



ST. DOMINIC'S COLLEGE, KANJIRAPALLY

AFFILIATED TO MAHATMA GANDHI UNIVERSITY KOTTAYAM

RE-ACCREDITED WITH A GRADE BY NAAC

ABSORB & RADIATE



DETAILS OF PLACEMENT OF OUTGOING STUDENTS

2020 – 2021



LIST OF STUDENTS PLACED IN 2020 - 2021

Sl. No	Name of student who has been placed	Programme graduated from	Year of graduation	Name of the employer with contact details	Pay package at appointment (in INR per annum)
1	Aiswarya S Nair	B.Sc Mathematics	2021	Punjab National Bank	280000
2	Dhanya K Gopi	M.Sc Mathematics	2021	Assumption College, Changanasserry	240000
3	Santhra Merin Sebastian	M.Sc Mathematics	2021	St.Antony's College, Peruvanthanam	240000
4	Appu Sebastian	B.Sc Mathematics	2021	Infosys	320000
5	Jithin Cherian	B.Sc Mathematics	2021	Cognizant	284111
6	James Thomas	B.Sc Mathematics	2021	SBI	320000
7	Neethu Sebastian	<u>M.Sc Mathematics</u>	2021	High school teacher	360000
8	Pranav Prasad	B. Sc Physics	2021	MRF Ltd.	270000
9	Arshadh Muhammed Habeeb	B. Sc Physics	2021	MRF Ltd.	270000
10	ELANISINTHAN E	B. Sc Physics	2021	Infosys	300000
11	Sadique Sulaiman	B. Sc Physics	2021	MRF Ltd.	270000
12	Ridhik Santhosh	B. Sc Physics	2021	OFW Premier Magazine LLC	800000
13	Kalidasan PS	B. Sc Physics	2021	ICICI Bank	200000
14	MELBIN JACOB	BSc Chemistry	2021	MRF, Goa	276000
15	JOBIN JOSEPH	BSc Chemistry	2021	MRF, Goa	276000
16	Justin Issac	BSc Chemistry	2021	IQUIA, Bangalore	420000
17	Evan C Biju	BSc Chemistry	2021	SYNTHITE INDUSTRIES LIMITED, Ernakulam	240000
18	Anju Mathew	MSc chemistry	2021	Brilliant Study Center, Pala	200000
19	ALBIN DEVASIA	BA English	2021	Clerk @ Co-operative bank	250000
20	SURYA RAVEENDRAN	BA English	2021	Delhi Public School, Govt of Hyderabad	250000
21	INDULEKHA RAJU	BA English	2021	Broadcast Journalist, Malayalam Communications Ltd., Kairali	200000
22	Jibin Thampi	BA Economics	2021	Accountant Oman	420000

23	Aleena Kurian	MA Economics	2021	Assistant Professor on Contract, Dept of Economics, Assumption College, Changanacherry	540000
24	Roselet John	MA Economics	2021	Teacher, Holy Cross Convent School, Vettilapara	240000
25	Dony Sabu	BA Economics	2021	Kanjirapally Service Co-Operative Bank	180000
26	Emmanuel Thomas	BA Economics	2021	Accountants Service Society	120000
27	Sulumol Dominic	M.Com	2021	Mantle Solutions, +914846633333	200000
28	Amal Sabu	B.Com	2021	Ernst & Young	250000
29	Anto Joseph	B.Com	2021	Kanjirapally service co-operative bank ltd. 04828 203508	120000
30	Don Maria Shaji	B.Com	2021	Ernst & Young	250000
31	Jayamol M Kumar	M.Com	2021	Authbridge, +91 – 124-4609800	200000
32	Jomol John	B.Com	2021	Ernst & Young, +91 080 6681 3000	300000
33	Tesina Cyriac	M.Com	2021	KPMG,0484 6760000	400000
34	Shefina Shaji	M.Com	2021	Outsourcepartners International Private Limited, +91.80.4344.777	200000
35	Resmamol K	M.Com	2021	Randstad, 1800 420 9944	200000
36	Roya Joy	B.Com	2021	Accenture	200000
37	Divya S	B.Com	2021	Government of India- Ministry of Communication	120000
38	Alan Jacob Jose	B.Com Model II	2021	ICICI Securities	192000
39	Albin Jacob	B.Com Model II	2021	Autobahn Trucking Corp. [Maharashtra]	384000
40	Devika Ajesh	B.Com Model II	2021	Suvidha Centre	216000
41	Akhil Sebastian	B.Com Model III	2021	Holy Angels School , Nagaland	264000
42	Alin Anto Thomas	B.Com Model III	2021	Autobahn Trucking Corporation Pvt Ltd	360000
43	Aparna K Lal	B.Com Model III	2021	Routes International	384000
44	Ashli Kurian	MA English (SF)	2021	Focus Edumatics Private Limited	180000
45	Souparnika P G	BVOC Agriculture Technology	2021	Tissue culture lab Technician, L J International ltd, AVT Kakkanad	200000
46	Justin samuel Joseph	BVOC Agriculture Technology	2021	Agri Extension Officer, P D S Organic spices ,Kuttikanam	330000

47	Haseena KS	BVOC Agro Food Processing	2021	Quality control Department Capithan sea food exporting Ltd, Kollam	300000
48	Nandana B Nair	BVOC Agro Food Processing	2021	Quality control Department Capithan sea food exporting Ltd, Kollam	300000
49	Cyril Jacob	BVOC Agro Food Processing	2021	Quality control Department Penver Products ltd , Aroor	300000
50	Mohammed Asif	BVOC Agro Food Processing	2021	Quality control Department Penver Products ltd , Aroor	300000
51	Anfin K Thomas	BVOC Agro Food Processing	2021	Quality control Department P D S, Organic Spices Peermedu	300000
52	Harikrishnan S	BVOC Agro Food Processing	2021	Quality control Department Grand Marine Foods Aroor	300000
53	Stalin Zachariah	BVOC Agro Food Processing	2021	Quality control Department Elite foods , Kalammessery	300000
54	Jobin Jogi	BA History	2021	Mahindra Rural Housing Finance	260000
55	Jaison Felix	BA History	2021	Food and Beverage Service Assistant	168000

Infosys®



Appu Sebastian

1145318

Letter No. : HR/REC/2560/384

Date : 23.03.2023

**LETTER OF OFFER
REGISTERED POST**

SHRI JAMES THOMAS
S/O SHRI THOMAS THOMAS
KUMBALAMTHANAM
R P C PO, MUNDAKAYAM
KOTTAYAM, KERALA - 686513
PH : 8157886990

Dear Sir,

**RECRUITMENT IN CLERICAL CADRE
OFFER OF APPOINTMENT**

We are pleased to inform you that based on your performance in the Main online examination held on 15.01.2023 you have been shortlisted for appointment in the Bank in the Clerical Cadre as "Junior Associates (Customer Support & Sales)" subject to successful qualification in official language test and completion of required formalities by you.

2. Please, therefore, call on the **Assistant General Manager(HR), State Bank of India, Local Head Office, Poojappura, Thiruvananthapuram - 695012, on 31.03.2023 at 01.30 PM** for official language test and other necessary completion of joining formalities. After successfully qualifying in official language test and satisfactory completion of the joining formalities including medical reports, final letter of appointment will be issued to you. Thereafter, you will be undergoing training to be arranged by the State Bank Institute of Learning & Development (SBILD)/ Local Head Office (LHO) prior to your posting at the identified branch/office.

3. It is clarified that, a pregnant woman may be appointed in the Bank upto six months of pregnancy provided she furnishes a certificate from a specialist gynecologist that her taking up Bank's employment at the stage is not likely to interfere with her pregnancy or the normal development of the foetus or is not likely to cause miscarriage or otherwise adversely affect her health. In case the pregnancy is more than six months, a medical examination to ascertain medical fitness in joining the Bank should be under taken after three months of delivery and only then she can be considered for recruitment in the Bank. In such a case prior written intimation should be sent to us immediately on receipt of this letter.

4. If at any time in the past, you were employed in our Bank in the clerical cadre, you are not eligible to join the Bank afresh in clerical cadre now. Your appointment will be cancelled at any time, if it is found that you were appointed in the Bank earlier in clerical cadre.

16-Aug-2021

Dear Jithin Cherian,
B.Sc., Maths
St. Dominic'S College,Kanjirapally

Candidate ID – 17262487

Thank you for exploring career opportunities with **Cognizant Technology Solutions India Private Limited ("Cognizant")**. You have successfully cleared our initial selection process and we are pleased to make you an offer of employment. This offer is based on your profile and performance in the selection process.

You have been selected for the position of **Programmer Trainee**

During your probation period of 12 months, which includes your training program, you will be entitled to an Annual Total Remuneration (ATR) of INR **251,999/-**. This includes an annual target incentive of INR **12,000 /-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are detailed in **Compensation and Benefits**. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your Annual Total Remuneration (ATR) would stand revised to INR **Rs.284,111/-**. This includes an annual target incentive of INR **12,000/-** as well as Cognizant's contribution towards benefits such as Medical, Accident and Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in **Employment Agreement**. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time.

This offer of employment is subject to your fulfillment of other pre-requirements as detailed in this letter and other communications shared with you.

Please note:

1. This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.

This offer from Cognizant is valid for 3 months and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case we do not receive any response from you within this time-period, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant

2. Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

3. Prior to joining Cognizant, you must successfully complete the prescribed Internship or Continuous Skill Development (CSD) program as detailed below:

At Cognizant, we invest in skill and capability development of our campus selects even before they join us. This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized based on the successful completion of same. In event of non-completion of the Internship or Continuous Skill Development program, Cognizant may at its sole discretion revoke this offer of employment.



**HOLY FAMILY
HIGHER SECONDARY SCHOOL
KOTTAYAM - PH : 0481 2570420**



**NEETHU SEBASTIAN
HST MATHS**



Boh
Headmaster
Holy Family Higher Secondary School
Kottayam - 686 004



MRF

VADAVATHOOR P.O., KOTTAYAM - 686 010, PHONE: 0481-2570461, 2570466
FAX : 0481-2570670

IDENTITY CARD



Name: **PRANAV PRASAD**

Address: **Pranav Bhavan House
Vikas Nagar
Vandiperiyar P.O
Idukki, Kerala**

Emp.No.: **623872**

Blood Grp.: **O + ve**

Issuing Authority



MRF

MRF Limited, New No. 114 (Old No. 124), Greams Road, Chennai - 600 006.
Tel : 91-44-2829 2777 Fax : 91-44-2829 2895 CIN : L25111TN1960PLC004306
Website: www.mrftyres.com

Offer Letter

05.01.2022

Dear Mr. Arshad Muhammed Habeeb,

Congratulations and Welcome to MRF Family!

With reference to your application and the subsequent discussions, we are pleased to offer you employment as **Supervisor - Production** in **MA1** Grade in the **Production department** at **Trichy Radial plant** on the following terms and conditions:

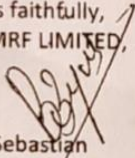
1. The discussed and agreed CTC compensation package is given in the Annexure I
2. Your offer of employment is conditional upon you being medically fit to perform the services of the organization. You will be required to undergo medical examination as per MRF guidelines which is attached in Annexure II
3. You need to bring the original documents and a set of photostat copies at the time of joining as per the list attached in Annexure III for verification.

A detailed appointment letter will be issued to you on your joining. We would expect you to join on or before **10th Jan'22** failing which the offer is liable to be withdrawn.

Please return the copy of this letter duly signed as a token of your acceptance at the earliest

Thanking you,

Yours faithfully,
For MRF LIMITED,


Biju Sebastian
Vice President-HRS

Acceptance:

I accept employment with the organization on the terms and conditions set out in this offer letter, a copy of which I confirm I have received

Name : ARSHAD MUHAMMED Date : 06-01-2022

Signature : Arshad HABEEB

November 25, 2021

HRD/1002519735/21-22

Mr. Elanisinthan E
Kottam Kattil House
Elappara
Elappara-685501
India

Ph: +91-9061486170

Dear Elanisinthan,

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

Here are the terms and conditions of our offer:

Joining

Your scheduled date of employment with us will be **20-Dec-2021**.

Location

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

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

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

Training

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



MRF

MRF Limited, New No. 114 (Old No. 124), Greams Road, Chennai - 600 006.
Tel : 91-44-2829 2777 Fax : 91-44-2829 2895 CIN : L25111TN1960PLC004306
Website: www.mrftyres.com

23.08.2021

Mr. Sadique Sulaiman
Peruvalloor (H)
Nadackal PO
Erattupetta - 686121

Dear Sadique Sulaiman,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you an appointment as Supervisor - Plant Technical in our Company, in the MA1 grade with effect from 23.08.2021, on the following terms and conditions:



OFW PREMIERE MAGAZINE LLC

52-A BUILDING, OFFICE NO. 107, RIQQA ROAD, MURAQQABAT DEIRA DUBAI UAE
Email Address: ofwpremieremagazine@gmail.com / Hotline No: +97158-523-7781

04 March 2023

Mr. Ridhik Santhosh
Passport #: U7558934

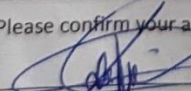
Subject: Offer Letter

Dear Mr. Santhosh,

We are pleased to offer you the position for **Graphic Designer/ Video Editing** as Full-time basis in **OFW PREMIERE MAGAZINE LLC** upon the following terms and conditions:

Designation	GRAPHIC DESIGNER/ VIDEO EDITING
Remuneration	<ul style="list-style-type: none">• Basic Salary: AED 1,500 per month• House Rental Allowance: AED 1000 per month• Transportation/ Other Allowance: 500 Note: <ul style="list-style-type: none">• Return Ticket (DXB-COCHIN-DXB) shall be given after completion of 2 yrs.• Company Health Insurance shall be given as per company policy.• Six (6) months Evaluation shall be done on the performance of the said Department further to assess its effectivity.• One month paid leave shall be given once you completed your 12 months calendar.
Duties & Responsibilities & Working Hours	Job Responsibility shall be given once you started on your first job. Working Hours: 10 AM to 7PM (Breaktime/ 1 hour, 48 working hours a week) (Off: Monday/ every week) The company reserves the right, at its sole discretion, to revise, amend or extend the working hours should the need arise.
Termination of Service	One month notice either party to terminate the contract. In case you resign before the expiry of your initial employment contract, all costs incurred on your recruitment viz: visa, work permit, medical and insurance charges shall be payable by you. Upon the termination of your employment you shall return to the company all documents, records, items and materials or custody belonging to the company.
Others	The company shall provide a company email and necessary documents for company use only,

Please confirm your acceptance on the duplicate copy of this letter.


04/03/2023
Mr. Nino Medilla Sablo
CEO- OFW PREMIERE MAGAZINE LLC

Accepted by: Mr. Ridhik Santhosh

Cc: Reymalin/ Kristine

"A Digital Media, Advertisement, Marketing, Magazine and Event in the Region"



Kalidasan Ps

Employee No. : 856194

A handwritten signature in black ink, appearing to be 'H S Kalidasan', written over a horizontal line.

Issuing Authority



1/2

ICICI Bank Limited

ICICI Bank Towers

Bandra Kurla Complex

Mumbai 400 051 India.

Telephone No. : 022 - 26537532/33

Emergency No's.: 1800 - 102 - 7755

040 - 23128811

Blood Group : B +ve

Allergies : None



Brilliant

STUDY CENTRE, PALA

PULIYANNOOR P.O., MUTHOLY, PALA
KOTTAYAM DIST. - 686573

Ph: 04822-206100, 206800

www.brilliantpala.in, www.brilliantpala.org

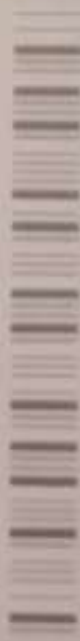

e-mail: brilliantstudycentre@gmail.com



ANJU MATHEW
Class Teacher

Vadasseril House
Koovappally P O, Kottayam.

Ph - 9961968734



Director

Mutholy, Pala
04822-206100
04822-206800

Arunapuram
04822-212415
04822-210949

Ernakulam
0484-2665080
0484-2665096

CN112104558

Model Contract of Apprenticeship Training for Major/Minor* Apprentices

1. Name and Registered Address of Establishment : SYNTHITE INDUSTRIES LIMITED (E05203200367)
- with Telephone no. & E-mail address : SYNTHITE INDUSTRIES LIMITED , SYNTHITE VALLEY ,
: KADAYIRUPPU , KOLENCHERY, Ernakulam, Kerala
- : 7034021345
: jimmy@synthite.com
2. (a) Name of Apprentice (Block Letters) : EVAN C BIJU (A112100878)
(b) Father's/Mother's /Spouse's Name : BIJU GEORGE C
3. Address of apprentice : CHANNANATHIL HOUSE, PARAPPILLIL ROAD,, ERNAKULAM,
: Ernakulam, Kerala
4. Gender : Male
5. Date of Birth : 19-11-1998
6. (a) Whether belongs to SC/ST/OBC/PwD/ Minority : No
(b) Name of the Category : General
7. Educational Qualification (Highest) : Graduate - B.Sc
8. (a) Category of Apprenticeship : Designated
(b) Name of the trade for which Apprentice is training : Laboratory Assistant (Chemical Plant)
9. (a) Whether Basic Training is to be provided as part of Apprenticeship : No
(b) If Basic Training is exempt - reason for exemption
(i) Name of the Course : Graduate
(ii) Duration of Training/Course : N/A
(iii) Name of the Institute : BHARATA MATA COLLEGE THRIKKAKARA ERNAKULAM
(iv) Name of the Sector Skill Council (if applicable) : N/A
10. Apprenticeship Training duration (Total) : 3120 Hours
(a) Duration of Basic Training : N/A
Period of Basic Training : N/A
(b) Duration of On-the-Job Training : 3120 Hours
Period of On-the-Job Training : From 15-11-2021 to 14-11-2022
(c) Training Type : Sequential
11. Apprenticeship Training Location : KADAYIRUPPU kolenchery
(a) Name and address of facility where Basic Training is to be provided : N/A

(b) Name and address of the facility where On-the-Job Training is to be provided : SYNTHITE INDUSTRIES LIMITED
KADAYIRUPPU kolenchery
Ernakulam
Kerala
12. (a) Date of execution of contract : 02-11-2021
(b) Age of Apprentice on the date of execution of contract : 22 years, 11 months and 14 days
13. Is the establishment opting for benefits under NAPS*? : Yes
*If yes, Annexure 2 to this contract will also be applicable.
14. Monthly stipend amount
(a) During 1st year of training : 13000




- (b) During 2nd year of training : N/A
(c) During 3rd and 4th year of training : N/A

The Establishment agrees and understands that the minimum monthly stipend amount is prescribed in the Rule 11(1) of Apprenticeship Rule, 1992. The Establishment confirms that the agreed monthly stipend amount entered above must be higher than these minimum rates.

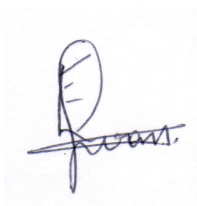
If the minimum rates are modified through legislation (either through modification of rules, or through modification of minimum wages payable) during the course of apprenticeship, this revised rates will apply as the minimum payable to Apprentice

15. (a) Name and Address of Guardian In case Apprentice is under 18 years of age (Minor) : N/A
(b) Relationship with the Apprentice : N/A
16. (a) Whether Apprentice was identified through approved Third Party Aggregator : No
(b) Name of TPA (if applicable) : N/A

17. We, the Establishment, Apprentice/Guardian solemnly declare that we have read the Apprentices Act, 1961 and the Apprenticeship Rules, 1992 as amended from time to time, regarding the contract of apprenticeship training including obligations and terms and conditions contained in Schedule V and VI of the said rules and will comply with the same.
18. I, the Apprentice, declare that all details shared by me, including educational qualifications and other personal information shared, is correct and will provide original documents for verification at any time
19. We, the Establishment, have examined the Apprentice's information, including personal details, and will seek relevant documentation for verification as and when required.
20. In case of default by either the apprentice or the employer, we agree to compensate the other party as per the provisions of the Apprenticeship Rules, 1992 (Main Provisions of the Rules may be seen in the Annexure 1).
21. The Establishment, Apprentice/Guardian hereby also declares to comply with the terms and conditions of National Apprenticeship Promotion Scheme (NAPS),if applicable.



Signature of the
Employer with seal



Signature of Apprentice

Signature of Guardian

FOR OFFICE USE ONLY

Contract Registration No. : CN112104558
(To be given by the Office of the Apprenticeship Adviser)
(Mandatory only for Registered Trades)

Signature of Registering Authority
(Apprenticeship Advisor)
(Registration required for Designation trade only)

Annexure 1 Contract of Apprenticeship Training

Some provisions of the Apprenticeship Rules relating to the Contract of Apprenticeship Training are reproduced below for sake of convenience.

Both the Establishment and Apprentices have read and are bound by the provisions of the directions in have read the Apprentices Act, 1961 and the Apprenticeship Rules, 1992, which will apply to this Contract of Apprenticeship

1. The stipend for a particular month shall be paid by the tenth day of the following month. No deduction shall be made from the stipend for the period during which an apprentice remains on casual leave or medical leave. Stipend shall, however, not be paid for the period for which an Apprentice remains on extraordinary leave.
2. Where the Contract of Apprenticeship is terminated through failure on the part of the employer in carrying out the terms and conditions of the Contract (as notified under the Apprenticeship Rules, 1992), he shall pay to the apprentice compensation as determined by Apprenticeship Advisor.
3. In the event of premature termination of Contract of Apprenticeship for failure on the part of apprentice to carry out the terms and condition of the contract (as notified under the Apprenticeship Rules, 1992), the apprentice hereby guarantees to employer the payment of such amount as determined by the Apprenticeship Adviser as and towards the cost of training.

Annexure -2 | Covenants and conditions specific to NAPs scheme

1. For availing benefit under NAPS scheme, the course under which apprenticeship training is being provided, should be NSQF aligned.
2. Assessment and Certification shall be done jointly by the establishment and SSC/ NCVT/ other bodies as notified from time to time under NAPS guidelines.
3. The Establishment warrants and confirms that they have studied, understood and agree to comply with the guidelines that are applicable to Establishments that are part of the NAPS scheme. These guidelines are published at (<https://www.apprenticeshipindia.gov.in>) and maybe updated from time to time.



MRF

MRF Limited, New No. 114 (Old No. 124), Greams Road, Chennai - 600 006.
Tel : 91-44-2829 2777 Fax : 91-44-2829 2895 CIN : L25111TN1960PLC004306
Website: www.mrftyres.com

Offer Letter

28.07.2021

Dear Mr. Jobin Joseph,

Congratulations and Welcome to MRF Family!

With reference to your application and the subsequent discussions, we are pleased to offer you employment as **Supervisor - Plant Technical** in **MA1** Grade in the **Plant Technical** department at **Goa plant** on the following terms and conditions:

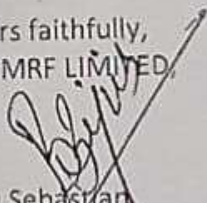
1. The discussed and agreed CTC compensation package is given in the Annexure I
2. Your offer of employment is conditional upon you being medically fit to perform the services of the organization. You will be required to undergo medical examination as per MRF guidelines which is attached in Annexure II
3. You need to bring the original documents and a set of photostat copies at the time of joining as per the list attached in Annexure III for verification.

A detailed appointment letter will be issued to you on your joining. We would expect you to join on or before **6th Sep'21** failing which the offer is liable to be withdrawn.

Please return the copy of this letter duly signed as a token of your acceptance at the earliest

Thanking you,

Yours faithfully,
For MRF LIMITED,


Biju Sebastian
Vice President-HRS

Acceptance:

I accept employment with the organization on the terms and conditions set out in this offer letter, a copy of which I confirm I have received

Name : JOBIN JOSEPH

Date : 30/7/2021

Signature : 



30/11/2021

Justin issac Vellappallil
Vellappallil (h), Edakadathy po, pathanamthitta, kerala
Edakadathy
686510

Dear Justin issac,

Welcome to IQVIA™

On behalf of IQVIA, The Human Data Science Company™, we are pleased to extend an offer of employment for you to join our global team.

By accepting this offer, you will join a diverse team of 55,000+ employees in 100+ countries who share a passion to help clients drive healthcare forward. Discover new paths to success as you share stories of unparalleled data, transformative technology, advanced analytics, and domain expertise coming together to solve complex problems. Join IQVIA and be the catalyst for the future of human science.

Your designation will be (Trainee Clin Data Coord - 110). You will be based in Bangalore, India (INBGL1, 42.5, Omega). Included is information about our offer of employment for your review, including details about salary, vacation time and health benefits.

Please note that this offer is subject to the outcome of the Background Verification on your candidature. At any point, in the event we find that any supporting documentation and/or information provided in connection with this offer letter is found to be false or misrepresented, the company reserves the right to revoke this offer of employment and terminate the appointment on an immediate basis.



MRF

MRF Limited, New No. 114 (Old No. 124), Greams Road, Chennai - 600 006.
Tel : 91-44-2829 2777 Fax : 91-44-2829 2895 CIN : L25111TN1960PLC004306
Website: www.mrftyres.com

Offer Letter

28.07.2021

Dear Mr. Melbin Jacob,

Congratulations and Welcome to MRF Family!

With reference to your application and the subsequent discussions, we are pleased to offer you employment as **Supervisor - Plant Technical** in **MA1** Grade in the **Plant Technical department** at **Goa plant** on the following terms and conditions:

1. The discussed and agreed CTC compensation package is given in the Annexure I
2. Your offer of employment is conditional upon you being medically fit to perform the services of the organization. You will be required to undergo medical examination as per MRF guidelines which is attached in Annexure II
3. You need to bring the original documents and a set of photostat copies at the time of joining as per the list attached in Annexure III for verification.

A detailed appointment letter will be issued to you on your joining. We would expect you to join on or before **6th Sep'21** failing which the offer is liable to be withdrawn.

Please return the copy of this letter duly signed as a token of your acceptance at the earliest

Thanking you,

Yours faithfully,
For MRF LIMITED


Biju Sebastian
Vice President-HRS

Acceptance:

I accept employment with the organization on the terms and conditions set out in this offer letter, a copy of which I confirm I have received

Name : MELBIN JACO

Date : 05/08/2021

Signature : 

STATE CO-OPERATIVE UNION, KERALA

(Established by the Govern

CO-OPERATIVE TRAINING COLLEGE / CENTRE

Name of Course : HDC&BM / JDC

Name : Albin Devasia


Signature of the student


Principal





1994-2000

HDFC bank Ltd
I Think Techno Campus
Building Alpha Next to Kanjur
Marg Railway Station, East
Kanjur Marg, E
Mumbai-400 047

Employee Code : 268129

Personal & Confidential

Date of Joining : Nov 29, 21

Name : SURYA RAVEENDRAN

Location : Attingal

Dear SURYA RAVEENDRAN

Further to the interview & discussion you had with us, we are pleased to offer you as Empowerment Officer in SL Initiative (code: 140) at branch (1597), Attingal on the following terms and conditions

BAND	SO-EO
Basic Salary	11500.00 Rs. /pm
HRA	2500.00 Rs. /pm
Total	: 14000 Rs. /pm

(The above compensation will be payable to you every month in the salary. You may claim income tax exemption as applicable within the parameters of the applicable tax structure)

Provident Fund:

You will be covered under the Bank's Provident Fund Trust. The Bank shall contribute 12% of your base salary towards provident and pension funds in accordance with applicable laws

www.hdfcbank.com

Regd Office: HDFC Bank Limited, HDFC Bank House, Senapati Bapat Marg, Lower Panel (West), Mumbai - 400 013
Corporate Identity No. L65920MH1994PLC0080618

Accepted

Date: 30th May 2023

Ms. Indulekha Raju
Mundakkayankal House
Koorlai P.O, Elamgulam
Kanjirappally, Kottayam
Kerala – 686 522

Dear Ms. Indulekha,

We are pleased to inform you that you have been selected as **Broadcast Journalist (Trainee)** in Malayalam Communications Ltd. under the following terms and conditions.

1. The training will last for one year.
2. You will be paid a monthly stipend of **Rs. 14,000/-** (Rupees Fourteen thousand only) during the period of training.
3. You will be absorbed in the Company after successful completion of training depending on your performance and suitability and subject to the requirements of the Company. The mere fact that you have undergone training would not automatically entitle you to be absorbed as an employee of the Company. The Company will have the right to terminate your training at any time during training without explanation.
4. You have no liberty to relinquish the employment on your own before the expiry of the period for which you have executed / will be executing Indemnity Bond to serve the company for one year from the date of joining. After the expiry of the Bond, you are at liberty to leave the employment of the company by giving one month's clear notice in writing. In case sufficient notice is not given, salary for the short fall in notice period, subject to a maximum of one month's salary will be payable to the Company in lieu of the notice period.
5. The Company will give you training in various aspects of visual media, and you will have no objection to being trained in any department. The department, the duration and the timing will be solely at the discretion of the Management.
6. The training may be extended for further period at the discretion of the Management.
7. Your training may involve extensive travel, and / or posting anywhere in India or abroad and you should have no objection to such assignments and postings. The training schedules will also correspond to the requirements of news production. Therefore, you should be prepared to work at odd hours and forgo common holidays and fixed weekly offs.
8. You may return the enclosed copy of this appointment order duly signed as token of your acceptance of the terms and conditions of appointment.
9. You are required to report at the Corporate Office, Trivandrum on or before **01st June 2023**

Best wishes,

JOHN BRITTAS
MANAGING DIRECTOR



خدمات الخليج للبتر وكيمائيات والتجارة ش.م.م Gulf Petrochemical services & Trdg. LLC

رقمنا
Our Ref.

التاريخ
Date

رقم البطاقة الضريبية: ٨١١٨٢٥٢
Tax Card No. 8118252

س.ت.رقم: ١١٧٦٥٣٦
C.R. No.1176536

EMPLOYMENT AGREEMENT

WITNESSETH that by signing this Single Status Employment Agreement, the Employer employs and the Employee thereby accepts said employment on the following terms and conditions:-

Dated : 11.05.2022

Employer : Gulf Petrochemical Services & Trading LLC
Address : P.O.Box 1633, Jibroo, Postal Code 114
Sultanate of Oman

Employee : MR. JIBIN THAMPI
Nationality : Indian
Passport No :

Status : Junior Staff

Job Description : The Employee will be responsible for performing the duties of a **Store Keeper**. The Employee has represented to the Employer, that he is fully qualified to perform the work.

Commencement : From the first full working day of the Employee's joining GPS.

Period of Employment: The contractual period of employment will be 24 months. It may be necessary for this Employment Agreement to be extended for a further period of time after the scheduled completion date.

Probation Period : Three (3) months from date of commencement of employment.

Basic Salary : **RO.125/-** (Rials Omani One Hundred Twenty Five only) per month. This salary is fixed for the entire duration of employment and is non-negotiable.

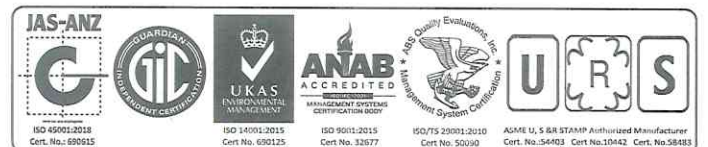
Special Allowance : **RO.50/-** (Rials Omani Fifty only) per calendar month.

Overtime : The basic salary mentioned above is inclusive of any overtime that may have to be worked.

Leave : As per Oman Labour Law. The leave period is inclusive of travel days. In order to maintain continuity of work and services, at the sole discretion of the Employer, leave periods may have to be rescheduled. All interim leaves will be subject to final approval from the Corporate Head Office. Employee's who are late returning from vacation will be penalised by the Employer, may be subject to dismissal and the Employer will look for replacements. Salary will commence from the first full working day the Employee arrives in the Sultanate of Oman. Vacation will not accrue during the period the Employee is on vacation.

س.ت.رقم: ١١٧٦٥٣/٦
ص.ب: ١٦٣٣ جبروه
الرمز البريدي: ١١٤
سلطنة عمان
P.O. Box : 1633, Jibroo
Postal Code : 114
Sultanate of Oman

ص.ب: ١٦٣٣ جبروه، الرمز البريدي: ١١٤، سلطنة عمان
هاتف: ٢٤٣٩٢٩٠٠، ٣٤٣٩٢٩٠٠، فاكس: ٢٤٤٨٩٤٤٦، ٢٤٣٩٢٩٣٩
P.O.Box 1633, Jibroo, Postal Code 114, Sultanate of Oman
Telephone: 24392900, Telefax: 24489446, 24392939
E-mail: gpsoman@omantel.net.om - Website: www.gpsoman.com



Air Passage :

The Employer will provide a economy class, air ticket Mumbai/Muscat at the commencement of employment. On completion of 12 months of continuous service the Employee will be entitled to a return journey, economy class, air ticket Muscat/Mumbai/Muscat. Air fare for any leave before the completion of 12 months continuous service will be to the Employee's account.

A single journey, economy class, air ticket Muscat/Mumbai will be provided for the Employee on completion of employment.

All airport taxes are to the Employee's account. Routing and airline will be at the discretion of the Employer.

Should the Employee wish to transfer to another company within the Sultanate at any time, the Employee will forfeit the single journey, economy class, air ticket Muscat/Mumbai.

If the Employee is terminated / resigns before the completion of the 3 month probationary period, the air passage cost for repatriation will be borne by the party terminating this agreement.

Accommodation :

The Employer will provide the Employee with suitable, furnished, sharing accommodation with simple hard furnishing including air conditioning and paid utilities.

Food :

Free Food or a Food Allowance of RO.20/- per month will be provided.

Provision of food or food allowance will be solely at the discretion of the Management.

Hours of Work :

Normal site working hours are 10 hours/day, 6 days/week.

No overtime will be paid for working beyond normal hours or for working on holidays, whether weekly or National holidays.

Medical :

Medical treatment and hospital care will be paid by the Employer for the Employee whilst in the Sultanate of Oman as provided by the Oman Labour Law. Prolonged illness, dental treatment, hearing aids, prescription spectacles or medical operations known to be necessary prior to employment are not covered by the Employer and are to the account of the Employee. Emergency medical treatments e.g. bone fractures, stitching of cuts, etc., will be paid for by the Employer.

Sick Leave :

Full salary will be paid for the first fifteen days sickness, where sickness is due to cause outside of the Employee's control. Thereafter the Employer may, at their discretion, allow continued medical treatment with pro-rata salary in accordance with the Oman Labour Law. All sick leaves must be covered by a valid Doctor's certificate. Employees who are regularly absent from work due to illness may have their contract terminated.

Gratuity :

Following the completion of each 12 months of satisfactory employment the Employee will qualify for gratuity in conformance with the Oman Labour Law which is calculated on the basis of 15 days basic salary for the first 3 years of continuous service and 30 days basic salary for the years following the first three. The Employee will not be entitled for gratuity if he has served less than one year with the Employer. This gratuity will be paid as a lump sum on the Employee's final departure from the Employer's service.



Termination :

By the Employer at any time, without assigning any reason, by giving one (1) months notice in writing of his intentions to terminate or by one (1) months salary in lieu of notice. The acceptance of pay in lieu of notice shall be at the sole discretion of the Employer.

If the Employee wants to leave the Employer's service he will have to give the Employer a one (1) months notice period in writing or by one (1) months salary in lieu of notice. Should the Employee resign before completion of 1 year continuous service, all costs related to specialised training will have to be reimbursed to the Employer.

Should a qualified medical practitioner certify that the Employee cannot perform his duties due to ill health, the Employer shall be entitled at any time, after 15 days of continued illness, to terminate this contract.

If the Employee is terminated / resigns before the completion of the 3 month probationary period, the Employer or Employee must give 7 days notice of termination of this Employment Agreement.

If the Employee resigns during the 3 month probation period, the Employer has the right to recover the cost of recruitment from the Employee.

Termination-for-cause: The Employee may be terminated-for-cause without notice for:-

- Refusing to accept assigned work or satisfactorily perform the work assignments contemplated in the job description.
- Failure to comply with operating or safety rules.
- Absenteeism.
- Causing unrest among Company's workers.
- Provoking a strike for any reasons, which is illegal as per Article 100 (a) of the Oman Labour Law.
- Physical violence towards Company's employees.
- Lying.
- Falsification of records.
- Stealing.
- Failure to comply with Employer's published rules, policies and/or procedures.
- Failure to comply with the local customs, laws, rules and regulations of the Sultanate of Oman or any other countries visited in the pursuit of his duties.
- Failure to notify that the Employee is not able to perform the work contemplated in the contract due to illness or falsification of medical information.
- Alcoholism and/or drug abuse.

Insurance :

The Employer agrees to pay the insurance cost of Workmen's Compensation insurance in accordance with the law of the Sultanate of Oman.

General :

1. The Employee shall observe the Employers procedures and instructions and at all times abide by the Laws and Customs of the Sultanate of Oman. The Employee shall not take part in local politics directly or indirectly at any time while sponsored by the Employer.
2. The Employee shall not in any circumstances or at any time during the period of this contract or thereafter, impart any information regarding the business affairs of the Employer, to any person, firm or company, except under the direction and with the consent of the Employer, or in so far as may be required, by a competent Court of Justice.
3. During the period of employment the Employee may be asked to work in any part of the Sultanate of Oman or in any other country as per the exigencies of the Employer's work.



4. Employees who wish to leave the service of the Employer, prior to completion of this Employment Agreement, or at the completion of this Employment Agreement, for employment elsewhere in the Sultanate will require a letter of "no objection" from Gulf Petrochemical Services & Trading LLC. The issue of any such letter will be at the sole discretion of the Employer.
5. The Employee is to protect and properly use property, tools and equipment provided and is to wear Company provided safety clothing and footwear during working hours. The Employee is responsible for the care of this safety clothing and footwear, and replacement of these items will be assessed by the Employer's Representative. If replacement is due to negligence by the Employee the cost of replacement will be deducted from the Employee's compensation. Replacement of safety gloves, boots, coveralls, safety helmets and goggles will require the old item to be returned. Items lost, or not returned will have the cost of the replacement item deducted from the Employee's salary.
6. Blatant abuse and neglect of Company property or Company vehicle could result in its replacement cost being deducted from the Employee's salary and possible further disciplinary action.
7. While travelling as a passenger in a Company vehicle, each Employee is to be alert throughout the complete journey and if necessary verbally assist the assigned Company driver to avoid a potential accident.
8. It is a mandatory requirement of the Employee's employment that they fully comply with the Employer's Health Safety and Environmental Plans, Quality Plan and the ISO9002 Quality Management System. Failure to comply with these instructions may result in the Employee's dismissal.
9. The Employee is required to keep his passport for safe keeping in the custody of the Employer during his tenure of sponsorship by the Employer.
10. In the event of death of the Employee the Employer will repatriate the Employee's body to nearest international airport to his home town. In the event that it will not be possible to repatriate the body then the Employee will be buried in compliance with the instructions of the local Indian Embassy, Consulate or Labour Attaché.
11. Other terms and conditions of employment, not covered herein, shall be governed by the pertinent Law of the Sultanate of Oman.

for Gulf Petrochemical Services & Trading LLC


DARIUS MISTRY
Authorised Manager



I, the Employee, hereby accept all the terms and conditions of service as stated above and I certify that the foregoing terms and conditions constitute the entire Agreement with the Employer and no promises or understandings have been made other than those stipulated in this Agreement. It is specifically agreed that this Agreement shall be subject to modification only by written instrument signed by both the Employer and the Employee.

Signed :

EMPLOYEE



ASSU, COLLEGE

Autonomous NAAC Re-Accredited 'A' Grade
Manganacherry - 686101 Tel - 0481 - 24201



MS ALEENA KURIAN

Dept. of ECONOMICS

Assistant Professor on Contract

PATHIYIL (H),
UPPUTHARA,
9495013804



PRINCIPAL



**HOLY CROSS CONVENT SCHOOL
VETILAPPARA**



SR. ROSELET JOHN

TEACHER

9539913042



**KANJIRAPALLY
SERVICE CO-OPERATIVE
BANK LIMITED NO. 2061**

① PB NO. 2, KANJIRAPALLY, P.O.
KERALA STATE - PIN: 686 507

BRANCHES

KANJIRAPALLY 04828 202508, 202298
VIZHIKKITHODU 04828 230640
THAMPALAKAD 04828 226508
KALAKETTY 04828 235208
ANAKKAL 04828 205508
KANJIRAPALLY TOWN 04828 203608

② kanjirapallyscbank@yahoo.com

HO/58/23

24.05.2023

CERTIFICATE

This is to certify that Mr. Dony Sabu, Thundiyl, Kanjirapally is temporarily working in our Janatha Super Market as Sales promoter since 01.06.2022.

This Certificate is issued to produce before HOD, Economics Department, St. Dominics College, Kanjirapally.



[Handwritten Signature]
Secretary

Ph : 0480-2820379
Mob.: 9349007175

ACCOUNTANTS SERVICE SOCIETY®

Reg. R/75/06 Under Societies Reg. Act, Govt of Kerala

Co. Office : A.J. Tower, Cathedral Jn.,
Tana - Irinjalakuda - 680 121, Thrissur Dt.

KERALA STATE, INDIA.
Email : info@asskerala.com

Govt. of India Trademark
Reg. No. 1677016

ISO 9001:2015 CERTIFIED ACCOUNTS DIVISION

TO WHOM SO EVER IT MAY CONCERN

This is to certify that **Mr.Emmanuel Thomas** has worked in our Accounts Department as an **Accountant** from 02nd June 2022 to 30th January 2023 and gained adequate knowledge and experience in dealing accounts.

During the tenure of his service, I found him to be very efficient in his work. Besides he is hard working, sincere and trust worthy. **Mr.Emmanuel Thomas** bears very good character. He is leaving on his accord and I wish him all success.



For ACCOUNTANTS SERVICE SOCIETY

Sajeem

Secretary

Offer Letter

Ms. Sulumol Dominic,
Velikakathu
Kanjirappally
Melattuthakidy
Kottayam, Kerala, India
PIN-686507

Dear **Ms. Sulumol,**

We refer to your application for the post of **Invoice Verifier - BPO** and the subsequent interview and discussions held at our office in this regard.

Subject to your acceptance of the terms and conditions herein along with the prevailing applicable rules and policies of the Company, we are glad to offer you the position of **Invoice Verifier - BPO** upon mutually agreed terms and conditions.

Your initial place of work shall be at **Lulu Cyber Tower 2, Infopark, Special Economic Zone, Kakkanad, Cochin**. You are required to report for the said post at our office on **10.01.2022** at 9.30am. You will be on probation for a period of 6 months from the date of your joining.

All formalities and requisites along with pre-joining conditions and formalities will be completed by you on the said date. This offer is conditional upon the Company receiving this offer letter duly countersigned by you thereby confirming your acceptance to adhere to all the terms and conditions herein along with applicable rules, policies etc. as may be framed by the Company from time to time.

This offer letter, duly countersigned by you, should be received by the Company on or before **10.01.2022**, failing which this offer will stand revoked and cancelled immediately, after which the Company will not be liable or responsible to you in any manner whatsoever

Our offer is subject to (i) cross verification of your references, which the Company will also be entitled to do so at any time after you have joined the Company (ii) background checks and verification (iii) confirmation and verification of the documents already submitted and/or to be submitted by you (iv) terms and conditions herein (v) conditions set as pre-requisite for this offer (vi) conditions agreed by as post-requisite after you joining the Company (vii) Rules and policies of the Company (viii) completion of positive reference check and submission of documents as mentioned in Annexure 2 herein and (ix) any other changes implemented and applicable to you by the Management.

Your counter signature on this offer letter will be treated as your acceptance and confirmation of the all the terms, conditions, obligation, compliances, powers and discretions of the Company etc.

ABOUT MANTLE SOLUTIONS PVT LTD.**Empowering Progress. Building Prosperity.**

Mantle Solutions is the registered offshore technology and professional services firm for LuLu Group International, a highly diversified conglomerate with business entities worldwide. Combining our digitally driven innovation and expertise in end-to-end operations, we connect every dot, reimagine the processes and reinvent the way LuLu Group works. From accelerating digital transformation, streamlining accounting services, structuring business processes and managing HR services, we help



LuLu Group carve the path of sustainable and lasting business outcomes.

Mantle Solutions began its operations in 2018 as an offshore IT service and BPO centre with its office in LuLu Cyber Tower- 2, Kochi. The company encompasses a staff strength of more than 2000 professionals, delivering services across a broad range of needs, creating a sustainable competitive advantage for LuLu Group International.

About LuLu Group International

LuLu Group International is a highly diversified entity with operations spanning a vast geographical landscape. Spearheaded by the retail division, LuLu Group has interests in hypermarkets, shopping malls, imports & exports, trading, shipping, IT, travel & tourism and education. With the staff strength of over 60,000, LuLu Group is considered a major player in the economic scenario of the Middle East. A true follower of ethical business practices, LuLu Group is a key partner in the development of the community.

Headquartered in Abu Dhabi, the capital city of United Arab Emirates, Lulu Group is best known in the Gulf through a chain of popular shopping malls and Hypermarkets which serve the widest segments of multi-ethnic residents in the region.

Employment Terms and Conditions

Salary:-

Your total Salary including Benefits (CTC) is **INR 217,848.00 (Rupees TWO LAKH SEVENTEEN THOUSAND EIGHT HUNDRED FORTY EIGHT Only)** as per attached Salary Structure (**Annexure-2**). All statutory deductions including amounts towards taxes, Gratuity, PF etc. as applicable will be deducted from your Total salary including benefits as per the existing law.

Please note that you will only be entitled to your total salary including benefits (CTC). You will not be entitled to any other amounts, nor will you raise any such claim against the Company in this respect. All amounts paid to you including the Total salary including benefits (CTC) will be in accordance with Company policy as modified from time to time.

Please note that all components mentioned in Annexure- 1 may or may not be a part of your compensation structure. Mantle Solutions reserves the right to alter, append or withdraw the benefits extended either in part or full based on management's discretion.

Working Hours:-

The company may operate multiple shifts and the employee shall work in shifts as assigned by the designated supervisor/ manager.

For special projects and assignments, the Employee maybe required to work on weekly off and festival holidays, and in such event the Employee shall be compensated by the Company as per the prevailing laws of the land.

Working Location:-

The initial place of work shall be at **LuLu Cyber Tower 2, Infopark, Special Economic Zone, Kakkanad, Cochin**, however the Company reserves the right to assign the Employee's services to any other branch or sister concerns of the Company or its associates or clients, in India or abroad, as the requirements of the business mat necessitate. Upon such assignment, the Employee shall be governed by the policies, rules, regulations and decisions of the new establishment to which the Employee has been transferred/ deputed. In the event of Company deputing the Employee on an assignment abroad, the Employee shall be required to sign an Overseas Deputation Agreement with the Company on such terms as the Company may deem fit.

Reference Check:-

This offer is made on the understanding that all information provided by you to the Company is correct, true, and complete in all respects. This offer is subject to satisfactory investigation of employee's credentials, and it is found at any time that the employee has made any false statements, suppressed/misrepresented information; this offer will be stand automatically withdrawn.

The Company reserves the right to make any background investigation or reference check including criminal background checks on any or all the information provided by you and shall further reserve the right to use the results of such background checks for making any employment decisions. Any information provided by you, if later found to be false and /or fabricated, or if the background check results are found to be negative or unsatisfactory, or if any information was found to be suppressed by you, the Company reserves the right to terminate you with immediate effect without providing any notice or salary in lieu.

Leave and Holidays:-

The leaves pertaining to the Employee shall be governed by the Leave and Holidays Policy of the Company which shall be in tune with the prevailing laws of the land. Leave/Absence from work without prior approval, shall be deemed to be insubordination and shall invite disciplinary actions.

Absence from duty or extension of leave without proper approval, if continues for a period beyond 3 days shall be viewed as lack of interest and in such eventualities, the Employee shall be automatically terminated without any prior notice.

Termination:-

During the period of Probation, both company and employee are entitled to terminate the Employment Agreement by providing a one month (1) written notice (or salary in lieu of notice period). Post completion of probation and upon the confirmation of services of the Employee by the Company, both company and employee are entitled to terminate the Employment Agreement by providing a minimum of two months (2) notice or salary in lieu of notice period subject to the completion of Knowledge Transfer to the Company. Acceptance of salary in lieu of notice may be at the sole discretion of the Company.

In the event you commit (i) any breach of the terms and conditions set out (ii) The breach of obligations with respect to confidential information, and in the event of such breach, the Company notwithstanding the right to termination, shall resort to legal actions stipulated in the Confidentiality cum Non-Disclosure Agreement (iii) Conduct/action has adversely affected the business of the Company (iv) Unauthorized absence for a period of 3 consecutive days (Absconding) (v) Furnishing any false information during the appointment process, falsification of any document (vi) Negative or unsatisfactory background verification and reference check reports (vii) has involved in any act of theft, misappropriation of funds, fraud in connection with the employment of the Company in or outside the premises of the Company or involved in moral turpitude (viii) any malpractice including but not limited to go slow tactics, strike, willful disobedience or any other activity with the aim of being terminated by the Company, the Company shall, notwithstanding the right to terminate the Employee from the employment, be eligible for reserving the next immediate monthly remuneration along with such other disciplinary action as deemed fit by the Company (ix) Discussing Company policies, posting comments detrimental to the reputation of the Company, its parent company, group companies and management etc., on social media, blogs, websites, news media, magazine, radio, television etc., the Company may terminate your employment with immediate effect without providing any notice.

Retirement:-

You will retire from service of the company at the age of 55 (Fifty-Five).

Your employment with the Company is subject to (i) your complete and unconditional acceptance and execution of the Employment Agreement and the Intellectual Property and Confidentiality Agreement and such other documents that may be presented to you and (ii) your delivery of the documents


mentioned in **Annexure-2**. If you fail to sign and deliver the aforesaid documents and any other documents as required by the Company at the time of joining, your employment with the Company shall not take effect and this offer shall be deemed to be revoked and/or withdrawn immediately without any liability to the Company.

A detailed appointment letter will be given to you at the time of joining. You will in addition be governed by the change in Company's policies from time to time and by all other instructions/rules/policies of the Company, which are not specifically mentioned in this letter. For further clarifications, if any, please get in touch with HR Department.

Please sign and return a copy of this letter as a token of your acceptance and ensure to send the scanned copy immediately through return mail to proceed further.

We welcome you to Mantle Solutions to be part of the exciting future and sincerely hope that your association with us shall be mutually beneficial.

Regards,



**Shahir Khan,
Director & CEO**



I agree to the terms and conditions of the offer as set out herein and ready to join.

Name:

Date:

Signature:

Annexure 1**SALARY BREAKUP SHEET**

Name : Sulumol Dominic			
Effective Date : 10.01.2022		Designation : Invoice Verifier - BPO	
Components		Monthly Salary	Annual Salary
1	Basic	15,162.00	181,944.00
2	DA	1,638.00	19,656.00
Subtotal I (Gross Salary)		16,800.00	201,600.00
3	ESI(Employer Share)	546.00	6,552.00
4	Gratuity(4.81% of Basic Salary)	808.00	9,696.00
Subtotal II (Other Benefits)		1,354.00	16,248.00
CTC (I+II)		18,154.00	217,848.00

You will be eligible to get an annual increment of **Rs. 6,000.00/- (Rupees SIX THOUSAND Only)** on your gross salary after successful completion of probation period. The probation review will be linked to your performance and will be at the discretion of the management.

Note:-

- i) All the statutory contributions (employee share) such as PF, ESI, Professional Tax, TDS etc will be deducted from Sub Total I.
- ii) Gratuity is subject to payment as per Gratuity Act
- iii) You will be liable to pay all applicable taxes on your income as per the local laws. You will also be responsible for filing your personal Income Tax returns.



Annexure 2

LIST OF DOCUMENTS/INFORMATION TO BE SUBMITTED		
Sl.No.	Particulars	No of copies
1	Qualification - Degree Certificate, All Years Mark sheets. Provisional Degree Certificate required for courses completed in the last 6 months from the current date.	1
2	Previous Employers-Relieving and Experience Letter of all previous employers.	1
3	Current Employer - Relieving and Experience Letter, salary slip of last 3 months, bank statement showing salary transfer and Form 16	1
4	AADHAR card and PAN Card (MANDATORY)	2
5	a) Government issued Identity proof (Passport/Driving Licence/Voter ID card) b) Address proof-Current & Permanent (Passport/Any utility bill-electricity/telephone/credit card)	1
6	Passport Size Photographs	3

Things to remember:

- i) All the above mentioned documents should mandatorily be produced on the date of joining itself.
- ii) At the time of your joining, you would be required to bring the Originals for verification and submit copies as specified above.
- iii) Please ensure all documents are Self-attested (Photocopies).
- iv) Please ensure that the photocopies are clearly visible as dark and hazy photocopies are not accepted.
- v) Please feel free to contact on phone 0484 663 3333 during working hours for any clarifications or assistance prior to Joining.





EY



Amal Sabu
GPN:IN010157591



**KANJIRAPALLY
SERVICE CO-OPERATIVE
BANK LTD NO. 2061**

EMPLOYEE ID : 88



ANTO JOSEPH

ATTENDER/ SALESMAN

Authorised Signatory



Don Mariya Shaji
GPN: IN010145953

Date:

Name: _____

Address: _____

Subject: Offer cum Appointment Letter

Dear _____

Congratulations!!

Pursuant to our discussions, we are pleased to offer you the position of _____ at
AuthBridge Research Services Pvt. Ltd., _____.

At AuthBridge, we believe in passion for Surpassing Goals, Innovative Thinking & Excellence in everything we do. As a result of which, AuthBridge has emerged as one of the pioneers in pre-employment screening industry and is recognized as the preferred choice of Corporates for employment verification across industries and levels, setting a global benchmark in solutions that build trust in people and alliances.

We, at AuthBridge welcome you to join us and embark up on this journey of becoming one of India's leading Background Screening Companies.

You are requested to join us on or before _____ at **AuthBridge Research Services Pvt. Ltd.**, _____ with the documents mentioned in the Annexure 2 to complete the joining formalities.

This Appointment is subject to the following terms and conditions:

1. Compensation

Your CTC will be as provided in the Salary Structure document attached herein which would be governed by Company policy. Please refer to Annexure 1 for your complete salary break up, these details are strictly confidential and must not be disclosed or discussed with others.

2. Place of Work

Your place of work will be _____

3. Probation Period and Confirmation

You will be on probation for a period of _____ months from the date of your joining duties, which may be extended further up to a maximum one-year period or reduced at the sole discretion of the company. At the end of the probation period your appointment shall be confirmed by the Company at its discretion subject to your performance meeting the req-uisite standards.

On successful completion of probation period, you will be confirmed by a letter to this effect issued to you by the management. Until you are issued a confirmation letter, you will continue to be on probation. The notice period during probation as per the grade will be of _____ days.

4. Transfers

Your services are transferable, and you may be assigned to any department, location, or group company of AuthBridge Research Services Private Limited. On transfers, you will be governed by the rules, regulations, and conditions of service of that department, location, or Group Company.

5. Working Hours

You will be expected to attend office - except when travelling on business during the working hours/shifts, as may be decided by the Company to complete your business duties. Your scheduled working hours will be 9 am to 6 pm/ on rotational shift basis, subject to changes from time to time as required for your job responsibility.

Except on office holidays, as from time to time notified by the company, you shall attend to work punctually and regularly and devote to your duties the whole of your time and attention and shall not without prior written consent of the company be engaged or interested either directly or indirectly in any trade, business or occupation whatsoever.

6. Severance from Employment

In the scenarios of voluntary resignation, the notice period as per the grade applicable will be _____ days post confirmation. The employer also will have to give applicable notice for terminating the services of an employee, except in cases of termination on account of misconduct(s).

However, the Management reserves the right to accept the payment of salary (last drawn salary or latest salary annexure issued) in lieu of the notice and at its sole discretion enforce the notice period. Also, at the time of leaving the services of the company you would have to ensure that all your ongoing activities are successfully completed to the satisfaction of your manager.

AUTHBRIDGE RESEARCH SERVICES PVT LTD reserves the right to terminate your employment without any notice or payment of any kind whatsoever in lieu of notice or otherwise on grounds of policy, misconduct, act of dishonesty, disobedience, insubordination, integrity, unsatisfactory job performance, unauthorized absence from duty, irregularity in attendance, unpunctuality, or any other misdemeanor or neglect of duty or incompetence in discharge of duty on your part or breach of any terms and conditions and stipulations contained therein. However, before termination takes place, the employer will provide an opportunity of defense to the employee and will also consider the gravity of misconduct vis-a-vis the punishment.

7. Retirement

You will automatically retire on attaining the age of 58 years. You will be eligible for Retiral Benefits as applicable to your category of employees. You may be retired earlier if found medically unfit.

8. Leave

You will be eligible to avail Casual Leave, Earned Leave, and Sick Leave as per the company rules. All these rules are also subject to regulatory changes done by the relevant regulatory authorities from time to time. Leave will however be granted at the discretion of the Company and may be accumulated as per the rules. Earned leave is encashable as per the leave policy at the rate of last drawn salary and at the time of exit only.

9. Confidentiality and Other Terms

- a. You will not take any other employment or engage in any external activities of a commercial nature without prior written approval of the Company.
- b. Except in the proper discharge of your functions during your employment thereafter, you shall not divulge to any third party any information regarding the affairs or business matters of the Company or information regarding its customers without prior written approvals. All information that comes to your knowledge by reason of your employment with the Company is deemed to be confidential.
- c. You will sign a "Non-disclosure Agreement" with the Company on the day of joining. You will be covered by the Company's Policies, code of conduct and other rules as applicable from time to time. The laws of India shall govern the terms of the employment and Courts in Gurgaon shall have exclusive jurisdiction.
- d. You shall confirm at the time of taking employment that you have disclosed fully all of your business interests to the Company whether or not they are similar to or in conflict with the business(es) or activities of the Company, and all circumstance in respect of which there is, or there might be perceived, a conflict of interest between the Company and you or any immediate relatives.
- e. You will not (except in normal course of the company's business) publish any article or statement, deliver any lecture or broadcast or make any communication to the press relating to company's products or to any matter with which the company may be concerned unless you have prior written permission from the company.
- f. Any violation of the above or any other Company procedures can result in disciplinary action being taken against you, which may result in termination of your employment with or without notice or compensation.

- g. Upon separation from the Company on account of either resignation or termination, you shall immediately return to the Company all the assets and property (including any leased properties) of the Company including documents, electronic media, books, files, papers, training materials whether in hard or soft copy provided to you and/or in your possession or custody.
- h. All amounts payable to you shall be subject to deduction of income tax, as per government regulation at the rate applicable. Please note that the company shall not be liable for any misrepresentation of facts and figures by you, in regard to tax deduction during your previous employment.
- i. Even after separation from the company, on account of either resignation or termination, you shall not divulge to any third party any information regarding the affairs or business matters of the Company or information regarding its customers without prior written approvals. All information that comes to your knowledge by reason of your employment with the Company is deemed to be confidential.

10. Internet Code of Conduct

- a. Employees accessing the Internet are representing the company. All communications should be for professional reasons. Employees are responsible for ensuring that the Internet is used in an effective, ethical and lawful manner. Internet Relay Chat channels or Messenger channels may be used to conduct the company's business or to gain technical or analytical advice. Databases may be accessed for information as needed. Emails may be used for business contacts.
- b. Use of the Internet must not disrupt the operation of the company network or the networks of other users. It must not interfere with your productivity. Staff members on the internet shall not transmit copyright materials belonging to entities other than the company. Users are not permitted to copy, transfer, rename, add or delete information or programs belonging to other users unless given express permission to do so by the owner. Failure to observe copyright or license agreements may result in disciplinary action from the company or legal action by the copyright owner.
- c. Each employee is responsible for the content of all text. Audio or images that they place or send over the Internet. Fraudulent, harassing or obscene messages are prohibited. Information published on the Internet should not violate or infringe upon the rights of others. No abusive, profane, or offensive language is transmitted through the system. There will be no unauthorized downloading of the software. The company's proprietary reports, files, data and source code to any unauthorized person, group or organization through the Internet. This constitutes theft of company's property.
- d. The company recognizes that some use of the Internet for personal purposes is inevitable. Employee may use the Internet for personal messages in a "reasonable" manner after office hours. Employee borrowing the net for personal purpose should do so only during non-working hours with due respect to the Internet policies.

All other terms and conditions will be governed by the company's policies as stated from time to time.

The terms set out in this letter are for your guidance and are not fully comprehensive. You will be bound generally by the Company's Rules. The Company reserves the right to alter/rescind the rules at its discretion.

This appointment is issued on the information furnished by you to us in your job application form and otherwise and will be null and void if a material error (in the company's opinion) is discovered therein at any time.


Kindly sign and return the duplicate copy of this letter as a token of your acceptance of the terms and conditions stated herein at the time of joining. Also, you are required to sign each page of the Offer Cum Appointment Letter.

This offer is valid subject to clearance of your background verification.

We welcome you and wish you every success in your career with AUTHBRIDGE RESEARCH SERVICES Pvt. Ltd.

Looking forward to having you with us.

Sincerely yours,
For Authbridge Research Services Pvt. Ltd.


9a2ef634-6f90-4dd4-b52c-79bd0a1a4b9c
Authorized Signatory

Accepted and Agreed


f5375585-ecdb-48f4-b5d3-774d6cfb2ac5
Employee's Signature

Annexure 1

Name: _____

Designation: _____

Components	Monthly	Annual	Description
Fixed Salary			
Basic			
HRA			
Special Allowance			
Incentive			
Total Fixed (A)			
Flexible Salary *			
Meal Pass			
Expenses Reimbursement			Payable against submission of bills
Total Flexible (B)			
Benefits			
EPF			
ESIC			
Gratuity			
Statutory Bonus			
Total Benefits (C)			
Total Gross(A+B+C)			
Variable Salary			
Variable Compensation (D)			To be disbursed as per policy
Total Cost to Company (A+B+C+D)			
Statutory Deductions (Other than IT)			
EPF			
ESIC			
Labour Welfare Fund			
Total Deductions (E)			
In-Hand Salary (A+B-E+D)			

Note: The explanation, terms & conditions related to the Variable Pay, ESI, Conveyance and Flexible Benefit will continue to be applicable as per company policy

Note: All other terms and conditions of your employment remain unchanged. You are advised to maintain strict confidentiality on your compensation; we view any non-adherence to this policy very seriously.



9a2ef634-6f90-4dd4-b52c-79bd0a1a4b9c

Authorized Signatory

Jayamol Kumar

f5375585-ecdb-48f4-b5d3-774d6cfb2ac5

Signature of Employee

Annexure 2

Documents that need to be submitted on link:

1. Education Qualification Certificates from 10th onwards
2. Copy of relieving letter for Each Employment
3. Last 3 Salary Slips for Current Employment
4. Address Proof
5. Passport Size Photographs
6. Copy of Photo ID card (PAN Card, Valid Passport, Driving License, Election Card)
7. Medical Certificate - Fitness



EY Global Delivery Services India LLP
3rd Floor, Tower 'C',
RMZ Infinity, Old Madras Road,
Benniganahalli, K.R. Puram,
Bangalore - 560016
Karnataka, India

Tel: +91 080 6681 3000
Fax: +91 080 6681 3334
ey.com

13 September, 2022

**Ms JOMOL JOHN
VAYALIL HOUSE, PONKUNNAM P.O,
NEAR HOLY FAMILY FORONE CHURCH,
KOTTAYAM,
KERALA - 686506**

**Contact No: 9188129089
Email: jomoljohn05@gmail.com**

Dear **JOMOL**,

**Subject: Appointment in the position of
Analyst**

With reference to your application and the subsequent interview you had with us, we are pleased to confirm your appointment for the above said position in "EY Global Delivery Services India LLP" (the "Firm") subject to the following terms and conditions:

1. POSITION:

You will be appointed in the position of **Analyst** in GCR GCS EMEA - GO_NS-BLR in the Firm. Your Rank will be **44**. While serving the Firm in this position, you will report to, and receive direction from the reporting manager or as may be communicated to you from time to time. As agreed, you shall join the services of the Firm at **Kochi** office.

2. DUTIES AND CODE OF CONDUCT:

- a. You shall at all times carry out such duties and responsibilities as may be assigned to you by the Firm and shall faithfully and diligently perform these in compliance with established policies and procedures, endeavouring to the best of your ability to protect and promote the interests of the Firm.
- b. You will be bound by the Firm's Code of Conduct and all other rules, regulations, policies and orders issued by the Firm from time to time in relation to your conduct, discipline and service conditions such as leave, medical, retirement, IT policies, etc. as if these conduct rules, regulations, policies et al, were part of this contract of employment.
- c. Without prejudice to the generality of the foregoing, you shall at all times comply with the Firm's policies and procedures (as may be intimated from time to time on the Firm's internal home page or through Firm newsletters and webcasts or other written means), including but not limited to matters relating to independence, anti-bribery, prevention of insider trading and prevention of sexual harassment.

21-Jan-2022

Tesina Cyriac

**Vilavunkal [H] Vazhoor East P.O Kottayam, Kanjirappally,
Kottayam
(Kerala) - 686504**

Dear Tesina,

On behalf of **KPMG Global Services Private Limited** (the 'Company'), I am pleased to offer you the position of **Associate 1 in Tax** with the Company. You will be part of the **Tax-BTS Asset Management** team.

You shall report initially to **Nishitha M** and, or, any other person as decided by the Company from time to time. You shall be based in **Kochi** and can be transferred to any other offices of the Company at any other place or city within India or outside India, as decided by the Company from time to time.

Your employment shall commence with effect from **31-Jan-2022** and end on **29-Jul-2022**. In the event you fail to join latest by **31-Jan-2022**, this employment agreement ('Agreement') shall stand terminated.

The terms and conditions of your employment with the Company shall be as follows:

A. Compensation

1. Basic Salary

Your basic salary shall be **Rs.250000/- (Two Lakh Fifty Thousand Rupees)** per annum, payable monthly in arrears.

Your next revision shall be in accordance with the merit review cycle and at the sole discretion of the Company.

2. Allowances

In addition to the basic salary referred to in Paragraph A.1 above, you shall be entitled to a sum of **Rs.250000/- (Two Lakh Fifty Thousand Rupees)** towards allowances to be chosen out of the allowances / perquisites detailed in the Staff Manual of the Company and Employer's contribution under the Provident Fund scheme of the Company, subject to your entitlement and the policy of the Company in that regard.

B. Other Entitlements

Your other entitlements, as may be determined by the Company Policy from time to time, shall be as follows:

1. Leave

You shall be entitled to proportionate number of days of leave during the tenure of your employment, in accordance with the Company Policy subject to the applicable law. You will be governed by the Leave policies as stated in the Staff Manual and amended from time to time.

C. Miscellaneous

1. Working Hours

You will be required to work eight (8) hours a day excluding thirty (30) minutes break for lunch. The Company practices a forty (40) hours workweek. Subject to the applicable law, work timings, schedules and shifts may vary from time to time based on customer service requirements and depending upon exigencies of business, as specified by the Company from

time to time. You may be required to work additional hours as appropriate to fulfill the responsibilities of your role..

2. Taxation

Any amount payable by the Company to you towards Compensation, Other Entitlements and, or, any other payment shall be subject to deduction of withholding taxes and, or, any other taxes under applicable law. All requirements under Indian tax laws, including tax compliance and filing of tax returns, assessment etc. of your personal income, shall be fulfilled by you.

3. Confidential Information

3.1 For the purposes of this Agreement, 'Confidential Information' in relation to the Company means: -

(i) trade secrets,

(ii) lists or details of its suppliers, their services, or customers and the services and their terms of business,

(iii) prices charged to and terms of business with clients,

(iv) marketing plans and revenue forecasts,

(v) any proposals relating to the future of Company or any of its business or any part thereof,

(vi) details of its employees and officers and of the remuneration and other benefits paid to them,

(vii) information relating to business matters, corporate plans, management systems, investments, finances, accounts, marketing or sales of any past, present or future products or service, processes, inventions, designs, know how,

discoveries, technical/financial specifications and other technical or financial information relating to the creation, production or supply of any past, present or future products or service of the Company, any information given to the Company in confidence by clients/customers, suppliers or other persons and any other information (whether or not recorded in documentary form, or on computer disk or tape) which is confidential or commercially sensitive and is not in the public domain, and

(viii) any other information which is notified to you as confidential

3.2 You shall not, either during your employment or at any time thereafter, except as required by law, use, divulge or disclose to any person any Confidential Information, which may have come to your knowledge at any time during the course of your employment with the Company. This clause will cease to apply to information which enters the public domain other than (directly or indirectly) through your act, omission, negligence or fault.

4. Employment Conditions

During the course of your employment, you will not be permitted to undertake any other employment or engage in any external activities of a commercial nature without prior written approval of the Company. You will be required to effectively carry out all duties, responsibilities and obligations assigned to you by your manager and/or others authorized by the Company to assign such duties and responsibilities. Your performance will be subject to an annual appraisal by your manager.

5. Travel

You shall travel to such places, within or outside India, as the

Company may from time to time require in relation to the Company's business.

6. Independence and Risk Policies

We draw your attention to our independence and risk policies that apply to personnel in all functions. The joining pack and welcome mail from your Human Resources Manager will provide you with all the information you need as a new joiner to be independent in your personal financial relationships. Additional restrictions apply to partners and directors as per local regulations. You are requested to familiarize yourself with the Company's independence and other risk policies on joining and complete the related procedures within the timelines set out for each. In the event you do not comply with our independence and risk policies and procedures, you may be subject to disciplinary action including financial penalties including termination of your employment under Paragraph D.2 below.

7. Prevention of Insider Trading

You shall not, without prior written permission of the Company, purchase, sell or deal in, at any time either during your employment with the Company or thereafter, any securities issued by any past, present or prospective customer/client of the Company in respect of which you have obtained privileged information by virtue of or in connection with your employment with the Company.

8. Staff Manual

You are requested to familiarize yourself with the Company's staff manual on joining and abide by the same. Any non-compliance or breach will be subject to disciplinary action pursuant to Paragraph D.2 below.

9. Intellectual Property

9.1 You acknowledge that the Company is the absolute, unrestricted and exclusive owner of the Confidential Information or other proprietary technical, financial, marketing, manufacturing, distribution or other business related information or trade secrets of the Company, including without limitation, concepts, techniques, processes, methods, systems, designs, clients, cost data, computer programs, formulae, and other information used by you in course of your employment with the Company. You shall not in any manner whatsoever, represent and/or claim that you have any interest by way of ownership, assignment or otherwise in the same.

9.2 You acknowledge that the Company shall own all rights, title and interest including copyright in any work created by you in course of your employment with the Company. To the extent such rights do not vest immediately in the Company, you agree to and irrevocably and unconditionally assign to the Company all your rights, title and interest including copyright in such works for adequate consideration, receipt whereof you hereby acknowledge. You agree to execute such other documents, as may be required by the Company, for recording the Company as the owner of such works at the Company's cost and expense.

D Termination

1. Without Cause

1.1 Either Party shall be free to terminate this Agreement at will and, at any time, with or without cause, upon thirty (30) days prior written notice by the Party desirous of terminating this Agreement or payment of equivalent salary in lieu thereof or a combination thereof, at the discretion of the Company. In the event you exercise the option of terminating this Agreement before the completion of the agreed period of employment, in

addition to the thirty (30) days written notice or salary in lieu thereof or a combination thereof, you shall also be liable to reimburse to the Company any joining bonus paid to you by the Company at the time of your joining the employment of the Company.

- 1.2 In case of termination of employment under Paragraph D.1.1 above, you may be required to go on a paid leave until the end of your notice period at the Company's discretion, which may be adjusted against your leave entitlement, if any, that has accrued and not been taken.
- 1.3 With the exception as laid out in Paragraph D.1.2 above, you shall not be entitled to any leave while serving your notice period under this Agreement.

2. Breach or Misconduct

- 2.1 Notwithstanding anything herein, the Company shall be entitled to terminate this Agreement, without notice and with immediate effect, in the event you are:
- (i) Found to have engaged in any act of misconduct or negligence in the discharge of your duties or in the conduct of the Company's business; or
 - (ii) Found to have engaged in any other actor omission, inconsistent with your duties; or
 - (iii) Found to have engaged in any breach of this Agreement, or the Company Policy or lawful orders given to you by the Company;
 - (iv) convicted of any criminal offence; or,
 - (v) found to have engaged in unauthorized absence beyond a period of seven (7) days.

2.2 Provisional Offer

The present employment is offered to you on the basis of the information/particulars provided by you with regards to your educational/professional qualifications, experience, criminal records any judgments relating to debts or insolvency and in the event it is discovered at any stage that any information/particulars and/or details provided by you are incorrect and/or any material information has been withheld/suppressed by you, shall constitute breach of discipline and your services will be liable to be terminated.

3. Leave

If upon termination you have taken more leaves than your entitlement, you will be required to reimburse the Company in respect of the excess days taken and the Company is authorized to make deductions in respect of the same from your final salary payment. In the event such deductions exceed the final salary payment to you, you shall pay such outstanding amount to the Company.

4. Return of Property

4.1 For the purposes of this Paragraph D.4, Property means keys, mobile phone, computer equipment, security access cards, all lists of clients or customers, correspondence and all other documents, papers and records (including, without limitation, any records stored or maintained in any form including by electronic means, together with any codes or implements necessary to give full access to such records), system designs, software designs, software programs (in whatever media), presentations, proposals, specifications or Confidential Information which may have been prepared by you or have come into or passed from your possession, custody or control in the course of your employment.

4.2 You shall promptly, whenever requested by the Company and in any event upon receipt of notice of termination or termination of employment under this Paragraph D, deliver up to the Company all Property and you shall not retain any copies thereof. Title and copyright in the Property shall vest in the Company.

E. Governing Law

This Agreement shall be governed and construed in accordance with the laws of India. The invalidity or unenforceability of any part of this Agreement shall not affect the binding effect of the rest of the Agreement.

This Agreement shall be concluded and effective on your delivering a signed copy of this Agreement to us, provided that your Compensation and Other Entitlements shall not begin to accrue until you commence work for the Company.

If the terms and conditions of this offer letter are acceptable to you, please signify your acceptance by signing and returning a copy of this letter to the Company on or before **26-Jan-2022**, failing which, this offer stands automatically withdrawn by the Company without any further notice to you.

Yours Sincerely,
for **KPMG Global Services Private Limited**

Saikat Halder
Associate Director– Human Resources

I am pleased to accept the offer contained above.

Tesina Cyriac

INDEPENDENCE REQUIREMENTS FOR NEW JOINERS

What is independence and why is it so important?

Do the independence rules apply to me?

When is my family subject to the rules?

What kinds of investments are prohibited for a ‘Member of the Firm’?

What kinds of loans are acceptable?

What Is Independence and Why Is It so Important?

Auditor Independence avoids interests and relationships that might impair objectivity. The SEC, PCAOB, IESBA, AICPA, ICAI and other regulators/oversight bodies have developed basic standards for determining independence. These standards apply to our audit clients.

Do the Independence Rules Apply to Me?

Independence rules apply to all employees, directors and partners of the Firm. However not all of the rules apply to everyone; so it is necessary to understand the independence rules that apply to you.

Please note that all client-facing personnel in the Firm, their spouses and dependents are governed by the independence policies of the Firm that include restrictions on investments in, and loans to or from, restricted entities. Investments include shares, debentures, bonds, mutual funds, portfolio management

schemes, etc. In addition you may have restrictions on other financial interests with restricted entities on insurance policies, credit cards, loans, brokerage and bank accounts and spouse and dependent benefit plans. New Joiners should be in compliance with the Independence policies within 14 days of joining.

Two important technical terms identify those persons who need to maintain independence with respect to the Firm's clients. They are '**Member of the Firm**' and '**Covered Person**'. As you will see, all Covered Persons are also Members of the Firm, but all Members of the Firm may or may not be Covered Persons.

'Member of the Firm' - You are a Member of the Firm if you are a partner or a director or a client facing professional, including senior manager, manager or employee or any other professional who directly markets services, or who consults with an engagement team on a client-specific matter. This includes people who do not face clients directly but deal with client related data from afar. The only exception to these rules are staff who join Administration, Finance function etc. below the level of Director.

If you are a Member of the Firm you will be restricted from investing in, and receiving loans from or making loans to, restricted entities. Members of the Firm may invest in mutual funds if they are not Covered Persons.

Please note that the term 'Member of the Firm' also includes your immediate family members (spouse and dependents). Details are under - **When Is My Family Subject to the Rules?**

'Covered Person' - You are a Covered Person with respect to a specific client if you (1) participate in the audit engagement, (2) are in the Firm's **Chain of Command** with respect to the audit engagement; (3) are a partner, director or professional employee having managerial responsibilities who (a) has provided 10 hours or more of non-audit professional services to the audit client for the period beginning on the date such services are first provided

and ending on the date of the auditors' report on the financial statements for the fiscal year during which those services are provided, or (b) expects to provide any non-audit professional services to the audit client on a recurring basis; or (4) are a partner or client facing director in the same ' **office** ' in which the lead audit engagement partner primarily practices in connection with the audit engagement at an issuer level. The term 'Covered Person' also includes immediate family members, as explained in the section titled 'When Is My Family Subject to the Rules?' The Covered Person concept applies to bank accounts, brokerage accounts, insurance products, credit cards, housing and student loans, employment relationships of your family, investments of your spouse or dependents in their employee benefit plans of restricted entities, and investment in mutual funds.

When Is My Family Subject to the Rules?

If you are a Member of the Firm or a Covered Person, your spouse, spousal equivalent and dependents * , whether or not related, are also considered Members of the Firm or Covered Persons. These individuals are called ' **immediate family members** ' in the independence rules and they are subject to the same independence rules that apply to you. This means their investments, loans, all bank accounts, current and savings accounts, brokerage accounts, insurance policies, credit card balances, spouse or dependent employee benefit plans may affect your independence.

* Dependents are persons and/or their spouses who received more than 50% of their financial support in the past 12 months from you.

In certain instances your ' **close family members** ' —immediate family members plus your non-dependent parents, non-dependent children and siblings—are also subject to the independence rules. A close family member's employment with an audit client in an accounting role or a financial reporting oversight role, a material

and known investment in, or control of an audit client, may impair the Firm's independence.

What Kinds of Investments Are Prohibited For a 'Member of the Firm'?

As a Member of the Firm, you (and your immediate family members) generally may not own (or be committed to acquire) any direct or material indirect financial interest in a restricted entity. Examples of financial interests include equity and preference shares, debentures, bonds and deposits, shares in a mutual fund, partnership units, stock rights, options or warrants to acquire an interest in an entity, or rights of participation such as puts, calls, or straddles.

In addition:

- If you own or your immediate family member owns shares in a mutual fund that is an audit client or in a non-client mutual fund that is advised, sponsored, or managed by an audit client or a subsidiary of an audit client for which you are a Covered Person, you have a direct financial interest in that client, and that is prohibited.
- You are not permitted to join an investment club, or participate in a Portfolio Management Scheme. Similarly, you may not invest in controlled joint ventures or partnerships unless those entities follow the Firm's independence rules with respect to their investments.
- Beneficial interests in trusts and interests in retirement plans or stock option plans of former employers are subject to the restrictions applicable to financial interests.

What Kinds of Loans Are Acceptable?

If you are a Covered Person, you and your immediate family

members may not obtain loans from SEC financial institution audit clients for which you are a Covered Person. However, certain types of loans are permitted and other loans already in existence may be grandfathered. Personal loans from SEC audit clients of the Firm are not permitted for all Covered Persons. These loans cannot be grandfathered.

Offer electronically accepted by: Cyriac, Tesina
Offer electronically accepted on: Jan 21, 2022 9:38 PM
Offer electronically accepted from: 157.46.218.178

PRIVATE AND CONFIDENTIAL

Date: February 4, 2022

Ms. Shefina Shaji
KUTHIRAMKAVIL, KANJIRAPPALLY P.O
KANJIRAPPALLY, KOTTAYAM
KERALA-686507

EMPLOYMENT AGREEMENT

Dear **Shefina**,

Further to the recent meetings and discussions you had with us, we are now pleased to offer you an appointment with **Outsourcepartners International Private Limited** ("the Company") to the position of **Associate - Operations at Band A1**, on the terms and conditions set out herein after:

1 EMPLOYMENT

- 1.1 Your effective date of joining shall be no later than : **February 7, 2022**
- 1.2 Notwithstanding the afore-said or anything to the contrary contained in this employment agreement or in the Letter of Intent ("LOI") and/ or notwithstanding your acceptance of the LOI or the employment offer, the Company, for any business or operational reasons whatsoever including without limitation any reason which is beyond the Company's control, or due to any unforeseen or unavoidable business circumstances, reserves the right to defer your date of joining to a later date to suit the business requirements. The Company will use reasonable endeavour to inform you at the earliest. (*Applicable for Band A only*)
- 1.3 Your employment with the Company is subject to:
- (i) The accuracy and authenticity of the testimonials, documents and information provided by you to the Company. The Company will get authenticity of aforesaid, and of the personal and employment details, provided by you to the Company, validated, either internally or through any external agency engaged by the Company, and by accepting this offer, you hereby agree that you have no objection, and you unconditionally consent, to the same and grant Company the authority and power to do so including to get background verification / checks conducted without any further reference or notice to you and to share the report/s including of any such background verification / checks with any of Company's advisors, attorneys or consultants or to produce, submit or file any such report/s before any court, tribunal, commission, enquiry officer, arbitrator/s, quasi-judicial authorities or government, statutory, labour and/or regulatory authorities or in response to any legal order, summon or notice or refer it and/or its details or contents in any show cause notice, charge sheet or legal / demand notice without any reference or notice to you and/or without your further or additional consent.
 - (ii) Your being free from any contractual or legal restrictions preventing you from accepting this offer or starting work on the above-mentioned date;
 - (iii) On our receiving two satisfactory references; and
 - (iv) Your fully and truly disclosing on your own behalf and, if married, on your spouse's behalf, full details of any external directorships held and any personal business interests including partnerships, proprietorships, shareholdings and trusteeships; involvement in any other business ventures, profession, vocation, occupation, etc. involving limited or unlimited liability; personal liabilities in connection with above-said activities; and involvement in other positions

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external to the Company and acceptance by the Company of those external directorships, interests and/or positions on such terms & conditions as Company may prescribe in its sole discretion. In case Company do not accept or provide consent to any such directorships, interests and/or positions, you hereby agree to withdraw from any such directorships, interests and/or positions immediately and without any demur or protest.

- (v) You having received at least one (1) dose of a COVID-19 vaccine, which has received at least emergency use authorization from the Government of India.
- (vi) If you breach, fail to fulfill or comply with any of the aforesaid conditions, this offer shall stand revoked automatically without any further reference or notice to you (whether you have accepted it or not) and, if you have already commenced employment with the Company, such employment will automatically terminate without giving you any claim for compensation or damages, but without prejudice to the Company's rights and / or remedies against you.

1.4 Probation:

- (i) You will be on probation* for a period of 180 Days from the date of joining which can be extended by the company at its sole discretion in case your performance does not meet requisite standards or for any other reason as deemed fit or proper by the company. At the end of the probation period your services with the company would be deemed confirmed unless specifically extended by the company in writing, within the said period of 180 Days
*No probation period for Band D and above

(ii) During the period of probation including during the extended period of probation, *if any*, your services are liable to be terminated by either party at any time without cause with 15 (fifteen) days written notice or paying to the other party, in advance or simultaneously with letter, salary in lieu of such notice or salary for such period by which the notice period falls short of. However, if the exigencies of work, business or client commitments so requires; or if you are handling any sensitive, critical, confidential or time bound assignment / project / work; or if you want to leave in the middle of work, without serving your full notice period, wherein your presence, involvement or participation is required or is deemed necessary by the Management; or if any work is pending at your end; or if Management does not find suitable replacement or substitute in your place; or if satisfactory, full and proper hand-over and/or knowledge transfer is not given by you to the satisfaction of the Management; or if your not serving full notice period may have adverse impact on the business, client or work commitments or on your team, the Company may decline to relieve you earlier than the expiry of the entire period of notice. Your exit formalities will be initiated, and your relieving and experience letters will be issued subject, inter alia, to your fulfilling the aforesaid requirements. For removal of all doubts, it is hereby clarified that the term salary for the purposes of notice or notice period shall mean gross salary, which shall include basic salary, all the allowances, benefits and perquisites as per Appendix 1.

- (iii) In case, during your notice period, you abruptly stop reporting to duties or if you abscond from duties or absent unauthorizedly or absent without authorization without prior information to, and prior permission from, the Management, the Management shall mark you as 'absenting unauthorizedly' / 'unscheduled off' and you shall not be entitled to any salary / wages for aforesaid period. In aforesaid situation, Company shall not be under any obligation to issue your relieving and experience letters. The term 'unscheduled off' shall mean 'absenting unauthorizedly' or 'unauthorized absence'.

- (iv) Further, on your giving the notice of resignation, the Company may at its sole discretion relieve you from such date, as it may deem fit, even before the expiry of notice period, by paying salary in lieu of notice period, based on the business needs of the Company which may include without

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limitation client requirements or any security reasons or any productivity issues or your presence on Company premises including without limitation on the production / operation floor bringing in any negative impact on the working environment. The Company may take appropriate decision on such or similar situation. Alternatively, Company may instruct you to proceed on garden leaves with salary during the period of your notice.

(v) Company shall recognize and accept the resignation tendered via official Company email (for removal of all doubts, it is hereby clarified that you are not, and shall not be, entitled / authorized / permitted to use client email for sending your resignation) or hard-copy resignation only. Therefore, any resignation submitted or informed via personal email, verbally, via sms, via telephone, via social media, or any other mode whatsoever shall not be recognized or taken notice of by the Company and same shall thus be not binding upon the Company.

(vi) Waiver of notice period is at the sole discretion of the Company. If Company exercises such discretion then notice period shall be waived of by the Company in writing only therefore any verbal assurance given by, or discussion with, supervisor, manager, Human Resources team, etc. would not be binding upon the Company or its management.

2 PLACE OF POSTING

2.1 Your initial place of posting shall be at **Kochi, Kerala**. However, your services are transferable to any other another place either in existence now or which would come into existence henceforth. You may be transferred within India or outside India to serve the Company or any of Company affiliates. You may be transferred to any of Company's or its affiliates existing offices or locations anywhere or to any of the future offices or locations which may come into existence or may get acquired henceforth / any-time in future. **Due to business requirements or other exigencies, you may be required to work from home at the Company's sole discretion; the Company hereby reserves the absolute right to call you back to work at any of its offices, as and when required.** It is a condition to your employment that you comply with any such **requirements / instructions** of the Company **without any protest or demur**. The transfer will not deem to constitute a change in your conditions of service. The Company will not be responsible for any of your acts leading to any action against you as per the law of the country or state you have been deputed, transferred to or working from.

2.2 You may however also be required to work at any other place that the Company may deem fit and as may be required from time to time. You may also be seconded, deputed or transferred to any other company associated to the Company or to Company's clients' or clients' customers offices whether in India or abroad.

2.3 Your place of work shall change in case of any relocation of the Company's offices, for which you shall not be entitled to any additional compensation.

2.4 Actual work timings and shifts may vary from time to time based on business and client / client's customer service requirements. The Company reserves the right to change the working hours at any time and employee will be advised of the changes in advance. An employee is expected to work in any shift including in night shift as may be assigned to him/her by the Management.

3 PERFORMANCE OF DUTIES

3.1 You shall be assigned with all the duties and responsibilities of the **Associate - Operations at Band A1** and such other duties on behalf of the Company, as may be reasonably assigned from time to time by the Company's management.

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- 3.2 You shall, at all times, be required to carry out the duties and responsibilities assigned to you by the Company, faithfully and diligently and in compliance with the established policies and procedures, endeavoring to the best of your ability to protect and promote the interests of the Company.
- 3.3 You have represented, stated, affirmed, declared and/or accepted, and/or you hereby represent, state, affirm, declare and/or accept that you presently are not in any kind or form of dual employment whatsoever and/or there is no impediment whatsoever including without limitation legal or contractual that prevents, stops, debar or disentitle you from accepting this offer or joining the Company's employment, and you hereby unconditionally agree, promise, guarantee and/or consent that you shall, without demur, fully indemnify the Company and its management, directors, managing director, principal officer, officers, employees, representatives, advisors, assigns and successors (here-in-after collectively and/or severally referred to as the "Indemnified") and you shall, perpetually and irrevocably, keep the Indemnified fully defended, saved, harmless and indemnified from or against any or every losses, liabilities, damages, claims, demands, settlements, charges, fees, amounts, expenses and/or costs (here-in-after collectively and/or severally referred to as the "Losses") including without limitation as may be suffered, sustained, incurred or paid by, or alleged, levied or adjudicated against, or demanded or claimed from, the Indemnified. Without prejudice to afore-said, this offer is made on the clear understanding that your employment is on whole-time basis and that you shall not undertake, do, involve or engage in and/or accept any other part-time or full-time work, job, employment or any independent assignments, without the prior authorized, unambiguous and specific written consent of the Company. You shall not, during the term of your employment engage directly or indirectly, whether part-time or full time, whether for profit / commercial interest or otherwise, in any other employment, business, occupation, profession, vocation or activity, whether as a principal, agent, servant, employee or otherwise, which whether or not be detrimental, whether directly or indirectly, to the Company's interests. Any engagement by you as aforesaid shall be construed as dual employment and you shall be liable to face strict disciplinary action for the same, which may go up to termination of your employment without any compensation or damages to you. Further, Company, without prejudice to its rights and/or remedies, reserves the right to seek injunctive relief against you and you hereby unconditionally agree, promise, guarantee and/or consent that you shall, without demur, fully indemnify the Indemnified and you shall, perpetually and irrevocably, keep the Indemnified fully defended, saved, harmless and indemnified from or against any or every Losses including without limitation as may be suffered, sustained, incurred or paid by, or alleged, levied or adjudicated against, or demanded or claimed from, the Indemnified. Notwithstanding anything contrary contained here-in and/or without prejudice to afore-said, the Company reserves the right to claim from you the Losses or any deficit including by way of deductions from your salary, emoluments or remuneration including full & final settlement and/or as per the process of law and you hereby unconditionally authorize the Company to do so without any or further notice or reference to you.
- 3.4 You shall use the office of the Company only for rendering such services for which you have been appointed.
- 3.5 You are expected to attend office, except when traveling on business, during the working hours/shifts as may be decided by the Company. The Company practices a 48-hour work/week for all staff and management employees. You may be called upon to work in any of the shifts depending on the business and customer service requirements. Actual work timings and shifts may vary from time to time based on business and customer service requirements. By accepting this offer, you hereby agree to work in any shift including in night shift as may be assigned to you by the management. In case you, for the reasons attributable to you, work for less than 8 / 9 hours a day (*as the case may be depending upon your location of work*), it would be treated as absence from duty and your wages / salary shall be deducted accordingly.

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- 3.6 You shall first apply for leave and get it sanctioned from your supervisor before proceeding on leave. Any leave taken by you otherwise shall not be taken cognizance of and your supervisor shall be entitled to mark you as 'absenting unauthorizedly'/'on unscheduled off'. Any sick leave of over three days' has to be supported with medical certificate, fitness certificate and other medical documents including prescriptions, medicine bills, reports and records to support your sickness and treatment. Any emergency leave shall be informed by you personally to your supervisor over a phone (not via sms) at least six hours before your shift time otherwise you would be marked as 'unauthorized absence /'or unscheduled off'.
- 3.7 The employees shall be entitled to their monthly emoluments only if they give the normal production/output and perform work according to their scheduled working hours. In case, therefore, the employees resort to go-slow and/or intermittent stoppage of work, or slow-down or work-to-rule, or absent from duty, which shall include employee's absence from the place or places where, by the terms of his/her employment or Company's instructions, he or she is required to work (the employee shall be deemed to be absent from the place where he/she is required to work if, although present in such place, he/she refuses, defaults, omits or neglects to carry out his/her work), or the like, such employees shall be entitled to receive wages/salary only in proportion to the production/output given by them / hours during which they have actually performed normal work. This is without prejudice to the right of the management to effect penal deduction of wages/salary under applicable law or this Employee Handbook.
- 3.8 You shall use client provided / allotted e-mail for rendering services to client only or strictly for client related official work only. Such e-mail shall not be used by you for any other purpose including without limitation for applying for leave, for tendering your resignation, for raising any grievance, etc. Further, you shall not communicate with the client or with client customers' directly via any mode or medium whatsoever unless prior written specific authority is provided to you by the Management.

4. **Background Verification**

The Company will get employee's background verified either internally or through any external agency engaged by the Company. By accepting the employment offer, employee agrees that he/she has no objection, , to any such background verification and grants the Company the authority and power to do so including to get background verification / checks conducted without any further reference or notice to employee and to share the report/s including of any such background verification / checks with any of Company's advisors, attorneys or consultants or to produce, submit or file any such report/s before any court, tribunal, commission, enquiry officer, arbitrator/s, quasi-judicial authorities or government, statutory, labour and/or regulatory authorities or in response to any legal order, summon or notice or refer it and/or its details or contents in any show cause notice, charge sheet or legal / demand notice without any reference or notice to employee and/or without further or additional consent from an employee.

5. **External Interests**

Every employee shall fully and truly disclose on his/her own behalf and, if married, on his/her spouse's behalf, full details of any external directorships held and any personal business interests including partnerships, proprietorships, shareholdings and trusteeships; involvement in any other business ventures, profession, vocation, occupation, etc. involving limited or unlimited liability; personal liabilities in connection with above-said activities; and involvement in other positions external to the Company and acceptance by the Company of those external directorships, interests and/or positions on such terms & conditions as Company may prescribe in its sole discretion. In case Company do not accept or provide consent to any such directorships, interests and/or positions, employee shall withdraw from any such directorships, interests and/or positions immediately and without any demur or protest.

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6 COMPENSATION

- 6.1 As compensation for services to be rendered, you shall be paid a Basic Salary of **Rs. 151,786** per annum. The salary shall be payable on monthly basis in arrears on or about the last working day of each calendar month but before expiry of the 7th day of the succeeding calendar month. Other allowances and benefits payable shall be as detailed in Appendix 1 hereto.
- 6.2.1 The payment of all compensation shall be made in accordance with the relevant policies of the Company in effect from time to time, including normal payroll practices, and shall be subject to income tax deductions at source, as applicable. All requirements under Indian tax laws, including tax compliance and filing of tax returns, assessment etc. of your personal income, shall be fulfilled by you.
- 6.2.2 The compensation paid to you has taken into consideration the status and responsibilities of the appointment and as such, you will not be entitled to any other payment by way of any other allowances.
- 6.3 By accepting this offer you authorize the Company to deduct from your remuneration including on termination of employment (including from salary, salary in lieu of notice, holiday pay, allowances, discretionary bonus (*if any*), etc.) all debts owed by you to the Company or any of its group or affiliate companies or any fine or recovery imposed by the Company including pursuant to the Company's disciplinary procedure or to deduct any amount for absence from duty or for notice period not served by you or for damage to or loss of goods or Company assets or for recovery of advances or loans, etc.

7.. CONFIDENTIALITY

- 7.1 The term "Confidential Information" shall include all information, whether written or oral, that is not known by, or not generally available to, the public at large and that concerns the business, activities, employee relations, financial affairs, trade secrets, technology of the Company or otherwise relates to the Company or to Company employees, in any manner whatsoever, its customers, their clients, suppliers and other businesses or entities, with whom the Company does business, which may come to your knowledge or possession during the tenure of your employment with the Company. You shall hold such Confidential Information in trust and confidence and not disclose or divulge such Confidential Information to any other person or entity or use any such Confidential Information for your own benefit or the benefit of any other party, unless so authorized by the Company or required to be so disclosed or divulged in the course of the proper execution of your duties. You agree to sign the 'Confidentiality and Non Compete Agreement' in the form annexed to this letter.
- 7.2 You undertake not to make copies or duplicates of any Confidential Information or other sensitive property or materials of the Company, including but not limited to keys, access cards, diskettes, programs, photographs or such other proprietary information relating to the Company's business.
- 7.3 You shall keep strictly confidential, details of your salary and employment benefits within and outside the Company.
- 7.4 You agree and confirm that the terms and conditions of this Clause 5 shall survive the termination or discontinuation of your services with the Company.

8. INTELLECTUAL PROPERTY RIGHTS

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You shall be required to disclose promptly, completely and in writing to the Company any discovery, invention, methodology or improvements made thereto, process, software applications or products, conceived, developed or discovered by you, either individually or jointly with others, during your employment ("Inventions") and such Inventions whether or not patent applications are filed thereon shall at all time belong absolutely to and be the sole and absolute property of the Company. You agree to treat such Inventions as Company proprietary and confidential and to use such Inventions solely for the benefit of the Company. You agree to assign to the Company any and all rights, title and interest, including, but not limited to, copyrights, trade secrets and proprietary rights to the Inventions, information, materials, products and deliverables developed during the performance of services to the Company. You agree that all the work performed by you and all Inventions, information, materials, products and deliverables developed by you while in the employment of the Company shall be the exclusive property of the Company and all title and interest therein shall vest in the Company. All such Inventions, information, materials, products and deliverables shall be deemed to be "works made for hire" under the United States Copyright Laws or applicable Indian laws (or any other applicable law). If and when required by the Company, you shall at the Company's expense take out or apply for letters patent, licenses or other rights, privileges or protection, as may be directed by the Company in respect of such Inventions, so that the benefit thereof accrues to the Company. You shall execute and do all instruments, acts, deeds and other things, which may be required by the Company for assigning, licensing any Inventions made during the employment, which shall vest with the Company including the name and all benefits arising in respect thereof.

Pursuant to its exclusive proprietary rights, the Company shall have the sole and exclusive right inter alia to use, modify or adapt the Inventions, information, materials, products or deliverables developed by you during the performance of your services as an employee of the Company.

9. DISCIPLINARY ACTION PROCEDURE

Any breach of the Company's Code of Conduct, policies, etc., or any act of omission or commission constituting misconduct, or failure to attain or maintain a satisfactory work standard, by any employee will be regarded as a disciplinary or capability matter. The procedure for such misconducts, matters or offences including major misconduct shall be as set out under the Code of Conduct and/or Progressive Disciplinary Policy. If you are accused of misconduct, you shall be liable to be suspended from service pending or in contemplation of enquiry. During suspension, you shall be entitled only to a subsistence allowance at the rate described in the attached Appendix - 2, forming an integral part & parcel of this employment agreement. The rate of subsistence allowance, as described in Appendix - 2, is as per the prevailing statutory regulations and is subject to change in terms of any statutory amendment thereto. Accordingly, the rate of subsistence allowance as per prevailing regulations, applicable from time to time, shall apply. If you are found guilty of any charge of misconduct, you shall be deemed to be absent during the suspension period and not be entitled to any compensation, remuneration or other amount except the subsistence allowance paid / payable. In the enquiry, you may bring only a co-employee (who is not accused of similar charges) to represent or assist you. In no case would you be entitled to bring any outsider who is not employed with the Company, to represent or assist you at such enquiry.

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10. CODE OF CONDUCT

You shall abide and be bound by the Company's Code of Conduct, and the Code of Conduct will form a part of this employment agreement. The Code of Conduct may be changed at any time at the discretion of the Company and the changed Code of Conduct shall thereupon bind you. You will also carry out and abide by any instruction, policy issued by the Company from time to time.

11. LAY OFF, TERMINATION OF EMPLOYMENT AND RETIREMENT

- 11.1 The Company may, in the event of shortage of orders, finance, stores, power, etc., or, breakdown of machinery, equipment, communication or network systems, etc., or any serious technical issues, or any restrictions or the like placed by the Government or any statutory authority or the like, or seasonal variations or adverse climatic conditions or the like, or fire, catastrophe, civil commotion, epidemics, natural calamity, disaster, strike or slowing down of work on the part of employees, or any other sufficient cause of any nature whatsoever, temporarily stop work in any department / unit of the establishment or part thereof and lay-off any employee or employees concerned (including you), continuously or intermittently, for such period(s) as deemed necessary by the Management Company.

During any period or periods of lay-off, you shall not be entitled to any wages or compensation except compensation under any applicable law; provided that, in case of lay-off for more than 45 days during any period of twelve months, no lay-off compensation, in any case, shall be payable to any employee after the expiry of the first 45 days of lay-off, whether continuous or intermittent, which you are hereby deemed to have specifically agreed to by accepting the offer of appointment and remaining in the service of the Company.

- 11.2(A) After completion of the Probationary period, either the Company or you may at any time terminate this agreement without cause by giving in writing to the other party 45 (forty-five) days notice or paying to the other party, in advance or simultaneously with letter, salary in lieu of such notice or salary for such period by which the notice period falls short of. However, if the exigencies of work, business or client commitments so requires; or if you are handling any sensitive, critical, confidential or time bound assignment / project / work; or if you want to leave in the middle of work, without serving your full notice period, wherein your presence, involvement or participation is required or is deemed necessary by the Management; or if any work is pending at your end; or if Management does not find suitable replacement or substitute in your place; or if satisfactory, full and proper hand-over / knowledge transfer is not given by you to the satisfaction of the Management; or if your not serving full notice period may have adverse impact on the business, client commitments or on your team, the Company may decline to relieve you earlier than the expiry of the entire period of notice, and withhold your relieving and experience letters. Your exit formalities will be initiated, and your relieving and experience letters will be issued subject, inter alia, to your fulfilling the aforesaid requirements. For removal of all doubts, it is hereby clarified that the term salary for the purposes of notice or notice period shall mean gross salary, which shall include basic salary, all the allowances, benefits and perquisites as per Appendix 1.

- 11.2(B) In case you, during your notice period, abruptly stop reporting to duties or if you abscond from duties or absent unauthorizedly or absent without authorization without prior information to, and prior permission from, the Management, the Management shall mark you as 'absenting unauthorizedly' / 'unscheduled off' and you shall not be entitled to any salary / wages for aforesaid period. In aforesaid situation, Company shall not be under any obligation to issue your relieving and experience letters. The term 'unscheduled off' shall mean 'absenting unauthorizedly' or 'unauthorized absence'.

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- 11.2(C) Further, on your giving the notice of resignation, the Company may at its sole discretion relieve you from such date, as it may deem fit, even before the expiry of notice period, by paying salary in lieu of notice period, based on the business needs of the Company which may include without limitation client requirements or any security reasons or any productivity issues or your presence on the Company premises including without limitation on production / operation floor bringing in any negative impact on the working environment. The Company may take appropriate decision on such or similar situation. Alternatively, Company may instruct you to proceed on garden leaves with salary during the period of your notice.
- 11.2(D) Company shall recognize and accept the resignation tendered via official Company email (for removal of all doubts it is hereby clarified that you are not, and shall not be, entitled / authorized / permitted to use client email for sending your resignation) or hard-copy resignation only. Therefore, any resignation submitted or informed via personal email, verbally, via sms, via telephone, via social media or any other mode whatsoever shall not be recognized or taken notice of by the Company and same shall thus be not binding upon the Company.
- 11.2(E) Waiver of notice period is at the sole discretion of the Company. If Company exercises its discretion then waiver of notice period shall be in writing only therefore any verbal assurance by, or discussion with, supervisor, manager, Human Resources team, etc. would not be binding upon the Company or its management.
- 11.2(F) After notice of termination, you shall cooperate with the Company, as reasonably requested by the Company, to effect a transition of your responsibilities and ensure that the Company is aware of all matters being handled by you.
- 11.3 Upon termination of your employment with the Company for any reason, you shall promptly return to the Company any keys, credit cards, passes, confidential documents or material, or other property belonging to the Company, and return all writings, files, records, correspondence, notebooks, notes and other documents and things (including any copies thereof) containing Confidential Information or relating to the business or proposed business of the Company. The Company reserves the right not to relieve you of your employment in the event that all the Company's documents / property / Confidential Information in your custody have not been properly handed over by you to an authorized representative of the Company.
- 11.4 The Company reserves the right during any period of notice to exclude you from the premises of the Company, or to require you to carry out specified duties at premises other than those referred to in paragraph 3.1 above, or to carry out no duties, and to instruct you not to communicate with clients, client's customers, employees, agents or representatives of the Company until your employment has been terminated, provided that you will continue to be paid and to enjoy normal contractual benefits during any such period. You shall not be entitled to engage in any other employment, work or business during the notice period. You shall not be entitled to take any leave (unless applied for and permitted in writing, and sanctioned, by the management and on such terms & conditions as may be prescribed by the management) during the notice period. Any leave sanctioned by the management shall result in extending your notice period by number of days you had taken the sanctioned leave.
- 11.5 You shall retire on your 60th birthday or the last day before that, if your birthday does not fall on a working day.
- 11.6 In addition to all the rights of the Company provided for in this employment agreement and under law, the Company may terminate your employment forthwith in any of the following circumstances:
- (i) Breach by you of any of the terms of this employment agreement;

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T:+91.484.408.6000 EXLservice.com

Registered Office: Tower 2D, Phase I, Vikas Telecom Limited SEZ, Vrindavan Tech Village, Devarabeesanahalli, Outer Ring Road, Bengaluru 560 103, Karnataka,

India T: +91.80.4344.777

CIN: U74110KA2003PTC031647

- (ii) Breach of any clauses of the Company's Code of Conduct as referenced in clause 8 hereinabove;
- (iii) Unauthorized absence beyond a period of 5 (five) consecutive days;
- (iv) Inability to perform your duties beyond a period of (30) days, whether on medical grounds or on any other grounds;
- (v) Physical or mental incapacitation to perform your duties;
- (vi) Any misrepresentation by you to the Company, whether made orally or in writing and whether expressly or by conduct, and whether at the time of appointment or prior or subsequent thereto;
- (vii) Commission of any act detrimental to the interests of the Company;
- (viii) Commission of any act of moral turpitude;
- (ix) Major misconduct;
- (x) Commission of an act of insolvency;
- (xi) Conviction in any court of law for the commission of any crime; or
- (xii) Your performance is continuously measured as below expectation for a period of two months, despite due training.
- (xiii) Either refusing to appear for a drug test as per company policy or failing to clear the drug test.
- (xiv) Breach of Information Security Guidelines

Every EXL employee must be aware of their individual responsibility to maintain compliance with Information Security, Cyber Security and Data Privacy policies and undergo periodic trainings and awareness in this area. All employees must refer to [Information Security & Data Privacy Policy](#) to understand the Company's requirements with respect to the collection, storage, use, transmission and disposal of information in electronic, voice or tangible written forms. The policy also details out guidelines for laptop users, access control, Email access, password management, Blackberry and PDA usage and maintaining clean desk. All the employees of EXL are required to fully comply with the aforesaid policy.

It is mandatory for all employees of EXL across levels to complete the Information Security Training within prescribed timelines (for details refer to ISG policy guidelines)

Notwithstanding anything contained in clause 11.6, the Company reserves the right to terminate your employment without giving any notice period or pay in lieu thereof if you are in breach of the sub-clauses of clause 11.6 hereinabove.

12A. JOB ABANDONMENT

If you, abscond from duties, or remain unauthorizedly absent or absent without authorization, or abruptly stop reporting to duties, or absent unauthorizedly without prior information to, and prior permission from, the Management, or remain absent without leave, or over-stay beyond your approved leave, for sixteen (16) consecutive days', it will be deemed that you have voluntarily resigned from the services of the Company or relinquished your employment and in such an event your name shall automatically stand removed from the rolls of the Company. The Company in such a case shall not be under any obligation to issue your relieving and experience

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letters. Company shall further be entitled to recover salary in lieu of notice not served by you from your salary, allowances and full & final payment and you hereby authorize the Company to do so without any notice or reference to you or without any further consent from you. You also agree that Company shall not be under any obligation to prove your intent as described here-in and it shall be deemed that you have no intention to resume duties.

13. OTHERS

- 13.1 You will be bound by the Code of Conduct of the Company and all other rules, regulations, instructions, policies and orders issued by the Company from time to time, in relation to your conduct, discipline and service conditions such as leave, medical, retirement, etc. as if these Code of Conduct, rules, regulations, instruction, policies etc. were part of this employment agreement.
- 13.2 You shall immediately inform the Company in writing about any change in your residential address. In case of any delay, negligence, failure or default on your part to do so, any communication, letter, notice, etc. addressed at your last known address available in Company records shall be deemed to be effective and valid communication to you and you shall be estopped from disputing or challenging the same.
- 13.3 You represent that you have no interest or obligation that is inconsistent or in conflict with the terms contained herein. You agree to notify the Company immediately if any such interest or obligation arises. You also represent that you will not bring with you or disclose to the Company, or use in the performance of your responsibilities at the Company, any confidential information not generally available to the public of a former employer or any other party, unless you have obtained prior authorized written & specific authorization for its possession and use.
- 13.4 You also agree that, during your employment with the Company, you shall abide by any confidentiality obligations you may owe to any former employer or other party. You also agree and represent that you are not bound by any valid agreement or obligation of non-competition or non-solicitation to any or former employers or other parties.
- 13.5 If any information furnished by you to the Company is found not to be true or is found to be false, misleading or inaccurate, or if you are found to have suppressed or concealed any material information / fact, or if you have misrepresented anything, the Company shall be entitled to terminate your employment without notice and/or without compensation or damages to you.
- 13.6 You agree that if you breach any of your obligations *inter alia* pertaining to notice period, confidentiality, intellectual property rights, Inventions, non-compete or non-solicitation, the Company shall be entitled to seek equitable and injunctive relief against, and damages from, you, and notwithstanding anything contrary contained here-in this offer or in any of annexures, appendix, schedules, etc. appended to, or forming part & parcel of, this offer, you shall indemnify the Company for any and all the losses, liabilities, damages, costs or expenses suffered, sustained, incurred or paid by, or claimed / demanded from, or alleged, threatened, assessed / judged against, the Company including without limitation attorney fees and litigation costs. The provisions of this employment agreement shall be construed and governed in accordance with the laws of India.

14A. Notification to New Employer**Outsourcepartners International Private Limited**

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In the event that you leave the employment of the Company, you hereby consent to the notification to your new employer of your duties and obligations hereunder with respect *inter alia* to confidentiality, intellectual property rights, Inventions, your notice period, your non-compete and non-solicitation obligations.

15. **Proprietary Rights:** You shall agree that the proprietary rights in any or all inventions, designs, applications, or work systems which you have made or developed, wholly or partially, during your employment with the Company, shall be the exclusive property of the Company.
16. **Travel for Work:** From time to time you will need to travel within India and abroad. You will need to maintain all required papers (passport, VISAs) to ensure ability to travel at short notice. While your base will remain the Kochi, Kerala region, the Company may request you to spend extended periods of time in other locations including the office of Company's parent company in New Jersey, USA.
17. **Invention Assignment, Confidentiality and Non-Compete Agreement:** Additionally you are also required to sign the Company's standard employee proprietary information agreement relating to confidential information and the assignment of proprietary developments to the Company. Your refusal and/or failure to sign the aforesaid agreement shall be sufficient cause for the Company to terminate your service forthwith without notice and compensation to you.

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A copy of the agreement is attached for your signature as Appendix III (as applicable).

Kindly sign and return the duplicate copy of this employment agreement, as a token of your acceptance of the terms and conditions set out herein. Also, please initial each page of the letter.

Please note that by signing this offer letter / agreement, you have agreed to accept the employment with the Company on the terms and conditions set out hereinabove. Upon your signature and return to us, this offer letter will be treated as an employment agreement and the terms and conditions of this employment agreement shall govern your employment with the Company.

This offer shall automatically stand revoked in the event of your not joining the Company on or before the date mentioned in this employment offer letter / employment agreement.

It is a pleasure to welcome you as a member of **Outsourcepartners International Private Limited**

We are confident that your employment with the Company will prove mutually beneficial & rewarding, and we look forward to having you join us.

Yours truly,
For **Outsourcepartners International Private Limited**



Ms. Parul Kataria
Vice President - Human Resources

I accept the offer on, and agree & consent to and accept, the terms and conditions as described in this letter.

Agreed and accepted, and consented to, by me.

Ms. Shefina Shaji

Dated: 2/7/2022

Permanent Address:
KUTHIRAMKAVIL, KANJIRAPPALLY P.O
KANJIRAPPALLY, KOTTAYAM
KERALA- 686507

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COMPENSATION & BENEFITS

- You may be covered under the Employees' State Insurance Act, 1948 (ESI Act), *if applicable*. The requisite amount as per provisions of, and as prescribed in, the ESI Act towards employee's contribution would be deducted from your compensation. You shall be entitled to ESI benefits in accordance with the applicable statutory requirements.
- You shall be provided with superannuation benefits of Employees' Provident Fund and Gratuity in accordance with the applicable statutory requirements.
- You shall be covered under, a comprehensive medical insurance coverage (under Mediclaim Policy) for self, spouse and dependent children, not exceeding 3 dependents in total, and the personal accident insurance coverage for self only, as per the Company policy.
- You shall be entitled to other allowances and benefits, as applicable as per Company's Policies. Details of other allowances and benefits are attached hereto as Appendix 3 (amended from time to time)
- You may receive an amount towards annual discretionary bonus based entirely on the management's assessment of your performance, your team's performance and Company's overall performance during the previous calendar year (January to December). This bonus is payable at absolute sole discretion of the management of the Company and will be subject to deduction of tax at source, as applicable. Decision of the management in this regard shall be final and binding upon you, therefore, you cannot claim it as your contractual or legal right. Your entitlement, *if any*, for discretionary bonus shall be subject to *inter alia* –
 - a) all bands in support functions and in Operation Management excluding all employees eligible for Payment for Performance
 - b) your name appearing on the pay-rolls of the Company on the payout date of discretionary bonus;
 - c) you have not given notice of resignation, or are not absenting unauthorisedly, or have not abandoned your job, or no disciplinary proceedings are initiated / contemplated against you, or you have not initiated your resignation discussions with the management, or you are not on approved sabbatical leave, or you have not initiated your sabbatical leave discussions, prior to or on the payout date of discretionary bonus;
 - d) you are not serving, or you are not required to serve, a notice period on the date of payment of said discretionary bonus; and
 - e) you are not otherwise disentitled or ineligible in any manner whatsoever to get the discretionary bonus amount.

If any of the aforesaid conditions are not met then any letter issued to you for payment of discretionary bonus prior to actual payment date shall automatically become null & void without any notice and compensation or damages to you and Company shall not be under any obligation to act on, or honour the, same.

Notes:

- The cost to the Company for the above mentioned benefits will be limited to the amount mentioned hereinabove or as provided in applicable policies or as may be determined by the management in its absolute sole discretion from time to time. If any of the above-mentioned benefits becomes chargeable to tax because of any reason whatsoever, it is hereby clarified that it would be your responsibility to pay the taxes, if any. The Company will, in no case, be responsible to bear any of your tax liability.
- Benefits provided to you under any applicable schemes will be governed by the Company's rules and regulations framed in this regard. It is the absolute discretion of

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the management to decide whether any such particular benefit will be provided to you or not.

Allowances (as applicable)

You may get paid following allowances as per the following specifications and annualized limits.

***Telephone Allowance**, which includes telephone(s) installed at your residence, up to a maximum limit as applicable per annum. This will be paid on the submission of telephone bills and evidence of your payment of the same.

***Vehicle Running and Maintenance Allowance:** Expenses as provided in applicable policy or as per limits prescribed under the Income Tax Act, 1961 read with Income tax Rules, 1962 as amended up-to-date towards petrol / diesel / CNG and maintenance of vehicle shall be paid up to a maximum limit as applicable per annum. This will be paid on submission of bills.

****Personal Driver Allowance:** Amount up-to-maximum limit as applicable per annum.

*Applicable for Band B and above

**Applicable for Band C and above

CONFIDENTIALITY AND NON COMPETITION AGREEMENT

As a condition of my provision of services to or on behalf of exl Service.com (India) Private Limited.(hereinafter referred to "the Company"), I make the following statements with the understanding and intent that they be relied on by the Company in entering into an agreement and by the Company in extending its offer of employment. I acknowledge and understand that in providing services to and on behalf of the Company, I will have access to Confidential And Proprietary Information (as defined hereunder).

- a. I understand that the term "Confidential and Proprietary Information" shall include all information, whether written or oral, that is not known by, or not generally available to, the public at large and that concerns the business, activities, financial affairs, trade secrets, technology of the Company or otherwise relates to the Company, in any manner whatsoever, its customers, their clients, suppliers and other businesses or entities, with whom the Company does business, which may come to your knowledge or possession during the tenure of your employment with the Company.
- b. I agree that during the period in which I provide services to the Company: I will use my best efforts and exercise the utmost diligence in keeping confidential, all Confidential and Proprietary Information, unless lawfully made available by a client or the Company concerning any client of the Company or by the Company itself which I may learn, acquire or get possession of, during the course of or by virtue of my provision of consulting services to the Company. I will use such materials and information relating to Confidential and Proprietary Information solely for the benefit of the Company and its clients and will not use such information for any other entities or persons. At the conclusion of my relationship with the Company I will return any material relating to Confidential and Proprietary Information and any copies thereof.
- c. I agree not to keep at any time on my person or in my possession, except in the necessary performance of my duties, any material relating to Confidential and Proprietary Information acquired by me, whether produced by me or by employees or agents of the Company or any client. I agree to safeguard all such Confidential and

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Proprietary Information materials while they are in my possession, and to surrender them and all copies, which have been made of them to the Company upon termination of my relationship with the Company.

- d. I will at all times exercise discretion in discussing with others the affairs of clients, avoiding unnecessary identification of names, places, and other specifics, and I will take reasonable precautions to make sure that such discussions cannot be overheard, and electronic communications cannot be intercepted either by client's employees or outside persons.
- e. I will not make any private use of Confidential and Proprietary Information that may come to my attention because of my employment with the Company, nor will I pass such Confidential and Proprietary Information on to anyone else. I understand the term "use" includes, but is not limited to, anyone's purchase or sale of securities influenced by such Confidential and Proprietary Information, access to which is directly or indirectly due to my relationship with the Company.
- f. I agree to disclose and assign promptly, completely and in writing to the Company any inventions, whether or not patentable, and including but not limited to, any innovations on processes, methodologies, software applications or products which I discover, conceive and/or develop, either individually or jointly with others, during the term of my relationship with the Company ("Inventions"). I understand that all inventions which I do hereby assign are and shall become the exclusive property of the Company, whether or not patent applications are filed thereon, and I agree to treat such inventions as Company proprietary and confidential information and to use such solely for the benefit of the Company. I hereby assign to the Company any and all rights, title and interest, including, but not limited to, copyrights, trade secrets and proprietary rights to the information, materials, products and deliverables developed during the performance of services to the Company. All work I perform and all information, materials, products and deliverables developed by me in acting as a consultant to the Company shall be the exclusive property of the Company and all title and interest therein shall vest in the Company. All such information, materials, products and deliverables shall be deemed to be "works made for hire" under the United States Copyright Laws. Pursuant to its exclusive proprietary rights, the Company shall have the sole and exclusive right inter alia to use, modify or adapt the information, materials, products or deliverables that I developed during the performance of services as a consultant to the Company. I agree to provide all necessary assistance required to perfect such assignment of rights defined in this provision.
- g. I will not for a period of two year after the termination of this agreement, whether voluntarily or involuntarily (a) directly or indirectly solicit to provide or provide, without the prior written consent of the Company, any professional services such as those provided by the Company for anyone who is a client of the Company anytime during the twelve months prior to my leaving the Firm and for whom I provided any service as an employee of the Company during the five years prior to my leaving or (b) directly or indirectly, without the prior written consent of the Company, solicit for employment with myself or any Company or entity with which I am associated, any employee of the Company or otherwise disrupt, impair, damage, or interfere with the Company's relationship with its employees. The non-compete provisions of this paragraph will not apply to a client of the Company for whom I performed services or with whom I had significant professional contact prior to joining the Company and which list of clients I have disclosed to the Company prior to my joining.

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- h. If I am directed by any governmental agency or judicial forum or asked to testify concerning any matter learned in the course of services provided to or on behalf of the Company, I will immediately notify the Company before making any disclosures.
- i. I further agree that in the event of termination of this agreement, or my employment with the Company, whether of my own volition or otherwise, for a period of two (2) year thereafter, I shall not directly or indirectly, provide any services to or take up employment with any of the existing customers of the Company.
- j. That in the event I am found to be in breach of this agreement, or my employment agreement with the Company, I shall be liable to pay to the Company a sum equivalent to the remuneration / compensation received by me, from the Company, in the last three months immediately preceding the termination. This will in no way effect the other rights which the Company may have against me, especially the right to obtain injunctive relief against, and damages and indemnification from, me.

Ms. Shefina Shaji

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Appendix 1

Name : Ms. Shefina Shaji
 DOJ : February 7, 2022
 Designation: Associate - Operations
 Band : A1

Heads of Compensation :	Annual Compensation
Basic	151786
Provident Fund	18214
Total Fixed Compensation (A)	170000
<i>Cost of Other Benefits Provided by Company (Non - Monetary)</i>	
Transport	30000
Canteen	12600
Accident Insurance and Mediclaim Premium	7200
Other Benefits (B)	49800
<i>Retirals</i>	
Gratuity	7301
Employers ESIC	4933
Other Retirals Benefits (C)	12234
Total CTC (A+B+C)	232034
You are required to give the BOA options in the Prescribed format	
*In case the Basic + DA is more than Rs. 15000, PF is optional and you have to give your option for the same. Coverage is mandatory for those who are already covered under PF Scheme.	
Performance bonus will be as per the EXL bonus policy, and would be paid based on company's / individual's performance	

1. Group Medical insurance coverage for self and dependents (Spouse and 2 children) and Group Personal Accidental coverage for self.
2. You shall be provided with benefits of Gratuity in accordance with applicable provisions of the Payment of Gratuity Act, 1972 as amended up-to-date

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Appendix - 2

The below rate of subsistence allowance is as per the prevailing statutory regulations and is subject to change in terms of any statutory amendment thereto. Accordingly, the rate of subsistence allowance as per prevailing regulations, applicable from time to time, shall apply.

Rate of subsistence allowance: Reference para 7 of the employment agreement –

If you are suspended, and enquiry is initiated, in

A. Noida [Gautam Budh Nagar] (State of Uttar Pradesh) or Gurugram [Formerly: Gurgaon] (State of Haryana) locations:

Subsistence allowance shall be at the rate of 50% (fifty per cent) of your average monthly salary over a period of three months immediately preceding your suspension. **Provided that**, you shall not be entitled to receive any subsistence allowance if you accept any other employment, during the period of your suspension.

A. Pune or Mumbai (State of Maharashtra) location:

- I. For the first ninety days of the suspension period, subsistence allowance to be paid per month shall be equal to one half of basic salary and other compensatory allowances to which you would have been entitled if you were on leave with wages.
- II. If the enquiry gets prolonged and you continue to be under suspension for a period exceeding ninety days, the subsistence allowance to be paid per month for a further period of ninety days shall be equal to three-fourths of basic salary and other compensatory allowances.

iii. If the enquiry is not completed within a period of one hundred and eighty days, you shall be paid basic salary and other compensatory allowances in full as subsistence allowance to be paid per month until such time as the enquiry is finally concluded:

Provided that, where the findings of the enquiry officer show that such enquiry is prolonged beyond a period of ninety days, or as the case may be, beyond one hundred and eighty days, for reasons directly attributable to you, the subsistence allowance to be paid per month shall for the period exceeding ninety days or, as the case may be, for one hundred and eighty days, be reduced to one-half of basic salary and other compensatory allowances:

Provided further that, you shall not be entitled to receive any subsistence allowance if you accept any other employment, during the period of your suspension.

C. Bengaluru (State of Karnataka) location:

- i. Subsistence allowance shall be an amount equal to fifty per cent of the salary which you were drawing immediately before your suspension, for the first ninety days reckoned from the date of such suspension
- ii. If the period of suspension exceeds ninety days, but does not exceed one hundred and eighty days, you shall be entitled to receive, after the said period of ninety days, a subsistence allowance equal to seventy five per cent of your salary which you were drawing immediately before your suspension.
- iii. If the period of suspension exceeds one hundred and eighty days, you shall be entitled to receive, after the said period of one hundred and eighty days, a subsistence allowance equal to ninety per cent of your salary which you were drawing immediately before your suspension.

Provided that where the enquiry is prolonged beyond the period of ninety days for reasons directly attributable to you, the subsistence allowance, shall, for the period exceeding ninety days shall be reduced to fifty per cent of your salary, which you were drawing immediately before your suspension:

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Provided further that you shall not be entitled to receive any subsistence allowance if you accept any other employment, during the period of your suspension.

C. Kochi (State of Kerala) location:

- i. Subsistence allowance shall be an amount equal to fifty per cent of your salary which you were drawing immediately before such suspension
- i. If the period of suspension exceeds ninety days, the amount of subsistence allowance shall be increased after the expiry of ninety days to seventy-five percent of your salary which you were drawing immediately before such suspension:

Provided that where the enquiry is prolonged beyond the period of ninety days for reasons directly attributable to you, the subsistence allowance, for the period exceeding ninety days, shall be reduced to fifty per cent of your salary, which you were drawing immediately before your suspension:

Provided further that you shall not be entitled to receive any subsistence allowance if you accept any other employment, during the period of your suspension.

D. Jaipur (State of Rajasthan) location:

- I. Subsistence allowance, for the first ninety days of suspension, shall be an amount equal to fifty per cent of your salary which you were drawing immediately before such suspension;
- II. If the period of suspension exceeds ninety days, the amount of subsistence allowance shall be increased after the expiry of ninety days to seventy-five percent of your salary which you were drawing immediately before such suspension:

Provided that where the enquiry is prolonged beyond the period of ninety days for reasons directly attributable to you, the subsistence allowance, for the period exceeding ninety days, shall be reduced to fifty per cent of your salary, which you were drawing immediately before your suspension:

Provided further that you shall not be entitled to receive any subsistence allowance if you accept any other employment, during the period of your suspension.

E. Hyderabad (State of Telangana) location:

- i. Subsistence allowance, for the first six months of suspension, shall be an amount equal to fifty per cent of your wages/salary which you were drawing immediately before such suspension;
- ii. If the period of suspension exceeds six months but not one year, the amount of subsistence allowance shall be increased after the expiry of six months to seventy-five percent of your wages/salary which you were drawing immediately before such suspension:
- iii. If the period of suspension exceeds one year, the amount of subsistence allowance shall be increased after the expiry of one year to one hundred percent of your wages/salary which you were drawing immediately before such suspension:

Provided that where the enquiry is prolonged beyond the period of six months for reasons directly attributable to you, the subsistence allowance, for the period exceeding six months, shall be reduced to fifty per cent of your salary, which you were drawing immediately before your suspension:

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Provided further that you shall not be entitled to receive any subsistence Allowance if you accept any other employment, during the period of your suspension.

F. **Chennai (State of Tamil Nadu) location:**

Subsistence allowance shall be an amount equal to fifty per cent of the wages/salary which you were drawing immediately before your suspension, for the first ninety days reckoned from the date of such suspension;

If the period of suspension exceeds ninety days, the amount of subsistence allowance shall be increased after the expiry of ninety days to seventy-five percent of your wages/salary which you were drawing immediately before such suspension:

Provided that where the enquiry is prolonged beyond the period of ninety days for reasons directly attributable to you, the subsistence allowance, for the period exceeding ninety days, shall be reduced to fifty per cent of your salary, which you were drawing immediately before your suspension.

Provided further that you shall not be entitled to receive any subsistence allowance if you accept any other employment, during the period of your suspension.

Ms. Shefina Shaji

Date:06-08-2021

Welcome Note

Dear **Ms. Resmamol K**

Congratulations and welcome to Randstad family! We are delighted to have you as part of our organization. Your role and association with us is critical in fulfilling the mission of our organization. We hope, our association will be professionally meaningful and mutually beneficial. You join a group of our 60,000 + Employee Workers (EW) deputed to our various clients, in order to partner in their business success.

Thank you for the information and documentation provided to ease your on-boarding process. You can continue to use our online portal to access and download your monthly pay slips, edit personal details, download forms required for registering your employment for various statutory benefits. The next few pages will give you more information on your employment with us.

For any queries, please feel free to contact the Randstad Help Desk. The facility is currently available Monday through Friday, 9:30 am to 6:30 pm. You may contact the Help Desk through one of the three methods below:

1. Log in to [Click here to log in Randstad Portal](#)
2. Call us Toll free 1800 420 9944
3. Email us to flexicare@randstad.in

Our Core Values: As a new entrant, we would like you to know that randstad is known for continuing to adhere to and live by the core values established in our early days. Its good to know that every Randstad employee continues to keep to and live by these values today. They are

To Know - We are experts. We know our clients, their companies, our candidates and our business. In our business its often the details that count the most

To Serve - We succeed through a spirit of excellent service, exceeding the core requirements of our industry.

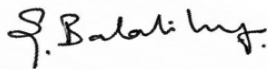
To Trust - We are respectful. We value our relationships and treat people well.

Striving For Perfection - We seek to improve and innovate constantly. Its our job to help our clients and candidates to find satisfaction in all their pursuits. This is what gives us the edge.

Simultaneous Promotion Of All Interests - We take our social responsibility seriously. Our business must always benefit society as a whole.

I wish you all the very best as you embark on an exciting journey with Randstad while enhancing your professional stature, along the way.

For Randstad India Pvt Ltd.



Authorized Signatory
Balakrishnan S
Head - HRSSC

Date: 06-08-2021

To,
Ms. Resmamol K,
Empcode -1508195

FIXED TERM CONTRACT OF EMPLOYMENT

We are pleased to appoint you in our organisation as Branch Relationship Executive--E, for a fixed period of employment, on the following terms and conditions:

1. Your contract of employment shall be valid for a period of 1 year from 09-08-2021 to 08-08-2022. Notwithstanding this, in the event of the project/ work for which you are being employed comes to an end before the aforementioned period, this contract shall be co- terminus with the aforementioned project/work. At the end of the above referred period, the contract will stand terminated automatically without any notice or communication to you, unless they are explicitly extended by us by a letter in writing.
2. Notwithstanding anything above, depending upon the aforementioned project/work, the Company reserves its right to extend your temporary appointment for such period or periods as may be necessary depending upon the exigencies relatable to the work for which you are hereby engaged. In that event, the Company shall in writing extend your temporary assignment on the terms as may be indicated in such letter and in the event of your acceptance of such extension of the assignment you shall be governed by such terms and conditions as may be indicated therein.
3. During the period of fixed contract, your services could be deputed at the sole discretion of the Management to any of our clients company or locations to do work pertaining to or incidental to the clients business.
4. Details of your salary break up with components is as per the Annexure 1.
5. Provident Fund will be remitted as per law, applicable from time to time. It's the employees responsibility to update the nomination directly into the PF portal and Randstad does not hold any responsibility on it. In case, you are eligible for ABRY scheme, the applicable PF employee contribution will be refunded post availing benefit.
6. You will be covered under a Medical Insurance upto 100000 per annum and Group Accident Insurance Scheme of 200000 & Group Terms Life Insurance of ~GTLvalue~. This policy will come into effect after 30 days of your joining the company.
7. You will be eligible for leave as per the clients company policy, during the period of your contract of employment.
8. You will be entitled to all other statutory benefits wherever applicable during the fixed period of contract.
9. You are advised to read and understand Randstad Health & Safety Policy for deputees (Annexure 2) and comply with relevant policies that are in practice at SBI Cards & Payment Services Limited. Adherence to the stated and relevant policies is a condition of employment with Randstad. In the event you are found to be non-compliant of any of the applicable policies, Randstad reserves the right to take necessary action against you.
10. This contract shall be terminable by either party giving 7 days notice in writing or salary in lieu of notice, to the other.
11. At Randstad your privacy is important to us. By submitting your personal information, you have agreed and consented to Randstad's processing of your personal information for the intended purposes of employment opportunities. Please note that your involvement in any violation of data protection laws or causing data breach would result in disciplinary action, which can lead to immediate termination and withholding of your pecuniary benefits.

We are consciously endeavoring to build an atmosphere of trust, openness, responsiveness, autonomy and growth among all members of the Randstad family. As a new entrant, we would like you to wholeheartedly contribute in this process.

As a token of your acceptance of the above terms and conditions, you are requested to sign the duplicate copy of this letter and return to us. In the event of not receiving a signed copy of this letter from you, this letter will be deemed to have been accepted by you upon the receipt of the following month's salary

Wishing you the very best!
Yours truly,

For Randstad India Pvt Ltd.



Authorized Signatory
Balakrishnan S
Head - HRSSC

Acceptance:

I acknowledge that while I am working for Randstad India Private Limited and deputed to Client name, I would be handed over with a biometric device to carry out my official responsibility and that I will take proper care of the equipment that I am entrusted with. I further understand that considering the cost of the equipment entrusted to me, a refundable security deposit amounting to INR 1200 shall be charged. I further understand that upon my separation from the Company, I will return the entrusted equipment in proper working order and upon return, the deposit amount shall be paid as part of my full and final settlement process. I understand I may be held financially responsible for lost or damaged property in case of failure to return and that the security deposit shall be forfeited.

I Resmamol K have read and hereby accept the above mentioned terms and conditions

Signature : 2249097

Date : 06-08-2021 13:05:10

Registered Office :

Randstad India Private Ltd
Randstad House,
Old No. 5 & 5A, New No. 9, Pycrofts Garden Road,
Nungambakkam, Chennai 600 006.
P +91 (0) 44 66227000 F +91 (0) 44 66227474
www.randstad.in

Date: 06-08-2021

Ms. Resmamol K,
Empcode -1508195

DEPUTATION LETTER

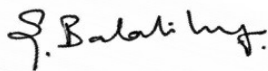
Further to clause 3 of your letter of employment, we are pleased to advise you that your services are being deputed to SBI Cards & Payment Services Limited with effect from 09-08-2021 at their KOTTAYAM office. The terms and conditions of your deputation will be as follows:

1. You will, with effect from 09-08-2021, be required to work at our clients office/ premises at any of their locations.
2. During the tenure of the deputation, you will continue to be an employee of Randstad.
3. In the day to day functioning or carrying out all responsibilities, you will receive instructions from SBI Cards & Payment Services Limited and will undertake to abide by any suggestions, etc. given by any assigned person(s).
4. You shall also abide by any training that may be offered to you by SBI Cards & Payment Services Limited.
5. You shall be bound to follow the working hours of SBI Cards & Payment Services Limited.
6. You shall take care not to disclose confidential information / trade secrets, etc that you may come across in the course of your responsibilities to anyone outside SBI Cards & Payment Services Limited and use such information only in connection with the service provided to SBI Cards & Payment Services Limited.
7. You shall at no point of time stake any claim or right to claim employment, damage, loss or compensation of any sort whatsoever against SBI Cards & Payment Services Limited. This arrangement is purely a contractual agreement between Randstad and SBI Cards & Payment Services Limited for the time specified.
8. You shall not engage in any act subversive of discipline in the course of your duty/ies in the property of SBI Cards & Payment Services Limited or outside, and if you were at any time found indulging in such act/s, we reserve the right to initiate disciplinary action as is deemed fit, against you.
9. You shall be responsible for protecting the property of SBI Cards & Payment Services Limited entrusted to you in the due discharge of your duties and shall indemnify SBI Cards & Payment Services Limited when there is a loss of any kind to the said property.

All the other terms and conditions of your employment remain unchanged.

As a token of your acceptance of the above terms and conditions, you are requested to sign the duplicate copy of this letter and return to us. In the event of not receiving a signed copy of this letter from you, this letter will be deemed to have been accepted by you upon the receipt of the following month's salary

Yours truly,
For Randstad India Pvt Ltd.



Authorized Signatory
Balakrishnan S
Head - HRSSC

I, Resmamol K have read and hereby accept the above mentioned terms and conditions

Signature : 2249097

Date : 06-08-2021 13:05:10

Schedule A
Assignment Details of Resmamol K

Name	Resmamol K
Client Name	SBI Cards & Payment Services Limited
Place of Deputed	KOTTAYAM
Designation	Branch Relationship Executive--E
Start date of Assignment	09-08-2021
End date of Assignment	08-08-2022

Annexure 1:Salary Break - Up Details

Component	Monthly	Yearly
Basic	19,114.00	229,368.00
Statutory Bonus	1,592.00	19,104.00
Gross Salary	20,706.00	248,472.00
Employer's Contribution to ESI	673.00	8,076.00
Employer's Contribution to EPF	2,294.00	27,528.00
Insurance	62.00	744.00
CTC (Cost to the company)	23,735.00	284,820.00
Employee's Contribution to EPF	2,294.00	27,528.00
Employee's Contribution to ESI	156.00	1,872.00
Net-Take Home	18,256.00	219,072.00

* Income tax, Professional Tax and LWF as applicable will be deducted. All taxes will be deducted as applicable by law.

* Your salary is strictly confidential.

For Randstad India Pvt Ltd.

Accepted By



2249097

Authorized Signatory
Balakrishnan S
 Head - HRSSC

Resmamol K

Registered Office :

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 Randstad House,
 Old No. 5 & 5A, New No. 9, Pycrofts Garden Road,
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General Terms & Conditions

1. You will have to provide signed copies of all documents and forms in the joining kit including the signed appointment letter to Randstad India Private Ltd. (RIPL) within a period of 30 days from your date of joining. The documents can be either couriered or handed over in person at the designated RIPL offices. You will not be eligible for payroll in the subsequent months if these documents are not received within the 30 day period from your date of joining.
2. RIPL is working towards having a safe transaction mode for all payments and follows the practice of remitting salary, reimbursement, F&F and other payments directly to your designated bank account. You are required hereby to confirm your acceptance of the same and provide your Bank Account details with proof (cancelled cheque or copy of bank pass book or bank statement) within 15 days of the date of joining to RIPL personnel at the designated RIPL offices or send an e-mail with scanned copy of the proofs mentioned to flexicare@randstad.in mentioning "bank account details" in the subject line of the mail.
3. You will have to provide your PAN card details within 15 days of your date of joining
 - a. In case, you dont have a PAN card, you will have to apply and provide the acknowledgement copy within 15 days from the date of joining.
 - b. In case you do not provide PAN card details and your income falls under the taxable limits, you will be paid your monthly salary after deduction of taxes as per the existing tax laws.
4. Your pay slips will be available online for viewing, downloading and printing. This is a digitally generated document and does not require a physical signature for verification. The pay slip will be available at the end of first week of the month and will be deemed to have been received and accepted by you. For any clarifications or queries, regarding the same you can send an email to flexicare@randstad.in referencing your RIPL employee ID.
5. In case of any reimbursable components in your salary structure, you will be required to submit necessary proofs of payments and bills for the same, failing which the payments will be made after deduction of appropriate taxes.
6. If you are eligible for ESIC benefits and have an existing ESIC number, please inform in advance through the ESIC nomination form in your joining kit to retain the existing ESIC number. For PF transfer from an existing PF account, you will need to fill and submit the PF transfer form in your joining kit.
7. RIPL does not accepts or retain any original certificates/ documents pertaining to your educational and other qualifications. You may be required to produce the same for verification purposes only, if requested by authorized RIPL personnel.
8. You will have to complete all the exit formalities and hand over any assets including but not limited to ID cards, laptops, mobiles, etc. in your custody before your Last Working Day (LWD) in the organization. Your Full & Final Settlement (F&F) will be completed only if the exit formalities are done on time, which shall not exceed 45 days.
9. Your F&F settlement amount will be transferred to the bank account used for your salary transactions. In case, there are dues to be recovered from you in the F&F settlement, you will be issued your relieving letter and experience letters only on clearance of these dues.

As a token of your acceptance of the above terms and conditions, you are requested to sign the duplicate copy of this letter and return to us. In the event of not receiving a signed copy of this letter from you, this letter will be deemed to have been accepted by you upon the receipt of the following month's salary

Yours truly,

For Randstad India Pvt Ltd.



Authorized Signatory
Balakrishnan S
Head - HRSSC

I, Resmamol K have read and hereby accept the above mentioned terms and conditions

Signature : 2249097

Date : 06-08-2021 13:05:10

Registered Office :

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Annexure 2: HEALTH AND SAFETY POLICY

1. Introduction

Randstad recognizes people as its most important asset and is committed to ensuring safe and healthy work environment for all its employees and people visiting its premises. Randstads Corporate Policy necessitates a specific Health & Safety Policy for its outsourced employees. Given that our EWs are redeputed to various client sites, where each client's Health & Safety Policy would be different, it is our commitment to ensure that our EWs have safe working conditions, where risks if any, are well managed and our clients treat all our EWs as they would treat their direct employees in matters of health & safety.

This document is to be read and thoroughly understood by all Randstad EWs at the time of joining an assignment; it requires them to be aware of the policy and our recommendations for safe working practices.

We assure that we will not depute an EW to a client site, which causes an Occupational Hazard or risk to Health. We will only work with clients who are aligned to our Health & Safety Policy for EWs. Additionally, we advise our EWs and employees to bring to our notice, situations that an EW might encounter and could be a potential health & safety issue.

We also ask our EWs not to endanger themselves or their colleagues at work by violating any safety rules, and to comply with work place instructions besides ensuring that they wear Personal Protective Equipment where advised. Our EWs are asked not to interfere with or misuse anything provided for their safety, health and welfare. This is a condition of employment with Randstad. Management reviews will be held each year to review implementation of this policy and draw upon further improvements for the following year. These improvements will include the policy itself and the associated business processes to attain objective of this policy.

2. Health & Safety Policy

Health & Safety in the work place is every one's responsibility. Randstad regards promotion of Health & Safety measures as a mutual objective for the management and employees, including deputed employees. Randstad has factored in statutory requirements while arriving at this Health & Safety Policy.

General Safety

1. Ensure that you are aware of your own responsibilities in respect of relevant health, safety and environmental matters.
2. Follow instructions the way it is meant to be. Use entries and exits, lifts in the manner it is meant to be.
3. Ensure you have your EW ID card on your person at all times with your photograph, Randstad contact details and Nos. displayed in a clear manner.
4. If you have a visitor, ensure your visitor signs in and receives a security pass. Do not take your visitor into the client premises without permission.
5. You will not enter your work premises while under the influence of alcohol, drugs or any substance which may endanger your health or safety and/or that of any other person.
6. Beware of fact that many things which may be obvious get overlooked while working. Thus, appropriate care and concentration is required at work to ensure general safety.

Fire Safety

1. Ensure familiarity with the fire safety procedures in work place. Most organizations have fire safety training as a statutory requirement. Ensure you attend the same, after seeking necessary permission from your reporting manager.
2. Understand different kinds of fire fighting equipments installed at your work place.
3. Please become familiar to the sound of the fire alarm and know the emergency/fire exits. These are not normal entry/exits. These exits are signed with the statutory fire exit signs.
4. Attend fire drill if any at your work place and undergo evacuation training.
5. Avoid taking personal risks; do not try to tackle fire on your own.

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Accident & First Aid

Familiarize yourself with the First Aid arrangements at your work place. Do not leave vehicles or items relating to your work in places other than that which is designated. This will help prevent accidents.

1. Follow rules on speed limit and wearing safety gear as is prescribed at the work environment that you are at.
2. If your office premises require you to wear a helmet while entering or exiting, comply with the same.
3. In the event of an accident, do not handle it on your own; follow procedures that you may have been trained in; inform the facilities manager or emergency numbers provided.
4. Understand accident report procedures at your work site.
5. Always let someone know, where you are going and your expected time of return.
6. If your office premises require you to wear a helmet while entering or exiting, comply with the same.

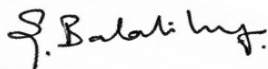
As a Randstad EW, you have the right to:

1. Work in places where all the risks to your health and safety are properly controlled.
2. If your office premises require you to wear a helmet while entering or exiting, comply with the same.
3. To stop working and leave the area if you think you are in danger.
4. To inform your employer about health and safety issues or concerns.

Recommendations for Common Safe Working Practices

1. Do not smoke in areas prohibited.
2. Do not overload electrical outlets.
3. Do not expose electric conduits/plugs/sockets to water.
4. If your work requires you to lift weight frequently, understand load management procedures at work.
5. Do not operate machinery unless you have been trained and authorized to do so.
6. Never throw anything from any height.
7. If you use tools as part of your work use only the right and authorized tools.
8. Report any Health and Safety incidents whether they result in injury or not to your respective Randstad anchor.
9. Cooperate in the investigation of accidents with the objective of introducing measures to prevent recurrence.

For Randstad India Pvt Ltd.



Authorized Signatory
Balakrishnan S
Head - HRSSC

CODE OF CONDUCT

This Code of Conduct describes and summarizes the standards of business conduct for Randstad and also highlights the importance of ethical value in conducting the business affairs of Randstad.

Randstad would also review all applicable Randstad policies and procedures from time to time. This Code of Conduct is subject to modification. It maybe updated as and when needed and the employee hereby agrees to accept the terms of such revised documents.

The Employees of Randstad are expected to act in accordance with the highest standards of personal and professional integrity, honesty and ethical conduct. The honest conduct would be a conduct that is free from fraud or deception. Interactions with the clients, candidates, co-employees and any other individual shall be conducted in accordance with the standards mentioned.

It is the policy of the Company to conduct all of its business in an honest and ethical manner. In doing business anywhere in the world, neither the Company nor any employee or an entity associated with the Company shall offer, pay, promise, authorise or receive any bribe or other illicit payment or benefit in violation of any of the Anti-corruption Laws of the Country or the anti-corruption laws of any other nation in which the Company does business or renders services. This shall form part of the Company's Code of Conduct and Business Ethics.

The Employee agrees that he/she shall devote his/her full attention to the activities of Randstad and shall not, either during the term of the Employment or for a period of six months thereafter, take up employment with any company that is engaging in or himself/ herself enter into any business that is identical or similar to, the business carried on by Randstad. The Employee further agrees that at any time during the subsistence of the Employment or for a period of six months subsequent thereto, the Employee shall not offer employment or consultancy or otherwise solicit the Employees of Randstad to work with him/her or any employer where he or she is employed.

It is not practical and possible to list all situations in which conflict of interest may arise, however, following examples of situations, which may constitute a conflict of interest, are provided for your perception regarding the nature and scope of the term a conflict of interest:

1. Engaging in any activity that interferes with your performance or responsibilities to Randstad
2. Accepting simultaneous employment with a Randstad supplier, customer, developer or competitor or taking part in any activity that enhances or supports a competitor's position
3. Conducting the business of Randstad with relative or with a business in which a relative is associated in any significant role
4. Accepting any offer, payment, promise to pay, or authorisation to pay any money, gift or anything of value from customers, vendors, consultants, etc. that is perceived as intended, directly or indirectly, to influence any business decision, any act or failure to act, any commitment of fraud, or opportunity for the commission of any fraud.
5. Competing, directly or indirectly, with Randstad for the purchase or sale of the property, products, services or other interest This Code of Conduct is part of the Corporate Governance of Randstad which extends equal opportunities to men and women at work, adhering to all legal compliances. Randstad's policy of transparency among employees are enabled through various HR practices including appraisals and performance evaluation, with adequate health and safety policies in place protecting the employee and the environment with a spirit of working together for the National interest.
6. You will be eligible for leave as per the client's company policy,during the period of your contract of employment.
7. You will be entitled to all other statutory benefits wherever applicable during the fixed period of contract.

Protection Of Confidential Information

All confidential information must be used for the purposes of Randstad. All Employees of Randstad must protect and respect the Intellectual property rights including the intellectual property rights of the clients of Randstad. Any violation of the intellectual property rights of any of the third parties in the capacity of a employee of Randstad shall be treated as illegal and shall be subject to legal action. The obligation to safeguard the proprietary and confidential information continues to exist even after leaving the employment of Randstad. Each of the Employees has liability to return all corporate confidential information in possession while leaving Randstad. They shall not be destroyed by any employee even while leaving Randstad, which shall amount to infringement of the Intellectual property rights of Randstad.

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Protection And Use Of Randstad's Assets

All Employees are responsible for protecting and for appropriate use of the assets of Randstad. The Employees must safeguard the assets of Randstad against loss, damage, misuse or theft. Any violation of this aspect of the code will subject to the disciplinary action up to and including termination of the employment or business relationship. The assets of Randstad including vehicles, spares and supplies, equipments, stationery, funds, brand and logo of Randstad, hardware and software and all other electronic communication devices, must be utilized in legal, ethical and appropriate manner. Unauthorised usage of Randstad's assets to deal with any illegal transaction shall be subject to legal action.

Protection And Use of the Client's Assets

All Employees are responsible for protecting and for appropriate use of the assets of the client where the Employee is stationed. The Employees must safeguard the assets of the client against loss, damage, misuse or theft. The assets of the Client including vehicles, spares and supplies, equipments, stationery, funds, brand and logo of the Client, hardware & software and all other electronic communication devices, must be utilised in legal, ethical and appropriate manner. Further, the Employee shall refrain from any unauthorised use, access, disclosure, alteration and/ destruction of information systems including but not limited to CV database, CV database, client's JD/JS details, client's CTC policy and break-ups, and any other confidential information, written or oral, whether or not, specified explicitly by the Client.

Employee Developments

The Employee agrees to communicate to Randstad as promptly as practicable all Employee Developments he/she conceives or develops (either alone or jointly with others) at any time during his/her employment with Randstad and for a period of 1 [one year] thereafter for the purpose of determining Randstad's rights in such Employee Developments.

press releases

The Employee shall not put out any press or other media release or make any public announcement or statement relating in anyway to the business of the Client/Randstad, the activities of the Client/Randstad and for such other information without the prior written consent of the authorised personnel.

Disciplinary Actions

It is expected from all Employees covered under this Code of Conduct that they will adhere to the principles and rules laid down in this code. The appropriate disciplinary action will be taken against the delinquent Employee who is found to violate these principles and policies or any other policy of Randstad. The disciplinary action may include immediate termination of employment, appropriate legal action or severing of business relationship at Randstad's sole discretion. Randstad will recover any loss suffered by it due to violation of the provisions of this code by any delinquent in legal manner. All Employees are encouraged to report any suspected violation promptly.

(The Employee)

By

.....

Name

Resmamol K

Title

Branch Relationship Executive--E

Witness

(Randstad India Ltd.)

By

.....

Name

Balakrishnan S

Title

Head - HRSSC

Witness

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Non-Disclosure Agreement

This Non-Disclosure Agreement is made and entered on this 09-08-2021 day of 2021 at KOTTAYAM by Mr/Ms Resmamol K Son/Daughter of Kunjumon O A aged about 23 years and residing at Erumeli North Village, Kanjirapally Tehsil, R P C P O Vandaphatal, Kottayam, Kerala-686513 Erumeli North Village, Kanjirapally Tehsil, R P C P O Vandaphatal, Kottayam, Kerala-686513, Kottayam, 686513 hereinafter referred to as employee.

To

Randstad India Ltd. a company incorporated under the Companies Act, 1956 and having its registered office at Old No.5&5A, No.9, Pycrofts Garden Road, Nungambakkam, Chennai - 600 006, Ph: 044-6622 7000

WHERE AS

Randstad India Ltd. is a subsidiary of Randstad Holding NV, Netherlands and includes its other subsidiaries like Randstad Executive Search Ltd, Minvesta Infotech Ltd in India and such other Foreign Subsidiaries across the globe. This NDA is intended to maintain the confidentiality of all such confidential information available to all the EMPLOYEES of the Group. Essentially this NDA applies to whichever Group of Company, the EMPLOYEE is employed with, irrespective of his/her employment in maintaining the confidentiality of the available confidential information.

In the above context, the Group Company which has employed the Employee shall hereinafter be construed as "Company", which expression shall include the group companies within the context and meaning of this NDA agreement to maintain the confidentiality by the Employee. This expression shall hold good for the purpose of this NDA only and not in any other context of interpretation.

WHERE AS

1. The Company has offered and the Employee has agreed to take up employment with the Company under the terms and conditions set out in the letter of Appointment the ("Employment Agreement").
2. In accordance with the terms of the Employment Letter, the Employee hereby executes this Non-Disclosure Agreement with regard to the confidential information and the competition obligations of the Employee.

NOW THE PARTIES AGREE AS FOLLOWS

For the purpose of this Agreement, the term "Confidential Information" shall mean and include any and all tangible expression of information including all written or oral disclosures made by the Company to the Employee, provided to the Employee by the Company or parent, subsidiary, group company or customer of the Company or otherwise received by the Employee in the course of his/her employment with the Company or any intellectual property belonging to the Company, and shall specifically include, without limitation, pricing, methods, processes, financial data, technical data, lists, products, trade secrets, know-how, photographs, plans, notes, renderings, journals, notebooks, computer programs, computer readable video, audio or sound files, and samples relating thereto as well as any confidential or proprietary information owned by any other person or entity and furnished by such person or entity pursuant to an undertaking to maintain the same in confidence.

The Employee agrees that he/she shall, at all times, during the term of his/her employment with the Company hold the Confidential Information in trust for the Company and shall not in any manner use, transfer, publish, disclose, or report the Confidential Information directly or indirectly, except to other Employees of the Company or to authorised third parties as may be necessary in the ordinary course of the duties of the Employee for the Company or otherwise as directed by the Company.

The Employee represents that his/her performance of the terms of this Agreement and his employment with the Company does not and will not breach any agreement to keep in confidence information previously acquired by him/her in confidence from any third-party. The Employee represents that he has not entered into, and agrees not to enter into, any agreement in conflict with this Agreement or which in any way prohibits his performance of or restricts his ability to perform his obligations under this Agreement. The Employee has not brought, and agrees he/she will not bring, with him/her to the Company for use in his/her employment with the Company any materials or documents of a former employer or any other person or entity for whom he/she has provided services (paid or unpaid) that are not generally available to the public unless he/she has obtained express written authorisation from the former employer or other person or entity for whom he/she has provided such services for their possession and use.

The Employee agrees that if his/her employment is terminated at any time during or at the end of the probationary period as provided in the Employment Letter, the provisions of this Agreement shall continue to remain binding on the Employee.

The Employee agrees that he/she shall not for a period of three years from the date of termination of the Employment Letter, directly or indirectly, disclose, transfer, or use any Confidential Information, except with the prior written consent of the Company or except, in accordance with the provisions of Clause 6 hereunder, when so required pursuant to a valid and subsisting order of a court or other judicial, quasi-judicial or government body.

Registered Office :

Randstad India Private Ltd
Randstad House,
Old No. 5 & 5A, New No. 9, Pycrofts Garden Road,
Nungambakkam, Chennai 600 006.
P +91 (0) 44 66227000 F +91 (0) 44 66227474
www.randstad.in

If the Employee is required, either during his/her employment or at any time within the three-year period specified in Clause 5 above, to disclose Confidential Information pursuant to a valid and subsisting order of a court or other judicial, quasi judicial or government body, the Employee shall, forthwith, upon receiving notice of the requirement of such disclosure, give adequate notice to the Company thereof so as to allow the Company a reasonable opportunity to limit such disclosure. In any event the Employee, in making such disclosure shall only disclose such information as maybe absolutely necessary and only to the extent expressly required by the court or other judicial, quasi judicial or government body.

The absence of any marking or statement that a particular item of information is Confidential Information shall not affect its status as Confidential Information. The Employee shall bear the burden of proving that, that information is not Confidential Information.

All notes, proposals, documents, data, floppy disc(s), zip drives, tapes, reference items, sketches, drawings, memoranda, records, and other materials and media in any way containing any Confidential Information or related to the Confidential Information or otherwise to the Company's business shall belong exclusively to the Company. The Employee shall make copies of such material only if absolutely necessary in the course of the Employee's employment with the Company or otherwise for the benefit of the Company. The Employee hereby undertakes to return to the Company all copies of such materials in the Employee's possession or under the Employee's control at the request of the Company or, in the absence of such a request, upon the expiry of the terms of this Agreement.

The Employee represents and warrants that the performance by him/her of all of the terms of this Agreement and any services to be rendered by him/her as an Employee of the Company do not and will not breach any fiduciary or other duty, covenant, or agreement relating to any proprietary information, knowledge of data acquired by the Employee in confidence, trust, or otherwise, prior to the Employee's employment by the Company to which the Employee is a party or by the terms of which the Employee may be bound. The Employee covenants that he/she shall not, during his/her employment with the Company do any act or deed which conflicts with the provisions of any prior contract or agreement. The Employee further

covenants and agrees not to enter into any agreement or understanding, either written or oral, in conflict with the provisions of this Agreement. The Employee shall promptly disclose to the Company and assign in favour of the Company in such form and manner as the Company may reasonably require all

1. inventions (whether patentable or not, and whether or not patent protection has been applied for or granted), improvements, developments, discoveries, proprietary information, trade marks, trade names, logos, art work, slogans, know-how, processes, source code, application development, designs (whether or not registrable and whether or not design rights subsist in them), utility models, works in which copyright may subsist (including computer software and preparatory and design materials therefore), and all other intellectual property throughout the world, in and for all languages, including but not limited to computer and human languages whether now existing or subsequently developed by the Employee ("Employee Developments") and
2. such information and data pertaining to the business, operations, personnel, activities, financial affairs, and other information relating to the Company and its customers, suppliers, Employees and other persons having business dealings with the Company as maybe reasonably required for the Company to operate its business ("Proprietary Information"). It is understood that the Employee Developments and the Proprietary Information is proprietary in nature and shall be for the exclusive use and benefit of the Company, shall be and remain the property of the Company both during the term of employment with the Company and thereafter and shall be held in trust by the Employee for the sole right and benefit of the Company. If so requested by the Company, the Employee shall execute and deliver to the Company any instrument as the Company may reasonably request to effectuate the assignment of any such Employee Developments or Proprietary Information to the Company or to otherwise evidence, establish, maintain or protect the Company's right, title and interest thereto. Without limiting the generality of the foregoing, the Employee hereby releases and waives and assigns to the Company any and all claims and rights which he/she has against the Company in respect of the Employee Developments, including without limitations, technology, know-how, licences or other proprietary rights or processes of the Company.

The Employee agrees to communicate to the Company as promptly as practicable all Employee Developments he/she conceives or develops (either alone or jointly with others) at any time during his/her employment with the Company and for a period of [one year] thereafter for the purpose of determining the Company's rights in such Employee Developments. During the term of his/her employment and thereafter, the Employee will assist the Company and/or its nominees or assigns (without charge but at no expense to Employee) in every lawful way to obtain, maintain and enforce any and all intellectual property rights and protections relating to all Employee Developments, including by executing relevant documents. Employee hereby irrevocably designates and appoints the Company and its duly authorised officers and agents as his/her agent and attorney in fact to execute and file any and all applications and other necessary documents and to do all other lawfully permitted acts to further the prosecution, issuance or enforcement of patents, copyrights, trade secrets and similar protections related to such Employee Developments with the same legal force and effect as if the Employee had executed them himself/herself.

Registered Office :

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Randstad House,
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Nungambakkam, Chennai 600 006.
P +91 (0) 44 66227000 F +91 (0) 44 66227474
www.randstad.in

The Employee agrees that he/she shall devote his/her full attention to the activities of the Company and shall not, either during the term of the Employment Letter or for a period of six months thereafter, take up employment with any company that is engaging in or himself/ herself enter into any business that is identical or similar to, the business carried on by the Company. The Employee further agrees that at any time during the subsistence of the Employment Letter or for a period of six months subsequent thereto the Employee shall not offer employment or consultancy or otherwise solicit the Employees of the Company to work with the Employee or any employer of the Employee.

The breach alleged or otherwise, by the Company of any obligation arising or in any manner owed by the Company to the Employee shall not affect the validity or enforceability of the Employee's covenants/obligations set forth in this Agreement.

The Employee understands that the Company shall suffer irreparable harm and injury in the event the Employee breaches any of its covenants/obligations under this Agreement and that money damages shall be inadequate to compensate the Company for such breach. Accordingly, in the event of any breach or threatened breach by the Employee of any of the provisions of this Agreement, the Company, shall in addition to and not in limitation of any other rights, remedies or damages available to the Company at law or in equity, be entitled to a temporary restraining order, preliminary injunction and permanent injunction in order to prevent or to restrain any such breach by the Employee, or by and/or all persons directly or indirectly acting for, on behalf of, or with, the Employee.

Notwithstanding anything contained in this Agreement, the obligations of the Employee and the rights of the Company arising hereunder shall be deemed to have commenced upon the date of the execution of the Employment Letter regardless of the actual date of execution of this Agreement and shall continue to remain in full force and effect and continue to be binding upon the parties until the expiry of three years from the date of termination of the Employment Letter unless the parties mutually agree to extend such confidentiality period

If any term or provision of this Agreement shall be hereafter 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 unless the terms and provisions so declared are expressly defined as a conditions precedent or as of the essence of this Agreement, or comprising an integral part of, or inseparable from the remainder of this Agreement.

IN WITNESS WHEREOF these presents have been executed by the parties hereto on the day and year first herein above written.

(The Employee)

By

.....

Name

Resmamol K

Title

Branch Relationship Executive--E

Witness

(Randstad India Ltd.)

By

.....

Name

Balakrishnan S

Title

Head - HRSSC

Witness

Registered Office :

Randstad India Private Ltd
Randstad House,
Old No. 5 & 5A, New No. 9, Pycrofts Garden Road,
Nungambakkam, Chennai 600 006.
P +91 (0) 44 66227000 F +91 (0) 44 66227474
www.randstad.in

Self-Declaration & Undertaking form

Name: Resmamol K
Deputee ID: 2249097
Empcode -1508195
Designation: Branch Relationship Executive--E
Service Function / Vertical :
Centre / Location : KOTTAYAM

Sub: Acceptance of Established policies and affiliated risks

I hereby Confirm that I have read through the Randstad and applicable client policies & procedures. I understand its implication to the fullest and hereby confirm to the fact that i would be held personally responsible for actions done, in contravention to established policies and procedure.

Signed :

Date :

>
accenture



ROYA JOY

13478341

EXL



SHEFINA SHAJI

Employee ID : 179503

Blood Group : A+ve

Outsourcepartners International Pvt Ltd
9th Floor, Phase II, Carnival Infopark,
Infopark SEZ, Infopark Kochi P.O
Kakkanad, Kochi - 682042, India
Phone no, +91 484 4086000

GOVERNMENT OF INDIA

Ministry of Communications

OFFICE OF THE SUPERINTENDENT OF POST OFFICES
CHANGANASSERY DIVISION, CHANGANASSERY- 686 101



IDENTITY CARD

Valid upto : 31.12. 2025
Unique Employee ID : 50487387
Name : **DIVYA .S**
Category Post : ABPM
Date of Birth : 24-11-2000
Name of the Office with Account Office : MUKKULAM
KANJIRAPPALLY
Name of Sub Division : MUNDAKKAYAM



Issuing Authority

THIS IS VALID ONLY AS AN IDENTIFIER OF SPANIN DAK SRUK

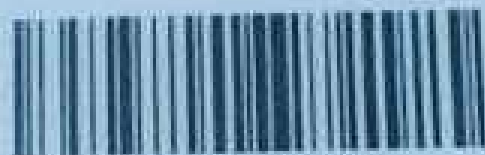


DEVIKA AJESH
OPERATIONS EXECUTIVE

Employee ID : DSC11019

B-ve Blood Group

sales@digisuvidhacentre.com



DSC11019



HOLY ANGELS SCHOOL
Noklak Tuensang
Nagaland

“Lead kindly light”

Name AKHIL SEBASTIAN

Design ASST. TEACHER

DOB 21-05-2000



Principal



routes international



APARNA K LAL

EXECUTIVE

EMP ID : RIEMLY001



ARSHAD KHAN
SALES CONSULTANT



Popular Hyundai
Popular Motor World Private Limited
Mob : 7356602442
Kanjirappally
Kokkappally Estate, Palampra P O
26th Mile, Kanjirappally-686518
Ph:04828 201621/22
kplysales2@gmail.com
www.popularhyundai.com



Alan Jacob Jose

Employee Number
740565

Blood Group
O+

Emergency Contact
JOSEKUTTY JACOB
9495734815

This is a digitally generated ID



BHARATBENZ

Albin Jacob
Accounts Executive
Emp. ID : MH543

Autobahn Trucking Corporation Pvt. Ltd.



BHARATBENZ

Alin Anto Thomas
Accounts Executive
Emp. ID : 1529

Autobahn Trucking Corporation Pvt. Ltd.

Focus Edumatics Private Limited

No.1605, 3rd Floor, BMH –Srinivas Complex,

Trichy Road, Coimbatore - 641018



FOCUS EDUMATICS

ACCELERATING TRANSFORMATION

Date : 31 July 2021

To

Name : Ashli Kurian

Designation : Online Tutor

LETTER OF CONFIRMATION

We are pleased with your performance so far. We take pleasure in informing you that you are now a confirmed employee with effect from **31 July 2021**

We look forward to your continued dedicated performance.

We wish you much success and hope that your employment with us will provide you a long and rewarding career.

Best Regards,

Dhivya V

Human Resources Department



Name: Souparnika P G
Dep ID / Emp Code: 1605561
Designation: FOS
Deputed at : STATE BANK OPERATIONS SUPPORT SERVICES
PRIVATE LIMITED
Gender : Female

S. Babati Singh

Authorized Signatory

**PDS
ORGANIC
SPICES**



Mr. Justin Samuel Joseph
Agri Extension

EMP CODE: PDS 209

BLOOD GROUP: O+ve

EMERG CONTACT: 9605948457

HOUSE NAME: Puthenpurackal House

PLACE: Vizhikkathodu

PDS ORGANIC SPICES

(A Unit Of Peermade Development Society) Valanjanganam,
Kuttikkanam P.O., Idukki (Dist.) Kerala, India- 685 531

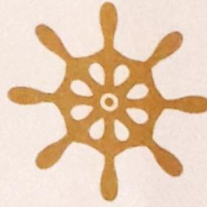
Tel: +91 4869 233988/233875 | www.pdsorganicspices.com

This identity card must be carried by the employee at the times while on duty.

This card is the property of the company and is not transferable.

The holder of the card should surrender it on cessation of his/her services.

Its loss must be reported immediately to the issuing authority.



Ref: CECO/HR/VII/89

Date: 02/04/2022

Appointment Letter

Ms. Haseena K.S.
Kannuparambil House
Chamampathal P.O.
Vazhoor, Kottayam - 686517

Dear Ms. Haseena,

With reference to your application dated 18th March, 2022 and subsequent interview you had with us, we are pleased to appoint you as On-Line Quality Controller in Quality Control and Assurance Department in our organization on the following terms and conditions:

- Date of Joining: Your employment will be effective as of 02/04/2022
- Probation Period: You will be on a probation period for the first six months. Upon successfully completing the probation period, your employment will become of a permanent status.
- Salary structure: Your Salary and other benefits will be as set out in Schedule 1, hereto.
- Place of work/Transfer: Currently your place of work will be at Capithan Exporting Company, Port Road, Sakthikulangara Post, Kollam 691581. You will be in charge of supervising Production / Process/Lab activities and coordinating day to day activities in Q C Laboratory.
- Leave: You will be eligible to the benefits of the Company's Leave Rules as per the Company's Policy. Absence for a continuous period of ten days without prior approval of the Director, (including overstay on leave / training) would result in your losing your lien on the service and the same shall automatically come to an end without any notice or intimation. Emergency leave should be intimated to the Director.

...2

During the period of your employment with the Company, you will devote full time to the work of the Company. You will be required to comply with all such rules and regulations as the Company may frame from time to time.

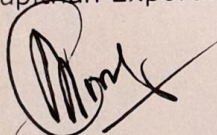
This appointment letter is being issued to you on the basis of the information and particulars furnished by you in your application (including bio-data) at the time of your interview and subsequent discussions. If it transpires that you have made a false statement (or have not disclosed a material fact)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

You will be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody or charge.

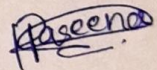
Please sign and return the duplicate copy of this letter to the undersigned signifying your acceptance.

With Best Wishes,

For Capithan Exporting Company



General Manager



Accepted:

To,

01/04/2022

Mr. Cyril Jacob,
Kadasseril,
Erumely P O
Kottayam-686520

Dear Mr. Cyril Jacob,

Appointment Order

With reference to your application for employment in our Company and the subsequent interview you had with us, we have pleasure in appointing you as **Trainee – Production Supervisor** in our Company, with effective from 1st April 2022.

You will work with a high standard of quality, initiative, creativeness, efficiency, integrity and economy. The nature of work and responsibilities will be assigned and explained to you by your seniors from time to time.

You will be paid a consolidated stipend including all perquisites of **Rs.10,000/-** (Rupees Ten Thousand Only) per month.

Following are some of the other terms and conditions of your service:

1. You will be on probation for a period of 6 months. During the period of probation, the Company is entitled to terminate your services without notice and without assigning any reason.
2. The company will consider revision of your stipend only after completion of six months of service based on your performance.
3. *We hope that you will have a long and fruitful service with the Company. However, in the event of a separation becoming necessary, after you are confirmed in the services of the Company, your services can be terminated either by the Company or you by giving 30 days notice in writing. The management, however, reserves the right to dispense with the 30 days notice by paying you one month's stipend.*
4. After completion of 5 years of continuous service, you shall be eligible for the gratuity scheme of the Company. The gratuity payable will be 15 days pay (Basic + DA) per year for every completed year of service. In case you have completed 10 years of service, the gratuity payable will be one moth salary (Basic + DA) per year of service.

5. Though you have been engaged for a specific position, the company reserves the right to send you on deputation/transfer/assignment to any of the Company's branch offices in India or abroad, whether existing at the time of your appointment or to be set up in the future.

6. You will abide by the rules & regulations and service conditions that may be in force or are applicable to the employees of the Company or are framed from time to time by the company.

7. You will be governed by the laid down code of conduct of the company and if there is any breach of the same or non conformance of contractual obligations or with the terms and conditions laid down in this agreement, your service can be terminated without any notice; notwithstanding any other terms and conditions stipulated herein, the Company reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interests.

8. It must be specifically understood that this appointment is made on the basis of the educational qualifications and proficiency in technical/professional skills you have declared to possess as per your application for employment and your ability to handle any assignment/job independently. If, at a future date, any of your statements/particulars furnished are found to be false or misleading or your performance is not up to the mark or falls short of the minimum standard set by the company, the company shall have the right to terminate your services forthwith without giving any notice, notwithstanding any other terms and conditions stipulated herein.

9. The above terms and conditions are based on the Company's policies, procedures and other rules currently applicable in India and are subject to amendments and adjustments from time to time. In all matters including those not specifically covered here such as official travel, retirement, etc. you will be governed by the rules of the Company as shall be in force from time to time.

Kindly return a copy of this appointment order duly signed by you, in token of your having accepted all the above terms and conditions.

We wish you a long and successful career with us.

Yours truly,

For Penver Products Limited



Nelson George
General Manager



To,

01/04/2022

Mr. Muhammed Asif,
Kumarachanparambil,
Chirakkadavu, Kanjirapally
Kottayam-686520

Dear Mr. Asif,

Appointment Order

With reference to your application for employment in our Company and the subsequent interview you had with us, we have pleasure in appointing you as **Trainee – Production Supervisor** in our Company, with effective from 1st April 2022.

You will work with a high standard of quality, initiative, creativeness, efficiency, integrity and economy. The nature of work and responsibilities will be assigned and explained to you by your seniors from time to time.

You will be paid a consolidated stipend including all perquisites of **Rs.10,000/-** (Rupees Ten Thousand Only) per month.

Following are some of the other terms and conditions of your service:

1. You will be on probation for a period of 6 months. During the period of probation, the Company is entitled to terminate your services without notice and without assigning any reason.
2. The company will consider revision of your stipend only after completion of six months of service based on your performance.
3. We hope that you will have a long and fruitful service with the Company. However, in the event of a separation becoming necessary, after you are confirmed in the services of the Company, your services can be terminated either by the Company or you by giving 30 days notice in writing. The management, however, reserves the right to dispense with the 30 days notice by paying you one month's stipend.
4. After completion of 5 years of continuous service, you shall be eligible for the gratuity scheme of the Company. The gratuity payable will be 15 days pay (Basic + DA) per year for every completed year of service. In case you have completed 10 years of service, the gratuity payable will be one moth salary (Basic + DA) per year of service.

5. Though you have been engaged for a specific position, the company reserves the right to send you on deputation/transfer/assignment to any of the Company's branch offices in India or abroad, whether existing at the time of your appointment or to be set up in the future.
6. You will abide by the rules & regulations and service conditions that may be in force or are applicable to the employees of the Company or are framed from time to time by the company.
7. You will be governed by the laid down code of conduct of the company and if there is any breach of the same or non conformance of contractual obligations or with the terms and conditions laid down in this agreement, your service can be terminated without any notice; notwithstanding any other terms and conditions stipulated herein, the Company reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interests.
8. It must be specifically understood that this appointment is made on the basis of the educational qualifications and proficiency in technical/professional skills you have declared to possess as per your application for employment and your ability to handle any assignment/job independently. If, at a future date, any of your statements/particulars furnished are found to be false or misleading or your performance is not up to the mark or falls short of the minimum standard set by the company, the company shall have the right to terminate your services forthwith without giving any notice, notwithstanding any other terms and conditions stipulated herein.
9. The above terms and conditions are based on the Company's policies, procedures and other rules currently applicable in India and are subject to amendments and adjustments from time to time. In all matters including those not specifically covered here such as official travel, retirement, etc. you will be governed by the rules of the Company as shall be in force from time to time.

Kindly return a copy of this appointment order duly signed by you, in token of your having accepted all the above terms and conditions.

We wish you a long and successful career with us.

Yours truly,

For Penver Products Limited



Nelson George
General Manager



Date: 01.02.2022

Mr. Anfin K Thomas
Kalaricakal House
Murinjapuzha P O
Idukki Dist.

Dear Anfin,

Sub: Order of Appointment

With reference to your application for employment dated 29.01.2022 the subsequent interview you had with us and your acceptance of our offer, we have pleasure in appointing you as **Trainee – OSD** in our organization with effect from 01.02.2022 on the following terms and conditions:

1. You shall be on Training for a period of **Six Months** from the date of joining. The same may however, be extended by the Management on its own discretion. On completion of Training and subject to your performance being found satisfactory you shall be on probation for next **Six Months** by a letter to this effect, issued to you by the management.
2. You will directly report to **Asst. Manager - OSD**
3. Your initial place of posting will be for office at PDS Organic Spices, Valanjaganam, Kuttikkanam. You are liable to work anywhere in India or abroad in the company's own offices or its customer sites.
4. You will be entitled for a CTC of Rs 10,000/- (Rupees Ten Thousand Only) per month with effect from 01st February 2022
5. Your conditions of employment, salary and other benefits may be modified, altered or amended based on the evaluation of your performances by the management. Any Increment in salary / incentive will be as per company's policy from time to time and will depend upon your overall annual performance.
6. You will be governed by the leave policy of the company and will be eligible for the leaves after the successful completion of probation

REF NO: HR/FLE3/APL/634/May/2023.

30.05.2023

Mr. Stalin Zacharia,
Thuravathukkal, Chelikkuzhi,
Mundakayam, Kottayam,
Kerala - 686513.

Employee No: 6345.

APPOINTMENT LETTER

Mr. Stalin Zacharia,

We are pleased to appoint you as "Trainee" in our FSQA department based at Kalamassery with band 'F' under the following terms and conditions:

1. Your appointment will be effective from **01.06.2023**.
2. Your total monthly compensation will be **Rs. 16,000/- (Rupees Sixteen Thousand Only)** as under:-

a. Basic Salary	:	Rs. 15,600.00
c. TA	:	Rs. 400.00
Total	:	<u>Rs. 16,000.00</u>
3. In addition to this monthly compensation, you will be eligible for all the statutory benefits like PF, Gratuity etc.
4. Your roles and responsibilities will be as discussed in our meeting and as may be decided by the management from time to time.
5. Your services are transferable to any other place or office of the company or to any subsidiary or associate company whether now existing or still to be formed.
6. You will be on probation for a period of six months from the date mentioned above, where after the probation period may be extended at the sole discretion of the management. Unless confirmed in writing, you will be deemed as a probationer after the expiry of the initial or extended period of probation.
7. During or at the end of the initial or extended period of probation, your services are liable to be terminated without any notice or salary in lieu thereof. During the period of probation, **Thirty days** notice period is mandatory from employee side for resignation.
8. On confirmation and thereafter, your services may be terminated by either party giving the **Forty Five days** notice or basic salary in lieu thereof.



ELITE FOODS PVT. LTD.

Office at : 60, Major Industrial Estate, Kalamassery
Development Plot, Ernakulam Dist - 683 104, Kerala, India.
Phone : +91-484-2532349, 2559477
Email : cakes@eliteindia.com • Web : www.elitefoods.co.in
U15499KL1986PTC004460



9. Your appointment is subject to your being found medically fit at all times.
10. You will retire from the services of the company on reaching your **56th** Birth Day as recorded by us.
11. You shall, during your service with us, devote your whole time and attention to the company's business entrusted to you and you shall not engage yourself directly or indirectly in any business or service, other than the company's business and service.
12. During the tenure of service, you shall keep all information coming to you as an employee of the organization as strictly confidential and the information contained in all documents and papers and other matters relating to the company shall not be divulged by you to any other person other than the management.
13. You shall inform the company of any change in your personal data within five working days. Any notice required to be given to you shall be deemed to have been duly and properly given if delivered to you personally or sent by registered post to you at your address in India, as recorded with the company.
14. You will abide by the Rules and Regulations of the company which are in force from time to time and the company shall have the right to vary or modify any or all of the above terms and conditions of service which shall be binding on you.
15. Breach of any of the above terms and conditions will render you liable to termination of your employment without notice or compensation thereof.
16. This appointment is based on the information given by you to us in your application for employment or bio data form, and shall be considered null and void if any material error or suppression, in the company's opinion, is discovered therein at any time.

Kindly sign the duplicate copy of this letter in token of your acceptance and confirmation of the above terms and conditions.

We wish you a very rewarding and successful career with us.

Yours sincerely
For Elite Foods Pvt. Ltd.,

BIJOY. M. FRANCIS
HEAD - HUMAN RESOURCE

I, Stalin Zacharia hereby accepted the appointment letter as on 01.06.2023.

Signature:

ELITE FOODS PVT. LTD.

Office at : 60, Major Industrial Estate, Kalamassery
Government Plot, Ernakulam Dist - 683 104, Kerala, India.
+91-484-2532349, 2559477
cakes@eliteindia.com • Web : www.elitefoods.co.in
5499KL1986PTC004460



REF.HR/HISPL/EXP.CERT./089

Mar 3rd 2023


TO WHOMSOEVER IT MAY CONCERN

This is to certify that Mr. JAISON FELIX, S/O FELIX M J has successfully completed his Industrial Training with us Aug 15th 2022 till Feb 15th 2023 working in Guest Service Associate (GSA)

During the time period we found him to be sincere, hard working and dedicated employee with a professional attitude and very good job knowledge.

We wish him all the very best for his future endeavours.

For Hotel Ceasar Palace
(A Unit of Hotel Sears Private LTD)


BINU GEORGE
HR MANAGER



Ceasar Palace Jn., M.C. Road, Kottayam-1. Ph: 0481 2563013, 2568513, 2564013
info.ceasarpalace@hotelsears.com | www.ceasarpalace.in

REF: MRHFL/FEB2022/HRD

Tel: +91 4844191111

: +91 4844191112

Date: February 25, 2022

To

**Mr. Jobin Jogi
Thykunel, Manjappally
koattayam**

SUB: Offer Letter

Dear Jobin,

With reference to your application and subsequent interviews, we are pleased to offer you employment as “**Customer Manager**” – **HBC**, in Grade L10B, on the following terms and conditions:

You will be on Probation for a period of SIX months. During this period you will be entitled to the following:

1. Your appointment would be effective from the date you join duty, which however, should not be later than **March 1st, 2022**, failing which the offer will be treated as withdrawn and no more valid.
2. You shall be entitled for leave as per leave policy of the company.
3. You will be placed at our **Pala Office** and report to the concerned Manager.
4. The Management shall have the right to transfer your service and you will have to work as per the instructions / directions of the Management of the company in any of its divisions / branches / offices situated in India.

Regd. Office:

Mahindra Towers, 4th Floor, Dr. G.M. Bhosale Marg, Worli, Mumbai 400 018 India
Tel: +91 22 66526000 | Fax: +91 22 24984170/71 | www.mahindrachomefinance.com

CIN: - U65922MH2007PLC169791



During this period, you will be entitled to the following:

Tel: +91 4844191111
: +91 4844191112

Components	Amount (in INR)
Basic	4033
HRA	2017
Personal Allowance	12123
Monthly Gross	18173
Annual Gross	218072
Annual Benefits	
Provident Fund	21600
Gratuity	2328
Total CTC	242000

** Note: In addition to the above, you will be eligible for Performance Incentive as per the applicable policy on confirmation, which would be variable based on performance output.*

*** Allowance as per policies currently in force and subject to change based on individual and company's performance*

****ESIC would be deducted as per applicable statutory laws*

5. During the period of employment with us, you shall not undertake any employment either part time or contract basis with any other employer or company. You will not without prior written sanction of the Company be interested in or otherwise engage directly or indirectly in any business.
6. Subject to eligibility, you shall be governed under the applicable Statutory Acts and appropriate deductions shall be made accordingly.



In addition to above

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: +91 4844191112

1. You will be covered under personal accident insurance & Group Insurance policy as applicable
2. You will be covered under the Group Mediciam Policy as applicable

A detailed appointment letter will be issued to you after your joining the Company.

Please sign the duplicate copy of this letter as token of acceptance of the above offer.

The above offer of appointment is subject to submission & verification of following documents:

- ❖ Copies of your testimonials.
- ❖ Reference letters – 2 Nos
- ❖ Reference Check
- ❖ Passport Size Photographs – 3 Nos
- ❖ Relieving letter from Previous / last Employer.
- ❖ Medical Fitness Certificate
- ❖ Date of Birth Certificate
- ❖ Salary Certificate
- ❖ Address Proof
- ❖ E-aadhar copy
- ❖ Vaccination declaration/certificate.

For Mahindra Rural Housing Finance Ltd.

For



Authorized Signatory

Candidate's Signature & Date

