



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

2018 – 2019



HRD: TAT: TRG: 598: 2021-22

DATE: 07.08.2021

MS. ANZA ANZARI
MAVUMKAL PURAYIDAM,
ERUMELY P.O.,
ERUMELY
KERALA – 686509

Dear Ms. Anza Anzari,

Offer for Appointment in the Bank as Probationary Clerk

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

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

THE SOUTH INDIAN BANK LTD.
BRANCH: MANDIRAM (0422)
DO.NO.13/274,BLOCK PADI-MANDIRAM,RANNI
S.O,PATHANAMTHITTA,KERALA-689672.
Ph: 04735-227015

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

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

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

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

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

Yours sincerely,



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

Encl: Remuneration, Perquisites and other Terms & Conditions

REMUNERATION, PERQUISITES AND OTHER TERMS & CONDITIONS

Pay Scale (as per IBA)

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

Monthly Salary (as per IBA)

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

Monthly Allowance

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

Half - Yearly Allowance

Closing Allowance	:	Rs.550/-
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Yearly Allowance

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

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

Other Terms and Conditions

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

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

I hereby accept the terms and conditions of offer for appointment

Signature :

Place :

Date :

HRD: TAT: TRG: 1102: 2021-22

DATE: 07.09.2021

MS. SONU TOMY
D/o K J TOMY
KONTHIYAMADATHIL,
KOOVAPPALLY P.O,
KANJIRAPPALLY, KOTTAYAM- 686518
KERALA

Dear Ms. Sonu Tomy,

Offer for Appointment in the Bank as Probationary Clerk

In continuation to the Online Test and Personal Interview, we are glad to offer you appointment in the Bank as Probationary Clerk. You are therefore advised to report at the below mentioned Office for the **completion of joining formalities and commencement of duty on or before 20.09.2021**:

THE SOUTH INDIAN BANK LTD.
BRANCH: CHENGANNUR -NRI (0341)
DO.NO.155, G FLOOR, KIZHAKKETHALAKKAL BUILDINGS,
WARD NO.XXIII, MC ROAD, OPP. ST. THOMAS CATHOLIC CHURCH,
CHENGANNUR P.O., ALAPPUZHA 689121, KERALA
Contact No.: 0479-2453998, 2453446
Email ID: br0341@sib.co.in

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

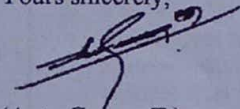
Please note that, as you are allowed to join the service of Bank prior to the declaration of final results of your qualifying course, your appointment will be on provisional basis, in addition to the normal probation period. Further, immediately on publication of final year exam result, you are required to submit the Original Marklist/ Degree Certificate of having qualified the prescribed course in first chance with stipulated percentage of marks.

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

Please confirm acceptance of the offer to the e-mail ID careers@sib.co.in on or before **08.09.2021**

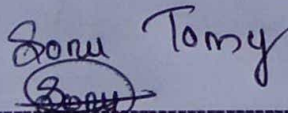
We hope this will be the beginning of a long and rewarding career with us.

Yours sincerely,



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

Encl: Remuneration, Perquisites and other Terms & Conditions



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

REMUNERATION, PERQUISITES AND OTHER TERMS & CONDITIONS

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Transport Allowance	:	Rs. 600/-

Monthly Allowance

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

Half - Yearly Allowance

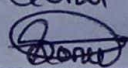
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Yearly Allowance

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

Sonu Tomy


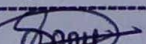
The South Indian Bank Ltd., Regd. Office: Thrissur, Kerala

Head Office: S.I.B House, T.B. Road, P.B. No:28, Thrissur – 680 001, Kerala. (Tel) 0487-2436653

e-mail: careers@sib.co.in, CIN: L65191KL 1929PLC001017 website: www.southindianbank.com

Other Terms and Conditions

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 - ✓ Should have secured a minimum of 60% marks in X, XII and Graduation in Arts/Science/Commerce stream under regular course.
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 - ✓ Should pass the remaining semester/year with minimum 60% marks.
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 - ✓ Age not more than 24 years as on 30.04.2021. (i.e. born on or after 01.05.1997)
 - ✓ Should have secured a minimum of 60% marks in X, XII, Graduation and Post-graduation in Arts/Science/Commerce stream under regular course.
 - ✓ Should have cleared all semester(s)/ year(s) in first attempt of Post-Graduation course with minimum 60% marks
 - ✓ Should pass the remaining semester/year with minimum 60% marks.
- b) Also be informed that original certificates and mark sheets which are yet to be received from the university has to be submitted **on or before 31.10.2021** failing which your appointment is liable to be terminated.
- c) It shall be distinctly understood that this offer for appointment is subject to your passing with the stipulated qualification/criteria cited above in the first chance, submission of original documents/ credentials, medical fitness, police verification and satisfactory background verification, failure to acquire the required base qualification in the first chance, your appointment is liable to be terminated.
- d) You have to execute an agreement to the effect that you will serve the Bank for a continuous period of 3 (three) years active service from the date of your joining the bank. Further, the originals of marklists & Certificates of X, XII, Graduation & Post Graduation (as applicable) will have to be submitted for verification and the same will be returned only after the stipulated active service from the date of joining. In case you leave the service of the Bank before the expiry of the said period, a sum of ₹75,000/- (Rupees Seventy-Five Thousand only) will have to be paid towards expenses incurred by the bank for recruitment, imparting training (both in house and external training including on the job training), compensation/ liquidated damages on account of loss of opportunity for the Bank from deriving anticipated benefits out of the recruitment process, etc.
- e) You shall not leave or discontinue your service in the Bank without first giving a Notice in writing of your intention to leave or discontinue the service or resign. The period of notice required shall be 3 months of continuous service without leave and the same shall be submitted to the Competent Authority.
- f) You shall comply with all the rules and regulations in force from time to time in the Bank as applicable to other employees of the Bank and shall carry out all the other lawful orders/ instructions/ directions of the Bank as are given to you in connection with the day-to-day discharge of your duties and other assignments assigned/ delegated by the Bank from time to time, while in service of the Bank.
- g) All non-public/ price sensitive information obtained/ accessed/ reviewed during your service should be kept as confidential and should not be released/ disclosed either during your service or following cessation (by whatever means) to third parties without prior clearance from the Bank.
- h) The Bank shall be entitled to terminate your service without notice, indemnities and compensation in any of the following events:
- ✓ If you are in the opinion of the Bank, guilty of dishonesty, misconduct or negligence in the performance of your duties.
 - ✓ If you have been found to have committed a serious breach or continual material breach of any of your duties or obligations; made any illegal monetary benefits in cash or in kind out of any of the Bank's affairs.

Sonu Tomiy


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

Head Office: S.I.B House, T.B. Road, P.B. No:28, Thrissur – 680 001, Kerala. (Tel) 0487-2436653

e-mail: careers@sib.co.in, CIN: L65191KL 1929PLC001017 website: www.southindianbank.com

- i) All information pertaining to your remuneration is to be kept as confidential and should not be disclosed for any reason, other than as required for appropriate financial reporting purposes.
- j) Bank at its discretion will carry out the background checks as per the policy of the bank.
- k) It shall be distinctly understood that your appointment is subject to your medical fitness and satisfactory background verification. If it is later found that you have made concealment of facts/reported false details in the Personal Statement form/ any other document/ certificate, you will be liable for termination from service without further notice. The medical reports/ fitness certificates submitted by you are liable to be re-examined or scrutinised by the Bank's Doctor at Bank's discretion and your appointment in the Bank is subject to your medical fitness for employment in the Bank as assessed by the Bank's Doctor. You will be required to undergo medical examination by the Doctor of Bank's choice, in case the doctor insists for a detailed medical examination, after analysing the medical reports submitted by you. Also please note that if any information already submitted by you is found to be false or untrue or if any material information is suppressed, your service is liable to be terminated.
- l) Since your appointment is made prior to declaration of results of qualifying examination as prescribed by the Bank, the appointment will be on provisional basis subject to qualifying prescribed course in first chance with stipulated percentage of marks. The Bank in its sole and absolute discretion shall have the right to terminate you without notice if you fail in the qualifying exam or fail to secure the minimum marks stipulated by the Bank or fail to produce the original of Mark list/Degree certificate relating to my qualifying examination as and when same is issued by the institution/university and thereby unable to meet the eligibility criteria for the post of Probationary Clerk. An Undertaking shall be given by you in this regard before joining service of the bank.

I hereby accept the terms and conditions of offer for appointment

Signature :



Place :

Koovappally

Date :

08/09/2021



14-FEB-2020

Letter Of Appointment

To,
Mr. Dimal Joy
TCS - Chennai

Dear Mr. Dimal,

Further to your acceptance of our offer letter vide [REDACTED] Chennai dated 19-Sep-2019 we are pleased to appoint you in our organisation in grade YG as Graduate Trainee.

Your emoluments are already communicated to you vide our aforesaid offer letter.

You will be on Training for a period of 12 months from the date of your joining i.e. 14-FEB-2020 and will be confirmed thereafter, if found suitable, in a regular grade.

Your appointment will be governed by the policies, rules, regulations, benefits and terms & conditions of TCSL as applicable to you and the changes therein from time to time.

Your Associate number is :

Yours sincerely,
For TATA Consultancy Services Limited

VASUDEVAN RAJAGOPALAN
Head Talent Acquisition - India

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

TCS House Raveline Street Fort Mumbai 400 001 Maharashtra India
Tel 91 22 6778 9999 Fax 91 22 6778 9000 website www.tcs.com
Registered Office Nirmal Building 9th Floor Nariman Point Mumbai 400 021

Regd. Office 3rd Floor, Bhavani Building, Phase 1, Technopark, Trivandrum-695581, Kerala, India Phone: +91-471-2700680

RC:SH010070020480

22-May-22

Letter of Appointment

Dear **Faheema T Thaha**

Employee ID : 293403

Thaipurayidom(H),Kanjirapally, Kanjirapally(P.O), Kottayam
686-507

With reference to your application and subsequent discussion / Offer of appointment with us, we are pleased to inform you that you are hereby appointed as **Associate AR** in the **EBO Dental** department of our organization as per the terms and conditions discussed and agreed upon as under:

1. DATE OF APPOINTMENT

This appointment is effective from “**22-May-22**” the date of your joining our Organization.

2. SALARY

Your salary and other emoluments would be as per the offer letter.

3. TIMINGS

You will be required to work for any stipulated shift as the Company may direct.

4. PLACEMENT

You will be on the regular rolls of the Company. You will be required to work at our office in Trivandrum or such other locations as the Company may direct.

5. PROVIDENT FUND

You will take part in the Provident Fund Scheme as applicable to your category of employees.

6. PROBATION PERIOD

You will be under probation for a period of **Six Months** from the day you report for duty and the said period can be extended by another three months. On the expiry of the period of probation or extended period of probation, if you are not confirmed in writing, your services shall be deemed to be automatically terminated. However, unless you are confirmed in writing, you shall not deem to be permanent.

Regd. Office 3rd Floor, Bhavani Building, Phase 1, Technopark, Trivandrum-695581, Kerala, India Phone: +91-471-2700680

7. SALARY REVIEW

Your Salary will be reviewed annually as per Company Policy. Your increments and promotions in the grade are discretionary and will be subject to the effectiveness of your performance and the corresponding results during the period.

8. LEAVE

You will be entitled to Privilege, Sick Leave as applicable to your category of employees as per the Company Leave Policy.

9. OTHER EMPLOYMENT

Your position is a whole time employment with the Company. While you are in the service of the Company, you are not permitted to engage yourself or devote any time or attention to any full time or part time employment, trade, business or occupation with or without remuneration other than that of the Company. You will also not undertake or be interested either directly or indirectly in any activities which are contrary to or inconsistent with your application to the Company or Company's interest. You shall devote yourself exclusively to the business of the Company. Any breach of this condition on your part will lead to termination of your employment with the Company.

10. TRANSFER

You are liable to be transferred in such capacity as the Company may FROM time to time determine to any other location, department, branch of the company or subsidiary associate or affiliate of the company. In such cases you will be governed by the terms and conditions of service applicable to the new assignment.

11. CONFIDENTIAL INFORMATION

In the performance of your duties you will come to possess information connected with operations of technical work, market, financial and other matters relating to Company's business. All such information shall be held in strict confidence and it shall not be divulged to outsiders during your services with the Company AND thereafter. You will not at any time disclose or divulge or make public except on legal obligations any information regarding the Company's affairs or administration or research carried out whether the same may be confided to you or became known to you in the course of your service or otherwise.

12. PROTECTION OF INTEREST

If you conceive any new or advanced methods or improving processes/formulae/systems in relation to the operation of the company, such developments will be fully communicated to the company and will remain the sole right/property of the Company.

Regd. Office 3rd Floor, Bhavani Building, Phase 1, Technopark, Trivandrum-695581, Kerala, India Phone: +91-471-2700680

13. PAST RECORD

If it is found that any information furnished by you to the Company in the application or during the course of interview or service is false or if you are found to have willfully suppressed any material information you are liable to be removed from service without any notice.

14. BACKGROUND VERIFICATION

Your employment under this Letter of Appointment is conditioned upon satisfactory verification of criminal, education and/or employment background. If any information relating to your suitability for employment you provided to the Company in the course of applying for employment is materially false or misleading, the Company shall be entitled to initiate necessary actions including termination of your employment summarily by written notice and without any payment in lieu of notice.”

15. NOTICE PERIOD

Your service is terminable by giving 1 Month prior notice during Probationary Period and 2 Month notice thereafter. The company is not bound to give any reason thereof and reserves the right to pay or recover salary in lieu of notice period. The Employee shall not resign from the company without notice and agrees to the above said notice before such resignation.

16. ON SEPARATION

On acceptance of the separation notice, you will immediately give up to the company before you are relieved, all correspondence specifications, formulae, books, documents, cost data, literature, drawings, effects etc. & shall not make or retain any copies of these items. The process of handover should be of utmost transparency with mandatory recording of the documents handed over and the person to whom the same is given to.

17. NO OBJECTION

You are not supposed to join the services of any company or organization belonging to the Technopark community within a period of one year of quitting the services of Guidehouse India Private Limited without obtaining a No Objection certificate.

18. COMMUNICATION

You shall communicate to the Company any change in your address as well as personal status. All communications sent to you in the normal course to the address given by you is deemed to have been received by you

19. DISPUTES

Any dispute arising out of and or related to your employment with the Company shall be subject to Trivandrum jurisdiction only.

Regd. Office 3rd Floor, Bhavani Building, Phase 1, Technopark, Trivandrum-695581, Kerala, India Phone: +91-471-2700680

20. COMPANY POLICY TO GOVERN EMPLOYMENT

In case any of the clause or clauses of this appointment order becomes invalid or be so judged, the remaining clauses shall be deemed severable and shall remain in full force and effect. The terms and conditions of this employment are subject to Company policy, which may be changed from time to time.

Please confirm that the above terms are acceptable to you and you are requested to accept the appointment by signing a copy of this letter of appointment.

For **Guidehouse India Private Limited**





Saji Zacharia
Director-HR

I have carefully read and understood the order of appointment including the terms and conditions of employment prescribed herein and by my signature below acknowledge, unconditionally accept and agree to abide by the appointment order without any reservations whatsoever.

Employee Signature

FATHEMA THAHHA

Regd. Office 3rd Floor, Bhavani Building, Phase 1, Technopark, Trivandrum-695581, Kerala, India Phone: +91-471-2700680

Compensation and Benefits of Faheema T Thaha			
Annexure 1			
Name	Faheema T Thaha	D.O.J.	22-May-22
Designation	Associate AR	Location	Trivandrum
FIXED SALARY (Part A)		Per Month (INR)	Per Annum (INR)
Basic*		15,000	180,000
Children Education/ Hostel Allowance		800	9,600
Special Pay		2,004	24,048
HRA		19	228
Total Fixed Salary		17,823	213,876
STATUTORY BENEFITS (Part B)			
P.F. (Employer's Contribution)		1,800	21,600
EDLI (Employer's Contribution)		75	900
Medical Insurance/ESIC		300	3,600
LWF (Employer's Contribution)		20	240
Statutory Bonus/Bonus*		3,561	42,732
Gratuity Accrual (As per statute)**		721	8,652
Total Statutory Benefits		6,477	77,724
Cost to Company (CTC) (Part A+B)		24,300	291,600
PS: Confidential; not to be discussed with anyone except immediate superiors, HR and Finance Officials of Guidehouse India Private Limited.			
For Guidehouse India Private Limited			Accepted  Signature
 Saji Zacharia Director - HR			

*Basic and Statutory Bonus are subject to changes based on minimum wage changes, as and when announced.

**Gratuity is an accrual. You will be eligible to receive the gratuity accrual only after completing your five (5) year anniversary of service and upon retirement, resignation, or termination. If period of service is less than 5 years, the same will be forfeited.



Name : Theresa Mathew

ID No : SH000137

DOB : 12-12-1997

Syncorp Health Pvt. Ltd.
www.syncorphealth.com



Convices Solutions Pvt Ltd.

2nd Floor, Phase-1,

Carnival Infopark,

Kakkanad, Kochi-682030

CIN: U74999KL2018PTC053042

Dear Ms.Namitha Joby,

With reference to your application and subsequent interview you had with us ,we, **Convices solutions Pvt Ltd** is pleased to offer you the position of Finance Associate – Operations based at Carnival infopark Cochin- Kerala . You shall, in addition to the terms and conditions of employment specifically stated herein.

Your salary entitlement will be Rupees 2,40,000.00 (Two Lakh Forty Thousand) per annum including all deductions and emoluments. Breakup of salary will be given to you separately or in person .

You may please consult the undersigned or our Human Resources Department for any clarification on the above.

You will be on probation for a period of Three (3) months from the date of your appointment and during the period, your performance will be monitored and the Company, at its sole discretion, may extend the period of probation, if needed. Incase of resignation from services during or after your probationary period you shall serve a 30 days notice period.

The period of non-confirmation in writing shall be treated as continuance of probation. If the performance of the employee during the period of probation is not found satisfactory, the company shall have absolute right to terminate the services immediately without notice.

As a Finance Associate, you will be reporting to Ms.. Arunima Jayesh (Chief Finance Officer) or to such other people as declared by the company from time to time.

Working Hours : The normal working hours are from **9.00 AM to 5.30 PM.**

This offer of employment with the company will remain open until 13th of September 2021, after which the terms herein made shall be treated as withdrawn. In such a case, nothing contained herein should thereafter be considered as a representation, commitment or responsibility of the company.

If you accept our offer, your anticipated first day of employment must be not later than 13th September, 2021.

For any further clarification on any of the above regard, you may please contact the undersigned or the HR Department.

Looking forward to a mutually beneficial and exciting work relationship with you.

Thanking you.

Yours faithfully,

Jithya Shekar

(HR Manager)

Convices Solutions Private Limited



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

16.08.2021

Dear Mr. Jithin Thampi ,

Congratulations and Welcome to MRF Family!

With reference to your application and the subsequent discussions, we are pleased to offer you employment as **Supervisor - Quality Assurance** in **MA1** Grade in the **Quality Assurance department** at **Ankenpally 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. Your offer and subsequent appointment will be subject to clearance of antecedent verification by a 3rd party Agency. By signing this offer letter, you are deemed to have agreed for such verification by the 3rd Party Agency without any further notice to you in this regard.
4. You are required to submit all relevant documents/information as called for by the Agency/Company.
5. 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

BS

Corporate Educational Agency, Diocese of Idukki

Fr. George Thakadiyal
Secretary
Ph: 04862-230151, Fax: 04862-230151
E-mail ID: ednidukki@gmail.com



Bishop's House
Karimpan, Manippara P.O.
Idukki Dt., Kerala 685 602
Website: www.ideaschools.in

No. DWNP-08/22/A-02

Date: 22.09.2022

To: Smt. Anuska Suby

Sir/Madam,

I am to inform you that you are hereby appointed as HST (NS) (Designation)
in the scale of pay / on daily wages in 87 Thomas Hgs. P. S. Attampuzha
(Name of School) from 22.09.2022 FN. in the vacancy of New Post School Head
from 2019-20
subject to Departmental Rules and orders. You are requested to report for duty before the Manager of the school immediately.

You are also requested to report in this office on 01.10.2022 with the following documents to receive the appointment order in Form No. 27 of KER, for submission in the Education Office concerned.

- ✓01. Certificate of character and antecedents.
- ✓02. Copy of AADHAR Card.
- ✓03. Certificate of Physical Fitness (Form Enclosed).
04. One and Same Certificate from Revenue authorities.
05. Copy of previous approved appointment order (Rule 43 and 51 A claimants).
06. Copy of promotion / transfer order of
07. Copy of order sanctioning leave to
- ✓08. Report of joining duty in the school.
- ✓09. Staff statement as on the date of appointment.
- ✓10. Self attested copies of qualification certificates.
- ✓11. Educational Qualification Certificates (in original)
12. Service Book (if available).
13. Copy of order ratifying the resignation of
14. Copy of death certificate of
- ✗15. Pass port size Photo 4

Yours faithfully

Secretary

Copy to:-

The Manager

(For information and necessary action)

Forwarded to the Principal / Headmaster with direction to allow candidate for duty in the school.

Government of India
Ministry of Communications
Department of Posts
Superintendent of Post
Offices, Idukki Division



ID Number	IDK/GDS/153/2020
Unique Employee ID	50455570
Name	RAZEEM.T. HALEEL
Post	ABPM
Date of Birth	01.04.1996
Name of Office	Paloorkavu
Account Office	Peruvanthanam

Signature of holder

Issuing Authority



**KERALA GOVERNMENT
EDUCATION (GENERAL)**



**SIYONA ABRAHAM
LPST
OMLP School Upputhara**

Solykutty Thomas
**SOLYKUTTY THOMAS
HEADMISTRESS**

OMLP SCHOOL UPPUTHARA
omlpsupputhara@gmail.com
Ph: 7025910898



AYURVEDA MEDICINE

TO WHOM SO EVER IT MAY CONCERN

This is to certify that Mrs. Ashly Mariyat Jiji has been working as Ayurvedic Panchakarma Therapist (a health care worker) at Madukkakuzhy Ayurveda Hospital & Panchakarma centre Parathodu, Kanjirappally.

She is entitled to take leave from 15th August 2021 to 1st September 2023 to join as a health care worker at our centre in Germany and she has to report back to duties on 15th September 2023.

We don't have any objection in her trip to Germany.

We wish her a safe and happy journey.

Yours Sincerely,
Dr Jobin J Madukkakuzhy
Director

Parathodu
20.07.2021

DR. JOBIN J. MADUKKAKUZHY
AYURVEDA PHYSICIAN (Reg. No. B-1)
MADUKKAKUZHY AYURVEDA HOSPITAL
KANJIRAPPALLY - 686 507
PH : 04828 - 271042



POLICE



DEPARTMENT

KERALA

**PROCEEDINGS OF THE COMMANDANT
KERALA ARMED POLICE-V, IDUKKI**

Present : Bobby Kurian

Sub : Police Ministerial Establishment - KAP 5 Battalion - Appointment of Lower Division Typist - Orders issued - reg.

Read : 1. Letter. No. IDB (4)2716/2019 of the District Officer, KPSC, Idukki, Kattappana dated 10.05.2022.

2. Letter No. E7-227251/2016/PHQ, dated 10.06.2022

Order No : A1-15/2022/KAP-V Dated. 13-06-2022

I. The following candidates advised by the District Officer, Kerala Public Service Commission, Idukki, Kattappana as per the reference cited 1st above, for appointment as Lower Division Typist in Police Department is provisionally appointed as Lower Division Typist in this office (Office of the Commandant, Kerala Armed Police 5 Battalion, Kuttikkanam, Idukki) in the scale of pay of Rs-26500-60700 (Pre Revised Scale 19000-43600/-) under Clause (1) of Sub Rule (a) of Rule 9 of the General Rules as provided for in Rule 10(b) of those rules (vide G.O.(P)No.49/74/PD dated 05.03.1974.)

Sl No	Name & Address	Name of Father/Guardian	Date Of Birth	Educational Qualification	Turn of Advice
	JAMES M PLITHENPURACKAL			1.SSLC	
1	ELAPPARA ✓ IDUKKI 685501	MOHANAN T	03.03.1997	2,Diploma in Secretarial Practice	OC Turn
2	SILPA R T SISIRAM EDAVAL OTTASEKHARAMANGALAM THIRUVANANTHAPURAM 695125	THULASEEDHARAN NAIR T	08.11.1997	1,CBSE 10th 2, KGTE	OC Turn

II. The candidates will produce the original documents to prove age, date of birth, qualification, caste etc. at the time of joining duty as Typists. They shall also produce,

1) Physical Fitness Certificate with Thumb Impression and attested Photograph of the candidates from a Medical Officer not below the rank of an Assistant Surgeon in Government Service as prescribed in GO (P) No.20/2011/P&ARD dtd 030/06/2011,

(2) The Certificate showing character and conduct of the candidates from a Gazetted Officer issued within one month and (3) Original Non-Creamy Layer Certificate produced before the Public Service Commission at the time of certificate verification (in case of candidates advised in reservation turn).

III. The provisional appointment will be terminated without any prior notice, if Government/Kerala Public Service Commission is not satisfied with their character and antecedents on subsequent verification. The appointment shall be regularized only after the verification of their character and antecedents and after obtaining a verification certificate from KPSC. It is also made it clear that application for correction of date of birth; if any needed in the case of a Government Employee should be made within five years of one's entry into service as per G O (P) 45/91/P & ARD Dtd.30.12.1991. They are not entitled to complain later that they are not aware of this provision.



FACT

दि. फ़र्टिलाइजर्स एण्ड केमिकल्स ट्रावन्कोर लिमिटेड

THE FERTILISERS AND CHEMICALS TRAVANCORE LIMITED

(भारत सरकार का उद्यम)

(A Government of India Enterprise)

उद्योगमंडल / UDYOGAMANDAL - 683 501



JAMES M

बैज नं / B.No.: **200662**

STENOGRAPHER

HEAD OFFICE

तक विधिमान्य / Valid Upto : **31.03.2055**



MEDCITY

INTERNATIONAL ACADEMY

Trusted hands forever...



RAMYA ELIZABETH MATHEW
OET TRAINER

ID No : MIAK1044

Blood Group : O⁺VE

www.medcityinternationalacademy.com



MAR SLEEVA[®]
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A Temple of Health



STEPHY BAYER

Executive

Hospital Operations

Emp ID : 1518

Blood : O+ve





UBL
ACADEMY

OFFER LETTER

Date : 25th May 2022

To : Mr. Xavier John

Subject: Job Offer

Ref. # : IT/18/21

Dear **Mr. Xavier John**,

We are pleased to inform you that you have been selected for employment with UBL Academy, Cochin

The details of the offer are as mentioned below:

Designation	Content Writer
Reporting To	Director
Grade	6
Step	C
Monthly Salary	First Three Months - 15,000 After 3 Months - 17,000/-
Period of Contract	One year renewable
Sick Leave	15 days in a year
Working days	6 days a week
Working Hours	8 hours a day
Reporting date	01-06-2022

Career Path: The career path and further HR related information will be communicated to you during the probation period and upon confirmation, this includes Career Development Programs and Training Plans. Also, upon confirmation, key performance indicators will be shared with you based on which bonus will be awarded.



+91 77366 48367



info@theublacademy.com



www.theublacademy.com



Overtime: Overtime committed will be compensated through additional paid leave days (No cash compensation for overtime).

Notice Period: In case of resignation from service, you shall serve Two month notice period or salary in lieu thereof.

- Copy education certificates and work experience/training certificates.
- Recent color passport size photos.
- Address Proof

Behalf of the Management, we welcome you as a member of UBL.

Best Regards,

A handwritten signature in blue ink, appearing to read "Josna Jose", written over a horizontal line.

Josna Jose
Director

A handwritten signature in black ink, appearing to read "Xavier John", written over a horizontal line.

Xavier John



+91 77366 48367



info@theublacademy.com



www.theublacademy.com



UBL
ACADEMY

OFFER LETTER

Date : 25th May 2022

To : Mr. Xavier John

Subject: Job Offer

Ref. # : IT/18/21

Dear **Mr. Xavier John**,

We are pleased to inform you that you have been selected for employment with UBL Academy, Cochin

The details of the offer are as mentioned below:

Designation	Content Writer
Reporting To	Director
Grade	6
Step	C
Monthly Salary	First Three Months - 15,000 After 3 Months - 17,000/-
Period of Contract	One year renewable
Sick Leave	15 days in a year
Working days	6 days a week
Working Hours	8 hours a day
Reporting date	01-06-2022

Career Path: The career path and further HR related information will be communicated to you during the probation period and upon confirmation, this includes Career Development Programs and Training Plans. Also, upon confirmation, key performance indicators will be shared with you based on which bonus will be awarded.



+91 77366 48367



info@theublacademy.com



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Behalf of the Management, we welcome you as a member of UBL.

Best Regards,

A handwritten signature in blue ink, appearing to read "Josna Jose", written over a horizontal line.

Josna Jose
Director

A handwritten signature in black ink, appearing to read "Xavier John", written over a horizontal line.

Xavier John



+91 77366 48367



info@theublacademy.com



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ESAF SWASRAYA MULTI STATE
AGRO CO-OPERATIVE SOCIETY LTD
BUSINESS CORRESPONDENT OF



ESAF SMALL FINANCE BANK

Joy of Banking



Ajitha Anilkumar

13066

NAME : Aida P Thomas
ID : 251692495840
ROLE : Substitute Post master
DOB : 01/06/1996



FEDERAL BANK
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ANU MANOJ
Employee ID : 19892



Dhanoop Varghese
GPN:IN010M79730

FEDERAL BANK
YOUR PERFECT BANKING PARTNER



LIYA MERIN RAJU
Employee ID : 19944

The logo for EY, consisting of the letters 'EY' in a bold, blue, sans-serif font. Above the 'Y' is a yellow diagonal bar.

Sandhra George

GPN: IN010M83022

KPMG



Tonia Abraham

Employee No. : 80055

Emergency No. : +91 94469 33838

Blood Group : A +ve

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

Tel. +91 484 676 0000

A handwritten signature in black ink, appearing to be 'S. J. S.', written over a large 'X' mark.

Issuing Authority

CONDUENT



**ALAN
JOSEPH**





Jincy Mathew

Project Accounting Analyst

Location

 Bengaluru KARNATAKA, IN · 7:47 PM Tue

Email

 jincy.mathew@oracle.com

Permalink

 @jincmath

Profile

Org Chart

About

Jincy Mathew, Project Accounting Analyst

Take a moment to introduce yourself and share your role in the company!

 [Add About Text](#)

Organization

Org Chart

Manager



Sourav Thapar

Deputy Manager - Project Accounting

Contact Information

 [Send a message on Slack](#)

Location

Address

Prestige Technology Park III Velocity
Marathahalli, Sarjapur Outer Ring Road,
Bengaluru, KARNATAKA 560 103, IN

Building


Bengaluru - PTP Velocity
Floor 3 Office 3A034

Employee Time Zone

Asia/Calcutta

Employee Local Time

7:47 PM Tue

Allianz 



Mekha Benny

193002

Blood Group : O +ve





MELBIN GEORGE
EXECUTIVE

DEPARTMENT : ACCOUNTS

EMPLOYEE ID : 6053

BLOOD GROUP : A + VE


Issuing Authority

NIPPON TOYOTA

NIPPON MOTOR CORPORATION PVT LTD.

XIX/9C, NIPPON TOWERS,

NH 47, HMT JUNCTION, KALAMASSERY P O,

COCHIN - 683104, Ph : 0484 - 2860000



MELBIN MATHEW THOMAS

Accountant

OXYGEN
THE DIGITAL EXPERT

hr@oxygendigitalshop.com

www.oxygendigitalshop.com

9947933339



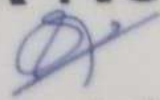
MSC SERVICE CENTER INDIA PRIVATE LIMITED



SHARGIL K SHABU

Employee ID : 3175

Blood Group : A +ve


Issuing Authority

GTSL

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SREELAKSHMI A. R.

E-Code : GTSL 013
Operations & CSE

Ph: 0484 - 3511560

web: www.globaltidelogistics.com



MRF



Abin Thomas
Production



620331

MRF Limited - Dahej, Dahej Industrial Estate,
Village Galenda, Taluka Vagra, Dist. Bharuch, Gujarat - 392 130



LuLu
HYPERMARKET



ANOOP C R

Employee Id No : 100977

ASSISTANT STORE KEEPER

LuLu International Shopping Malls Pvt. Ltd- Tvm Mall

T.C 91/270(2), ANAYARA P.O TRIVANDRUM - 695029

Tel: +91 484 2727777 / 2727700

Fax: +91 484 2727772

www.lulushoppingmall.com



ENVESTNET®



2623

Sajmi Sakeer

Issuing Authority:



Tel: 9544388017

Mob: 7306711174

Office: 0471 418 1000

0471 418 1111

O+

Blood Group





KERALA PUBLIC SERVICE COMMISSION
DISTRICT OFFICE : KOTTAYAM

No.KII (1)256500/2019 (1)

Kottayam
23.02.2023

From

The District Officer
Kerala Public Service Commission
District Office, Kottayam

To

1	Smt. RAHANA JAYAN ANICKAKUNNEL ARAYANJILIMON EDAKADATHY P O PATHANAMTHITTA
---	---


Sir,

Sub:- Advice for appointment as **Lower Division Clerk** on ₹19000-43600 (PR) in the **Judicial (Civil)** Department in Kottayam District.

You are informed that you have been advised for recruitment as **Lower Division Clerk** in the above Department against **Reservation Turn**. The selection is subject to Rule 3(c) and 10(b) of the Kerala State and Subordinate Services Rules, 1958.

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

Yours faithfully


For DISTRICT OFFICER
K.P.S.C.DISTRICT OFFICE : KOTTAYAM

- N.B.:-
- 1) If posting orders are not received from the above Department/Institution within a period of three months from the date of this advice letter, the fact may be intimated to this office.
 - 2) If and when thrown out of appointment on the termination of the vacancy you should apply to this office immediately for re-registration, with the original relieving certificate in the proper form obtained from the department, subject to the provision contained in Rule 7(b) of the General Rules.
 - 3) **You are directed to produce advice memo before Appointing Authority at the time of joining duty**

No : 22/202-23

Govt. H. S. S. KISSIMUM

Thulappally P.O, Pathanamthitta - 686510

School Code - 38091

UDISE Code - 32120805303

Phone - 04735 244200

Email - ghskissimum@gmail.com

Experience Certificate

This is to certify that Ms. AKHILA BIJU, had been working in this school as L.P. School Teacher from 02-06-2022 to 29-03-2023. In this period she has been found to be hard-working and trustworthy. Her behaviour and conduct during this period were good.

Palce : Kissimum

Date : 31-03-2023



g
31/3/2023

VASUDEVAN
KIZHAKAPUZHPAKATH
PEN: 250757
Head Master
Govt. HSS Kissimum
Dept. of General Education

हिन्दुस्तान पेट्रोलियम



हिन्दुस्तान पेट्रोलियम कॉर्पोरेशन लिमिटेड
(भारत सरकार का उपक्रम)
HINDUSTAN PETROLEUM CORP. LTD.
(A GOVT. OF INDIA ENTERPRISES)

HP GREEN R&D CENTER
KIADB INDUSTRIAL AREA, THARABAHALLI
DEVANAGUNDI, HOSAKOTE, BENGALURU-560067
PHONE : 080-2807869/38532



VALID FROM : 21.02.2022 VALID TO 20.02.2026

NAME : ALEESHA NABHAI

Designation : **Fixed Term Project Associate**

No. 24028522

TEMPORARY

ISSUING AUTHORITY

Phone : 04828 270056

GOVT.H.S.S. EDAKKUNNAM

EDAKKUNNAM, KOTTAYAM (Dist.)

PIN - 686 512

Ref.No.

Date: 7/3/2023

From

Principal/Headmaster

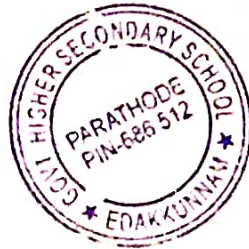
EXPERIENCE CERTIFICATE

This is to certify that Kum.ALPHY JOSEPH Thamarasseril House
Karinilam P O Mundakkayam Kottayam has been working as HSST Junior Chemistry in this school
for the period from 25/08/2022 to 24/02/2023.

His character and conduct and culture of work during his tenure as a teacher here was... *good*

Edakkunnam
24/02/2023

PRINCIPAL



[Signature]
Principal
05028 Govt. H.S.S. Edakkunnam,
Edakkunnam, Kottayam,

**Government of India
Department of Posts, India**

Office of the SP - Changanacherry Division Division, Changanacherry

ORDER OF PROVISIONAL ENGAGEMENT

B2/KUPPAKKAYAM DATED 16.05.2023

In response to the notification No. **NOTIFICATION: 17-21/2023-GDS Dated:27.01.2023**

Shri/Smt/Ms..... **ANAND MURALI** son / daughter of
Shri..... **T R MURALI** whose Date of Birth is.. **24/09/1997**
and who belongs to..... **UR** category/selected against ... **UR** category is hereby
engaged as **GDS BPM,Kuppakkayam BO** in account with under
Mundakayam SO/Kanjirapally HO on **PROVISIONAL BASIS** with effect from dated
~~16.05.2023~~ **AN/FN** in the TRCA scale of..... **12000**..... He/she shall be paid such
allowances as are admissible from time to time.

2. Shri/Smt/Ms..... **ANAND MURALI** Son/daughter of Shri
T R MURALI should clearly understand that his/her engagement
as **GDS BPM Kuppakkayam BO** In account with / under
Mundakayam SO/Kanjirapally HO shall be in the nature of a contract
liable to be terminated by him/her or by the undersigned by notifying the order in writing and
that his conduct and Engagement shall be governed by the department of Posts, Gramin Dak
Sevak (Conduct and Engagement) Rules, 2020 as amended from time to time.

3. This **Provisional Engagement** is subject to satisfactory verification of the prescribed
educational qualification, community certificate and other certificates, wherever prescribed. The
candidate will have to undergo satisfactory prescribed Induction Training course and Practical
Training as and when issued.

4. The engagement is provisional and subject to certificates being verified through proper
channels. If the verification reveals that the claim of the candidate belonging to Scheduled
Caste/Scheduled Tribe /Other backward classes/(not belong to creamy layer)/ is false or
educational certificates are not genuine or found unfit on Police Verification, his/her

Engagement shall be terminated forthwith without assigning any further reasons and without prejudice to other criminal/legal action as may be taken under the provisions of Indian Penal Code for production of false certificate as a consequence.

5. The engagement of (Economically Weaker Sections) EWS candidates is provisional and is subject to the Income and Asset certificate being verified through proper channels and if the verification reveals that the claim to belong to EWS is fake/false the Engagements will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of fake/false certificate.

6. The BPM will have to provide accommodation for Branch Post Office at Branch Office Village if the accommodation is not provided by Central Govt/State Govt/Gram Panchayat or any other local Body as per standard prescribed by Directorate order no.17-31/2016-GDS dated 25.06.2018 & 28.09.2018 (which has already been mentioned in notification **NOTIFICATION: 17-21/2023-GDS Dated:27.01.2023**..... As per Rule 3-A(vii) of GDS (Conduct and Engagement) Rules 2020, you should take up residence in Post Office village within a month of selection but before engagement as it is mandatory to you by these Rules. Failure to reside in place of duty for GDS BPM after engagement shall be treated as violation of conditions of engagements and liable for disciplinary action under Rule-10 of GDS (Conduct and Engagement) Rules, 2020 resulting in removal/dismissal from engagement.

6.1 Failure to reside within the delivery jurisdiction of the Post Office for other categories of Gramin Dak Sevaks after engagement shall be treated as violate of conditions of engagement and liable for disciplinary action under Rule 10 of the GDS (Conduct& Engagement) Rules, 2020 requiring removal/dismissal.

7. At present DARPAN devices are using Network Service Providers(NSPs) viz, Airtel, Voda-Idea & BSNL etc. for ensuring connectivity to Branch Post Offices. While providing accommodation for GDS BO, it should be ensured that, Network is available for any one of these NSPs.

8. You will have to furnish declaration for having knowledge of cycling. If you are having knowledge of riding a scooter or motor cycle, that may be considered as knowledge of cycling. The candidate has to submit a declaration to this effect and has to produce driving license.

9. If any information or documents submitted by the candidates is found false / incorrect at a later stage, his/her engagement shall be terminated in accordance with Rule 8 of GDS (Conduct & Engagement) Rules, 2020.


Changanacherry Division
Changanacherry
Changanacherry

A copy of this memo is issued to:

- I. The candidate.....**ANAND MURALI**.....
.....**KALARICKAL, CHERUMALA, MUNDAKKAYAM, MUNDAKKAYAM, 686512**.....
- II. PF of the candidate
- III. Postmaster /SPM.....**Mundakayam SO/Kanjirapally HO**
- IV. Divisional Office.....**Changanacherry**.....for information.
- V. The
for information.
- VI. O/C/Spare



GOVERNMENT MEDICAL COLLEGE

GANDHINAGAR, KOTTAYAM, KERALA - 686008

Ph: 0481-2597284, 2597279

Web: www.kottayammedicalcollege.org

Email: medicalcollegekottayam@gmail.com

D PHARM - 2022

Adm. No: DP02/2022



Arifamol E.M.

Kanakaveliyil

Perumbalam P.O.

Alappuzha - 688570.

Ph: 8921082254

Blood Group: B +ve



[Signature]
PRINCIPAL

Affiliation No. 1730817



ST. ANSELM SCHOOL

Ambedkar Colony, Tonk (Rajasthan) Pin Code-304001 Mob. : 9261748802, 7737275956

E-mail stanselmtonkims@gmail.com Website www.stanselmtonk.com

Ref. No

Date. 28.03.2023.....

TO WHOM SO EVER IT MAY CONCERNED

EXPERIENCE CERTIFICATE

It is to certify that Ms. Arya Mol KS has worked two years as a PGT Chemistry teacher in St. Anselm School, Tonk. Her teaching and rapport with students are excellent. She served as the staff secretary of the school one year efficiently. She is very sincere, committed, hardworking and active in her duties. She is very good at classroom management. Her dealing with management, administrative, staff, parents are also highly appreciable. She is amiable in nature and character is excellent.

The institute wishes her a pleasant and successful future.

May God bless her!

Regards


Principal
PRINCIPAL
ST. ANSELM SCHOOL
TONK RAJASTHAN
304001

**THE INDIAN HIGH SCHOOL -
OLD METHA
(The Indian High Group of Schools)**



ID: E14559

**S
T
A
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F**



MS. ASHNA MOHAMMED

TEACHER

OM 5-6 GIRLS GRADE

Team Member Since : 20-03-2023



INDIA POST
Ministry of Communications

GDS Online Engagement



Dear Candidate,

Basing on your application with Reg. No HR1E144AD1A97A and basing on successful documents verification, you are provisionally selected for GDS Online Engagement, Schedule - I (January), 2023 for the post of ABPM at Anakkal B.O. Please report to SP, Changanacherry Division before 14/04/2023 along with all original certificates for verification within the prescribed time. Also note that if you have any observation for fulfillment by the verifying authority also to be accomplished for consideration. Otherwise, your candidature will be forfeited permanently.

With regards,

INDIAPOST GDS ONLINE PORTAL

Department of Posts, Ministry of Communications, Government of India

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CENTRE FOR
HARMONIOUS
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MARIYA ZACHARIA

SOCIAL WORKER

CHL0045

MALABAR INSTITUTE OF MENTAL HEALTH AND NEURO SCIENCE PVT. LTD.

Ummathoor-Kumbidi, Palakkad Dt., Pin : 679 553

Phone : 7025 1000 49, 7025 2000 49

Email : harmoniousliving.vty@gmail.com, Web : www.mimhansindia.com



January 12, 2023

NAIMY CHACKO
NEDUNGADU
KANJIRAPPALLY Kerala
686518

Dear NAIMY CHACKO,

Further to your recent meetings and discussions with us, we are pleased to offer you employment with Optum Global Solutions (India) Pvt. Ltd. ("the Company") a UnitedHealth Group Company, in the position of **Medical Coding Analyst** at **salary grade 23**. Your work location shall be at Company's office located at **Gachibowli, Hyderabad**. The terms and conditions of your employment are set out hereinafter:

EMPLOYMENT

We are pleased to extend this offer to you basis the selection process administered. Your effective date of joining shall be no later than **January 18, 2023**. Your employment with the Company shall be subject to the timely submission of the following listed mandatory documents for background verification purposes, to be submitted prior to or latest by your Start Date. Successful pre and/or post-employment background checks, accuracy of the testimonials and information provided by you and your being free from any contractual restrictions preventing you from accepting this offer or starting work with us on the above-mentioned date, are required for your employment with the company:

- (i) Highest Degree Certificate
- (ii) PAN Card OR Passport
- (iii) Relieving Letter/ Experience Letter from all the organizations worked in last 5 years, except for the immediate last employer for which you will be granted 45 days from your start date

You, if so asked by the Company, shall disclose 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, shareholdings and trusteeships; involvement in any other business ventures involving unlimited liability; personal liabilities in connection with business activities; and involvement in other positions external to the Company and your employment will be subject to acceptance by the Company of those external interests.

Please note that if during the pre or post-employment background checks, the background checking agency gives a negative report or in the event of unsatisfactory result of your pre or post-employment background checks, this letter of appointment shall stand revoked automatically (whether you have accepted it or not) and, if you have already commenced employment with the Company, such employment shall automatically terminate without giving rise to any claim for compensation or damages in your favor, but without prejudice to Company's rights and remedies against you.

PROBATION

You shall serve a minimum probation period of **90 days** from the date of your joining the Company ("Probation") following which you shall get confirmed into the Company by default unless you receive a letter for confirmation extension. The Company reserves the right to extend the probation period for an additional Ninety (90) days in the event that your performance is not up to expectation.

Your performance shall be evaluated according to your efficiency, punctuality, conduct, maintenance of discipline and in accordance with the Company's regulations or policies existing now or in future. It shall be your responsibility to read, peruse and follow Company's regulations/policies, hardcopies which shall be made available to you upon request, but which otherwise are available on the Company's website.

During the period of Probation, either the Company or you may at any time terminate your employment without cause by giving in writing to the other party, Thirty (30) days notice or in lieu thereof a sum equal to the amount or pro-rated amount of salary which would have accrued to you during the period or remaining period of notice. You shall not be entitled to any notice pay if your employment is terminated in accordance with condition 7.6 of the Appendix 3 to this letter of appointment.

PLACE OF POSTING

Your initial place of posting shall be at the Company's office located at **Gachibowli, Hyderabad**. The Company works across different geographies providing services to its clients and you may be required to go through appropriate induction and orientation along with necessary training programme. The training is given to ensure that you are compliant with the best practices followed by the Company on a worldwide basis. However, your services are transferable and you may be assigned/ transferred in India or outside India to serve the Company in any of its existing or future offices or any of its group companies or associates. It is a condition of your employment that you comply with any such requirements of the Company. The transfer arrangement shall not deem to constitute a change in your conditions of service.

Notwithstanding the above, you may however 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 person/company associated with the Company whether in India or abroad. In such a case your relocation expenses shall be borne by the Company and your reimbursement shall be as per the relocation policy of the Company.

Your place of work shall change in case of any relocation of the Company's offices, for which you shall be entitled to reimbursement in consonance with the relocation policy of the Company.

The Company operates on a 24X7 basis and is open for 365 days in a year.

PERFORMANCE OF DUTIES

You shall be assigned with all the duties and responsibilities of the **Medical Coding Analyst** and such other duties on behalf of the Company, as may be reasonably assigned from time to time by the Company's management.

COMPENSATION

As compensation for services to be rendered, you shall be paid an annual fixed salary of **Rs.320,000.00, (Rupees Three Lakhs Twenty Thousand Only)**. Your cost to the Company (CTC) shall be **Rs.381,200.00, (Rupees Three Lakhs Eighty One Thousand Two Hundred Only)** per annum. A detailed compensation structure is provided along with this letter of appointment.

The salary shall be payable on a monthly basis in arrears on or about the last working day of each calendar month, but in no case later than the 7th day of the succeeding calendar month. Please note that your salary details are highly confidential and should not be disclosed inside or outside the Company by you in any manner whatsoever and any failure on your part to adhere to this obligation shall be considered as serious breach of the terms of this letter of appointment.

RELOCATION

Relocation assistance shall be provided as per the Company's relocation policy. You shall be entitled to a relocation bonus of **Rs.30000, (Rupees Thirty Thousand Only)** which will be payable at the time of payment of your first salary.

BONUS

You shall be eligible for bonus as per the Company's bonus policy.

TERMINATION OF EMPLOYMENT

During the Probation period, either Company or you may at any time terminate this letter of appointment without cause by giving in writing to the other party, Thirty (30) days notice. Company reserves the right either to accept your pay and allowance / towards the notice period or demand for actual service during the notice period. You shall not be entitled to any notice pay if your employment is terminated in accordance with condition 7.6 of the Appendix 3 to this letter of appointment.

After completion of the Probation period, either Company or you may at any time terminate this letter of appointment without cause by giving in writing to the other party, 60 days notice. The Company reserves the right either to accept your pay and allowance / towards the notice period or demand for actual service during the notice period. You shall not be entitled to any notice pay if your employment is terminated in accordance with condition 7.6 of the Appendix 3 to this letter of appointment.

However, notwithstanding the above, the Employee must refer to the Company's Separation Policy (as available on Company's intranet link) for the notice period days applicable to them based on their entity, grade and employment status at the time of resignation.

The notice period matrix, as provided under the Company's Separation Policy, shall be applicable with the change in employee job family, job role and employment status. The provisions of the notice period matrix, as provided under the Company's Separation Policy, shall over-ride the notice period as stipulated in the appointment contract or any other document issued before this date.

No separate individual employee consent shall be necessary for applicability of this clause.

In case of any conflict pertaining to the notice period between this Offer letter and the prevalent Separation Policy of the Company, the contents of the Separation Policy shall take precedence over the terms of this offer letter and shall be binding on the employee.

Your employment shall also be governed by the standard terms and conditions, which are annexed hereto as Appendix 3 and the same shall form an integral part of this letter of appointment.

Your employment is conditional upon your acceptance of the standard terms and conditions and the specific provisions contained in Appendix 3.

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

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

This letter of appointment shall automatically stand revoked in the event you do not join the Company on or before the effective date mentioned in this letter of appointment.

It is a pleasure to welcome you as a part of **Optum Global Solutions (India) Pvt. Ltd.**, We are confident that your employment with the Company shall prove mutually beneficial and rewarding and we look forward to having you join us.

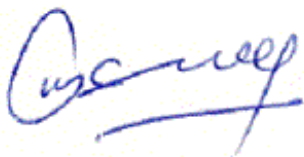
Congratulations and welcome to **Optum Global Solutions (India) Pvt. Ltd.** You shall be receiving an e-mail communication from us shortly for your new hire orientation training. You are requested to attend the same on your first day of reporting along with the documents as mentioned in the Appendix '2'. Should there be a change in your start date, it is mandatory that the same be communicated to us a week in advance.

NAIMY CHACKO, we thank you for considering **Optum Global Solutions (India) Pvt. Ltd.** as your future employer! We have bold objectives:

- Improve the lives of others;
- Change the landscape of health care forever;
- Leave the world a better place than we found it.

Joining us, shall put you amongst a team that is committed to excellence in everything we do. We are passionate, energetic and focused. You'll be sharing a culture of leadership and excitement as you begin to do **your life's best work.**SM

For Optum Global Solutions (India) Private Limited



Sumek Gopal
Vice President – People Team

I accept this letter of appointment on the terms and conditions as described herein.

ACKNOWLEDGEMENT:

NAIMY CHACKO

Date: _____

Appendix 1

Employees shall be entitled to health, personal accident and life insurance benefits as per the Company's policy (over and above CTC)

- i. Gratuity shall be paid as per the Gratuity Act (over and above CTC)
- ii. Employees shall be eligible for provident fund as per the Employees Provident Fund and Miscellaneous Provisions Act, 1952
- iii. Employees shall be eligible for Employees State Insurance as per the Employees State Insurance Act, 1948
- iv. No payment under the Rewarding Results Plan/ bonus is guaranteed, and is subject to attainment of corporate and business unit's financial performance thresholds as well as individual performance ratings attained for the year as per the Company discretion.
- v. Take home salary shall be net of provident fund & income tax deductions depending on your savings under various schemes. Also, the monthly take home shall be impacted depending on the reimbursements claims every month.
- vi. Leave travel allowance (LTA) shall be payable once in a year as governed by the internal policy of the Company.
- vii. In case of female employee, key maternity benefits as available under Maternity Benefit Act, 1961, read along with amendments/ state rules, as amended from time to time, are detailed out under the relevant Company's policy and same are further summarized under Appendix 1 of this letter for your reference.

You shall be entitled to avail maternity leave as per your eligibility*, as shown in the table below. The maternity leave is inclusive of weekly offs, and public and national holidays.

*Eligibility: All women employees who have worked for a minimum of 80 (eighty) days of service with the company in the period of twelve months immediately preceding the date of her expected delivery or child is handed over to the commissioning/adopting mother, or date of miscarriage/medical termination are eligible for paid maternity leave.

Types of Maternity Leaves – Leave Entitlement (in Weeks)

- i. Maternity Leave up to two (2) surviving children 26
- ii. Maternity Leave in case of two (2) or more children 12
- iii. Commissioning Mother 12
- iv. Adopting Mother 12
- v. Leave for miscarriage/medical termination 6
- vi. Tubectomy Operation 2

Additional Benefits:

In case the nature of work permits, the reporting manager at his/her own discretion may approve work from home option for you after the maternity leaves have exhausted. However, the duration has to be mutually agreed by you and your manager.

"You shall be entitled to avail crèche facility as per daycare benefit policy."

viii. Company shall review and change the salary structure in case there is an impact to CTC due to any reasons, including but not limited to any change in law.

Appendix 2

Please come prepared with the following required documents (photocopies & originals) on your first day of joining:

- Highest Degree Certificate OR Highest Qualification Marksheet
- PAN CARD – In case you do not have PAN CARD, please apply for a PAN CARD and submit a copy of 'Acknowledgement of PAN CARD Application'
- Date of Birth Proof – Class Xth Certificate
- 6 passport size photographs
- Relieving letter / Experience letter for your immediate last employment In case the relieving letter has not been issued as yet, kindly carry a copy of your resignation acceptance
- Copy of UAN CARD or FORM 11 (downloaded from EPFO portal) This is applicable for the employees with prior work experience, if UAN has been issued by the previous employer
- Copy of AADHAAR CARD – In case you do not have AADHAAR, please apply for AADHAAR and submit a copy of 'Acknowledgement of AADHAAR Application'
- Cancelled Cheque Leaf if monthly fixed salary is INR 21000 or less.

Your employment with the Company shall be subject to submission of the above documents and required joining forms within 45 (forty five) days of your joining. The Company reserves the right to terminate your employment, in the event the above documents and forms are not submitted within the time stated above.

A handwritten signature in blue ink, appearing to read "Anand", with a horizontal line underneath the name.

Appendix 3

STANDARD TERMS AND CONDITIONS OF EMPLOYMENT

This appendix containing the Standard Terms and Conditions of employment is attached to the letter of appointment and shall be deemed to be an integral part thereof. Your employment is conditional upon your acceptance of the standard terms and conditions detailed herein.

1. CONFIDENTIALITY

1.1 The term "Confidential Information" shall include all information, whether written or oral, that is not known by, or not generally available to, the public/outside 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 employees, 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 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 Agreement' in this regard, the terms of which shall form an inalienable part of this letter of appointment.

1.2 You undertake not to make copies or duplicates of any tangible 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.

1.3 You shall keep strictly confidential, details of your salary and the employment benefits provided to you, within and outside the Company.

1.4 You agree and confirm that the terms and conditions of this Section 1 shall survive the termination or discontinuation of your Services with the Company.

2. NON-SOLICITATION

You shall not, during the term of your employment and for a period of twelve (12) months immediately following any termination of such employment (regardless of whether such termination is voluntary or involuntary), directly or indirectly, individually or on behalf of any other person, firm, corporation or other entity: (a) interfere with the Company's continuing relationships with its other employees, (b) disparage the Company with such other employees, (c) attempt to induce such other employees to leave their employment with the Company, (d) interfere with the Company's continuing relationships with its suppliers or customers, (e) disparage the Company with suppliers or customers, (f) sell, attempt to sell or solicit the sale of products competitive with those of the Company to the Company's customers, or (g) take any action to discourage or divert any suppliers or customers from doing business with the Company.

3. NON-COMPETITION

3.1 You agree that some restrictions on your activities during and after your employment are necessary to protect the goodwill and other legitimate interests of the Company. During your employment, you agree not to engage yourself for any outside business competitive with the Company. During the employment and for a period of one year after your employment terminates/expires (the "Restriction Period") with the Company, you undertake not to compete, directly or indirectly, with the Company in the Territory described below, whether as an employee, consultant, agent, partner, owner, investor, or otherwise. Specifically, but without limiting the foregoing, you agree not to engage in any manner in any activity that is directly or indirectly competitive or potentially competitive with the business of the Company as conducted or under consideration at any time during your employment. For purposes of this provision, the business of the Company shall include all services and products offered by the Company in any manner or under development, and your undertaking shall encompass all items, products, and services that may be used in substitution for the products. You acknowledge that the Company's business is global in scope and therefore the "Territory" referred to above shall include the entire world.

3.2 Notification Requirement: Until 6 (six) months after the period set forth in Section 3.1, you undertake to notify the Company in writing of any change in your address and of each new job or other business activity in which you plan to engage, at least 30 days prior to beginning such job or activity. Such notice shall state the name and address of any new employer and the nature of your position/designation.

4. INTELLECTUAL PROPERTY RIGHTS

You shall 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 times 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. If and when required by the Company, you shall at the Company's expense take out or apply for patents, 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.

You shall not use the name and/or logo of the Company for any purpose whatsoever nor shall you use any copyright, patent, trademark, trade name, registered design or any other like right vested in the Company except for performing services stipulated in the letter of appointment.

5. DISCIPLINARY ACTION PROCEDURE

Any breach of the Company's regulations/policies, failure to attain or maintain a satisfactory work standard or any misconduct by an employee shall be regarded as a disciplinary or capability matter. Your immediate superior shall normally deal with minor disciplinary matters. The procedure for more serious offences including major misconduct shall be dealt in the manner set out under the Company's regulations/policies.

6. COMPANY'S REGULATIONS/POLICIES

You shall abide and be bound by the Company's regulations/policies, and the same shall form part of this letter of appointment. The Company's regulations/policies may be changed / amended at any time at the discretion of the Company and the changed Company regulations/policies shall thereupon bind you. You shall also carry out and abide by any instruction, policies, 'house rules' and 'office orders' issued by the Company from time to time.

7. TERMINATION OF EMPLOYMENT

7.1 During Probation period either the Company or you may at any time terminate your employment with the Company, without cause, by giving in writing to the other party, 1 (one) months' notice or in lieu thereof a sum equal to the amount or pro-rated amount of salary which would have accrued to you during the period or remaining period of notice. You shall not be entitled to any notice pay if your employment is terminated in accordance with condition set forth in Section 7.6 below.

7.2 After completion of the Probation period, either the Company or you may at any time terminate your employment, without cause, by giving in writing to the other party, notice of 60 days or in lieu thereof a sum equal to the amount or pro-rated amount of salary which would have accrued to you during the period or remaining period of notice.

7.3 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.

7.4 Upon termination of your employment with the Company for any reason, you shall promptly return to the Company any keys, credit cards, passes, confidential documents or material, or other property belonging to the Company, and return all writings, files, records, correspondence, notebooks, notes and other documents and things (including any copies thereof) containing Confidential Information or relating to the business or proposed business of the Company or its subsidiaries or affiliates. The Company reserves the right not to relieve you of your employment in the event that all the Company's documents/ property / Confidential Information in your custody have not been properly handed over by you to an authorized representative of the Company.

7.5 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 Section 3 of the letter of appointment, or to carry out no duties, and to instruct you not to communicate with clients, employees, agents or representatives of the Company until your employment has been terminated, provided that you shall continue to be paid and to enjoy normal contractual benefits during any such period, except in the case of suspension. You shall not be entitled to engage in any other employment, work or business during this notice period.

7.6 In addition to all the rights of the Company provided for in this agreement or in any other policies/regulations of the Company or 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 letter of appointment ;Breach of any clauses of the Company's regulations/policies as referenced in Section 6 hereinabove;
- ii. Unauthorized absence beyond a period of seven consecutive days;
- iii. Inability to perform your duties beyond a period of thirty (30) days, whether on medical grounds or on any other grounds;
- iv. Physical or mental incapacitation to perform your duties;
- v. 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;
- vi. Commission of any act detrimental to the interests of the Company;
- vii. Commission of any act of moral turpitude;
- viii. Misconduct;
- ix. Commission of an act of insolvency;
- x. Conviction in any court of law for the commission of any crime; or
- xi. Your performance is continuously measured as below expectation.

Notwithstanding anything contained in Section 7.1, 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 7.6 hereinabove.

8. REPRESENTATION

You represent and warrant that you are not bound by or subject to any court order, agreement, arrangement or undertaking (including but without limitation any non-competition or non-solicitation undertakings) or any other disability of any nature which may in any way restrict or prohibit you from entering into this letter of appointment or from performing your duties and providing services under this agreement of employment on the terms and condition contained herein.

9. INTERPRETATION

If any of the provisions of this letter of appointment shall, for any reason, be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or un-enforceability shall not affect any other provisions of this letter of appointment, and this letter of appointment shall be construed as if such invalid, illegal or unenforceable provision has never been contained in this letter of appointment. If, moreover, any one or more of the provisions contained in this letter of appointment shall for any reason be held to be excessively broad as to duration, activity or subject, it shall be construed by limiting and reducing it, so as to be enforceable to the extent compatible with the applicable law as it shall the appear.

10. DISPUTES

All disputes or differences whatsoever arising between the Company and you out of or relating to the construction, meaning and operation or effect of this letter of appointment or the breach thereof shall be settled by a senior officer of the Company and the decision made in pursuance thereof shall be binding on you and the Company.

11. WAIVER OF BREACH

Any waiver by the Company of a breach of any provision of this letter of appointment shall not operate or be construed as a waiver of any subsequent breach.

12. EMPLOYEE PERSONAL INFORMATION

12.1. The Company understands that privacy of information is important to you. The Company does not sell or otherwise share personally identifiable information except as provided below.

12.2. You consent to the processing and use of your Personal Data held by the Company for legal, personnel, administrative and/or management purposes. You further consent to the transfer of your Personal Data to other members of the UnitedHealth Group and to other third parties including those who provide products or services to the Company (such as benefit providers, record maintenance and payroll administrators), legal counsel, regulatory authorities, potential or future employers and potential purchasers of the Company or the business in which you work provided that the transfer is for one of the purposes referred to above, even where the recipient of the data is located in a country or territory which does not maintain adequate data protection standards but where the Company has nevertheless installed reasonable technical safeguards to avoid unauthorized access.

12.3. You further consent to your Personal Data being stored on a central database in the USA or wherever it may be located in the future, which is accessible by persons from the UnitedHealth Group and other third parties mentioned above in a number of different countries or territories, including countries and territories which do not maintain adequate data protection standards. For the purposes of this consent, "Personal Data" includes, but is not limited to: name, address and contact details, date of birth, marital status, educational background, employment application, history with the company, job title, areas of expertise, details of salary and benefits, social security number, bank details, performance appraisals, salary reviews, records relating to holiday and other leave, working time records, details of any shares of common stock or directorships of the Company or any other member of the UnitedHealth Group held by you, details of all stock options, phantom stock options, or any entitlement to shares of common stock of the Company or any other member of the UnitedHealth Group awarded, cancelled, exercised, vested, unvested or outstanding in your favor and other management records. Personal Data also includes Sensitive Personal Data relating to your health (including information in the employee medical questionnaire, records of sickness absence, medical certificates and reports).

13. OTHERS

13.1. You shall be bound by the Company's regulations/policies, and all other rules, instructions, 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 Company's regulations/policies, rules, instructions, etc. were part of this letter of appointment. In case of any conflict between this letter of appointment and Company's regulations/policies, the terms and conditions herein shall override/prevail.

13.2. You shall inform the Company as soon as possible about any change in your residential address.

13.3. Survival: Section 1, 2, 3, 4 & 12.3 shall survive the termination of this letter of appointment.

A handwritten signature in blue ink, appearing to read "C. S. [unclear]", with a horizontal line underneath.

Appendix 4

I. RELOCATION ASSISTANCE

The relocation policy applies to newly hired employees relocating from different cities in India to the Company's work locations within India, where such relocation benefit is agreed at the time of the hiring with the recruiter. For eligibility and relocation benefits entitlement purposes, the "current" residence is defined as the employee's principal address on record at the time of offer of the employment.

Relocation benefits are applicable when such eligible employees are relocating on Company's request to another city and where the move is more than 100 (hundred) kilometers from his/her current place of residence.

Family members eligible for assistance under the policy include the employee and his or her dependents who will continue to reside with the eligible employee in the new work location and who are currently claimed as dependents by the employee for tax filing purposes. Dependents for the purpose of this relocation policy are spouse and maximum up to 2(two) children only.

II. COMPLETION OF RELOCATION

Relocation benefits must be exercised and completed within 3 (three) months of the effective date of transfer. The effective date of transfer shall be the date on which the employee physically reports to work at the new location. All relocation benefits shall cease upon subsequent relocation, termination, or separation from the Company.

III. RELOCATION EXPENSE REPAYMENT AGREEMENT

The Company considers relocation expenses to be a valuable investment in the development of its employees and the Company. Therefore, should the employee chose to voluntarily terminate employment with the Company during the 12 (twelve) month period immediately following the effective date of joining, or should the employee be terminated by the Company, the employee will be required to repay the Company 100% of the relocation amount paid to employee. This should be read in conjunction with the Company's separation policy.

Each employee relocating under this policy must sign a relocation expense repayment agreement (Relocation Agreement) before relocation support services can be exercised.

The repayment will be due and payable to the Company immediately upon employee's voluntary/ involuntary termination. Relocation assistance shall be provided as per Company's relocation policy.





(M) : 94252 68422
Email : stjsschool143@gmail.com

St. JOSEPH'S HIGHER SECONDARY SCHOOL

(ENGLISH MEDIUM : SCHOOL CODE : 542026)

(Run by Nirmal Province, Jagdalpur, Reg. No. 20448 Dt. 8.8.88 under M.P. Societies Registration Act, 1973)

VIII.: NARAYANPUR, BHANUPRATAPPUR P.O., KANKER Dt., C.G. - 494 669

Ref. No.: 835/220/2022

Date: 14.03.2022

Experience Certificate

This is to certify that **Miss. Riya Catherin Antony D/o Mr. Antony Thomas** has been working in this institution as a PGT Chemistry teacher in the academic year 2021 to 2022. She is hardworking and sincere in carrying out her responsibilities to the best of her abilities. Wishing her all the best for her future life.

Yours Truly,

Principal
St. Joseph's H.S. School
Vill.-Narayanpur
Block-Bhanupratappur
Kanker Dt. (C.G.)

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 : 50493116
Name : **SANDHYA MOHAN**
Category Post : ABPM
Date of Birth : 09-04-1998
Name of the Office with Account Office : MADUKKA
KANJIRAPPALLY
Name of Sub Division : MUNDAKKAYAM



Issuing Authority

THIS IS VALID ONLY FOR THE PURPOSES OF THE POST OFFICE

Government of India
Department of Posts, India

Office of the Superintendent of Postoffices, Changanacherry Division, Changanache

ORDER OF PROVISIONAL ENGAGEMENT

B2/PANACHEPALLY dated at Changanassery the 01.08.2022

In response to the notification No. _

Shri/Smt/Ms..... **SREEKUTTY P** son / daughter of

Shri..... **PREMAN P K** whose Date of Birth is..... **15/01/1998**

and who belongs to..... **SC**category/selected against..... **SC** category is hereby

engaged as **GDS BPM, Panachepally B.O** in account with under

Koovapally S.O/Kanjirapally H.O on **PROVISIONAL BASIS** with effect from dated

...**22/07/2022**...AN/FN in the TRCA scale of.....**12000**..... He/she shall be paid such

allowances as are admissible from time to time.

Corporate Educational Agency, Diocese of Idukki

Fr. George Thakadiyal
Secretary
Ph: 04862-230151, Fax: 04862-230151
E-mail ID: ednidukki@gmail.com



Bishop's House
Karimpan, Manippara P.O.
Idukki Dt., Kerala 685 602
Website: www.ideaschools.in

No. DWNP-08/22/A-02

Date: 22.09.2022

To: Smt. Anuska Suby

Sir/Madam,

I am to inform you that you are hereby appointed as HST (NS) (Designation)
in the scale of pay / on daily wages in 87 Thomas HSS, Pattanam
(Name of School) from 22.09.2022 FN. in the vacancy of New Post School
from 2019-20
subject to Departmental Rules and orders. You are requested to report for duty before the Manager of the school immediately.

You are also requested to report in this office on 01.10.2022 with the following documents to receive the appointment order in Form No. 27 of KER, for submission in the Education Office concerned.

- ✓01. Certificate of character and antecedents.
- ✓02. Copy of AADHAR Card.
- ✓03. Certificate of Physical Fitness (Form Enclosed).
04. One and Same Certificate from Revenue authorities.
05. Copy of previous approved appointment order (Rule 43 and 51 A claimants).
06. Copy of promotion / transfer order of
07. Copy of order sanctioning leave to
- ✓08. Report of joining duty in the school.
- ✓09. Staff statement as on the date of appointment.
- ✓10. Self attested copies of qualification certificates.
- ✓11. Educational Qualification Certificates (in original)
12. Service Book (if available).
13. Copy of order ratifying the resignation of
14. Copy of death certificate of
- ✗15. Pass port size Photo 4

Yours faithfully

Secretary

Copy to:-

The Manager

(For information and necessary action)

Forwarded to the Principal / Headmaster with direction to allow candidate for duty in the school.

Government of India
Ministry of Communications
Department of Posts
Superintendent of Post
Offices, Idukki Division



ID Number	IDK/GDS/153/2020
Unique Employee ID	50455570
Name	RAZEEM.T. HALEEL
Post	ABPM
Date of Birth	01.04.1996
Name of Office	Paloorkavu
Account Office	Peruvanthanam

Signature of holder

Issuing Authority



**KERALA GOVERNMENT
EDUCATION (GENERAL)**



**SIYONA ABRAHAM
LPST
OMLP School Upputhara**

Solykutty Thomas
**SOLYKUTTY THOMAS
HEADMISTRESS**

OMLP SCHOOL UPPUTHARA
omlpsupputhara@gmail.com
Ph: 7025910898



NANDU MOHANDAS

HR

EMPLOYEE ID: EMP 196

CIGMA

MEDICAL CODING

www.cigmamedicalcoding.com



KERALA PUBLIC SERVICE COMMISSION
DISTRICT OFFICE, ERNAKULAM

No. F.H (3) 267738/2020

Place : Ernakulam

Date : 18/05/2023

From

The District Officer
Kerala Public Service Commission
District Office, Ernakulam

To

HALEEMA A S
PARACKAI
PARATHODE, PARATHODE P O
KOTTAYAM

Sir/Madam,


Sub: Advice for appointment as **Watchwoman** on ₹ 16500-35700 in the **Woman and Child Development Department** in Ernakulam District.

You are informed that you have been advised for recruitment as **Watchwoman** on ₹ 16500-35700 in the **Woman and Child Development Department** against **Reservation Turn**. The selection is subject to Rules 3 (c) and 10 (b) of the Kerala State and Subordinate Service Rules, 1958.

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

Yours faithfully,


For District Officer

 Kerala Public Service Commission
District Office, Ernakulam.

- NB:-** 1) If posting orders are not received from the above department within a period of 3 months from the date of this letter, the fact may be intimated to this office
- 2) If and when thrown out of appointment on the termination of vacancy you should apply to this office immediately for re-registration, with the original relieving certificate in the proper form obtained from the Department, subject to the provisions contained in Rule 7(b) of the General Rules.
- 3) You are directed to produce original advice memo before the appointing authority at the time of Joining Duty.



The Muthoot Group



ABIN JACOB
EXECUTIVE

Emp. Code : MF61597

Personal Loan

CORPORATE OFFICE

Authorised Signatory

Muthoot Family - 800 years of Business Legacy



Central Industrial
Security Force
Ministry of Home Affairs
Govt. of India
केंद्रीय औद्योगिक सुरक्षा बल
गृह मंत्रालय, भारत सरकार

UNIT/इकाई	TRG NISA			
SALARY SLIP FOR THE MONTH महीने की वेतन पर्ची	04-2023			
PAY SCALE/वेतनमान	35400-112400 (6)			
BRANCH/COY/शाखा/कंपनी				
NAME/नाम	DESIGNATION पद नाम	SUB-INSPECTOR/Executive	CISF NO केओसुब संख्या 220205634	
PRAN/GPF NO पीआरएएन/जीपीएफ	111104358625	PAN NO पैन संख्या	DZIPR4076K	ACCOUNT NO बचत संख्या 67372303414 NGE

Identity Card



NAME: Aljo Joseph

DOB: 19/9/1998

CLOCK NO: 000214

POSITION: Cluster Cost Controller & General Cashier

NATIONALITY: India

QID/PASSPORT NO.: 29835613945

Hilton



Grant Thornton



Gins Sebastian

Emp No.: US97716

Blood group: O +ve



JOSMIN BABU

Employee code:810869



mantle
SOLUTIONS

9th Floor, Lulu Cyber tower-2
Infopark, Kakkanad, Kochi-42
+91 484 6633333



State Street HCL Services



**ANANTH
SASIDHARAN**

52133949

BLOOD GROUP: A +VE



D VARGHESE & ASSOCIATES
Chartered Accountants



ANJITHA MARIA GEORGE

Audit Assistant

9495418958


Authorized Signatory

Door No.55/3173, 1st Floor, Blue Tower
Cheruparambath Road, Kallianthra - AR2010
Ph: 8921574545



THE BAR COUNCIL OF KERALA

(STATUTORY BODY UNDER THE ADVOCATES ACT 1961)

ADVOCATE

ARUN P BOSE

Enrolment No. : K/2719/2022

Date of Enrolment : 18/09/2022

Valid Upto : 01/01/2028



Arun P Bose

Signature of Holder

[Signature]

CHAIRMAN

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

UNITED ARAB EMIRATES
FEDERAL AUTHORITY FOR IDENTITY &
CITIZENSHIP, CUSTOMS & PORT SECURITY
Resident Identity Card



الإمارات العربية المتحدة
الهيئة الاتحادية للهوية
والجنسية والجمارك وأمن المنافذ
بطاقة هوية مقيم



ID Number / رقم الهوية
784-1998-5123846-1

الإسم: اشبي ميرين شاكو ابي جيمس

Name: Ashby Merin Chacko Aby James

Date of Birth: 26/01/1998

تاريخ الميلاد:

الجنسية: الهند

Nationality: India

Issuing Date / تاريخ الاصدار
15/07/2022

الجنس: أنثى

Signature / التوقيع

Expiry Date / تاريخ الانتهاء
14/07/2024

Sex: F

Card Number / رقم البطاقة
123564934



UAE



المهنة: مسؤول إداري

Occupation: Administrator Officer

صاحب العمل: تيك وود لتجارة الاخشاب ش.ذ.م.م

Employer: Teak Wood Timber Trading L.L.C

مكان الاصدار: دبي

Issuing Place: Dubai

2203197764

إذا وجدت هذه البطاقة الرجاء إرجاعها الى جهة إصدارها أو إلى أقرب مركز شرطة.
If you find this card, please return it to the issuing organization or to the nearest police station.

ILARE1235649349784199851238461
9801266F2407142IND<<<<<<<<<<<<<8
ABY<JAMES<<ASHBY<MERIN<CHACKO<

Allianz 



Lakshmy Prasad

193644

Bood Group : A+ve

