



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

2021 – 2022





HRD DEPARTMENT: CIRCLE OFFICE: THIRUVANANTHPURAM
Vaishnavi Towers, Bye Pass Road Kumarichantha
Ambalathara Thiruvananthapuram- 695026

Reg. AD

Date: 17/04/2021

HRD 10/2021

Ms. AISWARYA S NAIR
D/O SH SANJEEV K P
KANGAZHAKUNNEL CHERUVALLY
THEKKETHUKAVALA PO
VTC CHERUVALLY
KOTTAYAM 686519

Dear Madam

APPOINTMENT IN THE SUBORDINATE CADRE AS PEON

With reference to your application/names sponsored by Employment Exchange and based on short listing process we have the pleasure to inform that you have been selected for appointment as Peon in the Subordinate Cadre in our Bank on the following terms and conditions.

1. Your monthly Basic salary will be Rs. 14500-500(4)-16500-615(5)-19575-740(4)-22535-870(3)-25145-1000(3)-28145 p.m plus usual allowances as admissible under the Bipartite Settlement.
2. You will be on probation for a period of six months. The Bank may at its discretion terminate your services at any time during the probation period without assigning any reason but after giving you one month's notice or on payment of one month's pay and allowances in lieu thereof.
3. (a) In case you decide to resign from Bank's service you shall give one month's notice to the Bank. However during probation period requirement of notice, for resignation, shall be 14 days.
(b) In case you leave the service of the Bank without giving notice, you shall be liable to pay the Bank one month's pay and allowances. However during probation you shall pay 14 days salary (including all allowances) in lieu of notice period.
4. You will be bound by the rules, regulations and policies of the Bank and Awards/Settlements in force from time to time in the matters relating to salary, allowances, leave, traveling allowances and other conditions of service.
5. In case any excess payment is made to you by the Bank which may be found to have been made as a result of incorrect fixation of pay or any excess payment in salary which you otherwise is not entitled to receive will be



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received by you to the Bank without any demur. The Bank has the right to make recovery of excess payment either by adjustment against future salary payments due to employee or otherwise as decided by the Bank.

6. After you shall be eligible for pay, allowances and other perquisites as per the Bipartite Settlements as modified from time to time, perquisites and other facilities which are not within the purview of Industry Level Bipartite Settlements or such basis as may be decided by the Bank from time to time.

7. The bank reserves the right to allot you any duty for which you may be considered competent and to transfer you from one office to the other or from one place to another at any time and from time to time.

8. You should report on **03.05.2021** at **10 00 AM sharp**, at **Punjab National Bank Circle Office, Trivandrum** for joining formalities and posting.

9. No TA/DA will be admissible for joining duty.

10. Formalities:

(a) If you are presently employed you will have to resign from your present employment. You should submit a clean discharge certificate from your present employer. In no circumstances the Bank will allow you to retain lien on your present job or join on transfer/deputation.

(b) You will be required to produce on the date of your joining a Medical Fitness Certificate issued by either

Authorized Medical Officer of District Govt. Hospital

OR

Medical Consultant appointed at any of the Controlling Office of Punjab National Bank, details of whom are available on Bank's website.

in the prescribed format (available on our Bank's web site) certifying that you are in a fit state of health and healthy enough to perform the duties required by a Bank employee along with satisfactory X-ray of your Chest and Radiologist Report (Expenses for the Medical Examination are to be borne by you).

You will not be allowed to join the Bank if you fail to submit the prescribed Medical Fitness Certificate/X- Ray/ Radiologist Report on the date of reporting.

You will be required to submit duly filled relevant forms with regard to New Pension Scheme (NPS) along with following documents

- i) Copy of PAN card
- ii) Copy of residence proof (Voter I-Card, Adhar Card, Ration Card, Driving License & any other proof)
- iii) 01 cancelled cheque of your account

Additional forms to be submitted by the candidates who are already registered with NSDL

- Copy of PRAN Card
- Annexure (Available on the Bank's web-site New Pension Scheme/ Joining formalities in www.pnbindia.in/Recruitments_formalities.html)

(c) You will complete all the necessary formalities as per the Annexure attached hereto on joining the Bank. The proformas listed above are available in the Banks official website www.pnbindia.in/recruitments_formalities.html) Please ensure to complete all the relevant joining formalities as per the prescribed proforma otherwise you will not be permitted to join.

- i) Please submit your SC/ST/OBC Caste/ EWS Certificate (if applicable) in the prescribed proforma issued by the Tahsildar on or after 01/01/2021. OBC Certificate must contain Non-Creamy Layer Clause
- ii) In respect of candidates belonging to Disabled category the candidate will have to submit at the time of joining the Bank a Medical Certificate (current) in the prescribed format issued by a competent Medical Board showing the nature and extent of disability

11. Your appointment is Provisional and subject to:-

- i) Submission of Clean Discharge Certificate/Relieving Order from your present employer if employed
- ii) Receipt of Satisfactory Confidential Report on your work and conduct (in the prescribed proforma) from your present employer if employed.

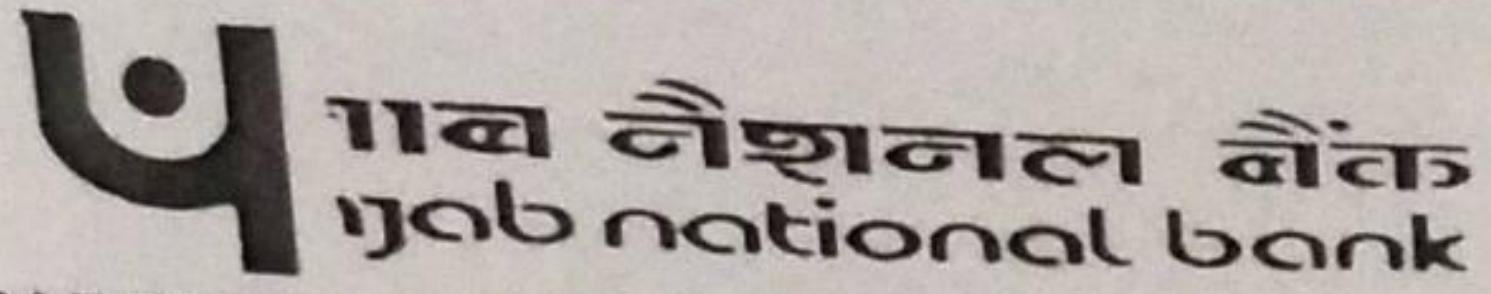
- iii) Receipt of Satisfactory Reports from Two Referees
- iv) Receipt of satisfactory report from the Police authorities about your character and antecedents.
- v) Submission of 3 character certificates out of which one must be from the Principal or Head of the Department of the College/ Institute last attended by you and remaining two from Gazetted officers or Bank officers. Certificates given by relatives will not be accepted
- vi) Submission of required educational professional qualification School leaving certificate (if applicable) from school/ institution last attended and work Experience Certificates if any as specified in your application
- vii) In Respect of candidates belonging to SC/ST/OBC/PC/EWS Category:

The Scheduled Caste/ Scheduled Tribe/ Other Backward Caste/ EWS Certificate being verified through proper Channels. If the verification reveals that the claim of the candidate as belonging to SC/ST/OBC/EWS and in the case of OBC candidate not belonging to Creamy Layer is false, your services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of Indian Penal Code (IPC) for production of false Caste certificate.

- Please submit the following (whichever is applicable) in the proforma prescribed by the Govt of India -
- SC/ST/OBC Caste/ EWS Certificate/ issued by the competent authority on or after 01/01/2021. OBC Certificate must contain Non Creamy Layer Clause
- Disability Certificate (latest), issued by a competent Medical Board specifying the nature and extent of disability

12. You are also required to execute the Bank's Standard Service agreement and Declaration of Fidelity and Secrecy at your own cost

13. In the event of any adverse report from present employer/ referees/ Caste/Income certifying Authorities/ Police Authorities or in the event of any



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job national bank

HRD DEPARTMENT: CIRCLE OFFICE: THIRUVANANTHPURAM

Vaishnavi Towers, Bye Pass Road Kumarichantha

Ambalathara Thiruvananthapuram - 695026

information/ particulars stated in your Application is found to be materially incorrect or false or if there is suppression of any relevant fact, your services are liable to be terminated any time during Probation or extended period of Probation or even after Confirmation

Please let us know your acceptance of the terms and conditions of service within two days of the receipt of this letter in the form enclosed.

Yours Sincerely
Pradeep Kumar

PRADEEP KUMAR NAIR
CHIEF MANAGER



HR TAD/B/PR-40405/OFP-60/2022-23

18 June 2022

Hearty Welcome!



Dear Athira Vijayan ,

It gives us immense pleasure to formally welcome you to be a part of this great institution, which has grown tremendously over the years and looking forward to conquer new heights in the years to come. We are sure that you would definitely want to build an enduring relationship with this institution, which will in turn offer you exciting and challenging career opportunities to grow and develop yourself.

We have made necessary arrangements for your smooth induction into our system. In case you need any clarifications or support from our end, please feel free to contact us at postings@federalbank.co.in.

The details of the offer of appointment made to you are annexed to this letter.

Wishing you all success,

Yours Sincerely,

A handwritten signature in blue ink, appearing to be 'JPJ' with a long horizontal stroke extending to the right.

John P J
Vice President (HR)

To

Ms. Athira Vijayan
Padarathil House
Karinilam
Karinilam P O
Kottayam, Kerala-686513

Offer of appointment to Ms. Athira Vijayan as Associate

You have been selected for appointment in the Bank as Associate on the basis of your performance in the Campus selection process.

Place of Posting/ Date of Joining

Your initial place of posting will be at Branch/Office: **Pattambi** situated at Pranavam Buildings, Palakkad Road, Melepattambi-679 306. You will have to join Branch/Office: Pattambi on 12/07/2022 after completion of the online orientation programme. The appointment will be effective from the date of joining the Branch/Office.

Pre Induction e-Learning & Orientation programme

As part of continuous learning approach, Bank will be conducting a pre-induction self-learning programme which will help you to understand basic banking functions and concepts. Completing this e-learning programme is a pre-requisite for joining the Induction/Orientation programme, details of which will be intimated to you in due course by Federal Knowledge & Development Centre (FKDC).

Subsequent to this, you will have to enroll for a three day online Induction/Orientation programme conducted by Federal Knowledge & Development Centre (FKDC) starting from 06/07/2022 to 08/07/2022. The Orientation programme will be an instructor-led live online training programme, with sessions scheduled between 9.30 am and 6 pm on all the 3 days. You should be ready with a personal desktop computer/laptop/tablet with high speed data connectivity to attend the same. Further details will be intimated to you in due course by Federal Knowledge & Development Centre (FKDC). Successful completion of the online Induction/Orientation programme, by way of attendance in all sessions, satisfactory level of engagement/performance, is a pre-requisite for joining the Bank.

Probation/ Confirmation

Your appointment will be on probation for a period of six months. The period of probation will be counted for calculating the period of permanent service and for the purpose of granting increments. The period of probation is liable to be extended, if the Associate has not satisfactorily completed the initial period of probation.

During the period of probation, if your work, health, conduct or efficiency is found not satisfactory, your service is liable to be terminated at any time giving you one month notice or by paying one month's pay and allowances in lieu of notice. During the period of probation, you are not expected to involve directly or indirectly in the activities of any trade union of the Bank or of any other Bank or of other organization.

Remuneration

You will be on a pay scale of ₹ 17900 – 1000/3 – 20900 – 1230/3 – 24590 – 1490/4 – 30550 – 1730/7 – 42660 – 3270/1 – 45930 – 1900/1 – 47920 as applicable to Clerical cadre employees of the Bank. The total monthly emoluments eligible to be received by an Associate at Aluva initially would be as follows.

Particulars	Amount (Rs.)
Basic Pay	19900.00
Special Allowance	3263.60
Dearness Allowance	7851.49
Transport Allowance	600.00
HRA	2039.75
Total	33654.84

* Basic pay includes 2 Graduation Increments of ₹ 1000/- each.

Graduation Increments will be released from the date of acquiring graduation/date of joining the Bank whichever is later, on submission of final Degree/Provisional Certificate.

During the period of probation/on confirmation in service, you will also be eligible for the facility of reimbursement of hospitalization expenses, medical aid, closing allowance, reimbursement of cost of brief case/office bag (on confirmation), reimbursement of cost of one newspaper (on confirmation), Leave Fare Concession, Privilege Leave, Sick Leave, Casual Leave, etc., subject to the rules in force and as amended, altered or added from time to time. On confirmation and on completion of stipulated period of service, you would also be eligible for various Staff Loans prevailing in the Bank, including Housing Loan, Vehicle Loan, Computer Loan, Overdraft, Demand Loan, Interest free Festival Advance, etc., subject to the rules in force and as amended, altered or added from time to time. (Details of monthly emoluments /allowances are annexed).

Learning Plan for Probationers

On joining the Bank, you will be enrolled for an online Certification programme, which includes self-learning, training and periodic assessments. On successful completion of the learning plan during probation, you will be certified as a Certified Junior Associate.

Joining formalities

At the time of joining the Branch/Office, you will have to submit the following papers/ certificates/ documents:

- a. Originals of SSC/SSLC/Matriculation Book, Senior Secondary and final certificates of Graduation (Qualifying Examination). The candidate should also submit the document substantiating the conversion of credit based (CGPA) system into equivalent percentage for their Graduate course at the time of joining the Bank. These certificates (Secondary Marklist, Secondary Passing Certificate, Senior Secondary and Graduation Certificate) will be kept under the custody of the Bank and will be released to the candidate on completion of 2 years of service in the Bank.
- b. Originals of all the documents, certificates and marklists of all semester examinations/ yearly examinations evidencing date of birth (Secondary Certificate) and academic/ professional qualification should be uploaded in the Fed Recruit mobile application. In case the result of any of the previous semesters/years or final semester/year examination is not published at the time of joining the Bank, a certificate to the effect that you had completed the course study and attended all the semester examinations is to be produced from the College/University at the time of joining the Bank (also should be uploaded in Fed Recruit mobile application).
- c. Statement about your medical history and a certificate of fitness for employment in the Bank, from a Doctor not below the rank of Civil Surgeon/ Chief Medical Officer of a Government Hospital, in the Bank's format (Click here to download the format:<https://bit.ly/3dUGJd6>). Medical certificate from Private Hospitals will not be accepted. You are required to produce all the medical reports, lab reports, ECG etc along with medical fitness certificate.
- d. Satisfactory discharge certificate and experience certificate from the previous employer/s, if any.
- e. A certificate about your character/conduct recently issued (within 6 months) by the Principal of the College/Institute last attended by you. Alternatively, two character certificates recently issued by Gazetted Officers/ respected persons.
- f. A declaration of fidelity & secrecy, a declaration of place of domicile and a statement of assets and liabilities, as per the format (Click here to download the format <https://bit.ly/2C2Tzsx>) .Hard copy of the documents should be submitted on the joining day.

- g. One copy of your latest passport size photograph.
- h. Self attested copies of any two of (i) PAN Card (ii) Voter's ID (iii) Aadhar Card (iv) Passport and (v) Driving License (Original needs to be produced for verification).
- i. Certificate of completion of pre-induction training programme.
- j. As part of on-boarding process, you should submit all the necessary documents through Fed Recruit mobile application as and when you are instructed to do so.

It shall be distinctly understood that this offer of appointment is subject to your medical fitness for employment in the Bank, satisfactory background check and submission of the certificates/documents as stipulated above, to the satisfaction of the Bank. The medical reports/fitness certificate submitted by you are liable to be re-examined/scrutinized by Bank's Doctor and your appointment in the Bank will be subject to your medical fitness for employment in the Bank as assessed by the Bank's Doctor. You are required to undergo physical medical examination by Bank's Doctor, in case the Doctor insists for a detailed medical examination, after analyzing the medical reports submitted by you. At any stage, if you are found not satisfying the eligibility norms, your candidature is liable to be cancelled without notice. Also be understood that any misrepresentation/hiding of facts in the application/personal data/any other documents/certificates is sufficient cause for termination of your service, without notice and compensation.

The offer of appointment is subject to your fulfillment of eligibility criteria stipulated by the Bank for being appointed in the Bank as Associate under campus recruitment. You are required to submit originals & copies of the marklists/certificates of all the previous years/semesters examinations at the time of joining the Bank proving that you had passed all the previous year/semester examinations at the time of campus interview and all the papers pertaining to the subsequent semester(s) should be cleared along with the result of the final years/semesters examination (final year/semester examination should be cleared in the first chance itself). In case the result of any of the semester examinations/final examination is published after the campus interview, but prior to joining the Bank, you are required to submit all the semester marklists, certificates, provisional certificate etc of such examinations at the time of joining the Bank in proof of having passed the examinations with required percentage of marks along with the result of the final year/semester examination failing which, you will not be permitted to join the Bank. In case the result of any of the previous semesters/years or final semester/year examination is not published at the time of joining the Bank, a certificate to the effect that you had completed the course study and attended all the semester examinations is to be produced from the College/University at the time of joining the Bank.

In your case, the minimum eligibility criteria in respect of educational qualification for being appointed in the Bank as Associate through campus recruitment is a graduation with 60% marks. The minimum eligibility of 60% (for UG course) will be assessed based on the prevailing practice followed by the University/Institution. You have to submit the percentage equivalence certificate in case your University/Institution follows grading system. Also you should have passed SSC or equivalent exam and plus 2 or equivalent exam with 60% marks. In case the result of final year/semester examination is not published, you will have to submit the certificates and marklists in proof of having passed the final year/semester examination, attempted in the first chance, with required percentage of marks within a maximum period of 5 months from the date of joining the Bank in conformity with the minimum eligibility criteria in respect of educational qualification as stipulated by the Bank, failing which you are liable to be removed from the services of the Bank without any notice or communication, treating the appointment as cancelled. However, in case of willful default in submission of certificates/ marklists within the above stipulated period, even after publication of result of the qualifying examination, your service is liable to be terminated and you are liable to remit the compensation amount / notice pay.

Other Benefits

You will be required to enroll yourself as a member of The Federal Bank Employees' (Award Staff) Medical Welfare Fund from the date of joining the Bank and deduction to the Fund at applicable rate will be made from your salary, as per the rules prevailing in the Bank at present and as amended, altered or added from time to time.

You will be covered under "Defined Contributory" Pension Scheme as applicable for the Bank employees in line with the National Pension System.

You shall contribute to the Welfare Scheme (Diya) to support the family of deceased employees of the Bank, from the date of joining the Bank and contributions to the Scheme at applicable rate will be made from your salary, as per the rules prevailing in the Bank at present and as duly amended, altered or added from time to time.

You will be enrolled as a member of the Group Term Assurance Plan from the date of next annual renewal of the Policy by the Bank. The eligibility for enrollment in the Scheme will be subject to the terms, conditions, exceptions etc; as applicable under Group Term Assurance Plan at that time and as amended, altered or added from time to time.

Resignation/Termination

If you are desirous of resigning from the service during the period of probation, you should give fourteen days' notice in writing to the Bank or you would be liable to pay to the Bank fourteen days' pay and allowances in lieu of notice. In addition to this, you should pay a compensation amount of ₹ 30,000/- to the Bank.

If you are desirous of resigning from the service after confirmation in the service of the Bank, you should give one month's notice in writing to the Bank or you would be liable to pay to the Bank one month's pay and allowances in lieu of notice. If such resignation is within a period of 2 years of joining the Bank, you should pay a compensation amount of ₹ 30,000/- to the Bank, in addition to the notice pay/ notice period.

You are also required to pay the compensation of ₹ 30,000/- and applicable notice pay as stated above to the Bank, if you ceased to be in the service of the Bank consequent to termination of service within 2 years of date of joining the Bank. You are required to execute an agreement in stamp paper (which will be made available by the Bank) at the time of joining the Bank agreeing to the above terms and conditions of the appointment in respect of compensation/notice pay etc.

The compensation amount of ₹ 30,000/- mentioned above is the fair value of the minimum cost that will be incurred by the Bank if an employee quits the Bank before the stipulated minimum period of service.

General

On confirmation in Bank's service, you will be entitled to all the privileges enjoyed by and shall be subject to all the liabilities cast upon other permanent members of Clerical cadre employees, subject to the changes/amendments made from time to time.

You will be bound/guided by the service conditions/rules applicable to the members of Award Staff from time to time.

You are liable to be transferred during the period of probation and also thereafter, as found expedient by the Bank at any time to any of the existing Branches/Offices in India or abroad or Subsidiaries or to the new Branches/Offices/Subsidiaries of the Bank to be opened in future. You are advised to adhere to the acceptable levels of decorum at workplace even during online Induction/Orientation programme by way of presentable attire [business casual, smart casual, business attire] and professional etiquettes representing the image and reputation of the Bank.

You will be eligible for actual travelling expenses (subject to a maximum of 02nd AC Train Fare) from your place of domicile to the place of posting.



John P J
Vice President (HR)

I, Athira Vijayan , accept and confirm the above terms and conditions.

Place:

Date: 18 June 2022



(Signature of the Candidate)

Annexure

Monthly Emoluments

Particulars	Amount (Rs.)
Basic Pay	19900.00
Special Allowance BP	3263.60
Dearness Allowance	7851.49
HRA	2039.75
Transport Allowance	600.00
Canteen Expenses	1600.00
Fixed Conveyance	1700.00
Newspaper Allowance (1+ ₹ 220)#	445.00
Total	37399.84

Reimbursement of Cost of Petrol / Diesel

Employees who own vehicle in their name and maintain the same for commuting from residence to Branch/Office will be eligible for reimbursement of 26 liters of Petrol/Diesel per month on declaration basis. Those employees who claim reimbursement of cost of Petrol/Diesel will not be eligible for Fixed Conveyance Allowance.

Other Allowances

Allowances	Amount (Rs.)	Remarks
Medical Aid	2355.00	Yearly
Closing Allowance	1440.00	Yearly
Digital Promotion	1500.00	Yearly
Leave Encashment (Annual)	5609.14	Yearly
Cost of Brief Case/ Office Bags	2200.00	Once in 3 years
Exgratia*	35000.00	Lumpsum

*Will vary according to the profit position of the Bank.

Government of India
Department of Posts, India

Office of the Inspector of Postoffices, Mundakayam Sub Division, Changanacherry

ORDER OF PROVISIONAL ENGAGEMENT

B2/Mukkulam East/BT dated at Mundakayam the 16.12.2021

In response to the notification No. **RECTT/50-1/DLGS/2020**

Shri/Smt/Ms..... **BIBIN THOMAS** son / daughter of

Shri..... **THOMAS** whose Date of Birth is..... **20/01/2000**

and who belongs to..... **UR-EWS** category/selected against..... **EWS** category is hereby

engaged as **GDS ABPM/ Dak Sevak, Mukkulam East B.O** in account with under

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

..... **16/12/2021** AN/FN in the TRCA scale of..... **10000** He/she shall be paid such

allowances as are admissible from time to time.

2. Shri/Smt/Ms..... **BIBIN THOMAS** Son/daughter of Shri

THOMAS should clearly understand that his/her engagement

as..... **GDS ABPM/ Dak Sevak, Mukkulam East B.O** In account with / under

Koottickal S.O/Kanjirapally H.O shall be in the nature of a contract

liable to be terminated by him/her or by the undersigned by notifying the order in writing and

that his 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. At the time of joining, you will have to give undertaking on bond paper of Rs.100/- that, you have adequate independent means of livelihood for yourself and your family and other than the TRCA(allowances) being paid to you by Govt.

7. 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 RECTT/50-1/DLGS/2020 As per Rule 3-A(vii) of GDS (Conduct and Engagement) Rules 2020, you should take up residence in Post Office village within a month of selection but before engagement as it is mandatory to you by these Rules. Failure to reside in place of duty for GDS BPM after engagement shall be treated as violation of conditions of engagements and liable for disciplinary action under Rule-10 of GDS (Conduct and Engagement) Rules, 2020 resulting in removal/dismissal from engagement.

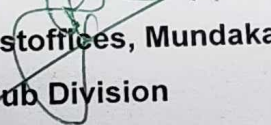
7.1 Failure to reside within the delivery jurisdiction of the Post Office for other categories of Gramin Dak Sevaks after engagement shall be treated as violate of conditions of engagement and liable for disciplinary action under Rule 10 of the GDS (Conduct& Engagement) Rules, 2020 requiring removal/dismissal.

8. 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.

9. You will have to furnish requisite Security Bond of Rs.1,00,000/- (Rs. One lakhs only) for five years by remitting requisite premium per annum and application in prescribed form to concerned Postal Co-Operative Society through Drawing and Disbursing Officer.

10. 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.

11. 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.


Inspector of Postoffices, Mundakayam Sub Division
Mundakayam Sub Division
Changanacherry

A copy of this memo is issued to:

- I. The candidate..... **BIBIN THOMAS**
..... **THAKIDIYEL HOUSE, PUNCHAVAYAL P O, PUNCHAVAYAL, KOTTAYAM DIST, 686513**
- II. PF of the candidate
- III. Postmaster /SPM..... **Koottickal S.C/Kanjarapally H.O**
Changanacherry
- IV. Divisional Office..... **Changanacherry**.....for information.
- V. The **Inspector of Postoffices, Mundakayam Sub Division**
.....
for information.
- VI. O/C/Spare

Reg. AD

Date: 13.04.2022

HRD: 09 / 2022

Mr AJO ANTONY
S/O T C ANTONY
THONIKUZHIYIL (H)
THAMPALAKKAD
THAMPALAKKAD P O
KOTTAYAM 686506
Mob: 8281185840

Dear Sir,

APPOINTMENT IN THE SUBORDINATE CADRE AS PEON

With reference to your application/names sponsored by Employment Exchange and based on short listing process, we have the pleasure to inform that you have been selected for appointment as Peon in the Subordinate Cadre in our Bank on the following terms and conditions :-

1. Your monthly Basic salary will be Rs. 14500-500(4)-16500-615(5)-19575-740(4)-22535-870(3)-25145-1000(3)-28145 p.m. plus usual allowances as admissible under the Bipartite Settlement.
2. You will be on probation for a period of six months. The Bank may at its discretion terminate your services at any time during the probation period without assigning any reason but after giving you one month's notice or on payment of one month's pay and allowances in lieu thereof.
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- 3(b) In case you leave the service of the Bank without giving notice, you shall be liable to pay the Bank one month's pay and allowances. However, during probation you shall pay 14 days' salary (including all allowances) in lieu of notice period.
4. You will be bound by the rules, regulations and policies of the Bank and Awards/Settlements in force from time to time in the matters relating to salary, allowances, leave, traveling allowances and other conditions of service.
5. In case, any excess payment is made to you by the Bank, which may be found to have been made as a result of incorrect fixation of pay or any excess payment in salary which you, otherwise is not entitled to receive will be refunded by you to the Bank without any demur. The Bank has the right to make recovery of excess payment either by adjustment against future salary/payments due to employee or otherwise, as decided by the Bank.

6. While you shall be eligible for pay, allowances and other perquisites as per the Bipartite Settlements as modified from time to time, perquisites and other facilities which are not within the purview of Industry Level Bipartite Settlements on such basis as may be decided by the Bank from time to time.
7. The Bank reserves the right to allot you any duty for which you may be considered competent and to transfer you from one office to the other or from one place to another at any time and from time to time.
8. You should report on **25.04.2022 at 10.00 AM sharp**, at **Punjab National Bank, Circle Office, Trivandrum** for joining formalities and further posting.
9. No TA/DA will be admissible for joining duty.

10. Formalities:

- (a) If you are presently employed, you will have to resign from your present employment. You should submit a clean discharge certificate from your present employer. In no circumstances the Bank will allow you to retain lien on your present job or join on transfer/deputation.
- (b) You will be required to produce on the date of your joining, a Medical Fitness Certificate issued by either,

Authorized Medical Officer of District Govt. Hospital

OR

Medical Consultant appointed at any of the Controlling Office of Punjab National Bank, details of whom are available on Bank's website,

in the prescribed format (available on our Bank's web site), certifying that you are in a fit state of health and healthy enough to perform the duties required by a Bank employee, along with satisfactory X-ray of your Chest and Radiologist Report. (Expenses for the Medical Examination are to be borne by you).

You will not be allowed to join the Bank if you fail to submit the prescribed Medical Fitness Certificate/X-Ray/ Radiologist Report on the date of reporting.

You will be required to submit duly filled relevant forms with regard to New Pension Scheme (NPS) along with following documents:-

- i) Copy of PAN card
- ii) Copy of residence proof (Voter I-Card, Aadhar Card, Ration Card, Driving License & any other proof)
- iii) 01 cancelled cheque of your account.

HRD DEPARTMENT: CIRCLE OFFICE: THIRUVANANTHPURAM

Vaishnavi Towers, Bye Pass Road Kumarichantha
Ambalathara Thiruvananthapuram- 695026

Additional forms to be submitted by the candidates who are already registered with NSDL

- Copy of PRAN Card
- Annexure (Available on the Bank's web-site New Pension Scheme/ Joining formalities in www.pnbindia.in/Recruitments_formalities.html)

(c) You will complete all the necessary formalities as per the Annexure attached hereto on joining the Bank. The proforma listed are available in the Banks official website: www.pnbindia.in/recruitments_formalities.html) Please ensure to complete all the relevant joining formalities as per the prescribed proforma otherwise you will not be permitted to join.

- (i) Please submit your SC/ST/OBC Caste/ EWS Certificate (if applicable) in the prescribed proforma issued by the Tahsildar on or after 01.01.2022. OBC Certificate must contain Non-Creamy Layer Clause.
- (ii) In respect of candidates belonging to Disabled category, the candidate will have to submit at the time of joining the Bank, a Medical Certificate (current) in the prescribed format issued by a competent Medical Board showing the nature and extent of disability.

11. Your appointment is Provisional and subject to:-

- (i) Submission of Clean Discharge Certificate/Relieving Order from your present employer, if employed.
- (ii) Receipt of Satisfactory Confidential Report on your work and conduct (in the prescribed proforma) from your present employer, if employed.
- (iii) Receipt of Satisfactory Reports from Two Referees;
- (iv) Receipt of satisfactory report from the Police authorities about your character and antecedents;
- (v) Submission of 3 character certificates, out of which one must be from the Principal or Head of the Department of the College/ Institute last attended by you and remaining two from Gazetted officers or Bank officers. Certificates given by relatives will not be accepted.
- (vi) Submission of required educational, professional qualification. School leaving certificate (if applicable) from school/ institution last attended and work Experience Certificates if any as specified in your application
- (vii) In Respect of candidates belonging to SC/ST/OBC/PC/EWS Category:

- The Scheduled Caste/ Scheduled Tribe/ Other Backward Caste/ EWS

HRD DEPARTMENT: CIRCLE OFFICE: THIRUVANANTHPURAM
Vaishnavi Towers, Bye Pass Road Kumarichantha
Ambalathara Thiruvananthapuram- 695026

Certificate being verified through proper Channels. If the verification reveals that the claim of the candidate as belonging to SC/ST/OBC/EWS and in the case of OBC candidate, not belonging to Creamy Layer is false, your services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of Indian Penal Code (IPC) for production of false Caste certificate.

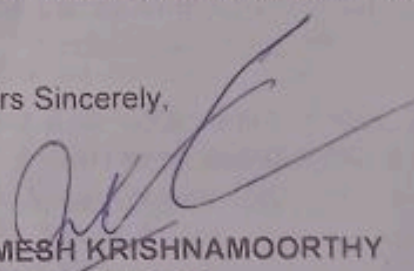
- Please submit the following (whichever is applicable) in the proforma prescribed by the Govt. of India:-
- SC/ST/OBC Caste/ EWS Certificate/ issued by the competent authority on or after 01.01.2022. OBC Certificate must contain Non-Creamy Layer Clause.
- Disability Certificate (latest), issued by a competent Medical Board specifying the nature and extent of disability.

12. You are also required to execute the Bank's Standard Service agreement and Declaration of Fidelity and Secrecy at your own cost.

13. In the event of any adverse report from present employer/ referees/ Caste/Income certifying Authorities/ Police Authorities or in the event of any information/ particulars stated in your Application is found to be materially incorrect or false or if there is suppression of any relevant fact, your services are liable to be terminated any time during Probation or extended period of Probation or even after Confirmation.

Please let us know your acceptance of the terms and conditions of service within two days of the receipt of this letter in the form enclosed.

Yours Sincerely,


RAMESH KRISHNAMOORTHY
CHIEF MANAGER

Ramesh Krishnamoorthy
Chief Manager
Punjab National Bank
Circle Office
Thiruvananthapuram



19-May-2022

Dear Alan Mathews,
B.Sc, Physics
St Dominics College, Kottayam

Candidate ID – 21316341

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

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

During your probation period of 12 months, which includes your training program, you will be entitled to an Annual Total Remuneration (ATR) of INR **252,000/-**. This includes an annual target incentive of INR **12,000 /-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are detailed in **Compensation and Benefits**. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your Annual Total Remuneration (ATR) would stand revised to INR **Rs.284,111/-**. This includes an annual target incentive of INR **12,000/-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance, as applicable.

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

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

Please note:

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

This offer from Cognizant is valid for only **15 days** and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case we do not receive any response from you within this time-period, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant

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

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

At Cognizant, we invest in skill and capability development of our campus selects even before they join us. This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized



Alan
Mathews





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

27.09.2022

Dear Mr. Jobin Thomas,

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 **Medak plant** on the following terms and conditions:

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

A detailed appointment letter will be issued to you on your joining. We would expect you to join on or before **17th Oct'22** failing which the offer is liable to be withdrawn.

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

Thanking you,

Yours faithfully,
For MRF LIMITED

Biju Sebastian
Vice President-HRS

Acceptance:

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

Name : _____

Date : _____

Signature : _____

HRD: TAT: TRG:0019: 2023-24

DATE: 01.04.2023

MR. SABIN MATHEW
S/O MR. MATHUKUTTY SEBASTIAN
PARIPEETTATHOTTU
19TH MILE
CHENNAKUNNU PO
KERALA - 686506

Dear Mr. Sabin Mathew,

Offer for Appointment in the Bank as Probationary Clerk

In continuation to the Online Test and Personal Interview conducted for the Campus Recruitment of Probationary Clerk for the **State of Kerala**, we are glad to offer you appointment in the Bank as Probationary Clerk.

You are advised to report at the below mentioned Office for the **completion of the joining formalities and commencement of duty on 17.04.2023**:


THE SOUTH INDIAN BANK LTD.
BRANCH: PUDUPPADY (0188)
PP 2/383 A, MAIN ROAD,
NH 212, KAITHAPOIL P.O.,
PUDUPADI,
KOZHIKODE
EMAIL: br0188@sib.co.in
PH: 0495-2235235

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.

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

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

Yours sincerely,



(Anto George T.)
Chief General Manager (HR & Operations)

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)	:	41.16 % of Basic Pay, Special Allowance, Special Pay and Travel Allowance.
Special Pay	:	Rs. 1,250/-
Transport Allowance	:	Rs. 600/-

Monthly Allowance

Canteen Allowance	:	Rs.300/-
Newspaper Allowance	:	Rs.350/-
Conveyance	:	Rs.1800/-
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

- | |
|--|
| <p>a) On confirmation, will be eligible for all allowances and benefits applicable to Clerical cadre which are in existence or may be introduced in the Bank from time to time.</p> <p>b) Will be eligible for Performance Linked Incentive Scheme (PLIS) as applicable to Clerical cadre.</p> <p>c) Will be eligible for Free Personal Accident Insurance benefits up to ₹30,00,000/- and Medical Insurance up to ₹3,00,000/- per annum.</p> <p>d) You will also be governed by the “Defined Contributory Pension Scheme” in terms of the Bipartite settlement and amendments thereon from time to time. The said Pension Scheme will be as per the provisions of the New Pension System under Pension Fund Regulatory and Development Authority. 10% of (Basic Pay + D.A thereon) will be deducted monthly from the salary towards the Pension Fund. 14% of (B.P. + D.A. thereon) will be contributed by the Bank.</p> <p>e) You are eligible for Gratuity as per the provisions of The Payments of Gratuity Act after rendering five years of continuous service in the Bank.</p> |
|--|

Other Terms and Conditions

a) You should be possessing the stipulated qualification/criteria for the selection process as cited below as on **31.03.2022**:

Under Graduates	<ul style="list-style-type: none"> • Age: Not more than 22 years (i.e. born on or after 01.04.2000). • 60% marks in X/SSLC, XII/HSC under regular course. • Graduation in Arts/ Science/ Commerce Stream under regular course with 60% marks in first attempt.
Post Graduates	<ul style="list-style-type: none"> • Age: Not more than 24 years (i.e. born on or after 01.04.1998). • 60% marks in X/SSLC, XII/HSC and Graduation under regular course. • Post-graduation in Arts/ Science/ Commerce Stream under regular course with 60% marks in first attempt.

- 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 30.04.2023** failing which your appointment is liable to be terminated.
- c) It shall be distinctly understood that this offer for appointment is subject to your meeting the stipulated qualification/ criteria cited above, submission of original documents/ credentials, medical fitness, police verification and satisfactory background verification. The original Educational Marklists & Certificates of Graduation and Post-Graduation (as applicable) will be returned to you normally on your completion of 3 years of active service in the Bank.
- d) You have to execute an agreement to the effect that you will serve the Bank for a minimum continuous period of 3 (three) years' active service from the date of your joining the bank. 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) You must obtain NOC from the HR Department prior to the following:
 - ✓ To avail any type of credit facilities from outside the Bank.
 - ✓ To open Savings/ Current Account outside the Bank.
 - ✓ To Travel Abroad for purposes other than that assigned by the Bank.
- h) You will be required to furnish the Assets and Liabilities Statement Annually on 31st of March and also as and when demanded by the Bank.

- i) 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.
- j) 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.
- k) 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.
- l) Bank at its discretion will carry out the background checks as per the policy of the bank.
- m) 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 :



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

01.06.2022

Dear **Mr. Jishal Joseph**,

Congratulations and Welcome to MRF Family!

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

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

A detailed appointment letter will be issued to you on your joining. We would expect you to join on or before **4th Jul'22** failing which the offer is liable to be withdrawn.

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

Thanking you,

Yours faithfully,
For MRF LIMITED,


Biju Sebastian
Vice President-HRS

Acceptance:

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

Name : _____

Date : _____

Signature : _____

Annexure - I
Salary Structure

NAME : Jishal Joseph ✓
Grade : MA1 ✓
Designation : Supervisor - Plant Technical ✓

	Components	Monthly	Annual
A	Basic	2950 ✓	35400
A1	Allowances		
1	HRA	1475	17700
2	Conveyance	1600	19200
3	Education Allowance	200	2400
4	MRF Allowance	15862	190344
5	Medical Allowance	246	2950
	A1 Total	19383	232594
	A+A1	22333	267994
B	Annual Payments		
1	LTA (Once in Two years - Rs.10500/- in a block of two years)	438	5250
2	Bonus	590	7080
	B Total	1028	12330
C	Retirel Benefits		
1	PF - 12%	354	4248
2	Gratuity - 4.81%	142	1703
	C Total	496	5951
	Grand Total (A+A1+B+C)	23856	286275

In addition to the above you will be eligible for the following benefits as per Company policy:

- Group Hospitalization insurance for self, spouse and dependent children.
- Group personal accident insurance for self.



19-May-2022

Dear Ann Maria Roy,
B.Sc, Chemistry
St Dominics College, Kottayam

Candidate ID – 21316513

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

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

During your probation period of 12 months, which includes your training program, you will be entitled to an Annual Total Remuneration (ATR) of INR **252,000/-**. This includes an annual target incentive of INR **12,000/-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are detailed in **Compensation and Benefits**. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your Annual Total Remuneration (ATR) would stand revised to INR **Rs.284,111/-**. This includes an annual target incentive of INR **12,000/-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance, as applicable.

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

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

Please note:

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

This offer from Cognizant is valid for only **15 days** and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case we do not receive any response from you within this time-period, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant

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

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

At Cognizant, we invest in skill and capability development of our campus selects even before they join us. This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized

based on the successful completion of same. In event of non-completion of the Internship or Continuous Skill Development program, Cognizant may at its sole discretion revoke this offer of employment.

3.1 Cognizant Internship (If offered to you):

Successful completion of Cognizant Internship (if offered to you), which is a pre-requisite skill and capability development program will form a critical part of your employment with Cognizant.

3.2 Continuous Skill Development (CSD) Program (If offered to you):

a) CSD program is offered through a platform based engagement model combined with integrated skill assessment and certifications as the CSD program completion criteria. Upon meeting the completion criteria of the CSD program, enrolled candidates would be eligible for a one-time Cognizant CSD rewards post joining Cognizant. The Cognizant CSD reward details would be provided after your enrollment into the program.

b) There would be zero tolerance to malpractices and misconduct during Internship and CSD engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship and CSD program terms and conditions from time to time.

4. Training - Post Joining Cognizant:

Upon successful completion of Internship program (If offered to you), one of the below options would be followed based on business demands.

a) You could be onboarded directly to business without any additional training.

b) You could be deployed into a formal training based on business specific skill track and it can be used as basis towards your allocation to projects/roles.

c) You could be onboarded directly to business and be given on-the- job training, specific to their project or business needs.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2Cognizant.cognizant.com>

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.



Maya Sreekumar

Vice President – Human Resources

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature:

Date:

Compensation and Benefits

Name: Ann Roy

Designation: Programmer Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	6500	78,000
2	HRA*	2600	31,200
3	Company's contribution of PF #	1476	17,712
4	Advance Statutory Bonus***	2000	24,000
5	Special Allowance*	5330	63,960
6	Company's Contribution of ESI @ 3.25% of Monthly Gross minus statutory exclusions	469	5,628
	Annual Gross Compensation		220,500
	Incentive Indication (per annum)**		12,000
	Annual Total Compensation		232,500
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	Annual Total Remuneration		252,000

Note: The Insurance amount may vary subject to market conditions from time to time.

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group Personal Accident Insurance coverage
- Group Term Life Insurance
- Employees' Compensation Insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act

Leave & Vacation:

- From the Date of your Joining, you will be entitled with the below mentioned leaves as per your eligibility in line with the statutory requirements. You shall be entitled to avail the leaves only with prior approval from your Manager

Sl No	Category of Leave	No. of leave days
1	Earned Leave	18
2	Sick Leave	12
3	Casual Leave	6

- From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit Act
- In addition to the above, as per Cognizant policy, you are eligible for child adoption leave and paternity leave by adhering to the conditions as specified in the Cognizant India Leave policy

Provident Fund Wages:

- For the purpose of computing PF Wages to Provident Fund, Pension Fund & EDLI Scheme, PF Wages shall be Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout".
- Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser

Employees State Insurance:

- Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter.
- Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month.
- ESI shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period.

* **Flexible Benefit Plan:** Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

** **Incentive Indication:** Incentive amount may be higher, lower, or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is prorated to the duration spent with Cognizant India for the calendar year and will be paid to you only if you are active on Cognizant's payroll on the day of incentive payout.

*** **Advance Statutory Bonus** is in line with the provisions of Payment of Bonus Act, 1965.

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same. Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

Employment Agreement – Cognizant Technology Solutions India Private Limited

This Employment Agreement ("Agreement") is made effective as of _____ between:

Cognizant Technology Solutions India Private Limited, a company incorporated under the Companies Act, 1956 with its registered office at 5/535, Okkiam Thorapakkam, Old Mahabalipuram Road, Chennai - 600096, Tamil Nadu, India; (hereinafter referred to as "Company" or "Cognizant" which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include its successors and assigns) of the ONE PART;

AND

Ann Maria Roy, 21, residing at _____ (hereinafter referred to as "you", "your" or "yourself", which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include his/her heirs, executors and administrators) of the OTHER PART.

The Company and you are, wherever the context so requires, hereinafter collectively referred to as the "Parties" and individually as "Party".

RECITAL:

WHEREAS, you desire to be employed by the Company and the Company has made an employment offer ("Employment Offer Letter") to you and in pursuance thereof desires to employ you on the terms and conditions set forth below.

NOW, THEREFORE, in consideration of the mutual promises, covenants and conditions set forth herein, the Parties hereto mutually agree to the below mentioned terms and conditions governing your employment with Cognizant:

1. Duties and Responsibilities

- a. You agree that at all times during your employment with Cognizant, you will faithfully, industriously, and to the best of your skill, ability, experience and talent, perform any and all of the duties required of your position. In carrying out these duties and responsibilities, you shall comply with all policies, procedures, rules and regulations, both written and oral, as are announced or implemented by the Company from time to time, and shall honour and comply with all rules and statutory requirements under applicable law as amended from time to time, in letter and spirit.
- b. Your unprofessional behavior or misconduct in violation of Cognizant's Code of Business Ethics and/or other organizational policies shall entitle the Company to take appropriate disciplinary action(s) including termination of your employment.
- c. You shall, at all times, maintain satisfactory performance and upskill yourself in accordance with the business requirements of the Company. Unsatisfactory or poor performance shall entitle Company to take appropriate disciplinary action(s) including termination of your employment.

2. Place of Employment

You will be employed at any one of Cognizant's offices as per business requirement. The Company reserves the right to transfer you on a temporary or permanent basis to the other office locations, functions or departments within the Company and/or other affiliated entities and assign such other duties as may be deemed fit in the interest of the Company. The Company also reserves the right to require you to work remotely from time to time as per business needs or government mandate.

3. No Alternate Employment, No Conflict, Etc.

During your employment with the Company, you shall not, without the Company's prior written consent, directly or indirectly employ or engage with any other person, business or entity, whether or not for any gain or profit, irrespective of whether it is during or outside your hours of work in the Company. Additionally, you are not allowed to undertake any other gainful employment, engagement, business, assume any public office or private office, honorary or remunerative position, without prior written

permission of the Company. During your employment with the Company, you shall not directly or indirectly engage in any conduct in conflict with or averse to the best interests of the Company, as determined by the Company at its sole discretion. In addition, you shall not disclose, divulge or bring on to Cognizant's systems or offices, your prior employer's and/or their clients' proprietary or confidential information, or violate any agreement or obligations that you have with them.

4. Confidentiality

a. During the course of your employment with the Company, you shall have access to information and/or documents of the Company, its affiliates, its clients or certain third parties' (with which the Company has any dealings), which information and/or documents are private, business sensitive, confidential and/or proprietary (together, the "Confidential Information"). You are obliged to keep the Confidential Information as secret and must not, without prior and specific written permission from the Company, disclose any such information, received from whatever source and however you may learn it, to any person or third party.

b. Any breach of your confidentiality obligations as specified above may be a cause for termination of your employment with the Company, besides the Company's entitlement to initiate legal action against you for such breach. The obligations imposed upon you under this clause 5 will survive even after cessation of your employment with the Company.

c. You shall not take copies of any Confidential Information for your own purposes without prior permission of the Company and forthwith upon termination of your employment with the Company, you shall return to the Company all such copies of Confidential Information including but not limited to documents, records and accounts in any form (including electronic, mechanical, photographic & optical recording) relating to matters concerning the business or dealings or affairs of the Company.

d. You shall not, during your employment with the Company and at all times thereafter, do or say anything that may cause direct or indirect damage to the business of the Company, its affiliates or their clients.

e. You shall be governed by Cognizant's Social Media Policy and shall, at all times, refrain from posting potentially malicious, libelous, obscene, political, anti-social, abusive, and threatening messages or disparaging clients, associates, competitors, or suppliers or any third parties.

f. You will not make any false, defamatory or disparaging statements about Cognizant, its clients, or any other employees or directors, irrespective of whether any such statements are likely to cause damage to any such entity or person.

g. The Company reserves the right to require you to sign confidentiality and non-disclosure agreements with any clients on whose project you are being assigned on behalf of the Company.

5. Data Protection

By signing below,

a. you hereby provide your consent to Cognizant, its affiliates and their clients for the holding and processing of your personal data for all purposes of the administration and management of your employment and/or the Company's business,

b. you hereby provide your consent to your personal data including any sensitive personal data or information being collected and the same being transferred, stored and/or processed by Cognizant in India and any other countries where Cognizant, its affiliates and their clients have offices,

c. you agree that Cognizant and its affiliates may make such data available to its advisors, service providers, other agencies such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and regulatory authorities,

d. you have the right to amend, modify or alter your personal information. The Company will exercise all reasonable diligence for safeguarding your personal information, as has been disclosed by you. It is clarified that the obligation will not be applicable in case of legally required disclosures, and

e. you acknowledge and agree that Company may, in the course of its business, be required to disclose personal data relating to you, after the end of your employment to any group/statutory bodies/authorities as required under applicable law/requirements.

6. Work Schedule

a. The Company's normal working hours shall typically comprise of nine (9) hours per day, exclusive of any applicable break, subject to the limit of daily working hours, as prescribed by the applicable laws. The Company may require you to work for extended working hours/days including weekends, depending on the project requirements, business exigencies and/or for conscientious and complete performance of your duties and responsibilities towards the Company, subject to the limit of working hours as prescribed by the applicable laws. Any changes made to the Company's working hours shall be notified to you.

b. The Company may, at its discretion, vary the normal working hours or days for any employee or class of employees or for all the employees based on project requirements, Company policies and prevailing laws, as may be applicable from time to time/in consonance with any applicable laws for the time being in force. Any changes to be made to the above work timings or days shall be made by the Company at its sole

discretion and notified to you in advance.

c. The Company may also require you to work on a shift basis. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. The shift timings may change from time to time as per any Company policy and which will be notified to you in advance.

d. Your office timings shall be monitored by the Company through appropriate systems & processes, as updated from time to time and you shall ensure compliance to the processes and policies at all times.

7. Background Check

Your employment with Cognizant is conditional and subject to satisfactory background and reference check in line with the Company's policy. An independent agency may conduct internal and external background checks, for which you provide your consent. The Company's offer of employment and/or continued employment is subject to satisfactory background verification report.

The Company shall be entitled to withdraw its employment offer if the background verification checks reveal unfavorable results at any time. Similarly, in case if your background verification report is found to be unfavorable or unsuccessful after you joining the Company, then the Company reserves the right to terminate your employment immediately.

8. Compliance with Company Policies

As a condition of employment with the Company and as part of your joining formalities, you are required to comply or execute the following Company agreement and attest your understanding and adherence to following Company policies:

- i. IP Assignment Agreement
- ii. The Code of Business Ethics
- iii. Acceptable Use Policy and Social Media Policy
- iv. Dress Code Policy

Additionally, you will also be governed by other applicable Company rules, processes, procedures and policies as may be drafted, enforced, amended and/or altered from time to time and which are not specifically mentioned in this Agreement. The applicable rules/ processes/ procedures/ policies are available on the Company's intranet and you are expected to go through the same carefully as a condition of your employment. For any clarification in relation to applicable policies, guidelines, processes, please reach out to your HR Talent Manager. It is your responsibility to keep yourself informed of any and all changes made by the Company to such policies from time to time. If at any time during your employment with the Company, you are found in violation of any applicable rules, processes, procedures or policies of the Company, the Company reserves the right to take disciplinary action against you, including termination your employment without notice period.

9. Non-Compete and Non-Solicit Restrictions

During the term of your employment with Cognizant and until two (2) years after the termination of such employment, you will not directly or indirectly, either as an individual on your own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member, office bearer, or shareholder (or in a similar capacity or function), (a) solicit, attempt to solicit, contact or otherwise encourage any employee to leave the Company's employment, (b) solicit business from competitor(s) or client(s) of the Company or (c) be employed or engaged with any competitor(s), or (d) be employed or engaged with any client(s) of the Company with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of termination of your employment.

10. Representations and Warranties

By signing below,

- a. you warrant that your employment with the Company does not and will not violate or otherwise conflict with any agreement (oral or otherwise) to which you are or have been a party and that you possess all the requisite permits, work visas and clearances to be able to lawfully and rightfully employed in India with the Company under the terms of this Agreement;
- b. you warrant that you have satisfactorily completed all of your obligations under any employment contract or other contract or agreement with any company(ies), person(s) or entity(ies) that previously employed or

contracted with you and that any previous employment contract and/or relationships have terminated and/or expired prior to the effective start date of your employment at the Company and you have all the requisite power and authority, and do not require the consent of any third party to be employed with the Company;

c. you represent and warrant that you shall not bring into Company premises or systems (or use in any manner) any third-party documents (regardless of media) or materials (including but not limited to proprietary information or trade secrets), or any such documents or materials of your previous employer, without written permissions/approvals from such previous employer or third parties; and

d. you represent that unless authorized by the Company in writing, you shall not sign any contract or agreement that binds the Company or creates any obligation (financial or otherwise) upon the Company.

11. Indemnity

You agree to indemnify and hold harmless the Company and its affiliates from and against any and all direct or indirect losses or damages, injury or liability for a claim of damage, loss or injury to person or property, suffered or sustained by Company and its affiliates which is attributable to you, resulting from any of your act or omission irrespective of whether it constitutes a breach of the terms of your employment or negligent performance of your duties as expected from you while in employment of the Company.

12. Business Engagement, Learning and Development and Project Deployment

In order to ensure that you are fully equipped to adapt to the demanding needs of our clients, the Company has several policies and processes relating to deployment of employees to projects, Career Architecture program, performance evaluation, learning and development/trainings and avenues of up-skilling. As a condition of your employment with the Company, you are responsible for upskilling yourself to make yourself eligible for appropriate business/client projects, thereby promoting the spirit of meritocracy and career development with the goal of providing world-class services to our clients. Therefore, you shall adhere to and meet the obligations under all such policies and processes, including the Associate Deployment Pool Policy and those that may be changed by the Company from time to time.

13. Unauthorized Absence

If you are absent from work for a continuous period of 3 days or as prescribed by applicable laws, without the prior written consent from your approving authority, it will be construed that you have voluntarily abandoned your employment with the Company. The Company shall be entitled to take appropriate disciplinary action(s) against you as per the Company's Job Abandonment Policy.

14. Retirement

You will automatically retire from employment with the Company on the last day of the month in which you attain the age of fifty-eight (58) years. It is hereby clarified that the Company reserves its right to change the retirement age at its sole discretion.

15. Termination of Employment

a. The Company may terminate your employment at any time with or without assigning any reasons by providing 90 days' advance notice to you by paying you pro rata salary in lieu of any notice or balance notice period. You may resign or terminate your employment with the Company by providing 90 days' advance notice to the Company. When you serve notice to resign from the employment of the Company, the Company may at its sole discretion, allow you to pay salary in lieu for the notice period; and/or adjust the vacation accumulated towards part of the notice period.

b. Notwithstanding the aforesaid or anything else to the contrary, the Company may, at its sole discretion, suspend, lay off, dismiss, discharge and/or terminate your employment with immediate effect by a notice in writing (without any notice period or salary in lieu of any notice period) in the event of your:

- Misconduct, as provided in Misconduct and Disciplinary Action Policy
- Non-adherence to Associate Deployment Pool Policy
- Violation of Social Media Policy or Conflict of Interest Policy
- Breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's asset/property or reputation
- Insubordination or failure to comply with the directions given to you by persons so authorized
- Insolvency or conviction for any offence involving moral turpitude
- Breach of any terms or conditions of the Agreement and/or Company's policies or other documents or

directions of the Company

- Violation of non-disparagement obligations
- Conduct, which is regarded by the Company as prejudicial to its own interests or to the interests of its client.

16. Deputation, Assignment and Transfer

The Company may second, depute or assign you to work with any of its affiliates or transfer your services to any group company worldwide. On any such secondment, deputation, assignment or transfer of your employment, the Company and/or affiliate may require you to sign the applicable Overseas Deputation / International Employment Agreement(s) of the specific country, based on the policies of the Company.

17. Survival

Clauses 5, 6, 10 and 12 and any other clauses, which by their nature are expected to survive, shall all survive the termination of your employment (for any reason) and shall continue to apply to you even after cessation of your employment with the Company.

18. Dispute Resolution and Governing law

The Parties shall make best efforts to settle by mutual conciliation any claim, dispute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. This Agreement and your employment with the Company shall be governed and interpreted in accordance to the laws of India and the courts in Chennai only shall have exclusive jurisdiction over any Dispute. Notwithstanding the aforesaid, the Company shall be entitled, in addition to all other remedies, to any interim relief including but not limited to an injunction, whether interlocutory or preliminary, restraining any breach of the provisions of this Agreement.

19. General

This Agreement and your employment is personal to you and you cannot assign, subcontract or transfer your rights or obligations hereunder to any other person or entity. No delay or failure by Company to exercise any of its powers, rights or remedies under this Agreement or otherwise will operate as a waiver of such powers, rights or remedies. If any provision of this Agreement is held by any competent authority to be invalid or unenforceable, the validity of the other remaining provisions of the Agreement shall not be affected. You shall not make any announcement concerning Company, its affiliates and their employees, contractors or clients without Company's prior written consent and you shall not use or disclose the name, trademark, domain name, service mark, logo or any other intellectual property of Company and its affiliates and their employees, contractors or clients.

This Agreement, together with the agreements and policies of the Company, Employment Offer Letter (and any attachments thereto, are the exclusive and entire agreement between the Parties relating to its subject matter, and supersedes all prior and contemporaneous discussions, agreements, negotiations, representations, and proposals relating to the subject matter hereof.

You shall be required to treat the terms of this Agreement as strictly confidential. The Company reserves the sole right to change any terms or conditions provided in this Agreement based on applicable laws or business exigencies.

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

Cognizant Technology Solutions India Private Limited

Ann Maria Roy

Sign: _____
Name:

Sign: _____
Date:



19-May-2022

Dear Devika Ramesh,
B.Sc, Chemistry
St Dominics College, Kottayam

Candidate ID – 21330266

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

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

During your probation period of 12 months, which includes your training program, you will be entitled to an Annual Total Remuneration (ATR) of INR **252,000/-**. This includes an annual target incentive of INR **12,000/-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are detailed in **Compensation and Benefits**. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your Annual Total Remuneration (ATR) would stand revised to INR **Rs.284,111/-**. This includes an annual target incentive of INR **12,000/-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance, as applicable.

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

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

Please note:

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

This offer from Cognizant is valid for only **15 days** and hence you are expected to accept or decline the offer through the company's online portal within this time-period. In case we do not receive any response from you within this time-period, this Offer shall stand withdrawn and will be considered as void. Any extension to the offer validity will be at the sole discretion of Cognizant

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

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

At Cognizant, we invest in skill and capability development of our campus selects even before they join us. This is through Cognizant Internship and Continuous Skill Development (CSD) program. These programs focuses primarily on technical skills development. You could enroll in either of these as per your college processes while in the final semester and continue with skill building until you join Cognizant. This forms a critical part of your employment with Cognizant. Your onboarding with Cognizant would be prioritized

based on the successful completion of same. In event of non-completion of the Internship or Continuous Skill Development program, Cognizant may at its sole discretion revoke this offer of employment.

3.1 Cognizant Internship (If offered to you):

Successful completion of Cognizant Internship (if offered to you), which is a pre-requisite skill and capability development program will form a critical part of your employment with Cognizant.

3.2 Continuous Skill Development (CSD) Program (If offered to you):

a) CSD program is offered through a platform based engagement model combined with integrated skill assessment and certifications as the CSD program completion criteria. Upon meeting the completion criteria of the CSD program, enrolled candidates would be eligible for a one-time Cognizant CSD rewards post joining Cognizant. The Cognizant CSD reward details would be provided after your enrollment into the program.

b) There would be zero tolerance to malpractices and misconduct during Internship and CSD engagement. Any such misconduct would lead to appropriate disciplinary action including the revocation of this employment offer. Cognizant reserves clauses regarding IT infrastructure, if applicable and access to information and material of Cognizant during the period and could modify or amend the Cognizant Internship and CSD program terms and conditions from time to time.

4. Training - Post Joining Cognizant:

Upon successful completion of Internship program (If offered to you), one of the below options would be followed based on business demands.

a) You could be onboarded directly to business without any additional training.

b) You could be deployed into a formal training based on business specific skill track and it can be used as basis towards your allocation to projects/roles.

c) You could be onboarded directly to business and be given on-the- job training, specific to their project or business needs.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2Cognizant.cognizant.com>

Yours sincerely,

For Cognizant Technology Solutions India Pvt. Ltd.



Maya Sreekumar

Vice President – Human Resources

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature:

Date:

Compensation and Benefits

Name: Devika Ramesh

Designation: Programmer Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	6500	78,000
2	HRA*	2600	31,200
3	Company's contribution of PF #	1476	17,712
4	Advance Statutory Bonus***	2000	24,000
5	Special Allowance*	5330	63,960
6	Company's Contribution of ESI @ 3.25% of Monthly Gross minus statutory exclusions	469	5,628
	Annual Gross Compensation		220,500
	Incentive Indication (per annum)**		12,000
	Annual Total Compensation		232,500
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		19,500
	Annual Total Remuneration		252,000

Note: The Insurance amount may vary subject to market conditions from time to time.

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group Personal Accident Insurance coverage
- Group Term Life Insurance
- Employees' Compensation Insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act

Leave & Vacation:

- From the Date of your Joining, you will be entitled with the below mentioned leaves as per your eligibility in line with the statutory requirements. You shall be entitled to avail the leaves only with prior approval from your Manager

Sl No	Category of Leave	No. of leave days
1	Earned Leave	18
2	Sick Leave	12
3	Casual Leave	6

- From date of joining, women associates will be entitled to maternity leave based on eligibility as specified in the Maternity Benefit Act
- In addition to the above, as per Cognizant policy, you are eligible for child adoption leave and paternity leave by adhering to the conditions as specified in the Cognizant India Leave policy

Provident Fund Wages:

- For the purpose of computing PF Wages to Provident Fund, Pension Fund & EDLI Scheme, PF Wages shall be Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout".
- Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser

Employees State Insurance:

- Eligibility to ESI shall be decided by deducting the Advanced Statutory Bonus, Employer PF & ESI contribution from the monthly Gross Compensation (AGC/12) as per Annexure A of this letter.
- Monthly ESI contribution will be computed on total remuneration paid to an Associate in a particular month which includes any recurring (or) adhoc special payouts during the month.
- ESI shall be continued till end of the contribution period (Apr to Sep & Oct to Mar), if the Associate contributes even for one month in the said contribution period.

* **Flexible Benefit Plan:** Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

** **Incentive Indication:** Incentive amount may be higher, lower, or nil as per the terms described herein. The incentive program is discretionary, subject to change, and based on individual and company performance. It is prorated to the duration spent with Cognizant India for the calendar year and will be paid to you only if you are active on Cognizant's payroll on the day of incentive payout.

*** **Advance Statutory Bonus** is in line with the provisions of Payment of Bonus Act, 1965.

Note: Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same. Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

Employment Agreement – Cognizant Technology Solutions India Private Limited

This Employment Agreement ("Agreement") is made effective as of _____ between:

Cognizant Technology Solutions India Private Limited, a company incorporated under the Companies Act, 1956 with its registered office at 5/535, Okkiam Thorapakkam, Old Mahabalipuram Road, Chennai - 600096, Tamil Nadu, India; (hereinafter referred to as "Company" or "Cognizant" which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include its successors and assigns) of the ONE PART;

AND

Devika Ramesh, 21, residing at _____ (hereinafter referred to as "you", "your" or "yourself", which expression shall unless repugnant to the context or meaning thereof, be deemed to mean and include his/her heirs, executors and administrators) of the OTHER PART.

The Company and you are, wherever the context so requires, hereinafter collectively referred to as the "Parties" and individually as "Party".

RECITAL:

WHEREAS, you desire to be employed by the Company and the Company has made an employment offer ("Employment Offer Letter") to you and in pursuance thereof desires to employ you on the terms and conditions set forth below.

NOW, THEREFORE, in consideration of the mutual promises, covenants and conditions set forth herein, the Parties hereto mutually agree to the below mentioned terms and conditions governing your employment with Cognizant:

1. Duties and Responsibilities

- a. You agree that at all times during your employment with Cognizant, you will faithfully, industriously, and to the best of your skill, ability, experience and talent, perform any and all of the duties required of your position. In carrying out these duties and responsibilities, you shall comply with all policies, procedures, rules and regulations, both written and oral, as are announced or implemented by the Company from time to time, and shall honour and comply with all rules and statutory requirements under applicable law as amended from time to time, in letter and spirit.
- b. Your unprofessional behavior or misconduct in violation of Cognizant's Code of Business Ethics and/or other organizational policies shall entitle the Company to take appropriate disciplinary action(s) including termination of your employment.
- c. You shall, at all times, maintain satisfactory performance and upskill yourself in accordance with the business requirements of the Company. Unsatisfactory or poor performance shall entitle Company to take appropriate disciplinary action(s) including termination of your employment.

2. Place of Employment

You will be employed at any one of Cognizant's offices as per business requirement. The Company reserves the right to transfer you on a temporary or permanent basis to the other office locations, functions or departments within the Company and/or other affiliated entities and assign such other duties as may be deemed fit in the interest of the Company. The Company also reserves the right to require you to work remotely from time to time as per business needs or government mandate.

3. No Alternate Employment, No Conflict, Etc.

During your employment with the Company, you shall not, without the Company's prior written consent, directly or indirectly employ or engage with any other person, business or entity, whether or not for any gain or profit, irrespective of whether it is during or outside your hours of work in the Company. Additionally, you are not allowed to undertake any other gainful employment, engagement, business, assume any public office or private office, honorary or remunerative position, without prior written

permission of the Company. During your employment with the Company, you shall not directly or indirectly engage in any conduct in conflict with or averse to the best interests of the Company, as determined by the Company at its sole discretion. In addition, you shall not disclose, divulge or bring on to Cognizant's systems or offices, your prior employer's and/or their clients' proprietary or confidential information, or violate any agreement or obligations that you have with them.

4. Confidentiality

- a. During the course of your employment with the Company, you shall have access to information and/or documents of the Company, its affiliates, its clients or certain third parties' (with which the Company has any dealings), which information and/or documents are private, business sensitive, confidential and/or proprietary (together, the "Confidential Information"). You are obliged to keep the Confidential Information as secret and must not, without prior and specific written permission from the Company, disclose any such information, received from whatever source and however you may learn it, to any person or third party.
- b. Any breach of your confidentiality obligations as specified above may be a cause for termination of your employment with the Company, besides the Company's entitlement to initiate legal action against you for such breach. The obligations imposed upon you under this clause 5 will survive even after cessation of your employment with the Company.
- c. You shall not take copies of any Confidential Information for your own purposes without prior permission of the Company and forthwith upon termination of your employment with the Company, you shall return to the Company all such copies of Confidential Information including but not limited to documents, records and accounts in any form (including electronic, mechanical, photographic & optical recording) relating to matters concerning the business or dealings or affairs of the Company.
- d. You shall not, during your employment with the Company and at all times thereafter, do or say anything that may cause direct or indirect damage to the business of the Company, its affiliates or their clients.
- e. You shall be governed by Cognizant's Social Media Policy and shall, at all times, refrain from posting potentially malicious, libelous, obscene, political, anti-social, abusive, and threatening messages or disparaging clients, associates, competitors, or suppliers or any third parties.
- f. You will not make any false, defamatory or disparaging statements about Cognizant, its clients, or any other employees or directors, irrespective of whether any such statements are likely to cause damage to any such entity or person.
- g. The Company reserves the right to require you to sign confidentiality and non-disclosure agreements with any clients on whose project you are being assigned on behalf of the Company.

5. Data Protection

By signing below,

- a. you hereby provide your consent to Cognizant, its affiliates and their clients for the holding and processing of your personal data for all purposes of the administration and management of your employment and/or the Company's business,
- b. you hereby provide your consent to your personal data including any sensitive personal data or information being collected and the same being transferred, stored and/or processed by Cognizant in India and any other countries where Cognizant, its affiliates and their clients have offices,
- c. you agree that Cognizant and its affiliates may make such data available to its advisors, service providers, other agencies such as pension providers, medical, insurance providers, payroll administrators, background verification agencies and regulatory authorities,
- d. you have the right to amend, modify or alter your personal information. The Company will exercise all reasonable diligence for safeguarding your personal information, as has been disclosed by you. It is clarified that the obligation will not be applicable in case of legally required disclosures, and
- e. you acknowledge and agree that Company may, in the course of its business, be required to disclose personal data relating to you, after the end of your employment to any group/statutory bodies/authorities as required under applicable law/requirements.

6. Work Schedule

- a. The Company's normal working hours shall typically comprise of nine (9) hours per day, exclusive of any applicable break, subject to the limit of daily working hours, as prescribed by the applicable laws. The Company may require you to work for extended working hours/days including weekends, depending on the project requirements, business exigencies and/or for conscientious and complete performance of your duties and responsibilities towards the Company, subject to the limit of working hours as prescribed by the applicable laws. Any changes made to the Company's working hours shall be notified to you.
- b. The Company may, at its discretion, vary the normal working hours or days for any employee or class of employees or for all the employees based on project requirements, Company policies and prevailing laws, as may be applicable from time to time/in consonance with any applicable laws for the time being in force. Any changes to be made to the above work timings or days shall be made by the Company at its sole

discretion and notified to you in advance.

c. The Company may also require you to work on a shift basis. The shifts may be scheduled across 24 hours a day, 7 days a week and 365 days a year. The shift timings may change from time to time as per any Company policy and which will be notified to you in advance.

d. Your office timings shall be monitored by the Company through appropriate systems & processes, as updated from time to time and you shall ensure compliance to the processes and policies at all times.

7. Background Check

Your employment with Cognizant is conditional and subject to satisfactory background and reference check in line with the Company's policy. An independent agency may conduct internal and external background checks, for which you provide your consent. The Company's offer of employment and/or continued employment is subject to satisfactory background verification report.

The Company shall be entitled to withdraw its employment offer if the background verification checks reveal unfavorable results at any time. Similarly, in case if your background verification report is found to be unfavorable or unsuccessful after you joining the Company, then the Company reserves the right to terminate your employment immediately.

8. Compliance with Company Policies

As a condition of employment with the Company and as part of your joining formalities, you are required to comply or execute the following Company agreement and attest your understanding and adherence to following Company policies:

- i. IP Assignment Agreement
- ii. The Code of Business Ethics
- iii. Acceptable Use Policy and Social Media Policy
- iv. Dress Code Policy

Additionally, you will also be governed by other applicable Company rules, processes, procedures and policies as may be drafted, enforced, amended and/or altered from time to time and which are not specifically mentioned in this Agreement. The applicable rules/ processes/ procedures/ policies are available on the Company's intranet and you are expected to go through the same carefully as a condition of your employment. For any clarification in relation to applicable policies, guidelines, processes, please reach out to your HR Talent Manager. It is your responsibility to keep yourself informed of any and all changes made by the Company to such policies from time to time. If at any time during your employment with the Company, you are found in violation of any applicable rules, processes, procedures or policies of the Company, the Company reserves the right to take disciplinary action against you, including termination your employment without notice period.

9. Non-Compete and Non-Solicit Restrictions

During the term of your employment with Cognizant and until two (2) years after the termination of such employment, you will not directly or indirectly, either as an individual on your own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member, office bearer, or shareholder (or in a similar capacity or function), (a) solicit, attempt to solicit, contact or otherwise encourage any employee to leave the Company's employment, (b) solicit business from competitor(s) or client(s) of the Company or (c) be employed or engaged with any competitor(s), or (d) be employed or engaged with any client(s) of the Company with whom you have interacted or worked in a professional capacity representing the Company during the six (6) months preceding the date of termination of your employment.

10. Representations and Warranties

By signing below,

- a. you warrant that your employment with the Company does not and will not violate or otherwise conflict with any agreement (oral or otherwise) to which you are or have been a party and that you possess all the requisite permits, work visas and clearances to be able to lawfully and rightfully employed in India with the Company under the terms of this Agreement;
- b. you warrant that you have satisfactorily completed all of your obligations under any employment contract or other contract or agreement with any company(ies), person(s) or entity(ies) that previously employed or

contracted with you and that any previous employment contract and/or relationships have terminated and/or expired prior to the effective start date of your employment at the Company and you have all the requisite power and authority, and do not require the consent of any third party to be employed with the Company;

c. you represent and warrant that you shall not bring into Company premises or systems (or use in any manner) any third-party documents (regardless of media) or materials (including but not limited to proprietary information or trade secrets), or any such documents or materials of your previous employer, without written permissions/approvals from such previous employer or third parties; and

d. you represent that unless authorized by the Company in writing, you shall not sign any contract or agreement that binds the Company or creates any obligation (financial or otherwise) upon the Company.

11. Indemnity

You agree to indemnify and hold harmless the Company and its affiliates from and against any and all direct or indirect losses or damages, injury or liability for a claim of damage, loss or injury to person or property, suffered or sustained by Company and its affiliates which is attributable to you, resulting from any of your act or omission irrespective of whether it constitutes a breach of the terms of your employment or negligent performance of your duties as expected from you while in employment of the Company.

12. Business Engagement, Learning and Development and Project Deployment

In order to ensure that you are fully equipped to adapt to the demanding needs of our clients, the Company has several policies and processes relating to deployment of employees to projects, Career Architecture program, performance evaluation, learning and development/trainings and avenues of up-skilling. As a condition of your employment with the Company, you are responsible for upskilling yourself to make yourself eligible for appropriate business/client projects, thereby promoting the spirit of meritocracy and career development with the goal of providing world-class services to our clients. Therefore, you shall adhere to and meet the obligations under all such policies and processes, including the Associate Deployment Pool Policy and those that may be changed by the Company from time to time.

13. Unauthorized Absence

If you are absent from work for a continuous period of 3 days or as prescribed by applicable laws, without the prior written consent from your approving authority, it will be construed that you have voluntarily abandoned your employment with the Company. The Company shall be entitled to take appropriate disciplinary action(s) against you as per the Company's Job Abandonment Policy.

14. Retirement

You will automatically retire from employment with the Company on the last day of the month in which you attain the age of fifty-eight (58) years. It is hereby clarified that the Company reserves its right to change the retirement age at its sole discretion.

15. Termination of Employment

a. The Company may terminate your employment at any time with or without assigning any reasons by providing 90 days' advance notice to you by paying you pro rata salary in lieu of any notice or balance notice period. You may resign or terminate your employment with the Company by providing 90 days' advance notice to the Company. When you serve notice to resign from the employment of the Company, the Company may at its sole discretion, allow you to pay salary in lieu for the notice period; and/or adjust the vacation accumulated towards part of the notice period.

b. Notwithstanding the aforesaid or anything else to the contrary, the Company may, at its sole discretion, suspend, lay off, dismiss, discharge and/or terminate your employment with immediate effect by a notice in writing (without any notice period or salary in lieu of any notice period) in the event of your:

- Misconduct, as provided in Misconduct and Disciplinary Action Policy
- Non-adherence to Associate Deployment Pool Policy
- Violation of Social Media Policy or Conflict of Interest Policy
- Breach of integrity, or embezzlement, or misappropriation or misuse or causing damage to the Company's asset/property or reputation
- Insubordination or failure to comply with the directions given to you by persons so authorized
- Insolvency or conviction for any offence involving moral turpitude
- Breach of any terms or conditions of the Agreement and/or Company's policies or other documents or

directions of the Company

- Violation of non-disparagement obligations
- Conduct, which is regarded by the Company as prejudicial to its own interests or to the interests of its client.

16. Deputation, Assignment and Transfer

The Company may second, depute or assign you to work with any of its affiliates or transfer your services to any group company worldwide. On any such secondment, deputation, assignment or transfer of your employment, the Company and/or affiliate may require you to sign the applicable Overseas Deputation / International Employment Agreement(s) of the specific country, based on the policies of the Company.

17. Survival

Clauses 5, 6, 10 and 12 and any other clauses, which by their nature are expected to survive, shall all survive the termination of your employment (for any reason) and shall continue to apply to you even after cessation of your employment with the Company.

18. Dispute Resolution and Governing law

The Parties shall make best efforts to settle by mutual conciliation any claim, dispute or controversy ("Dispute") arising out of, or in relation to, this Agreement, including any Dispute with respect to the existence or validity hereof, the interpretation hereof, or the breach hereof. This Agreement and your employment with the Company shall be governed and interpreted in accordance to the laws of India and the courts in Chennai only shall have exclusive jurisdiction over any Dispute. Notwithstanding the aforesaid, the Company shall be entitled, in addition to all other remedies, to any interim relief including but not limited to an injunction, whether interlocutory or preliminary, restraining any breach of the provisions of this Agreement.

19. General

This Agreement and your employment is personal to you and you cannot assign, subcontract or transfer your rights or obligations hereunder to any other person or entity. No delay or failure by Company to exercise any of its powers, rights or remedies under this Agreement or otherwise will operate as a waiver of such powers, rights or remedies. If any provision of this Agreement is held by any competent authority to be invalid or unenforceable, the validity of the other remaining provisions of the Agreement shall not be affected. You shall not make any announcement concerning Company, its affiliates and their employees, contractors or clients without Company's prior written consent and you shall not use or disclose the name, trademark, domain name, service mark, logo or any other intellectual property of Company and its affiliates and their employees, contractors or clients.

This Agreement, together with the agreements and policies of the Company, Employment Offer Letter (and any attachments thereto, are the exclusive and entire agreement between the Parties relating to its subject matter, and supersedes all prior and contemporaneous discussions, agreements, negotiations, representations, and proposals relating to the subject matter hereof.

You shall be required to treat the terms of this Agreement as strictly confidential. The Company reserves the sole right to change any terms or conditions provided in this Agreement based on applicable laws or business exigencies.

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

Cognizant Technology Solutions India Private Limited

Devika Ramesh

Sign: _____
Name:

Sign: _____
Date:



Fwd: MRF Campus 2021-2022 Final Selection Position / Department : Supervisor Quality Assurance

1 message

Jerin Varghese <jerinvarghese950@gmail.com>
To: silpasivadassilpa@gmail.com

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

From: <saju.g@mrfmail.com>

Date: Wed, 11 May, 2022, 5:13 pm

Subject: MRF Campus 2021-2022 Final Selection Position / Department : Supervisor Quality Assurance

To:

Dear All

Please find below the names of the **Final Selected Candidates** for the position of **Supervisor Quality Assurance**.

Request all the selected candidates to submit their acceptance on our offer through the following link on or before 13.06.2022_10.00am.

Link: <https://forms.gle/gLbvrKJro3jj8jv7>

Selected Candidates:

TEST PIN	NAME	QUALIFICATION	COLLEGE
J014778	GOUTHAM S KARTHA	UG - B.SC - CHEMISTRY	SAHRDAYA COLLEGE OF ADVANCED STUDIES KODAKARA
J153645	SURAJ SANTOSH GIRAMKAR	UG - B.SC - STATISTICS	SIR PARASHURAMBHAU COLLEGE PUNE
J166501	ABIN K PAUL	UG - B.SC - CHEMISTRY	ST ALOYSIUS COLLEGE, ELTHURUTH, THRISSUR
J236810	AJITH RAJU	UG - B.SC - CHEMISTRY	ST GEORGE'S COLLEGE ARUVITHURA
J093367	CHRISTY JOSE	UG - B.SC - CHEMISTRY	ST MARY'S COLLEGE MANARGADU
J208447	ARIJUN K ANISH	UG - B.SC - PHYSICS	ST MARY'S COLLEGE MANARGADU
J244003	MATHEWS APHEM	UG - B.SC - CHEMISTRY	ST THOMAS COLLEGE, PALA
J130797	TINSE THOMAS	UG - B.SC - CHEMISTRY	ST THOMAS COLLEGE, PALA
J108060	JISBIN JESSO	UG - B.SC - CHEMISTRY	ST. DOMINIC'S COLLEGE, KANJIRAPPALLY
J184569	JERIN VARGHESE	UG - B.SC - CHEMISTRY	ST. DOMINIC'S COLLEGE, KANJIRAPPALLY
J110639	JOBIN THOMAS	UG - B.SC - PHYSICS	ST. DOMINIC'S COLLEGE, KANJIRAPPALLY
J139035	SATHEESH P K	UG - B.SC - STATISTICS	ST. JOSEPH'S COLLEGE (AUTONOMOUS) TRICHY
J134632	SUBASH R	UG - B.SC - STATISTICS	ST. JOSEPH'S COLLEGE (AUTONOMOUS) TRICHY
J166833	ALBIN TOM KURUVILLA	UG - B.SC - PHYSICS	ST BERCHMANS COLLEGE, CHANGANASSERY
J001321	ABHISHEK ANTONY JAMES	UG - B.SC - CHEMISTRY	ST THOMAS COLLEGE, THRISSUR

This email is marked to all the selected candidates & Respective Placement Coordinators.

Please, go through the Terms and Conditions with respect to MRF Job Offer.

1. This offer is subject to candidates being found medically fit. All the selected candidates will have to undergo Pre Employment Medical Check up before they Join MRF. The medical report has to get certified by our Doctor. Details of the Medical Report will be shared.
2. Since our Joining process is happening in batches, we ask the selected candidates to Join us during the period between **July 2022 to June 2023**.
3. We allow candidates to join us before the declaration of their final Year / Semester results, with an assumption of clearing the qualifying degree with marks not less than 60%.
4. Those who fail to meet any of the eligibility criteria including, Active Backlog, Medical, Qualifying degree and Secured Marks shall not be allowed to join and if joined, their association shall be discontinued.
5. Selected candidates will have to Submit all their Original Educational Certificates Including Mark Sheets, Conduct Certificate, PAN Card, Aadhar Card, 2 Reference Letter(Format will be shared) for verification at the time of Joining.
6. Candidates required any further clarification or information related to our Selection, Job, Joining, Training, Facilities, etc. shall reach us through the Placement in charge or via email.

Best Regards

Saju Oommen

Human Resources

MRF Limited

Chennai



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Fwd: MRF - Campus - 2022 II BSc II Position: Supervisor Quality II Next Level Interview II MS Teams II 06 Mag 2022

1 message

Jisbin Jesso <dobosinhal511@gmail.com>
To: silpasivadassilpa@gmail.com

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

From: <sajug@mrfmail.com>
Date: Thu, 5 May 2022, 10:45 am
Subject: MRF - Campus - 2022 II BSc II Position: Supervisor Quality II Next Level Interview II MS Teams II 06 Mag 2022
To:

Dear All

Pls find below the names of the candidates who have been short-listed for **Supervisor Quality** Position Next Level Technical Interview.

We will be conducting Virtual Interview through **MS Teams Application** as per the following details.

Candidates are advised to follow the allocated time slots and ensure that they are attending the interview with out any Device / Internet Connectivity related Issues(**1mbps internet speed preferred**).

All Interview Shortlisted Candidates are requested to confirm their participation in the interview through the following link on or before 05. Mag. 2022, 6.00PM with out fail.

Link: <https://forms.gle/BmUfv52Fqz24TrGc9>

Date & Time of the Interview : 06.Mag.2022 (Pls ref the table below for the exact Time Slot)

MS TEAMS MEETING LINK FOR THE INTERVIEW
https://teams.microsoft.com/l/meetup-join/19%3ameeting_MGQ0ZjU4MGExMzhhYy00MTYwLWFjNzItODEZDU4YTVjNjGQg%40?threadv2/0?context=%7b%22id%22%3a%22488ccf6e-c385-4a91-a2010e1072f87%22%2c%220id%22%3a%2206f6b827-8371-4bbf-82b9-ae1947adb52e%22%2d

Job Profile: Supervisor Quality

- Product audit, Process audit, dock audits
- Customer Complaint Analysis and problem solving using 7 QC tools.
- Line return analysis, Reducing the line return.
- Maintaining records and quantifiers for ISO.
- Maintaining quality records in SAP.

General Guidelines for the Interview (Technical & HR):

1. Candidates should attend the interview in Formal Dress.
2. Candidate should Join 5 min before the actual schedule, we shall admit them based on the completion of other Interviews(Maximum Waiting Period 45Min).
3. Candidate should join the meeting by Mentioning their names as given during the registration process.
4. Candidates should ensure Proper Internet connectivity, Proper Lighting, and avoid background Noise.
5. Candidates those who are attending interview through Mobile Phone, should download the MS Teams Application and Install(No Registration Required).
6. We encourage first time MS TEAMS App users to do trial Calls to get familiarized with the App.
7. Candidates should ensure that the Video & Audio of the Connecting device are working properly.
8. Candidates should prepare their technical subjects well(Both Theory and Practical applications).
9. Candidates should have a fair knowledge in **all the core Topics** of their areas of Specialization (As per their Syllabus).
10. Candidates should have in depth knowledge in their favorite Topics, Theory and its Practical Applications.
11. Candidates should be thorough with their Industrial Visit, Projects, Seminars which is mentioned in their Resume.
12. Candidates should go through MRF Website and understand about the company.
13. Candidate should have the clear understanding of the Job Profile of the Position he /she is attending the interview.
14. Focus on: Self Introduction, Strengths, Weakness, Achievements, Examples for Leadership Quality.

Shortlisted Candidates & Interview Schedule:

Test Pin	Name	Qualification	College
J110639	Jobin Thomas	UG - B.Sc - Physics	St. Dominic's College, Kanjirappally
J037045	Anandhu vinod	UG - B.Sc - Chemistry	St. Dominic's College, Kanjirappally
J108060	Jisbin Jesso	UG - B.Sc - Chemistry	St. Dominic's College, Kanjirappally
J208447	ARJUN K ANISH	UG - B.Sc - Physics	ST MARYS COLLEGE MANARCADU
J244003	MATHEWS APHEM	UG - B.Sc - Chemistry	ST THOMAS COLLEGE, PALA
J130797	TINSE THOMAS	UG - B.Sc - Chemistry	ST THOMAS COLLEGE, PALA
J184569	JERIN VARGHESE	UG - B.Sc - Chemistry	St. Dominic's College, Kanjirappally
J093367	Christy Jose	UG - B.Sc - Chemistry	ST MARYS COLLEGE MANARCADU
J082278	Sriragavan	UG - B.Sc - Statistics	ST. JOSEPH'S COLLEGE (AUTONOMOUS) TRICHY
J135240	Alwyn Jerry R	UG - B.Sc - Statistics	ST. JOSEPH'S COLLEGE (AUTONOMOUS) TRICHY
J292833	Kesava Chandran R	UG - B.Sc - Statistics	ST. JOSEPH'S COLLEGE (AUTONOMOUS) TRICHY
J139035	SATHEESH P K	UG - B.Sc - Statistics	ST. JOSEPH'S COLLEGE (AUTONOMOUS) TRICHY
J134632	Sudash R	UG - B.Sc - Statistics	ST. JOSEPH'S COLLEGE (AUTONOMOUS) TRICHY

Best Regards
Saja Oommen
Human Resources
MNF Limited
Chennai



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APPADORE



SREELAKSHMI M S

JR QUALITY ASSURANCE TESTER

.....

Emp Code
AA - 026

Date of Issue
11/10/2022

Blood Group
B +VE

Date of Birth
09/10/2000



APPADORE PVT LTD

**1 A, CARNIVAL INFOPARK - II
KAKKANAD, KOCHI, KERALA 682042**

Email : info@appadore.com

Ph : 0484-2956529

HOLDER'S ADDRESS

**Mankuzhiyil House,
Madukka P.O, Kottayam,
Kerala 686513**

MOB: 7306613027

Emergency Contact NO : 9605574558



Acceptance of TCS Offer Letter



Inbox



TCS Recruitment - Entr... 12/6/2022

to me ▾



Dear SREELAKSHMI NAIR,,

Thank you for accepting our offer of employment.

We look forward to having you on-board Team **TCS**

Warm Regards,

Talent Acquisition Group

TATA Consultancy Services

=====
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← Reply

↶ Reply all

→ Forward

GLOBAL MEDIA



ATHIRA SANTOSH

SOCIAL TEACHER

At. Po. Allapalli

6238915622

[Signature]
The Principal
Global Media Kerala Mod
F/M School Allapalli



Mr. Ashkar Shajahan

60831152



Reliance SMSL Limited

EC NO : 60831152

DOB : 21/02/2001

DOJ : 25/10/2022

Height : 192

ID Mark : RIGHT
HAND
FIGTER

Blood Group : A +

Signature of the Card Holder

Offer Letter

To,

Ms. Anjana Sebastian
Kandathil House,
Kanjirappally P.O,
Kunnunmbhagam,
Kottayam-686507

Kochi
23.02.2023

Dear Anjana,

Congratulations!

Further to your application for **Part time Employment** with us, and the subsequent selection process, we are delighted to offer you the role of **Document Specialist (Unskilled)**, for the project code FM for a fixed tenure of 6 months from the date of your joining duty in our Establishment.

The job location will be our Corporate Office, located at Jyothirmaya, First Floor, Wing 2, Infopark Phase II, Brahmapuram P.O, 682303. Due to this pandemic situation, you are permitted to Work from Home (WFH).

Your date of joining would be on 01.03.2023.

Your Gross Salary will be INR 8,652.

Company will solely reserve the right to make any further changes to the date of joining.

This offer is valid only for ten days from the issuance of offer letter.

It is made clear that this contract of appointment for a fixed tenure of 6 month will not confer upon you any rights or privileges to claim permanent appointment in the company. It is also made clear that the company reserves the right to terminate your employment during the fixed tenure of 6 months without assigning any reason what so ever. However, the company may absorb you as a permanent employee on completion of 6 months of continuous service after evaluating your efficiency, loyalty, dignity, and accountably towards the company.

Stream Perfect Global Services
First Floor, Wing 2, Jyothirmaya, Infopark Phase II, Brahmapuram Post, Kochi, Kerala 682303
Ph: 0484-2972793 Web: www.stream-perfect.com

SPGS Confidential
SPGS/03-2023

Your employment will be governed by the rules, regulations and policies of the Company. The terms of this offer letter shall remain confidential and are not to be disclosed to any third party.

The offered employment will not be on your core area of your study. It will relate to the digitization of documents.

Stream Perfect Global Services is specialized in Digitization and Data Processing for different industry verticals across the globe.

As per the government law, you are supposed to work parttime for four hours with an additional half hour break.

Currently you're allowed to work from home (WFH) connecting our server via Virtual Private Network (VPN). During the work hours, online support will be provided. All the official communications will be through Skype/E-mails/Whatsapp etc. Your attendance will be monitored remotely through the network log report only.

For working from home, it's your responsibility to arrange a Desktop Computer/Laptop with an internet connection of minimum 30 mbps symmetric speed. During the tenure of service with SPGS, you are not allowed to accept/ work with any other organisation. If found, it may lead to the termination of job.

Your performance and contribution to the company will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on the SPGS policy.

Your employment will be subject to background checks in line with SPGS background check policy. If the background check reveals unfavorable results, you will be liable for disciplinary action including termination of service without notice.

Please note that your appointment is subject to reference checks. You shall serve the organisation for a minimum period of one year from the date of joining and you shall not accept any offer of employment from any other organisation during the said period.

Stream Perfect Global Services
First Floor, Wing 2, Jyothirmaya, Infopark Phase II, Brahmapuram Post, Kochi, Kerala 682303
Ph: 0484-2972793 Web: www.stream-perfect.com

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

- Standard X and XII marks sheets equivalent.
- Degree certificate.
- Provisional certificate and last semester mark sheet.
- Conduct certificate from your last educational institution.
- Police clearance certificate (PCC) from your native police station.
- Self Aadhaar card (Ensure that the DOB is there in the Aadhaar. If not, it should be updated in Aadhaar before joining the organisation).
- Aadhaar card of parents (For adding with ESI & EPF).
- One softcopy of passport size photograph for ID Card.
(E-mail to prasanth@stream-perfect.com)
- Pancard.
- One recent passport size photograph.
- One recent stamp size photograph (2cms x 2.3cms) for SEZ ID Card.
- One family size photograph, except siblings (With 9cms length and 6cms width) for Employees State Insurance (ESI).
- If prior experience, Experience Certificate and Relieving Letter from the previous employer along with the last three months pay slips.

The original documents will be returned to you after verification. We request you to please carry a signed copy of the offer letter on the day of your joining as a token of your acceptance.

SPGS Confidential
SPGS/03-2023

Welcome to Stream Perfect Global Services. We wish you a long, rewarding and fulfilling career and look forward to your joining with us. I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Name:

Signature:

Date:

Yours Sincerely,
For Stream Perfect Global Services

Prasanth Shankar,
Human Resource Department

Stream Perfect Global Services
First Floor, Wing 2, Jyothirmaya, Infopark Phase II, Brahmapuram Post, Kochi, Kerala 682303
Ph: 0484-2972793 Web: www.stream-perfect.com



PRIVATE AND CONFIDENTIAL

Date: 27-Mar-2023

JUBY BIJU

Aramana House Poovatholy P.O.
Karikkattoor
Kottayam 686544
India

EMPLOYMENT AGREEMENT

Dear JUBY

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

1 EMPLOYMENT

1.1 Your effective date of joining shall be no later than : **27-Mar-2023**

1.2 Notwithstanding the afore-said or anything to the contrary contained in this employment agreement or in the Letter of Intent ("LOI") and/ or notwithstanding your acceptance of the LOI or the employment offer, the Company, for any business or operational reasons whatsoever including without limitation any reason which is beyond the Company's control, or due to any unforeseen or unavoidable business circumstances, reserves the right to defer your date of joining to a later date to suit the business requirements. The Company will use reasonable endeavour to inform you at the earliest. (Applicable for Band A only)

1.3 Your employment with the Company is subject to:

(i) The accuracy and authenticity of the testimonials, documents and information provided by you to the Company. The Company will get authenticity of aforesaid, and of the personal and employment details, provided by you to the Company, validated, either internally or through any external agency engaged by the Company, and by accepting this offer, you hereby agree that you have no objection, and you unconditionally consent, to the same and grant Company the authority and power to do so including to get background verification / checks conducted without any further reference or notice to you and to share the report/s including of any such background verification / checks with any of Company's advisors, attorneys or consultants or to produce, submit or file any such report/s before any court, tribunal, commission, enquiry officer, arbitrator/s, quasi-judicial authorities or government, statutory, labour and/or regulatory authorities or in response to any legal order, summon or notice or refer it and/or its details or contents in any show cause notice, charge sheet or legal / demand notice without any reference or notice to you and/or without your further or additional consent.

(ii) Your being free from any contractual or legal restrictions preventing you from accepting this offer or starting work on

the above-mentioned date;

(iii) On our receiving two satisfactory references; and

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

(v) If you breach, fail to fulfill or comply with any of the aforesaid conditions, this offer shall stand revoked automatically without any further reference or notice to you (whether you have accepted it or not) and, if you have already commenced employment with the Company, such employment will automatically terminate without giving you any claim for compensation or damages, but without prejudice to the Company's rights and / or remedies against you.

1.4 Probation:

(i) You will be on probation* for a period of **180** Days from the date of joining which can be extended by the company at its sole discretion in case your performance does not meet requisite standards or for any other reason as deemed fit or proper by the company. At the end of the probation period your services with the company would be deemed confirmed unless specifically extended by the company in writing, within the said period of **180** Days

*No probation period for Band D and above

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

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

experience letters. The term 'unscheduled off' shall mean 'absenting unauthorizedly' or 'unauthorized absence'.

(iv) Further, on your giving the notice of resignation, the Company may at its sole discretion relieve you from such date, as it may deem fit, even before the expiry of notice period, by paying salary in lieu of notice period, based on the business needs of the Company which may include without limitation client requirements or any security reasons or any productivity issues or your presence on Company premises including without limitation on the production / operation floor bringing in any negative impact on the working environment. The Company may take appropriate decision on such or similar situation. Alternatively, Company may instruct you to proceed on garden leaves with salary during the period of your notice.

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

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

2 PLACE OF POSTING

2.1 Your initial place of posting shall be at **FA-Kochi 3**. However, your services are transferable to any other another place either in existence now or which would come into existence henceforth. You may be transferred within India or outside India to serve the Company or any of Company affiliates. You may be transferred to any of Company's or its affiliates existing offices or locations anywhere or to any of the future offices or locations which may come into existence or may get acquired henceforth / any-time in future. It is a condition to your employment that you comply with any such requirements of the Company. The transfer will not deem to constitute a change in your conditions of service. The Company will not be responsible for any of your acts leading to any action against you as per the law of the country or state you have been deputed or transferred to.

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

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

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

3 PERFORMANCE OF DUTIES

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

3.2 You shall, at all times, be required to carry out the duties and responsibilities assigned to you by the Company, faithfully and diligently and in compliance with the established policies and procedures, endeavoring to the best of your ability to protect and promote the interests of the Company.

3.3. You have represented, stated, affirmed, declared and/or accepted, and/or you hereby represent, state, affirm, declare and/or accept that you presently are not in any kind or form of dual employment whatsoever and/or there is no impediment whatsoever including without limitation legal or contractual that prevents, stops, debar or disentitle you from accepting this offer or joining the Company's employment, and you hereby unconditionally agree, promise, guarantee and/or consent that you shall, without demur, fully indemnify the Company and its management, directors, managing director, principal officer, officers, employees, representatives, advisors, assigns and successors (here-in-after collectively and/or severally referred to as the "Indemnified") and you shall, perpetually and irrevocably, keep the Indemnified fully defended, saved, harmless and indemnified from or against any or every losses, liabilities, damages, claims, demands, settlements, charges, fees, amounts, expenses and/or costs (here-in-after collectively and/or severally referred to as the "Losses") including without limitation as may be suffered, sustained, incurred or paid by, or alleged, levied or adjudicated against, or demanded or claimed from, the Indemnified. Without prejudice to afore-said, this offer is made on the clear understanding that your employment is on whole-time basis and that you shall not undertake, do, involve or engage in and/or accept any other part-time or full-time work, job, employment or any independent assignments, without the prior authorized, unambiguous and specific written consent of the Company. You shall not, during the term of your employment engage directly or indirectly, whether part-time or full time, whether for profit / commercial interest or otherwise, in any other employment, business, occupation, profession, vocation or activity, whether as a principal, agent, servant, employee or otherwise, which whether or not be detrimental, whether directly or indirectly, to the Company's interests. Any engagement by you as aforesaid shall be construed as dual employment and you shall be liable to face strict disciplinary action for the same, which may go up to termination of your employment without any compensation or damages to you. Further, Company, without prejudice to its rights and/or remedies, reserves the right to seek injunctive relief against you and you hereby unconditionally agree, promise, guarantee and/or consent that you shall, without demur, fully indemnify the Indemnified and you shall, perpetually and irrevocably, keep the Indemnified fully defended, saved, harmless and indemnified from or against any or every Losses including without limitation as may be suffered, sustained, incurred or paid by, or alleged, levied or adjudicated against, or demanded or claimed from, the Indemnified. Notwithstanding anything contrary contained here-in and/or without prejudice to afore-said, the Company reserves the right to claim from you the Losses or any deficit including by way of deductions from your salary, emoluments or remuneration including full & final settlement and/or as per the process of law and you hereby unconditionally authorize the Company to do so without any or further notice or reference to you.

3.4 You shall use the office of the Company only for rendering such services for which you have been appointed.

3.5 You are expected to attend office, except when traveling on business, during the working hours/shifts as may be decided by the Company. The Company practices a 48-hour work/week for all staff and management employees. You may be called upon to work in any of the shifts depending on the business and customer service requirements. Actual work timings and shifts may vary from time to time based on business and customer service requirements. By accepting this offer, you hereby agree to work in any shift including in night shift as may be assigned to you by the management. In case you, for the reasons attributable to you, work for less than 8 / 9 hours a day (*as the case may be depending upon your location of work*), it would be treated as absence from duty and your wages / salary shall be deducted accordingly.

3.6 You shall first apply for leave and get it sanctioned from your supervisor before proceeding on leave. Any leave taken by you otherwise shall not be taken cognizance of and your supervisor shall be entitled to mark you as 'absenting unauthorizedly'/'on unscheduled off'. Any sick leave of over three days has to be supported with medical certificate, fitness

certificate and other medical documents including prescriptions, medicine bills, reports and records to support your sickness and treatment. Any emergency leave shall be informed by you personally to your supervisor over a phone (not via sms) at least six hours before your shift time otherwise you would be marked as 'unauthorized absence /or unscheduled off'

3.7 The employees shall be entitled to their monthly emoluments only if they give the normal production/output and perform work according to their scheduled working hours. In case, therefore, the employees resort to go-slow and/or intermittent stoppage of work, or slow-down or work-to-rule, or absent from duty, which shall include employee's absence from the place or places where, by the terms of his/her employment or Company's instructions, he or she is required to work (the employee shall be deemed to be absent from the place where he/she is required to work if, although present in such place, he/she refuses, defaults, omits or neglects to carry out his/her work) , or the like, such employees shall be entitled to receive wages/salary only in proportion to the production/output given by them / hours during which they have actually performed normal work. This is without prejudice to the right of the management to effect penal deduction of wages/salary under applicable law or this Employee Handbook.

3.8 You shall use client provided / allotted e-mail for rendering services to client only or strictly for client related official work only. Such e-mail shall not be used by you for any other purpose including without limitation for applying for leave, for tendering your resignation, for raising any grievance, etc. Further, you shall not communicate with the client or with client customers' directly via any mode or medium whatsoever unless prior written specific authority is provided to you by the Management.

4. BACKGROUND VERIFICATION

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

5. EXTERNAL INTEREST

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

6. COMPENSATION

Bonus payments are subject to approval of the Company's board of directors (the "Board") and bonuses generally are

reviewed, approved and paid during the March/April timeframe of each year as determined by the Board in its sole discretion.

6.1 As compensation for services to be rendered, you shall be paid a Basic Salary of Rs. **1,65,178** per annum. The salary shall be payable on monthly basis in arrears on or about the last working day of each calendar month but before expiry of the 7th day of the succeeding calendar month. Other allowances and benefits payable shall be as detailed in Appendix 1 hereto.

6.2 The payment of all compensation shall be made in accordance with the relevant policies of the Company in effect from time to time, including normal payroll practices, and shall be subject to income tax deductions at source, as applicable. All requirements under Indian tax laws, including tax compliance and filing of tax returns, assessment etc. of your personal income, shall be fulfilled by you.

6.3 The compensation paid to you has taken into consideration the status and responsibilities of the appointment and as such, you will not be entitled to any other payment by way of any other allowances.

6.4 By accepting this offer you authorize the Company to deduct from your remuneration including on termination of employment (including from salary, salary in lieu of notice, holiday pay, allowances, discretionary bonus (*if any*), etc.) all debts owed by you to the Company or any of its group or affiliate companies or any fine or recovery imposed by the Company including pursuant to the Company's disciplinary procedure or to deduct any amount for absence from duty or for notice period not served by you or for damage to or loss of goods or Company assets or for recovery of advances or loans, etc.

6.5 As per the current policy of the company, you will be eligible for a target performance bonus above your Fixed CTC, consistent with the targets and other criteria of the Company's corporate bonus policy. The bonus is payable only if you are employed by the Company on the date of the bonus payment and have not given notice of resignation prior to the said payout date. This policy is subject to change at the discretion of Management. Taxes as applicable shall be deducted. (*Not Applicable for employee who are on another incentive plan)

Bonus payments are subject to approval of the Company's board of directors (the "Board") and bonuses generally are reviewed, approved and paid during the March/April timeframe of each year as determined by the Board in its sole discretion

7. CONFIDENTIALITY

7.1 The term "Confidential Information" shall include all information, whether written or oral, that is not known by, or not generally available to, the public at large and that concerns the business, activities, employee relations, financial affairs, trade secrets, technology of the Company or otherwise relates to the Company or to Company employees, in any manner whatsoever, its customers, their clients, suppliers and other businesses or entities, with whom the Company does business, which may come to your knowledge or possession during the tenure of your employment with the Company. You shall hold such Confidential Information in trust and confidence and not disclose or divulge such Confidential Information to any other person or entity or use any such Confidential Information for your own benefit or the benefit of any other party, unless so authorized by the Company or required to be so disclosed or divulged in the course of the proper execution of your duties. You agree to sign the 'Confidentiality and Non Compete Agreement' in the form annexed to this letter.

7.2 You undertake not to make copies or duplicates of any Confidential Information or other sensitive property or materials

of the Company, including but not limited to keys, access cards, diskettes, programs, photographs or such other proprietary information relating to the Company's business.

7.3 You shall keep strictly confidential, details of your salary and employment benefits within and outside the Company.

7.4 You agree and confirm that the terms and conditions of this Clause 5 shall survive the termination or discontinuation of your services with the Company.

8. INTELLECTUAL PROPERTY RIGHTS

You shall be required to disclose promptly, completely and in writing to the Company any discovery, invention, methodology or improvements made thereto, process, software applications or products, conceived, developed or discovered by you, either individually or jointly with others, during your employment ("Inventions") and such Inventions whether or not patent applications are filed thereon shall at all time belong absolutely to and be the sole and absolute property of the Company. You agree to treat such Inventions as Company proprietary and confidential and to use such Inventions solely for the benefit of the Company. You agree to assign to the Company any and all rights, title and interest, including, but not limited to, copyrights, trade secrets and proprietary rights to the Inventions, information, materials, products and deliverables developed during the performance of services to the Company.

You agree that all the work performed by you and all Inventions, information, materials, products and deliverables developed by you while in the employment of the Company shall be the exclusive property of the Company and all title and interest therein shall vest in the Company. All such Inventions, information, materials, products and deliverables shall be deemed to be "works made for hire" under the United States Copyright Laws or applicable Indian laws (or any other applicable law).

If and when required by the Company, you shall at the Company's expense take out or apply for letters patent, licenses or other rights, privileges or protection, as may be directed by the Company in respect of such Inventions, so that the benefit thereof accrues to the Company. You shall execute and do all instruments, acts, deeds and other things, which may be required by the Company for assigning, licensing any Inventions made during the employment, which shall vest with the Company including the name and all benefits arising in respect thereof.

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

9. DISCIPLINARY ACTION PROCEDURE

Any breach of the Company's Code of Conduct, policies, etc., or any act of omission or commission constituting misconduct, or failure to attain or maintain a satisfactory work standard, by any employee will be regarded as a disciplinary or capability matter. The procedure for such misconducts, matters or offences including major misconduct shall be as set out under the Code of Conduct and/or Progressive Disciplinary Policy. If you are accused of misconduct, you shall be liable to be suspended from service pending or in contemplation of enquiry. During suspension, you shall be entitled only to a subsistence allowance at the rate described in the attached Appendix - 2, forming an integral part & parcel of this employment agreement. The rate of subsistence allowance, as described in Appendix - 2, is as per the prevailing statutory regulations and is subject to change in terms of any statutory amendment thereto. Accordingly, the rate of subsistence allowance as per prevailing regulations, applicable from time to time, shall apply. If you are found guilty of any charge of

misconduct, you shall be deemed to be absent during the suspension period and not be entitled to any compensation, remuneration or other amount except the subsistence allowance paid / payable. In the enquiry, you may bring only a co-employee (who is not accused of similar charges) to represent or assist you. In no case would you be entitled to bring any outsider who is not employed with the Company, to represent or assist you at such enquiry.

10. CODE OF CONDUCT

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

11. LAY OFF, TERMINATION OF EMPLOYMENT AND RETIREMENT

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

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

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

(B) In case you, during your notice period, abruptly stop reporting to duties or if you abscond from duties or absent unauthorisedly or absent without authorization without prior information to, and prior permission from, the Management, the Management shall mark you as 'absenting unauthorisedly' / 'unscheduled off' and you shall not be entitled to any salary

/ wages for aforesaid period. In aforesaid situation, Company shall not be under any obligation to issue your relieving and experience letters. The term 'unscheduled off' shall mean 'absenting unauthorizedly' or 'unauthorized absence'.

(C) Further, on your giving the notice of resignation, the Company may at its sole discretion relieve you from such date, as it may deem fit, even before the expiry of notice period, by paying salary in lieu of notice period, based on the business needs of the Company which may include without limitation client requirements or any security reasons or any productivity issues or your presence on the Company premises including without limitation on production / operation floor bringing in any negative impact on the working environment. The Company may take appropriate decision on such or similar situation. Alternatively, Company may instruct you to proceed on garden leaves with salary during the period of your notice.

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

(E) Waiver of notice period is at the sole discretion of the Company. If Company exercises its

discretion then waiver of notice period shall be in writing only therefore any verbal assurance by, or discussion with, supervisor, manager, Human Resources team, etc. would not be binding upon the Company or its management.

(F) After notice of termination, you shall cooperate with the Company, as reasonably requested by the Company, to effect a transition of your responsibilities and ensure that the Company is aware of all matters being handled by you.

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

11.4 The Company reserves the right during any period of notice to exclude you from the premises of the Company, or to require you to carry out specified duties at premises other than those referred to in paragraph 3.1 above, or to carry out no duties, and to instruct you not to communicate with clients, client's customers, employees, agents or representatives of the Company until your employment has been terminated, provided that you will continue to be paid and to enjoy normal contractual benefits during any such period. You shall not be entitled to engage in any other employment, work or business during the notice period. You shall not be entitled to take any leave (unless applied for and permitted in writing, and sanctioned, by the management and on such terms & conditions as may be prescribed by the management) during the notice period. Any leave sanctioned by the management shall result in extending your notice period by number of days you had taken the sanctioned leave.

11.5 You shall retire on your 60th birthday or the last day before that, if your birthday does not fall on a working day.

11.6 In addition to all the rights of the Company provided for in this employment agreement and under law, the Company may terminate your employment forthwith in any of the following circumstances:

- Breach by you of any of the terms of this employment agreement;
- Breach of any clauses of the Company's Code of Conduct as referenced in clause 8 here in above;
- Unauthorized absence beyond a period of 5 (five) consecutive days;
- Inability to perform your duties beyond a period of (30) days, whether on medical grounds or on any other grounds;
- Physical or mental incapacitation to perform your duties;
- 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;
- Commission of any act detrimental to the interests of the Company;
- Commission of any act of moral turpitude;
- Major misconduct;
- Commission of an act of insolvency;
- Conviction in any court of law for the commission of any crime; or
- Your performance is continuously measured as below expectation for a period of two months, despite due training.
- Either refusing to appear for a drug test as per company policy or failing to clear the drug test.
- Breach of Information Security Guidelines

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

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

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

12. JOB ABANDONMENT

If you, abscond from duties, or remain unauthorizedly absent or absent without authorization, or abruptly stop reporting to duties, or absent unauthorizedly without prior information to, and prior permission from, the Management, or remain absent without leave, or over-stay beyond your approved leave, for sixteen (16) consecutive days', it will be deemed that you have voluntarily resigned from the services of the Company or relinquished your employment and in such an event your name shall automatically stand removed from the rolls of the Company. The Company in such a case shall not be under any obligation to issue your relieving and experience letters. Company shall further be entitled to recover salary in lieu of notice not served by you from your salary, allowances and full & final payment and you hereby authorize the Company to do so without any notice or reference to you or without any further consent from you. You also agree that Company shall not be under any obligation to prove your intent as described here-in and it shall be deemed that you have no intention to resume duties.

13. OTHERS



13.1 You will be bound by the Code of Conduct of the Company and all other rules, regulations, instructions, policies and orders issued by the Company from time to time, in relation to your conduct, discipline and service conditions such as leave, medical, retirement, etc. as if these Code of Conduct, rules, regulations, instruction, policies etc. were part of this employment agreement.

13.2 You shall immediately inform the Company in writing about any change in your residential address. In case of any delay, negligence, failure or default on your part to do so, any communication, letter, notice, etc. addressed at your last known address available in Company records shall be deemed to be effective and valid communication to you and you shall be estopped from disputing or challenging the same.

13.3 You represent that you have no interest or obligation that is inconsistent or in conflict with the terms contained herein. You agree to notify the Company immediately if any such interest or obligation arises. You also represent that you will not bring with you or disclose to the Company, or use in the performance of your responsibilities at the Company, any confidential information not generally available to the public of a former employer or any other party, unless you have obtained prior authorized written & specific authorization for its possession and use.

13.4 You also agree that, during your employment with the Company, you shall abide by any confidentiality obligations you may owe to any former employer or other party. You also agree and represent that you are not bound by any valid agreement or obligation of non-competition or non-solicitation to any or former employers or other parties.

13.5 If any information furnished by you to the Company is found not to be true or is found to be false, misleading or inaccurate, or if you are found to have suppressed or concealed any material information / fact, or if you have misrepresented anything, the Company shall be entitled to terminate your employment without notice and/or without compensation or damages to you.

13.6 You agree that if you breach any of your obligations *inter alia* pertaining to notice period, confidentiality, intellectual property rights, Inventions, non-compete or non-solicitation, the Company shall be entitled to seek equitable and injunctive relief against, and damages from, you, and notwithstanding anything contrary contained here-in this offer or in any of annexures, appendix, schedules, etc. appended to, or forming part & parcel of, this offer, you shall indemnify the Company for any and all the losses, liabilities, damages, costs or expenses suffered, sustained, incurred or paid by, or claimed / demanded from, or alleged, threatened, assessed / judged against, the Company including without limitation attorney fees and litigation costs. The provisions of this employment agreement shall be construed and governed in accordance with the laws of India.

14. Notification to New Employer

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

15. Proprietary Rights:

You shall agree that proprietary rights in any or all inventions, designs, applications or work systems which you have made or developed, wholly or partially, during your employment with the Company, shall be the exclusive property of the Company.



16. Travel for Work:

From time to time you will need to travel within India and abroad. You will need to maintain all required papers (passport, VISAs) to ensure ability to travel at short notice. While your base will remain the FA-Kochi 3 region, the Company may request you to spend extended periods of time in other locations including the office of Company's parent company in New Jersey, USA.

17. Invention Assignment, Confidentiality and Non-Compete Agreement:

Additionally, you are also required to sign the Company's standard employee proprietary information agreement relating to confidential information and the assignment of proprietary developments to the Company. Your refusal and/or failure to sign the aforesaid agreement shall be sufficient cause for the Company to terminate your service forthwith without notice and compensation to you.

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

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

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

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

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

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

For Outsourcepartners International Private Limited

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

Agreed and accepted, and consented to, by me.

JUBY BIJU

Dated: 27-Mar-2023

Permanent Address:

Aramana House Poovatholy P.O.

Karikkattoor

Kottayam 686544

COMPENSATION AND BENEFITS

- You may be covered under the Employees' State Insurance Act, 1948 (ESI Act), *if applicable*. The requisite amount as per provisions of, and as prescribed in, the ESI Act towards employee's contribution would be deducted from your compensation. You shall be entitled to ESI benefits in accordance with the applicable statutory requirements.
- You shall be provided with superannuation benefits of Employees' Provident Fund and Gratuity in accordance with the applicable statutory requirements.
- You shall be covered under, a comprehensive medical insurance coverage (under Mediclaim Policy) for self, spouse and dependent children, not exceeding 3 dependents in total, and the personal accident insurance coverage for self only, as per the Company policy.
- You shall be entitled to other allowances and benefits, as applicable as per Company's Policies. Details of other allowances and benefits are attached hereto as Appendix 3 (amended from time to time)
- You may receive an amount towards annual discretionary bonus based entirely on the management's assessment of your performance, your team's performance and Company's overall performance during the previous calendar year (January to December). This bonus is payable at absolute sole discretion of the management of the Company and will be subject to deduction of tax at source, as applicable. Decision of the management in this regard shall be final and binding upon you, therefore, you cannot claim it as your contractual or legal right. Your entitlement, *if any*, for discretionary bonus shall be subject to *inter alia* –

a) all bands in support functions and in Operation Management excluding all employees eligible for Payment for Performance

b) your name appearing on the pay-rolls of the Company on the payout date of discretionary bonus;

c) you have not given notice of resignation, or are not absenting unauthorizedly, or have not abandoned your job, or no disciplinary proceedings are initiated / contemplated against you, or you have not initiated your resignation discussions with the management, or you are not on approved sabbatical leave, or you have not initiated your sabbatical leave discussions, prior to or on the payout date of discretionary bonus;

d) you are not serving, or you are not required to serve, a notice period on the date of payment of said discretionary bonus; and

e) you are not otherwise disentitled or ineligible in any manner whatsoever to get the discretionary bonus amount.

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

Notes:

- The cost to the Company for the above mentioned benefits will be limited to the amount mentioned hereinabove or as provided in applicable policies or as may be determined by the management in its absolute sole discretion from time to time. If any of the above-mentioned benefits becomes chargeable to tax because of any reason whatsoever, it is hereby clarified that it would be your responsibility to pay the taxes, if any. The Company will, in no case, be responsible to bear any of your tax liability.
- Benefits provided to you under any applicable schemes will be governed by the Company's rules and regulations framed in this regard. It is the absolute discretion of the management to decide whether any such particular benefit will be provided to you or not.

Allowances (as applicable)

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

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

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

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

*Applicable for Band B and above

**Applicable for Band C and above

CONFIDENTIALITY AND NON COMPETITION AGREEMENT

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

1. I understand that the term "Confidential and Proprietary Information" shall include all information, whether written or oral, that is not known by, or not generally available to, the public at large and that concerns the business, activities, financial affairs, trade secrets, technology of the Company or otherwise relates to the Company, in any manner whatsoever, its customers, their clients, suppliers and other businesses or entities, with whom the Company does business, which may come to your knowledge or possession during the tenure of your employment with the Company.

2. I agree that during the period in which I provide services to the Company:

3. I will use my best efforts and exercise the utmost diligence in keeping confidential, all Confidential and Proprietary Information, unless lawfully made available by a client or the Company concerning any client of the Company or by the Company itself which I may learn, acquire or get possession of, during the course of or by virtue of my provision of consulting services to the Company. I will use such materials and information relating to Confidential and Proprietary Information solely for the benefit of the Company and its clients and will not use such information for any other entities or persons. At the conclusion of my relationship with the Company I will return any material relating to Confidential and Proprietary Information and any copies thereof.

4. I agree not to keep at any time on my person or in my possession, except in the necessary performance of my duties, any material relating to Confidential and Proprietary Information acquired by me, whether produced by me or by employees or agents of the Company or any client. I agree to safeguard all such Confidential and Proprietary Information materials while they are in my possession, and to surrender them and all copies, which have been made of them to the Company upon termination of my relationship with the Company.

5. I will at all times exercise discretion in discussing with others the affairs of clients, avoiding unnecessary identification of names, places, and other specifics, and I will take reasonable precautions to make sure that such discussions cannot be overheard, and electronic communications cannot be intercepted either by client's employees or outside persons.

6. I will not make any private use of Confidential and Proprietary Information that may come to my attention because of my employment with the Company, nor will I pass such Confidential and Proprietary Information on to anyone else. I understand the term "use" includes, but is not limited to, anyone's purchase or sale of securities influenced by such Confidential and Proprietary Information, access to which is directly or indirectly due to my relationship with the Company. I agree to disclose and assign promptly, completely and in writing to the Company any inventions, whether or not patentable, and including but not limited to, any innovations on processes, methodologies, software applications or products which I discover, conceive and/or develop, either individually or jointly with others, during the term of my relationship with the Company ("Inventions"). I understand that all inventions which I do hereby assign are and shall become the exclusive property of the Company, whether or not patent applications are filed thereon, and I agree to treat such inventions as Company proprietary and confidential information and to use such solely for the benefit of the Company. I hereby assign to the Company any and all rights, title and interest, including, but not limited to, copyrights, trade secrets and proprietary rights to the information, materials, products and deliverables developed during the performance of services to the Company.

All work I perform and all information, materials, products and deliverables developed by me in acting as a consultant to the Company shall be the exclusive property of the Company and all title and interest therein shall vest in the Company. All such information, materials, products and deliverables shall be deemed to be "works made for hire" under the United States Copyright Laws. Pursuant to its exclusive proprietary rights, the Company shall have the sole and exclusive right inter alia to use, modify or adapt the information, materials, products or deliverables that I developed during the performance of services as a consultant to the Company. I agree to provide all necessary assistance required to perfect such assignment of rights defined in this provision.

1. I will not for a period of two year after the termination of this agreement, whether voluntarily or involuntarily (a) directly or indirectly solicit to provide or provide, without the prior written consent of the Company, any professional services such as those provided by the Company for anyone who is a client of the Company anytime during the twelve months prior to my leaving the Firm and for whom I provided any service as an employee of the Company during the five years prior to my leaving or (b) directly or indirectly, without the prior written consent of the Company, solicit for

employment with myself or any Company or entity with which I am associated, any employee of the Company or otherwise disrupt, impair, damage, or interfere with the Company's relationship with its employees. The non-compete provisions of this paragraph will not apply to a client of the Company for whom I performed services or with whom I had significant professional contact prior to joining the Company and which list of clients I have disclosed to the Company prior to my joining.

2. If I am directed by any governmental agency or judicial forum or asked to testify concerning any matter learned in the course of services provided to or on behalf of the Company, I will immediately notify the Company before making any disclosure

3. I further agree that in the event of termination of this agreement, or my employment with the Company, whether of my own volition or otherwise, for a period of two (2) year thereafter, I shall not directly or indirectly, provide any services to or take up employment with any of the existing customers of the Company.

4. That in the event I am found to be in breach of this agreement, or my employment agreement with the Company, I shall be liable to pay to the Company a sum equivalent to the remuneration / compensation received by me, from the Company, in the last three months immediately preceding the termination. This will in no way effect the other rights which the Company may have against me, especially the right to obtain injunctive relief against, and damages and indemnification from, me.

JUBY BIJU

Appendix - 1

Name : JUBY BIJU
 DOJ : 27-Mar-2023
 Designation: Executives
 Band : A1

Pay Component	Monthly Amount	Annual Amount
CTC		
Fixed	15415	185000
Basic & DA	13764	165178
Employers Contribution to PF	1651	19821
Retirals	1109	13313
Gratuity	662	7945
Employers ESIC	447	5368
Flexible	4150	49800
Transport	2500	30000
Canteen	1050	12600
Accident Insurance and Mediclaim Premium	600	7200
Derived	0	0
Total Fixed Salary	15416	185000
Total CTC	20674	248113

** You may receive an amount towards annual discretionary bonus as per the Company's performance bonus policy, based entirely on the management's assessment of your performance, your team's performance and Company's overall performance during the previous calendar year (January to December). This bonus is payable at absolute sole discretion of the management of the Company and will be subject to deduction of tax at source, as applicable. Decision of the management in this regard shall be final and binding upon you, therefore, you cannot claim it as your contractual or legal right. Your entitlement, if any, for discretionary bonus shall be subject to inter alia –

- a) all bands in support functions and in Operation Management excluding all employees eligible for Payment for Performance
- b) your name appearing on the pay-rolls of the Company on the payout date of discretionary bonus;
- c) you have not given notice of resignation, or are not absenting unauthorizedly, or have not abandoned your job, or no disciplinary proceedings are initiated / contemplated against you, or you have not initiated your resignation discussions with

the management, or you are not on approved sabbatical leave, or you have not initiated your sabbatical leave discussions, prior to or on the payout date of discretionary bonus;

d) you are not serving, or you are not required to serve, a notice period on the date of payment of said discretionary bonus;

e) you are not otherwise disentitled or ineligible in any manner whatsoever to get the discretionary bonus amount.

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

1. Group Medical insurance coverage for self and dependents (Spouse and 2 children) and Group Personal Accidental coverage for self.

2. You shall be provided with benefits of Gratuity in accordance with applicable provisions of the Payment of Gratuity Act, 1972 as amended up-to-date.

Appendix - 2

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

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

If you are suspended, and enquiry is initiated, in

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

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

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

1. For the first ninety days of the suspension period, subsistence allowance to be paid per month shall be equal to one half of basic salary and other compensatory allowances to which you would have been entitled if you were on leave with wages.

2. If the enquiry gets prolonged and you continue to be under suspension for a period exceeding ninety days, the subsistence allowance to be paid per month for a further period of ninety days shall be equal to three-fourths of basic salary and other compensatory allowance. If the enquiry is not completed within a period of one hundred and eighty days, you shall be paid basic salary and other compensatory allowances in full as subsistence allowance to be paid per month until such time as the enquiry is finally concluded:

Provided that, where the findings of the enquiry officer show that such enquiry is prolonged beyond a period of ninety days,

or as the case may be, beyond one hundred and eighty days, for reasons directly attributable to you, the subsistence allowance to be paid per month shall for the period exceeding ninety days or, as the case may be, for one hundred and eighty days, be reduced to one-half of basic salary and other compensatory allowances:

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

C. Bengaluru (State of Karnataka) location:

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

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

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

D. Kochi (State of Kerala) location:

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

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

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

E. Jaipur (State of Rajasthan) location:

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

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

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

Provided further that you shall not be entitled to receive any subsistence allowance

if you accept any other employment, during the period of your suspension.

F. Hyderabad (State of Telangana) location:

1. Subsistence allowance, for the first six months of suspension, shall be an amount equal to fifty per cent of your wages/salary which you were drawing immediately before such suspension;

2. If the period of suspension exceeds six months but not one year, the amount of subsistence allowance shall be increased after the expiry of six months to seventy-five percent of your wages/salary which you were drawing immediately before such suspension:

3. If the period of suspension exceeds one year, the amount of subsistence allowance shall be increased after the expiry of one year to one hundred percent of your wages/salary which you were drawing immediately before such suspension:

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

Provided further that you shall not be entitled to receive any subsistence

allowance if you accept any other employment, during the period of your suspension.

1. Chennai (State of Tamil Nadu) location:

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

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

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

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

JUBY BIJU

- Compose
- Inbox 672
- Starred
- Snoozed
- Sent
- Drafts 10
- Unwanted
- More

- Meet
- New meeting
 - Join a meeting

- Hangouts
- Amitha
- No recent chats
Start a new one

#Recruitment# TCS - Provisional Offer Letter

Suresh Babu <sb.suresh@tos.com> to

Apr 20, 2022, 6:54 PM (20 hours ago)



Provisional offer letter has been shared through TCS next step portal . Kindly find below the hiring process with TCS-BPS.

- We appreciate your time and patience through the entire process.
- Offer letter will be issued post your documentation clearance.
- Request you to have your all required educational and personal documents soft copies in PDF format for hassle free documentation process.



TCS BPS Hiring - Confirmation on Joining Date



Inbox



careers@tcsion.... 4 days ago



to me ^

From careers@tcsion.com

To beoanit163@gmail.com

Date 23 May 2022, 8:12 pm



Standard encryption (TLS).

[See security details](#)

Dear Candidate,

Greetings from TATA Consultancy
Services!

Hurray! You have successfully cleared all
rounds of the TCS Interviews, and we
look forward to bringing you onboard
shortly.



Cognizant | Letter Of Intent

Inbox



Cognizant via Sup... 9:12 PM

to me ▾



Dear Sonia Varghese,

Warm greetings from Cognizant!

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

As the next step in taking your candidature ahead, please click on the Go to Offer Page link and complete the process of accepting the Letter of Intent.

LOI Acceptance Deadline: Mar 28, 2022 05:30 PM IST

Thank you for interviewing with Cognizant. We invite you to explore an exciting career journey with us and look forward to having you onboard soon!

[Go to Offer Page](#)

Date: 28-Jun-2022

APPOINTMENT LETTER

Date of Joining – 28-Jun-2022

ALEN K SABU

Dear ALEN,

Welcome aboard!

With reference to our Interview and discussions, we are pleased to appoint you as **FL IV** in **ML OFFICER** in our **MICRO LOANS** division of the Company. Your date of joining is **28-Jun-2022**. The following terms and conditions will be applicable to you:

1. PLACE OF POSTING:

Your posting will be presently at **KANJIRAPPALLY**. However, during employment of the Company, you may be posted / transferred to any of the offices / projects / divisions / departments / units / subsidiaries / sister concerns of the Company, existing or to be set up at any other location in India or abroad, without any additional remuneration, in the interest of the Company without assigning any reasons.

2. COMPENSATION & BENEFITS:

Your Cost to Company [CTC] per **Rs. 171,450/- (Rupees One Lac Seventy One Thousand Four Hundred and Fiftyonly)**, which will be inclusive of Basic Salary, Allowances and such other elements as may be applicable from time to time. Compensation and career progression shall be dependent on performance / conduct and in no case shall be construed to be a matter of right.

You will be governed at all times by the policies, procedures and rules of the Company related to the salary, allowances, benefits and perquisites which are applicable to you. Further, the Company, at its sole discretion, may modify or change such allowances, benefits and perquisites from time to time in accordance with its policies.

Your compensation review / increments and future prospects in the Company shall entirely depend on your performance and other relevant factors as Company may deem fit and in no case, they shall be automatic and / or a matter of right.

It is agreed between the Company and you that the incentive, payable if any, based on your performance and/or productivity is in lieu of any other bonus payable, including the bonus based on profits payable under any law. It is also expressly/ mutually agreed between the Company and you that the incentive payable if any, based on your performance and/or productivity shall be set off against the bonus payable based on profits under any law to the extent permissible under any law.

3. PROVIDENT FUND SCHEME :

You shall become a member of the Provident Fund immediately on joining and as per the rules in force from time to time. The Company contribution under this scheme is fixed at 12% of your basic with a matching compulsory contribution from you. You will be required to submit necessary forms to the Human Resources Department upon your joining.

4. LEAVE :

The Privilege Leave entitlement for the 1st year of service would be 20 days. Thereafter it would be as per the prevailing Company's leave policy.

5. MEDICAL FITNESS :

You will be required to undergo the periodical medical checkup / examination by a doctor appointed by the Company. This appointment letter is valid subject to you being physically fit. Your appointment, continuation and permanency in the employment are also subject to you remaining physically fit.

Your appointment is subject to your declaration of medical fitness to perform the job assigned to you by the Company. The Company, as and when necessary, may require you to be medically examined by Company appointed medical practitioner at any time, during the period of your service. The Company reserves the right to initiate necessary actions, including termination of employment, in any of the following situations:

1. A false declaration of medical fitness by you.
2. Being found medically unfit to continue with the job, by the Company appointed medical practitioner. In such an event, you will be given 30 days time to regain your fitness.
3. Infectious diseases – in case you acquire any infectious diseases which are likely to be a risk to other employees.

6. DUTIES AND RESPONSIBILITIES :

- i) Your duties are entirely managerial in nature and the Company will expect you to work with a high standard of initiative, efficiency and economy and encourage and motivate people under you to achieve optimum output. You will perform, observe and confirm to such duties, directions and instructions assigned or communicated to you by the Company and those in authority over you.
- ii) You will devote your entire time to the work of the Company and will not undertake any direct / indirect business or work, honorary or remuneratory except with the written permission of the Company in each case. Contravention of this will lead to the termination of your service without any notice or any compensation in lieu of such notice.
- iii) You shall not seek membership of any local or public bodies without first obtaining written permission from the Company.
- iv) You shall neither divulge nor give out information to any unauthorized person (including media) during the period of your service or even afterwards by word of mouth or otherwise, particulars or details of our processes, know-how, security arrangements, administrative and / or organizational matters of a confidential / secret nature, which may be your privilege to know by virtue of your being our employee and which shall bring disrepute to the Company or its group companies.
- v) You shall keep confidential all the information and material provided to you by the Company or by its clients concerning their affairs, in order to enable the Company to perform the service. This also includes such information as is already known to the public which also you will not release, use or disclose except with the prior written permission of the Company. Your obligation to keep such information confidential shall remain even on termination or cancellation of this employment.

- vi) You will not enter into any commitments or dealings on behalf of the Company for which you have no clear authority nor alter or be a party to any alteration of any principle or policy of the Company or exceed the authority or discretion vested in you without the previous sanction of the Company or those in authority over you.
- vii) You will be responsible for the safe keeping and return in good condition and order of all the properties of the Company, which may be in your use, custody, care or charge. For the loss of any property of the Company in your possession, the Company will have a right to assess on its own basis and recover the damages of all such materials from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction.

7. TERMINATION OF PERMANENT SERVICE :

- i) You will automatically retire from the service of the Company on attaining the superannuation age of 58 years.
- ii) If you absent yourself without intimation / sanctioned leave or remain absent beyond the period originally granted or subsequently extended, you shall be considered as having voluntarily abandoned your employment without giving any notice unless you resume your duties within 8 days from the commencement of such absence and provide explanation to the satisfaction of the Company for such absence.
- iii) Your services are liable to be terminated without any notice or salary in lieu thereof in case of misconduct, including loss of confidence, arising out of misconduct, disloyalty, commission of an act involving moral turpitude and act of indiscipline or inefficiency.
- iv) During the service, either party to this contract shall be at liberty to terminate the same by giving to the other 30 days notice in writing or compensation (on Basic Salary basis) in lieu thereof. It shall not be necessary for either party to assign any reason for termination of the contract. Provided that, such notice or compensation in lieu of shall not be payable by the Company to you in the event of any contravention or violation by you, of any of the provisions set forth in this appointment letter. Final decision on relieving an employee and determining the notice period or compensation in lieu or in relation thereof, or the decision to waive the notice period vests with the Company. Company reserves the right to relieve the employee with immediate effect and without any kind of compensation whatsoever, if it deems fit in the interests of the Company, or if the Company, in its sole discretion, determines that the employee may pose a threat, immediate or foreseeable, for breach of the conditions of the appointment letter, and in particular the conditions relating to the Company's know-how, security arrangements, administrative and/or organizational matters, or it is deemed that continuation in notice period may possibly be disruptive to the operations of the company. Upon dismissal, the employee shall receive payment only till their last date of service, no compensation or remuneration beyond the date of dismissal shall be due from the Company.. Any unutilized leave, as per the Company's leave policy, may be set-off against the notice period of 30 days, at the discretion of the Company.

8. GENERAL CONDITIONS :

- i) You may be selected and sponsored by the Company for familiarization / training assignments or any other institutions / organizations in India and / or abroad. You will diligently and beneficially take part in the training and such assignments. The cost of such training including the travel fare and related expenses will be borne by the Company subject to agreements to be drawn up and signed by the Company and you specifying minimum

number of years you will serve the Company after such training and providing for payment of liquidated damages by you to the Company proportionate to the years of service remaining to be rendered, in the event you voluntarily terminate the contract of service or this appointment, as the case may be, prior to the expiry of the agreed period of service referred to herein above.

- ii) You will be required to comply with BYOD Policy (Bring Your Own Device Policy) of the Company and consequently, you will be allowed to bring personally owned devices (adhering to the Company's acceptable use policy) to the workplace and use the said devices to gain access to the application, network & IT resources of the Company. A onetime only advance shall be extended by the Company to you pursuant to the said policy, the amount of which shall be recovered from you prorated basis if your employment is terminated for any reason whatsoever within 728 days of your date of joining.
- iii) You will be covered by the service rules and regulations including conduct, discipline and administrative orders and any such other rules or orders of the Company that may come in force from time to time.
- iv) Your age mentioned in the Matriculation / Higher Secondary Certificate will be deemed to be the conclusive proof of your date of birth.
- v) You will intimate in writing to the Company any change of address within a week from change of the same, failing which, any communication sent on your last recorded address shall be deemed to have been served on you.
- vi) You will hand over the charge of Letter of Authority or Power of Attorney issued to you or any property / material of the Company in your possession at the time of cessation of your employment with the Company.
- vii) The present designation is subject to change depending upon work assignment from time to time.
- viii) You shall abide by the rules and regulations which the Company has at this level and shall undertake to sign such declarations that the Policy may demand from time to time.
- ix) Unless otherwise specified, any reimbursements, in the form of relocation expenses, will be fully recovered if your employment with the Company ceases within two years of joining. Any payment made, in the form of relocation expenses / notice pay or payment of sign-on bonus will be taxed as per income tax rules.
- x) The information and documents provided by you are subject to verification, and upon your acceptance of this appointment grant the Company the right to conduct such verification, including through external agencies. This would include but not be limited to, your employment history, educational / professional credentials, CIBIL & other background checks. You hereby agree, consent and authorize the Company to access, use and share such information provided by you, with internal and external agencies, for the purpose of carrying out verification at any and all points of time, whether during or after your employment with the Company. The Company has the policy of sharing all relevant employee employment information with applicable external agencies
- xi) Your appointment is also liable to termination in the event of the verification of your character, antecedents and testimonials are not found satisfactory. In case particulars

L&T Finance Limited**Correspondence Address**

Brindavan, CST Road,
Kalina, Santacruz (East)
Mumbai 400 098
CIN: U65910WB1993FLC060810

Registered Office

15th Floor, PS SRIJAN Tech Park,
Plot No 52, Block- DN, Sector-V,
Salt Lake City, Kolkata – 700 091,
District 24-Parganas North

T +91 22 6212 5000
E customercare@ltps.com

www.ltps.com

mentioned in your application are found false or unsatisfactory, your services would be liable for termination at any time without any notice or any compensation in lieu thereof.

- xii) In case you join the Company in the absence of the relieving order from your previous employer, you shall do so at your own risk and undertake to keep the Company indemnified for all loss / damage by your such act.
- xiii) Any dispute or difference or claims arising out of or in connection with this contract shall be resolved by reference to arbitration by a sole arbitrator appointed by L&T Finance Limited, at its sole discretion. The arbitration proceedings shall be governed by the provisions of the Arbitration & Conciliation Act, 1996 and the Rules framed there under and any amendments thereto. The language of arbitration shall be English. The venue of arbitration shall be at Mumbai and courts at Mumbai shall have exclusive jurisdiction. The award of the arbitrator shall be final and binding on the parties. The governing law shall be the laws of India
- xiv) Any Dispute between yourself and the Company concerning with or relating to or arising out of this employment shall be subject to the jurisdiction in Greater Mumbai only.
- xv) Please note that you are required to keep the salary & other perquisites / benefits offered to you strictly confidential and not to share information regarding the same with any one.
- xvi) You shall not be entitled to any salary in the event you leave the Company within 20 working days of your joining.
- xvii) This appointment is subject to the rules, regulations and policies made by the Company and detailed in the HR manual or any other circular/intimation issued by the HR team as in force at present or as may be amended, altered, modified or extended from time to time and shall be binding upon you whether or not you have signed off on such amendment or modification .If acceptable to you, please carry a duplicate copy of this letter duly signed by you in token of your acceptance of offer on your date of joining.
- xviii) The risk management practices and/or policies applicable upon the Company could require the disclosure of information regarding bank account of employees working at employee grades FL I to FL IV in the Micro Loans business of the Company, and consequently you may be required to provide such information and/or declarations regarding the same. Failure or inability to disclose the above information and/or furnishing any incorrect or incomplete declaration shall be a violation of the Company's Code of Conduct. Such information may include information regarding financial transactions, if sought.

You are requested to initial (on all pages) and sign (in the space herein below) and return the enclosed copy in acceptance of the terms and conditions incorporated herein above

With best wishes for your assignment,

Yours sincerely,

For L&T FINANCE LIMITED.



Nilesh Dange

Chief Human Resources Officer

ACKNOWLEDGEMENT & ACCEPTANCE

I have read and understood the above terms and conditions and hereby sign in acceptance of the same.

NAME: _____

SIGNATURE: _____

DATE: _____

Annexure I			
Name	ALEN K SABU		
Grade	FL IV	Designation	ML OFFICER

Sr. No.	Heads	Per Month (Rs.)	Per Annum (Rs.)
Monthly Components			
A.	Basic	5,715	68,580
	House Rent Allowance	3,429	41,148
	Leave Travel Allowance	3,763	45,159
	Sub-Total (A)	12,907	154,887
Statutory Benefits & Retirals			
B.	Provident Fund (Employer Contribution 12% of Basic)	686	8,230
	ESI (Employer Contribution of 3.25% of monthly gross)	420	5,034
	Gratuity (4.81% of Basic)	275	3,299
	Sub Total (B)	1,380	16,563
Total Fixed Pay (A + B)		14,288	171,450
Rs. One Lac Seventy One Thousand Four Hundred and Fifty Only			

You are also eligible to participate in the company's incentive schemes, through which you may earn incentive based on your performance. Please note the incentive payable in any accounting year under the scheme, will be inclusive of amount to be paid in lieu of any other bonus payable, including the bonus based on profits payable under any statutory law. Thus, you will be eligible for a minimum amount of 0 per month and your maximum potential to earn incentive would be 5,270 per month. The Company reserves its rights to amend the incentive schemes from time to time.

In addition to the above, you will be covered under the following Group benefits:

1. Group Life Insurance Cover
2. Family Mediclaim Cover
3. Group Personal Accident Cover

For L&T FINANCE LIMITED.



Nilesh Dange
Chief Human Resources Officer

Date:04-08-2022

Employee Code :H61315
Name :**ROBIN JOSEPH**
Location :**TRIVANDRUM**

LETTER OF APPOINTMENT

Dear ROBIN JOSEPH

We are pleased to appoint you an employment in our organization Adecco India Pvt. Ltd., as **FINANCIAL ASSOCIATE** for a fixed period of employment (“Contract”), on the following terms and conditions.

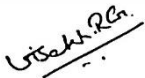
1. The term of your employment shall be valid from **04-08-2022** to **31-12-2022**. Notwithstanding this, in the event of the project/work/deputation for which you are being employed terminates before the aforementioned period, this Contract shall be co-terminus with the project/work.
2. You shall report to work on **04-08-2022** at 9.00 a.m. at **RR Donnelley India Outsource Pvt Ltd, TRIVANDRUM.**
3. Details of your salary break up with components are as per the enclosure attached herewith.
4. This contract shall be terminable by either party giving **15** day’s notice in writing or salary in lieu of notice, to the other party.
5. You will, with effect from **04-08-2022** be deputed by the Company to work at the client’s office/ premises at any of their locations, either onsite or offshore.
6. You will be governed by the policies of the client's organization with respect to leaves and holidays.
7. These terms and conditions would be deemed accepted /acknowledged in case we do not receive your response within 15 days from the date of issue of this letter.

In addition, to the terms of appointment mentioned above, you are also governed by the standard employment rules of the company, which are attached along with this letter. The combined rules and procedures as contained in this letter and the annexure will constitute the standard employment rules and you are required to read both of them in conjunction. Your net salary / reimbursement amount due, if any, shall be credited to your savings bank account.

Wishing you the very best in your assignment with us and as a token of your understanding and accepting of the standard terms of employment, you are requested to sign the duplicate copy of this letter and return to us within a day.

With warm regards,

Adecco India Pvt. Ltd.



Visakh R G
Sr. Manager – SSC



Simi Chacko
Asst. Manager - SSC

Authorized Signatory

Enclosures: - (i) Compensation Sheet; (ii) Standard Terms of Employment

I hereby accept the above-mentioned terms and conditions.

Name: _____ Signature: _____ Date: _____

COMPENSATION SHEET

Employee Code: H61315	
Name	: ROBIN JOSEPH
Designation	: FINANCIAL ASSOCIATE

Compensation	Rs. Per Month
BASIC SALARY	15120.00
DEARNNESS ALLOWANCE	2573.00
GROSS (SUB TOTAL A)	17693.00
PROVIDENT FUND EMPLOYER	1800.00
ESI DEDUCTION- EMPLOYER	576.00
EMPLOYER PF ADMIN CHARGES	75.00
EMPLOYERS EDLI CHARGES	75.00
EMPR INSURANCE GMC	26.00
EMPR INSURANCE GPA	7.00
EMPLOYER DEDUCTION (SUB TOTAL B)	2559.00
CTC (SUB TOTAL A+B)	20252.00
PROVIDENT FUND EMPLOYEE	1800.00
ESI DEDUCTION- EMPLOYEE	133.00
EMPLOYEE DEDUCTIONS (SUB TOTAL C)	1933.00
TAKE HOME (SUB TOTAL A-C)	15760.00

Annual CTC : **Rs. 243024.00**

Note : "Take home is subjected to all statutory deductions and applicable tax deductions"

Visakh R G

Visakh R G
Sr. Manager – SSC

Authorized Signatory
Adecco India Pvt. Ltd.,

I hereby accept the above-mentioned terms and conditions.

Simi

Simi Chacko
Asst. Manager - SSC

Name: _____ Signature: _____ Date: _____

STANDARD TERMS OF EMPLOYMENT

1. VALIDITY TERM OF EMPLOYMENT:

1.1. Notwithstanding anything above, depending upon the aforementioned project/work/deputation, the Company reserves its right to extend/renew your temporary appointment for such period or periods as may be necessary depending upon the exigencies relatable to the work for which you are hereby engaged. In that event, the Company shall in writing extend/renew your temporary assignment on the term as may be indicated in such letter and in the event of your acceptance of such extension/renewal of the assignment; you shall be governed by such terms and conditions as maybe indicated therein.

1.2. It is specifically understood by you that during term of your employment, you shall neither seek nor accept to be employed, engaged, hired by or in any manner whatsoever, render services to any third party either in India or abroad whether on deputation or otherwise. This obligation shall be binding on you whether the said third party is engaged in similar business as the Company or otherwise.

1.3. You shall be required to complete the joining formalities as per the list enclosed. These formalities are required as a part of compliance. You should therefore complete the said formalities immediately but not later than 10 days from the date of joining the service. You may please note that in the event you fail to complete the formalities within the stipulated time the company may be constrained to cancel the appointment and relieve you from the service. Further the salary payable to you will be adjusted towards the dues. We expect you not to place yourself in such situation.

1.4. Your appointment is being made on the basis of your particulars such as qualifications, etc. as given in your application for employment and in case any information, as given by you, is found false or incorrect, your appointment will be deemed void and liable for termination without notice.

1.5 In case there is any change in your residential address, you will intimate the same in writing to us within three days from the date of such change and get such change of address recorded.

2. COMPENSATION:

2.1. You will be entitled to an employer's contribution of Provident Fund as per the rules applicable.

2.2. You will be covered under a Group Accident Insurance Scheme and med claim as applicable to your level as detailed in the enclosure attached.

2.3. You will be entitled to all other statutory benefits wherever applicable during the period of this Contract.

3. TERMINATION:

3.1. At the time of termination of the employment due to termination by either you or the Company or upon the lapse of the term of employment, if there are any dues owing from you to the Company, the same may be adjusted against any monies due to you by the Company on account of salary, bonus or any other payment owed to you under the terms of your employment.

4. DISCRETION:

4.1. Your employment is subject to you being certified medically fit by a registered medical practitioner

4.2. During the period of this Contract, your services could be deputed at the sole discretion of the Company to any of the company's clients to do work pertaining to or incidental to such Client's business. Such deputation will be communicated to you by way of a letter from the Company, and this will be effective from the date mentioned in such letter.

5. DEPUTATION:

5.1. During the tenure of the deputation, you will continue to be an employee of the Company and your compensation and applicable allowances shall be payable only by the Company. In this regard, you shall not be entitled to receive any payments, either as fees, expenses, reimbursement or such other allowance, directly from the Client to whose site you may be deputed.

6. RULES/POLICIES OF THE CLIENT:

6.1. In the day-to-day functioning or carrying out your responsibilities and duties, you will receive instructions from the Client and will undertake to abide by any suggestions, etc. given by any assigned person(s).

6.2. You shall also abide by any training that may be offered to you by the Client.

6.3. You shall be bound to follow the working hours of the Client's organization.

7. NON - DISCLOSURE:

7.1. You shall take care not to disclose or divulge confidential information/trade secrets, etc. belonging either to the Company or to the Client, that you may come across in the course of your responsibilities either to the Company and/or to the Client or to anyone outside the Client's organization and you shall use such confidential Information only in connection with the services provided by you to such Client.

7.2. Further, you shall not utilize any Confidential Information acquired in consequence of your employment for your benefit or for the benefit of any third party other than the Company or its Client who has disclosed such Confidential Information or for whom you have created the Confidential Information.

8. ASSIGNMENT OF INTELLECTUAL PROPERTY RIGHTS;

8.1. You are employed by the company on the express understanding that all services provided by you whether at the Company site(s) or on deputation, are being done on behalf of the company or its clients. Consequently, any and all intellectual property rights (including but not limited to patents, copyrights, trademarks, etc.) arising therein shall be owned exclusively by the Company or its clients to whom you may be providing the services on deputation. In this regard, it shall be deemed that you have provided your consent for the assignment of any and all intellectual property rights developed either solely by you or jointly with the Company or its clients exclusively and solely either in favor of the Company or its clients and you shall do all such acts as may be necessary to ensure that the ownership of all such intellectual property rights vests solely with the company or its clients, as the case may be.

9. LIABILITY:

9.1. You shall at no point of time make any claim or assert any right to employment, damage, loss or compensation of any sort whatsoever against the Client. This arrangement of deputation is purely a contractual agreement between the Company and the Client for the time specified.

9.2. Further upon the lapse of your term of employment with the Company or earlier termination thereof, you shall have no right or claim against the Company for continued employment and in this regard, the Company does not guarantee or warrant any continued employment after the term of employment or earlier termination thereof.

9.3. You shall not engage in any act subversive of discipline in the course of your duty/duties for the Client either within the Client's organization or outside it, and if you were at any time found indulging in such act/s, the Company shall reserve the right to initiate disciplinary action as is deemed fit, against you.

10. INDEMNITY:

10.1 You shall be responsible for protecting any property of the Client entrusted to you in the due discharge of your duties and you shall indemnify the client if there is a loss of any kind to the said property.

All other terms and conditions of your employment remain unchanged.

We want you to understand that this is a rapidly growing company. It is a challenging environment that will require a lot of time and effort on your part. The Company is an evolving organization that can provide opportunities to individuals with talent that are committed to reaching our corporate goals. The Company provides a work environment that inspires creativity, outstanding client service, attention to detail and personal advancement. This is the kind of work environment that brings the best in our employees and in turn brings the best in our Clients. We welcome your experience and skills to our team and expect your effort and talent to be a part of our growth and success.

You are requested to provide the following documents as mentioned in (1.3), in case if you have already not provided, within a 10 days of your reporting, to duty at our client's site.

- Aadhar card for proof of identity, proof date of birth and proof of address.
- Educational certificates
- ESI declaration in Form 1, PF nomination in Form 2 and Gratuity Nomination in "Form F"
- PAN Card ,Bank A/C details with proof
- Six passport size photographs
- Experience certificates and relieving letter from your previous employer (if applicable).
- Proof of your last drawn salary (if applicable)

CONSENT LETTER

- Adecco India (“Adecco”) may collect, use or disclose the Personal Data which you provide to Adecco India for the Purpose described in the Adecco’s Data Privacy Policy (<https://www.adecco.co.in/privacy-policy/>) (“Adecco Policy”) including the provision of Services, storage, analytical or dispute resolution purposes, as well as, to comply with applicable laws, regulations and Adecco’s internal policies. Capitalized terms used in this form and not expressly defined shall have the same meaning as set out in the Adecco Policy.
- Adecco may also share your Personal Data with Adecco’s employees, officers, directors, clients (and its agents), Suppliers or third party vendors (IT, financial and legal advisors), or any statutory authorities and/or to any other Adecco affiliates, based locally or abroad, in order to reasonably achieve the Purpose. In any case, transfers to third parties will strictly be on a need to know basis, in order to comply with contractual or legal obligations.
- Adecco will handle, maintain and store your Personal Data - for a limited period of time, in compliance with Adecco Policy and the applicable laws and regulations.
- Adecco relies on your Personal Data to achieve the Purpose; hence, you warrant that the Personal Data you provide is accurate, correct and complete. If you wish to correct, update or delete your Personal Data, you may contact Adecco’s Data Protection Officer at legal.India@adecco.com.
- You are entitled to withdraw this consent at any time by giving notice to the Adecco’s Data Protection Officer. You acknowledge that such withdrawal shall apply prospectively and only affect Adecco’s future use or disclosure of your Personal Data.
- If you have any queries regarding Adecco’s treatment of your Personal Data, this consent form or any related matter, you may refer to [Adecco’s Data Protection Officer](mailto:legal.India@adecco.com) at: legal.India@adecco.com
- For any government welfare scheme Aadhar is mandatory. Accordingly by signing this explicit consent letter you hereby allow Adecco to collect your Aadhar card/details. This will enable Adecco to link your Aadhar details to welfare schemes like ESI, EPFO etc. If you have any issue in sharing the details please specify the reasons in writing.
- You acknowledge that you have read and understood this consent and the Adecco Policy and provide your express consent to the collection, use and disclosure of your Personal Data as therein described.

Name: _____

Signature & Date: _____

www.aabasoft.com

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enabling business innovations

**TEMPORARY
ID CARD**



Name: *Ninil . k. Nazary*

[Signature]
Authorized Signatory

infopark **HASSCOM**
INDIA

Vismaya Building, Infopark, Kochi - 682 030, India



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

01.06.2022

Dear **Mr. Jishal Joseph**,

Congratulations and Welcome to MRF Family!

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

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

A detailed appointment letter will be issued to you on your joining. We would expect you to join on or before **4th Jul'22** failing which the offer is liable to be withdrawn.

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

Thanking you,

Yours faithfully,
For MRF LIMITED,


Biju Sebastian
Vice President-HRS

Acceptance:

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

Name : _____

Date : _____

Signature : _____

Annexure - I
Salary Structure

NAME : Jishal Joseph ✓
Grade : MA1 ✓
Designation : Supervisor - Plant Technical ✓

	Components	Monthly	Annual
A	Basic	2950 ✓	35400
A1	Allowances		
1	HRA	1475	17700
2	Conveyance	1600	19200
3	Education Allowance	200	2400
4	MRF Allowance	15862	190344
5	Medical Allowance	246	2950
	A1 Total	19383	232594
	A+A1	22333	267994
B	Annual Payments		
1	LTA (Once in Two years - Rs.10500/- in a block of two years)	438	5250
2	Bonus	590	7080
	B Total	1028	12330
C	Retirel Benefits		
1	PF - 12%	354	4248
2	Gratuity - 4.81%	142	1703
	C Total	496	5951
	Grand Total (A+A1+B+C)	23856	286275

In addition to the above you will be eligible for the following benefits as per Company policy:

- Group Hospitalization insurance for self, spouse and dependent children.
- Group personal accident insurance for self.



19-May-2022

Dear Ann Maria Roy,
B.Sc, Chemistry
St Dominics College, Kottayam

Candidate ID – 21316513

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

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

During your probation period of 12 months, which includes your training program, you will be entitled to an Annual Total Remuneration (ATR) of INR **252,000/-**. This includes an annual target incentive of INR **12,000/-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are detailed in **Compensation and Benefits**. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your Annual Total Remuneration (ATR) would stand revised to INR **Rs.284,111/-**. This includes an annual target incentive of INR **12,000/-** as well as Cognizant's contribution of INR **19,500/-** towards benefits such as Medical, Accident and Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in



19-May-2022

Dear Devika Ramesh,
B.Sc, Chemistry
St Dominics College, Kottayam

Candidate ID – 21330266

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

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

During your probation period of 12 months, which includes your training program, you will be entitled to an Annual Total Remuneration (ATR) of **INR 252,000/-**. This includes an annual target incentive of **INR 12,000 /-** as well as Cognizant's contribution of **INR 19,500/-** towards benefits such as Medical, Accident and Life Insurance. The incentive amount may vary, depending on Cognizant's performance and your performance. The other details about your compensation are detailed in **Compensation and Benefits**. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your Annual Total Remuneration (ATR) would stand revised to **INR Rs.284,111/-**. This includes an annual target incentive of **INR 12,000/-** as well as Cognizant's contribution of **INR 19,500/-** towards benefits such as Medical, Accident and Life Insurance, as applicable.

Your appointment will be governed by the terms and conditions of employment as presented in



Fwd: MRF Campus 2021-2022 Final Selection Position / Department : Supervisor Quality Assurance

1 message

Jerin Varghese <jerinvarghese950@gmail.com>
To: silpasivadassilpa@gmail.com

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

From: <saju.g@mrfmail.com>

Date: Wed, 11 May, 2022, 5:13 pm

Subject: MRF Campus 2021-2022 Final Selection Position / Department : Supervisor Quality Assurance

To:

Dear All

Please find below the names of the **Final Selected Candidates** for the position of **Supervisor Quality Assurance**.

Request all the selected candidates to submit their acceptance on our offer through the following link on or before 13.06.2022_10.00am.

Link: <https://forms.gle/gLbvrKJro3jj8jv7>

Selected Candidates:

TEST PIN	NAME	QUALIFICATION	COLLEGE
J014778	GOUTHAM S KARTHA	UG - B.SC - CHEMISTRY	SAHRDAYA COLLEGE OF ADVANCED STUDIES KODAKARA
J153645	SURAJ SANTOSH GIRAMKAR	UG - B.SC - STATISTICS	SIR PARASHURAMBHAU COLLEGE PUNE
J166501	ABIN K PAUL	UG - B.SC - CHEMISTRY	ST ALOYSIUS COLLEGE, ELTHURUTH, THRISSUR
J236810	AJITH RAJU	UG - B.SC - CHEMISTRY	ST GEORGE'S COLLEGE ARUVITHURA
J093367	CHRISTY JOSE	UG - B.SC - CHEMISTRY	ST MARY'S COLLEGE MANARGADU
J208447	ARIJUN K ANISH	UG - B.SC - PHYSICS	ST MARY'S COLLEGE MANARGADU
J244003	MATHEWS APHEM	UG - B.SC - CHEMISTRY	ST THOMAS COLLEGE, PALA
J130797	TINSE THOMAS	UG - B.SC - CHEMISTRY	ST THOMAS COLLEGE, PALA
J108060	JISBIN JESSO	UG - B.SC - CHEMISTRY	ST. DOMINIC'S COLLEGE, KANJIRAPPALLY
J184569	JERIN VARGHESE	UG - B.SC - CHEMISTRY	ST. DOMINIC'S COLLEGE, KANJIRAPPALLY
J110639	JOBIN THOMAS	UG - B.SC - PHYSICS	ST. DOMINIC'S COLLEGE, KANJIRAPPALLY
J139035	SATHEESH P K	UG - B.SC - STATISTICS	ST. JOSEPH'S COLLEGE (AUTONOMOUS) TRICHY
J134632	SUBASH R	UG - B.SC - STATISTICS	ST. JOSEPH'S COLLEGE (AUTONOMOUS) TRICHY
J166833	ALBIN TOM KURUVILLA	UG - B.SC - PHYSICS	ST BERCHMANS COLLEGE, CHANGANASSERY
J001321	ABHISHEK ANTONY JAMES	UG - B.SC - CHEMISTRY	ST THOMAS COLLEGE, THRISSUR

This email is marked to all the selected candidates & Respective Placement Coordinators.

Please, go through the Terms and Conditions with respect to MRF Job Offer.

1. This offer is subject to candidates being found medically fit. All the selected candidates will have to undergo Pre Employment Medical Check up before they Join MRF. The medical report has to get certified by our Doctor. Details of the Medical Report will be shared.
2. Since our Joining process is happening in batches, we ask the selected candidates to Join us during the period between **July 2022 to June 2023**.
3. We allow candidates to join us before the declaration of their final Year / Semester results, with an assumption of clearing the qualifying degree with marks not less than 60%.
4. Those who fail to meet any of the eligibility criteria including, Active Backlog, Medical, Qualifying degree and Secured Marks shall not be allowed to join and if joined, their association shall be discontinued.
5. Selected candidates will have to Submit all their Original Educational Certificates Including Mark Sheets, Conduct Certificate, PAN Card, Aadhar Card, 2 Reference Letter(Format will be shared) for verification at the time of Joining.
6. Candidates required any further clarification or information related to our Selection, Job, Joining, Training, Facilities, etc. shall reach us through the Placement in charge or via email.

Best Regards
Saju Oommen
Human Resources
MRF Limited
Chennai



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Fwd: MRF - Campus - 2022 II BSc II Position: Supervisor Quality II Next Level Interview II MS Teams II 06 Mag 2022

1 message

Jisbin Jesso <dobosinhal511@gmail.com>
To: silpasivadassilpa@gmail.com

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

From: <sajug@mrfmail.com>
Date: Thu, 5 May 2022, 10:45 am
Subject: MRF - Campus - 2022 II BSc II Position: Supervisor Quality II Next Level Interview II MS Teams II 06 Mag 2022
To:

Dear All

Pls find below the names of the candidates who have been short-listed for **Supervisor Quality** Position Next Level Technical Interview.

We will be conducting Virtual Interview through **MS Teams Application** as per the following details.

Candidates are advised to follow the allocated time slots and ensure that they are attending the interview with out any Device / Internet Connectivity related Issues(**1mbps internet speed preferred**).

All Interview Shortlisted Candidates are requested to confirm their participation in the interview through the following link on or before 05. Mag. 2022, 6.00PM with out fail.

Link: <https://forms.gle/BmUfv52Fqz24TrGc9>

Date & Time of the Interview : 06.Mag.2022 (Pls ref the table below for the exact Time Slot)

MS TEAMS MEETING LINK FOR THE INTERVIEW
https://teams.microsoft.com/l/meetup-join/19%3ameeting_MGQ0ZjU4MGExMzIhYg00MTYwLWFjNzIiODEZDU4YTVjNGQg%40?thread.v2/0?context=%7b%22id%22%3a%22488ccf6c-c385-4a91-a2010e1072f87%22%2c%220id%22%3a%220616b827-8371-4bbf-82b9-ae1947adb52e%22%2d

Job Profile: Supervisor Quality

- Product audit, Process audit, dock audits
- Customer Complaint Analysis and problem solving using 7 QC tools.
- Line return analysis, Reducing the line return.
- Maintaining records and quantifiers for ISO.
- Maintaining quality records in SAP.

General Guidelines for the Interview (Technical & HR):

1. Candidates should attend the interview in Formal Dress.
2. Candidate should Join 5 min before the actual schedule, we shall admit them based on the completion of other Interviews(Maximum Waiting Period 45Min).
3. Candidate should join the meeting by Mentioning their names as given during the registration process.
4. Candidates should ensure Proper Internet connectivity, Proper Lighting, and avoid background Noise.
5. Candidates those who are attending interview through Mobile Phone, should download the MS Teams Application and Install(No Registration Required).
6. We encourage first time MS TEAMS App users to do trial Calls to get familiarized with the App.
7. Candidates should ensure that the Video & Audio of the Connecting device are working properly.
8. Candidates should prepare their technical subjects well(Both Theory and Practical applications).
9. Candidates should have a fair knowledge in **all the core Topics** of their areas of Specialization (As per their Syllabus).
10. Candidates should have in depth knowledge in their favorite Topics, Theory and its Practical Applications.
11. Candidates should be thorough with their Industrial Visit, Projects, Seminars which is mentioned in their Resume.
12. Candidates should go through MRF Website and understand about the company.
13. Candidate should have the clear understanding of the Job Profile of the Position he /she is attending the interview.
14. Focus on: Self Introduction, Strengths, Weakness, Achievements, Examples for Leadership Quality.

Shortlisted Candidates & Interview Schedule:

Test Pin	Name	Qualification	College
J110639	Jobin Thomas	UG - B.Sc - Physics	St. Dominic's College, Kanjirappally
J037045	Anandhu vinod	UG - B.Sc - Chemistry	St. Dominic's College, Kanjirappally
J108060	Jisbin Jesso	UG - B.Sc - Chemistry	St. Dominic's College, Kanjirappally
J208447	ARJUN K ANISH	UG - B.Sc - Physics	ST MARYS COLLEGE MANARCADU
J244003	MATHEWS APHREM	UG - B.Sc - Chemistry	ST THOMAS COLLEGE, PALA
J130797	TINSE THOMAS	UG - B.Sc - Chemistry	ST THOMAS COLLEGE, PALA
J184569	JERIN VARGHESE	UG - B.Sc - Chemistry	St. Dominic's College, Kanjirappally
J093367	Christy Jose	UG - B.Sc - Chemistry	ST MARYS COLLEGE MANARCADU
J082278	Sriragavan	UG - B.Sc - Statistics	ST. JOSEPH'S COLLEGE (AUTONOMOUS) TRICHY
J135240	Alwyn Jerry R	UG - B.Sc - Statistics	ST. JOSEPH'S COLLEGE (AUTONOMOUS) TRICHY
J292833	Kesava Chandran R	UG - B.Sc - Statistics	ST. JOSEPH'S COLLEGE (AUTONOMOUS) TRICHY
J139035	SATHEESH P K	UG - B.Sc - Statistics	ST. JOSEPH'S COLLEGE (AUTONOMOUS) TRICHY
J134632	Sudash R	UG - B.Sc - Statistics	ST. JOSEPH'S COLLEGE (AUTONOMOUS) TRICHY

Best Regards
Saja Oommen
Human Resources
MNF Limited
Chennai



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Employee's Name : **B T, MEENAKSHI**
Designation : **MEDICAL CODING ANALYST**
SL No : **HYD/P/02/11042**
Issued on : **13-Feb-23**
Valid till : **12-Feb-26**

Authorized signatory-Unit

Authorised officer - SEZ

**PDS
ORGANIC
SPICES**



Ms. Nikita Antony
Chemist QC

BLOOD GROUP: O-ve

EMERG CONTACT: 9946471631

**HOUSE NAME: NEERUVELIL, MADUKKA
KOTTAYAM**

PLACE: ERUMELY

PDS ORGANIC SPICES

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

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

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

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

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

Its loss must be reported immediately to the issuing authority.



Employee's Name : **BABU, ROSE M**
Designation : **MEDICAL CODING ANALYST**
SL No : **HYD/P/02/11040**
Issued on : **13-Feb-23**
Valid till : **12-Feb-26**

Authorized Signature

A handwritten signature in blue ink, appearing to be 'Rose M. Babu', written over a circular stamp.

Authorised officer - SEZ



**A Service Provider for State Bank
Operations Support Services
(SBOSS)**

FOS



Bibin Abraham

Employee ID : 1604621

Location : THODUPUZHA

Date of Joining : 02-01-23

Date of Birth : 25-04-00

Blood Group :



Experience Next Generation Banking



BEO ANIT MATHEW

18310



Experience Next Generation Banking



JINATMOL SAJI

18317



**SAHYADRI
CO-OPERATIVE
CREDIT SOCIETY LTD.**

October 31, 2022

Shri. Alen Jacob
Ottaplackal (H),
Mannarakkayam P.O.,
Anchilippa-686506

Dear Sir,

Appointment as Marketing/Accounts Assistant - Trainee

With reference to the written test and interview conducted on 15-10-2022 for recruitment to the post of Marketing/Accounts Assistant in the Society, we have pleasure in advising that you have been selected for appointment and will be On the Job Training. Period of training will be six months from the date of your reporting for duty.

2. You will be paid an amount of Rs.12,000/- (Rupees Twelve thousand only) per mensem as stipend during the period of training. You will not be eligible for any other allowance or reimbursement of expenses of any nature during the period. You will be eligible for 1 casual leave for each completed month.

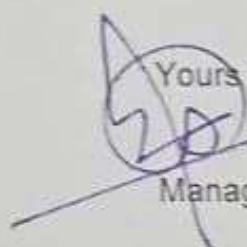
3. During the training period you are expected to acquire knowledge of operations of the Society besides actively involving in development of business. On successful completion of the training you may be considered for appointment as Marketing/Accounts Assistant and ***you will have to serve at any office/Branch, Subsidiary or Associate Company of the Society.*** Please note that this offer does not confer on you in any way the right to appointment on completion of the training which will be made strictly on the basis of your performance.

4. The Society reserves the right to revise the period of training if it deems fit and such decision of the Society will be final and binding on you.

5. You shall report at Mundakayam Branch of the Society at Santhom Building, KK Road, Mundakayam on 02.11.2022 at 9.30 a.m. While reporting for duty please furnish SSLC Book, original certificates of your qualifications and Medical Fitness Certificate issued by Regd. Medical Practitioner (Allopathy) along with references from two respectable persons in your area.

6. You will be required to execute a one year bond which includes the training period also.

7. If the terms are acceptable to you please return duplicate copy of the letter duly signed in token of acceptance of the offer.

Yours faithfully,

Managing Director



Offer: BUSINESS PROCESS SERVICES
Ref: TCSL/DT20219447909/Chennai/BPS/BTN
Date: 06/12/2022

Ms. Doniya Tom
73
Kanjirappally P.O, Kurukku Road
Back Road Of Akjm School
Kanjirappally-686507
Kerala
Tel# 91-9446756786

Dear Ms. Doniya Tom,

Sub: Letter of Offer and Terms of Traineeship

Thank you for exploring training opportunities with **Tata Consultancy Services Limited(TCSL)**. You have successfully completed our initial selection process and we are pleased to make you an offer as "Trainee BPS" for a period of 12 months. During this period you will be paid a stipend of Rs. **13,000/-** per month. You will be engaged as a Trainee / Apprentice under the model / certified Standing Orders (as the case may be) applicable to you.

Kindly confirm your acceptance of this traineeship by proposing your date of joining and signing Annexure 1. If not accepted within 7 days of receipt, this offer is liable to lapse at the discretion of the Company. You may handover your acceptance letter to the HR Officer/ Induction Officer at any of our offices.

After you accept this letter of traineeship and clear the medical check-up, and background check you will be given a letter of appointment as a trainee indicating the details of your joining date and initial place of posting after completing joining formalities as per company policy.

TCS decision of releasing the Offer of Traineeship and allowing you to join the organization before completion of your final Graduation examination which has been uncertainly delayed owing to COVID-19 Pandemic, shall not be construed as a waiver of the condition specified in the Terms of Traineeship under clause 'Pre-requisites of Traineeship'. The status of your Graduation completion will be reviewed periodically. The Management reserves the right to revoke this Offer of Traineeship if it is later established that you could not successfully complete your Graduation without any pending arrears/backlogs.



OTHER BENEFITS

1. Health Insurance Scheme

TCSL brings the benefit of health insurance cover to you and your dependents under the company's Health Insurance Scheme (HIS). You are automatically covered under a default HIS Plan.

You have the flexibility to choose a plan which is higher than the existing default plan, by paying the applicable additional premium plus Service Tax, in which case the below benefits can be availed:

a) Domiciliary Cover: This is a provision to cover the cost incurred towards any domiciliary treatment up to a specified limit for each insured person per annum.

b) Base Cover: This is a provision to cover the cost incurred on hospitalization treatments up to a specified limit for each insured person per annum.

c) Floater Cover: This benefit covers the hospitalization expenses incurred over and above the basic hospitalization cover limit. This is a family floater cover for you and your enrolled dependents.

The total premium is split between Base Cover and Floater Cover Premium as per the plan applicable.

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

ii. Floater Cover Premium: Towards Floater cover is to be borne by you.

*Note: The above Health Insurance Scheme is subject to revision. The policy changes if any, in future, will prevail. For further details, please refer to the policy document

2. Professional Memberships:

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

3. Social Security - Employees' State Insurance:

The company will contribute 3.25% of your stipend or such amount as determined by law towards ESI contribution till you remain covered under Employee's State Insurance Act, 1948.

4. Compensation Benefits under ESI Act / Employees' Compensation Act:

If you are covered under Employees State Insurance Act (ESI Act), 1948 you are entitled to claim the benefits in the event of accidental injury resulting into death or disablement arising out of and in the course of employment, from Employees' State Insurance Corporation.

If you are out of the purview of ESI Act, you will be eligible for compensation benefit in the event of death / disablement arising out of and in the course of employment as per the benefits under the Company's Afterlife Benefit Policy / Personal accident insurance scheme, whichever is applicable. For more details on this, refer TCS India policy - Afterlife Benefits and TCS India policy - Health Insurance after joining the organization.

* Inclusion or exclusion of an employee under 'Employee State Insurance Corporation' is as defined as per the ESIC Act

5. Night Shift Stipend:

Trainees assigned to night shifts for training would be eligible for a Night Shift Stipend of Rs. **200/-** per shift as per the company policy.



6. **Process Specific Stipend:**

Based on your allocation, to a process and on account of the process complexity involved, you may be eligible for additional process specific stipend, as defined by the Company.

TERMS OF TRAINEESHIP

1. **Traineeship Pre-requisites**

Your appointment as a Trainee / Apprentice under the model / certified Standing Order will be subject to successful completion of your graduation examination without any pending arrears / back logs during the entire course duration.

It is clearly understood, agreed and made abundantly clear that in case you do not successfully clear your graduation your traineeship with **TCSL** will be discontinued without any notice or notice pay

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

2. **Traineeship Period:**

During the period of your training of 12 months, you may be required to undergo classroom and on the job training. During this period, you may be appraised to evaluate your performance and if your performance is found to be satisfactory, you may be absorbed / appointed in the regular employment of the Company at its sole discretion.

It is hereby specifically clarified that the Company is under no obligation whatsoever to absorb / appoint you on regular basis upon successful completion of your training period of 12 months. You shall not be deemed to have been absorbed / appointed in the regular employment of the company, unless & until you receive a written communication in this regard from the Company.

If your performance is found unsatisfactory, **TCSL** may terminate your traineeship forthwith by giving you 30 calendar days' notice in writing or payment of stipend for 30 calendar days in lieu thereof.

If you remain on unauthorized absence for a consecutive period of 3 days during the training programme without authorisation or intimation, a presumption shall arise that you have abandoned your traineeship and the company shall be entitled to disqualify and disentitle you forthwith for any further training and your name is liable to be automatically stand discontinued from the list of ILP trainees without any further intimation / separate communication to you.

3. **Hours of Training:**

You may be required to undergo training in shifts and / or in extended training hours as permitted by law.

4. **Leave:**

You will be entitled for leaves as per the company's policy.

5. **Transport:**

TCS BPS provides company transport facility within a pre-defined radius for each location as defined in the company transport policy. TCS employees living beyond these boundaries would be required to make their own arrangements and the routes are predetermined and not permitted to be varied under any circumstances. The company will make appropriate provisions for those working in night shift as permitted by law/ policy.



6. Alternative Occupation / Traineeship:

During the period of your traineeship at **TCSL** , you are not permitted to undertake any other traineeship, employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of the company.

7. Confidentiality, Data and Intellectual Property Protection:

As part of the joining formalities, you are required to sign a Confidentiality, Data and IP Protection Terms, which aims to protect the intellectual property rights and business information of **TCSL** and its clients. The detailed Confidentiality, Data and IP Protection related terms and conditions are set out in Annexure 2

8. Work in SBWS mode:

TCS' Secure Borderless Workspaces (SBWS) is a transformative operating model framework that allows seamless deployment of virtual workspaces in a secure manner that enables flexible working options aligned to its business objectives. You may be required to work either from TCS offices/TCS Client offices or from home (remote working) as per the requirements of the project or group you are assigned to work with and as communicated to you by the Unit HR or your supervisor. You are required to abide by the Policy and / or Guidelines issued by TCS from time to time while operating within this framework. For more details, please refer the Policy / Guideline document on Remote Working.

It is essential that you understand the applicable Policy and / or the Guidelines of such flexible working and ensure adherence to TCS Security Policies/Protocols and Confidentiality obligations at all times.

9. TATA Code of Conduct:

You are required to sign the TATA Code of Conduct and follow the same in your day to day conduct as a trainee of **TCSL** .

10. Notice Period:

You will have to give at least 30 calendar days' prior notice in writing before discontinuing your traineeship with the Company. The Company may discontinue your traineeship by giving you 30 calendar days' notice in writing or payment of stipend for 30 days in lieu thereof.

11. Medical Test:

You are required to undergo a pre-Traineeship medical check-up and obtain a fitness certificate from the registered medical practitioner/Doctor. This is a pre-condition for Traineeship. Please collect the medical check-up authorization letter from the company HR executive, at the time of submitting your written acceptance of this offer. To verify your identification, we request you to carry a photograph and a photo identification document issued by government like passport, PAN card, Election Card, Driving License etc. If you are a campus recruit, you may produce your current educational institute's photo identification card in the absence of government photo identification document.

Retention of reasonable medical fitness is also a condition of Traineeship. The company also reserves the right to get yourself examined by a doctor at any time during your Traineeship and further employment(if absorbed in Regular Employment) to ascertain your medical fitness. The opinion of the doctor appointed by the company shall be final and binding on both parties. Your failure, refusal or inability to appear for such medical examination will result in the determination of your Traineeship or Employment as the case may be without any notice or notice pay in lieu of notice.

Your Traineeship or further Employment (if absorbed in Regular Employment) is liable to be discontinued / terminated on account of your continued ill health or if you are found to be medically unfit for the job as may be certified by the company's doctor.

12. Background Check:

Your traineeship will be subject to a background check in line with the Company's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are



completed within one month of joining. If the background checks are unfavorable or at a variance with your own declarations, your traineeship will be discontinued without any notice.

13. Submission of Documents:

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

- Standard X and XII Mark sheets equivalent
- Degree certificate and mark sheets for all semesters
- Postgraduate degree certificate and mark sheets for all semesters (if you are a Post-graduate)
- Birth Certificate / Proof of Age
- Passport
- 6 photographs - passport size
- An affidavit / notarised undertaking that there is no criminal offence registered/pending against you.

Your original documents will be returned to you after verification.

14. Initial Learning Programme (ILP)

On joining **TCSL** as Trainee, you will be given the benefit of formal & on the job training ("Initial Learning Programme") at the location, as identified, for such a period as **TCSL** may decide. The said training programme forms a critical part of your traineeship and is an ongoing process. **TCSL** continues to make investment on training and development of its trainees. This will be of immense value to you and a large part of ownership and commitment has to come from you.

As **TCSL** progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

15. Letter of Appointment

Your will be issued a letter of appointment on your joining and after completing joining formalities as per **TCSL** policy

16. Personal Data Processing:

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

It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

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

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

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



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

17. Terms and conditions:

The above terms and conditions of traineeship are specific to your traineeship period in India.

18. Rules and Regulations of the Company:

Your traineeship will be governed by the policies, rules, regulations, practices, processes and procedures of the Company as applicable to you and the changes therein from time to time.

19. Compliance to all clauses:

You will be required to fulfill all the terms and conditions mentioned in this letter of offer of traineeship. Any failure to fulfill any term and /or condition and/or failure to clear any test successfully would entitle **TCSL** in withdrawing this letter of traineeship at its sole discretion.



Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in the Traineeship and this offer will be automatically withdrawn. Post acceptance of TCSL offer letter if you fail to join on the date provided in the TCSL joining letter, the offer will stand automatically terminated at the sole discretion of TCSL .

We look forward to having you in our global team.

Yours Sincerely,

For Tata Consultancy Services Limited.

Girish V. Nandimath
Global Head Talent Acquisition & AIP



[Click Here](#) or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Acceptance
Annexure 2: Confidentiality, Data and Intellectual Property Protection Terms



ANNEXURE 1

For the candidate to complete:

This is to confirm that I have received the letter of offer and Terms of Traineeship ref No **TCSL/DT20219447909/Chennai/BPS/BTN** on _____ (MMM/DD/YYYY).
I hereby accept this Offer and intend to join traineeship on:

Signature:

Name:



Annexure 2

Confidentiality, Data and Intellectual Property Protection Terms

1. Confidential Information

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

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

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

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

(d) Customer and prospective customer lists, and

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

2. Associate's Obligations

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

3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by



TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.

4. Prior knowledge

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

5. Use of third party material

Associate expressly agrees that Associate shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS;

a) use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

b) Participate in any activity for creation (including conception, design, development, testing, implementation, support or marketing) of any Intellectual Property for or on behalf of TCS or its affiliates if Associate has been exposed, directly or indirectly, to any Third Party IP which is in the same subject area (such as research area, technology or application area) as, or which is same or similar to, the Intellectual Property or any portion thereof, to be so created, unless;

i) Associate has expressly declared to TCS in a prescribed form whether such exposure was owing to publically available information or under and subject to any agreement; AND

ii) TCS has expressly confirmed to the Associate that TCS has proper authorization or license or approval of the respective owner of such Third Party IP to use the same in Intellectual Property or portion thereof to be created and authorized in writing Associate's participation in such activity.

c) knowingly access, make reference to or use any Third Party IP (except as permitted under Section 5(a), directly or indirectly, during the period of association with the creation (conception, design, development, testing, implementation, support or marketing) of TCS Intellectual Property or portion thereof, which is in the same subject area of TCS Intellectual Property or which is same or similar to such TCS Intellectual Property or portion thereof being created. In case, Associate access or is exposed to any such Third Party IP during such association, Associate shall promptly bring it to the notice of TCS IP asset owner or TCS project manager in writing and immediately cease to participate in any such activity

6. Security policies and Guidelines.

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

6.2 Associate acknowledge and agree that in the course of, and as a result of his/her engagement with TCS, Associate will have access to, obtain or come across personal data or information of other TCS Associates or Clients, including without limitation, sensitive personal data or information (collectively "Personal Data and Information") within the meaning of the applicable Indian Law and Rules or any other applicable Law, directive or regulation anywhere in the world. In respect of any such Personal Data and Information accessed, obtained,



acquired or processed by Associate for and on behalf of TCS, its affiliates or Clients, Associate undertake that he/she will:

- (a) process the Personal Data and Information only on behalf of TCS, its Affiliates or Clients, as the case may be, and only on and in accordance with instructions received from the data controller from time to time;
- (b) abide by such technical and organizational measures necessary to prevent the accidental or unlawful destruction or accidental loss, alteration, un-authorized disclosure or access to the Personal Data and Information;
- (c) promptly (and in any event within 24 hours of awareness) bring to notice of TCS or its Affiliates, as the case may be, of any actual or suspected incident of unauthorized or accidental disclosure of, or access to, the Personal Data and Information or other breach of this section (a "Security Breach");
- (d) promptly provide TCS with all information in Associate's notice, possession or control concerning any Security Breach and not make any public announcement regarding a Security Breach without TCS's prior written consent;
- (e) not do, or omit to do, anything, which would cause TCS or any of its employees, officers or agents to be in breach of its obligations under any privacy or data protection policy, regulation or legislation;
- (f) upon expiry or termination of Associate's engagement with TCS, return all copies of the Personal Data and Information to TCS in Associate's possession or control; and
- (g) promptly bring to TCS notice of any request received from a data subject to have access to his/her Personal Data and Information or of any other communication relating to the access, use or processing of any Personal Data and Information (including any notice from the regulatory body) and fully co-operate and assist TCS in relation to any such request or communication.

6.3 Associate expressly consent that TCS and/or its affiliates may collect, use, transfer, retain or otherwise process Associate's Personal Data and Information in connection with his/her engagement with TCS, in accordance with the then / current TCS policies and procedures and applicable privacy and data protection legislation. TCS may use third party services or sub-contractors to collect or otherwise process Associate's Personal Data and Information for which TCS shall remain responsible for such third party services provider or sub-contractor's compliance with TCS's obligations hereunder.

7. Working in SBWS Framework:

Associate may be required to work in TCS offices or its Client's premises or from home (remote working) as per the directions of supervisor and / or the provisions of the applicable policy.

Associate understands that working in this hybrid environment may have higher confidentiality and information security risks. Associate acknowledges that when working remotely the Associate:

- a) Will work only in a private, secured work area in compliance with the guidelines issued and amended from time to time.
- b) Will comply with and work in a manner consistent with TCS Data Privacy and Security Policies/Protocols.
- c) Will bring to the notice of HR of the Unit to any circumstances that prevent Associate from working in a manner consistent with TCS data privacy and security policies/ protocols.
- d) Will inform the HR of the Unit if the Associate shares a home with any family member or an individual who is employed by a competitor of TCS or TCS client the Associate is assigned to, or if any other circumstances at home exist which implicates the TCS Code of Conduct Conflict of Interest provision.



e) Will ensure utmost care and adhere to Confidentiality, IP Protection / Non-Disclosure obligations.

f) Will be using the Company allotted laptop or similar authorized computing device (together called "official asset") only to connect to TCS network/customer network through authorized means (or the Customer provided laptop to access the customer network if so, mandated by the Customer).

g) Will not allow anybody to share the official asset being used.

8. Restriction on Associate's Rights

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

9. No License

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

10. Equitable Rights

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

11. General

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

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or any claim or liability of any party, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1996 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

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

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

(e) This Confidentiality, Data and IP Protection Terms may not be amended except in writing signed by authorized



representatives of both parties.

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

Please complete and return these documents to the TCSL HR executive, within 7 days of receiving this offer.

This is to confirm that I have received the Letter of Offer on _____ .

I hereby accept this Offer and intend to join service on_____.

Name:

Address:

Signature:

Date:



MRF

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

Offer Letter

05.01.2023

Dear **Goodwin James**,

Congratulations and Welcome to MRF Family!

With reference to your application and the subsequent discussions, we are pleased to offer you employment as **Assistant** in **AA** Grade. You will be undergoing one month training at our **Salem Sales Office** and final posting will be at **Kolkata Sales Office**. The offer is subject to the following terms and conditions:

1. The discussed and agreed CTC compensation package is given in the Annexure I
2. Your employment is conditional upon you being medically fit to perform the services of the organization. You will be required to undergo medical examination as per MRF guidelines which is attached in Annexure II
3. You need to bring the original documents and photocopies 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 **09.01.2023** 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,


Jacob Peter
SGM-HRS

Acceptance:

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

Name : _____

Date : _____

Signature : _____

Annexure - 1

Salary Structure

Name : Goodwin James

Grade : AA

Designation : Assistant

	Components	Per Month	Per Annum
A	Basic Salary	2,635.00	31,620.00
A1	Allowances		
1	HRA	1,318.00	15,816.00
2	Conveyance	1,600.00	19,200.00
3	Education Allowance	200.00	2,400.00
4	MRF Allowance	16,055.00	1,92,660.00
5	Medical Allowance	220.00	2,640.00
6	Operation Allowance	4,500.00	54,000.00
	A1 Total	23,893.00	2,86,716.00
	Gross Salary (A+A1)	26,528.00	3,18,336.00
B	Annual Payments		
1	LTA (Once in 2 years - Rs.8500/- in a block of two years)	354.00	4,248.00
2	Bonus	527.00	6,324.00
	B Total	881.00	10,572.00
C	Retiral Benefits		
1	PF -12%	316.00	3,792.00
2	Gratuity - 4.81%	127.00	1,524.00
	C Total	443.00	5,316.00
	Cost to Company (A+A1+B+C)	27,852.00	3,34,224.00

In addition to the above you will be eligible for the following benefits as per Company policy:

- Group Hospitalization insurance for self, spouse and dependent children.
- Group personal accident insurance for self.



Annexure II

Guidelines for completing Medical Check-up

- All new joiners have to complete the Medical Check-up as per attached format in a reputed laboratory of your choice and thereafter to obtain a medical fitness certificate from a Registered Medical Practitioner who is an MD in General Medicine
- The scan copy of medical report should be submitted to HR 07 days prior to date of joining
- The hardcopy of medical report should be submitted to HR department on the date of joining
- The maximum re-imburement applicable for the Medical test is **Rs. 3500** which will be reimbursed after joining on submission of original bills

Annexure – III

Please submit photo copies (1 set) of the following documents, as may be applicable to you, to the company at the time of joining. Please also bring the original copies of your certificates and testimonials for verification

1	5 Passport Size photo with Red Background
2	<p><u>Employment Documents:</u></p> <p><u>Current Employment(Immediate Previous)</u></p> <p>a) Relieving letter & Experience Certificate b) Payslips and the respective bank statements for last 3 months c) latest salary increment letter for CTC proof</p> <p><u>Previous Employment</u> Service/Relieving Certificate all employments- Mentioning date of joining ,designation and last working day</p>
3	<p><u>Education Documents (Relevant)</u></p> <p>a) 10 Mark sheet and certificate. b) 12th mark sheet and Certificate. c) Graduation Mark sheets and certificate/Diploma certificate. d) Post-Graduation Mark sheets and degree certificate(If applicable) e) Any other relevant certificate</p>
4	<p><u>Proof of identity/ Address :</u> any one of the below proofs:</p> <p>a) Passport b) Voters Id c) Driving License d) Ration card e) Electricity Bills</p>
5	PAN & Aadhar Card
6	Cancelled Cheque of Saving Bank Account having IFSC Code details (SBI/ICICI/HDFC)
7	Details of your Provident Fund, Employees' Pension Scheme and Universal Account Number, if earlier member PF/EPS scheme

Please Note:

1. Completion of the qualifying exams and submission of all the documents is mandatory.
2. Your present and permanent addresses, as mentioned in your application form, are put on company's record. You would be expected to inform the company about any change in your address and telephone numbers

भारतीय गैर न्यायिक

पचास
रुपये
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FIFTY
RUPEES
Rs.50

INDIA NON JUDICIAL

കേരളം കേരल KERALA

CM 404808

DEED OF AGREEMENT

This deed of agreement is executed on 14th day of October 2022 between Shri. Niranjan.S, Chundillamattom House, Erumely,PO, Kottayam aged 21 years and Assistant Manager, Kerala State Backward Classes Development Corporation Ltd., Sub District Office, Kanjirappally for and on behalf of KSBCDC Ltd. (hereinafter called the IInd party).

Whereas Shri.Niranjan S (hereinafter called the 1st party) has been selected for Apprentice Trainee(Degree) for a period of 1 year from 14/10/2022. The 1st party has agreed to take up Apprenticeship at the Sub District Office, Kottayam on the following terms and conditions.

- 1) The Apprenticeship is for one year from 14/10/2022.
- 2) The 2nd party shall pay a consolidated stipend of Rs.9000/- (Rupees Nine Thousand only) per month.

Niranjan.S

Manoj Kumar KV, Asst Manager
KSBCDC Kanjirappally

No. 19169/14.10.2022

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എസ്.ടി.ഒ., കോട്ടയം

LUCIMMA
KANJIRAPPALLY
VENDOR



Confidential

Ms. Devika Pavithran

Nambiyath (H) Karinilam P.O, Amaravathy
Kottayam, Kerala
Pincode:- 686513.

Dear Devika Pavithran,

Subject: Offer of Employment.

I am pleased to offer you employment with Phykon as **Transaction Analyst -Trainee**, commencing on **15th February, 2023**.

Terms and conditions applicable to this job offer have been outlined here.

I hope very much that you will accept this offer of employment, thereby allowing me to welcome you as an employee in our company. Kindly provide your signatures in the space provided to indicate your acceptance of all terms and conditions outlined in this document. Please note that this offer of employment shall expire after 15 days from the date of this document.

1. Credentials

Please bring the following original documents for verification along with photocopies. The copies will be retained for Phykon's records.

- Photographs (Six passport size)
- All educational certificates including mark sheets in full
- Relieving Letter & Service Certificate (If employed previously)
- Proof of last drawn salary
- Proof of Address
- Pan Card
- Form – 16 along with earnings certificate for IT purpose
- Blood Group with Medical Fitness Certificate
- Two reference letters from persons known to you

2. Place of work

You will be posted at our office in Trivandrum. However, during your employment with us you may be posted or transferred / attached to any other units / companies / offices or clients of Phykon Solutions Private Limited either in India or abroad at the sole discretion of the Management. You may also be required to work from home from time to time, as seen fit by the Management.

Employee Signature: _____ **Date:** _____

NOTE: Electronic Generated document to be acknowledged with the digital signature.

3. Working hours

A regular working week will be as per the project you are assigned to. Regular working hours will be 9 hours a day (This includes a total of 1 hour of rest). You are also expected to work in shifts and extended hours, with rotating weekly offs, depending on the job requirements and exigencies.

4. Probation period

You will be on probation for a period of six (6) months from the date you join (as indicated by your signature below). During this period, your job performance and conduct will be monitored periodically and your job confirmation shall be subject solely to the company's discretion. In the event that the company is not satisfied with your job performance, the company shall, at its sole discretion, either extend your probation for such period that it may deem fit or terminate your services immediately, notwithstanding the conditions for termination as outlined in Section 8 hereunder.

5. Salary

Your CTC will be **Rs. 1,60,788/- per annum** (Refer Annexure I), inclusive of all benefits and will subject to statutory deductions like Income Tax, Professional Tax, Transport, etc. Additionally, you are also entitled to receive incentives, strictly based on your performance. Every employee's salary has been determined based on each individual's qualifications, past work experience and skills, and it is not to be discussed or compared with other employees in Phykon.

6. Leave

It is your responsibility to notify your Manager on the first day of absence and thereafter at regular intervals in the case of prolonged illness. If you are absent because of illness, then you are required to submit a valid medical certificate. In the event of failure to present the medical certificate the company will then adopt a no work – no pay policy.

7. Confidentiality Statement / Proprietary Information

You are governed by the rules and regulations of the company which are in force or may come into force from time to time. You will also execute a **Service and Confidentiality Agreement** as applicable to employees of your category from time to time.

As aforementioned, your salary details are not to be discussed or compared with other employees in Phykon. Similarly, you are not permitted to seek salary details of other employees in Phykon, unless otherwise authorized by the Management as part of your job responsibilities.

Employee Signature: _____ **Date:** _____

NOTE: Electronic Generated document to be acknowledged with the digital signature.

It is a material term of your employment that all information of whatsoever nature concerning the employer and/or clients is kept strictly confidential, and shall not be divulged to anyone, or shared on any platform (online or otherwise) including job portals, social media, etc.

Your personal details, such as phone number, physical address, email address, social media handles, etc. shall not be divulged to current or former clients of Phykon.

You shall not at any time during your employment with the employer or at any time thereafter either utilize personally and/or directly or indirectly divulge and/or disclose to any third party (except as required by the terms of your employment) any information concerning the employer and/or its clients that was made available and which became known to you in the course of your employment.

Any documentation of whatsoever nature which comes into your possession during the period of your employment with the employer relating to the employer's business and/or the business of its clients is deemed to be the property of the employer and shall be surrendered by you to the employer on demand and in any event on the termination of your employment and you shall not retain copies thereof or extracts therefrom.

All inventions, improvements and discoveries made solely by you or jointly while on duty need to be disclosed to the company and the company has the sole right, title and interest over such inventions, improvements, and discoveries and has the intellectual property right over them.

No employee of Phykon may approach current or former clients of Phykon to perform private work for them during or after termination of their contract of employment.

Failure to adhere to the requirements of this section constitutes a material breach of this contract justifying summary dismissal and institution of legal action.

8. Termination of Employment

Your employment can be terminated by the employer after giving you 1 (one) month's notice or 1 (one) month's pay in lieu of notice.

You Shall give the employer 2 (two) months' notice or pay 2 (two) months' salary to Phykon in lieu of notice, if you want to terminate your employment.

In the event of you terminating employment, you will be liable to refund the company all the amounts that have been spent by the company in obtaining any certification for you, imparting any training to you, or securing special permits, licences, etc. on your behalf.

Notwithstanding anything specified in the above paragraphs, if the employee is charged with any deeds which are detrimental to the interests, either financial or disciplinary, of the company, misconduct, fraud, negligence, theft, willful violation of the company rules, misappropriation, imprisonment or censure by a court of law:

Employee Signature: _____ **Date:** _____

NOTE: Electronic Generated document to be acknowledged with the digital signature

- The employer shall have the liberty to suspend the employment immediately with or without pay, until further notice, pending the outcome of an investigation into the alleged charges.
- If upon investigation, carried out according to the company's disciplinary policies or by a competent legal authority, the employee is proven guilty, then the employer reserves the right to terminate the employment immediately without any notice and notice pay.

The employer reserves the right to terminate your employment immediately in case of unauthorized absence from duty (no call - no show). In such a case, the company reserves the right to recover notice pay from you.

If the employee is found to have deficient work performance based on regular and independent performance reviews by respective supervisor(s) and/or the Quality Assurance team, as the case may be, the employee will be notified of the same by the HR department and the relevant disciplinary procedures shall be followed. In case of repetitive non-performance, the company reserves the right to terminate the employment with or without notice and/or notice pay.

If the background check of an employee turns up something of concern such as falsification of educational and/or employment records, legal warnings, serious misconduct, fraud, negligence or other disciplinary records or any deeds which are detrimental to the interests of the company, within 2 months of the employee's joining, the employer reserves the right to terminate the employment with immediate effect without notice and without payment in lieu of notice.

9. Conflict of Interest

During your employment with Phykon, you shall not, without prior written consent, whether or not for reward, directly or indirectly, be interested or engaged in any employment, business, trade undertaking or concern other than that of Phykon.

In terms of the company policy and the current employment laws, the following activities/actions by the employee are not permitted and will be dealt with by summary dismissal in addition to the company's other legal rights:

- Competitive employment
- Part-time employment
- Breach of duty of good faith of the employer.

Employee Signature: _____ **Date:** _____

NOTE: Electronic Generated document to be acknowledged with the digital signature

10. Interception of Communications

It is necessary for the proper and efficient conduct of the business that Phykon intercepts and / or monitors employees' communications from time to time. To regularize this, you are required and hereby consent to Phykon intercepting and/or monitoring any direct or indirect communication to which you are a party and which:

- i. occurs on Phykon's premises or on Phykon's time or when executing work responsibilities from a remote location; or
- ii. which involves the use of property/facilities owned by Phykon or used for Phykon's business; or
- iii. which otherwise relates to Phykon

This monitoring may include (but is not necessarily limited to) listening to, recording, viewing, examining or inspecting your emails, correspondence, text messages, Internet use, telephone and other conversations.

11. You are required to keep the company informed in writing, of any change in your address, failing which any notice/letter sent by the company to your address mentioned above shall be sufficient for the purpose of this employment.

12. The Human Resources Policy supersedes *all* previous communications, manuals, handbooks, and memorandums that *may* have been issued from *time to time* on subjects covered in this document. You hereby agree to comply with Phykon's detailed Human Resources Policy, as amended from time to time, a copy of which is available on request.

13. Please sign and return the duplicate copy of this letter within 2 (two) business days of receiving the same as acceptance of the term and conditions outlined here, failing which this offer shall stand cancelled, unless a written extension is given for the purpose.

**Yours sincerely,
Best regards,
For Phykon Pvt. Ltd.**



**Anoop Joseph
Sr. Manager – General and HR**

I have read the contents of this letter and accept the offer of employment, along with the terms and conditions mentioned above, and the enclosed Annexure I that details my compensation structure. I hereby also confirm having received my original copy of this Offer Letter.

Employee Signature: _____ Date: _____
NOTE: Electronic Generated document to be acknowledged with the digital signature

ANNEXURE 1
Compensation Structure
Fixed pay

Basic	6580
HRA	1645
Conveyance	800
Medical	800
Food Allowance	800
LTA	800
Others	329
GROSS SALARY(A)	11754
Employers share of pf	1213
Employers share of ESI	382
Employees share of welfare fund	50
BENEFITS (B)	1645
STATUTARY DEDUCTIONS	
Employees share of PF	1213
Employee share of ESI	88
Employees share of welfare fund	50
professional tax	100
deductions	1451
NET SALARY	10303
CTC	A+B
	13399

You will be eligible for a Travel Allowance of Rs.1000/- per month, if you are not availing company transport.

Upon completing the probation period successfully, you will be eligible for Medical Insurance coverage of Rs 1 Lakh for self.

Employee Signature: _____ **Date:** _____

NOTE: Electronic Generated document to be acknowledged with the digital signature

Confidential

Ms. Gayathry Lakshmi T.S

Thalirathu House ,Chittady P.O , Chotty
Kottayam ,Kerala
Pincode:-686512.

Dear Gayathry Lakshmi T.S,

Subject: Offer of Employment.

I am pleased to offer you employment with Phykon as **Transaction Analyst -Trainee**, commencing on **15th February, 2023**.

Terms and conditions applicable to this job offer have been outlined here.

I hope very much that you will accept this offer of employment, thereby allowing me to welcome you as an employee in our company. Kindly provide your signatures in the space provided to indicate your acceptance of all terms and conditions outlined in this document. Please note that this offer of employment shall expire after 15 days from the date of this document.

1. Credentials

Please bring the following original documents for verification along with photocopies. The copies will be retained for Phykon's records.

- Photographs (Six passport size)
- All educational certificates including mark sheets in full
- Relieving Letter & Service Certificate (If employed previously)
- Proof of last drawn salary
- Proof of Address
- Pan Card
- Form – 16 along with earnings certificate for IT purpose
- Blood Group with Medical Fitness Certificate
- Two reference letters from persons known to you

2. Place of work

You will be posted at our office in Trivandrum. However, during your employment with us you may be posted or transferred / attached to any other units / companies / offices or clients of Phykon Solutions Private Limited either in India or abroad at the sole discretion of the Management. You may also be required to work from home from time to time, as seen fit by the Management.

Employee Signature: _____ **Date:** _____

NOTE: Electronic Generated document to be acknowledged with the digital signature.

3. Working hours

A regular working week will be as per the project you are assigned to. Regular working hours will be 9 hours a day (This includes a total of 1 hour of rest). You are also expected to work in shifts and extended hours, with rotating weekly offs, depending on the job requirements and exigencies.

4. Probation period

You will be on probation for a period of six (6) months from the date you join (as indicated by your signature below). During this period, your job performance and conduct will be monitored periodically and your job confirmation shall be subject solely to the company's discretion. In the event that the company is not satisfied with your job performance, the company shall, at its sole discretion, either extend your probation for such period that it may deem fit or terminate your services immediately, notwithstanding the conditions for termination as outlined in Section 8 hereunder.

5. Salary

Your CTC will be **Rs. 1,60,788/- per annum** (Refer Annexure I), inclusive of all benefits and will subject to statutory deductions like Income Tax, Professional Tax, Transport, etc. Additionally, you are also entitled to receive incentives, strictly based on your performance. Every employee's salary has been determined based on each individual's qualifications, past work experience and skills, and it is not to be discussed or compared with other employees in Phykon.

6. Leave

It is your responsibility to notify your Manager on the first day of absence and thereafter at regular intervals in the case of prolonged illness. If you are absent because of illness, then you are required to submit a valid medical certificate. In the event of failure to present the medical certificate the company will then adopt a no work – no pay policy.

7. Confidentiality Statement / Proprietary Information

You are governed by the rules and regulations of the company which are in force or may come into force from time to time. You will also execute a **Service and Confidentiality Agreement** as applicable to employees of your category from time to time.

As aforementioned, your salary details are not to be discussed or compared with other employees in Phykon. Similarly, you are not permitted to seek salary details of other employees in Phykon, unless otherwise authorized by the Management as part of your job responsibilities.

Employee Signature: _____ **Date:** _____

NOTE: Electronic Generated document to be acknowledged with the digital signature.

It is a material term of your employment that all information of whatsoever nature concerning the employer and/or clients is kept strictly confidential, and shall not be divulged to anyone, or shared on any platform (online or otherwise) including job portals, social media, etc.

Your personal details, such as phone number, physical address, email address, social media handles, etc. shall not be divulged to current or former clients of Phykon.

You shall not at any time during your employment with the employer or at any time thereafter either utilize personally and/or directly or indirectly divulge and/or disclose to any third party (except as required by the terms of your employment) any information concerning the employer and/or its clients that was made available and which became known to you in the course of your employment.

Any documentation of whatsoever nature which comes into your possession during the period of your employment with the employer relating to the employer's business and/or the business of its clients is deemed to be the property of the employer and shall be surrendered by you to the employer on demand and in any event on the termination of your employment and you shall not retain copies thereof or extracts therefrom.

All inventions, improvements and discoveries made solely by you or jointly while on duty need to be disclosed to the company and the company has the sole right, title and interest over such inventions, improvements, and discoveries and has the intellectual property right over them.

No employee of Phykon may approach current or former clients of Phykon to perform private work for them during or after termination of their contract of employment.

Failure to adhere to the requirements of this section constitutes a material breach of this contract justifying summary dismissal and institution of legal action.

8. Termination of Employment

Your employment can be terminated by the employer after giving you 1 (one) month's notice or 1 (one) month's pay in lieu of notice.

You Shall give the employer 2 (two) months' notice or pay 2 (two) months' salary to Phykon in lieu of notice, if you want to terminate your employment.

In the event of you terminating employment, you will be liable to refund the company all the amounts that have been spent by the company in obtaining any certification for you, imparting any training to you, or securing special permits, licences, etc. on your behalf.

Notwithstanding anything specified in the above paragraphs, if the employee is charged with any deeds which are detrimental to the interests, either financial or disciplinary, of the company, misconduct, fraud, negligence, theft, willful violation of the company rules, misappropriation, imprisonment or censure by a court of law:

Employee Signature: _____ **Date:** _____

NOTE: Electronic Generated document to be acknowledged with the digital signature

- The employer shall have the liberty to suspend the employment immediately with or without pay, until further notice, pending the outcome of an investigation into the alleged charges.
- If upon investigation, carried out according to the company's disciplinary policies or by a competent legal authority, the employee is proven guilty, then the employer reserves the right to terminate the employment immediately without any notice and notice pay.

The employer reserves the right to terminate your employment immediately in case of unauthorized absence from duty (no call - no show). In such a case, the company reserves the right to recover notice pay from you.

If the employee is found to have deficient work performance based on regular and independent performance reviews by respective supervisor(s) and/or the Quality Assurance team, as the case may be, the employee will be notified of the same by the HR department and the relevant disciplinary procedures shall be followed. In case of repetitive non-performance, the company reserves the right to terminate the employment with or without notice and/or notice pay.

If the background check of an employee turns up something of concern such as falsification of educational and/or employment records, legal warnings, serious misconduct, fraud, negligence or other disciplinary records or any deeds which are detrimental to the interests of the company, within 2 months of the employee's joining, the employer reserves the right to terminate the employment with immediate effect without notice and without payment in lieu of notice.

9. Conflict of Interest

During your employment with Phykon, you shall not, without prior written consent, whether or not for reward, directly or indirectly, be interested or engaged in any employment, business, trade undertaking or concern other than that of Phykon.

In terms of the company policy and the current employment laws, the following activities/actions by the employee are not permitted and will be dealt with by summary dismissal in addition to the company's other legal rights:

- Competitive employment
- Part-time employment
- Breach of duty of good faith of the employer.

Employee Signature: _____ **Date:** _____

NOTE: Electronic Generated document to be acknowledged with the digital signature

10. Interception of Communications

It is necessary for the proper and efficient conduct of the business that Phykon intercepts and / or monitors employees' communications from time to time. To regularize this, you are required and hereby consent to Phykon intercepting and/or monitoring any direct or indirect communication to which you are a party and which:

- i. occurs on Phykon's premises or on Phykon's time or when executing work responsibilities from a remote location; or
- ii. which involves the use of property/facilities owned by Phykon or used for Phykon's business; or
- iii. which otherwise relates to Phykon

This monitoring may include (but is not necessarily limited to) listening to, recording, viewing, examining or inspecting your emails, correspondence, text messages, Internet use, telephone and other conversations.

11. You are required to keep the company informed in writing, of any change in your address, failing which any notice/letter sent by the company to your address mentioned above shall be sufficient for the purpose of this employment.

12. The Human Resources Policy supersedes *all* previous communications, manuals, handbooks, and memorandums that *may* have been issued from *time to time* on subjects covered in this document. You hereby agree to comply with Phykon's detailed Human Resources Policy, as amended from time to time, a copy of which is available on request.

13. Please sign and return the duplicate copy of this letter within 2 (two) business days of receiving the same as acceptance of the term and conditions outlined here, failing which this offer shall stand cancelled, unless a written extension is given for the purpose.

**Yours sincerely,
Best regards,
For Phykon Pvt. Ltd.**



**Anoop Joseph
Sr. Manager – General and HR**

I have read the contents of this letter and accept the offer of employment, along with the terms and conditions mentioned above, and the enclosed Annexure I that details my compensation structure. I hereby also confirm having received my original copy of this Offer Letter.

Employee Signature: _____ Date: _____
NOTE: Electronic Generated document to be acknowledged with the digital signature

ANNEXURE 1
Compensation Structure
Fixed pay

Basic	6580
HRA	1645
Conveyance	800
Medical	800
Food Allowance	800
LTA	800
Others	329
GROSS SALARY(A)	11754
Employers share of pf	1213
Employers share of ESI	382
Employees share of welfare fund	50
BENEFITS (B)	1645
STATUTARY DEDUCTIONS	
Employees share of PF	1213
Employee share of ESI	88
Employees share of welfare fund	50
professional tax	100
deductions	1451
NET SALARY	10303
CTC	A+B
	13399

You will be eligible for a Travel Allowance of Rs.1000/- per month, if you are not availing company transport.

Upon completing the probation period successfully, you will be eligible for Medical Insurance coverage of Rs 1 Lakh for self.

Employee Signature: _____ **Date:** _____

NOTE: Electronic Generated document to be acknowledged with the digital signature



TATA CONSULTANCY SERVICES



**NAVIN
NJAVALLIKUNNEL**

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Associate No 2553341

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