



N S S
COLLEGE OF
ENGINEERING



Palakkad, Kerala, India EDUCATION-TECHNICAL

IDENTITY CARD



ARCHANA S

Asst. Professor (Ad hoc)

MATHEMATICS

G1 MATHS

Archana S
Signature
Card Holder



[Handwritten Signature]

[Handwritten Signature]

PRINCIPAL
GOVT. COLLEGE
CHITTUR

KG Information Systems Private Limited

KGiSL

100% EOU Under STP (CIN : U72200TZ1994PTC005317)

#365, KGiSL Campus, Thudiyalur Road, Saravanampatti, Coimbatore - 641 035 INDIA

Phone : 91 (422) - 441 9999, Fax : 91 (422) 266 8955, Email : Info@kgisl.com, Website : www.kgisl.com

Ref: HRD/OFFER/

To,

ATHUL KALADHARAN

BSC Maths

GCC

Sub: Letter of Intent

Dear

With reference to your application, tests and interview, we are pleased to inform that you have been selected for the post of "Junior Sales Associate" in our organization. You shall report for duty on _____ 2022 at 9.00 AM. This offer is subject to you, clearing the Reference check conducted by us.

Your monthly Cost to Company (CTC) will be **Rs.13, 587/-** (Rupees Thirteen Thousand Five Hundred and Eighty seven Only). You are also eligible for a Half-yearly loyalty bonus of **Rs. 3,000/-** (Rupees Three Thousand Only) at the end of every six months. Therefore your **Annual CTC** will be **Rs.1, 63,044/-** (Rupees One lakh Sixty Three Thousand Forty Four only). The terms and conditions of your employment will be provided to you along with the appointment letter in due course. You will be on training for 3 months from the date of joining and on successful completion of your training period; you will be in probation period for 6 months. We expect you to get relieved from your present responsibilities and join us on the said date along with all your testimonials and passport size photograph. Ensure that you must hold a PAN card, if not apply for the same and produce the acknowledgement at the time of joining.

A regular letter of appointment will be issued to you at time of your joining. We look forward to your joining, and building a long successful career with us. Should you require any assistance or information, please do feel free to call us. On acceptance, please sign a copy of this Letter of Intent and return the same to the undersigned, indicating the date of your joining. This offer is valid for 7 days only FOR YOUR ACCEPTANCE. Offer stands cancelled in case if you fail to report to us on or before pre-decided date. We would have to assume that you have not accepted this job offer.

You are requested to attend the Induction program on _____ 2022 and please bring the photocopy (Xerox) of this Offer letter, only then you would receive the Appointment Letter. Find attached the annexure list and ensure to bring in all the documents as mentioned. Salary break up is attached for your better understanding.

With Warm Regards

For KG Information Systems Private Limited,

Authorized Signatory

Received on 22/03/2022



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CHITTUR
SW SEI - CMM
Level 4
COMPANY



Website: www.keralapsc.gov.in

E.mail: dopkd.psc@kerala.gov.in
Telephone No: 0491 2505398

**KERALA PUBLIC SERVICE COMMISSION
DISTRICT OFFICE : PALAKKAD**

No. PIV(2) 01/2021(12) ✓

Palakkad ✓
Dated : 17.12.2021 ✓

From

The District Officer
Kerala Public Service Commission
District Office, Palakkad – 678 001.

To

Smt. Fasma N T ✓

Sir/Madam,

Sub: Advice for appointment as **Junior Health Inspector Gr.II** on ₹ 22,200 – 48,000/- in the **Health Services** Department.

You are informed that you have been advised for recruitment as **Junior Health Inspector Gr.II** on ₹ 22,200 – 48,000/- in the **Health Services** Department in **Reservation turn**. The selection is subject to Rules 3 (c) and 10 (b) of the Kerala State and Subordinate Service Rules, 1958.

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

Yours faithfully,

Breep ad au

**For DISTRICT OFFICER
KERALA PUBLIC SERVICE COMMISSION
DISTRICT OFFICE, PALAKKAD**



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DEPARTMENT OF POSTS, INDIA
Office of the Asst. Superintendent of Post Offices,
Palakkad South Sub Division, Palakkad 678001.

ORDER OF ENGAGEMENT

Memo NoDS-2/SO-16 Dated at Palakkad the 30.03.22


1. Sri/Smt/ Kum Geethu G S, daughter of Gangadharan , whose date of birth is 17.12.1998 and who belongs to SC category selected against SC category is hereby engaged as Dak Sevak MD Nattukal, Nattukal SO under Palakkad HO on regular basis w.e.f.20.08.2020 F/n in the TRCA scale of 10000 Level 1. She/He shall be paid such allowances as admissible from time to time.

2. Sri/Smt Geethu G S, daughter of Gangadharan , should clearly understand that his/her engagement shall be governed by the Department of Posts, Gramin Dak Sevak(Conduct and Engagement) Rules 2020 as amended from time to time.



Deepthy P
ASP Palakkad South Sub Division

A copy of this memo is issued to

1. Geethu G S GS Nivas "Thudukkodu Chentamaranagar Tattamangalam 678102 .
2. PM Palakkad HO
3. The SPOS PKD.
4. The SPM Nattukal SO.
5. PF of the official.


Deepthy P
ASP Palakkad South Sub Division




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



Hari Prasad A



A handwritten signature in green ink, appearing to be 'Raj', written over the name 'Hari Prasad A'.

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FORM 27
[See Rule XIV (A) 7]
APPOINTMENT ORDER

Station :Kattukulam

Date : 01.06.2022

Smt.HARITHASREE.M.N , Mukkirikkattu Mana, Sreekrishnapuram PO, Palakkad ,679513 is appointed as a permanent/probationary/acting teacher under this management on a pay of **Rs.35600/-** per mensem in the scale of pay of **Rs.35600-75400** and is posted as **Music Teacher** in the **A.K.N.M.M.A.Memorial HSS Kattukulam** from **01.06.2022 Onwards** in the vacancy of **Smt.Nirmala.K.P** ,Music Teacher (Sel Gr) , who was retired on 31.03.2022

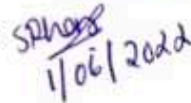
This appointment is subject to the provisions of the Kerala Education Act and the Rules made there under and such other rules or orders issued from time to time by the Government or other competent authority.

Certified that is no qualified teacher existing in service under this Educational Agency who is eligible for promotion to the vacancy for which the above appointment is made.

Signature of Manager:


K. Unnirayana
Manager
AKNM-MA Memorial-
Higher Secondary School
Kattukulam

Signature of Teacher:


1/06/2022

Ref No:

THE APPOINTMENT IS APPROVED

Certified that the above appointment has been made after satisfying that no qualified person retrenched from any of the Aided High Schools in the Education District and / Aided Primary Schools in Education Sub-District after putting in 2 years of service and drawing 2 vacation salaries is available for absorption to the post in the school.




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Signature and Designation
Educational Officer



PRIVATE AND CONFIDENTIAL

Date: September 8, 2021

Ms. Harsha J
PRABHA COTTAGE,
ERAMANGALAM, NOCHULLY(PO), KUZHALMANNAM
PALAKKAD-678702

EMPLOYMENT AGREEMENT

Dear **Harsha**,

Further to the recent meetings and discussions you had with us, we are now pleased to offer you an appointment with **Outsourcepartners International Private Limited** ("the Company") to the position of **Reporting Analyst-Analytics 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 : **September 13, 2021**

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

Outsourcepartners International Private Limited
9th Floor, Building No. 2, Leela Infopark, Infopark SEZ, Kusumagiri P.O., Kakkanad, Kochi - 682 030, Kerala, India T:+91 484.408.6000

Registered Office: Tower 2D, Phase I, Vikas Telecom Limited SEZ, Vrindavan Tech Village, Devarabeesanahalli, Outer Ring Road, Bengaluru 560 037, Karnataka, India. T: +91.80.4344.777 www.exlservice.com
CIN: U74110KA2003PTC031647



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

- (v) 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 60 (sixty) 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 **Kochi, Kerala**. However, your services are transferable to any other another place either in existence now or which would come into existence henceforth. You may be transferred within India or outside India to serve the Company or any of Company affiliates. You may be transferred to any of Company's or its affiliates existing offices or locations anywhere or to any of the future offices or locations which may come into existence or may get acquired henceforth / any-time in future. **Due to business requirements or other exigencies, you may be required to work from home at the Company's sole discretion; the Company hereby reserves the absolute right to call you back to work at any of its offices, as and when required.** It is a condition to your employment that you comply with any such **requirements / instructions** of the Company **without any protest or demur**. The transfer will not deem to constitute a change in your conditions of service. The Company will not be responsible for any of your acts leading to any action against you as per the law of the country or state you have been deputed, transferred to or working from.

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

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

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

3 PERFORMANCE OF DUTIES

3.1 You shall be assigned with all the duties and responsibilities of the **Reporting Analyst-Analytics 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, debars 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, labour and/or regulatory authorities or in response to any legal order, summon or notice or refer it and/or its details or contents in any show cause notice, charge sheet or legal / demand notice without any reference or notice to employee and/or without further or additional consent from an employee.

5. **External Interests**

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

6 **COMPENSATION**

- 6.1 As compensation for services to be rendered, you shall be paid a Basic Salary of **Rs. 165,179** per annum. The salary shall be payable on monthly basis in arrears on or about the last working



day of each calendar month but before expiry of the 7th day of the succeeding calendar month. Other allowances and benefits payable shall be as detailed in Appendix 1 hereto.

- 6.2.1 The payment of all compensation shall be made in accordance with the relevant policies of the Company in effect from time to time, including normal payroll practices, and shall be subject to income tax deductions at source, as applicable. All requirements under Indian tax laws, including tax compliance and filing of tax returns, assessment etc. of your personal income, shall be fulfilled by you.
- 6.2.2 The compensation paid to you has taken into consideration the status and responsibilities of the appointment and as such, you will not be entitled to any other payment by way of any other allowances.
- 6.3 By accepting this offer you authorize the Company to deduct from your remuneration including on termination of employment (including from salary, salary in lieu of notice, holiday pay, allowances, discretionary bonus (*if any*), etc.) all debts owed by you to the Company or any of its group or affiliate companies or any fine or recovery imposed by the Company including pursuant to the Company's disciplinary procedure or to deduct any amount for absence from duty or for notice period not served by you or for damage to or loss of goods or Company assets or for recovery of advances or loans, etc.

7.. CONFIDENTIALITY

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

8. INTELLECTUAL PROPERTY RIGHTS

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



assign to the Company any and all rights, title and interest, including, but not limited to, copyrights, trade secrets and proprietary rights to the Inventions, information, materials, products and deliverables developed during the performance of services to the Company. You agree that all the work performed by you and all Inventions, information, materials, products and deliverables developed by you while in the employment of the Company shall be the exclusive property of the Company and all title and interest therein shall vest in the Company. All such Inventions, information, materials, products and deliverables shall be deemed to be "works made for hire" under the United States Copyright Laws or applicable Indian laws (or any other applicable law). If and when required by the Company, you shall at the Company's expense take out or apply for letters patent, licenses or other rights, privileges or protection, as may be directed by the Company in respect of such Inventions, so that the benefit thereof accrues to the Company. You shall execute and do all instruments, acts, deeds and other things, which may be required by the Company for assigning, licensing any Inventions made during the employment, which shall vest with the Company including the name and all benefits arising in respect thereof.

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

9. DISCIPLINARY ACTION PROCEDURE

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



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10. CODE OF CONDUCT

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

11. LAY OFF, TERMINATION OF EMPLOYMENT AND RETIREMENT

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

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

- 11.2(A) After completion of the Probationary period, either the Company or you may at any time terminate this agreement without cause by giving in writing to the other party 60 (sixty) days notice or paying to the other party, in advance or simultaneously with letter, salary in lieu of such notice or salary for such period by which the notice period falls short of. However, if the exigencies of work, business or client commitments so requires; or if you are handling any sensitive, critical, confidential or time bound assignment / project / work; or if you want to leave in the middle of work, without serving your full notice period, wherein your presence, involvement or participation is required or is deemed necessary by the Management; or if any work is pending at your end; or if Management does not find suitable replacement or substitute in your place; or if satisfactory, full and proper hand-over / knowledge transfer is not given by you to the satisfaction of the Management; or if your not serving full notice period may have adverse impact on the business, client commitments or on your team, the Company may decline to relieve you earlier than the expiry of the entire period of notice, and withhold your relieving and experience letters. Your exit formalities will be initiated, and your relieving and experience letters will be issued subject, inter alia, to your fulfilling the aforesaid requirements. For removal of all doubts, it is hereby clarified that the term salary for the purposes of notice or notice period shall mean gross salary, which shall include basic salary, all the allowances, benefits and perquisites as per Appendix 1.

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

- 11.2(C) Further, on your giving the notice of resignation, the Company may at its sole discretion relieve you from such date, as it may deem fit, even before the expiry of notice period, by paying salary



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

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

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

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

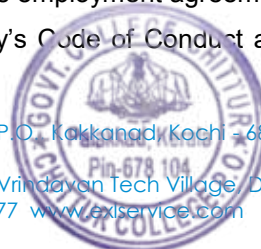
11.3 Upon termination of your employment with the Company for any reason, you shall promptly return to the Company any keys, credit cards, passes, confidential documents or material, or other property belonging to the Company, and return all writings, files, records, correspondence, notebooks, notes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

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

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

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

- (i) Breach by you of any of the terms of this employment agreement;
- (ii) Breach of any clauses of the Company's Code of Conduct as referenced in clause 8 hereinabove;



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

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

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

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

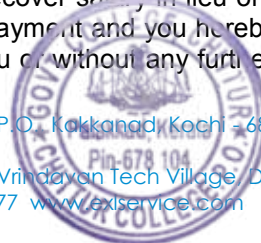
12A. JOB ABANDONMENT

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

Outsourcepartners International Private Limited

9th Floor, Building No. 2, Leela Infopark, Infopark SEZ, Kusumagiri P.O., Kakkanad, Kochi - 682 030, Kerala, India T:+91 484.408.6000

Registered Office: Tower 2D, Phase I, Vikas Telecom Limited SEZ, Vrindavan Tech Village, Devarabeesanghally, Outer Ring Road, Bengaluru 560 037, Karnataka, India. T: +91.80.4344.777 www.exlservice.com
CIN: U74110KA2003PTC031647



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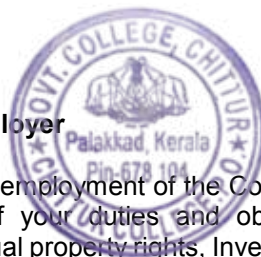
also agree that Company shall not be under any obligation to prove your intent as described here-in and it shall be deemed that you have no intention to resume duties.

13. OTHERS

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

14A. Notification to New Employer

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.



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



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

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

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

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

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

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

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



Ms. Parul Kataria
Vice President - Human Resources

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

Agreed and accepted, and consented to, by me.

Ms. Harsha J

Dated: 9/13/2021

Permanent Address:
PRABHA COTTAGE,
ERAMANGALAM, NOCHULLY(PO), KUZHALMANNAM
PALAKKAD- 678702



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COMPENSATION & BENEFITS

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

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

Notes:

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



Allowances (as applicable)

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

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

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

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

*Applicable for Band B and above

**Applicable for Band C and above

CONFIDENTIALITY AND NON COMPETITION AGREEMENT

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

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



them and all copies, which have been made of them to the Company upon termination of my relationship with the Company.

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



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

Ms. Harsha J



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Appendix 1

Name : Ms. Harsha J
 DOJ : September 13, 2021
 Designation: Reporting Analyst-Analytics
 Band : A1

Heads of Compensation :	Annual Compensation
Basic	165179
Provident Fund	19821
Total Fixed Compensation (A)	185000
<i>Cost of Other Benefits Provided by Company (Non - Monetary)</i>	
Transport	30000
Canteen	12600
Accident Insurance and Mediclaim Premium	7200
Other Benefits (B)	49800
<i>Retirals</i>	
Gratuity	7945
Employers ESIC	5368
Other Retirals Benefits (C)	13313
Total CTC (A+B+C)	248113
You are required to give the BOA options in the Prescribed format	
*In case the Basic + DA is more than Rs. 15000, PF is optional and you have to give your option for the same. Coverage is mandatory for those who are already covered under PF Scheme.	
Performance bonus will be as per the EXL bonus policy, and would be paid based on company's / individual's performance	

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




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Appendix - 2

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

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

If you are suspended, and enquiry is initiated, in

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

Subsistence allowance shall be at the rate of 50% (fifty per cent) of your average monthly salary over a period of three months immediately preceding your suspension.

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

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

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

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

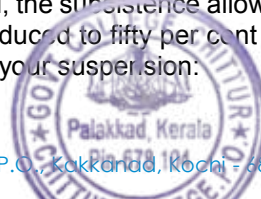
Provided that, where the findings of the enquiry officer show that such enquiry is prolonged beyond a period of ninety days, or as the case may be, beyond one hundred and eighty days, for reasons directly attributable to you, the subsistence allowance to be paid per month shall for the period exceeding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

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

C. Bengaluru (State of Karnataka) location:

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

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



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

C. Kochi (State of Kerala) location:

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

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

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

D. Jaipur (State of Rajasthan) location:

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

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

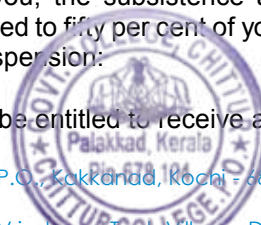
Provided further that you shall not be entitled to receive any subsistence allowance if you accept any other employment, during the period of your suspension.

E. Hyderabad (State of Telangana) location:

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

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

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



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

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

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

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

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

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

Ms. Harsha J



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പാലക്കാട് ജില്ലാ സാമ്പത്തിക സ്ഥിതിവിവരക്കണക്ക് ഡെപ്യൂട്ടി ഡയറക്ടറുടെ നടപടിക്രമം
(സാന്നിദ്ധ്യം : സിനി കാസിം)

വിഷയം:- ജീവനക്കാര്യം - സാമ്പത്തിക സ്ഥിതിവിവരക്കണക്ക് വകുപ്പ്, പാലക്കാട് - സ്റ്റാറ്റിസ്റ്റിക്കൽ ഇൻവെസ്റ്റിഗേറ്റർ ഗ്രേഡ് II / സ്റ്റാറ്റിസ്റ്റിക്കൽ അസിസ്റ്റന്റ് ഗ്രേഡ് II തസ്തികയിൽ നിയമന ഉത്തരവ് പുറപ്പെടുവിക്കുന്നു.

- പരാമർശം:-1) കേരള പബ്ലിക് സർവ്വീസ് കമ്മീഷൻ പാലക്കാട് ജില്ലാ ഓഫീസറുടെ 16/09/2023 തീയതിയിലെ P IV (1)2228/2018/1 നമ്പർ നിയമന ശുപാർശകത്ത്.
- 2)31/10/2023 തീയതിയിലെ ഈ ഓഫീസിൽ നിന്നുള്ള ഇ2/4156/2023/ഡിഇഇഎസ്പി(18) നമ്പർ ഉത്തരവ്.
- 3)06/11/2023 തീയതിയിലെ കമാരി.കനകമണി ഡി സമർപ്പിച്ച ജോയിന്റിംഗ് റിപ്പോർട്ട്.

ഉത്തരവ് നം. ഇ2/4156/2023/ഡിഇഇഎസ്പി(6) തീയതി :06/11/2023

പരാമർശം (1) പ്രകാരം കമാരി.കനകമണി.ഡി - യെ (C/o ദശരൈസ്വാമി, 4/195, ഐ.എച്ച്.ഡി.പി കോളനി, കല്ലക്കുപ്പാറ, പഴനിയാർപാളയം, പാലക്കാട് - 678555) സ്റ്റാറ്റിസ്റ്റിക്കൽ അസിസ്റ്റന്റ് ഗ്രേഡ് II / സ്റ്റാറ്റിസ്റ്റിക്കൽ ഇൻവെസ്റ്റിഗേറ്റർ ഗ്രേഡ് II തസ്തികയിൽ നിയമനത്തിനായി കേരള പബ്ലിക് സർവ്വീസ് കമ്മീഷൻ, പാലക്കാട് ജില്ലാ ഓഫീസിൽ നിന്നും അഡ്വൈസ് ചെയ്യുകയും പരാമർശം (2) പ്രകാരം ടിയാൾക്ക് നിയമന ഉത്തരവ് നൽകുകയും ചെയ്തിരുന്നു. പരാമർശം (3) പ്രകാരം ടിയാൾ 06/11/2023 -ന് പൂർവ്വാന്തത്തിൽ ജോലിയിൽ പ്രവേശിച്ചിരിക്കുന്നതായി അറിയിച്ചിട്ടുണ്ട്.

ഈ സാഹചര്യത്തിൽ ചിറ്റൂർ താലൂക്ക് സ്റ്റാറ്റിസ്റ്റിക്കൽ ഓഫീസിലെ സ്റ്റാറ്റിസ്റ്റിക്കൽ ഇൻവെസ്റ്റിഗേറ്റർ ഗ്രേഡ് II (താൽക്കാലികം), ശ്രീ.അരുൺശശി എസ് -നെ 06/11/2023 പൂർവ്വാന്തം പ്രാബല്യത്തിൽ വിടുതൽ ചെയ്തുകൊണ്ടും ടി ഒഴിവിൽ കമാരി.കനകമണി.ഡി - യെ 06/11/2023 പൂർവ്വാന്തം പ്രാബല്യത്തിൽ വരത്തക്കവിധം 31100-66800 /- ശമ്പളം സൂചിയിൽ നിയമിച്ചുകൊണ്ടും ഇതിനാൽ ഉത്തരവാകുന്നു.

ടിയാളുടെ നിയമനം ഗവ. ഉത്തരവ് (പി) 20/2013/ഫിൻ, തീയതി 07/01/2013, ഗവ. ഉത്തരവ് (പി) 149/2013/ഫിൻ തീയതി 03/04/2013 എന്നിവ പ്രകാരവുമായിരിക്കും.

ചിറ്റൂർ താലൂക്ക് സ്റ്റാറ്റിസ്റ്റിക്കൽ ഓഫീസർ ടിയാളെ 06/11/2023 പൂർവ്വാന്തം പ്രാബല്യത്തിൽ വരത്തക്കവിധം ജോലിയിൽ പ്രവേശിപ്പിക്കേണ്ടതും പ്രസ്തുത വിവരം യഥാസമയം ഈ ഓഫീസിൽ അറിയിക്കേണ്ടതുമാണ്.



[Handwritten Signature]
ഡെപ്യൂട്ടി ഡയറക്ടർ

വ്യക്തിക്ക്/
പകർപ്പ്:

1. താലൂക്ക് സ്റ്റാറ്റിസ്റ്റിക്കൽ ഓഫീസർ, ചിറ്റൂർ
2. കരുതൽ ഫയൽ



[Handwritten Signature]
PRINCIPAL
GOVT. COLLEGE
CHITTUR



My Profile



KRISHNA PRIYA U

IPAS EMPLOYEE ID : XCQSTH

HRMS ID : XCQSTH

DESIGNATION : ASSISTANT TRACK MACHINE
(TRACK MACHINE HELPER)

DATE OF BIRTH : 27/07/1999

DEPARTMENT : CIVIL ENGINEERING

MOBILE NUMBER : 6282699878

BILLUN : 0602305

RAILWAY UNIT : TRACK MACHINE/RPM/ HQ

RAILWAY ZONE : SR



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ഗ്രാമ പഞ്ചായത്ത് || പല്ലശ്ശന ഗ്രാമ പഞ്ചായത്ത് || തദ്ദേശ സ്ഥാപനങ്ങളുടെ തിരഞ്ഞെടുപ്പ് - 2020

പല്ലശ്ശന ഗ്രാമ പഞ്ചായത്ത് (പാലക്കാട്) മെമ്പറുടെ വിവരങ്ങൾ (2020 ൽ) :

മണികണ്ഠൻ കെ



വാർഡ് നമ്പർ
11
വാർഡിൻറെ പേര്
കൂടല്ലൂർ
മെമ്പറുടെ പേര്
മണികണ്ഠൻ കെ
വിലാസം
പഴുർകുളം വീട്, പല്ലാവൂർകാട്, പല്ലാവൂർ-678688
ഫോൺ
മൊബൈൽ
9544696437



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SMC GLOBAL SECURITIES LIMITED

Member: NSE • BSE • MSE • NCDEX • ICDEX • MCX

Clearing & Trading Member: Cash, F&O, Currency, Debt & Commodity

SEBI Regn. No.: INZ 000199438 • Research Analyst No.: RH100001849 • Investment Adviser No.: INA100012491

Regd. Office: 11/68, Shanti Chamber, Pusa Road, New Delhi-110005

Ph: +91-11-30111000, 40753333 Fax: +91-11-25754365 • CIN No.: L74899DL1994PLC003609

E-mail: smc@smcindiaonline.com Website: www.smcindiaonline.com

Ref: **SMC/61af1ae44a2d41f4**

Date: **17-May-22**

To,

Manju T

Thennamanallur

Tamil Nadu, Tamil Nadu - 641109

OFFER LETTER

Dear **Ms. Manju T**,

SMC Global Securities Ltd. is pleased to offer you the position of **Relationship Manager - Sales** in **Business Development - Online** department at our **TMN - Coimbatore - 1** location on the terms and conditions mutually discussed and agreed by us, on the basis of the information furnished by you in your application, CV and other documents and personal interview.

We offer you an all - inclusive remuneration of Rs. **174000.00/-** per annum subject to the statutory deductions. This remuneration is on the basis of what is commonly known as "cost to company" Rs. **One Lakh Seventy Four Thousand Only/-** per annum.

You are requested to join the company on or before **17-May-22**. The formal appointment letter will be issued to you on your joining our organization. Any change in the Date of Joining by you must be informed in advance to the Company in writing, failing which the offer shall be deemed null and void.

We trust that your knowledge, skills and experience will be our most valuable assets.

DOCUMENTS TO BE SUBMITTED AT THE TIME OF JOINING

You are requested to submit the following documents at the time of joining

- Original and attested copies of Education Certificates and mark sheets.
- Five recent passport size color photographs.
- Relieving / experience letter from previous employer.
- Date of Birth proof.
- Last salary slip from previous employer.
- Address proof (like Passport, Driving license, Voter ID Card)
- Cancelled Cheque

You will be on probation for a period of **6 Months** from the date of joining and will continue to be on probation unless confirmed in writing.

Offer stands cancelled in case of any deviations from the information provided or your failure to report within **21 days** from issuance of offer letter /date of joining **17-May-22** whichever is later. Without submission of complete documents your joining will be at the discretion of the Management. Joining is subject to the condition that if any information is found incorrect or the reference check fails, the appointment shall stand terminated without financial obligations.

Please sign copy of this letter and return it to HR which signifies your acceptance of this offer of employment.

In case you need any further clarifications, please contact HR.

For **SMC Global Securities Ltd.**

Authorised Signatory

I Manju T accept the aforesaid offer and the terms thereof.

Date: **18/05/2022**



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Telephone/FAX No. 08328478411

J-E
REGD POST WITH AD
Frontier HQm (Spl Ops)
Dasha at Bangalore
PO, AFS Yelahanka
Bangalore-560 063

No. 836/RA/CT(GD)/SSC/FTR BGLR/21/ 4833

Dated the ___ March 2021

ROLL NO. 9212007377
RAGHUL R S/O RAMESH R
LAKSHMI NIVAS, 26/136
PO - TATTAMANGALAM
VILL-TATTAMANGALAM
TAL - CHITTUR
DISTT- PALAKKAD
KERALA -678102.

**OFFER OF APPOINTMENT FOR THE POST OF CONSTABLE (GD) IN BSF THROUGH
SSC 2018**

Refer your application for the post of **CONSTABLE (GD)** in Border Security Force and consequent upon qualifying the prescribed recruitment tests for the above post. I am directed to inform that you have been provisionally selected for the post of **CONSTABLE (GD)** in BSF in the Pay Matrix Level-3 Pay Scale of Rs.21,700-69,100/- of 7th CPC (Revised Structure) and other allowances admissible from time to time.

2. Your appointment to the above post is subject to the following terms and conditions:

- (a) The appointment is 'PROVISIONAL' till receipt of a "no adverse" character and antecedents verification report from the concerned Civil Authorities. In the event of receipt of any adverse report from the Civil Authorities your services will be terminated immediately without any prior notice.
- (b) You will be governed by the provisions of BSF Act-1968 and BSF Rules-1969 as amended from time to time and other Central Government Orders, Rules and Regulations as applicable from time to time.
- (c) Initially you will be on probation for a period of two years, which may be extended by the appointing authority for such further period or periods not exceeding one year, for reasons to be recorded in writing. During the period of probation, if the appointing authority considers that you are not likely to become an efficient member of the Force due to any reason, your services can be terminated without assigning any reasons or without any advance notice.
- (d) The post is temporary but likely to be made permanent in due course. In case the temporary post is abolished, your services shall be terminated without assigning any reason.
- (e) If you tender resignation from service within a period of 10 years for reasons other than accepting a job under Central or State Government for which career clearance has been granted, your resignation may be accepted only after you refund to the Government training cost or 3 months' pay and allowances (as drawn by you or if you have not completed three months service, on the basis of pay and allowances to which you are entitled in the month in which you tender your resignation, whichever is higher).

Contd...P/2

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February 15, 2022

Welcome to Wipro's Work Integrated Learning Program ("WILP")

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

Dear Roshan M,

Sub: Enrolment letter to Wipro's Work Integrated Learning Program ("WILP") as Scholar Trainee – Work Integrated Learning Program

Welcome to WILP!

With reference to your application, it is our pleasure to enroll you as a Scholar Trainee – Work Integrated Learning Program. This is a scholarship program customized as a robust academic and training program which will enable you to obtain M-Tech degree from one of the premier engineering institution / University in India.

The duration of the academic program shall be 48 months from the **date of enrolment to the academic program**. You will be enrolled into the academic program within 12 months from date of joining. Your date of joining will be intimated through a separate communication.

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

Please read through the terms and conditions of your enrolment as provided below.

We look forward to having a long and fruitful relationship with you at WILP, Wish you all the best!

Yours sincerely,
For **Wipro Limited**,

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

Aparna Shailen
General Manager - Human Resources

A handwritten signature in green ink, appearing to read "Raj", written over a horizontal line.

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Endorsement

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

Terms & Conditions of Scholarship

1. PROFILE:

You have been selected to be a part of Wipro's WILP and are enrolled as a Scholar Trainee- Work Integrated Learning Program. Upon joining WILP, you will have to undergo a "Project Readiness Program" ('PRP') that prepares you to participate in projects at the Company as part of this learning program. This robust academic program will also enable you to obtain **M-Tech degree from one of the premier engineering Institution / University** upon successful completion of

the course.

2. DURATION:

The duration of your academic program will be for a period of 48 months from the date of enrolment to the academic program. You will be enrolled into the academic program within 12 months from date of joining. Unless the Company extends the period of your study in writing, which is done solely at the discretion of the Company, your enrolment would automatically terminate at the end of the stated 48 months.

In case the Company extends the academic period (in writing) you will continue to be enrolled as a Scholar Trainee – Work Integrated Learning Program with WILP.

3. Appointment details:

We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

4. Scholarship/Stipend and Benefits

During your period of enrolment, you would be entitled to a consolidated monthly scholarship.

Apart from the monthly scholarship, the Company will provide you with life & accidental insurance that would include a cover for you, the premium / cost will be taken care of by Wipro. This is a voluntary benefit offered by the Company and the details of the same are listed below.

- i. A Group Personal Accident Insurance (GPAI) coverage of **Rs.12,00,000/-**. You could also choose to get additional coverage for a nominal and highly negotiated premium. More details on the policy are available in My Policies section in myWipro, the HR portal at Wipro.
- ii. Group Life Insurance coverage of **Rs.14, 00,000/-**. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). You can also get an extra coverage for a nominal and highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

In addition to the above, you are also eligible for medical insurance cover towards hospitalization.

You are eligible for a floater coverage of Rs.2,00,000/- per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly scholarship/stipend depending on your marital/family status towards the base sum insured premium. 10% of the claim amount would need to be borne by the employee/Scholar trainee.

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

If you wish to enhance the coverage, a top up cover option is also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

The below table lists down your scholarship details:

Period	Scholarship	ESI	Consolidated Scholarship (Rs. Per Month)
First year	15000	488	15,488/- (*)
Second year	17000	553	17,553/- (*)
Third year	19000	618	19,618/- (*)
Fourth year	23000	0	23,000/- (*)

(*) You shall be responsible for payment of all statutory contributions, taxes, dues and levies as may be required under the

relevant laws including contributions under Employees' State Insurance Corporation Act (**at 0.75% of your Scholarship**) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

Your fourth-year scholarship will continue until completion of your M-Tech program. Your enrolment into the MTech academic program within 12 months from date of joining.

You shall be eligible to receive a onetime "joining bonus" of Rs.75,000 after you join Wipro along with your first month salary. All applicable taxes on the payment of this amount will be borne by you. Please note in the event you leave the organization within 12 months from the date of joining, payment processed under Joining bonus shall be recovered from the employee at the time of exit.

The enhancement of the scholarship at the end of each academic year of study will be at the discretion of the Company and subject to your satisfactory progress of study, acquisition of skills, behavior, regularity and punctuality in attendance. Your continued enrolment in the course, will be at the discretion of the Company, and is subject to satisfactory academic performance and other requirements as prescribed in the WILP portal.

In case your project performance at any stage is not found to be at par with the requirement of WILP, then you would be placed on performance improvement program (PIP). If you fail to successfully complete the PIP, the Company may at its sole discretion discontinue your enrolment in the WILP program.

Book Allowance:

A Book Allowance of Rs.1,250/- will be provided to you per semester. This allowance will be given every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship during the course of each semester. The allowance will be subject to tax. Book allowance is applicable and paid only when you are registered for the semester.

Scholarship Advance:

You can avail a scholarship advance in case of any personal financial emergency. Details of the policy can be viewed in the policy section on the WILP portal

5. Training Agreement:

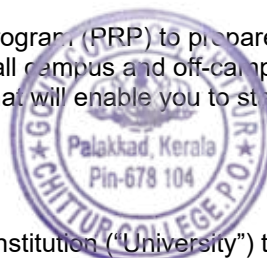
- i. This letter of enrolment is subject to the execution of a training agreement in the prescribed proforma with Wipro Limited, Sarjapur Road, Doddakannelli, Bengaluru-560035 on or before joining the program ("Training Agreement").
- ii. This Training agreement shall be for a total period of 60 Months where you will be mentored for developing your skills and knowledge. This included technical training, in various formats, both online and offline and practical experience in various projects. The Company invests on your behalf for the cost of these trainings. Should you discontinue the WILP program or your enrolment with WILP is cancelled for any reason whatsoever before the completion of 60 months from the date of joining, the training expenses of Rs.75,000/-(Rupees Seventy five thousand only) will have to be paid by you as detailed in the Training Agreement.


6. PROJECT READINESS PROGRAM (PRP)

Upon enrolment, you will have to undergo a Project Readiness Program (PRP) to prepare you to participate in projects. This is offered by Wipro's - Talent Transformation Department to all campus and off-campus selects. The broad objective of PRP is to equip you with the necessary knowledge and skills that will enable you to start working on real-life project work which is an integral part of the WILP.

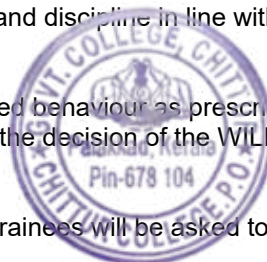
7. Regulations of Academic study:

- i. You will be enrolled for M-Tech program with a renowned institution ("University") that collaborates with Wipro for WILP.
- ii. Course specialization includes but is not limited to Software Systems, Software Engineering, Information Technology, Computing Systems and Infrastructure Management, Data Analytics, IoT, Cloud, Digital & Cyber security, Embedded Systems.
- iii. Your specialization and enrolment would be decided based on prevailing business requirements and decision of the Company is final and binding.




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- iv. You will not be able to change Specialization track after enrolment.
- v. Overall program duration is 4 years from date of enrolment of academic program.
- vi. As per the program structure, a WILP Scholar trainee will register and pursue 4 to 6 courses per semester over 7 semesters.
- vii. You will be required to submit a project work / dissertation in your final semester (8th semester of your program). This will enable you to advance your professional capabilities by applying concepts and techniques in projects.
- viii. Each course has multiple evaluation components. This includes an assignment component, quiz, mid-semester examination and comprehension examination. All evaluation components are mandatory for securing a pass grade in a course as prescribed by the partnering institution.
- ix. Contact classes are organized as per the handout and calendar prepared and shared by the University at the beginning of each semester. In the normal course, one session of 2 hours duration per course per contact class is organized.
- x. You will be called upon to undergo studies during the hours and days as may be fixed by the Company from time to time. Normally, the study hours would be from 9:00am to 6:00pm
- xi. The faculty will take attendance/circulate attendance sheets for every session. It is your responsibility to ensure that your attendances are recorded properly.
- xii. WILP Scholar trainees are expected to be on time for every session. Punctuality is non-negotiable and the faculty reserves the right to deny entry and attendance to late comers.
- xiii. Attending 75% of contact session is mandatory for each course to appear for examinations.
- xiv. Not attending classes for reasons like medical/on the job training /late coming/personal problems and other similar reasons would be treated as absenteeism.
- xv. Scholar trainees who fail to meet the minimum attendance criteria will not qualify for comprehension exams for any of the registered courses in that semester.
- xvi. For any reason, you are not able to meet the minimum attendance criteria or not complete the mandatory assignments / quiz / examinations in any semester, you are required to repeat the same semester as and when the next batch is organized. In such cases, rules and regulations governing academic programs at that time would be applicable. In addition, additional semesters fees are to be borne by you as prescribed by the University.
- xvii. At the end of each semester, the performance of each Scholar Trainee in a course, is specified as a letter grade which is obtained through a Relative Grading procedure
- xviii. Any Scholar trainee securing 3 or more cumulative fail grade at any point in time will be expelled from WILP Program.
- xix. The 8th semester of study is fully devoted for dissertation / project work
- xx. If a Scholar trainee's CGPA is less than 5.5, the Scholar trainee will not be permitted to register for the dissertation. He/she has to re-appear for exams and secure a CGPA of 5.5 before taking up the dissertation. Also, a Scholar trainee with an E grade in any course will not be permitted to register for the Dissertation
- xxi. Project / Dissertation work has to be carried out by each individual separately. Teamwork is not permitted.
- xxii. The dissertation has to be completed strictly as per the guidelines that are outlined by collaborating institution.
- xxiii. WILP Scholar trainees are expected to maintain decorum and discipline in line with Wipro's professional work culture and environment.
- xxiv. In cases where a Scholar trainee deviates from the expected behaviour as prescribed by the WILP and partnering institution from time to time , strict action will be taken and the decision of the WILP Team / faculty / University would be final and binding.
- xxv. Breach of integrity will be dealt with sternly. Such Scholar trainees will be asked to discontinue their studies and also expelled from WILP program.



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- xxvi. On successful completion of the study, you will be eligible to receive the M-Tech degree from the collaborating University, in recognition of your successfully completing the course.
- xxvii. All Scholar trainees of the WILP will be given testimonials at the end of the successful completion of the M-Tech degree program. The testimonial contains the timeline in the WILP and the kind of project works carried during this opportunity.

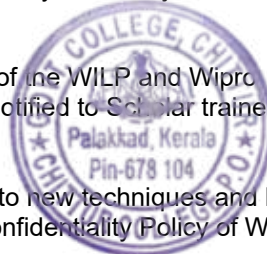
Mode of contact session, examination pattern and other academic program norms are subject to change based on the prevailing situation / University norms declared from time to time. Decision of the University would be final and binding.

8. Conflict of Interest:

- i. During your enrolment period with the WILP, you will focus exclusively on the requirements of the program. In addition to your study and academic requirements, you are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of Head / Manager of WILP Academy
- ii. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- iii. The Conflict of Interest Policy also refers to the need on your part, during your enrolment and for a period of one year from the cessation of your enrolment with WILP (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
 - a. Any student/scholar trainee of the WILP to abandon /withdraw their enrolment with the program or to accept enrolment and/or employment with any competitor, supplier or any customer with whom you have a connection.
 - b. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.
 - c. Any customer or vendor of Wipro to move their existing business with Wipro to a third party or to terminate their business relationship with Wipro.
 - d. Any existing employee and/or student of WILP to become associated with, or perform services of any type for any third party.
- iv. In case of any conflict or doubt, please discuss the matter with Head / Manager of WILP, to understand Wipro's position on this and resolve the conflict.

9. Obligation and Responsibilities:

- i. During the study period you will be governed by the WILP regulations and instructions as may be modified, from time to time, in relation to conduct, discipline and other matters.
- ii. During your study as part of WILP, Company expects you to undergo study in the area in which you are placed, with a high standard of initiative and efficiency. This is critical and Company has zero tolerance towards any deviations.
- iii. You would not be allowed to seek membership of any local or public body without the written approval from the Head / Manager of WILP.
- iv. During the study period and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particulars or details of work - process, technical know-how, research carried out, security arrangements, or administrative and/or organizational matters of confidential or secret nature which you may come across during your academic study or become known to you by virtue of your undergoing study under WILP or otherwise.
- v. You are bound by all regulations, instructions and policies of the WILP and Wipro. These are updated / modified on a periodic basis and new policies may be introduced and notified to Scholar trainees from time to time and you will be bound to comply with the same.
- vi. In consideration of the opportunities, trainings and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain



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all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by WILP/Wipro and in the course of your association with WILP. This covenant shall endure during your association and beyond the cessation of your association with WILP (irrespective of the circumstances of, or the reasons for, the cessation).

- vii. In connection with your association with Wipro as part of the WILP and during the term of your association upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business or academic session hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

During the period of academic study, if you develop or conceptualize inventions, ideas, concepts, discoveries, techniques and improvements (including without limitation computer software) solely or jointly with others in relation to the operation of the WILP / Wipro, such developments will be fully communicated to the WILP academy and will be the sole intellectual property of Wipro. You agree to cooperate in the execution of documents to facilitate the assignment of such intellectual property when required.

10. Confidentiality:

- i. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your enrolment. This covenant shall endure during your enrolment and beyond the cessation of your enrolment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).
- ii. During your training on projects at Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer (if any) or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for Wipro.

11. Assignment of Intellectual Property

In connection with your enrolment and during the term of your enrolment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

12. Posting

During the initial study period, initially you would be made familiar with Wipro, but you may if needed be re-assigned or transferred to another division, department, establishment or new location where Wipro, has its office or operation and WILP classes are running in the particular location, in India, without enhancing the scholarship amount. On placement of this nature, you will also be governed by the disciplinary rules and regulations as applicable in that unit/branch. You may also be placed in any sister company of Wipro, for practical studies.

13. Misconduct:

- i. In case you are charged with any misconduct or disciplinary issue during your study period, your enrolment with WILP may be temporarily placed on suspension without payment of scholarship amount, for such period as Wipro may deem fit. If the charges against you are proved to be true, your enrolment may be immediately cancelled, without any notice or payment of scholarship in lieu of notice notwithstanding any clause of this letter of enrolment. It is clarified that this clause is without prejudice to Wipro's rights to enforce the Training Agreement duly signed by you even after cancellation of your enrolment for whatever reasons as the case may be.
- ii. Notwithstanding the condition regarding written notice of termination and without prejudice to Wipro's right to enforce the Training agreement, Wipro shall have the right to terminate your academic study without any notice or payment of scholarship in lieu thereof, if any declaration given or information furnished by you to WILP/ Wipro is found to be false or if you are found to have willfully suppressed any material information.

Please note that at any stage, whether during your selection process or upon enrolment with the WILP, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online

assessment, Wipro shall withdraw or revoke the enrolment and cancel the same with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

14. Cancellation of Enrolment:

Notwithstanding any of the clauses of this letter of enrolment, Company reserves the right at its sole discretion to cancel this enrolment during the study period without assigning any reason, by giving one months' (30 days) notice or one month's scholarship/stipend in lieu of notice.

15. Study Hours:

- i. As a Scholar Trainee – Work Integrated Learning Program, you will be called upon to undergo studies during the hours and days as may be fixed by WILP from time to time as per the University requirements.
- ii. Normally, your “Project work” would be from 8:30am to 6:00pm from Monday to Friday. There shall be a 45 minutes lunch interval.
- iii. You would be assigned to any of the locations and any project work as part of your WILP as may be decided by the Company.
- iv. The full day lecture sessions will be held at any of Wipro's other establishments/outsourced venue. You may also be called upon to attend academic study as and when required on holidays, as may be scheduled in accordance with the convenience of the organizing team of the WILP.
- v. The university will plan contact classes in multiple format to suit the project work situations and university guidelines such as contact classes in ILT (instructor Led training) and / or VILT (virtual Instructor Led Training and Self-Directed / Recorded lecture sessions.

16. General:

- i. This letter of enrolment is subject to the condition that you have not provided us with any false declaration or wilfully suppressed any material information. If you have, you will be liable for cancellation of enrolment from the WILP without any prior notice.
- ii. The terms of this letter of enrolment may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- iii. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.
- iv. You warrant that you are not prevented by a court or by any other administrative or judicial order from enrolling under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- v. During the period of enrolment you are required to comply with all policies of WILP and Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Scholar Trainees from time to time. You agree to comply with all policies as modified from time to time.

17. On Completion/Cancellation of Academic Program:

- i. On Completion of the academic program or cancellation of your enrolment , as the case may be, you will immediately surrender to Wipro/ the Academy all specifications, formulae, documents, literature, drawings or records, etc. belonging to Wipro/ the Academy or relating to its business and shall not make or retain any copies of these items.
- ii. You are not eligible to receive testimonial certificate if you do not successfully complete the academic study in accordance with this letter of enrolment and the study scheme formulated by the Academy.
- iii. Wipro reserves the right to offer employment at its sole discretion to a Scholar trainee on successful and satisfactory completion of the academic study.

18. Acceptance of Enrolment Letter:

Upon accepting the above terms and conditions, you are required to return the duplicate of this letter of enrolment, duly signed by you as a token of your acceptance on the day of joining WILP program.

Please confirm that the above terms are acceptable to you and that you accept the enrolment by signing a copy of this letter of enrolment and submit the same on the date of joining.

Yours sincerely,

For **Wipro Limited**,



Aparna Shailen
General Manager - Human Resources

I have read, understood and agree to accept the enrolment on the terms and conditions herein.

I shall be present for the induction session on

ANNEXURE I

CONFIRMATION ON SHARING PERSONAL INFORMATION (AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000)

I Roshan M, confirm that I am voluntarily sharing my Personal Information with Wipro Limited ('Wipro') being a part of WILP of Wipro for the following purposes:

- a. validating my application form and retaining records on the same for any future reference/verification;
- b. processing my application form including background verification checks;
- c. academic study related actions including record keeping, processing scholarship advance and benefits and any action required in the context of my enrolment with Wipro, being a part of WILP.

In this context, I also agree to the retention of such Personal Information by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information, relating to me that is available with Wipro and is capable of identifying me."

ANNEXURE II

I hereby confirm that I shall submit the required academic certificate including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my enrolment is subject to my aggregate meeting the Wipro eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for termination of my enrolment with Wipro.

ANNEXURE – III

INITIAL INDUCTION PROGRAM

The Talent Transformation team at Wipro groom's campus selects to help them face the challenges of the corporate world.

A holistic 360 degree approach to training is adopted and helps them hone their fundamental computer skills followed by insights into Wipro businesses, process, technology and behavioral skills.

To understand and appreciate the mindset of the young Trainees and ensure that the transformation is smooth, the induction program is done by a team of dedicated professionals who have exposure to the academic and corporate sectors alike. Project Readiness Program (PRP) is a training program designed to address the basic learning needs of the

Trainees.

Corporate Readiness Program - CRP

The CRP program is focused on making young Trainees comfortable in a corporate environment. This program starts with a corporate induction.

“EMERGE” a behavioral skills building training program ensures that the fresh Trainee start feeling at ease in the “corporate world”. This activity based behavioral intervention informs the new entrants about the corporate work culture and business etiquette.

Technology Readiness Program - TRP

The technology training provides critical technical skills required to work on projects allocated to Trainees and prepare to face the demands of the project world. We begin doing this by familiarizing with Wipro’s businesses and work environment.

The methodology of training is “Project Based Learning” (PBL) approach, the entire learning is designed around a series of projects that the recruits are expected to complete individually by learning and applying various topics required to complete the project. Starting with individual projects, the PBL approach ends with recruits working on a team project.

ANNEXURE – IV

POST CONVERSION DETAILS

Post successful completion of your course and conversion to full time employment, you will be part of the Campus Program which has a special bonus and aided career path. Please find below the compensation and bonus plan as part of the program which will be effective from your joining date with Wipro as a full time employee.

Your compensation post successful completion of your course and joining as a full time employee will be Rs.6,00,000 per annum. In addition to the mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of Year 1	1,00,000 – 1,50,000
End of Year 2	1,00,000 – 1,50,000
End of Year 3	1,00,000 – 1,50,000

Please note the terms and conditions:

1. The special bonus is subject to

- you being "active" in the services of the company through to retention date as applicable
- your employment has not been terminated for poor performance or for cause prior to retention date
- you have not resigned voluntarily or abandoned your job as of the retention date

2. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.

3. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 3 tranches of bonus payouts

4. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy

5. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team’s decision on the payout would be final and binding.

6. You shall keep the contents of this letter confidential

Note: The above shall be applicable on successful completion of your course and will be effective from your joining date with Wipro as a full time employee.

ANNEXURE – V

I have read and understood the terms of my enrolment letter. I agree and acknowledge that I am a Student/Scholar trainee

with Wipro's WILP. I further undertake that I shall not represent to any person within Wipro or any other third party that I am an employee of Wipro Ltd and I fully understand that such false representation shall entail severe disciplinary action including immediate cancellation of my enrolment.

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

- i. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month stipend. You may utilize this amount towards Travel and you would not need to submit bills towards usage of this amount.
- ii. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

- i. You would be entitled for Rs.400 per day for 8 days (total amount of Rs.3,200) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month stipend and you would not need to submit bills towards usage of this amount.
- ii. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

- iii. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- iv. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

Accept Decline

Signature Roshan M 15/2/2022 9:18 PM

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

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



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23715847

Sanju K S

Soft skill & Public speaking trainer

Phone

+919495691915

Address

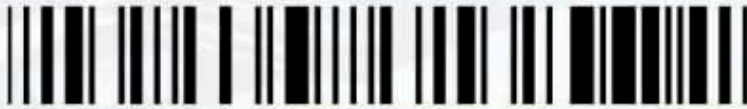
Beacons Academy LLP
Door No 4/3, Sumathi Amma Building
Muthukurussi, Kerala (India)

Email

sanjupro6@gmail.com

Id Card

BA0034



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By Speed Post

कार्यालय महानिरीक्षक, सेन्ट्रल फ्रंटियर मुख्यालय भारत तिब्बत सीमा पुलिस बल ग्राम- कान्हासाया, पत्रालय- कोकता, भोपाल, मध्य प्रदेश, पिन कोड-462022 कंट्रोल रूम नं०-0755-2986126	Office of the Inspector General, HQ, Central Frontier, ITB Police, MHA/Government of India, Kanhasaiya Camp, P.O - Kokta, Distt - Bhopal (MP), PIN - 462022 Control Room No.-0755-2986126
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पत्रांक - 01-12022/02/से०फ्र०/भर्ती सैल/कांस्टेबल(जी०डी०) भर्ती-2022-1296 दिनांक-28-08-2023

To,

(ROLL NO-9212009627)
SHOBHIKA V M, D/O- MURUKAN
VARKKAD, MUTTIKULANGARA PO,
DISTT- PALAKKAD, KERALA- 678594
EMAIL-shobikavm1@gmail.com
MOB-9605614318

विषय:- कर्मचारी चयन आयोग द्वारा आयोजित भर्ती में चयनित अभ्यर्थियों को भारत तिब्बत सीमा पुलिस बल में कांस्टेबल (जी०डी०) पद हेतु नियुक्ति प्रस्ताव जारी करना

Sub :- Issue of Offer of Appointment for the post of Constable (GD) in I.T.B.Police to the candidates selected in recruitment conducted by SSC.

मुझे यह सूचित करने का निर्देश हुआ है कि आपको भारत तिब्बत सीमा पुलिस बल में कांस्टेबल(जी०डी०) के पद पर नियुक्ति हेतु वेतन मैट्रिक्स लेवल-3 रुपये- 21,700-69,100 प्रतिमाह (सातवें वेतन आयोग के अनुसार) में अस्थाई रूप से चयनित किया गया है। भारत तिब्बत सीमा पुलिस बल में कांस्टेबल(जी०डी०) के पद के रूप में नियुक्ति का प्रस्ताव आपके द्वारा स्वीकार किये जाने पर आप दिनांक 26 सितंबर 2023(पूर्वाह्न 1200 बजे) तक औपचारिक नियुक्ति हेतु महानिरीक्षक, प्राथमिक प्रशिक्षण केन्द्र, भारत-तिब्बत सीमा पुलिस बल, पोस्ट-भानू, जिला-पंचकुला, राज्य- हरियाणा, पिन नं०-134103 को रिपोर्ट करें।

I am directed to inform that, you have provisionally been selected for appointment as Constable (GD) in Indo Tibetan Border Police Force in the Pay Matrix level- 3 of Rs. 21,700-69,100 (As per 7th CPC). Upon acceptance of this offer by you for appointment as CT (GD) in ITBP, you may report to the Inspector General, B.T.C (Basic Training Centre), PO-Bhanu, Distt- Panchkula, (Haryana) Pin Code -134103 by 26th September 2023 (FN upto 1200 Hrs) for formal appointment.

2. नियुक्ति की नियम और शर्तें निम्नवत् होगी :-

2. The terms and conditions for the appointment are as under:-

- (क) आप भारत तिब्बत सीमा पुलिस के अधिनियम-1992 एवं नियम-1994 तथा बल के अन्य सदस्यों पर लागू केन्द्र सरकार के अन्य आदेशों, अन्य नियमों एवं विनियमों से शासित होंगे। जहां तक पेंशन मामला है, आप केन्द्रीय सिविल सेवा (असाधारण पेंशन) संशोधन नियमावली-2003 के अधीन लागू नई अंशदायी पेंशन योजना से शासित होंगे।
- (a) You will be governed by the provisions of ITBP Act-1992 and ITBP Rules-1994 and other Central Government Orders, Rules and Regulations as applicable to other members of the Force. So far as pension is concerned, you will be governed by New Contributory Pension Scheme as per the Central Civil Service (Extra Ordinary Pension) (Amendment) Rules-2003.
- (ख) आरंभ में दो वर्षों की अवधि के लिए आप परीक्षाधीन रहेंगे और परीक्षा अवधि के दौरान यदि नियोक्ता प्राधिकारी की राय में आप कांस्टेबल(जी०डी०) के तौर पर बल का एक कुशल सदस्य होने की संभावना नहीं रखते हैं तो सक्षम प्राधिकारी द्वारा भारत तिब्बत सीमा पुलिस बल के अधिनियम एवं नियमों में दिये गये प्रावधानों के अनुसार बिना कोई कारण बताए किसी भी समय आपकी सेवायें समाप्त की जा सकती हैं।



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- (b) Initially you will be on probation for a period of two years and during the period of probation, your services may be terminated by the competent authority at any time without assigning any reason, as per the provisions of the ITBPF Act and Rules, if the appointing authority considers that you are not likely to become an efficient member of the Force in your capacity as CT(GD).
- (ग) नियमानुसार मिलने वाले वेतन एवं भत्तों के अलावा आप समय-समय पर देय अन्य सुविधाओं के भी हकदार होंगे।
- (c) In addition to pay and allowances as admissible under the Rules, you shall be entitled for other facilities as admissible from time to time.
- (घ) यह पद अस्थाई है लेकिन परीक्षा अवधि के सफलतापूर्वक पूर्ण होने पर स्थाई किये जाने की सम्भावना है। किसी मामले में यदि अस्थाई पद समाप्त किया जाता है तो बिना किसी कारण बताये आपकी सेवार्थे समाप्त कर दी जायेगी।
- (d) The post is temporary but likely to be made permanent on successful completion of probation period. In case, the temporary post is abolished, your services shall be terminated without assigning any reason.
- च) यदि 10 वर्ष के सेवाकाल के दौरान आप कहीं और कोई नौकरी स्वीकार करने, जिसके लिए कैंडर अनापत्ति दी जा चुकी हो, के अलावा अन्य किसी कारण से सेवा से त्यागपत्र देते हैं तो आपका त्यागपत्र इस शर्त पर केवल तभी स्वीकार किया जायेगा जब आप प्रशिक्षण का खर्च अथवा आपके द्वारा आहरित अंतिम वेतन एवं भत्तों के आधार पर अथवा तीन माह की सेवा पूरी न होने की दशा में जिस माह आप त्यागपत्र देते हैं उस माह के वेतन एवं भत्तों के आधार पर तीन महीने के वेतन एवं भत्ते या प्रशिक्षण के खर्च में से जो भी अधिक हो, को सरकार को लौटा देंगे।
- (e) In case you tender resignation from service within a period of 10 years for reasons other than accepting a job elsewhere, for which cadre clearance has been given, your resignation may be accepted subject to the condition of refund to the Government, the training cost or three months pay and allowances on the basis of pay and allowances last drawn by you or if you have not completed three months service, on the basis of pay and allowances to which you are entitled in the month in which you tender your resignation, whichever is higher.
- छ) भारत तिब्बत सीमा पुलिस में 10 वर्ष की सेवा करने के लिए वचन पत्र देना होगा।
- (f) Submitting bond to serve ITBPF for 10 (Ten) years.
- ज) नियुक्ति की औपचारिकताएँ पूरी करने के लिए आपको संबन्धित संस्थान में रिपोर्ट करने पर निम्नलिखित दस्तावेजों को मूलरूप में एवं प्रत्येक की छायाप्रति जो कि स्वयं सत्यापित की गई हो, प्रस्तुत करनी होगी:-
- (g) You shall produce the following original documents alongwith a self attested photocopy one each on reporting at concerned institute to complete the appointment formalities:-
- i) आपकी शैक्षिक और अन्य तकनीकी योग्यता के प्रमाण पत्र।
 - i) Certificate of your educational and other technical qualifications.
 - ii) आयु प्रमाण पत्र (मैट्रिकुलेशन या समकक्ष स्कूल छोड़ने का प्रमाण पत्र)
 - ii) Certificate of age proof (Matriculation or equivalent school leaving certificate)
 - iii) अभ्यर्थी की पहचान की सत्यता हेतु आधार कार्ड/ड्राइविंग लाईसेंस/वोटर आई.डी./पैन कार्ड
 - iii) Adhar Card/Driving Licence/Voter ID/Pan Card for verification of Identity.
 - iv) किसी राजपत्रित अधिकारी द्वारा जारी चरित्र प्रमाण पत्र (संलग्न प्रारूप परिशिष्ट अ) जो कि जिलाधीश/जिलाधिकारी/उप मंडल अधिकारी, एस.डी.एम. के पद से नीचे का अधिकारी न हो से संलग्न प्रारूप में गोल मुहर सहित प्रतिहस्ताक्षरित हो।
 - iv) Certificate of character (Attached appendix 'A') issued by one Gazetted Officer and countersigned by no less than DM/DC/SDO/SDM containing round stamp as per the format enclosed.
 - v) यदि आपका अनुसूचित जाति/अनुसूचित जनजाति/अन्य पिछड़ा वर्ग से संबंध रखने का दावा है तो उसके समर्थन में जारी जाति प्रमाण पत्र जो कि तहसीलदार या उप मंडल अधिकारी, एस.डी.एम. के पद से नीचे का अधिकारी न हो, के हस्ताक्षर से विशिष्ट जारी/प्रतिहस्ताक्षरित होना चाहिए।



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- v) Certificate in the prescribed format in case of your claim belonging to a Scheduled Caste, Scheduled tribe or OBC, duly issued/countersigned by an officer not below the rank of Tehsildar or SDO/SDM etc.
- vi) अधिवास प्रमाण पत्र जो कि तहसीलदार या उप मंडल अधिकारी/एस०डी०एम० के पद से नीचे का अधिकारी न हो के हस्ताक्षर से जारी/प्रतिहस्ताक्षरित होना चाहिए।
- vii) Domicile certificate issued or countersigned by an officer not below the rank of Tehsildar or SDO/SDM etc.
- viii) आपके हाल ही के 05 पासपोर्ट साईज फोटोग्राफ।
- viii) Five (05) copies of latest passport size photographs.
- viii) यदि आप वर्तमान में सरकारी/अर्द्धसरकारी सेवा में हैं तो संबंधित विभाग से सेवा मुक्ति/ कार्य मुक्ति का प्रमाण पत्र।
- viii) Discharge/release certificate from the concerned department if you are presently in any Government/Semi Government service.
- ix) आपसे यह अपेक्षा की जाती है कि आप अपने व्यक्तिगत सामान (बिडिंग एवं अपने आवश्यक कपड़ों) के अतिरिक्त दो महीने के जेब खर्च के लिए रुपये-10,000/- भी अपने साथ लायेंगे।
- ix) In addition to your personal belonging (bedding and requisite clothing) you are required to carry Rs 10,000/- towards your pocket expenditure for about two months.
- x) यदि आपके विरुद्ध किसी भी न्यायालय में मुकदमा दर्ज हुआ है तो उसके संदर्भ में न्यायालय से पारित आदेशों की छायाप्रति और यदि मुकदमा लम्बित है तो पूर्ण प्रकरण के दस्तावेजों की छायाप्रतियाँ प्रस्तुत की जानी हैं।
- x) If any litigation instituted against you in any court of law, copy of the orders in detail issued by the court and in case of the pendency of litigation against you, a copy of complete case documents are required to be produced.
- xi) आपसे यह अपेक्षा की जाती है कि आप भारतीय स्टेट बैंक में अपना खाता खुलवायें तथा ए०टी०एम० कार्ड, बैंक की पास बुक, मल्टी सिटी चेक बुक एवं आयकर विभाग द्वारा जारी पैन (स्थायी खाता संख्या) कार्ड भी साथ लेकर आये।
- xi) You are required to open an account in State Bank of India and also to carry an ATM Card, Bank Passbook, Multi City Cheque Book and PAN (Permanent Account Number) card issued by Income Tax Department.
- xii) यदि आप ऐसे राज्य/श्रेणी से संबंध रखते हैं जिसके लिए शारीरिक मापदण्डों में आपको छूट प्रदान की गई है, तो इसके समर्थन में निर्धारित प्रारूप में प्रमाण पत्र प्रस्तुत करें।
- xii) Certificate in proforma in support of belonging of categories/states claimed for which relaxation in physical standard is applicable.
- xiii) यदि आपने-1984 के दंगा पीड़ित अथवा 2002 के गुजरात साम्प्रदायिक दंगा पीड़ित या 1980 से 1989 तक जम्मू एवं कश्मीर राज्य में स्थाई निवासी के आधार पर अधिकतम आयु सीमा में छूट का दावा किया है तो इस प्रयोजन के लिए सक्षम अधिकारी द्वारा जारी प्रमाण पत्र प्रस्तुत करना होगा।
- xiii) In case of age relaxation on the ground of 1984 riots or communal riots of 2002 in Gujarat or J&K State domicile certificate (1980-89), a certificate to this effect issued by the competent authority shall be produced.
- xiv) इस नियुक्ति पर कार्यभार ग्रहण करने के लिए आप किसी यात्रा भत्ते/दैनिक भत्ते के हकदार नहीं होंगे।
- xiv) You will not be entitled for any TA/DA for this appointment.
3. यह नियुक्ति प्रस्ताव उन अवस्थाओं में वैध होगा कि आपके चरित्र एवं पूर्ववृत्त सत्यापन में कोई प्रतिकूल प्रविष्टि नहीं हो और आपके द्वारा प्रस्तुत शैक्षणिक योग्यता प्रमाण पत्र एवं जाति प्रमाण पत्र नियुक्त प्राधिकारी की संतुष्टि के अनुसार सत्यापित हो जाता है। भा.ति.सी. पु. बल में आपकी सेवा की सततता इस तथ्य पर भी निर्भर करती है कि आपके द्वारा प्राथमिक प्रशिक्षण सफलतापूर्वक पूरा किया जाता है, अन्यथा आपकी सेवा समाप्त की जा सकती है।



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3. This offer of appointment is subject to fulfillment of the candidates that no adverse remark reported in your character and antecedents verification as well as your produced educational qualification(s) & cast certificate are verified to the satisfaction of appointing authority. Your continuance in the service of ITBP is also subject to successful completion/qualifying of the basic training otherwise your service may be terminated .
4. यह नियुक्ति प्रस्ताव आगे निम्न शर्त के अधीन होगा:-
4. This Offer of appointment shall be further subject to:-
 - (i) भारत तिब्बत सीमा पुलिस बल नियमावली-1994 के नियम 10 का उपबन्ध जिसमें यह कहा गया है कि ऐसा कोई भी व्यक्ति बल में नियुक्ति, अभ्यावेशन/नियोजन का पात्र नहीं होगा जिसमें एक से अधिक जीवित पति/पत्नियों के होते हुए किसी अन्य से विवाह किया है जो कि उस आधार पर निरस्त माना जायेगा कि यह विवाह पहले पति/पत्नी के जीवित रहते हुआ है। निर्धारित फॉर्म में भारत के संविधान के प्रति निष्ठा/वफादारी की शपथ लेना (अथवा उस संदर्भ में सत्यनिष्ठा प्रतिज्ञान का संकल्प/प्रतिज्ञा निर्धारित फॉर्म में करना)।
 - (i) Provisions of Rule-10 of ITBPF Rule 1994, which envisage that a person who has more than one wife living or who having a spouse living marries in any case in which such marriage is void by reason of its taking place during the lifetime of such spouse, shall not be eligible for appointment, enrollment in ITBPF. Taking of an oath allegiance/faithfulness to the Constitution of India (or making of a solemn of affirmation to that effect in the prescribed form)
 - (ii) उपरोक्त में से कोई शर्त पूरी न होने की दशा में, यह विभाग, आपको हुए किसी भी बुकसान या हानि के दावे को स्वीकार नहीं करेगा।
 - (ii) In case of not fulfilling any of above conditions, this Department shall not entertain any of your claim for loss suffered by you.
 - (iii) आप एक निर्धारित अवधि के लिए बेसिक रिक्रूट प्रशिक्षण में भाग लेने के लिए बाध्य होंगे।
 - (iii) You are liable to undergo the Basic Recruit Training for a specified period.
 - (iv) इस नियुक्ति में आप भारत के किसी भी स्थान या भारत के बाहर अथवा विदेश में सेवा करने के लिए बाध्य होंगे।
 - (iv) You are liable to serve in any part of India as well as outside India or abroad after this appointment.
5. बल में नियुक्ति पर आमद देने के उपरान्त आपको एक वचन पत्र देना होगा कि यदि आप भारत तिब्बत सीमा पुलिस बल में सेवा के दौरान कभी भी वर्णान्धता से ग्रसित पाये गये तो बल में प्रचलित "शेप-1" नीति के अनुसार आपको बोर्ड आउट किया जायेगा।
5. An undertaking shall be submitted at the time of joining, that if at any stage while in service of ITBP, If you are found to be colour blind you are liable to be boarded out as per the 'SHAPE-1' Policy in vogue.
6. भर्ती चिकित्सा बोर्ड का निष्कर्ष/राय फिटनेस की तारीख से सेवा में कार्यभार ग्रहण करने से एक वर्ष की अवधि के लिए वैध होगा। यदि आप वैध अवधि के पश्चात सेवा में कार्यभार ग्रहण करते हैं तो आपका यूनिट चिकित्सा अधिकारी द्वारा किसी बीमारी/विकृति के लिए चिकित्सा परीक्षण किया जायेगा जो भर्ती चिकित्सा जांच के बाद हुई हो।
6. The finding/opinion of the recruitment medical board is valid for one year from the date of fitness to joining the service. If you join the service after validity period of recruitment medical, you will be examined by unit medical officer for any disease/deformity that might have arisen after the recruitment medical.
7. यह नियुक्ति अस्थायी है तथा ऊपर दी गई शर्तों तथा अनुसूचित जाति/जनजाति/अन्य पिछड़े वर्ग के प्रमाण पत्रों के उचित माध्यम द्वारा सत्यापन के अधीन है। यदि सत्यापन से यह पता चलता है कि आपका कोई भी दावा/सूचना जाली/गलत है तो आपकी सेवाय बिना कोई कारण बताये बिना किसी पूर्वाग्रह के तत्काल समाप्त कर दी जायेगी तथा जाली प्रमाण पत्र/सूचना प्रस्तुत करने के लिए भारतीय दण्ड संहिता के तहत आगे कार्रवाई की जा सकती है।
7. This offer of appointment is temporary and subject to the conditions mentioned above and the production of certificates of reservation for SC/ST/OBC/other backward classes. If it is found that your claim/declaration is false/misleading, your service will be terminated immediately without any notice and you may be liable to prosecution under the Indian Penal Code.



7. This appointment is provisional and subject to the conditions mentioned above and further subject to the verification of the scheduled caste/tribe/OBC certificates through proper channel. In case the verification reveals that any of your claims/information is false, your services shall 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 false certificates/information.

8. इस नियुक्ति प्रस्ताव की शर्तों की स्वीकृति पर आपसे यह अपेक्षा की जाती है नियुक्ति की औपचारिकतायें पूरी करने तथा प्रस्तावित पद पर इस बल में नियुक्ति हेतु आप दिनांक 26.09.2023 (पूर्वा०) 1200 बजे तक या इससे पूर्व औपचारिक नियुक्ति/प्रशिक्षण हेतु महानिरीक्षक, प्राथमिक प्रशिक्षण केन्द्र, भारत तिब्बत सीमा पुलिस बल, पोस्ट- भानू, जिला पंचकुला, राज्य- हरियाणा, पिन न०-134103 (कन्ट्रोल रूम/एक्चेंज टेलीफोन नं०-0172-2993954) को रिपोर्ट करें।

8. On the acceptance of the terms of this offer of appointment, you are required to report at IG, B.T.C (Basic Training Centre), PO-Bhanu, Distt- Panchkula, (Haryana), Pin Code -134103 (Control Room/Exchange Telephone No 0172-2993954) by 26th September 2023 (FN upto 1200 Hrs) for completion of appointment formalities and in furtherance of acceptance of the offer of appointment.

9. यदि आप दिनांक 26.09.2023 (पूर्वा०) 1200 बजे तक प्राथमिक प्रशिक्षण केन्द्र, भारत तिब्बत सीमा पुलिस बल, पोस्ट- भानू, जिला पंचकुला, राज्य- हरियाणा, पिन न०-134103 में रिपोर्ट नहीं करते हैं तो यह नियुक्ति प्रस्ताव निरस्त समझा जायेगा।

9. In case of failure to join BTC (Basic Training Centre), I.T.B.Police, PO: Bhanu, Distt. Panchkula, State Haryana PIN 134103 by 26th September 2023 (FN upto 1200 Hrs), this offer of appointment shall stand cancelled.

10. कार्यभार ग्रहण करने के संबंध में कोई भी दुविधा होने की स्थिति में महानिदेशालय, भारत-तिब्बत सीमा पुलिस बल, गृह मंत्रालय, भारत सरकार, ब्लॉक-2 केन्द्रीय कार्यालय परिसर, लोदी रोड, नई दिल्ली-110003 की भर्ती हेल्पलाईन दूरभाष सं.- 011-24369482 एवं 24369483 पर सम्पर्क करें।

10. For any doubt/query regarding joining, you may contact on following telephone numbers of Directorate General, ITB Police, MHA/Government of India, Block-2, CGO Complex, Lodi Road, New Delhi-110003, Recruitment help line number 011-24369482 & 24369483.

11. किसी भी डाक संबंधी देरी के लिए भा०ति०सी० पुलिस बल जिम्मेदार नहीं होगा। उपरोक्त वर्णित द्विभाषी शर्तों में यदि कोई भ्रम अथवा शंका होती है तो अंग्रेजी रूपान्तर मान्य होगा।

11. ITBP will not be responsible for any postal delay. In case of any confusion or doubt arising in above bilingual instructions, English version will prevail.

Enclosed:- Appendix "A" (Format of Character Certificate)

प्रतिलिपि:-

1. The IG, BTC (BHANU), I.T.B.Police. Alongwith recruitment's dossier of the candidate.
2. The DIG (Rectt.) DTE. GEN. ITB Police- for information please.
3. The DIG (Estt) DTE. GEN. ITB Police- for information please.



PRINCIPAL
GOVT. COLLEGE
CHITTUR

मुकेश कुमार धस्माना
नियोक्ता अधिकारी
MUKESH KUMAR DHASMANA
कमांडेंट, 44वीं वाहिनी भातिरीपु
COMMANDANT, 44 BN ITBP

नियोक्ता अधिकारी / Appointing authority
मुकेश कुमार धस्माना
MUKESH KUMAR DHASMANA
कमांडेंट, 44वीं वाहिनी भातिरीपु
COMMANDANT, 44 BN ITBP

CERTIFICATE OF CHARACTER
(For Classes III & IV Series)

Certified that I have known Mr./Ms.
Son/Daughter of Mr. for the last years
..... Months and that to the best of my knowledge and belief he bears reputable character
and has no antecedents which render him unsuitable for government employment.

Mr. is not related to me.

Place :

Date :

Signature

Designation

(Gazetted Officer)

I am satisfied about the reliability of the person who has given the above certificate of the
character.

Place :

Date :

Signature

Designation

District Magistrate or

Sub Division Magistrate or

Their Superior Officer.



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101

CENTRAL INDUSTRIAL SECURITY FORCE
(Ministry of Home Affairs)

CISF UNIT SZ-1 HQRS CHENNAI
CISF SZ-1 HQrs Chennai
D Block, Rajaji Bhawan
Basant Nagar, Chennai
Tamil Nadu-600090

E-32017/Rect/SSC CT(GD)-2021/SZ-I (RRC)/2022- 625

Dated:11-11-2022

To,

No. 9212003976
SREERAG R

THAMBATTI WEST YAKKARA PO
PALAKKAD Distt- PALAKKAD, State-
KERALA, PIN- 678001.

**Subject: RECRUITMENT OF CONSTABLE/GD IN CENTRAL INDUSTRIAL SECURITY FORCE :
OFFER OF APPOINTMENT**

Reference your selection to the post of Constable/GD in Central Industrial Security Force.

2. You have been provisionally selected for **appointment** as Constable/GD in CISF on the following terms and conditions:-
- You will draw the pay in the **Pay Matrix Level-3, Rs.21700-69100.**
 - Your appointment will be subject to the conditions given in the Agreement Form, which will be required to be filled at the time of reporting at

RTC RTC BEHROR
CISF MAHARANA PRATAP RECRUIT TRAINING CENTER
BEHROR, RAJASTHAN
Nearest Airport:- DELHI
Nearest railway station:- NARNAUL
Nearest bus Depot:- NARNAUL

- You will be on probation for a period of two years.
- The Appointing Authority may discharge you from service at any time during the period of probation, if in their opinion, your work or conduct during this period is considered unsatisfactory, or shows that you are not fit for permanent appointment.
- You will be considered for confirmation in service on your successful completion of probation and if you are found fit in every respect for confirmation.
- It should be understood that your appointment is subject to any change in the Recruitment Rules framed from time to time and that you will have no claim for compensation in consequence of any such change. Further you will be subjected to the provisions of Central Industrial Security Force Act, 1968 (50 of 1968) and Central Industrial Security Force Rules, 2001 as amended from time to time.
- You are liable for transfer to any station in the Union of India.
- You are liable to be employed at any place within or outside India.
- You are liable to serve in NSG, SPG or any other Force of the Country in the broader interest of National security.
- In case you belong to SC/ST category your appointment will be subject to the Caste/Tribe certificates being verified through the proper channels and if the verification reveals that your claim to belong to Scheduled Caste or Scheduled Tribe, as the case may be, is false, the 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 the Indian Penal Code for production of false certificates.



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 Infobell



Sriraj .K

A handwritten signature in green ink, appearing to be "Raj".

Bangalore PRINCIPAL
GOVT. COLLEGE
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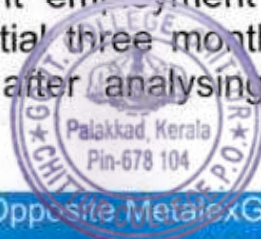
21th October 2021

MS. SUNITHA S
DEVIKRIPA
THEKKETHARA, PAZHAYANNUR,
THRISSUR
KERALA
PIN:680587

DEAR SUNITHA S,

This refers to your application for employment and the subsequent discussions you had with us. We are pleased to inform you that you have met our selection criteria and we would like to make an offer of employment with our organisation as "**Associate Content Analyst Trainee**" with us at Cognizance Northampton Pvt Ltd, Cochin.

1. **Remuneration:** You will be paid an annual remuneration of Rs. **180,000/-** p.a. This will be the Cost to Company including all the components of the salary and subject to income tax as applicable.
2. **Joining:** You will be joining with us on or before 01st November 2021.
3. You will get chance for salary revision after probation period (3 months) based on your performance during probation Period.
4. We will confirm your permanent employment with us after probation period (3 months). Hence the initial three months is temporary job, and you will get confirmed to job after analysing your performance and



Company have right to terminate the job contract before three months as well.

5. As part of our recruitment procedure, you are requested to furnish the following testimonials (Original and Photocopies) on your date of joining.
 - a. Academic Qualification Certificates.
 - b. Relieving letter of your previous employer.
 - c. Salary Slips from your last employer (3 months)
 - d. Copy of PAN card
 - e. Copy of Aadhar card
 - f. Copy of passbook

Kindly sign the duplicate copy of this offer letter as an acknowledgement and return to us on 30th October 2021. I would like to congratulate you and looking forward to having you on board.

For Cognizance Northampton Pvt. Ltd




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Sunitha S



Sri Chaitanya School Techno Curriculum

The right mentor for IIT (JEE), Medical, Olympiad & all other Competitive exams

APPOINTMENT ORDER

LD NO.SCTS/___/23-24

- a) Name of the Applicant : Ms. SUSMITHA. K
b) S/O/W/O/D/O : Mr. KRISHNAKUMAR. T
c) Qualification : MSc, UGC.NET
d) Department / Designation : HIGH SCHOOL SOCIAL TEACHER
e) Date of Birth : 01/12/1998 Age:24
f) Date of joining : NEXT ACADEMIC YEAR

With reference to your Application dated on 04/02/2023 and the subsequent interview held on 04/02/2023. The Management is pleased to offer you the post of HIGH SCHOOL SOCIAL TEACHER at CBE Branch on a CTC (Cost of Company) of Rs.29000/- per month(in words TWENTY NINE THOUSAND ONLY) for a period of one year on probation/ adhoc -basis provided the following terms and conditions are acceptable to you:

Your Appointment is Contingent upon the Following Conditions:

- Your minimum completion period of service should be one full Academic Year. However, if your services, actions and comments are found detrimental to the institution or if you resort to corporal punishments or humiliation, or harass children wither physically or mentally you shall be immediately terminated without assigning any reason. On the basis of your performance, if you are found to be not improving or showing growth in your performance, results your services will be stopped with 3 months' notice.
- You are eligible for annual increment provided your work continues and is found satisfactory. However, the grant of increment is not warranted in adverse cases of report and result.
- Your services to the institution(s) must be in strict adherence to the nature of work / timings/ leaves / Holidays etc., as adopted by the concerned place of work from time to time.
- The employee shall teach for 6(Six) periods per day of 36 periods per week and attend to counseling of students for a minimum of 6(Six) hours in a week.
- You shall be given teaching periods, invigilation, substitutions, paper correction work etc., as a part of your role. The Teaching periods and workload allocation is in the discretion of Principal keeping in view the need. It may vary on case to case basis.
- You will not be allowed to take up any full-time / part-time services in any other organization or institution once you are appointed.
- You are not allowed to leave the campus during the working hours without prior permission of the Principal you shall devote your whole time effort to the service of the institution and are accepted to carry out the instructions of the Principal in the stabilization of the system and the growth of the institution.



[Handwritten Signature]

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- You are not permitted to take tuitions outside before or after working hours of the school.
- You are entitled for 12 days if casual leaves only per annum. Leaves availed for more than two days during the same calendar month incur loss of pay.
- Teachers must apply leave well in advance. Leave informed on the same day will be considered loss of pay.
- Leave applying a day before or a day after the holidays, then those will also be considered a leaves.
- You are not supposed to apply leave during examinations, important days and meetings.
- Teachers are not supposed to use cell phones in the class rooms or in the corridors.
- You will not be permitted to resign during the academic year except under very special circumstances, in which case, you shall give the three months' notice or pay in lieu of. However under any circumstances, if you are leaving in the middle of the academic year you need to pay the amount expended on you for the subject training workshop(s) that you attended.
- You shall not indulge yourself in any political/ anti-social/ anti-institutional/ trade union activities during the period of your service failing which your services stand terminated automatically without any obligation.
- Teachers must not have financial transactions / business with other staff members. Management will not be responsible for such transactions.
- You will maintain confidentially of all the organization proprietary information, including customer information, patents, finances etc., unless disclosure is specifically required for statutory purposes.
- You shall intimate any change of address within a week from change of your present residential address.
- You shall abide by the rules and regulations of the Institution and the instructions issued by the Managing Committee communicated through the head of the institution from time to time.
- Your services are transferable. You may be transferred to any of the branches / institutions run under the managing committee at any time on prior intimation. However, transfers on individual's request are no obligation in this regard.
- Management has all rights to terminate any staff member without giving prior notice if found guilty in misappropriation of funds, misbehavior and violation of rules and regulations.
- You are advised to report to duty on:

[Signature]
Appointment Authority

You are advised to sign the certificate below and report to duty as mentioned, failing which the appointment stands lapsed or cancelled.

CERTIFICATE OF ACCEPTANCE

Having read the terms and conditions mentioned above, I acknowledge to abide by them / any of those modified and brought into force from time to time in the interest of the institution. I thank the management for the opportunity extended to me and promise that I shall strive hard to come up to its expectations in all my endeavors.

I hereby join the duty from:
Place: COIMBATORE
Date: NEXT ACADEMIC YEAR

Endorsement:

Signature of the Applicant

[Signature]

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OFFER LETTER

CSI/DEV/2022/011-010
Thursday, 07 April 2022

To

Mr. Vipin V
Plachikkad House
Mylaroad Koduvayur (PO)
Palakkad
Kerala- 678501

Dear Vipin,

We have pleasure in confirming our offer of employment as **Trainee Software Engineer** at CADS Software India (P) Ltd.

Date of joining

Your employment is effective from the date of joining, which shall not be later than **18th April 2022**.

Place of work

Your place of work is at our office located at Type II/5, Dr. VSI Estate, Rajiv Gandhi Salai, Thiruvanimiyur, Chennai 600 041. The place of work is subject to change based on the organization business requirement, and in the interest of CADS India.

Probation

You will be on probation for a period of six months from the date of joining. The company may at its discretion, extend or reduce such probationary period subject to your performance. During the probationary period this appointment may be terminated without assigning any reasons, by either party on one month's notice or on payment of one month's salary in lieu of notice.

Confirmation

On successful completion of the probationary period there will be a performance review and your appointment may be confirmed, subject to satisfactory performance. You will also become entitled to the additional benefits which will be described in the Appointment Letter.

Retirement Age

The standard retirement age at CADS Software India (P) Ltd is 65 years.

Other work

Your position is a full time employment with this company and you shall devote yourself exclusively to the business of the company.

Holidays and Leave

You will be entitled to Holidays and Leave as per the Holiday and Leave Policy of the Company.



GLOBAL CONSTRUCTION
SOFTWARE AND SERVICES

CADS Software India (P) Ltd.
Type II/5, Dr. VSI Estate, Rajiv Gandhi Salai,
Thiruvanimiyur, Chennai - 600 041
Phone : +91 (0) 44 2254 2112
CIN : U30006TN1996PTC034854
GST : 33AAACC4632P1ZM



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AUTODESK
Authorised Developer

Microsoft Partner
Gold Application Development



www.cadsglobal.com

Insurance

The Company insures the Employees and dependents for Medicare protection for hospitalisation, Accident Insurance and Group Term Insurance as per the company policies.

Salary

Your gross annual compensation is **Rs.3,50,000/- (Rupees Three Lakhs Fifty Thousand Only)** on a cost to the company basis; details are provided in Annexure A.

Salary Review

After your confirmation, your salary may be reviewed annually, usually in the month of April. Your increment is discretionary and is subject to your performance and the company results.

Gratuity

You are eligible to Gratuity as prescribed in the Payment of Gratuity Act, 1972.

Offer letter validity

This offer letter remains valid only if acceptance of the offer letter by signing in all pages.

Please confirm your acceptance by sending the scanned copy of signed letter at the earliest.

Yours sincerely

For CADS Software India Pvt. Ltd.

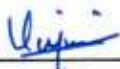


Kalavathy Seshadri
Sr. Corporate Manager – Human Resources



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I, **Vipin V**, agree to accept employment on the terms and conditions mentioned in the above offer of appointment.



(Signature)

01/04/2022.

(Date)

D/4132

02-Feb-2023

Roll No BAN/CAL/AGD/150123/141222
 Name VISHNU DAS R
 S/o RAVI M
 Village PALAKKAD
 Post VADAKKANTHARA
 Tehsil PALAKKAD
 District PALAKKAD

CALL LETTER FOR DESPATCH : CEE 15-01-2023

Dear Candidate,

1. You have provisionally been selected for recruitment in **AGNIVEER (GENERAL DUTY)** on the basis of the merit of CEE held on **and your allotted center is : ARMoured CORPS CENTRE. You will be Despatch to your Regimental center on :- 24/02/2023**

2. You are hereby directed to report to **CALICUT** at the earliest alongwith the following documents in original, for enrolment formalities and subsequent despatch to training center:-

- Call up Notice(this letter).
- Admit card and Identity Photograph
- Ten copies of fresh passport size photographs.
- All educational certificates and Marks Sheets in original.
- Gazette or Cross List(X List) if passed as private candidate/holding hand written/duplicate education certificate duly signed by Principal and countersigned by District Education Officer (DEO).
- Domicile certificate issued by DM/SDM, as applicable.
- Caste Certificate issued by Tehsildar/Gram Pradhan/Sarpanch (duly mentioned the particular caste).
- Character Certificate duly signed by Gram Pradhan/Sarpanch.
- Unmarried/married certificate duly signed by Gram Pradhan/Sarpanch.
- Two copies of joint photograph(individual along with his wife)duly verified and attested by Village Sarpanch/Tehsildar (For married candidates only).
- Character/Pre verification certificates as per specimen attached duly completed in all respects (i.e. affix a copy of group photo of the family)and authenticate/signed by the competent authority.
- Affidavit for variation in self name/father's name or any other variation in any certificate be produced duly signed by 1st Class magistrate(DM/SDM).
- Two photocopies of all certificates/documents (i.e. educational, domicile, caste, character, unmarried/married, pre verification and affidavits etc).
- Verification of the following be completed from concerned Record Office, if these particulars are not available in the Discharge Book Ex Servicemen/War Widows:-

This is to certify that master whose date of birth is is
 the real son of No Name of Regt
 Published vide Part II Order No.....
 dt..... of(Unit)..... as per service documents held with this office.

3. This letter stands automatically nullified/cancelled at the time of despatch, if any discrepancy is found in medical/physical/both/lack of production of documents/hiding of facts.

Encs:One



[Handwritten signature in green ink]

[Handwritten signature in black ink]
 (P H MAHABHABDE)
 Colonel
 Director
 aro calicut

**PRINCIPAL
 COVI. COLLEGE
 CHITTUR**

Ref: HRD/OFFER/

To,

VYSHNAVI K,
BSc- Geography,
GCC

Sub: Letter of Intent

Dear

With reference to your application, tests and interview, we are pleased to inform that you have been selected for the post of "Junior Sales Associate" in our organization. You shall report for duty on _____ 2022 at 9.00 AM. This offer is subject to you, clearing the Reference check conducted by us.

Your monthly Cost to Company (CTC) will be **Rs.13, 587/-** (Rupees Thirteen Thousand Five Hundred and Eighty seven Only). You are also eligible for a Half-yearly loyalty bonus of **Rs. 3,000/-** (Rupees Three Thousand Only) at the end of every six months. Therefore your **Annual CTC** will be **Rs.1, 63,044/-** (Rupees One lakh Sixty Three Thousand Forty Four only). The terms and conditions of your employment will be provided to you along with the appointment letter in due course. You will be on training for 3 months from the date of joining and on successful completion of your training period; you will be in probation period for 6 months. We expect you to get relieved from your present responsibilities and join us on the said date along with all your testimonials and passport size photograph. Ensure that you must hold a PAN card, if not apply for the same and produce the acknowledgement at the time of joining.

A regular letter of appointment will be issued to you at time of your joining. We look forward to your joining, and building a long successful career with us. Should you require any assistance or information, please do feel free to call us. On acceptance, please sign a copy of this Letter of Intent and return the same to the undersigned, indicating the date of your joining. This offer is valid for 7 days only FOR YOUR ACCEPTANCE. Offer stands cancelled in case if you fail to report to us on or before pre-decided date. We would have to assume that you have not accepted this job offer.

You are requested to attend the Induction program on _____ 2022 and please bring the photocopy (Xerox) of this Offer letter, only then you would receive the Appointment Letter. Find attached the annexure list and ensure to bring in all the documents as mentioned. Salary break up is attached for your better understanding.

With Warm Regards

For KG Information Systems Private Limited,

Authorized Signatory



A handwritten signature in green ink, appearing to be 'Raj'.

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CHITTUR

March 3, 2022

HRD/2T/1003953835/21-22

Ms. Anju P
Pallathampully.
Tattamangalam.P.O,
Palakkad-678102
India

Ph: +91-6238576243

Dear Anju,

Welcome to Infosys!

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

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

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

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

Signature Not Verified

Digitally signed by Richard Lobo
Date: 2022.03.03 17:46:44 IST
Reason: Digitally Signed
Location: Bangalore



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

March 3, 2022

HRD/1003953835/21-22

Ms. Anju P
Pallathampully.
Tattamangalam.P.O,
Palakkad-678102
India

Ph: +91-6238576243

Dear Anju,

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

Here are the terms and conditions of our offer:

Joining

Your scheduled date of employment with us will be **07-Mar-2022**.

Location

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

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

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

Training

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



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Probation and Confirmation

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

Leave

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

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

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

Increments and Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis.

Transfer

Your services can be transferred to any of our units / departments situated anywhere in India or abroad. At such time compensation applicable to a specific location will be payable to you.

Agreement

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



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

Passport and Driving License

It would be to your advantage to have a valid passport and a four-wheeler driving license at the time of joining duty. Our offer to you is subject to your having a valid passport or producing a proof of having applied for the same.

Compensation and Benefits

Salary

Your Total Gross Salary will be INR **18,581** per month. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I.

In addition to your gross salary, you will receive an additional Personal Allowance of INR **461** per month. This allowance will be paid to you during your probation period, on the condition that your base location remains Bangalore/Mysore/Mangalore/Hubli. This allowance will be discontinued in case of a change in your base location due to official or personal reasons or upon confirmation (whichever is earlier).

Ex - Gratia / Bonus

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

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

Insurance

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



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You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 6,200,000** of which **INR 3,200,000** is covered towards natural death, and **INR 3,000,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 200**. The details of the Scheme would be available to you when you join the Company.

Notice Period

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

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

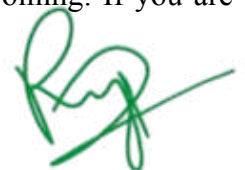
Background Checks

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

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

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

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



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Other Terms and Conditions

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

Our offer to you as an **Operations Executive** is conditional upon your having fully completed your graduation, without any active backlog papers. Your simple average should not be less than what was specified during the selection process. You should also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys. You will be required to produce all marks sheets and other relevant documents at the time of joining.

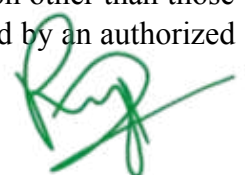
You will produce all marks sheets and other relevant documents. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any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

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

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

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

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



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ANNEXURE - I
(Compensation)

COMPENSATION DETAILS (All figures in INR per month)	
NAME	Ms. Anju P
ROLE	Operations Executive
ROLE DESIGNATION	Operations Executive - Trainee
1. MONTHLY COMPONENTS	
BASIC SALARY	13,582
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,580
MONTHLY GROSS SALARY	16,162

2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	136

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of Basic Salary	1,630
GRATUITY - 4.81% of Basic Salary*	653
FIXED GROSS SALARY (1+2+3)	18,581
TOTAL GROSS SALARY	18,581

OTHER BENEFITS				
Scheme	Eligible Amount In INR	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12000	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time

*The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act

Employee State Insurance ("ESI") may be applicable to employees as per the applicable statutory regulations. If ESI is applicable, the employee and the employer will contribute towards ESI as per the provisions of the ESI Act, 1948.




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