduct committed by you or for any other reason, the Company shall have the right to terminate your services with immediate effect, without any liability, other than having to compensate you for your services till the day of your termination.

3. EMPLOYEE DUTIES AND OBLIGATIONS

- 3.1 You are to devote your full time and attention to perform such duties as may be required by the Company to be performed by you. You also agree to use your best efforts in the performance of your duties and responsibilities and shall perform all of your duties with due care, skill and diligence.
- 3.2 You shall, at all times, be required to conduct yourself in accordance with the standards of behavior expected of employees of the Company.
- 3.3 You agree that during your employment with the Company, you shall Work (defined below) exclusively for the Company and you shall not perform or undertake to perform, any Work for any other person, either directly or indirectly, without the prior written permission of the Company.
- 3.4 For the purposes of this Agreement, "**Work**" shall mean and include any job, service, consultation, training, piece-work or contract work carried out by you for the benefit of any other legal entity, third person or for yourself, either by yourself or through any other person or legal entity for monetary gain or otherwise.
- 3.5 You acknowledge that during your employment relationship with the Company, you have and will become familiar with trade secrets and other confidential information of the Company and its clients, customers and partners, and that your services have been and will be of special, unique and extraordinary value to the Company. Therefore, you hereby agree that, during the term of your employment and for a period of (1) one year thereafter, you will not, directly or indirectly: (i) divert or attempt to divert from the Company any business of any kind, including without limitation the solicitation of or interference with any of its customers, clients, members, business partners or suppliers; or (ii) solicit or otherwise induce any person employed by the Company to terminate his/her employment; and (iii) not directly or indirectly own,

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manage, control, participate in, consult with, render services for, or in any other manner engage in any business, or invest in or lend money to any business (in each case, including on his own behalf or on behalf of another person or entity) which competes with or similar to the business of the Company. By initialing in the space provided below, you acknowledge that you have carefully read and had the opportunity to consult with legal counsel regarding the provisions of this Clause 3.5.

- 3.6 You shall not have the right or the authority to make any representation, contract or commitment for or on behalf of the Company without obtaining the prior written permission of the Company in this regard. You shall have no authority, implied or otherwise, to pledge the credit of the Company. In the event the Company is held liable for any damage, loss, claim or action arising, directly or indirectly, from any action taken by you in violation of this clause, you shall indemnify the Company to the maximum extent permissible under the laws for the time being in force.
- 3.7 You shall not, at any time during your employment and thereafter, make statements or representations, or otherwise communicate, directly or indirectly, in writing, orally, or otherwise, or take any action which may, directly or indirectly, disparage the Company or any of its subsidiaries or affiliates or their respective officers, directors, employees, advisors, businesses or reputations.
- 3.8 You agree that all the items and assets provided to you by the Company ("**Company Property**") shall be and remain the sole and exclusive property of the Company. You will be responsible for the safekeeping and return in good condition and order, all of the Company property, which may be in your use, custody or charge. You agree that during your employment you shall not make, use or permit to be used any of the Company Property except for the benefit of the Company. You further agree that after termination of your employment with the Company for any reason, you will not use, or permit others to use, any of the Company Property and you will immediately surrender to the Company all the Company Property in your possession, custody or control.
- 3.9 You shall not use the trademarks, service marks, proprietary words or symbols of the Company without its prior written consent.
- 3.10 You will fully and promptly disclose to the Company and no one else, all Inventions (defined below) generated, authored, conceived, discovered, developed or reduced to practice or learned by you, either alone or jointly with others, while you are employed by the Company.

"Inventions" includes, but is not limited to, the following: all ideas, circuits, schematics, patterns, compilations, devices, databases, technology, algorithms, trade secrets, mask works, concepts, methodologies, customer lists, goodwill, trademarks, service marks, trade names and general intangibles of like nature, and related know-how which result from work performed (by you or anyone else), all discoveries, developments, designs, improvements, inventions, formulae, processes, methods, works of authorship, articles, books, manuals, techniques, computer software or hardware programs, strategies, know-how and data, whether or not patentable or registerable, and all work product (by you or anyone else) relating thereto, that (a) relate to research or development activities or the business of the Company or any actual or potential customer, partner or supplier of the Company; or (b) result from tasks assigned to you by the Company; or (c) result from use of premises or the Company Property.

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Ph: 080-2258 6045

- 3.11 You agree that all Inventions are and will be the sole, absolute, exclusive, worldwide and perpetual property of the Company (and its assigns), as works made for hire or otherwise. To the extent any Inventions are not or are deemed not to be works made for hire, you hereby, without additional compensation, irrevocably and perpetually assign to the Company any and all worldwide and perpetual rights, title and interest (including but not limited to, tangible and intangible rights such as patents, copyrights, trademarks, trade secrets, licensing and publishing rights) that you now have or may acquire in and to all Inventions, benefits and rights relating thereto. You hereby irrevocably transfer and assign to the Company any moral rights, worldwide and in perpetuity that you may have with respect to any works that you have assigned to the Company. To the extent you cannot assign such rights, you hereby waive and agree not to assert such rights against the Company or its assigns. If you have any rights to the Inventions or the Company Property that cannot be assigned to the Company, or waived by you, then you unconditionally and irrevocably grant to the Company, an exclusive, irrevocable, perpetual, worldwide and royalty free license to exercise all such rights of an author of such works including the right to assign, or sublicense through multiple levels of sub licensees, reproduce, create derivative works, distribute, publicly perform and display by all means now known or later developed rights.
- 3.12 You agree that the assignment will not lapse if the Company does not exercise its rights under the aforesaid assignment within the period prescribed by law.
- 3.13 You agree that you will sign all papers, including without limitation, copyright applications, patent applications, declarations, oaths, formal assignments, assignment of priority rights, and powers of attorney, which the Company may deem necessary or desirable in order to protect its rights and interests in any Invention. You further agree to assist the Company in every reasonable way, both during and after your employment with the Company (at the Company's expense), to obtain, maintain and from time to time enforce patents, copyrights, trademarks, trade secrets, mask work, and other rights and protections relating to Inventions.
- 3.14 You acknowledge that during the course of your employment with the Company, you may be privy to non-public and/or sensitive information of the Company and/or its clients, customers and/or partners. You shall at all times, keep in strictest confidence and trust, the Company and its client's confidential information, including that which you may have created. You will keep the Company duly and promptly informed, in writing, if you are bound by any confidentiality, non-compete or other similar agreements with any of your previous employers. You shall indemnify and save harmless the Company and its employees and agents, from and against all liabilities, claims, damages, suits, proceedings, costs and expenses whatsoever, caused by or arising from your breach of the terms and conditions set out herein. For the purposes hereof, confidential information shall mean any and all information either developed by you during your employment with the Company and used by the Company or its affiliates or developed by or for the Company or its affiliates of which you gained knowledge by reason of your employment with the Company that is not readily available in or known to the general public or the industry in which the Company or any affiliate is or becomes engaged. Such confidential information shall include, but shall not be limited to, any technical or non-technical data, formulae, compilations, programs, devices, methods, techniques, procedures, manuals, financial data, business plans, processes and practices, lists of actual or potential customers, lists of employees and any information regarding the Company's or any affiliate's products, services, marketing or database.

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4. PLACE OF POSTING

- 4.1. You shall initially work from the Company's offices at HSR Layout Bangalore. The Company however retains the right to relocate you to such of its offices or customer project sites as it may, from time to time, deem fit. You may be sent to other locations within India or abroad for the Company's business at the discretion of the Company. You shall furnish all papers required by the Company in the event of your being sent abroad. Your services may also be deputed or seconded to our subsidiary or associate companies. Preparedness to travel on work either in India or abroad is a prerequisite for appointment in the Company. This will include possession of a valid passport or consent to apply for a passport immediately on joining the Company.

5. INDEMNIFICATION

- 5.1. You declare and warrant that you have not done or omitted to do any act in violation of any of the terms of any agreement with any previous employer. You confirm that you have not violated and by accepting this offer, will not violate any fiduciary duty or obligation to any previous employer and that your employment with the Company will not violate any agreement with any previous employer or otherwise subject the Company or you to any liability to any previous employer.
- 5.2. A clear discharge certificate from your last employer is to be made available to us before your appointment takes effect. You are also requested to submit your original testimonials in respect of your qualifications and experience. The Company also reserves the right to make appropriate enquiries about you and conduct required background checks. By signing this letter you hereby authorize the Company to conduct such background checks as are necessary. You are requested to provide us with at least two references. You are also required to submit a medical certificate certifying your good health. This appointment is subject to satisfactory results of the medical checks, background checks and references received. In addition to the foregoing, you are required to list out in **Annexure D** hereto any and all subsisting disputes (including all material information pertaining thereto) with your previous employers and/or other persons or entities.
- 5.3. You hereby agree to indemnify and hold the Company and its shareholders, officers, directors, employees and professional representatives harmless from and against any and all liabilities, losses, damages, penalties, actions, judgments, suits, costs, expenses or disbursements of any kind or nature whatsoever which may be incurred by the Company arising out of or in connection with any claim relating to your obligations to any previous employer or any breach of the terms hereof and/or any applicable law.

6. TERMINATION/RETIREMENT

- 6.1. Your employment shall commence from 22nd- Mar -2021 and shall continue until you achieve superannuation at the age of 65 years.
- 6.2. Your employment may be terminated by the Company by giving you 2 (Two) month's notice in writing of such termination or payment of 2 (Two) month's salary in lieu thereof.

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- 6.3. You may terminate your employment at any time by giving the Company at least 2 (Two) month's notice in writing of such termination or, at the Company's discretion, upon payment of 2 (Two) month's salary in lieu thereof. Upon receipt of a termination notice from you, the Company may relieve you prior to the expiry of the aforesaid 2 (Two) month's or on completion of the currently assigned tasks, at its sole discretion, and you will be bound to pay the Company the notice pay or part thereof covered herein.
- 6.4. If you terminate your employment during the first year of employment, you will be liable to reimburse the Company for: (a) all the expenses incurred during your employment such as training expenses and other charges for resources provided to you by the Company. You will be provided with a detailed statement of such reimbursable expenses by the Company upon receipt of such a termination notice; and (b) entire signing bonus paid to you by the Company at the time of joining.
- 6.5. the Company shall be entitled to terminate your employment forthwith in the event of any of the following:
 - 6.5.1. If any of the information you have provided about yourself is found incorrect;
 - 6.5.2. If you neglect or fail to attend to the Work assigned to you or fail to comply with the directions of the Company;
 - 6.5.3. If you accept any other employment or engage in any other business (whether competitive or otherwise) without the prior written consent of the Company;
 - 6.5.4. If you are prevented by illness or other physical or psychological causes from carrying on your duties for a continuous period of 1 (one) month; or
 - 6.5.5. If you breach any of the terms hereof and/or contained in the Rules and Regulations.

7. COMPENSATION

- 7.1. You will be entitled to a total Compensation (gross salary) as set out in **Part II of Annexure A** hereto and the same may be reviewed and amended periodically as per the prevailing policies of the Company.
- 7.2. The Company shall deduct taxes and such other amounts as it may be statutorily required to do.
- 7.3. You shall be liable to pay all taxes that accrue on your income under the laws applicable to the jurisdiction in which you are posted.

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8. SEVERABILITY

8.1. If any term or provision of this Agreement shall hereafter be declared by a final adjudication of any tribunal or court of competent jurisdiction to be illegal, such adjudication shall not alter the validity or enforceability of any other term or provision. Further, if and to the extent possible, the parties shall replace such term or provision with a suitable term or provision, in keeping with the general intent of this Agreement.

9. APPLICABLE LAW

9.1. This offer is made under and shall be construed in accordance with the laws of India and all disputes shall be decided by the courts of Bangalore, India.

Should you require any clarification on your financial package/joining date or on any other matters, please feel free to speak to the undersigned.

We look forward to your association with the Company. Please sign this letter where indicated, signifying thereby your acceptance of the offer on the terms and conditions herein mentioned and return one copy of this letter to the Company by **5th March 2021**, failing which, this offer will automatically stand cancelled, without any further liability or obligation from our side.

If you fail to report to your designated workplace by the prescribed date of joining, you will be required to pay the Company a sum equivalent to 2 (Two) months of the gross compensation offered to you by company, as and by way of liquidated damages on account of the losses suffered and/or costs incurred by the Company towards hiring a new person in your stead at a shorter notice.

Yours faithfully,
For and on behalf of **OMNICURIS HEALTHCARE PRIVATE LIMITED**,

MS. Surbhi Gupta
(HR Manager)

AGREED UNDERSTOOD AND ACCEPTED BY:
MS. Leethu L T



icmr
INDIAN COUNCIL OF
MEDICAL RESEARCH

NCDIR
NATIONAL CENTRE FOR DISEASE
INFORMATICS AND RESEARCH

Department of Health Research, Ministry of Health and
Family Welfare, Government of India

ICMR - National Centre for Disease Informatics and Research

Nirmal Bhawan-ICMR Complex, Poojanahalli, KIAL Road,
Kannamangala Post, Bengaluru - 562 110. Karnataka (India)

3-11-2020

No. NCDIR/ICMR/HTA/2020/

Present Address:

Mr. Stany Mathew,
Sri Balaji Nivas, Narasimhayah Road,
BTS Layout, Arekare,
Bengaluru-560 073

Permanent Address:

Mr. Stany Mathew,
Kodimattam (H), Balemoole (P)
Kasaragod,
Kerala - 671 552

Sub: Offer of engagement to Mr. Stany Mathew as Health Economist in the project entitled 'Health Technology Assessment Project under Resource Centre/ Hub' at ICMR-NCDIR, Bengaluru -regarding.

Ref: Interview/ Personal discussion through video conferencing held on 27-10-2020 at ICMR-NCDIR, Bengaluru.

Dear Mr. Stany Mathew,

Consequent upon your selection as Health Economist in the project entitled 'Health Technology Assessment Project under Resource Centre/ Hub' at ICMR-National Centre for Disease Informatics and Research, Bengaluru, I am directed to convey the approval of the Competent Authority for offering you an engagement as Health Economist against lump sum amount of Rs. 70,000/- (Rupees Seventy thousand only) per month.

The engagement will be on contractual basis for a period up to 31-3-2021, subject to satisfactory performance and requirement of the institute, the services will be extended.

If you accept the offer on the terms and conditions mentioned in the Annexure, you are requested to send the acceptance before 6-11-2020 by return e-mail (adm.ncdir@gov.in) and you are directed to report for duty on or before 13-11-2020 failing which the offer shall stand automatically cancelled. A copy of this letter duly signed by you in token of acceptance of aforesaid terms and conditions should also be furnished to this office.

You should confirm your acceptance to the post, exact date of joining the post at ICMR-NCDIR, Bengaluru and current residential address by email and also directed to bring medical certificate along with all the original documents related to education/ experience/ID Proof/ caste (if applicable) and one set of self-attested copies of all documents on the day of joining for verification purpose. If you fail to submit the original documents related to education/ experience/ID Proof / caste (if applicable) under any circumstances on day of joining for verification, the provisional appointment stands cancelled.

Yours faithfully,


Administrative Officer 3/11/2020
For Director

Encl: 1. Annexure
2. Medical Certificate

NATIONAL CENTRE FOR DISEASE INFORMATICS AND RESEARCH
Indian Council of Medical Research

Annexure

The engagement will be subject to the following terms and conditions

1. You are requested to furnish an undertaking to the effect that no criminal proceedings are either pending or contemplated against you in any court of law.
2. The engagement is purely on contract basis and the Director of the institute reserves the right to dispense with your services at any time without assigning any reason.
3. The present assignment is initially for a period up to 31-3-2021, subject to satisfactory performance and requirement of institute, the services will be extended.
4. The engagement will get automatically cease to be on present/extended assignment or completion of the aforesaid project activities, whichever is earlier.
5. The engagement can be terminated at any time by giving one-month notice on either side. Your contract can be terminated forthwith or before expiry of the notice period by making payment of a sum equivalent to one-month contractual amount. However, you will not be permitted to surrender one-month contractual amount in lieu of the period of notice of unexpired portion thereof and you will be required to serve the full period of notice.
6. You shall not be entitled to any other allowances such as Dearness Allowance, House Rent Allowance, Transport Allowance, LTC, Bonus, etc. You will also not be provided any CGHS or medical facility under CS (MA) Rules.
7. No travelling and/ or daily allowance will be admissible either for joining the assignment or on expiry of the contract. However, while travelling in connection with the assigned work during the period of engagement, you will be entitled to draw TA/DA as per your entitlement.
8. Leave Provisions:
 - a. Annual/Accrued leave: 30 days per annum (Pro-rated @2.5 days per month of completed service) (Calendar Year)
 - b. 8 days Casual Leave and 2 days Restricted Holiday as per GOI rules. (Calendar Year)
 - c. On termination of the contract, you will not be entitled to carry forward of leave or to the benefit of encashment of earned leave
 - d. Leave shall not be carried forward beyond the contract period.
 - e. No other kind of leave shall be admissible.
9. You will not be entitled for any terminal benefit after completion of contract period or otherwise.
10. You will not divulge any information gathered or outcome of research work during the period of your assignment to anyone who is not authorized to have the same.
11. The contract service will not confer any right for further assignment.
12. You are permitted to apply for job elsewhere and this office has no objection for you to apply for the jobs. However, you should intimate the office of such applications in writing.
13. You should perform the duties of the above post and also any assignments entrusted from time to time by the principal investigator / Supervisor/ Director etc. including field work/ outstation site duties.
14. You should submit a Medical Fitness Certificate from the Civil surgeon (Government Hospital) in the prescribed format at the time of joining.


Administrative Officer *3/11/2020*
For Director



APPOINTMENT LETTER

04-Nov-19

Prasanth T

Resume ID # 2287743

Dear Prasanth,

This is with reference to discussion you had with us recently. We are pleased to offer you the position of "Associate" on the following terms:

1. **Place of Employment and Timing.**

- 1.1 Your initial place of work will be at **Bangalore** However, your services are transferable, and may be assigned, after reasonable notice, to any location in India or abroad where the company or its affiliates conducts business. The duties to be performed by you hereunder shall be performed in such locations as are reasonably necessary or appropriate to carry out your duties hereunder, subject to reasonable travel requirements on behalf of the Company from time to time.
- 1.2 You will be expected to attend office - except when traveling on business during working hours/shifts as may be decided by the Company.

2. **Compensation and Benefits.**

- 2.1 Compensation. As compensation for services to be rendered pursuant to this letter, the Company shall pay you an annual basic salary of **Rs. 83000 (Rupees Eighty Three Thousand Only)**. Other allowances / reimbursements as due to you are detailed in Annexure II.
 - 2.2 You will be provided with a Comprehensive Medical Insurance and will also be covered under the Group Personal Accident Insurance, while on Company business.
 - 2.3 You will be provided with Retirement Benefits namely, Provident Fund and Gratuity, in accordance with the laws of the country, and/or, as per company policy.
 - 2.4 Your compensation shall be reviewed on the basis of merit and will be at the sole discretion of the company.
3. **Reimbursement of Expenses:** The Company will reimburse you for reasonable travel, and other business expenses incurred in connection with the performance of your duties hereunder, in accordance with the policy of the Company with respect thereto.
4. **Leaves:** You shall be entitled to reasonable periods of leave as per company policy (to be taken by agreement with the Company) with full pay. Entitlement & accumulation of the leave will be as per company policy.

Registered Office:

Wipro Limited
Doddakannelli
Sarjapur Road
Bengaluru 560 035
India

Sensitivity: Internal & Restricted

T : +91 (80) 2844 0011
F : +91 (80) 2844 0054
E : info@wipro.com
W : wipro.com
C : L32102KA1945PLC020800

To,

The Registrar
MUMT, Bilaspur (MP)

Sub : Reimbursement & Honorarium.

1. I Meenakshi Saraf, guest faculty of MUMT joined CGPURC inspection as per direction of University from my residence i.e Jaithari. Therefore please arrange to reimburse my travel expenses from Jaithari to Bilaspur and back, details are as under :-

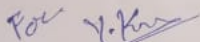
(a)	Travel express	Rs 340/-
(b)	Honorarium	Rs 500/-
	Total	<hr/> Rs 840/- <hr/>

2. My bank account number 37780981239, IFSC code SBIN0006970 of State Bank of India branch.

3. You are requested to kindly make above said payment by transfer to my above said bank account.

Thanking you,

Yours sincerely



(Meenakshi Saraf)

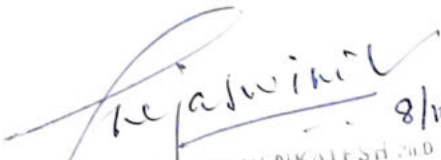
Recommended & Forwarded
to Accounts as approved by
Hon'ble VC
15/12/21.



Experience Letter

Ms. Meera Devan worked as a JRF in a DBT project titled 'Promoter methylation of P body gene components and study of its implications on P body dynamics and tRF-miR pool binding in ER dependent breast cancer' under the guidance of Dr. Thejaswini Venkatesh from 1st Feb 2021 to 30th Sept 2021.

Dr. Thejaswini Venkatesh
Assistant Professor (Stage II)
Room # 215
RNP Granulomics Lab
Dept of Biochemistry and Molecular Biology
Krishna building, Central University of Kerala
Periye, Kasargod
Kerala- 671316


8/10/21.
Dr. THEJASWINI VENKATESH Ph.D
Assistant Professor
Dept of Biochemistry and Molecular Biology
Central University of Kerala
Kasargod - 671316, Kerala, India

PROCEEDINGS OF THE DIRECTOR
(Present: Dr. Rajashree Ajith)

KITTS -Admn- Appointment of Guest Faculty on English Language on contract basis -
Orders issued.

No./Estt-GF/KITTS/2020

02.11.2020

- Ref: 1. Interview dated 27.07.2019.
2. Minutes of the Selection Committee dated 27.07.2019.
3. Request received from the Academic Division.

ORDER

The four Member Expert Committee which held an interview on 27.07.2019, for selecting a suitable candidate to the post of Guest Faculty on English has selected Ms. Harishma Hari K. TC 23/1068, Valiyasala, Chalai P.O. Trivandrum as waitlisted candidate.

Consequent on the resignation of Ms. Arya V.M. former Guest Lecturer, Academic Coordinator and Principal KITTS recommended to appoint the second rank holder from the existing rank list of Guest Faculty (English Language). Willingness of Ms. Harishma Hari who was the first waiting list candidate for the selection of Guest Faculty on contract was sought for appointment and Ms. Harishma Hari expressed her willingness to join for the same.

Under the circumstances, Ms. Harishma Hari K. TC 23/1068, Valiyasala Chalai P.O., Trivandrum stands appointed as Guest Faculty, English Language purely on contract basis for six months period from the date of proceedings at a consolidated pay of Rs.30,000/- per month.

The said candidate shall report for duty in the Office of KITTS at 10 AM on 09.11.2020.

To,

Ms. Harishma Hari K.
TC 23/1068, Valiyasala
Chalai P.O., Trivandrum


Director

Appointment Letter

BEEVI KHADEEJA WOMENS ACADAMEY
BELLAKADAPURAM, KANHANGAD,

Respected Miss ASMA K.,

It is to inform you that on the basis of your education, and other skills, our School has decided to appoint you as a teacher. Please confirm other details related to your job from the administration block of our School.

Regards,

THE PRINCIPAL

BEEVI KHADEEJA WOMENS ACADAMEY,

Bellakadapuram



DATE: 20-05-2020



PAZHASSIRAJA COLLEGE

(Aided College Affiliated to University of Calicut)
Managed by Malankara Catholic Diocese, Bathery
NAAC Accredited with 'B' Grade

02/06/2021

CERTIFICATE

This is to certify that Mr. Muhammed Uvais P A, Poonthala House, Pariyaram P.O, Muttil, Wayanad District has worked as Guest Lecturer (Government Salary) in the Department of English of this College from 18-12-2020 to 31-03-2021. In addition he has engaged online classes during April 2021 to May 2021. He is sincere, hard working and bears a good character and conduct.

I wish him all success for his future endeavours.



Anilkumar .K
DR. ANILKUMAR .K
PEN - 469445
Principal
Pazhassiraja College, Pulpally
Pin - 673579

दूरभाष 0474 2964390
जवाहर नवोदय विद्यालय, कोट्टारकरा, कोल्लम
(शिक्षा मंत्रालय, भारत सरकार)
स्कूल शिक्षा और साक्षरता विभाग,
ई टी सी पी ओ, कोट्टारकरा, कोलम
केरल- 691531



Phone No : 0474-2964390
JAWAHAR NAVODAYAVIDYALAYA, KOLLAM
(Ministry of Education, Govt. of India)
Dept. of School Education & Literacy)
ETC POST, KOTTARAKKARA
KOLLAM - 691531
KERALA
E-mail: jnvkollam1@gmail.com

No.4-12 /JNVK/ Estt/2021-22/148

Dated 27/07/2021

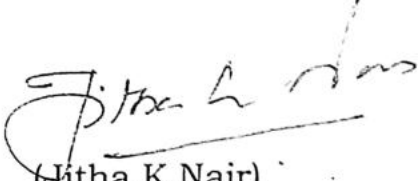
EXPERIENCE CERTIFICATE

This is to certify that Mrs. SHEBA MARIAM PHILIP has worked in this institution as PGT ENGLISH on contract basis.

1. PGT ENGLISH : From 16/11/2020 to 21/04/2021
2. PGT ENGLISH : From 21/06/2021 to 10/07/2021
3. Remuneration upto 31.03.2021(Rs.27500/-per month) and (Rs.35750/- per month) with effect from 01.04.2021(Consolidated pay)
4. Reason for leaving : Resigned on personal ground.

During the above contract period, she is found to be hard working.




(Jitha K Nair)
प्राचार्य/PRINCIPAL
भाषा प्राचार्य
जवाहर नवोदय विद्यालय
Jawahar Navodaya Vidyalaya
कोल्लम, Kollam

To,
Sheba Mariam Philip
Pokkattuvilayil, Puthenpurayil,
St. Gregorious Nagar,
Mavelikkara P O,
Alappuzha.



St. Joseph's college
(Autonomous)

#36, Lal Bagh Main Road,
Shanti Nagar, Bengaluru,
Karnataka 560027.
080 2221 1429
www.sjc.ac.in



Micah K Thambi

English

Assistant Professor



Scanned with CamScanner

SICENG25

Vidya Lakshmi
Principal



श्री चित्रा तिरुनाल आयुर्विज्ञान
और प्रौद्योगिकी संस्थान
तिरुवनन्तपुरम - ११

SREE CHITRA TIRUNAL INSTITUTE FOR
MEDICAL SCIENCES AND TECHNOLOGY
THIRUVANANTHAPURAM - 11

(An Institute of National Importance under Govt. of India)



ANAGA S DEV

SCIENTIFIC ADMINISTRATIVE ASSISTANT

Code : 8010

Valid Upto : 04-JAN-2022



From,

The Director,
CSIR-NEIST, Jorhat-785006 (Assam)

To,

Ms Udesna Changmai
D/o Mr Chandra Changmai
H.No. 653, Shri Shri Vishnu Mandir Complex
AK Dev Road, Natun Basti, Datalpara
Dist – Kamrup (M), Guwahati (Assam), Pin 781025
Contact No. 9101037759,9101037759

Sub: Offer of engagement as Project Assitant II in the Project entitled “COVID-19 Testing Lab”, Project No. OLP 2046.

Madam,

With reference to your application dated **19-05-2020** in response to Advertisement No. **31/2020-HRD**, you are hereby intimated that the Director, CSIR-North East Institute of Science & Technology, Jorhat has been pleased to offer you to work on a purely temporary basis as **Project Assistant II** in the **Project No. OLP 2046** at a stipend of **Rs. 31,000/- p.m (Rupees Thirty One Thousand only) + 8% HRA (Payable only if accommodation is not provided by the institute)** for a period of 6 months from the date of joining, as per the terms and conditions enclosed.

You are expected to join immediately and if you are willing to accept the engagement on the terms and conditions enclosed herewith, you may please communicate your acceptance immediately and report for duty within 07 days from the date of issue of this offer, failing which this offer will be treated as cancelled without further notice to you.

Yours faithfully,


Administrative Officer

Enclosures:-

1. Terms & Conditions of offer of engagement as Project Assistant II. (Appendix – I)
2. Acceptance of terms and conditions of engagement. (Appendix-II)
3. Under taking by the candidate (Annexure-I)

Copy to:-

1. Accounts Section
2. Bill Section
3. Personal File.(i)Application (Biodata) in original submitted by the candidate
(ii) Copy of approval of C.A. is enclosed.
4. Dr R Konwar, Principal Scientist & P.I. (OLP 2046), BSTD ,CSIR-NEIST, Jorhat
5. The Head, BSTD, CSIR-NEIST, Jorhat
6. The Head, RPBD Division, CSIR-NEIST, Jorhat

S/d-

Administrative Officer

NB: (1). You will be allowed to join only after production of Caste certificate (GOI format) and attested copy of the other Certificates and Mark sheets in support of your Bio-Data.

Terms & conditions of Offer of Engagement for Project Assistant II

- 1) It is not an offer of appointment in CSIR-NEIST, Jorhat, temporary or otherwise. It is a placement on behalf of one sponsor of the project. It would, therefore, not confer any right implicit or explicit for your consideration for regularization/absorption in any of the Labs . /Instts. of CSIR or under any other scheme as applicable to identified casual workers against any of CSIR posts, even if engagement development/placement is for more than 240/260 days in a year.
- 2) Your engagement as Project Assistant II is for the CSIR funded project No. **OLP 2046** for a period of 6 month from the date of joining and co-terminus with the present project or till such time job performed by you in the project exists and your engagement is specifically extended by Director, CSIR-NEIST, Jorhat, whichever is earlier. Your tenure as Project Scientist shall not exceed five years in any circumstances. The total tenure of five years shall be calculated as per period you spent on one project and/or different projects taken together in CSIR-NEIST, Jorhat or any other Lab./Instt. of CSIR as Project Assistant or any other designation of equal status.
- 3) You will be paid a consolidated stipend of **Rs. 31,000/- p.m (Rupees Thirty One Thousand only) + 8% HRA (Payable only if accommodation is not provided by the institute).**
- 4) No Travelling allowance will be admissible to you for reporting for duty.
- 5) If you are engaged in any organization, you will be required to submit the release letter at the time of joining at this institute.
- 6) You will not be allowed to discontinue your engagement without seeking prior approval of the Director, CSIR-NEIST, Jorhat. In case you wish to discontinue the engagement prior to completion of your tenure, you must submit one month's prior notice indicating specific reasons for not continuing or deposit one month's stipend in lieu of the notice period. The engagement shall cease from the date stipulated by the Director while accepting the resignation. The Director reserves the right to discontinue your engagement without assigning any reason.
- 7) You will not divulge any information relating to the work of CSIR-North East Institute of Science & Technology, Jorhat-6 which you may come to know during your engagement with CSIR-North East Institute of Science & Technology, Jorhat to any party.
- 8) You will not make commercial use of the results of your research without prior permission of the Director in writing. Intellectual Property Right, if generated shall be the property of CSIR-NEIST, Jorhat.
- 9) Your engagement will be subjected to the production of the following \ documents at your own expense at the time of reporting for duty.
 - (i) **Medical Certificate** of health and physical fitness for service issued by the Resident Medical Officer/Lady Medical Officer of CSIR-NEIST Dispensary or the Competent Authority where there is no CSIR Dispensary.
 - (ii) Documentary evidence in support of your date of birth and qualifications.
- 10) **Working hours** of CSIR-NEIST, Jorhat : Monday to Friday from 8.30 a.m. to 5.00 p.m., Saturday & Sunday closed holidays.
- 11) The Director, CSIR –NEIST, Jorhat-785006 whose decision shall be final and binding on both the parties to the contract, shall determine any matter not specifically stated here in.



**DR. REDDY'S
INSTITUTE OF LIFE SCIENCES**

October 19, 2020

SERVICE CERTIFICATE


Name of the Employee	Parameswar Behera
Employee Code No	6143
Date of Joining	March 25, 2019
Date of Relieving	October 15, 2020
Designation on Joining	Junior Research Fellow
Designation on Relieving	Junior Research Fellow
Department	Center for Innovation in Molecular and Pharmaceutical Sciences
Fellowship ::	Rs. 3,90,000/- p.a

For Dr. Reddy's Institute of Life Sciences

Authorized Signatory


Deepa K.M.
Sr. Manager HR




Dr. Kishore Parsa
Principal Research Scientist
Head – Center for Innovation in
Molecular and Pharmaceutical
Sciences



CSIR-INDIAN INSTITUTE OF CHEMICAL TECHNOLOGY
TARNAKA, HYDERABAD – 500 007, T. S., INDIA



E&T/02/2020

Date: 16th September, 2020

Ms. Arsha Maria Cherian
D/o. Shri. Cherian NS
Njonginiyil (H), Kattachira P.O
Kottayam, Kerala

Subject: Offer of engagement as **PA-II** notified vide CSIR-IICT Notification No. 02/2020 dated 16th March, 2020.

Dear Ms. Arsha Maria,

With reference to your application dated **16.03.2020** in response to our notification No. 02/2020 based on your performance at the Walk-in-Interview dated **16.03.2020**, you are hereby intimated that the Director, CSIR-Indian Institute of Chemical Technology, Hyderabad has been pleased to accord approval for your engagement as **Project Assistant - II** to work on purely temporary basis on a monthly stipend of **Rs. 25,000/- (Rupees Twenty Five Thousand only) + HRA** per month initially for a period of six months from the date of joining as per the terms and conditions enclosed (Appendix - I).

If you are willing to accept the engagement of the terms and conditions enclosed, you may please communicate your acceptance (Annexure - I) furnishing an Undertaking (Annexure - II) within a week and **report for duty immediately but in any case not later than one month from the date of receipt of this communication** by producing Annexure -III and Annexure -IV failing which this offer will be treated as cancelled without any further notice to you.

Yours faithfully,

Sd/-

G Venkateswarlu
Section Officer (G)

Encls:

1. Terms & conditions of offer (Appendix - I)
2. Acceptance of terms and conditions (Annexure - I)
3. Undertaking proforma (Annexure - II)
4. Medical Certificate (Annexure -III)
5. Character Certificate (Annexure -IV)



JD·SWEID
FOODS
since  1917

Thursday February 05, 2020

Alphin Michael

To Whom It May Concern,

This letter is to confirm the employment details for Alphin Michael with JD Sweid Foods (2013) Ltd.

Alphin started on January 28, 2019 in the full time permanent position of Quality Assurance Technician (NOC 2211). As a Quality Assurance Technician, Alphin earns \$19.50 / hour, with a suggested 40 hour work week.

The following will outline the QA Technician role, responsibilities and qualifications required:

The Quality Assurance Technician is responsible for evaluating and assessing that the HACCP and Quality Assurance Programs are properly maintained in compliance with regulatory guidelines through inspection, product quality control, data collection, data entry and reporting of findings to verify compliance or identify a need for corrective action as required for assigned production line/ departments. In addition, the Quality Assurance Technician will provide support to Operations with the objective of meeting food safety requirements efficiently.

Additional job responsibilities:

- Chemical testing of oils for quality.
- Collect samples for microbial analysis to maintain quality standards of raw materials, WIP and finished product
- Assist in quality testing and environmental monitoring & protection to ensure compliance with food safety standards
- Conduct environmental pathogen swabbing on equipment and plant areas to ensure compliance with food safety standards
- Operate and calibrate equipment used for critical control checks, (metal detector and fully cooked/ monthly thermometers checks)
- Product quality monitoring checks



25 February 2021

Private and Confidential

Mr Harsh Bhatia
Room Number 428, Hostel 2C
Shiv Nadar University
Dadri
Greater Noida
Utter Pradesh
201314
India

Please quote on all
correspondence your
employee number:
8006732

For enquiries contact HR
Services on 020 3108 (5)7160
or
hr-services@ucl.ac.uk

Private and Confidential

Dear Mr Bhatia

STATEMENT OF TERMS AND CONDITIONS OF EMPLOYMENT

Research Assistant

This statement sets out the principal terms and conditions on which you are employed and should be read in conjunction with your letter of appointment and any amendments that are notified to you.

The Employer: University College London (UCL)

The Employee: Harsh Bhatia

Appointment

- 1.1 Your appointment is to the position of Research Assistant in Synthesis of Hybrid Photovoltaic Absorber Materials in the UCL Department of Chemistry in the service of University College London 'UCL'.
- 1.2 Your appointment will date from 01 March 2021.

- 1.3 Your period of continuous employment for certain statutory purposes will date from 01 March 2021. No employment with a previous employer counts towards your period of continuous employment with UCL.
- 1.4 Your appointment for Management of UCL (as amended from time to time) and you are required to comply with the Financial Regulations, Information Security Regulations, Anti-Corruption and Bribery policy and Health and Safety Regulations of UCL, including such additions or amendments thereto as may be made by UCL from time to time, insofar as these are applicable to your appointment. Copies of the Statutes and Regulations for Management, Financial, Information Security Regulations, Anti-Corruption and Bribery policy and Health and Safety Regulations are available on UCL's website or for inspection in your Department. Further information on UCL's policies and procedures can be found here: [Finance](#) and [HR](#).

1.5 **Open ended contract – Project**

You have been appointed to an open-ended contract, to undertake a specific project which may have a limited duration and/or source of funding. It is therefore likely that your contract will terminate on final completion of the project and/or when the funding supporting this post expires. In the first instance, the project/funding is estimated to be completed on 28 February 2022. Your Head of Department, or his/her nominee, will keep you informed of the situation.

2. **Place of Work**

- 2.1 Your usual place of work will be Christopher Ingold Building, London, but you may be required to work (temporarily or permanently) at any other UCL location.
- 2.2 You may be required to travel from time to time, both within and outside the UK, for the performance of your duties.

3. **Remuneration**

- 3.1 The current salary attached to your appointment is £30,046 per annum plus £3,211 per annum London Allowance on Grade 6B.

Upon completion of your PhD, your appointment will be regraded to Research Fellow on Grade 7. This regrading will be backdated to the date of the final submission of your PhD thesis and is dependent upon receipt of proof of date of submission and award of your PhD.

- 3.2 You will be paid monthly in arrears, by bank transfer, subject to deduction in respect of Income Tax and National Insurance. Your payslip will be available online via [MyHR Employee Self Service](#). Full details of [UCL Salary Scales](#) and [Pay Dates](#) can be found on the [UCL HR](#) website.

- 3.3 Where applicable, you will progress by one increment, within your current grade until the contribution threshold is reached. Your first increment will be on the 1st August following completion of nine calendar month's service. Thereafter your incremental date will be 1st August each year. If you are already at the top of the grade or in the contribution points then you will not have automatic incremental progression. Although there is a normal expectation of annual progression, this will be subject to established procedures for dealing with performance or disciplinary matters. UCL reserves the right to withhold incremental progression in such instances.
- 3.4 It is UCL's policy to recover any overpayments from your salary (including payments relating to sickness, maternity, paternity, adoption, shared parental leave, etc.) or from any other payment to be made to you by UCL. UCL will act reasonably and within the law as regards recovery of any overpayments.
- 3.5 For the purposes of calculating a day's pay, for entitlements, deductions or recoveries a rate of 1/260 will be used.

4. Pensions

- 4.1 You will be entered automatically into the Universities Superannuation Scheme (USS) from the date of commencement of your employment with UCL. An Auto Enrolment Pension Factsheet including information on Fixed Protection and Opting-Out of the scheme is enclosed. Further information on pensions at UCL can be found on [UCL Pensions website](#). These details do not form part of your contract of employment.
- 4.2 Your continued membership of USS may need to be reviewed if you are employed in the UK but work within the EU (including Norway, Liechtenstein and Iceland) as this may be in breach of the government's cross-border regulations. Further information can be found within the USS factsheet [Working overseas](#).
- 4.3 Participation in a UCL pension scheme (SAUL and USS) operates under PensionsExchange (a salary sacrifice scheme) for all eligible employees.
- 4.4 If you have contributed to the NHS Pension Scheme within 365 days of the commencement of your employment at UCL and are employed in a medical school or clinical department, you could be eligible for continued membership of the NHS Pension Scheme. If this option applies to you, then please contact UCL Pension Services at pensions@ucl.ac.uk within three months of the commencement of your employment.
- 4.5 Membership of any pension scheme (USS, SAUL or the NHS Pension Scheme), and contributions, benefits and other entitlements under any such scheme, are subject to the rules of the scheme.

5. Duties and Responsibilities

- 5.1 You will be expected to undertake original investigations and studies as part of the duties of this post. These and any other duties will be carried out under the general direction of your Head of Department.
- 5.2 During your employment you must:
- (i) carry out your duties diligently and to the best of your ability;
 - (ii) comply with all lawful and reasonable instructions of UCL;
 - (iii) promote the interests and reputation of UCL;
 - (iv) act in good faith towards UCL; and
 - (v) take all possible care not to damage any of UCL's property or equipment.

6. Probation, Notice Period and Termination of Employment

- 6.1 A probationary period of nine months applies to your appointment, in line with UCL's induction and probation policy <http://www.ucl.ac.uk/hr/docs/induction-probation.pdf>.
- 6.2 If during your probationary period, UCL is dissatisfied with your performance your employment may be terminated giving four weeks' notice.
- 6.3 You may terminate this appointment by giving not less than three months' notice in writing to your Head of Department. Staff with teaching responsibilities, or other responsibilities for students, are required to give notice such that they leave at the end of term. During your probationary period your notice period is four weeks.
- 6.4 After successful completion of your probationary period, UCL may terminate your employment at any time by giving you three months' notice of termination of employment, except in cases of gross misconduct where UCL reserves the right to terminate your employment without notice, in accordance with the UCL's Disciplinary policy and procedure.
- 6.5 UCL may, in its sole discretion, make a payment in lieu of notice for all or any part of your notice period on termination of your employment. This provision applies whether notice to terminate the contract is given by you or by UCL.
- 6.6 On termination of your employment for any reason (or during your employment if requested) you must immediately deliver to UCL all UCL property in your possession or control which belongs to, or relates in any way to, the business, activities and affairs of UCL (including without limitation all keys, security and

computer passes, documents (including electronically stored documents), tapes, computer equipment, electronic storage devices and software.

7. Hours of Work

- 7.1 The full time equivalent hours for your appointment is 36.5 per week, excluding lunch hours and your working days will be Monday to Friday.

8. Training

- 8.1 You will be required to complete training on a range of issues, including but not limited to the following diversity, unconscious bias, environmental sustainability, fire safety, safety in the workplace, information security, data protection, freedom of information and prevent duty. UCL recruitment essentials is mandatory for staff with recruitment responsibilities.

You may be required to complete additional training at UCL's discretion and will be paid at your normal rate of pay for any compulsory training you undertake.

9. Annual Leave and Time Off

- 9.1 For each full leave year 1 October – 30 September, the paid annual leave entitlement for full time staff in your role is 27 working days. Part-time staff are entitled to a pro rata equivalent of this annual leave entitlement. In the leave year in which your employment commences or ends, your annual leave entitlement will be calculated on a pro-rata basis for the proportion of the leave year for which you are employed.
- 9.2 In addition, full time staff are entitled to eight public and statutory holidays and those additional days (normally up to six a year) on which UCL is closed. Part-time staff are entitled to a pro rata equivalent of this entitlement.
- 9.3 All leave (other than for public and statutory holidays and closure days) must be taken in agreement with your manager and is normally taken in university vacations. Any other planned absences from the workplace must be agreed with your manager in advance. You cannot carry forward untaken annual leave from one year to the following leave year, except as laid out in [UCL's Annual Leave policy](#).
- 9.4 If either you or UCL have given notice of termination of employment, UCL may require you to take any accrued but untaken annual leave entitlement during the notice period.
- 9.5 If, on termination of your employment, you have taken less annual leave than the pro-rata equivalent for that leave year, you will be paid in lieu of the accrued but untaken leave at the rate of 1/260ths of your salary for each day of untaken leave.

9.6 If, on termination of your employment, you have taken more annual leave than the pro rata equivalent for that leave year, you will be required to repay UCL the amount of leave taken in excess of your pro-rata entitlement at the rate of 1/260ths of your salary for each day of excess leave.

9.7 Any unplanned absences must be notified to your manager at the earliest opportunity in line with UCL policies.

10. Sickness

10.1 Subject to compliance with UCL's [Sickness Absence Policy](#), as may be amended from time to time, you will be eligible for sick pay and leave.

10.2 In accordance with UCL policy and procedure, you may be reasonably required to undergo a medical assessment by [UCL Occupational Health and Wellbeing](#) or a medical examiner of UCL's choice.

10.3 UCL is entitled to withhold occupational sick pay benefits where you fail to comply with 10.1 or 10.2 above.

11. Grievance and Disciplinary Policies

11.1 Details of UCL's [Grievance policy and procedure](#) and [Disciplinary policy and procedure](#), as may be amended from time to time, are available on UCL's HR website.

11.2 If you wish to appeal against a disciplinary decision you may apply in writing to the Director of Employee Relations & Policy in accordance with UCL's Disciplinary policy and procedure.

11.3 If you wish to raise a formal grievance you may apply in writing to your Head of Department in accordance with UCL's Grievance policy and procedure.

12. Dignity at Work

12.1 UCL will not tolerate incidences of bullying or harassment and sets out its expectations of staff behaviour in UCL's Dignity at Work statement. Concerns relating to any breaches of this statement should be raised using the Grievance procedure.

13. Research

13.1 All UCL staff undertaking research must comply with UCL's [Research Governance Framework](#) as amended from time to time.

14. Family Friendly Policies

- 14.1 UCL's policies relating to maternity, paternity, adoption and shared parental leave and pay, as amended from time to time, are available on UCL's HR website [UCL's Parental Leave Policy](#).

15. Intellectual Property

- 15.1 You are bound by [Declaration of Interest](#), as amended from time to time.
- 15.2 Further information on IP, inventions and Material Transfer Agreements is available on the [UCL Business \(UCLB\) website](#).

16. Other paid leave

- 16.1 UCL offers the following paid leave: [maternity leave](#), [shared parental leave](#), [adoption leave](#), [paternity / partners' leave](#), [time off for certain public and civic duties](#) and [special leave](#).

Further information can be found in the organisation's respective policies, available on the [HR Policies webpage](#). These policies may be amended from time to time.

17. Benefits

- 17.1 UCL provides a range of benefits to employees, including season ticket loan, cycle scheme, retail discounts, free UCL library membership, reduced fees for UCL evening language courses, immigration loan, give as you earn scheme, employee assistance programme, eye care, discounted gym membership, voluntary healthcare scheme and, training and development. These are subject to the relevant policies, as amended from time to time, and further details are available on this link [UCL Staff Benefits](#).

18. Confidentiality

- 18.1 You must not use for your own benefit or gain or disclose to any third party any Confidential Information relating to UCL or any of its students, whether during or after your employment except in the proper course of your employment or as required by English law.
- 18.2 "Confidential information" shall include all information which has been specifically designated as confidential by UCL and any information which relates to UCL's current and future business activities, or to any student or donor, the unauthorised disclosure of which would embarrass, harm or prejudice UCL.
- 18.3 Nothing in this Agreement shall be taken to prevent you from making a protected disclosure as defined by the Public Interest Disclosure Act, 1998.

19. Notification of Change in Circumstances

- 19.1 All staff are required to disclose criminal convictions acquired during employment at UCL which may be relevant to their position or that relate to violence, assault or damage to property. Subject to the provisions of the Rehabilitation of Offenders Act 1974, you will comply with any request for a Disclosure and Barring Service (DBS) check made by UCL during the course of your employment.
- 19.2 If your role or job classification requires registration with a Registered Body you are required to inform UCL if that registration status changes at any time. Your employment may be terminated with immediate effect by UCL if you cease to satisfy the requirement to hold such registration.
- 19.3 All staff are required to satisfy Home Office rules regarding the right to work in the UK. If at any stage your right to work status changes or is revoked you must inform UCL immediately.
- 19.4 You must ensure that you comply with any specific restrictions including type and hours of work outlined on any visa or permission to work documents.
- 19.5 If UCL cannot continue to employ you without UCL being in breach of any statutory obligation on UCL, your employment will end with immediate effect.
- 19.6 You are required to keep your contact and emergency contact details up to date through the [MyHR Employee Self Service](#) system.

20. Variation

- 20.1 This statement of terms and conditions may be varied at any time with the agreement of both parties.
- 20.2 UCL reserves the general right to make reasonable changes to these and any other terms and conditions of employment on giving you reasonable notice of any such change.
- 20.3 Your terms and conditions of employment may also be varied by any collective agreements reached between UCL and UCL's recognised trade union for staff in your grade or category of appointment.

As a member of staff at UCL we may collect additional data from you, from time to time, as part of your employment (e.g. Occupational Health data). We will process this data, as well as the data provided in your application in order to perform our obligations arising from your contract of employment with us. UCL's staff privacy notice sets out the basis on which your personal data will be collected from us or any third parties. UCL's privacy notice can be found here <https://www.ucl.ac.uk/legal-services/privacy>.

Yours sincerely



pp
Jodie Trumper
HR Services Director

cc: Judith James

Declaration:

I accept the terms and conditions of my employment as set out above, including the provisions referred to which are either available on UCL's website or in documents available for reference from the Human Resources Division.

Signed:

Date:

Please return your signed copy electronically by email to hr-services@ucl.ac.uk



KERALA POLICE
TEMPORARY IDENTITY CARD



No: 1872
Name: MUHAMMAD JASEEM K
Rank: RTPC
Office/Dept: D COMPANY SAP
Valid Up to: TRAINING PERIOD


Signature of Holder

Issuing Authority

പോലീസ്



വകുപ്പ്

കേരളം

PROCEEDINGS OF THE COMMANDANT

മലബാർ സ്പെഷ്യൽ പോലീസ്, മലപ്പുറം

സാന്നിദ്ധ്യം : അബ്ദുൾ കരീം യു ഐ പി എസ്

വിഷയം : കേരള സായുധസേനയിൽ (എം എസ് പി) പോലീസ് കോൺസ്റ്റബിൾ തസ്തികയിൽ നിയമനം - പരിശീലനത്തിൽ ഹാജരാകുന്നതിന് ഉത്തരവ് നൽകുന്നത് സംബന്ധിച്ചു.

സൂചന : 1.15-02-2020 , 06-07-2020 തീയതികളിലെ മലപ്പുറം ജില്ലാ പി എസ് സി ഓഫീസറുടെ MR III(2)652/18 നമ്പർ കത്തുകൾ.

2. സായുധ സേനാ ആസ്ഥാനത്ത് നിന്നും 21-11-2020 ൽ ലഭിച്ച A5-17140/2020/APB(1) നമ്പർ കത്ത്.

ഉത്തരവ് നമ്പർ : A2-8698/2020/M(1) തീയതി. 24-11-2020

കേരള സായുധ സേനയിൽ (എം എസ് പി) പോലീസ് കോൺസ്റ്റബിൾ തസ്തികയിൽ നിയമനം നടത്തുന്നതിനവേണ്ടി നിയമനശുപാർശ ലഭിച്ച താങ്കൾ വൈദ്യപരിശോധനയിലും പോലീസ് കോൺസ്റ്റബിൾ തസ്തികയിൽ നിയമിക്കപ്പെടുന്നതിന് താങ്കൾ അനുയോജ്യനാണെന്ന വെരിഫിക്കേഷൻ റിപ്പോർട്ട് ലഭിച്ചതിന്റെ അടിസ്ഥാനത്തിലും, എംഎസ്പിയിൽ പോലീസ് കോൺസ്റ്റബിൾ ട്രെയിനി ആയി താത്കാലികമായി നിയമിച്ചു കൊണ്ടും, 9 മാസത്തെ അടിസ്ഥാന പരിശീലനത്തിന് നിയോഗിച്ചു കൊണ്ടും ഇതിനാൽ ഉത്തരവാകുന്നു.

ആയതിനാൽ 02-12-2020 നു ആരംഭിക്കുന്ന പരിശീലനത്തിൽ ഹാജരാകുന്നതിനായി 01-12-2020 നു രാവിലെ 09.00 മണിക്ക് വയസ് , ജാതി ,വിദ്യാഭ്യാസ യോഗ്യത എന്നിവ തെളിയിക്കുന്നതിനുള്ള അസ്സൽ രേഖകളും (എസ് എസ് എൽ സി ബുക്ക്, പ്ലസ് ടു സർട്ടിഫിക്കറ്റ്), പി എസ് സി അഡ്വൈസ് മെമ്മോ, വൺടൈം രജിസ്ട്രേഷൻ സർട്ടിഫിക്കറ്റ്, പരിശീലനം പൂർത്തിയാക്കി 5 വർഷം പോലീസ് കോൺസ്റ്റബിൾ ആയി സേവനം ചെയ്യുന്നതിന് തയ്യാറാണെന്ന് നിർദ്ദിഷ്ട മുദ്ര പത്രത്തിലുള്ള ബോണ്ട്, ബോണ്ടിനോടൊപ്പം 2 സർക്കാർ ജീവനക്കാരുടെ (ജാമ്യക്കാരുടെ) ശമ്പള സർട്ടിഫിക്കറ്റും എന്നിവ സഹിതം മലപ്പുറം എം എസ് പി ആസ്ഥാനത്ത് ഹാജരാക്കേണ്ടതാണ്.

താങ്കളുടെ രക്ത ഗ്രൂപ്പ് നിർണ്ണയ സർട്ടിഫിക്കറ്റ്, കേരള പോലീസിന്റെ ഒഫീഷ്യൽ വെബ് സൈറ്റിൽ നിന്നും സ്പാർക്ക് ഫോം 1 ഡൗൺ ലോഡ് ചെയ്തു പൂരിപ്പിച്ചത് , ലാൻഡ് പ്രോപ്പർട്ടി സ്റ്റേറ്റ്മെന്റ്, പാസ്പ്പോർട്ട് സൈസ് ഫോട്ടോ (20 എണ്ണം) , ബാങ്ക് പാസ്സ് ബുക്കിന്റെ ആദ്യ പേജിന്റെ പകർപ്പ് , പരിശീലനത്തിന് ആവശ്യമായ സാധനങ്ങൾ വാങ്ങുന്നതിനും, മെസ്സ് അഡ്വാൻസ് , കാൻറീൻ ഡെപ്പോസിറ്റ് എന്നിവയ്ക്കുമായി ഏകദേശം 15,000/- രൂപ (പതിനയ്യായിരം രൂപ മാത്രം) കൊണ്ട് വരേണ്ടതാണ്. പരിശീലനത്തിന് ഹാജരാകുന്നതിന് മുൻപായി സർക്കാർ ആശുപത്രിയിൽ നിന്നും ഹെൽപ്പറ്റിസ് ബി , ചിക്കൻ പോക്സ് , ടി ടി എന്നിവയുടെ ആദ്യ ഡോസ് കത്തിവയ്ച്ച് എടുക്കേണ്ടതാണ് .

നിലവിലെ COVID- 19 വ്യാപന സാഹചര്യത്തിൽ എല്ലാ ഉദ്യോഗാർത്ഥികളും പരിശീലനത്തിന് ഹാജരാകുന്നതിന് 72 മണിക്കൂറിനുള്ളിൽ RTPCR ടെസ്റ്റ് സ്വന്തം ചെലവിൽ നടത്തേണ്ടതും, ആയതിന്റെ നെഗറ്റീവ് സർട്ടിഫിക്കറ്റ് ഹാജരാക്കേണ്ടതുമാണ്, ടെസ്റ്റ് പോസിറ്റീവ് ആയാൽ സർട്ടിഫിക്കറ്റ് ഈ കാര്യാലയത്തിലേയ്ക്ക് ഇ-മെയിൽ മുഖാന്തരം അയയ്ക്കേണ്ടതും, സർക്കാർ മാനദണ്ഡങ്ങൾ അനുസരിച്ച് ചികിത്സയിൽ പ്രവേശിക്കേണ്ടതുമാണ്.

പരിശീലന കാലയളവിൽ 22,200/- രൂപ നിരക്കിൽ പ്രതിമാസ സ്റ്റൈപ്പൻഡിന് മാത്രമേ അർഹതയുണ്ടായിരിക്കുകയുള്ളൂ. പരിശീലനം വിജയകരമായി പൂർത്തിയാക്കിയവരെ നിലവിലുള്ള നിയമ പ്രകാരം ഈ ബറ്റാലിയനിൽ 22,200-48,000 ശമ്പള സ്കെയിലിൽ താത്കാലികമായി പോലീസ് കോൺസ്റ്റബിൾ തസ്തികയിൽ നിയമിക്കുന്നതും, തുടർന്ന് ഒഴിവുകൾ വരുന്ന മുറയ്ക്ക് സീനിയോറിറ്റിക്ക് അനുസൃതമായി മലപ്പുറം കോഴിക്കോട് ജില്ലാ സിവിൽ പോലീസിലേയ്ക്ക് മാറ്റി നിയമിക്കപ്പെടുന്നതുമായിരിക്കും. പരിശീലനം വിജയകരമായി പൂർത്തിയാക്കുന്ന തീയതിയുടെ അടുത്ത ദിവസം മുതൽ 3 വർഷത്തിനിടയിൽ രണ്ടു വർഷത്തിനുള്ളിൽ പ്രോബേഷൻ പൂർത്തിയാക്കേണ്ടതാണ് .

1958 ലെ കെഎസ് & എസ്എസ്ആറിലെ ജനറൽ റൂൾ 3(സി) യിലെ വ്യവസ്ഥകൾക്ക് അനുസരിച്ചു നിയമനം തികച്ചു താത്കാലികവും പിഎസ്സി യുടെ വെരിഫിക്കേഷൻ വിധേയവുമായിരിക്കും. 14.12.2010 തീയതിയിലെ ഉദ്യോഗസ്ഥ ഭരണ പരിഷ്കാര വകുപ്പിൽ നിന്നുള്ള ജിഓ(പി) നം. 41(1)/2010 പി& എആർഡി നമ്പരിലുള്ള സർക്കാർ ഉത്തരവിലെ വ്യവസ്ഥ പ്രകാരം പിഎസ്സി വെരിഫിക്കേഷന് ശേഷം മാത്രമേ നിയമനം റഗുലറൈസ് ചെയ്യുകയുള്ളൂ.

ഏതെങ്കിലും സർക്കാർ വകുപ്പിൽ നിന്നോ സർക്കാർ അർദ്ധ സർക്കാർ വകുപ്പിൽ നിന്നോ വിടുതൽ വാങ്ങി വരുന്നവർ വിടുതൽ ഉത്തരവ് (റിലീഫിംഗ് ഓർഡർ) നിർബന്ധമായും ഹാജരാക്കേണ്ടതാണ്. 01.04.2013 നു ശേഷം സർവീസിൽ



A2-8698/2020/M(1)

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പ്രവേശിക്കുന്ന കേരള സംസ്ഥാന ജീവനക്കാർക്ക് ജിഒ(പി) നം.20/2013/ഫിൻ , തീയതി 07.01.2013 പ്രകാരമുള്ള ദേശീയ പെൻഷൻ പദ്ധതിയായിരിക്കും ബാധകമായിരിക്കുക.

01.04.2013 നു മുമ്പ് കേരള സർക്കാർ വകുപ്പുകളിലോ, സർക്കാർ ഉടമസ്ഥതയിലുള്ള ബോർഡുകളിലോ, കോർപ്പറേഷനുകളിലോ , സ്വയം ഭരണ സ്ഥാപനത്തിലോ, എയ്ഡഡ് സ്ഥാപനത്തിലോ ജോലിയിൽ പ്രവേശിച്ച് കേരളസർവീസ് റൂൾ ഭാഗം III പ്രകാരമുള്ള പെൻഷൻ പദ്ധതി ബാധകമായിട്ടുള്ളവരും പ്രസ്തുത ജോലിയിൽ നിന്നും വിട്ടുതൽ നേടി ഈ നിയമന ഉത്തരവ് പ്രകാരം ജോലിയിൽ പ്രവേശിക്കുന്നതുമായ ഉദ്യോഗാർത്ഥികൾ ധനവകുപ്പിന്റെ 14.07.2014 തീയതിയിലെ സ.ഉ(പി) നം.279/2014 പ്രകാരം നിലവിലുള്ള പെൻഷൻ പദ്ധതിയിൽ തുടരണോ അഥവാ ദേശീയ പെൻഷൻ പദ്ധതിയാണോ സ്വീകരിക്കുന്നത് എന്നത് സംബന്ധിച്ച് ജോലിയിൽ പ്രവേശിച്ച് മൂന്ന് മാസത്തിനുള്ളിൽ ഒരു ഓഫീസർ സമർപ്പിക്കേണ്ടതുമാണ്.

റിപ്പോർട്ട് ലഭിച്ചതിന്റെ അടിസ്ഥാനത്തിൽ എംഎസ്പിയിൽ പോലീസ് കോൺസ്റ്റബിൾ ട്രെയിനി ആയി താത്കാലികമായി നിയമിച്ചു കൊണ്ടും, 9 മാസത്തെ അടിസ്ഥാന പരിശീലനത്തിന് നിയോഗിച്ചു കൊണ്ടും ഇതിനാൽ ഉത്തരവാകുന്നു.

ആയതിലേയ്ക്കായി 01-12-2020 തീയതി രാവിലെ 9.00 മണിയ്ക്ക് , വയസ് , ജാതി ,വിദ്യാഭ്യാസ യോഗ്യത എന്നിവ തെളിയിക്കുന്നതിനുള്ള അസ്സൽ രേഖകളും (എസ് എസ് എൽ സി ബുക്ക്, പ്ലസ് ടു സർട്ടിഫിക്കറ്റ്) , പി എസ് സി അഡ്വൈസ് മെമ്മോ , വൺടൈം രജിസ്ട്രേഷൻ സർട്ടിഫിക്കറ്റ്, പരിശീലനം പൂർത്തിയാക്കി 5 വർഷം പോലീസ് കോൺസ്റ്റബിൾ ആയി സേവനം ചെയ്യുന്നതിന് തയ്യാറാണെന്ന് നിർദ്ദിഷ്ട മുദ്ര പത്രത്തിലുള്ള ബോണ്ട്, ബോണ്ടിനോടൊപ്പം 2 സർക്കാർ ജീവനക്കാരുടെ (ജാമ്യക്കാരുടെ) ശമ്പള സർട്ടിഫിക്കറ്റും എന്നിവ സഹിതം മലപ്പുറം എം എസ് പി ആസ്ഥാനത്ത് ഹാജരാക്കേണ്ടതാണ്.

താങ്കളുടെ രക്ത ഗ്രൂപ്പ് നിർണ്ണയ സർട്ടിഫിക്കറ്റ്, കേരള പോലീസിന്റെ ഓഫീഷ്യൽ വെബ് സൈറ്റിൽ നിന്നും സ്റ്റാർക്ക് ഫോം 1 ഡൗൺ ലോഡ് ചെയ്തു പൂരിപ്പിച്ചത് , ലാൻഡ് പ്രോപ്പർട്ടി സ്റ്റേറ്റ്മെന്റ്, പാസ്സോർട്ട് സൈസ് ഫോട്ടോ (20 എണ്ണം) , ബാങ്ക് പാസ്സ് ബുക്കിന്റെ ആദ്യ പേജിന്റെ പകർപ്പ് , പരിശീലനത്തിന് ആവശ്യമായ സാധനങ്ങൾ വാങ്ങുന്നതിനും, മെസ്സ് അഡ്വാൻസ് , കാൻടീൻ ഡെപ്പോസിറ്റ് എന്നിവയ്ക്കുമായി ഏകദേശം 15,000/- രൂപ (പതിനയ്യായിരം രൂപ മാത്രം) കൊണ്ട് വരേണ്ടതാണ്. പരിശീലനത്തിന് ഹാജരാകുന്നതിന് മുൻപായി സർക്കാർ ആശുപത്രിയിൽ നിന്നും ഹെൽപ്പറ്റിസ് ബി , ചിക്കൻ പോക്സ് , ടി ടി എന്നിവയുടെ ആദ്യ ഡോസ് കുത്തിവയ്പ്പ് എടുക്കേണ്ടതാണ് .

നിലവിലെ COVID- 19 വ്യാപന സാഹചര്യത്തിൽ എല്ലാ ഉദ്യോഗാർത്ഥികളും പരിശീലനത്തിന് ഹാജരാകുന്നതിന് 72 മണിക്കൂറിനുള്ളിൽ RTPCR ടെസ്റ്റ് സ്വന്തം ചെലവിൽ നടത്തേണ്ടതും, ആയതിന്റെ നെഗറ്റീവ് സർട്ടിഫിക്കറ്റ് ഹാജരാക്കേണ്ടതുമാണ്, ടെസ്റ്റ് പോസിറ്റീവ് ആയാൽ സർട്ടിഫിക്കറ്റ് ഈ കാര്യലയത്തിലേയ്ക്ക് ഇ-മെയിൽ മുഖാന്തരം അയയ്ക്കേണ്ടതും, സർക്കാർ മാനദണ്ഡങ്ങൾ അനുസരിച്ച് ചികിത്സയിൽ പ്രവേശിക്കേണ്ടതുമാണ്.

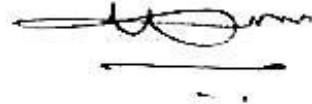
പരിശീലന കാലയളവിൽ 22,200/- രൂപ നിരക്കിൽ പ്രതിമാസ സ്റ്റൈപ്പന്റിന് മാത്രമേ അർഹതയുണ്ടായിരിക്കുകയുള്ളൂ. പരിശീലനം വിജയകരമായി പൂർത്തിയാക്കിയവരെ നിലവിലുള്ള നിയമ പ്രകാരം ഈ ബറ്റാലിയനിൽ 22,200-48,000 ശമ്പള സ്കെയിലിൽ താത്കാലികമായി പോലീസ് കോൺസ്റ്റബിൾ തസ്തികയിൽ നിയമിക്കുന്നതും, തുടർന്ന് ഒഴിവുകൾ വരുന്ന മുറയ്ക്ക് സീനിയോറിറ്റിക്ക് അനുസൃതമായി മലപ്പുറം കോഴിക്കോട് ജില്ലാ സിവിൽ പോലീസിലേയ്ക്ക് മാറ്റി നിയമിക്കപ്പെടുന്നതുമായിരിക്കും. പരിശീലനം വിജയകരമായി പൂർത്തിയാക്കുന്ന തീയതിയുടെ അടുത്ത ദിവസം മുതൽ 3 വർഷത്തിനിടയിൽ രണ്ടു വർഷത്തിനുള്ളിൽ പ്രോബേഷൻ പൂർത്തിയാക്കേണ്ടതാണ് .

1958 ലെ കെഎസ് & എസ്എസ്ആറിലെ ജനറൽ റൂൾ 3(സി) യിലെ വ്യവസ്ഥകൾക്ക് അനുസരിച്ചു നിയമനം തികച്ചു താത്കാലികവും പിഎസ്സി യുടെ വെരിഫിക്കേഷൻ വിധേയവുമായിരിക്കും. 14.12.2010 തീയതിയിലെ ഉദ്യോഗസ്ഥ ഭരണ പരിഷ്കാര വകുപ്പിൽ നിന്നുള്ള ജിഒ(പി) നം. 41(1)/2010 പി& എആർഡി നമ്പരിലുള്ള സർക്കാർ ഉത്തരവിലെ വ്യവസ്ഥ പ്രകാരം പിഎസ്സി വെരിഫിക്കേഷന് ശേഷം മാത്രമേ നിയമനം റഗുലറൈസ് ചെയ്യുകയുള്ളൂ.

ഏതെങ്കിലും സർക്കാർ വകുപ്പിൽ നിന്നോ സർക്കാർ അർദ്ധ സർക്കാർ വകുപ്പിൽ നിന്നോ വിട്ടുതൽ വാങ്ങി വരുന്നവർ വിട്ടുതൽ ഉത്തരവ് (റിലീഫിംഗ് ഓർഡർ) നിർബന്ധമായും ഹാജരാക്കേണ്ടതാണ്. 01.04.2013 നു ശേഷം സർവീസിൽ പ്രവേശിക്കുന്ന കേരള സംസ്ഥാന ജീവനക്കാർക്ക് ജിഒ(പി) നം.20/2013/ഫിൻ , തീയതി 07.01.2013 പ്രകാരമുള്ള ദേശീയ പെൻഷൻ പദ്ധതിയായിരിക്കും ബാധകമായിരിക്കുക.

01.04.2013 നു മുമ്പ് കേരള സർക്കാർ വകുപ്പുകളിലോ, സർക്കാർ ഉടമസ്ഥതയിലുള്ള ബോർഡുകളിലോ, കോർപ്പറേഷനുകളിലോ , സ്വയം ഭരണ സ്ഥാപനത്തിലോ, എയ്ഡഡ് സ്ഥാപനത്തിലോ ജോലിയിൽ പ്രവേശിച്ച് കേരളസർവീസ് റൂൾ ഭാഗം III പ്രകാരമുള്ള പെൻഷൻ പദ്ധതി ബാധകമായിട്ടുള്ളവരും പ്രസ്തുത ജോലിയിൽ നിന്നും വിട്ടുതൽ നേടി ഈ നിയമന ഉത്തരവ് പ്രകാരം ജോലിയിൽ പ്രവേശിക്കുന്നതുമായ ഉദ്യോഗാർത്ഥികൾ ധനവകുപ്പിന്റെ 14.07.2014 തീയതിയിലെ സ.ഉ(പി) നം.279/2014 പ്രകാരം നിലവിലുള്ള പെൻഷൻ പദ്ധതിയിൽ തുടരണോ അഥവാ ദേശീയ പെൻഷൻ പദ്ധതിയാണോ സ്വീകരിക്കുന്നത് എന്നത് സംബന്ധിച്ച് ജോലിയിൽ പ്രവേശിച്ച് മൂന്ന്(Three) മാസത്തിനുള്ളിൽ ഒരു ഓഫീസർ സമർപ്പിക്കേണ്ടതുമാണ്.





24-11-2020

അബൂൾ കരീം യു ഐ പി എസ്,
കമാണ്ടൻ്റ് (IC)

സീകർത്താവ് : 184 ഉദ്യോഗാർത്ഥികൾക്ക്.



A2-8698/2020/M(1)



bf9d5b

"ഭരണ ഭാഷ - മാതൃ ഭാഷ"

കെമിക്കൽ എക്സാമിനേഷൻ ലബോറട്ടറി വകുപ്പ്, തിരുവനന്തപുരം
ചീഫ് കെമിക്കൽ എക്സാമിനറുടെ നടപടിക്രമം

വിഷയം:- സി.ഇ.എൽ.ഡി, തിരുവനന്തപുരം-എസ്റ്റാ - കെമിക്കൽ എക്സാമിനേഷൻ ലബോറട്ടറി വകുപ്പിൽ ₹ 26500 - 56700/- ശമ്പള നിരക്കിൽ ടെക്നിക്കൽ അസിസ്റ്റന്റുമാരെ നിയമിച്ച്- ഉത്തരവ് - പുറപ്പെടുവിക്കുന്നു.

പരാമർശം:- കേരള പബ്ലിക് സർവ്വീസ് കമ്മീഷന്റെ 14/10/2020 തീയതിയിലെ RIF(1)5043/2020/GW നമ്പർ നിയമന ശുപാർശ.

ഉത്തരവ് നമ്പർ ഇ1-2695/2017/സിഇഎൽഡി തീയതി, 05/11/2020

പരാമർശ പ്രകാരം കേരള പബ്ലിക് സർവ്വീസ് കമ്മീഷൻ ശുപാർശ ചെയ്ത താഴെ പറയുന്ന ഉദ്യോഗാർത്ഥികളെ 1958-ലെ കെ.എസ് & എസ്.എസ്.ആർ ജനറൽ റൂൾസിലെ റൂൾ 9 (എ) (i) പ്രകാരം ₹ 26500 - 56700/- ശമ്പള നിരക്കിൽ കെമിക്കൽ എക്സാമിനേഷൻ ലബോറട്ടറി വകുപ്പിന്റെ താഴെ പറയുന്ന ഓഫീസുകളിൽ നിലവിലുള്ള ഒഴിവുകളിൽ താല്ക്കാലികമായി ടെക്നിക്കൽ അസിസ്റ്റന്റുമാരായി നിയമിച്ചിരിക്കുന്നു.

നീരിയൽ നമ്പർ	പേര് & മേൽവിലാസം	നിയമിക്കപ്പെട്ട സ്ഥലം
1	NUSAIBA.K.P Kizhakkepattuthody, Vallappuzha, Palakkad Vallappuzha - 679 336	റീജിയണൽ കെമിക്കൽ എക്സാമിനേഷൻ ലബോറട്ടറി, കോഴിക്കോട്
2	SABIRA. K Pulikkalakandi, Chullikode, - Malappuram - 673 641	റീജിയണൽ കെമിക്കൽ എക്സാമിനേഷൻ ലബോറട്ടറി, കോഴിക്കോട്
3	SAJITHA.G Koorisseril, Arthunkal, Alappuzha, Chethy.P.O - 688 530	റീജിയണൽ കെമിക്കൽ എക്സാമിനേഷൻ ലബോറട്ടറി, എറണാകുളം
4	VIJITHA.R Vinod Bhavanam, Poruvazhy Chathakulam .P.O, Kunnathoor, Kollam - 690520	കെമിക്കൽ എക്സാമിനേഷൻ ലബോറട്ടറി, തിരുവനന്തപുരം
5	SILPA.P Anaswara House, Poonthottam, Malappuram Pathiriyal	കെമിക്കൽ എക്സാമിനേഷൻ ലബോറട്ടറി, തിരുവനന്തപുരം
6	ANUMOL.C.R Nainattuparambil, Parapuram, Ernakulam, Parapuram - 683593	റീജിയണൽ കെമിക്കൽ എക്സാമിനേഷൻ ലബോറട്ടറി, എറണാകുളം

7	SAJITHA.I.V Illathuvalappil, Edapal, Malappuram, Polpakkara, Pin- 679576	കെമിക്കൽ എക്സാമിനേഷൻ ലബോറട്ടറി, തിരുവനന്തപുരം
8	NIMMI.B.R Ampalathara Veedu, Keezhaykonam, Trivandrum, Nellanadu.P.O - 695606 Communiation Address Raji Sadanam Near Town UPS, Kilimanoor Trivandrum, Kilimanoor.P.O - 695601	കെമിക്കൽ എക്സാമിനേഷൻ ലബോറട്ടറി, തിരുവനന്തപുരം

ടിയാളുകൾ 30/11/2020 -നോ അതിന് മുമ്പായോ അവരവർക്ക് നിയമനം ലഭിച്ചിട്ടുള്ള ലബോറട്ടറികളിൽ യഥാക്രമം ചീഫ് കെമിക്കൽ എക്സാമിനർ (തിരുവനന്തപുരം കെമിക്കൽ എക്സാമിനേഷൻ ലബോറട്ടറി), ജോയിന്റ് കെമിക്കൽ എക്സാമിനർ (എറണാകുളം, കോഴിക്കോട് റീജിയണൽ കെമിക്കൽ എക്സാമിനേഷൻ ലബോറട്ടറികൾ) മുമ്പാകെ ജോലിക്ക് ഹാജരാകേണ്ടതാണ്.

ജോലിക്ക് ഹാജരാകുന്ന ദിവസം മുതലുള്ള തുടർച്ചയായ മൂന്നു വർഷത്തെ സേവന കാലയളവിലെ രണ്ട് വർഷം ഡ്യൂട്ടിയിൽ ടിയാളുകൾ പ്രൊബേഷനിലായിരിക്കും. ഈ നിയമനങ്ങൾ 1958-ലെ കെ.എസ്&എസ്.എസ്.ആർ ജനറൽ റൂൾസിലെ റൂൾ 3(സി) യ്ക്ക് വിധേയമായിരിക്കും. 14/12/2010-ലെ സർക്കാർ ഉത്തരവ് (അച്ചടി) 41/2010/ഉപഭവ പ്രകാരം കേരളാ പബ്ലിക് സർവ്വീസ് കമ്മീഷന്റെ വെരിഫിക്കേഷൻ റിപ്പോർട്ടും പോലീസ് വെരിഫിക്കേഷൻ റിപ്പോർട്ടും അനുസരിച്ച് മാത്രമേ ഈ നിയമനങ്ങൾ സാധൂകരിക്കുകയുള്ളൂ. പ്രൊബേഷൻ കാലം ഇവർ വിജയകരമായി പൂർത്തിയാക്കണം.

ജോലിക്ക് ഹാജരാകുന്ന സമയത്ത് ജനനത്തിയതി, വിദ്യാഭ്യാസ യോഗ്യത, ജാതി എന്നിവ തെളിയിക്കുന്നു. അസൽ സർട്ടിഫിക്കറ്റുകൾ, നോൺ ക്രിമിലെയർ സർട്ടിഫിക്കറ്റ്, ആധാർ കാർഡ് അല്ലെങ്കിൽ വോട്ടർ ഐ.ഡി എന്നിവയുടെ അസ്സൽ ഹാജരാക്കേണ്ടതാണ്. കൂടാതെ കെ.എസ്.ആർ ഭാഗം 1 റൂൾ 13 ഉം ജി.ഒ(പി)നം.20/2011/P&ARD തീയതി, 30/06/2011 ഉം അനുസരിച്ച് അസിസ്റ്റന്റ് സിവിൽ സർജൻ റാങ്കിൽ കുറയാത്ത ഒരു മെഡിക്കൽ ഓഫീസറിൽ നിന്നും മെഡിക്കൽ ഫിറ്റ്നസ് സർട്ടിഫിക്കറ്റ് ഹാജരാക്കേണ്ടതാണ്. മെഡിക്കൽ ഫിറ്റ്നസ് സർട്ടിഫിക്കറ്റിൽ ടിയാളുകൾ

അവരവരുടെ വിരലടയാളം രേഖപ്പെടുത്തി, സാക്ഷ്യപ്പെടുത്തിയ ഫോട്ടോ സഹിതം സമർപ്പിക്കേണ്ടതാണ്. പി.എസ്.സി.യിൽ നിന്നും ലഭിച്ച ഒറ്റത്തവണ രജിസ്ട്രേഷൻ സർട്ടിഫിക്കറ്റിന്റെ അസ്സൽ ടിയാളുകൾ ഹാജരാക്കേണ്ടതാണ്.

ഒഴിവുകളുടെ അഭാവത്തിൽ ടിയാളുകളെ ജോലിയിൽ നിന്നും വിടുതൽ ചെയ്യുകയാണെങ്കിൽ ഇവർ ഇവരുടെ പേര്, നിയമനത്തിന് നിർദ്ദേശിച്ച പി.എസ്.സി. ഓഫീസിൽ വീണ്ടും രജിസ്റ്റർ ചെയ്യേണ്ടതും, പി.എസ്.സി.യിൽ നിന്നും വീണ്ടും നിയമന ശുപാർശ ലഭിക്കുന്ന മുറയ്ക്ക് ജോലിയിൽ പ്രവേശിക്കുകയോ അല്ലെങ്കിൽ പ്രൊബേഷണരായിരിക്കെ വിടുതൽ ചെയ്യപ്പെട്ട വകുപ്പിൽ തന്നെ പ്രൊബേഷണരായി തുടരുവാൻ ആഗ്രഹിക്കുന്നുവെങ്കിൽ പുനർ നിയമനത്തിനായി കാത്തിരിക്കേണ്ടതുമാണ്. ഇവരുടെ നിയമനങ്ങൾ ദേശീയ പെൻഷൻ പദ്ധതിക്ക് വിധേയമായിരിക്കും.

ഇതോടൊപ്പം ഉള്ളടക്കം ചെയ്തിരിക്കുന്ന 2 ഫോറങ്ങൾ പൂരിപ്പിച്ച് ജോലിയ്ക്ക് ഹാജരാകുമ്പോൾ ഈ ഓഫീസിൽ സമർപ്പിക്കേണ്ടതാണ്.

P. J. Wair

(ആർ.ജയകുമാരൻ നായർ)
ഗവ. ചീഫ് കെമിക്കൽ എക്സാമിനർ

സ്വീകർത്താക്കൾ

1. **NUSAIBA.K.P**
Kizhakkepattuthody,
Vallappuzha, Palakkad
Vallappuzha – 679 336 (Registered with A/D)
2. **SABIRA. K**
Pulikkalakandi,
Chullikode,
Malappuram – 673 641 ((Registered with A/D)
3. **SAJITHA.G**
Koorisseril,
Arthunkal, Alappuzha,
Chethy.P.O - 688 530 (Registered with A/D)
4. **VIJITHA.R**
Vinod Bhavanam,
Poruvazhy, Chathakulam .P.O,
Kunnathoor, Kollam – 690520 (Registered with A/D)

5. **SILPA.P**
Anaswara House,
Poonthottam, ⁶⁷⁶¹²³
Malappuram Pathiriyal (Registered with A/D)

6. **ANUMOL.C.R**
Nainattuparambil,
Parapuram, Ernakulam,
Parapuram - 683593 (Registered with A/D)

7. **SAJITHA.I.V**
Illathuvalappil,
Edapal, Malappuram,
Polpakkara,
Pin- 679576 (Registered with A/D)

8 **NIMMI.B.R**
Ampalathara Veedu,
Keezhaykonam, Trivandrum,
Nellanadu.P.O - 695606

Communication Address

Raji Sadanam
Near Town UPS,
Kilimanoor
Trivandrum,
Kilimanoor.P.O - 695601 (Registered with A/D)

പകർപ്പ്:-

1. അക്കൗണ്ടന്റ് ജനറൽ (എ&ഇ), കേരള, തിരുവനന്തപുരം. (8 പകർപ്പ്)
2. സെക്രട്ടറി, കേരള പബ്ലിക് സർവ്വീസ് കമ്മീഷൻ, പട്ടം,
തിരുവനന്തപുരം (ആമുഖ കത്ത് സഹിതം)
3. ജോയിന്റ് കെമിക്കൽ എക്സാമിനർ,
റീജിയണൽ കെമിക്കൽ എക്സാമിനേഷൻ ലബോറട്ടറി, കാക്കനാട്, കൊച്ചി-30.
(OTR സഹിതം രജിസ്റ്റേഡ്)
4. ജോയിന്റ് കെമിക്കൽ എക്സാമിനർ,
റീജിയണൽ കെമിക്കൽ എക്സാമിനേഷൻ ലബോറട്ടറി, കോഴിക്കോട്-8.
(OTR സഹിതം രജിസ്റ്റേഡ്)
5. ജോയിന്റ് കെമിക്കൽ എക്സാമിനർ (ജനറൽ & എച്ച്.ക്യൂ)
6. അക്കൗണ്ടറ്റ് സെക്ഷൻ (2 പകർപ്പ്)
7. സേവന പുസ്തകം (തിരുവനന്തപുരം, എറണാകുളം, കോഴിക്കോട്) (8 പകർപ്പ്)
8. കരുതൽ ഫയൽ.



Offer: Computer Consultancy
Ref: TCSL/DT20184628823/Trivandrum
Date: 26/07/2019

Ms. Malavika V
261/ABandadka,
Bandadka,
Kasaragod-671541,
Kerala.
Tel# -

Dear Malavika V,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,53,569/-** per annum, as per the terms and conditions set out herein. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 48 hours, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer you will be issued a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

TCS Confidential
TCSL/DT20184628823

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Vishaya Building 6th Floor, Infopark, Kusumagiri PO., Kochi 682 030 India

Tel: 0484 664 5000 Fax: 0484 664 5255 Website: www.tcs.com

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹11,000/- per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. House Rent Allowance (HRA)

Your HRA will be ₹4,400/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. Personal Allowance

You will be eligible for a monthly personal allowance of ₹7,640/- per month. This component is subject to review and may change as per TCSL's compensation policy.

4. Food Card

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.



PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of ₹1,700/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance

Your variable allowance will be ₹600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the Initial Learning Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of ₹200/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

OTHER BENEFITS

Health Insurance Scheme

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

1. Basic Cover

- i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.
- ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL,



provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans

You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships

You will be eligible for reimbursement of expense-s towards professional membership as per TCSL's policy.

RETIRALS

Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

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TCSL/DT20184628823

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Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



Gratuity

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and Graduation examination which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility. It is mandatory to pass in all the subjects mentioned in the mark sheet in class Xth and class XIIth by securing minimum passing marks in the first attempt itself as specified by the respective board of examinations.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. Disclaimer

Candidates who have applied to TCSL and who have not been successful in clearing the TCSL selection process are not eligible to re-apply to TCSL within six months from the date on which the candidate had attended such selection Test and/or Interview. In case you are found to have re-applied to TCSL within six months of previous unsuccessful attempt, the management reserves the right to revoke/withdraw the offer/appointment, without prejudice to its other rights.

3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the Initial Learning Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to



assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 10 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of ILP trainees without any further intimation/separate communication to you.

4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your



possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

12. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

14. Notice Period

In an event if the traineeship is discontinued/terminated no notice or payment in lieu thereof shall be payable by TCSL. Upon Confirmation, during your tenure with TCSL, either you or TCSL can terminate the appointment by giving 90 calendar days' written notice or three months' basic salary in lieu of the notice. If your services, behavior and/ or



performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above.

You will be liable to pay TCSL ₹50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

15. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

19. Submission of Documents

At the time of your joining, photocopy of the following documents should be submitted. Please carry the original copies for verification.

- Permanent Account Number (PAN) Card
You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary.
- Standard X and XII mark sheets equivalent
- Degree certificate and mark sheets for all semesters



- Postgraduate degree certificate and mark sheets for all semesters (if you are a Postgraduate)
- Birth Certificate / Proof of Age
- Work permit and/or any other documentation as prescribed by Government of India
- Passport
- 6 photographs
- Medical Certificate
- An affidavit/notarised undertaking stating:
 - *There is no criminal offence registered/pending against you
 - *There is no disciplinary case pending against you in the university
 - *If you were employed, a formal release letter from your previous employer

The original documents will be returned to you after verification.

20. Initial Learning Programme (ILP)

On joining TCSL, you will be given the benefit of formal and on the job training (Initial Learning Programme) at our offices, as identified, for such period as TCSL may decide. The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

If you remain unauthorizedly absent for a consecutive period of 10 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of ILP trainees without any further intimation/separate communication to you.

21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the



same shall be communicated on internal portal/Ultimatix.

23. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.



Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

K Ganesan
Global Head Talent Acquisition & AIP



Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCSL Centres
Annexure 3: Confidentiality and IP Terms



GROSS SALARY SHEET

Annexure 1

Name	Malavika V
Designation	Assistant System Engineer-Trainee
Institute Name	Others

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	11,000	1,32,000
Bouquet Of Benefits #	13,457	1,61,480
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,320	15,840
Gratuity	529	6,349
Total of Annual Components & Retirals	1,849	30,089
TOTAL GROSS	28,806	3,53,569

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the Initial Learning Programme.

**The Performance Pay is applicable upon successful completion of the Initial Learning Programme.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	4,400	52,800
Leave Travel Assistance	917	11,000
Food Card	500	6,000
Personal Allowance	7,640	91,680
GROSS BOUQUET OF BENEFITS	13,457	1,61,480



Annexure 2

Regional Offices

<p>Ahmedabad Lead -Talent Acquisition Tata Consultancy Services Infocity, Info Tower 1, 5th Floor, Airport Road, Gandhinagar - 382 009 Tel: 079 - 66712600 Fax: 079 - 66712601</p>	<p>Bangalore Lead -Talent Acquisition Tata Consultancy Services VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore – 560 066 Tel: 080 – 67247000 Fax: 080 - 28410114</p>
<p>Chennai Lead- Talent Acquisition Tata Consultancy Services 415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai - 600 119, Tamil Nadu, India Tel: 044 - 66162222/62194/62195 Fax: 044 - 66162555</p>	<p>Delhi Lead-Talent Acquisition Tata Consultancy Services 5th Floor, PTI Building, 4, Parliament Street, New Delhi - 110 001 Tel: 011 - 66506555 Fax: 011 - 23311735</p>
<p>Hyderabad Lead-Talent Acquisition Tata Consultancy Services Deccan Park, No. 1 software Units Layout, Madhapur, Hyderabad - 500 081 Tel: 040 - 66672000 Fax: 040 - 66672222</p>	<p>Kolkata Lead-Talent Acquisition TATA Consultancy Services ODC 1-K-1, Gitanjali Park, IT/ITES SEZ, Plot- IIF / 3. Action Area - II, New Town, Kolkata - 700 156, West Bengal. Tel: 033 - 6653 0000 Fax : 033 - 6653 0003</p>
<p>Lucknow Lead -Talent Acquisition Tata Consultancy Services 1\1, Vibhuti Khand, Gomti Nagar, Lucknow - 226 010 Tel: 0522 - 6661001 Fax: 0522 - 6661001</p>	<p>Mumbai Lead-Talent Acquisition Tata Consultancy Services Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No. 2, Thane(West), 400601 Tel: 022 - 67782000/2222 Fax: 022 - 67782190</p>
<p>Pune Lead-Talent Acquisition Tata Consultancy Services Niyati Tiara, Ground Floor, S.No 103/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune - 411 006 Tel: 020 – 66087777 Fax: 020 - 66087107</p>	<p>Thiruvananthapuram Lead - Talent Acquisition Tata Consultancy Services Peepul Park, Technopark Campus Karyavattom p.o. Thiruvananthapuram - 695 581. Tel - 0471- 2519400 Fax - 0471- 2519499</p>



Confidentiality and IP Terms and Conditions

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Retainer/Consultant and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Retainer/Consultant in the course of or in connection with or arising out of the Retainer/Consultant's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Retainer/Consultant in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Retainer/Consultant.



2. Retainer/Consultant's Obligations

Retainer/Consultant agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. The Retainer/Consultant agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of Retainer/Consultant-ship, the Retainer/Consultant agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

3. Intellectual Property Rights

The Retainer/Consultant agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Retainer/Consultant shall have no right title or claim of any nature whatsoever in the Confidential Information. The Retainer/Consultant shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and the Retainer/Consultant hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests the Retainer/Consultant may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, the Retainer/Consultant shall execute from time to time, during or after the termination of his or her Retainer/Consultant-ship, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but the Retainer/Consultant shall co-ordinate in filing and / or prosecuting any such applications. The Retainer/Consultant hereby expressly waives any "artist's rights" or "moral rights", which the Retainer/Consultant might otherwise have in such intellectual property rights.



4. Prior knowledge

The Retainer/Consultant acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. The Retainer/Consultant further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. Use of third party material

The Retainer/Consultant expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. Security policies and Guidelines

The Retainer/Consultant agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. Restriction on Retainer/Consultant's Rights

The Retainer/Consultant agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her engagement with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

8. No License

TCS and the Retainer/Consultant agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Retainer/Consultant of the Confidential Information.



9. Equitable Rights

The Retainer/Consultant acknowledges that any Confidential Information that comes into the possession and / or knowledge of the Retainer/Consultant is of a unique, highly confidential and proprietary nature. It is further acknowledged by the Retainer/Consultant that the disclosure, distribution, dissemination and / or release by the Retainer/Consultant of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by the Retainer/Consultant will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

10. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. The Retainer/Consultant confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by the Retainer/Consultant or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of the Retainer/Consultant in terms of this Confidentiality clause shall continue during the term of or in the course of the Retainer/Consultant-ship of the Retainer/Consultant with TCS and shall continue thereafter in perpetuity.

11. Non-Compete

The Retainer/Consultant acknowledges that he/she is required on behalf of TCS to provide service to, or solicit business from various clients of the TCS (each such client herein after referred to as Customer). The Retainer/Consultant agrees that for a period of 6 (Six) months following the expiry or early termination of his/her Retainer/Consultant-ship with the TCS for any reason, will not accept any offer of employment / Retainer / Consultant-ship from any Client or Competitor of TCS, where he/she had worked in a professional capacity with Client projects during the course of his / her Retainer / Consultant-ship with TCS.



Offer: Computer Consultancy
Ref: TCSL/DT20184628905/Hyderabad
Date: 26/07/2019

Ms. Neha Vombarelli
37-2-56Sankurpeta, Old I.T.I Jn,
Opp Bob Atm,
Visakhapatnam-530007,
Andhra Pradesh.
Tel# -7902241089

Dear Neha Vombarelli,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,53,569/-** per annum, as per the terms and conditions set out herein. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 48 hours, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer you will be issued a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

TCS Confidential
TCSL/DT20184628905

1



COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹11,000/- per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. House Rent Allowance (HRA)

Your HRA will be ₹4,400/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. Personal Allowance

You will be eligible for a monthly personal allowance of ₹7,640/- per month. This component is subject to review and may change as per TCSL's compensation policy.

4. Food Card

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.



PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of ₹1,700/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance

Your variable allowance will be ₹600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the Initial Learning Programme.

CITY ALLOWANCE

You will be eligible for a City Allowance of ₹200/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

OTHER BENEFITS

Health Insurance Scheme

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

1. Basic Cover

- i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.
- ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL,



provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans

You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships

You will be eligible for reimbursement of expense-s towards professional membership as per TCSL's policy.

RETIRALS

Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.



Gratuity

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and Graduation examination which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility. It is mandatory to pass in all the subjects mentioned in the mark sheet in class Xth and class XIIth by securing minimum passing marks in the first attempt itself as specified by the respective board of examinations.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. Disclaimer

Candidates who have applied to TCSL and who have not been successful in clearing the TCSL selection process are not eligible to re-apply to TCSL within six months from the date on which the candidate had attended such selection Test and/or Interview. In case you are found to have re-applied to TCSL within six months of previous unsuccessful attempt, the management reserves the right to revoke/withdraw the offer/appointment, without prejudice to its other rights.

3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the Initial Learning Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to



assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 10 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of ILP trainees without any further intimation/separate communication to you.

4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your



possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

12. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

14. Notice Period

In an event if the traineeship is discontinued/terminated no notice or payment in lieu thereof shall be payable by TCSL. Upon Confirmation, during your tenure with TCSL, either you or TCSL can terminate the appointment by giving 90 calendar days' written notice or three months' basic salary in lieu of the notice. If your services, behavior and/ or



performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above.

You will be liable to pay TCSL ₹50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

15. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

19. Submission of Documents

At the time of your joining, photocopy of the following documents should be submitted. Please carry the original copies for verification.

- Permanent Account Number (PAN) Card
You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary.
- Standard X and XII mark sheets equivalent
- Degree certificate and mark sheets for all semesters

TCS Confidential

TCSL/DT20184628905

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Deccanpark, No 1 Software Units Layout, Madhapur, Hyderabad 500 081 India

Tel: 91 40 6667 2000 Fax: 91 40 6667 2222 Website: www.tcs.com

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



- Postgraduate degree certificate and mark sheets for all semesters (if you are a Postgraduate)
- Birth Certificate / Proof of Age
- Work permit and/or any other documentation as prescribed by Government of India
- Passport
- 6 photographs
- Medical Certificate
- An affidavit/notarised undertaking stating:
 - *There is no criminal offence registered/pending against you
 - *There is no disciplinary case pending against you in the university
 - *If you were employed, a formal release letter from your previous employer

The original documents will be returned to you after verification.

20. Initial Learning Programme (ILP)

On joining TCSL, you will be given the benefit of formal and on the job training (Initial Learning Programme) at our offices, as identified, for such period as TCSL may decide. The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

If you remain unauthorizedly absent for a consecutive period of 10 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of ILP trainees without any further intimation/separate communication to you.

21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the



same shall be communicated on internal portal/Ultimatix.

23. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.



Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

K Ganesan
Global Head Talent Acquisition & AIP



Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCSL Centres
Annexure 3: Confidentiality and IP Terms



GROSS SALARY SHEET

Annexure 1

Name	Neha Vombarelli
Designation	Assistant System Engineer-Trainee
Institute Name	Others

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	11,000	1,32,000
Bouquet Of Benefits #	13,457	1,61,480
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,320	15,840
Gratuity	529	6,349
Total of Annual Components & Retirals	1,849	30,089
TOTAL GROSS	28,806	3,53,569

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the Initial Learning Programme.

**The Performance Pay is applicable upon successful completion of the Initial Learning Programme.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	4,400	52,800
Leave Travel Assistance	917	11,000
Food Card	500	6,000
Personal Allowance	7,640	91,680
GROSS BOUQUET OF BENEFITS	13,457	1,61,480



Annexure 2

Regional Offices

<p>Ahmedabad Lead -Talent Acquisition Tata Consultancy Services Infocity, Info Tower 1, 5th Floor, Airport Road, Gandhinagar - 382 009 Tel: 079 - 66712600 Fax: 079 - 66712601</p>	<p>Bangalore Lead -Talent Acquisition Tata Consultancy Services VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore – 560 066 Tel: 080 – 67247000 Fax: 080 - 28410114</p>
<p>Chennai Lead- Talent Acquisition Tata Consultancy Services 415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai - 600 119, Tamil Nadu, India Tel: 044 - 66162222/62194/62195 Fax: 044 - 66162555</p>	<p>Delhi Lead-Talent Acquisition Tata Consultancy Services 5th Floor, PTI Building, 4, Parliament Street, New Delhi - 110 001 Tel: 011 - 66506555 Fax: 011 - 23311735</p>
<p>Hyderabad Lead-Talent Acquisition Tata Consultancy Services Deccan Park, No. 1 software Units Layout, Madhapur, Hyderabad - 500 081 Tel: 040 - 66672000 Fax: 040 - 66672222</p>	<p>Kolkata Lead-Talent Acquisition TATA Consultancy Services ODC 1-K-1, Gitanjali Park, IT/ITES SEZ, Plot- IIF / 3. Action Area - II, New Town, Kolkata - 700 156, West Bengal. Tel: 033 - 6653 0000 Fax : 033 - 6653 0003</p>
<p>Lucknow Lead -Talent Acquisition Tata Consultancy Services 1\1, Vibhuti Khand, Gomti Nagar, Lucknow - 226 010 Tel: 0522 - 6661001 Fax: 0522 - 6661001</p>	<p>Mumbai Lead-Talent Acquisition Tata Consultancy Services Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No. 2, Thane(West), 400601 Tel: 022 - 67782000/2222 Fax: 022 - 67782190</p>
<p>Pune Lead-Talent Acquisition Tata Consultancy Services Niyati Tiara, Ground Floor, S.No 103/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune - 411 006 Tel: 020 – 66087777 Fax: 020 - 66087107</p>	<p>Thiruvananthapuram Lead - Talent Acquisition Tata Consultancy Services Peepul Park, Technopark Campus Karyavattom p.o. Thiruvananthapuram - 695 581. Tel - 0471- 2519400 Fax - 0471- 2519499</p>



Confidentiality and IP Terms and Conditions

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Retainer/Consultant and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Retainer/Consultant in the course of or in connection with or arising out of the Retainer/Consultant's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Retainer/Consultant in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Retainer/Consultant.



2. Retainer/Consultant's Obligations

Retainer/Consultant agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. The Retainer/Consultant agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of Retainer/Consultant-ship, the Retainer/Consultant agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

3. Intellectual Property Rights

The Retainer/Consultant agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Retainer/Consultant shall have no right title or claim of any nature whatsoever in the Confidential Information. The Retainer/Consultant shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and the Retainer/Consultant hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests the Retainer/Consultant may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, the Retainer/Consultant shall execute from time to time, during or after the termination of his or her Retainer/Consultant-ship, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but the Retainer/Consultant shall co-ordinate in filing and / or prosecuting any such applications. The Retainer/Consultant hereby expressly waives any "artist's rights" or "moral rights", which the Retainer/Consultant might otherwise have in such intellectual property rights.



4. Prior knowledge

The Retainer/Consultant acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. The Retainer/Consultant further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. Use of third party material

The Retainer/Consultant expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. Security policies and Guidelines

The Retainer/Consultant agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. Restriction on Retainer/Consultant's Rights

The Retainer/Consultant agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her engagement with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

8. No License

TCS and the Retainer/Consultant agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Retainer/Consultant of the Confidential Information.



9. Equitable Rights

The Retainer/Consultant acknowledges that any Confidential Information that comes into the possession and / or knowledge of the Retainer/Consultant is of a unique, highly confidential and proprietary nature. It is further acknowledged by the Retainer/Consultant that the disclosure, distribution, dissemination and / or release by the Retainer/Consultant of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by the Retainer/Consultant will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

10. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. The Retainer/Consultant confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by the Retainer/Consultant or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of the Retainer/Consultant in terms of this Confidentiality clause shall continue during the term of or in the course of the Retainer/Consultant-ship of the Retainer/Consultant with TCS and shall continue thereafter in perpetuity.

11. Non-Compete

The Retainer/Consultant acknowledges that he/she is required on behalf of TCS to provide service to, or solicit business from various clients of the TCS (each such client herein after referred to as Customer). The Retainer/Consultant agrees that for a period of 6 (Six) months following the expiry or early termination of his/her Retainer/Consultant-ship with the TCS for any reason, will not accept any offer of employment / Retainer / Consultant-ship from any Client or Competitor of TCS, where he/she had worked in a professional capacity with Client projects during the course of his / her Retainer / Consultant-ship with TCS.



15th October 2019

Arya Gangadharan,
Puthiyakandam house,
Puthiyakandam Anandashram P.O,
Kasaragod - 671531

Dear Ms Arya,

On behalf of **Ceegees Software Solutions Pvt Ltd (U72200KA2011PTC059696)**, we are pleased to offer you the position of **Quality Analyst** in our Company. Your CTC would be INR **1,80,000** per annum. This lumpsum amount includes basic salary, benefits, bonuses and all allowances including HRA. You can see the salary breakup in the last page of this document. In the future, we may restructure this compensation package to reflect allowances.

Your employment with **Ceegees Software Solutions Pvt Ltd** will be based on the following terms and conditions:

1. HOLIDAYS

You shall be entitled to 15 days of annual leave plus appropriate statutory holidays.

2. BENEFIT PLANS

Ceegees Software Solutions Pvt Ltd will pay your membership in the Provident Fund Scheme and the Gratuity Scheme in accordance with the applicable laws for the time being in force and any statutory amendments there under. We will also provide you medical insurance coverage in accordance with current company guidelines.

3. RULES & REGULATIONS

You shall, in addition to the terms and conditions of employment specifically stated herein, also be governed by the rules, regulations and such other practices, systems, procedures and policies framed, amended modified or omitted by **Ceegees Software Solutions Pvt Ltd** from time to time.



4. CONFIDENTIALITY AND INVENTIONS

As an employee of **Ceegees Software Solutions Pvt Ltd** , it is likely that you will become knowledgeable about confidential and or proprietary information related to the operations, products and services of **Ceegees Software Solutions Pvt Ltd** and its clients . To protect the interests of both **Ceegees Software Solutions Pvt Ltd** and its clients, all employees are required to read and sign a NON DISCLOSURE AGREEMENT prior to beginning of the employment. A copy of this agreement is enclosed . Please sign it and return it along with your signed copy of this letter .Incase of any breach of default by you under the NON DISCLOSURE agreement , your employment may be terminated by **Ceegees Software Solutions Pvt Ltd** with immediate effect.

5. ASSIGNMENT / TRANSFERS / DEPUTATION

Though you will be engaged for specific position, the company reserves the right to send you on training / deputation / transfer /assignment within any of Client premises in India Or Overseas. In such, the terms and conditions of service applicable to the new assignment will govern you.

6 . TERMINATION OF EMPLOYMENT

This offer doesn't not constitute a contract of employment for any specific time and your employment may be terminated by either party with or without cause by providing thirty (30) days prior written notice to the other party, Or by a payment equivalent to 30 days of gross salary in lieu of notice in case of termination of employment by **Ceegees Software Solutions Pvt Ltd**. Your signature at the end of this letter confirms that no promises or agreements that are contrary to the foregoing have been committed to you during any of your pre-employment discussions with **Ceegees Software Solutions Pvt Ltd** and that this letter , including any policies referred hereunder, contains our complete agreement regarding the terms and conditions of your employment.

7. VERIFICATION

This offer is contingent on **Ceegees Software Solutions Pvt Ltd** verifying the accuracy of the information provided by you . With regards to this you authorize **Ceegees Software Solutions Pvt Ltd** to investigate your references , work records education and other matters pertaining to your employment.



8. GOVERNING LAW

Any disputes arising out of this letter shall be governed by and constructed in accordance with the laws of India.

9. TRAINING & PERFORMANCE MONITORING PERIOD

You will be having an on the job training for first three months of your employment and your performance will be monitored. If you are not able to meet the expectations, your employment will be terminated.

You are requested to sign this Offer Letter on the day of joining. Also, a second copy of the Offer Letter will be provided to you to keep for your records. Please note that this offer will remain valid until **17th October 2019**. We look forward to your joining us and hope that you will find your employment with **Ceegees Software Solutions Pvt Ltd** enjoyable and professionally rewarding.

For and on behalf of

Ceegees Software Solutions Pvt Ltd.

A handwritten signature in black ink, appearing to read 'Giju Eldhose', written over a horizontal line.

Giju Eldhose

Director



Quality Analyst - Salary Structure

Annual CTC	180000	Cost To the Company
Monthly CTC	15000	Annual CTC / 12
Earnings		
Basic	7500	Monthly CTC * 50%
HRA	3000	Basic * 40%
Medical Allowance	1250	Flat 1250 for all employees
Conveyance Allowance	1600	Flat 1600 for all employees
Employer PF Contribution	900	12% of Basic Pay
Special Allowance	750	Differential between Monthly CTC and all Earnings components
Gross Salary	14100	Total Earnings - Employer PF
Deductions		
EPF	900	12% of Basic Pay
ESI	113	0.75% of Monthly Pay
Professional Tax	0	Not Applicable
Income Tax		As per prevailing slab
Other Deductions	Nil	
Staff Advance		
Total Deductions	1013	
Net Pay per Month	13087	



Offer: Computer Consultancy
Ref: TCSL/DT20207121317/Delhi
Date: 12/03/2021

Ms. Keerthana Raveendran
Madathil Thazhe Kuni HouseKarthikappally,
Vadakara,
Kozhikode-673542,
Kerala.
Tel# 91-9995277936

Dear Keerthana Raveendran,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,53,578/-** per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria & you completing the mandatory pre-joining learning curriculum named TCS Xplore / TCS Xperience (detailed under Terms & Conditions). You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

TCS Confidential
TCSL/DT20207121317

1



COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of ₹15,000/- per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. House Rent Allowance (HRA)

Your HRA will be ₹6,000/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. Personal Allowance

You will be eligible for a monthly personal allowance of ₹1,035/- per month. This component is subject to review and may change as per TCSL's compensation policy.

4. Food Card

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.



PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of ₹1,700/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance

Your variable allowance will be ₹600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the TCS Xplore / Xperience Program.

CITY ALLOWANCE

You will be eligible for a City Allowance of ₹200/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

OTHER BENEFITS

Health Insurance Scheme

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

1. Basic Cover

- i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.



ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Loans

You will be eligible for loans, as per TCSL's loan policy.

Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.



RETIRALS

Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board /University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. Pre requisites for Joining

To enable your readiness to work on assignments upon joining, we have put together a comprehensive learning program named TCS Xplore which is made available to you digitally. This foundation program will include Online learning content, Webinars, practice sessions & proctored assessments. Further to accepting this Offer letter, you are recommended to enroll for the TCS Xplore Program and start your learning journey with TCSL. TCSL will make Xplore program available for you upon your offer acceptance.



3. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment,



business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/- towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

11. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed. In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

12. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.



13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

14. Notice Period

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

You will be liable to pay TCSL ₹50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

15. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.



19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the **nextstep portal** as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation(if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Srilankan Refugee, a Refugee Identity card along with Work Permit is required
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
 - *There is no criminal offence registered/pending against you
 - *There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

- *PAN Card (Permanent Account Number)
- *Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- *Passport
- *NSR E-Card



20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

23. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

24. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job



rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.



Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

K Ganesan
Global Head Talent Acquisition & AIP



Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xplore Centres
Annexure 3: Confidentiality and IP Terms



GROSS SALARY SHEET

Annexure 1

Name	Keerthana Raveendran
Designation	Assistant System Engineer-Trainee
Institute Name	Central University Of Kerala, Bkm Towers, Nayanmar Moola, Vidyanagar Po, Kasargod-671123, Kerala (Ce

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	15,000	1,80,000
Bouquet Of Benefits #	8,785	1,05,420
2) Performance Pay**		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
3) City Allowance	200	2,400
4) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,800	21,600
Gratuity	721	8,658
Total of Annual Components & Retirals	2,522	38,158
TOTAL GROSS	28,807	3,53,578

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

* Amount depicted will be paid-out on a quarterly basis upon successful completion of the TCS Xplore / Xperience Program.

**The Performance Pay is applicable upon successful completion of the TCS Xplore / Xperience Program.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	6,000	72,000
Leave Travel Assistance	1,250	15,000
Food Card	500	6,000
Personal Allowance	1,035	12,420
GROSS BOUQUET OF BENEFITS	8,785	1,05,420



Annexure 2

<p>Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007</p>	<p>Bangalore TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka</p>
<p>BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024</p>	<p>Chennai TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119</p>
<p>DELHI – Gurgaon TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana</p>	<p>DELHI – Noida TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP</p>
<p>Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam</p>	<p>Hyderabad TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad</p>
<p>INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh</p>	<p>KOLKATA TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords</p>
<p>KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042</p>	<p>MUMBAI TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606</p>
<p>NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,</p>	<p>PUNE TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra</p>
<p>Trivandrum TCS XP HR Lead Tata Consultancy Serives, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India</p>	



Annexure 3

Confidentiality and IP Terms and Conditions

Confidentiality and IP Terms and Conditions - Annexure 3:

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.



4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

8. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.



9. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

10. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.



Mar Thoma College

Chungathara P.O., Malappuram Dist.,
Kerala - 679334 | Ph : 04931 - 230510

Email : mtcchungathara@gmail.com

Website : www.marthomacollegechungathara.org

Affiliated to University of Calicut



AMRUTHA A A

Assistant Professor on Contract

Department : Economics

Valid till 31-03.2021

D. K. M.
Principal



* M T C G L 2 0 L 0 4 *

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Haskins & Sells LLP**

Chartered Accountants
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Complex,Kolkata
Kolkata-700091
West Bengal-India
Tel: +91 03366121000
www.deloitte.com

Employee Name: Souranka Guha
Employee Code: 37538
Date: 22 July, 2019

Joining letter

Dear Souranka Guha,

With reference to the offer and terms of employment date **22 July, 2019**. We are pleased to confirm your appointment as under:

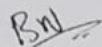
1. Your date of joining in the organization is **22 July, 2019** for the position of **Senior Executive** in **Senior Exe** Grade in **Global Transfer Pricing Centre** Department of **Tax** Function.

2. Your Fixed Pay is Rs. **4,00,000** per annum.

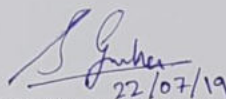
All other terms and conditions shall be as stated in the said letter.

We welcome you aboard, and wish you all the best in your career.

Accepted,



Authorised Signatory
Badari Narayana


22/07/19

(Please sign and date your acceptance)

Souranka Guha



22nd July 2019

Gopika M
Padinjare Veettil,
Palappuram (PO) – 679103,
Ottapalam, Palakkad,
Kerala.

Dear Ms. Gopika M,

LETTER OF APPOINTMENT

We are pleased to offer you internship opportunity with AgRe Strategies Private Limited, Bangalore on the following terms:

Tenure:

The tenure of your internship shall be from 22nd July 2019 till 31st December 2019.

Remuneration:

During your internship you will be paid a stipend of of INR 15,200 per month, which will be subject to the deduction of applicable income tax and any other contributions required by law.

Location:

Your base of operation will be in Bangalore, however, should the need arise you may be expected to travel to any of our offices.

Confidentiality:

All information obtained during your internship is confidential and you are forbidden both during and after your term of internship to disclose to any party outside the office any information acquired in the course of your work concerning the Group or its clients and their affairs, which is not available to the general public. All information concerning the Company, its clients and affiliates of a technical, commercial, financial or agronomical nature is strictly confidential (“Confidential Information”). You will not, either during the period of your internship under this contract or afterwards, without the prior written consent of the Company, except as required by law, divulge to any person or use for the benefit of yourself or any other person any confidential information. You will not facilitate access by third parties to Confidential Information, and will endeavour to use its best efforts in order to prevent or minimize any access to Confidential Information

All documents or other physical or magnetic media shall remain the sole property of the Company, and you will not make copies of the same, whether electronic or otherwise.

A2, Esteem Regency
6, Richmond Road
Bangalore 5600 25
Karnataka, India

Mobile : +91 99726 55220
Tel: +91 80 4126 5220
Email: agre@agrestrat.com



AgRe STRATEGIES PVT LTD
PRIVATE & CONFIDENTIAL
IN.2019.09

All work product ("Work Product") relating to or derived from the services provided to the Company (including without limitation, conclusions, findings, surveys, reports, data, balance sheets memoranda and other information, including all research related information) shall be the sole and exclusive property of the Company and shall not be divulged, furnished, or made available to any other person without the Company's prior written consent and shall be returned to the Company on demand at any time and without demand on the termination of the Agreement. You also agree not to use the Work Product in any manner for your own benefit or in connection with any Other Engagements without the Company's prior written consent either before or after the termination of the Agreement.

Restrictive Covenants:

You shall not during the period and after the end of your internship, either on your own account or in conjunction with or on behalf of any other person solicit or entice away or endeavour to solicit or to entice away or assist any other person, whether by means of supply of names or expressing view on suitability or otherwise, howsoever to solicit or entice away from the Company or any Group Company any individual who is an employee of the company with whom you had business dealings during the period of your internship, whether or not the person would commit a breach of contract by reason of his/her leaving service.

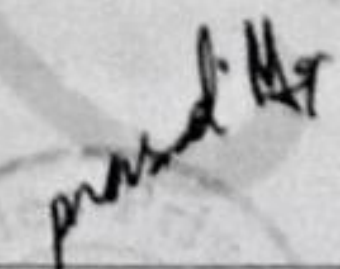
Verification:

This appointment is based on the details provided by you in the Company application form. The offer is made based on Indian laws and no adverse information being obtained during reference checks with previous employers, validation of educational qualifications or background checks, and approval of your internship.

I should like to take this opportunity to wish you every success in this assignment.

Please confirm your agreement to the above by signing and returning the duplicate copy of this letter as your formal acceptance of these terms and conditions of internship.

Yours sincerely,
AgRe Strategies Private Limited



MSR Prasad
Manager

A2, Esteem Regency
6, Richmond Road
Bangalore 5600 25
Karnataka, India

Mobile : +91 99726 55220
Tel. : +91 80 4126 5220
Email: agre@agrestrat.com



Prakash Babu Kodali <prakashkodali@cukerala.ac.in>

Gentle Reminder: Regarding proof of employment details as part of NAAC criteria 5

Gowtham Ummadi <gowthamummadi@gmail.com>
To: Prakash Babu Kodali <prakashkodali@cukerala.ac.in>

Thu, Mar 4, 2021 at 5:21 PM

Dear Mr. Goutam,

Greetings from Doctors For You!!!

Congratulations, you have been selected as a Trainee - Project Coordinator - Community Outreach cum Logistics, Vijaywada.

Your starting date would be 15.06.2020 and consider this letter as a confirmation of your employment with us.

Your salary range is INR 28,000 and +/- 10% performance incentives (evaluation based on performance) /- per month as CTC. There shall be compulsory deductions as per Indian Income tax rules (PF, Professional Tax, etc.)

Please submit the soft copies of the below mentioned documents at your earliest convenience to hrdfy3@gmail.com

- Qualification Certificate
- Bank Details / Cancelled Cheque
- Pan Card
- Aadhar Card

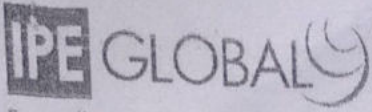
The final offer letter will be issued to you upon submitting all the documents. You are requested to revert on this mail as a token of your acceptance of our offer.

We welcome you to the DFY Family and hope your association with us will be mutually beneficial and fulfilling.

All the Best !!!

Regards,
Sharin Pawar
HR Manager
Doctors For You
9136305070

[Quoted text hidden]



Expanding Horizons. Enriching Lives.

IPE Global Limited
Corporate and Regd. Office
IPE Global House
B-84, Defence Colony
New Delhi - 110024
India

Telephone +91 11 40755900
Fax +91 11 24339534
Web www.ipeglobal.com

Vendor Name & Address

Sonalee Rajput(CAQPR9063N)
Radhabari T.E, H.No-81 P.O-Badulpar, P.S-Kamargaon
DIST-Golaghat
Golaghat
Assam
India

GSTIN Code :

Vendor Code : 18501

Purchase Order Number	6631	PO Start Date	14-Sep-2020
Purchase Order Rev No.	0	PO End Date	25-May-2021
Purchase Order Type:	Service Contract	Buyers	Irfan, Mr. Mohammad
Currency	INR	PO Status	APPROVED
Bill To IPE Global Limited, B-84, Defence Colony, , Delhi, 110024, India GSTIN:07AAACI5794A1ZP	SHIP TO IPE Global Limited, B-84, Defence Colony, , Delhi, 110024, India GSTIN:07AAACI5794A1ZP		

We are pleased to release the order for the following items (Goods/Services) subject to terms and conditions mentioned herein along with the attachment, if any.

Sr. No.	Item Description	HSN/ SAC	UOM	Unit	Unit Price	Amount	Tax Rate	CGST	SGST	IGST	Line Total	Tax Type
1	Professional Fees (14-Sep-20 To 25-May-21)		Month	8.37	3000 0	251,193.00					251,193.00	
	Total					251,193.00		0.00	0.00	0.00	251,193.00	

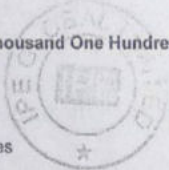
Total PO Value : (INR):

Two Lakh Fifty One Thousand One Hundred Ninety Three only

Notes:-

Price is inclusive of taxes

IPE/PSA/RMNCH+A_USAID/2020/3120



In case any of the term and conditions of the attached agreement/PO are inconsistent with this document, the terms and conditions of the attached agreement /PO shall prevail

Sonalee Rajput

PROFESSIONAL SERVICE AGREEMENT

This Professional Service Agreement (hereinafter called as "CONTRACT" or "AGREEMENT") is made on 24th day of September, 2020 between:

IPE GLOBAL LIMITED, a Public Limited by shares company registered under Companies Act having its registered office at IPE Global House, B-84, Bhisma Pitamah Marg, Defence Colony, New Delhi – 110024, India; Tel. No. +91-11-40755900; Fax No.: +91-11-24339534; hereinafter referred to as "IPE GLOBAL" or the "COMPANY";

AND

Ms. Sonalee Rajput, R/O Raddhabari T.E, P.O-Badulipar, P.S-Kamargaon, Dist - Golaghat, Assam - 785611, Contact +91 9101325109, Email – sonalirajput5500@gmail.com; hereinafter referred to as the "CONSULTANT".

AND WHEREAS IPE Global and the Consultant are hereinafter collectively referred to as the "PARTIES" and individually as "PARTY".

WHEREAS IPE Global has been awarded a cooperative agreement, hereinafter referred to as "PRIME CONTRACT" by "United States Agency for International Development"; hereinafter referred to as "CLIENT" to provide services to project titled "Scaling Up Interventions in Reproductive, Maternal, Neonatal, Child, and Adolescent Health"; hereinafter referred to as "PROJECT".

WHEREAS the Consultant agreed to provide services on the terms and conditions set forth herein and the annexures attached hereto; hereinafter referred to as "SERVICES".

1. COMMENCEMENT AND TENURE OF AGREEMENT

- 1.1 The Services under this Agreement shall be deemed to have commenced from **September 14, 2020** and shall be valid up to **May 25, 2021**.
- 1.2 As per the Project requirement, this Contract shall be effective from the date of commencement of the Services as mentioned above in Clause 1.1, notwithstanding such Services may have commenced prior to this Contract date.

2. REPORTING

- 2.1 The Consultant shall report to **State Technical Manager** of the Project or any other person nominated by him/her and always act, in respect of any matter relating to this Agreement.

3. DUTIES OF CONSULTANT

- 3.1 The Consultant's position in the Project shall be of "**District Program Officer**" representing IPE Global for the Project. The Consultant shall provide such Services as per the Statement of Work (SoW) attached herewith as **ANNEXURE – I** and the roles and responsibilities as decided from time to time in consultation with the **State Technical Manager** of the Project, or any person nominated by the Company.
- 3.2 This would be a full-time assignment for the given tenure and Consultant shall observe working days/ timings as observed by the Project.



Sonalee Rajput

4. PLACE OF PROVIDING SERVICES

- 4.1. All Services under this Agreement shall be supplied by the Consultant, from and final output is delivered to Project Site(s) in Delhi under the Contract, for proper performance of her/his duty.
- 4.2. The Consultant shall engage in travel as may reasonably be required in connection with the performance of her/his Services.

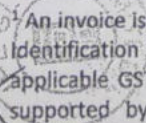
5. REMUNERATION

- 5.1 The Consultant would be paid an all-inclusive monthly Professional Fee of **Rs.30,000/- (Rupees Thirty Thousand Only)** on submission of Valid Invoice¹ on monthly basis (format attached as ANNEXURE – II) accompanied with duly approved Time Sheet (format attached as ANNEXURE – III). The Financial Limit is inclusive of all taxes, by whatever name called.
- 5.2 Any Project-related travel and stay requirements will be undertaken with prior consent of the **State Technical Manager** of the Project.

6. TERMS OF PAYMENT

- 6.1. The Consultant shall be paid within 30 (Thirty) working days of submission of a Valid Invoice along with Time Sheet duly approved by **State Technical Manager** of the Project and after deduction of tax at source.
- 6.2. The Consultant shall submit Invoice with Time Sheets and any other necessary supporting documentation duly approved by the **State Technical Manager** of the Project, and send to:

IPE Global Limited
B-84, Bhishmah Pitamah Marg,
Defence Colony, New Delhi - 110024
GSTIN: 07AAACI5794A1ZP
- 6.3. Statutory Income Tax deduction will be made from the invoiced fee for the Services rendered to IPE Global, each month as per the prevailing laws. TDS Certificate will be furnished as per prevailing laws. The responsibility of paying tax on total income and filing the Income Tax returns shall be of the Consultant.
- 6.4. In case the Client withholds part or full payment relating to Consultant's inputs for reasons of quality of outputs not meeting required standards, IPE Global shall withhold the same amount of payments to the Consultant. The Consultant will be expected to improve the outputs, and on approval and payment of the same by Client, balance payments will be released to the Consultant.
- 6.5. If for any reason, the Client and/or IPE Global is dissatisfied with the performance of the Consultant, an appropriate sum may be withheld from any payment otherwise due. Payments of outstanding dues shall be made on the remedy of unsatisfactory work or resolution of outstanding queries.
- 6.6. Any disallowances by the Client directly attributable to the Consultant will be deducted from payment to the Consultant.

 An invoice is termed 'Valid Invoice' when it is submitted in a prescribed format (with Goods and Services Tax Identification Number (GSTIN) and registered address, as applicable) clearly specifying the break-up of applicable GST charges, along with approved conforming Deliverables/Milestones/Reports/Time Sheets and supported by relevant information, supporting documents, bills, vouchers, etc. as laid down in the Contract/Amendment/Addendum.

Sonal Rajput
Page 2 of 13

7. TIME AND ATTENTION

7.1 During the continuance of this Agreement:

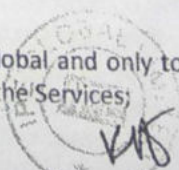
- 7.1.1 The Consultant shall be fully involved to the Project as per the agreed input days and shall not deviate without the written consent of the **State Technical Manager** of the Project.
- 7.1.2 The Consultant will not conclude any contracts/agreements or incur any obligation or liability on behalf of or binding upon the Company or sign any documents on behalf of the Company.
- 7.1.3 The Consultant will not be concerned or interested in any other business of a similar nature to or competitive with that carried on by the Company or any of its Associated Companies or which is a supplier or customer of the Company or of its Associated Companies in relation to its service.

8. CONFIDENTIALITY

- 8.1 The Consultant shall not (except in the ordinary course of duties), during or after the period under this Agreement, divulge to any person whatever or otherwise make use of (and shall use his/her best endeavors to prevent the publication or disclosure of) any trade secret or any confidential information concerning the project, business or finances of the Company or any of its dealings, transactions or affairs or any trade secret or any such confidential information concerning any of the Associated Company or any of their suppliers, agents, distributors or customers.
- 8.2 All notes and memoranda or any trade secrets or confidential information concerning the project, business of the Company and the Associated Company or any of its or their suppliers, agents, distributors or customers which shall be acquired, received or made by the Consultant during the course of his/her Agreement shall be the property of the Company and shall be surrendered by the Consultant only to someone duly authorized in that behalf at the termination of his/her Agreement or at the request of the company at any time during the course of this Agreement.
- 8.3 During the tenure of this Agreement Consultant shall not accept any assignment or participate in any bid which is in conflict with the interest of IPE Global or its associates.

9. USE AND PROTECTION OF DATA

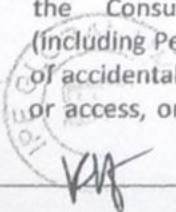
- 9.1 The Consultant shall not delete or remove any proprietary notices contained within or relating to Data. The Consultant shall not store, copy, disclose or use Data except as necessary for the performance by the Consultant of its obligations under this Agreement or as otherwise expressly authorised in writing by IPE Global. To the extent that Data is held and/or processed by the Consultant, the Consultant shall supply the Data to IPE Global in the format(s) specified by IPE Global.
- 9.2 For the purpose of Clause 9.1, "Data" shall mean (a) the data, personal data, text, drawings, diagrams, images or sounds (together with any database made up of any of these) which are embodied in any electronic, magnetic, optical or tangible media and which are: (i) supplied to the Consultant by or on behalf of IPE Global; or (ii) which the Consultant is required to generate, process, store or transmit pursuant to this Agreement;
- 9.3 The Consultant shall:
 - 9.3.1 process the Data only in accordance with instructions from IPE Global and only to the extent and in such manner as is necessary for the provision of the Services;


Sonalee Rajput

- 9.3.2 implement appropriate technical and organisational measures to preserve the integrity of the Data and to protect the Data against unauthorised or unlawful processing and against accidental loss, corruption, destruction, damage, alteration or disclosure. These measures shall be appropriate to the harm which might result from any unauthorised or unlawful processing, accidental loss, destruction or damage to the Data and having regard to the nature of the Data which is to be protected;
- 9.3.3 ensure that the Consultant shall not publish, disclose or divulge any of the Data to any third party unless directed in writing to do so by IPE Global; and
- 9.3.4 permit IPE Global or its representatives (subject to reasonable and appropriate confidentiality undertakings), to inspect and audit the Consultant's data processing activities and comply with all reasonable requests or directions by IPE Global to enable it to verify and/or procure that the Consultant is in full compliance with its obligations under this Agreement.
- 9.4 Upon receipt or creation by the Consultant of any Data and during any collection, processing, storage and transmission by the Consultant of any Data, the Consultant shall take responsibility for preserving the integrity of Data and preventing the corruption or loss of Data. The Consultant shall perform secure back-ups of all Data and shall ensure that up-to-date back-ups are stored off-site. The Consultant shall ensure that such back-ups are available to IPE Global at all times upon request, with delivery times as specified by IPE Global.
- 9.5 The Consultant shall ensure that the system on which it holds any Data, including back-up data, is a secure system. If Data is corrupted, lost or sufficiently degraded as a result of the Consultant's default so as to be unusable, IPE Global may:
- 9.5.1 require the Consultant (at the Consultant's expense) to restore or procure the restoration of Data and the Consultant shall do so as soon as practicable but not later than two days following written request from IPE Global; and/or
- 9.5.2 itself restore or procure the restoration of Data and shall be repaid by the Consultant any reasonable expenses incurred in doing so.
- 9.6 If at any time the Consultant suspects or has reason to believe that Data has or may become corrupted, lost or sufficiently degraded in any way for any reason, then the Consultant shall notify IPE Global immediately and inform IPE Global of the remedial action the Consultant proposes to take.

10. DATA PRIVACY

- 10.1 In connection with the performance of its obligations under this Agreement, the Consultant undertakes to comply with the requirements of (and to take all necessary steps to ensure that by its acts or omissions it does not cause IPE Global or the Client) applicable data privacy laws. No personal data shall be shared by the Consultant with IPE Global unless such sharing is required on a need to know basis in connection with Agreement. In such a case, IPE Global will hold and process personal data provided by the Consultant in connection with this Agreement and the Prime Contract and may disclose and transfer such data to any other IPE Global's entities, Client and such other third party, on a need to know basis, as IPE Global may reasonably deem necessary or appropriate. The Consultant warrants that it has the authority to grant such right.
- 10.2 The Consultant shall notify IPE Global forthwith, from the time it comes to the attention of the Consultant, that any IPE Global or any of its subsidiaries confidential information (including Personal Data) transferred by IPE Global to the Consultant has been the subject of accidental or unlawful destruction or accidental loss, alteration, unauthorised disclosure or access, or any other unlawful forms of processing. To the extent it is a transferee of



VIA Sonalke Rajput

Personal Data from IPE Global, the Consultant shall be under and shall assume identical and/or similar obligations that of IPE Global under the applicable data protection and privacy legislation in this regard relating to such Personal Data.

- 10.3 For the purpose of this Agreement "Personal Data" shall mean any data/information that relates to a natural person which, directly or indirectly, in combination with other information available or likely to be available, is capable of identifying such natural person.

11. TERMINATION OF AGREEMENT

11.1. This Agreement can be terminated by either Party by serving one-month notice in writing, without assigning any reason whatsoever.

11.2. However, IPE Global reserves the right to terminate this Agreement without any notice in case of following circumstances:

- a. An authorized representative of the Client requests removal of the Consultant from the Project;
- b. In case of the Client terminating their Prime Contract with IPE Global as a consequence of Force Majeure or any other reason;
- c. The Consultant's inability to carry out duties assigned for health or any other reason leading to incapacity to participate;
- d. On the expiry (including earlier expiry as a result of any other terms of this Agreement) of validity of this Agreement;
- e. On the judgment of the Client / Company / **State Technical Manager** of the Project that the activities and behavior of the Consultant is inappropriate to Project personnel, endanger the success of the Project, or contravene local laws and customs.
- f. This Agreement shall be liable to be terminated with if IPE Global, or the Client finds that the Consultant has:
 - (i) committed serious misconduct or have been charged with having committed a criminal action, or
 - (ii) have reasonable cause to be dissatisfied with the performance of the Consultant, or
 - (iii) violates any terms and conditions of this Agreement.

11.3. The Consultant shall have no claim for additional costs arising out of or incidental to any such removal of the Consultant as per Clause a, e and f (i), (ii) and (iii) under Clause 11.2.

11.4. Upon closure/termination of this Agreement, the Consultant shall immediately return to IPE Global, all documents (hard and/ or soft version, as applicable) and/ or items of any nature whatsoever either supplied to the Consultant by IPE Global or developed by the Consultant under this Agreement/ Project, including but not limited to plans, drawings, database, images, specifications, designs, reports, registration documents of the website, domain name, hosting rights, codes, source codes, images, designs, Content Management System, HTML files and any other relevant documents.

12. CHANGES TO THE TERMS AND CONDITIONS OF AGREEMENT

12.1 This Agreement shall constitute the entire agreement between the Parties and may not be altered or amended except by the written agreement of both Parties. No other duties, obligations and liabilities or warranties than those expressly provided in this Agreement and its attachments shall be applied.



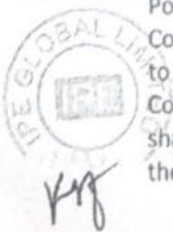
Sonakee Rajput

13. INTELLECTUAL PROPERTY RIGHTS

- 13.1. The Consultant agrees to assign the copyright under this Agreement to IPE Global of any output such as but not limited to plans, drawings, database, images, specifications, designs, reports, registration documents of the website, domain name, hosting rights, codes, source codes, images, designs, Content Management System, HTML files and any other relevant documents, etc. hereinafter collectively referred to as "MATERIALS". Materials produced as a result of the work covered under this Agreement together with all relevant data and supporting materials compiled in performing the Services must not be used for any purpose unrelated to this Agreement. The Consultant agrees not to cause or to permit anything, which may damage or endanger the intellectual property of IPE Global, or IPE Global's title to it, to assist or allow others to do so. The Consultant shall hand over all Materials to IPE Global and shall desist from use, reproduce, publish, telecast, sub-license through any media the information gathered/produced from this service.
- 13.2. All Materials shall be the exclusive property of IPE Global who shall retain and own all copyright, patent, trade secret, trademark and any other intellectual property right on the Materials. The Consultant hereby assigns IPE Global all moral rights in the Materials.
- 13.3. The Consultant further acknowledges that, in the course of performance of the Agreement, the Consultant may use pre-existing products, materials and methodologies proprietary to Consultant, hereinafter collectively referred to as "PRE-EXISTING WORKS". To the extent the Consultant provides any Pre-existing Works hereunder, the Consultant hereby grants to IPE Global, a nonexclusive, worldwide, perpetual, irrevocable paid-up license to use such Pre-existing Works in any medium and to grant others the rights granted therein.
- 13.4. The Consultant warrants that none of the Services, including the Materials, will infringe the intellectual property right of any third party.
- 13.5. The Consultant should not at any time during or after the contract divulge or allow to be divulged to any person confidential information related to the business of IPE Global other than to those persons who have signed a secrecy agreement undertaking in a form approved by IPE Global. They shall not permit any person to assist in the provision of the services of this Agreement unless that person has signed such an undertaking.
- 13.6. The Consultant shall not publish, disclose or divulge any of the Materials produced under this Agreement to any third party unless directed in writing to do so by IPE Global.
- 13.7. Under no circumstances should the Consultant interact with or disclose any information about this Contract to or through any media, without prior approval of IPE Global. Any violation of this condition shall amount to breach of this Contract. However, if permitted, the Consultant shall give due credit to IPE Global in such disclosures.
- 13.8. If IPE Global approves for such disclosure as mentioned under Clause 13.6 and Clause 13.7 of this Agreement, the Consultant shall ensure that any Materials produced by or on behalf of the Consultant shall be marked with the following copyright notice " © IPE Global Limited Copyright ***year of publication***".

14. COMPLIANCE WITH IPE GLOBAL POLICIES/STATEMENTS

- 14.1. IPE Global requires the Consultant to ensure its compliance of appropriate IPE Global's Policies/Statements as applicable. As a condition to receipt of this Agreement, the Consultant warrants that for the duration of the Agreement Period, the Consultant agrees to adhere to the Policies/Statements listed below, in the provision of the Services. The Consultant acknowledge that he/she has read and understood the Policies/Statements and shall be responsible for complying with such Policies/Statements. It is further clarified that these Policies /Statements are deemed to be incorporated in this Agreement.



Sonalika Rajput
Page 6 of 13

- (a) Anti-Fraud and Anti-Corruption Policy – accessible on IPE Global's website at: http://www.ipeglobal.com/upload/content/ipe020785_Anti-FraudAnti-CorruptionPolicy.pdf
- (b) Conflict of Interest Policy – accessible on IPE Global's website at: http://www.ipeglobal.com/upload/content/ipe43b9b4_ConflictOfInterestPolicy.pdf
- (c) Equity and Diversity Policy – accessible on IPE Global's website at: http://www.ipeglobal.com/upload/content/ipe88c8f6_IPE.HR.Policy.02%20~%20Equity%20and%20Diversity%20Policy.pdf
- (d) Information Technology (IT) Policy – accessible on IPE Global's website at: http://www.ipeglobal.com/upload/content/ipe5d611_IT-Policy.pdf
- (e) Prevention of Sexual Harassment Policy – accessible on IPE Global's website at: http://www.ipeglobal.com/upload/content/ipe0ca40f_IPE.HR.Policy.03%20~%20Prevention%20of%20Sexual%20Harassment%20Policy_17April2017.pdf
- (f) Child Protection Policy – accessible on IPE Global's website at: http://ipeglobal.com/upload/content/ipe6639a2_IPE.HR.Policy.05%20~%20Child%20Protection%20Policy.pdf
- (g) Modern Slavery and Human Trafficking Statement – accessible on IPE Global's website at: http://www.ipeglobal.com/upload/content/180430Img_6b49f3_ipe83b76f_2205_001.pdf
- (h) Policy on Prevention of Sexual Exploitation and Abuse – accessible on IPE Global's website at: http://ipeglobal.com/upload/content/180504Img_e0523e_preventionofsexualexploitationandabuse.pdf
- (i) The Whistle Blower Policy – accessible on IPE Global's website at: http://www.ipeglobal.com/upload/content/180427Img_5f87d0_ipeglobalwhistleblowerpolicy.pdf
- 14.2. IPE Global may vary or rescind any policies and/or procedures from time to time, in its absolute discretion. Not complying with IPE Global policies and/or procedures can lead to breach of this Agreement.

15. DUTY OF CARE

- 15.1 The Consultant is responsible for its own health, safety, security of life and property and general well-being and its property, while carrying out the Services under this Contract.
- 15.2 The Consultant warrants that it has and will throughout the duration of the Contract:
- (a) carry out the appropriate risk assessment with regard to its delivery of the Services;
 - (b) be updated with adequate information, instruction, training and supervision;
 - (c) have appropriate emergency procedures in place;
- to enable his/ her provision of the Services so as to prevent damage to the Consultant's health, safety, security of life and property and general well-being.
- 15.3 The provision of information of any kind whatsoever by IPE Global and/or the Client to the Consultant shall not in any respect relieve the Consultant from responsibility for its obligations under Clause 15.
- 15.4 The Consultant shall indemnify and keep indemnified IPE Global and the Client in respect of:
- (a) any loss, damage or claim, howsoever arising out of, or relating to any act, omission or negligence by Consultant in connection with the performance of the Contract



Sonalee R. Raut

(b) any claim, howsoever arising, by Consultant in connection with the performance of the Contract.

- 15.5 The Consultant will ensure that insurance arrangements as are made to cover self, and pursuant to Consultant's duty of care as referred to in Clause 15, are reasonable and prudent in all circumstances, including in respect of death, injury or disablement, and emergency medical expenses.

16. PREVENTION OF CORRUPTION

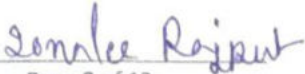
- 16.1 The Consultant will comply with IPE Global Anti-Fraud and Anti-Corruption Policy.
- 16.2 The Consultant will not offer, give or agree to give, directly or indirectly, to IPE Global, its employees, agents, contractors, associates, partners or vendors anything of value to influence improperly the actions of IPE Global or any other party. The Consultant shall ensure is aware of, and will comply with, IPE Global Anti-Fraud and Anti-Corruption Policy, which may be viewed at, <http://www.ipeglobal.com/corporate-policies.php>.
- 16.3 IPE Global and the Consultant shall immediately and without undue delay inform each other of any event that interferes or threatens to materially interfere with the successful delivery of the Services, whether financed in full or in part by IPE Global, including credible suspicion of/or actual fraud, bribery, corruption or any other financial irregularity or impropriety.
- 16.4 In case of any such instances as mentioned in Clause 16.3 the below mentioned coordinates should be first contacted immediately. All suspicions will be treated with the utmost confidentiality.
- (a) IPE Global has a Corporate Risk and Compliance Department which deals with fraud and other forms of corruption that should be contacted in the first instance at hotline@ipeglobal.com or on +91 11 40755962.

17. CONFLICT OF INTEREST

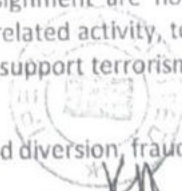
- 17.1. The Consultant warrants that at the time of entering into this Agreement, the Consultant is not aware of any present or future matter that may give rise to any real or perceived conflict of interest with this Agreement and/or the Project.
- 17.2. The Consultant shall use its reasonable endeavors to ensure that no conflicts of interest arise in connection with this Agreement and/or the Project and shall make available to IPE Global any information of which it is aware concerning any matter or assignment undertaken by any person connected with the Consultant that may give rise to a real or perceived conflict of interest with this Agreement and/or the Project.
- 17.3. The Consultant shall be entitled to determine in its absolute discretion whether a conflict of interest real or perceived has or is likely to arise in connection with the Consultant's appointment under this Agreement. Accordingly, without prejudice to any other right or remedy available to IPE Global, IPE Global may terminate this Agreement in accordance with Clause 11 forthwith and without a period of notice.
- 17.4. IPE Global's Conflict of Interest Policy may be viewed at, <http://www.ipeglobal.com/corporate-policies.php>.

18. OTHER CONDITIONS

- 18.1 Invoice must contain name and address of the Consultant and valid 10 digits Permanent Account Number (PAN), GSTIN Registration Number (as applicable) and such other particulars as given in the format. Consultant shall ensure that invoice is compiled as per


Sonal Rajput

- the GST Rules and has GSTIN and address on the invoices. Invoice may liable to be rejected in case it does not contain mandatory information on the face of Invoice.
- 18.2 The Consultant will be responsible for compliance with all laws and regulations of the Government of India. IPE Global does not assume any liability for third party claims arising out of the Agreement or for any taxes like GST, tax payable by the Consultant on the payments received under this Agreement, etc. or by whatever name called.
- 18.3 It is further clarified that it will be the responsibility of the Consultant to duly pay the GST as per applicable law and the same is uploaded on the GST Network to enable the Company to take necessary Input Tax Credit (ITC).
- 18.4 While rendering Services under this Agreement, the Consultant shall represent IPE Global in any meeting, discussion, representation etc.
- 18.5 The Consultant is required to submit Travel Claim – *for any pre-approved travel and undertaken for rendering Services under this Agreement* – along with boarding pass/train/bus ticket and original bills for claiming such expenses.
- 18.6 Consultant shall take his/her own personal insurance like medi-claim insurance, personal accidental insurance or any other insurance;
- 18.7 Nothing contained herein shall be construed as establishing a relation of master and servant or of principal and agent as between IPE Global and the Consultant.
- 18.8 This Agreement being between IPE Global and Consultant, Consultant will not directly or indirectly deal or interact with Client or any agency/party associated with this Project in any manner. Consultant may interact on technical matters with Client/user as per the project protocol with prior approval of Company or **State Technical Manager** of the Project. This Agreement is between IPE Global and the Consultant and should not be deemed to have any contractual or otherwise relationship with the Client.
- 18.9 Words importing one gender include the other gender and words importing the singular include the plural and vice versa.
- 18.10 Notwithstanding anything contained in this Agreement, in the event of the Project/work for which the Consultant is being contracted comes to an end before the aforementioned Tenure of the Agreement, this Agreement shall be co-terminus with the aforementioned Project/work.
- 18.11 Except where arising from the negligence of IPE Global or IPE Global's employees, the Consultant shall indemnify IPE Global in respect of any costs or damages howsoever arising out of or related to breach of warranty or representation, contract or statutory duty, or tortious acts or omissions by the Consultant or any claims made against IPE Global by any third parties in respect thereof.
- 18.12 Notwithstanding anything contained in this Agreement, if the Agreement is terminated by IPE Global for whatsoever reason, the payment of 30 days professional fee in lieu of notice period will be sufficient to discharge all the obligations of IPE Global under this Agreement. It is clarified that Consultant would not be entitled to any indirect, special, punitive, incidental or consequential damages of whatsoever nature.
- 18.13 The Consultant's obligations shall include, but not be limited to, a requirement that the Consultant employ all funds received under this assignment solely for Project purposes and use reasonable efforts to ensure that funds received under this assignment are not employed to support or promote violence, to aid terrorists or terrorist related activity, to conduct money-laundering activities or to fund organizations known to support terrorism or that are involved in money-laundering activities.
- 18.14 The Consultant shall immediately report all suspicions or allegations of aid diversion, fraud, money laundering or counter terrorism finance to:


Sonal Rajput

a) hotline@ipeglobal.com or on +91 11 40755962.

18.15 This Agreement constitutes the entire agreement between the Parties in respect of the Consultant's obligations and supersedes all previous communications (whether written or oral) between the Parties.

18.16 If any provision of this Contract shall be held invalid, illegal or unenforceable, then the validity, legality and enforceability of the remaining provisions of this Contract will not in any respect be affected or impaired thereby.

18.17 Both Parties to this Agreement will make every attempt to resolve in an amicable way all difference concerning the interpretation of this Agreement and the execution of the work. Any dispute or disagreement which cannot be resolved by both Parties and any controversy claim or dispute otherwise arising in connection with this Agreement or breach thereof, shall be referred to an Arbitrator to be appointed in accordance with and subject to the provisions of the Arbitration and Conciliation Act, 1996 of India and rules made there under as amended from time to time. The decision of the Arbitrator shall be final and binding upon both Parties. Place of arbitration shall be New Delhi, India. The courts of Delhi shall have jurisdiction on this Agreement.

If this original Contract is not returned to IPE Global duly completed, signed and dated by the Sub-Consultant within 10 working days of the date of signature on behalf of IPE Global, IPE Global will be entitled, at its sole discretion, to declare this Contract void. No payment will be made to the Consultant under this Contract until a copy of the Contract, signed on behalf of the Consultant is returned to IPE Global.

IN WITNESS THEREOF, the Parties hereto have executed this Agreement as of the day and year first written above.


FOR IPE GLOBAL LIMITED



NAME: RATTAN CHHABRA
DESIGNATION: CHIEF FINANCE OFFICER



ACCEPTED *Sonalee Rajput*



NAME: SONALEE RAJPUT

****END OF TERMS AND CONDITIONS****



ANNEXURE – I: STATEMENT OF WORK

- District representative and responsible for all district level activities of Project
- Planning, implementing, monitoring and co-ordinating project activities in tea gardens, particularly the community and communication interventions
- Establish linkages of the tea garden community with government schemes
- Technical assistance and capacity building to staff and community workers for project activities in the districts
- Liaise with government, tea garden officials, other stakeholders and partners for project activities at district level
- Mentoring and supportive supervision of staff and community workers for project activities
- Monitor project progress on regular basis and communicate to the State Program Manager on various challenges and suggest corrective actions
- Data collection, preparation, and timely submission of reports.
- Documentation of promising practices
- Any other duties and responsibilities assigned that are within the incumbent's expertise and experience
- Support the state project team in documentation and data analysis for effective use of evidence in program implementation.
- Weekly, monthly and quarterly reporting as per project requirements
- Represent the IPE work and coordinate effectively with State and district officials.

Any other duties allocated as per the project need

****END OF ANNEXURE – I: STATEMENT OF WORK (SOW)****



Sonalee Rajeev

ANNEXURE II – FORMAT OF INVOICE

INVOICE

Invoice No.: _____

Invoice Date: _____

<< Name of Supplier >> << Address >>	IPE Global Limited Bill To: <<Address>> GSTIN Registration No.:
GSTIN Registration No.: PAN No.: Place of Supply:	IPE Global Limited Ship To: <<Address>> GSTIN Registration No.:

Contract For: _____	
Contract No.: _____	PO No.: _____
Contract Start Date: _____	Contract End Date: _____
Claim for the Period From: _____	Claim for the Period To: _____

SL. NO.	DESCRIPTION OF SERVICES	SAC/HSN	AMOUNT (INR)
1.			
2.			
TOTAL (A)			
CGST @ XX%			
SGST @ XX%			
IGST @ XX%			
TOTAL TAX (B)			
GRAND TOTAL (A+B)			
IN WORDS: INDIAN RUPEES _____			ONLY)

Amount to be Drawn/Transferred in the Name of:	
Name:	_____
Account No.:	_____
Name & Address of Bank:	_____
IFSC/SWIFT Code:	_____

This Invoice is in respect of a supply of services to IPE Global, and is addressed purely for payment purposes. I certify that the amounts claimed in this Invoice have been wholly and necessarily incurred for the purpose of the engagement and have not been claimed before.

Signature of Consultant

****END OF ANNEXURE II – FORMAT OF INVOICE****

VHS

Sonal Rajput

ANNEXURE – III: FORMAT OF TIME SHEET

IPE GLOBAL LIMITED					
TIME SHEET					
CONTRACT NO.:					
CONTRACTING AUTHORITY:					
PROJECT TITLE:					
NAME:					
POSITION:					
MONTH: January			YEAR: 2020		
Date, Week Day	Days Worked			Place of Performance	Short Summary of Activities
	Project Office	Home Office	Travel		
01	Wed				
02	Thu				
03	Fri				
04	Sat				
05	Sun				
06	Mon				
07	Tue				
08	Wed				
09	Thu				
10	Fri				
11	Sat				
12	Sun				
13	Mon				
14	Tue				
15	Wed				
16	Thu				
17	Fri				
18	Sat				
19	Sun				
20	Mon				
21	Tue				
22	Wed				
23	Thu				
24	Fri				
25	Sat				
26	Sun				
27	Mon				
28	Tue				
29	Wed				
30	Thu				
31	Fri				
Total		0.0	0.0	0.0	
Total Fee Days				0.0	(i.e. number of days worked)
Total Per Diem Days				0.0	(includes nights outside home station but still on Project)
Nights Outside Home Station				0.0	
Signed			Approved		
Date			Date		

END OF ANNEXURE III – FORMAT OF TIME SHEET



Sonalak Rajput

WEBSITE: www.keralapsc.gov.in



E-MAIL: kpsc.psc@kerala.gov.in
Telephone No: 0471-2447201

KERALA PUBLIC SERVICE COMMISSION

No. RI D(3)5908/2017/GW

Thiruvananthapuram
Dated: 11.02.19

From

The Secretary
Kerala Public Service Commission
Pattom, Thiruvananthapuram – 4

To

ANUMOL C N

Sir / Madam,

Sub:- Advice for appointment as **Lecturer in Physics** on UGC Scale in the
Collegiate Education Department.

You are informed that you have been advised for recruitment as **Lecturer in Physics** against **Reservation Turn** in the above department. The selection is subject to Rules 3 (c) and 10 (b) of the Kerala State and Subordinate Service Rules, 1958.

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

Yours faithfully,

For Secretary,
Kerala Public Service Commission.

- N.B:-**
1. If posting orders are not received from the above Department within a period of 3 months from the date of this letter, the fact may be intimated to this office.
 2. The advice and appointment is subject to final orders in OA 531/2016



ഭരണഭാഷ മാതൃഭാഷ

കോളേജ് വിദ്യാഭ്യാസ വകുപ്പ് കോളേജ് വിദ്യാഭ്യാസ ഡയറക്ടർ റുടെ നടപടിക്രമം

കോളേജ് വിദ്യാഭ്യാസ വകുപ്പ് - ജീവനക്കാര്യം - സർക്കാർ കോളേജുകളിൽ ഫിസിക്സ് വിഭാഗം ലക്ചറർ ആയി നിയമനം നൽകി ഉത്തരവ് പുറപ്പെടുവിക്കുന്നു

ഉത്തരവ് നം: A3/47234/2018/DCE, തിരുവനന്തപുരം തീയതി. 15.06.2019

- പരാമർശം:-
1. തിരുവനന്തപുരം ജില്ലാ പബ്ലിക് സർവ്വീസ് കമ്മീഷൻ ഓഫീസറുടെ 11/02/2019 തീയതിയിലെ RID(3)5908 /17/GW നമ്പർ നിയമന ശുപാർശ.
 2. തിരുവനന്തപുരം ജില്ലാ പബ്ലിക് സർവ്വീസ് കമ്മീഷൻ ഓഫീസറുടെ 13/03/2019 തീയതിയിലെ RID(3)5908 /17/GW നമ്പർ നിയമന ശുപാർശ.
 3. തിരുവനന്തപുരം ജില്ലാ പബ്ലിക് സർവ്വീസ് കമ്മീഷൻ ഓഫീസറുടെ 08/04/2019 തീയതിയിലെ RID(3)5908 /17/GW നമ്പർ നിയമന ശുപാർശ.
 4. തിരുവനന്തപുരം ജില്ലാ പബ്ലിക് സർവ്വീസ് കമ്മീഷൻ ഓഫീസറുടെ 21/05/2019 തീയതിയിലെ RID(3)5908 /17/GW നമ്പർ നിയമന ശുപാർശ.
 5. ജി ഒ (പി) നം 41/ 1994 ഉ വി വ തീയതി 21/ 03/ 1994
 6. ജി ഒ (പി) നം 45/ 1991 പി & എ ആർ ഡി തീയതി 30/ 12/ 1991
 7. ജി ഒ (പി) നം 41/ 2010 ഉ ഒ പ വ തീയതി 14/ 12/ 2010
 8. ജി ഒ (പി) നം 20 / 2011 ഉ ഒ പ വ തീയതി 30/ 06/ 2011
 9. സ ഉ (അ) 23/ 2013 ഉ ഒ പ വ തീയതി 16/ 08/ 2013

ഉത്തരവ്

മേൽ പരാമർശ പ്രകാരം കേരള പബ്ലിക് സർവ്വീസ് കമ്മീഷൻ അഡ്വൈസ് ചെയ്ത താഴെ പറയുന്ന ഉദ്യോഗാർത്ഥികളെ 15600-39100 രൂപ യു ജി സി ശമ്പള സ്കെയിലിൽ ഫിസിക്സ് വിഭാഗം ലക്ചറർ ആയി അവരുടെ പേരിനെതിരെ ചേർത്ത സ്ഥാപനത്തിൽ നിയമിച്ച് ഉത്തരവാകുന്നു . ഈ നിയമനം കേരള സ്റ്റേറ്റ് സബോർഡിനേറ്റ് സർവ്വീസ് റൂൾ (3)(സി)യ്ക്ക് വിധേയമായിരിക്കും .

ക്രമ നമ്പർ	പേരും മേൽവിലാസവും	ജനനത്തീയതി	വിദ്യാഭ്യാസ യോഗ്യത	നിയമിക്കപ്പെടുന്ന സ്ഥാപനം
1	SAFNA K KUNNATHU PEEDIKAYIL WADAKKANCHERY THRISSUR 680590 (BC TURN) MUSLIM	30/05/1986	MSc(Physics) NET	സർക്കാർ കോളേജ് നാദാപുരം നിലവിലെ ഒഴിവിൽ
2	IGNATIUS J THOPPIL PADINJATTATHIL MARUTHADI KOLLAM 691003 (BC TURN) LC	26/02/1977	MSc(Physics) NET	സർക്കാർ പോളിടെക്നിക് കോളേജ് പുനലൂർ നിലവിലെ ഒഴിവിൽ
3	SHEENA S SUKUMARAN EZHAKULATHU PUTHEN VEEDU ALUMMOODU THIRUVANANTHAPURAM NEYATTINKARA PO 695121 (BC TURN)VISWAKARMA	15/04/1986	MSc(Physics) NET	സർക്കാർ ആർട്സ് & സയൻസ് കോളേജ് കാഞ്ഞിരംകുളം നിലവിലെ ഒഴിവിൽ
4	ANUMOL CN NIRMMALYAM ATTENGANAM KASARGOD ATTENGANAM PO 671531 (BC TURN) SC VANNAN	25/06/1988	MSc(Physics) NET	സർക്കാർ കോളേജ് കാസർഗോഡ് നിലവിലെ ഒഴിവിൽ



दक्षिण रेलवे/SOUTHERN RAILWAY

BY RPAD

मुख्य कर्मशाला प्रबंधक कार्यालय

लोको वर्क्स अयनावरम चैन्नै 00 023

Office of the Chief Workshop Manager
Loco Works, Ayanavaram Chennai 600 023

No.LS.563/ RT/CMT/Vol.VII(Pilot)/ Anagha K.P.

Date : 03/02/2020

Shri.Anagha K.P.
D/O. Sudhakaran
Vandhanam House
Thaliyil PO,
Kuttiadi Via Kozhikode Kerala
Pin Code-673508

Sub: -Appointment to the post of Trainee CMA in Pay Matrix Level -6
(Pay Band Rs.9300-34800 with GP Rs.4200/-VI PC) in CMT organisation,
Southern Railway.

Ref :-PCPO/MAS No.P (S)268/IV/Indent/Vol.IX (Pt.) dt. 31/01/2020

* * * * *

Having been selected by Railway Recruitment Board for appointment to the post of Chemical and Metallurgical Assistant, in Pay Matrix Level-6 (pay band Rs.9300-34800 + Grade Pay Rs.4200/- in VI PC) in CMT Organisation, Southern Railway.

In case you are willing to take appointment You are hereby advised to attend this office on any working day during office hours on or before 17.02.2020 along with the following documents.

- All original certificates with respect to educational qualification and date of birth.
- In case of SC/ST/OBC employees submit the community certificate in original in the enclosed format.
- Four recent passport size photographs.

Apart from the above, you are required to furnish PAN card Number, Aadhar number.

Please acknowledge receipt of this letter.

(ए.राधाकृष्णन/A.RADHAKRISHNAN)

कर्मशाला कार्मिक अधिकारी

WORKSHOP PERSONNEL OFFICER

कृते मुख्य कर्म.प्र./लो.व./पेर.

FOR CWM/LW/PER

Ref: HRW: PM: AO: 7558 : 2D: 2020

PROCEEDINGS OF THE CHIEF GENERAL MANAGER DATED 02.11.2020

- (1) KUM/SMT JINU T JACOB is hereby appointed as Probationary Officer in Junior Management Grade Scale I.
- (2) His / Her appointment in the Bank is strictly subject to his / her acceptance of the terms and conditions set out hereunder and his / her being found medically fit for the appointment by a Medical Officer not below the rank of Assistant Civil Surgeon.
- (3) He / She shall undergo the following courses of study and pass all the tests and examinations prescribed therefor:
 - (a) Courses of study at the Staff Training College / Centres of the Bank or outside Institutions / agencies at Bangalore or at any other place as may be prescribed and/ or
 - (b) Practical work at Head Office, a branch or branches / offices of the Bank as may be prescribed from time to time.
- (4) In all matters concerning his / her service in the Bank, he / she shall in all respects be bound by the Regulations contained in the Canara Bank Service Code, Canara Bank (Officers') Service Regulations-1979, Canara Bank Officer Employees' (Conduct) Regulations-1976, Canara Bank Officer Employees' (Discipline & Appeal) Regulations-1976, Canara Bank Officer Employees' (Acceptance of Job in Private Sector Concerns After Retirement) Regulations, 2001, and any amendments & alterations thereof, additions thereto and/or any guidelines issued thereunder from time to time.
- (5) He/She is required to execute a Service Agreement in Form-12 set out in Appendix-I to the "Service Code" of the Bank and govern himself / herself in accordance therewith.
- (6) The period of probation shall be **TWO YEARS** from the date on which his / her probation period is to commence i.e. from the date of his / her joining the Bank, unless extended in accordance with the Regulations contained in the Service Regulations.
- (7) During the period of probation, he / she shall be paid salary and emoluments, as follows, subject to such variations as prescribed by Canara Bank (Officers') Service Regulations - 1979:

BASIC	DA	CCA	HRA
Rs.23,700.00	As per Index Level	Depending on the place of posting	
- (8) If he / she is confirmed in the services of the Bank, his / her salary and emoluments will be such as would be set out in the order of confirmation.
- (9) His / Her confirmation in the Bank's services will be subject to satisfactory report regarding his / her character and antecedents from the Police Authorities and non-pendency of any criminal case / prosecution against him/her. His/ Her conviction but released on probation, compounding of offence will also be treated as adverse report. In case of adverse / unsatisfactory Police Report, conviction, pendency of any criminal case / prosecution, his / her services are liable to be terminated without notice.
- (10) During the period of probation, he / she is liable to be shifted to different places to undergo practical training in Branches / Offices of the Bank.

ಕಾರ್ಮಿಕ ಪ್ರಬಂಧನ ಅನುಭಾಗ
ಮಾನವ ಸಂಸಾಧನ ವಿಭಾಗ, ಪ್ರಧಾನ
ಕಾರ್ಯಾಲಯ, 112, ಜೆ ಸಿ ರೋಡ್
ಬೆಂಗಳೂರು - 560002

Human Resources Wing
Personnel Management Section
Head Office
112, JC Road,
Bengaluru - 560 002

T +91 80 22221581 / Extn 421
F +91 80 22116924
E hoem@canarabank.com
www.canarabank.com



Ref.No: E1-225/2020/Appnt./Phy(ii)

26.02.2020

Proceedings of the Manager, Nehru Arts & Science College, Kanhangad

Sub : Establishment-Teaching Staff-Nehru Arts & Science College,
Kanhangad- Assistant Professor in Physics - Smt.Salini.K -
Appointment order issued.

Ref :- 1. Minutes of the meeting of the Staff Selection Committee for
Teaching Staff 2019-2020 held on 24.02.2020

ORDER

With respect to the Ref (1) cited above, Smt.Salini.K, "Creeda", Pullambil Road, Thiruvangad, Thalassery, Pin- 670103, is appointed as Assistant Professor in Physics on probation in Nehru Arts and Science College Kanhangad in the Pay Band of Rs.15600-39100/- with AGP Rs.6000/- per month. This appointment is subject to the approval of the University and the Government.

She is directed to report for duty on or before 28.02.2020 before the Principal of the college with relevant records in support of qualification, age, experience etc.

To

Smt. Salini.K

[Signature]
Manager
Nehru Arts & Science College
K.O. Kanhangad

Copy to:

1. The Principal, Nehru Arts & Science College, Kanhangad
2. The Registrar, Kannur University
3. The Deputy Director of Collegiate Education, Kozhikode
4. Service Book
5. Establishment File

Fwd: Appointment

Inbox



Levena Chacko <levnachacko@gmail.com>
to me

Thu, Mar 11, 11:16 AM (23 hours ago)

Dr. Levena Chacko
Assistant Professor
Department of Physics
CHRIST (Deemed to be University)
Bangalore, Karnataka
India - 560029
Mob : 8281810317

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

From: **Office of Personnel Relations** <office.personnel@christuniversity.in>
Date: Mon, Jul 27, 2020 at 8:09 PM
Subject: Appointment
To: levnachacko <levnachacko@gmail.com>
Cc: Personnel officer <personnelofficer@christuniversity.in>, Vc <vc@christuniversity.in>, Registrar <registrar@christuniversity.in>, Cfo <cfo@christuniversity.in>, George Thomas C <george.thomas.c@christuniversity.in>, Paul Kt <paul.kt@christuniversity.in>

Dear Levena Chacko,

With reference to your application (S2914) and the subsequent interview by the Selection Committee you are appointed as **Assistant Professor of Physics** in the Bangalore Central Campus, CHRIST (Deemed to be University), at the salary level **10**, as agreed during the interview.

Apart from the salary, from the beginning of your service, the University will contribute to the Employees' Provident Fund Scheme (as applicable) and Gratuity benefits (in association with the LIC) and provide a Medical Insurance Cover for a sum of Rs. 2,00,000/- per annum.

As an employee of CHRIST (Deemed to be University) you shall abide by the rules and regulations of the University as may be applicable from time to time. You may not be permitted to discontinue service unless you serve at least one month's notice (excluding vacation) in writing. However no relieving will be affected during the course of any semester. You are liable to be posted/transferred to any of the campuses of the University, as per requirement and at the discretion of the University.

You are requested to **convey the acceptance** of this appointment, by **reply mail** (to all) not later than 5 days, and report at the Office of Personnel Relations, CHRIST (Deemed to be University), at 9,00 am on the date that will be conveyed to you by the Office or at an earlier date to be communicated.

Please bring the **original** documents for verification and copies of relevant documents (Academic - SSLC (Class 10) onwards and Experience, including the relieving/resignation letter from the previous institution), address proof, identity proof (Aadhar & PAN) and five passport size photographs at the time of registration. The letter of appointment will be issued to you on joining.

You may contact the HOD/Dean/Director concerned, for information regarding the work allotment. You may email us for any clarification regarding the registration or service conditions.

Regards and best wishes,

Personnel Officer
Office of Personnel Relations
CHRIST (Deemed to be University)
Bangalore - 560029
Email: personnelofficer@christuniversity.in



GARGI COLLEGE

(University of Delhi)

Siri Fort Road, New Delhi-49 • Ph.: 26494544



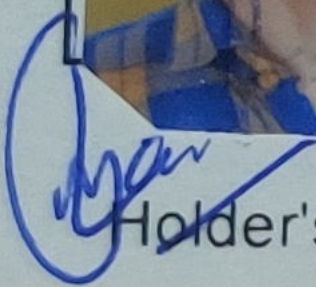
I Card No. Gc/Aetnoc/2021-22/04

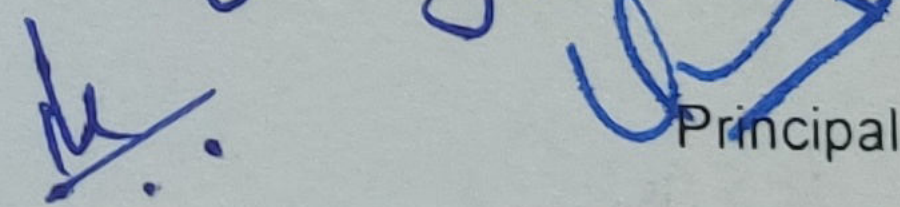
Name Mr. Man Raj Meena

Designation Assistant Professor

Nature of Appointment Aetnoc

Department of Physics


Holder's Signature


Principal

Estt. - E.K.N.M Govt. College, Elerithattu - Appointment of Guest Lecturers for 2021-22 - order issued.

ORDER NO.B3.816/2021 DATED: 04/10/2021

- Read: 1. G.O(P) No.225/11/H. Edn. dated 14.09.2011
2. G.O(P)No.28/2012/H. Edn. dtd, 25.01.2012
3. G.O(P)No.602/2012/H. Edn. dtd, 28.11.2012
4. Letter No.F1.4265/12 dtd 30.05.2012 from the Deputy Director of Collegiate Education, Kozhikode
5. G.O(MS)No.166/2012/H. Edn. dtd, 01.06.2012
6. G.O(MS)No.420/2012/H. Edn. dtd, 13.08.2012
7. G.O (Rt) No.1293/2018/H.Edn. dated 04.07.2018
8. B2-16384/2020/DCE. dated 03.12.2020 of the Director of the Collegiate Education

ORDER

As per Government orders read above, sanction was accorded for appointing Guest Lecturers in the vacancies of sanctioned post in Government Arts & Science Colleges.

As per the instruction from the Director of Collegiate Education, notification for appointing Guest Lecturers in English was published in leading dailies and the interview was held on **17/09/2021** and published the rank list on **17.09.2021**.


The following candidate, who fulfilled the criteria prescribed by the Government, is selected for appointment to the department noted below.

Sl No.	Department	Name & Address of the Candidate selected	Qualification
1	Physics	Dr. Chithra. M, Keezhmala House, Kollampara (P.O), Nileshwar (Via), Kasaragod - 671314	M.Sc Physics, Ph.D

The Appointment is purely on temporary basis and will be for a period of one academic year (2021-2022) or till a regular hand joins duty whichever is earlier. The incumbent selected will be paid remuneration @ Rs.1,750/- per day subject to a maximum of Rs.43,750/- per month for UGC qualified hand and @ Rs.1,600/-

per day for not having UGC qualification subject to a maximum of Rs.40,000/- per month. The under signed have reserve the right to terminate the appointment at any time without issuing any reason thereof. The incumbent have no claim in the department except for the remuneration in as mentioned in the Government Order read as above for the period of his/her service. The incumbent is directed to join duty on or before **06/10/2021**, failing which the appointment shall be treated as cancelled. The incumbent is also directed to execute an agreement in Kerala stamp paper worth Rs.200/- before joining duty. He/she will have to attend all the duties assigned to him/her by the Head of the Department/Undersigned for the smooth functioning of the Department.




 Principal
 Dr. Solji K Thomas
 (Associate professor with full
 additional charge of the Principal)
 ELERITHATTU P.O.
 KASARAGOD DT, PIN: 671314
 04/10/21

Copy to:

1. The Incumbent concerned
2. The H.O.D of Physics
3. Bill Section/Librarian/Stock File

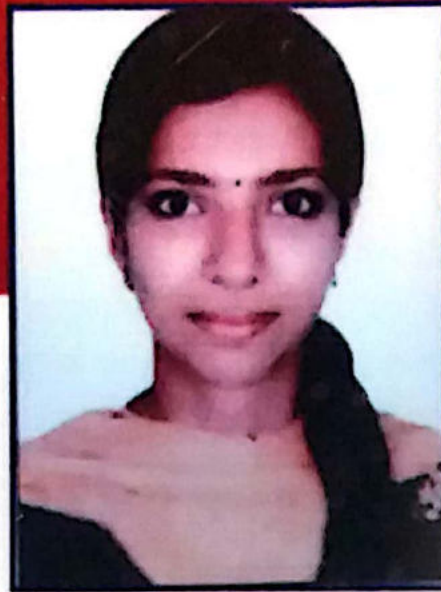
Department	Name & Address of the Candidate selected	Qualification
Physics	Dr. Githis M. Keezhimala House, Kollampara (P.O.), Mehannur (Vid), Kasaragod 671314	M.Sc Physics Ph.D.



COLLEGE OF ENGINEERING THALASSERY

(UNDER CAPE, GOVT. OF KERALA)

Approved by AICTE and Affiliated to Kerala Technological University
NBA Accredited (EEE & ME) ISO 9001:2015 Certified Institution,



HARITHA K V

Assistant Professor (Ad-hoc)

Applied Science

Employee No. : CETLY/123149

Mobile No. : 9496697700



Besany
Principal

IDENTITY CARD

Address :

**HARITHAM
ELAYAVOOR
P O VARAM
KANNUR
KERALA - 670594**

Phone : 9496697700, 04972722400

Email : harlthakv96@gmail.com

Date of Joining: 15/12/2020

Date of Birth: 02/12/1996

Blood Group : AB +VE

PAN : BXYPV2630M

PEN :



If found please return to

The Principal

College of Engineering Thalassery

Eranholi P.O, Thalassery ,Kannur - 670107

Ph : 0490 2388930 Fax : 04902307190

Email : principal@cethalassery.ac.in

Web : www.cethalassery.ac.in



The Elegant

Arts and Science College

Affiliated to University of Calicut
Approved by Govt. of Kerala



GOURI. P

Assistant Professor
Department of Physics

Kodunthirapully PO, Puliaparamb, Palakkad 678004

0491-2509009, 9447712484

www.theelegantcollege.com

theelegantcollege@gmail.com



The Elegant

Arts and Science College

Affiliated to University of Calicut
Approved by Govt. of Kerala

Address : Gourisankaram, III/500,
Pandyode, Thenur
Palakkad 678612

Contact: 9605187603
gouripanikkaveettil@gmail.com

Blood Group: AB +ve

Principal

Kodunthirapully PO, Puliaparamb, Palakkad 678004

0491-2509009, 9447712484

www.theelegantcollege.com

theelegantcollege@gmail.com



CHRIST COLLEGE (AUTONOMOUS)

(Regn. No. 137/75; No.F.22-1/2015/AC.U.G.C.)

Affiliated to University of Calicut and Accredited by NAAC 'A' Grade
IRINJALAKUDA - 680 125, KERALA, INDIA

☎ Office (0480) 2825258 | Res : 2825384 | 2828241

✉ office@christcollegeijk.edu.in | 🌐 www.christcollegeijk.edu.in

No.50/2021-22/TS/AR

27-10-2021

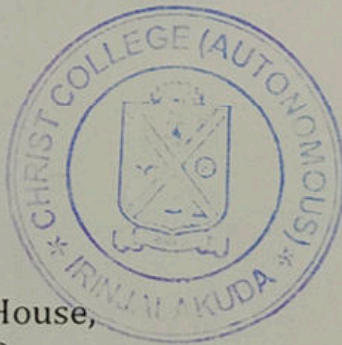
APPOINTMENT ORDER

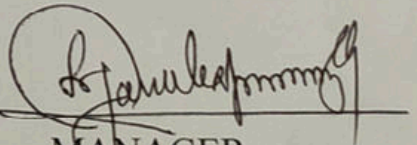
- Ref: 1. G.O. No.170/D2 /2012/H. Edn. dated 18-01-2012
2. No. 234876/GA- II-H1/2018/Admn dt.15-04-2021
of the Calicut University.
3. No. 6026/2021/Admn dt.10-06-2021
of the Calicut University.
4. Minutes of the meeting of the Staff Selection committee held
on 15-07-2021.

Dr. Ajith. R, Kalapurackal House, Ezhacherry P.O., Kottayam - 686 651, is appointed as Assistant Professor in the Department of Physics, against the retirement vacancy of Sri. Anto V.P., Associate Professor, who retired from service on 31-05-2019, under this Educational Agency on a pay of Rs.57700/- in the Academic Level 10, in Christ College, Irinjalakuda, w.e.f. 27-10-2021 FN., subject to the provisions of the Calicut University Act 1975 and Statutes, Ordinances and Regulations made there under and such other rules and orders issued from time to time by the University of Calicut and/or by such other authority who may be competent to issue such rules, orders etc., under the said Statutes.

To

Dr. Ajith. R,
Kalapurackal House,
Ezhacherry P.O.,
Kottayam - 686 651




MANAGER

MANAGER
Christ College (Autonomous)
Irinjalakuda

KERALA FOREST RESEARCH INSTITUTE, PEECHI 680 653

PROCEEDINGS

Sub : KFRI -Admn - Junior Research Fellow in the project KFRI/RP 767/2019 Orders issued - reg.

Order No. RP 767/KSCSTE/KFRI/Estt/2019 **16/03/2020**

Ref: 1.This office order RP 767/KSCSTE/KFRI/Estt/2019 dated 24.02.2020.

2. Joining report of Sri. Jithin Jose dated 26.02.2020.

ORDER

Shri.Jithin Jose,Vettikuzhi(H),Kottiyoor,Ambayathode P.O,Kannur (Dist.) 670 651 ,has joined in Kerala Forest Research Institute ,Peechi in the FN on 26.02.2020 and he is admitted for duty in the Tree & Physiology Department* of this Institute as Junior Research Fellow under the project entitled "Participatory NTFP yielding medicinal plants resource enhancement :Capacity building through protocols for propagation, enrichment planting and management practices of ten high demanding medicinal plants of Western Ghats, Kerala" (KFRI/RP 767/2019) with a fellowship of Rs.25,000/- per month for a period of one year or till the completion of the project whichever is earlier.

REGISTRAR

To

Shri.Jithin Jose

CC: Deputy Registrar (Administration)

Deputy Registrar (Accounts)

Assistant Registrar/PA to Director

Dr.P A Jose,Principal Scientist & Head,Tree Physiology Department

Technical Officer (Electrical, Engineering Division

Technical Officer (IT), Local Area Network

Leave Section

Reception/Project File

RME Unit

Signature valid

Digitally signed by BIJU B
Date: 2020.03.16 12:50:04
IST
Reason: Approved



Madurai Kamaraj University



[University with Potential for Excellence]

Dr. P. Gopal, M.Sc., Ph.D.,
Assistant Professor
Department of Plant Biotechnology
School of Biotechnology
Madurai – 625 021, INDIA

Phone: Off. +91 452-2458273
Fax: +91-452-2459105
E. Mail – gpg79@yahoo.com


Date: 19.02.2021

TESTIMONIAL

Miss. Aparna C. has been working as a Junior Research Fellow in the DST-SERB-EQ project, entitled “Development of a Novel Approach for the Detection and Characterization of Circular RNAs Multiple Displacement Amplification” Sanction order no: EEQ/2018/000067 dated: 20.02.2019 since 19.08.2019 till date. The engagement is purely temporary and on ad-hoc basis and the engagement can be terminated at any time with or without giving prior notice. The fellowship amount is Rs. 31,000.00/pm.

Place: Madurai

Sincerely,


P. Gopal 19/02/2021

Dr. P. GOPAL
Assistant Professor
Department of Plant Biotechnology
School of Biotechnology
Madurai Kamaraj University
Madurai - 625 021, T.N, India.



PROFESSIONAL SECURITY SERVICES

PRIVATE DETECTIVES, INSURANCE INVESTIGATORS
& INDUSTRIAL SECURITY CONSULTANTS



#16, Prashanthi Nilaya, 1st Main, Dwarakanagar,
Near Sky Line Apartments, Chandra Layout, Bangalore-560 072
Tel : 2321 1417, 2321 1423, Fax : 21211423
E-mail : pss_amk@yahoo.com

No: PSS/ADMIN/COR/EMPRI/2020-21

Dated: 30.11.2020

To,

**Ms Nisha G,
Golihadka House,
Sheni Village and PO Manjeswara Taluk,
Kasaragod dist,Kerala-671552
E-mail ID: nishag23297@gmail.com,
Mobile No. 8281447755**

Sir,

Sub: Outsourcing Technical Staff required for EMPRI

1. This is to inform your that you have been selected and appointed for the post of **Project Associate- Enhancement of Carbon Dioxide (Co2) Fixation using Microalgae for improvement of Biomass Production- A Pilot Scale Study** in the Environmental Management & Policy research Institute (EMPRI), Hasiru bhavan, Dorasanipalya Forest Campus, Vinayakanagara Circle, J P Nagar 5th Phase, Bangalore 560 078. Your CTC will be **Rs. 22,000/-** per month.

2. **Please note that the appointment will be for a period of One Year.** The salary indicated above is the CTC and covers employer's share of EPF & ESI. Further Employees' contribution towards Employees provident Fund / Employees State insurance, Professional Tax and Income Tax (TDS) whichever applicable will be deducted from your salary.

3. You will be entitled for 12 days of Casual Leave and 10 days of Annual Leave as per the rules laid down by EMPRI. You are also entitled for Travelling Allowance in case you go on tour for official work, as per the rules laid down by EMPRI. In case you intend to quit the service of EMPRI, it is necessary to give one month notice or one month's salary waived off. Similarly, the EMPRI will also issue notice of one month in case your services are not required or will make payment of one month's salary in lieu of notice.

However, this condition of payment of one month's salary will not be applicable, in case you are removed for misconduct or misbehavior.

You are not entitled for any other kind of payment, except CTC (Consolidated salary) mentioned above either during the contract period or after the contract is over.

If you agree for the above terms and conditions, you are requested to report for duty in the office of the Director General, EMPRI **within two weeks from the receipt of appointment Letter**. In case you are fail to report for duty within the period mentioned above, it will be presumed that you are not interested in the aforesaid job and appointment, orders will be issued to the candidate in the waiting list.

Thanking you

Yours faithfully,

For Professional Security Services.

A handwritten signature in black ink is written over a blue circular stamp. The stamp contains the text "PROFESSIONAL SECURITY SERVICES" around the perimeter and "URU-72" at the bottom. The date "15/12/2020" is written in the center of the stamp.

Authorized Signatory

ACCEPTANCE FORM

Date:

Place:

To,
The RDMA/SE (PH)/RDDTP concered,
_____ Region,
Andhra Pradesh.

Sir,

I hereby submit my acceptance for the post of **Ward Sanitation & Environment Secretary (Grade-II)** ,Which I have been offered vide Roc.No.**571/2019/A2** ,Dt. **29-SEP-2019**.

I hereby accept unconditionally, all the terms and conditions stated in the Appointment Letter issued vide Roc.No.**571/2019/A2** ,Dt. **29-SEP-2019**.

I undertake that, I shall comply with all the terms and conditions relating to my appointment and state that I would serve to the best of my knowledge and ability.

I undertake that, I shall be liable for any action that may be initiated against me, if any information or certificates furnished by me is found to be false or incorrect or is misleading either in the antecedent verification form or otherwise, which are submitted for the purpose of securing my employment.

Signed and Verified by me
on this _____/2019.


SIGNATURE
(KONDETI DEEP CHANDU)

Address :

Name :KONDETI DEEP CHANDU ,
S/o / W/O / D/o :K V K SHANKARA RAO ,
33-1-14,ACHUGATLAPALEM,
PALAKOL,URBAN Palakol,
WEST GODAVARI,534260
Mobile No : 9618369111
Hall Ticket No:190610003744

GOVERNMENT OF ANDHRA PRADESH
PROCEEDINGS OF REGIONAL DIRECTOR OF MUNICIPAL
ADMINISTRATION & CHAIRMAN, REGIONAL LEVEL
COMMITTEE
RAJAMAHENDRAVARAM

Present : Sri / Smt G. NAGARAJU

Roc.No. 571/2019/A2/DSC-2019/

Dated: _____/2019



-:0:-

Sub : Estt-Ward Secretaries - Appointment of **KONDETI DEEP CHANDU** as **Ward Sanitation & Environment Secretary (Grade-II)** in **WEST GODAVARI** District - Orders - Issued.

- Read :**
1. G.O. Ms. No. 217 MA & UD Dept., Dt.20.07.2019
 2. G.O. Rt. No. 523 MA & UD Dept., Dt. 21.08.2019
 3. Recruitment **NOTIFICATION NO. 03/2019, DATED:26.07.2019**
 4. G.O. Ms. No. 591 MA & UD Dept., Dt. 17.09.2019.
 5. Minutes of the District Level Committee **345/2019/C1** ,Dt. **29-SEP-2019**
 6. Minutes of the Regional Level Committee **02/2019** ,Dt. **29-SEP-2019**

-:0:-

ORDERS :

Consequent upon selection by the District Level Committee and approval of Regional level committee vide reference 5th and 6th read above, Sri/Smt/Kumari **KONDETI DEEP CHANDU** S/o,D/O,W/o **K V K SHANKARA RAO** (HT No:**190610003744**) is hereby provisionally appointed as **Ward Sanitation & Environment Secretary (Grade-II)** in **WEST GODAVARI DISTRICT** in the existing vacancy subject to the following terms and conditions:

- i) That the appointment is purely temporary and is likely to be terminated at any time without prior notice and without assigning any reasons there for.

- ix) He/she are eligible for monetary benefits from the date of joining only.
- x) That the appointment of the individual is subject to the result of court cases pending, if any, in the APAT/High Court of A.P./Supreme Court of India.
- xi) He/she will be liable to refund to the Government the pay and allowances and any other remuneration received by him/her in addition to the amount spent by the Government on the training.
- a) If they fail to serve the department for a period of 3 years after the completion of training for any reasons: or
- b) b) if they discontinue the training or discharged while under training for misconduct or any other reasons:
- xii) He/She has to produce the Physical Fitness Certificate issued by a Medical Officer not below the rank of Civil Assistant Surgeon of a Government Hospital in original at the time of joining into duty.
- xiii) Other conditions of service will be governed by A.P. State and Subordinate service rules, as applicable to the candidate, which are in force and as amended from time to time.
- xiv) He/She is directed to report for duty in the posted place within 30 days from the date of receipt of this order, failing which the appointment is liable to be cancelled and his/her name will be **deleted from the list** of selected candidates. Further he/she is **directed** that if he/she relinquish his/her claim for appointment his/her decision must be sent to the concerned appointing authorities within stipulated period.

2.Place of Posting will be intimated Separately

**RDMA & Chairman,
Regional Level
Committee**

To,
**KONDETI DEEP CHANDU,
33-1-14,ACHUGATLAPALEM,
PALAKOL,URBAN Palakol,
WEST GODAVARI,534260
Mobile No : 9618369111**

**Copy To,
Copy to the District head Quarters Municipal Commissioner,
Copy to the District Collector, WEST GODAVARI District, ,
Copy to Regional Deputy Director of T&C Planning Concerned ,
Copy to Regional SE(PH) Concerned**

- ii) That he/she will be paid Rs.15,000/- Per Month on consolidated pay for a period of 2 years. On satisfactory completion of 2 years period of probation, he/she will be given regular scale of pay.
- iii) He/she will be in probation for a period of two years from the date of joining in the said post. The period of probation may, however, be extended at the discretion of the competent authority. As regards other matters relating to probation, he/she shall be governed by the conditions laid down under A.P. State and Subordinate Service Rules and other rules and instructions in this regard by the Government from time to time.
- iv) During the period of probation, it is required to undergo induction training and also to undertake such other training courses and departmental tests as the Government may prescribe from time to time. Successful completion of probation and subsequent confirmation is mandatory. Failure to complete the period of probation to the satisfaction of the Government or failure to pass the prescribed test (s), if any, will liable to be discharged from service.
- v) During the period of probation, he/she will be liable to be discharged from service at any time without any notice, if –
- a. On the basis of performance or conduct, he/she is considered unsuitable for further retention in service, or
 - b. Otherwise found ineligible or unsuitable to be retained in the service**
- vi) That this appointment is provisional subject to the verification of character, antecedents and social category, community, Tribe against which this selection has been made. If at any stage, information provided by the candidate is proved as false or certificates furnished in respect of qualifications i.e., local-area, caste, PHC/ Ex-Servicemen/Sports etc are found to be non-genuine, bogus or if any false information is given, in the antecedents verification form, this provisional appointment will be cancelled forthwith and criminal/legal action will be taken.
- vii) If the candidate is already in service in Central Government/State Government/PSU/Autonomous Body / Bank/Corporation or in any other employment, it is required to submit formal relieving order by the respective organization certifying that his/her conduct during the said employment does not render him/her unsuitable for the present offer of employment.
- viii) His/her services shall liable to be terminated at any time by giving one month notice in-writing, subject to other terms and conditions prescribed under Government rules in vogue.

**MUNICIPAL ADMINISTRATION DEPARTMENT
PROCEEDINGS OF THE REGIONAL DIRECTOR –CUM-APPELLATE COMMISSIONER,
MUNICIPAL ADMINISTRATION, RAJAMAHENDRAVARAM.**

Present: Sri G. Naga Raju.

Roc No. 571/2019/A2

Dated: 01-10-2019

- Sub: Establishment – Ward Secretary – Appointment of -
Sri/Smt/Kum KONDETI DEEP CHANDU (HT No 190610003744)
as Ward SANITATION AND ENVIRONMENT Secretary (Grade-II) – Posted at
PALAKOL Municipality, West Godavari District – Orders – Issued
- Ref: 1. GO Ms No. 217 MA & UD Dept., Dated: 20-07-2019
2. G.O.RI No. 523 MA & UD Dept., Dated: 21-08-2019
3. Recruitment Notification No. 05/2019, Dated: 26-07-2019
4. G.O Ms No. 591 MA & UD Dept., Dated: 17-09-2019
5. Minutes of the District Level Committee 345/2019/C1, Dated: 28-09-2019
6. Minutes of the Regional Level Committee 02/2019, Dated: 28-09-2019.
7. This Officer Proc. Roc No 571/2019/A2/DSC-2019, Dated: - 2019
8. Cir. Roc No. 20026/178/2019/A1, Dated: 30-09-2019 of the CDMA, AP, Guntur
9. List of options exercised by the candidates submitted by the M.C. Palacole


///

ORDER:

In continuation of the proceedings issued in the reference 7th read above, and in pursuance of the instructions issued by the Commissioner & Director of Municipal Administration, Andhra Pradesh, Guntur in the reference 8th read above, and basing on the option exercised by the individual in the reference 9th read above.

Sri/Smt/Kum KONDETI DEEP CHANDU (Hall Ticket No. 190610003744) is posted at PALAKOL, Municipality, West Godavari District as Ward SANITATION AND ENVIRONMENT Secretary (Grade-II) as per the terms and conditions stipulated in the appointment order and directed to report before the Municipal Commissioner, PALAKOL.

The Municipal Commissioner, PALAKOL is requested to admit the individual and take necessary action as per norms from time to time.


Regional Director-cum
Appellate Commissioner,
Municipal Administration,
Rajamahendravaram.

To
Sri/Smt/Kum. KONDETI DEEP CHANDU,
The Municipal Commissioner, PALAKOL
The Special Officer, PALAKOL Municipal Council,
Copy to the STO, PALAKOL and Assistant Audit Officer, State Audit Department, .
Copy to the District Head Quarters Commissioner, West Godavari, Eluru,
Copy submitted to the SE(PH)/RDD&TP, Rajamahendravaram.
Copy submitted to the District Collector, West Godavari, Eluru.
Copy submitted to the Commissioner & Director of Municipal Administration, Andhra Pradesh, Guntur
for favour of kind information.
Copy submitted to the Principal Secretary to Government, MA &UD Dept., AP Secretariat,
Velagapudi for favour of kind information.

KERALA AGRICULTURAL UNIVERSITY
COCONUT MISSION, COLLEGE OF AGRICULTURE, PADANNAKKAD
PROCEEDINGS

Coconut Mission - NAHEP - Centre for Advanced Agricultural Science and Technology (CAAST) Project "Knowledge and Skill Development on Coconut based Secondary Agriculture"-Provisional appointments of Skilled Personnel on contract - Orders issued.

COCONUT MISSION (NAHEP-CAAST)

No. CM-CAAST(02)/2019 (iii)

Dated: 07.02.2020

Read: 1) GA/J3/21824/2019 dated 6-1-2020 of Registrar, KAU
2) Advt. No. CM-CAAST/02/2019 dtd 18/01/2020
3) Minutes of the selection committee meeting held on 29.01.2020

ORDER

As per the references read as (1 & 2) above, applications were invited for engaging Skilled Personnel at Coconut Mission, College of Agriculture, Padannakkad under the NAHEP-CAAST project "Knowledge and Skill Development on Coconut based Secondary Agriculture" being implemented at Kerala Agricultural University, from 2019-2020 to 2021-22.

As per reference read as (3) above, the following candidate is selected as Skilled Personnel based on the written test and walk-in-interview conducted on 29.01.2020 and provisionally appointed at the respective centre of project implementation as listed in the table below:

Sl.	Category	Name of the Centre where the candidate has to report for duty	Name of selected candidate
1.	Skilled Personnel Diploma in Agriculture / B Sc. Botany / B.Sc. Plant Science with experience in tissue culture	Coconut Mission , College of Agriculture, Padannakkad	REESHMA V.V. B.Sc Botany, M.Sc. Plant Sc. AMRUTHA AUTO WORKS, NEAR MENCOS, ADKATHBAIL, KASARAGOD PO:671121 M: 8136913368 Email: reeshmarvvv@gmail.com

The candidate should report for duty on or before **17.02.2020** with all certificates in original failing which the appointment will be treated as cancelled without further notice.

Conditions

1. The appointment is purely provisional and does not confer on the individual any right in KAU service other than the right to receive emoluments attached to the post. They will be eligible for 10 days of Casual Leave in a year at the rate of one day per month. They will

not be eligible for any leave other than Casual leave. Remuneration will be paid only proportionately if absent from duty for more days than the eligible days of Casual leave.

2. KAU rules and guidelines pertaining to Skilled Personnel will be followed wherever applicable.
3. The candidates should execute an agreement in stamp paper worth Rs. 200/- (Proforma for executing agreement for contractual staff issued by Kerala Agricultural University is enclosed herewith)
4. The appointment is liable to be terminated in case of any instances of suppression of facts/false declaration at the time of interview is detected later on by the concerned authorities.
5. The candidates should abide by KAU rules and maintain discipline.



Principal Investigator
NAHEP-CAAST (KAU)

Dr. SUJATHA. R
Principal Investigator
NAHEP - CAAST Project (KAU)
Coconut Mission, College of Agriculture
Padannakkad, Kasaragod-671314, Kerala

To : The above candidate (Through e-mail)

Copy to: 1) ADR , Coconut Mission

2) The File

Ref. ESAF/HR/Offer Letter/328/2020

To

Mr.Arshil P C
Kuzhiyamparambil House
Kuzhimanna P O
Malappuram Dist-673 641

Dear Mr.Arshil,

With reference to your application and the subsequent interviews conducted, we are pleased to offer you the position of Project Coordinator - Livable Cities Project, under the following terms and conditions:

Designation : Project Coordinator
Reporting : Mr.Ullas Scaria, Sr.Manager
Date of joining : 25.08.2021
Salary : INR.22, 000 /- per month CTC (Details Annexed)

The present term of office is for a period of six months following which a review will be conducted to assess your performance and to modify this arrangement, if necessary. This arrangement may be terminated by either party upon notice in writing one month in advance.

You are requested to produce the following documents at the time of joining:

1. Passport size photograph – 2 Nos.
2. Attested copy of Aadhar/Voter ID
3. Attested copies of testimonials proving qualification, experience, etc.
4. Relieving letter & Experience Certificate from the previous Employer.

Please sign and return the duplicate of this letter as a token of your acceptance of this offer of appointment.

We look forward to your valuable contribution towards taking **ESAF** to greater heights.

With Best Wishes



Mereena Paul
Executive Director (Hon.)



18.08.2021



26 June 2021

From : Chairman
To : Mr. Muhammed Rameese,

Confirmation Advice

We are pleased to advise your confirmation as Community Relations Officer of Students Association of Palliative Care (SAPC) effective 01 July 2021 with a minor revision in the remuneration as listed below:

Title: Community Relations Officer

Salary Package (Rupees)

Basic	:	11000 (Eleven Thousand Only)
HRA and Other Allowance	:	11000 (Eleven Thousand Only)
Total per Month	:	22000 (Twenty Two Thousand Only)

You are currently deputed to Nammude Arogyam Community Hospital (NACH) to work there in the efforts serve the community in the War against Covid 19.

- You will work in 12-hours shift and/or as per timings decided by the Supervisor.
- Bandh/Hartal/Strike (BHS) days will be normal working days in the Hospital. You will need to ensure that you make proper arrangement for accommodation etc. to ensure 100% attendance.
- While on duty in NACH, you will be in charge of KASP/ Karunya, and will be granted 4 days leave every 15 days and a special allowance of Rs5000pm will be paid on top of the monthly salary.
- You will continue to report to Ms Venus Thekhala, Chief Projects Coordinator.
- Your transfer is effective from 01 July 2021.

Chairman
Students Association of Palliative Care

PROCEEDINGS OF THE DISTRICT PROGRAM MANAGER, KASARGOD

Present : Dr. Raman Swathy Vaman

Sub:- എൻ.എച്ച്.എം.-ഡി.പി.എം.എസ്.യു.കാസറഗോഡ്-പി.ആർ.ഒ/പി.ആർ.ഒ.കം എൽ.ഒ-പുനർനിയമനം 2021-22- ഉത്തരവാകുന്നു.

- Read:-**
1. Order No.NHM/1179/ADMIN1/2021/SPMSU, Dated : 06/03/2021.
 2. Order No.NHM/1179/ADMIN1/2021/SPMSU, Dated : 26/03/2021.
 3. Order No.NHM/1179/ADMIN1/2021/SPMSU, Dated : 20/05/2021.
 4. Order No.NHM/1179/ADMIN1/2021/SPMSU, Dated : 26/05/2021.

ORDER NO: DPMSU-KSGD/1131/CDEO/2021/DPMSU (III),Dated, 31.05.2021

പരാമർശം ഒന്ന് പ്രകാരം, എല്ലാ എൻ.എച്ച്.എം ജീവനക്കാരുടേയും കരാർ കാലാവധി 31/05/2021 വരെ നീർപ്പിപ്പിക്കുകയും ജീവനക്കാരുടെ പ്രവർത്തനം വിലയിരുത്തുന്നതിന് പെർഫോമൻസ് അപ്രൈസൽ പരിശോധിച്ചു 01/06/2021 ന് ഒരു ദിവസത്തെ ഇടവേള നൽകി 02/06/2021 മുതൽ പുതിയ കരാർ സമർപ്പിക്കാനും ഉത്തരവായിരുന്നു.

എന്നാൽ പരാമർശം രണ്ടു പ്രകാരം കോവിഡ്-19 കേസുകളുടെ എണ്ണം വർദ്ധിച്ചു വരുന്ന സാഹചര്യത്തിൽ എൻ.എച്ച്.എം ജീവനക്കാരുടെ സേവനം അത്യാവശ്യമായതിനാലും പെർഫോമൻസ് അപ്രൈസൽ പരിശോധിക്കാനുള്ള ബുദ്ധിമുട്ടുള്ളതിനാലും 01/06/2021 ന് ഒരു ദിവസത്തെ നിർബന്ധിത ഇടവേള നൽകി 02/06/2021 മുതൽ 31/03/2022 വരെ ചുവടെ പറയുന്ന പി.ആർ.ഒ/പി.ആർ.ഒ.കം എൽ.ഒ.മാരെ അവരുടെ പേരിനു നേരെ ചേർത്ത സ്ഥാപനത്തിൽ കരാർ അടിസ്ഥാനത്തിൽ പുനർനിയമനം നൽകിക്കൊണ്ട് ഇതിനാൽ ഉത്തരവാകുന്നു.

ക്രമ നം.	പേര്	പുനർനിയമനം നൽകിയ സ്ഥാപനം
1	കീർത്തി ടി വി	ഗവ. മെഡിക്കൽ കോളേജ് ഉക്കിനടുക്ക്
2	ബിനോ കെ തോമസ്	പനത്തടി ബ്ലോക്ക്
3	ലൂക്ക് കുര്യാക്കോസ്	ബേഡടുക്ക് ബ്ലോക്ക്
4	ഹെബിന. എ	പെരിയ ബ്ലോക്ക്
5	സന്തോഷ് കുന്ദള	മംഗൽ പാടി ബ്ലോക്ക്
6	രമ്യ പി വി	നീലേശ്വരം ബ്ലോക്ക്
7	സാന്ദ്ര മരിയ ജനാർദ്ദനം	താലൂക്കാശുപത്രി തൃക്കരിപ്പൂർ
8	കിർത്തന എ	കമ്പള ബ്ലോക്ക്
9	ജിജി ജോസഫ്	ചെറുവത്തൂർ ബ്ലോക്ക്
10	കിരൺ വി	ബദിയടുക്ക് ബ്ലോക്ക്
11	രഞ്ജിത്ത് ജി	മുളിയൂർ ബ്ലോക്ക്

എല്ലാ എൻ.എച്ച്.എം. കരാർ ജീവനക്കാർക്കും 01/06/2021 ന് ഒരു ദിവസത്തെ നിർബന്ധിത ഇടവേള നൽകിയിട്ടുണ്ടെങ്കിലും കോവിഡിന്റെ പ്രത്യേക സാഹചര്യത്തിൽ അവശ്യ സേവനം ആവശ്യമുള്ള ആരോഗ്യസ്ഥാപനങ്ങളിലെ എൻ.എച്ച്.എം ജീവനക്കാർ അന്നേ ദിവസം അവരുടെ സേവനം ലഭ്യമാക്കേണ്ടതാണ്. ജൂൺ ഒന്നിന് ജോലി ചെയ്ത എൻ.എച്ച്.എം. ജീവനക്കാർക്ക് അന്നേദിവസത്തെ വേതനം

സ്പെഷ്യൽ കേസായി പരിഗണിച്ച് ജൂൺ മാസത്തെ വേതനത്തോടൊപ്പം നൽകുന്നതായിരിക്കും.

ലോക്ക് ഡൗണിന്റെ പ്രത്യേക സാഹചര്യത്തിൽ മുദ്രപത്രം വെണ്ടർമാരിൽ നിന്നും ലഭിച്ച തുടങ്ങുന്ന മുറയ്ക്ക് പുനഃനിയമനം ലഭിച്ച എല്ലാ കരാർ ജീവനക്കാരും കാസറഗോഡ് ജില്ലാ ആരോഗ്യ കുടുംബ ക്ഷേമ സൊസൈറ്റിയുമായി കരാർ ഒപ്പുവെക്കേണ്ടതാണ്.

നിലവിലുള്ള കരാർ വ്യവസ്ഥകൾക്ക് അനുസൃതമായാണ് പുനഃനിയമനം നൽകിയിട്ടുള്ളത്, കൂടാതെ പുനഃനിയമനം, എൻ.എച്ച്.എമ്മിൽ കാലാകാലങ്ങളിൽ വരുത്തുന്ന മാറ്റങ്ങൾക്ക് വിധേയവുമാണ്. സേവനം സംബന്ധിച്ച നിലവിലുള്ള എല്ലാ വ്യവസ്ഥകളും തുടരുന്നതായിരിക്കും.

ജീവനക്കാരെ ജോലിയിൽ പ്രവേശിച്ച തീയതി യഥാസമയം, ഓഫീസ് മേധാവി ഈ ഓഫീസിൽ അറിയിക്കേണ്ടതാണ്.

Dr. Raman Swathy Vaman
District Program Manager

To

ബന്ധപ്പെട്ട ജീവനക്കാരെ (സ്ഥാപനമേധാവികൾ മുഖാന്തിരം)

Copy

To

1. ബന്ധപ്പെട്ട എല്ലാ സ്ഥാപനമേധാവികൾക്കും.
2. സ്റ്റേറ്റ് മിഷൻ ഡയറക്ടർ, എൻ.എച്ച്.എം. തിരുവനന്തപുരം (ഉപരിപത്രം സഹിതം)
3. സ്റ്റേറ്റ് പ്രോഗ്രാം മാനേജർ, എൻ.എച്ച്.എം. തിരുവനന്തപുരം (ഉപരിപത്രം സഹിതം)
4. ജില്ലാ മെഡിക്കൽ ഓഫീസർ(ആരോഗ്യ) കാഞ്ഞങ്ങാട്. (ഉപരിപത്രം സഹിതം).
5. ഡി.എ.ഒ./ഓഫീസ് സെക്രട്ടറി/എ.ഒ.(എൻഡോ).
6. ഫയൽ/കരുതൽ ഫയൽ.

Approval Valid

Digitally Approved By
Dr. Raman Swathy Vaman
Date: 31.05.2021
Reason: Approved

The document is digitally approved. Hence signature is not needed.



DISTRICT LEGAL SERVICES AUTHORITY, KASARAGOD

Court Compound, Vidyanagar P.O, Kasaragod.
Phone: 04994 256 189; E.mail : dlsaksgd@gmail.com

Present : Sri. R.L. Baiju, Chairman (District & Sessions Judge i/c) DLSA, Kasaragod

Dated : 03.02.2021

PROCEEDINGS NO. EF/1/2021/DLSA


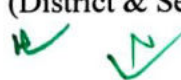
Appointment of Front Office Co-ordinator in DLSA, Kasaragod on short term contract basis for 179 days
– Appointment of Smt. Surya. V.S as Front Office Co-ordinator – Orders Issued – reg:-

Ref:- No.2049/D/2020/KeLSA dated 05.01.2021.

As per the reference cited above, Kerala State Legal Services Authority has directed this Authority to take steps to appoint Front Office Co-ordinator in DLSA Kasaragod on short term contract basis for 179 days with an emoluments Rs.23000/- per month.

Accordingly, you are hereby appointed as the front office co-ordinator in the DLSA Kasaragod after execution of an agreement of contract for 179 days from the date of joining duty.

Hence, you are hereby directed to join the duty within 7 days of receipt of this order failing which it will be treated as non-reporting of joining duty.


Chairman
(District & Sessions Judge i/c)


To,

Smt. Surya. V. S
D/o V. Surendran
Soorya House, Keloth,
P.O. Haripuram, Anandashram via,
Kanhangad, Kasaragod - 671531

Copy to : The Member Secretary (District & Sessions Judge), Kerla State Legal Services Authority,
Ernakulam.



भारतीय प्रबंध संस्थान कोषिकोड

आई आई एम् कोषिकोड कैम्पस- पी ओ, कोषिकोड-673 570

INDIAN INSTITUTE OF MANAGEMENT KOZHIKODE

IIM Kozhikode Campus P.O., Kozhikode-673 570

Phone: 0495-2809218

29-02 (12)/2014-IIMK.HR

18-03-2021

Mr. Ubaidulla K V
Musjam, Street No.9
Karyambalam
Taliparamba
Kannur 670141

Sir,

Sub: Offer of temporary engagement for the services of Project Associate (Unnat Bharath Abhiyan)

The Institute is pleased to engage your services as Project Associate (Unnat Bharath Abhiyan) on following terms and conditions:

~~We are pleased to offer you a fixed term contract to engage your services as Support Engineer-IT in Computer centre at IIM Kozhikode on the following terms and conditions:~~

1. The period of engagement will be for 179 days only from the date of joining. You will have no right, whatsoever for extension of the period mentioned herein.
2. You will carry out the duties assigned to you from time to time. Normal working hours are from 09.00 am to 05.30 pm.
3. You will have to observe six-day working in a week. All second Saturdays will be holidays during the period of engagement. You may have to work occasionally on holidays and/or even late hours for exigencies if any. Your engagement is purely on temporary basis. You will have no right, whatsoever for extension of engagement. Your engagement is not against any regular post in IIM Kozhikode and therefore you do not have any lien implicitly or explicitly on any regular post, for any claim whatsoever, in IIM Kozhikode.
4. You will be entitled for one Casual Leave per month, Six (06) medical leave and one restricted holiday during the period of 179 days engagement. Medical certificate should be submitted to HR Office for admissibility of Medical Leave for more than one day.
5. You will be paid a consolidated monthly remuneration of Rs. 25,570/- In addition, you will be paid Rs.300/- towards telephone allowance per month. You will be paid TA/DA as per rules in case you travel to undertake any official work assigned to you. No other benefits or allowances at IIMK are applicable/decided by IIMK.
6. You will have to abide by the 'Code of Conduct' for Staff on contract and any violation will be viewed seriously and disciplinary action, as deemed fit will be taken. An agreement to above effect has to be submitted at the time of joining.

शेखर कोमर





भारतीय प्रबंध संस्थान कोषिकोड

आई आई एम् कोषिकोड कैम्पस- पी ओ, कोषिकोड-673 570

INDIAN INSTITUTE OF MANAGEMENT KOZHIKODE

IIM Kozhikode Campus P.O., Kozhikode-673 570

Phone: 0495-2809218

7. You will have to produce medical certificate from a registered medical practitioner and character certificate from a gazetted officer or Headmistress/Headmaster of the school/ Principal of the College, where you last studied. Prescribed formats are enclosed.
8. The duration of your contract will depend on your performance, assessed periodically. In case of non-satisfactory performance, the contract will be terminated without notice. In case, it is decided to grant you a fresh contract offer for engagement, you would be intimated or else the contract is deemed to be over without any further notice.
9. The Institute reserves the right to terminate the contract at any time during the period of contract by giving one month's notice without assigning any reasons whatsoever. You can also terminate the contract by giving one month's notice or one month's remuneration in lieu of the notice period. Request to waive off notice period will not be considered under any circumstances.

If the above terms and conditions are acceptable, you may please return the duplicate copy of this offer letter, duly signed, in token of your acceptance thereto and report for joining on or after 06th April 2021. In case you fail to report latest by 13th April 2021, this offer will stand cancelled, without any further intimation to you in this regard.



Yours faithfully,

(Handwritten signature)

(Lt. Col. Cedric Thomas (Retd.))
Consultant (Logistic Support & Administration)

I, Mr./Ms. UBAIDULLA K.V. accept the offer on the above terms and conditions and will report for joining on 07.04.2021

Signature

(Handwritten signature)

Name UBAIDULLA K.V.

Date 07.04.2021

കോഴിക്കോട് വനിതാ പ്രൊട്ടക്ഷൻ ഓഫീസറുടെ നടപടിക്രമങ്ങൾ

(ഹാജർ : ശ്രീമതി. ലിൻസി. എ. കെ)

വിഷയം : വനിതാശിശുവികസന വകുപ്പ്- കോഴിക്കോട് ജില്ലാ വനിതാ പ്രൊട്ടക്ഷൻ ഓഫീസ്, സഖി വൺ സ്റ്റോപ്പ് സെന്ററിൽ കരാർ അടിസ്ഥാനത്തിൽ കേസ് വർക്കർ തസ്തികയിൽ നിയമനം നടത്തി ഉത്തരവാകുന്നു.

- പരാമർശം: 1) സാമൂഹ്യ നീതി വകുപ്പ് ഡയറക്ടറുടെ 26.5.2017 തീയതിയിലെ N-253/16 നമ്പർ കത്ത്.
- 2) വനിത ശിശു വികസന ഡയറക്ടറുടെ 17.03.2020 തീയതിയിലെ N-357/19 നമ്പർ ഉത്തരവ്.
- 3) 27.07.2021 തീയതിയിൽ നടത്തിയ കുടിക്കാഴ്ച്ച.
- 4) 02.08.2021 ൽ പ്രസിദ്ധീകരിച്ച റാങ്ക് ലിസ്റ്റ്.

ഉത്തരവ് നമ്പർ WPO/KKD/A/454/21 തീയതി 02.08.2021

കേന്ദ്ര സർക്കാർ ധനസഹായത്തോടു കൂടി കോഴിക്കോട് ജില്ലയിൽ പ്രവർത്തിക്കുന്ന 'സഖി' വൺസ്റ്റോപ്പ് സെന്ററിലേക്ക് ആവശ്യമായ ജീവനക്കാരുടെ യോഗ്യത, വേതനം, തെരഞ്ഞെടുക്കുന്ന രീതി എന്നിവയും തെരഞ്ഞെടുക്കുന്നതിനുള്ള ഇന്റർവ്യൂ ബോർഡും രൂപീകരിച്ച് പരാമർശം 1, 2 പ്രകാരം ഉത്തരവായിരുന്നു. ടി ഉത്തരവുകൾ പ്രകാരം 27.07.2021 ന് കേസ് വർക്കർ തസ്തികയിലേക്ക് കുടിക്കാഴ്ച്ച നടത്തുകയും ഒരു വർഷത്തേക്ക് കരാർ അടിസ്ഥാനത്തിൽ നിയമിക്കുന്നതിന് റാങ്ക് ലിസ്റ്റ് തയ്യാറാക്കുകയും ചെയ്തിട്ടുണ്ട്.

കേസ് വർക്കർ തസ്തികയിലേക്ക് നടത്തിയ ഇന്റർവ്യൂവിൽ തെരഞ്ഞെടുക്കപ്പെട്ട ശ്രീമതി സെഹീദ എം.എ, മുസ്ജാം, കാര്യമ്പലം, തളിപറമ്പ പി.ഒ, കണ്ണൂർ എന്നയാളെ കരാർ അടിസ്ഥാനത്തിൽ പ്രതിമാസം 15,000/- (പതിനഞ്ചായിരം) രൂപ വേതനത്തിൽ ഒരു വർഷത്തേക്ക് നിയമിച്ച് ഇതിനാൽ ഉത്തരവാകുന്നു.

മേൽ നിയമനം കരാർ അടിസ്ഥാനത്തിൽ തികച്ചും താത്കാലികമായിരിക്കും. ശ്രീമതി സെഹീദ എം.എ, മുസ്ജാം, കാര്യമ്പലം, തളിപറമ്പ പി.ഒ, കണ്ണൂർ എന്നയാൾ ഉത്തരവ് കൈപ്പറ്റി 15 ദിവസത്തിനുള്ളിൽ കോഴിക്കോട് വനിതാ പ്രൊട്ടക്ഷൻ ഓഫീസർ മുന്പാകെ ജോലിക്ക് ഹാജരാകേണ്ടതും 200/- രൂപാ മുദ്ര പത്രത്തിൽ KSR Part-1 Rule&Appendix-1 പ്രകാരം കരാറിൽ ഏർപ്പെടേണ്ടതുമാണ്. ജോലിയിൽ പ്രവേശിക്കുന്ന സമയത്ത് ശാരീരിക ക്ഷമത തെളിയിക്കുന്നതിന് അസി.സർജനിൽ കുറയാത്ത ഡോക്ടറുടെ മെഡിക്കൽ സർട്ടിഫിക്കറ്റ്, സബ് ഇൻസ്പെക്ടറുടെ റാങ്കിൽ കുറയാത്ത പോലീസ് ഉദ്യോഗ സ്ഥലിൽ നിന്നുള്ള സ്വഭാവ സർട്ടിഫിക്കറ്റ് എന്നിവ ഹാജരാക്കേണ്ടതാണ്.



(Handwritten Signature)
വിമൻ പ്രൊട്ടക്ഷൻ ഓഫീസർ
കോഴിക്കോട്

ശ്രീമതി സെഹീദ എം.എ, മുസ്ജാം, കാര്യമ്പലം, തളിപറമ്പ പി.ഒ, കണ്ണൂർ



കേരള കേന്ദ്രീയ വി.പ.വി.വാ.ലയം

CENTRAL UNIVERSITY OF KERALA

(കേരള സംസ്ഥാനം / കേരളം 2009 ൽ സ്ഥാപിതം, *Established under the Act of Parliament in 2009*)

13 September, 2021

Ms. Muneera K
Kattukandam (H)
Cherpulassery P.O
Palakkad – 679503

APPOINTMENT ORDER

On acceptance of the offer to the post of Field Investigator for the project entitled “Impact of COVID-19 on mental health: a study on common mental disorders among women in Kerala, India” funded by the National Commission for Women, Govt. of India, you are appointed for the above mentioned post from 22 September 2021 (F/N) to a period of 6 months from the date of joining or till the end of the project whichever is earlier.

The Principal Investigator of the project is Dr. Jayalakshmi Rajeev, Assistant Professor & Head (i/c), Department of Public Health & Community Medicine, CUK. The conditions of the appointment are as follows:

1. The Principal Investigator is the sole reporting authority for this position and the appointee should take active involvement in all the matters concerning the execution of the research project.
2. The field assigned to the appointee is Thiruvananthapuram district and she has to complete the duties within the stipulated time.
3. The monthly salary for this position is a consolidated amount of Rs.15,000/-.

Prof. K R Thankappan
Dean, School of Medicine & Public Health
Central University of Kerala

കേരള കേന്ദ്രീയ വി.പ.വി.വാ.ലയം / കേരളം, 671320 - കേരളം, TEJASWINI HILLS, PERIYA P.O., KASARAGOD - 671320, KERALA

കേരളം /Phone: 0467 2232403, 2232416, കേരളം /Website:- cukerala.ac.in,
കേരളം / E-mail:- registrar@cukerala.ac.in



PONDICHERRY UNIVERSITY
(A Central University)
SCHOOL OF SOCIAL SCIENCES AND INTERNATIONAL STUDIES
DEPARTMENT OF SOCIAL WORK

Dr. A. SHAHIN SULTANA
Professor, Department of Social Work
Project Director
ICSSR-IMPRESS Research Project

GF-2, Silver Jubilee Campus
R. VenkatramanNagar
Puducherry - 605 014
Phone: (0413) – 2654954
Mobile : 8903306712
Email : shahin.samroh@gmail.com

11.02.2021

Letter of Appointment

Sub: Temporary appointment as Field Investigator under ICSSR-IMPRESS Research Project – Reg.
Ref 1: Sanction No: IMPRESS/P2897/512/2018-19/ICSSR, dt: 12.09.2019
Ref 2: PU/PC2/ICSSR/IMPRESS/DSW/2020-21/1230 Offer of appt/2019-20/dated 08.02.2021

On the basis of the approval issued by the university, this is to offer you a post of Field Investigator for a period of 2 months on a monthly emolument of Rs.15, 000/- (Fifteen thousand rupees only) to work in ICSSR-IMPRESS Research Project entitled “A Study of the Student Welfare Services prevalent in Higher Educational Institutions in Union Territory of Puducherry”.

If you accept this offer under the terms and conditions specified below, you may join the post on or before 20th February, 2021 along with your original certificates for verifications, otherwise’ this offer of appointment is liable to be treated as canceled.

1. This temporary appointment is for the period of 2 months.
2. This appointment is not under the purview of Pondicherry University and is purely temporary and will not confer any rights on the candidate in future on any claim’ implicit or explicit, for permanent absorption in Pondicherry University against any regular post on the completion of his/her tenure or when his/her services will stand terminated from the post.
3. During the period of this appointment, his/her service may be terminated at any time without assigning any reason.
4. All the functions or leave matter concerning the Field Investigator are as per the rules of the ICSSR-IMPRESS.

Yours sincerely,

A. Shahin Sultana
A. Shahin Sultana
Project Director

To,
Darsana P Nair
Kavungal Veedu, Periy (PO),
Bekal Fort VIA, Kasaragod, Kerala-671316

Dr. A. SHAHIN SULTANA
PROFESSOR, DEPT. OF SOCIAL WORK
PROJECT DIRECTOR
ICSSR - IMPRESS RESEARCH PROJECT
(MINISTRY OF HUMAN RESOURCE DEVELOPMENT)
PONDICHERRY UNIVERSITY
PUDUCHERRY - 605 014.

No. :SEIL/HR/ 235 /2021-22

07.06.2021

Ms. Moosad Guari Sureshkumar
Pathiyattil Illam, P.K. Village
Kollengode-678506

Dear Ms. Moosad Guari Sureshkumar,

Offer of Appointment

With reference to your application for a job in Aashrayam College of Arts and Science (Aashrayam College), a unit of Samarpitham Educational Initiative LLP, Nenmeni, Kollengode and the personal interview that we had with you, we have pleasure to offer you the post of **Assistant Professor (on contract)** in Aashrayam College of Arts and Science on the following terms:

- 1) This offer of appointment is for a period of 11 months, subject to renewal at the end of the period.
- 2) You will be responsible for teaching the students as per the course syllabus and making them proficient in the topics handled by you. You will also be responsible for providing them life skills and value-based training as per the policy of Aashrayam College.
- 3) You will be responsible for the students under your charge to maintain discipline as stipulated by Aashrayam college and also to make sure that the students remit their fees prescribed, in time.
- 4) You will be eligible for consolidated emoluments of Rs.11500 Per month, subject to deduction of the stipulated amount on account of Employees State Insurance, if any.
- 5) You will be eligible for the benefits under the Employees State Insurance Program (ESI) as and when we are registered with it and the premium payable to ESI therefore shall be shared between you and the employer.
- 6) You will be on probation for a period of 3 months.
- 7) If your performance is found satisfactory at the end of the probation period, you will be confirmed in the service of Aashrayam College after the period of probation, for the period specified in item (1) above.
- 8) You will be eligible for holidays and leave as per the rules prevailing at the material time. The rules are liable to be changed from time to time.
- 9) The notice period for resignation from the service is 3 months from the date of submission of the letter of resignation. The employee may resign with a shorter notice period, subject to a minimum notice period of 30 days and payment of an amount equal to the salary for the period of shortfall, in lieu of the notice period.
- 10) If you accept the offer, you may join the service of Aashrayam College with effect from the **1st July 2021**.
- 11) You may please produce originals of all the certificates from SSLC to Post Graduate Degree and also that of other relevant courses you have completed, for verification along with self-certified copies of all such certificates for our records, at the time of joining.

You may please submit the enclosed copy of this letter duly signed as a token of acceptance of the terms of engagement detailed above.

Yours faithfully

Prabhulladas R
Managing Partner

CONTRACT OF EMPLOYMENT

February 24, 2021

**Mr. Sarun Marunnoli,
Marunnoli (House),
Edacheri (P.O),
Vatakara, Kozhikode (D),
Kerala-673502.**

Dear Sarun,

Welcome to Piramal Swasthya Family!

Piramal Swasthya Management and Research Institute (PSMRI) is a not-for-profit registered society, headquartered in Hyderabad and providing healthcare related services in several states of India. Piramal Swasthya is financially sustained with the help of sponsor(s) and the continuation of operations of various projects and all positions in Piramal Swasthya, therefore, is solely subject to continuation of funding by sponsor(s).

We are pleased to offer you “**Counselling Officer**” role with PSMRI on following terms and conditions:

1. APPOINTMENT

Your appointment will be for a fixed period from **22nd Feb 2021 to 31st Mar 2021** and will automatically come to end from the close of your working hours on **31st Mar 2021** or the date on which our agreement with sponsor comes to an end, whichever is early.

2. PLACE OF POSTING

Your place of posting is initially at Hyderabad, Telangana.

3. COMPENSATION

Your monthly compensation at Cost to Company basis would be **Rs. 19,016/- (Rupees Nineteen Thousand Sixteen Only)** per month. The Break-up of your CTC is detailed in the Annexure-I.

All the emoluments paid to you are for fair day's work. In the event you do not give a fair day's work, whether individually or in concert with others, or your work is adversely affected by go slow and/or strike by others with any participation from you, no emoluments will be paid to you for such day/s. Such non-payment of emoluments will be without prejudice to the Management's right to take appropriate disciplinary action against you.

Note: *You are requested to keep the Compensation Details strictly confidential.*

4. PERFORMANCE REVIEW

Management will review your performance periodically.

5. DUTIES / RESPONSIBILITIES

- a) You will apply yourself diligently and faithfully to the work that may be assigned to you from time to time and will conform to such directions that shall be given to you by your superiors. It is the intention of the PSMRI that every employee of PSMRI takes upon him / her certain degree of responsibility and is accountable for the work undertaken by him / her.
- b) You are appointed on Full Time Fixed Term Employment basis with PSMRI and you should not have any other employment or hold any other office of profit during your employment with us.

6. SERVICE RULES

- a) You will be governed by the service rules and regulations including conduct, discipline and administrative orders and any such other rules or policies or code of conduct or orders of PSMRI that may come in force from time to time.
- b) In the event of your indulging in go-slow and/or participation in strike causing disturbance to the organization's work, the management will be entitled to suspend you and also to take appropriate disciplinary action including termination of your services.

7. LEAVE POLICY

You will be entitled for 2.5 leaves per month. The grant of any kind of leave will be according to the rules of the organization applicable from time to time, and exigencies of service and circumstances. Sanction or rejection of any kind of leave shall be the sole prerogative of the management.

8. TRANSFER & DEPUTATION

During engagement period, you may be transferred to any other project or department in PSMRI or you may be transferred to any other establishment anywhere in India, to any such establishments existing currently or which may be set up, established or acquired at any time by PSMRI in future.

9. NOTICE PERIOD /TERMINATION/ RESIGNATION

- a) Your Notice period will be **30 days** from the date of resignation or **30 days** basic salary in lieu of notice period.
- b) Your services can be terminated by PSMRI anytime from your date of joining without assigning any reason, by giving **30 days'** notice or payment of **30 days'** basic salary in lieu of notice period. However, in the event of your resignation, PSMRI in its sole discretion will have an option to accept the same and relieve you, prior to the completion of the stipulated notice period without any pay in lieu of notice period.
- c) PSMRI will also have a right to terminate your employment by giving you **30 days'** prior notice, in the event of discontinuation of funding by the sponsor. In the event of termination of your contract as provided herein or non-renewal of your contract of employment on expiry of the period on **31st March 2021**, such termination or non-renewal of contract will be covered under the provisions of Sec. 2 (oo)(bb) of the Industrial Dispute Act 1947.
- d) Your appointment / services can be terminated before the expiry of this contract without assigning any reasons if you have not achieved the standards and /or the expected level of efficiency as determined by the management, if your attendance and /or conduct and /or discipline is not found satisfactory, if there is reduction in demand, if there is rationalization / mechanization / and or other modes of improvement which lead to requirement of lesser manpower, if our contract is not renewed by sponsor, etc.

- e) On completion of your contract period, if the work for which you have been appointed continues and during the period of contract your conduct, attendance, discipline, work performance etc. which will depend inter alia on your achieving the standards and norms set out by the organization, from time to time, and there is requirement to continue on the job you will be appointed on a fresh period of contract but with continuity of services.
- f) During the tenure of your contract of employment with PSMRI, the same would automatically come to an end on your attaining the age of 58 years and no further notice whatsoever to you will be necessary in this regard.
- g) In the event of termination of your contract as provided in clause 9(d) of this letter or non-renewal of your contract of employment on expiry of the period on **31st Mar 2021**, such termination or non-renewal of contract will be covered under the provisions of Sec. 2 (oo)(bb) of the Industrial Dispute Act 1947.

10. SECRECY & CONFIDENTIALITY

Employees of PSMRI should be fully aware of the sensitive nature of their assignment and should not divulge to any person, except with the specific authority of the Management, any information regarding PSMRI's operations. No documents or stationery or any other matter should be handed over to any person without the specific written approval of the Management. In the course of training and development as well as your engagement / assignments with the Organization, you will be privy to or possess proprietary and confidential information/ knowledge. The same shall not be used by you except in the interest of the Organization. You will not part with any information that would be detrimental to the Organization's interests, nor shall you make any statement to the press/ media on any such issues on behalf of the Organization or otherwise, unless authorized specifically by the Management.

11. CODE OF CONDUCT:

You would be required to apply & maintain the highest standards of personal conduct and integrity and comply with all policies and procedures of PSMRI.

You will be governed by the provisions of PSMRI's code of conduct which is enclosed herewith.

12. MEDICAL FITNESS & VERIFICATION OF PARTICULARS:

Your appointment is subject to the below requirement / condition:

- a) The Management has the right to get you medically examined by any certified medical practitioner during the period of your service. The Management has the right to get you medically examined by any certified medical practitioner during the period of your service. If, from such examination, the Management is of the opinion that continuance of your service is medically not advisable or that you are not in a position to discharge your duty satisfactorily or you are found to be incapacitated from performing your duties, the Organization may terminate your services on the grounds of continued ill-health.
- b) In case the particulars given in your application and / or representations given by you are found to be false, your services would be liable for termination at any time during the employment without any notice or any compensation in lieu thereof.

13. DATA PRIVACY:

During the course of your employment with us, the Organization, as your employer, will collect, store, use and disclose personal information relating to you for a variety of employment related and Organization's operational purposes, both during and after your employment with the Organization. This information may also be shared with third parties within or outside the country for similar

Piramal Swasthya Management and Research Institute

Head Office: 3rd Floor, G.K.Classics, #8-3-990, Plot No. 120, Srinagar Colony
Hyderabad - 500073. Telangana. India. T +91 (0)40 49451999 F +91 (0)40 40037104

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purposes. The Organization is committed to ensuring that your personal information is handled in accordance with the applicable data privacy laws. By accepting employment with the Organization, you consent to Organization collecting, storing, processing, using, transferring and disclosing including to third parties (within or outside the country) of personal information relating to you for the aforesaid purposes.

14. GENERAL

- a) You will be governed by the conditions of service, rules and regulations of the organization that are in vogue and those that may be brought into force from time to time at the sole discretion of the Management.
- b) In case of your overstaying the sanctioned leave or for any absence without permission for more than 10 calendar days, you shall lose lien on your services and it will be considered you have voluntarily abandoned from the service & the organization will be entitled to strike off your name from its rolls without any reference to you.
- c) Statutory Contributions: The Organization's contribution to Provident Fund, Employees' State Insurance, Labour Welfare Fund, etc., if eligible, shall be in line with provisions of respective laws as applicable from time to time. Any change in law necessitating enhancement in the organization's contribution shall be adjusted by suitably reallocating your salary components.
- d) The organization shall have the right to add, to alter, modify or abrogate from time to time any term of the Contract of Employment, including remuneration and perquisites, which will be communicated to you either by individual letter or by circular.
- e) Employees may please note that their behavior towards any member of the management and staff of PSMRI as well as the general public that they come across in relation to their engagement with PSMRI should be courteous and disciplined. The Management reserves the right to take appropriate disciplinary action against any employee who has been found to have misbehaved with any member of the management and staff of PSMRI as well as any member of the public or other individual.
- f) It is your duty to keep the organization informed in writing with due acknowledgement, immediately of any change in your residential address or change in any credentials, otherwise the last updated information available in the records of PSMRI shall be treated as the true and correct information and all communications of whatsoever nature, that are sent to you by RPAD/ Speed Post/Courier to such address shall be deemed as served in a valid manner, whether served or returned un-served for any reason of whatsoever nature and the same shall be binding on you. If you refuse to receive and acknowledge any communication when tried to be served in person, such refusal amounts to valid service and shall be binding upon you. Affixing any communication meant for you in the notice board of PSMRI also shall be deemed as valid service upon you.
- g) Any communication served to you, on your official or personal email id as provided by you, will be deemed to be delivered to you.
- h) During the course of your employment, in the event of you being found guilty of misconduct, negligent in discharge of duties, irregular in attendance, involved in theft, refusal to accept transfer, insubordination with superiors, commit breach of any of the terms of your employment or any other act of omission inconsistent with your duties, the organization shall be entitled to terminate your services without any Notice or compensation.
- i) You may be required to undertake travel on PSMRI work as and when required. In case of travel on PSMRI business, you are entitled to such travel expenses / allowance as per your eligibility in force from time to time.
- j) You shall always maintain in good condition Organization's property including its assets and material which may be given to you for official use during the course of your employment. Upon

Piramal Swasthya Management and Research Institute

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your termination / resignation / retirement, you will handover/return the said property, assets and material, which are in your possession and will ensure not to retain any copies or extracts. In the event of your failure to return the above referred property/ assets, organization reserves the right to recover an amount equivalent to the value of the property/ asset from you.

- k) **Jurisdiction:** Any dispute pertaining to this contract of employment shall be subject to the jurisdiction of courts at Hyderabad / Secunderabad only.

You are requested to sign and return the duplicate copy of this letter to the HR Department indicating acceptance of the contract and the conditions therein.

We look forward to a fruitful and mutually rewarding association with PSMRI.

Sincerely,

For **PIRAMAL SWASTHYA MANAGEMENT AND RESEARCH INSTITUTE,**



S Shiva Kumar
Chief Manager – Human Resources

ACCEPTANCE

I have read and understood the above Terms & Conditions and hereby accept the same.

Name:

Signature:

Date:

ANNEXURE – I**COMPENSATION BREAK – UP**

Name : Mr. Sarun Marunnoli
Designation : Counselling Officer – 1097 NACO Helpline
Location : Hyderabad, Telangana

SALARY COMPONENTS	PER MONTH (Rs.)
Basic	10,085
House Rent Allowance	4,034
Special Allowance	2,690
Gross Salary	16,809
Organization's Contribution to PF	1,661
Organization's Contribution to ESIC	546
Cost to Company	19,016
CTC in Words: Rupees Nineteen Thousand Sixteen Only	

NOTE:

- In addition, you will be covered under organization's Group Personal Accident Policy, Term Insurance Policy and Group Medclaim Policy for self and 3 dependents as may be applicable from time to time.
- The Management reserves the right to amend or revoke the above-mentioned policies with or without any prior notice to you.

Sincerely,

For **PIRAMAL SWASTHYA MANAGEMENT AND RESEARCH INSTITUTE,**



S Shiva Kumar
Chief Manager – Human Resources

ACCEPTANCE

I have read and understood the above Terms & Conditions and hereby accept the same.

Name:

Signature:

Date:

Residential Address:

Mobile No.:

Personal Email Id:



GREEN WORMS ECO SOLUTIONS LLP

To,
Ms.Sreelakshmi S
Kizhakkearackal Krishna (H)
Varanad P.O., Cherthala
Alappuzha: 688539

26th December, 2020

Dear Sreelakshmi S.,

With reference interview, we are pleased to offer you employment in our Organization as **Project Associate-Government Projects**.

Your initial posting will be at our Corporate Office at the address given below:

*Green Worms Eco Solutions LLP
140B, The Crest Building
Varakkal Road Junction, West Hill*

Though your initial posting at our Corporate Office, the work location will be at Alleppey District, the Management reserves the right to utilize your services in any of our group companies located elsewhere in India. Your appointment will be effective from the date of your joining our Organization which should not be later than 28th December, 2020.

You will be on training for 3 months and probation for a period of 3 months and the Management may extend the period of probation for such period as it may deem fit and proper. During the period of probation, you will be paid a consolidated stipend of **Rs. 13500/- per month and reimbursable travelling allowance**.

If your performance is found satisfactory and up to the standards and requirements of the establishment during the period of probation, your appointment will be confirmed and your services are liable to be terminated during the probation period or at the end thereof without any prior notice or compensation.

If you desire to leave the services of the company you shall give two month notice in writing to the Management about your intention to do so. Failure on your part to do so, shall give the Management the right to recover an amount equal to your one month remuneration from you by way of liquidated damages in addition to the actual monetary loss/damages, if any, caused by you to the Company due to any act or negligence from your side.

We welcome you to be a part of our Organization and we would request your confirmation of acceptance of this offer by returning to us the duplicate copy of this offer letter duly signed.

Yours faithfully,

For Green Worms Eco Solutions LLP

Authorized Signatory



Chaitanya Institute for Mental Health

Khadi Machine, Pune

www.chaitanyarehab.com

Sub: Letter of Appointment

Dear, SWETHA NM

This refers to your application and subsequent interview with us on 16th Feb'20 at Central University of Kerala, Periyar. We are pleased to inform you that you have been selected for the post of Residential Psychiatric Social Worker with a commitment for 1 years.

Your date of commencement of Employment will be on or before 12th November 2020. You should report to Anto Augustin (Project Co-ordinator) at CHAITANYA INSTITUTE FOR MENTAL HEALTH, Bhagat Puram, Srv.No.: 31/A, Kondhwa BK, Near Khadi Machine Chowk, Pune – 48. You are requested to contact Anto (09763130364) one day before reaching Pune.

You will be entitled to receive Gross Salary of 10,000/- and the benefit of free food and accommodation during the period of your employment with us.

Please bring along the below listed documents:

- a. Copy of the Letter of Appointment
- b. Original Academic Certificates (all from 10th to Highest)
- c. Photo and Address proof certificate



SES COLLEGE

SREEKANDAPURAM
EDUCATIONAL
SOCIETY

Affiliated to Kannur University
Accredited by NAAC at 'B' Grade
SREEKANDAPURAM POST,
KANNUR DISTRICT,
KERALA, PIN:670631
PH: 0460 2230293, 2231145



www.sescollege.ac.in • sescollege.skprm@gmail.com • principal.sescollege@gmail.com

Ref:

01 April 2021

To

Vinaya Vasu
Thayayil House
Parakkadi
Koyyam,
Chengalai
Kannur

Sir/Madam,

Sub: Letter of appointment

With reference to your application for engaging you as a Lecturer on a fixed period, we are pleased to appoint you as a Lecturer in English for U.G / P.G Courses in our educational institution SES College Sreekandapuram (Unaided) with effect from 01 April 2021 on the following terms and conditions.:

1. That you are engaged in this institution as a Lecturer in English for U.G/P.G Courses for a fixed term period of 01 Year i.e. from 01 April 2021 to 31 March 2022 on contract basis.
2. You will be paid a consolidated Amount of Rs.144000 /- (Rupees One Lakh Forty Four Thousand Only) for the above period.
3. The employer shall be at full liberty to recover any amount due to the Government/ Panchayat/ Muncipal authorities on account of professional tax, Provident Fund, Labour Welfare fund, TDS etc from your salary. Any amount of share of the Employer shall be paid by the Employer while remitting the amount to the concerned head of account.

MANAGER
S. E. S. COLLEGE
SREEKANDAPURAM



Yakoob Valiyapoyil <kyakoob1997@gmail.com>

Letter of Appointment_YAKOOB K

Chaitanya's Aryarjun Foundation <keralachaitanya@gmail.com>

Thu, Jul 30, 2020 at 2:49 PM

To: kyakoob1997@gmail.com

Cc: Antoney Augustine <anto_aug@rediffmail.com>, Arjun Roney <chaitanya.rony@gmail.com>, Chaitanya Kerala <keralachaitanya@gmail.com>

Chaitanya Institute for Mental Health

Khadi Machine, Pune

www.chaitanyarehab.com**Sub: Letter of Appointment**

Dear, YAKOOB K

This refers to your application and subsequent interview (Video call) with us on 30th July'20. We are pleased to inform you that you have been selected for the post of Residential Psychiatric Social Worker with a commitment for 2 years.

Your date of commencement of Employment will be on or before 1st week of **September'20**. You should report to Anto Augustin (Project Co-ordinator) at CHAITANYA INSTITUTE FOR MENTAL HEALTH, Bhagat Puram, Srv.No.: 31/A, Kondhwa BK, Near Khadi Machine Chowk, Pune - 48. You are requested to contact Anto (09763130364) one day before reaching Pune.

You will be entitled to receive Gross Salary of 12,000/- and the benefit of free food and accommodation during the period of your employment with us.

Please bring along the below listed documents:

- a. Copy of the **Letter of Appointment**
- b. **Original Academic Certificates** (all from 10th to Highest)
- c. **Photo and Address proof** certificate
- d. **2 Passport size photos**

Your employment would be subject to the terms and conditions, which will be issued to you on your joining date.

We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey. We assure you of our support for your professional development and growth.

For Chaitanya Institute for Mental Health

Cince K John

--

With regards...

Chaitanya: Centre for Psycho Social Rehabilitation, Cochin

0773-6900092, 09446517409

DEPARTMENT OF WOMEN & CHILD DEVELOPMENT.

(Government of Kerala)

DISTRICT CHILD PROTECTION UNIT MALAPPURAM KAVAL PLUS PROJECT



Temporary ID Card



Name : SHAFEEQUE

Designation : CASE WORKER

Name Of NGO : YUVATHA RANDATHANI

Residential Address : NEELANNCHE RI KOROTH,
PATHIYARAKKARA, PATHIYARAKKARA P O,
PALYAD, KOZHIKODE, KERALA, 673105
MOB: 8943946573

Emergency Contact Person : GEETHANJALI, DISTRICT CHILD PROTECTION
OFFICER, MALAPPURAM

Emergency Contact Number : 8281899469

Validity of ID card from : 13-09-2021 To 31-10-2021



DISTRICT CHILD PROTECTION OFFICER
MALAPPURAM

Authorised Signatory with Seal

DISTRICT CHILD PROTECTION OFFICER
MANJERI, MALAPPURAM DT

01/07/2021

Dear Ms Akhila V R

Subject: Offer Letter

We are pleased to offer you a position as **Junior Clinician** in our organization **Mental Health Action Trust (MHAT)**. This offer takes effect from your date of joining, which shall not be later than 05th July 2021.

Your compensation package would be Rs. 16,000.00 (Rupee Sixteen Thousand) per month, all inclusive as salary. This will be paid to your assigned bank account. In case you are working part time, the salary will be calculated proportionately.

Bond and period: You have to sign a Bond Agreement confirming you are abide to work with MHAT for a period of one year from date of completing the probation. As a guarantee you have to submit your original certificate of highest qualification with MHAT for a period of one year.

Probation: As per organization policy, the probation period applicable to you shall be 3 months. During probation, the period of notice required for resignation is 2 weeks on either side. After probation, the period of notice required for resignation is 1 month on either side.

Leave Policy: All leaves taken during probation period are treated as unpaid and you will be eligible for 30 days leave per annum which includes public holidays, after end of probation and confirming your employment.

Mandatory Introductory Course and Internship: You have to attend and complete successfully the Introductory Course and one month Internship conducted by MHAT and you will be eligible for 50% discount for these.

As a **Junior Clinician** of MHAT, it is likely that you will work on confidential and or proprietary information related to the operations, products and services of MHAT and its clients. You are required to maintain the highest standards of medical ethics and confidentiality at all times.

You will abide by the rules and regulations of the Organisation as may be in force from time to time and if any violation made would be subjected to disciplinary action.

Your appointment is subject to satisfactory reference checks.

This letter of offer is based on the information furnished in your application for employment and during the interview you had with us. If, at any time in future, it comes to light that any

of this information is incorrect or any relevant information has been withheld, then your employment is liable to be terminated without notice.

Any disputes arising out of this letter shall be governed by and construed in accordance with the laws of India and under the jurisdiction of Kozhikode only.

We welcome you to our organisation and look forward to your contribution to the growth of the organization and yourself.

On the date of joining, please bring the following documents for verification / submission:

1. Original and copies of educational certificates and mark sheets.
2. Relieving letter & experience certificate from previous employer[s].
3. Salary certificate from previous employer.
4. Copy of your Aadhaar
5. Passport size photograph and soft copy
6. Bank Account Details/Copy of Passbook
7. Copy of PAN Card

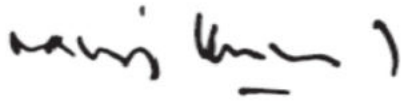
Your signature at the end of this letter confirms that the conditions of your employment.

Kindly sign and return to us the duplicate copy of this letter as your Acceptance.

Wish you all the best.

Yours Sincerely,

For Mental Health Action Trust



Dr.T Manoj Kumar
Clinical Director & Managing Trustee

Name

Signature

Date

,

31st August 2021

To

MS. Suhana R. H.

Nazar Manzil

Panickers' Lane, Sasthamangalam PO

Thiruvananthapuram - 695010

Dear **Ms. Suhana,**

*Sub: Appointment to the Post of **Social Worker cum Student Mentor** - Offer Letter, Reg.*

Greetings from The Blue Point Org!

This is in response to your application and further discussions on the matter; we are pleased to appoint you as **Social Worker cum Student Mentor** with the **Blue Point Personal Growth Labs**, promoted by **The Blue Point Org**. Your contributions to various projects undertaken by the organisation as a Social Work Intern/Trainee are also taken into consideration while taking such a decision. The appointment will be on a contract basis with effect from 1st September 2021 to 31st March 2022. You will be entitled to get a consolidated pay of Rs.20,000/- (Rupees Twenty Thousand only) per month including the performance incentives.

Your initial placement will be at Blue Point Head Office, Thiruvananthapuram. Detailed appointment letter as part of completing the process of recruitment shall be sent to you in a week's time.

We wish you all the best for a successful career with us.

Thanking you,

Yours truly,



Baby Prabhakaran

CEO

08 Sept 2021

Dear Ms Ananya A K,

Subject: Offer Letter

We are pleased to offer you a position as **Junior Clinician** in our organization, Mental Health Action Trust (MHAT). This offer takes effect from your date of joining, which shall not be later than 11th September 2021.

Your compensation package will be Rs. 16,000.00 (Rupee Sixteen Thousand) per month, all inclusive as salary. This will be paid to your chosen bank account. In case you are working part time, the salary will be calculated proportionately.

Bond and period: You have to sign a Bond Agreement confirming you are able to work with MHAT for a period of **one year**. As a guarantee, you have to submit your original certificate of highest qualification with MHAT for a period of one year.

Probation: As per organization policy, the probation period applicable to you shall be 3 months. During probation, the period of notice required for resignation is 2 weeks on either side. After probation, the period of notice required for resignation is 1 month on either side.

Leave Policy: All leave taken during the probation period is treated as unpaid. After end of probation and confirming your employment you will be eligible for 30 days leave per annum this includes public holidays.

Mandatory Introductory Course and Internship: You have to attend and complete successfully the Introductory Course and one month Internship course conducted by MHAT. You will be eligible for 50% discount on the price of these courses.

As a **Junior Clinician** of MHAT, it is likely that you will work on confidential and or proprietary information related to the operations, products and services of MHAT and its clients. You are required to maintain the highest standards of medical ethics and confidentiality at all times.

You will abide by the rules and regulations of the Organisation as may be in force from time to time and if any violation will be subjected to disciplinary action. Your appointment is subject to satisfactory reference checks.

This letter of offer is based on the information furnished in your application for employment and during the interview you had with us. If, at any time in future, it comes to light that any of this information is incorrect or any relevant information has been withheld, then your employment is liable to be terminated without notice.

Any disputes arising out of this letter shall be governed by and construed in accordance with the laws of India.

We welcome you to our organisation and look forward to your contribution to the growth of the organization and yourself.

On the date of joining, please bring the following documents for verification / submission:

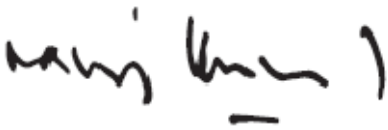
1. Original and copies of educational certificates and mark sheets.
2. Relieving letter & experience certificate from previous employer[s].
3. Salary certificate from previous employer.
4. Copy of your Aadhaar
5. Passport size photograph and soft copy
6. Bank Account Details/Copy of Passbook
7. Copy of PAN Card

Your signature at the end of this letter confirms that the conditions of your employment.

Kindly sign and return to us the duplicate copy of this letter as your Acceptance.

Wish you all the best.

Yours Sincerely,
For Mental Health Action Trust



Dr. T Manoj Kumar
Clinical Director & Managing Trustee

Name:

Acceptance Signature:

Date:

OFFER LETTER

Dear **Amrutha**,

Congratulations, you made it!

We are delighted to inform you that you have been **accepted** into one of India's most selective programs - **the 2021 Teach For India Fellowship!**

At Teach For India, we believe that all children deserve an excellent education and that we can only achieve this when a movement of leaders advocate for and impact educational reform. We are impressed by your past achievements and your commitment towards our shared goal, and we trust you have what it takes to take up this challenge and become a leader in the movement.

We look forward to you joining the Teach For India Fellowship 2021-2023. Post successful completion of the Fellowship, you will also join our growing network of 3400+ Alumni spread across areas ranging from teaching, school leadership and community empowerment to working in education NGOs, development sector organisations, policy and governance, as well as the private sector. Our Alumni have gone on to attend top institutions, have gradually risen to senior leadership positions across the public, private and social spheres, have founded 150+ social sector enterprises, and much more.

We are delighted to let you know that your placement city is: **Chennai**

You can find a soft copy of your Commitment Form attached to this offer. To accept our offer, follow the steps below:

1. Sign in to your [application dashboard](#) with your registered email address and password (or OTP).
2. Ensure that your application dashboard now has two new sections titled 'Pre-Institute Engagement Survey' and 'Offer Confirmation'.

Activate Windows
Go to Settings to activate Windows



Date: 26th August, 2021

Praveen
Bangalore

Sub: Offer of Appointment as an Associate Recruitment Specialist

Dear Praveen,

Congratulations! Welcome to **Anzy Careers Private Limited**

Thank you for choosing to be a part of the Anzy Careers team. We are thoroughly benefitted in discussing the possibilities of you playing a vital role in our quest to be a global leader in providing recruitment solutions to our clientele. We thank you for your time and interest.

We are pleased to offer you a position as an **Associate Recruitment Specialist** at Bangalore. We are focused on providing comprehensive recruitment solutions to our Clientele by sourcing the desired candidates for the purpose of employment. We are adept, affordable and efficient and would require the same commitment from you being part of this family.

You are requested to join us on or before **6th September 2021**. You will be required to serve a probation period of 3 months, which may be extended for a further period as may be mutually decided upon, if your performance has been found to be unsatisfactory. You will be paid an **ANNUAL CTC OF INR 2,93,520**. Annexure A depicts the breakup of your salary.

In addition, to your duties and responsibilities the company reserves the right to change your project or area of recruitment as and when it feels necessary. Such changes are intended enhance the performance of an individual and augment professional growth. That apart, you are entitled to a referral fee as per the policy per enrolments done exclusively by your effort/your contacts (Does not include enrolments done by other staff of the company or enrolments due to walk-ins or due to company advertisements).

As per the company's policy, you will be expected to perform as per the KRA set by the company for the particular role is offered to you. In the event you are not able to meet the minimum performance criteria in the span of 90 days, which will be notified to you time to time, the management may take a decision to terminate your services in the company.

Corporate Headquarters: Anzy Careers Pvt. Ltd, No: 257, 315 Work Avenue, 2nd Floor, 16th Cross, 5th Main, Sector 6, HSR Layout, Bangalore. Pin: 560102

Anzy Careers

This position carries Travel to attend company's sponsored conferences, project / Business Related meeting, training and Academy programs related to the business requirements. We request you to kindly sign the copy of this letter as an acceptance of our offer. In the event that you do not join us on or before **6th September 2021**, the offer will be withdrawn. The final detailed Employment agreement, Confidentiality and Non-Disclosure Agreement shall be given to you upon your joining. Subsequently you will also be provided an electronic copy of the employee Handbook to ensure you to understand our policies better.

Please bring all your Original / True copies of the documents to be furnished at the time of joining. We look forward to you joining team Anzy and making rapid strides towards your professional goals.

Good Luck!!!

Sincerely,

For Anzy Careers Private Limited



Sourabh Joshi
VP – Finance



Refoc Trading Company Pvt. Ltd.

First Floor, Grand Tower, Near Civil Station,
Wayanad Road, Calicut 670020 GSTIN 32AAFRCR3545P1Z2

Letter of Appointment

Date: 15.09.2022

Ref:

To

MUHAMMED HALEEL AK
ATHAYAKUNNUMMAL (H)
UNNIKULAM (P.O)
POONOR

It is our pleasure to inform you that you have been appointed as **HR EXECUTIVE at REFOC TRADING COMPANY PVT LTD** from **15 SEPTEMBER 2021**, with the remuneration of **Rs 15000** per month under the following terms & conditions of employment. Your working hours will be from **9.00 AM TO 5.30 PM**. You have one eligible leave and four fixed offs in a month. You are requested to submit a signed copy of this letter to the **HR manager** on the date of joining.

FOR REFOC TRADING COMPANY

REFOC TRADING COMPANY PVT. LTD.
FIRST FLOOR, GRAND TOWER
NEAR CIVIL STATION, CALICUT- 673 020
GST: 32AAFRCR3545P1Z2

HR DEPARTMENT

HR Manager

Refoc Trading Company Private Limited
FOR

Date: 12/12/2019

MR. AIWIN PETER

MAMBALLIKUZHIYIL, MAKKIYADU POST ,
VELLAMUNDA ,DIST WAYANAD 670731.

LETTER OF APPOINTMENT

Dear Aiwin,

This has reference to your application and subsequent interview had with you. We are pleased to appoint you as **Trainee Geologist** w. e. f. 12/12/2019 on the following terms & conditions:

01. PLACE OF POSTING

Your initial place of posting shall be at our Head Office. However, during your employment with the Company, you may be posted/ transferred to any of the offices/ projects /divisions /departments /units of the Company existing, or to be set up at any other location in India or abroad, without any additional remuneration. Your date of joining will be with effect from the day you join the Company.

02. SALARY & ALLOWANCES

Your Consolidated Yearly Remuneration will be Rs.1,80,000/- per Annum (CTC).

The above CTC shall include any overtime worked occasionally or regularly. Your working time shall be based on discussions at the time of interview and also subject to operational needs from time to time in the company. If applicable, any operational or other extras agreed such as holidays, or any other bonus or allowances shall be deemed to have been included in the above salary.

You shall be entitled for gratuity as per statutory rules prevalent at the time of your retirement subject to completion of five years continuous service in the Company.

03. PROBATION/CONFIRMATION

You shall be initially on probation for a period of 12 months, which may be extended or reduced at the sole discretion of the Management. During the period of probation, the employment is terminable by the Company without any notice and without assigning any reason whatsoever.

During the period of probation, if you wish to terminate this contract, you have to give one month's notice or payment of salary in lieu thereof. You shall receive official confirmation letter on successful completion of your probation period with us.

04. MEDICAL FITNESS & VERIFICATION OF PARTICULARS

Your appointment is subject to:

- a) You're being declared medically fit by a certified medical practitioner and you're continuing to remain medically fit. The Management has the right to get you medically examined by any certified medical practitioner during the period of your service. In case you are found medically unfit to continue with the job, you will lose your lien on the job.

- b) In case particulars mentioned in your application are found false, not authentic, or without documentary proof, your services would be liable for termination at any time without any notice or compensation in lieu thereof.

05. INCREMENTS

Your increments and future prospects in the Company shall entirely depend on your efficiency, hard work, regular attendance, punctuality, sincerity, good conduct, Company's performance and such other relevant factors as adjudged by the management. Generally, employee's performance is reviewed once a year. Any action arising out of this review is solely at the discretion of the Management.

06. DUTIES & RESPONSIBILITIES

- a) You shall at all times maintain absolute integrity and devotion to duty and conduct yourself in a manner conducive to the best interest, credit and prestige of the company. You shall not, at any time, work against the interests of the company nor do anything which is unbecoming of an employee. Any violation of these norms of behaviour shall constitute misconduct for which the company shall be entitled to take disciplinary action against you, as per the Disciplinary Rules and applicable rules in this regard.
- b) You shall, at all times, diligently and faithfully serve the company and shall devote your whole time and attention exclusively to the business and interests of the company.
- c) You shall carry out your duties to the best of your skill and shall punctually attend to your duties at the place or places where you are posted.
- d) You shall hold yourself in readiness to perform any duty required of you to the best of your ability. Refusal to carry out orders of the management shall constitute gross misconduct for which your services shall be liable for termination.
- e) You shall not seek membership of any local/public/professional bodies without first obtaining written permission from the Management. You shall, further, not undertake any direct/indirect business or work, honorary or remunerative except with the written permission of the Management in each case. Contravention of this shall lead to the termination of your service without notice or any compensation in lieu of such notice.
- f) You shall neither divulge nor disclose to any authorized person during the period of your service or even afterwards by word of mouth or otherwise, particulars or details of the Company's manufacturing processes, technical know-how, security arrangements, administrative and/or organizational matters of a confidential/secret nature, which may be your privilege to know by virtue of your being the Company's employee.
- g) You shall keep confidential all the information and material provided to you by the Company or its clients concerning their affairs, in order to enable the Company to perform the service. This also includes such information as is already known to the public which also you shall not release, use or disclose except with the prior written permission of the Company. Your obligation to keep such information confidential shall remain even on termination or cancellation of this employment.
- h) You shall disclose to the Company forthwith any discovery, invention, process or improvement made or discovered by you while in the Company's service, and such discovery, invention, process or improvement shall belong absolutely to and be the sole and absolute property of the Company.

- i) If and when required to do so by the Company, you shall, at the Company's expense, take out or apply for the Company's Patent, Licenses or other rights, privileges or protection as may be directed by the Company in respect of any such discovery, invention, process or improvement so that the benefit thereof shall accrue to the Company. You shall execute and do all instruments, acts, deeds and things which may be required by the Company for assigning, transferring or otherwise vesting the same, and all benefits arising in respect thereof in the Company's favour or in favour of such other person or persons, firms or companies, as the Company may direct as the sole beneficiary thereof.
- j) You shall not enter into any commitment or dealings on behalf of the Company for which you have no express authority nor shall you alter or be a party to any alteration to any principle or policy of the Company or exceed the authority or discretion vested in you without the previous sanction of the Company or those in authority over you.
- k) While in the service of the company, you shall be governed by the terms of service conditions, code of ethics/conduct, service manual and administrative orders of the Company which are existing, and/or to be introduced and enforced from time to time.
- l) You shall be fully responsible for timely compliance of all applicable statutes, rules, regulations, procedures of Central/State Governments, Semi-Government, autonomous/ appropriate authorities/ bodies & institutions that may be required by your position at any given point of time. These inter-alia shall include:
 - i. Keeping yourself aware and updated on all applicable statutes, laws, rules, regulations and procedures as above.
 - ii. Ensuring proper implementation of all applicable statutes, laws, rules, regulations and procedures etc
 - iii. Timely filing of all returns/documents/information/particulars to authorities concerned.
 - iv. Maintaining all records/proof as required under the applicable statutes, laws, rules, regulations and procedures etc.
 - v. Taking any other action that may be required for compliance of applicable statutes, laws, rules, regulations and procedures etc.
 - vi. Keeping the management apprised of the compliance made with proof in support thereof.
 - vii. You shall be responsible for the safe keeping and return, in good condition and order, of all the properties of the Company, which may be in your custody, care or charge. For the loss of any property of the Company in your possession, the Company shall have the right to assess on its own basis and recover the damages of all such materials from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction.

07. TERMINATION OF PERMANENT SERVICE

- a) You shall automatically retire from the services of the Company on attaining the super-annuation age of 58 years.
- b) If you absent yourself without leave or remain absent beyond the period of leave originally granted or subsequently extended, you shall be considered as having voluntarily abandoned your employment without giving any notice unless you:-
 - i. Return to work within 8 days from the commencement of such absence.
 - ii. Give an explanation to the satisfaction of the Management regarding such absence.

- c) In the event of any misconduct, the Company reserves the right to take appropriate action as it may deem fit.
- d) After confirmation, either party may terminate the appointment by giving to the other one month's notice.
- e) If the Company terminates your employment for reason of negligence or willful misconduct on your part, it shall not be required to give you notice as set in clause 7 (d) above. In this event Company would not reimburse/pay LTA, Leave Encashment and Bonus/Ex-gratia if any due.
- f) Late coming, absenteeism, dishonesty, adopting fraudulent means, disobedience etc. are viewed seriously as acts of willful misconduct and negligence and would lead to termination of the services.

08. GENERAL

- a) You may be selected and sponsored by the Company for familiarization/training assignment with Company's technical collaborators or any other Institutions/Organizations in India or abroad. You shall diligently and beneficially take part in such training and assignments. The cost of such training including the travel fare and related expenses shall be borne by the Company subject to agreements to be drawn up and signed by the Company and you.
- b) You shall be entitled to Privilege, Sick, Casual and such other leaves & holidays as are applicable under the Company's Leave Policy.
- c) Your date of birth mentioned in the Matriculation/Higher Secondary Certificate shall be deemed to be the conclusive proof of your date of birth.
- d) You shall intimate in writing to the Management any change of address within a week from change of the same failing which, any communication sent at your last recorded address shall be deemed to have been served on you.
- e) You shall hand over the charge or letter of authority and/or power of attorney issued to you and also any property/material of the company in your possession at the time of cessation of your employment with the Company.
- f) Your compensation can be restructured at any time, protecting the gross salary and considering the tax implications.
- g) You shall be required to submit the following documents, if you have not submitted the same earlier :
 - i. Certificate in support of your educational / professional qualifications, experience, date of birth and other testimonials in original with copies thereof.
 - ii. Two copies of your recent passport size photographs.
 - iii. Relieving letter from your last employer in case you were employed.
- h) Often use of Mobile/Office telephone for personal work would be deemed as an act of indiscipline.
- i) Formal dress code should be followed (Monday to Friday).
- j) Personal visitors and personal telephone calls should be minimum and during break times as far as possible.

Please note that your compensation package is strictly personal and confidential to you and you

are therefore advised not to divulge the same.

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

Yours Faithfully,
For DBM Geotechnics & Constructions Pvt. Ltd

Authorized Signatory

Acknowledgement & Acceptance

I have read and understood the above terms and conditions of employment and the implication thereof. I hereby accept the aforesaid terms and conditions and agree to abide by the same.

Name:

Signature & Date:



CSIR-CENTRAL INSTITUTE OF MINING AND FUEL RESEARCH

(Council of Scientific and Industrial Research, New Delhi)

Hqrs. Barwa Road, Dhanbad, Jharkhand - 826 015

संख्या: NO.PA/TPS/18119/BU/R&A-II

दिनांक/Date : 03-Dec-19

सेवा में/To,

ABINASH DEO (Appl No:33090)

DEBENDRA DEO

DANAR, HATADIHI, KEONJHAR, ODISHA, 756121

अणुडाक (ई मेल) : deoabinash09@gmail.com

भ्रमण भाष (मोबाइल) : 7377131713

विषय/Sub: परियोजना-SSP-8030 के अंतर्गत परियोजना सहायक Level-I रूप में आबन्ध प्रस्ताव

महोदय/महोदया,

विज्ञापन संख्या PA/TPS/18119/BU/R&A-II दिनांक 07-Nov-19 के आलोक में आपके आवेदन के संदर्भ में आपको सूचित किया जाता है कि दिनांक 20-Nov-19 को सम्पन्न साक्षात्कार के आधार पर सी.एस.आई.आर- केंद्रीय खनन एवं ईंधन अनुसंधान संस्थान, धनबाद, झारखंड ने आपको प्रतिमाह रुपये 15000/- के समेकित वजीफा (Consolidated Stipend) पर परियोजना सहायक Level-I के रूप में आबन्ध किए जाने का प्रस्ताव किया जाता है। आपके कार्यस्थल (Work Place) पर यथा संभव रहने की व्यवस्था की जाएगी अन्यथा उस स्थल पर लागू आवास किराया भता (HRA) का भुगतान किया जाएगा।

यह आबन्ध (engagement) पूर्णतः अस्थायी और संविदात्मक (purely temporary and contractual) प्रकार की है तथा इसकी प्रारंभिक अवधि एक वर्ष या परियोजना अवधि (project duration), जो भी कम हो, तक के लिए वैध होगी। इस आबन्ध के नियम व शर्तों के अनुसार परियोजना में कार्य निष्पादन (work performance) से संबंधित प्रदर्शन के आधार पर आबन्ध (engagement) की कुल अधिकतम अवधि 05 वर्षों तक या परियोजना के पूर्ण होने की अवधि, जो भी पहले हो, तक आवश्यकतानुसार बढ़ाई (extended) भी जा सकती है।

यदि, आप संलग्न नियम व शर्तों पर आबन्ध प्रस्ताव को स्वीकार करने में रुचि रखते हैं, तो आप संबंधित परियोजना के वैज्ञानिक या अनुभाग अधिकारी, सी.एस.आई.आर-केंद्रीय खनन एवं ईंधन अनुसंधान संस्थान, धनबाद, झारखंड को ई मेल: ranjit.sectionofficer@gmail.com / ई मेल पर यथाशीघ्र सूचित करते हुए, दस (10) दिनों के भीतर (Within Ten Days) अपना कार्यारंभ प्रतिवेदन (Joining Report), सिंफर के बिलासपुर क्षेत्रीय केंद्र स्थित कार्यालय में स्वयं आकर प्रस्तुत करें अन्यथा आपको दिया गया यह आबन्ध प्रस्ताव, आगे कोई सूचना / अनुस्मारक (information/reminder) दिये बिना निरस्त (Cancelled) समझा जाएगा।

कार्यालय का फोन/Office:-0326-2296003/ 4/ 5/ 8/ 9 ,

Extension No.- 4371

मोबाइल - 9452709197

व्हाट्सप्प संदेश/ -9308059040

भवदीय/Yours Sincerely,

(रंजीत प्रसाद यादव/Ranjit Prasad Yadav)

अनुभाग अधिकारी / Section Officer

دولة الامارات العربية المتحدة
UNITED ARAB EMIRATES
 استوفيت الرسوم

الإقامة
RESIDENCE
 إقامة جديد
 رقم الهوية
 784199527138749

الرقم الموجه
 U.I.D. No
 201/2019/2679472

المبلسف
 File
 رقم الجواز
 Passport No
 R5041213

الاسم
 Name
 راميس انفار سيكاكارا عبدالرحمن
RAMEES ANVAR THEKKEKARA ABDU RAHIMAN

المهنة
 Profession
 جيولوجي
GEOLOGIST

الكفيل
 Sponsor
 مختبر علوم التربة لفحص المواد
GEO SCIENCE TESTING LABORATORY

تاريخ الإصدار
 Issue Date
 2019/10/05

تاريخ الانتهاء
 Expiry Date
 2021/10/04

الموقع
 Place of Issue
 دبي
DUBAI

معهم المرافقون
 Accompanied by

التوقيع
 Sign

تمتبر الإقامة لاشية اذا تجاوز حاملها الإقامة خارج دولة الامارات مدة ستة اشهر
Residence Permit becomes invalid if bearer resides out of the U.A.E. for more than six months.



APPOINTMENT LETTER

04-Nov-19

Prasanth T

Resume ID # 2287743

Dear Prasanth,

This is with reference to discussion you had with us recently. We are pleased to offer you the position of "Associate" on the following terms:

1. **Place of Employment and Timing.**

- 1.1 Your initial place of work will be at **Bangalore** However, your services are transferable, and may be assigned, after reasonable notice, to any location in India or abroad where the company or its affiliates conducts business. The duties to be performed by you hereunder shall be performed in such locations as are reasonably necessary or appropriate to carry out your duties hereunder, subject to reasonable travel requirements on behalf of the Company from time to time.
- 1.2 You will be expected to attend office - except when traveling on business during working hours/shifts as may be decided by the Company.

2. **Compensation and Benefits.**

- 2.1 Compensation. As compensation for services to be rendered pursuant to this letter, the Company shall pay you an annual basic salary of **Rs. 83000 (Rupees Eighty Three Thousand Only)**. Other allowances / reimbursements as due to you are detailed in Annexure II.
 - 2.2 You will be provided with a Comprehensive Medical Insurance and will also be covered under the Group Personal Accident Insurance, while on Company business.
 - 2.3 You will be provided with Retirement Benefits namely, Provident Fund and Gratuity, in accordance with the laws of the country, and/or, as per company policy.
 - 2.4 Your compensation shall be reviewed on the basis of merit and will be at the sole discretion of the company.
3. **Reimbursement of Expenses:** The Company will reimburse you for reasonable travel, and other business expenses incurred in connection with the performance of your duties hereunder, in accordance with the policy of the Company with respect thereto.
4. **Leaves:** You shall be entitled to reasonable periods of leave as per company policy (to be taken by agreement with the Company) with full pay. Entitlement & accumulation of the leave will be as per company policy.

Registered Office:

Wipro Limited
Doddakannelli
Sarjapur Road
Bengaluru 560 035
India

Sensitivity: Internal & Restricted

T : +91 (80) 2844 0011
F : +91 (80) 2844 0054
E : info@wipro.com
W : wipro.com
C : L32102KA1945PLC020800

Date: 12/12/2019

MR. SUJITH S S

S S BHAVAN.KIZHUVILAM PO MAMOM

ATTINGAL: 695104

LETTER OF APPOINTMENT

Dear sujith,

This has reference to your application and subsequent interview had with you. We are pleased to appoint you as **Trainee Geologist** w. e. f. 12/12/2019 on the following terms & conditions:

01. PLACE OF POSTING

Your initial place of posting shall be at our Head Office. However, during your employment with the Company, you may be posted/ transferred to any of the offices/ projects /divisions /departments /units of the Company existing, or to be set up at any other location in India or abroad, without any additional remuneration. Your date of joining will be with effect from the day you join the Company.

02. SALARY & ALLOWANCES

Your Consolidated Yearly Remuneration will be Rs.1,80,000/- per Annum (CTC).

The above CTC shall include any overtime worked occasionally or regularly. Your working time shall be based on discussions at the time of interview and also subject to operational needs from time to time in the company. If applicable, any operational or other extras agreed such as holidays, or any other bonus or allowances shall be deemed to have been included in the above salary.

You shall be entitled for gratuity as per statutory rules prevalent at the time of your retirement subject to completion of five years continuous service in the Company.

03. PROBATION/CONFIRMATION

You shall be initially on probation for a period of 12 months, which may be extended or reduced at the sole discretion of the Management. During the period of probation, the employment is terminable by the Company without any notice and without assigning any reason whatsoever.

During the period of probation, if you wish to terminate this contract, you have to give one month's notice or payment of salary in lieu thereof. You shall receive official confirmation letter on successful completion of your probation period with us.

04. MEDICAL FITNESS & VERIFICATION OF PARTICULARS

Your appointment is subject to:

- a) You're being declared medically fit by a certified medical practitioner and you're continuing to remain medically fit. The Management has the right to get you medically examined by any certified medical practitioner during the period of your service. In case you are found medically unfit to continue with the job, you will lose your lien on the job.

- b) In case particulars mentioned in your application are found false, not authentic, or without documentary proof, your services would be liable for termination at any time without any notice or compensation in lieu thereof.

05. INCREMENTS

Your increments and future prospects in the Company shall entirely depend on your efficiency, hard work, regular attendance, punctuality, sincerity, good conduct, Company's performance and such other relevant factors as adjudged by the management. Generally, employee's performance is reviewed once a year. Any action arising out of this review is solely at the discretion of the Management.

06. DUTIES & RESPONSIBILITIES

- a) You shall at all times maintain absolute integrity and devotion to duty and conduct yourself in a manner conducive to the best interest, credit and prestige of the company. You shall not, at any time, work against the interests of the company nor do anything which is unbecoming of an employee. Any violation of these norms of behaviour shall constitute misconduct for which the company shall be entitled to take disciplinary action against you, as per the Disciplinary Rules and applicable rules in this regard.
- b) You shall, at all times, diligently and faithfully serve the company and shall devote your whole time and attention exclusively to the business and interests of the company.
- c) You shall carry out your duties to the best of your skill and shall punctually attend to your duties at the place or places where you are posted.
- d) You shall hold yourself in readiness to perform any duty required of you to the best of your ability. Refusal to carry out orders of the management shall constitute gross misconduct for which your services shall be liable for termination.
- e) You shall not seek membership of any local/public/professional bodies without first obtaining written permission from the Management. You shall, further, not undertake any direct/indirect business or work, honorary or remunerative except with the written permission of the Management in each case. Contravention of this shall lead to the termination of your service without notice or any compensation in lieu of such notice.
- f) You shall neither divulge nor disclose to any authorized person during the period of your service or even afterwards by word of mouth or otherwise, particulars or details of the Company's manufacturing processes, technical know-how, security arrangements, administrative and/or organizational matters of a confidential/secret nature, which may be your privilege to know by virtue of your being the Company's employee.
- g) You shall keep confidential all the information and material provided to you by the Company or its clients concerning their affairs, in order to enable the Company to perform the service. This also includes such information as is already known to the public which also you shall not release, use or disclose except with the prior written permission of the Company. Your obligation to keep such information confidential shall remain even on termination or cancellation of this employment.
- h) You shall disclose to the Company forthwith any discovery, invention, process or improvement made or discovered by you while in the Company's service, and such discovery, invention, process or improvement shall belong absolutely to and be the sole and absolute property of the Company.
- i) If and when required to do so by the Company, you shall, at the Company's expense,

take out or apply for the Company's Patent, Licenses or other rights, privileges or protection as may be directed by the Company in respect of any such discovery, invention, process or improvement so that the benefit thereof shall accrue to the Company. You shall execute and do all instruments, acts, deeds and things which may be required by the Company for assigning, transferring or otherwise vesting the same, and all benefits arising in respect thereof in the Company's favour or in favour of such other person or persons, firms or companies, as the Company may direct as the sole beneficiary thereof.

- j) You shall not enter into any commitment or dealings on behalf of the Company for which you have no express authority nor shall you alter or be a party to any alteration to any principle or policy of the Company or exceed the authority or discretion vested in you without the previous sanction of the Company or those in authority over you.
- k) While in the service of the company, you shall be governed by the terms of service conditions, code of ethics/conduct, service manual and administrative orders of the Company which are existing, and/or to be introduced and enforced from time to time.
- l) You shall be fully responsible for timely compliance of all applicable statutes, rules, regulations, procedures of Central/State Governments, Semi-Government, autonomous/ appropriate authorities/ bodies & institutions that may be required by your position at any given point of time. These inter-alia shall include:
 - i. Keeping yourself aware and updated on all applicable statutes, laws, rules, regulations and procedures as above.
 - ii. Ensuring proper implementation of all applicable statutes, laws, rules, regulations and procedures etc
 - iii. Timely filing of all returns/documents/information/particulars to authorities concerned.
 - iv. Maintaining all records/proof as required under the applicable statutes, laws, rules, regulations and procedures etc.
 - v. Taking any other action that may be required for compliance of applicable statutes, laws, rules, regulations and procedures etc.
 - vi. Keeping the management apprised of the compliance made with proof in support thereof.
 - vii. You shall be responsible for the safe keeping and return, in good condition and order, of all the properties of the Company, which may be in your custody, care or charge. For the loss of any property of the Company in your possession, the Company shall have the right to assess on its own basis and recover the damages of all such materials from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction.

07. TERMINATION OF PERMANENT SERVICE

- a) You shall automatically retire from the services of the Company on attaining the super-annuation age of 58 years.
- b) If you absent yourself without leave or remain absent beyond the period of leave originally granted or subsequently extended, you shall be considered as having voluntarily abandoned your employment without giving any notice unless you:-
 - i. Return to work within 8 days from the commencement of such absence.
 - ii. Give an explanation to the satisfaction of the Management regarding such absence.
- c) In the event of any misconduct, the Company reserves the right to take appropriate

action as it may deem fit.

- d) After confirmation, either party may terminate the appointment by giving to the other one month's notice.
- e) If the Company terminates your employment for reason of negligence or willful misconduct on your part, it shall not be required to give you notice as set in clause 7 (d) above. In this event Company would not reimburse/pay LTA, Leave Encashment and Bonus/Ex-gratia if any due.
- f) Late coming, absenteeism, dishonesty, adopting fraudulent means, disobedience etc. are viewed seriously as acts of willful misconduct and negligence and would lead to termination of the services.

08. GENERAL

- a) You may be selected and sponsored by the Company for familiarization/training assignment with Company's technical collaborators or any other Institutions/Organizations in India or abroad. You shall diligently and beneficially take part in such training and assignments. The cost of such training including the travel fare and related expenses shall be borne by the Company subject to agreements to be drawn up and signed by the Company and you.
- b) You shall be entitled to Privilege, Sick, Casual and such other leaves & holidays as are applicable under the Company's Leave Policy.
- c) Your date of birth mentioned in the Matriculation/Higher Secondary Certificate shall be deemed to be the conclusive proof of your date of birth.
- d) You shall intimate in writing to the Management any change of address within a week from change of the same failing which, any communication sent at your last recorded address shall be deemed to have been served on you.
- e) You shall hand over the charge or letter of authority and/or power of attorney issued to you and also any property/material of the company in your possession at the time of cessation of your employment with the Company.
- f) Your compensation can be restructured at any time, protecting the gross salary and considering the tax implications.
- g) You shall be required to submit the following documents, if you have not submitted the same earlier :
 - i. Certificate in support of your educational / professional qualifications, experience, date of birth and other testimonials in original with copies thereof.
 - ii. Two copies of your recent passport size photographs.
 - iii. Relieving letter from your last employer in case you were employed.
- h) Often use of Mobile/Office telephone for personal work would be deemed as an act of indiscipline.
- i) Formal dress code should be followed (Monday to Friday).
- j) Personal visitors and personal telephone calls should be minimum and during break times as far as possible.

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

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

Yours Faithfully,
For DBM Geotechnics & Constructions Pvt. Ltd

Authorized Signatory

Acknowledgement & Acceptance

I have read and understood the above terms and conditions of employment and the implication thereof. I hereby accept the aforesaid terms and conditions and agree to abide by the same.

Name:

Signature & Date:



आईआरईएल (इंडिया) लिमिटेड

IREL (India) Limited

(Formerly Indian Rare Earths Limited)

(भारत सरकार का उपक्रम)

(A Govt. of India Undertaking)

CIN : U15100MH1950GOI008187 Website : www.irel.co.in

ISO 9001:2015, ISO 14001: 2015 & OHSAS 18001 : 2007 Company



RC:MPL:JRF:7152:51

24th June, 2021

Registered with A/D

OFFICE ORDER NO. TDC-01/2021

With reference to interview held on June 23rd, 2021, we are glad to inform you that you are selected for appointment as **Junior Research Fellow** on the following terms and conditions for the project titled "Recovery of Sillimanite from the tails fraction of Heavy Upgradation Section (HUS) of Minerals Separation Plant (MSP) at IREL OSCOM" at IREL (India) Limited, Research Centre, Kollam.

Period of appointment will be for two years or till the termination of the project whichever is earlier.

You will be paid a monthly fellowship of Rs.25,000/- (Rupees Twenty Five Thousand only) per month. You are entitled for House Rent Allowance (HRA) and Medical Allowance (MA) as per the rules of IREL. Fellowship amount shall be taken as Basic Pay for calculation of HRA. You are not entitled for Dearness Allowance (DA) and City Compensatory Allowance (CCA) or any other allowances..

You will not be provided with any accommodation. In lieu of this, HRA as applicable shall be provided. You will be entitled for 30 days leave in a year & as per the rules of IREL.

You will be required to perform the duties assigned by the officer in-charge/Principle-Investigator of the project.

You will be allowed to join duty only on production of original documentary evidence regarding your identity proof, date of birth, educational qualifications with five copies of passport size photographs. If you are presently working in any Government / PSU establishment you are required to submit a relieving order from that institution at the time of joining IREL.

Your selection is subject to your medical fitness and the Company's Medical Officer shall medically examine you before your joining. You are advised to report for medical examination on or before 5th July, 2021 (before 9.30 AM) at this office without fail. You may intimate the proposed date by email to this office in advance.

You shall at all times abide by and be governed by the rules and regulations of the Company and as amended from time to time.

The company reserves the right to terminate your job at any time with or without notice if, in the opinion of the Management, your performance during the course of the job is not up to the mark or you have become unfit for employment in the company for reason for health, misconduct or misbehaviour, or adverse reports from your earlier employers/professors or adverse report of your character and antecedents as per the rules of the company. In all such cases, the opinion of the Management shall be conclusive and binding upon you.

आईआरईएल (इंडिया) लिमिटेड, अनुसंधान केंद्र, बीच रोड, पी. बी. नंबर: 38, कोल्लम - 691001 केरल राज्य
IREL (India) Limited, Research Centre, Beach Road, P. B. No. 38, Kollam, - 691001, Kerala State

फोन / Tel. : 91 474 2970285, 91 474 2749533

पंजीकृत कार्यालय: प्लॉट नं. 1207, वीर सावरकर मार्ग, सिद्धिविनायक मंदिर के पास, प्रभादेवी, मुंबई - 400 028.

Regd. Office: Plot No.1207, Veer Savarkar Marg, Near Siddhivinayak Temple, Prabhadevi, Mumbai - 400 028.

You shall report for duty to Dy.GM & I/C, IREL (India) Ltd., Research Centre, Beach Road, Kollam : 691 001 on or before 5th July 2010.

Please sign and return one copy of this order in token of having accepted this appointment offer on the terms and conditions indicated above. If you fail to convey the acceptance of this offer or after acceptance if you fails to report for duty by the date mentioned above, the offer of appointment sent you, will be automatically treated as cancelled.

Thanking you,

Yours truly,

For IREL (India) Ltd.

Dy.GM & I/C IRERC

Cc to :

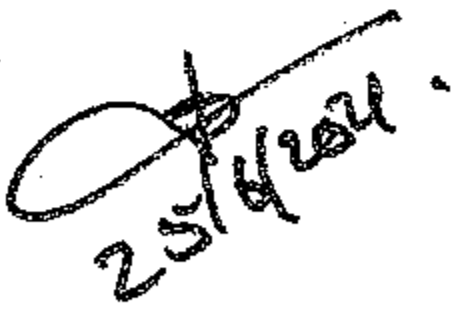
1. Dy.GM (HRM), IREL, Chavara
2. HOD (Finance), IREL, Chavara
3. Dr. B.R. Mishra, Member Secretary, IRELTDC

को / To,

**Mr. RAGESH R
GANGA BHAVAN,
AMPALLIKUNNAM,
CHATHANNOOR P.O -691 572
KERALA**

ragesharyagkri@gmail.com.

8281668953


25/6/2010



Chandni Chandran <chandnichandran97@gmail.com>

Confirmation_Employment@Deduce Technologies

Meena P L <meena@deducetech.com>

Mon, Oct 19, 2020 at 6:41 PM

To: nithi.gajarajan@gmail.com, rahuldodmani45@gmail.com, soumengiri.live@gmail.com, marutichilame22@gmail.com, bilalashrafchemnad@gmail.com, monitom234@gmail.com, chaitrapatil199@gmail.com, evamanitripathy@gmail.com, midhunrajknair5453@gmail.com, vidyachannanavar@gmail.com, chandnichandran97@gmail.com, tonam9706@gmail.com, Yahyavga@gmail.com, issakvaiphei2@gmail.com
Cc: Mahima Shrivastava <mahima@deducetech.com>, Sudha Rao <sudha@deducetech.com>, Monisha Shetty <monisha.s@deducetech.com>, Vinutha R <vinutha.r@deducetech.com>

Dear Candidate,

Congratulations!!

Further to your interview conducted, we are glad to inform you that you have been selected!!

You are requested to report at office at 9 AM on 27th October 2020, at the below mentioned address.

Deduce Technologies,

1st floor 255, Saathi Arcade

Marenahalli Rd, 8th Block, Jayanagar,

Bengaluru, Karnataka 560070.

As part of joining process, please submit the following documents on your joining.

- Service certificate and relieving letter from your previous employer
- Salary certificate/ latest pay slips from your previous employer
- All relevant educational certificates
- 2 passport size photographs with white background
- Maintain formal attire when you join

In case you fail to join on afore said date your offer of employment will automatically stay withdrawn.

We have attached the PG list for your immediate reference.

Welcome to Deduce Technologies. Look forward to your joining us.

--

Regards,

Meena P L
HR Executive
Deduce Technologies
(a subsidiary of Bellissimo Ventures Pvt Ltd)
URL: www.Deducetech.com
Email ID: meena@deducetech.com
Mob:+91 9632170101
Address: No. 719/A, 53-2, JK Tower 4th Floor,
46th Cross Rd, Jayanagar 8th Block,
Sangam Circle, Bengaluru, Karnataka-560082



Ref. MMPL/GEO-PERF/2021-006

Date : 03.04.2021

Mr. Saswat Subedit
S/o.- Sri Uttam Charan Pradhan
At / P.O. – Pandiri,
Via – Thakurpatna,
Dist. – Kendrapara,
Pin – 754250, Odisha.
Contact - +91 7978190515

LETTER OF OFFER OF EMPLOYMENT

Dear **Mr. Saswat Subedit,**

Congratulations!

We are pleased to offer you Letter of Offer of Employment with M/s Maheshwari Mining Private Limited (MMPL) based on discussions you had with us.

Details of the terms and conditions of the Offer of Employment are as under :

1. You will be designated as **Geologist** and will be based at **Vedanta Facor Exploration Site Project, Kaliapani, Odisha**. However, you will be liable to be posted at any of the Company's establishments, projects sites; offices etc. as per Company's requirement, and shall have to travel to our other Sites & establishments, as and when required for Company's work. You will be reporting to H.O. Co-ordinator or any other person nominated by our Company on you joining.

2. Your period of Performance shall be for **One (01) Year**, beginning from **8th April, 2021 to 8th April, 2022**. You may be absorbed in the Organisation further on basis of your satisfactory performance, which will be assessed during tenure of your Performance Period. Your Service may also be Terminated by giving you Notice of 24 hours and vice versa throughout the Performance Period, without any Compensation thereof.

3. You will be paid **consolidated remuneration of Rs. 25,000/- (Rs. Twenty Five Thousand only) per month for One (01) Year**, which shall be reviewed on performance. Any other allowance shall not be applicable, unless specified and approved by Management.

4. INTEGRITY PACT :

On your joining the Company, you will be required to immediately enter into / execute an 'INTEGRITY PACT' with the Company, broadly covering the following aspects, which in any case will immediately be applicable upon you from the date of your joining :-

• Anti- Corruption

1) No employee in the course of his official work / dealings, will personally or through his / her family member(s), demand or take a promise to be given, either for self or for a third person, any material / tangible or intangible / other undue benefit, which the employee / family member is not legally entitled to.

2) Taking commission from vendors, suppliers, sellers and taking bribes from these entities to favour them.

3) If the Company obtains information on the conduct of any of its employees as above which tantamount to a penal offence under the Indian Penal Code and /or the Prevention of Corruption Act and / or any other statutory criminal / penal enactment, or if there is substantive grounds for suspicion in this regard, the employee will be summarily dealt with as per the gravity of the case by the Company both under its administrative jurisdiction, as well as proceedings initiated under the applicable criminal / penal laws

- Cheating/ Fraud – Embezzlement of Company funds, misappropriation of funds of the Company
- Theft / pilferage of the Company's properties/ materials / equipments/articles
- Stealing / wrongly diverting the Company's properties/ materials / equipments/ articles and selling these stolen/ wrongly diverted items for personal gain
- Knowingly going against the interests of the Company to benefit rival competing companies and / or for self benefit
- Sending vital business-related / commercial/ contractual information and confidential data to rival competing companies and to other unrelated entities
- Making or attempting to make personal gain either directly or through the family member(s), at the cost of the Company's interests / profits/ reputation
- Causing intentional damage to the Company's equipments/ properties/ articles/ items and to the Company's interests / reputation
- Indulging in acts of sabotage and subversive actions to create deliberate wastage and reduced productivity / machine efficiency

The above instances are only illustrative in nature and are not exhaustive, in view of which other unethical / corrupt / illegal acts and gross financial misconducts by the Company's Employees and Staff not specifically referred to as above, will also come under the purview of the ' Integrity Pact'.

5. Confidentiality Agreement:

- a) It is explicitly understood and deemed to be agreed by your signature on the duplicate copy of this letter that you shall not disclose, to any outsider or insider not concerned with the material/ information/ data that you are handling, any information whatsoever, that will have a detrimental effect on the outcome of the matter relating to the Company.
- b) You shall also be responsible for maintain the confidentiality and prevent unauthorized dissemination, in case you are engaged by the Company in the development and use of any system related programmes.

Kindly sign a copy of this letter as a token of your acceptance.

Yours truly,

For and On Behalf of Maheshwari Mining Pvt. Ltd.



**Asmita Adhikari
Manager HR**



(no subject) Inbox



Thushara. T.P.  30/12/2020

Dear Sir/mam With due respect I inform you that I am Thushara TP came to know about



cgwr raipur 31/12/2020

to me 



DEAR Thushara

we have gone through your CV .We are satisfied with your interview dated 30th December and we select you to join our company as trainee Hydrogeologist

You have to join our company on the 5th of January at 10 Am.

Thanks and Regards

[Show quoted text](#)

--

Regards,

K. Panigrahi

Centre for Ground Water Recharge

+91-9424203408; +91-7000706499

Please consider environment before printing this mail.
Service before self

Government of India
Department of Posts, India

Office of the Inspector of Postoffices, Kendrapada South Sub Division, Cuttack North

OFFER OF ENGAGEMENT (PROVISIONAL)

B/ABPM-Naindipur BO

In response to the notification No. NO. EST/1-170/2020 (B-4) DATED 31 AUGUST, 2020

Shri/Smt./Ms. SAILAZA PRIYADARSHINEE Son / daughter of
Shri. BIBHUTI BHUSAN SWAIN..... Whose date of Birth is 4/28/1997.....and belongs to
UR..... category /selected against UR..... Category is informed that, you have
been selected for provisional engagement as GDS ABPM/ Dak Sevak, Naindipur BO in
account with/ under Garadpur S.O/Kendrapara H.O..... with TRCA slab 10000

2. Shri/Smt./Ms. SAILAZA PRIYADARSHINEE..... Son/daughter of Shri
BIBHUTI BHUSAN SWAIN..... should clearly understand that his/her selection for
provisional engagement as GDS ABPM/ Dak Sevak, Naindipur BO... in account
with Garadpur S.O/Kendrapara H.O..... shall be in the nature of a contract liable to
be terminated by him/her or by the undersigned by notifying the order in writing and that
his/her conduct and engagement shall be governed by the Department of Posts, Gramin Dak
Sevak (Conduct and Engagement) Rules, 2020 as amended from time to time.

3. Shri/Smt./Ms. SAILAZA PRIYADARSHINEE..... is hereby informed that, you have to
produce all the documents in originals i.e. educational certificates and other documents such
as caste certificate, ex-Engagement certificate, persons with disability certificate, certificate of
date of birth etc. on the day of attending the office of undersigned for verification
through competent authority within 10 days of receipt of this letter failing which it is
presumed that, you are not interested to join the post of GDS ABPM/ Dak Sevak, Naindipur BO
and your name will be deleted from the selection list. Further, you will have no claim for
engagement as GDS ABPM/ Dak Sevak, Naindipur BO

4. At the time of joining, you will have to give undertaking on bond paper of Rs.100/- that, you
have adequate independent means of livelihood for yourself and your family and other than the
TRCA(allowances) being paid to you by Govt.

5. The BPM will have to provide accommodation for Branch Post Office at Branch Office Village if the accommodation is not provided by Central Govt/State Govt/Gram Panchayat or any other local Body as per standard prescribed by Directorate order no.17-31/2016-GDS dated 25.06.2018 & 28.09.2018 (which has already been mentioned in notification **...NO. EST/1-170/2020 (B-4) DATED 31.AUGUST., 2020**..... As per Rule 3-A(vii) of GDS (Conduct and Engagement) Rules 2020, you should take up residence in Post Office village within a month of selection but before engagement as it is mandatory to you by these Rules. Failure to reside in place of duty for GDS BPM after engagement shall be treated as violation of conditions of engagements and liable for disciplinary action under Rule-10 of GDS (Conduct and Engagement) Rules, 2020 resulting in removal/dismissal from engagement.

5.1 Failure to reside within the delivery jurisdiction of the Post Office for other categories of Gramin Dak Sevaks after engagement shall be treated as violative of conditions of engagement and liable for disciplinary action under Rule 10 of the GDS (Conduct & Engagement) Rules, 2020 requiring removal/dismissal.

6. At present DARPAN devices are using Network Service Providers(NSPs) viz, Airtel, Voda-Idea & BSNL etc. for ensuring connectivity to Branch Post Offices. While providing accommodation for GDS BO, it should be ensured that, Network is available for any one of these NSPs.

7. You will have to furnish requisite Security Bond of Rs.1,00,000/- (Rs. One lakhs only) for five years by remitting requisite premium per annum and application in prescribed form to concerned Postal Co-Operative Society through Drawing and Disbursing Officer.

8. You will have to furnish declaration for having knowledge of cycling. If you are having knowledge of riding a scooter or motor cycle, that may be considered as knowledge of cycling. The candidate has to submit a declaration to this effect and has to produce driving license.

W/ 12/2020
Inspector of Postoffices, Kendrapada South Su
Cuttack North Division
Cuttack North

A copy of this memo is issued to:

✓ Shri/Smt./Ms **SAILAZA PRIYADARSHINEE**
..... **93/1, Madana, Madana, Garadpur/Kendrapara, 754153**

II. PF of the candidate

III. The **Inspector of Postoffices, Kendrapada South Sub Division** He/She may send the application of Security Bond to Society and intimate the particulars of dispatch to this office. Charge report should be sent to this office along with following documents.

IV. Postmaster/SPM..... **Garadpur S.O/Kendrapara H.O**.....

V. Divisional Office..... **Cuttack North**..... for information.

VI. O/C/Spare



Dear Athira,

Greetings from SPi Global !!

With reference to the interview you had with us, we are pleased to make an '**Employment Offer**' to you as "**Trainee- Reviewer Selection Editor**"

As discussed, your date of joining would be **6th Jan,2021**. Kindly confirm your acceptance through email within **Today**.

Please note that your hard/soft copy of the offer will be provided at the time of joining.

As a part of selection process, we request you to fill the below information cautiously as per the instruction & also attach a scanned copy of '**Aadhar card**' in the mail.

NAME (as on Aadhar card)	
ADDRESS (as on Aadhar card)	
Date of Birth (as on Aadhar card)	

If you have any questions, please don't hesitate to contact me.

Offer Letter from IAN SKILLS PRIVATE LTD

Inbox



IAN Skills Pvt Ltd 18 Aug

to me ▾



Dear Ms. Archana,

Greetings from IAN SKILLS PVT LTD !!!

Subsequent to your application for the HR interview, we are pleased to offer you an opening in our company.

Designation : **Student Counselor**

Location : Kottayam

Date of joining : 23.08.2021

Working hours : 9.00 AM - 6.00 PM. (Monday - Saturday)

Remuneration : 12000 per month.

Job Responsibilities: As mentioned at the time of interview.

You are obligated to render your service for a minimum period of 18 months on the successful completion of probation period (1 month). You will not be eligible for any paid leaves during the first month.

DomainEnroll

APPOINTMENT LETTER

To

Ajitta George
D/o George Varghese
Thadathil, Perumbadikkunnu, Kadalmadu PO, Vaduvanchal, Wayanad, Kerala - 673581.

Sub: Appointment of the Post of HR Executive

Dear Sir/Madam,

Reference your application for employment, we are pleased to offer you appointment as **HR Executive** in our organization on gross Salary of **₹12,000/- (Rupees Twelve Thousand Only) per month**. The management reserves the right to bifurcate the salary merging or bifurcating with any other allowance/allowances. The terms and conditions of service will be as follows:

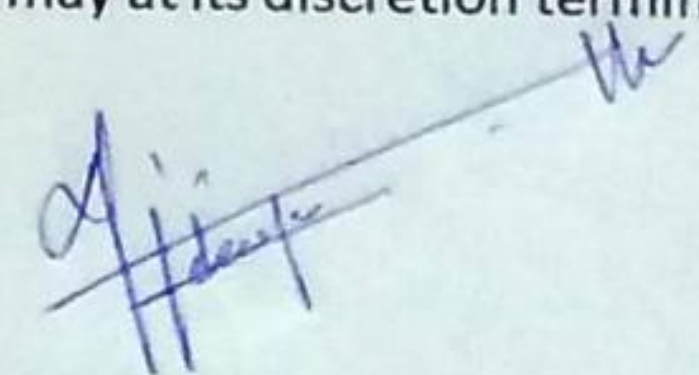
1. In the first instance, you will be on probation for a period of six months from the date of your joining. Whereafter the probation period may be either extended at the discretion of the management or may be dispensed with either earlier or on completion or thereafter till confirmation. Unless confirmed in writing, you will be deemed as probationer after the expiry of the initial or extended period of probation. Your services are liable to be terminated without any notice or wages in lieu thereof during the initial or extended period of probation.
2. Your place of posting will, at present, be **at Ernakulam**. You are liable to be transferred to another branch, shift, post of or place or to sister concern whether in existence or which may come into existence hereafter. When required to work in the sister concern during your normal working hours, no additional payment will be made for such work. It will be your responsibility to make arrangement for your residential accommodation/other arrangements, if any. Also, the management can shift the place/places of working anywhere in India and in that event, you will have to make compliance for working at the new place of work and your salary and other benefits will remain in fact. Also, the management can shift the premises anywhere in India and you will report for work at the shifted place. On transfer. You will be paid wages as per the minimum rates either fixed and / or revised by the prescribed authority under the Minimum Wages Act of that State which may be lesser or higher than your wages being drawn at the time of transfer.
3. You shall bear your own taxes that shall be deducted from your salary and/or other dues. For going on duty outside place or employment, you shall be governed by TA/DA rules of the company, if applicable in your case.
4. After confirmation, your services are liable to termination at three months' notice on resignation or forfeit three months' wages. In case you are incapacitated by reasons of illness, accident or any other cause and cannot perform your duties, the Company may at its option grant leave for reasonable time on full pay or half pay or without pay or terminate your services. Also, if you are found suffering from any infections/contagious disease, the Company may at its discretion terminate your services.

FERNWEH DOMAINENROLL PVT. LTD.

#677, 1st Floor, Suite No.725, 27th Main, 13th Cross, HSR Layout, Sector 1, Bangalore
Karnataka, India 560102

GSTIN: 29AADCF6444P1ZZ CIN: U72900KA2019PTC121238

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5. That during the course of your employment, you will not apply or seek employment elsewhere without written permission from the Management and in case it is so detected about your seeking of employment, it will amount to breach of trust on your part.
6. That on cessation of your employment with us, you will be under an obligation not to join, for period of thirty-six months, any competitor, or client unless permitted by the management.
7. You will work under the supervision of such officers as may be decided upon by the management from time to time. You shall diligently and satisfactorily carry out instructions given to you by your superiors in connection with the work assigned to you to the best of your skill and ability.
8. You will strictly observe punctuality, However, in exceptional circumstances expressly explained by you, the management shall allow a grace period up to 10 minutes at the start of your duty period but you shall not be allowed to join duties later than one hours of the starting time and will be marked as absent. In case you will come later than 10 minutes on three days in a month, your one day leave shall be deducted for every such three days on which you will come late as aforesaid. The privilege of the grace period is not accumulative. Besides deduction as started hereinabove, disciplinary action for habitual late coming can also be initiated.
9. You will employ yourself efficiently to the best of your ability, will devote your whole time to the work of the organisation and will not engage yourself directly or indirectly either honorary or on remuneration in any service, trade, business, vocation or occupation (including agency of an insurance company or in advisory capacity). Also, you will not appear in any examination or attended classes without prior and written approval of the management.
10. For any service or notice or communication of whatever kind, you will be informed by ordinary post or through courier at the address given by you at the time of employment or such other address which you may hereafter intimate to the management. The management may also paste a copy of the letter on the notice board which shall be considered to be sufficient service on you. It will be your duty to intimate in writing to the management whenever there is any change of your address. Also, you will not refuse to accept any communication as offered to you for personal delivery.
11. Absence for a continuing period of 8 days including absence when leave though applied for but not granted and when over-stayed for a period of 8 days would make you to lose your lien on the service and the same shall automatically come to an end without any notice or even intimation. In such an eventuality, the Management will draw an irresistible presumption that by remaining absent continuously and unauthorizedly, you have abandoned your job.
12. Privilege/Earned leave shall be allowed as per law. Grant of leave will depend on the exigencies of work and shall be at the discretion of the management. Before proceeding on leave, you will have to apply for leave 15 days in advance to the appropriate authority and seek the prior sanction of leave. Similarly, for extension of leave, an application will have to be made in advance so as to reach positively before the expiry of leave originally granted. Mere submission of application will not mean that the leave has been sanctioned.

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Karnataka, India 560102**

GSTIN: 29AADCF6444P1ZZ CIN: U72900KA2019PTC121238

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[Handwritten signature]

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13. The management shall have the right to require you to subject yourself at any time during employment with the Company to medical examination. If you are not found medically fit, you may be terminated at any time without notice.
14. You will be bound by rules and regulations enforced by the management, from time to time in relation to conduct, discipline leave, holidays or any matter relating to service conditions which will be deemed as rules, regulations and orders in the part of these terms of employment. The Management reserves the right to modify, after or delete the existing service rules or to introduce fresh service rules which will be binding upon you.
15. During the tenure of service, you will keep your emoluments secret from other members of this organisation and will treat all information coming to you as strictly confidential and the information contained in all documents and papers and other matters relating to the company will not be divulged by you to any person other than those of the management.
16. Your increments/promotion and demotions will depend at the sole discretion of the management depending upon your efficiency, intelligence, regular attendance, sense of discipline, loyalty and good behavior and also subject to the prosperity of the organisation.
17. In case you are charged with any act of misconduct, you may be suspended from service pending enquiry. During suspension period, you will be entitled to 50% of your salary towards suspension allowance subject to your marking of attendance on the working days at any time during working hours. While claiming suspension allowance, you will give an undertaking or affidavit every month in writing that you were neither employed nor self employed during such period.
18. That in case of resignation, the Management reserves the right to accept it with immediate effect whereas during that period, you will not join and organization without written permission of the Management.
19. That on resigning from the job, you will be required to give three months advance notice and acceptance of three months salary in lieu of notice will be at the discretion of the management.
20. That no earned leave even due will be sanctioned during three months' notice period on termination by the management or during three months notice period on resignation from the job.
21. The continuation of your service is subject to your being found and remaining medically, physically and mentally fit.
22. You will automatically retire without any notice on your reaching the age of 60 years. Should you continue in service even after attaining the age of retirement, you can be retired thereafter by giving you three months' notice or salary in lieu thereof.
23. This appointment is based on the information given by you to us in your employment/personal data form and otherwise, and shall be considered null and void if a material error/suppression or

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Karnataka, India 560102**

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[Handwritten signature]

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false detail is discovered therein at any time. In that eventually, the management can recover the payment made to you towards your remuneration during employment.

24. Besides above conditions, you will abide by the service Rules/Regulations or standing as in operation besides office orders which are issued from time to time. The service Rules/Regulations can be modified/replaced by the Certified Standing Orders which will be binding upon you.

In case the terms and conditions are acceptable to you, please sign this letter/duplicate in token of your having understood and having accepted the same and return the same.

Yours faithfully,

For and on behalf of the Management



[Handwritten Signature]
Authorized Signatory.

DECLARATION

I have read/understood the above terms & conditions and agree to abide by them.

Signature

[Handwritten Signature]

FERNWEH DOMAINENROLL PVT. LTD.
#677, 1st Floor, Suite No.725, 27th Main, 13th Cross, HSR Layout, Sector 1, Bangalore
Karnataka, India 560102
GSTIN: 29AADCF6444P1ZZ CIN: U72900KA2019PTC121238
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16 March, 2021

Mr. Gopal Nagarajan
No.5, Big Chetty Street,
Tiruchirappalli,
Tamilnadu - 620008.

SPI/OL/BKS/2020/1148

Dear Gopal,

Offer Letter

This has reference to your application and subsequent interview you had with us. Further, we are pleased to offer you the post of **Subject Matter Expert- Earth Science**.

Kindly make a note that your tentative date of joining would be **17 March, 2021** and the Company may be constrained to change your joining date due to the prevailing unprecedented situation. In that event, the Company shall duly inform you of the revised Date of Joining".

In case of any changes to the date of joining please inform us before the expected date of onboard. Failure to inform us and no-show on the expected date of joining will efface this employment offer.

You shall be on probation for a period of six months starting from the date of your joining. Your performance during the probation will be appraised and, if found satisfactory, you will be confirmed in services. However, in the event of your performance found not to be satisfactory, your probation period could be further extended.

On Joining, your all-inclusive Cost to the Company (CTC) will be **INR 23,600** per month (subject to deduction of tax and other statutory payments, as may be applicable) as per CTC Annexure. You will also be eligible for all the benefits introduced in the Company policies.

During the probationary period, either party will be entitled to terminate this contract of employment by issuing 15 Days prior notice in writing to the other. After confirmation the termination of employment by either party shall be by issuing 60 Days notice in writing to the other or salary in lieu thereof. In the event of you issuing a notice of termination shorter than the above period, the Company shall have its own discretion to adjust any leave due to you or recover from you such amount from your dues towards the shortfall in notice period. **However, acceptance of salary in lieu of notice period is at the sole discretion of the Company.**

If in case, you resign within a year from the date of your joining, you will be liable to refund the reimbursements such as relocation expenses, joining bonus, travel expenses [including air & road], accommodation expenses and any other special benefits as per your eligibility, whichever was provided by the Company.

Please note that this employment is subject to **professional reference checks and documentary evidence of your previous employment.**

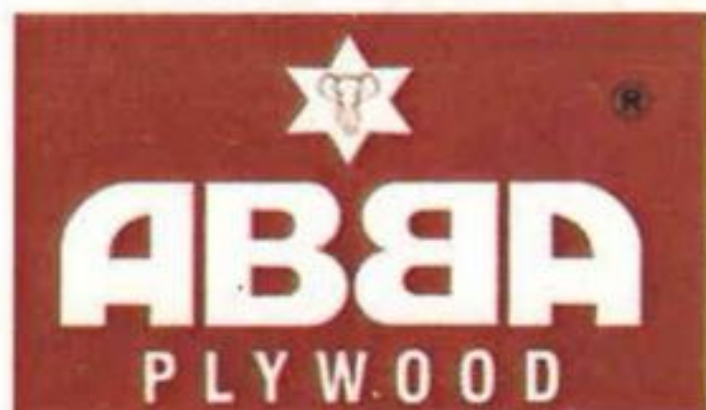
We look forward to having you onboard.
for SPi Technologies India Private Limited



Manoj P
Vice President – Human Resources

Received the offer of employment and shall report for duty on the expected Date of Joining, as mentioned above.

(Signature with date)



ABBA GLOBAL INDUSTRIES PRIVATE LIMITED

Kinfra Small industries Park B No-KIN/9-300B
ERANHOLI(P.O), THALASSERY, KANNUR (Dt.)
PH: 8139888197, 8139888198, 9288031113
email: abbaglobalindustries@gmail.com

Ref: ABBA/HR/offer-06/01-21

To,
Shimna p
Kalathil house
Kuttiyerichal
Kadirur (po)
Kannur (dist.),

OFFER LETTER

Dear **Ms.Shimna P**,

With reference to your resume submitted to us and the discussion you had with Abba Global Industries Pvt Ltd, we are pleased to confirm our offer of employment to you for a **regular full-time** position with Abba Global Industries Pvt Ltd as **Tele caller**.

Please take the time to carefully review our offer. This letter, along with the enclosed schedules, outlines the obligations of both Abba Global Industries Pvt Ltd and yourself with respect to your employment conditions. It details the terms and conditions of your employment with ABBA Global Industries, and will form our agreed upon employment contract with you once signed. You are advised to report for duty along with following documents in original and complete set of photocopies for our verification and records:

1. Certificates in support of your educational qualifications.
2. Certificates in support of your work experience.
3. Salary certificate / pay slip of last drawn salary if any.
4. Photocopy of Aadhar Card and Electoral ID card / Passport.
5. 2 copies of your recent passport size photograph.

Accepting employment will be conditional upon agreeing to and signing the attached copy of this letter and the attached Schedule(s), initialing each page in the right-hand corner, and returning it to us upon your earliest convenience, but prior to your first day of employment.

Ms. Shimna P, we look forward to welcoming you to the ABBA Global Industries team and wish you a successful and rewarding career with us.

Sincerely,

Ambily Nair
Admin



Manufacturer

Importers

Wholesalers

Trader

**BEJA MODEL COLLEGE OF
ARTS AND SCIENCE (Aided)**



Nettanige P.O,
Mulleria (Via), Kasargod
email :bejacollege18@gmail.com
www. amtecindia.org
Prl.mob : 9746973245

BeMCAS/C/69/4/06/2021

TO WHOM SOEVER IT MAY CONCERN

This is to certify that Ms. ARATHIM has been worked in Beja Model College of Arts and Science,Nettanige, as Guest Lecturer in Hindi from 24th February 2021 to 31st March 2021. To the best of my knowledge and belief she bears a reputable character and conduct.

Beja
4-06-2021

Principal.

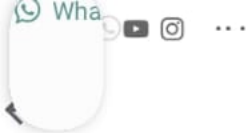


PRINCIPAL
Beja Model College of Arts & Science
Sankanamoola, Beja, Nettanige P.O,
Mulleria (Via), Kasargod District

Educational Agency:

AMBEDKAR MEMMORIAL TRUST FOR EDUCATION AND CULTURE (AMTEC)

Thiruvananthapuram Ph: 8281734105, 9400748895, 9446428163



Swetha Balakrishnan k: Teach For India - Offer Letter

Inbox



TEACHFORINDIA

Teach For India Admissi... 22 Oct
to me, selection@teachforindia... ▾



TEACHFORINDIA

OFFER LETTER

Dear Swetha,

Congratulations, you made it!

We are delighted to inform you that you have been **accepted** into one of India's most selective programs - **the 2022 Teach For India Fellowship!**

At Teach For India, we believe that all children deserve an excellent education and that we can only achieve this when a movement of leaders advocate for and impact educational reform. We are impressed by your past achievements and your commitment towards our shared goal, and we trust you have what it takes to take up this challenge and become a leader in the movement.

We look forward to you joining the Teach For India Fellowship 2022-2024. Post successful completion of the Fellowship, you will also become a part of our growing network of 3400+ Alumni spread across areas ranging from teaching, school leadership and community empowerment to working in education NGOs, development sector organisations, policy and governance, as well as the private sector. Our Alumni have gone on to attend top institutions, have gradually risen to senior leadership positions across the public, private and social spheres, have founded 150+ social sector enterprises, and much more.

We are delighted to let you know that your placement city is: **Bengaluru**

To understand the commitment further and accept our offer, follow the steps below:

1. Sign in to your [application dashboard](#) with your registered email address and password (or OTP).
2. Ensure that your application dashboard now has two new sections titled 'Pre-Institute Engagement Survey' and 'Offer Confirmation'.
3. Read through the commitment form thoroughly in the second section and submit your confirmation.

The deadline to send in your confirmation is Wednesday, 24th November 2021.

We understand that the decision to join the Teach For India Fellowship is an important one and could also be a challenging one. Please know that we are here to offer you the information and support you might need to make an informed decision. Recruitment Team will be reaching out to you shortly. Additionally, you may also reach out to us at



Thennarasu Sakkan <thennarasus@gmail.com>

Job details

Remya Gopal <remyamalu484@gmail.com>
To: Thennarasu Sakkan <thennarasus@gmail.com>

Sun, Nov 7, 2021 at 11:17 AM

Hello sir,
Am Remya V. (LLT051817)
I currently work at MIC Arts and Science College as Assistant Professor of English from December,2020.
I am attaching my job ID card for your reference.



IMG_20211107_111310_213.webp
316K



AU-KBC RESEARCH CENTRE

M.I.T. Campus, Anna University
Chromepet, Chennai - 600 044.

Telefax : 91 - 44 - 2223 2711

91 - 44 - 2223 6958

E-mail : info4all@au-kbc.org

URL : http://www.au-kbc.org

August 5, 2020

To

Ms. Eby Abraham
Olikkal (H),
Uppukulam (P.O.)
Alanallur,
Palakkad
Kerala - 678601

Dear Ms Eby Abraham,

Appointment Letter

We are glad to offer you the position of "Consultant" in SWAYAM Project in AU-KBC Research Centre, from 5th Aug.2020 till the end of the project. You are required to report for duty on or after 5th Aug.2020 at 10.00 A.M.

Terms & conditions governing your employment are as follows.

1. Job Responsibilities and Duties

You would be assigned responsibilities upon joining AU-KBC and thereafter you are expected to fulfill the duties assigned to you from time-to-time. For all work related matters you are to report to Dr.L Sobha.

2. Compensation

You will be given a pay of 50 Paise per word all inclusive. Your individual remuneration is a confidential matter and you are expected to maintain this information and any changes hereafter, as personal and confidential.

3. You have been given this offer on the presumption that the particulars furnished by you in your application and resume are correct. In case the said particulars are found to be incorrect or that you have concealed or withheld some other relevant facts, your appointment with us is liable to be terminated/cancelled without notice.

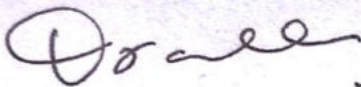
... contd.,

...2...

4. All the future conditions of your service - explicitly mentioned in this letter or otherwise, in AU-KBC will be as per the prevailing norms and rules of the centre.
5. This offer does not entitle you to any of the benefits and privileges of the regular employees of Anna University or the Madras Institute of Technology.
6. Your appointment is purely temporary, at the end of which the same shall stand terminated automatically unless extended through mutual consent and following relevant procedures. Your services can be terminated any time by giving one month notice on either side or one month salary in lieu thereof.
7. Please confirm your acceptance of this offer by signing and returning the duplicate copy of this letter on each page.

We look forward to having mutually rewarding professional relationship with you.

With Best Wishes,

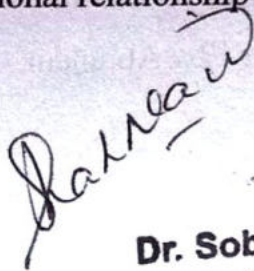


Dr. J Prakash
Director



Dr. J. PRAKASH
Director

AU-KBC Research Centre
MIT Campus of Anna University
Chromepet, Chennai - 600 044.



Dr. Sobha. L
Program Director
AU - KBC Research Centre
MIT Campus of Anna University
Chromepet, Chennai - 600 044.

I have read, understood and accept all the above terms and conditions of employment.
As desired, I shall join service on 7/8/2020

Name: Eby Abraham

Date: 09/03/2021



Signature



UNIVERSITY OF CALICUT

Abstract

General & Academic Branch - Private Aided Colleges affiliated to the University - Establishment - Approval of the appointment of Smt. Amitha Shaji as Assistant Professor in Mathematics at Little Flower College, Guruvayoor with effect from 04.12.2019 FN in open merit against the vacancy of Smt. Reena. P.D., Assistant Professor, who retired from service on 31.05.2018 AN - Resolution of the Standing Committee on Staff of Affiliated Colleges held on 18.12.2020 as per Item No.44 - Implemented - Orders issued.

General and Academic II - 'H' Section

U.O.No. 13088/2020/Admn

Dated, Calicut University.P.O, 29.12.2020

- Read:-1. Proposal received from the Principal, Little Flower College, Guruvayoor on 31.12.2019 & that office Letter No. A/876/MATH/LFC/2020 Dated. 03.06.2020.
 2. Letter No.D2/411/2019/H.Edn Dated 13.11.2019.
 3. Letter No. A/635/NP/LFC/2020 Dtd. 06/02/2020.
 4. Extract of the Urgent Item No.2020.402* of the Minutes of the Meeting of the Syndicate held on 15.05.2020.
 5. U.O.No. 5042/2020/Admn Dated 02.06.2020.
 6. Item No. 44 of the minutes of the meeting of the Standing Committee of the Syndicate on Staff of Affiliated Colleges held on 18.12.2020.
 7. U.O.No. 1105/2013/CU Dated: 06.04.2013.

ORDER

As per the paper read (1), the Principal, Little Flower College, , Guruvayoor, forwarded the proposal for approval of the appointment of Smt. Amitha Shaji as Assistant Professor in Mathematics at Little Flower College, Guruvayoor with effect from 04.12.2019 FN in open merit against the vacancy of Smt. Reena. P.D., Assistant Professor, who retired from service on 31.05.2018 AN.

2. As per the paper read (2), the Government nominated its representative to the staff selection committee of Little Flower College, Guruvayoor for filling up of three vacancies in Mathematics and subsequently, the Selection Committee prepared the rank list in which Smt. Amitha Shaji was placed Rank 3 in Open Merit. The first rank holder in open merit and community merit(who is the 2nd rank holder in open merit also) are appointed in the first two vacancies whereas Smt. Amitha Shaji is appointed in the third vacancy.

3.The qualifications of Smt. Amitha Shaji is as detailed below:

Date of Birth	Qualification
18.06.1994	MSc. Mathematics from Mahatma Gandhi University in 2017 NET- JRF in Mathematical Sciences in 2018

4 The proposal was in order with all mandatory documents and there is sufficient work load as stipulated in G.O.(Ms)No. 93/2018/H.Edn, dated: 09.05.2018. with sanctioned post to accommodate the teacher. But, in the case of Paper Notification, the Management published the notification in two English dailies viz, The New Indian Express & The Times of India, out of which 'The Times of India' was not included in the list of the approved dailies by the University at the time of notification for the post. The failure of the Management to observe the statutory norms in the case of paid Notification in

its strict sense at the time of the notification and the clarification of the Management thereon as per paper read (3), was placed before the Syndicate for consideration. The Syndicate, at its meeting held on 15.05.2020, as per the paper read (4), resolved to condone the procedural error in the case of paid notification in view of the clarification of the management. As per paper read (5), the non compliance of statutory norms in the case of paid notification for the post of Assistant Professors at Little Flower College, Guruvayoor was condoned considering the resolution vide Item No.2020.402* of the Minutes of the Meeting of the Syndicate held on 15.05.2020.

5. As the proposal was in order and in the light of the G.O.(Ms) No.313/2020/HEdn dated 11.09.2020, the Vice Chancellor, ordered to place the proposal for approval of the appointment of Smt. Amitha Shaji as Assistant Professor in Mathematics at Little Flower College, Guruvayoor with effect from 04.12.2019 FN in open merit against the vacancy of Smt. Reena. P.D., Assistant Professor, who retired from service on 31.05.2018 AN before the Standing Committee of the Syndicate on Staff of Affiliated Colleges for consideration. The Standing Committee, at its meeting held on 18.12.2020, as per the paper read (6), resolved to grant approval to the said appointment.

6. As per paper read (7), the Vice-Chancellor shall grant approval to all clear cases of appointment of Teachers in Private Aided Colleges based on the Standing Committee report, without sending the report to the Syndicate.

7. Sanction has, therefore, been accorded by the Vice-Chancellor for implementing the aforementioned resolution of the Standing committee of the Syndicate on Staff of Affiliated Colleges held on 18.12.2020 granting approval to the appointment of Smt. Amitha Shaji as Assistant Professor in Mathematics at Little Flower College, Guruvayoor with effect from 04.12.2019 FN in open merit against the vacancy of Smt. Reena. P.D., Assistant Professor, who retired from service on 31.05.2018 AN.

8. The resolution, as per Item No.44 of the Minutes of the meeting of the Standing Committee of the Syndicate on Staff of Affiliated Colleges held on 18.12.2020, is therefore implemented.

Muhammed Basheer P

Assistant Registrar

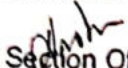
To

The Principal, Little Flower College, Guruvayoor - 680103.

Copy to:

1. The Director of Collegiate Education, Thiruvananthapuram - 695 033
2. The Deputy Director of Collegiate Education, Thrissur - 680020
3. The Individual (Through the Principal).
4. The Educational Agency (Through the Principal).
5. JD KSAD/PS to VC/ PA to PVC/ PA to Registrar/ SF/ DF/ FC

Forwarded / By Order


Section Officer

FORM 1

APPOINTMENT ORDER

No.A/TS10/MAT3/LF/2019

Station : Guruvayoor

Date : 04-12-2019

Smt. Amitha Shaji, Kallukandom, Kurisummoodu.P.O, Changanassery is appointed as Asst. Professor in Mathematics from 04/12/2019 F.N. onwards, in the retirement Vacancy of Smt.Reena.P.D. Assistant Professor, who retired on 31-05-2018 in Little Flower College, Guruvayur under the Trust of Little Flower College, Guruvayur on a pay of Rs.15600+6000(AGP) per month in the scale of pay Rs .15600-39100+AGP 6000/- Subject to the provisions of the Calicut University Act, 1975 and the Statutes, Ordinances and Regulations made there under and such rules and orders issued from time to time by the University of Calicut or by such other authority who may be competent to issue such rules, orders, etc. under the said Statutes.

To

Amitha Shaji
Kallukandom House,
Kurisummoodu.P.O, Changanassery



Sr. Little Mary
MANAGER
Little Flower College,
Guruvayur

Copy to:

The Principal
Little Flower College,
Guruvayur



Amritapuri,
30.05.2019

Sub: **LETTER OF OFFER**

Dear Ms. Prajisha E.,

With reference to your application and subsequent interview you had with us, we are pleased to offer you the position of **Assistant Professor** in the **Department of Mathematics, Amrita School of Arts and Sciences, Amrita Vishwa Vidyapeetham, Amritapuri campus** on the following terms and conditions.

The terms of the offer shall be as follows:

Salary Details

1. Basic Pay/ Scale	: Rs. 15600 - 39100 + AGP of Rs. 6000
2. Pay Band Pay (PBP)	: Rs. 15,600.00
3. Academic Grade Pay (AGP)	: Rs. 6,000.00
4. Basic Pay (PBP + AGP)	: Rs. 21,600.00
5. D.A. (115% of basic)	: Rs. 24,840.00
6. H.R.A. (10% of basic)	: Rs. 2,160.00
7. Total Emoluments	: Rs. 48,600.00 per month
8. Date of Joining	: 10.06.2019

- Date of joining is subject to acceptance of offer not later than **10.06.2019**.
- This offer is provisional to the verification of details furnished by you during the discussions and interview held so far, including the submission of provisional doctorate certificate. If any of these details are found to be incorrect or falsified at any point of time during your employment, this offer letter, and/or subsequent employment status stands cancelled with immediate effect.
- On acceptance of this offer, your appointment with us will be on probation for two years from the date of joining the university and continuation of your service beyond the term period may be considered subject to evaluation of your performance and further requirement for the position in the university. During this period you are not allowed to take loss of pay leave.
- As an employee of Amrita Vishwa Vidyapeetham, you should refrain yourself from expressing views or comments against the management and the policies of the management in social and visual media and also in newspaper.
- The employment is terminable on either side with three months' notice, subject to the completion of allotted commitments or payments of salary in lieu.
- You may have to work in our other departments/centres/schools as and when needed.

- You shall devote full attention to the duties of the post to which you are offered and shall perform these duties, honestly, efficiently and diligently.
- You shall not on your account or otherwise carry out any trade or be concerned with any business or canvassing work of a remunerative nature without specific sanction from the competent authority.
- Absence for a continuous period of 5 days without prior approval of your superior including overstay on leave would result in your losing lien on the service and the same shall automatically come to an end without any notice and prior intimation.
- You shall keep confidential, discussions covering all matters relating to the institution and its program and ensure that your action is not detrimental to the interests of the institution.
- You will be governed by the Rules and Regulations of the university issued from time to time and your appointment is subject to fulfilling all conditions of employment.
- On acceptance of this offer letter, you will be required to furnish an undertaking that you will not leave the institution, affecting the teaching in the semester.
- This offer will be valid until 10.06.2019. If this offer of employment is acceptable to you, please let us know your acceptance of employment by confirming via email no later than 10.06.2019 and providing a signed copy of this document by post. If we do not hear from you within this period, this offer will be deemed to be cancelled and we are not obliged to hold the position open for you.
- The following documents are required to be produced at the time of joining.
 1. Reliving Letter from all your previous employers.
 2. Salary Slip or salary certificate from most recent employer
 3. Experience Certificate from all previous employers
 4. Proof of Academic Qualification (Class 10th Equivalent and above):
 - 10th and 12th mark lists
 - Under graduate/ degree mark list and degree certificates
 - Post-graduation mark list and degree certificates (if any)
 - Other qualifications-mark lists and certificates (if any)
 5. Proof of identity i.e. PAN card + Aadhar card
 6. Passport size photographs (3 copies)

We take great pleasure in welcoming you to our institute and sincerely hope that your period of service with us will be long, pleasant and of mutual benefit. We hope you will find this offer acceptable and wait to welcome you to the Amrita family.

Best Wishes,

**Prof. K C Narayanan Nair,
H R Manager (R&A),
Amrita Vishwa Vidyapeetham,
Amritapuri campus.**



Bal Bharati PUBLIC SCHOOL

(An Institution of the Child Education Society (Regd.), New Delhi)
NTPC Darlipali, Odisha-770072

Salary Slip for October-2020

BHARTI CHOUDHARY

Employee ID:	005	Income Tax Number(PAN)	BUQPC9924A
Functions		Universal Account Number(UAN)	101564281344
Designations	Asst. Teacher	Bank Account No	21630010002304
Date of Joining	01-07-2019		

Earnings		Deductions	
	Amounts		Amounts
1. Basic Pay	36,500.00	1. EPF Deductions	1,800.00
2. Dearness Allowances	6,205.00	2. House Maintenance/Electricity	1,160.00
3. House Rent Allowances	0.00	3. Income Tax	-
4. Transport Allowances	0.00	4. Professional Tax	200.00
5. Arrear Salary	3,861.00		
Total Earnings	46,566.00	Total Deductions	3,160.00
Gross Salary			46,566.00
NET Salary			43,406.00

Amount in Words: Forty Three Thousand Four Hundred and Six Only

FOR BAL BHARATI PUBLIC SCHOOL

Authorised Signature:



കാസർഗോഡ് വിദ്യാഭ്യാസ ഉപഡയറക്ടറുടെ നടപടി ക്രമം

(ഹാജർ: എച്ച്.പി.വൈ.വി)

വിഷയം: പൊതുവിദ്യാഭ്യാസം- ജീവനക്കാര്യാം- കേരള പി.എസ്.സി മുഖേന എൽ.പി.എസ്.റ്റി ഉല്പാദനം വീഡിയം നിരമനം നൽകി ഉത്തരവാകുന്നു സംബന്ധിച്ച്

വായന: കാസർഗോഡ് ജില്ലാ പി.എസ്.സി ആഫീസറുടെ 23.07.2019.-ലെ കെ.ജി.സി I(2)5324/14 നമ്പർ നിരമന ശുപാർശ

ഉത്തരവ് നം.എ4/13050/2019 തീയതി: 26.09.2019

മേൽ വായന പ്രകാരം കാസർഗോഡ് ജില്ലാ പി.എസ്.സി ആഫീസർ, എൽ.പി.എസ്.ടി ഉല്പാദനം വീഡിയം തസ്തികയിൽ നിരമനം നൽകാനായി ശുപാർശ ചെയ്ത താഴെ ചേർ കൊടുത്ത ഉദ്യോഗാർത്ഥികളെ 25200-54000 രൂപ ശമ്പള നിരക്കിൽ അവരുടെ ചേരിന് നേരെ കാണിച്ച സ്കൂളുകളെ നിരമനം നൽകി ഉത്തരവാകുന്നു. കെ.എസ്.എസ് റൂളിലെ 10 (5) വികുചിരല എ(1) പ്രകാരം ഈ നിരമനം തികച്ചും താൽക്കാലികവും ഉദ്യോഗാർത്ഥി യുടെ സ്വഭാവവും പൂർവ്വ കാല ചരിത്രവും പരിശോധിച്ച് തൃപ്തികരമല്ലെങ്കിൽ മുൻകൂട്ടി അറിയിക്കാതെ പിരിച്ച് വിടാവുന്നതാണ്.

ഉദ്യോഗാർത്ഥി 22.10.2019 നോ അതിനു മുൻപോ ജോലിയിൽ പ്രവേശിക്കേണ്ടതാണ്. വീഴ്ച വരുത്തുന്നയാളുടെ നിരമനം സ്വയം തയ്യാറാക്കി ചോദിക്കുന്നതും പുനർ നിരമനത്തിന് അർഹതയില്ലാത്തതുമാണ്. ജോലിയിൽ ചേർന്ന തീയതി മുതൽ തുടർച്ചയായ മൂന്നു വർഷത്തിനുള്ളിൽ രണ്ട് വർഷക്കാലം പ്രൊബേഷൻ കാലമായിരിക്കും. ജോലിക്കു ഹാജരാകുമ്പോൾ വിദ്യാഭ്യാസ യോഗ്യത, ജാതി മുതലായവ തെളിയിക്കുന്നതിനാവശ്യമായ അഡ്വേറ്റ് സർട്ടിഫിക്കറ്റുകൾ, ഒരു സിവിൽ സർവ്വീസ് താഴെയല്ലാത്ത മെഡിക്കൽ ഓഫീസർ സാക്ഷ്യപ്പെടുത്തിയ നിർദ്ദിഷ്ട മാതൃകയിലുള്ള ഒരു മെഡിക്കൽ സർട്ടിഫിക്കറ്റ് എന്നിവ പ്രധാനാധ്യാപകൻ മുനിൽ ഹാജരാക്കേണ്ടതാണ്.

05.06.2009-ലെ ജി.ഒ(പി) നമ്പർ 79/09 ഫോം സർക്കാർ ഉത്തരവ് പ്രകാരമുള്ള ഒരു മാതൃകാ ഫോറം ഉദ്യോഗാർത്ഥി പ്രധാനാധ്യാപകന് സമർപ്പിക്കേണ്ടതാണ്. ഉദ്യോഗാർത്ഥി ജോലിയിൽ പ്രവേശിച്ചു കഴിഞ്ഞാൽ പി.എസ്.സി യുടെ അംഗീകാരം ലഭിക്കുന്നതിലേക്കായി സേവന പുസ്തകത്തിന്റെ 1,2,3,4 എണ്ണി പേജുകളുടെയും, നിരമന ഉത്തരവ്, പി.എസ്.സി നിരമന ശുപാർശ, പി.എസ്.സി തിരിച്ചറിയൽ കാർഡ് എന്നിവയുടെ സാക്ഷ്യപ്പെടുത്തിയ പകർപ്പുകളും, പി.എസ്.സി ഒറ്റത്തവണ രജിസ്ട്രേഷൻ സർട്ടിഫിക്കറ്റിന്റെ അഡ്വേറ്റ് രേഖപ്പെടുത്തലുകൾ വരുത്തി ഈ ആഫീസിലേക്ക് അയച്ചു തരേണ്ടതാണ്. ഉദ്യോഗാർത്ഥിയെ ജോലിയിൽ പ്രവേശിപ്പിക്കുന്നതിന് മുമ്പായി അവരുടെ വിദ്യാഭ്യാസ യോഗ്യത, ജനന തീയതി മുതലായവ പരിശോധിച്ച് ഉറപ്പുവരുത്തേണ്ടതാണ്. പി.എസ്.സി ഇന്റർവ്യൂ സമയത്ത് ഹാജരാക്കിയ ഉദ്യോഗാർത്ഥിയുടെ തിരിച്ചറിയൽ കാർഡിലെ ഫോട്ടോയും ഒപ്പും പരിശോധിച്ച് ഉറപ്പു വരുത്തിയ ശേഷം അക്കാദമി പി.എസ്.സി തിരിച്ചറിയൽ കാർഡിന് രേഖപ്പെടുത്തി ആഫീസ് മേധാവി ഒപ്പു വെക്കേണ്ടതാണ്. എന്തെങ്കിലും അപരാധകരൻ ശ്രദ്ധയിൽപ്പെട്ടാൽ ഉദ്യോഗാർത്ഥിയെ ജോലിയിൽ പ്രവേശിപ്പിക്കാൻ പാടില്ലാത്തതും ആ വിവരം ഈ ആഫീസിലേക്ക് അറിയിക്കേണ്ടതുമാണ്. ജോലിയിൽ പ്രവേശിച്ചു കഴിഞ്ഞാൽ പി.എസ്.സി തിരിച്ചറിയൽ കാർഡ് അവരുടെ സേവന പുസ്തകത്തിൽ പതിക്കേണ്ടതാണ്. ജോലിയിൽ ചേർന്ന വിവരം ഉടൻ ഈ ആഫീസിൽ അറിയിക്കേണ്ടതുമാണ്.

റിസർവ്വേഷൻ ക്വാട്ടയിൽ നിരമനം ലഭിച്ച ഉദ്യോഗാർത്ഥികളിൽ നിന്നും റോൺ ക്രമീലന്തർ സർട്ടിഫിക്കറ്റ് വാങ്ങി ആഫീസ് മേധാവി പരിശോധിക്കേണ്ടതും പകർപ്പ് ഞ്ഞിൽ സൂക്ഷിക്കേണ്ടതുമാണ്.

ഇക്കാര്യമുള്ള ജനനത്തിന് തിരുത്തി ലഭിക്കേണ്ട ഉദ്യോഗാർത്ഥികൾ ജോലിയിൽ പ്രവേശിച്ച് അഞ്ച് വർഷത്തിനകം 30/12/1991-ലെ ഉത്തരവ് (പി) 45/91 പി.ആർ.ഡി അനുസരിച്ച്

പ്രഖ്യാനിക്കുന്നതല്ല.

സർക്കാർ ഉത്തരവ് (പി) നമ്പർ 149/2013/പിൻ തീയതി 03.04.13 പ്രകാരം 01.04.13 ന്നോ അതിന് ശേഷമോ ജോലിയിൽ പ്രവേശിക്കുന്നവർക്ക് പരാമർശിച്ച പെൻഷൻ ബാധകമാകുന്നത് ജോലിയിൽ പ്രവേശിക്കുന്ന സമയത്ത് പെൻഷൻ റിട്ടയർമെന്റ് അക്കൗണ്ട് നമ്പർ (പ്രാബ്) ലഭിക്കുന്നതിനുള്ള അപേക്ഷ നിശ്ചിത ഫോറത്തിൽ രണ്ട് കോപ്പി വീതം സമർപ്പിക്കേണ്ടതാണ്.

01.04.2013-ന് മുമ്പ് സ്ഥിരം സർവ്വീസിൽ ജോലിയിൽ തുടർന്നു കൊണ്ടിരിക്കെ 01.04.2013-ന്നോ അതിന് ശേഷമോ പുതിയ തിരഞ്ഞെടുപ്പിലെ ഉദ്യോഗാർത്ഥികൾക്ക് കേരള സർവ്വീസ് റൂൾ പാർട്ട്-II പെൻഷൻ സ്കീമിൽ തുടരുന്നതിന് സർക്കാർ ഉത്തരവ് (പി) നമ്പർ 250/2013/പിൻ തീയതി 07.05.2013-ന്റെ കൂടെ കൊടുത്തിരിക്കുന്ന ഓഫീസർ ജോലിയിൽ പ്രവേശിച്ച് മുമ്പ് മാസത്തിനുള്ളിൽ സമർപ്പിക്കേണ്ടതാണ്.

Sl NO	Name and address of candidate	Name of father or guardian	Date of birth	Qualification and experience	Whether Advised in OC/BC Turn	Name of the School
24	SHANIK NISHA NILAYAM PULIKUNDU, CHERKALA THEKKILE FERRY KASARAGOD 671541 (KAVUTHIYAN /OBC)	RAMACHANDRAN.K	22.12.1990	1. SSLC 2. Plus 2 3. TTC	OCTURN	GHSS CHERKALA CENTRAL



വിദ്യാഭ്യാസ ഉപഡയറക്ടർ
കാസറഗോഡ്

സീക്രട്ടറിയ്ക്ക്:

1. ബന്ധപ്പെട്ട പ്രധാനാധ്യാപകർ
2. ബന്ധപ്പെട്ട വ്യക്തിക്ക് (രജിസ്ട്രേഷൻ തപാൽ മുഖേന)
3. കരുതൽ ഫയൽ

29/19



ജില്ലാ മെഡിക്കൽ ഓഫീസറുടെ (എ.എസ്.എം.) നടപടികൾ

ഭവനപരിഷ്കരണം - ഭാരതീയ ചികിത്സാ വകുപ്പ്-കാസർഗോഡ് ജില്ല- മെഡിക്കൽ ഓഫീസർ തസ്തികയിലേക്ക് കരാർ അടിസ്ഥാനത്തിലുള്ള ദിവസവേതനപ്രകാരമുള്ള നിയമനം ഉത്തരവ് പുറപ്പെടുവിക്കുന്നത് സംബന്ധിച്ച്

ജില്ലാ മെഡിക്കൽ ഓഫീസ് ഭാരതീയ ചികിത്സാ വകുപ്പ്, കാസർഗോഡ് തീയതി: 18-11-2019
 ഉ-1-5700/19

- പരാമർശം: 1) ഭാരതീയ ചികിത്സാ വകുപ്പ് ധനാഭിവൃദ്ധി 28/06/17- ലെ തി3-9673/2016 നമ്പർ നൽകുലൽ
 2) ഭാരതീയ ചികിത്സാ വകുപ്പ് ധനാഭിവൃദ്ധി 15/11/2019 ലെ ഉ-1-75825/2019 നമ്പർ കത്ത്
 3) ഈ ഓഫീസിലെ 28/06/2019 ലെ ഉ-1-5700/19 നമ്പർ വിജ്ഞാപനം
 4) സ.ഉ.(അച്ചടി)നം.81/2019/ധന തീയതി 09/07/2019

കാസർഗോഡ് ജില്ലയിൽ ഒഴിവുള്ള മെഡിക്കലോഫീസർ തസ്തികയിലേക്ക് ദിവസ വേതനാടിസ്ഥാനത്തിൽ നാൽക്കാലിക നിയമനം സർക്കാർ അംഗീകാരത്തിനു വിധേയമായി നടത്തുന്നതിനായി മേൽ സൂചന(2)പ്രകാരം നിർദ്ദേശിച്ചിട്ടുള്ള സാഹചര്യത്തിൽ സൂചന (3) പ്രകാരം വിജ്ഞാപനം പുറപ്പെടുവിക്കുകയും 03/10/2019 ൽ ഈ ഓഫീസിൽ വച്ച് കൂടിക്കാഴ്ച നടത്തുകയും ചെയ്തിട്ടുണ്ട്.

അത് ഹാജരാ കൂടിക്കാഴ്ചയിൽ നിന്നും തെരഞ്ഞെടുത്ത ഉദ്യോഗാർത്ഥികളെ അവരുടെ പേരിനു യോഗ്യതാ കോഴ്സിൽ കാണിച്ചിരിക്കുന്ന സ്ഥാപനത്തിൽ മെഡിക്കലോഫീസറായി താഴെ കൊടുത്തിരിക്കുന്ന വ്യവസ്ഥകൾക്ക് വിധേയമായി കരാർ അടിസ്ഥാനത്തിൽ ദിവസവേതന പ്രകാരം നിയമിച്ചുകൊണ്ട് ജനറലാക്യൂമ്പു.

ക്രമ നമ്പർ	നിയമനം നൽകുന്ന ഉദ്യോഗാർത്ഥി തദ്ദേശ പേരും, താൽമിമാനവും	യോഗ്യത	നിയമിക്കപ്പെട്ട സ്ഥാപനം	നിലവിൽ സ്ഥാപനത്തിന്റെ അധികചുമതല വഹിക്കുന്ന മെഡിക്കലോഫീസറുടെ പേരും സ്ഥാപനവും
1	Dr. Deepthi P.T, Kattikkunnath, Chamravattom, Malappuram Dist	BAMS	ജി.എ.ഡി, മുല്ലേളരിയ	ഡോ.ധരനഷ്.കെ.ജി, മെഡിക്കലോഫീസർ ജി.എ.ഡി,ആദൂർ
2	Dr.Neethu.K.P, W/O Jineesh.P, Pilicode vayal, P.O Pilicode, Kasargod Dist-671310	BAMS	ജി.എ.ഡി, ഇരിയണ്ണി	ഡോ.രഞ്ജിനിനാർ.കെ.ആർ മെഡിക്കലോഫീസർ, ജി.എ.ഡി, മൊഗാൽ പുത്തൂർ
3	Dr.Aswini.V, Kuruvattu House, Vadakkumbad, Kovval, Cheruvathur.P.O, Kasargod Dist	BAMS	ഡി.എ.എച്ച്, പടന്നക്കാട്	
4	Dr.Ayshath Naziya.C.I, Yathrab Manzil, Chuduvalappil, Vidyanagar, Kasargod Dist	BAMS	ജി.എ.ഡി, പെർള	ഡോ.മഹേഷ്.പി.എസ്, മെഡിക്കലോഫീസർ ജി.എ.ഡി,കുമ്പള

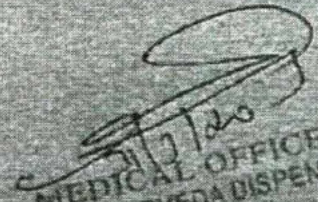
CERTIFICATE

This is to certify that Ms Ramya P, w/o T
Kamalakshan, Karadka, Kasargod has done his service at karadka
grama panchayath as yoga instructor from 13/12/2019 to
20/03/2020 as part of a project named Yoga practice for
women. Her service and conduct was excellent during this period.

Mulleria

31/03/2020




MEDICAL OFFICER
GOVT. AYURVEDA DISPENSARY
MULLERIA



അജാനൂർ ഗ്രാമ പഞ്ചായത്ത് കാര്യാലയം

പി. ഒ. അജാനൂർ
ടെലിഫോൺ : 0467 2266386

തീയതി: 10.06.2019

പ്രേഷിതൻ

ഐ.സി.ഡി.എസ് സൂപ്പർവൈസർ
അജാനൂർ ഗ്രാമ പഞ്ചായത്ത്

സ്വീകർത്താവ്

വിൻസെന്റ് അഗസ്റ്റിൻ

പല്ലാപള്ളി ഹൗസ്

മേലടുകാം

ആനന്ദാശ്രമം

സാരം.

വിഷയം: സായംപ്രഭ ഹോം- യോഗ ഇൻസ്ട്രക്ടർ നിയമനം സംബന്ധിച്ച് .
സൂചന: 25.02.19 ലെ 9/1 നം. ഭരണ സമിതി തീരുമാനം

വെള്ളിക്കോത്ത് പ്രവർത്തനമാരംഭിക്കുന്ന സായം പ്രഭ ഹോമിലേക്ക് യോഗ ഇൻസ്ട്രക്ടർ തസ്തികയിൽ നിയമനം നടത്തുന്നതിനായി 11.02.2019 ന് ഇന്റർവ്യൂ നടന്നിരുന്നു. പ്രസ്തുത ഇന്റർവ്യൂവിൽ ദിവസ വേതന അടിസ്ഥാനത്തിൽ പരമാവധി 450 രൂപ വേതന നിരക്കിൽ നിയമിക്കാൻ താങ്കളെ തൊഴിലാളിയായിട്ടുള്ള വിവരം രേഖാമൂലം അറിയിക്കുന്നു. മേൽ പറഞ്ഞ സേവന വേതന നിരക്കിൽ ജോലിയിൽ പ്രവേശിക്കാൻ 20.06.19 ന് മുമ്പായി ഐ.സി.ഡി.എസ് സൂപ്പർവൈസറുമായി താങ്കൾ നിയമന കരാറിൽ ഏർപ്പെടേണ്ടതാണെന്ന് അറിയുന്നു.

ഐ.സി.ഡി.എസ് സൂപ്പർവൈസർ

അജാനൂർ ഗ്രാമ പഞ്ചായത്ത്

9074959552

ICDS SUPERVISOR
Ajanur Grama Panchayath

ഉത്തരവ് നമ്പർ ICDS/SPH/02/2020 തീയതി : 26/08/2020.

മേൽ സൂചനയിലെ ഭരണസമിതി തീരുമാന പ്രകാരം കള്ളാർ ഗ്രാമപഞ്ചായത്തിലെ രാജപുരത്ത് പ്രവർത്തിക്കുന്ന സായംപ്രഭ ഹോമിയെ യോഗ ഇൻസൂക്ടർ ആയി ശ്രീ.വിൻസെന്റ് അഗസ്റ്റ്യൻ, പൈമ്പള്ളി ഹൗസ്, മാവുങ്കാൽ എന്നയാളെ നിയമിച്ചുകൊണ്ട് ഉത്തരവാകുന്നു. ഈ ഓഫീസിൽ നിന്ന് അറിയിക്കുന്ന തീയതി മുതൽ ജോലിയിൽ ഹാജരാകേണ്ടതാണ്.



ശരണു വേണു

[Handwritten Signature]
26/8/2020

ഐ.സി.ഡി.എസ്.സൂപ്പർവൈസർ

ICDS SUPERVISOR
Kallara Grampanchayat

അപേക്ഷകൾ - മാതൃഭാഷ

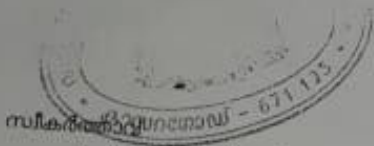
റിസർവ്വേഷൻ ക്വോട്ടയിൽ നിന്നും മെട്രിക് ഉദ്യോഗാർത്ഥികളിൽ നിന്നും നോൺ പ്രിൻസിപ്പൽ സർട്ടിഫിക്കറ്റ് റാങ്ങി ഓഫീസ് മേധാവി പരിശോധിക്കേണ്ടതും പകർപ്പ് ഹാജരിൽ സൂചിപ്പിക്കേണ്ടതുമാണ്.

ഇപ്പോഴുള്ള മനനരീതിയിൽ തീയതി വർഷങ്ങൾ ഉദ്യോഗാർത്ഥികൾ ജോലിയിൽ പ്രവേശിച്ച് അഞ്ച് വർഷത്തിനകം 30/12/1991 ലെ ഉത്തരവ് (പി)45/91 പി.ആർ.ഡി അനുസരിച്ച് അപേക്ഷ സമർപ്പിക്കേണ്ടതാണ്. പിന്നീട് ഈ കാര്യത്തിൽ സമർപ്പിക്കുന്ന അപേക്ഷകൾ പരിഗണിക്കുന്നതല്ല.

സർക്കാർ ഉത്തരവ് (പി) നമ്പർ 149/2013/ഫിൻ തീയതി 3/4/2013 പ്രകാരം 01/04/2013 നോ അതിന് ശേഷമോ ജോലിയിൽ പ്രവേശിക്കുന്ന സമയത്ത് പെർമനന്റ് റിട്ടയർമെന്റ് അടയാളം നമ്പർ (പ്രാൻ) ലഭിക്കുന്നതിനുള്ള അപേക്ഷ നിശ്ചിത ഫോറത്തിൽ രണ്ട് കോപ്പി വീതം സമർപ്പിക്കേണ്ടതാണ്.

01/04/2013 ന് മുമ്പ് സ്ഥിര സർവ്വീസിൽ ജോലിയിൽ തുടർന്നുകൊണ്ടിരിക്കെ 01/04/2013 നോ അതിന് ശേഷമോ പുതിയ നിയമനം മെട്രിക് ഉദ്യോഗാർത്ഥികൾക്ക് കേരള സർവ്വീസ് റൂൾ ഹാർട്ട്-III പെൻഷൻ സ്കീം തുടങ്ങുന്നതിന് സർക്കാർ ഉത്തരവ് (പി) നമ്പർ 250/2013 ഫിൻ തീയതി 7/5/2013 ലെ കൂടെ കൊടുത്തിരിക്കുന്ന ഓപ്ഷൻ ജോലിയിൽ പ്രവേശിച്ച് മൂന്ന് മാസത്തിനുള്ളിൽ തൽക്കേണ്ടതാണ്.

Sl No	Name and address of candidates	Name of father / Guardian	Date of Birth	Qualification	Whether advised in OC /BC	Name of school posted
	JAYAPRAKASHAN K PILAVILAKKARA KARIVEDAKAM (PO) 3 KASARAGOD - 671541 (MAVILAN/ST)	KUMARAN	25.05.1993	1. SSLC 2. Plus 2 3. TTC General 4. DA Blind 100%	DALVI TURN	GHSS BALANTHODE



- സീക്രട്ടറിയുടെ കാസറഗോഡ് - 671125
1. ഉദ്യോഗാർത്ഥി (രജി. തപാൽ)
 2. ബന്ധപ്പെട്ട പ്രധാനധ്യാപകർ (ഒ.ടി.ആർ സഹിതം)
 3. കരുതൽഫയൽ

(Handwritten Signature)
 വിദ്യാഭ്യാസ ഡെപ്യൂട്ടി സെക്ഷൻ ഓഫീസർ
 കാസറഗോഡ്

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കാസറഗോഡ് വിദ്യാഭ്യാസ വ്യവസ്ഥാപനമന്ത്രാലയ നമ്പരി ഉത്തരവ്
(സാന്നിധ്യം രാജ്യത്തുൾപ്പെടെ)

വിഷയം - പ്രൈമറി വിദ്യാഭ്യാസം - വിവരങ്ങൾ - കേരള പി.എസ്.സി മുഖേന എൽ.പി.എസ്.ടി (ബയോളജി) തസ്തികയിൽ നിയമനം നൽകി - ഉത്തരവാകുന്നു.

സ്വപന - കാസറഗോഡ് ജില്ലാ പി.എസ്.സി ഓഫീസറുടെ 29/03/2019 ലെ കെ.ജി.ഡി ഐ (2) / 5324 / 2014 നമ്പർ നിയമന ശുപാർശ.

ഉത്തരവ് നമ്പർ എ 4 / 5434 / 2019 തീയതി 25-05-2019

മേൽ സ്വപന പ്രകാരം കാസറഗോഡ് ജില്ലാ പി.എസ്.സി ഓഫീസർ എൽ.പി.എസ്.ടി (ബയോളജി) തസ്തികയിൽ നിയമനം നൽകാനായി ശുപാർശ ചെയ്ത താഴെ പേര് കൊടുത്ത ഉദ്യോഗാർത്ഥികളെ 25200-54000/. രൂപ ശമ്പള നിരക്കിൽ അവരുടെ പേരിന് നേരെ കാണിച്ച സ്കൂളുകളിലേക്ക് നിയമനം നൽകി ഉത്തരവാകുന്നു. കെ.എസ്.എസ്. റ്റളിലെ 10(5) വകുപ്പിലെ എ(1) പ്രകാരം ഈ നിയമനം തികച്ചു താൽക്കാലികവും ഉദ്യോഗാർത്ഥിയുടെ സ്വഭാവവും പൂർണ്ണ കാല പരിശ്രമവും പരിശോധിച്ച് തൃപ്തികരമല്ലെങ്കിൽ മുൻകൂട്ടി അറിയിക്കാതെ പിരിച്ച് വിടാവുന്നതാണ്.

ഉദ്യോഗാർത്ഥി മധ്യവേനലവധിക്ക് ശേഷം 10-06-2019 നോ അതിന് മുൻപോ ജോലിയിൽ പ്രവേശിക്കേണ്ടതാണ്. വീഴ് വരുത്തുന്ന ആളുടെ നിയമനം സമയോചിതമായി വ്യാജപത്രം സമർപ്പിക്കുന്നതിന് അർഹതയില്ലാത്തതുമാണ്. ജോലിയിൽ ചേർന്ന തീയതി മുതൽ തുടർച്ചയായി മൂന്ന് വർഷത്തിനുള്ളിൽ രണ്ട് വർഷക്കാലം പ്രൊബേഷൻ കാലമായിരിക്കും. ജോലിക്ക് ഹാജരാകുമ്പോൾ വിദ്യാഭ്യാസ യോഗ്യത, ജാതി തുടലായവ തെളിയിക്കുന്നതിനാവശ്യമായ അസ്സൽ സർട്ടിഫിക്കറ്റുകൾ ഒരു സിവിൽ സർജനിൽ താഴെവെച്ചിട്ടുള്ള ഡെപ്യൂട്ടി ഓഫീസർ സാക്ഷ്യപ്പെടുത്തിയ നിർദ്ദിഷ്ട രാജ്യകയ്യിലുള്ള ഒരു ഡെപ്യൂട്ടി സർട്ടിഫിക്കറ്റ് എന്നിവ പ്രധാനധ്യാപകന് മുമ്പിൽ ഹാജരാക്കേണ്ടതാണ്.

05-06-2009 ലെ ജി.ഐ(പി) നമ്പർ 79/09 ഹോം സർക്കാർ ഉത്തരവ് പ്രകാരമുള്ള ഒരു മാതൃകാ ഫോറം ഇതോടൊപ്പം ഉള്ളടക്കം ചെമ്പ്ലിൽക്കുന്നു. ജോലിക്ക് ഹാജരാകുമ്പോൾ മേൽ ഫോറം പൂരിപ്പിച്ച് പ്രധാനധ്യാപകനെ എൽപ്പിക്കേണ്ടതാണ്. ഉദ്യോഗാർത്ഥി ജോലിയിൽ ചേർന്ന വിവരം അറിയിക്കുമ്പോൾ ഫോറവും ഈ ഓഫീസിലേക്ക് സമർപ്പിക്കേണ്ടതാണ്. ഉദ്യോഗാർത്ഥി ജോലിയിൽ പ്രവേശിച്ചുകഴിഞ്ഞാൽ പി.എസ്.സി യുടെ അംഗീകാരം ലഭിക്കുന്നതിനുമുമ്പായി സേവന പുസ്തകത്തിന്റെ 1,2,3,4 എന്നീ പേജുകളുടെയും നിയമന ഉത്തരവ് , പി.എസ്.സി നിയമന ശുപാർശ, പി.എസ്.സി തിരിച്ചറിയൽ കാർഡ് എന്നിവയുടെ സാക്ഷ്യപ്പെടുത്തിയ പകർപ്പുകളും പി.എസ്.സി ഒറ്റതവണ രജിസ്ട്രേഷൻ സർട്ടിഫിക്കറ്റിന്റെ അസ്സൽ രേഖപ്പെടുത്തലുകൾ വരുത്തി പ്രധാനധ്യാപകൻ സാക്ഷ്യപ്പെടുത്തി ഈ ഓഫീസിലേക്ക് അയച്ചുതരേണ്ടതാണ്. ഉദ്യോഗാർത്ഥിയെ ജോലിയിൽ പ്രവേശിപ്പിക്കുന്നതിന് മുമ്പായി അവരുടെ വിദ്യാഭ്യാസ യോഗ്യത, ജനന തീയതി മുതലായവ പരിശോധിച്ച് ഉറപ്പ് വരുത്തേണ്ടതാണ്. പി.എസ്.സി ഇന്റർവ്യൂ സമയത്ത് ഹാജരാക്കിയ ഉദ്യോഗാർത്ഥിയുടെ തിരിച്ചറിയൽ കാർഡിലെ ഫോട്ടോയും ഒപ്പും പരിശോധിച്ച് ഉറപ്പ് വരുത്തിയതിന് ശേഷം അക്കാലം പി.എസ്.സി തിരിച്ചറിയൽ കാർഡിൽ രേഖപ്പെടുത്തി ഓഫീസ് മേധാവി ഒപ്പ് വെക്കേണ്ടതാണ്. എന്തെങ്കിലും അപാകതകൾ ശ്രദ്ധയിൽപ്പെട്ടാൽ ഉദ്യോഗാർത്ഥിയെ ജോലിയിൽ പ്രവേശിപ്പിക്കാൻ പാടില്ലാത്തതും ആ വിവരം ഈ ഓഫീസിലേക്ക് അറിയിക്കേണ്ടതുമാണ്. ജോലിയിൽ പ്രവേശിച്ച് കഴിഞ്ഞാൽ പി.എസ്.സി തിരിച്ചറിയൽ കാർഡ് അവരുടെ സേവന പുസ്തകത്തിൽ പരികേണ്ടതാണ്. ജോലിയിൽ ചേർന്ന വിവരം ഉടൻ ഈ ഓഫീസിൽ അറിയിക്കേണ്ടതുമാണ്.



MAHE CO-OPERATIVE COLLEGE OF TEACHER EDUCATION

(A Unit of The Mahe Co-operative Centre for Information Technology Ltd. No. 689)
(Affiliated to Pondicherry Central University and Recognized by NCTE)
Cemetery Road, Manjakkal, MAHE - 673310, Puducherry State

E-mail: mcctemahe@gmail.com
Website: www.mahecooperativecollege.com

Ph: 0490-2333975

Ref: MCCIT/O.O.No./2020-21/

Date: 24/08/2020

OFFICE ORDER

Sub: MCCTE - Offer of temporary appointment as Asst. Professor
in Social Science - orders issued - Reg.

Ref: Application dt. 15.07.2020 received from Sri. Sidhique Aslam.

In pursuance to the above, Sri. Sidhique Aslam on reporting for duty,
is appointed as Assistant Professor in Social Science in this Institution w.e.f.
the F.N. of 24.08.2020. His appointment is purely temporary and on adhoc
basis. He will be paid a consolidated salary of Rs. 20,000/- p.m.

Mahe Co-operative College of
Teacher Education


President

To

Sri. Sidhique Aslam.
Asst. Prof. in Social Science
MCCTE, Mahe



No. CUK/ADMN-III/F-863/2020-21/546/44

4th January 2021

ORDER

- Sub:** CUK – Administration – Ms. Ashalatha S., Contractual Engagement as Teaching Faculty in the dept. of Education, School of Education at CUK, Kalaburagi–Order–Issued.
- Ref:** 1. Walk-In-Interview No. CUK/ADMN_III/F-863/VIII/2020-21/471, Dt 05/12/2020
2. Selection Committee held on 15/12/2020
3. Hon'ble Vice Chancellor's approval dated: 04/01/2021

Ms. Ashalatha S., is engaged on contractual basis (under ST Category) to serve as Teaching Faculty in the Dept. of Education, School of Education at Central University of Karnataka, Kalaburagi till end of the semester or 179 days or until further orders, whichever is earlier from the date of joining duty on consolidated remuneration of Rs.40,000/- per month on the following terms and conditions:

1. This engagement is purely temporary and on contractual basis only;
2. He/she will take classes Online/Offline at Central University of Karnataka, as per the assigned teaching duties under the guidelines of the UGC and complete the syllabus as per the prescribed schedule;
3. He/she will work under the direct control of concerned Coordinator/ Head of the Dept. / Dean of the School and as per the provisions of the Act of Central University of Karnataka. The contractual based faculties have to work even on Saturday and Sunday if the concerned HoD's/Coordinators assigned the Teaching work.
4. He/she will attend to duties following the regular University timings;
5. The University reserves the right to assign any other work deemed suitable in the larger interest of the University.
6. The contractual engagement shall be terminable from either side by giving one month's notice or proportionate remuneration in lieu thereof;
7. He/she will not be entitled to receive any other fellowship, scholarships during this period of contractual engagement;
8. He/she shall have no claim whatsoever to any terminal benefits or for further continuation on the expiry of term of contractual engagement;
9. The contractual engagement shall end automatically on the expiry of the term or any order by the University.
10. That he/she shall submit the Address proof, PAN Card, one set of certificates and testimonials on the day of joining along with originals for verification.
11. Caste Certificate/EWS/PWD Certificate etc. for claim of reservation wherever applicable for verification shall be submitted while reporting.
12. He/She should have his/her own arrangements of Online Teaching for at least 16 Hours per week workload with working full-time from the campus with examination and evaluation duty also.
13. He/she shall follow COVID-19 guidelines as issued by Govt. of India / University / Competent Authority from time to time.

He/she is required to report for duty within (07) days from date of issue of this order to the undersigned failing which this contractual engagement would stand cancelled.

By Order

To

Ms. Ashalatha S.,

Shanthipalla House Nirchal PO.Kasaragod (Dist), Kerala-671321; Mbl: 9895153461
sashalatha490@gmail.com

Copy to:

1. Dean, Head & Coordinator, Concerned School/Department
2. PS to Vice-Chancellor
3. Finance Officer
4. Guest In-Charge
5. Concerned File

Ashwath

REGISTRAR

ಕರ್ನಾಟಕ ಕೇಂದ್ರೀಯ ವಿಶ್ವವಿದ್ಯಾಲಯ
Central University of Karnataka
ಕುಲಬರ್ಗಾ KULBARGA.



केरल केन्द्रीय विश्वविद्यालय

CENTRAL UNIVERSITY OF KERALA

(संसद के अधिनियम, वर्ष 2009 द्वारा स्थापित / Established under the Act of Parliament in 2009)

No. CUK/EST/GF/GEN/2015

Dated, 21st December, 2020

Sub: Offer of Appointment as Guest Faculty in the Department of Education
Ref: Walk-in-Interview held on 18th December, 2020

Madam,

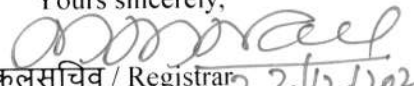
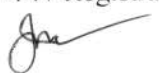
With reference to the above, I am directed to inform you that the Vice-Chancellor, Central University of Kerala, Tejaswini Hills, Periyar, Kasaragod, is pleased to appoint you as Guest Faculty in the **Department of Education** on the following terms and conditions:

1. Your appointment is purely temporary and is for a period of one semester or till the appointment of permanent faculty in the Department of Education, whichever is earlier.
2. Your appointment is also subject to production of original documents relating to your age, qualification, experience, publications etc. Kindly submit self-attested copies of all semester/year wise mark lists/certificates starting from Matriculation, major publications and two recent passport size photographs.
3. You will be paid remuneration @ Rs.1000/- per lecture, subject to a ceiling of Rs.30, 000/- per month.
4. You will be required to comply with all such rules and regulations as the University may frame from time to time.
5. You will be responsible for safekeeping and return in good condition and order of all the University property, which may be in your use, custody or charge.
6. You will not have any claim in future appointment – whether permanent or any other type – merely on the basis of this appointment.
7. This appointment will be automatically terminated on expiry of the term as stated at (1) above and no order will be issued to this effect.

If you are accepting the offer, you must do so immediately and join the University on or before **01.01.2021**. You are requested to intimate your acceptance/willingness by return post/mail.

With best wishes,

Yours sincerely,


कुलसचिव / Registrar 22/12/2020


To

Dr A Smitha
House No 416A
Sayoojyam Housing Enclaves
Near Kendiya Vidyalaya No 2
Udayagiri, Vidyanagar PO
Kasaragod-671123
a.smithraghav@gmail.com
9447660028

GOVERNMENT SENIOR BASIC SCHOOL KUMBLA, KASARAGOD

G H S Rd, Kumbla, Kerala- 671 321, Ph: 04998216400

Email ID: gsbskumbala@gmail.com, School code:11364

This is to certify that Ms. RINI E STEPHEN has been continuously working as UPST (Malayalam) at G.S.B.S. Kumbla under the Department of General Education, Government of Kerala, from 06/09/2019 to till date. During the period her character and conduct were good.



Handwritten signature of the Head Mistress, followed by a printed name and address: "Head Mistress", "Govt. Senior Basic School", "Kumbla, Kasaragod Dt., 671321".

Website : hindipracharakendra.org
E-mail: info@hindipracharakendra.org
principal@hpkteachereducation.com
Mob : 7012858471, 9995385494,
9496991494



HINDI PRACHARA KENDRA

COLLEGE OF TEACHER EDUCATION

(Affiliated to University of Calicut & Recognised by NCTE)
POYYA, KODUNGALLUR, 680 733, THRISSUR DT.,KERALA.

30 / 09 / 2020

Dr. Vrinda Vijayan is hereby appointed as Asst. Professor of Mathematics at Hindi Prachara Kendra College of Teacher Education on 1 oct 2020.

You will be given a monthly remuneration of 20000/- from the date of appointment.

1. You will be handling all the jobs and responsibilities assigned to you by Principal including conduct of online classes.
2. On administrative matters you may please work closely with Sri. Sujith K.G. Administrator but report functionally to the Manager Hindi Prachara Kendra College of Teacher Education.
3. You will be required to comply with all such rules and regulations as the CFI Management may frame from time to time.
4. You will be governed by the code of conduct applicable to CFI personnel which includes confidentiality of information and documents handled by you in the course of official business. Serious violation of code of conduct will attract discontinuation of the service.
5. You are in regular service of Hindi Prachara Kendra College of Teacher Education only from the date of joining based on letter of appointment.

Principal

Hindi Prachara Kendra College of Teacher Education



Dr. Renjisha R.
Principal,
Hindi Prachara Kendra
College of Teacher Education
P.O. Poyya, Thrissur-680733



MAHAJUBILEE TRAINING COLLEGE

MULLOOKARA - 680 583, KERALA

(Owned by Archdiocese of Trichur)

Affiliated to University of Calicut.

Accredited by NAAC

Phone: 04884 273999, E-mail: collegemahajubilee@gmail.com, Website: www.mahajubileecollege.org

Ref.No.MJTC/2020/28

Agreement on Service – Terms and Conditions for Contract Employees

This agreement is executed on (Day) 01 (Month) October (Year) 2020 between the Manager, Mahajubilee Training College, Mulloorkara as Employer and Smt.Nikhitha Raju as Employee whereas the Employer desires to engage the service of the contract Employee on the following Terms and Conditions.

Conditions

1. The contract employment period shall be from 01 October 2020 to 31 March 2021.
2. The contract employee shall be eligible for a sum of amount Rs. 22000/-
3. As the pay for the contract wages as per the full attendance during the month.

Deductions

ESI and other statutory deductions shall be deducted from the contract amount according to the existing laws.

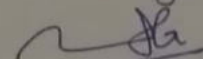
Termination of Contract

Contract Employee shall not be indispensable to the management hence shall be liable to be removed from contract period at any time without any notice when management finds his/her service redundant or violation of any provisions.

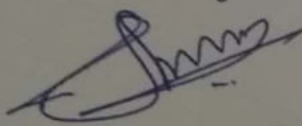
I agree with these conditions.

Employee ...

Dr. Nikhitha Raju


30/09/2020

For Manager



J. Shiju Chittilappilly
Asst. Manager





ಮಾನವ ಸಂಪನ್ಮೂಲ ವಿಭಾಗ/मानव संसाधन अनुभाग/HUMAN RESOURCES SECTION
ಭಾರತೀಯ ವಿಜ್ಞಾನ ಸಂಸ್ಥಾನ/भारतीय विज्ञान संस्थान/INDIAN INSTITUTE OF SCIENCE
ಬೆಂಗಳೂರು/ಬೆಂಗಳೂರು/ BANGALORE - 560012
ದೂರವಿಳಿ/दूरभाष/ TELEPHONE : 2293 2231 / 2232 / 2941
ಇ-ಮೇಲ್/E-mail/ईमेल : office.hr@iisc.ac.in

R(HRS)- PA-I (MRDG)/ - 1026

16 April 2021

Ms. Anjitha C P
Hema Residency, 69/23, 2nd cross
Gokula-1st Stage, 12th Main, Mathikere
Bengaluru-560054

Madam,

Sub: Appointment of Project Associate I

I am directed to inform you that it has been decided to utilize your services as Project Associate I in the Department of Molecular Reproduction, Development and Genetics at the Institute.

The following are the terms and conditions of your appointment:

1. The nature of employment is purely Temporary and contractual.
2. Your remuneration will be Rs.31,000/-p.m.
3. You will be entitled for HRA of 24% on basic remuneration, provided you are not staying on Government accommodation provided to you or any other person.
4. Your appointment is for a period of four months effective from the date of your reporting for duty, may be extended for a further period based on satisfactory performance and availability of funds.
5. No accommodation will be provided in the Institute's campus,
6. Medical insurance coverage for minimum of Rs.1.5 Lakhs is mandatory for all Temporary Staff on campus, to be maintained on an annual basis. If you have the personal medical insurance for the same, you may declare while accepting the offer. Otherwise, Institute shall mandatorily deduct the applicable premium from your remuneration and provide you with the Contributory Group Medical Insurance and Personal Accidental Coverage of Rs.1.5 Lakhs for one year.
7. By accepting this offer, you are deemed to have read the contents of Institute's HR Policy applicable to Temporary Staff and other terms and conditions stipulated herein and you agree to be unconditionally bound by the same.
https://admin.iisc.ac.in/wp-content/uploads/2021/01/Circular_HR-Policy_Contract_Temp_Project-staff.pdf
8. Women employees are eligible for maternity leave as per Maternity Benefit Act-1961
<https://admin.iisc.ac.in/wp-content/uploads/2021/03/Maternity-Benefit-Amendment-Act2017-1.pdf>

If the above terms and conditions are acceptable to you, you may kindly report to Dr.Shantanu P Shukla, Department of Molecular Reproduction, Development and Genetics at the Institute and arrange to send the joining report.

Yours faithfully,

ASSISTANT REGISTRAR

Copy to: (1) The Chair, Department of Molecular Reproduction, Development and Genetics
(2) Dr. Shantanu P Shukla, Department of Molecular Reproduction, Development and Genetics
(3) Units: Salary Section and Budget Section

Debit Head: SR/MHRD-20-0035.01



**ZAINAB MEMORIAL COLLEGE
OF TEACHER EDUCATION**

CHERKALA NORTH,
CHENGALA (P.O),KASARAGOD
PIN-671541




JINUSHA A
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1121/20

Date of Birth :28.05.1998

Aadhaar No :918691138413

Phone No : 9061513917

Address :
D/O A BALAKRISHNAN ,
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ARATTUKADAVU ,PO BEKAL
,KASARAGOD, PIN 671318


Principal signature

Phone: 04994284826
zaibedcentre@gmail.com



**DR. AMBEDKAR
COLLEGE OF EDUCATION**

SREESAILAM- PERIYE- KASARAGOD DIST

PHONE: 0467 2233700

(Affiliated to Kannur University & Approved by N.C.T.E)



20-ACE-EN07

SHEENA.P

Blood Group: B+

Optional : ENGLISH

D.O.B : 04.03.1996

Phone : 9605381730

Address : D/O GOPALAN.T

ANINHA MUCHANGANAM

(H), (PO) PEUMBALA, 67131

[Signature]
Principal

LOK SABHA SECRETARIAT

FAX: 23010756

PARLIAMENT HOUSE ANNEXE
NEW DELHI-110001

No.F.15/02/2019/AN-I.

Dated the 21st May, 2019

MEMORANDUM

Subject: Offer of appointment to the post of Research/Reference Officer in level 10 in the Pay Matrix [Rs.15600-39100(PB-3) plus Grade Pay Rs.5400 (pre-revised)] in Lok Sabha Secretariat.

On the basis of Preliminary Examination held on 03.09.2017, followed by Main Examination held during the period from 25.05.2018 to 31.05.2018 and followed by Personal Interview held on 28.10.2018 and 29.10.2018 for recruitment to the post of Research/Reference Officer in Lok Sabha Secretariat, **Shri Sai Dinesh Shetty** is offered, on temporary basis, the post of Research/Reference Officer in level 10 in the Pay Matrix [Rs.15600-39100 (PB-3) plus Grade Pay Rs.5400(pre-revised)]. He will also be entitled to draw dearness and other allowances as may be sanctioned by the Lok Sabha Secretariat for employees of this category from time-to-time. The terms and conditions of the appointment are as under:-

- A. He will be on probation for a period of two years which may be extended at the discretion of the Competent Authority after taking into account the performance of the appointee. The appointment is liable to be terminated at any time without notice and without assigning any reason during the period of probation, thereafter on one month's notice given by the either side, viz. the Appointing Authority or the appointee. The Appointing Authority, however, reserves the right of terminating the services of the appointee forthwith or before the expiry of notice period by making payment to the appointee a sum equivalent to the pay and allowances for the period of notice for the unexpired portion thereof.
- B. He is also informed that the duties assigned to the post are such that he may be called upon to come/stay in office before/beyond normal working hours and/or on Saturdays/Sundays/Holidays whenever required to do so in the exigencies of work. He should keep this in view before taking up appointment.
- C. This Secretariat reserves to itself the right to withhold any application from **Shri Sai Dinesh Shetty** for appointment in or transfer to any other Ministry/Office.
- D. He will not resign or quit employment except with the previous consent in writing of the Appointing Authority. He should also note that in case he intends to resign from the post, He will have to give a notice in this regard at least one month in advance failing which He will have to forego one month's salary.
- E. His *inter-se* seniority in the grade of Research/Reference Officer will be regulated in terms of R&CS Order No. PDA-1076/2003 dated 20.12.2003 which stipulates that relative seniority of all direct recruits shall be determined by the order of merit in which they are selected for such appointment if they join their duties within one month of the date of offer of appointment. The relative seniority of promotees and of direct recruits shall be determined according to the rotation of vacancies between promotees and direct recruits which shall be based on the quotas of vacancies reserved for promotion and direct recruitment respectively in the Recruitment Rules.
- F. The other conditions of service will be governed by the relevant rules and orders in force from time-to-time for officers and staff of the Lok Sabha Secretariat.

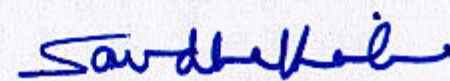
LOK SABHA SECRETARIAT

FAX: 23010756

PARLIAMENT HOUSE ANNEXE
NEW DELHI-110001

-2-

- G. He will have to submit declaration in the prescribed form about his marital status and bigamous marriage is a disqualification for employment in the Lok Sabha Secretariat unless the Appointing Authority is satisfied that such a marriage is permissible under the Personal Law applicable to the person and the other party to the marriage.
- H. He will have to take an oath of allegiance/faithfulness to the Constitution of India (or making solemn affirmation to this effect) in the prescribed form.
- I. He should bring with him original certificates of his date of birth, educational qualification, caste, requisite experience, etc. in support of his candidature for the said post along with attested copies of the same.
- J. His appointment in the grade of Research/Reference Officer in the Lok Sabha Secretariat will be subject to the caste/tribe certificate, if applicable, being verified through proper channel and if the verification reveals that the claim to belong to Scheduled Caste, Scheduled Tribe or Other Backward Classes, as the case may be, is false his services will be terminated forthwith without assigning any further reason and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code, 1860 for the production of false certificate.
2. If any declaration given or information furnished by him proves to be false or if he is found to have willfully suppressed any material information, he will be liable to be removed from service and for such action as may be deemed necessary.
3. If **Shri Sai Dinesh Shetty** accepts the offer of appointment on the aforesaid terms and conditions, he should report to the undersigned on or before **05.06.2019** failing which the offer of appointment is liable to be cancelled.
4. No travelling or daily allowance will be allowed for joining the appointment unless otherwise admissible under the rules.



(SAVDHA KALIA)
UNDER SECRETARY
Ph: 011-2303 4148/4097
Fax: 2301-2650

To

Shri Sai Dinesh Shetty,
C/o P.K. Narayana,
Nigil House Kayakkulam PO
Periya Kasaragod,
Kerala-671316.

ADDRESS

NEDIYAMATTATHIL HOUSE
KALIYAROAD P O
CHELAKKARA
THRISSUR 680586

DATE OF ISSUE
02 Aug 2019

DATE OF BIRTH
04 Oct 1995

VALID UPTO
31 Oct 2055

MOBILE NUMBER
9400788269

BLOOD GROUP
A+VE

FATHER/MOTHER/SPOUSE
GEORGE N K

THIS CARD SHOULD BE SURRENDERED/RENEWED ON RETIREMENT/PROMOTION
REPLACEMENT OF CARD DUE TO LOSS WILL BE CHARGABLE IF FOUND LOST PLEASE
RETURN TO THE CHIEF ENGINEER, ADMINISTRATION PWD, TRIVANDRUM - 682003




GOVERNMENT OF KERALA
PUBLIC WORKS DEPARTMENT

ID CARD NO. : PWD/ID/7509/2019

PEN :- 863857

ALEENA GEORGE
CLERK




CHIEF ENGINEER (NH AND ADMIN)