



AMC Group of Educational Institutions, Manisseri

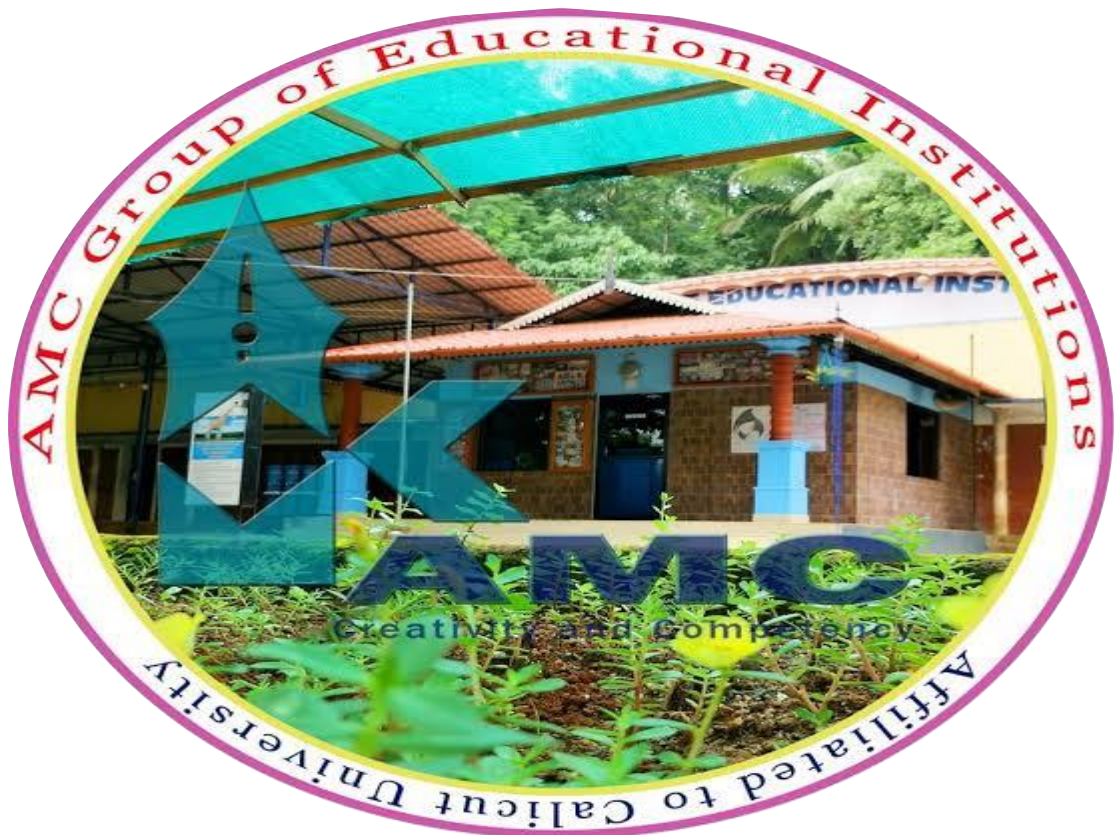
(Affiliated to University of Calicut)

Ottapalam, Palakkad District, Kerala State - Pin 679521

EMAIL : amcottapalam@gmail.com Website : www.amc-college.com



Go Green



5.2 STUDENTS' SUPPORT AND PROGRESSION

PLACEMENT ADDITIONAL INFORMATION



Mohammed Faisal CU

EMP ID NO : TNL21838453
BLOOD GROUP : AB +
EMERGENCY NO : 9400452412

www.byjus.com



Employee ID: 9114048

Date: 26.04.2021

Mr. PRABEESH C
CSS Probation
CALICUT - FBP

Dear Mr. PRABEESH C,

We are pleased to appoint you as **Customer Sales Specialist** in Our Company at **CALICUT FBP** division with effect from **26.04.2021** on the following terms and conditions:

- 1) **SALARY:** You will be paid a consolidated salary of **Rs. 2200/-** per month.
- 2) **HOUSE RENT ALLOWANCE:** You will be paid **Rs. 800/-** as House Rent Allowance per month.
- 3) **CUSTOMER ENGAGEMENT ALLOWANCE:** You will be paid **Rs. 3000/-** as Customer Engagement Allowance per month for engaging customers on the field.
- 4) **COMPENSATORY ALLOWANCE:** You will be paid **Rs. 2500/-** per month, subject to the rules of the company.
- 5) **COMMISSION:** Commission is payable as per the Company's scheme in force from time to time. The Company, however, reserves its right to forfeit the commission, if any, earned by you under the scheme in the event of you being found indulging in any misconduct and / or malpractices.
- 6) (a) **PROBATION:** You will be on probation for a period of six months. In order to be confirmed in your appointment you are required to achieve a minimum aggregate sale of **Rs. 14,00,000/-** in value during your probation period. Should you fail to achieve the said norms during the normal probation period of six months, your probation may be extended, at the sole discretion of the Company by a period of one month in order to enable you to achieve the said norms during the extended period of your probation, failing which your services will stand terminated.
(b) **CONFIRMATION:** On completion of your probationary period or any extension thereof, subject to your work, ability and suitability being found satisfactory, the Company will issue a written letter of confirmation to you. However, on achievement of **Rs. 14,00,000/-** in value, you will be confirmed subject to completion of a minimum 1 cycle and a maximum 6 cycles. Thereafter an extension of 1 cycle will be granted. At the end of cycle 7 in case, sales of **Rs. 14,00,000/-** in value are not achieved, the services would be automatically terminated. Even after confirmation, you will be required to achieve the minimum productivity norms in accordance with the performance standards laid down by the Company.
Failure in achieving the required laid down minimum productivity norms may entail the termination of your services.
- 7) **LEAVE TRAVEL CONCESSION :** On confirmation and completion of each year of service you will be entitled to one month's consolidated salary per annum as LTC, subject to the rules of the Company



"Over 88 Crore Indians lack access to drinking water. Now you can make a difference!"
Visit: jalbaan.tandersontharast.org

EUREKA FORBES
Your friend for life



RUBI TECH

Business Training Centre
Athani



Abhilash



Distributed by
Hindusthan Power Links
Mob : 9633273613



KALYAN SILKS TRICHUR (P) LTD

Corporate office 4/621/2, Kuriachira
Thrissur - 680 006

Ph: 0487-243-4000, 9633433711

Email: careers@kalyansilks.com

Website: www.kalyansilks.com

Kalyan/HRD/Appoint _____

Date 16/12/2019

Letter of Appointment

Dear Ms./Mr. Ajeesh K

With reference to your application and subsequent interview with us, we are pleased to appoint you as apprenticeship Cashier in our organisation.

Your employment with us will be governed by the Terms & Conditions as detailed in **Annexure - A**

You are required to agree to the special terms and conditions as described in **Annexure - A1**

You are required to provide following particulars as described in **Annexure - A2** at the time of joining

You will be paid gross emoluments as detailed in **Annexure - B**

Date of joining : 23/12/2019

Salary/Stipend : 11000/-

Accommodation status : Provided by the company/ Not provided

Food: Provided by the company/ Not provided

Location: Your present place of work will be in our showroom at Trichur

Employment as per this offer is subject to your being medically fit.

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

We welcome you to Kalyan Silks Trichur (P) Ltd. and look forward to a fruitful collaboration.

With best wishes,

For Kalyan Silks Trichur (P) Ltd

[Signature]



دولة الامارات العربية المتحدة
UNITED ARAB EMIRATES



إقامة
RESIDENCE

استوفيت الرسوم

59216498 : الرقم الموحد
U.I.D. No



الشارقة

SHARJAH

جهة الإصدار
Place of Issue

301/2018/2/0155197

الملف
File

لا يوجد

عدد المرافقين
Accompanied by

S2906820 : رقم الجواز
Passport No

امالراج كوتشيريل راجان كوتشيريل جوزيف
AMALRAJ KOCHERIYIL RAJAN KOCHERI

الاسم
Name

CASH DESK CLERK

المهنة
Profession

مطبعة النصر ذ م م

VICTORY PRINTING PRESS L L

الكفيل
Sponsor

2021/01/15

تاريخ الانتهاء
Expires Date

2019/01/16

تاريخ إصدار الإقامة
Issue Date



0 3 3 0 1 2 0 1 8 0 2 0 1 5 5 1 9 7

التوقيع
Sign.

تعتبر الإقامة لاغية إذا تجاوز حاملها الإقامة خارج دولة الامارات مدة ستة أشهر

Residence Permit becomes invalid if bearer resides out of the U.A.E. for more than six months.

Aster

We'll Treat You Well



17th November 2019

Ms. Amrutha Anand
Dubai, UAE
E-Mail ID - amruthanand1996@gmail.com
Phone No. - +971 585437608

Dear Ms. Amrutha,

Subject: **Employment Offer**

With reference to your application and subsequent interview, we are pleased to give you the offer of employment as below:

Designation	: Customer Service Executive
Place of Posting	: Dubai, UAE
Consolidated Salary (Salary & Other Allowances)	: Dhs. 3,000/- (Dhs. Three Thousand Only) per month. (Basic Salary - Dhs. 1800/-, HRA - Dhs.900/-, Other Allowances - Dhs. 300/-)
HRA/Accommodation	: If at all you are availing the company accommodation, 15% of your gross salary will be charged per month from your side.
Contract period	: 2 Years, renewable on mutual consent, 6 months' probation period. Notice period for resignation from either side is 3 months. The organization reserves the right to refrain you from taking up job with a competing organization in United Arab Emirates (including Free Zones) for a period of two years without our written consent, during or after the contract period in accordance with Rule 127 of Labor Law No. 8 of 1980. In all matters of dispute, the UAE Labor Act shall apply.
Working Hours	: 9 Hours, Straight/ Split Duty Basis, 6 Days a week.
Annual Leave	: 30 Days Paid Leave, on completion of one year service period.
Air Passage	: To and fro Air Passage to any direct destination in the Philippines once in two years for self.
Medical Benefits	: You will be covered under the health insurance policy of the organization and the premium will be paid by the company. You can add your family members (Spouse & Children) under the same policy, but the premium should be paid by you.
Group Life Insurance	: You will be covered under Group Life Insurance Scheme of AED 100,000/-.
Tentative Date of Joining	: At the earliest, subject to the successful completion of employment visa formalities.

The terms and conditions of this agreement should be treated as highly confidential. Please sign and return the copy of this offer as a token of your acceptance of the terms of appointment.

For DM Healthcare LLC,

Mehjabeen Iqbal
Sr. Manager- HR



ANJALI K M
SALES GIRL
EMP ID : 1011481



KALYAN
HYPERMARKET

(A Division of Kalyan Silks Thrissur (P) LTD)
28/536/2, NORTH BUS STAND, THRISSUR - 29
PHONE : 0487- 2700800



Restaurant
Ottapalam

ARUN
Billing Staff



Home Address : Kavilamma
Chorottur
Ottapalam

Phone Number : 7025185611



GOKUL S KUMAR
Customer Relation Executive
E.Code:AMH/SER-3424

HEAD OFFICE

Angadippuram, Perinthalmanna, Malappuram. Dt
Mobile: 9539 39 3000, HR Dept - 9895 711 006



A Sales Provider for SBI card



Harikrishnan

2193190

Location : COCHIN

 randstad

دولة الامارات العربية المتحدة
UNITED ARAB EMIRATES



إقامة
RESIDENCE
استوفيت الرسوم

رقم الهوية

784199647465956 : الرقم الموحد :
U.I.D. No



عجمان
AJMAN
لا يوجد

: جهة الإصدار :
Place of Issue

401/2018/2/0021652

: الملف :
File

: عدد المرافقين :
Accompanied by

S2016752

: رقم الجواز :
Passport No

ارون تشاتشام كاندات

: الاسم :
Name

ARUN CHATCHAM KANDATH

بائع

: المهنة :
Profession

SALES

لكي سنتر ذ م م

: الكفيل :
Sponsor

LUCKY CENTER LLC

2022/07/11

: تاريخ الانتهاء :
Expire Date

2020/07/11

: تاريخ إصدار الإقامة :
Issue Date



0 3 4 0 1 2 0 1 8 0 2 0 0 2 1 6 5 2

التوقيع :
Sign.

تعتبر الإقامة لأشياء من قبل حامليها الإقامة خارج دولة الامارات لمدة ستة اشهر

Residence Permit becomes invalid if bearer resides out of the U.A.E. for more than six months.

قِيَمَة / VISA

16

09.11.2020

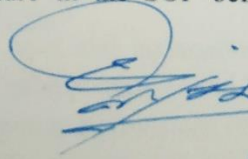
Mr. AKHIL P P
Parakkunnath Pallayil House,
Panayur P O, Ottapalam
Palakkad (Dist)

Dear Sir,

LETTER OF APPOINTMENT

We are pleased to inform you that you have been appointed to the post of Officer-Finance & Accounts in our Hospital.

The terms and conditions of your employment will be strictly as per the rules, regulations and provisions laid down in the Standard Operating Procedure (SOP) of the Hospital .You are required to read and understand the rules, regulations and provisions of the SOP of the Hospital and also required to undertake and confirm to abide by the rules, regulations and provisions of the SOP by affixing your signature in the SOP before accepting this letter of appointment.



Contd.....2

02/12/2020

Letter of Offer

IndusInd Marketing and Financial Services Pvt. Ltd.

Corporate Office : Old No. 19, New No. 39, Room No. 182, Sun Plaza, First Floor, G.N. Chetty Road, Chennai - 600 005, India.
Registered Office : Old No. 115 / 116, New No. 34, G.N. Chetty Road, T. Nagar, Chennai - 600 017, India.
February 12, 2020

Tel No : +91 44 28153901 / 02 / 03 / 04 CIN : U67190TN2002PTC048590

Ref. No: A020156
Mr. SACHIDANANDAN C
KIZHAKKEPATT
CHALAVARA PO
CHALAVARA
PALAKKAD
KERALA - 679505
Phone: 9526864137

Dear SACHIDANANDAN C,

Letter of Offer

This has reference to your interview with us for a suitable opening in the IndusInd Marketing and Financial Services Pvt. Ltd. We are pleased to make you an offer as **MARKETING OFFICER (CHERUTHURUTHY_ETY)** at our **CHERUTHURUTHY_ETY, KERALA** on the mutually agreed terms and conditions and the emoluments as discussed. You are requested to report for duties on or before **February 26, 2020**.

This Offer is being made subject to:

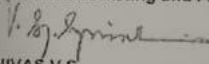
- Y Your being found medically fit for the job
- Y Verification of your testimonials in support of Age, Educational and professional Qualification, Experience, ect.
- Y Reference check

Kindly let us have your acceptance to this offer by signing the duplicate copy of this letter and forwarding the same to us.

The formal appointment letter will be issued subsequently on your joining at IndusInd Marketing and Financial Services Pvt. Ltd. on completion of joining formalities.

Thanking you

Yours truly,
For IndusInd Marketing and Financial Services Pvt. Ltd.


SRINIVAS V S
Asst. Vice President - Human Resources

Offer Authorized By: ANURAJ V

Offer Generated By: ABHAY KRISHNA PV

02/12/2020

Letter of Offer

IndusInd Marketing and Financial Services Pvt. Ltd.

Corporate Office : Old No. 19, New No. 39, Room No. 182, Sun Plaza, First Floor, G.N. Chetty Road, Chennai - 600 006, India.
Registered Office : Old No. 115 / 116, New No. 34, G.N. Chetty Road, T. Nagar, Chennai - 600 017, India.
February 12, 2020

Tel No : +91 44 28153901 / 02 / 03 / 04 CIN : U67190TN2002PTC048590

Ref. No: A020156
Mr. SACHIDANANDAN C
KIZHAKKEPATT
CHALAVARA PO
CHALAVARA
PALAKKAD
KERALA - 679505
Phone: 9526864137

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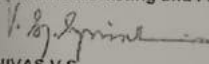
- ✓ Your being found medically fit for the job
- ✓ Verification of your testimonials in support of Age, Educational and professional Qualification, Experience, ect.
- ✓ Reference check

Kindly let us have your acceptance to this offer by signing the duplicate copy of this letter and forwarding the same to us.

The formal appointment letter will be issued subsequently on your joining at IndusInd Marketing and Financial Services Pvt. Ltd. on completion of joining formalities.

Thanking you

Yours truly,
For IndusInd Marketing and Financial Services Pvt. Ltd.


SRINIVAS V S
Asst. Vice President - Human Resources

Offer Authorized By: ANURAJ V

Offer Generated By: ABHAY KRISHNA PV



REG NO - MSCS-CR/77/98



Name : ANEESH KUMAR T.P

Facilitator no: 165004025

Member no : 165R011485

SB A/C No : S165003625

Branch : PALAKKAD

Office PH : 0491-2503703

D.O.J : 08-04-2019

D.O.B : 06-10-1997

Mobile : 9946556207

Blood group:

Issuing Authority

INDIAN
COOPERATIVE CREDIT SOCIETY LIMITED
MSCS

HEAD OFFICE : Residing at : No:15, 1st floor in SY.No.90,
Hosakera Halli, Bana sharikari, Bangalore - 560085. Email: indiancoopcredit@gmail.com

Aster

We'll Treat You Well



17th November 2019

Ms. Amrutha Anand
Dubai, UAE
E-Mail ID - amruthanand1996@gmail.com
Phone No. - +971 585437608

Dear Ms. Amrutha,

Subject: **Employment Offer**

With reference to your application and subsequent interview, we are pleased to give you the offer of employment as below:

- | | |
|--|--|
| Designation | : Customer Service Executive |
| Place of Posting | : Dubai, UAE |
| Consolidated Salary
(Salary & Other Allowances) | : Dhs. 3,000/- (Dhs. Three Thousand Only) per month.
(Basic Salary - Dhs. 1800/-, HRA - Dhs.900/-, Other Allowances - Dhs. 300/-) |
| HRA/Accommodation | : If at all you are availing the company accommodation, 15% of your gross salary will be charged per month from your side. |
| Contract period | : 2 Years, renewable on mutual consent, 6 months' probation period.
Notice period for resignation from either side is 3 months. The organization reserves the right to refrain you from taking up job with a competing organization in United Arab Emirates (including Free Zones) for a period of two years without our written consent, during or after the contract period in accordance with Rule 127 of Labor Law No. 8 of 1980. In all matters of dispute, the UAE Labor Act shall apply. |
| Working Hours | : 9 Hours, Straight/ Split Duty Basis, 6 Days a week. |
| Annual Leave | : 30 Days Paid Leave, on completion of one year service period. |
| Air Passage | : To and fro Air Passage to any direct destination in the Philippines once in two years for self. |
| Medical Benefits | : You will be covered under the health insurance policy of the organization and the premium will be paid by the company. You can add your family members (Spouse & Children) under the same policy, but the premium should be paid by you. |
| Group Life Insurance | : You will be covered under Group Life Insurance Scheme of AED 100,000/-. |
| Tentative Date of Joining | : At the earliest, subject to the successful completion of employment visa formalities. |

The terms and conditions of this agreement should be treated as highly confidential. Please sign and return the copy of this offer as a token of your acceptance of the terms of appointment.

For DM Healthcare LLC,

Mehjabeen Iqbal
Sr. Manager- HR



svatantra
Svatantra Microfin Private Limited



Name Arjun M
Emp. code 10225
Department Field Operations

K. Praveen
Issuing Authority

HT FOODS PVT. LTD.
BELL FOODS GROUP



BIBIN P M

17/SDF, Ground Floor,
Cochin Special Economic Zone,
Kakkanad

Ph : +91 484 4058500

www.htfoods.com

Sub: Offer of Employment

Offer Id - 51676



for Rahul Govindan Nair.

congratulations!

Sub: Offer of Employment

You have been selected to join 24/7 Customer Private Limited, a company that has been rated amongst the "Top 5 best performing contact Centers in the World" consistently for 3 years in a row. We are hopeful and confident that you will be able to build a successful career with us and become a part of the "out-performance" culture at 24/7 Customer Private Limited.

We are pleased to offer you the position of Digital Interaction Advisor in 24/7 Customer Private Limited commencing from the Date 21-Sep-2021. The following are the terms of employment with 24/7 Customer Private Limited:

- Your Cost to Company ("CTC") will be as per the Annexure I enclosed. This will be applicable after your training period.
- You will be required to work in shifts, with rotating weekly offs.
- We will provide you a separate Letter of Appointment on the date of your joining.
- Your joining formalities will be conducted remotely and is scheduled on 21-Sep-2021 at 5:30PM. You will receive a Zoom invite on your registered email ID. You are requested to join the Zoom meeting on time without fail and be available throughout the session to complete joining formalities.
- Upon joining, you will be provided Foundation Level Education ("FLE") and Product Level Education ("PLE"). Once you successfully complete your FLE, the Company will pay you the CTC retrospectively from the date of your joining the Company. It is hereby clarified that your entitlement of the CTC (retrospectively from the date you joined the Company) would depend on the outcome of your FLE results.
- During the training period you will be entitled only two weekly offs. However, in case you require leave during training period on account of any medical emergency, you may request the trainer and the trainer may consider your request on case to case basis.
- In the event of permitted absence exceeding two continuous days, you will be required to restart the training program with the next batch. Please note in such a case your employment will commence from the date you start training in the next batch and your stipend/salary eligibility will commence accordingly.
- You are requested to bring along the documents listed below WITHOUT FAIL on your day of joining for the purpose of submission/verification:
 - Six passport size color photographs (important) with white background (Formal Attire)
 - Date of Birth certificate (Original and Photocopy)
 - Latest Mark sheet/ Education certificates (Original and Photocopy)
 - Previous Employment details (Service Certificate/ Resigning Letter if applicable in original)
 - Last drawn Pay slip (if applicable in original)
 - A valid Passport / Driver's license/ Aadhar Card/ Voter ID / Nationalised Bank Passbook with photo attested (Original & Photocopy)

If you have any queries pertaining to this offer letter please call us at - 9845526247/9945200330

Please confirm the acceptance of the offer letter by clicking the link sent to your registered email id along with your offer letter. If we do not receive the acceptance by 10:00 PM on 20-Sep-2021 and if you do not join the Company on 21-Sep-2021 this offer will automatically expire and deemed to have been withdrawn.

Once again wishing you the very best and looking forward to your successful career at 24/7 Customer Private Limited.

Best Wishes,

Jyesh Kundan
HR-Recruitment

This is a system generated letter and does not require any signatures.





Heewan
Group of Companies

Corporate Office, Heewan Tower
Chakkamukku, Punnamm, Thrissur - 680 002
Ph: 0487 2383553, 2387553, 2388087



ANUSHA K.A.
Officer Junior Grade
BLOOD GROUP O +ve



Mr. Sameer M

60500392



Reliance SMSL Limited

EC No: 60500392

DOB: 20/04/1998

DOI: 12/07/2019

Height: 170cm

Blood Group: B +

ID Mark: A MOLE ON
THE NOSE



Signature of the Card holder



JERIN GEORGE

EMP ID NO : TNL21855672

BLOOD GROUP

BYJU'S

SIGNATURE

23-Jan-2021

Jishnu Das P [ID: 122723]

**Parakkal house Shoranur palakkad Kerala Palakkad
Kerala -679121
jishnuanju860649@gmail.com**

Dear **Mr. Jishnu Das P,**

We are pleased to extend this letter of appointment ("Letter") to you at IDFC FIRST Bharat Limited (the "company") and your role is **GROUP RELATIONSHIP OFFICER** and grade is **Assistant** respectively. You are expected to join on or before **27-Jan-2021** ("Date of Joining"). Your monthly Total Fixed Pay (TFP) will be INR **16628.00**. The position is currently based at **Guruvayur Branch, COCHIN REGION**. Please refer the Annexure-1 for break-up of Gross and Total fixed salary. Please note that your appointment is subject to your adherence on the following, in letter and spirit

- Terms & Conditions [Annexure-2]
- Code of Conduct [Annexure-3]

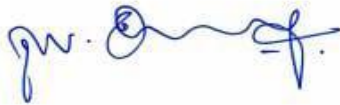
This appointment is subject to you being medically fit to perform your role effectively. It is also based on the verification of information and documents submitted (electronically or hardcopy), including but not limited to Authorization / Undertaking / Declaration Form.

Please note that you are required to keep the salary & other perquisites / benefits offered to you strictly confidential and not share information regarding the same with anyone.

Congratulations on your appointment. We wish you a successful association with IDFC FIRST Bharat Limited.

Thank You,

For **IDFC FIRST Bharat Limited**



Subramanian M V

Head - Support Functions (HR, L&D, Facilities & Assets, CSR)

I, **Jishnu Das P**, Son/Daughter of **Mohan das p**, do hereby accept the above and confirm / certify the following:

1. Date of Joining the Company: **27-Jan-2021**
2. PAN number: **GNSPD7635F**

Signature

Authenticated by:

Signature:

Date:

Name:

Employee ID:

 **KIMS AL SHIFA** 
KIMS SUPER SPECIALITY HOSPITAL

Perintholathur - 679 322, Malappuram Dist., Kerala Ph: +91 493 227616

Name: KEERTHI KRISHNA

Desig: DIET ASSISTANT

Emp. ID: 9658

Blood Group: B+VE



Blood Group

O+ve



MUHAMMAD ASHIQ. V.I

☎ Ph: 9539314354

📍 S/o. V.M. Ibrahim
Vettilavalapil House,
Kadavath, Parali (PO).



Sara Tower Near Sub Register Office
Parli, Palakkad - 678 612
Ph: 9895968698



Mahesh B

Emp Code : HF047174

Location : Neyyattinkara

Emergency ☎: 7034068804

Mahesh

Authorised Signatory

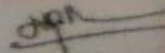


*Shri's at
1. w - 20 9*

MUHAMMED NISAR K



EMPLOYEE CODE : 28650
Blood Group : O -ve


Managing Director



MABEN NIDHI LTD

A MANAPPURAM GROUP ENTERPRISE

Regl. Office: Building No. V/421, Near High School,
Valapad P.O, Thrissur, Kerala PIN:680567



بُرْجِيل
burjeel
Hospital

the art of healing
A unit of VPS Healthcare



musammil puthanpeedikayil

bell boy

hospitality department

id number : 20892

اداري
ADMINISTRATION



**MANAPPURAM
FINANCE LIMITED**

Make Life Easy

NITHINRAJ



Employee Code : 1-362214

MD & CEO

Corporate Office :-
IV/470A(Old) W/638A(New), Manappuram House,
Valapad, Thrissur, Kerala - 680 567
Tel : 0487- 3050100,3050108.



Date: 18-Jul-2021

Ref No: 14405:2021

Name: Mr. Rakhil K R

Address: Kizhake thodi House, Ramachandra Nivas
Near Amritha furniture Ottappalam
Kanniampuram, Palakkad

Dear Rakhil,

Further to the interview you had with us, we are pleased to inform you that you have been selected as a **Trainee MRA** in our Company at **Pazhayannur**

Our top priority is to work with individuals, who can use their knowledge and expertise to enable socio economic transformation in rural India.

We assure you of our support for your professional development and growth.

Yours sincerely,

Narayanan M
Chief Executive Officer

PS: This offer is subject to successful completion of pre-employment screening process which includes background verification and being found medically fit.

Please refer the annexures for Compensation structure, Roles & Responsibilities.
For further queries / clarifications feel free to contact us.



VALLUVANAD HOSPITAL COMPLEX LIMITED

KANNIYAMPURAM P.O , OTTAPALAM, PALAKKAD-679104


E-mail: valluvanadhospital@yahoo.com

Tel: 0466-2344900, 2244423



NAME	:	RINSHA . K
EMPLOYEE CODE	:	4235
DEPARTMENT	:	PRO
DESIGNATION	:	PUBLIC RELATION OFFICER

EMPLOYEE'S SIGNATURE


ISSUING AUTHORITY



ASK
ME!
SAMEER

NJOJO



OCEAN GROUP
OVERSEAS CONSULTANT PVT. LTD



SANJAY. K
OPERATIONS EXECUTIVE
8086608721

09/1210, Ocean Marines,
Behind Nisa Tower, Nagaripuram Post,
Pathiripala, Palakkad, Kerala - 678642
+91-4912874155, +91 - 7560989992,



SICOMS

Pathiripala Ph:0491-2874861,62,63



Name : **SARATH KUMAR K P**

Designation : **PUBLIC RELATIONS
OFFICER**

DEAN



Ravi T.K.
Marketing Executive

+91 7510 300 876



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Edit

**AGENCY APPLICATION FORM FOR FINANCIAL CONSULTANT**

HDFC Life Insurance Company Limited (HDFC Life), CIN: L65110MH2000PLC128245, IRDAI Registration No. 101.
Regd. Off: 13th Floor, Lodha Excelus, Apollo Mills Compound, N.M. Joshi Marg, Mahalaxmi, Mumbai - 400 011.

Type of Application : Fresh

FORM IA
APPLICATION FOR APPOINTMENT TO ACT AS AN
INSURANCE AGENT
(with a Life Insurer OR General Insurer OR Health Insurer OR Mono-line
Insurer)



To,
HDFC Life Insurance Company Limited
Lodha Excelus, 13th Floor,
Apollo Mills Compound, N.M. Joshi Marg,
Mahalaxmi, Mumbai 400 011.

DEAR SIRs,

I request that Appointment to act as an insurance agent of your insurance company may be granted to me.

I hereby declare that particulars given below are true and that the APPOINTMENT for which I apply will be used only by myself for soliciting or procuring insurance business for your Insurance Company

- (1) Full Name: Sreechithra K
(As per Bank Account) Sreechithra K
- (2) Title: MRS
- (3) Father's/Husband's Name: Kumaressan
- (4) Full Address: (Attach proof for below mentioned address)
Address Line 1 : D/O . Kumaressan, puthan vetil, kanniyam
Address Line 2 : puram, Ottappalam, Palakkad, Kanniamputra
Address Line 3 : m, Karala 679104
- (5) Mobile No.: 9061360021
- (6) Email ID: chithraunni3721@gmail.com

I understand and agree that all the future communication from HDFC Life will be e-mode and on the above mentioned mobile no. or Email ID



Tools



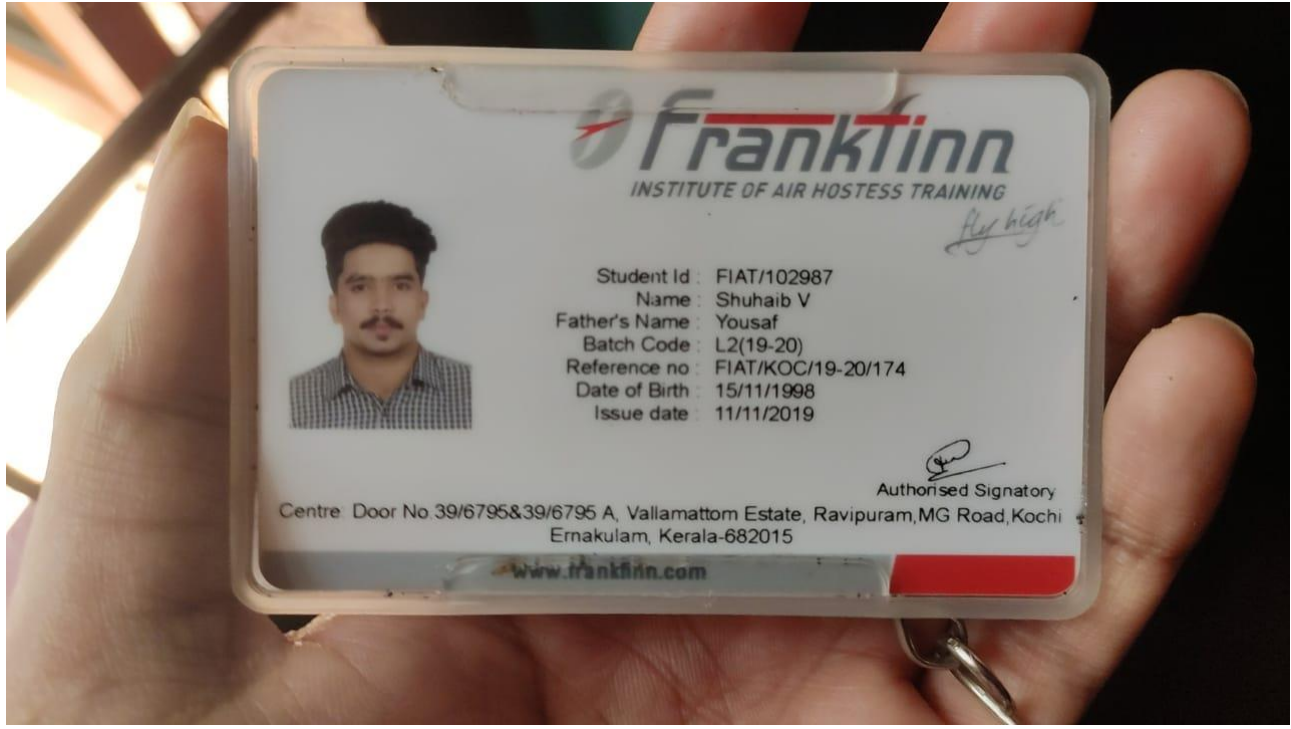
Mobile View



Share



PDF to DOC



UNITED ARAB EMIRATES
MINISTRY OF HUMAN RESOURCES
& EMIRATISATION

الإمارات العربية المتحدة
وزارة الموارد البشرية
والتوظيف

الاسم : ساي سانديب ديفاكاران كريشنان كالانمار ثودي

Name : SAI SANDEEP DIVAKARAN KRISHNAN KALLANMAR THODI

رقم بطاقة العمل : 89269509 ديبى Work Permit No :
التاريخ الانتهاء Expiry Date : 24/12/2022
الرقم الشخصي : 10026019541870 Personal No :
المهنة : محاسب Profession :
الجنسية : الهند Nationality :
المنشأة : كى . بي . كى جلف ش د م م Establishment : K.B.E GULF L.L.C

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Mithra
SCHOOL OF MEDICAL SCRIBING

YAHYA V.P
DIGITAL MARKETING EXECUTIVE
BLOOD GROUP : O+ve
Ph: 9562531636

Mithra School of Medical Scribing Private Limited
43/94 A2, Second Floor, Arafah Tower,
Samskara Jn, Thammanam Road,
Palarivattom, Cochin - 682 025, Kerala,
India. Ph: +91 70250 33339
www.mithrascribing.com



HO/HR/TA/327129

Date:25/01/2021

Mr. Navaneeth Krishna M K,
Maampallil(H) kaniyarcod(po) Thiruvilwamala, Thrissur,kerala

Dear Mr. Navaneeth Krishna M K,

Sub: Provisional Offer Letter

With reference to your application and further to the interview and/or subsequent discussion you had with us, we are pleased to offer you the position of **'Officer Trainee - Sales' - Grade 'AO'**.

By joining ESAF BANK, you will be part of a fast-paced and socially dedicated team that works together to provide 'Joy of Banking to Everyone'. Also, you are committing to the Bank's **Vision** of being India's leading social Bank that offers equal opportunities for the whole society through universal access and financial deepening, thus promoting financial inclusion, livelihood and economic development as a whole. In turn, Bank will be providing you with every opportunity to learn, grow and stretch to the highest level of your ability and potential.

The details of the offer are as follows, and shall be confidential.

You will be on training for a period of 12 months, which may be extended or regularized based on your performance and the successful completion of training will be followed by six months' probation. The service in the Bank will be confirmed subject to satisfactory performance during the probationary period.

Your remuneration will be as follows:

1. Annual Salary would be Rs. 200000.0
2. Apart from the above, you will be eligible for Performance Incentive/ Pay as per Bank's policy, applicable to the Role/Grade.

The emoluments mentioned above are payable as per the policies of the bank, after effecting appropriate and applicable statutory deductions if any.

You shall be eligible for TA & DA and other payments as applicable to the grade, in line with the Bank's policy.

Your initial posting will be at any branch/office anywhere in Kerala. However, the Bank reserves the right to transfer you to any Office / Department / Branch of the Bank, in India, that is in existence / or may come into existence at a future date, based on the Bank's business requirements.

You shall give the acceptance of the offer and of the above terms and conditions of employment on receipt of this letter. This offer letter is valid for 7 days from the date of this letter, for acceptance. This offer shall be effective from the date of your joining the Bank.

Your performance will be reviewed on a regular basis as per the performance parameters appropriate to the position mentioned. You will be governed by the rules, regulations and policies laid down by the **ESAF Bank** from time to time, and as applicable to your position.

Notwithstanding anything contained herein, if you are found to be indulging in any act of commission/omission that may be prejudicial to the interests of the Bank, violation of its code of conduct and/or policies, such act shall warrant disciplinary action, as deemed fit by the Bank.

Your appointment is subject to the necessary verifications / NOCs / receipt of Experience and Conduct certificate from your present/previous employers and receiving satisfactory references.

The terms and conditions set out in this letter of appointment constitute service conditions applicable to your employment in the Bank and in case of any dispute arising out of the same, the Courts at Thrissur will have exclusive jurisdiction.

You are requested to produce the documents as per the Annexure 1, at the time of joining. Please note that you are required to join the Bank as per the date, agreed in our discussion.

We welcome you to ESAF Small Finance Bank and look forward to your valuable contribution in scaling **ESAF Bank** to greater heights.

Yours sincerely,



Dr. Jose AV
Head HR

Compensation Particular	Monthly	Annual
(A) Fixed Monthly Pay - EARNINGS		
Basic Pay	10000	120000.0
House Rent Allowance	0	0.0

09-Sep-2020

Vaisakh KP [ID: 118186]

Kallamparambil (H)
Vadanamkurussi P.O.
Palakkad - 679121
email id: kpvaisakh98@gmail.com

Dear **Mr. Vaisakh KP**,

We are pleased to extend this letter of appointment ("Letter") to you at IDFC FIRST Bharat Limited (the "company") and your role is **GROUP RELATIONSHIP OFFICER** and grade is **Assistant**. You are expected to join on or before **14-Sep-2020**("Date of Joining"). Your monthly Total Fixed Pay (TFP) will be **INR 16,550**. The position is currently based at **Wadakkancherry Branch, Cochin Region**. Please refer the Annexure-1 for break-up of Gross and Total fixed salary. Please note that your appointment is subject to your adherence on the following, in letter and spirit

- Terms & Conditions [Annexure-2]
- Code of Conduct [Annexure-3]

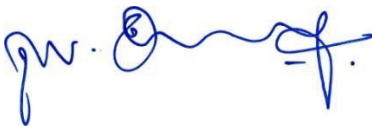
This appointment is subject to you being medically fit to perform your role effectively. It is also based on the verification of information and documents submitted (electronically or hardcopy), including but not limited to Authorization / Undertaking / Declaration Form.

Please note that you are required to keep the salary & other perquisites / benefits offered to you strictly confidential and not share information regarding the same with anyone.

Congratulations on your appointment. We wish you a successful association with IDFC FIRST Bharat Limited.

Thank You,

For **IDFC FIRST Bharat Limited**



Subramanian M V

Head - Support Functions (HR, L&D, Facilities &CSR)

I, **Vaisakh KP**, Son/Daughter of **Prabhakaran K P**, do hereby accept the above and confirm / certify the following:

1. Date of Joining the Company: **14-Sep-2020**
2. PAN number: GXZPK2711N

Signature

Authenticated by:

Signature:

Date:

Name:

Employee ID:

Date:15-04-2021

Welcome Note

Dear **Mr. Nithin Kumar N**

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

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

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

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

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

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

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

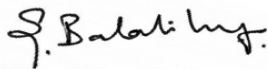
To Trust - We are respectful. We value our relationships and treat people well.

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

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

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

For Randstad India Pvt Ltd.



Authorized Signatory
Balakrishnan S
Head - HRSSC

Date: 15-04-2021

To,
Mr. Nithin Kumar N,
Empcode -1491280

FIXED TERM CONTRACT OF EMPLOYMENT

We are pleased to appoint you in our organisation as Team Leader - Sales--T, for a fixed period of employment, on the following terms and conditions:

1. Your contract of employment shall be valid for a period of 1 year from 19-04-2021 to 18-04-2022. Notwithstanding this, in the event of the project/ work for which you are being employed comes to an end before the aforementioned period, this contract shall be co- terminus with the aforementioned project/work. At the end of the above referred period, the contract will stand terminated automatically without any notice or communication to you, unless they are explicitly extended by us by a letter in writing.
2. Notwithstanding anything above, depending upon the aforementioned project/work, the Company reserves its right to extend your temporary appointment for such period or periods as may be necessary depending upon the exigencies relatable to the work for which you are hereby engaged. In that event, the Company shall in writing extend your temporary assignment on the terms as may be indicated in such letter and in the event of your acceptance of such extension of the assignment you shall be governed by such terms and conditions as may be indicated therein.
3. During the period of fixed contract, your services could be deputed at the sole discretion of the Management to any of our clients company or locations to do work pertaining to or incidental to the clients business.
4. Details of your salary break up with components is as per the Annexure 1.
5. Provident Fund will be remitted as per law, applicable from time to time. It's the employees responsibility to update the nomination directly into the PF portal and Randstad does not hold any responsibility on it. In case, you are eligible for ABRY scheme, the applicable PF employee contribution will be refunded post availing benefit.
6. You will be covered under a Medical Insurance upto 100000 per annum and Group Accident Insurance Scheme of 200000 & Group Terms Life Insurance of ~GTLvalue~. This policy will come into effect after 30 days of your joining the company.
7. You will be eligible for leave as per the clients company policy, during the period of your contract of employment.
8. You will be entitled to all other statutory benefits wherever applicable during the fixed period of contract.
9. You are advised to read and understand Randstad Health & Safety Policy for deputees (Annexure 2) and comply with relevant policies that are in practice at SBI Cards & Payment Services Limited. Adherence to the stated and relevant policies is a condition of employment with Randstad. In the event you are found to be non-compliant of any of the applicable policies, Randstad reserves the right to take necessary action against you.
10. This contract shall be terminable by either party giving 7 days notice in writing or salary in lieu of notice, to the other.
11. At Randstad your privacy is important to us. By submitting your personal information, you have agreed and consented to Randstad's processing of your personal information for the intended purposes of employment opportunities. Please note that your involvement in any violation of data protection laws or causing data breach would result in disciplinary action, which can lead to immediate termination and withholding of your pecuniary benefits.

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

Registered Office :

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

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

Wishing you the very best!
Yours truly,

For Randstad India Pvt Ltd.



Authorized Signatory
Balakrishnan S
Head - HRSSC

Acceptance:

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

I Nithin Kumar N have read and hereby accept the above mentioned terms and conditions

Signature :

Date :

Registered Office :

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

Date: 15-04-2021

Mr. Nithin Kumar N,
Empcode -1491280

DEPUTATION LETTER

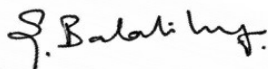
Further to clause 3 of your letter of employment, we are pleased to advise you that your services are being deputed to SBI Cards & Payment Services Limited with effect from 19-04-2021 at their BANGALORE office. The terms and conditions of your deputation will be as follows:

1. You will, with effect from 19-04-2021, be required to work at our clients office/ premises at any of their locations.
2. During the tenure of the deputation, you will continue to be an employee of Randstad.
3. In the day to day functioning or carrying out all responsibilities, you will receive instructions from SBI Cards & Payment Services Limited and will undertake to abide by any suggestions, etc. given by any assigned person(s).
4. You shall also abide by any training that may be offered to you by SBI Cards & Payment Services Limited.
5. You shall be bound to follow the working hours of SBI Cards & Payment Services Limited.
6. You shall take care not to disclose confidential information / trade secrets, etc that you may come across in the course of your responsibilities to anyone outside SBI Cards & Payment Services Limited and use such information only in connection with the service provided to SBI Cards & Payment Services Limited.
7. You shall at no point of time stake any claim or right to claim employment, damage, loss or compensation of any sort whatsoever against SBI Cards & Payment Services Limited. This arrangement is purely a contractual agreement between Randstad and SBI Cards & Payment Services Limited for the time specified.
8. You shall not engage in any act subversive of discipline in the course of your duty/ies in the property of SBI Cards & Payment Services Limited or outside, and if you were at any time found indulging in such act/s, we reserve the right to initiate disciplinary action as is deemed fit, against you.
9. You shall be responsible for protecting the property of SBI Cards & Payment Services Limited entrusted to you in the due discharge of your duties and shall indemnify SBI Cards & Payment Services Limited when there is a loss of any kind to the said property.

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

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

Yours truly,
For Randstad India Pvt Ltd.



Authorized Signatory
Balakrishnan S
Head - HRSSC

I, Nithin Kumar N have read and hereby accept the above mentioned terms and conditions

Signature :

Date :

Schedule A

Assignment Details of Nithin Kumar N

Name	Nithin Kumar N
Client Name	SBI Cards & Payment Services Limited
Place of Deputed	BANGALORE
Designation	Team Leader - Sales--T
Start date of Assignment	19-04-2021
End date of Assignment	18-04-2022

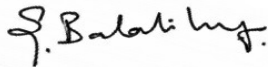
Annexure 1:Salary Break - Up Details

Component	Monthly	Yearly
Basic	17,200.00	206,400.00
House Rent Allowance	3,631.00	43,572.00
Statutory Bonus	1,433.00	17,196.00
Gross Salary	22,264.00	267,168.00
Employer's Contribution to EPF	2,064.00	24,768.00
Insurance	445.00	5,340.00
CTC (Cost to the company)	24,773.00	297,276.00
Employee's Contribution to EPF	2,064.00	24,768.00
Net-Take Home	20,200.00	242,400.00

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

* Your salary is strictly confidential.

For Randstad India Pvt Ltd.



Authorized Signatory
Balakrishnan S
 Head - HRSSC

Accepted By

172.22.229.241
 ~DeputeeId~

Nithin Kumar N

General Terms & Conditions

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


Registered Office :

Randstad India Private Ltd
Randstad House,
Old No. 5 & 5A, New No. 9, Pycrofts Garden Road,
Nungambakkam, Chennai 600 006.
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www.randstad.in

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

Yours truly,

For Randstad India Pvt Ltd.



Authorized Signatory
Balakrishnan S
Head - HRSSC

I, Nithin Kumar N have read and hereby accept the above mentioned terms and conditions

Signature :

Date :

Registered Office :

Randstad India Private Ltd
Randstad House,
Old No. 5 & 5A, New No. 9, Pycrofts Garden Road,
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Annexure 2: HEALTH AND SAFETY POLICY

1. Introduction

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

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

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

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

2. Health & Safety Policy

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

General Safety

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

Fire Safety

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

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Nungambakkam, Chennai 600 006.
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www.randstad.in

Accident & First Aid

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

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

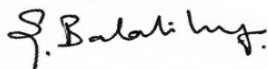
As a Randstad EW, you have the right to:

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

Recommendations for Common Safe Working Practices

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

For Randstad India Pvt Ltd.



Authorized Signatory
Balakrishnan S
Head - HRSSC

CODE OF CONDUCT

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

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

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

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

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

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

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

Protection Of Confidential Information

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

Registered Office :

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www.randstad.in

Protection And Use Of Randstad's Assets

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

Protection And Use of the Client's Assets

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

Employee Developments

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

press releases

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

Disciplinary Actions

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

(The Employee)
By
.....
Name
Nithin Kumar N
Title
Team Leader - Sales--T
Witness

(Randstad India Ltd.)
By
.....
Name
Balakrishnan S
Title
Head - HRSSC
Witness

Registered Office :

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Non-Disclosure Agreement

This Non-Disclosure Agreement is made and entered on this 19-04-2021 day of 2021 at BANGALORE by Mr/Ms Nithin Kumar N Son/Daughter of Nagaraj aged about 24 years and residing at Hs Name- Nellikka Parambil, Post- Chelakkara Taluk- Chelakkara, Thrissur, 680586 hereinafter referred to as employee.

To

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

WHERE AS

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

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

WHERE AS

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

NOW THE PARTIES AGREE AS FOLLOWS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

If any term or provision of this Agreement shall be hereafter declared by a final adjudication of any tribunal or court of competent jurisdiction to be illegal, such adjudication shall not alter the validity or enforceability of any other term or provision unless the terms and provisions so declared are expressly defined as a conditions precedent or as of the essence of this Agreement, or comprising an integral part of, or inseparable from the remainder of this Agreement.

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

(The Employee)

By

.....

Name

Nithin Kumar N

Title

Team Leader - Sales--T

Witness

(Randstad India Ltd.)

By

.....

Name

Balakrishnan S

Title

Head - HRSSC

Witness

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Self-Declaration & Undertaking form

Name: Nithin Kumar N
Employee ID: 2222184
Designation: Team Leader - Sales--T
Service Function / Vertical :
Centre / Location : BANGALORE

Sub: Acceptance of Established policies and affiliated risks

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

Signed :

Date :



فندق ومنتجع البحر
AL BAHAR HOTEL & RESORT

ABHR-EO-0222

EMPLOYMENT OFFER

19th August 2021

Sudheesh Poolakkil

sudheeshpsudhee7@gmail.com

+971525846303

Dubai, UAE

Dear Sudheesh,

We are pleased to offer you employment with **Al Bahar Hotel & Resort** in accordance with the following terms and conditions.

This appointment is conditional upon obtaining all approvals, authorizations, medical examination and visa/permits as applicable to you in terms of the UAE Labour Law.

Position:

Your designated position will be **Waiter**.

Reporting to:

In your position, you will be reporting to the **Outlets Manager**. Your roles, responsibilities and job description will be handed over to you by your direct reporting authority which could be amended as required.

1

Grade:

Your Grade will be "14" with **Single** status

Commencement Date:

Your employment will commence on the date you report to work and upon completion of visa acquisition formalities.

Gross Salary:

You will receive a Gross salary of **AED 1,200/- (One Thousand Two Hundred Only) per month**, payable in local currency.

- **Basic Salary:**

You will receive a basic salary of **AED 960/- (Nine Hundred Sixty Only) per month**.

- **Accommodation Allowance:**

AED 120/- (One Hundred Twenty Only) per month.

- **Other Allowance:**

AED 120/- (One Hundred Twenty Only) per month.

Accommodation:

According to your grade, you will be provided staff accommodation on a Sharing room in sharing apartment. This will be at the discretion of the property in line with company policy.

Meals:

You will be provided duty meal at Staff Restaurant.

Laundry:

Will be provided for the Uniform items as per the hotel policy.

Sick Leave:

In accordance with the UAE Labour Law.



فندق ومنتجع البحر
AL BAHAR HOTEL & RESORT

Medical Insurance:

A medical insurance coverage will be provided according to your mentioned employment grade and as per the hotel policy.

Contract:

You will be employed on an **unlimited** employment contract, starting from date of commencement of employment.

Vacation Air Passage:

Upon completion of **24 months** of continuous service, you will be provided with return **Economy Class** air tickets **UAE/Cochin-India/UAE** for yourself only.

Annual Leave:

You will be eligible for annual leave on completion of 12 months of continuous service, and annually thereafter you will be entitled to **30 days** paid annual leave, which includes days off and working days.

Working Hours:

You will be required to work 54 hours per week at timings set by the company with one-hour meal break.

Probation:

Your probation period will be **6 months** in accordance with UAE Labour Law. During this period either party has the right to terminate the employment agreement without cause and with a **one week** written advance notice.

Notice of Termination:

The employer may terminate this contract by giving you **one-month** (30 days) notice period in writing after completion of the probation period and you may terminate the contract by giving the same notice as per similar terms and conditions. You also understand that you will be terminated with loss of benefits and blacklisted (where applicable), if you are caught: consuming alcohol, fighting, creating disturbance and destruction of company property, stealing/theft, refusal to work, tardiness and absenteeism.

Repatriation:

If you should terminate your employment for whatever reason prior to completion of one year of service, you agree to be responsible to refund the employer **100 % of your original recruitment costs**, i.e., visa fees, visa medical fees, health insurance and card charges, joining flight ticket where applicable, recruitment agency fees where applicable and providing your own ticket out of U.A.E. Should you decide to resign after one year, but before completion of two years you agree to refund the employer of all recruitment expenses based on a pro-rata calculation and be responsible for your own return ticket out of U.A.E.

End of Service Benefit:

The employee will be entitled to receive an end of service gratitude in accordance with the provisions of the UAE Labour Law.

Passport:

Your passport will be kept in the human resources department of owning company for safekeeping and will be released any time upon request.

Conflict of Interests:

During your assignment with Al Bahar Hotel & Resort, you must devote your entire time and attention to the services of the company, and you may not be involved in any other service, business or activity.

Confidentiality & Non-disclosure:

You may not disclose information of a confidential nature, such as pertaining to your remuneration or that of other employees, or business results, figures and other confidential information to others within or outside the company. You must also return all confidential material, manuals, documents, financial data and reports results, upon the termination of your employment.



فندق ومنتجع البحر
AL BAHAR HOTEL & RESORT

Non-Competition:

Since the work entrusted may enable you to meet the clients of the employer or know the business secrets thereof, you agree not to compete with him or participate in any similar competing project/s upon the termination of this contract and for the period of 1 year thereafter within UAE.

E-Mail and Internet Policy:

The company and its employees who are the users of the company PC's have an obligation to comply with the requirements of the Data Protection Act in terms of obtaining, using and communicating personal data held electronically about employees and other individuals. Any breach of such policy may be subject to disciplinary action.

Discrimination and Harassment:

In order to enable the Company to maintain a positive working environment, you are not to engage in our knowingly permit any fellow worker to engage in any harassment on the grounds of sex, marital status, color race, disability, religion, sexual orientation, age, gender re-assignment, political affiliation, nationality or ethnic or national origins or any unlawful discrimination against any person in the course of your duties.

Undertaking:

The Employee represents and guarantees to the Employer that all professional and other qualifications presented in any application, resume and other documents submitted are true and correct. The Employee expressly acknowledges that fraudulent misrepresentation shall be ground for immediate dismissal without compensation.

Company Policy and Procedure:

The Employee shall at all times comply with the company policy and procedure as notified to all employees from time to time.

By signing this Employment Offer the Employee confirms that he/she has read and understood the terms of employment. He/she further confirms this offer supersedes and replaces any previous offer or any offers between the parties.

*This appointment will become valid upon handing over to us your original passport to process employment visa.

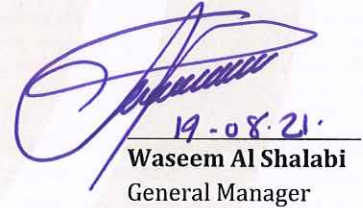
We look forward for your acceptance on this offer and becoming a valuable member of Al Bahar Hotel & Resort.


19.08.21

Tamim Hamameh
HR Manager


19.8.21

Ahmed About Ali
Financial Controller


19-08-21

Waseem Al Shalabi
General Manager

The Employee:

I acknowledge that I have read, understood and accepted all the conditions of the above.

Name : Sudheesh Poolakkil

Signature : _____

Date: _____

Date: 1 July 2021

Mr. Vinay Nair
Sreenilayam, Cherpulassery,
Palakkad - 679503
Kerala
Mobile: +91 9926869593
Email: vinaynair144@gmail.com

Sub: Offer/Appointment Letter

Dear Mr. Vinay,

This has reference to the various discussions you had with us, we are pleased to make an offer of appointment for the position as **Junior Executive (NVOCC)**. Your CTC will be **Rs. 15,500/- (Rupees Fifteen Thousand Five Hundred Only)** per month, all inclusive.

You will be in probation period for 6 months from your date of joining. Company reserves the right to extend the probationary period at its sole discretion. During or at the end of the period of probation or any extension thereof, employment may be terminated at any time by either party giving to the other party one-week (1) notice without assigning any reasons whatsoever. Confirmation shall depend upon satisfactory review of your performance, conduct and aptitude during the probation period.

Your initial posting will be at **Delhi** location, however during employment with the BLPL, you may be posted or transferred to any location (Currently existing or to be set up at any other location) of the BLPL or its Associate Companies, based on the requirement and nature of duty without any additional remuneration. BLPL management reserves the right to decide the locations of your employment.

On reporting please bring passport size photographs, photocopy of all educational certificates, copy of Aadhar, Copy of PAN, Copy of address proof, IT declaration/Form-16 from the last employer, copy of salary certificate and relieving letter from the last employer.

Please return a signed copy of this letter as a token of your acceptance of the offer, confirming your date of joining. This offer letter will be valid only 15 days from the issuing date. We welcome you and are delighted that you have chosen to be part of our team. We hope your association with us will be mutually beneficial, pleasant and fulfilling.

Yours Sincerely,
For **BILANDER LOGISTICS PVT LTD**

Authorized Signatory

Received the offer letter, accepted the terms & conditions mentioned herein.

Name:

Signature:

Date

Bilander Logistics Pvt Ltd.

CIN U63030DL2017PTC310062



BILANDER LOGISTICS PVT LTD

214, 2ND FLOOR, U S COMPLEX, 120 MATHURA ROAD, OPP APOLLO HOSPITAL, JASOLA, NEW DELHI - 76

PAYSLIP

EMP NO			
EMP NAME	Mr. Vinay Nair		
DESIGNATION	Junior Executive		
DEPARTMENT	NVOCC		
DOJ			
BASE LOCATION	Delhi		
STANDARD PAY DAYS	30		
DAYS PAID	30		
EARNING		DEDUCTIONS	
BASIC	9300	EPF (employee)	1116
HRA	4650	TDS	0
CONVEYANCE	1000	PROFESSIONAL TAX	0
MEDICAL ALLOWANCE	0	LOAN/SALARY ADVANCE	0
LTA	550	OTHER DEDUCTION	0
EPF (employer)	1116	TOTAL DEDUCTION	0
CTC	15,500/-		

NET SALARY PAYABLE Rs. 14,384/-



[Handwritten Signature]



Dear Mr.C.A. Arun,

We had great pleasure in meeting and getting to know you over the past few days. We are also impressed with your background and would like to offer you the position of Sales dispatch department in our company.

If you agree to accept this offer of employment, you will be asked to sign a confidentiality contract at the beginning of your employment.

We would like to receive your response as soon as you receive this mail. Should you have any questions, please feel free to contact us. We look forward to working with you.

Thanking you,

Scot Free Steel Ltd

دولة الامارات العربية المتحدة
UNITED ARAB EMIRATES



اقامة
RESIDENCE
استوفيت الرسوم

رقم الهوية

784199507374959



ابوظبي
ABU DHABI

محل الاصدار
Place of Issue

101/2019/2/0261616

لا يوجد

عدد المرافقين
No. of Dependents

P2695374

غوكول كريشنان بانانجاتو ناليناكشمان بورافاتودي
GOKUL KRISHNAN PANANGATTU NALINA

موظف خدمات شحن

SHIPPING SERVICE CLERK

المتكامله لخدمات الشحن ذ م م

CONSOLIDATED SHIPPING SERVICES L L C

2021/09/25

2019/09/26

تاريخ الانتهاء
Expiry Date



0 3 1 0 1 2 0 1 9 0 2 0 2 6 1 6 1 6

تاريخ اصدار الاقامة
Issue Date

التوقيع
Sign.

تعتبر الاقامة لاغية اذا تجاوز حاملها الاقامة خارج دولة الامارات مدة ستة اشهر
Residence Permit becomes invalid if bearer resides out of the U.A.E. for more than six months.

October 12, 2020

Ref:HDBFS/20-21/HRIC312198/Appt/222371

Mr. MANIKANDAN A,
Pattambi

Dear MANIKANDAN,

LETTER OF APPOINTMENT

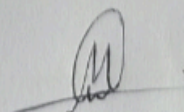
Further to your application and subsequent discussions for employment, HDB Financial Services Limited ("Company") is pleased to appoint you as SENIOR SALES OFFICER on the terms and conditions as set out below.

Your Total Salary per annum is set out as attached in Annexure A. All remuneration, benefits and perquisites will be taxed in accordance with the provisions of Income Tax Act, 1961 and any other enactments in force from time to time.

Terms and Conditions:

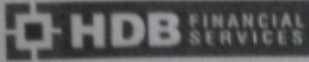
- a) Your duties and responsibilities will be explained to you on your joining the Company.
- b) Your initial place of posting will be at PATTAMBI. The Company reserves the right to change the duties assigned to you, transfer you, temporarily or permanently, to any other office / branch, subsidiary or associate of the Company or to any other place of business of the Company that is in existence or may come into existence at a future date. The Company further reserves the right to transfer you from one shift to another, depending upon the exigencies of work.
- c) You shall devote your whole time and attention to your duties with the Company and will not directly or indirectly, for any part of your time carry on any business or occupation or enter in any capacity, the employment of or association in business for profit or otherwise, with any firm, company or person without the prior written consent of the Company.
- d) You shall abide by all the applicable policies, rules, regulations, procedures and practices of the Company, as may be amended, from time to time and comply with all applicable Laws. Any violation of or failure to comply with or abide by the same shall be deemed to constitute an act of misconduct.
- e) You will be responsible for the safe keeping and return in good condition and order, of any properties and / or assets which may be entrusted to you by the Company. The Company shall have the right to deduct the money value of all such properties and / or other assets from your dues and take such other action as it may deem proper in the event of your failure to account for such properties to the Company's satisfaction.

Registered Office : Radhika, 2nd Floor, Law Garden Road, Navrangpura, Ahmedabad-380 009.



- n) This letter of appointment shall be governed by and construed in accordance with the laws of India. The terms and conditions set out in this letter of appointment constitute service conditions applicable to your employment in the organization and any dispute arising out of this letter of appointment or pertaining to your employment shall be subject to the exclusive jurisdiction of the courts of Mumbai.
- o) You shall comply with the data protection policy of the Company when handling personal data in the course of your employment with the Company including personal data relating to any employee, customer, client or agent of the Company or any of its affiliates and you shall promptly report any breaches or anticipated breaches of the same.
- p) You consent to the Company, its affiliates processing data relating to you for legal, personnel, administrative and management purposes and in particular to the processing of any "sensitive personal data or information" (as defined in the policies of the Company). The Company may make such information available to any of its affiliates, those who provide products or services to the Company or any of its affiliates (such as advisers and payroll administrators), regulatory authorities, potential purchasers of the Company or the business in which you work, and as may be required by law. You also consent to the Company carrying out the above activities and other similar classes of activities prior to, during and after the termination of your employment with the Company, provided that such activities are carried out in a lawful manner and for legitimate purposes.
- q) If at any time during your employment you make, develop, discover or participate in the making or discovery of any "Intellectual Property Rights" (as defined in the policies of the Company) relating to or capable of being used in the business being carried on by the Company or any of its affiliates, such Intellectual Property Rights shall be the absolute property of the Company. At the request of the Company you shall execute all such documents and do all acts, matters and things which may be necessary or desirable for obtaining registration or other protection for the Intellectual Property Rights as may be specified by the Company.
- r) You hereby acknowledge and undertake that you do not have and shall not have at any point of time, any ownership, interest, right or title in the Intellectual Property Rights nor will you claim any ownership, interest, right or title in the Intellectual Property Rights or brand forming part of the business of the Company or any of its affiliates.
- s) Your appointment will be subject to the organization receiving satisfactory references and Contact Point verification report.
- t) Any variation of the above terms and conditions will not be valid until expressly made in writing by the Company.
- u) This letter of appointment (together with all its annexures) shall supersede all prior, oral or written agreements or communications, formal or informal, in relation to your employment with the Company.





As your acceptance to these terms of employment, please sign the duplicate copy of this letter of appointment in the space provided below and return the same to us.

You are requested to join no later than October 24, 2020.

Kindly arrange to bring self-attested copies of the following documents along with their originals for verification on the date of your joining :

- a) Copy of Educational Certificates and Mark sheets (Xth, XIIth, Graduation, Post Graduation)
- b) Proof of date of birth (Copy of driving license, Voter ID, Passport)
- c) Duly signed duplicate copy of Appointment Letter
- d) Copy of Pan Card and Aadhaar Card (Both documents are required for Salary processing)

You will be required to complete the Company's prescribed joining formalities within 3 (three) working days from the date of your joining and submit the same to the Human Resources Department for necessary processing of your Salary.

Yours Sincerely,
For HDB Financial Services Ltd.


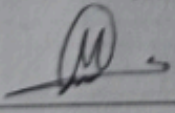
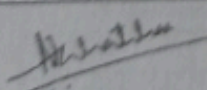
Ashish Ghatnekar
Head - Human Resources & Operations

AGREED AND ACCEPTED

Mr. MANIKANDAN A

- f) You shall not, during your employment with the Company or at any time thereafter, discuss, divulge, or make public, directly or indirectly, to any individual, firm, company or person of any nature whatsoever, any information, processes, policies, documents, research, development, finances, properties, contracts, methods, trade secrets, transactions, or generally in relation to the business and affairs of the Company (including its subsidiaries and associate companies) or its clients, customers, employees, management, or business associates, which you may acquire during the course of, or which may otherwise come to your knowledge or possession during the course of your employment with the Company.
- g) This letter of appointment can be terminated by either party by giving One month's notice in writing. It is clarified that, in the event of a termination of this Agreement by you, the decision whether or not to accept salary in lieu of the notice period will rest solely with the Company and you may be required to serve the applicable notice period instead of paying to the Company an amount equivalent to your salary in lieu thereof. The Company may, at its sole discretion, require you to proceed on leave during your notice period. Upon the termination of this letter of appointment, you will be required to comply with the Company's exit formalities.
- h) If at any time, you are found to be overstaying your sanctioned leave or are absent from work without permission for a period exceeding 5 (five) consecutive days or are found to be habitually absent or are otherwise found guilty of dishonesty, disobedience, fraud, insubordination, riotous and disorderly behaviour, negligence, indiscipline or any other act of misconduct (as determined by the Company in its sole discretion), then the Company will be entitled to terminate your services with immediate effect without giving you a notice or salary in lieu thereof.
- i) Nothing contained herein constitutes a guarantee of employment. Your performance shall continuously be evaluated by the Company. If you are found to be incompetent in the discharge of your duty or do not meet the productivity norms, your services shall be terminated. The Company reserves the sole right to terminate your employment on grounds of performance not being up to expected standards. The final decision of the management in this regard shall be final.
- j) Notwithstanding anything contained in the above paragraphs, your services may be terminated by the organization if you are found to be indulging in acts of commission / omission which may be prejudicial to the interest of the organization, or any act of dishonesty, disobedience, insubordination or any other misconduct or neglect of duty or incompetence in discharge of duty on your part.
- k) In the event of any allegation of misconduct against you, the Company will initiate disciplinary proceedings against you as per its rules in this regard.
- l) You will keep the Company informed of any change in your residential address or in any of the other information pertaining to you as provided to the Company. All communication sent by the Company on the address registered in our records, will be construed as communication served on you.
- m) You will retire from the employment of the Company on your completing 60 (Sixty) years of age. It will be necessary for you to produce proper proof of your age within 7 (seven) days on receipt of this letter as may be required by the Company.

Annexure A

 HDB FINANCIAL SERVICES		Compensation Breakup	
Salutation		Mr.	
Name		MANIKANDAN A	
Role		SENIOR SALES OFFICER	
Grade		G2	
Location		PATTAMBI	
Reporting to		Sales Manager - Cross Sell	
Date of Offer		October 10, 2020	
Annual Compensation Break up			HDBFS Monthly
Basic	66,000		5,500
HRA	26,400		2,200
Other Allowance	55,068		4,589
Provident Fund (Employer's contribution)	14,532		1,211
Gross Salary (A)	1,62,000		13,500
ESIC (Employer's contribution)-----(B)	4,788		
Gratuity----- (C)	3,180		
Total Fixed Compensation (D=A+B+C)	1,69,968		14,164
Note:			
This Offer is subject to positive reference checks & Credit Bureau check. Your consent for candidature of the Company will be considered as consent for accessing your Credit report.			
Employee and Employer's contribution towards ESI will be 0.75% & 3.25% respectively			
You will be entitled to Performance Incentive Plan as per Company Policy			
Gratuity is as per "The Payment of Gratuity Act".			
You will be covered under Group Personal Accident Insurance as per policy of the Organization			
I accept the terms and conditions as mentioned in the Appointment letter.			
 <hr/> MANIKANDAN A			
		Ref:HDBFS/20-21/HRIC312198/Appt/222371	
			

Private and Confidential

October 03, 2018

Rahul K R
Bangalore

Dear Rahul,

Thank you for taking the time to meet with us. I am delighted to inform you that Conversant Software Development and Campaign Management Services LLP, trading as Epsilon, ("Epsilon") is prepared to offer you employment for the position of "Consumer Services Coordinator, 1" in Epsilon, and on the terms outlined in this offer letter and on the assumption of the authenticity of all information provided to us by you. We anticipate your start date to be November 5, 2018. Should you accept this offer and satisfy the conditions set out in this offer letter, we will issue you an Employment Agreement setting out in detail the terms and conditions of your employment, closer to your joining date.

Your Total Annual Salary will be INR ₹ 3,65,000 (Indian Rupees Three Lakh Sixty-Five Thousand Only) per annum, subject to applicable deductions. Please note that in addition to this, if you are eligible for contributions to any mandatory benefits, your share of such contributions shall be deducted from the Total Annual Salary. The Total Annual Salary shall be paid to you in accordance with Epsilon's normal payroll practices. The breakdown of your Total Annual Salary into Basic Salary and all relevant allowances is provided to you in Annexure 1. You will be solely liable for your personal tax liabilities and Epsilon makes no assurances that the tax treatment applicable to certain emoluments, allowances or benefits will continue for the entire term of employment. The breakdown of the Total Annual Salary may need to be revised from time to time in keeping with the regulatory developments or otherwise, and Epsilon will not be liable for any additional tax liability which you may face due to such revisions.

Your compensation will be reviewed periodically by Epsilon, and any increase will be discretionary and subject to and on basis of effective performance and Epsilon results during that period.

If Epsilon decides to terminate your employment other than summarily (e.g. for gross misconduct) you will be entitled to receive written notice of sixty (60) days. Epsilon reserves the right to make a payment in lieu of notice equivalent to your salary for any unexpired period of notice, less deductions required by law.

Conversant Software Development and Campaign Management Services LLP
Identification Number AAD-2654

Office Within Special Economic Zone:
Principal and Registered Office:- Floors 8-10, HUB 1 Building of SEZ Towers, Karle Town Centre, Nagavara, Bangalore 560045.
Tel: +91.80.6751.4000 Fax:-91.80.6751.3699.

Hub 2:- Floors 5-7, HUB 2 Building of SEZ Towers, Karle Town Centre, Nagavara, Bangalore 560045

If you decide to terminate your employment with Epsilon, you are required to give written notice of sixty (60) days. You would be required to serve out the stipulated notice period and it cannot be offset against any accrued leave unless approved by Epsilon. Epsilon also reserves the right to require you to pay out the notice period and/or to withhold your relieving letter, if you fail to serve out the notice period without necessary approvals from Epsilon. Any resignation would have to be accepted by Epsilon to become effective. Once accepted, the resignation shall not be withdrawn by you, without the express consent of Epsilon.

This offer is subject to:

- Confirmation of your entitlement to work in the India and/or you having a valid work permit to work in this country.
- Successful completion of background checks and employment references. By signing this offer letter, you hereby consent to all such background investigations and/or reference checks that may be carried out in relation to you by Epsilon.
- You signing and returning this offer letter within 14 days of receipt.
- You signing an Employment Agreement (which will be issued to you closer to your joining date) and you entering into the Covenant of Confidentiality, a copy of which will be attached to the Agreement of Employment, and pledging to sign the Code of Ethics when it becomes available.
- You having validly terminated any pre-existing employment and having submitted appropriate release letters or such other documentation from the previous employers as may be requested by Epsilon.
- You keeping the terms of this offer letter confidential. In the event that you breach this obligation, Epsilon reserves the right to rescind this offer letter immediately.

No work may be performed until all the conditions of this letter have been met.

Finally, in order to process payroll information, we ask that you consent to allow us to transfer any personal information necessary to set up a payroll account for you and process your pay from India to Epsilon's payroll processor who may be located outside of India. By signing below, you consent to that transfer of personal data under the terms described. We covenant to keep this information solely within the payroll department or with Epsilon's payroll processor and will not disseminate this information further without your personal consent.

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Please note that this letter is meant to be an offer of employment and does not in itself give rise to an employer-employee relationship between you and Epsilon. Any employer-employee relationship is only meant to arise upon execution of the Agreement of Employment between you and Epsilon that will be provided to you at a later date should you accept this offer of employment. Upon execution of the Agreement of Employment, this letter shall form a part of the terms of your employment, and shall be read together with the Agreement of Employment.

This letter shall be governed by and construed in accordance with the laws of India. The courts at Bangalore shall have exclusive jurisdiction to decide any dispute arising out of this letter.

If you have any queries relating to this offer, please let us know. I hope that you are able to accept our offer. If so, please return a signed copy of this letter to Epsilon.

I look forward to hearing from you in the near future and to welcoming you to Epsilon.

Yours sincerely,



October 03, 2018

**Conversant Software Development and
Campaign Management Services LLP**

Date

By: Seema Padman
Title: VP, Human Resources

I agree with and understand the above terms.

October 03, 2018

Rahul K R

Date

ANNEXURE 1
SALARY DETAILS

Component	Rahul K R
	Consumer Services Coordinator, 1
	Amount (INR per annum)
Total Annual Salary (A)	₹ 365,000
Basic	₹ 156,950
Flexible Benefit Plan - Total basket of Allowances	₹ 208,050
Retirals (B)	
Employer's Contribution towards PF	₹ 18,834
Gratuity	₹ 7,549
Total Cost to Company (C) = (A) + (B)	₹ 391,383

¹ In accordance with the provisions of the Employees' Provident Fund and Miscellaneous Provisions Act, 1952, if applicable.

² Gratuity is only payable as per the Payment of Gratuity Act, 1972, upon completion of 5 years of continuous service, at the time of cessation of employment with Epsilon.

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Private and Confidential

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No work may be performed until all the conditions of this letter have been met.

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Date

By: Seema Padman
Title: VP, Human Resources

I agree with and understand the above terms.

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Rahul K R

Date

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Component	Rahul K R
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Employment Offer Letter

To: **RAHULDAS PARAKKATTIL**

Ref: E0010819
Rev.01

Mobile: 9072955408

Email: rahulyooza@gmail.com

Date: 31/10/2019

Dear Rahuldas,

NIMR is excited to bring you on board as **ERP COORDINATOR**. We're just a few formalities away from getting down to work. Please take the time to review this formal offer. It includes important details about your compensation, benefits and the terms and conditions of your anticipated employment with NIMR, as detailed below:

1. Position	ERP COORDINATOR	Grade	TBA
2. Report To	Head of Department	Term	Full Time
3. Work Location	Qatar	Status	Single
4. Regular Work Schedule	<i>Sunday to Saturday 07:00-17:00 with One-hour lunch break. Note: For Onshore/Offshore works, worksite schedule shall be followed.</i>		
5. Leave Schedule	30 days off for every 150 days on duty.		
6. Basic Salary	<i>USD \$547.95 (QAR 2,000 per month) Two Thousand Qatari Riyals per month</i>		
7. Food	QAR 40 (\$ 11) allowance will be paid if food not provided by the company.		
8. Accommodation	Provided		
9. Transportation	Provided		
10. Mobile	N/A		
11. Air Ticket	Round trip economy class for self to city of origin as per leave schedule.		
12. Medical & Life Insurance	Provided for self as per company health and insurance plan. Specific terms and conditions may change upon provider's decision.		
13. Education Allowance	N/A		
14. ESB Indemnity:	As per Qatar Labour Law @ 1 month basic salary		
15. Yard Bonus	QAR 25 (\$6.85) if worked extra time in yard		
16. Onshore Bonus	QAR 35 (\$9.59)		
17. Offshore Bonus	QAR 45 (\$12.33)		

In addition, you will be eligible to be considered for an incentive bonus for each fiscal year of the Company. The bonus (if any) will be awarded based on objective or subjective criteria approved by the Company's Board of Directors.

Notes:

- Final settlement is not payable if the employee fails to resume work post leave.
- Note that the first 3 months of your service shall be considered as a probationary period. This offer is valid for two weeks from the day of receipt of this offer and subject to Visa Approval.
- Any subsequent additional tax payable in Qatar will be applicable of the employee. The company will deduct such tax directly as part of its compliance requirements.
- Acceptance of the offer will be deemed as agreement to remain employed with company for a period of three (3) years.
- If you chose to end the employment before the completion of the contract, you will be required to give two (2) months' notice.
- Note that the terms stated in this offer letter supersede and cancel any and all other terms respectively as may appear in any previous contract and or agreement or letter of offer between you and company and or any of its subsidiaries or affiliates.
- Every applicant/employee must read, understand and agree with company policies such as QHSE policy, Privacy Agreement, Conflict of Interest policy, Proprietary Information and Inventions Agreement

Please indicate your agreement with these terms and accept this offer by signing and dating this agreement on or before above mentioned offer expiration date.

Sincerely,  **Eden Mae Sablas, HR/Admin Coordinator**



I fully agreed and accepted
this offer letter
(Name/Date/Signature)

RAHULDAS PARAKKATTIL



Concentrix Daksh Services India Private Limited
 Manyata Embassy Business Park
 Block D1, D4 & C4, 1st Floor, Outer Ring Road
 Rachenahalli Nagawara, Bangalore - 560045 India
 Tel : +91-80-40204400
 Fax : +91-80-40204455

Date : 06/11/2018

Private & Confidential

shyam a

No 3 11th Cross Maruthi Nagar

Madiwala Above Nights Poon, Karnataka -560068

APPOINTMENT LETTER

Dear shyam a,

Subsequent to the meetings between **Concentrix Daksh Services India Private Limited** (hereinafter, 'Concentrix'/'Company') and you, we are pleased to make an offer of employment on the following terms and conditions. Your compensation and benefits are detailed in the attached Annexure.

1. Appointment

1.1 You shall be appointed to the position of Representative, Operations in Career Level 12. This would be your Social Job Title and your Global Internal Job Title, would be Advisor : Customer Service, CRM. Any change in your Social Job Title / Global Internal Job Title will be at the discretion of the Company, depending upon the work assigned to you. Global internal job title must be used for all internal communication and in your e-mail signature. Social job title can be used for business cards and LinkedIn. You may use your Global internal job title for social purposes as well.

1.2 Your initial place of work shall be Bangalore.

However, your services are transferable to any other role, competency, place or office of the Company or to any subsidiary or associate company, whether now existing or still to be formed. Such transfer/deputation will be in accordance with the Company's rules being in force at the time. On transfer or assignment, you will be governed by the Rules, Regulations and Conditions of Service applicable to that location or role. Refusal to accept such transfer or assignment may lead to disciplinary action including but not limited to termination of your employment.

1.3 Your appointment will be effective from 12/11/2018 or at an earlier date as mutually agreed, subject to your completing the on boarding formalities. You are required to submit all the documents (as per the Mandatory Document Checklist) on 09/11/2018 failing which the Company reserves the right to withdraw this offer letter and/or cancel your appointment. If this date is not suitable, please contact us immediately at Madhu.Kumard@concentrix.com to seek an alternative date on which to submit all required documents.

Please note that the offer will be withdrawn at the Onboarding date if you do not notify us of your acceptance or we are unable to agree to an alternate joining date.

1.4 On on-boarding / joining you shall report to **HR Representative** or any other person nominated by him/her.


 Signature of Candidate

CNX/REC/ART/AGHR/AFTE/4.0

Concentrix Daksh Services India Private Limited

Registered Office R Cube, Suite Nos - 06 & 07, Lower Ground Floor Level, Shivaji Stadium Metro Station, Airport Express Line, New Delhi - 110001

Corporate Identity Number : U72200DL1999PTC102972

Phone : 91-124-4635100 Fax : 91-124-4263311

Email : info.india@concentrix.com Website : www.concentrix.com



1.5 As per Company regulations you are required to furnish before joining, documentary proof of your last drawn salary, educational qualifications and work testimonials and also that you are free from any contractual restrictions preventing you from accepting this offer or starting work on the above-mentioned date. (Document Checklist)

2. Terms and Conditions:

2.1 Valid Passport:

(A) Career Level 12 & 11: Clause 2.1.1

If you are an Indian citizen, it is a condition of your employment that you hold a valid passport on the day of joining. If you do not hold a valid passport on the date of joining, you must apply for a passport and submit copy of your passport within 180 days from your date of joining. Failure to do so may lead to termination of your employment.

In the event that you fail to submit a copy of your passport within 180 days from date of joining, the Company may instead (and at its sole discretion) require you to undergo a background check from a service provider identified and approved by the Company. Such background check will verify details such as your residential details, criminal records, and other details as determined by the Company. You will be required to bear the cost for such background check (such cost can be upto INR 2500). You expressly agree by signing this agreement that this amount will be deducted/ recovered from your salary. The Company may deduct this cost from your salary in a series of monthly installments or as a single deduction, at its sole discretion.

(B) Career Level 10: Clause 2.1.2

If you are an Indian citizen, it is a condition of your employment that you hold a valid passport on the day of joining. In the absence of a valid passport, proof of having applied for passport should be submitted on the day of joining and a copy of your valid passport should be submitted within 90 days from date of joining. Failure to do so may lead to termination of your employment.

However, In the event that you fail to submit the copy of passport within 90 days from date of joining, the Company may instead (and at its sole discretion) require you to undergo a background check from a service provider identified and approved by the Company. Such background check will verify details such as your residential details, criminal records, and other details as determined by the Company. You will be required to bear the cost for such background check (such cost can be upto INR 2500). You expressly agree by signing this agreement that this amount will be deducted/ recovered from your salary. The Company may deduct this cost from your salary in a series of monthly installments or as a single deduction, at its sole discretion.

2.1.3 If you are not an Indian citizen, you will be required to submit evidence of your authorization to work in India, along with any other proof of identity that the Company may require. It is a condition of your employment that you maintain such authorization to work in India for the duration of your employment (unless you are permanently transferred to an office outside India).

2.2 While in the employment of the Company, you may be required to undergo mandatory on-the job training/s as per applicable policies and procedures of the Company, at the end of which an assessment may be conducted. If you do not clear the assessment then the Company reserves a right to either:

- a) Require you to undergo another training program; or
- b) Offer you a transfer to an alternate process (which may have a reduced pay structure) if declared "Not Suitable" for the process you were originally hired for. Please note that in the event of you not consenting to the transfer to the alternate process or to the reduced pay structure your services may be terminated; or
- c) Terminate your services, in accordance with your offer letter.

2.3 The compensation offered to you is based on your employment history credentials including your prior work experience, the type of industry and compensation offered to you by the previous employer. If you are unable to produce documentary evidence (Please see the Document Checklist in the Annexure) to substantiate the same, your compensation shall be modified and the compensation offered in this Appointment letter shall no longer be valid.


Signature of Candidate



2.4 Your employment with the company shall at all times be subject to the receipt of satisfactory reference / verification checks, which may include criminal, financial and any other background checks as required by the Company based on its business requirements. The Company will terminate your employment in the event of an unsatisfactory background check. In the event of negative background verification, the company at its sole option, may allow you to provide justification / explanation for re-verification with supporting documents, in response to its show cause notice, so issued. In such event, you will be put on 'Leave without pay' from the date of issue of show cause notice until the revised findings are received for final closure of the case.

2.5 The Company may, at its sole discretion, also require you to undergo a drug test at any time. If such drug test indicates use of an illegal drug or a non-medically prescribed controlled substance and/or alcohol dependence, the Company reserves the right to take suitable action against you, including but not limited to termination of your services.

2.6 The Company may pay you such fixed amount/ stipend as it may so decide, during the period of your undergoing structured process/ product and other essential training sessions. Performance incentive will be applicable to you only after you commence regular working in operations.

2.7 The initial period of probation is 365 days from your date of joining. You will be deemed to be confirmed at the end of the probation period unless communicated otherwise, through normal and accepted modes of employee communication within the company.

2.8 During the period of probation, your services may be terminated by either party giving the other **15 Days** notice or **basic** salary in lieu thereof. The management reserves the right to waive the notice period. The Management also reserves the right to relieve you immediately and pay you salary for the notice period. However, no such notice or notice pay shall be payable in case your services are terminated on account of failing the background check, for misconduct or if you are unable to provide sufficient documentary evidence to establish your employment history credentials.

2.9 After confirmation and thereafter, your services may be terminated at any time by either party giving the other a **30 Days** notice or **basic** salary in lieu thereof. However, due to exigencies of business, the Company at its sole discretion may not agree to take the **basic** salary in lieu of notice and ask you to serve the entire or part of the notice period. No such notice or notice pay shall be payable by the organization in case your services are terminated on account of any misconduct by you.

2.10 In the event that you are transferred by the Company to another position (which may include transfer to a new role, competency, or office) or location of the Company, the terms and conditions applicable to the new position or location (including, but not limited to the compensation and benefits, allowances, entitlements, rules, regulations and conditions of service of such new position or location) shall apply to you.

2.11 You will automatically retire on attaining the age of 58 years. The age as declared in your application shall be binding on you. An extension, however, may be given at the discretion of the management. You may be retired earlier if found medically unfit.

2.12 While in the employment of the Company, you are in no way allowed to be employed by any other Company on a temporary or part-time basis or offer your services with or without pay to any person, legal entity or public authority or to be occupied in your own business without the prior written consent of the Company.

2.13 You confirm that you have disclosed fully to the Company all your business interests whether or not they are similar to or in conflict with the business or activities of the Company. You agree to disclose fully to the Company any such interest or circumstances which may arise during your employment.

2.14 You will be required to effectively carry out all duties and responsibilities assigned to you by your supervisor and authorized by the Company to assign such duties and responsibilities.

2.15 You are expected to maintain an acceptable level of performance during your tenure with the organization. Failure to meet expected standards may lead to initiation of Performance Improvement Plan and/ or termination in case of no improvement in performance.

2.16 The company will work 7 days a week, 24 hours a day. You will be required to work up to 48 hours a week and such other hours as may be reasonably required to complete your business duties. Your weekly off may not necessarily be for 2 days and not necessarily be on Sunday.


Signature of Candidate



3. Confidentiality

3.1 The position held by you is of a strictly confidential nature. You shall not disclose to any unauthorized person, either during or after your employment with the Company, any information about the interest or business of the Company or any affiliated Companies or any information pertaining to their clients and/or with the end consumers of our clients – the information you may have acquired while in the employment of the Company.

3.2 You shall not communicate to public papers, journals, pamphlets or leaflets, any information or documents, official or otherwise relating to the Company except with the prior approval of the management.

3.3 Upon separation from the Company, you shall return to the Company all the assets and property of the Company (including any leased properties), documents, files, books, papers, memos or any other property of the Company in your possession or under your control.

3.4 You will abide by the information security policy of the company and all the rules and regulations contained therein.

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

3.6 Information pertaining to the Company's operations shall remain confidential and safeguarded by you. On joining the Company, a formal agreement to effect non-disclosure of confidential information and intellectual property etc, shall be executed by you.

3.7 During the course of your employment you may come across a lot of information related to the clients that the Company deals with and/or with the end consumers of our clients; any such information is strictly confidential and you shall not disclose it to any unauthorized person.

4. The Company expects you to respect all matters, which are Intellectual Property Rights of your current employer, and strongly discourages you to bring in to the organization, manuals, documents, papers, memos, and files etc., which are classified.

5. All communication between the employee and the Company shall deemed to have been effectively served if delivered to you personally or sent to the current residential address already mentioned here in the letter. You shall inform the Company about any change in the residential address in writing within 3 working days and get the acknowledgement. In the event of failure on the employee's part to discharge this obligation, the service of any communication shall be deemed to be complete and effective on the address mentioned herein.

6. This appointment is based on the information supplied by you in your application for employment and will otherwise be treated as null and void if a material error, in the management's opinion is discovered and/or due to non-disclosure of relevant information about you to the company.

7. The Benefits provided by the Company as outlined herein and in the Company policies are subject to change at the discretion of the Company.

8. Your continuance in employment is subject to your maintaining clean criminal and financial records.

9. Breach of any of the above terms and conditions will render you liable to termination of your employment without notice or compensation thereof.

10. You may be required to travel on Company work and you will be reimbursed expenses as per Company policy.

11. "Female employee will be eligible for all the benefits, as applicable under the provisions of the Maternity Benefit Act, 1961, and the Rules made there-under, as amended from time to time.

12. Any and all of the terms and conditions of service may be modified or changed at the Company's discretion.


Signature of Candidate

11/6/2018



It is highly recommended that before you begin your journey with Concentrix, please visit the website www.concentrix.com. The impact of today's technology and pace of change is tremendous. We hope you're as excited as we are to play a part in that revolution. At Concentrix, we're changing the world every day and we will be delighted to have you as part of our team.

Please sign the copy of this offer letter and return it to us as an indication of your interest in joining us on the given date. Please note that your employment stands confirmed only after you complete your joining formalities on the reporting date. This offer is liable to be withdrawn based on business requirements at any time prior thereto.

The terms of this offer are strictly confidential between you and the Company.

Yours sincerely,

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


Authorized Signatory (Please Sign above)

Name : Madhu Kumar D

Date : 06/11/2018

I agree to accept employment on the above-mentioned terms and conditions. I will report for duty on 12/11/2018.

Candidate Name : shyam a

Candidate's Signature : A handwritten signature in blue ink, appearing to read "shyam a", written over a horizontal line.

Date : 06/11/2018



Name :	shyam a
Designation :	Representative, Operations
Career level :	12

Annexure - A

01	Assured Gross Salary	Monthly	Annual
	Basic Salary	Rs. 8,215	Rs. 98,581
	House Rent Allowance	Rs. 3,286	Rs. 39,432
	Special Allowance	Rs. 2,796	Rs. 33,556
	Employer's contribution to ESI ***	Rs. 822	Rs. 9,860
	Employer's contribution to PF ***	Rs. 986	Rs. 11,830
	Statutory Bonus/Bonus****	Rs. 3,000	Rs. 36,000
	Total Assured Gross	Rs. 19,105	Rs. 229,258
02	Variable Earnings*****	Monthly	Annual
	Monthly Incentive Maximum	Rs. 3,000	Rs. 36,000
	Variable Earnings [Minimum]	Rs. 0	Rs. 0
	Variable Earnings [Maximum]	Rs. 3,000	Rs. 36,000
03	Gratuity***	Rs. 395	Rs. 4,742
04	Earning Potential [1 + 2 + 3]	Monthly	Annual
	CTC with variable earnings at minimum	Rs. 19,500	Rs. 234,000
	CTC with variable earnings at maximum	Rs. 22,500	Rs. 270,000

*****Statutory Contributions :**

All Statutory Contributions / Deductions [Only to the extent applicable] will be made and deposited with relevant authorities as per the statutory requirements. All applicable tax liability will be borne by the employee as per relevant statutory tax rules.

Gratuity will be governed by the Payment of Gratuity Act, 1972 (as and when ammended)

******Statutory Bonus/ Bonus :**

This is in adherence to the statutory amendments as applicable & is payable monthly through the payroll.

*******Variable Earnings :**

This forms a part of the variable pay programs and is as per the defined Company Policies. The management reserves the right to modify/ amend/ withdraw/ continue with the plans at its discretion. Performance Bonus is subject to individual performance and shall be paid - monthly/quarterly/annually as defined in the program subject to your meeting the criteria set for specific process where you have been deployed for that period. Performance Bonus and/or any other performance related incentive(s) paid will be adjusted against Statutory Bonus payable as per the Payment of Bonus Act as applicable at the time of payment.

Additional Benefits :

Hospitalization, Life Insurance and Accident Coverage as per applicable Company Policies.

This is an information statement only that does not create a contract or any legal rights. Your compensation and the various constituents are governed by the terms of Concentrix Daksh Services India Private Limited compensation plans and programs, which may be changed or withdrawn at the sole discretion of Concentrix Daksh Services India Private Limited, based on company policy and applicable law. If you believe the data shown is inaccurate, please notify your manager. This statement contains personal information, please handle appropriately.

Yours Sincerely,


Authorized Signatory

Name: Madhu Kumar D

Concentrix Daksh Services India Private Limited

Date [DD/MM/YY] : 06/11/2018

I agree to accept employment on the mentioned terms and conditions.

Name: shyam a

Date [DD/MM/YY] : 06/11/2018

Signature of Candidate :



Makeover Paints and Allied Industries

Corporate Office : 1023-1024, Phase III, Opp. CIPET
Sitapura, Jaipur, Rajasthan - 302022.

Regional Office (Kerala) : 2/ 151 A, TOG Road, Near Santhi Nagar
South Kalamassery, Rajagiri PO, Ernakulam- 683104

☎ info@makeoverpaints.com 🌐 www.makeoverpaints.com



Date: 30 September, 2020

Ref: MAKEOVER/HRD/KL/959

MR. VIGNESH NATH K S
Koyilathumpadi Laksham Veedu Kolani, Kallur P.O.,
Palakkad, Kerala - 678613

Offer Letter

Dear Vigneshnath,

Greetings from Team Makeover!!

Based on your application and the subsequent interview you had with us, we are pleased to give you this Offer Letter for the position of "Office Staff - Ottappalam" (Grade: L-8) from the date of joining which shall not be later than **1st October, 2020**.

Place of Posting and Transfer:

Your posting will be presently at **Ottappalam**. However, during employment under Makeover Paints and Allied Industries hereinafter called "the Company" throughout the letter, you may be posted / transferred to any of the offices / projects / divisions/departments / units / subsidiaries / sister concerns of the Company, existing or to be set up at any other location in India or abroad, without any additional remuneration, in the interest of the Company without assigning any reasons.

Compensation:

1. Your Gross salary during the period of probation and after until changed or enhanced by the Management will be **Rs.1,44,000 /- (Rupees One Lakhs Forty Four Thousand only)** per annum [Gross i.e. Inclusive of all], the components and monthly salary break up is as below:

Basic	:	5,400
HRA	:	2,200
Conveyance Allowance	:	1,600
Special Allowance	:	2,800
Monthly Gross Salary	:	12,000

Additional:

1. The above gross salary is inclusive of all including statutory deductions such as EPF, ESI, TDS if any applicable, except approved conveyance expenses reimbursement, which will be on actual.
2. You will be governed/abide by the Standing Order of the Company and as per the Rules and Regulations of the Company which are in force or which may come into force from time to time.
3. You agree and accept that you are a whole time employee of the Company and shall devote your whole time and attention to your duties with us and you shall not undertake or carry on either alone or in partnership nor be directly or indirectly employed or connected in any other business or profession whatsoever.

4. During the period of probation of three months or even after the expiry of the probation, having given guidance and sufficient time to improve your work to the entire satisfaction of your superiors, if your work is not satisfactory at any time during the tenure, your probation period may be extended or you will be terminated/relieved without notice from the services of the organization
5. Unless confirmed in writing you will be deemed as probationer after the expiry of the probationary period or the extended period of probation. It would be up to the Management to confirm you or not. You shall not have any sort of right to claim permanence on completion of probation period.
6. Your appointment and your continued appointment with the company will be subject to you being medically fit to perform your duties at all times. The company retains the right to send you for a medical test at any time to ensure your medical fitness.
7. You are free to terminate the employment after confirmation by giving the company one month notice in written or can terminate the employment before confirmation or without one month notice period, paying one month gross salary to the company or authorize company to recover it by all means. However for misconduct entailing dismissal from service you will not be entitled to any notice. You must work during Notice Period as company specify and submit No objection certificate from the dealers/customers you dealt as per company records, else it will considered for deductions in Final settlement.
8. You shall not, except as authorized or required by your obligations in terms hereof, reveal to any person or entity any of the trade secrets, secret or confidential information, formations or formulas information contained in any manuals or dealings or any information concerning the organization, business , finances, transactions or affairs of the Company and/or its affiliates/associates/group companies ('Confidential Information'), which may come to your knowledge and/ or be imparted to you by the Company during his employment hereunder. You shall hold in strict confidence, all such confidential information. This restriction survive even after termination of your employment with the Company without limit in point of time but shall cease to apply to information or knowledge which may come into the public domain without any fault on your part. In case of any misconduct from your side as mentioned above, you will liable to pay Company the loss or cost that occurred.
9. You will have the responsibility for efficient, satisfactory and economical operation in the area of responsibility that may be assigned to you from time to time and shall not participate in any subversive act against the company.
10. At any time in our opinion which is final in this matter you are found guilty, dishonest, disobedience, disorderly behavior, negligence, indiscipline, absence from duty without permission or any other misconduct considered the Management detrimental to our interest or of violation of any one or more terms of this latter your service may be terminated without notice.
11. In matters not herein specified, you will be governed by such rules of the Management as are in force from time to time.
12. You shall be responsible for safekeeping and return in good condition and order the Company's property, which may be in use/custody/care or charge. The Company reserves the right to deduct money value of all such items from your emoluments and/or take such action as it deems proper in event of your failure to account for them to the satisfaction of the Company.
13. You will inform the HR Department any change in your postal address/E-mail id/Telephone/Mobile number within two days of the change. Otherwise all communications sent

to you at the address/telephone/mobile numbers/email ids in official records shall be deemed to be sufficient. You will be solely responsible for the consequences of not informing the company about the change and the company will have no liability arising out of it.

14. The letter of appointment is being issued to you on a clear understanding that there is nothing on your past record which would have prevented the management from offering you the employment. If however it is found at any time hereinafter your past record is objectionable or if any declaration given by your statement made by you to the management is false or if you have willfully suppressed any material information, in such case you are liable to be removed from the service of the company forthwith without notice.
15. You will retire on attaining the age of 58 years. However, you may be discharged earlier in case you are found medically unfit to do your duties any longer or in case of your continued ill health as certified by the medical officer/ medical practitioner nominated by the company.

5. General:

- a. The relieving / resignation acceptance letter from your previous organization has to be submitted on your joining the company. Any extension of the same will require a formal approval from your reporting authority which in case should happen before disbursement of your first monthly salary.
- b. **You are required to take a copy of this letter, sign (all pages with blue ink) and submit to company as a token of your acceptance** to our offer, terms and conditions, along with the following documents within 7 days from the date of this letter, failing which this letter of appointment will be treated as withdrawn.
- c. On the date of joining you will be required to furnish the following documents and certification
 - **Attested copy of Proof of age & Proof of Educational qualifications,**
 - **Proof of work experience – Service certificate / Appointment letters and Relieving letters.**
2 passport size photographs
 - **Last 3 months Salary Pay slips from previous company or Bank statement of Salary A/c**
 - **Attested copy of Proof of ID & Proof of Address**

We take this opportunity to welcome you to our organization and hope that your association with us will prove to be of mutual benefit. ALL THE BEST!!

For MAKEOVER PAINTS AND ALLIED INDUSTRIES.



I read the aforesaid terms and conditions of appointment and have fully understood the same. I hereby accept the above offer on the terms and conditions stated herein above.

Date:

Employee Name: **VIGNESHNATH K S**

Signature: _____