



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

2017 – 2018





Experience Next Generation Banking



CHRISTY MARIA JOHNY

17205



Lis Sebastian

E-code : 15282

Naico Information Technology
Services (P) Ltd.

www.naicoits.com

OFFER LETTER

OL-1936

Dear **AKHILA T R**,

Congratulations!

You have been selected to join Zifo through the Campus Recruitment process held at your College / University.

We are pleased to offer you the position of **Associate Analyst** with a consolidated pay of Rs. 437500/- p.a. (Rupees Four Lakhs Thirty Seven Thousand Five Hundred only per annum). This consolidated pay includes your Basic Salary, Gratuity, Medical & Health Insurance.

Insurance Coverage

For each Zifo employee, the insurance coverage extends to yourself, your spouse and two of your children.

Probation

You will be on probation for a period of 1 Year from the date of joining. You would receive a **Confirmation letter** at the end of the probation period.

Non-Disclosure Agreement and Service Agreement

You would be required to sign a **Non-Disclosure Agreement** and **Service Agreement** (for a period of 2 years at the time of joining).

Leaves

You would be entitled to 12 Government-mandated public holidays per year. The office will be closed for 10 business days (which includes 5 Government mandated holidays) in a year and an additional 2 days can be chosen as optional holidays from the marked list of holidays in the calendar year.

In addition to this, you can avail leave for **12 days** in your first year as part of the earned leave component.



Maternity and Paternity Policy

At Zifo, we are committed to ensuring a family-friendly environment and a culture that builds a great work-life balance. Women employees will be entitled to maternity leave with full pay for a period of 26 weeks, in line with latest Maternity Benefit (Amendment Act) 2017. Male employees will be entitled to paternity leave with full pay for a period of 7 continuous working days.

Working Hours

Your working hours will be from **8:45 am to 5:45 pm** from Monday to Friday.

Background Check

Zifo is a part of the Regulated R&D industry and Zifo reserves the right to conduct background reference checks for all its employees.

Joining Date

Your date of joining will be communicated through Launchpad.

We warmly welcome you to the Zifo family!

Regards,



Kamalahasan N
Head – HR

Please note that if we do not receive your acceptance by the specified timeframe, Zifo would reserve the right to revoke your offer.



DYNAMED
Healthcare Solutions



Rinjumol Mathew

Biostatistician

Emp Code : 10032

To

Gibin Paul
Thadathil House
Elampally P O
Anickad
Kottayam - 686503
Kerala

Sub: Offer of appointment as Trainee – SAS Programmer

Dear Mr Gibin,

Congratulations. We are pleased to offer you an appointment as **Trainee – SAS Programmer** with Genpro Research Private Limited.

Your start date will be **9th November, 2020**.

During the Training period, a stipend of Rs.10,000/- will be paid every month. You will not be entitled for allowances/benefits/privileges applicable to the regular employees of the Company. This offer will be subject to your being found physically, medically and mentally fit.

Your employment with us will be governed by terms and conditions referred in Annexure-A.

If you intend to accept this offer, kindly sign and return the acceptance letter enclosed, and confirm your acceptance **before 5th November 2020**. Please note that if your response to our offer is not communicated within the aforementioned period, this offer stands automatically withdrawn thereafter unless and until we extend the date and communicate it to you in writing.

All new employees of Genpro Research Private Limited will be on probation for a period of 6 months from the date of joining. After completion of probation they will be confirmed based on a performance review.

As a new member of Genpro Research Private Limited, we look forward to a long and mutually fruitful association with you.

Yours Sincerely,
For Genpro Research Private Limited


Seema Alex
Manager - HR



ANNEXURE – A
Employment Terms and Conditions

Secrecy: During the period of employment, you will work honestly, faithfully, diligently and efficiently for the growth of the organization. You are expected to maintain utmost secrecy regarding affairs of the Company and shall keep confidential any information, instruments, documents etc., relating to the Company that may come to your professional knowledge as an employee of the Company.

Conflict of Interest: The post offered to you calls for whole time employment and you will devote yourselves exclusively to the business of the Company. You will not take up any other work for remuneration (part time or otherwise) or work on advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any trade or business, during your employment with the company, without written permission from the company. You will be required to sign this Employment Agreement to this effect.

Initial Posting: The initial posting will be at our office in the Technopark, Thiruvananthapuram, Kerala

Employment Agreement: On joining the company, all new employees with less than one year of relevant professional experience shall execute an agreement/bond to serve the company for a period of 24 months. If the employee voluntarily decides to quit the company before the above mentioned period then he/she will have to furnish the company with Rs 200,000 (Two lakhs) which will be accounted towards resource utilization and training expenses incurred.

Probation: You will be under probation for a period of 6 months from date of joining. At the end of the probation period, your employment with the company will be confirmed based on a performance review.

Termination of Employment: This contract of employment is terminable by either party giving one-month (30 days) notice during probationary period and three months (90 days) notice on confirmation, provided both the parties don't have any legal bindings. Either party is not bound to give any reason thereof. The company reserves the right to pay or recover salary in lieu of notice period. Further, the company may at its discretion relieve you from such date as it may deem fit even before the expiry of the notice period without compensating for the remaining period and is not bound to give any reason thereof.

Transfer: Though you have been engaged for a specific position, the company reserves the right to transfer you to any other location, department, establishment, or branch of the Company. In such case, you will be governed by the terms and conditions of service applicable to new assignment, without any financial loss.

Statement of Facts: It must be specifically understood that this offer is made based on your proficiency on Technical/Professional skills you have declared to possess as per your application, and on the ability to handle any assignment/job independently anywhere in India or Overseas. In case, at a later date, any of your statements/particulars furnished are found to be false or misleading, the Company shall have the right to terminate your services forthwith.

Work Hours: Your official hours of work will be from 9:30 a.m. to 6:30 p.m., Mondays to Fridays. However, you may be required to work different or additional hours or sometimes outside normal working hours if necessary, for proper performance of your duties or if business requires it.

Leave: Every year you are entitled to 22 working days of leave which includes 5 days of sick leave. You will be entitled to other special leaves in accordance with the policies of the Company being in force at that time. **These leaves are applicable only after probation.**

Access to Information: Information is available on need to know basis for specified groups. The network file server is segregated to allow individual sectors for projects and units. Access to these is authorized through access privileges approved by Management.

Non-disclosure: You are expected to maintain utmost secrecy in regard to the affairs of the Company and shall keep confidential any information, instruments, documents etc., relating to the Company that you may have pursued as an employee of the Company.

Smoking: We owe and assure a smoke free environment for our employees. The entire office premises including conference rooms, lobbies, cafeteria is declared as “No-Smoking Zone”.

Passwords: Access to our network, development environment and e-mail is through an individual’s password. For security reasons, it is essential to maintain confidentiality of the same. If the password is forgotten, the Networking personnel have to be contacted immediately to reset the password.

Security: Security is an important aspect of our communication and office infrastructure. The Technopark Campus in Thiruvananthapuram provides round-the-clock personnel who take care of security. If there is need to take some of the equipments/infrastructure out of the office premises for any reason shall obtain prior permission from Management. The communication security is maintained by controlling physical access to computer systems, disabling all workstation disk drives, and a company wide awareness about the need for protection of intellectual property and sensitive customer information.

Destroying Papers & Material: Any official communication, which is confidential in nature, shall be destroyed after the purpose is served

Use of Company resources: You shall use company’s resources only for official purposes.

Remuneration: Your individual remuneration is purely a matter between yourself and the company and has been arrived on the basis of your work experience, skills, specific background, professional merit and academic scores. We expect you to maintain this information and any changes made therein from time to time as personal and confidential.

Passport: You may have to travel to foreign countries as and when the job demands for which you should have a valid passport with ECNR status.

Overseas Service Agreement: In the event of Company deputing you on an assignment abroad, you will be required to sign a deputation agreement with the Company and also execute a security bond on such terms as the company may deem appropriate. This

agreement will consist of mainly two issues namely (i) your commitment to complete the project and (ii) you returning to India after completion of project and serving the Company for a stipulated period.

Change of information: You shall inform the Company of any change in your personal data immediately. Any notice to be given by you shall be deemed to have been duly and properly given if delivered to you at your address in India, as recorded with the Company.

Intellectual property Rights: All intellectual property rights, including but not limited to, Patents, Copyrights, Methodologies and Designs shall be assignable to the Company and shall be deemed to be “work made for hire”. You shall execute/sign such documents for this purpose, as and when required by the Company.

Jurisdiction: Even though the Company may depute you overseas for on-site work or to any other location in India, the jurisdiction concerning any dispute arising out of your employment will be the courts in Thiruvananthapuram only.

General: The above terms and conditions are based on Company policies, procedures and other rules currently applicable in India as well as overseas and are subject to amendments and adjustments from time to time. In all service matters, including those not specifically covered here such as Traveling, Leave, Retirement, Code of Conduct etc, you will be governed by the rules of the Company as shall be in force from time to time.

Declaration

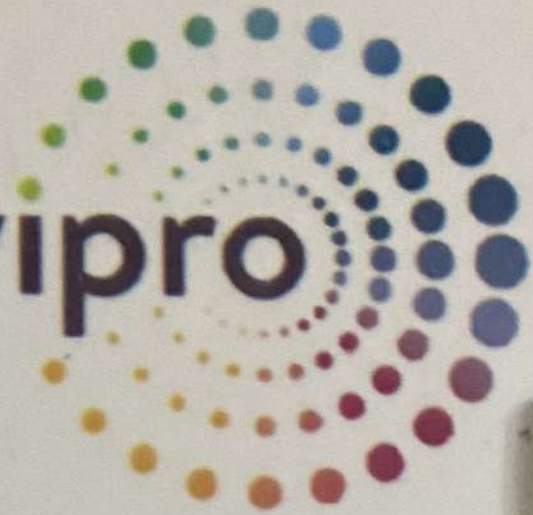
I hereby declare that I have gone through and understood all the terms and conditions mentioned in **Annexure –A** and I accept and agree to abide by them.

Name:

Date:

Signature:

wipro



Anirudhan.

P Pillai

40007032

A+





October 03, 2018

Welcome to WILP

Work Integrated Learning Programme
Wipro Limited, Dodda Kannelli
Sarjapur Road, Bengaluru - 560 035.
Phone: (080) 28440011/12, Fax: (080) 28440256

Ms. Sophy Mathew
Chuzhikunnel (H)
Chamampathal Po Elangoi Vazhoor
Kottayam-686517

Dear Sophy Mathew,

Sub: Enrolment letter to Work Integrated Learning Programme ("WILP" or "Academy") as Trainee - Computer Applications

Welcome to WILP!

With reference to your application, it is our pleasure to enroll you as a Trainee - Computer Applications with the WILP which is a customized academic and training programme which will allow you to obtain M.Tech degree from one of the premier Engineer institutions in India.

The duration of the academic programme shall be 48 months from the **date of enrollment with WILP**. Your date of joining will be intimated through a separate communication.

We hope you enjoy the learning with WILP and have an enriching experience being a part of Wipro Limited ("Wipro or "Company").

Please read through the terms and conditions of your enrolment as provided below.
We look forward to having a long and fruitful relationship with you at WILP, wish you all the best!

Yours sincerely,
For Wipro Limited,

Sunil Kalachar
General Manager - Talent Acquisition

Endorsement

I accept the enrolment and the terms and conditions thereof as specified below. I shall report for undergoing study on

Signature:

Date: 25-10-2018

Registered Office:

Wipro Limited T : +91 (80) 2844 0011
Doddakannelli F : +91 (80) 2844 0054
Sarjapur Road E : info@wipro.com
Bengaluru 560 035 W : wipro.com
India C : L32102KA1945PLC020800



**Sophy
Mathew**

40020140



HRD/3T/1003480234/21-22

January 21, 2022

Ms. Dona Mariya Joseph
Kaippanplackel House,
Rajakandam Post, Idukki
Kattapana-685551
India

Ph: +91-7510750528

Dear Dona,

Welcome to Infosys!

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

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

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

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

Signature Not Verified

Digitally signed by Richard Lobo
Date: 2022.01.21 15:49:27 IST
Reason: Digitally Signed
Location: Bangalore

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

HRD/1003480234/21-22

January 21, 2022

Ms. Dona Mariya Joseph
Kaippanlackel House,
Rajakandam Post, Idukki
Kattapana-685551
India

Ph: +91-7510750528

Dear Dona,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is **Systems Engineer** .

Here are the terms and conditions of our offer:

Joining

Your scheduled date of employment with us will be **14-Feb-2022**.

Location

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

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

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

Training

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

Probation and Confirmation

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

Leave

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

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

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

Agreement

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

Compensation and Benefits

Salary

Your Total Gross Salary during training will be **INR 25,000 per month** and Total Gross Salary post allocation will be **INR 30,000 per month**. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I and Annexure - II.

Training Performance - linked Incentive

You will be eligible for a Training Performance-linked Incentive (TPI) upon allocation to a Practice Unit, to a maximum of 20% of your Fixed Gross Salary, based on your performance in the training. The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

Ex - Gratia / Bonus

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

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

Basket of Allowances (BOA)

The Basket of Allowances will be paid to you as part of your salary every month.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company Intranet, based on your preferences and income tax plans

National Pension Scheme

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure - IV for more details.

Insurance

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

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 62,00,000** of which **INR 32,00,000** is covered towards natural death, and **INR 30,00,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 250** .

The details of the Scheme would be available to you when you join the Company.

Notice Period

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

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

Background Checks

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

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

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

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

Other Terms and Conditions

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

Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation/post-graduation, without any active backlog papers and with a pass percentage not lesser than as specified during the selection process. You should also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys. You will be required to produce all marks sheets and other relevant documents at the time of joining.

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

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

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

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

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

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

Yours sincerely,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date: _____, 20____

Sign your name

Print your full Name Location

Signature Not Verified

Digitally signed by Richard Lobo
Date: 2022.01.21 15:49:27 IST
Reason: Digitally Signed
Location: Bangalore

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

ANNEXURE - I
(Compensation during the Training)

COMPENSATION DETAILS (All figures in INR per month)				
NAME	Ms. Dona Mariya Joseph			
ROLE	Systems Engineer			
ROLE DESIGNATION	Systems Engineer Trainee			
1. MONTHLY COMPONENTS				
BASIC SALARY				15,000
BASKET OF ALLOWANCES				4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)				2,850
MONTHLY GROSS SALARY				22,328
2. ANNUAL COMPONENT				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)				150
3. RETIRAL BENEFITS				
PROVIDENT FUND - 12% of Basic Salary				1,800
GRATUITY - 4.81% of Basic Salary*				722
FIXED GROSS SALARY (1+2+3)				25,000
TOTAL GROSS SALARY				25,000
OTHER BENEFITS				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time				
*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				

ANNEXURE - II
(Compensation post Unit allocation)

COMPENSATION DETAILS (All figures in INR per month)				
NAME	Ms. Dona Mariya Joseph			
ROLE	Systems Engineer			
ROLE DESIGNATION	Systems Engineer Trainee			
1. MONTHLY COMPONENTS				
BASIC SALARY				15,000
BASKET OF ALLOWANCES				4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)				2,850
MONTHLY GROSS SALARY				22,328
2. ANNUAL COMPONENT				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)				150
3. RETIRAL BENEFITS				
PROVIDENT FUND - 12% of Basic Salary				1,800
GRATUITY - 4.81% of Basic Salary*				722
FIXED GROSS SALARY (1+2+3)				25,000
4. INCENTIVE COMPONENTS				
		At an indicative Payout of 5%	At indicative Payout of 10%	At indicative Payout of 20%
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)		1,250	2,500	5,000
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)				26,250
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)				27,500
TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)				30,000
OTHER BENEFITS				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000 (without security)	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time				
*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				



MERIN MATHEW

HR Recruiter

Employee code : BD0209



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KOCHI • BANGALORE

www.bestdocapp.com

JOINING DUTY CERTIFICATE

Place: Kannampally
Date: 23/7/21

Certified that ~~Sri/Smt/Sr/Tc~~ Deepthi Grace Vargheese
joined duty as L.P.S.T. ST. Mathew's L.P.S (Designation) in this school on
23/7/2021 in the vacancy of Sri/Smt/Sr Sajani Vargheese
(Designation) L.P.S.T. who has transferred on 22/7/2021
to St. Marys L.P.S. Elangulam.



Signature of the Headmaster

Shiny Thomas
Headmistress

St. Mathew's L.P.S

Name of school St. Mathew's L.P.S. Kannampally.



ICICI Bank

Mariya Abraham

Employee No. : 452658

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

Issuing Authority





ICICI Bank

Sreelakshmi S

Employee No. : 493299

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



Issuing Authority



GIRIJYOTHI COLLEGE

Affiliated to MG University, Kottayam
Recognized by Govt. of Kerala
A CMI CONCERN

Date: 16-06-2021

Experience Certificate

TO WHOM- SO -EVER IT MAY CONCERN

This is to certify that Ms. Aswathy Anilkumar has worked as an Assistant Professor in the department of Economics at Girijyothi College for a period of nine months from July 2020 to March 2021. She is hardworking and dedicative in her profession. Her character and conduct during this period are found to be good.



Fr. Shinto Kannukettiyil CMI

Principal

CERTIFICATE

This is to certify that Mrs .GEETHU V R, served this Institution as an Assistant Professor in Department of Economics from 13th November 2019 onwards She is a committed teacher and very honest in her work. She is very active in all extra-curricular activities of the college. She will be an asset to any educational institution. Her conduct and character are good.

1/09/2022

Kanakappalam



Principal

Shamir



St. Mary's Higher Secondary School Marykulam

School Code: 06043

Ayyappancoil P.O, Pin-685 507, Idukki Dist., Kerala State

Office: 04869-244575
Manager: 04869-244240

Date: 06/06/2022

To whom so ever it may concern

Certified that Mrs.Maria Joseph D/o Mr.Joseph worked as Higher Secondary School Teacher in this institution from 03/05/2019 to 31/03/2020. During her service in this school her work and conduct remained good. She was sincere hardworking and dedicated.

We wish her success in this noble profession.

Sincerely


Principal

St. Mary's H.S.S. Marykulam
Ayyappancoil - 685 507
School Code:06043





GIRIJYOTHI COLLEGE

Affiliated to MG University, Kottayam
Recognized by Govt. of Kerala
A CMI CONCERN

Date: 25-04-2022

Experience Certificate

TO WHOM- SO -EVER IT MAY CONCERN

This is to certify that Ms. Merin Mariya Sebastian has worked as an Assistant Professor in the department of Economics at Girijyothi College for a period of three years from April 2019 to April 2022. She is hardworking and dedicative in her profession. Her character and conduct during this period are found to be good.



Fr. Shinto Kannukettiyil CMI

Principal

Principal
Girijyothi College
Vazhathope, Idukki

The Wipro logo is located in the top right corner. It consists of the word "wipro" in a lowercase, sans-serif font, positioned to the left of a circular graphic. The graphic is composed of numerous small dots arranged in concentric circles, with colors ranging from green and blue at the top to orange and red at the bottom.

wipro

A large, solid blue circular graphic is positioned in the middle-left area of the page. It contains white text identifying the individual.

Annamma
Antony
20046450



KPMG



Atul Jose George

Employee No. : 71856

Emergency No. : +91 80753 52378

Blood Group : A -ve

8 to 10 Floor, Brigade World Trade Center
Block 1, Infopark SEZ, Infopark PO
Kakkanad, Kochi 682 042

A handwritten signature in black ink, appearing to read 'Atul Jose', is written over the 'Issuing Authority' text.

Tel. +91 484 676 0000

Issuing Authority

alight




Charls

K Jose



wipro

**Titto
Thomas**
2022 





MALANADU MILK PRODUCERS SOCIETY

PARATHODU P.O, KANJIRAPPALLY
KOTTAYAM - 686512



ABHIJITH M S

Mettinpurath House
Parathodu P.O
8129868526

QUALITY CONTROLLER


Director



APJ Abdul Kalam Technological University
CET Campus, Thiruvananthapuram
Kerala -695016
India



Personal Details

Name	Mrs ANFY AKBAR	Date of Joining	12-04-2023
Staff Type	Faculty	AICTE Unique Id	
Gender	Female	Appointment Type	Regular
Date of Birth	25-11-1997	Cadre	Assistant Professor
Aadhar Number	320805308662	Designation	Assistant Professor
Caste	Muslim	Department	BASIC SCIENCES
Religion	Islam	Specialization	CHEMISTRY
Category	OBC	Institution	MOUNT ZION COLLEGE OF ENGINEERING
Pan Number	FBYPA0322R		

Contact Details

Address	CHARUPADICKAL HOUSE, KANAKAPPALAM P O, KARINKALLUMOOZH , ERUMELY PIN:686509	Mobile Number	7558098134
Landline Number		Email	anfyakbar@gmail.com

Salary Details

Payment Mode	Credit to Bank	PF Type	
Pay Scale		PF Number	
Basic Pay		Bank Account Number	37970925586
DA		Name of Bank	SBI
HRA		Branch Name	ERUMELY
Other Allowance		IFSC code	SBIN0070105
Gross per Month			

Educational Details

Degree	Specialization
M.Sc	Chemistry
B.Sc	Chemistry

October 10, 2019

Angel Babu
Inchenaniyil House,
Kochukarimtharuvi P O,
Elappara, Idukki,
Kerala 685501

TRAINEE OFFER LETTER

Dear Angel,

We are pleased to inform you that you are hereby offered the position of a Trainee Medical Scribe in the Medical Scribing Department of our Organization. Presented here are the details of our offer to you in the role of “Trainee Medical Scribe.”

Medical Scribe Training: Our training program is designed to implement an objective, scalable, and process-oriented training methodology to transition you into a Medical Scribe in the shortest possible time.

Responsibilities: It is expected that Medical Specialist trainees will make a personal commitment to get the most out of the training program and to transition into the Medical Scribe OJT phase within the stipulated timeframe.

Whilst undergoing training, trainees are expected to:

1. Behave in a professional manner.
2. Apply oneself to understanding the various aspects covered in the training program such as concise/creative writing skills, English grammar, medical terminology, scribing essentials, communication etiquette, typing skills, etc.
3. Meet the required criteria at every stage of the training which will be measured from time to time (weekly, bimonthly, and monthly evaluations) and become eligible to transition to the next stage of training and finally clear the OJT evaluation.
4. Understand in letter and spirit the core ideology of OG’s security policy under the framework of HIPPA, HITECH, and all the policies relating to confidentiality of patient information.
5. Maintain excellent job attendance.

Stipendiary Training:

Your monthly gross stipend will amount to **Rs 12,000 (Rupees twelve thousand only)** inclusive of all dues.

Salary on Completion of Training:

On successful completion of the OG Healthcare Medical Scribe training program, i.e. meeting the 8 criteria to be a Doctor Approved (DA) scribe, you qualify to handle Medical Scribing services independently for their assigned physician. At this stage, they stand to earn a monthly remuneration of Rs. 38,000.

Work Week and Timings: Your training will begin at 9 a.m. and end at 6 p.m. on all weekdays.

Leaves: You will not be entitled to leaves during your training period. However, National Festival Holidays will be applicable as per the NFH list published by the company at the beginning of the calendar year.

You will be governed by the rules, regulations, and policies of the company as applicable to you.

Welcome to Infosense Technologies.



Raffath Sultana
TA Lead/HR-Business Partner

Anjana C Anil

Accountant

Grant Aluminium Traders

Mundakayam, Kottayam.

 **Reply**

 **Forward**



THE BAR COUNCIL OF KERALA

(STATUTORY BODY UNDER THE ADVOCATES ACT 1961)



ADVOCATE

ANJANA CHANDRAN

Enrolment No. : K/001164/2022

Date of Enrolment : 15/05/2022

Valid Upto : 01/07/2027

Signature of Holder

CHAIRMAN

BAR COUNCIL BUILDING, HIGH COURT CAMPUS,
ERNAKULAM, KOCHI - 682031

**Address & Pin : VALLIKKATTU HOUSE, MOORTHIPATHY,
KOOVAPPALLY, KOTTAYAM 686518.**

Date of Birth : 23/02/1998

Father's Name : VT CHANDRAN

Email : anjanachandran2398@gmail.com

Phone : 9497399718

Place of Practice : ERNAKULAM

**Place where Advocate is entitled to vote in : ERNAKULAM
election of State Bar Council**

**Place /Name of Bar Association where : ERNAKULAM
Advocate is entitled to vote in election of Bar
Association**

Card No : 18253



Sequent



ATHIRA SUVARNA KUMAR

ID :103906

Blood Group : O+ve

SeQuent Research Limited

120 A & B, Industrial Area, Baikampady,

New Mangalore - 575 011, India.

Tel. : + 91 824 6611805

**PDS
ORGANIC
SPICES**



Ms. Bineethamol Biju
Trainee Chemist

EMP CODE: PDS 198

BLOOD GROUP: A+ve

EMERG CONTACT: 9947254709

HOUSE NAME: Poothiyottu House

PLACE: Karinilam

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.

SAINT MARY SCHOOL AMRELI



Name :- Blessy Dominic
Desig. :- Ass. Teacher
D. O. B. :- 15/08/1997
Mob. No. :- 8138063351
Res.M.No :- _
Blood Gr. :- O+
Address :- Saint Mary School
Qu.No-3 Lathi Road, Amreli


Principal
Saint Mary School Amreli

MARIAN NAGAR, BIH RELIANCE PETROL PUMP, LATHI ROAD, AMRELI

Phone No 02792- 240793 / 240667 Mo.No. 9429552280



Alfeen Public School

(SECONDARY & SENIOR SECONDARY)

Affiliated to C.B.S.E Code No.930484

17 February 2023

Dear Ms. Denu Mathew,

It is with pleasure that I write to offer you an appointment as a Secondary Teacher at Alfeen Public School with effect from 01 June 2023.

The monthly salary in respect of this appointment will be 15,600/- (Rupees Fifteen Thousand Six Hundred only), including ESI. If you wish to accept this offer of appointment in the above school under the conditions set out in the attached Conditions of Service for Teachers at Alfeen Public School, please sign both copies of the Letter of Acceptance and both copies of the Conditions of Service and return one copy of each document to the Principal. The second copies are for your retention.

From the time of appointment you will be on probation for Two years and at the end of a year the probation period can be extended for one more year as per the decision of the school committee. In case of satisfactory service the confirmation of your appointment will be done at the end of one year as per the decision of the school committee.

During your probation period the school management committee has the right to terminate your services without assigning any reason by giving one month's notice or one month's salary in lieu of. In case you want to quit the job during your probation period, you should serve one month's notice period. On being a confirmed employee, you should serve three months notice period or deposit three months salary in lieu of, so as to quit the service. The school management committee can recommend your exit with three months notice. In case of any disciplinary action taken against you for breaking the rules or breach of conduct or terms and conditions, the school discipline committee reserves the right to terminate you, with immediate effect from the services of the school.

Ms. Vineetha G Nair
Principal



26th Mile, N.H.220, Palampra P.O., Kanjirappally, Kottayam Dist. Kerala Ph. 9188264585, 9188266585

E-mail: info@alfeenpublicschool.in, www.alfeenpublicschool.ac.in



**ST. JOHN'S
NATIONAL ACADEMY OF HEALTH SCIENCE**

Name : **Maria Cheriyan**
Employee ID : 3436
Designation : Research Assistant
Project : Analytical



Blood group : A+v

ST. JOHN'S RESEARCH INSTITUTE

Sarjapur Road, Bangalore - 560 034

Ph : 080-49467000 / 49467010

Issuing Authority

Issued on: 15.04.2021

To

The Principal

Technical Higher Secondary School

Peermade

Sir,

Sub: THSS, Peermade - Appointment of Lecturer in Chemistry

Ref: - Interview held at THSS, Peermade

As per the reference cited, it was informed from the office that I was selected as the guest lecturer in Chemistry thereby submit this letters to join the duty in the above post with effect from forenoon of 01/06/23. I promise to abide by the service rules of IHRD, Thiruvananthapuram. I agree with the norms and conditions of remuneration offered to me. I know that my appointment is purely temporary on contract basis and agree to surrender my one month salary to the Director, IHRD, Thiruvananthapuram. I am convinced and fully aware that a premature termination or discontinuity from the duty without valid reason, the above said amount will not be refunded along with the notice pay. I promise to work in this institution fully dedicated with sincere punctual. I promise that the certificate and mark lists produced at the time of interview are original and that my qualification are genuine. I request you to permit me join the duty

Signature

Ninmy Jose

Name & Address: NINMY JOSE
PADINTARERUTTU (H)
CHITTADY P.O
MUNDAKAYAM
- 686512 -



Sanyog Pharma

CONSULTANTS (I) PVT. LTD.
COMMITTED TO QUALITY & INNOVATION

To,

Date: 10th April, 2023

Ms. Riya Martin
Arackal House
Chirakkadavu PO
Kanjirappally
Kottayam-686520
Kerala

Rev Date of Joining: 11th May, 2023

Sub : Joining Letter

Dear Ms. Riya Martin,

We refer to your selection applied via Naukri Portal for our R&D Unit at Trivandrum, Kerala.

We are pleased to offer you the joining with effect from 11th May, 2023 as a "Trainee-R&D".

You will be compensated with a salary of INR 1.80 LPA Net.

Job Location will be – Thiruvananthapuram (Trivandrum), Kerala.

Reporting to the Director.

Your Job Details (JD) will be Research & Development of APIs (synthesis bench work, literature access and all related work).

Working hours will be officially 8 hours which can be extended based on your job requirement.

Shifts will be applicable (Lab will be operational 24/7).

We look forward to you being a part of our team and a fruitful association.

This Joining letter is annexed by the Terms & Conditions as per standard policy.

R&D Centre Address: Champakamangalam, Thonnakkal, P.O. Near Kanikamangalam
Convention Center, Thiruvananthapuram, Kerala, Pin - 695317

Email: sanyog_consulting@rediffmail.com/ashok.p@sanyogpharma.com+91-9827024468

Web: www.sanyogpharma.com

GSTIN: 32AATCS4164R1Z1; CIN NO.: U73100MP2013PTC030947



Sanyog Pharma

CONSULTANTS (I) PVT. LTD.
COMMITTED TO QUALITY & INNOVATION

Terms & Conditions:

- Your Joining will be confirmed on complete submission of all valid documents required by us pertaining to your Academics and all Previous Employments (if any) as per standard policy.
- Package structure is strictly prohibited to disclose and discuss with the team members. Any queries/clarifications pertaining to the structure can be directly discussed with the Reporting Authority. Non-adherence to this will be considered as in disciplinary actions.
- If it is found that you have misrepresented any information in your application for employment or have furnished any false information or have concealed/ suppressed any relevant material facts, your services are liable to be terminated any time, without any notice or compensation in lieu thereof.
- During your employment, you may have access to trade secrets and confidential business information belonging to Sanyog Pharma Consultants (I) Pvt. Ltd. By accepting this offer of joining, you acknowledge that you must keep all of this information strictly confidential, and refrain from using it for your own purposes or from disclosing it to anyone outside Sanyog Pharma Consultants (I) Pvt. Ltd. In addition, you agree that, upon conclusion of your employment, you will immediately return to the Sanyog Pharma Consultants (I) Pvt. Ltd all of its property, equipment, and documents, including electronically stored informations.
- The company will not be liable for any compensation whatsoever if you resign the company without serving a notice period of 30 days and proper hand-over the assigned task to your successor for any reason.

All the Best.

- I accept the employment with *Sanyog Pharma Consultants (I) Pvt. Ltd* on the terms and conditions set out in this letter.

Kindly confirm the acceptance of this employment by signing the copy of this letter

All the Best.

Thanks & Regards

Dr. Ashok Kumar Peethambaran
Director
Sanyog Pharma Consultants (I) Pvt. Ltd.
Trivandrum, Kerala.

11/5/2023

Pujal

R&D Centre Address: Champakamangalam, Thonnakkal, P.O. Near Kanikamangalam
Convention Center, Thiruvananthapuram, Kerala, Pin - 695317

Email: sanyog_consulting@rediffmail.com/ashok.p@sanyogpharma.com |+91-9827024468

Web: www.sanyogpharma.com

GSTIN: 32AATCS4164R1ZI; CIN NO.: U73100MP2013PTC030947



MRF



SHINE SUNNY

Emp. No. **622973**

Bld. Grp. **AB+VE**

ESI No.

P.F. No. **APPTC/22349/55522**

Issuing Authority

KAY KAY EXPORTS

Chandapalam, Kannamaly, Kochi – 682 008

Appointment Letter

Name : Sona Sebastian
Address : Cheradil House
Cheruvally P O, Manimla
Kottayam, Pin- 686 543

Date : 11/8/2022

Dear Sona Sebastian,

Welcome to Kay Kay Exports, based on the discussions we had, we invite you to join us on the following terms and conditions:

1. PLACEMENT

- a. You will be designated as Online Q C
You will be based at our factory at Kannamaly, Cochin -08

2. PROBATION

- a. You will be on probation for a period of six months from the date of your joining.
- b. However, your probation is liable to be extended at the discretion of the Management if your performance or conduct or attendance is not found satisfactory during your probation and such extension shall be communicated in writing.
- c. Your probation is also liable to be extended by the period you remain absent during probation.
- d. You will be confirmed in the services of the company on successful completion of your probation.

3. REMUNERATION

- a. Your monthly salary will be 11500/- (Rupees Eleven Thousand Five Hundred Only)

4. OTHER CONDITIONS

a. HOURS OF WORK

You will work as per the company's regular working times but on duty always in emergencies.

b. NOTICE OF SEPARATION

During the period of training and probation, your services can be terminated by either side with 24 hrs notice without assigning any reasons thereof. However a notice period of one month will apply after confirmation.

c. TRANSFER

Your service is liable to be transferred by the company at its discretion to any of its Department/Offices/Branches/Depots/Manufacturing plants or any associated companies within India or abroad.

d. LEAVE

You will not be eligible for any leave during the period of your training & probation. However on confirmation, you will become eligible for leave as per the provisions of the Factories Act 1946.

e. GRATUITY

Gratuity entitlement will be as per the provisions of the payment of Gratuity Act.

5. MISCELLANEOUS

- a. You will be reporting to the Q A Manager for all matters relating to day to day affairs of the company.
- b. You will also maintain total confidentiality of all process and know-how, security arrangements, administrative and/or organizational matters of a confidential/secret nature, all company related information/documents/files etc., to which you may have access directly or indirectly.
- c. Company's personnel are it's all-time employees and you shall not engage yourself in any outside work over and above your legitimate work in the company on duty days, on holidays, or when you are on leave without obtaining the Management's prior permission in writing.

- d. If and when information furnished by you in your application regarding your qualification, experience etc. are found to be inadequate or not true, you will be liable for termination or such other as the management deems fit.
- e. You would be governed by the rules and regulations of the company in force from time to time.
- f. In case you come across any hindrance or grievance in performing your duties or working condition, you may raise a complaint to the management through the complaint box placed for that purpose.
- g. In all the matters including those not specifically covered in this letter you will be governed by such rules and regulations as may be applicable to personnel of your category in the company's employment and are in force the time being and as may be framed from time to time.
- h. During and after the period of your employment with the company, you will not engage in any endeavor or activity, which conflict with the interests and business of the company.
- i. Any change of your residential address should be intimated to us in writing within one month of such change.

6 JOINING

If the above terms and conditions are acceptable to you please sign and return the duplicate copy of this letter as a token of your acceptance within 2 days from the receipt of this letter and join the company within 30 days.

For Kay Kay Exports,

Authorized Signatory



Sona Sebastian
Sli

GOVERNMENT POLYTECHNIC COLLEGE KOTTAYAM

PROCEEDINGS

Education – Technical – GPTC, Kottayam – Appointment of Guest Lecturer in Chemistry - on daily wages - Sanctioned - Orders - issued

P2 SECTION

No.P2/5714/2022

Kottayam dated: 03.01.2023

Read:- 1.Proceedings No. L1/28352/16/DTE of Directorate of Technical Education, Thiruvananthapuram dtd 4/12/2022.
2. Interview conducted in this institution on 15.12.2022
3. G. O (P) No. 29/2021/Fin, Dtd:11.02.2021

ORDER

As per Proceedings read as 1st above, sanction is accorded to appoint Guest faculty members to the post of Assistant Professor in Chemistry on daily wages. As per reference read as 2nd above, rank list was prepared and submitted. As such the under mentioned candidate is temporarily appointed as Guest Lecturer in Chemistry on daily wage basis against the existing vacancy in Government Polytechnic College Kottayam. It is further stated that the appointment shall be terminated without notice.

They are not eligible for any other service benefits, other than daily wages admissible vide G.O read as 3rd above. Daily wage is **Rs. 1,455/-** (Rupees One Thousand Four Hundred and Fifty Five only) and Maximum daily wages payable in a month is **Rs. 39,285/-** (Rupees Thirty Nine Thousand Two Hundred and Eighty Five only).

SI No.	Name and Address	Rank secured in interview conducted on 15.12.2022	Remarks	Contract Period
1	Ms.Stephy Maria Joy ONayathumkuzhiyil House Mukkoottuthara P O Pathanamthitta. PIN-686510 Mob-8848383626 email:- stephyariaj@gmail.com	II	Appointment against open vacancy In Chemistry	03/01/2023 to 31/03/2023

They are directed to report before the Principal, Govt. Polytechnic College, Kottayam, on or before 05.01.2023, otherwise the appointment will be cancelled without notice.



PRINCIPAL

Govt. Polytechnic College
Kottayam - 686 013

1. The concerned party.
2. All HOD's
3. Sri. Devan V R, Assistant Professor in Chemistry
4. Bill Section
5. Office Copy



Date: 06.07.2021

Mr. Sudhikuttan A S
Ekkattil House
Parathodu P O
Kottayam Dist.

Dear Sudhikuttan,

Sub: Order of Appointment

With reference to your application for employment dated 06.07.2021 the subsequent interview you had with us and your acceptance of our offer, we have pleasure in appointing you as **Analyst (Chemist)** in our organization with effect from 06.07.2021 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 J Thomas - Adviser.
3. Your initial place of posting will be for Field work and office at PDS Organic Spices, Valanjaganam, Kutikkanam. 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 14,560/- (Rupees Fourteen Thousand Five Hundred Sixty Only) per month with effect from 06th July 2021.
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.

(A Unit of Peermade Development Society)

Valanjaganam, Kutikkanam P.O., Peermade, Idukki - 685531, Kerala, India, Phone: +91 4869 232968, 233275, 233988 Mob: +91 9402179988
E-mail: pdsorganicspices@gmail.com www.pdsorganicspices.com

HR Talent Acquisition & Deployment

HR TAD/B/ST-18410/70120/2018

03rd April 2018

*Having chosen a career you love!
You're the best there is to you!
Love your opportunities!
And be a member of the team!
You have got a chance to make it all!
You have got a chance to take it all!
It's a great time to give it all!*



Dear Krishnaveni K,

Heartly congratulations....

We gladly inform you that you are confirmed in the regular service of the Bank as Clerk upon successful completion of the period of probation. This is a clear indication of the hard work, commitment and determination that you have put in the work from the day of your joining the Bank. We are very confident that you will take higher responsibilities with the same level of enthusiasm and enterprise. We are also sure that opportunities that you are getting on confirmation will be used for enhancing your career and contribute your best to the organisation year after year.

Banking sector offers an exciting and challenging career and in the present scenario there are plenty of opportunities to youngsters like you to exhibit your abilities, talents and also to innovate/visualize new ideas. Our Bank being in an expansion mode also assures wonderful growth prospects for the members of its performing TEAM by way of assigning higher responsibilities at the right time.

You are also requested to keep focus on the goals that the Bank sets for itself. Make it yours and work towards it as an active team player. We assure support for all your future assignments that would bring laurels to our Bank.

Wishing you an exciting career and prosperous life ahead.

With best regards,

John P J
Vice President (HR)

To

Kum./Smt. Krishnaveni K
Clerk
Branch: Thekkemala

Corporate Management of Schools

DIocese OF KANJIRAPALLY
PASTORAL CENTRE, KANJIRAPALLY - 686507

No. 32/2023-24

Date: 31/5/2023

MEMO

Fr./Sri./Smt./Sr. Ann Mary Thomas

is hereby informed that he/she is appointed as U.P.S.T.
in St. George's U.P.S. Korumthody
from 01/06/2023 onwards in the vacancy of
Fr./Sri./Smt./Sr. Tincy Mathew (Designation) U.P.S.T.

1) who is transferred to on

2) who is promoted as H.S.T (P.S) and posted in
St. George's H.S. Kattappana from 01/06/2023

3) who has proceeded on from to

4) who resigned from service on

5) who retired from service on

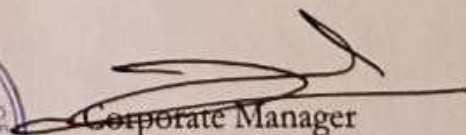
He/She should join duty on 01/06/2023

He/She is requested to go over to this office in person to receive formal appointment order.

If He/She is not willing to join duty his/her chance for further appointment in this management will be treated as cancelled and steps will be taken to delete his/her name from the list.

Copy to Headmaster & Manager




Corporate Manager



DON BOSCO HIGHER SECONDARY SCHOOL

P.O.- TIKRIKILLA - 794109
Dist.- West Garo Hills, Meghalaya

9366787927
☎ : 225388

02-02-2023

Ref.....

EXPERIENCE CERTIFICATE

Date.....

This is to certify that Shri. Darwin Tony Jose son of Shri. K. A. Joseph, Kollakompil House, Nirmalagiri, Peruvanthanam P.o, Idukki, Kerala, was a Student Councillor of Don Bosco Higher Secondary School, Tikrikilla. He was working here from 15th February, 2022 to 31st January, 2023.

He was very committed to his duties as a Councillor and took special care in guiding and motivating the students. He also took an extra care to support the students in extra curricular activities of the school. He was punctual, responsible and sincere in carrying out his duties here in our Institution. I believe he will do well in his new undertaking if he gets the opportunity.

I wish him all the best and may God bless him in his new undertakings.

Yours Sincerely

Fr. Regimon Mathew
02/02/2023

Fr. Regimon Mathew
Principal

Don Bosco Higher Sec. School
Tikrikilla, West Garo Hills



Principal
Don Bosco H. Sec. School
Tikrikilla - 794109
W. Garo Hills, Meghalaya