



# K.M.P. CONSULTANTS

CIVIL ENGINEERS & PROFESSIONAL CONTRACTORS

Press Club Road, Thrissur - 680 001, Ph : 0487 2334887, Mob : 09895033887, E-mail: kmp\_consultants@yahoo.co.in

02/05/2018

KMP/HR/003/18-19

To,

Ms. Athira Jose  
Melit Palathingal (H)  
Thamarayoor P.O  
Kottappadi  
Thrissur - 680505

Sub: Appointment Letter.

Dear Athira Jose,

With reference to your application and subsequent interview you had with us, we are pleased to appoint you in the position of **SITE ENGINEER (Civil)** in our firm.


You will be required to join as on or before 07<sup>th</sup> May 2018.

We hope you will join soon for a long and mutually beneficial relationship.

Yours faithfully,  
For KMP Consultants,

KM Parameswaran  
(Proprietor)

True Copy Attached

  
Dr. SUNNY JOSEPH KALAYATHANKAL  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths)  
PRINCIPAL  
Jyothi Engineering College  
Cheruthuruthy P.O.- 679 531

# Acero Structural Engineers Pvt. Ltd.

Green Park Avenue, Ayyanthole, Thrissur 680003

Date: July 02<sup>nd</sup>, 2018

## Job Offer Letter

Femi D Alappatt  
Alappatt House  
Brigade Road. Elthuruthu P O  
Thrissur  
Pin: 680611

Dear Ms. Femi,

It is my pleasure to extend the following offer of employment by professional agreement to you on behalf of

**M/s Acero Structural Engineers Pvt. Ltd.**

**Position:** Trainee Engineer / Detailer

**Reporting Relationship:** Reports to Head - Training Division

**Responsibility:** The detailer, as part of the detailing team is responsible for the specific project drafting, modelling, conduct and performance of the projects assigned to them.

**Training Period:** Six (6) Months from the date of joining.

(Remuneration will be revised based on the performance, after the successful completion of the training)

**Remuneration:** Consolidated amount of Rs 8,000 per month.

### Breakdown of Remuneration:

Gross Remuneration	: Rs 8,000.00	
Deductions (TDS)	: Rs 800.00	(10% as per Government Rules for Professional Agreement)
Net Remuneration	: Rs 7200.00	

**Start Date:** July 04<sup>th</sup>, 2018

**Working Hours:** 9.00 am to 5.30 pm on all days except 2<sup>nd</sup> Saturday, Sundays and Company Listed Holidays.

Your employment with **Acero Structural Engineers Pvt. Ltd.** is at-will and either party can terminate the relationship at any time with or without cause and with or without notice.

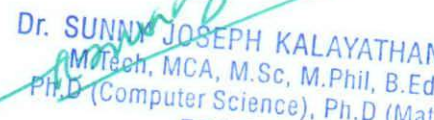
You acknowledge that this offer letter represents the entire agreement between you and **Acero Structural Engineers Pvt. Ltd.** and that no verbal or written agreements, promises or representations that are not specifically stated in this offer, are or will be binding upon **Acero Structural Engineers Pvt. Ltd.**

If you are in agreement with the above outline, please sign below. This offer is in effect for two business days.

Signatures:

For **Acero Structural Engineers Pvt. Ltd.**

Employee Name: Femi D Alappatt

  
Dr. SUNNY JOSEPH KALAYATHANKAL  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths)  
PRINCIPAL  
Jyothi Engineers

True Copy Attested





Nirman Constructions  
Nirman Tower, Calicut road, Patterkulam  
Narukara P.O, Manjeri, Malappuram, Kerala -676122  
Email: nirmankerala@yahoo.com  
Tel: 0483 2766901

A.M. Mohammed Ali  
+91 9846096901

## TO WHOMSO EVER IT MAY CONCERN


This is to Certify that Ms. Geethu.MP, S/o Sundaradasan.MP residing at Melepalakkathodi House, Karuvamburam post, Malappuram Dist.-676123 currently working as Site Supervisor in our project named "Construction of Shopping Complex for Manjeri Municipality" since 10<sup>th</sup> August 2018.

Her conduct and character are good.

Manjeri  
05-01-2019:

For NIRMAN CONSTRUCTIONS



  
(Manager)

True Copy Attested

Dr. J. JOSEPH KALAYAN NARAYAN  
M.Tech, M.A., M.Sc., M.Phil., Ph.D.  
Ph.D (Computer Science), Ph.D (Maths)  
PRINCIPAL

Jyothi Engineering College  
Manjeri P.O - 679 531



# Acero Structural Engineers Pvt. Ltd.

Green Park Avenue, Ayyanthole, Thrissur 680003

Date: October 08<sup>th</sup> 2018

## Job Offer Letter

Greeshma Davis  
Kattuman House  
Mannampetta P O  
Varakkara  
Thrissur; Pin: 680302

Dear Ms. Greeshma,

It is my pleasure to extend the following offer of employment by professional agreement to you on behalf of

**M/s Acero Structural Engineers Pvt. Ltd.**

**Position:** Trainee Engineer / Detailer

**Reporting Relationship:** Reports to Head - Training Division

**Responsibility:** The detailer, as part of the detailing team is responsible for the specific project drafting, modelling, conduct and performance of the projects assigned to them.

**Training Period:** Six (6) Months from the date of joining.

(Remuneration will be revised based on the performance, after the successful completion of the training)

**Remuneration:** Consolidated amount of Rs 8,000 per month.

### Breakdown of Remuneration:

Gross Remuneration	: Rs 8,000.00	
Deductions (TDS)	: Rs 800.00	(10% as per Government Rules for Professional Agreement)
Net Remuneration	: Rs 7200.00	

**Start Date:** October 10<sup>th</sup>, 2018

**Working Hours:** 9.00 am to 5.30 pm on all days except 2<sup>nd</sup> Saturday, Sundays and Company Listed Holidays.

Your employment with **Acero Structural Engineers Pvt. Ltd.** is at-will and either party can terminate the relationship at any time with or without cause and with or without notice.

You acknowledge that this offer letter represents the entire agreement between you and **Acero Structural Engineers Pvt. Ltd.** and that no verbal or written agreements, promises or representations that are not specifically stated in this offer, are or will be binding upon **Acero Structural Engineers Pvt. Ltd.**

If you are in agreement with the above outline, please sign below. This offer is in effect for two business days.

Signatures:

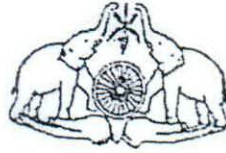
For **Acero Structural Engineers Pvt. Ltd.**

Employee Name: Greeshma Davis

True Copy Attached

*[Signature]*  
Dr. SUNNY JOSEPH KALAYATHANKAL  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths)  
PRINCIPAL  
Vythi Engineering College  
680 531

E mail: [mgkavu13@gmail.com](mailto:mgkavu13@gmail.com)



ഫോൺ: 0487 220023

## മുളങ്കുന്നത്തുകാവ് ഗ്രാമപഞ്ചായത്ത് കാര്യാലയം

മുളങ്കുന്നത്തുകാവ്.പി. ഒ., തൃശ്ശൂർ ജില്ല, പിൻ - 680 581

വെബ്സൈറ്റ്: [lsgkerala.gov.in/mulankunnathukavupanchayat](http://lsgkerala.gov.in/mulankunnathukavupanchayat)

ISO 9001-2015

ഭരണഭാഷ - മാതൃഭാഷ

നമ്പർ : A2-179/19

തീയതി: 19.06.2019

പ്രേഷിതൻ

സെക്രട്ടറി

മുളങ്കുന്നത്തുകാവ് ഗ്രാമപഞ്ചായത്ത്

സ്വീകർത്താവ്

ജിനു മേരി ജെയിംസ്

ചിറയത്ത് ഹൗസ്

തിരുർ കിഴക്കേ അങ്ങാടി

മുളങ്കുന്നത്തുകാവ് പി.ഒ

680581

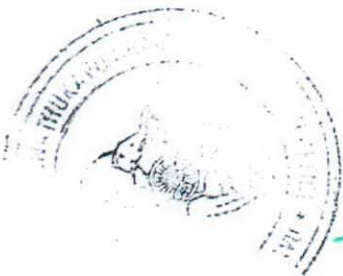
സർ,

വിഷയം: മഹാത്മഗാന്ധി ദേശീയ ഗ്രാമീണ തൊഴിലുറപ്പ് പദ്ധതി  
എ.ഇ നിയമനം സംബന്ധിച്ച്

സൂചന : 19/07/2019 ലെ പഞ്ചായത്ത് ഭരണസമിതി തീരുമാനം

\*\*\*\*\*

മുളങ്കുന്നത്തുകാവ് ഗ്രാമപഞ്ചായത്ത് മഹാത്മഗാന്ധി ദേശീയ ഗ്രാമീണ തൊഴിലുറപ്പ് പദ്ധതിയിൽ നിലവിലുള്ള അക്രിഡിറ്റ് എഞ്ചിനീയർ തസ്തികയിലേക്ക് താങ്കളെ നിയമിച്ച് ഇതിനാൽ ഉത്തരവാകുന്നു. ആയതിനാൽ താങ്കൾ എത്രയും വേഗം ജോലിക്ക് ഹാജരാകേണ്ടതാണെന്ന് ഇതിനാൽ അറിയിക്കുന്നു.



വിശ്വസ്തതയോടെ,

Copy Attested

സെക്രട്ടറി

Dr. SUNNY JOSEPH മുളങ്കുന്നത്തുകാവ് ഗ്രാമപഞ്ചായത്ത്

M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths)

PRINCIPAL

Jyothi Engineering College  
Cheruthuruthy P.O.- 679 531

SECRETARY

Mulankunnathukavu Grama Panchayat



# Acero Structural Engineers Pvt. Ltd.

Green Park Avenue, Ayyanthole, Thrissur 680003

Date: July 02<sup>nd</sup>, 2018

## Job Offer Letter

Josni Rose E G  
Edakkalathur House  
Mattom P O  
Thrissur  
Pin: 680602

Dear Ms. Josni,

It is my pleasure to extend the following offer of employment by professional agreement to you on behalf of

**M/s Acero Structural Engineers Pvt. Ltd.**

**Position:** Trainee Engineer / Detailer

**Reporting Relationship:** Reports to Head - Training Division

**Responsibility:** The detailer, as part of the detailing team is responsible for the specific project drafting, modelling, conduct and performance of the projects assigned to them.

**Training Period:** Six (6) Months from the date of joining.

(Remuneration will be revised based on the performance, after the successful completion of the training)

**Remuneration:** Consolidated amount of Rs 8,000 per month.

### Breakdown of Remuneration:

Gross Remuneration	: Rs 8,000.00	
Deductions (TDS)	: Rs 800.00	(10% as per Government Rules for Professional Agreement)
Net Remuneration	: Rs 7200.00	

**Start Date:** July 04<sup>th</sup>, 2018

**Working Hours:** 9.00 am to 5.30 pm on all days except 2<sup>nd</sup> Saturday, Sundays and Company Listed Holidays.

Your employment with **Acero Structural Engineers Pvt. Ltd.** is at-will and either party can terminate the relationship at any time with or without cause and with or without notice.

You acknowledge that this offer letter represents the entire agreement between you and **Acero Structural Engineers Pvt. Ltd.** and that no verbal or written agreements, promises or representations that are not specifically stated in this offer, are or will be binding upon **Acero Structural Engineers Pvt. Ltd.**

If you are in agreement with the above outline, please sign below. This offer is in effect for two business days.

Signatures:

For **Acero Structural Engineers Pvt. Ltd.**

Employee Name: Josni Rose E G

True Copy Attested

*[Signature]*  
Dr. SUNNY JOSEPH KALAYATHANKAL  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths)  
PRINCIPAL  
Jyothi Engineering College  
Cheruvu P.O. - 679 531





Head Floor Lakshmi Complex,  
Oppo. Metro Politan Hospital, Kokkalai Jn,  
Thrissur, Pin-680021

Mob : 9447619095, 9567806420

E-mail: [fijoantony@rediffmail.com](mailto:fijoantony@rediffmail.com)  
Visit : [www.fineconstructions.com](http://www.fineconstructions.com)

17-10-2018

## EMPLOYEE EXPERIENCE CERTIFICATE

This certificate is presented to

**MERLIN TONY**

D/O. TONY

Palliparamban House

P O Arimpur

Thrissur Dt, Kerala, India

for the experience gained in our organization. As the head of HR department, I hereby testify that this employee has worked in our company from 23/05/2018 to 16/10/2018 and has gained experience as Asst. Civil Engineer in the department of Engineering.

During this period, we found that she is very prompt in her work. Her ability to work in a team and to lead the team is excellent.

We are pleased with her attitude towards work and we wish Merlin Tony a good life and better opportunities of employment.

Er. Fijo Antony B.Tech, MBA.  
Managing Director



True Copy Attested

DR. SUNNY JOSEPH KALLANTHANASAL  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths)  
PRINCIPAL  
Jyothi Engineering College  
Cheruthuruthy P.O.- 679 531



# Acero Structural Engineers Pvt. Ltd.

Green Park Avenue, Ayyanthole, Thrissur 680003

Date: July 2<sup>nd</sup>, 2018

## Job Offer Letter

Tania Baburaj  
Chittilappilly House, 118A2, 4<sup>th</sup> Street  
Punkunnam P O  
Thrissur  
Pin:

Dear Ms. Tania,

It is my pleasure to extend the following offer of employment by professional agreement to you on behalf of

**M/s Acero Structural Engineers Pvt. Ltd.**

**Position: Trainee Engineer / Detailer**

**Reporting Relationship: Reports to Head - Training Division**

**Responsibility:** The detailer, as part of the detailing team is responsible for the specific project drafting, modelling, conduct and performance of the projects assigned to them.

**Training Period:** Six (6) Months from the date of joining.

(Remuneration will be revised based on the performance, after the successful completion of the training)

**Remuneration: Consolidated amount of Rs 8,000 per month.**

### Breakdown of Remuneration:

Gross Remuneration	: Rs 8,000.00	
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**Start Date: July 04<sup>th</sup>, 2018**

**Working Hours:** 9.00 am to 5.30 pm on all days except 2<sup>nd</sup> Saturday, Sundays and Company Listed Holidays.

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You acknowledge that this offer letter represents the entire agreement between you and **Acero Structural Engineers Pvt. Ltd.** and that no verbal or written agreements, promises or representations that are not specifically stated in this offer, are or will be binding upon **Acero Structural Engineers Pvt. Ltd.**

If you are in agreement with the above outline, please sign below. This offer is in effect for two business days.

Signatures:

For **Acero Structural Engineers Pvt. Ltd.**

Employee Name: Tania Baburaj

*[Signature]*  
**DR. SUNNY JOSEPH KALAYATHANKAL**  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (M...



# Acero Structural Engineers Pvt. Ltd.

Green Park Avenue, Ayyanthole, Thrissur 680003

Date: October 08<sup>th</sup> 2018

## Job Offer Letter

Aswathy K S  
Rohini  
Dolphin Colony  
Padukad, Viyyur, Thrissur  
Pin: 680010

Dear Ms. Aswathy,

It is my pleasure to extend the following offer of employment by professional agreement to you on behalf of

**M/s Acero Structural Engineers Pvt. Ltd.**

**Position: Trainee Engineer / Detailer**

**Reporting Relationship: Reports to Head - Training Division**

**Responsibility:** The detailer, as part of the detailing team is responsible for the specific project drafting, modelling, conduct and performance of the projects assigned to them.

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(Remuneration will be revised based on the performance, after the successful completion of the training)

**Remuneration:** Consolidated amount of Rs 8,000 per month.

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Net Remuneration	: Rs 7200.00	

**Start Date:** October 10<sup>th</sup>, 2018

**Working Hours:** 9.00 am to 5.30 pm on all days except 2<sup>nd</sup> Saturday, Sundays and Company Listed Holidays.

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If you are in agreement with the above outline, please sign below. This offer is in effect for two business days.

Signatures:

For **Acero Structural Engineers Pvt. Ltd.**

Employee Name: Aswathy K S

True Copy Attested

*Amuro*  
Dr. SUNNY JOSEPH KALAYATHANKAL  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths)  
PRINCIPAL

Date: 01th AUG 2018


The Principal/Director,  
Jyothi Engineering College,  
Cheruthuruthy, Panjal Road  
Vettikattiri PO, KERALA 679531

### JOINING CERTIFICATE

This is to certify that Mr. AMAL SURESH (Civil engineering Dep, Admission No 11402004) of Jyothi Engineering College cheruthuruthy, has joined as Project Engineer in our office from 6th June 2018.

Thanks and Regards,

Ar. Manraj CR  
CA/2014/63247  
Principal Architect,  
i2a architects studio,  
CJD complex,  
Vinpy Nagar, Paravattani,  
Thrissur-680005  
info@i2aarchitects.com

  
Ar. Manuraj C.R., B.Arch  
Registered Architect  
CA/2014/63247

True Copy Attested

  
Dr. SUNNY JOSEPH KALAYATHANKAL,  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths)  
PRINCIPAL  
Jyothi Engineering College  
Cheruthuruthy P.O.- 679 531



# ലേലാറ്റൂർ ഗ്രാമപഞ്ചായത്ത് സെക്രട്ടറിയുടെ നടപടി ക്രമങ്ങൾ

( ഹാജർ.ശ്രീ. രാജേഷ് കുമാർ.എസ്)

- വിഷയം ജീവനക്കാരുടെ- അസിസ്റ്റന്റ് എഞ്ചിനീയറുടെ ഓഫീസിൽ ഇന്റേണൽ ട്രെയിനി തസ്തികയിൽ നിയമനം നടത്തുന്നത്- സംബന്ധിച്ച്
- പരാമർശം: (1)ജി.ഒ(ആർ.ടി) നമ്പർ 2113/2018/ത.സ.ഭ.വ. തീയതി.05.11.2018
- (2)ഡി.ബി 3-5525/17 ഡി.ഇ/ത.സ.ഭ.വ തീയതി.05.09.2018, 28.9.2018
- (3) ഡി.ബി 3-5525/17 ഡി.ഇ/ത.സ.ഭ.വ തീയതി.17.09.2018
- (4)അസി.എഞ്ചിനീയറുടെ 13.11.2018 തീയതിയിലെ G.O AL/ML/IR-2018-19 നമ്പർ കത്ത്.
- (5) അസി.എഞ്ചിനീയറുടെ 16.11.2018 തീയതിയിലെ G.O AL/ML/IR-2018-19 നമ്പർ കത്ത്.
- (6)ഗ്രാമപഞ്ചായത്ത് ഭരണ സമിതിയുടെ 15.11.2018 ജി.ഒ 7111-32 നമ്പർ തീരുമാനം.

ഉത്തരവ് നമ്പർ. എ1-155/2018 തീയതി 15.11.2018

ലേലാറ്റൂർ ഗ്രാമപഞ്ചായത്ത് അസിസ്റ്റന്റ് എഞ്ചിനീയറുടെ- ജീവനക്കാരുടെ ഇന്റേണൽ ട്രെയിനി തസ്തികയിൽ കരാർ അടിസ്ഥാനത്തിൽ ആദ്യ നിയമനം നടപടി സ്വീകരിക്കുന്നതിന് സൂചന(3)പ്രകാരം നിർദ്ദേശിച്ചിരുന്നു.ആയതിന്റെ അടിസ്ഥാനത്തിൽ നിശ്ചിത യോഗ്യതയുള്ളവരിൽ നിന്നും അപേക്ഷ ക്ഷണിച്ചു കൊണ്ട് 05.11.2018 ന് അറിയിപ്പ് നൽകുകയുണ്ടായി.

ആയതിന്റെ പ്രതികരണമായി അപേക്ഷ സമർപ്പിച്ച ഉദ്യോഗാർത്ഥികളെ 13.11.2018-ന് പഞ്ചായത്ത് ഓഫീസിൽ വെച്ച് ഇന്റേർവ്യൂ ചെയ്യുകയും ഇന്റേർവ്യൂവിൽ ഒന്നാം റാങ്ക് നേടിയ അഞ്ജലി എം.ചൈതന്യ ഹൗസ്,ലേലാറ്റൂർ ഡി.ഒ എന്നവരെ ഇന്റേണൽ ട്രെയിനി തസ്തികയിൽ കരാർ അടിസ്ഥാനത്തിൽ നിയമിക്കാൻ ഉത്തരവാകുന്നു.

ശ്രീമതി,അഞ്ജലി, ഈ ഉത്തരവ് മെക്യൂറി 7 ദിവസത്തിനകം സെക്രട്ടറിക്ക് മുമ്പാകെ ഹാജരായി ലേലാറ്റൂർ ഗ്രാമപഞ്ചായത്ത് ഓഫീസിൽ തീയതിയും താൽക്കാലികവും സൂചന സർക്കാർ ഉത്തരവ് പ്രകാരമുള്ള വേതനത്തിനുമൊക്കെ മറ്റൊരുവിധ ആനുകൂല്യങ്ങൾക്കും അർഹതയുള്ളതായിരിക്കുന്നതുമാണ്.

True Copy Attested



*[Handwritten Signature]*

Dr. SUMA JOSHI, Rajesh Kumar.S  
M.Tech, IICA, Jyothi Engineering College  
Ph.D (Computer Science), Jyothi Engineering College

PRINCIPAL  
Jyothi Engineering College  
Cheruthuruthy P.O.- 679 531





# **R.B.ASSOCIATES**

## **ENGINEERS ♦ DESIGNERS ♦ BUILDERS**

*Surya complex, Near T.B, Vadakkencherry  
Palakkad DT - 678 683 ph: 257989, 256999*

20<sup>th</sup> May 2018

Afsal M  
Sal sabeel (H)  
Kundukad, kizhakkenchery (PO)  
Vadakkenchery  
Palakkad (DT)  
Pin- 678684

Mr Afsal M,

Appointed as Site Engineer

We refer to your recent interview for the above position and are pleased to advise that we are offering you the position with our company effective from 23/05/2018 under the following terms and conditions.

### 1. SALARY

Your salary will commence at 10000 per month including conveyance and telephone (work based)

### 2. PROBATIONARY PERIOD

Your appointment will be subject to a probationary period of 6 months. An official confirmation of your appointment will be notified to you in writing.


**True Copy Attested**

RAMESH.P

**For R.B. ASSOCIATES**  
Vadakkencherry

Authorised company  RB associates

Email : rbassociates@rediffmail.com

  
**Dr. SUNNY JOSEPH KALAYATHANKAL**  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths)  
PRINCIPAL  
Jyothi Engineering College  
Cheruthuruthy P.O. - 679 531





Location

**UGSI - BLR**

Issue Date

**11/10/2018**

**UNISYS**

**Aatmaj TPC**  
**Janardanan**

True Copy Attested

*[Handwritten signature]*

Dr. SUNNY JOSEPH KALAYATHANKAL

M.Tech, MCA, M.Sc, M.Phil, B.Ed  
(Computer Science), Ph.D (Maths)

PRINCIPAL

St. Francis College



# UST Global



## Aayina

True Copy Attested

## Kollachattil

## 94965

*Sunny*  
Dr. SUNNY JOSEPH KALAYATHAN KAL  
M.Tech, MCA, M.Sc, M.Phil, F.Tech  
Ph.D (Computer Sciences)

*ASD*  
Issuing Signatory

Blood Group: O+

721, Nila, Technopark Campus, Trivandrum-695581

India, T: 0471 4040000, 2335777, Kochi-0484 4040000

Chennai-044 43992000, Bangalore-080 42446000





UST/SO00036989-1-1-1/376627  
February 8, 2019

Aayina K  
Parappangadi

Sub: Letter of Offer

Dear Aayina,

Thank you for the keen interest you have shown in our organization. Consequent to your application, interviews and the personal discussions with us, we are pleased to engage you on contract basis as **"Assoc. Software Developer"**, A1 for a fixed period of 12 months on a salary of Rs. 350,000.00 (Rupees Three Lakh Fifty Thousand) per annum. Your date of joining in US Technology International Pvt.Ltd (UST Global) will be February 14, 2019 and work location is Trivandrum - UST Office. Please find details of the compensation and benefits you are being offered in Annexure 1.

Your engagement will be subject the following terms and conditions and will be governed by various policies, rules and guidelines of US Technology. It will also be guided by the core values and beliefs of US Technology. Please note that you will also be required to sign and agree to be bound by The Employee Non-disclosure, Non-solicitation and Non-competition Agreement when you join the employment of the Company.

This offer of engagement as above with US Technology is subject to the successful completion of your Background Verification conducted by US Technology or any other agency appointed by US Technology and confirmation of your medical and physical fitness by a qualified Registered Medical Practitioner (RMP) nominated by US Technology.

By accepting this offer of employment, you will be deemed to confirm that: -

- (i) Prior to joining our employment, you have terminated your employment with current/previous employer in accordance with the terms and conditions of the said employment.
- (ii) On joining our employment, there are no continuing obligations or restrictions which you vis-à-vis any of your previous employments.
- (iii) You are not restricted, prohibited or constrained from accepting this offer of employment US Technology and that you have not, during the course of your previous employment/s any agreement/arrangement which in any way restricts/prohibits or debars you from by US Technology.
- (iv) That no amounts will be due and payable by you to your previous employer/s.
- (v) On joining our employment, that you do not have in your possession, nor have you failed to return, any property including but not limited to any devices, records, data, notes, reports, proposals, lists, correspondence, specifications, drawings, blueprints, sketches, materials, equipment, other documents or property, or reproductions of any aforementioned items

JOSEPH K. A. Sc. M.Phil. B.Ed (Maths)



This offer will be valid till February 14, 2019. If this offer of employment is acceptable to you, please intimate your acceptance of the same by signing the duplicate copy of this letter and returning it to us on or before February 14, 2019. If you are accepting our offer letter, please send us your confirmation within 72 hours. If no such intimation of acceptance is received on or before the said date, this offer shall stand automatically withdrawn.

True Copy Attested

*A. M. S.*

Dr. SUNNY JOSEPH KALAYATHANKAL  
M.Tech. (IQA), M.Sc. M.Phil. B.Ed  
Ph.D. (Computer Science), Ph.D. (Maths)  
Principal  
J. J. Engineering College  
Cheruthuruthy P.O. - 679 531





If you accept this offer of employment, you are required to join your employment on or before **February 14, 2019**. If you are unable to report on the above date you are required to inform us in writing.

Please see Annexure 2 for details of the documents you are required to produce at the time of joining. This offer of employment is subject to production of the said documents. The determination of the adequacy or authenticity of all or any of the said documents will be at US Technology's sole discretion.

We hope you will find this offer acceptable. We are confident that you will contribute to the values of the organization and wait to welcome you to the US Technology family.

Sincerely,  
for US Technology International Pvt Ltd

Vinesh George  
Sr. Manager HR

Accepted

Aayina K

Encl : Annexure 1  
Annexure 2

True Copy Attested

Dr. SUNNY JOSEPH KALAYATHANKAL  
M.Tech, ICAI, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths)  
PRINCIPAL  
Engineering College  
Aruthy P.O. - 679 531





**Annexure 1 (A)**

Name: Aayina K,  
Designated as: "Assoc. Software Developer"

Components	Monthly Salary	Annual
Basic Salary	8,750.00	105,000.00
House Rent Allowance	3,500.00	42,000.00
Education Allowance	200.00	2,400.00
Bonus Ex-Gratia	1,750.00	21,000.00
Other Allowance	13,479.17	161,750.00
Employer Contribution to PF***	1,050.00	12,600.00
Gratuity	437.50	5,250.00
Total Monthly Gross	29,166.67	350,000.00
Variable Pay		0.00
Cost to the Company (CTC)		350,000.00

\*Please note that the HRA component in your salary structure is split into two parts: HRA which is 40% of Basic Salary (for all locations) and Additional HRA which is 10% of Basic Salary for Metro locations and 0% for Non-Metro locations. As per the current HRA Policy National Capital Region (NCR) and Delhi are classified as Metro, while all other locations in India are classified as Non-Metro.

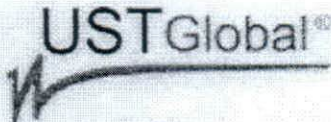
\*\*Other allowances may include your non-taxable optional allowances mentioned in Annexure B.

\*\*\* Eligibility for earning the Employer's contribution to Provident Fund is governed strictly as per the rules under The Employees' Provident Fund & Miscellaneous Provisions Act, 1952.

True Copy Attested

Dr. SUNNY JOSEPH KALAYATHANKAL  
M Tech, MCA, M Sc, M Phil, B.Ed  
Ph.D (Computer science), Ph.D (Maths)  
PRINCIPAL  
Engineering College  
Athuruthy P.O.-679 531





**Annexure 1 (B)**

**Allowances Optional**

Please note that you have an option to choose between

- (1) Food Allowance
- (2) Leave Travel Assistance.

Subject to the detailed rules in relation to each of these allowances, you can avail of any or all of these four tax-saving allowances. If you do not opt for any of these, the respective amounts will be taxable and be paid as part of "Other Allowances".

**Food Allowance**

Sodexo Coupons will be issued for Rs. 1,000/- , Rs.2500/- or Rs.3000/- against Food Allowance for those who opt for the same. This will attract 3% service charges. The amount deducted from your salary against food allowance is entirely non-taxable.

**Leave travel assistance**

LTA (12.5% of basic pay) amount will be non-taxable only on submission of bills and will be paid at the end of each calendar year against the appropriate enclosures/bills produced with the appropriate form duly filled as per US Technology's policy and Income tax laws in force at the time of claim.

Please note that the above non-taxable components may change from time to time according to the company policy.

**National Pension Scheme (Optional)**

National Pension scheme (NPS) is a pension system regulated by the Pension Fund Regulatory and Development Authority (PFRDA), with objective to provide social security in India. Enrolment to NPS is purely voluntary. NPS provide old age retirement income along with tax exemption

**Gratuity**

You will be entitled to payment of gratuity strictly as per rules under the Payment of Gratuity Act, 1972.

**Tax**

Tax implications arising out of this structure would be borne by you.

**Location**

The initial place of work would be Trivandrum - UST Office. US Technology reserves the right to change your place of work in its sole discretion.


**Compliance to Quality Standards**

You will be required to understand and implement standard procedures evolved at US Technology International Pvt. Ltd. for SEI CMMI / PCMM. Your attitude toward adherence to standards and procedure will be an important parameter for consideration while evaluating your performance.

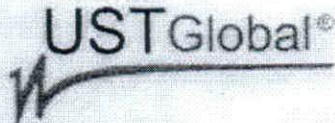
**Background Verification**

You have been employed on the basis of the particulars furnished by you. In case the said particulars are found to be incorrect or it is found that you have concealed or withheld any relevant facts, your employment with the Company shall stand terminated / canceled forthwith without any notice.

True Copy

  
DR. SUNNY JOSEPH KALAYATHANKAL  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
(Computer Science), Ph.D (Maths)  
PRINCIPAL  
College





#### Medical

Your employment may be terminated forthwith by written notice by the Company, on the basis of medical advice it deems acceptable, that you have become physically or mentally disabled or incapacitated during your employment with the Company to such an extent that you are unable to effectively perform the duties entrusted to you during the course of your employment.

#### Working Hours

The normal working hours are from 8.30 am to 6 pm. Monday through Friday. Saturday and Sunday are holidays. The company reserves the right to alter or modify its working hours or holidays temporarily or permanently.

#### Dress Code

All employees of the company are required to be in business formals till Thursday, and can wear business casuals on Friday.

Men : Full sleeves light colored shirt, dark trousers, dark shoes and dark socks.

Women : Western business formals, cotton churidar kameez, salwar kameez, starched cotton saris and professional looking sandals.

Casuals for Men : Slacks that are similar to dockers cotton or synthetic material pants, pants, flannel pants and synthetic pants are acceptable. Casual half-sleeved shirts, plain polo shirts, dress shirts, sweaters and turtlenecks are acceptable attire for work. Suit jackets or sports jackets.

Women are : Casual dresses and skirts, and skirts that are split at or below the knee are acceptable.

#### Duties and Responsibilities

1. Your duties will include for efficient, satisfactory and economical operation in the area of responsibility that may be assigned to you from time to time. As an employee of this company,

you will maintain a high standard of loyalty, efficiency, integrity and will liaise with employee in the organization.

2. In the course of your employment, the Company will expect you to display a high standard of initiative, your abilities efficiency and economy. You shall diligently, faithfully and to the best of your abilities perform the duties and services related to your assigned post For the performance

of all such duties and services, you shall use all the knowledge, skill and experience that you possess, to the entire satisfaction of the Company.

3. You will carry out assignments/projects given to you from time to time with diligence and devotion

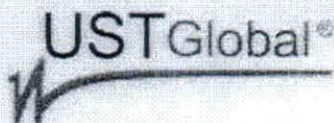
and maintain the Company's image as suppliers of quality software and services.

4. You shall devote your full time and attention during your employment with the Company exclusively

to the business and affairs of the Company and shall not, during your employment with the Company, without the prior written consent of the Company, directly or indirectly, carry on or be engaged, concerned or interested in any manner whatsoever in any other employment, business, trade or occupation, either on a part-time or full-time basis, in an honorary capacity or otherwise either during or after normal business hours.

Dr. SUNNY JOSE PRINCIPAL  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science & Maths)  
679 531





### Employment Conditions

By accepting this offer of engagement, you shall agree that your placement is purely based on the requirement arising out of the unusual pressure of seasonal work and such your employment is on a contract basis for a fixed period as stated above in accordance with the policies of this organization. You shall further confirm your understanding that your contract will automatically come to an end on expiry of the specified period. It is also understood and agreed that you will not have any future claims whatsoever for employment in the Company. In the event of company deciding to terminate your services before the expiry of your fixed term of engagement, you will be provided with one month notice or salary in lieu of one month notice. Apart from this, there shall not be any liability on the part of the company to pay the remaining wages for unexpired period of the fixed term of engagement or any other compensation. If the company agrees to relieve you before serving the full notice period, based on your request, you will be liable to pay the company in lieu of the balance notice period. It is further noted that any such request for an early relieving shall be considered at the sole discretion of the company.

### Confidentiality

1. You agree to sign and be bound by the terms of the Non-Disclosure, Non-Solicitation And Non-Competition Agreement required to be signed by you during the term of your employment with the Company and at all times thereafter.
2. Further, the Executive also agrees to comply with the terms of any policies of the Company relating to the protection of confidential information from time to time.
3. You are also required to strictly maintain as confidential and not divulge or communicate in any manner, any information regarding your remuneration / terms of employment to any other employee of the Company except your immediate superior. Any such disclosure will be considered a serious misconduct and breach of the terms of your employment.

### Posting / Transfer of Service

While your initial place of work is as intimated in your Letter of Offer, you are liable to be transferred to any department / division of the Company / its business associates' / clients, in India or abroad, as required by the exigencies of the business at the discretion of the Company.

### Travel

You may be required, from time to time, to travel to locations outside your place of posting, within India and abroad, on short notice.

### Expenses

Upon presentation of appropriate documentation, the Company shall reimburse to you all reasonable and necessary out-of-pocket expenses, including travel expenses, actually incurred by you in the course of your employment. The Company has policies and procedures in relation to the reimbursement of such expenses that may be revised from time to time. The reimbursement of expenses shall be subject to the same having been incurred and accounted for in accordance with the said policies and procedures in effect. The Company reserves the right to correct an adverse expense balance by making the necessary deductions from any amounts due to you from the Company.

True Copy Attested

Dr. SUNNY JOSEPH KALAYATHANKAL  
M.Tech, MCA, M.Sc, M.Phil, B Ed  
(Computer Science), Ph.D (Maths)  
PRINCIPAL  
Jothi Engineering College  
Jothi, PO - 679 531



constitute a breach of, or conflict with the terms or provisions of, any agreement or understanding to which you are a party (including, without limitation, any other employment agreement/s).

True

*Ermo*

Dr. SUNNY JOSEPH KALAYATHANKAL

M.Tech, MCA, M.Sc, M.Phil, B.Ed

Ph.D (Computer Science), Ph.D (Maths)

PRINCIPAL

Jyothi Engineering College

Cheruthuruthy P.O.-679 531





**Jurisdiction**

Your employment shall be governed by and construed in accordance with the laws of India and the courts of Trivandrum shall have the jurisdiction, to the exclusion of any other Courts that may have jurisdiction, to decide any dispute arising from or in connection with your employment with the Company or any of the terms and conditions of your employment with the Company.

**Amendments**

The Company, at its discretion, may alter, replace or annul any of the above, should circumstances so warrant either as a result of statute or otherwise.

\*\*\*\*\*

True Copy Attested

*[Signature]*

Dr. SUNNY JOSEPH KALAYATHANKAL  
M.Tech, MCA, M.Sc, M Phil, B Ed  
Ph.D (Computer Science), Ph.D (Maths)  
PRINCIPAL  
Jyothi Engineering College  
Cheruthuruthy P.O.- 679 531



# UST



**Aayina  
Kollachattil**

**94965**

**Issuing Signatory**

**Blood Group**

721, Nile, Technopark Campus, Trivandrum-695561  
India, T: 0471 4040000, 2335777, Kochi-0484 4040000  
Chennai-044 43092000, Bangalore-080 42446000





LETTER OF INTENT

Date: 16-NOV-17

Name: AISWARYA ROY

Dear AISWARYA,

With reference to your application and subsequent assessments you had with us, we are pleased to inform you that you have been shortlisted for the position of **Customer Service Associate** at Coimbatore facility of Amazon Development Center India Pvt. Ltd. (the "company").

Please treat this as a letter of intent ("LOI") valid for a period of 365 days from the date of issue of this letter upon expiry of which the letter of intent will expire without any further conditions or liabilities on your or our side unless an **Offer Letter** duly executed by the Company is issued to you before the expiry of the aforesaid 365 day period. The issue of an Offer Letter to you is subject to the Company's future business requirements and will be issued at the sole discretion of Amazon. Upon issue of the Offer Letter, this LOI stand automatically terminated. This LOI shall also be terminated automatically in the event you take up employment with another person (other than the company) before issue of the Offer Letter.

You are required to submit the following documents:

- Copies of the Educational Certificate (from Class 10<sup>th</sup> till the highest education)
- Relieving letter from the previous employer/s (if applicable)
- Service letter from the previous employer/s (if applicable)
- Last payslip from the previous employer/s (if applicable)
- Form 16 (if applicable)
- Address Proof
- Passport Size Photographs (6)
- Copy of PAN card

Upon signing the Offer Letter, you would be eligible to receive Total Compensation of INR 1,87,000/- (Rupees), payable as per the following structure:

1. Annual Base Pay of INR 1,58,950/- (Rupees) per annum payable in arrears in accordance with Amazon India's standard payroll practice and subject to all lawful deductions of income tax, provident fund contribution (if any), insurances or otherwise
2. Variable Pay of INR 28,050/- (Rupees) per annum, payable on quarterly basis and subject to meeting performance levels as per the company standards and policy.

Your attention is drawn to make note that Variable Pay will be payable only upon successfully meeting the requirements as per company policy and also subject to (a) your continuing employment with Amazon on the date of payout.

The same may be revised at the time of the issuance of an Offer Letter as per prevailing levels of pay at the time of issue of the Offer Letter. The amounts stated herein are only indicative and in no way a binding commitment on the Company's part. In addition, you will be eligible for benefits as per company policies.

KALAYATHANKAL



You are hereby notified that you are not employed in the absence of a signed Offer Letter. This LOI relates only to your potential employment with the Company and does not constitute an offer of employment with respect to the Company or any affiliate or related entity. Further, this LOI does not create or vest any rights in you to be issued an Offer Letter whether within the 365 day period referred to herein or thereafter or with respect to the base pay as mentioned herein.

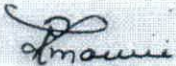
In the event that you receive an offer of employment from any other employer (apart from the Company), you are requested to immediately intimate the Company in writing of such offer.

You are required to return the duplicate copy of this letter duly signed indicating your acceptance of the terms and conditions stated above. Acceptance of this LOI will be construed as a confirmation that you do not have any obligations arising from any contract or otherwise in favor of a prior employer or third party, which would impose restrictions on your ability to accept employment with the Company and carry out your Company related functions and duties upon employment, if and once the Offer Letter is issued.

For any queries, please feel free to write to us on [csrecruiting-coimbatore@amazon.com](mailto:csrecruiting-coimbatore@amazon.com)

Yours sincerely,

For **AMAZON DEVELOPMENT CENTRE (INDIA) PVT LTD**



**Zonunmawii Renthlei**  
SR. HR Business Partner

**ACCEPTANCE OF LOI**

I accept the terms set forth in this letter with the company:



Signature

16-11-17

Date

True Copy Attested

  
Dr. SUNNY JOSEPH KALAYATHANKAL  
M.Tech. (Ed) - M.Sc. in Phil. B.Ed  
Ph.D. (Comp. & Ed. Tech). Ph.D. (Maths)  
Jyothi Cheruthi College  
679 531





## ZITLALI INFOSOLUTIONS PRIVATE LIMITED

3rd Floor, Grand Mall, Above Reliance Trends, Sankara Iyer Jn., M. G. Road,  
Thrissur, PIN - 680004, Kerala - INDIA | CIN: U72900KL2019PTC056347

1<sup>st</sup> March 2019

AKHILNATH P.T.  
POURNAMINILAYAM  
KENGANELLUR  
CHELAKKARA, PIN: 680586

Subject: Appointment for post of SOFTWARE DEVELOPER

Dear Mr./Ms. AKHILNATH P.T.

We are pleased to offer you, the position of SOFTWARE DEVELOPER with Zitlali Infosolutions Private Limited subject to the following terms and conditions:

1. Commencement of Employment

Your employment will be effective, as of 1<sup>st</sup> March, 2019

2. Job title

Your job title will be SOFTWARE DEVELOPER and you will follow your reporting hierarchy based on company structure.

3. Grade

You shall be placed in grade Executive/Software (L1)

4. Salary

Your salary and other benefits will be as per the Schedule 1.

5. Place of posting

You will be posted at Thrissur, Kerala. You may however be required to work at any place of business which the Company has, or may later acquire.

6. Probation

- Your appointment is probationary for a period of 3 months. As a company believes and practices only merit base performance, your probation period may be curtailed down or extended subject to your individual performance.

- During the probation period, the appointment is terminable either by the company or by you by giving 15 days advance notice in writing.

Agent Name: AKHILNATH P.T.

for Zitlali Infosolutions Private Limited,

True Copy Attached

Dr. SUNNY JOSEPH KALATHUNKAL  
Ph.D. (Computer Science), Ph.D. (Maths)  
Principal  
Jyothi Engineering College  
Cheruthuruthy P.O. - 679 531





## ZITLALI INFOSOLUTIONS PRIVATE LIMITED

3rd Floor, Grand Mall, Above Reliance Trends, Sankara Iyer Jn., M. G. Road,  
Thrissur, PIN - 680004, Kerala - INDIA | CIN: U72900KL2019PTC056347

### 7. Hours of Work

- Your working hours should be scheduled as per the business requirement (not less than 8 hours per day). You may be required to work in any shift as specified by the management.
- Default overtime: 12AM-6AM. In addition, company may allocate overtime hours as per requirement which shall be paid as per policy.

### 8. Leave/Holidays

- You are entitled to avail casual leave of 6 days.
- You are entitled to avail 7 working days of paid sick leave.
- The Company shall notify a list of declared holidays in the beginning of each financial year.

### 9. Weekly Off Policy

- Level 1 employees: Your working days will be 6 days per week, with one day off according to Management specification.
- Level 2, 3 & 4 employees: working days will be 5.5 per week.

### 10. Maternity benefit

- An increase in paid time off for eligible female employees from 12 weeks to 26 weeks in case a female employee has fewer than two children. If she has two or more children, she is entitled to 12 weeks leave.
- The option to work from home once the paid maternity leave period has ended, based on an agreement with employer.

### 11. Nature of duties

You will perform to the best of your ability all the duties as are inherent in your post and such additional duties as the company may call upon you to perform, from time to time.


### 12. Company property

You will always maintain the Company property in good condition, which may be entrusted to you for official use during the course of your employment and shall return all such properties to the Company prior to relinquishment of your charge, failing which the cost of the same will be recovered from you by the Company.

### 13. Borrowing/accepting gifts

You will not borrow or accept any money, gifts, reward or compensation for your personal gains from or otherwise place yourself under pecuniary obligation to any person/client with whom you may be having official dealings.

For Zitlali Infosolutions Private Limited,

  
Ayesha Nihlas  
(Director)

True Copy Attached  


  
Dr. SUNNY JOSEPH KALAYATHANKAL  
M.Sc. M.Phil, B.Ed  
Ph.D (Maths)  
Neha Banu K. P.  
(Director)





## ZITLALI INFOSOLUTIONS PRIVATE LIMITED

3rd Floor, Grand Mall, Above Reliance Trends, Sankara Iyer Jn., M. C. Road,  
Thrissur, PIN - 680004, Kerala - INDIA | CIN: U72900KL2019PTC056347

### 14. Termination (As defined in the Industrial Disputes Act 1947)

- Your appointment can be terminated by the Company, without any reason, by giving you not less than one month's prior notice in writing or salary in lieu thereof. For the purpose of this clause, salary shall mean basic salary.
- You may terminate your employment with the Company, without any cause, by giving not less than one month's prior notice or salary for unsaved period, left after adjustment of pending leaves, as on date.
- The Company reserves the right to terminate your employment summarily without any notice period or termination payment, if it has reasonable ground to
- believe you are guilty of misconduct or negligence, or have committed any
- fundamental breach of contract and company values (Equality, integrity, Fraternity, serenity, Contentment) or caused any loss to the Company.
- On the termination of your employment for whatever reason, you will return to the Company all property; documents and paper, both original and copies thereof, including any samples, literature, contracts, records, lists, drawings, blueprints, letters, notes, data and the like; and Confidential Information, in your possession or under your control relating to your employment or to clients' business affairs.
- Please note that furnishing of false information or suppressing any fact is disqualification for employment in this company. Should such an act should come to our notice at the time during the period of employment in the company, your service will be liable to be terminated.

#### Immediate Termination Clauses.


- Sexual Harassment
- Discrimination
- Verbal Harassment

Misconduct based on above both resulted to immediate termination.

### 15. Confidential Information

During the period of your employment, inventions, creations, discoveries, patents, copyrights, shall become the property of the company and you will not have any right to claim the ownership of it and assign the same to the company.

for Zitlali Infosolutions Private Limited.

  
Ayesha Nihes  
(Director)

  
Dr. SUNNY JOSEPH KALAYATHANKAL  
MCA, M.Sc., M.Phil., B.Ed.  
(Director)

  
Neha Banu K. P.  
(Director)





## ZITLALI INFOSOLUTIONS PRIVATE LIMITED

3rd Floor, Grand Mall, Above Reliance Trends, Sankara Iyer Jn., M. C. Road,  
Thrissur, PIN - 680004, Kerala - INDIA | CIN: U72900KL2019PTC056347

As an employee you will be privy to sensitive and commercially valuable informations concerning company and business. Such informations is deemed to be the property of the company and must not be disclosed during or after this employment to any third party without prior written consent of the company.

Breach of the conditions of this clause will render you liable to summary dismissal under clause above in addition to any other remedy the Company may have against you in law.

### 16. Work Ethics

You are forbidden to engage yourself in any other trade , or profession directly or indirectly and whether for gainful purpose or otherwise . Should you wish to pursue academic advancement you will have to obtain a written permission for the same and ordinarily it shall be allowed provided it does not adversely affect your work place responsibilities / discharge of duties.

### 17. Notices

Notices may be given by you to the Company at its registered office address. Notices may be given by the Company to you at the address intimated by you in the official records.

### 18. Applicability of Company Policy

The Company shall be entitled to make policy declarations from time to time pertaining to matters like leave entitlement, maternity leave, employees' benefits, working hours, transfer policies, etc., and may alter the same from time to time at its sole discretion. All such policy decisions of the Company shall be binding on you and shall override this Agreement to that extent.

### 19. Governing Law/Jurisdiction

Your employment with the Company is subject to Indian laws. All disputes shall be subject to the jurisdiction of High Court of Kerala only.

### 20. Acceptance of offer



Please confirm your acceptance of this Contract of Employment by signing and returning the duplicate copy.

We welcome you, and look forward to receiving your acceptance and to working with you.

Yours Sincerely,

for Zitlali-Infosolutions Private Limited,

  
**Ayesha Nihes**  
(Director)

  
  
**DR. SUNNY JOSEPH KALAYATHANKAL**  
M.Tech, MCA, M.Sc., M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths)  
PRINCIPAL  
Engineering College

  
**Neha Banu K. P.**  
(Director)





# ZITLALI INFOSOLUTIONS PRIVATE LIMITED

3rd Floor, Grand Mall, Above Reliance Trends, Sankara Iyer Jn., M. G. Road,  
Thrissur, PIN - 680004, Kerala - INDIA | CIN: U72900KL2019PTC056347

## Schedule I -- Compensation Details

Basic Salary	6500
House rent allowance	3500
Insurance	Extra Benefit Paid By Company
Travel allowance	1250 (Paid After Training Completion)
Performance incentive	After Serving Probation Period of 3 Months
PF Contribution	Extra Benefit Paid By Company
ESI Contribution	Extra Benefit Paid By Company

Note: All the extra benefits mentioned above will be paid after probation period.

You will receive salary, and all other benefits forming part of your remuneration package subject to, and after, deduction of tax at source in accordance with applicable law.

The Above mentioned employment offer details & office etiquettes are completely read and accepted by me. I hereby declare that I would comply to all the above said attributes in the period of service in this institution.

Agent Name: **AKHILNATH P.T**

Signature

True Copy Attested

Dr. SUNNY JOSEPH K. A.

M.Tech. (M.C.A. & M.Sc. in

Ph.D (Computer Science)

Jyothi E

for Zitlali Infosolutions Private Limited,

**Aysha Nihass**  
(Director)



**Neha Banu K. P.**  
(Director)





Helna Vincent &lt;helnatv@gmail.com&gt;

**Fwd: Date of Joining Intimation**

1 message

Akshara A Nair <aksharanair96@gmail.com>  
To: helnatv@gmail.com

Tue, Mar 5, 2019 at 11:15 AM

----- Forwarded message -----  
From: <cognizantHR@cognizant.com>  
Date: Tue, 11 Dec 2018, 1:05 pm  
Subject: Date of Joining Intimation  
To: <aksharanair96@gmail.com>

Dear Akshara Adhamkavil ,

Candidate ID: 12679645

Welcome to Cognizant, the fastest growing global top-tier consulting, IT services and BPO company!

We are delighted that you have accepted our offer of employment and we look forward to welcoming you onboard. Please [Click here](#) to accept your Date of joining (DOJ).

Reporting Time : 8:00 AM

Joining Venue : Cognizant Technology Solutions India Pvt. Ltd., C3, CHIL Special Economic Zone(SEZ), Keeranatham Village,, Saravanampatti via ,Coimbatore - 641035

Date Of Joining : 14 Dec 2018

**Online Form Completion**

To facilitate a smooth integration into Cognizant, we request you to login to [One Cognizant](#) & ensure that you complete the online forms & photo upload at least 3 days before your DOJ.

**Date of Joining Acceptance & Onboarding Pass**

Please accept the DOJ in the onboarding (1C) portal at least two days before your DOJ. Onboarding Pass would be generated one day before your DOJ, only upon completing all the forms (including photo upload) & accepting DOJ. Kindly print the Onboarding Pass & bring it on your DOJ.

The option to accept the DOJ in the 1C portal would be disabled one day prior to the DOJ. Recruits who don't accept the DOJ within the timeline would not be considered for onboarding on the given DOJ & they would have to wait for further communication regarding the offer status. There is no option of deferring the date of joining or changing the joining location as it is based on the business requirement.

**Login credentials**

User Name: Email ID validated during registration process

Password: Password that was created by you after registration

Please use the authentication key (A1395C07849E638B) to digitally sign the online forms.

**On your first day**

Please bring the following applicable mandatory documents at the time of joining:

**Marksheets & Certificates** (Original & 2 Xerox copy attested by Notary public member or Gazette officer)

**For 2017 Batch pass outs**

1. Latest Degree - All Semester-wise marksheets or consolidated marksheets
2. Latest Degree - Provisional or Degree or Convocation certificate Issued by the University

**For 2015 & 2016 Batch pass outs**

1. 10th Standard marksheets
2. 12th Standard marksheets

*[Handwritten signature]*  
**Dr. SUNNY JOSEPH KALATHURANKAL**  
M.Tech, M.A., M.Sc., M.Phil., B.Ed  
(Physics, Chemistry, Maths)  
Principal  
Engineering College  
Kuthy P.O. - 679 531



4. UG-All Semester-wise marksheets or consolidated marksheet (mandatory for both UG & PG recruits)
5. UG-Provisional or Degree or Convocation certificate issued by the University (mandatory for both UG & PG recruits)
6. PG-All Semester-wise marksheets or consolidated marksheet (mandatory for PG recruits only)
7. PG-Provisional or Degree or Convocation certificate issued by the University (mandatory for PG recruits only)

**Government ID proofs** (Original & 1 Self-Attested Xerox copy)

1. PAN Card (issued in your Name)
2. Valid Indian Passport (Front & Back) or Passport acknowledgement receipt with Appointment details generated post payment
3. Aadhaar Card (issued in your Name) or Aadhaar Card Enrollment Acknowledgement slip

**Other Mandatory Documents**

1. Onboarding Pass
2. Four passport-size color photographs

- Please have the electronic copy of the all the above documents available in your personal mailbox.
- If any of the above mandatory documents are not available, you would not be considered for onboarding.
- In case any of the original marksheets are lost and duplicate attested marksheets are available. Please bring the FIR copy for the old marksheets as well as the duplicate attested copy.
- Please note that the offer letter will be declared invalid and treated as revoked in the event of any discrepancy in your records, documents and information that you have submitted to Cognizant.

**Dress Code:**

Broadly, the dress code policy is as follows:

**For Day 1:** Business Formals with appropriate footwear.

**Please avoid on all days:**

**Ladies:** Shorts, cargo trousers, capris, round-neck t-shirts, short/multi-colored skirts, t-shirts / shirts with competitor's logos/controversial messages.

**Gentlemen:** Open shoes, slippers, sandals, shorts, cargo trousers, round-neck and muscle fit t-shirts, shirts with competitor's logos/controversial messages.

Kindly do not bring any laptops, storage (USB) devices, Cameras, other gadgets (except mobile phone) to the premises on the day of joining.

Should you have any clarification, please follow the below steps to help you navigate to the FAQ section on our Campus2Cognizant (C2C) portal :-

- Step 1: Login to <https://campus2Cognizant.cognizant.com> using your 1C Onboarding portal credentials.
- Step 2: Navigate to the FAQ tile on the Landing Page
- Step 3: Search for the question in the FAQ bank and find the answer
- Step 4: If your query is not available in the FAQ bank, navigate back to the FAQ tile
- Step 5: Use the Write to Us option to send us your query with screenshots if applicable
- Step 6: Find your answer in the My Questions Section under FAQ tile, once we respond back

Regards,

Cognizant-Human Resources

\*\*\*THIS IS AN AUTO TRIGGERED MAIL. PLEASE DO NOT REPLY\*\*\*

3 attachments

Cognizant

ATT00001  
5K

Cognizant

ATT00002

*emms*  
Dr. SUNNY JOSEPH KALAYATHANKAL  
M.Tech, MCA, M.Sc, M.Phil, B Ed  
Ph.D (Computer Science), Ph.D (Maths)  
PRINCIPAL  
Jyothi Engineering College  
Cheruthuruthy P.O.- 679 531



LETTER OF INTENT

Date: 16-Nov-17

Name: ALBIN K JOSE

Dear ALBIN,

With reference to your application and subsequent assessments you had with us, we are pleased to inform you that you have been shortlisted for the position of **Customer Service Associate** at Coimbatore facility of Amazon Development Center India Pvt. Ltd. (the "company").

Please treat this as a letter of intent ("LOI") valid for a period of 365 days from the date of issue of this letter upon expiry of which the letter of intent will expire without any further conditions or liabilities on your or our side unless an Offer Letter duly executed by the Company is issued to you before the expiry of the aforesaid 365 day period. The issue of an Offer Letter to you is subject to the Company's future business requirements and will be issued at the sole discretion of Amazon. Upon issue of the Offer Letter, this LOI stand automatically terminated. This LOI shall also be terminated automatically in the event you take up employment with another person (other than the company) before issue of the Offer Letter.

You are required to submit the following documents:

- Copies of the Educational Certificate (from Class 10<sup>th</sup> till the highest education)
- Relieving letter from the previous employer/s (if applicable)
- Service letter from the previous employer/s (if applicable)
- Last payslip from the previous employer/s (if applicable)
- Form 16 (if applicable)
- Address Proof
- Passport Size Photographs (6)
- Copy of PAN card

Upon signing the Offer Letter, you would be eligible to receive Total Compensation of INR 1,62,000/- (Rupees), payable as per the following structure:

1. Annual Base Pay of INR 1,37,400/- (Rupees) per annum payable in arrears in accordance with Amazon India's standard payroll practice and subject to all lawful deductions of income tax, provident fund contribution (if any), insurances or otherwise
2. Variable Pay of INR 24,300/- (Rupees) per annum, payable on quarterly basis and subject to meeting performance levels as per the company standards and policy.

Your attention is drawn to make note that Variable Pay will be payable only upon successfully meeting the requirements as per company policy and also subject to (a) your continuing employment with Amazon on the date of payout.

The same may be revised at the time of the issuance of an Offer Letter as per prevailing levels of pay at the time of issue of the Offer Letter. The amounts stated herein are only indicative and in no way a binding commitment on the Company's part. In addition, you will be eligible for benefits as per company policies.



You are hereby notified that you are not employed in the absence of a signed Offer Letter. This LOI relates only to your potential employment with the Company and does not constitute an offer of employment with respect to the Company or any affiliate or related entity. Further, this LOI does not create or vest any rights in you to be issued an Offer Letter whether within the 365 day period referred to herein or thereafter or with respect to the base pay as mentioned herein.

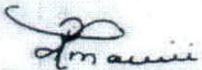
In the event that you receive an offer of employment from any other employer (apart from the Company), you are requested to immediately intimate the Company in writing of such offer.

You are required to return the duplicate copy of this letter duly signed indicating your acceptance of the terms and conditions stated above. Acceptance of this LOI will be construed as a confirmation that you do not have any obligations arising from any contract or otherwise in favor of a prior employer or third party, which would impose restrictions on your ability to accept employment with the Company and carry out your Company related functions and duties upon employment, if and once the Offer Letter is issued.

For any queries, please feel free to write to us on [csrecruiting-coimbatore@amazon.com](mailto:csrecruiting-coimbatore@amazon.com)

Yours sincerely,

For AMAZON DEVELOPMENT CENTRE (INDIA) PVT LTD

  
Zonunmawii Renthlei  
SR. HR Business Partner

**ACCEPTANCE OF LOI**

I accept the terms set forth in this letter with the company:

  
\_\_\_\_\_  
Signature

16/11/17  
\_\_\_\_\_  
Date

True Copy Attested

  
Dr. SUNNY JOSEPH KALAYATHANKAL  
M.Tech. MCA M.Sc. M.Phil. B.Ed  
Ph.D (Computer Science), Ph.D (Maths)  
Principal  
Jyoti Engineering College  
Chinnai, Coimbatore P.O.-679 531



**CHIL-SEZ**

**CHIL - Special Economic Zone**  
**Keeranatham, Coimbatore - 561 035.**

**ALBIN K JOSE**



103423667

**amazon**

**AMAZON DEVELOPMENT CENTRE**  
**(INDIA) PVT. LTD**

Valid upto :31<sup>st</sup> July

**2023**

Issuing Authority - MEPZ - SEZ

True Copy Attested

*emms*

Dr. SUNNY JOSEPH KALAYATHANKAL  
M.Tech, IICA, M.Sc. in Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths)  
Principal, KALAYATHANKAL  
Engineering College  
Coimbatore - 561 035





LETTER OF INTENT

Date: 17-Jan-18

Name:

Dear

Anagha

With reference to your application and subsequent assessments you had with us, we are pleased to inform you that you have been shortlisted for the position of *Customer Service Associate* at Coimbatore facility of Amazon Development Center India Pvt. Ltd. (the "company").

Please treat this as a letter of intent ("LOI") valid for a period of 365 days from the date of issue of this letter upon expiry of which the letter of intent will expire without any further conditions or liabilities on your or our side unless an Offer Letter duly executed by the Company is issued to you before the expiry of the aforesaid 365 day period. The issue of an Offer Letter to you is subject to the Company's future business requirements and will be issued at the sole discretion of Amazon. Upon issue of the Offer Letter, this LOI stand automatically terminated. This LOI shall also be terminated automatically in the event you take up employment with another person (other than the company) before issue of the Offer Letter.

You are required to submit the following documents:


- Copies of the Educational Certificate (from Class 10<sup>th</sup> till the highest education)
- Relieving letter from the previous employer/s (if applicable)
- Service letter from the previous employer/s (if applicable)
- Last payslip from the previous employer/s (if applicable)
- Form 16 (if applicable)
- Address Proof
- Passport Size Photographs (6)
- Copy of PAN card

Upon signing the Offer Letter, you would be eligible to receive Total Compensation of INR 187000/-, (Rupees One Lakh and Eighty Seven Thousand Only), payable as per the following structure:

1. Annual Base Pay of INR 158950/-, per annum payable in arrears in accordance with Amazon India's standard payroll practice and subject to all lawful deductions of income tax, provident fund contribution (if any), insurances or otherwise
2. Variable Pay of INR 28050/-, per annum, payable on quarterly basis and subject to meeting performance levels as per the company standards and policy.

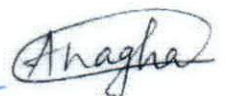
Your attention is drawn to make note that Variable Pay will be payable only upon successfully meeting the requirements as per company policy and also subject to (a) your continuing employment with Amazon on the date of payout.

The same may be revised at the time of the issuance of an Offer Letter as per prevailing levels of pay at the time of issue of the Offer Letter. The amounts stated herein are only indicative and in no way a binding commitment on the Company's part. In addition, you will be eligible for benefits as per company policies.

  
Tower B - 3rd Floor, India Land Tech Park Private Limited

CHIL SEZ Area, Keeranatham Village, Sarayanampatti, Coimbatore - 641 035, Tamil Nadu.

Tel. : +91 - 422 - 666 5000





You are hereby notified that you are not employed in the absence of a signed Offer Letter. This LOI relates only to your potential employment with the Company and does not constitute an offer of employment with respect to the Company or any affiliate or related entity. Further, this LOI does not create or vest any rights in you to be issued an Offer Letter whether within the 365 day period referred to herein or thereafter or with respect to the base pay as mentioned herein.

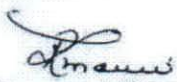
In the event that you receive an offer of employment from any other employer (apart from the Company), you are requested to immediately intimate the Company in writing of such offer.

You are required to return the duplicate copy of this letter duly signed indicating your acceptance of the terms and conditions stated above. Acceptance of this LOI will be construed as a confirmation that you do not have any obligations arising from any contract or otherwise in favor of a prior employer or third party, which would impose restrictions on your ability to accept employment with the Company and carry out your Company related functions and duties upon employment, if and once the Offer Letter is issued.

For any queries, please feel free to write to us on [csrecruiting-coimbatore@amazon.com](mailto:csrecruiting-coimbatore@amazon.com)

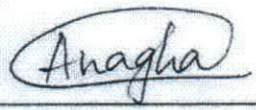
Yours sincerely,

For AMAZON DEVELOPMENT CENTRE (INDIA) PVT LTD

  
Zonunmawii Renthlei  
SR. HR Business Partner

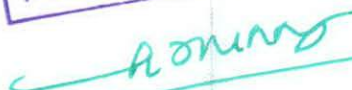
**ACCEPTANCE OF LOI**

I accept the terms set forth in this letter with the company:

  
\_\_\_\_\_  
Signature

14.01.2018  
\_\_\_\_\_  
Date

True Copy Attested



Dr. SUNNY JOSEPH KALAYATHANKAL  
B.Tech, MCA, M.Sc. M.Phil, B.Ed  
(Computer Science), Ph.D (Maths)  
PRINCIPAL  
Engineering College  
Thuruthy P.O.-679 531





Date: 11.02.2019

**LETTER FOR JOINING CONFIRMATION**

This is to confirm that Mr/Ms Amysha Baby is offered with a job from our organization. The appointment is confirmed to the position of Software Development with a salary package of Rs. 10,000. As basic salary + Rs. 12,500. As TA, as per the salary discussion you will be subjected to salary increment by means of Performance pay and incentive after successful completion of 1 month training (Inclusive of basic salary only) and 3 months probationary period followed by training.

The joining date is commenced on 01 March 2019 Friday.

You are requested to produce the below documents without any fail to complete the joining formalities.

1. Educational qualification proofs
2. Address proof
3. Identity proofs
4. Pan card
5. 8 photographs
6. Police verification certificate issued from local police station.

Please carry the original as well as the Xerox of the above documents as well.

The appointment is confirmed by CEO and HEAD of HR of the company based on the interview conducted on 11th and 12th Feb '19.

The appointment stands void if there is any discrepancies found on the details provided by the candidates at the time of background verification done by the company authorities or through any of their associates.

I have read and accepted all the above said appointment prescription of the company.

Signature of the candidate

*Amysha*

For ZITLALI INFOSOLUTIONS PRIVATE LIMITED

*Neha*  
Director : Nehabanu KP

For ZITLALI INFOSOLUTIONS PRIVATE LIMITED

*Ayesha*  
Director : Ayesha Nihes





Development Centre  
India Pvt. Ltd.

12

LETTER OF INTENT

Date: 16-Jan-18

Name:

Dear

Ariyathar Kanthika

With reference to your application and subsequent assessments you had with us, we are pleased to inform you that you have been shortlisted for the position of **Customer Service Associate** at **Coimbatore** facility of Amazon Development Center India Pvt. Ltd. (the "company").

Please treat this as a letter of intent ("LOI") valid for a period of 365 days from the date of issue of this letter upon expiry of which the letter of intent will expire without any further conditions or liabilities on your or our side unless an **Offer Letter** duly executed by the Company is issued to you before the expiry of the aforesaid 365 day period. The issue of an Offer Letter to you is subject to the Company's future business requirements and will be issued at the sole discretion of Amazon. Upon issue of the Offer Letter, this LOI stand automatically terminated. This LOI shall also be terminated automatically in the event you take up employment with another person (other than the company) before issue of the Offer Letter.

You are required to submit the following documents:

- Copies of the Educational Certificate (from Class 10<sup>th</sup> till the highest education)
- Relieving letter from the previous employer/s (if applicable)
- Service letter from the previous employer/s (if applicable)
- Last payslip from the previous employer/s (if applicable)
- Form 16 (if applicable)
- Address Proof
- Passport Size Photographs (6)
- Copy of PAN card

Upon signing the Offer Letter, you would be eligible to receive Total Compensation of **INR 162000/-**, (Rupees One Lakh and Sixty Two Thousand Only), payable as per the following structure:

1. Annual Base Pay of **INR 137700/-**, per annum payable in arrears in accordance with Amazon India's standard payroll practice and subject to all lawful deductions of income tax, provident fund contribution (if any), insurances or otherwise
2. Variable Pay of **INR 24300/-**, per annum, payable on quarterly basis and subject to meeting performance levels as per the company standards and policy.

Your attention is drawn to make note that Variable Pay will be payable only upon successfully meeting the requirements as per company policy and also subject to (a) your continuing employment with Amazon on the date of payout.

The same may be revised at the time of the issuance of an Offer Letter as per prevailing levels of pay at the time of issue of the Offer Letter. The amounts stated herein are only indicative and in no way a binding commitment on the Company's part. In addition, you will be eligible for benefits as per company policies.

True Copy  
Aravind

Dr. SUNNY JOSEPH RAO  
B.Tech, M.Sc, M.Phil, B.Ed

Tower B - 3rd Floor, India Land Tech Park Private Limited  
CHIL SEZ Area, Keeranatham Village, Saravanampatti, Coimbatore - 641 035, Tamil Nadu.

Tel : +91 422 666 5000





**Development Centre  
India Pvt. Ltd.**

You are hereby notified that you are not employed in the absence of a signed Offer Letter. This LOI relates only to your potential employment with the Company and does not constitute an offer of employment with respect to the Company or any affiliate or related entity. Further, this LOI does not create or vest any rights in you to be issued an Offer Letter whether within the 365 day period referred to herein or thereafter or with respect to the base pay as mentioned herein.

In the event that you receive an offer of employment from any other employer (apart from the Company), you are requested to immediately intimate the Company in writing of such offer.

You are required to return the duplicate copy of this letter duly signed indicating your acceptance of the terms and conditions stated above. Acceptance of this LOI will be construed as a confirmation that you do not have any obligations arising from any contract or otherwise in favor of a prior employer or third party, which would impose restrictions on your ability to accept employment with the Company and carry out your Company related functions and duties upon employment, if and once the Offer Letter is issued.

For any queries, please feel free to write to us on [csrecruiting-coimbatore @amazon.com](mailto:csrecruiting-coimbatore@amazon.com)

Yours sincerely,

For AMAZON DEVELOPMENT CENTRE (INDIA) PVT LTD

**Zonunmawii Renthlei**  
SR. HR Business Partner

**ACCEPTANCE OF LOI**

I accept the terms set forth in this letter with the company:

Signature

True Copy Attached  
Date

**Dr. SUNNY JOSEPH KALAYATHANKAL**  
M.Tech, MCA, M.Sc, M Phil, B Ed  
Ph.D (Computer Science), Ph.D (Maths)  
PRINCIPAL  
Jyoti Engineering College  
Cherutnuruthy P.O.- 679 531



**SUTHERLAND****PROVISIONAL OFFER LETTER**

Campus Name:

Jyothi Engineering College

Date : 4/14/2018

Dear Anju P - BTech (Non Voice)

**Congratulations!!!****Welcome to the Sutherland Family....**

With reference to the Interview you had with us, we are pleased to inform that you have been short listed as a "Consultant". Your employment with us will be established on clearing further rounds of interview which would be conducted at our Velachery facility (45A, Velachery Main Road, Vijayanagaram, Chennai 600 042). The offer letter can be collected from the same venue.

We at Sutherland are privileged to have you with us and we look forward to launching your successful career with us.

You may have to furnish the following documents on clearing further rounds of interview for completing the joining formalities

- 10 Passport size photographs
- 10th & 12th and UG/PG education certificates
- Address & ID Proof( Ration card, Driving license/Passport, PAN Card, Voter ID Etc)
- 2 reference letters
- Medical Fitness Certificate- saying you are fit enough to work in night shifts
- Offer letter / Relieving letter / Last 3 consecutive months pay slips  
(Applicable only for experienced candidates)

Note: Please produce this letter at the reception.

Yours sincerely,

**Sutherland****Authorized Signatory****Candidate Acceptance**

Sutherland Global Services Pvt. Ltd.  
45A, Velachery Main Road  
Vijayanagaram

Tel No: +91 44 4391 7834

Dr. SUNNY JOSEPH KALAYATHANAL  
M.Tech, MCA, M.Sc. M.Phil, B.Ed  
Maths



14

18



ASHA K MURALI  
728751



Cognizant

True Copy Attestation

*Aravind*

ALAYATHANKAL  
M.Phil, B.Ed  
(e), Ph.D (Maths)



# SUTHERLAND

## PROVISIONAL OFFER LETTER

Campus Name: Jyothi Engineering College

Date : 4/14/2018

Dear Ashfan M A - BTech (Non Voice)

**Congratulations!!!**

**Welcome to the Sutherland Family.....**

With reference to the Interview you had with us, we are pleased to inform that you have been short listed as a "Consultant". Your employment with us will be established on clearing further rounds of interview which would be conducted at our Velachery facility (45A, Velachery Main Road, Vijayanagaram, Chennai 600 042). The offer letter can be collected from the same venue.

We at Sutherland are privileged to have you with us and we look forward to launching your successful career with us.

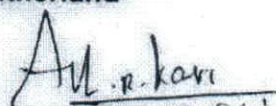
You may have to furnish the following documents on clearing further rounds of interview for completing the joining formalities

- 10 Passport size photographs
- 10th & 12th and UG/PG education certificates
- Address & ID Proof( Ration card, Driving license/Passport, PAN Card, Voter ID Etc)
- 2 reference letters
- Medical Fitness Certificate- saying you are fit enough to work in night shifts
- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates)

Note: Please produce this letter at the reception.

Yours sincerely,

**Sutherland**

  
**Authorized Signatory**

Sutherland Global Services Pvt. Ltd.  
45-A, Velachery Main Road  
Vijayanagaram  
Chennai, Tamilnadu, PIN 600042

True Copy Attested

**Candidate Acceptance**

Dr. SUNNY JOSEPH KALAYATHIL  
Principal (Computer Services) P.D (Maths)

Jyothi Engineering College  
Chennai-600 042  
Phone: 044-679 531

TelNo: +91.44.4391.7884

CIN: U72200TN2000PTC045578





Helna Vincent &lt;helnatv@gmail.com&gt;

**Fwd: Experion Offer Letter**

1 message

Athira L I <athirali4582@gmail.com>  
 Reply-To: athirali4582@gmail.com  
 To: helnatv@gmail.com

Tue, Mar 5, 2019 at 12:03 PM

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

From: <vishnu.cu@experionglobal.com>  
 Date: Tue, 13 Nov 2018, 5:55 pm  
 Subject: Experion Offer Letter  
 To: <athirali4582@gmail.com>  
 Cc: HR Experion Technologies <hr@experionglobal.com>

Dear Athira

Greetings from Experion Technologies!

We are pleased to offer you the position of **Associate Software Engineer**. Trust your skills will be an asset to our organization.

Please review the attached **Offer Letter** outlining your responsibilities, salary and other benefits and the **Service Commitment Agreement** and let me know if you have any questions or need any additional information. Kindly send your formal acceptance on the Offer & Service Commitment Agreement on or before Thursday, 15<sup>th</sup> November by email.

The joining details are as follows:

Venue	Experion Technologies, 8th Floor, Lulu Cyber Tower 1, Infopark, Kakkanad, Kochi
Date	Monday, 19 <sup>th</sup> November, 2018
Reporting Time	09:30AM IST
Reporting Person	Lakshmi Sharma, HR

True Copy Attested

Dr. SUNNY JOSEPH KALAYATHANKAL  
 M.Tech, MCA, M.Sc, M.Phil, B.Ed  
 Ph.D (Computer Science), Ph.D (Maths)  
 PRINCIPAL  
 Jyoti Engineering College  
 Athuruthy P.O. - 679 531

**Important points to note**



Date: 10<sup>th</sup> April 2018

Ops pending for this Loi

**LETTER OF INTENT**

Dear DEEPA RAJENDRAN

Congratulations!!!

We are pleased to inform you that you have been short listed for an offer of employment with HGS. We request you to submit required document on the date specified below as discussed by your recruiter. Your permanent offer letter will be provided on the date of joining subjected to completion of documentation and clearing the required as prescribed by HGS.

Designation: - TSE Level: -DS1T Process Name: - DSL

Please bring along the following documents:

1. Updated copy of the resume.
2. 6 Passport size photographs with white background.
3. Photo ID proof.(Passport/ Pan Card/ Voter's ID/ Driving License/ Learner's License or any government issued document with full date of birth)
4. Address Proof
5. 10<sup>th</sup>, 12<sup>th</sup>& Highest Qualification Mark Sheets (Each Year/Each Semester wise), Highest Qualification Degree or Provisional Degree Certificate.
6. PAN Card.
7. All employment service/experience letters.

Proposed salary: - Annual cost to the company.

Compensation	
Annual CTC	INR. 126720/-
Monthly Gross	INR. 8564/-
Fixed	INR. 8000/-
Incentives (Applicable from 3rd month)	INR. (0 - 967)

Deduction	
PF (Employee)	INR. 402/-
PF (Employer)	INR.
Insurance	INR.
ESI	INR. 129/-

Note: → Monthly gross salary of INR 15000/- and above is not eligible for ESI benefit.

→ Professional tax of INR 150 is applicable for salary range of INR 10000 – 14999 and INR 200 for INR 15000 & above.

I hereby declare that I have clearly understood the above mentioned aspects regarding my job.

True Copy Attached

Name of the Employee: -

Signature: -

Date: -

Please note that this LOI is subjected to review and change as per company HR policies.

Dr. SUNNY JOSEPH KALAYATHANKAL  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths)  
PRINCIPAL  
Jyothi Engineering College  
Cheruthuruthy P.O., Kottayam

Recruiter Name :-M.Senthil kumar  
Contact Number:-8951227701





Date: 11.02.2019

**LETTER FOR JOINING CONFIRMATION**

That is to say that Mr/MS DENITTA DAVIS is offered with a job in our organization. The appointment is confirmed to the position of SOFTWARE DEVELOPMENT with a salary package of Rs. 10,00,000. As basic salary + Rs. 12,50,000. As TA, as per the salary discussion you will be subjected to salary increment by means of Performance pay and incentive after successful completion of 1 month training (Inclusive of basic salary only) and 3 months probationary period followed by training.

The joining date is commenced on 01, March 2019 Friday

You are requested to produce the below documents without any fail to complete the joining formalities.

1. Educational qualification proofs
2. Address proof
3. Identity proofs
4. Pan card
5. 8 photographs
6. Police verification certificate issued from local police station.

Please carry the original as well as the Xerox of the above documents as well.

The appointment is confirmed by CEO and HEAD of HR of the company based on the interview conducted on 11th and 12th Feb'19.

The appointment stands void if there is any discrepancies found on the details provided by the candidates at the time of background verification done by the company authorities or through any of their associates.

I have read and accepted all the above said appointment prescription of the company.

True

Signature of the candidate

Dr. SUNNY JOSEPH KALAYATHAN  
M.Tech, I.C.A., M.Sc. Math, B.Ed.  
Principal  
Engineering College  
679 531



Date: 10<sup>th</sup> April 2018

Ops pending for this Loi

## LETTER OF INTENT

Dear **DIANA MARY JACOB**

Congratulations!!!

We are pleased to inform you that you have been short listed for an offer of employment with HGS. We request you to submit required document on the date specified below as discussed by your recruiter. Your permanent offer letter will be provided on the date of joining subjected to completion of documentation and clearing the required as prescribed by HGS.

Designation: - TSE Level: -DS1T Process Name: - DSL

Please bring along the following documents:

1. Updated copy of the resume.
2. 6 Passport size photographs with white background.
3. Photo ID proof.(Passport/ Pan Card/ Voter's ID/ Driving License/ Learner's License or any government issued document with full date of birth)
4. Address Proof
5. 10<sup>th</sup>, 12<sup>th</sup> & Highest Qualification Mark Sheets (Each Year/Each Semester wise), Highest Qualification Degree or Provisional Degree Certificate.
6. PAN Card.
7. All employment service/experience letters.

Proposed salary: - Annual cost to the company.

Compensation	
Annual CTC	INR. 126720/-
Monthly Gross	INR. 8564/-
Fixed	INR. 8000/-
Incentives (Applicable from 3rd month)	INR. (0 - 967)

Deduction	
PF (Employee)	INR. 402/-
PF (Employer)	INR.
Insurance	INR.
ESI	INR. 129/-

Note: → Monthly gross salary of INR 15000/- and above is not eligible for ESI benefit.

→ Professional tax of INR 150 is applicable for salary range of INR 10000 – 14999 and INR 200 for INR 15000 & above.


I hereby declare that I have clearly understood the above mentioned aspects regarding my job.

Name of the Employee: -

Signature: -

Date: -

**Recruiter Name :-M.Senthil kumar**  
**Contact Number:-8951227701**

  
**DR. SUNNY JOSEPH KALAYATHANKAL**  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Computer Science, P.D (M.Tech)  
**PRINCIPAL**  
Engineering College  
P.O. 679 531

Please note that this LOI is subjected to review and change as per company HR policies.



20



Edwin Lingson



IBS Software Private Limited

True Copy Attested

*[Handwritten signature]*

AYATHANKAL  
Phil, B.Ed  
Ph.D (Maths)

College  
-679 531





Date: 04-Jan-18

Edwin Lingson  
Jyothi Engineering College, Thrissur

**Appointment Offer: Software Engineer**

Dear Edwin Lingson,

Following your interview with us, we are pleased to appoint you as **Software Engineer** in IBS Software Services Pvt. Ltd. (the "**Company**"), subject to your acceptance of the terms and conditions contained herein.

**Terms and conditions of the Offer**

**1. Pre-requisites**

- a) This appointment and continuance of your employment will be subject to your being medically fit by our medical panel and also subject to you clearing the background verification exercise undertaken by the company. A consent form is attached along with this offer letter. You are required to return a signed consent form for initiating the background verification on the date of joining.
- b) You will have to bring 5 copies of your latest passport size colour photographs, and the originals and one set of copies of all certificates specified in Annexure 1 on the joining date. Your appointment will be subject to verification of your certificates against the information provided by you in your resume and during the interview.

**2. Posting**

Your initial posting would be at the office of the Company situated at Unit No's 401 & 402, SCK-01, Smartcity Campus, Thengode PO, 682030, Kakkanad, Kerala. Your services are, however, liable to be transferred to any of our other offices or offices of our existing or future affiliates, clients or associates, in India or abroad, at the sole discretion of the Company.

**3. Reporting Date**

Your date of joining will be intimated to you after June 2018.

True Copy Attached

*Sunny*

IBS Software Services Private Limited  
Dr. SUNNY JOSEPH KALAYATHANKAL  
M.Sc., M.Phil., B.Ed  
(Science), Ph.D (Maths)  
Engineering College  
PO-679531





#### 4. Probationary Period

- a) You will be on probation for a period of six months from the actual date of your joining, which period may be extended by the Company depending on your performance. You will continue to be on probation unless and until you are expressly confirmed in the regular service of the Company. On successful completion of your probation, as may be judged by the Company, you may be confirmed, if your services are found satisfactory.
- b) Prior to your confirmation, if the Company in its opinion is not satisfied with your work and/or conduct, your probation shall be liable to termination without any notice or assigning any reason whatsoever.

#### 5. Compensation

Your compensation details are as stated in the table below.

Compensation Details		Job Level: 3
Fixed Remuneration		Amount in INR
Sl. No.	Component	Monthly
1.	Basic Pay	9,000
2.	HRA	3,600
3.	Transport Allowance	1,600
4.	Special Allowance	10,950
5.	Food Vouchers	1,050
6.	Employer's contribution to Provident Fund (As per Provident Fund Act 1952)	1,800
7.	<b>Monthly Gross Earnings (Fixed)</b>	<b>28,000</b>
Gratuity will be paid as per Payment of Gratuity Act, 1972.		

In addition to the MGE, you will be entitled to the company's medical assistance scheme for self, spouse and children. This scheme provides medical insurance cover up to Rs.1,00,000/- per annum for in-patient treatment subject to the conditions mentioned in the insurance cover.

From your date of joining you can avail the medical assistance for out-patient treatment also. This scheme entitles you, your spouse and children to reimbursement of medical expenses incurred for out-patient treatment at the Company's designated hospitals on a co-pay basis.

- a) The Company provides transportation facilities to its employees as per policy. A monthly conveyance charge would be deducted from your MGE if you wish to avail the Company transportation. This conveyance charge is fixed based on your residential location and your Job Level.

IBS Software Services Private Limited





- b) You will not be entitled to any payment, amenities or benefits other than those mentioned above.

## 6. Working Week & Leave

- a) The normal working days per week and working hours per day of the Company are from Monday to Friday and from 8.30 A.M to 5.30 P.M., with a lunch break of 45 minutes, respectively. The normal working days and normal hours of work can be changed by the Company to suit the exigencies of work programmes and emergencies.
- You can adjust your working hours on a normal working day for effective achievement of business goals, along with your personal requirements.
  - The entry timing can be anytime between 8 AM and 10 AM on a normal working day and the exit timing will be between 5 PM and 7 PM.
  - Attendance shall be mandatory between 10 AM and 5 PM.
  - Every employee should clock minimum 41.25 hours at work (excluding lunch break) every week. Any time less than this has to be applied as leave.
  - The flexible working hours will not be applicable for resources on client/product support, as they are already on a revised shift schedule defined by a roster.
- b) Holidays would be as per the list declared by the Company from time to time.
- c) As an employee of the Company you will be entitled to 11 days earned leave and 11 days casual leave per annum. In addition, you will also be eligible for sick leave, maternity leave as per the Maternity Benefit Amendment Act, 2017 or paternity leave, as applicable and examination leave as per leave policy of the Company. No other leave will be applicable.

## 7. Promotion

Promotions will be based on your performance, contribution and as per the rules and regulations of the Company relevant and applicable.

## 8. Travel

You may be required to travel within India and overseas for the purpose of work and/or training whenever required by the Company and you will be required to remain outside India for such period as may be determined by the Company. For this purpose, you shall be required to enter into such agreements as may be required by the Company from time to time to protect the interests of the Company. All expenses including, flight tickets, hotel accommodation etc., that may be incurred in connection with such travel will be borne by the Company. You must have a valid passport while joining the Company and a copy of the passport must be deposited with the Company. Company will take responsibility for arranging travel visas and other formalities.

True Copy Attested

*[Handwritten Signature]*

IBS Software Services Private Limited

KALAYATHANKAL  
B. Ed  
M. Sc. (Maths)  
Ph.D (Maths)  
Science)  
CIRAI





## 9. Minimum Period of Service

Your employment is governed by a two year service agreement and you are required to execute a bond / contract guaranteeing a sum of Rs.2,00,000/- (Rupees Two lakh) to be payable to the Company in accordance with the terms and conditions of such contract. The above contract shall also be signed by two sureties, one of whom should be your parent.

## 10. Notice Period & Termination of Employment.

- a) Either party may terminate the agreement, for any reason or on convenience, by giving two months' notice to the other party without assigning any reason whatsoever.
- b) Notwithstanding anything contained above, the Company reserves the right to terminate your employment with the Company:
  - vi. by giving one month's notice or notice pay in lieu thereof, if you become unfit for work or are unable to discharge your duties or are negligent or irregular or inefficient in the discharge of your duties;
  - vii. with immediate effect, if you commit a breach of any of the covenants and obligations to be observed and performed by you under these presents or in relation to the service under these presents or rules and regulations of the Company notified from time to time;
  - viii. with immediate effect, if you are guilty of misconduct as judged by the Company or fail to carry out all orders and instructions issued to you.

## 11. Regulations

- a) Your employment will be governed by, and you are bound to abide by, the decisions, directives, rules and regulations of the Company which may be notified from time to time. You are expected to devote your entire working time, energy, and attention exclusively to the work of the Company, and should not take up any other direct or indirect business or work, honorary or otherwise, while in employment with the Company, unless so permitted in writing by the Company. You are expected to refrain from engaging yourself in any assignment/employment which may create a conflict of interest in duly exercising your responsibilities associated with the position offered hereunder.
- b) You are expected to work diligently, faithfully and to the best of your ability in serving the Company and to use the best of your endeavour to promote the interests of the Company and perform all duties that may be entrusted to you from time to time.
- c) You shall be responsible for the safe keeping of all Company property that is being used by you or left in your custody or charge and shall upon the request of the Company or termination of your service, whichever is earlier,

IBS Software Services Private Limited





deliver to the Company all the properties of the Company, in your custody or possession.

- d) All intellectual properties rights in, India and abroad, for the full term of such rights, in any "work" (as defined under the Copyright Act, 1957 and as amended from time to time) or in any other matter including but not limited to, documents, computer software and databases or papers, of any type including all improvements) conceived / created / made fully or in part (whether or not during regular office / business hours) by you during your period of employment with the Company, shall stand automatically vested in and be the sole and exclusive property of the Company and shall be disclosed in writing promptly to the Company. You shall also at the cost of the Company execute and register, all documents required, statutorily or otherwise by the Company, to further confirm the above ownership rights in favour of the Company.
- e) You shall execute the Security and Confidentiality Regulations of the Company with respect to protection of confidential information of the Company.
- f) You understand that if you are deputed on any work/assignment/project at locations specified by customers, you will gain extensive knowledge and information of customers' business and their specific requirements and skills by closely working with the customers, which would be of great value to the Company, and which knowledge, information and skills the Company would want to utilise on completion of such deputation. Customers in this context shall mean clients, business partners, business associates, subsidiaries, affiliates or any other legal entity or business unit with whom the Company has business relationship. Moreover, you also understand that the Company would be expending considerable cost for such deputation. Therefore, you agree that after completion of such deputation for a duration of more than 45 days, you continue in employment with the Company for a period of at least 6 months from the end of such deputation.
- g) You shall at any times be liable for the disciplinary actions including warning, suspension, discharge and dismissal for unsatisfactory performance, causing damage/ financial loss to the Company, committing breach of any service conditions or misconduct such as irregular attendance, unauthorised absence, misbehaviour, theft, misappropriation/ fraud, dishonesty, immorality, conviction, falsification of documents/ records or information given in your bio-data/ application for securing job in the Company or any undesirable acts which in the opinion of the Company is prejudicial and detrimental to the interest of the Company. Pending disciplinary action, you can be suspended from service.
- h) During your employment with Company and for a period of one (1) year immediately following termination of your employment, for any reason whatsoever, you shall not:
  - i) directly or indirectly, either on your own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee,

IBS Software Services Private Limited





committee member, office bearer or shareholder, own, operate, assist, take up employment in, participate in or be associated with, in the country of employment, any concern/entity that is engaged in developing, designing, producing, marketing, or selling, software products or services in competition with the Company, to the travel, transportation and logistics industry and such other industry the Company will serve in future. You acknowledge and agree to this restriction, considering the Confidential and Proprietary Information of the Company, coming to your knowledge and possession during your tenure with the Company, which if disclosed to or shared with or made use by such competitors, may prejudicially affect and jeopardise the Company's interest.;

- ii) directly or indirectly contact, seek or accept employment with any third party (including past, present or prospective customers) that you have interacted with, or have provided any services to whether directly or indirectly during the course of your employment with the Company or solicit, entice, take away or attempt to contact, solicit, entice or take such third parties away from Company or in any way damage their business relationship with the Company. You acknowledge that any violation to this obligation may result in legal proceedings for actual damages ensued to the Company; or
  - iii) directly or indirectly, either on your own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member or office bearer, directly or indirectly, contact, recruit, solicit or hire any of the employees of the Company, or induce or attempt to induce any employee of the Company to terminate his/her employment with, or otherwise cease or damage his/her relationship with the Company.
- i) This Appointment Offer is to be read in conjunction with the rules and regulations, codes and policies, laid down by the Company from time to time. In the event any conflict arises between Appointment Offer and the rules and regulations laid down by the Company from time to time, such rules and regulations shall prevail.
  - j) The service conditions mentioned in this Appointment Offer are not subject to any amendments unless communicated by the authorised officer nominated by the Company for this purpose.
  - k) If any of the clauses or sub clauses of this Appointment Offer become invalid or be so judged, the remaining clauses or sub clauses shall be deemed severable and shall remain in full force and effect.
  - l) The Company reserves the right to initiate legal proceedings for any breach by you of any of terms of your employment.

IBS Software Services Private Limited

True Copy  
SUNNY JOSEPH KALAYATHANKAL  
MCA, M.Sc, M.Phil, B.Ed  
Principal  
Engineering College  
P.O.-679 531





- m) This Appointment Offer shall be governed and construed in accordance with the laws of India.
- n) In the event of any dispute between the parties hereto regarding or arising out of this Appointment Offer, the Courts in Trivandrum, Kerala, shall have the sole jurisdiction, to the exclusion of all other courts that may otherwise have had jurisdiction.
- o) This employment offer is made based on complete reliance to the representations you have provided to us, during our discussions prior to the release of the offer and other documents submitted by you. Any misrepresentation either oral or written or any fraud or forgery related to your representations or any documentation submitted revealed through your background verification may result in revocation of this offer. The Company reserves to terminate your employment, if such fraud, forgery or misrepresentation is cited, post acceptance of this offer or during employment with the Company.
- p) The offer is extended relying on your representation that you suffer no incapacities, either legal or contractual, from accepting this offer of employment or fulfilling any of the potential employment responsibilities, which may include but is not limited to, your non-compete obligations with your previous employer/s.

For any additional information or clarification on any of the above terms and conditions, please do not hesitate to contact us.

Yours Sincerely,

**For IBS Software Services (P) Ltd.**

**Jayan P**  
**(Sr.Vice President & Head of Global Human Resources)**

I have read and understood the terms and conditions of the above Appointment Offer and I hereby voluntarily and unconditionally accept the same.

Signed by :  
Name :  
Date :

True Copy Attested

**Dr. SUNNY JOSEPH KALAYATHANKAL**  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
(Computer Science), Ph.D (Maths)  
**PRINCIPAL**  
Engineering College  
P.O.- 679 531

**IBS Software Services Private Limited**



Date: 10<sup>th</sup> April 2018

Ops pending for this Loi

## LETTER OF INTENT

Dear **ELDIYA THOMAS V**

Congratulations!!!

We are pleased to inform you that you have been short listed for an offer of employment with HGS. We request you to submit required document on the date specified below as discussed by your recruiter. Your permanent offer letter will be provided on the date of joining subjected to completion of documentation and clearing the required as prescribed by HGS.

Designation: - TSE Level: -DS1T Process Name: - DSL

**Please bring along the following documents:**

1. Updated copy of the resume.
2. 6 Passport size photographs with white background.
3. Photo ID proof.(Passport/ Pan Card/ Voter's ID/ Driving License/ Learner's License or any government issued document with full date of birth)
4. Address Proof
5. 10<sup>th</sup>, 12<sup>th</sup> & Highest Qualification Mark Sheets (Each Year/Each Semester wise), Highest Qualification Degree or Provisional Degree Certificate.
6. PAN Card.
7. All employment service/experience letters.

**Proposed salary: - Annual cost to the company.**

Compensation	
Annual CTC	INR. 126720/-
Monthly Gross	INR. 8564/-
Fixed	INR. 8000/-
Incentives (Applicable from 3rd month)	INR. (0 - 967)

Deduction	
PF (Employee)	INR. 402/-
PF (Employer)	INR.
Insurance	INR.
ESI	INR. 129/-

Note: → Monthly gross salary of INR 15000/- and above is not eligible for ESI benefit.

→ Professional tax of INR 150 is applicable for salary range of INR 10000 - 14999 and INR 200 for INR 15000 & above.

I hereby declare that I have clearly understood the above mentioned aspects regarding my job.

Name of the Employee: -

Signature: -

Date: -

Please note that this LOI is subjected to review and change as per company HR policies.

True Copy Attested

*[Signature]*

Recruiter Name :- M.Senthil kumar  
Contact Number :- 8951227701

THANKAL  
Dr. SUNNY JOSEPH KALANITHAN  
M.Tech, M.Sc, M.Phil, B.Ed  
(Science), Ph.D (Maths)  
Engineering College  
679 531





EMIRITA JOHNSON

.756397



Cognizant

True Copy Attested

*amr*  
Dr. SUNNY JOSEPH KALAYATHANKAL  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths)  
PRINCIPAL  
Jyothi Engineering College  
Cheruthuruthy P.O.-679 531



**CHIL-SEZ**

**CHIL - Special Economic Zone**  
**Keeranatham, Coimbatore - 641 035.**

**FILVIN MATHEW**



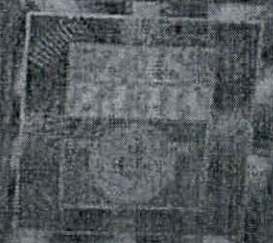
103420260

**amazon**

**AMAZON DEVELOPMENT CENTRE**  
**(INDIA) PVT. LTD**

Valid upto : 31<sup>st</sup> July

**2023**



Issuing Authority - MEPZ - SEZ

23





HRD/3T/18-19/12559091

Ms. Greeshma P Benny  
Candidate ID: 12559091  
144  
Purathoor Kitten  
Kerala  
Thrissur - 679531  
India  
Ph: (91) 80780 78821

September 21, 2018

Dear Greeshma,

Welcome to Infosys!

It is a time of transformation for us, under the direction of new leadership. In our new journey, learnability, our values and the deeply-held, trusted relationships with our clients continue to be the cornerstones of our organization.

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

Warm regards,

**RICHARD LOBO**  
EVP - Head HR

True Copy Attested

*amano*  
Dr. SUNNY JOSEPH KALAYATHANKAL  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths)  
PRINCIPAL  
Jyothi Engineering College  
Cheruthuruthy P.O.- 679 531

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

Digitally signed by RICHARD LOBO  
Date: 2018.09.21 14:08:13 +05:30  
Reason: Offer Letter  
Location: Bangalore



September 21, 2018

HRD/3T/18-19/12559091

Ms. Greeshma P Benny  
Candidate ID: 12559091  
144  
Purathoor Kitten  
Kerala  
Thrissur - 679531  
India  
Ph: (91) 80780 78821

Dear Greeshma,

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

Here are the terms and conditions of our offer:

### Joining

Your scheduled date of employment with us will be **December 03, 2018**.

### Location

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

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

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

### Training Period:

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

### Probation and confirmation

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

True Copy Attested

*monish*  
Dr. SUNNY JOSEPH KALAYATHANKAL  
M.Tech, MCA, M.Sc, M.Phil, Ph.D



## Leave

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually, for the first two years of your tenure with the Company. On completion of two years of service, subject to your confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

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

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

## Agreement:

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

## Compensation and Benefits

### Salary

Your Total Gross Salary during training will be **INR 22,500 per month** and Total Gross Salary post training will be **INR 27,084 per month**. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I and Annexure - II.

### Training Performance- linked Incentive

You will be eligible for a Training Performance-linked Incentive (TPI) upon allocation to a Practice Unit, to a maximum of 15% of your Fixed Gross Salary, based on your performance in the training. The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

### Ex - Gratia / Bonus

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at 20% of the sum of the (Basic Salary and Dearness Allowance) as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year 2018-19 will be as follows:

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

True Copy Attested

*Ramkrishna*  
Dr. SUNNY JOSEPH KALAYATHANKAL  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths)  
PRINCIPAL  
Jyothi Engineering College





January 30, 2019

IBM India Private Limited  
Manyata Embassy Business Park,  
G2 Block, Nagwara Outer Ring Road,  
Bangalore – 560045, India.  
Tel : 91-80-49139999  
<http://www-07.ibm.com/in/careers/>

Dear Hima Unnikrishnan E

The world is at a major turning point; technology is enabling entirely new forms of business operations, business models, industries and outcomes. We have exponentially more power to reach the full potential of our life's work than any humans before us. This is IBM's vision for the future.

We invite you to join us as a Associate – Technical Engineer, in band 04G to do your best work ever. You will be working alongside passionate IBMers, business & technology experts, who are constantly building their knowledge and expertise to find the best solutions to help our clients achieve their goals and create new possibilities.

At IBM you will experience an inclusive and collaborative culture where you can offer ideas and solutions, no matter your experience or area of expertise – you have an audience that listens from Day 1. You will have access to world-class learning opportunities to help you create the career you've always imagined. Join us and you'll be proud to call yourself an IBMer.

Your letter of employment is attached, for your review and acceptance. Please do not hesitate to reach out to us in case of queries or concerns. We look forward to hearing from you soon and welcome you to be a part of our team.

True Copy Attested

DO YOUR BEST WORK EVER.



*anna's*  
Dr. SUNNY JOSEPH KALAYATHANKAL  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths)  
PRINCIPAL  
Jyothi Engineering College  
Cheruthuruthy P.O.- 679 531





IBM CONFIDENTIAL

ANNEXURE A

DATE	January 30, 2019		
NAME	Hima Unnikrishnan E	BAND	04G
DESIGNATION	Associate – Technical Engineer	LOCATION	BANGALORE
<u>Compensation Components</u>		<u>IBM Offer (in INR)</u>	
1. Annual Basic Salary		152027	
2. Annual Flexible Benefit Plan (FBP)		182432	
3. Annual Reference Salary (ARS)		334459	
4. Retirals			
a) Provident Fund (PF)		18243	
b) Gratuity @ 4.8%		7297	
5. Annual Reference Salary + Retirals		360000	

Growth Driven Profit-sharing (GDP), an annual profit distribution scheme, is another important part of your compensation opportunity and is designed to support a team oriented, high-performance work culture. Further details of the program will be made available to you upon joining IBM. Please note: IBM reserves the right, in its sole discretion, to amend, change, suspend, or terminate the Growth Driven Profit-sharing program at any time, including, but not limited to, changing how the profit sharing pool is allocated or altering the payment amount at the region or country level based on unanticipated business issues or extenuating circumstances.

True Copy Attested

The Company presently has a Performance Award Program (PA). Further details of the Performance Award Program will be made available to you upon joining IBM. Please note: IBM reserves the right in its sole discretion to amend, change, suspend, or terminate Performance Award Program at any time.

You agree to the Company adjusting the statutory bonus amount, if any, under the Payment of Bonus Act, 1965, against payments made under the Company's profit distribution schemes GDP & PA.

Dr. SUNNY JOSEPH KALAYATHANKAL

M.Tech, MCA, the Payment of Bonus Act,  
Ph.D (Computer Science), Ph.D (Maths)  
PRINCIPAL

Jyothi Engineering College  
Cheruthuruthy P.O.- 679 531





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 IBM, we're changing the world every day and we will be delighted to have you as part of our team. To confirm your acceptance of this offer letter on the terms and conditions specified herein, please sign in the space specified below and return the signed copy to IBM on your on boarding day.

Signed By – IBM Authorized Signatory  
Director – Talent Acquisition ISA

ACCEPTANCE OF APPOINTMENT TERMS AND CONDITIONS (TO BE UPDATED BY THE CANDIDATE ON THE DATE OF JOINING))

I agree that I have read, understand, and accept employment with IBM under the terms and conditions stated above. By signing on this offer, I also agree and acknowledge that this offer letter does not require a physical signature, and the issuance of this offer of employment to me, my acceptance of this offer, and IBM's acknowledgment of the same and the affixing of a signature by the IBM representative shall be adequate to constitute a valid contract of employment between IBM India Pvt Ltd. and me. (Please sign below to confirm that you agree with the terms and conditions stated in this offer.)

SIGNATURE

PRINTED NAME

DATE OF JOINING

DATE

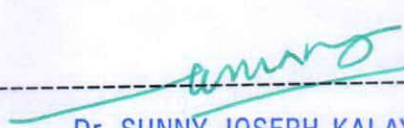
VERIFIED BY (FOR OFFICE USE ONLY – TO BE UPDATED BY ON BOARDING SPECIALIST)

True Copy Attested

SIGNATURE

PRINTED NAME

DATE

  
Dr. SUNNY JOSEPH KALAYATHANKAL  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths)  
PRINCIPAL  
Jyothi Engineering College  
Cheruthuruthy P.O.- 679 531



Date: 10<sup>th</sup> July 2019

To,  
Mr. Jeeva Joseph

## OFFER LETTER

Dear Jeeva Joseph,

This is with reference to your application and the subsequent interviews you had with us. We are pleased to offer you employment as **C1-Trainee Tech Support** with Exacore IT Solutions Private Limited with effect from 12/07/2019.

The broad terms of this appointment are as follows:

1. You will be hired at the **C1-Trainee Tech Support** Level of the Company.
2. You will be initially located at Kerala. However, you may be required to work at any other location for specific assignments, depending on exigencies of work.
3. Please refer to ANNEXURE A for applicable rules.
4. You will be under training for 6 months. Post completing the training successfully we will appoint you in our regular employment. Your Appointment to company is strictly on the basis of your performance and attitude displayed during the training period.
5. Your detailed CTC is specified in **ANNEXURE B**.
6. For fulfilling the Company's business needs from time to time, you may be transferred; assigned and / or deputed, at the discretion of the Company, to any other locations in India or abroad than your location at the time of your appointment. Thus, you may be transferred; assigned or deputed to the locations of the Clients of the Company, or locations of the Group Companies or Subsidiaries of the Company as a representative of Exacore IT Solutions Private Limited or of its Group Companies.
7. The Company can initiate movement of your employment to any other organization for any reason including but not only limited to mergers, movement to Joint ventures/Group Companies / Sister concerns, divestment, in case of mutual agreement between Exacore& Customer for you moving to customer's roll etc.
8. You will be entitled to a paid leave as per Company's policies. You will be bound by the Company's Personnel Policies and other Services Rules which will be communicated to you, from time to time.
9. You will not undertake any representation or employment in any form or kind for yourself or for any other company while in the employment of Exacore IT Solutions Private Limited.
10. Considering the urgency of meeting the deadlines of specific assignments and other conditions prevailing at the time, you may be required to put in extra hours / days at work / work in any shift as required.

True Copy

Dr. SUNNY JOSEPH KALAYATHAN  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
(Computer Science), Ph.D (Maths)  
PRINCIPAL



11. During the course of your assignment, you will deal with some important or confidential information and/or material either of the Company or a client. It is understood that you will not part with this information to anyone at any point of time without the written consent of the Company.
12. You will be responsible for the proper care of all hardware, software and other related valuables entrusted to you.
13. It will be your responsibility to keep yourself abreast and comply with Code of Conduct & all the company policies which are updated from time to time.
14. You will be required to read and comply with the confidentiality undertaking of the company.
15. You will be on probation period of 6 months from start date of your employment after completion of training as per the company policies. Your performance will be assessed, and your employment will be confirmed only when written confirmation letter is issued. As and such time you will be under probation.
16. Your continued appointment will be based on several factors which will be reviewed from time to time, including, the accuracy and completeness of all the information mentioned in your application and the interviews you had with us, your flexibility in taking on assignments which are allotted to you after due discussions and your overall performance in the Company.
17. This appointment may be ended by either side with a notice period of **30** days during probation period and 90 days post confirmation of your employment or pay in lieu of notice or as per employment agreement signed. However, release from the services of the Company will be subject to satisfactory handover of the responsibilities assigned to you. The discretion to accept pay in lieu of notice rests with the Company and you will be bound by any such decision, which will be taken based on work exigencies and you therefore may be required to work through the notice period. In case an employee resigns of his/her own will, The Company reserves the right to release the employee prior to the notice period of 90 days taking into consideration business needs and work exigencies and the Company will not be liable to make any payment to the employee in lieu of the notice period.
18. The Company also reserves the right to recover the costs of any specific expenditure incurred at the time of joining (Relocation expenses, joining bonus etc. if any), or during onsite travel, either on processing a visa / work permit or for any specific training given for an assignment and where you are unable, for any reason, to fulfill your part of the obligation, either to travel or to complete the assignment, or to fulfill the mandatory duration of double the period of onsite assignment on post his/her return to offshore. However, the calculation of double the onsite assignment period post return will not exceed 6 months.
19. In case you are terminated by the employer for any reason whatsoever including termination due to breach of the existing policies or for any kind of misconduct then the employer may take the decision of releasing you with immediate effect and will not be liable to pay the notice payment for the full or balance notice period as mentioned in the earlier issued letters.
20. The company has made the offer of employment on the basis of the bonafide statements and facts provided by you. At the time of employment or during employment if the bonafid ecompany finds the information provided to be false or misleading, it reserves the right to take appropriate disciplinary action against you which also includes termination of employment.
21. You are required to submit all documents that have been detailed in the offer letter, to the Company within 30 calendar days of your date of joining. In the event that you do not submit all the required documents as detailed in the offer letter within this time period, the discretion to terminate your services rests with the Company and you will be bound by any such decision.

True Copy Attested

Dr. SUNNY JOSEPH KALAYATHANKAL  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths)  
PRINCIPAL  
The Engineering College



# EXACORE

TEAM UP FOR SUCCESS

22. During the term of this agreement, you shall devote as much of your productive time, energy, and abilities to the performance of your duties hereunder as is necessary to perform the required duties in a timely and productive manner. For a period of one year following any termination, you shall not, directly or indirectly, hire solicit, or encourage to leave the Company's employment, any employee, consultant, or the Company's employment or contractual engagement within one year of such employment or engagement. You shall not solicit/entice the customer of Exacore, for a period of two years from the date of separation from Exacore.
23. During your employment with the Company you will agree to work on any project that you are assigned to, irrespective of technical platforms / skills and nature of the project. If necessary, you may also be required to work in shifts. Failing to do so can lead to termination of employment without notice.
24. Regardless of any secondment to any other Exacore entities or where you may be required to work overseas for any such Exacore entities for an extensive period, you shall at all times remain an employee of the Company exclusively and shall not be entitled to any such foreign salary or benefits (including medical insurance, green card sponsorship, etc.) payable or applicable to employees of such other Exacore entities other than the salary and benefits specified in this offer letter or the salary and benefits that may have been decided by Exacore and communicated to you.
25. Training related service agreements: During the tenure of your employment, the company may incur training/certification expenses on you. In the event you leave your services during the training period or within a period of 24 months from the date of confirmation of your employment, you will be required to reimburse the entire training costs including any travel costs related to the training. You may also be required to sign a service agreement with the company for the specified period, which will be indicated to you at that time.

Kindly sign the copy of this offer letter by way of confirmation.

Sincerely yours,  
For Exacore IT Solutions Private Limited.

  
Anju K.  
HR Executive

True Copy Attested

  
Dr. SUNNY JOSEPH KALAYATHANKAL  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths)  
PRINCIPAL  
Jyothi Engineering College  
Cheruthuruthy P.O.- 679 531

Agreed & Accepted  
(Jeeva Joseph)



## Annexure A Applicable Rules

**Leave:** The leave year is January – December. 12 days of Casual Leave, 12 days of Sick Leave (against production of Medical Certificate), 12 days of Earned Leave after completion of one year of service. Please refer company's Leave Policy for further details in this regard.

**Personal Taxes:** The payments described above will not be further grossed up for taxes and you will be responsible for the payment of all taxes due with respect to such payments. This will be deducted at source as per the prevailing rules.

**Salary Revisions:** Our performance year is April 01 to March 31 of each year. Based on your performance your target annual salary will be reviewed annually and adjusted (merit increase) in May each year.

**Performance Bonus:** You will be eligible to participate in the Company's Performance Bonus as per company policy, provided you are on the rolls of the Company at the time of payout. The annual performance bonus payable shall be pro-rated to your completed months of service with the company. Performance Bonus is payable only if you are on the rolls of the company for at least 3 months during the relevant calendar year.

### **Condition of Hire:**

Your employment will be subject to the following pre-conditions:

1. Submission of Final mark list/certificate of graduation
2. Successful completion of Training

All appointments are based on the information furnished by you in your employment application and all further declarations and undertakings. Hence, any false statement or information furnished as above will lead to your dismissal without notice.

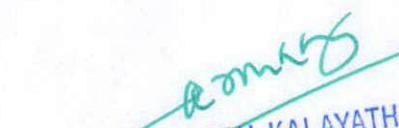
Wherever PAN is not produced, as per section 206AA, for the purposes of TDS, the higher of the rates (rates in force or 20%) will apply to all amounts on which tax is deducted under Chapter XVIII B of the Act. Chapter XVIII B commences with section 192 (deduction of tax from salary payments). Therefore, section 206AA will also apply to section 192 TDS.

Other rules applicable to you will be communicated to you from time to time.

True Copy Attested

For Exacore IT Solutions Private Limited

  
Anju K.  
HR Executive

  
Dr. SUNNY JOSEPH KALAYATHANKAL  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths)  
PRINCIPAL  
Jyothi Engineering College  
Cheruthuruthy P.O.- 679 531

Agreed & Accepted  
(Jeeva Joseph)



**Annexure B**  
**Annual Salary on Cost to Company Basis**

3 Months	Class Room Training – (5000 Stipend)			
On Payroll	On the Job Training (3 Months)		On Confirmation (6 Months)	
Salary Component	Annual Amount (in Rs.)	Monthly Amount (Rs.)	Annual Amount (in Rs.)	Monthly Amount (Rs.)
<b>Monthly</b>				
Basic	72840	6070	72840	6070
Other Allowance	47160	3930	47160	3930
Project Bonus*			30000	2500
<b>Gross Amount</b>	<b>120000</b>	<b>10000</b>	<b>150000</b>	<b>12500</b>
<b>Other Benefits</b>				
PF Employer Contribution	14400	1200	14400	1200
Medical Insurance ***	3000	250	3000	250
Gratuity	3504	292	3504	292
<b>Total CTC</b>	<b>140904</b>	<b>11742</b>	<b>170904</b>	<b>14242</b>

\*Project Bonus-applicable for only India onsite project. Overseas assignments separate allowance as per country is applicable

\*\*PF Employer Contribution – PF contribution paid by the employer. An amount equal to the Employer contribution will be deducted from your salary towards PF employee contribution also.

\*\*\* Medical Insurance covers only employee. Insurance cover value is Rs 1 lacs.

The amount indicates is the maximum amount towards Mediclaim and Group Personal Accident insurance premium

**Compensation details are strictly confidential and are not liable for disclosure to anyone in any manner whatsoever.**

For Exacore IT Solutions Private Limited.

True Copy Attested



Anju K.  
HR Executive



  
**SUNNY JOSEPH KALAYATHANKAL**  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths)  
PRINCIPAL  
Jyothi Engineering College  
Cheruthuruthy P.O. 679 531

**Agreed & Accepted**  
**(Jeeva Joseph)**





06-DEC-2018

Letter Of Appointment

Mr. Jibin V  
TCS - Trivandrum

Dear Mr. Jibin,

Further to your acceptance of our offer letter vide TCSL/DT/201738/9664/Trivandrum dated 22-Nov-2018 we are pleased to appoint you in our organisation in grade Y no. A SE-Trainer.

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

You will be on Training for a period of 12 months from the date of your joining i.e. 06-DEC-2018 and will be confirmed thereafter, if found suitable, in a regular grade.

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

Your Associate number is T622711.

Yours sincerely,  
For TATA Consultancy Services Limited

YASUDEVAN BRAJAGOPALAN  
Head Talent Acquisition - India

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited  
TCS House, Roundbay Street, Mumbai-400 007, Maharashtra, India  
Tel: 91-22-67439949 Fax: 91-22-6743-0660 [care@tcs.com](mailto:care@tcs.com)  
Registered Office: Horns Building, 9th Floor, Nallasopara Road, Mumbai-400 027.

True Copy Attested

Dr. SUNNY JOSEPH KALAYATHANKAL  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths)  
PRINCIPAL  
Jyothi Engineering College  
Cheruthuruthy P.O.- 679 531





## Crown Solutions India Private Limited (Crown)

Date: 29-Mar-2019

To

Name: Mr. Justin Johns

Address: Puthuppampil House, Pandallur Hills(Po), via Pandikkad, Malappuram(Dt), Kerala-676521

Dear Mr. Justin Johns

We have pleasure in appointing you in our company as **Consultant** or in such other capacity the management shall determine time to time. Please note the employment terms contained in this letter are subject to company policy

### 1) APPOINTMENT

Your date of appointment is effective from the date of joining which shall be as soon as possible not later than **29-Apr-2019**

You will be liable to be transferred in such capacity as the company may from time to time determine from any other location, department, function, establishment or branch of the company or subsidiary, associate or affiliate company or Client Projects anywhere in India or abroad. In such case you will be governed by the terms and conditions of service applicable to the new assignment.

### 2) COMPENSATION

You will be eligible to receive the following

- A) Your total cost to the company would be **Rs.1,74,000/- (Rupees One Lakhs Seventy Four Thousand Only)** per annum. Please find attached Annexure A for details. This salary will be processed on 7<sup>th</sup> work day of every month. However if 7<sup>th</sup> falls on a holiday, salary will be paid in the next working day.
- B) Your salary will be reviewed periodically as per company policy.
- C) Changes in your compensation are discretionary and will be subject to and on the basis of effective performance and results during the period and other relevant criteria.
- D) Your performance will be reviewed every 12 months.

### 3) DUTIES & JOB RESPONSIBILITIES:

(a) You Shall diligently follow the instructions of the Seniors, Officers and authorities under whom he/she may from time to time be placed during the assignment, perform all responsibilities and ensure required technical service deliverables & results as required for the assigned project. You will be expected to work extra hours to achieve the above whenever the job so requires. In this connection, you are required not to engage in activities that have or will have an adverse impact on the reputation/image and business of our company whether directly or indirectly.

(b) You Shall at all times obey the rules and regulations of CROWN or its business associates:

(c) It is mutually discussed & agreed that during your tenure in our Company, you would be assigned to work on our Client projects and during such deputation, In case you

True Copy Attested

Dr. SUNNY JOSEPH KALAYATHAN  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths)  
PRINCIPAL  
Vysothi Engineering College  
P.O. - 679 531  
INDIA - CHENNAI BANGALORE KOCHI HYDERABAD  
EUROPE APAC AUSTRALIA SRILANKA AFRICA

[www.crownsolution.com](http://www.crownsolution.com)





## **Crown Solutions India Private Limited (Crown)**

may have any concerns or redressals with us, You shall only address it to your concerned Human Resource (HR) Point of Contact (POC) in Crown, refer to Appendix - A of this offer letter for details and You shall strictly not have any direct communication with any of our Client Personnel or Client's project supervisors in the client place, any breach of this condition may be subject to Clause no 9-A-12 of this offer letter.

- (d) You shall not engage in any work/assignment other than that arranged by CROWN, even while off duty, except with the prior written permission of CROWN.
- (e) This employment is contract in nature, it is entirely dependent on the client project assignment duration. This employment offer would be valid until the expiry of the client contract for which you have been employed under this contract.
- (f) We at Crown Solutions are committed to ensure the integrity in all aspects of its functioning. Please ensure that you comply with the policies of the organization as the form and the integral part of the terms employment with crown consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These policies are updated / modified on a periodic basis and new policies may be introduced from time to time. As and when this happens the company will notify you and you will be required to comply with the same.

#### **4) LEAVE**

Leave, public holidays and working hours as applicable to your category of employees, assignments and location of position

#### **5) CONFLICT OF INTEREST**

- A) During the term of this agreement, you agree to comply with our company's reasonable policies and standards, will devote your full time abilities to the performance of your duties and will not engage in any concurrent employment in the same field.
- B) You shall ensure that you shall not, directly or indirectly, engage any activity or have any interest in or perform any services for any person who is involved in activities, which are or shall be in conflict with the interest of our company.
- C) You shall ensure that you shall not directly or indirectly misuse or mishandle any of the facilities as and when provided by the company/client for the promotion of business such as mobile phone, laptop, computer accessories, corporate credit card, vehicle etc.
- D) Fails or neglects to undertake the employment/deputation, at the mutually discussed and agreed dates, abandons or deserts or fails to report regularly at the specified office shall be deemed as "NO SHOW". In such an event, the offer stands cancelled, and you shall be liable to pay three month's salary as penalty to the company for the loss suffered by the company.

#### **6) TIMESHEETS**

You shall send a softcopy of the timesheets duly approved and signed by your concerned Manager on the last working day of every month to the concerned payroll processing team so as to enable us to process your salary on time.

True Copy Attested

Dr. SUNNY JOSEPH KALAYATHANKAL  
M.Tech, MCA, M.Sc, M.Phil, Ph.D (Mains)  
Ph.D (Computer Science)

INDIA - CHENNAI BANGALORE KOCHI HYDERABAD

EUROPE APAC AUSTRALIA SRILANKA AFRICA

PRINCIPAL  
Jyothi Engineering College  
Thiruvananthapuram P.O. - 675 001

[www.crownsolution.com](http://www.crownsolution.com)





## **Crown Solutions India Private Limited (Crown)**

Any delay in receiving the approved timesheets will result in the delay of the payment of your salary. Payment of your salary would be done as per the effort approved by the Client's Manager in the time sheet and on a pro-rata basis on the aforesaid monthly salary.

### **7) PROBATION**

You will be put on probation for a period of six months, which may be extended by another six months at sole discretion of the management. On satisfactory completion of probation period/extended probation period, you shall be on confirmed employment, till such time you shall continue to be on probation.

### **8) MEDICAL INSURANCE**

Medical Insurance Coverage will be provided by CROWN for you as per the company Standard policy. Hospital and Surgical Insurance coverage are only applicable to you and subject to the provisions and exclusions of the Company standard Policy. You can also choose to cover your family members (you will have to bear the insurance premium) through our insurance provider at applicable rates.

### **9) TERMINATION:**

The company may terminate the employment with or without cause under the following conditions:

**A) With Cause :** The company may, immediately and without notice, terminate the EMPLOYEE from the employment with "cause". The term "cause" shall, as used in this Document, mean

- 1) CROWN reserves the right to verify the information furnished by you at any time. Misrepresentation or omission of any information may result in revocation of this offer or immediate termination of the employment without notice.
- 2) The commission of a crime involving moral turpitude, theft, fraud or deceit.
- 3) Conduct that has an adverse effect on the Company's reputation.
- 4) Substantial or continued unwillingness or inability to perform duties assigned to the EMPLOYEE
- 5) Gross negligence or deliberate misconduct
- 6) Any material breach of terms and conditions specified in this letter.
- 7) Client discontinues trading, becomes bankrupt or insolvent.
- 8) Client is in breach of its agreement with CROWN or cancels the assignment before the expected completion date.
- 9) Non-renewal of the contract / project of employment on its expiry
- 10) Client is dissatisfied with your work performance, after reasonable efforts have been made to remedy the situation.
- 11) You fail to comply with clause no. 3 & 14
- 12) You fail to comply with one or more of the terms and conditions of this agreement.

### **B) Without Cause:**

In the event that the confirmed employment is terminated without Cause, the EMPLOYEE will be provided with a 30 days written notice prior to such termination or paid severance pay in lieu thereof equivalent to the consolidated compensation package for a period of 30 days, calculated on the basis of the last basic salary. Any absence for 2-3 consecutive business days without prior permission will be treated as un-authorized absence from the

True Copy Attested  
INDIA - CHENNAI BANGALORE KOCHI HYDERABAD  
Dr. SUNNY JOSEPH KALIA  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (India)  
PRINCIPAL  
EUROPE APACIA AUSTRALIA SRILANKA AFRICA  
[www.crownsolution.com](http://www.crownsolution.com)



LETTER OF INTENT

Date: 16-Nov-17

Name: K. Nisha

Dear Nisha,

With reference to your application and subsequent discussions you had with us, we are pleased to inform you that you have been shortlisted for the position of Customer Service Associate at Bangalore facility of Amazon Development Center India Pvt. Ltd. (the "Company").

Please treat this as a letter of intent ("LOI") valid for a period of 30 days from the date of issue of this letter. The validity of which the letter of intent will expire without any further conditions or liabilities on your or our side unless an Offer letter duly finalized by the Company is issued to you before the expiry of the aforesaid 30-day period. The issue of an Offer letter to you is subject to the Company's future business requirements and subject to be issued at the sole discretion of Amazon. Upon issue of the Offer letter, the LOI stands automatically terminated. This LOI shall also be terminated automatically in the event you take up employment with another person (other than the company) before issue of the Offer letter.

You are required to submit the following documents:

- Copies of the Educational Certificate (from Class 10<sup>th</sup> till the highest achieved)
- Relieving letter from the previous employer/s (if applicable)
- Service letter from the previous employer/s (if applicable)
- Last pay slip from the previous employer/s (if applicable)
- Form 10 (if applicable)
- Address Proof
- Passport Size Photographs (6)
- Copy of PAN card

Upon signing the Offer letter, you would be eligible to receive Total Compensation of INR 1,62,000/- (Rupees) as per the following structure:

1. Annual Base Pay of INR 1,37,760/- (Rupees)  
per annum payable in arrears in accordance with Amazon India's standard payroll practice and subject to all lawful deductions of income tax, provident fund contributions (if any), insurance or otherwise
2. Variable Pay of INR 24,240/- (Rupees)  
per annum, payable on quarterly basis and subject to meeting performance levels as per the Company's standards and policy.

Your attention is drawn to note that Variable Pay will be payable only upon successfully meeting the requirements as per company policy and also subject to full time continuing employment with Amazon on the date of payout.

The same may be revised at the time of the issuance of an Offer letter as per prevailing levels of pay at the time of issue of the Offer letter. The amounts stated herein are only indicative and in no way a binding commitment on the Company's part. In addition, you will be eligible for benefits as per company policies.

Team B - 2nd Floor, India Land Tech Park Private Limited  
CHIL SEED Area, Kumbhara Village, Nanjarajapuram, Coimbatore - 643 035, Tamil Nadu.  
Tel.: +91 - 422 - 446 5300  
www.amazon.in  
CIN: U72200KA200427PC054133

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Dr. SUNNY JOSEPH KALAYATHANKAL  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths)  
PRINCIPAL  
Jyothi Engineering College  
Cheruthuruthy P.O.-679 531





Ref: TCSL/DT20163590367/1176763/Trivandrum  
Date: 31-12-2018

MR. LEON JOSE  
Pulikkottil House null,  
Ariyannur, Thrissur,  
Kerala-680102.  
Tel# 918089217530

**Sub: Joining Letter**

Dear Mr. Leon Jose,

Welcome to TATA Consultancy Services Limited (TCSL). We are glad that you have accepted our offer and look forward to you being a part of our family.

We are pleased to inform you that your Initial Learning Program (ILP) at TCSL will commence on **07th January 2019** at **Trivandrum**. You are requested to report at the address detailed below on **07th January 2019** at **08:30 AM**.

Tata Consultancy Services Ltd.  
Peepul Park, Technopark Campus,  
Kariyavattom P.O.,  
Trivandrum, Kerala-695581.

(Route map of the ILP Centre can be viewed on TCS NextStep>>ILP Corner>>ILP Centres)

Contact Person: Mr. Paul Joseph Fernandez  
Phone: 914716629400  
Email Id: paul.f@tcs.com  
(Contact Hours: Monday - Friday, 9 AM to 6 PM)

Please download the Joining Letter Annexure (TCS NextStep>>ILP Corner>> Joining Letter) detailing the formalities to be complied with prior to the commencement of your learning.

**Initial Learning Program (ILP)**

Learning is a way of life in TCSL and Initial Learning Program (ILP) will add value to your professional life and will open a world of opportunities.

**ILP Phase I**

The first phase of ILP is specially designed to inculcate programming rigor and to build a process mindset. The soft skills module of ILP would help in grooming you become a world class professional. On successful completion of this phase of ILP, you would move to the next phase

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Tech, MCA, M.Sc, M.Phil, B.Ed  
Computer Science, Ph.D (Maths)

TATA CONSULTANCY SERVICES  
Services Limited





### ILP Phase II

The second phase of ILP would help you become 'project ready' facilitating development of project specific skill sets and awareness of TCSL processes.

ILP has continuous evaluations based on pre-defined learning objectives. The weighted average of these evaluations will be a major component of your first mid-anniversary appraisal. In the event of your performance during the ILP falling short of the required standard, the Management reserves the right to either extend your ILP or terminate your services.

We would like you to do some preparation in advance so that you become equipped to meet the expectations and challenges of ILP. Pre-ILP Online Learning program through ASPIRE is mandatory for all trainees joining TCSL. If you have not yet completed ASPIRE, please ensure that it is completed as soon as possible. You also need to prepare well in Tech Lounge and your performance in this will be assessed through Initial Readiness Assessment (IRA) immediately after you join. Your Aspire participation and performance in IRA will be one of the key factors in determining your location of posting and/or your final ILP rating. For details, please refer the Joining Letter Annexure.

Accommodation would be arranged by TCSL at the ILP Centres and the rent towards the same would be deducted from your HRA. Details of the accommodation will be sent to you in a separate mail one week before your ILP start date. Travel expenses to the location of ILP will not be reimbursed.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

If you remain unauthorizedly absent for a consecutive period of 10 days, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of ILP trainees without any further intimation/separate communication to you.

We would like you to confirm your acceptance of joining this batch by clicking on the 'I Accept' button online. In the event of us not receiving an update, TCSL reserves the right to withdraw the offer. If you fail to join on the date provided in the TCSL Joining letter, the offer dated 27-12-2018 will stand automatically terminated at the discretion of TCSL.

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Dr. SUNNY JOSEPH KALAYATHANKAL  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths)  
PRINCIPAL  
Jyothi Engineering College  
Cheruthuruthy P.O.- 679 531

TATA CONSULTANCY SERVICES





We are sure you are as excited to be a part of this great family, just as we are to have you with us. Together, let us take TCSL to greater heights! Wish you the very best!

With warm regards,

Yours sincerely,

**K Ganesan**  
**Global Head Talent Acquisition & AIP**



Click here or use a QR code scanner from your mobile to validate the joining letter

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**Dr. SUNNY JOSEPH KALAYATHANKAL**  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths)  
**PRINCIPAL**  
Jyothi Engineering College  
Cheruthuruthy P.O.-679 531





Date: 04-Sep-18

Lipin Pius  
Jyothi Engineering College, Thrissur

**Appointment Offer: Software Engineer**

Dear Lipin Pius,

Following your interview with us, we are pleased to appoint you as **Software Engineer** in IBS Software Pvt. Ltd. (the "**Company**"), subject to your acceptance of the terms and conditions contained herein.

**Terms and conditions of the Offer**

**1. Pre-requisites**

- a) This appointment and continuance of your employment will be subject to your being medically fit by our medical panel and also subject to you clearing the background verification exercise undertaken by the company. A consent form is attached along with this offer letter. You are required to return a signed consent form for initiating the background verification on the date of joining.
- b) You will have to bring 5 copies of your latest passport size colour photographs, and the originals and one set of copies of all certificates specified in Annexure 1 on the joining date. Your appointment will be subject to verification of your certificates against the information provided by you in your resume and during the interview.

**2. Posting**

Your initial posting would be at the office of the Company situated at Unit No's 401 & 402, SCK-01, Smartcity Campus, Thengode PO, 682030, Kakkanad, Kerala. Your services are, however, liable to be transferred to any of our other offices or offices of our existing or future affiliates, clients or associates, in India or abroad, at the sole discretion of the Company.

**3. Reporting Date**

You are requested to report at the office of the company situated at 5th Floor, Carnival Infopark-Phase 2, Infopark Campus, Kusumagiri PO, Kakkanad, Kochi, Kerala-682030 on **14-Sep-2018 at 9.30 AM.**

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*Sunny*  
Dr. SUNNY JOSEPH KALAYATHANKAL  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths)  
PRINCIPAL  
IBS Software Private Limited

*Lipin*



#### 4. Probationary Period

- a) You will be on probation for a period of six months from the actual date of your joining, which period may be extended by the Company depending on your performance. You will continue to be on probation unless and until you are expressly confirmed in the regular service of the Company. On successful completion of your probation, as may be judged by the Company, you may be confirmed, if your services are found satisfactory.
- b) Prior to your confirmation, if the Company in its opinion is not satisfied with your work and/or conduct, your probation shall be liable to termination without any notice or assigning any reason whatsoever.

#### 5. Compensation

Your compensation details are as stated in the table below.

Compensation Details		Job Level: 3
Fixed Remuneration		Amount in INR
Sl. No.	Component	Monthly
1.	Basic Pay	9,000
2.	HRA	3,600
3.	Transport Allowance	1,600
4.	Special Allowance	10,950
5.	Food Vouchers	1,050
6.	Employer's contribution to Provident Fund (As per Provident Fund Act 1952)	1,800
7.	<b>Monthly Gross Earnings (Fixed)</b>	<b>28,000</b>
Gratuity will be paid as per Payment of Gratuity Act, 1972.		

In addition to the MGE, you will be entitled to the company's medical assistance scheme for self, spouse and children. This scheme provides medical insurance cover up to Rs.1,00,000/- per annum for in-patient treatment subject to the conditions mentioned in the insurance cover.

From your date of joining you can avail the medical assistance for out-patient treatment also. This scheme entitles you, your spouse and children to reimbursement of medical expenses incurred for out-patient treatment at the Company's designated hospitals on a co-pay basis.

- a) The Company provides transportation facilities to its employees as per policy. A monthly conveyance charge would be deducted from your MGE if you wish to avail the Company transportation. This conveyance charge is fixed based on your residential location and your Job Level.

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SHINY JOSEPH, B. Ed  
M.Tech, MCA, and Ph.D (Main)  
Ph.D (Computer Science), Ph.D (Main)  
PRINCIPAL  
Vijitha Engineering College

Vijitha Engineering College Private Limited





- b) You will not be entitled to any payment, amenities or benefits other than those mentioned above.

#### 6. Working Week & Leave

- a) The normal working days per week and working hours per day of the Company are from Monday to Friday and from 8.30 A.M to 5.30 P.M., with a lunch break of 45 minutes, respectively. The normal working days and normal hours of work can be changed by the Company to suit the exigencies of work programmes and emergencies.
- You can adjust your working hours on a normal working day for effective achievement of business goals, along with your personal requirements.
  - The entry timing can be anytime between 8 AM and 10 AM on a normal working day and the exit timing will be between 5 PM and 7 PM.
  - Attendance shall be mandatory between 10 AM and 5 PM.
  - Every employee should clock minimum 41.25 hours at work (excluding lunch break) every week. Any time less than this has to be applied as leave.
  - The flexible working hours will not be applicable for resources on client/product support, as they are already on a revised shift schedule defined by a roster.
- b) Holidays would be as per the list declared by the Company from time to time.
- c) As an employee of the Company you will be entitled to 11 days earned leave and 11 days casual leave per annum. In addition, you will also be eligible for sick leave, maternity leave as per the Maternity Benefit Amendment Act, 2017 or paternity leave, as applicable and examination leave as per leave policy of the Company. No other leave will be applicable.

#### 7. Promotion

Promotions will be based on your performance, contribution and as per the rules and regulations of the Company relevant and applicable.

#### 8. Travel

You may be required to travel within India and overseas for the purpose of work and/or training whenever required by the Company and you will be required to remain outside India for such period as may be determined by the Company. For this purpose, you shall be required to enter into such agreements as may be required by the Company from time to time to protect the interests of the Company. All expenses including, flight tickets, hotel accommodation etc., that may be incurred in connection with such travel will be borne by the Company. You must have a valid passport while joining the Company and a copy of the passport must be deposited with the Company. Company will take all responsibilities for arranging travel visas and other formalities.

True Copy Attested

Dr. SUNNY JOSHI  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths)  
PRINCIPAL  
Jyothi Engineering College  
Muthuruthy P.O. - 679 501

*Lipin*





# ZITLALI INFOSOLUTIONS PRIVATE

TECHNOLOGY

MATHEW SANTHOSH  
CHAZHACK HOUSE  
SILKENT STREET  
KURLYACHIRA POST  
THRISSUR 680006

Subject: Appointment for post of **SOFTWARE DEVELOPER**

Respected **MATHEW SANTHOSH**

We are pleased to offer you the position of **SOFTWARE DEVELOPER** with ZITLALI INFOSOLUTIONS PRIVATE LIMITED. The following terms and conditions apply:

- Commencement of Employment**  
Your appointment will be effective from **1st March 2019**.
- Job Title**  
Your job title will be **SOFTWARE DEVELOPER**. You will be required to perform all duties and responsibilities assigned to you.
- Grade**  
Your grade will be **EXECUTIVE / SOFTWARE (L1)**.
- Salary**  
Your salary and other benefits will be as per the schedule below.
- Place of posting**  
You will be posted at **Thiruvananthapuram**. You may however be required to work at any place of business where the Company may be required to do so.
- Probation**
  - Your appointment is probationary for a period of 3 months. As a company believes and practices only merit based performance, your probation period may be curtailed down or extended subject to your individual performance.
  - During the probation period, the appointment is liable to be terminated by the company or by you by giving 15 days advance notice in writing.

Accepted by **MATHEW SANTHOSH**

Signature

for ZITLALI INFOSOLUTIONS PRIVATE LIMITED.

Aruna Nair

Mathew Santosh

True Copy Attested

*Aruna*

Dr. SUNNY JOSEPH KALAYATHANKAL  
M.Tech, MCA, M.Ed, B.Ed  
Ph.D (Computer Science) Ph.D (Maths)  
Principal

Engineering College  
Muvattupuzha P.O. - 686551





# ZITLALI INFOSOLUTIONS PRIVATE LIMITED

and Floor, Grand Mall, Above Helpline Towers, Karikara, 1st Fl., M. G. Road,  
Thrissur, PIN - 680001, Kerala, INDIA | CIN: U72900KL201401100000000000000000



**MILAN ROSE C.V**  
**CHALAKKAL HOUSE**  
**8/389, MANAPPADY**  
**PERAMANGILAM POST**  
**THRISSUR 680545**

Subject: Appointment for post of **SOFTWARE DEVELOPER**

Dear Mr./Ms. **MILAN ROSE C.V**

We are pleased to offer you, the position of **SOFTWARE DEVELOPER** with Zittal Infosolutions Private Limited subject to the following terms and conditions.

1. **Commencement of Employment**  
Your employment will be effective, as of 1<sup>st</sup> March, 2019
2. **Job title**  
Your job title will be **SOFTWARE DEVELOPER** and you will follow your reporting hierarchy based on company structure.
3. **Grade**  
You shall be placed in grade **EXECUTIVE / SOFTWARE (LI)**
4. **Salary**  
Your salary and other benefits will be as per the Schedule 1.
5. **Place of posting**  
You will be posted at Thrissur, Kerala. You may however be required to work at any place of business which the Company has, or may later acquire.
6. **Probation**
  - Your appointment is probationary for a period of 3 months. As a company believes and practices only merit base performance, your probation period may be curtailed down or extended subject to your individual performance.
  - During the probation period, the appointment is terminable either by the company or by you by giving 15 days advance notice in writing.

Agent Name: **MILAN ROSE C.V**

Signature

for Zittal Infosolutions Private Limited,

**Ayasha Nilas**  
(Director)

**Dr. SURESH K. K. KALAYATHAN**  
(Director)

**Neha Banu K. P.**  
(Director)



41

market  
simplified

October 17, 2018

Mithun P M  
Kannur

Dear Mithun,

Re: Letter of Offer

This has reference to your application and subsequent interview you had with us, for the position of **Consultant - Software Development**, in our organization to be based at Chennai.

We are pleased to confirm the offer of employment for the above position on terms and conditions mutually discussed and agreed. Your monthly Compensation would be **Rs 20,000/-**.

You are required to submit copies of the following, when you join:

1. Copies of Academic Qualifications - inclusive of 10th, plus 2 or equivalent, graduation and post-graduation (if any).
2. Experience Certificate, if any, including the relieving letter from all the previous employer/s
3. Salary Certificate, if any from the previous employer/s
4. Five (5) passport size photographs.
5. Copy of the Passport / Aadhar Card / Driving License Copy (Mandatory if you have obtained the license) / Birth Certificate / School Leaving Certificate showing date of birth and address.
6. Copy of Income-Tax PAN Card/ PAN letter from Income-Tax Department, if any.

Originals of all documents for verification, which will be returned the same day.

You shall join the services of the Company on or before **November 05, 2018**. We shall appreciate your confirmation of acceptance of the above offer latest **October 18, 2018**. Non-acceptance before the stipulated time will make this offer redundant automatically.

Our detailed letter containing terms and conditions will be given to you on your joining. You will be required to sign the NDA / Confidentiality Agreement and consultant's agreement upon joining.

**Note:** Deductions as per the statutory compliances will be deducted from your salary.

Please return this enclosed copy duly signed and dated for your acceptance of the letter.

For Market Simplified India Limited,

Prashanth S G  
Head - Operations

Accepted

(Signature &amp; Date)

True Copy Attested

Dr. SUNNY JOSEPH KALAYATHANKAL  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths)

Principal  
J. S. S. Engineering College  
Chennai, P.O.-679 531



25-Jul-2018

Dear Neelima Sony M,  
B.Tech, Computer Science & Engineering  
neelimosony13@gmail.com



Candidate ID – 12218698

In continuation to our discussions, we are pleased to offer you the role of Programmer Analyst Trainee in Cognizant Technology Solutions India Private Limited ("Cognizant").

During your probation period of 12 months, which includes your training program, you are entitled to an Annual Total Remuneration (ATR) of Rs.338,005/-. This includes an annual incentive indication of Rs.20,000/-, as well as Cognizant's contribution of Rs.21,005/- towards benefits such as Medical, Accident, Life Insurance and Gratuity. The break up is presented in Annexure A.

On successful completion of the probation period, clearing the required training assessments and subject to you being part of a delivery project, your annual Total Remuneration (ATR) would stand revised to Rs.383,755/-. This includes an annual incentive indication of Rs.20,000/-, as well as Cognizant's contribution of Rs.21,755/- towards benefits such as Medical, Accident, Life Insurance and Gratuity.

Your appointment will be governed by the terms and conditions of employment presented in Annexure B. You will also be governed by the other rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer Annexure B for more details.

Please note

- This appointment is subject to satisfactory professional reference checks and you securing a minimum of 60% aggregate (all subjects taken into consideration) with no standing arrears in your Graduation/Post-Graduation.
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request.

We look forward to you joining us. Should you have any further questions or clarifications, please log into <https://campus2.cognizant.com>


Yours sincerely,  
For Cognizant Technology Solutions India Pvt. Ltd.,

  
Suresh Bethavandu  
Global Head-Talent Acquisition

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

Signature:

True Copy Attested

  
Date  
Dr. SUNNY JOSEPH KALAYATHANKAL  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths)  
PRINCIPAL  
Engineering College  
Arathuruthy P.O.- 679 531



# Annexure A

Name: Neelima Sony M

Designation: Programmer Analyst Trainee

Sl. No.	Description	Monthly	Yearly
1	Basic	8675	104,100
2	HRA @60% of basic*	5205	62,460
3	Conveyance Allowance*	800	9,600
4	Medical Allowance*	1250	15,000
5	Company's contribution of PF #	1041	12,492
6	Advance Statutory Bonus***	2000	24,000
7	Special Allowance*	5779	69,348
	<b>Annual Gross Compensation</b>		<b>297,000</b>
	Incentive Indication (per annum)**		20,000
	<b>Annual Total Compensation</b>		<b>317,000</b>
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		16,000
	Gratuity		5,005
	<b>Annual Total Remuneration</b>		<b>338,005</b>

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

- Floating Medical Insurance Coverage
- Round the Clock Group personal accident Insurance coverage
- Group Term Life Insurance Coverage
- Employees' compensation insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act
- Women associates joining Cognizant will be entitled to Maternity leave as per the Maternity Benefit (Amendment) Act, 2017

# PF is contributed at 12% of your basic. If you are an International worker, it is contributed at 12% of your monthly gross compensation excluding HRA.

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

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

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

\*\*\* **Language Premium:** This allowance is applicable only for Japanese, German & French language. It will be paid along with the Apr, July, Oct and Jan payroll for the previous quarter and will be subject to tax deductions as applicable in India. The amount will be pro-rated to the duration spent with Cognizant India and will be paid out on the condition that you continue to use the foreign language skill as required by your role/project/account.

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

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

Login to <https://www.cognizant.com> Total Rewards App for more details.

Dr. SUNNY JOSEPH KALAYATHANKAL

Engineering College  
Chennai P.O.-679 531



Cognizant

Dear Recruit,

Greetings from Cognizant!

We hope you have already received the DATE OF JOINING INTIMATION MAILER with below details.

Date: 28<sup>th</sup> August 2018

Reporting Time: 8.30 AM

Venue: Cognizant Technology Solutions, 3rd Floor, Athulya Building, Infopark SEZ, Kakkanad, Kochi - 682030

Note:

This Copy Attached



Dr. SUNNY JOSEPH KALAYATHANKAL  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths)  
PRINCIPAL  
Jyothi Engineering College  
Cheruthuruthy P.O. - 679 531





## Bell Technolabs

2<sup>nd</sup> Floor, Habisila, M.K.K Nair Road , Palarivattom , Cochin 682025.  
www.belltechnolabs.com , info@belltechnolabs.com, 0484-4000627

14<sup>th</sup> April 2018

Dear Sir,

Thank you for giving us an opportunity to conduct the placement drive at your college. Frantically we enjoyed each and every moment of the interactive session with the talents of your college.

As informed, the Three candidates, namely **Ms. Anumol CS , Ms. Asha K Murali and Ms. Niva Varghese** would have to undergo for the 2 to 3 months training on our LIVE projects, which starts from **May / June 2017**.

After the successful completion of training, they will be offered a **salary between Rs. 8000/- to 10000/- , with all other benefits.**

A detailed letter will be handed over to them, once they agree on these terms & conditions, at the time of joining.

Thanks and Regards

Ragin Mariya Joseph  
HR Executive  
BellTechnolabs  
Palarivattom

True Copy Attested

*Sunny*

Dr. SUNNY JOSEPH KALAYATHANKAL  
M.Sc., M.A., M.Phil., B.Ed.  
Ph.D. (Computer Science), Ph.D. (Maths)  
PRINCIPAL  
St. Ignace's College  
P.O. - 679 531





HRD/3T/18-19/12773625

Ms. Noreen Rashid  
Candidate ID: 12773625  
Olavakkot House, Santhi Nagar  
Vazhani Road, Ottupara, Wadakanchery  
Kerala  
Thrissur - 680582  
India  
Ph: (91) 81130 35689

November 07, 2018

Dear Noreen,

Welcome to Infosys!

It is a time of transformation for us, under the direction of new leadership. In our new journey, learnability, our values and the deeply-held, trusted relationships with our clients continue to be the cornerstones of our organization.

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

Warm regards,

**RICHARD LOBO**  
EVP - Head HR

*11/07*  
*10/11/2018*  
**Dr. SUNNY JOSEPH KALAYATHANKAL**  
M.Tech (AI & ML), M.Phil, B.Ld  
Ph.D (Computer Science) Ph.D (Maths)  
Principal  
Jyothi Engineering College  
Chennai P.O. - 679 531

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

Digitally signed by RICHARD LOBO  
Date: 2018.11.07 17:41:34 +05:30  
Reason: Offer Letter  
Location: Bangalore



HRD/3T/18-19/12773625

November 07, 2018

Ms. Noreen Rashid  
Candidate ID: 12773625  
Olavakkot House, Santhi Nagar  
Vazhani Road, Ottupara, Wadakanchery  
Kerala  
Thrissur - 680582  
India  
Ph: (91) 81130 35689

Dear Noreen,

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

Here are the terms and conditions of our offer:

#### Joining

Your scheduled date of employment with us will be **February 11, 2019**.

#### Location

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

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

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

#### Training Period:

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

#### Probation and confirmation

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



#### Leave

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually, for the first two years of your tenure with the Company. On completion of two years of service, subject to your confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

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

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

#### Agreement:

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

#### Compensation and Benefits

##### Salary

Your Total Gross Salary during training will be **INR 22,500 per month** and Total Gross Salary post training will be **INR 27,084 per month**. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I and Annexure - II.

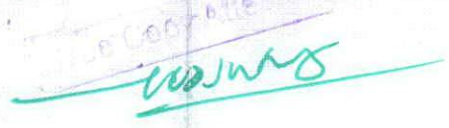
##### Training Performance- linked Incentive

You will be eligible for a Training Performance-linked Incentive (TPI) upon allocation to a Practice Unit, to a maximum of 15% of your Fixed Gross Salary, based on your performance in the training. The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

##### Ex - Gratia / Bonus

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at 20% of the sum of the (Basic Salary and Dearness Allowance) as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year 2018-19 will be as follows:

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

  
Dr. SURESH K. K. AYATHANKAL  
Ph.D., B.Ed  
M.D (Maths)  
College  
79 531





Development Centre  
India Pvt. Ltd.

LETTER OF INTENT

Date: 17-Jan-18

Name:

Dear

Aishwarya Karunan,

With reference to your application and subsequent assessments you had with us, we are pleased to inform you that you have been shortlisted for the position of *Customer Service Associate* at Coimbatore facility of Amazon Development Center India Pvt. Ltd. (the "company").

Please treat this as a letter of intent ("LOI") valid for a period of 365 days from the date of issue of this letter upon expiry of which the letter of intent will expire without any further conditions or liabilities on your or our side unless an Offer Letter duly executed by the Company is issued to you before the expiry of the aforesaid 365 day period. The issue of an Offer Letter to you is subject to the Company's future business requirements and will be issued at the sole discretion of Amazon. Upon issue of the Offer Letter, this LOI stand automatically terminated. This LOI shall also be terminated automatically in the event you take up employment with another person (other than the company) before issue of the Offer Letter.

You are required to submit the following documents:

- Copies of the Educational Certificate (from Class 10<sup>th</sup> till the highest education)
- Relieving letter from the previous employer/s (if applicable)
- Service letter from the previous employer/s (if applicable)
- Last payslip from the previous employer/s (if applicable)
- Form 16 (if applicable)
- Address Proof
- Passport Size Photographs (6)
- Copy of PAN card

Upon signing the Offer Letter, you would be eligible to receive Total Compensation of INR 187000/- (Rupees One Lakh and Eighty Seven Thousand Only), payable as per the following structure:

1. Annual Base Pay of INR 158950/- per annum payable in arrears in accordance with Amazon India's standard payroll practice and subject to all lawful deductions of Income tax, provident fund contribution (if any), insurances or otherwise
2. Variable Pay of INR 28050/- per annum, payable on quarterly basis and subject to meeting performance levels as per the company standards and policy.

Your attention is drawn to make note that Variable Pay will be payable only upon successfully meeting the requirements as per company policy and also subject to (a) your continuing employment with Amazon on the date of payout.

The same may be revised at the time of the issuance of an Offer Letter as per prevailing levels of pay at the time of issue of the Offer Letter. The amounts stated herein are only indicative and in no way a binding commitment on the Company's part. In addition, you will be eligible for benefits as per company policies.

Tower B - 3rd Floor, India Land Tech Park Private Limited  
CHIL SEZ Area, Keeranatham Village, Saravanampatti, Coimbatore - 641 035, Tamil Nadu.

Tel : +91 - 422 - 666 5000

www.amazon.com

CIN: U72200KA2004FTC034233

SUNNY JOSEPH KALAYATHANKAL  
M.Sc., M.Phil., B.Ed.  
Ph.D (Maths)

AC/2.4

641 035  
P.O. - 679-531



amazon Development Centre  
India Pvt. Ltd.

You are hereby notified that acceptance of this offer is subject to the terms and conditions stated above. In the event that you receive an offer of employment from any other source, you are requested to immediately intimate the Company in writing.


You are required to return the duplicate copy of this letter to the Company, along with the original copy of the terms and conditions stated above. Acceptance of this offer is subject to the terms and conditions stated above.

You are required to return the duplicate copy of this letter to the Company, along with the original copy of the terms and conditions stated above. Acceptance of this offer is subject to the terms and conditions stated above. You are not have any obligations arising from any contract or otherwise in force at the time of your acceptance of this offer, which would impose restrictions on your ability to accept employment with the Company and carry out your Company-related functions and duties upon employment. And once the offer is accepted, you are required to return the duplicate copy of this letter to the Company, along with the original copy of the terms and conditions stated above.

For any queries, please feel free to write to us at [careers@amazon.com](mailto:careers@amazon.com).


Yours Sincerely,

For AMAZON DEVELOPMENT CENTRE (INDIA) PVT LTD

  
Zonunmawil Renthlei  
SR. HR Business Partner

ACCEPTANCE OF LOI

I accept the terms set forth in this letter with the company:

  
Signature

17.01.2018  
Date

True Copy Attested  


DR. SUNNY JOSEPH KALAYATHANKAL  
M. Ed  
Principal  
St. Mary's College  
K. P. Road - 679 531



OFFER LETTER

Dear Mr. Philip Roy Thudiath

Date: 8/7/2018

We are pleased to offer you the position of "Junior System Engineer" subject to the following terms and conditions:

1. You will be under a probation of 5 months. During the probationary period your performance will be reviewed. The management will have the right to extend the probation and/or dismissing an employee during the probation period. Your probationary period counts towards your continuous service with the organization.
2. Your starting salary will be Rs.12,000 which be will reviewed periodically as per the company policies.
3. Your confirmation, increment and career progression will purely depend on your performance and merits. Company will provide you ample opportunities for career growth.
4. You are required to execute a bond in favour of the company assuring that you will work for the company for a minimum of two years.
5. During your service, you will be governed by the rules and regulations of the company.
6. If you agree to the above terms and conditions you are requested to sign and return the enclosed copy of this offer letter.

We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards success. We assure you of our support for your professional development and growth.


Yours faithfully,

For SupportSages

  
Vanisree Vasudevan

HR Executive

True Copy Attested

  
Dr. SUNNY JOSEPH KALAYATHANKAL  
M.Tech (MCA), M.Sc., M.Phil., B.Ed  
Ph.D (Computer Science), Ph.D (Maths)  
Principal  
Engineering College  
679 531





## Offer letter

To  
Praneeth P.G

Dear Praneeth P.G,

We are pleased to offer you the position of **Engineer trainee** at **Gilloom**. If you accept this offer, date of joining shall be on 10th December 2018.

As discussed, you will be under probation for the first three months starting from your joining date. The salary during your probation period is fixed as **15,000 INR**.

Please review this offer agreement. If terms and conditions are acceptable to you, and are therefore willing to take this offer, please sign the copies of this letter and send back to us via mail ([hr@gilloom.com](mailto:hr@gilloom.com)).

If, however, there is anything listed in this offer that you are not clear about, disagree with, do not fully understand, or want to discuss, please feel free to contact me via phone +91 9633748802 or e-mail, [hr@gilloom.com](mailto:hr@gilloom.com) so that we can discuss the matter properly.

Welcome to **Gilloom**. We are looking forward to working with you.

Sincerely



Sameer Muhammed KS  
HR Head  
Gilloom

True Copy Attested



Date: 7<sup>th</sup> December 2018

Dr. SUNNY JOSEPH KAI AYATHANKAL  
Ph.D. Ed  
Ph.D (Maths)  
College

I, Praneeth P.G has read and reviewed the offer letter. By signing the offer letter, I fully understand the circumstances stated, including the terms and conditions set forth by the employer.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_





# SUTHERLAND

Confidential

February 02, 2019  
Mr, Prince Paulose  
Thoduvayil House  
Mannamangalam Post, Thrissur

Dear Prince Paulose,

**Congratulations! We welcome you to the family of Sutherland.**

1. With reference to our discussions, we are pleased to appoint you as **"Associate-CS Internet"**. Please note that this position is pending a favourable background verification and reference check. You are requested to join us on or before **June 04, 2018** on the following terms and conditions:
2. Your place of posting will be at **Cochin**. However during your employment with us you may be posted or transferred/attached to any other units/companies/offices or clients of The Sutherland Global Services Private Limited either in India or Abroad at the sole discretion of the Management.
3. Your employments by way of Annual Cost to the Company is **Rs.212950/-per annum (Rupees Two lakh Twelve Thousand Nine Hundred Fifty Only)**, the details of which are given in the annexure of the appointment letter.
4. You shall report to the **Business Director** of the company or any authorized person nominated by the company from time to time, who will in turn assign your role, duties and responsibilities in the company.
5. You may be required to work in shift system of the company as intimated to you from time to time.
6. You are governed by the **"Service Rules and Regulations"** of the company which are in force or may come in force from time to time. You will also execute a service and confidentiality agreement as applicable to employees of your category from time to time.
7. This is a contract for employment at will. Either party can terminate this contract for employment by giving 60 days advance notice or pay salary in lieu of the same to the other party. However the company reserves the right not to accept payment in lieu of notice and at its sole discretion enforce the notice period.
8. The company reserves the right to terminate your employment on grounds of unauthorized absence from duty, non-performance, misconduct, fraud, negligence, theft, willful violation of the company rules, misappropriation, imprisonment or censure by a court of law or as it may deem fit in the instant case and will not pay any notice pay.
9. During the period of your employment with us, you will not work directly or indirectly for any other person, firm, company or organization or engage yourself with any trade or business whether with or without remuneration in any capacity without the prior written permission of the company.

*Shiv Kumar Ganapathi*

Shiv Kumar Ganapathi  
Associate Vice President and Head of Talent Acquisition, India

Candidate Signature:.....

True Copy Attached

*Dr. SUNNY JOSEPH KALAYATHANKAL*  
M.Tech. MCA M.Sc. M.Phil. B.Ed  
Science), Ph.D (Maths)  
JAL  
College  
531





HRD/3T/18-19/12258312

Ms. Sneha Sunny .  
Candidate ID: 12258312  
Puthur House  
Kiralur P O, Velur  
Kerala  
Thrissur - 680618  
India  
Ph: (91) 95626 91960

August 03, 2018

Dear Sneha Sunny,

Welcome to Infosys!

It is a time of transformation for us, under the direction of new leadership. In our new journey, learnability, our values and the deeply-held, trusted relationships with our clients continue to be the cornerstones of our organization.

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

Warm regards,

**RICHARD LOBO**  
EVP - Head HR

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

True Copy, Attested

Digitally signed by RICHARD LOBO  
Date: 2018.08.03 09:56:13 +05:30  
Reason: Offer Letter  
Location: Bangalore

Dr. SUNNY JOSEPH KALAYATHANKAL  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths)



HRD/3T/18-19/12258312

August 03, 2018

Ms. Sneha Sunny .  
Candidate ID: 12258312  
Puthur House  
Kiralur P O, Velur  
Kerala  
Thrissur - 680618  
India  
Ph: (91) 95626 91960

Dear Sneha Sunny,

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

Here are the terms and conditions of our offer:

## Joining

Your scheduled date of employment with us will be **October 08, 2018**.

## Location

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

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

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

## Training Period:

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

## Probation and confirmation

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

True Copy Attached  
*amr*

PH: ...  
INCIPAL  
Engineering College  
Thrissur P.O.-679 531



## Leave

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually, for the first two years of your tenure with the Company. On completion of two years of service, subject to your confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

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

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

## Agreement:

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

## Compensation and Benefits

### Salary

Your Total Gross Salary during training will be **INR 22,500 per month** and Total Gross Salary post training will be **INR 27,084 per month**. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I and Annexure - II.

### Training Performance- linked Incentive

You will be eligible for a Training Performance-linked Incentive (TPI) upon allocation to a Practice Unit, to a maximum of 15% of your Fixed Gross Salary, based on your performance in the training. The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

### Ex - Gratia / Bonus

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at 20% of the sum of the (Basic Salary and Dearness Allowance) as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year 2018-19 will be as follows:

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

True Copy

*[Signature]*

Dr. SUNNY JOSEPH  
M.Tech, IIT Bombay  
Ph.D (Computer Science)

THANKAL



### **Basket of Allowances (BOA)**

The Basket of Allowances will be paid to you as part of your salary every month. The components are as follows: House Rent Allowance, Leave Travel Allowance, Medical Allowance, Transport Allowance and Children's Education Allowance.

You have the flexibility of changing the amounts under each of the above mentioned heads, within your BOA, according to your preferences and income tax plans.

### **National Pension Scheme**

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

### **Insurance**

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 4,00,000** per annum.

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

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

### **Notice period**

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

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

### **Background checks**

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

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





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

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

#### Other terms and conditions

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

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

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

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

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

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

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

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

*True Copy*  
*[Signature]*  
Dr. SUNNY JOSEPH KALAYATHANKAL  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Maths)  
Ph.D (Physical Science)





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

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

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

Yours sincerely,

**RICHARD LOBO**  
EVP - Head HR

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

Date: \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Sign your name

\_\_\_\_\_  
Print your name

\_\_\_\_\_  
Location

True Copy Attached

*12/01/20*

Dr. SUNNY JOSEPH KALAYATHANKAL  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science) Ph.D (Maths)  
PRINCIPAL  
Jyothi Engineering College  
Cheruthuruthy P.O. 686574

**INFOSYS LIMITED**  
CIN: L85110KA1981PLC013115

44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India  
T 91 80 2852 0261  
F 91 80 2852 0362

askus@infosys.com  
www.infosys.com



## ANNEXURE - I (Compensation during the Training Period)

COMPENSATION DETAILS (All figures in INR per month)				
NAME	Ms. Sneha Sunny .			
ROLE	Systems Engineer			
ROLE DESIGNATION	Systems Engineer Trainee			
1. MONTHLY COMPONENTS				
BASIC SALARY	6,420			
FIXED DEARNESS ALLOWANCE (FDA)	1,100			
BASKET OF ALLOWANCES (This is to be used towards HRA, LTA, Medical Allowance, Children's Education Allowance, Transport Allowance and Miscellaneous Allowance)	9,277			
BONUS / EX-GRATIA (95% of the eligible amount (20% of (Basic + FDA)) being paid out on a monthly basis)	1,429			
PERSONAL ALLOWANCE	2,935			
MONTHLY GROSS SALARY	21,161			
2. ANNUAL COMPONENT				
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	75			
3. RETIRAL BENEFITS				
PROVIDENT FUND - 12% of (Basic + FDA)	902			
GRATUITY - 4.81% of (Basic + FDA)	362			
FIXED GROSS SALARY (FGS) (1+2+3)	22,500			
OTHER BENEFITS				
Scheme	Eligible Amount in INR	Interest	Monthly Installments	Margin Money (To be borne by the employee)
SALARY LOAN (subject to submission of Trainee Agreement)	12,000	Nil	12	Nil

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

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

Dr. S...

AYATHANKAL  
B Ed  
Maths  
College  
579 531



**ANNEXURE- II**  
**(Compensation post Training)**

COMPENSATION post Training

COMPENSATION DETAILS (All figures in INR per month)			
NAME	Ms. Sneha Sunny .		
ROLE	Systems Engineer		
ROLE DESIGNATION	Systems Engineer Trainee		
1. MONTHLY COMPONENTS			
BASIC SALARY			7,730
FIXED DEARNESS ALLOWANCE (FDA)			1,100
BASKET OF ALLOWANCES (This is to be used towards HRA, LTA, Medical Allowance, Children's Education Allowance, Transport Allowance)			11,470
BONUS / EX-GRATIA (95% of the eligible amount (20% of (Basic + FDA)) being paid out on a monthly basis)			1,678
MONTHLY GROSS SALARY			21,978
2. ANNUAL COMPONENT			
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)			88
3. RETIRAL BENEFITS			
PROVIDENT FUND - 12% of (Basic + FDA)			1,060
GRATUITY - 4.81% of (Basic + FDA)			425
FIXED GROSS SALARY (FGS) (1+2+3)			23,551
4. INCENTIVE COMPONENTS	At an indicative Payout of 5%	At an indicative Payout of 10%	At an indicative Payout of 15%
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	1,178	2,355	3,533
TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 5% of FGS)			24,729
TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 10% of FGS)			25,906
TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 15% of FGS)			27,084

**OTHER BENEFITS**

Scheme	Eligible Amount in INR	Interest	Monthly Installments	Margin Money (To be borne by the employee)
<b>SALARY LOAN</b> (subject to submission of Trainee Agreement)	12,000	Nil	12	Nil

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

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



SUNNY JOSEPH KALAYANKAL  
MCA, M.Sc, M.Phil, B.Ed  
(Science), Ph.D (in thes)  
Principal College



OFFER LETTER

Dear Ms. Reshma Shaju

Date: 8/7/2018

We are pleased to offer you the position of "Junior System Engineer" subject to the following terms and conditions:

1. You will be under a probation of 5 months. During the probationary period your performance will be reviewed. The management will have the right to extend the probation and/or dismissing an employee during the probation period. Your probationary period counts towards your continuous service with the organization.
2. Your starting salary will be Rs.12,000 which be will reviewed periodically as per the company policies.
3. Your confirmation, increment and career progression will purely depend on your performance and merits. Company will provide you ample opportunities for career growth.
4. You are required to execute a bond in favour of the company assuring that you will work for the company for a minimum of two years.
5. During your service, you will be governed by the rules and regulations of the company.
6. If you agree to the above terms and conditions you are requested to sign and return the enclosed copy of this offer letter.

We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards success. We assure you of our support for your professional development and growth.

Yours faithfully,

For SupportSages

  
Vanisree Vasudevan

HR Executive





[illegible]

Page 3 of 10

As part of your application and subsequent distribution, the following must be filed with the Department of Health and Human Services:

The tax rate per amount is set out in Schedule 4. All personal and dependent amounts are first reduced by the provisions of Income Tax Act and any other amounts that may be payable.

10. Year of delivery and any complications will be explained to the patient's wife directly, and a copy of the report will be sent to the patient's GP.

1. The initial place of posting will be at H.E.C.H.O. The Commission reserves the right to change the duties assigned to the member and temporarily or permanently to any other office / branch, subdivisions or divisions 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 / Board reserves the right to transfer a member from shift to another shift during the term of his or her appointment.

For this I will devote time and attention to your cause, with the Legislature and all the friends of Liberty for the part of your time taken on our business to be employed in order to any success in the improvement of our association in favour of the political reform, with any time consumed by persons without the party with a view to the Cause.

4. The court shall, in all the appropriate circumstances, determine procedures and practices to the company, as requested by a third party, to use and comply with all applicable laws. Any disclosure of information to the company shall be deemed to constitute an act of trade or fraud.

Registered Office: Florida, 2nd Floor, One Garden Road, Miami Beach, Florida 33139

Fig. 2. (a)

True Copy Attested

JOSEPH KALAYATHANKAL  
M.Sc., M.Phil., B.Ed  
(Science), Ph.D (Maths)  
PRINCIPAL  
Spring College





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SandCube Analytics Pvt. Ltd.  
Try.Achieve.Repeat!!

---

## Contract of Employment

Entered into and between

**EMPLOYER NAME: - SandCube Analytics Pvt. Ltd.**  
(Hereinafter referred to as "the employer" or "the company")


**And**

**EMPLOYEE NAME: Sanoop Simon**

(ID: SC IN 1084)

(Hereinafter referred to as "the employee")  
(Jointly referred to as the parties)

True Copy Attested

  
**Dr. SUNNY JOSEPH KALAYATHANKAL**  
M.Tech, M.A., M.Sc., M.Phil., B.Ed.  
Ph.D. (Computer Science), Ph.D. (Maths)  
Principal  
Sri. J. S. S. College  
Phone No. - 679 591

---

Strictly Private and Confidential





# SandCube Analytics Pvt. Ltd.

Try.Achieve.Repeat!!

## 10. Termination of employment

10.1 Termination of employment shall, under normal circumstances, be subject to one or more of the following stipulations:

10.1.1 During the first eight months of employment, two months written notice by the employee has to be given, failing which an individual has to pay two month salary.

10.1.2 The company shall have the right to pay the employee in lieu of notice.

10.2 The Company will be entitled to terminate the employment of the Employee other than the termination referred to in paragraph

10.2.1 Above on, but not limited to, the following conditions:

10.2.2 In terms of the disciplinary code (Failure to comply with the disciplinary rules and regulations or the policies and procedures of the company as amended from time to time.);

10.2.3 For justifiable and / or persistent breach of employment duties due to incapacity or poor performance;

10.2.4 Absconding.

10.2.5 Failure to disclose relevant material information pertinent to the job requirements, or does so incorrectly, intentionally, vaguely or falsely in regulation to his / her employment application;

10.2.6 Guilty of any other conduct which will justify dismissal at common law.

## 11. Trade secrets/confidentiality

11.1 The employee undertakes, without prejudice to any general duty of confidentiality, not to disclose during the continuance of this contract or afterwards, any of the trade secrets of the employer or any information which is confidential to the employer's business.

11.2 Trade secrets include the following:

11.2.1 Logistic techniques,

11.2.2 Proposal contents,

11.2.3 Client contacts, etc.

11.3 The employee further undertakes immediately after the termination of his/her services to hand over to the employer all documentation and data in his/her possession belonging to the employer, whether in hard copy, contained on computer disc or any other recording medium, including documents made by him/her in the course of his/her employment.

11.4 The aforementioned implies that any copy, abstract, or any précis of any document belonging to the employer made by the employee or any other person shall itself belong to the employer.

11.5 The employee will not be liable to the employer for information divulged in terms of legislation or a court order compelling him/her to do so.

## 12. Restraint of trade

12.1 The employee may not for a period of six (6) months from the date of termination of this contract, whether on his/her own behalf or on the behalf of any other person, close corporation, partnership or Strictly Private and Confidential. Company solicit custom from, deal with or supply any person, close corporation, partnership or company with whom the employer dealt at any time during his/her employment.

Strictly Private and Confidential

*[Signature]*  
Dr. SUNNY JOSEPH KALAYATHANKAL  
M.Tech, MCA, M.Sc, M.Phil, B Ed  
Ph.D (Computer Science), Ph.D (Maths)  
PRINCIPAL





# SandCube Analytics Pvt. Ltd.

Try.Achieve.Repeat!!

17.2.1 in writing

17.2.2 Agreed to by both parties

17.2.3 Signed by both parties

17.3 No relaxation by a party of any of its rights in terms of this agreement at any time shall prejudice or be a waiver of its rights (unless it is a written waiver) and it shall be entitled to exercise its rights hereafter as if such relaxation had not taken place.

17.4 No party may cede any of its rights or delegate or assign any of its obligations in terms of this employee contract without the prior written consent of the other party.

17.5 Unless inconsistent with the context, words signifying any one gender shall include the other's, words signifying the singular shall include the plural and vice versa and words signifying natural persons shall include artificial persons and vice versa.

17.6 If any clause or term of this agreement should be invalid, unenforceable or illegal, then the remaining terms and provisions of this agreement shall be deemed to be severable therefrom and shall continue in full force and effect unless such invalidity, unenforceability or illegality goes to the root of this agreement.

17.7 The employee warrants that the representations made regarding his/her competence, qualifications and experience when applying for the position, are true and correct and acknowledge that such representations have been relied upon in good faith by the company to appoint him/her in this agreed to position

17.8 By signing below, the employee certifies under the penalty of perjury that the name and address given is the employee's legal name, address and identification number.

17.9 This agreement will be initialed on all pages and duly signed on the bottom of the last page in order to be official.

17.10 This contract supersedes all previous contracts/agreements, written or verbal, entered into between the parties.

17.11 Both parties agree that there are no outstanding claims and/or issues between the parties at the time when this agreement is signed.

17.12 The employee acknowledges that he / she has read this employee contract in its entirety, fully understands all clauses and is signing this contract under his / her free will.

Thus done and signed at ..... on this, the.....day of ..... 2018.

Employee

Employer

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DR. SHINNY JOSEPH KALAYATHANKAL

M.Sc., M.Phil., B.Ed.  
Science), Ph.D (Maths)

NCIPAL

ing College

679 531



# amazon | Development Centre India Pvt. Ltd.

## LETTER OF INTENT

Date: 10/07/2017

With: 10/07/2017

From: 10/07/2017

We refer to your application and subsequent assessments you had with us. We are pleased to inform you that you have been shortlisted for the position of **Customer Service Associate** at **Coimbatore** facility of Amazon Development Center India Pvt. Ltd. (the "Company").

This letter of intent (LOI) is valid for a period of 365 days from the date of issue of this letter, upon expiry of which the letter of intent will expire without any further conditions or liabilities on your or our side unless an **Offer Letter** duly executed by the Company is issued to you before the expiry of the aforesaid 365 day period. The issue of an Offer Letter to you is subject to the Company's future business requirements and will be issued at the sole discretion of Amazon. Upon issue of the Offer Letter, this LOI shall automatically terminate. This LOI shall also be terminated automatically in the event you take up employment with another person (other than the company) before issue of the Offer Letter.

You are required to submit the following documents:

- Copies of the Educational Certificate (from Class 10<sup>th</sup> till the highest education)
- Relieving letter from the previous employer/s (if applicable)
- Service letter from the previous employer/s (if applicable)
- Last payroll from the previous employer/s (if applicable)
- Form 16 (if applicable)
- Address Proof
- Passport Size Photographs (4)
- Copy of PAN card

Upon signing the Offer Letter, you would be eligible to receive Total Compensation of INR 1,67,000/- (Rupees 1,67,000/-) payable as per the following structure:

1. Annual Base Pay of INR 1,38,950/- (Rupees 1,38,950/-) per annum payable in arrears in accordance with Amazon India's standard payroll practice and subject to all lawful deductions of income tax, provident fund contribution (if any), insurances or otherwise.
2. Variable Pay of INR 28,050/- (Rupees 28,050/-) per annum payable on quarterly basis and subject to meeting performance levels as per the company standards and policy.

Your attention is drawn to make note that Variable Pay will be payable only upon successfully meeting the requirements as per company policy and also subject to (a) your continuing employment with Amazon on the date of payout.

The same may be revised at the time of the issuance of an Offer Letter as per prevailing levels of pay at the time of issue of the Offer Letter. The amounts stated herein are only indicative and in no way a binding commitment on the Company's part. In addition, you will be eligible for benefits as per company policies.

Tower B - 3rd Floor, India Land Tech Park Private Limited  
CHIL SEZ Area, Keeranatham Village, Saravanampatti, Coimbatore - 641 035, Tamil Nadu  
Tel: +91 - 422 - 666 5000  
www.amazon.com

CIN: U72200KA2004FTC034233

True Copy Attested

AYATHANKAL  
Phil, B.Ed  
Ph.D (Maths)

College  
679 531





Confidential

February 02, 2019  
Mr, Soji Deavssy  
Chakkalakkal House  
Kuttur Post, Thrissur

Dear Soji Deavssy,

**Congratulations! We welcome you to the family of Sutherland.**

1. With reference to our discussions, we are pleased to appoint you as **"Associate-CS Internet"**. Please note that this position is pending a favourable background verification and reference check. You are requested to join us on or before **June 04,2018** on the following terms and conditions:
2. Your place of posting will be at **Cochin**. However during your employment with us you may be posted or transferred/attached to any other units/companies/offices or clients of The Sutherland Global Services Private Limited either in India or Abroad at the sole discretion of the Management.
3. Your employments by way of Annual Cost to the Company is **Rs.212950/-per annum (Rupees Two lakh Twelve Thousand Nine Hundred Fifty Only)**, the details of which are given in the annexure of the appointment letter.
4. You shall report to the **Business Director** of the company or any authorized person nominated by the company from time to time, who will in turn assign your role, duties and responsibilities in the company.
5. You may be required to work in shift system of the company as intimated to you from time to time.
6. You are governed by the **"Service Rules and Regulations"** of the company which are in force or may come in force from time to time. You will also execute a service and confidentiality agreement as applicable to employees of your category from time to time.
7. This is a contract for employment at will. Either party can terminate this contract for employment by giving 60 days advance notice or pay salary in lieu of the same to the other party. However the company reserves the right not to accept payment in lieu of notice and at its sole discretion enforce the notice period.
8. The company reserves the right to terminate your employment on grounds of unauthorized absence from duty, non-performance, misconduct, fraud, negligence, theft, willful violation of the company rules, misappropriation, imprisonment or censure by a court of law or as it may deem fit in the instant case and will not pay any notice pay.
9. During the period of your employment with us, you will not work directly or indirectly for any other person, firm, company or organization or engage yourself with any trade or business whether with or without remuneration in any capacity without the prior written permission of the company.

**Shiv Kumar Ganapathi**  
Associate Vice President and Head of Talent Acquisition, India

Tr: [ ]

**DR. SUNNY JOSEPH KALAYATHANKAL**  
M.Tech, MCA, M.Sc. M.P.Ed  
Ph.D (Computer Science), Ph.D (Maths)  
PRINCIPAL  
Jyothi Engineering College  
Cheruthuruthy P.O.-679 531



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January 10, 2019

IBM India Private Limited  
Manyata Embassy Business Park,  
G2 Block, Nagwara Outer Ring Road,  
Bangalore - 560045, India.  
Tel : 91-80-49139999  
<http://www-07.ibm.com/in/careers/>

Dear SRUTHI S

At IBM you can innovate breakthroughs and help make life changing impact. We are experts in nearly every technical, scientific and business field. As IBMers, we are proud to apply our expertise in countries we are citizens of; all united by a single purpose: to be essential.

We invite you to join us as a Associate Systems Engineer, in band 06G and experience an inclusive, collaborative and learning culture with the support of technical & business experts, mentors, leaders and colleagues worldwide. You will thrive in an environment that cultivates creativity and individuality; and; be part of projects that help make the world work better.

Talent development is strategic to IBM; and you will have access to a unique learning platform powered by IBM's Watson, IBM Cloud and IBM Bluemix to help you learn quicker, learn smarter, and help the company stay agile and top-notch.

Your letter of employment is attached, for your review and acceptance. Please do not hesitate to reach out to us in case of queries or concerns. We look forward to hearing from you soon and welcome you to be a part of our team.

DO YOUR BEST WORK EVER.

True Copy Alleged



*Sunny*

Dr. SUNNY  
M.Tech  
Ph.D

THANKAL  
(s)





January 10, 2019

IBM India Private Limited  
Manyata Embassy Business Park,  
G2 Block, Nagwara Outer Ring Road,  
Bangalore - 560045, India.  
Tel : 91-80-49139999  
<http://www-07.ibm.com/in/careers/>

Dear SRUTHI S

We are pleased to offer you the position of Associate Systems Engineer, in band 06G at IBM India Pvt Ltd (IBM or Company). The terms and conditions of your employment contract at IBM are detailed below. Please read these important details carefully, including your compensation and benefits.

Initially, you will have to undergo an IBM trainee program specially designed for all college campus hires. This training is to enable you to acclimatize to the industry and post qualifying, accelerate your transition to a live project.

You must complete your formal course of education, including final semester examinations to establish your qualifications, before joining. Further, this offer is contingent upon your obtaining the degree, consistent academic performance, minimum aggregate or equivalent of 65% or 6.5 CGPA in Bachelors & Post-Graduation and 60% or 6.0 CGPA in SSLC or X, HSC/PUC/XII, Diploma or the equivalent, failing which IBM may, at its sole discretion, withdraw this offer of employment.

#### Acceptance and Commencement

Your appointment will be effective on your joining date, i.e January 21, 2019. Please contact us immediately if you require an alternative joining date. If you do not confirm your acceptance or we are unable to set an alternative date, this offer will be withdrawn.

To confirm your acceptance of this offer, you are required to:

- Accept this offer by selecting the 'accept' option at the bottom of the form. Please note that if you do not provide your acceptance, you will not be allowed to join on the joining date specified above.
- On your first day of employment, please report at 9:00 am to the Main Lobby located at Block D3, Manyata Embassy Business Park, Nagawara Outer Ring road, Bangalore-560045.

If you have questions about your First Day Documentation, send an email to [eschoolhiring@in.ibm.com](mailto:eschoolhiring@in.ibm.com)

On your joining date, please bring (i) 1 copy of this letter duly signed and dated by you (ii) 2 self photographs (passport size, color with white background) (iii) One set of print outs of the completed on boarding forms &



Page 1 of 7  
Ref: IBS/offer/111458



Date: 04-Sep-18

Susmitha Sunny  
Jyothi Engineering College, Thrissur

### Appointment Offer: Software Engineer

Dear Susmitha Sunny,

Following your interview with us, we are pleased to appoint you as Software Engineer in IBS Software Pvt. Ltd. (the "Company"), subject to your acceptance of the terms and conditions contained herein.

#### Terms and conditions of the Offer

##### 1. Pre-requisites

- a) This appointment and continuance of your employment will be subject to your being medically fit by our medical panel and also subject to you clearing the background verification exercise undertaken by the company. A consent form is attached along with this offer letter. You are required to return a signed consent form for initiating the background verification on the date of joining.
- b) You will have to bring 5 copies of your latest passport size color photographs, and the originals and one set of copies of all certificates specified in Annexure 1 on the joining date. Your appointment will be subject to verification of your certificates against the information provided by you in your resume and during the interview.

##### 2. Posting

Your initial posting would be at the office of the Company situated at One Floor, 401 & 402, SCK-01, Smaricity Campus, Thengode PO, 682030, Kakkannad, Kerala. Your services are, however, liable to be transferred to any of our other offices or offices of our existing or future affiliates, clients or associates, in India or abroad, at the sole discretion of the Company.

##### 3. Reporting Date

You are requested to report at the office of the company situated at 5th Floor, Carnival Infopark Phase 2, Infopark Campus, Kusumagin PO, Kakkannad, Kochi, Kerala-682030 on 14-Sep-2018 at 9.30 AM.

IBS Software Private Limited

Head Office: 401 & 402, SCK-01, Smaricity Campus, Thengode PO, 682030, Kakkannad, Kerala. India | Phone: +91-94478-12345

True

DR. SUNNY JOSEPH KALAYANANKAL  
Sc. M Phil, B.Ed  
e. Ph.D (Maths)

College





Dany Varghese <danyvarghese@jecc.ac.in>

---

**Fwd: Poornam Info Vision - Welcome Letter**

1 message

---

Swathi Raghu <swathiraghu96@gmail.com>  
To: danyvarghese@jecc.ac.in

Mon, Jul 30, 2018 at 3:32 PM

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

From: HR <hr@poornam.com>  
Date: Mon, Jul 30, 2018 at 11:08 AM  
Subject: Poornam Info Vision - Welcome Letter  
To: swathiraghu96@gmail.com

Dear Swathi,

Good day to you.

Congratulations on your appointment and warm welcome to you as a new member of Poornam Info Vision. You were chosen to be part of our organization because we believe you can contribute to our success and share our commitment to achieving our goals. Your role is essential to fulfill our mission for the people who trust and respect us - we are committed to incredible value, quality and unparalleled client service in all aspects.

We recognize that the caliber and commitment of all our staff are the foundations in which our excellence is built, and as your employer we are committed to supporting your continuing development.

Consider this as the provisional offer of appointment as **Jr. Software Engineer (Trainee)**. The formal appointment letter with terms and conditions will be given at the time of joining.

**You are requested to report at the organization on August 6th, 2018 at 9 am. Please send back an acknowledgment mail confirming your reporting at the office. Please reply back with you confirmation.**

Thanks for your time, and welcome once again. We look forward to a long and mutually beneficial relationship !

Please find below the salary details . Detailed annexure will be provided on the date of joining

---

**CTC (availing accommodation) - 2,06,220.00 per annum**  
**CTC (not availing accommodation) - 1,84,632 per annum**

---

**Benefits included in CTC:**

- Round the clock canteen facility will be available at free of cost.
- Company is giving accommodation with cleaning facilities at a subsidized cost.
- Free transportation to and from the office to the accommodation.
- Eligible for Rs. 2,00,000/ worth medical insurance per year (self +two dependents).

True Copy

*Amruth*

Dr. SUNNY JOSEPH KALAYATHANKAL  
M.Tech, M.A., M.Sc., M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths)  
PRINCIPAL  
College



- You will be covered under our group life insurance scheme for an amount of Rs. 3,20,000/
- Eligible for leave / holiday as per Company rules.
- Eligible for statutory benefits like PF / ESI / Gratuity from day one.

Please ensure to bring the following documents when you come for joining:-

1. Two self attested copy of Pancard and Aadhar card (Provident fund opening purpose)
2. One self attested copy of Identity proof and Address proof ( Bank Account opening purpose)
3. 10th mark sheet and Degree certificate or Consolidated mark sheet or Semester wise mark sheet (original)
4. Conduct certificate from the College Principal/Head of the Department specifying that the candidate is employable. The certificate should be in College Letter head with seal.
5. A Medical fitness certificate from a reputed hospital stating that you are fit to work in all the shifts (Morning, Afternoon and Night).
6. Passport size photographs - 4

If you have any clarifications please contact us in the below numbers: 0484 - 2427971, 2428918.

Regards,  
HR Team

[www.poornam.com](http://www.poornam.com)

[www.bobcares.in](http://www.bobcares.in)

[www.bobcares.com](http://www.bobcares.com)

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True Copy Attested

Dr. SUMAN JOSEPH KALAYATHANKAL  
B.Sc. M Phil, B Ed  
(Science), Ph.D (Maths)  
PRINCIPAL  
Jyothi Engineering College  
Jyothi P.O.-679 531





Poulami Panjal  
Me & Naveen Kumar Sharma

01/12/2018 11:11

2 attachments

December 01, 2018

Bangalore

Dear Vishnu,

Congratulations on your appointment as 'Internal Freelance - QC Engineer' your initial rate will be Rs. 1200/- per day and the effective date of joining will be December 3, 2018. You are required to report to office at 8:15 am.

Your initial work hours during training will be 03:15 PM - 11:15 PM and work week will be Mon\_Fri during training. Post training your working hours would be 03:15 PM - 11:15 PM and work week will be Mon\_Fri.

Please send us an acceptance response asap via email by sending us a scanned signed copy of the last page of the offer letter.

This offer is being made subject to satisfactory clearance of background verification and reference checks as per company policy. In the event that we receive negative feedback, the company reserves the right to withdraw the offer of employment.

True Copy

Dr. SUMAN JOSEPH KALAYATHANKAL  
To  
P. (10/12/2018)

Phone: 98461 20000  
98461 20001



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Poornam Info Vision Pvt. Ltd.

An ISO 9001:2015 and 27001:2013 Certified Company

P. B. No. 5406

CSEZ P.O.

Cochin, India- 682 037

Ph : +91-484 2427971, 2428918

e-mail : support@poornam.com

www.poornam.com

CIN: U72200KL1999PTC013407

## PERSONAL AND CONFIDENTIAL

PIV/HR/APP-L/NOV - 06

November 13, 2018

Ms. Akhila K John  
Kannath (H)  
Alagappanagar P.O.  
Amballur  
680302

Dear Akhila K John,

We have the pleasure in appointing you in our Company as **Jr. Software Engineer - Trainee**. Kindly sign the duplicate copy of this letter of appointment and have it returned to us at the earliest.

Your date of appointment is effective from the date of joining, inclusive of the training period, commencing from November 13, 2018

1. You will be on probation for a period of six months from the date of your appointment. Your confirmation will be based on your performance and successful completion of the probation period. However, if an employee joins after 10th of a month, the probation period will start from the 1st of the succeeding month.
2. You have to serve the company for a period of six months from the date of employment. In case you leave the company during the period of six months from the date of employment, you will be liable to pay us liquidated damages of Rs.92,694.00 (Rs Ninety two thousand six hundred and ninety four only) being the expenses incurred for your training.
3. The contract of employment is terminable, without reason, by either party giving one-month notice failing which, a sum equivalent to one month's gross salary will have to be paid in lieu of the notice by the defaulting party.
4. Your salary will be reviewed periodically as per Company policy.
5. In view of the position and office, you must effectively, diligently and to the best of your ability, perform all responsibilities and ensure results. You will be expected to work extra hours to achieve the above whenever the job so requires.

Dr. SUNNY JOSEPH K  
M. Tech MCA, M.Sc  
Science





## ANNEXURE

Akhila K John  
Jr. Software Engineer - Trainee

November 13, 2018

Your compensation has been fixed as follows:

1. Basic + DA	: Rs. 1,00,212.00 (per annum)
2. HRA	: Rs. 30,060.00 (per annum)
3. Conveyance Allowance	: Rs. 8,016.00 (per annum)
4. Special Compensatory Allowance	: Rs. 47,100.00 (per annum)
I. Gross Salary (=1+2+3+4)	: Rs. 1,85,388.00 (per annum)
II. Provident Fund (Employer Contribution)	: Rs. 12,024.00 (per annum)
III. ESI (Employer Contribution)	: Rs. 8,808.00 (per annum)
IV. Estimated Cost of Working Meal	: Rs. 36,600.00 (per annum)
V. Cost to the Company (=I+II+III+IV)	: Rs. 2,42,820.00 (per annum)
VI. Deductions	
1. Provident Fund (Employee Contribution)	: Rs. 12,024.00 (per annum)
2. ESI (Employee Contribution)	: Rs. 3,240.00 (per annum)
3. Cost of Accommodation	: Rs. 39,600.00 (per annum)
VIII. Net Take Home Pay (=I-VI)	: Rs. 1,30,524.00 (per annum)

- You are also eligible to receive Rs. 3,00,000/- worth medical insurance per year for self and two dependents.
- Statutory dues such as TDS, Profession Tax etc shall also be deducted as per rules.
- You will also be covered under group insurance scheme for an amount of Rs. 3,20,000/-.

Your remuneration is purely a fact between you and the company and has been arrived on the basis of your professional merit and the companies prevailing organizational guidelines. You are required to maintain this information and any changes hereafter, as strictly personal and confidential.

True Copy Attached

Dr. SUNNY JOSEPH KALAYATHANKAL  
B.Sc. in Phil., B.Ed  
M.A. in English, Ph.D (Maths)  
Principal  
Poornam Info Vision College  
P.O. - 679 591



Noble Joshy  
Member of Executive Group



Poornam Info Vision Pvt. Ltd.



293

6. Any information regarding the company's business or other relevant information shall remain secret and safeguarded by you.

7. Your remuneration is purely a fact between you and the company, and has been arrived at on the basis of your background, your professional merit and the company's prevailing compensation guidelines. You are requested to maintain this information and any changes hereafter, as strictly personal and confidential.

8. During your service with the company, you shall devote your full time and attention to the company's business and shall not engage yourself in any other business or service directly or indirectly, part or full time.

9. Breach of any of the above terms will render you liable for termination of service without any notice or salary in lieu of.

10. Your monthly salary will be paid to you as per the Annexure attached with the appointment letter.

We welcome you to join our company and look forward to a long and fruitful association with us.

Yours sincerely

For Poornam Info Vision Pvt. Ltd.



Noble Joshy

Member Executive Group



I agree to accept employment on the terms and conditions in the above.

I reported for duty on November 13, 2018.

True Copy Attested

Dr. SUNNY JOSEPH KALAYATHANKAL  
M. Phil, B. Ed.  
Ph. D (Maths)  
College  
D-679 531

Akhila K John



61

National Institute of Technology Calicut  
NH Campus (P.O), Kozhikode,  
Kerala 673 601

Date: 09.07.2018

MEMORANDUM *contract* (temporary)

Sanction is accorded to engage the following persons as Ad-hoc Technical Staff on consolidated pay basis in the Department of Training and Placement as per the details and the conditions given hereunder:

Sl. No	Name	Address	Contact Number	Monthly Remuneration (₹)
1	Shri. Deepak Babu (CCS)	Kuttikkattil (H) Vettukad P O Ezhamkalu Thrissur 690 014	9633530693	19,750/- (Consolidated)

Terms & Conditions

With reference to our advertisement P1/434/Ad hoc/TS/2018 dated 08<sup>th</sup> June 2018 and on the basis of your performance in the test/interview consequent to your application for the post of Ad hoc Technical Staff, the Institute is pleased to offer you an ~~contract~~/temporary position in NIT Calicut. The position is meant to provide opportunities to develop skills required for academic purpose. The following terms and conditions govern your appointment.

1. Your engagement is purely on ~~contract~~/temporary basis. Your engagement is not against any regular post and therefore does not have any claim, implicitly or explicitly for any regular post in NIT Calicut. Your engagement is also likely to be terminated when regular/permanent staff/personnel is posted in the same capacity as you in the section/department/unit or on the date of declaration of results of Monsoon Semester 2018.
2. Your initial engagement at the position will be for one semester (Monsoon 2018) from the date of your joining. Your engagement may be renewable for the next one semester (Winter 2018-19) after the vacation period. This would be based on your performance review at the end of the engagement and based on the written request from the concerned Head of Department.
3. Apart from the monthly remuneration specified above, you will not be entitled for any other allowances or benefits that are applicable to the regular employees of the Institute.
4. You will have to observe five working days (Monday-Friday) in week. Your normal office hours will be from 09.00 AM to 05.30 PM. You are also expected to follow the instructions of your reporting head for your work timings, working hours etc. You will be entitled for One Leave per month. Sanction of leave is subject to approval as per the leave sanctioning procedures in the Institute.
5. You will have to maintain the confidentiality of the information available in the Institute. You are supposed to be vigilant and prompt in attending the duties assigned to you and should be accountable for the records, documents and assets handled by you during the period of engagement. A report on the status of the files and other records managed by you shall be given to the respective Head of departments/section at the time of relieving of duties.
6. The Institute reserves the right to dispense with your services at any time during the period of engagement by serving appropriate notice in case of non-satisfactory performance and on disciplinary ground. You can also discontinue the service by giving appropriate notice.
7. The last months consolidated sum payable will be disbursed to the appointee only after receiving no-liability certificate from the Department/Section concerned.

The candidates are requested to report for duties preferably on 11.07.2018, but not later than 23.07.2018. The offer will be cancelled if the candidate does not join before the aforementioned date.

True Copy

Copy to: i) HOD-T&P

ii) Dean (FW)

Dr. SUMAN KALAYATHANKAL  
M.Tech, MCA, M.Sc. M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths)  
PRINCIPAL  
Engineering College  
70531

Registrar

9/7/18  
16/7/18

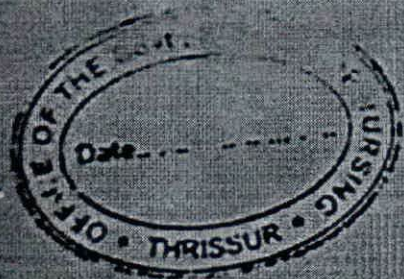



No.25/2019/GSNT

Govt. School of Nursing Thrissur  
Dated 28.01.2019

### EXPERIENCE CERTIFICATE

This is to certify that Mrs.Divya Balakrishnan was working in Govt. School of Nursing, Thrissur as Guest Lecturer in Computer Education for the 1<sup>st</sup> year GNM students for the academic year 2018-19.



PRINCIPAL   
GOVT. SCHOOL OF NURSING THRISSUR

True Copy Attested  


Dr. SUNNY JOSEPH KALAYATHANKAL  
M.Tech. (K.A.), M.Sc., M.Phil., B.Ed.  
(Computer Science), Ph.D (Maths)



wipro

Adarsh K U

20075184

O+

True Copy Attested



*Sunny*  
Dr. SUNNY JOSEPH KALAYATHANKAL  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths)  
PRINCIPAL  
Jyothi Engineering College  
Cheroorathy P.O.-679 531





## APPOINTMENT LETTER

March 5, 2019

Mr. Adarsh K U  
Kiliyanthra House P.O.  
Puranattukara  
Thrissur- 680551  
Kerala

Dear Adarsh K U,

Welcome to Wipro Limited ('Wipro') and congratulations on your appointment as **Project Engineer**.

### 1. Appointment Details:

- a. The date of appointment is effective from the date of joining, unless otherwise communicated in writing by the company.
- b. You will be on probation for a period of 12 months from the date of the appointment. On completion of the Probationary period, your appointment will be confirmed and communicated to you in writing. Unless confirmation is communicated in writing, the probation period is deemed extended.
- c. The retirement age is 58 years.
- d. You may be transferred in such capacity as Wipro may from time to time determine to any other location, department, function, establishment, or branch of Wipro or subsidiary, associate or affiliate of Wipro. In such case you will be governed by the terms and conditions of service applicable to the new assignment including compensation, working hours, holidays, leave, people policies, etc.
- e. We provide support to our global customers through various Wipro locations in India to suit customer time including on 24x7 basis. You agree to operate from any of these locations and in any of the shifts, including night shift, as may be decided by Wipro keeping in mind business needs and deliverables to customers.
- f. This letter of appointment is subject to your successful completion of all curriculum requirements as laid down by your University/Institution for award of the degree/diploma with a minimum aggregate, specified by Wipro for your role, and any other criteria specified by Wipro in terms of your educational qualifications before joining.
- g. Kindly ensure you submit the second copy of the appointment letter signed by you on the day of reporting for work.

### 2. Compensation:

You will be eligible for:

- a. Compensation and benefits in accordance with Annexure III titled Salary Offer Sheet.
- b. Variable Pay - The details of this component are listed in Annexure V. The Variable Pay program may be changed or modified in part or full thereof from time to time, at the sole discretion of the management.

**True Copy Attested**

Registered Office:

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

*awar*  
Dr. SUNNY JOSEPH KALAYATHANKAL  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths) 8732146  
PRINCIPAL





- c. Other compensation and benefits in accordance with Wipro policy as modified and intimated to you from time to time.
- d. Your salary will be reviewed periodically as per Wipro policy.
- e. Changes in your compensation are at Wipro's discretion and will be subject to and on the basis of effective performance and results during your period of employment and other relevant criteria.

### 3. Other Benefits:

You will also be eligible for:

- a. Leave, holidays and working hours as applicable to your stream and location of posting.
- b. Perquisites, if any, as applicable to your band and stream and / or based on functional requirements as determined by Wipro.
- c. Participation in the Wipro Provident Fund Scheme (PF) as per the policies applicable to your band and stream.
- d. Leave Travel Assistance (LTA) as per the policy of Wipro.
- e. Wipro Medical Assistance Scheme (MAS) and Contributory Medical Insurance for your band and stream provided you are not covered under the purview of the ESI Act.
- f. Employee Benefits Program sponsored and administered by Wipro for management employees, comprising pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.
- g. Please refer to the detailed policies in the Wipro intranet portal i.e. mywipro.wipro.com

### 4. Responsibilities:

- a. In view of your position and office, you must effectively, diligently and to the best of your ability perform all responsibilities and ensure results. There may be times when you will be expected to work extra hours to achieve the above. At all times, you are required not to engage in activities that have or will have an adverse impact on the reputation / image and business of Wipro, whether directly or indirectly.
- b. You may be required to undertake travel on Wipro work for which you will be reimbursed travel expenses as per the Wipro policy applicable to you.
- c. We at Wipro are committed to ensure 'Integrity' in all aspects of its functioning. You are expected to comply with the policies of Wipro including the Code of Business Conduct and Ethics as they form an integral part of the terms of your employment with Wipro. Consequently, you are required to understand the scope and intent behind these policies and to comply with the same. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time and you will be required to comply with the same.
- d. Consistent with (c) above, any matter or situation or incident that may arise which could potentially result, or has resulted, in any violation of the policies or the terms of your employment, shall immediately be brought to the notice of your Business Unit Head.

True Copy Attested

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India

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M.Tech, MCA, M.Sc, M.Phil, B.Ed  
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PRINCIPAL

8732146





## 5. Conflict of Interest:

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

## 6. Confidentiality:

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

## 7. Assignment of Intellectual Property

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

## 8. Non-Compete

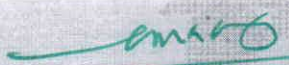
In the course of your employment with Wipro you will be providing services to customers or clients of Wipro during which process you would be handling sensitive information including but not limited to key customers of Wipro, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to Wipro and its protection is of utmost importance to Wipro. You confirm that for a period of six (6) months after separation of your employment from Wipro (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing Wipro during the six (6) months preceding the date of separation.

True Copy Attested

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India

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Dr. SUNNY JOSEPH KALAYATHANKAL  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths)  
PRINCIPAL  
Jyothi Engineering College

8732146





## 9. General:

This letter of appointment is subject to the condition that you have not provided us with any false declaration or willfully suppressed any material information. If you have, you will be liable to be removed from service without any prior notice.

Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which may relate to or affect your commitments under this Agreement.

- a. Your employment terms may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- b. These employment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.
- c. You warrant that you are not prevented by a court or by any other administrative or judicial order from providing the services required under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- d. During the employment you have to comply by all policies of Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to employees from time to time. You agree to comply with all policies as modified from time to time.
- e. Your appointment will not be further processed and will be treated as withdrawn in the event:
  - i. You fail to clear any remaining backlog examinations, and/or
  - ii. You have not scored a minimum aggregate marks of 60% in your 10<sup>th</sup> Standard.
  - iii. You have not scored a minimum aggregate marks of 60% in your 12<sup>th</sup> Standard or equivalent education.
  - iv. For Graduates: You have not scored a minimum aggregate marks of 60% in your graduation.
  - v. For Post Graduates: You have not scored a minimum aggregate marks of 60% in your graduation and 60% in post-graduation.


## 10. Training Agreement:

As part of your smooth transition from campus to corporate, the company shall be providing you extensive training through learning interventions from the time of your selection to on-boarding. You shall be provided an opportunity to learn in Pre-Joining programs / Self-directed learning modules / MOOCs/ in-classroom learning / on-the-job training / Top Gear modules and / or customer specific tools and technology learning. Through this extensive training Wipro makes significant investment for your project readiness and successful journey in the projects. In consideration of the company reposing confidence in you and providing you with the opportunity to undergo the training as detailed above and in consideration of the company bearing all the costs in connection with the training besides paying you normal salary and benefits, you solemnly agree to complete the training and serve the company for a period of 15 months commencing from the date of your joining. In case you choose to leave the company before the expiration of the said period or if your services are terminated before the expiration of the said period, for any reason whatsoever, you shall pay to the company liquidated damages of upto Rs. 75,000/- (Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the company.

True Copy Attested

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India  
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**Dr. SUNNY JOSEPH KALAYATHANKAL**  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
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PRINCIPAL  
Jyothi Engineering College  
Cheruthuruthy P.O.-679 531  
8732146





### 11. Notice Period:

This contract of employment is terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. Wipro reserves the right to pay or recover salary in lieu of notice period. Further, Wipro may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period. However, if Wipro desires the employee to continue the employment during the notice period the employee shall do so.

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

### 12. On Separation:

On acceptance of separation notice, you will immediately give up to the company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects or shall not make or retain any copies of these items.

Please confirm that the above mentioned terms and conditions are acceptable to you and that you accept the appointment by submitting the signed copy of this letter of appointment with your original signature on the date of joining.


Yours sincerely,  
For **Wipro Limited**,

**Sunil Kalachar**  
**General Manager – Talent Acquisition**

I have read, understood and agree to accept the employment on the terms and conditions herein.  
I shall be reporting for duty on \_\_ / \_\_ / \_\_

Name: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_ / \_\_ / \_\_  
Place: \_\_\_\_\_

True Copy Attested

  
**Dr. SUNNY JOSEPH KALAYATHANKAL**  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths)  
PRINCIPAL  
Jyothi Engineering College  
Cheruthuruthy P.O.- 679 531

#### Registered Office:

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



## ANNEXURE I

### CONFLICT OF INTEREST

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealings with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

**Noted below are a few examples of conflict of interest:**

- a. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company where there is an opportunity for preferential treatment to be given or received, except where such an interest comprises of securities in widely held corporations which are quoted and sold in the open market or the interest is not material.
- b. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become a contractor, supplier or customer, except with the knowledge and consent of top management.
- c. For an employee to serve as an officer, director or in any other management capacity or as a consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.
- d. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
- e. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services excessive entertainment and travel or gifts of more than nominal value from any individual or organization doing or seeking to do business with the company.


I have read the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will inform the top management.

**Name:**

True Copy Attested

**Date:** \_\_\_/\_\_\_/\_\_\_

**Signature:** .....

  
**Dr. SUNNY JOSEPH KALAYATHANKAL**  
 M.Tech, MCA, M.Sc, M.Phil, B.Ed  
 Ph.D (Computer Science), Ph.D (Maths)  
 PRINCIPAL  
 Jyothi Engineering College  
 Cheruthuruthy P.O.- 679 531

Registered Office:

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 Doddakannelli F : +91 (80) 2844 0054  
 Sarjapur Road E : info@wipro.com  
 Bengaluru 560 035 W : wipro.com  
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## Compliance to Company's Code of Conduct to Regulate, Monitor and Report Trading (Code) by Insiders


Insider Trading is prohibited by both Law as well as by Wipro Limited's (hereinafter to as the "Company") internal policy. Insider trading generally involves the act of subscribing/buying/ selling or dealing in the Company's Securities, while in possession of any Unpublished Price Sensitive Information (hereinafter referred to as "UPSI") about the Company. It also involves disclosing or procuring any UPSI about the Company to/from others who could subscribe or buy or sell or deal in the Company's Securities.

As an employee of Wipro you are considered as an Insider and accordingly advised as below:

1. Trading when in possession of UPSI: Employees are strictly prohibited from trading in the Securities of the Company when in possession of UPSI concerning the Company. Trading in securities of the Company is also prohibited for certain designated employees when the trading window is closed. For details please contact: [polycycleclearinghouse@wipro.com](mailto:polycycleclearinghouse@wipro.com).
2. Communication or procurement of Unpublished Price Sensitive Information (UPSI): Employee shall seek, communicate, provide or allow access to "UPSI of the Company to others only for legitimate purposes, performance of duties and discharge of legal obligations and strictly on a need-to-know basis. Employees are strictly prohibited from the following:
  - a) Counseling or disclosing or communicating UPSI to any other person including spouse and/or relatives, except on a need to know basis.
  - b) Counseling as well as expressing opinions or making any recommendations to any person on the Securities of the Company when in possession of any UPSI.
  - c) Unauthorized disclosure or communication of UPSI.
  - d) Procuring any UPSI from others
3. Individual and Personal Responsibility: As per the Code, Company can take appropriate actions like wage freeze, suspension, termination of employment on employees involved in Insider Trading. Insider trading also attracts severe civil and criminal penalties not only on the Insider but also on the Company in certain circumstances. The penalties levied on the employee will not be borne by the Company and the employee individually is responsible.
4. Disclosure requirements: Every employee of the Company and their Immediate Relatives shall disclose to the Company the number of securities acquired or disposed of within two trading days of the transaction if the value of the securities traded, whether in one transaction or a series of transactions over any calendar quarter, aggregates to a traded value in excess of ten lakh rupees.

For more details on procedures and guidelines, employees are requested to refer Wipro's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to [polycycleclearinghouse@wipro.com](mailto:polycycleclearinghouse@wipro.com).

True Copy Attested

  
Dr. SUNNY JOSEPH KALAYATHANKAL  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
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India  
T : +91 (80) 2844 0011  
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E : [info@wipro.com](mailto:info@wipro.com)  
W : [wipro.com](http://wipro.com)  
C : L32102KA1945PLC020800





## ANNEXURE II

### PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000

I \_\_\_\_\_, confirm that I am voluntarily sharing my Personal Information including documents with Wipro Limited ('Wipro') for the following purposes:

- a. validating my Curriculum Vitae and retaining records on the same for any future reference/verification;
- a. processing my job application including background verification checks;
- b. employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

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

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

Name:

Date: \_\_/\_\_/\_\_

Signature.....

True Copy Attested

  
Dr. SUNNY JOSEPH KALAYATHANKAL  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths)  
PRINCIPAL  
Jyothi Engineering College  
Cheruthuruthy P.O.- 679 531

Registered Office:

Wipro Limited  
Doddakannelli  
Sarjapur Road  
Bengaluru 560 035  
India

T : +91 (80) 2844 0011  
F : +91 (80) 2844 0054  
E : info@wipro.com  
W : wipro.com  
C : L32102KA1945PLC020800





**ANNEXURE III**  
**SALARY OFFER SHEET**

**Name : Adarsh K U**

**Position : Project Engineer**

**Career Group: TRB - II**

- a. You will be on training (classroom/on the job) for the first three months or end of training period whichever is later, from your date of joining. During the training period, you will receive a stipend of **Rs.18000** consolidated, without any other benefits. After satisfactory completion of the training you will receive your salary as given below.

COMPONENT	AMOUNT (INR)
Basic	10,667
HRA	5,334
Bonus	2,133
Wipro Benefits Plan (WBP)	4,753
Additional allowance	-
<b>Total Fixed Cash</b>	<b>22,887</b>
PF (Employer Contribution)	1,280
Gratuity	566
<b>Total Fixed Compensation</b>	<b>24,733</b>
<b>Other Compensation Benefits</b>	
Health benefit (Medical)	600
ESI	-
<b>Variable Pay</b>	
Target Variable Pay	1,334
<b>Target Cost to Company per month</b>	<b>26,667</b>
<b>Total Cost to Company per annum</b>	<b>3,20,004</b>

\*Notional sum indicating contribution of 5.31 % of your basic towards provision of Gratuity. Employees will be eligible for payment of gratuity as per the Wipro Policy for the same.

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Sarjapur Road  
Bengaluru 560 035  
India

T : +91 (80) 2844 0011  
F : +91 (80) 2844 0054  
E : info@wipro.com  
W : wipro.com  
C : L32102KA1945PLC020800

*A. S. S. S.*  
**Dr. SUNNY JOSEPH KALAYATHANKAL**  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths)  
**PRINCIPAL**  
**Jyothi Engineering College**  
Cheruthuruthy P.O.-679 531





b. Over and above these components, depending on your performance during the initial training program you will also be entitled to an Additional Allowance. Performance Category – 1 will comprise of the top 30% of the candidates and balance 70% will be placed in Performance Category-2. The total monthly gross hence will be as per the following table for different performance categories:

	TOTAL MONTHLY GROSS	TOTAL ANNUAL GROSS
Performance Category – 1	27500	330000
Performance Category – 2	26667	320000

b. Apart from the standard salary emoluments, Project Engineers are also entitled to unique Wipro Benefits to assist them in maintaining a healthy work-life balance. The details of the benefits are as follows:

- Onetime Interest free loan of **Rs. 20,000** towards housing deposits or towards purchase of a two wheeler
- Onetime Interest free contingency loan of **Rs. 50,000** towards housing deposits or illness, death in immediate family or self marriage
- Medical assistance of **Rs. 15,000** per annum for employees who are not covered under the ESI scheme.

Medical Insurance Coverage up to Rs. 2 lacs per annum

Date: \_\_/\_\_/\_\_

Signature:.....

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M.Tech, MCA, M.Sc, M.Phil, B.Ed  
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PRINCIPAL  
Jyothi Engineering College  
Cheruthuruthy P.O.- 679 531

Registered Office:

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





**ANNEXURE - IV**

I hereby confirm that I shall submit the required academic certificates including mark sheet, Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Wipro eligibility criteria and submission of the above mentioned documents.


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

**Name:**

**Date:** \_\_/\_\_/\_\_

**Signature:**.....

**True Copy Attested**

  
**Dr. SUNNY JOSEPH KALAYATHANKAL**  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths)  
PRINCIPAL  
Jyothi Engineering College  
Cheruthuruthy P.O.- 679 531

**Registered Office:**

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

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## ANNEXURE - V

### Variable Pay - A BRIEF OVERVIEW

#### **Variable Pay Policy Summary & Computation:**

Variable Pay is a variable component in your salary stack which would be paid out on a quarterly basis. It would be linked to the following parameters:


- a. Individual linked parameter: Based on number of days billed in a quarter. This factor is applicable only for employees joining in billable roles in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3. This would comprise of 100% of your Variable Pay amount. (for employees joining in these Bands in Support roles and central functions 100% of Variable Pay would be linked to revenue and OM as mentioned in (b) and (c) below)
- b. Revenue achievement linked parameter: Based on the Revenue achievement of your Business Unit / Vertical / Service Line. This would be linked to 50% of your Variable Pay payout. This is applicable only for employees in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 joining in Support roles.
- c. OM linked parameter: Based on Operating Margin achievement of your Business Unit. This would be linked to 50% of your Variable Pay payout. This is applicable only for employees in Bands Team Rainbow, A1, A2, A3, B1, B2 and B3 joining in Support roles.

The Variable Pay payout amount is liable to vary as per the performance on the above parameters.

The Variable Pay program may be changed / altered or modified in part or full thereof from time to time, at the sole discretion of the management. It is mandatory for you to complete the quarter for which the Variable Pay applies i.e. you should be on the rolls of the Company on the last working day of the quarter to be eligible for payout under the program.

For more details please refer to the policy hosted on myWipro à My Information Source à My Policies à View All Policies à (Select Country) à My Financials à Compensation à Variable Pay.

**True Copy Attested**

  
**Dr. SUNNY JOSEPH KALAYATHANKAL**  
 M.Tech, MCA, M.Sc, M.Phil, B.Ed  
 Ph.D (Computer Science), Ph.D (Maths)  
 PRINCIPAL  
 Jyothi Engineering College  
 Cheruthuruthy P.O.- 679 531

**Registered Office:**

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





## SOME ADDITIONAL INFORMATION ON THE SALARY OFFER

### Basic, Additional Allowance and Bonus:

This are fixed monthly components of your salary and are taxable. They do not vary every month, and are fixed for a particular period.

### House Rental Allowance:

HRA is given to the extent of 50% of your Basic. HRA exemption is applicable as per IT rules on submission of rent receipts.

### Wipro Benefit Plan (WBP):

Wipro Benefits Plan (WBP) is basket of various allowances/ expenses considered for Income Tax exemption. Under WBP, you will be granted Leave Travel Allowance and Education Allowance. Benefits regarding the use of Telephone/Mobile phone, Non-transferable food coupons, use of Wipro Bus can also be availed under the Plan. The actual expenses incurred towards these components are eligible for exemption as per the prescribed Income Tax rules applicable. Thus, you will be subjected to tax for the portion of the allowances that is not exempt. The Income Tax exemption for benefits availed are subject to submission of proofs or other conditions as may be prescribed in this policy. Wipro will grant a Group Allowance, which will be computed after reducing the aggregate cost of allowances/benefits availed under WBP and related recovery of Perquisite Tax and associated charges. Following are your WBP Entitlements:

#### 1. Leave Travel Allowance:

New employees are eligible for LTA provided leave is taken as per the rules of Wipro. For details on Income Tax exemption please refer to myWipro on joining. The maximum LTA that can be considered for IT exemption is Rs 50,000.

#### 2. Telephone/Mobile Phone Allowances:

The amounts paid by you towards telephone rentals (both landline and mobile) rentals are also towards broadband/ modem hub/ routers/ GPRS etc. for internet usage plans are eligible for IT exception up to Rs. 19,800 per annum under WBP as per prescribed limit in the policy. No expenses in respect of rentals or other charges for pre-paid connections will be eligible under this head.

#### 3. Non-transferable Food Coupons:

An amount of Rs. 2,750 per month towards purchase of Non-Transferable food coupons is eligible for IT exemption under WBP.

#### 4. Education Allowance:

An amount of Rs.100 (additional 300 in case of child in hostel) per child per month up to a maximum of 2 children is eligible for IT exemption under WBP.

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

*amr*  
Dr. SUNNY JOSEPH KALAYATHANKAL  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths)  
PRINCIPAL  
Jyothi Engineering College  
Cheruthuruthy P.O - 670 501

8732146



## 5. New Pension System:

You can contribute between 5% up to 10% of your Basic towards NPS and declare it under WBP. This will be over and above Sec 80C investments.

### Retirement Benefits:

It consists of:

- a. 12% of your Basic towards Provident Fund.
- b. Notional sum indicating contribution of 5.31 % of your basic towards provision for gratuity.

Employees will be eligible for payment of gratuity as per the Wipro policy on the same.

### Accommodation, Food & Other Miscellaneous Expenses

- a. You would be entitled for Rs. 1000 per day for 8 days (total amount of Rs. 8,000) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount and you would not need to submit bills towards usage of this amount.
- b. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:
  - i. Settlement and Miscellaneous Expenses: Rs. 1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- c. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

**True Copy Attested**

Dr. SUNNY JOSEPH KALAYATHANKAL  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths)  
PRINCIPAL  
Jyothi Engineering College  
Chennai - 600 031

#### Registered Office:

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

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## SUMMARY - SOCIAL SECURITY & OTHER BENEFITS\*

### Medical

1. Medical Assistance Program (MAS): This is a medical scheme covering you, your spouse and your children to the extent of Rs.15,000 per annum. **This scheme is not applicable for employees covered under the Employee State Insurance Act (ESI).** This limit will be prorated based on your joining and exiting months in a financial year. The amount mentioned as Medical allowance in your salary stack is a notional figure and it indicates average outflow per month and per employee towards MAS. Medical is a reimbursable amount, i.e., it will be paid at actuals on making a claim.
2. Mediclaim: A floater coverage of Rs. 2,00,000 per annum for family (self, spouse & children) towards hospitalization. A nominal deduction per month as mentioned below is made towards contribution for the mediclaim benefit. 10% of the claim amount has to be borne by the employee. However, this does not apply if the hospitalization is in a Preferred Mediassist Network hospital.
  - \* Rs. 240 - Contribution in case of single individual
  - \* Rs. 520 - Contribution in case you are married

If the employee wishes to enhance the coverage, Top up cover option is also available wherein one can increase it for a highly negotiated premium. More details on the policy are available on My Policies Section in [myWipro](#) which is accessible on joining.
3. Annual Health check: Company paid Annual health check-up program is available for employees above 40 years of age.

True Copy Attested

  
Dr. SUNNY JOSEPH KALAYATHANKAL  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths)  
PRINCIPAL  
Jyothi Engineering College  
Cheruthuruthy P.O.- 679 531

#### Registered Office:

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



### Gratuity Benefit: Up to Rs. 20,00,000

This provides you a lump sum benefit upon separation after completion of 5 years of service or on retirement or when deceased. Your gratuity is computed as: Last drawn Basic Salary \* No. of years served \* 15/26.

### Survivor Benefit Pension Program:

The Survivor Benefit Plan's objective is to provide a monthly income to the surviving spouse and children of an employee, in the unfortunate event of death while in service. The pension payable is based on last drawn basic salary at the time of death, number of years till retirement, number and age of surviving members.

E.g. If an employee is in Grade B3 with basic of Rs. 15,000 per month and the remaining period before retirement at time of his death is 20 years and he has a surviving spouse and two eligible children, the supplementary Pension payable per month would be as follows: Basic \* No of years to Retirement \* Grade Factor \* % based on number and age of surviving members.


I.e.  $15,000 \times 20 \times 2.7\% \times 80\% = \text{Rs. } 6,480$  per month as supplementary pension payable. \*Grade Factor is a band specific pre-defined pension Accrual rate.

### Loans:

Interest Free Loan: An interest free loan of Rs. 20,000 as per policy is available to facilitate your settling down. The amount is primarily intended to cover housing deposit/assistance towards purchase of two wheeler. This is recovered in 10 equal installments.

Contingency Loan: An Interest free contingency loan of Rs. 50,000 or two months monthly gross whichever is lower as per policy can be availed in case of contingency. This would be recovered in 20 equal installments. Any loan taken above Rs. 20,000 will be liable to tax on the notional interest cost as per CBDT rules.

**True Copy Attested**

  
**Dr. SUNNY JOSEPH KALAYATHANKAL**  
 M.Tech, MCA, M.Sc, M.Phil, B.Ed  
 Ph.D (Computer Science), Ph.D (Maths)  
 PRINCIPAL  
 Jyothi Engineering College  
 Cheruthuruthy P.O.- 679 531

#### Registered Office:

**Wipro Limited** T : +91 (80) 2844 0011  
 Doddakannelli F : +91 (80) 2844 0054  
 Sarjapur Road E : info@wipro.com  
 Bengaluru 560 035 W : wipro.com  
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## 1. Your Life and Accident Cover:

### a. Group Personal Accident Insurance (GPAI) Program: Rs. 12,00,000

Through GPAI you are covered by way of round-the-clock risk coverage against any accidents occurring while at work or outside of work resulting in partial or total disablement or casualty. Even on temporary disability due to Accident you get compensated for loss of wages on account of leave due to Accident of up to Rs. 5,000 per week. In case of death due to accident, your total cover would be 26 lacs (12 Lacs + 14 Lacs). Employees can also get an extra coverage for a nominal and highly negotiated premium.

### b. Group Life Insurance Program: Rs. 14,00,000

In the unfortunate event of death on account of either accidents or natural causes, your surviving family members would be eligible for an insurance cover. Employees can also get an extra coverage for a nominal and highly negotiated premium.

Please note: More details on the above mentioned policies are available on My Policies Section in My Wipro accessible on joining. Access through My Wipro -> My Policies -> India > My Financials -> Group Life Insurance /Personal Accident

The policies mentioned here are policies of the Company as on date; this is subject to change in future as per policies of the Company from time to time.

## 2. Voluntary Superannuation Policy (VSS)

Wipro Voluntary Superannuation Plan offers an easy and convenient way to help you lead a happy and tension free life by planning your retirement. Starting contribution to pension plan at an early age gives you enough time to contribute towards building your retirement corpus and leverage the compounding interest earned by the corpus year on year. You simply have to choose the scheme that suits your investment horizon and risk tolerance.

A voluntary defined contribution Plan wherein you will have an option to enroll and choose your Pension Service Provider (PSP) within 30 days from the date of joining the company.

We currently have tie-ups with two leading PSPs to manage the superannuation funds. LIC & ICICI offer a superannuation scheme which offers interest on accumulated balance every year. ICICI Prudential also has an Unit Linked Superannuation scheme which offers you a market linked return, range of fund options to suit your risk appetite & transparent fund management.

The enrollment option can be exercised only once in the service with the organization and cannot be reversed once made. VSS enrollment window period will, also, be available once every financial year.

The Company, on behalf of the member employee, shall contribute 15% of basic salary, towards the scheme selected by the member. In case 15% of basic exceeds Rs.1,50,000 per annum, member employee will have an option to restrict the contribution to Rs.1,50,000 per annum to avoid perquisite tax (perquisite tax is applicable on contributions exceeding Rs.1,50,000 every year).

Annual pension contribution amount is re-adjusted from fixed cash component and will reflect under 'Pension' component in the salary stack of the enrolled member. The accumulated contribution amount and the interest earned (or the corpus) can be utilized to avail the retirement benefits.

For further clarity, please refer the Policy on My Wipro -> My Information Sources > India -> My Financials-> Deferred Benefits-> Voluntary Superannuation Scheme. After reviewing the related documents if you wish to enroll into VSS, please log onto My Wipro-> My data-> My Financials-> Pension, and exercise the option within 30 days of joining the Company. In case you miss enrolling into VSS in this window period, you can do the same in the window period that is available for all employees once every financial year.

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Registered Office:

Wipro Limited

Doddakannelli

Sarjapur Road

Bengaluru 560 035

India

T : +91 (80) 2844 0011

F : +91 (80) 2844 0054

E : info@wipro.com

W : wipro.com

C : L32102KA1945PLC020800

Dr. SUNNY JOSEPH KALAYATHANKAL

M.Tech, MCA, M.Sc, M.Phil, B.Ed

Ph.D (Computer Science), Ph.D (Maths)

PRINCIPAL

Jyothi Engineering College

Cheruthuruthy P.O.- 679 531

8732146





## INITIAL INDUCTION PROGRAM

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

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

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

### **Corporate Readiness Program - CRP**

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

"EMERGE" a campus to corporate behavioral training program ensures that the fresher start feeling at ease in the "corporate world". This activity based behavioral intervention informs the new entrants about the corporate work culture and business etiquette.

STEP PLUS is a 60-minute English language Assessment, which assesses grammar, listening, reading and speaking skills.

During PRP, STEP PLUS assessments would be scheduled and participants are expected to score a minimum of 917 marks out of 1581. This is a gating criteria for participants to be deputed in projects.

### **Technology Readiness Program - TRP**

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

This module is conducted either in a structured classroom environment or as on-the-job learning based on the business requirement.

The methodology of training is "Project Based Learning" (PBL) approach, the entire learning is designed around a series of projects that the recruits are expected to complete individually by learning and applying various topics required to complete the project.

During TRP, fresher shall take up assessments as shared in the schedule. The assessment consists of Multiple Choice Questions (MCQ), Case Study, Project / Scenarios snippets. The duration of the assessment is for a day. The overall PRP score is computed as 30% weightage to MCQ, 70% weightage to Case study and /Project/ Scenario. There will be an improvement opportunity provided for those who score lesser than 75% at the TRP training. Faculty at Talent Transformation shall devote their time to mentor and coach the student. This is done to ensure enriched knowledge and improved understanding of the topic. All the efforts made in this direction are meant for the fresher to be able to clear in the improvement assessment with flying colors.

The training is said to be completed only when the fresher is able to score 800 in STEPPLUS assessment and 75% in PRP Technical assessment. Failure to achieve the required score in either STEPPLUS or Technical will result in exiting from the organization.

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Doddakannelli  
Sarjapur Road  
Bengaluru 560 035  
India

T : +91 (80) 2844 0011  
F : +91 (80) 2844 0054  
E : info@wipro.com  
W : wipro.com  
C : L32102KA1945PLC020800

**True Copy Attested**

*Amro*  
**Dr. SUNNY JOSEPH KALAYATHANKAL**  
M.Tech, MCA, M.Sc, M.Phil, B:Ed  
Ph.D (Computer Science), Ph.D (Maths)  
PRINCIPAL  
Jyothi Engineering College

8732146



# UST Global



True Copy Attested

**Aiswarya**

**Malayamkandath**

**100867**

*Dr. Sunny Joseph Kalayathankal*  
Dr. SUNNY JOSEPH KALAYATHANKAL  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths)  
PRINCIPAL  
Jyothi Engineering College  
Cheruthuruthy P.O.- 679 531

*Dr. Sunny Joseph Kalayathankal*  
Issuing Signatory

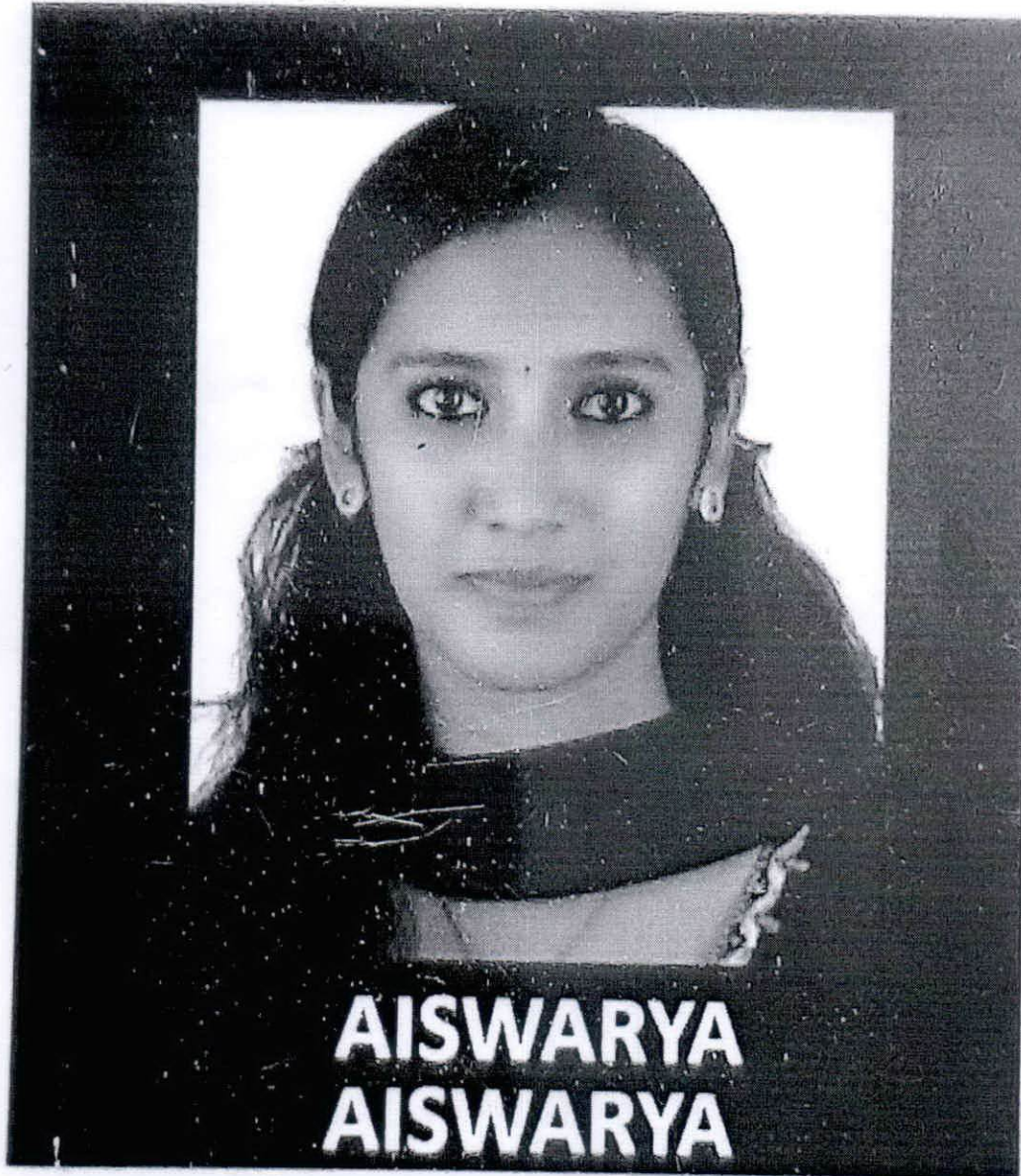
Blood Group: B

Prestige Shantiniketan, Tower B, 14th floor Whitefiled,  
Bangalore -560048 India T :080 49190843 , Kochi-0484  
4040000 Chennai-044 43992000, Trivandrum-0471





## **TATA CONSULTANCY SERVICES**



**AISWARYA  
AISWARYA**

Card No 638189

Associate No 1626536

Blood Group O+

True Copy Attested

**Tata Consultancy Services Ltd.**

TCS House, Raveline Street, Fort

Mumbai 400001, India

  
Dr. SUNNY JOSEPH KALAYATHANKAL  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths)  
PRINCIPAL






**Offer: Computer Consultancy**  
**Ref: TCSL/DT20184765236/Trivandrum**  
**Date: 20/11/2018**

True Copy Attested

Ms. Aiswarya Paulson  
Karaparamban House Paliyampadam,  
Palissery,  
Thrissur-680027,  
Kerala.  
Tel# -

Dear Aiswarya Paulson,

  
**Dr. SUNNY JOSEPH KALAYATHANKAL**  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths)  
PRINCIPAL  
Jyothi Engineering College  
Cheruthuruthy P.O.- 679 531

**Sub: Letter of Offer**

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade **Y**. You will be assigned a role in the **IT Infrastructure Services (ITIS)** Unit, which is subject to change as per the business requirements of TCSL.

Your gross salary including all benefits will be **₹3,36,875/-** per annum, as per the terms and conditions set out herein. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 48 hours, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer you will be issued a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.





Dr. SUNNY JOSEPH KALAYATHANKAL  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths)  
PRINCIPAL  
Jyothi Engineering College  
Cheruthuruthy P.O.- 679 531

## **COMPENSATION AND BENEFITS**

### **BASIC SALARY**

You will be eligible for a basic salary of ₹10,200/- per month.

### **BOUQUET OF BENEFITS (BoB)**

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

#### **1. House Rent Allowance (HRA)**

Your HRA will be ₹4,080/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

#### **2. Leave Travel Allowance**

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

#### **3. Personal Allowance**

You will be eligible for a monthly personal allowance of ₹7,570/- per month. This component is subject to review and may change as per TCSL's compensation policy.


#### **4. Food Card**

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.



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Dr. SUNNY JOSEPH KALAYATHANKAL  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths)  
PRINCIPAL  
Jyothi Engineering College  
Cheruthuruthy P.O.- 679 531

## **PERFORMANCE PAY**

### **Monthly Performance Pay**

You will receive a monthly performance pay of ₹1,700/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

### **Quarterly Variable Allowance**

Your variable allowance will be ₹600/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay/Allowance shall be treated as productivity bonus in lieu of statutory profit bonus.

Performance Pay will be effective upon successful completion of the Initial Learning Programme.

## **CITY ALLOWANCE**

You will be eligible for a City Allowance of ₹200/- per month. This is specific to India and is linked to your base branch. In the event of a change in your base branch this amount may undergo a change. It will stand to be discontinued while on international assignments. This allowance is fully taxable and subject to review.

## **OTHER BENEFITS**

### **Health Insurance Scheme**

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

#### **1. Basic Cover**

i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.

ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL,





provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

## 2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.

ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

## Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

## Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

## Loans

You will be eligible for loans, as per TCSL's loan policy.

## Professional Memberships

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

## RETIRALS

### Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.


### Gratuity

TCS Confidential  
TCSL/DT20184765236

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

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Dr. SUNNY JOSEPH KALAYATHANKAL  
M.Tech, MCA, M.Sc, M.Phil, B.Ed.  
Ph.D (Computer Science), Ph.D (Maths)  
PRINCIPAL  
Arathi Engineering College



True Copy Attested



Dr. SUNNY JOSEPH KALAYATHANKAL  
M.Tech, M.Sc., M.Phil, B.Ed

Ph.D (Computer Science), Ph.D (Maths)  
PRINCIPAL

Jyothi Engineering College  
Cheruthuruthy P.O.-679 531

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

## **TERMS AND CONDITIONS**

### **1. Aggregate Percentage Requirements**

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and Graduation examination which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility. It is mandatory to pass in all the subjects mentioned in the mark sheet in class Xth and class XIIth by securing minimum passing marks in the first attempt itself as specified by the respective board of examinations.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

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

### **2. Disclaimer**

Candidates who have applied to TCSL and who have not been successful in clearing the TCSL selection process are not eligible to re-apply to TCSL within six months from the date on which the candidate had attended such selection Test and/or Interview. In case you are found to have re-applied to TCSL within six months of previous unsuccessful attempt, the management reserves the right to revoke/withdraw the offer/appointment, without prejudice to its other rights.

### **3. Training Period**

You will be required to undergo class room and on the job training in the first twelve months (including the Initial Learning Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found



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*anuro*  
Dr. SUNNY JOSEPH KALAYATHANKAL  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths)  
PRINCIPAL  
Jyothi Engineering College  
Cheruthuruthy P.O.- 679 531

unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 10 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of ILP trainees without any further intimation/separate communication to you.

#### 4. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

#### 5. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

#### 6. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

#### 7. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

#### 8. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

#### 9. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This



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*anura*  
Dr. SUNNY JOSEPH KALAYATHANKAL  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths)  
PRINCIPAL

Jyothi Engineering College  
Cheruthuruthy P.O. 676 501

Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

#### 10. Service Agreement

As TCSL will be incurring considerable expenditure on your training, you will be required to execute an agreement, to serve TCSL for a minimum period of 1 year after joining, failing which, you (and your surety) will be liable to pay TCSL ₹50,000/-towards the training expenditure. Service agreement duration of one year refers to continuous service of 12 months from date of joining TCSL and excludes the duration of Leave without pay (LWP) and/or unauthorized absence, if any.

#### 11. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

#### 12. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

#### 13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

#### 14. Notice Period

In an event if the traineeship is discontinued/terminated no notice or payment in lieu thereof shall be payable by TCSL. Upon Confirmation, during your tenure with TCSL, either you or TCSL can terminate the appointment by giving 90 calendar days' written notice or three months' basic salary in lieu of the notice. If your services, behavior and/ or performance are not found satisfactory, TCSL may terminate your services by giving



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*anand*  
Dr. SUNNY JOSEPH KALAYATHANKAL  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths)  
PRINCIPAL  
Jyothi Engineering College  
Cheruthuruthy P.O.- 679 531

notice as mentioned herein above.

You will be liable to pay TCSL ₹50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

#### 15. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

#### 16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

#### 17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

#### 18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

#### 19. Submission of Documents

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

- Permanent Account Number (PAN) Card

You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary.

- Standard X and XII mark sheets equivalent
- Degree certificate and mark sheets for all semesters
- Postgraduate degree certificate and mark sheets for all semesters (if you are a





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*Sunny*  
Dr. SUNNY JOSEPH KALAYATHANKAL  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths)  
PRINCIPAL  
Jyothi Engineering College  
Cheruthuruthy P.O.- 679 531

Postgraduate)

- Birth Certificate / Proof of Age
- Work permit and/or any other documentation as prescribed by Government of India
- Passport
- 6 photographs
- Medical Certificate
- An affidavit/notarised undertaking stating:
  - \*There is no criminal offence registered/pending against you
  - \*There is no disciplinary case pending against you in the university
  - \*If you were employed, a formal release letter from your previous employer

The original documents will be returned to you after verification.

## 20. Initial Learning Programme (ILP)

On joining TCSL, you will be given the benefit of formal and on the job training (Initial Learning Programme) at our offices, as identified, for such period as TCSL may decide. The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

If you remain unauthorizedly absent for a consecutive period of 10 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of ILP trainees without any further intimation/separate communication to you.

## 21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

## 22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.






### 23. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

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Dr. SUNNY JOSEPH KALAYATHANKAL  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths)  
PRINCIPAL  
Jyothi Engineering College  
Cheruthuruthy P.O.- 679 531





### Withdrawal of Offer

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

**K Ganesan**

**Global Head Talent Acquisition & AIP**



Click here or use a QR code scanner from your mobile to validate the offer letter

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Encl: Annexure 1: Benefits and Gross Salary  
Annexure 2: List of TCSL Centres  
Annexure 3: Confidentiality and IP Terms

Dr. SUNNY JOSEPH KALAYATHANKAL  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths)  
PRINCIPAL  
Jyothi Engineering College  
Cheruthuruthy P.O.- 679 531





## GROSS SALARY SHEET

Annexure 1

Name	Aiswarya Paulson
Designation	Assistant System Engineer-Trainee
Institute Name	Others

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
<b>1) Fixed Compensation</b>		
Basic Salary	10,200	1,22,400
Bouquet Of Benefits #	13,000	1,56,000
<b>2) Performance Pay**</b>		
Monthly Performance Pay	1,700	20,400
Quarterly Variable Allowance*	600	7,200
<b>3) City Allowance</b>	200	2,400
<b>4) Annual Components/Retirals</b>		
Health Insurance***	NA	7,900
Provident Fund	1,224	14,688
Gratuity	490	5,887
Total of Annual Components & Retirals	1,715	28,475
Retention Incentive	NA	0
<b>TOTAL GROSS</b>	<b>27,415</b>	<b>3,36,875</b>

# Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

\* Amount depicted will be paid-out on a quarterly basis upon successful completion of the Initial Learning Programme.

\*\*The Performance Pay is applicable upon successful completion of the Initial Learning Programme.

\*\*\* For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

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Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	4,080	48,960
Leave Travel Assistance	850	10,200
Food Card	500	6,000
Personal Allowance	7,570	90,840
<b>GROSS BOUQUET OF BENEFITS</b>	<b>13,000</b>	<b>1,56,000</b>






## Annexure 2

### Regional Offices

<b>Ahmedabad</b> <b>Lead -Talent Acquisition</b> Tata Consultancy Services Infocity, Info Tower 1, 5 <sup>th</sup> Floor, Airport Road, Gandhinagar - 382 009 Tel: 079 - 66712600 Fax: 079 - 66712601	<b>Bangalore</b> <b>Lead -Talent Acquisition</b> Tata Consultancy Services VYDEHI RC-1 BLOCK, 82, EPIP, Whitefield, Bangalore - 560 066 Tel: 080 - 67247000 Fax: 080 - 28410114
<b>Chennai</b> <b>Lead- Talent Acquisition</b> Tata Consultancy Services 415/21-24, Kumaran Nagar, Sholinganallur, Old Mahabalipuram, Chennai - 600 119, Tamil Nadu, India Tel: 044 - 66162222/62194/62195 Fax: 044 - 66162555	<b>Delhi</b> <b>Lead-Talent Acquisition</b> Tata Consultancy Services 5 <sup>th</sup> Floor, PTI Building, 4, Parliament Street, New Delhi - 110 001 Tel: 011 - 66506555 Fax: 011 - 23311735
<b>Hyderabad</b> <b>Lead-Talent Acquisition</b> Tata Consultancy Services Deccan Park, No. 1 software Units Layout, Madhapur, Hyderabad - 500 081 Tel: 040 - 66672000 Fax: 040 - 66672222	<b>Kolkata</b> <b>Lead-Talent Acquisition</b> TATA Consultancy Services ODC 1-K-1, Gitanjali Park, IT/ITES SEZ, Plot- IIF / 3. Action Area - II, New Town, Kolkata - 700 156, West Bengal. Tel: 033 - 6653 0000 Fax : 033 - 6653 0003
<b>Lucknow</b> <b>Lead -Talent Acquisition</b> Tata Consultancy Services 1\1, Vibhuti Khand, Gomti Nagar, Lucknow - 226 010 Tel: 0522 - 6661001 Fax: 0522 - 6661001	<b>Mumbai</b> <b>Lead-Talent Acquisition</b> Tata Consultancy Services Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No. 2, Thane( West), 400601 Tel: 022 - 67782000/2222 Fax: 022 - 67782190
<b>Pune</b> <b>Lead-Talent Acquisition</b> Tata Consultancy Services Niyati Tiara, Ground Floor, S.No 103/A/1/129, CTS 1995, Nagar Road, Yerwada, Pune - 411 006 Tel: 020 - 66087777 Fax: 020 - 66087107	<b>Thiruvananthapuram</b> <b>Lead - Talent Acquisition</b> Tata Consultancy Services Peepul Park, Technopark Campus Karyavattom p.o. Thiruvananthapuram - 695 581. Tel - 0471- 2519400 Fax - 0471- 2519499

True Copy Attested

  
**Dr. SUNNY JOSEPH KALAYATHANKAL**  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths)  
PRINCIPAL  
Jyothi Engineering College  
Cheruthuruthy P.O. 685 531





### Annexure 3

## Confidentiality and IP Terms and Conditions

### 1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Retainer/Consultant and shall include the following:

- (a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Retainer/Consultant in the course of or in connection with or arising out of the Retainer/Consultant's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,
- (b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).
- (c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,
- (d) Customer and prospective customer lists, and
- (e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Retainer/Consultant in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Retainer/Consultant.

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## 2. Retainer/Consultant's Obligations

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

## 3. Intellectual Property Rights

The Retainer/Consultant agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Retainer/Consultant shall have no right title or claim of any nature whatsoever in the Confidential Information. The Retainer/Consultant shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and the Retainer/Consultant hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests the Retainer/Consultant may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, the Retainer/Consultant shall execute from time to time, during or after the termination of his or her Retainer/Consultant-ship, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but the Retainer/Consultant shall co-ordinate in filing and / or prosecuting any such applications. The Retainer/Consultant hereby expressly waives any "artist's rights" or "moral rights", which the Retainer/Consultant might otherwise have in such intellectual property rights.

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Dr. SUNNY JOSEPH KALAYATHANKAL  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths)  
PRINCIPAL  
Jyothi Engineering College  
Cheruthuruthy P.O.- 679 531





#### 4. Prior knowledge

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

#### 5. Use of third party material

The Retainer/Consultant expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

#### 6. Security policies and Guidelines

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

#### 7. Restriction on Retainer/Consultant's Rights

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

#### 8. No License

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

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Dr. SUNNY JOSEPH KALAYATHANKAL  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths)  
PRINCIPAL 16  
Jyothi Engineering College  
Cheruthuruthy P.O.- 679 531





## 9. Equitable Rights

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

## 10. General

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

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. The Retainer/Consultant confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

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

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

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Dr. SUNNY JOSEPH KALAYATHANKAL  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths)  
PRINCIPAL 17





(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of the Retainer/Consultant in terms of this Confidentiality clause shall continue during the term of or in the course of the Retainer/Consultant-ship of the Retainer/Consultant with TCS and shall continue thereafter in perpetuity.

#### 11. Non-Compete

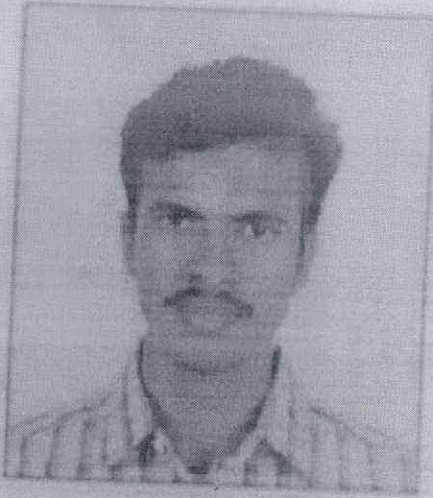
The Retainer/Consultant acknowledges that he/she is required on behalf of TCS to provide service to, or solicit business from various clients of the TCS (each such client herein after referred to as Customer). The Retainer/Consultant agrees that for a period of 6 (Six) months following the expiry or early termination of his/her Retainer/Consultant-ship with the TCS for any reason, will not accept any offer of employment / Retainer / Consultant-ship from any Client or Competitor of TCS, where he/she had worked in a professional capacity with Client projects during the course of his / her Retainer / Consultant-ship with TCS.

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Dr. SUNNY JOSEPH KALAYATHANKAL  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths)  
PRINCIPAL  
Jyothi Engineering College  
Cheruthuruthy P.O.- 679 531




Infosys



Ajith Krishnan S

1027694

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Dr. SUNNY JOSEPH KALAYATHANKAL  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths)  
PRINCIPAL  
Jyothi Engineering College  
Cheruthuruthy P.O.- 679 531





HRD/3T/18-19/12514283

Mr. Ajith Krishnan S  
Candidate ID: 12514283  
24/308, Ngs 139, New Street  
Nurani Po, Nurani Vilage, Palakkad, Kerala  
Kerala  
Palakkad - 678004  
India  
Ph: (91) 80898 52818

August 29, 2018

Dear Ajith,

Welcome to Infosys!

It is a time of transformation for us, under the direction of new leadership. In our new journey, learnability, our values and the deeply-held, trusted relationships with our clients continue to be the cornerstones of our organization.

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


Warm regards,

**RICHARD LOBO**  
**EVP - Head HR**

True Copy Attested

**INFOSYS LIMITED**  
CIN: L85110KA1981PLC013115  
44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India  
T 91 80 2852 0261  
F 91 80 2852 0362

askus@infosys.com  
www.infosys.com

  
**Dr. SUNNY JOSEPH KALAYATHANKAL**  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths)  
PRINCIPAL  
Jyothi Engineering College  
Cheruthuruthy P.O.- 679 531


Digitally signed by RICHARD LOBO  
Date: 2018.08.29 12:46:17 +05:30  
Reason: Offer Letter  
Location: Bangalore



HRD/3T/18-19/12514283

August 29, 2018

Mr. Ajith Krishnan S  
Candidate ID: 12514283  
24/308, Ngs 139, New Street  
Nurani Po, Nurani Vilage, Palakkad, Kerala  
Kerala  
Palakkad - 678004  
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Ph: (91) 80898 52818

  
Dr. SUNNY JOSEPH KALAYATHANKAL  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths)  
PRINCIPAL  
Jyothi Engineering College  
Cheruthuruthy P.O. - 679 531

Dear Ajith,

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

Here are the terms and conditions of our offer:

**Joining**

Your scheduled date of employment with us will be **November 26, 2018**.

**Location**

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

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

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

**Training Period:**

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

**Probation and confirmation**

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



## Leave

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually, for the first two years of your tenure with the Company. On completion of two years of service, subject to your confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

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

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

## Agreement:

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

## Compensation and Benefits

### Salary

Your Total Gross Salary during training will be **INR 22,500 per month** and Total Gross Salary post training will be **INR 27,084 per month**. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I and Annexure - II.

### Training Performance- linked Incentive


You will be eligible for a Training Performance-linked Incentive (TPI) upon allocation to a Practice Unit, to a maximum of 15% of your Fixed Gross Salary, based on your performance in the training. The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details.

### Ex - Gratia / Bonus

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at 20% of the sum of the (Basic Salary and Dearness Allowance) as mentioned in the Compensation Details sheet at Annexure - I of this letter. The mode of payment for Financial Year 2018-19 will be as follows:

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

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Dr. SUNNY JOSEPH KALAYATHANKAL  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths)  
PRINCIPAL  
Jyothi Engineering College  
Cheruvu, Jyothi P.O.- 679 531



*anun*  
Dr. SUNNY JOSEPH KALAYATHANKA  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths)  
PRINCIPAL

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Cheruthuruthy P.O.- 679 531

### **Basket of Allowances (BOA)**

The Basket of Allowances will be paid to you as part of your salary every month. The components are as follows: House Rent Allowance, Leave Travel Allowance, Medical Allowance, Transport Allowance and Children's Education Allowance.

You have the flexibility of changing the amounts under each of the above mentioned heads, within your BOA, according to your preferences and income tax plans.

### **National Pension Scheme**

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

### **Insurance**

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 4,00,000** per annum.

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

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

### **Notice period**

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

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

### **Background checks**

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

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



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

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

#### Other terms and conditions

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

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

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

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

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

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

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

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

  
Dr. SUNNY JOSEPH KALAYATHANKAL  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths)  
PRINCIPAL  
Iyothi Engineering Coll.



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

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

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

Yours sincerely,

**RICHARD LOBO**  
EVP - Head HR


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

Date: \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Sign your name

\_\_\_\_\_  
Print your name                      Location

True Copy Attested

  
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M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths)  
PRINCIPAL  
Jyothi Engineering College  
Cheruthuruthy P.O.- 679 531

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



**ANNEXURE - I**  
**(Compensation during the Training Period)**

<b>COMPENSATION DETAILS</b> (All figures in INR per month)	
NAME	Mr. Ajith Krishnan S
ROLE	Systems Engineer
ROLE DESIGNATION	Systems Engineer Trainee
<b>1. MONTHLY COMPONENTS</b>	
BASIC SALARY	6,420
FIXED DEARNESS ALLOWANCE (FDA)	1,100
BASKET OF ALLOWANCES (This is to be used towards HRA, LTA, Medical Allowance, Children's Education Allowance, Transport Allowance and Miscellaneous Allowance)	9,277
BONUS / EX-GRATIA (95% of the eligible amount (20% of (Basic + FDA)) being paid out on a monthly basis)	1,429
PERSONAL ALLOWANCE	2,935
<b>MONTHLY GROSS SALARY</b>	<b>21,161</b>

<b>2. ANNUAL COMPONENT</b>	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	75


<b>3. RETIRAL BENEFITS</b>	
PROVIDENT FUND - 12% of (Basic + FDA)	902
GRATUITY - 4.81% of (Basic + FDA)	362
<b>FIXED GROSS SALARY (FGS) (1+2+3)</b>	<b>22,500</b>

<b>OTHER BENEFITS</b>				
Scheme	Eligible Amount in INR	Interest	Monthly Installments	Margin Money (To be borne by the employee)
<b>SALARY LOAN</b> (subject to submission of Trainee Agreement)	12,000	Nil	12	Nil

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

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

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**Dr. SUNNY JOSEPH KALAYATHANKAL**  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths)  
PRINCIPAL  
Jyothi Engineering College  
Cheruthuruthy P.O - 679 531



Dr. SUNNY JOSEPH KALAYATHANKAL  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths)  
PRINCIPAL  
Jyothi Engineering College  
Cheruthuruthy P.O. - 679 531

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**ANNEXURE- II**  
**(Compensation post Training)**

**COMPENSATION DETAILS**  
(All figures in INR per month)

NAME	Mr. Ajith Krishnan S
ROLE	Systems Engineer
ROLE DESIGNATION	Systems Engineer Trainee
<b>1. MONTHLY COMPONENTS</b>	
BASIC SALARY	7,730
FIXED DEARNESS ALLOWANCE (FDA)	1,100
BASKET OF ALLOWANCES (This is to be used towards HRA, LTA, Medical Allowance, Children's Education Allowance, Transport Allowance)	11,470
BONUS / EX-GRATIA (95% of the eligible amount (20% of (Basic + FDA)) being paid out on a monthly basis)	1,678
MONTHLY GROSS SALARY	21,978

**2. ANNUAL COMPONENT**

BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	88
--	----

**3. RETIRAL BENEFITS**

PROVIDENT FUND - 12% of (Basic + FDA)	1,060
GRATUITY - 4.81% of (Basic + FDA)	425
<b>FIXED GROSS SALARY (FGS) (1+2+3)</b>	<b>23,551</b>

**4. INCENTIVE COMPONENTS**

	At an indicative Payout of 5%	At an indicative Payout of 10%	At an indicative Payout of 15%
TRAINING PERFORMANCE LINKED INCENTIVE (TPI)	1,178	2,355	3,533
<b>TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 5% of FGS)</b>	<b>24,729</b>		
<b>TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 10% of FGS)</b>	<b>25,906</b>		
<b>TOTAL GROSS SALARY (inclusive of the incentive component at an indicative payout of 15% of FGS)</b>	<b>27,084</b>		

**OTHER BENEFITS**

Scheme	Eligible Amount in INR	Interest	Monthly Installments	Margin Money (To be borne by the employee)
<b>SALARY LOAN</b> (subject to submission of Trainee Agreement)	12,000	Nil	12	Nil

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

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



7026

UST Global



True Copy Attested

Angel  
Jose  
100898

*[Signature]*  
Dr. SUNNY JOSEPH KALAYATHANKAL  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths)  
PRINCIPAL  
Jyothi Engineering College  
Cheruthuruthy P.O.-679531

Issuing Signatory

Blood Group ☐ +

Prestige Shantiniketan, Tower B, 14th floor Whitefield  
Bangalore -560048 India T :080 49190843 , Kochi-0484  
4040000 Chennai-044 43992000, Trivandrum-0471  
4040000. This Card is the property of UST Global. If found  
please return it to above address.



**UST Global**

Angel Jose  
Thrissur

UST/SO00039748-1-1-1/471129  
April 2, 2019

Dear Angel,

Sub: Letter of Offer

Thank you for the keen interest you have shown in our organization. Consequent to your application, interviews and the personal discussions with us, we are pleased to engage you on contract basis as **"Validation Associate", T1** for a fixed period of 12 months on a salary of **Rs. 240,000.00 (Rupees Two Lakh Forty Thousand)** per annum. Your date of joining in US Technology International Pvt.Ltd (UST Global) will be April 4, 2019 and work location is Bangalore - UST Office. Please find details of the compensation and benefits you are being offered in Annexure 1.

Your engagement will be subject the following terms and conditions and will be governed by various policies, rules and guidelines of US Technology. It will also be guided by the core values and beliefs of US Technology. Please note that you will also be required to sign and agree to be bound by The Employee Non-disclosure, Non-solicitation and Non-competition Agreement when you join the employment of the Company.


This offer of engagement as above with US Technology is subject to the successful completion of your Background Verification conducted by US Technology or any other agency appointed by US Technology and confirmation of your medical and physical fitness by a qualified Registered Medical Practitioner (RMP) nominated by US Technology.

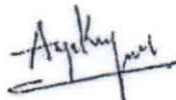
By accepting this offer of employment, you will be deemed to confirm that: -

- (i) Prior to joining our employment, you have terminated your employment with current/previous employer in accordance with the terms and conditions of the said employment.
- (ii) On joining our employment, there are no continuing obligations or restrictions which you vis-à-vis any of your previous employments.
- (iii) You are not restricted, prohibited or constrained from accepting this offer of employment US Technology and that you have not, during the course of your previous employment/s any agreement/arrangement which in any way restricts/prohibits or debar you from by US Technology.
- (iv) That no amounts will be due and payable by you to your previous employer/s.
- (v) On joining our employment, that you do not have in your possession, nor have you failed to return, any property including but not limited to any devices, records, data, notes, reports, proposals, lists, correspondence, specifications, drawings, blueprints, sketches, materials, equipment, other documents or property, or reproductions of any aforementioned items belonging to your previous employer/s.

**True Copy Attested**

This offer will be valid till **April 4, 2019**. If this offer of employment is acceptable to you, please intimate your acceptance of the same by signing the duplicate copy of this letter and returning it to us on or before **April 4, 2019**. If you are accepting our offer letter, please send us your confirmation within 72 hours. If no such intimation of acceptance is received on or before the said date, this offer shall stand automatically withdrawn.

  
**Dr. SUNNY JOSEPH KALAYATHANKAL**  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths)  
**PRINCIPAL**  
Jyothi Engineering College  
Cheruthuruthy P.O.- 679 531





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**TATA**

**TATA CONSULTANCY SERVICES**



**ANNU  
BALAN**

Card No 141850

• Associate No 1642173

Blood Group A+

**Tata Consultancy Services Ltd.**

TCS House Raveline Street Fort

Mumbai 400001 India

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Dr. SUNNY JOSEPH KALAYATHANKAL  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths)  
PRINCIPAL  
Jyothi Engineering College  
Cheruthuruthy P.O.- 679 531






True Copy Attested

Ref: TCSL/DT20184913711/1182996/Trivandrum  
Date: 19-01-2019

MS. ANNU K BALAN  
Annus Anju Bhavan Kothayur,  
Vaniyamkulam, Ottapalam,  
Kerala-679522.  
Tel# 919544781141

  
Dr. SUNNY JOSEPH KALAYATHANKAL  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths)  
PRINCIPAL  
Jyothi Engineering College  
Cheruthuruthy P.O.- 679 531

**Sub: Joining Letter**

Dear Ms. Annu K Balan,

Welcome to TATA Consultancy Services Limited (TCSL). We are glad that you have accepted our offer and look forward to you being a part of our family.

We are pleased to inform you that your Initial Learning Program (ILP) at TCSL will commence on **31st January 2019** at **Chennai**. You are requested to report at the address detailed below on **31st January 2019 at 08:00 AM**.

Tata Consultancy Services Ltd.  
MARG SQUARE, No. 16, Rajiv Gandhi Salai (IT Express Way),  
Old Mahabalipuram Road, Karapakkam, Chennai,  
Chennai, Tamil Nadu-600097.  
(Route map of the ILP Centre can be viewed on TCS NextStep>>ILP Corner>>ILP Centres)

Contact Person: Ms. Santha Kumari T S  
Phone: 04466165038  
Email Id: santha.kts@tcs.com  
(Contact Hours: Monday - Friday, 9 AM to 6 PM)

Please download the Joining Letter Annexure (TCS NextStep>>ILP Corner>> Joining Letter) detailing the formalities to be complied with prior to the commencement of your learning.

**Initial Learning Program (ILP)**

Learning is a way of life in TCSL and Initial Learning Program (ILP) will add value to your professional life and will open a world of opportunities.

**ILP Phase I**

The first phase of ILP is specially designed to inculcate programming rigor and to build a process mindset. The soft skills module of ILP would help in grooming you become a world class professional. On successful completion of this phase of ILP, you would move to the next phase





## ILP Phase II

The second phase of ILP would help you become 'project ready' facilitating development of project specific skill sets and awareness of TCSL processes.

ILP has continuous evaluations based on pre-defined learning objectives. The weighted average of these evaluations will be a major component of your first mid-anniversary appraisal. In the event of your performance during the ILP falling short of the required standard, the Management reserves the right to either extend your ILP or terminate your services.

We would like you to do some preparation in advance so that you become equipped to meet the expectations and challenges of ILP. Pre-ILP Online Learning program through ASPIRE is mandatory for all trainees joining TCSL. If you have not yet completed ASPIRE, please ensure that it is completed as soon as possible. You also need to prepare well in Tech Lounge and your performance in this will be assessed through Initial Readiness Assessment (IRA) immediately after you join. Your Aspire participation and performance in IRA will be one of the key factors in determining your location of posting and/or your final ILP rating. For details, please refer the Joining Letter Annexure.


Your ILP location would be the same as your base branch (TCS Location after the completion of the ILP program) as far as possible and hence ILP would be conducted as a non-residential program at this location. You are advised to make own arrangements for accommodation and transport at the training location. Travel expenses to the location of ILP will not be reimbursed.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines.

If you remain unauthorizedly absent for a consecutive period of 10 days, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of ILP trainees without any further intimation/separate communication to you.

True Copy Attested

We would like you to confirm your acceptance of joining this batch by clicking on the 'I Accept' button online. In the event of us not receiving an update, TCSL reserves the right to withdraw the offer. If you fail to join on the date provided in the TCSL Joining letter, the offer dated 06-01-2019 will stand automatically terminated at the discretion of TCSL.

  
Dr. SUNNY JOSEPH KALAYATHANKAL  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths)  
PRINCIPAL  
Jyothi Engineering College  
Cheruthuruthy P.O.- 679 531





We are sure you are as excited to be a part of this great family, just as we are to have you with us. Together, let us take TCSL to greater heights! Wish you the very best!

With warm regards,

Yours sincerely,

**K Ganesan**  
**Global Head Talent Acquisition & AIP**

True Copy Attested



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

**Dr. SUNNY JOSEPH KALAYATHANKAL**  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths)  
PRINCIPAL  
Jyothi Engineering College  
Cheruthuruthy P.O.- 679 531




True Copy Attested

INSPIRISYS/HRD/OL/2017/A00739

November 29, 2018

Ms. Anuja M S  
410, Mangattungalil House, S J Colony,  
Thonippara, Ramavarmapuram, Thrissur,  
Kerala - 680631.

  
Dr. SUNNY JOSEPH KALAYATHANKAL  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths)  
PRINCIPAL  
Jyothi Engineering College  
Cheruthuruthy P.O.- 679 531

**OFFER LETTER**

Dear Anuja M S,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you employment in **Inspirisys Solutions Limited** as per the terms and conditions given in the subsequent paragraphs.

We bring to your kind attention that you will be put on a training programme immediately upon appointment to make you adequate and compatible to the work atmosphere along with specilised hands on experience to meet the standard of work provided by the company which entails considerable expenses, that enhances your market value as a professional.

In accordance with company policy and guidelines you are required to sign a contractual agreement along with a surety/guarantor accepting and agreeing to work with the company for a minimum period of Thirty Six months after completion of the above stated training, failing which you will be liable to make a payment of RS 1, 20,000 as liquidated damages towards expenses of training and breach of contractual period. You are put on notice that signing of this agreement is a mandatory and precedent clause for your employment with the company, therefore you may consider this offer before signing of the acceptance letter. Compliance of the same shall be strictly executed once the acceptance is received from you.

Your initial place of posting will be at **Trivandrum** and Effective date of appointment will be **03 December 2018**.

**1. SALARY & BENEFITS**

Your salary and other emoluments are given in the **Annexure**.

**2. DESIGNATION & GRADE**

Your designation will be **Software Engineer Trainee** and the equivalent grade in accordance with our policies will be **P1**.

**SERVICE RULES**


- a) Your employment with Inspirisys Solutions Limited is full time and you shall not engage in any commercial business or pursuit on your own account or as an agent for others during the course of employment.



  
Dr. SUNNY JOSEPH KALAYATHANKAL  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
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PRINCIPAL  
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Cheruthuruthy P.O.- 679 531


- b) You are required to seek permission from the management before you undertake any course of study.
- c) You are required to treat all information and official correspondence as confidential. You shall not at any time or times, without the consent of the company disclose, divulge or make public except under legal obligation, by word of mouth or otherwise, details of manufacturing processes, software development, technical know-how, security arrangements, administration, accounts or any other dealings of the company known to you in the course of your service or otherwise.
- d) As per company Policy, you shall be required to give necessary undertakings to the company.
- e) You shall work under the supervision of such officer/s as may be decided by the company from time to time. You shall diligently and faithfully carry out instructions given to you to the best of your power, skill and ability in the best interests of the company.
- f) You shall keep the company informed of any change in your residential address or civil status.
- g) You shall be responsible for the safekeeping and return in good condition and order of all the company's property which may be in your use, custody or charge.
- h) The retirement age as per the company's policy is **55 years**. The date of birth given by you and taken on record is **22- Dec - 1994**.
- i) You shall abide by the rules and regulations of the company which are in force and/ or which may be framed from time to time.
- j) You shall regularly check the internal policies of the company and abide by such policies.

#### **PROBATION & JOINING FORMALITIES**

- a) You shall be on probation for a period of Twelve months with effect from your date of joining with the company.
- b) During the period of probation, you will not be entitled to any leave with pay other than casual leave. However, you will be eligible for PF Contribution and ESI contribution (if applicable) by the Company and on confirmation you shall be eligible for Privilege Leave as per the rules of the company.
- c) In case you wish to resign from the services of company during the probation period you are to give one month's notice or compensation in lieu of notice as decided by company. This notice is mandatory and cannot be relaxed for any reasons whatsoever. However the company can terminate your services during probation without any notice.
- d) 



the management.

  
Dr. SUNNY JOSEPH KALAYATHANKAL  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
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PRINCIPAL  
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- e) You are required to maintain yourself in a state of medical / physical, mental fitness and ensure annual medical checkups. Any neglect on your part in this regard may render your service liable for termination.

### 3. OTHER TERMS & CONDITIONS

- a) You are liable to be transferred to any place of business or department of the company at the discretion of the management.
- b) You are liable to be posted abroad depending on the needs of the business. In the event of such posting, all allowances and benefits will be applicable based on the Foreign Travel Policy and the following employment norms are applicable.
- (i) You are responsible to comply with local laws prevalent in the country of posting. Any legal expenses due to non-adherence of local laws if attributable to the company, besides visa related issues will be borne by the company.
- (ii) Employees will be forbidden to submit resignation in the midst of project when posted abroad. All travel related expenses that included air ticket, visa expenses etc. will be borne by the employee in case of any such resignation.
- c) Your employment separation process is governed by the following rules:
- (i) It is mandatory to serve two months' notice period in case of resignation of your service after confirmation. Salary in lieu of notice period is not acceptable.
- (ii) You are not entitled for any leave other than eligible casual leave at the time of serving the notice period in case of resignation.
- (iii) If the above stated mandatory clauses are not complied with and you leave the company without serving the notice period, the company shall be entitled to withhold your service certificate for such period and claim damages against you for the said term.
- (iv) The company has the right to terminate your employment after an internal inquiry in case of any disciplinary proceedings taken up against you.
- (v) In case of termination of your services by the company other than the above clause you will be paid one-month salary in lieu of notice period.
- d) If during the period of employment with the company, you make an invention or discovery or improvement to either of the above, connected to any of the articles manufactured and/or services provided by or dealt with by the company, or in respect of any processes or methods etc., pertaining to those mentioned above, whether patented or otherwise, employed by the company, it is agreed that the same shall be owned solely by the company or its customers as the case may be.
- e) You shall not, during the course of your employment with the company, undertake or attempt to seek any engagement, employment and / or consultancy service or accept any assignment...



- f) If at any time in the opinion of the company, which shall be final, your performance is found to be below acceptable / satisfactory levels or you become insolvent or are found guilty of dishonesty, disobedience, misappropriation, theft, fraud, disorderly behavior, negligence, indiscipline, absence from duty without permission or of any conduct considered by the company as detrimental to its interests or of violation of one or more terms of this appointment, your services may be terminated without notice.
- g) At the time of joining, you are requested to produce the Original Certificates and copies in proof of:
- Qualification.
  - Age, Identity and address.
  - 5 passport size color photographs.
  - Relieving Order and Experience certificate from previous employer. (if applicable)
- h) In case your written acceptance of this offer is not received within 2 days of issue, this offer will be treated as withdrawn and cancelled, without any further reference to you.
- i) In case you do not report for duty within 2 days of the joining date indicated by you in the acceptance letter, the offer will be treated as ~~withdrawn~~ and cancelled, without any further reference to you.

True Copy Attested


We welcome you to **Inspirisys Family** and look forward to a long, successful and mutually beneficial relationship.

With Best Wishes,

**For INSPIRISYS SOLUTIONS LIMITED**  
Digitally signed by

Signature Not Verified  
Digitally signed by JUSTIN  
SURENDRAN DAMAM  
c=IN, o=Personal, ou=, st=TAMIL  
NADU, PostalCode=600122  
Date: 2018.11.30 06:00:50  
+05:30

**D JUSTIN SURENDRAN**  
**HEAD – HUMAN RESOURCES**

  
**Dr. SUNNY JOSEPH KALAYATHANKAL**  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths)  
PRINCIPAL  
Jyothi Engineering College  
Cheruthuruthy P.O.- 679 531

**Acceptance of Offer**

I have read, understood and accept the above-mentioned terms and conditions and I will join duty on \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



### ANNEXURE

Compensation Package		
Name	Anuja M S	
Grade	P1	
Designation	Software Engineer Trainee	
Department	Software	
Job Category	Development	
Location	Trivandrum	
	Per Month	Per Annum
Basic	8,403	1,00,836
HRA	5,603	67,232
<b>Total Gross (A)</b>	<b>14,006</b>	<b>1,68,068</b>
<b>Company Contribution</b>		
Provident Fund	1,008	12,096
Gratuity *	403	4,836
Employees State Insurance (ESI)	666	7,992
Bonus **	584	7,008
<b>TOTAL (B)</b>	<b>2,661</b>	<b>31,932</b>
<b>TOTAL CTC (A + B )</b>	<b>16,667</b>	<b>2,00,000</b>

\*Gratuity is payable as governed by the Gratuity policy of the company.

\*\*Declaration of bonus is subject to availability of profit computed in accordance with the Payment of Bonus Act.


True Copy Attested

For INSPIRISYS SOLUTIONS LIMITED  
Digitally signed by

**D JUSTIN SURENDRAN**  
**HEAD – HUMAN RESOURCES**

Signature Not Verified

Digitally signed by JUSTIN SURENDRAN DAN, DN: cn=IN, o=Personal, ou=st=TAMIL NADU, PostalCode=600122, Date: 2018.11.30 06:00:51 +05:30



**Dr. SUNNY JOSEPH KALAYATHANKAL**  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths)  
**PRINCIPAL**





ANUJA M S

Employee ID: 47359



**inspiriSYS**


True Copy Attested

311, Nda Technopark,

Thruvankunthapuram-685581

0471-2000000

POSSIBILITIES

  
Dr. SUNNY JOSEPH KALAYATHANKAL  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths)  
PRINCIPAL  
Jyothi Engineering College

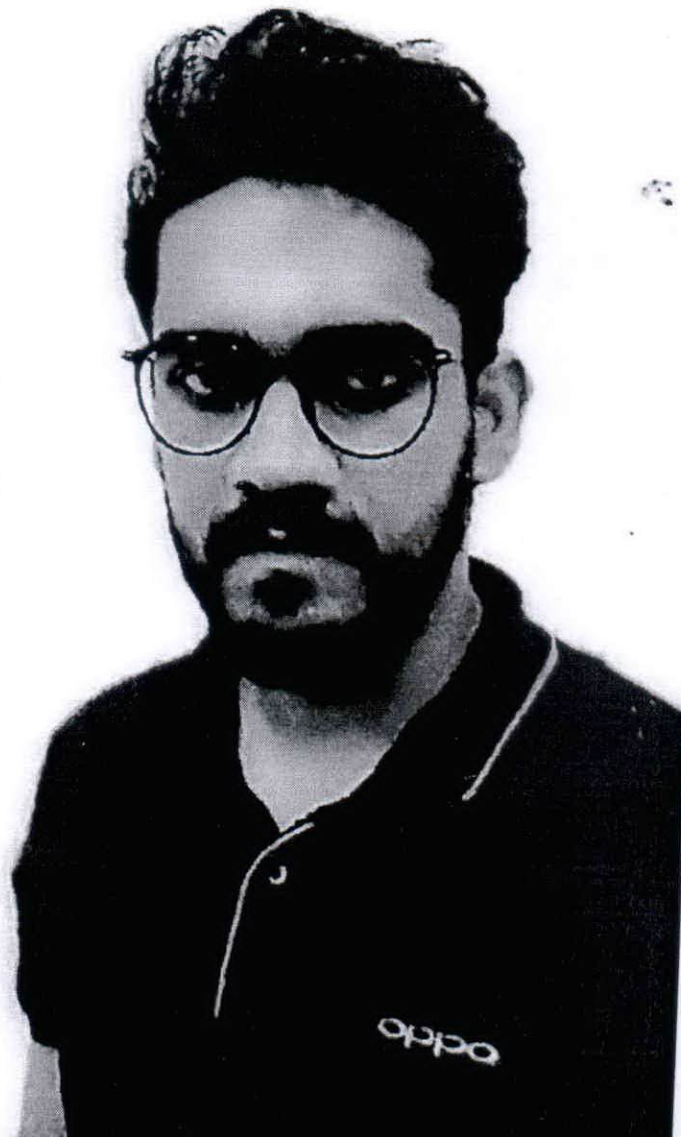


oppo

**Avin Jose**  
Service Engineer  
10003928

True Copy Attested

*mmms*  
Dr. SUNNY JOSEPH KALAYATHANKAL  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths)  
PRINCIPAL  
Jyothi Engineering College  
Cheruthuruthy P.O.- 679 531





Date: 14-09-2018

To,  
Mr. Avin Jose  
Kunnakumarath,  
Eravu P O,  
Parakkad,  
Thrissur- 680620  
Mobile:9895007669

**Sub: Offer Letter**

Dear MrAvin,

With reference to your application for suitable position in our company and subsequent interview, we are pleased to offer you for the position of **Executive-Service** with **OPPO Electronics Kerala Pvt. Ltd** at Cochin Location.

Your fixed compensation package in this employment offer is the CTC of **Rs.14806 (Fourteen Thousand Eight Hundred Six Only)** per month. Your Total Cost to Company (CTC) is matched against personal performance and the overall performance of OPPO Electronics Kerala Pvt. Ltd.

Basic	6500
Conveyance	1600
HRA	3900
Special Allowance	1000
Gross Salary	13000
PF	855
ESIC	618
Gratuity	313
LWF	20
CTC	14806
Take Home Salary	11972

True Copy Attested

*Sunny*  
Dr. SUNNY JOSEPH KALAYATHANKAL  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths)  
PRINCIPAL  
Jyothi Engineering College  
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\*5 years of continuous service is required to get eligible for Gratuity

We are all excited about the potential that you will bring to our organization.  
As we discussed during your interview, for joining you will have to report to our Manager- Service at Cochin location and your date of joining will be on 24-09-2018. Subsequently, our Human Resource Department will contact to you for further processing of your offer letter.

**In case any of your statements/representations given at the time of your interview and documents submitted are found to be false, this offer shall be deemed as cancelled.**

Yours truly,  
For **OPPO Electronics Kerala Pvt. Ltd.**,

*Melur*

Manager-HR

Please sign this provisional offer letter as confirmation of your acceptance of joining.

Signature and acceptance of the candidate.....



UST Global®



True Copy Attested

**Christy**  
**Paul**  
**142707**

*[Signature]*  
Dr. SUNNY JOSEPH KALAYATHANKAL  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths)  
PRINCIPAL  
Jyothi Engineering College  
Cherulhuruthy P.O. - 679 531





UST/SO00049122-1-1-1/552370

August 9, 2019

Christy Paul  
Thrissur

Sub: Letter of Offer

Dear Christy,

Thank you for the keen interest you have shown in our organization. Consequent to your application, interviews and the personal discussions with us, we are pleased to engage you on contract basis as **"Assoc. Software Developer", A1** for a fixed period of 12 months on a salary of **Rs. 350,000.00 (Rupees Three Lakh Fifty Thousand)** per annum. Your date of joining in US Technology International Pvt.Ltd (UST Global) will be August 20, 2019 and work location is Trivandrum - UST Office. Please find details of the compensation and benefits you are being offered in Annexure 1.

Your engagement will be subject the following terms and conditions and will be governed by various policies, rules and guidelines of US Technology. It will also be guided by the core values and beliefs of US Technology. Please note that you will also be required to sign and agree to be bound by The Employee Non-disclosure, Non-solicitation and Non-competition Agreement when you join the employment of the Company.

This offer of engagement as above with US Technology is subject to the successful completion of your Background Verification conducted by US Technology or any other agency appointed by US Technology and confirmation of your medical and physical fitness by a qualified Registered Medical Practitioner (RMP) nominated by US Technology.

By accepting this offer of employment, you will be deemed to confirm that: -

- (i) Prior to joining our employment, you have terminated your employment with current/previous employer in accordance with the terms and conditions of the said employment.
- (ii) On joining our employment, there are no continuing obligations or restrictions which you vis-à-vis any of your previous employments.
- (iii) You are not restricted, prohibited or constrained from accepting this offer of employment US Technology and that you have not, during the course of your previous employment/s any agreement/arrangement which in any way restricts/prohibits or debars you from by US Technology.
- (iv) That no amounts will be due and payable by you to your previous employer/s.
- (v) On joining our employment, that you do not have in your possession, nor have you failed to return, any property including but not limited to any devices, records, data, notes, reports, proposals, lists, correspondence, specifications, drawings, blueprints, sketches, materials, equipment, other documents or property, or reproductions of any aforementioned items belonging to your previous employer/s.

True Copy Attested

  
Dr. SUNNY JOSEPH KALAYATHANKAL  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths)



This offer will be valid till **August 20, 2019**. If this offer of employment is acceptable to you, please intimate your acceptance of the same by signing the duplicate copy of this letter and returning it to us on or before **August 20, 2019**. If you are accepting our offer letter, please send us your confirmation within 72 hours. If no such intimation of acceptance is received on or before the said date, this offer shall stand automatically withdrawn.

True Copy Attested

  
Dr. SUNNY JOSEPH KALAYATHANKAL  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths)  
PRINCIPAL  
Jyothi Engineering College  
Cheruthuruthy P.O.- 679 531





If you accept this offer of employment, you are required to join your employment on or before **August 20, 2019**. If you are unable to report on the above date you are required to inform us in writing.

Please see Annexure 2 for details of the documents you are required to produce at the time of joining. This offer of employment is subject to production of the said documents. The determination of the adequacy or authenticity of all or any of the said documents will be at US Technology's sole discretion.

We hope you will find this offer acceptable. We are confident that you will contribute to the values of the organization and wait to welcome you to the US Technology family.

Sincerely,  
for US Technology International Pvt Ltd

Accepted

Vinesh George  
Sr. Manager HR

Christy Paul

True Copy Attested

Encl: Annexure 1  
Annexure 2

Dr. SUNNY JOSEPH KALAYATHANKAL  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths)  
PRINCIPAL  
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**Annexure 1 (A)**

Name: Christy Paul,  
Designated as: "Assoc. Software Developer"

Components	Monthly Salary	Annual
Basic Salary	8,750.00	105,000.00
House Rent Allowance	3,500.00	42,000.00
Education Allowance	200.00	2,400.00
Bonus Ex-Gratia	1,750.00	21,000.00
Other Allowance	12,729.17	152,750.00
Employer Contribution to PF***	1,800.00	21,600.00
Gratuity	437.50	5,250.00
Total Monthly Gross	29,166.67	350,000.00
Variable Pay		0.00
Cost to the Company (CTC)		350,000.00

\*Please note that the HRA component in your salary structure is split into two parts: HRA which is 40% of Basic Salary (for all locations) and Additional HRA which is 10% of Basic Salary for Metro locations and 0% for Non-Metro locations. As per the current HRA Policy National Capital Region (NCR) and Delhi are classified as Metro, while all other locations in India are classified as Non-Metro.

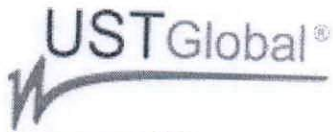
\*\*Other allowances may include your non-taxable optional allowances mentioned in Annexure B.

\*\*\* Eligibility for earning the Employer's contribution to Provident Fund is governed strictly as per the rules under The Employees' Provident Fund & Miscellaneous Provisions Act, 1952.

True Copy Attested

*Amno*  
Dr. SUNNY JOSEPH KALAYATHANKAL  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths)  
PRINCIPAL  
Jyothi Engineering College  
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**Annexure 1 (B)**

**Allowances Optional**

Please note that you have an option to choose between

- (1) Food Allowance
- (2) Leave Travel Assistance.

Subject to the detailed rules in relation to each of these allowances, you can avail of any or all of these four tax-saving allowances. If you do not opt for any of these, the respective amounts will be taxable and be paid as part of "Other Allowances".

**Food Allowance**

Sodexo Coupons will be issued for Rs. 1,000/- , Rs.2500/- or Rs.3000/- against Food Allowance for those who opt for the same. This will attract 3% service charges. The amount deducted from your salary against food allowance is entirely non-taxable.

**Leave travel assistance**

LTA (12.5% of basic pay) amount will be non-taxable only on submission of bills and will be paid at the end of each calendar year against the appropriate enclosures/bills produced with the appropriate form duly filled as per US Technology's policy and Income tax laws in force at the time of claim.

Please note that the above non-taxable components may change from time to time according to the company policy.

**National Pension Scheme (Optional)**

National Pension scheme (NPS) is a pension system regulated by the Pension Fund Regulatory and Development Authority (PFRDA), with objective to provide social security in India. Enrolment to NPS is purely voluntary. NPS provide old age retirement income along with tax exemption

**Gratuity**

You will be entitled to payment of gratuity strictly as per rules under the Payment of Gratuity Act, 1972.

**Tax**

Tax implications arising out of this structure would be borne by you.

**Location**

The initial place of work would be Trivandrum - UST Office. US Technology reserves the right to change your place of work in its sole discretion.

**Compliance to Quality Standards**

You will be required to understand and implement standard procedures evolved at US Technology International Pvt. Ltd. for SEI CMMI / PCMM. Your attitude toward adherence to standards and procedure will be an important parameter for consideration while evaluating your performance.

**Background Verification**

You have been employed on the basis of the particulars furnished by you. In case the said particulars are found to be incorrect or it is found that you have concealed or withheld any relevant facts, your employment with the Company shall stand terminated / canceled forthwith without any notice.

True Copy Attested

  
Dr. SUNNY JOSEPH KALAYATHANKAL  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths)  
PRINCIPAL

Jyothi Engineering College  
Cheruthuruthy P.O. - 679 531





### Medical

Your employment may be terminated forthwith by written notice by the Company, on the basis of medical advice it deems acceptable, that you have become physically or mentally disabled or incapacitated during your employment with the Company to such an extent that you are unable to effectively perform the duties entrusted to you during the course of your employment.

### Working Hours

The normal working hours are from 8.30 am to 6 pm. Monday through Friday. Saturday and Sunday are holidays. The company reserves the right to alter or modify its working hours or holidays temporarily or permanently.

### Dress Code

All employees of the company are required to be in business formals till Thursday, and can wear business casuals on Friday.

Men : Full sleeves light colored shirt, dark trousers, dark shoes and dark socks.

Women : Western business formals, cotton churidar kameez, salwar kameez, starched cotton saris and professional looking sandals.

Casuals for Men : Slacks that are similar to dockers cotton or synthetic material pants, wool pants, flannel pants and synthetic pants are acceptable. Casual half-sleeved shirts, plain polo shirts, dress shirts, sweaters and turtlenecks are acceptable attire for work. Suit jackets or sports jackets.

Women : Casual dresses and skirts, and skirts that are split at or below the knee are acceptable.

### Duties and Responsibilities

1. Your duties will include for efficient, satisfactory and economical operation in the area of responsibility that may be assigned to you from time to time. As an employee of this company, you will maintain a high standard of loyalty, efficiency, integrity and will liaise with employee in the organization.
2. In the course of your employment, the Company will expect you to display a high standard of initiative, your abilities efficiency and economy. You shall diligently, faithfully and to the best of your abilities perform the duties and services related to your assigned post. For the performance of all such duties and services, you shall use all the knowledge, skill and experience that you possess, to the entire satisfaction of the Company.
3. You will carry out assignments/projects given to you from time to time with diligence and devotion and maintain the Company's image as suppliers of quality software and services.
4. You shall devote your full time and attention during your employment with the Company exclusively to the business and affairs of the Company and shall not, during your employment with the Company, without the prior written consent of the Company, directly or indirectly, carry on or be engaged, concerned or interested in any manner whatsoever in any other employment, business, trade or occupation, either on a part-time or full-time basis, in an honorary capacity or otherwise, either during or after normal business hours.

True Copy Attested

  
Dr. SUNNY JOSEPH KALAYATHANKAL  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths)  
PRINCIPAL





### **Employment Conditions**

By accepting this offer of engagement, you shall agree that your placement is purely based on the requirement arising out of the unusual pressure of seasonal work and such your employment is on a contract basis for a fixed period as stated above in accordance with the policies of this organization. You shall further confirm your understanding that your contract will automatically come to an end on expiry of the specified period. It is also understood and agreed that you will not have any future claims whatsoever for employment in the Company. In the event of company deciding to terminate your services before the expiry of your fixed term of engagement, you will be provided with one month notice or salary in lieu of one month notice. Apart from this, there shall not be any liability on the part of the company to pay the remaining wages for unexpired period of the fixed term of engagement or any other compensation. If the company agrees to relieve you before serving the full notice period, based on your request, you will be liable to pay the company in lieu of the balance notice period. It is further noted that any such request for an early relieving shall be considered at the sole discretion of the company.

### **Confidentiality**

1. You agree to sign and be bound by the terms of the Non-Disclosure, Non-Solicitation And Non-Competition Agreement required to be signed by you during the term of your employment with the Company and at all times thereafter.
2. Further, the Executive also agrees to comply with the terms of any policies of the Company relating to the protection of confidential information from time to time.
3. You are also required to strictly maintain as confidential and not divulge or communicate in any manner, any information regarding your remuneration / terms of employment to any other employee of the Company except your immediate superior. Any such disclosure will be considered a serious misconduct and breach of the terms of your employment.

### **Posting / Transfer of Service**

While your initial place of work is as intimated in your Letter of Offer, you are liable to be transferred to any department / division of the Company / its business associates' / clients, in India or abroad, as required by the exigencies of the business at the discretion of the Company.


### **Travel**

You may be required, from time to time, to travel to locations outside your place of posting, within India and abroad, on short notice.

### **Expenses**

Upon presentation of appropriate documentation, the Company shall reimburse to you all reasonable and necessary out-of-pocket expenses, including travel expenses, actually incurred by you in the course of your employment. The Company has policies and procedures in relation to the reimbursement of such expenses that may be revised from time to time. The reimbursement of expenses shall be subject to the same having been incurred and accounted for in accordance with the said policies and procedures in effect. The Company reserves the right to correct an adverse expense balance by making the necessary deductions from any amounts due to you from the Company.

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M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths)  
PRINCIPAL  
Jyothi Engineering College



**Intellectual Property Rights**

1. Your duties in the course of your employment are expected to generate programs, softwares, tools, workflows, in which copyright or other intellectual property may subsist. All intellectual property rights, in India and abroad, for the full term of such rights, in any "work" (as defined under the Copyright Act, 1957 and as amended from time to time), invention, discovery, ideas, techniques, machines, methods, processes, uses, products, devices, codes, configurations of any kind and improvements made to any of the above, or in any other matter including but not limited to computer software, conceived / created / made fully or in part (whether or not during regular office / business hours and whether alone or in conjunction with others,) by you, during the period of your employment with the Company, shall be disclosed in writing to the Company immediately on such conception, creation or making and shall stand automatically vested in and be the sole and exclusive property of the Company. By accepting this employment, you have undertaken to execute and register any and all necessary documents, and do whatever else may be necessary as may be determined by the Company in its discretion, at the cost of the Company, even after your employment has ended, to further confirm the above ownership rights in favour of the Company. You also explicitly waive all moral rights in your contribution to the business of the Company.
2. You shall keep all such intellectual property of the Company confidential and shall use all such property strictly in accordance with the terms of your employment for the sole benefit of the Company.

**Non-Solicitation**


1. During your engagement with the Company and for the one (1) year period thereafter, you shall not, directly or indirectly, individually or on behalf of any other person, firm, corporation or other entity, knowingly solicit, aid or induce any employee of the Company to leave such employment in order to accept employment with or render services to or with any other person, firm, corporation or other entity unaffiliated with the Company or knowingly take any action to materially assist or aid any other person, firm, corporation or other entity in identifying or hiring any such employee.
2. During your employment with the Company and for the one (1) year period thereafter, you shall not, directly or indirectly, individually or on behalf of any other person, firm, corporation or other entity knowingly solicit, aid, entice or induce any customer or potential customer of the Company away from the Company or assist or aid any other persons or entity in identifying or soliciting, enticing etc. any such customer.
3. The obligations contained in this clause shall survive the termination of your employment with the Company and shall be fully enforceable thereafter.

**Disciplinary Procedures and the Company Policies**

In addition to the terms specified herein, you shall be liable for disciplinary action including warning, deduction from remuneration, suspension, demotion, denial of promotion and/or increment, discharge, dismissal etc. for acts and omissions constituting misconduct and violations of the code of behavior in accordance with the policy of the Company. The said policy shall be treated as part and parcel of this Agreement. The Company may amend / alter the said Policy at its sole discretion.

Pending disciplinary action, you may be suspended from service.

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M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths)  
PRINCIPAL

Jyothi Engineering College  
Cheruthuruthy P.O.- 679 531





### **Training**

You may also be selected or sponsored by the Company for receiving training with the Company's associates or other institutions within India or abroad. You will diligently and beneficially, take part in such trainings and assignments.

### **Passport & Driving License**

It is very important for you to have a valid passport and a 4 wheeler-driving license. If you do not have it, you are required to apply for them immediately.

### **Other Rules and Regulations**

During your engagement with the Company, you shall be subject to such rules and regulations and policies of the Company as may be made applicable and revised at the Company's discretion from time to time, irrespective of whether the rules and regulations or policies or any changes therein are individually notified to you. The rules and regulations are documented in the employee hand book and also published in the company intranet. We request you to go through the same. You are required to adhere to them strictly, failing which the Company reserves the right to take appropriate action, including dismissal from service, depending on the severity of the violation.

### **Address & Other Details**

1. You shall advise the Company of the address to which communications to you should be sent by post.

All notices and other communication sent to you at such address shall be deemed to have been properly sent by us and received by you.

2. You shall keep the Company informed of the changes, if any, in respect of your address and also of any change in your civil or marital status and other such matters. Your address / status shall be as last advised by you to the Company (in writing).


### **Consequences of Termination**

On termination / cessation of your employment with the Company, for whatever reason, you will return to the Company:

- (i) any item belonging to the Company such as laptop computer with all software and data therein, with details of any passwords which you may have installed;
- (ii) every Company document (including electronic documents) of whatever description in your possession or control, together with any copies, notes or summaries of such documents and your own working papers, for all of which you undertake to make a diligent search;
- (iii) any other Company property in your possession or control;
- (iv) immediately repay all outstanding debts and loans due to the Company and the Company is hereby authorized to deduct from any monies due to the Employee a sum in repayment of all or any part of any such debts or loans; and
- (v) Strictly comply with all continuing obligations including obligations of confidentiality, non-disclosure and non-competition.

### **Warranty**

You represent and warrant to the Company that the terms and conditions of your employment are legal, valid and binding upon you and acceptance of the same by you and the performance of your obligations pursuant to your employment by the Company does not and will not constitute a breach of, or conflict with the terms or provisions of, any agreement or understanding to which you are a party (including, without limitation, any other employment agreement(s)).

  
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M.Sc., MCA, M.Sc., M.Phil., B.Ed  
Ph.D (Computer Science), Ph.D (Maths)  
PRINCIPAL





**Jurisdiction**


Your employment shall be governed by and construed in accordance with the laws of India and the courts of Trivandrum shall have the jurisdiction, to the exclusion of any other Courts that may have jurisdiction, to decide any dispute arising from or in connection with your employment with the Company or any of the terms and conditions of your employment with the Company.

**Amendments**

The Company, at its discretion, may alter, replace or annul any of the above, should circumstances so warrant either as a result of statute or otherwise.

\*\*\*\*\*

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Dr. SUNNY JOSEPH KALAYATHANKAL  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths)  
PRINCIPAL  
Jyothi Engineering College  
Cheruthuruthy P.O.- 679 531



Annexure 2

Documents to be furnished at the time of joining

The following documents are required to be produced at the time of joining:

1. Highest qualification certificate [convocation certificate / provisional certificate] and mark sheet [consolidated/semester-wise]
2. Relieving letter/resignation acceptance letter from most recent employer (if any)
3. Latest 2 salary slip or salary certificate from most recent employer
4. Experience certificate from all previous employers
5. UST offer letter signed
6. Passport (with ECNR stamp)
7. Proof of identity i.e. PAN card, Aadhar Card, driving license and Passport
8. Passport size photographs (6 copies)
9. Your income & investment declaration in the Form 12C. (Non-submission of this form will be treated as you do not have income from any other sources apart from your salary income from US Technology International Pvt. Ltd.)


You are required to submit the originals and self-attested copies of all the documents mentioned herein above on the date of joining US Technology. The originals will be returned after verification.

*\*\*Please note that this offer letter covers all the commitments made on behalf of US Technology International Pvt. Ltd towards your employment with the company. It is your responsibility to ensure that any or all commitments made verbally during the selection process are documented prior to joining US Technology. Please note that the company will not be responsible for any verbal commitment made to the candidate except for those that are specifically documented in these pages.*

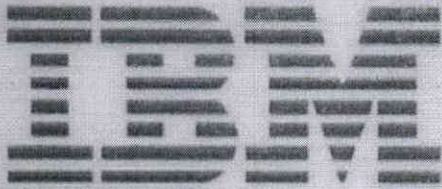
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True Copy Attested

Offer electronically accepted by: Paul, Christy  
Offer electronically accepted on: Aug 12, 2019 12:41 PM  
Offer electronically accepted from: 49.15.194.72

  
Dr. SUNNY JOSEPH KALAYATHANKAL  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths)  
PRINCIPAL  
Jyothi Engineering College  
Cheruthuruthy P.O.- 679 531





# JISHNA BALACHANDRAN M

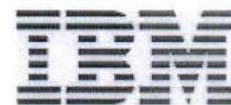


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*amr*

Dr. SUNNY JOSEPH KALAYATHANKAL  
M.Tech, MCA, M.Sc., Phil, B.Ed  
Ph.D (Computer Science) Ph.D (Maths)  
Jyothi Engineering College  
Cheruthuruthy P.O. - 679 031





March 12, 2019

IBM India Private Limited  
Manyata Embassy Business Park,  
G2 Block, Nagwara Outer Ring Road,  
Bangalore - 560045, India.  
Tel : 91-80-49139999  
<http://www-07.ibm.com/in/careers/>


Dear JISHNA BALACHANDRAN M

The world is at a major turning point; technology is enabling entirely new forms of business operations, business models, industries and outcomes. We have exponentially more power to reach the full potential of our life's work than any humans before us. This is IBM's vision for the future.

We invite you to join us as a Associate - Technical Engineer, in band 04G to do your best work ever. You will be working alongside passionate IBMers, business & technology experts, who are constantly building their knowledge and expertise to find the best solutions to help our clients achieve their goals and create new possibilities.

At IBM you will experience an inclusive and collaborative culture where you can offer ideas and solutions, no matter your experience or area of expertise - you have an audience that listens from Day 1. You will have access to world-class learning opportunities to help you create the career you've always imagined. Join us and you'll be proud to call yourself an IBMer.

Your letter of employment is attached, for your review and acceptance. Please do not hesitate to reach out to us in case of queries or concerns. We look forward to hearing from you soon and welcome you to be a part of our team.

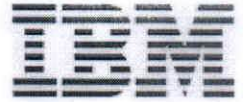


**DO YOUR BEST WORK EVER.**

**True Copy Attested**

**Dr. SUNNY JOSEPH KALAYATHANKAL**  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths)  
PRINCIPAL  
Jyothi Engineering College  
Cheruthuruthy P.O.- 670 531





March 12, 2019

IBM India Private Limited  
Manyata Embassy Business Park,  
G2 Block, Nagwara Outer Ring Road,  
Bangalore - 560045, India.  
Tel : 91-80-49139999  
<http://www-07.ibm.com/in/careers/>

Dear JISHNA BALACHANDRAN M

We are pleased to offer you the position of Associate - Technical Engineer, in band 04G at IBM India Pvt Ltd (IBM or Company). The terms and conditions of your employment contract at IBM are detailed below. Please read these important details carefully, including your compensation and benefits.

Further, this offer is contingent upon your obtaining the degree, consistent academic performance, minimum aggregate or equivalent of 65% in your highest completed education, failing which IBM may, at its sole discretion, withdraw this offer of employment

#### Acceptance and Commencement

Your appointment will be effective on your joining date, i.e March 20, 2019. Please contact us immediately if you require an alternative joining date. If you do not confirm your acceptance or we are unable to set an alternative date, this offer will be withdrawn.

To confirm your acceptance of this offer, you are required to:

- Accept this offer by selecting the 'accept' option at the bottom of the form. Please note that if you do not provide your acceptance, you will not be allowed to join on the joining date specified above.
- On your first day of employment, please report at 9:00 am to the Main Lobby located at Block D3, Manyata Embassy Business Park, Nagawara Outer Ring road, Bangalore-560045. You will meet with your Onboarding Specialist who will assist you with your joining formalities. If you have questions about your First Day Start Paperwork, send a mail to [pronboar@in.ibm.com](mailto:pronboar@in.ibm.com)

On your joining date, please bring (i) 1 copy of this letter duly signed and dated by you (ii) 2 self-photographs (passport size, color with white background) (iii) One set of print outs of the completed on boarding forms & Originals (iv) Aadhaar number (If you do not have one, please apply immediately and provide the enrolment number on the day of onboarding). This is required to facilitate remittance of your provident fund to the Employees Provident Fund Organization, as well as for any other purposes that may be required by statutory and regulatory authorities. Please note that Aadhaar is currently not mandatory for employees who do not

Dr. SUNNY JOSEPH KALATHANKAL  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths)





hold an Indian passport, hence please notify us in advance if you fall within this category (v) Two sets of photocopies of the following mandatory documents:

- Relieving document from most recent employer – Relieving letter or service certificate or resignation acceptance e-mail with last working day (LWD) confirmation.
- Passport and Pan card– If you do not have a Passport or Pan card you need to bring one of the following IDs.
  - Voter ID card
  - Driving License
  - Aadhaar Card
  - Senior Secondary result/certificate with DOB and photo (for university hires only)
- In the absence of Passport and Pan card, apply for the same immediately and carry any one of the following as mentioned above to complete on boarding process.
- Disability certificate – If you have stated in your application to IBM that you are differently abled, please bring the disability certificate as per the prescribed format, duly filled & signed.
- Name change document – If you have ever changed your name at any point of time, and for any reason whatsoever. Valid Indian Work Permit, if applicable.
- Education documents (for university hires only) – Degree certificate and all year mark sheets for the highest degree attained.

Please contact us via [eschoolhiring@in.ibm.com](mailto:eschoolhiring@in.ibm.com) for any queries regarding your employment offer.

The other terms and conditions of the offer are as follows:

- Your employment with the Company is at all times subject to you having a valid work permit from the Government of India. It is your responsibility to obtain and maintain throughout your employment a valid work permit. A copy of the work permit needs to be furnished by you on the date of on boarding, failing which you will not be permitted to join.
- Your initial posting will be in BANGALORE, However, your services are transferable and you may be assigned to any other department, location or office of IBM, a subsidiary, or associate company as the Company may decide from time to time. Your project, designation or role may be changed at the discretion of the Company depending on the work assigned to you. In such case, you will be governed by the policies of that location and role.
- You acknowledge that the technology industry undergoes rapid transformations and structural changes. In this context, IBM frequently enters into agreements with other entities, including outsourcing arrangements, transitions, mergers, acquisitions, divestitures and other corporate actions. If any such action relates to your role / position, you agree to cooperate with IBM and take any necessary steps to ensure a smooth transition.
- Your appointment and continued employment at IBM is conditional upon satisfactory reference & background checks including verification of your application materials, education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any non-compete obligations or other restrictive clauses with any previous employer). If any information furnished by you in your application for employment or during

Dr. SUNNY JOSEPH KALAYATHANKAL

M.Tech, MCA, M.Sc, M.Phil, B.Ed

3 Ph.D (Computer Science), Ph.D(Maths)





the selection process is found at any time during your employment to be incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services without notice or compensation.

- You may be required to travel on Company work and you will be reimbursed expenses as per Company policy.
- If you are absent for a continuous period of 8 days without leave or obtaining your manager's approval, you will be deemed to have voluntarily terminated your service without notice.
- You will be on probation until your successful completion of the probationary period is confirmed in writing. The normal probation period is [1] year but may be extended or confirmed earlier based on your performance and at your manager's discretion. At any time during your probationary period, either you or the Company may terminate your service by giving 30 days notice or basic salary in lieu thereof.
- Upon completion of your probation period and confirmation as a regular employee, you or the Company may terminate your service at any time by giving 90 days notice or basic salary in lieu thereof. However due to exigencies of business the Company may at its sole discretion reject the salary in lieu of notice and ask you to serve the entire or part of the notice period. You shall not be deemed to have been relieved of your services except upon issue of a letter by the Company to that effect.
- IBM encourages and fosters a culture of strong performance from its employees. Accordingly, during your service with IBM, you will be required to comply with the following:
  - The Company presents multiple opportunities across technologies to support employees develop their skills and build their career. You shall maintain a satisfactory level of performance at all times.
  - You agree to utilize IBM's resources, materials and training programs as applicable, and shall ensure that your skills are at all times current and relevant to IBM's business.
  - You may be required to undergo certain training and assessment programs from time to time and shall complete the same to the satisfaction of IBM.
  - You also understand and acknowledge that IBM requires its employees to be productively and effectively utilized at all times. IBM maintains listings of open positions on its internal job postings page. If you are no longer deployed on a project/ assignment, you shall search for positions that are commensurate with your skills and experience and ensure you are effectively utilized. If selected for such positions, your movement to these positions will be subject to IBM's processes and policies.
  - You will be aware that the Company works on a round the clock model depending on customer needs. You hereby consent, should your role require it, to working on any shift, including night shift, to support the business requirements of the Company.
  - Your compliance with the above terms and conditions shall be reviewed from time to time, and shall be an integral condition of your continued employment with IBM.
- You will retire from the services of the Company on attaining 58 years. Retirement action will be performed one day prior to the last working day of the retiring month.
- Upon your resignation or retirement from the Company or termination of your services, you are required to return all assets and property of the Company such as documents, machines, data, files and books etc. (including but not limited to leased properties).

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M.Tech, MCA, M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths)  
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- Any and all of the terms and conditions of service may be modified or changed at the Company's discretion.
- Your individual remuneration is strictly confidential and is detailed in Annexure A. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal, confidential and should not be disclosed to any person without IBM's prior written authorization.
- You will, by default, be enrolled in IBM's Group Mediciam Insurance Policy, unless you choose to opt out. A nominal premium will be charged to you for the same, for as long as you participate in the Policy. All benefits as outlined herein and in IBM policies are subject to change at the Company's discretion. You will be entitled to privilege leave in accordance with the Company's policy as applicable from time to time.
- It is your responsibility to notify the Company of any changes in your personal information within 3 working days. All notices shall be considered duly and properly delivered to the address on file with the Company.
- During your service with the Company, you are expected to devote your whole time and attention to the Company's affairs and refrain from directly or indirectly engaging in any other employment or business in any role or capacity.
- Information pertaining to IBM operations and intellectual property is confidential as detailed in Annexure B. You will also be bound by more specific non-disclosure agreements on sensitive issues based on business requirements. If you are bound by a confidentiality agreement with a previous employer, you must notify the Company and indemnify the Company against any breach thereof.
- All employees are required to read and comply with IBM's Business Conduct Guidelines and sign a statement to this effect. Any breach of the Guidelines or the terms and conditions of employment may result in termination of your services without notice or compensation.
- If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services without notice or compensation.
- Your offer is contingent upon you agreeing to authorize IBM to recover a sum of Rs 100000 (Rupees One Lakh Only) as cost incurred towards your training during the course of your employment, in the event your services with IBM are terminated for whatever reason, including your resignation from services, within a period of 12 months from the date of your joining IBM or if you are absconding from work for a period of 8 days which will lead to eventual termination of your employment.
- You hereby agree to abide by all the rules and regulations of the Company and accept the policies and processes of the Company which are in force from time to time and the Company shall have the right to vary or modify any or all of the rules, regulations or policies and the same shall be binding on you.
- This offer is conditional upon your having a valid Passport. If you do not have a passport as of the date of this offer, you are required to apply for one immediately and produce the relevant acknowledgement on the day of your on boarding. Should you be denied a passport or if you are otherwise unable to produce a copy of your passport, IBM shall be entitled to terminate your employment for cause. It is a condition of your employment that you have a valid passport at all times.
- You will be required to register your profile with National Skills Registry once you join IBM. The details on the National Skills Registry are available on [www.nationalskillsregistry.com](http://www.nationalskillsregistry.com). To complete the registration process, you will be required to submit a photograph, a photo identity proof and

Dr. SUNNY JOSEPH KALAYATHANKAL





registration fee of INR 300 + (Service taxes as applicable) – which includes INR 50/- annual usage fee at the POS (Point of Service) helpdesk at IBM office Registration with National Skills Registry is mandatory and should be completed within 30 days from your date of joining.

- You will be required to provide the Aadhaar Number on the day of onboarding and the same must be updated on the HR Systems mandatorily within 30 days of your onboarding. Please do ensure that the name as per Aadhaar is exactly the same as the name given by you to IBM, and that appears on this employment contract. In case there is a mismatch please have the same rectified with Aadhaar authority (UIDAI) prior to onboarding.
- You shall be entitled to the following benefits when you join at the training location. These amounts are subject to applicable income taxes, and shall not be considered a part of your salary for the purpose of any statutory deductions:

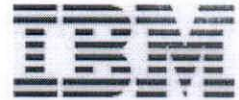
Settling in Allowance – A one-time amount of INR 25000 towards settling-in allowance will be paid to you upon joining the Company. The payment timeline is subject to the date of joining and the company payment cut-off date. For example: if your date of joining is between 1st to 15th of the month then the payment will be processed in the same month of joining else it will be processed in the subsequent month of joining. This amount is intended to offset any and all expenses applicable during the joining process of the employee (e.g., relocation expenses like travel, stay, conveyance etc. during initial training and first project deployment post training) – no additional amounts are payable or reimbursable. This amount will be paid as a fixed lump sum amount in your payroll and you will not be required to submit receipts for any expenses incurred. Please note that this settling-in allowance is subject to appropriate income tax deductions as per applicable law. If you resign from IBM, or your employment is terminated for any reason, within 1 year from your joining date, you agree that you will repay the entire settling in allowance to IBM. You may be required to repay to IBM any taxes that were deducted from your settling in allowance and paid to the income tax authorities, subject to applicable law, and if such amounts cannot be reclaimed by IBM, IBM may recover all such amounts from your final settlement.

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Dr. SUNNY JOSEPH KALAYATHANKAL  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths)  
PRINCIPAL  
Jyothi Engineering College  
Cheruthuruthy P.O.- 679 531





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ANNEXURE A

DATE	March 12, 2019		
NAME	JISHNA BALACHANDRAN M	BAND	04G
DESIGNATION	Associate - Technical Engineer	LOCATION	BANGALORE
<u>Compensation Components</u>		<u>IBM Offer (in INR)</u>	
1. Annual Basic Salary		152027	
2. Annual Flexible Benefit Plan (FBP)		182432	
3. Annual Reference Salary (ARS)		334459	
4. Retirals			
a) Provident Fund (PF)		18243	
b) Gratuity @ 4.8%		7297	
5. Annual Reference Salary + Retirals		360000	

Growth Driven Profit-sharing (GDP), an annual profit distribution scheme, is another important part of your compensation opportunity and is designed to support a team oriented, high-performance work culture. Further details of the program will be made available to you upon joining IBM. Please note: IBM reserves the right, in its sole discretion, to amend, change, suspend, or terminate the Growth Driven Profit-sharing program at any time, including, but not limited to, changing how the profit sharing pool is allocated or altering the payment amount at the region or country level based on unanticipated business issues or extenuating circumstances.

The Company presently has a Performance Award Program (PA). Further details of the Performance Award Program will be made available to you upon joining IBM. Please note: IBM reserves the right in its sole discretion to amend, change, suspend, or terminate Performance Award Program at any time.

You agree to the Company adjusting the statutory bonus amount, if any, under the Payment of Bonus Act, 1965, against payments made under the Company's profit distribution Schemes GDP & PA.

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M.Tech, MCA, M.Sc, M.Phil, B.Ed

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OTHER BENEFITS:

- By default, you will be enrolled in the Group Mediclaim Policy. You need to enroll your immediate family (Spouse & up to Four Children) within 45 days of joining. If you wish to do so, a nominal premium for covering you and your family will be charged to you unless you choose to opt out for yourself and family.
- Group Term Life and Accident Rider Coverage

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*Sunny*

Dr. SUNNY JOSEPH KALAYATHANKAL  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths)  
PRINCIPAL  
Jyothi Engineering College  
Cheruthuruthy P.O.- 679 531



**HITACHI**  
Inspire the Next



**Lilia**  
**A B**

True Copy Attested

*Amun*

Dr. SUNNY JOSEPH KALAYATHANKAL  
M.Tech, MCA, M.Sc. (Maths),  
Ph.D (Computer Science & AL, IITM)  
PRINCIPAL  
Jyothi Engineering College  
Cheruthuruthy P.O.-679 531



**PRIVATE & CONFIDENTIAL**

Date: 12<sup>th</sup> February 2019

Name: LILIA A B

Address: Adambukulam House, Grace Nager , Ammadam po. Thrissur, Kerala  
Pin :680563

Dear LILIA A B,

**Employment Offer with Hitachi Vantara**

I am delighted to offer you employment with us, Hitachi Vantara India Pvt Ltd ("Hitachi"). This letter provides you with the terms and conditions of your employment with us:

<b>POSITION:</b>	Delivery Devops
<b>EXTERNAL JOB TITLE:</b>	Jr Cloud Engineer
<b>INTERNAL JOB TITLE:</b>	Jr Cloud Engineer
<b>BASED IN:</b>	Hyderabad, India Travel outside of Hyderabad is required as part of your role.
<b>REPORTING TO:</b>	Pramod Kumar Veerannagari
<b>START DATE:</b>	11 <sup>th</sup> March 2019
<b>SALARY:</b>	Your Total Target Compensation ("TTC") will be INR 2,67,000 per annum, subject to applicable statutory deductions. This will be divided between your basic salary and a targeted bonus component. Your annual basic salary will be INR 75,000 to be paid in 12 months. Hitachi Vantara is under no obligation to review or increase your TTC, whether on an annual basis or otherwise. Hitachi Vantara may also deduct from your salary any sums owed by you to Hitachi Vantara.

In addition, you will receive a yearly housing allowance of INR 1,56,000 for living expenses and Medical allowance of INR 15,000 per annum.

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M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths)



**BONUS:**

Your targeted bonus component ("Target Variable Pay") will be INR 12,000 per annum.

The Target Variable Pay as identified above is a target amount and is not guaranteed by Hitachi Vantara as the actual amount to be paid. This bonus is discretionary, and the actual amount payable is governed by the Hitachi Vantara Global Incentive Plan ("GIP") and calculated in accordance with pre-defined targets. A copy of the Hitachi Vantara GIP document is available on request.

**TAX:**

You are responsible for paying your India income tax.

**PROBATIONARY PERIOD:**

The first six (6) months of employment are considered a probationary period during which each party can evaluate whether the right employment decision has been made. At the conclusion of this probationary period, either party can terminate this contract with no penalty. Termination of this contract during the 6 months probationary period can take place by either party giving (1) weeks' notice to the other party. Hitachi Vantara may, at its discretion, extend the probationary period for such period of months as it thinks appropriate.

**HOURS OF WORK:**

The contracted working hours is 40 hours per week. To support balance between work and life to employee, the normal working hours are 9.00am to 5.30pm Monday through to Friday with one (1) hour for lunch. Depending on workload and business requirements at any given time, you may be required to work outside of these stated hours and you acknowledge that you will not receive further remuneration in respect of these additional hours unless otherwise approved by Hitachi Vantara.

Hitachi Vantara reserves the right to alter the above working hours or prescribe special working hours for any individual employee or group of employees.

**TRAINING:**

To enable you to perform your role, Hitachi Vantara may provide you with training as required. It is possible that training may be held in a location other than your stated location. If such a situation arises you will need to be prepared to undertake the necessary travel. It is your responsibility to identify training needs to maintain skill relevance and in doing so, discuss these needs with your Direct Manager to seek approval prior to committing to any external or internal training.

**ANNUAL LEAVE:**

In addition to all Hitachi Vantara India paid company holidays, you will be entitled to 15 days annual leave per year. Requests for annual leave must be discussed with

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Jyothi Engineering College  
Chennai



and approved by your Direct Manager prior to the leave being taken.

The leave year currently runs from 1 April to 31 March. You may carry over a maximum of one year's annual leave entitlement to the next leave year. Annual leave which is accrued but unused will be paid out upon termination, subject to applicable legal requirements. The Hitachi Vantara policy on leave entitlement applies to you.

**BENEFITS:**

You and your eligible dependants will be eligible to participate in the standard health insurance benefits. Hitachi Vantara reserves the right to determine which of your family members are entitled to this benefit.

Please refer to the latest Benefits Statement document outlining your various benefits and schemes applicable to you. Hitachi Vantara may also vary the terms of any of the benefits and/or schemes provided to you from time to time and may withdraw such schemes without providing a replacement.

**SICKNESS:**

You are entitled to paid sick leave as provided by applicable statutes. Hitachi Vantara reserves the right to change its sick leave policy from time to time. You must provide a medical certificate from a medical practitioner or registered dentist for each paid sickness day immediately on return to work. You must ensure that all sick leave taken are recorded in Hitachi Vantara' leave application system.

**EXPENSES:**

Expenses directly incurred as part of conducting Hitachi Vantara business will be reimbursed provided that you follow Hitachi Vantara' then-prevailing Travel & Expense Policy in place. This applies to travel expenses other than travel undertaken to and from your home to your place of work.

**TERMINATION:**

This contract may be terminated by either party providing two (2) months' notice; or by Hitachi Vantara providing two (2) months' salary in lieu of notice. In addition, Hitachi Vantara may terminate this employment without any prior notice and without being liable for any compensation or salary in lieu of notice if any one of the following occurs: (a) you are imprisoned or have committed a crime during your employment; (b) you have committed a breach of any of the terms of this letter or violated Hitachi Vantara' policies and procedures; (c) you are absent without cause, in which case you are deemed as having voluntarily abandoned your employment with us; or (d) you have been found guilty of committing an act of fraud, dishonesty

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or breach of trust, or causing loss or damage to Hitachi Vantara property.

Upon termination, you shall immediately return all Hitachi Vantara property, including but not limited in documents, security passes and computing equipment.

**RESTRICTIVE  
COVENANTS:**

You warrant that you do not have in your possession and will not bring to Hitachi Vantara any unauthorised confidential information or intellectual property of any company during your term of employment with Hitachi Vantara. You agree to indemnify Hitachi Vantara for any direct or indirect costs and/or liability for your breach of this warranty.

You shall not (either solely or jointly with any other person, firm or company and whether directly or indirectly) carry on or be engaged in or interested in any other business or occupation during the period of your employment with Hitachi Vantara without the prior written approval of Hitachi Vantara. Without limiting the foregoing, Hitachi Vantara reserves its sole right to refuse its approval if such business or occupation is or may be in competition with Hitachi Vantara and/or which would involve the use of Hitachi Vantara' time, property, facilities or resources.

As a condition of this employment offer you must agree to disclose any restrictive employment agreements you may have entered into with a previous employer. Any such agreement(s) will need to be reviewed by Hitachi Vantara, before Hitachi Vantara will accept your agreement to this offer of employment.

**INTELLECTUAL  
PROPERTY:**

Copyright or other intellectual property may subsist in the work generated by you as part of your employment. Any such intellectual property rights shall vest absolutely in Hitachi Vantara, and you undertake to execute any necessary documents, and do whatever else may be necessary to secure those rights, even after your employment has ended, including a deed of assignment of any intellectual property in the form provided by Hitachi Vantara.

**CONFIDENTIALITY:**

You shall keep strictly confidential, and shall not disclose, use, divulge, publish or otherwise reveal, directly or through any third party (including without limitation Hitachi Vantara), any confidential or proprietary information of Hitachi Vantara or any of its group companies, that was disclosed or received pursuant to this agreement or other prior agreements between you and Hitachi Vantara, the negotiations in connection therewith or any of the

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M.Tech, MBA, Ph.D (Comp)  
Principal



# HITACHI

## Inspire the Next

transactions contemplated thereby, or by reason of the performance by you of your obligations hereunder, or your involvement in the activities of Hitachi Vantara, including, but not limited to, documents and/or information regarding customers, costs, profits, markets, sales, products, product development, key personnel, pricing policies, operational methods, technology, know-how, technical processes, formulae or plans for future development except as may be necessary in connection with filings with governmental agencies as required under the applicable laws. Provided, however, that you shall not make any disclosures before providing Hitachi Vantara with a reasonable opportunity to seek a protective order. If this agreement is terminated, you shall return to Hitachi Vantara all documents relating to any confidential information of Hitachi Vantara, which you may have under your control.

Notwithstanding the foregoing, confidential information of Hitachi Vantara, or its group companies, if any, shall not include (a) information that was already known to you at the time of the receipt, (b) information that is or becomes freely and generally available to the public through no wrongful act of yours, (c) information that is rightly received by you from a third party legally entitled to disclose such information free from confidentiality restrictions, or (d) information disclosed in connection with legal action initiated by a party to enforce its rights, provided that adequate safeguards are maintained.

### ETHICAL STANDARDS AND BEHAVIOUR:

As an employee of Hitachi Vantara, you are entrusted with the primary responsibility for sound business conduct and compliance with our Corporate Ethics Policy. It is your responsibility to carefully read the Corporate Ethics Policy and ensure you understand and comply with it at all times.

A copy of the Hitachi Vantara Corporate Ethics Policy is provided with this letter. By signing the letter, you acknowledge you have received a copy of the policy which applies to your employment with Hitachi Vantara.

You will also ensure that you do not cause Hitachi Vantara to be in breach of any privacy policy that it may publish in relation to customer or partner information practices or any applicable privacy law.

### GOVERNING LAW:

This agreement shall be governed by the laws of India irrespective of conflict of law provisions, and the courts at India shall have the sole and exclusive jurisdiction to decide any disputes hereunder.

True Copy  
amr  
Dr. SUNNY JOSEPH KALAIYANDAR  
M.Tech, MCA, M.Sc, M.Phil, Ed  
Ph.D (Computer Science)  
PRINCIPAL  
Jyothi Engineering College  
Cheruthuruthy PO-679331



2008

# HITACHI

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**GENERAL:**

This letter represents the complete employment arrangement and undertaking, and supersedes all previous or pre-contractual statements, discussions, correspondence, negotiations, arrangements, understandings and agreements, between you and Hitachi Vantara. The rights of Hitachi Vantara under this Agreement are without prejudice to any other rights it may have at law and any delay by Hitachi Vantara in exercising its rights shall not constitute a waiver thereof.

Hitachi Vantara reserves the right to make reasonable changes to any of your terms of employment in this letter and you will be notified in writing of any change as soon as possible. Your duties include those applicable to you as further described in the Hitachi Vantara Global Job Inventory, based on your internal title and level stated above. You may be required to undertake other duties and responsibilities from time to time as reasonably required or in connection with your employment. Depending on Hitachi Vantara' organisational structure and changes thereto from time to time, you may be transferred or reassigned to a different manager, team, department, function, branch, subsidiary or affiliated company of Hitachi Vantara.

If any term or provision in this letter shall be held to be illegal, or unenforceable, in whole or in part, under any enactment or rule of law: (a) such term or provision or part shall to that extent be deemed replaced by such valid and enforceable term or provision whose contents are as close as permissible to the illegal or unenforceable term or provision so as to carry out the original intent of the parties as to the point or points in question; and (b) the validity and enforceability of the remainder of this letter shall not be affected.

Rights and obligations in this letter (including those on confidentiality and intellectual property rights) which by their nature should survive the termination of your employment will remain in effect after such termination. Hitachi Vantara' rights and benefits shall be transferable, and all covenants and agreements hereunder shall inure to the benefit of, and be enforceable by, or against, its successors and assigns.

**EMPLOYMENT  
AGREEMENT:**

Hitachi Vantara policy requires all employees to read this letter, which has been delivered to you in duplicate. Please read this document carefully and return one (1) signed copy to Hitachi Vantara confirming your acceptance of the terms of this letter.

True Copy Attested

Dr. SUNNY JOSEPH KALAYATHARAN  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths)  
PRINCIPAL

Jyothi Engineering College  
Cheruthuruthy P.O.



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Please also find enclosed in duplicate Hitachi Vantara Confidentiality Agreement. Upon reading this document thoroughly please return a signed copy with your signed Letter of Employment.

Your employment is contingent upon verification, to Hitachi Vantara' satisfaction, of the background and educational information you have supplied in your employment application as well as your agreement to sign and abide by Hitachi Vantara' rules of conduct, other employee-related agreements, any applicable handbook, and Hitachi Vantara' policies relevant to you, including its business ethics policies. These documents will be presented during your orientation or, if requested, they will be available to you in advance

We are confident that you will find working with Hitachi Vantara to be a rewarding experience both professionally and personally.

Yours sincerely,



---

Tiffany Chiou  
VP Of Human Resources, APAC


---

Acceptance of Employment Offer

True Copy Attested

Name: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_



Dr. SUNNY JOSEPH KALAYATHANKAL  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths)  
PRINCIPAL  
Jyothi Engineering College  
Cheruthuruthy P.O.-679 551





## TATA CONSULTANCY SERVICES



**MARIA  
JOSE**

Card No 511164

Associate No 1622014

Blood Group B+

**Tata Consultancy Services Ltd.**

TCS House, Raveline Street, Fort

Mumbai 400001, India

True Copy Requested

Dr. SUNNY JOSEPH KALAYATHANKAL  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D. (Computer Science) Ph.D. (Maths)

PRINCIPAL

Jyothi Engineering College  
Cheruthuruthy P.O-678 601





Offer: Computer Consultancy  
Ref: TCSL/DT20173954356/Trivandrum  
Date: 22/11/2018

Ms. Maria Jose  
Whra 152 West Hill,  
Kuriachira,  
Thrissur-680006,  
Kerala.  
Tel# 91-8547552674

Dear Maria Jose,

**Sub: Letter of Offer**

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Assistant System Engineer-Trainee** in Grade Y. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹3,36,875/-** per annum, as per the terms and conditions set out herein. Annexure-1 provides the break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 48 hours, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer you will be issued a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

True Copy Attested

Dr. SUNNY JOSEPH KALAYATHANKAL  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths)  
PRINCIPAL  
Vyathi Engineering College  
Cheruthuruthy P.O. - 679 551

TCS Confidential  
TCSL/DT20173954356

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Vismaya Building 6th Floor, Infopark, Kuzumagiri P.O., Chennai 600 030 India

Tel: 0484 664 5000 Fax: 0484 664 5255 Website: www.tcs.com

Registered Office: Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021





# Welcome to Onboarding



Inbox



UST Global Sourcing Jun 10

to me ▾



Dear **Merin Joshy**,

Greetings from UST Global!

We have great pleasure in welcoming you to start your exciting journey with UST Global. The details of your joining are given below:

<b>Date of Joining:</b>	<b>Jun 12, 2019, 9:00 AM</b>
<b>Reporting Time:</b>	<b>9:00 AM IST</b>
	<b>Trivandrum</b> UST Global, Technopark Phase - II, Electronics Technology Parks SEZ II, Attipra, Kulathoor, Trivandrum - 695 583
	<b>Cochin</b> UST Global, Carnival Building, Infopark Campus, Kakkanadu, Kochi - 682030
	<b>Chennai</b> UST Global, ASV Suntech Park, 148, Old Mahabalipuram Road, Thoraipakkam, Chennai - 600097

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Dr. **SUNNY JOSEPH KALAYATHANKAL**  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths)  
PRINCIPAL  
Jyothi Engineering College  
Cheruthuruthy P.O. - 686531



# UST Global



**Merin  
Joshy  
113236**

True Copy Attested

*Amrith*

Dr. SUNNY JOSEPH KALAYATHANKAL  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths)  
PRINCIPAL

[www.ust-global.com](http://www.ust-global.com)

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**GOVERNMENT OF KERALA  
DEPARTMENT OF PANCHAYATS**

**MULAKUNNATHUKAVU GRAMA PANCHAYAT  
THRISSUR DISTRICT, KERALA**



**JINU MARY JAMES  
ACCREDITED ENGINEER  
MGNREGS**

True Copy Attested

Holder's Signature

DR. SUNNY JOSEPH KALAYATHANKAL  
B.Tech, M.Sc., M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Mains)  
PRINCIPAL  
Jyothi Engineering College  
Cheruthuruthy P.O. 679 531

**SECRETARY  
MULAKUNNATHUKAVU G P**

Issuing Authority





# SARANGA

GEOSOFTWARE & ENGINEERING SERVICES PVT.LTD.



**GODWIN C T**

(Employee Code SG864)

True Copy Att

Issuing Authority



REDMI NOTE 7 PRO  
AI DUAL CAMERA

Dr. SUNNY JOSEPH KALAYAN

Ph.D (Computer Science), Ph.D (Maths)

PRINCIPAL

Iyothi Engineering College





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*awnd*

Dr. SUNNY JOSEPH KALAYATHANKAL  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths)  
PRINCIPAL  
Jyothi Engineering College  
Cheruthuruthy P.O.- 679 531




2021/12

# UST Global®



**Angel  
Rose  
141693**

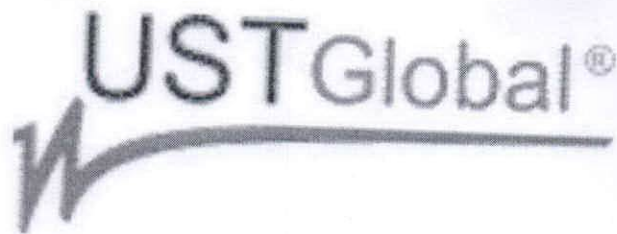
True Copy Attested

  
Dr. SUNNY JOSEPH KALAYATHANKAL  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths)  
PRINCIPAL  
Jyothi Engineering College  
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*anurag*  
Dr. SUNNY JOSEPH KALAYATHANKAL  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths)  
PRINCIPAL  
Jyothi Engineering College  
Cheruthuruthy P.O.- 679 531

Dear Angel Rose,

We welcome you to the UST Global family!

We are pleased to extend an offer of employment for the position of **Assoc. Software Developer**. Please review the attached summary of terms and conditions for your employment with us. Upon acceptance of this offer, your start date will be on **July 30, 2019**. You will be working in **Trivandrum - UST Office** location.

Please review the details of this job offer and provide your response online.

Congratulations on your next step of your career with UST Global. We believe in creating a new era of social capital, creating jobs and being involved in something higher than ourselves. At UST Global you will be surrounded by smart people solving significant, next-generation technology problems for Fortune 500 companies all over the world.





## SUNRENFORCE ENERGY

1

Abel Cherian

15/10/2018

Kayil(H) Kuriachira P.O.

Thrissur-680006

Dear Abel Cherian,

With reference to your application and the interview we had with you we are pleased to confirm your appointment as Junior Electrical Engineer in our organization under the terms and conditions of our company. You are appointed based on your merit and credentials submitted and your placement may be subjected to further verification during training period. You will be provided benefits as per company rules after the completion of 1 year of training period within our organization.

Your initial salary will be Rs. 14650/- per month and will be hiked to Rs. 17500/- on completion of one year. Further hike will be based on your performance. You are advised to join on 01/11/2018.

Wishing you all the best.

SUNREN FORCE ENERGY LLP

No. 30/5, 12th Lane, Indira Nagar

Adyar, Chennai - 600 020

True Copy Attested

*Sunny*  
Dr. SUNNY JOSEPH KALAYATHANKAL

M.Tech, MCA, M.Sc, M.Phil, B.Ed

Ph.D (Computer Science), Ph.D (Maths)

PRINCIPAL

Jyothi Engineering College

Cheruthuruthy P.O.- 679 531

No. 30/5, 12th lane, Indira Nagar, Adyar, Chennai - 600 020.

9025316006 | 9043672126

www.sunrenforce.com

sales@sunrenforce.com



LETTER OF INTENT

Date: 16-Nov-17

Name: AKHILA RAJ.T

Dear AKHILA,

With reference to your application and subsequent assessments you had with us, we are pleased to inform you that you have been shortlisted for the position of *Customer Service Associate* at Coimbatore facility of Amazon Development Center India Pvt. Ltd. (the "company").

Please treat this as a letter of intent ("LOI") valid for a period of 365 days from the date of issue of this letter upon expiry of which the letter of intent will expire without any further conditions or liabilities on your or our side unless an Offer Letter duly executed by the Company is issued to you before the expiry of the aforesaid 365 day period. The issue of an Offer Letter to you is subject to the Company's future business requirements and will be issued at the sole discretion of Amazon. Upon issue of the Offer Letter, this LOI stand automatically terminated. This LOI shall also be terminated automatically in the event you take up employment with another person (other than the company) before issue of the Offer Letter.

You are required to submit the following documents:

- Copies of the Educational Certificate (from Class 10<sup>th</sup> till the highest education)
- Relieving letter from the previous employer/s (if applicable)
- Service letter from the previous employer/s (if applicable)
- Last payslip from the previous employer/s (if applicable)
- Form 16 (if applicable)
- Address Proof
- Passport Size Photographs (6)
- Copy of PAN card

Upon signing the Offer Letter, you would be eligible to receive Total Compensation of INR 1,70,000/- (Rupees), payable as per the following structure:

1. Annual Base Pay of INR 1,44,500/- (Rupees) per annum payable in arrears in accordance with Amazon India's standard payroll practice and subject to all lawful deductions of income tax, provident fund contribution (if any), insurances or otherwise
2. Variable Pay of INR 25,500/- (Rupees) per annum, payable on quarterly basis and subject to meeting performance levels as per the company standards and policy.

Your attention is drawn to make note that Variable Pay will be payable only upon successfully meeting the requirements as per company policy and also subject to (a) your continuing employment with Amazon on the date of payout.

The same may be revised at the time of the issuance of an Offer Letter as per prevailing levels of pay at the time of issue of the Offer Letter. The amounts stated herein are only indicative and in no way a binding commitment on the Company's part. In addition, you will be eligible for benefits as per company policies.

Tower B – 3rd Floor, India Land Tech Park Private Limited  
CHIL SEZ Area, Keeranatham Village, Saravanampatti, Coimbatore – 641 035, Tamil Nadu.  
Tel. : +91 – 422 – 666 5000

www.amazon.com

CIN: U72200KA2004FTC034233 Dr. SUNNY JOSEPH KALAYANANKAL  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths)

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You are hereby notified that you are not employed in the absence of a signed Offer Letter. This LOI relates only to your potential employment with the Company and does not constitute an offer of employment with respect to the Company or any affiliate or related entity. Further, this LOI does not create or vest any rights in you to be issued an Offer Letter whether within the 365 day period referred to herein or thereafter or with respect to the base pay as mentioned herein.

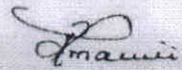
In the event that you receive an offer of employment from any other employer (apart from the Company), you are requested to immediately intimate the Company in writing of such offer.

You are required to return the duplicate copy of this letter duly signed indicating your acceptance of the terms and conditions stated above. Acceptance of this LOI will be construed as a confirmation that you do not have any obligations arising from any contract or otherwise in favor of a prior employer or third party, which would impose restrictions on your ability to accept employment with the Company and carry out your Company related functions and duties upon employment, if and once the Offer Letter is issued.

For any queries, please feel free to write to us on [csrecruiting-coimbatore@amazon.com](mailto:csrecruiting-coimbatore@amazon.com)


Yours sincerely,

For AMAZON DEVELOPMENT CENTRE (INDIA) PVT LTD

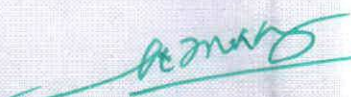
  
Zonunmawii Renthlei  
SR. HR Business Partner

**ACCEPTANCE OF LOI**

I accept the terms set forth in this letter with the company:

  
Signature

16<sup>th</sup> November 2014  
Date

  
Dr. SUNNY JOSEPH KALAYATHANKAL  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths)  
PRINCIPAL  
Jyothi Engineering College  
Cheruthuruthy P.O.- 679 531

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Tower B – 3rd Floor, India Land Tech Park Private Limited  
CHIL SEZ Area, Keeranatham Village, Saravanampatti, Coimbatore – 641 035, Tamil Nadu.  
Tel. : +91 – 422 – 666 5000

[www.amazon.com](http://www.amazon.com)

CIN: U72200KA2004FTC034233



Our Ref.:

OFFER LETTER

ELCOMPO®



ISO 9001:2015 REGISTERED FIRM  
CERT. NO : IM/17/4004  
ISO 14001:2015 REGISTERED FIRM  
CERT. NO : IM/17/4004  
Date: 15/03/2018  
REGISTRATION NO : U32106TN1973PTC006318

Dear Mr. ANUJITH NANDAKUMAR,  
KIZHAKKETTE HOUSE  
PULLAZHI(P.O)

THRISSUR at Jyothi Engineering College, Cheruthuruthy, Thrissur Date : 15/03/2018

We are pleased to inform you that you have been shortlisted for provisional Employment as Maintenance Engineer in Elcompo Electronics Industries Pvt Ltd. for the Salary of Rs.10,000 per month ( Inclusive of Incentives ) and Joining Date on 19/09/2018.

You are treated as a one year Trainee. After one year completion we have a performance review to continue stay with the company.

Your employment is assured subject to your undergoing skill training for the said position at our company and requested to report to the HR department at the address given below.

Please come with the letter to undergo the training and note that the successful completion of training cum assessment is essential for the job.

Terms & Conditions:

1. The students should bring the Mark Sheets Xerox, Aadhar & Pan Card Xerox at the time of joining.
2. The students should join the company at mentioned date if not meet strictly offer cancelled.

For Elcompo Electronics Industries Pvt. Ltd,

B. P.

( Authorized Signatory : Mr. V. Raj/HR )



*PCOUNTS*  
Dr. SUNNY JOSEPH KALAYATHANKAL  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths)  
PRINCIPAL  
Jyothi Engineering College  
Cheruthuruthy P.O.-679 531

True Copy Attested



Date: 10<sup>th</sup> April 2018

Ops pending for this Loi

## LETTER OF INTENT

Dear **ARUN J ALAPPAT**

Congratulations!!!

We are pleased to inform you that you have been short listed for an offer of employment with HGS. We request you to submit required document on the date specified below as discussed by your recruiter. Your permanent offer letter will be provided on the date of joining subjected to completion of documentation and clearing the required as prescribed by HGS.

Designation: - TSE Level: -DS1T Process Name: - DSL

**Please bring along the following documents:**

1. Updated copy of the resume.
2. 6 Passport size photographs with white background.
3. Photo ID proof. (Passport/ Pan Card/ Voter's ID/ Driving License/ Learner's License or any government issued document with full date of birth)
4. Address Proof
5. 10<sup>th</sup>, 12<sup>th</sup> & Highest Qualification Mark Sheets (Each Year/Each Semester wise), Highest Qualification Degree or Provisional Degree Certificate.
6. PAN Card.
7. All employment service/experience letters.

**Proposed salary: - Annual cost to the company.**

Compensation	
Annual CTC	INR. 126720/-
Monthly Gross	INR. 8564/-
Fixed	INR. 8000/-
Incentives (Applicable from 3rd month)	INR. (0 - 967)

Deduction	
PF (Employee)	INR. 402/-
PF (Employer)	INR.
Insurance	INR.
ESI	INR. 129/-

Note: → Monthly gross salary of INR 15000/- and above is not eligible for ESI benefit.

→ Professional tax of INR 150 is applicable for salary range of INR 10000 – 14999 and INR 200 for INR 15000 & above.

I hereby declare that I have clearly understood the above mentioned aspects regarding my job.

Name of the Employee: -

Signature: -

Date: -

Recruiter Name :-M.Senthil kumar

Contact Number:-8951227701

Please note that this LOI is subjected to review and change as per company HR policies.

Dr. SUNNY JOSEPH KALAYATHANKAL  
 M.Tech, MCA, M.Sc, M.Phil, B.Ed  
 Ph.D (Computer Science), Ph.D (Maths)



Brolin Tency

15/10/2018

Cheruvathur House  
Eravu ( P O )  
Thrissur - 680620

Dear Brolin Tency,

With reference to your application and the interview we had with you we are pleased to confirm your appointment as Sales Engineer in our organization under the terms and conditions of our company. You are appointed based on your merit and credentials submitted and your placement may be subjected to further verification during training period. You will be provided benefits as per company rules after the completion of 1 year of training period within our organization. You are advised to join on 01/11/2018.

Your initial salary will be Rs. 14650/- per month and will be hiked to Rs. 17500/- on completion of one year. Further hike will be based on your performance.


Wishing you all the best.



SUNREN FORCE ENERGY LLP

No. 30/5 12th Lane Indira Nagar,  
Adyar, Chennai - 600 020

True Copy Attested

  
Dr. SUNNY JOSEPH KALAYATHANKAL  
M.Tech, MCA, M.Sc, M.Phil, B. Ed  
Ph.D (Computer Science), Ph.D (Maths)  
PRINCIPAL  
Jyothi Engineering College  
Cheruthuruthy P.O. - 679 531



15

ADDRESS: 10th Floor, 10th City Layout,  
Mahindra, Hyderabad 500081, India  
Tel: +91 40 6838 1300  
Fax: +91 40 6838 1309  
techmahindra.com  
contact@techmahindra.com  
Registered Office:  
Gateway Building, Apollo Bunder,  
Mumbai 400 001, India  
CIN: L54200MH1988PLC041370

Ref:1582471/699722/Permt

Date: 10th April, 2018

Byjo Winson  
Akkara (H)  
Thangalloor  
Thangalloor(P.O)  
PIN.680596

Subject: Offer of Appointment

Dear Byjo,

It is our pleasure to welcome you to Tech Mahindra Limited.

1. With reference to our discussions, we are pleased to offer you appointment in our Organization as **Associate Technical Support** on **U1** band, operating out of our **Hyderabad** office.
2. Your "Annual Total Cost To Company" will be **Rs. 258369 (Rupees Two Lakhs Fifty Eight Thousand Three Hundred Sixty Nine Only)**. Please refer **Annexure-A** for details on the compensation and statutory deductions. Your remuneration package is strictly confidential between you and The Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever.
3. Your employment with us will be governed by terms and conditions as specified in **Annexure-B**.
4. You are required to join on **11th April, 2018** and report to **Rajeev Kushwaha** at 12:00 PM to complete the joining formalities at **Hyderabad**. The Offer stands withdrawn thereafter, unless the date is extended and communicated to you in writing. At the time of joining, you are expected to carry originals of the documents as per **Annexure - D** and submit the copies of the same to the HR Team.
5. Please note that this Offer is subject to your being given a clear background check either at the time of reporting/joining or thereafter depending upon our receipt of the background check report from the agency.
6. Kindly acknowledge acceptance of this Offer of Appointment by signing and returning the 'acceptance copy' to **Rajeev Kushwaha** latest by **11th April, 2018**. In case of further clarifications, please get in touch with Offers Team (on E-Mail: [Offers@Techmahindra.com](mailto:Offers@Techmahindra.com), and quote the Reference No. as mentioned above).

With Best Wishes  
For Tech Mahindra Limited.

Vishal

Vishal Khanna  
Head - Resource Management Group

Encl: Annexure-A (Salary Structure), Annexure-B (Important / Indicative Terms & Conditions of Employment), Annexure-C (Medical Self declaration), Annexure-D (Check List of Documents), Annexure-E (Confidentiality Agreement), Annexure F - Intellectual property Assignment, Annexure-G - General Covenant, Annexure H -(Acknowledgement),

Accepted

Date:

Signature of Candidate:



Dr. SUNNY JOSEPH KALAYATHANKAL  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths)  
PRINCIPAL

True Copy Attested



## Annexure - A

NAME	Byjo Winson
TITLE	Associate Technical Support
BAND	U1
LOCATION	Hyderabad
<b>COMPONENTS</b>	<b>Per Annum</b> (All figures in INR)
BASIC (@30% OF TOTAL FIXED PAY)	67500
RA (@50% OF BASIC)	33750
TRANSPORT ALLOWANCE	24000
STATUTORY BONUS	13500
EMPLOYER'S CONTRIBUTION TO PROVIDENT FUND (@12% OF BASIC PAY)	8100
EMPLOYER'S CONTRIBUTION TO ESI (@4.75%)	10969
PERSONAL PAY	67181
TOTAL FIXED PAY..... (A)	225000
TOTAL VARIABLE PAY (TVP)..... (B)	25000
ADDITIONAL BENEFITS..... (C)	8369
GRATUITY	3247
INSURANCE PREMIUMS (towards GTLI, GMIP AND GPAI)	5122
TOTAL COST TO COMPANY..... (D) = (A) + (B) + (C)	258369

- Salary:** Your salary will be paid monthly through bank transfer on the last day of the month, for which you would be required to open a Bank A/c with any of the Companies specified Bank/s. Disbursement of Salary is subject to your regular attendance, commission and updation of Permanent Account Number (PAN) details in the company's records.
- Flexible Benefit Plan (as applicable):** Associates will also be given an option of restructuring their Flexible component of their TFP as per the "Flexi Benefit Plan" under the following heads as per eligibility specified in the applicable policy:

Component	Max Limit
Leave Travel Assistance	
Medical Reimbursement	
Residential Telephone Reimbursement	
Car Scheme Policy	
Fuel & Maintenance	
Driver Salary	
Superannuation	
National Pension Scheme	

Post utilization of applicable max limits as mentioned above, balance amount if any, shall be paid as taxable amount under Additional Personal Pay component.

- \*Applicable, only if company transport is not availed.

(Contd...)

True Copy Attested

*Amur*  
 Dr. SUNNY JOSEPH KALAYATHANKAL  
 M.Tech, MCA, M.Sc, M.Phil, B.Ed  
 Ph.D (Computer Science), Ph.D (Maths)  
 PRINCIPAL



Date: 10<sup>th</sup> April 2018

17



Ops pending for this Loi

## LETTER OF INTENT

Dear CINTO JOSE E

Congratulations!!!

We are pleased to inform you that you have been short listed for an offer of employment with HGS. We request you to submit required document on the date specified below as discussed by your recruiter. Your permanent offer letter will be provided on the date of joining subjected to completion of documentation and clearing the required as prescribed by HGS.

Designation: - TSE Level: -DS1T Process Name: - DSL

Please bring along the following documents:

1. Updated copy of the resume.
2. 6 Passport size photographs with white background.
3. Photo ID proof. (Passport/ Pan Card/ Voter's ID/ Driving License/ Learner's License or any government issued document with full date of birth)
4. Address Proof
5. 10<sup>th</sup>, 12<sup>th</sup> & Highest Qualification Mark Sheets (Each Year/Each Semester wise), Highest Qualification Degree or Provisional Degree Certificate.
6. PAN Card.
7. All employment service/experience letters.

Proposed salary: - Annual cost to the company.

Compensation	
Annual CTC	INR. 126720/-
Monthly Gross	INR. 8564/-
Fixed	INR. 8000/-
Incentives (Applicable from 3rd month)	INR. (0 - 967)

Deduction	
PF (Employee)	INR. 402/-
PF (Employer)	INR.
Insurance	INR.
ESI	INR. 129/-

Note: → Monthly gross salary of INR 15000/- and above is not eligible for ESI benefit.

→ Professional tax of INR 150 is applicable for salary range of INR 10000 – 14999 and INR 200 for INR 15000 & above.

I hereby declare that I have clearly understood the above mentioned aspects regarding my job.

Name of the Employee: -

Signature: -

Date: -

Recruiter Name :-M.Senthil kumar

Contact Number:-8951227701

Please note that this LOI is subjected to review and change as per company HR policies.

True Copy Attested

Dr. SUNNY JOSEPH KALAYATHANKAL  
M.Tech, MCA, M.B.A., Ph.D (Computer Science), Ph.D (Maths)  
PRINCIPAL  
Jyothi Engineering College  
Cheruthuruthy, R.O.-679 531



**Fwd: Offer of Appointment as Probationary Clerk**

1 message

21

geethanjali p.g <geethageethanand@gmail.com>  
To: delladavid@jecc.ac.in

Fri, Feb 22, 2019 at 9:18 AM

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

From: geethanjali p.g <geethageethanand@gmail.com>  
Date: Thu 21 Feb, 2019, 8:31 PM  
Subject: Fwd: Offer of Appointment as Probationary Clerk  
To: <delladavid@jecc.ac>


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

From: geethanjali p.g <geethageethanand@gmail.com>  
Date: Mon 9 Jul, 2018, 12:36 PM  
Subject: Fwd: Offer of Appointment as Probationary Clerk- Please inform your acceptance by reply mail  
To: <pat@jecc.ac.in>

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

From: HR - TAD (Postings) <postings@federalbank.co.in>  
Date: Sat, Jul 7, 2018, 11:23 AM  
Subject: Offer of Appointment as Probationary Clerk- Please inform your acceptance by reply mail  
To: geethageethanand@gmail.com <geethageethanand@gmail.com>

HR TALENT ACQUISITION & DEPLOYMENT

 FederalBank-Logo.png

 ruler

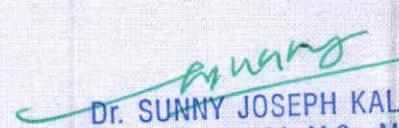
HR TAD/B/ PR-37391/PC/A-099/2018-19

07<sup>th</sup> July 2018

Hearty Welcome!

True Copy Attested

Dear Geethanjali P G,

  
Dr. SUNNY JOSEPH KALAYATHANKAL  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths)  
PRINCIPAL  
Jyothi Engineering College  
Cheruthuruthy P.O.-679 531



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grown tremendously over the years and looking forward to conquer new heights in the years to come. We are sure that you would definitely want to build an enduring relationship with this institution, which will in turn offer you exciting and challenging career opportunities to grow and develop yourself.

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

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

Wishing you all success,

Yours Sincerely,

John P J

Vice President (HR)

To

Kum./Smt.Geethanjali P G

Chakkindi House

Thonoorkkara P O

Chelakkara via

Thrissur

Kerala-680586

*amino*  
Dr. SUNNY JOSEPH KALAYATHANKAL  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths)  
PRINCIPAL  
Jyothi Engineering College  
Cheruthuruthy P.O.- 679 531

True Copy Attested

ruler



### Orientation programme/Date of joining

Please report at Federal Knowledge & Development Centre (FKDC), Federal Heights, Bye Pass Junction, Aluva - 683 101, Kerala on 30<sup>th</sup> July 2018 before 09.00 a.m., for two weeks orientation programme from 30.07.2018 to 10.08.2018. The appointment will be effective from the date of commencement of the orientation programme. The programme is residential and Boarding/Lodging facilities will be provided by the Bank. On completion of the orientation programme on 10.08.2018 at 05.00 p.m., you will have to report for duty on 14.08.2018 at the Branch/Office to which you are posted. Accommodation will be provided at Federal Knowledge & Development Centre from 29.07.2018 onwards. The offer of appointment is valid only up to 30.07.2018.

### Place of Posting

Your initial place of posting will be intimated to you during the period of Orientation Programme.

### Remuneration

You will be on a pay scale of ` 11765 - 655/3 - 13730 - 815/3 - 16175 - 980/4 - 20095 - 1145/7 - 28110 - 2120/1 - 30230 - 1310/1 - 31540 as applicable to Clerical Staff of the Bank. The total monthly emoluments eligible to be received by a Clerical Staff at Kochi initially would be as follows.

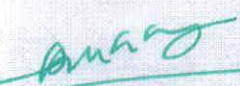
Basic Pay	13,075.00 *
Special Allowance	1,013.31
Dearness Allowance	7,453.00
Transport Allowance	425.00
HRA	1,176.75
Total	23,143.06

\* Includes 2 Graduation Increments of ` 655/- each.

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

HRA would change depending upon the place of posting.

During the period of probation/on confirmation in service, you will also be eligible for the facility of reimbursement of hospitalization expenses, medical aid, closing allowance, reimbursement of cost of brief case/office bag (on confirmation), reimbursement of cost of one newspaper (on confirmation), Leave Fare Concession, Privilege Leave, Sick Leave, Casual Leave, etc., subject to the rules in force and as amended, altered or added from time to time. On confirmation and on completion of stipulated period of service, you would also be eligible for various Staff Loans prevailing in the Bank,

  
Dr. SUNNY JOSEPH KALAYATHANKAL  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
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PRINCIPAL  
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Cheruthuruthy P.O.- 679 531



including housing loan, etc., subject to the rules in force and as amended, altered or added from time to time. (Details of monthly emoluments /allowances are annexed)

### Pre-induction e-learning programme & Periodic Assessment Tests (PATs)

As part of continuous learning approach, Bank will be conducting a pre-induction e-learning programme which helps you understand basic banking functions and terminologies. Completing this e-learning programme is a pre-requisite for joining the Induction programme, details of which will be intimated to you in due course by Federal Knowledge & Development Centre (FKDC). Participation in Periodic Assessment Test conducted by the Bank from time to time during the period of probation is mandatory.

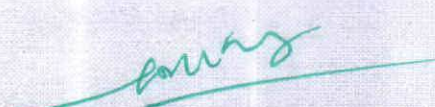
Page 1 of 4

### Probation/Confirmation

Your appointment will be on probation for a period of six months. The period of probation will be counted for calculating the period of permanent service and for the purpose of granting increments. The period of probation is liable to be extended, if you have not satisfactorily completed the initial period of probation. During the period of probation, if your work, health, conduct or efficiency is found not satisfactory, your service is liable to be terminated at any time giving you one month notice or by paying one month's pay and allowances in lieu of notice. During the period of probation, you are not expected to involve directly or indirectly in the activities of any trade union of the Bank or of any other Bank or of other organization.

### Joining formalities

At the time of reporting for orientation programme, you will have to submit the following papers/certificates/documents:

  
Dr. SUNNY JOSEPH KALUMTHI, the following  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths)  
PRINCIPAL

Jyothi Engineering College  
Cheruthuruthy P.O.- 679 531

- Personal data form duly filled in (format attached).
- Originals of SSC/SSLC/Matriculation Book/Certificate and final certificates of Graduation (Qualifying Examination). These certificates will be kept under the custody of the Bank and will be released to the candidate on completion of 2 years of service in the Bank.
- Originals of all the documents, certificates and marklists of all semester/yearly examinations evidencing date of birth and academic/professional qualification with three sets of self-attested copies. In case the result of any of the previous semesters/years or final semester/year examination is not published at the time of joining the orientation programme, a certificate to that effect is to be produced from the College/University at the time of joining for the orientation programme.
- Statement about your medical history and a certificate of fitness for employment in the Bank, from a Doctor not below the rank of Civil Surgeon/Chief Medical Officer of a Government Hospital, in the format attached. Medical certificate from Private Hospitals will not be accepted.



Date: 10<sup>th</sup> April 2018

Ops pending for this Loi

### LETTER OF INTENT

Dear **JERIN BABU P**

Congratulations!!!

We are pleased to inform you that you have been short listed for an offer of employment with HGS. We request you to submit required document on the date specified below as discussed by your recruiter. Your permanent offer letter will be provided on the date of joining subjected to completion of documentation and clearing the required as prescribed by HGS.

Designation: - TSE Level: -DS1T Process Name: - DSL

**Please bring along the following documents:**

1. Updated copy of the resume.
2. 6 Passport size photographs with white background.
3. Photo ID proof.(Passport/ Pan Card/ Voter's ID/ Driving License/ Learner's License or any government issued document with full date of birth)
4. Address Proof
5. 10<sup>th</sup>, 12<sup>th</sup> & Highest Qualification Mark Sheets (Each Year/Each Semester wise), Highest Qualification Degree or Provisional Degree Certificate.
6. PAN Card.
7. All employment service/experience letters.

**Proposed salary: - Annual cost to the company.**

Compensation	
Annual CTC	INR. 126720/-
Monthly Gross	INR. 8564/-
Fixed	INR. 8000/-
Incentives (Applicable from 3rd month)	INR. (0 - 967)

Deduction	
PF (Employee)	INR. 402/-
PF (Employer)	INR.
Insurance	INR.
ESI	INR. 129/-

Note: → Monthly gross salary of INR 15000/- and above is not eligible for ESI benefit.

→ Professional tax of INR 150 is applicable for salary range of INR 10000 – 14999 and INR 200 for INR 15000 & above.

I hereby declare that I have clearly understood the above mentioned aspects regarding my job.

Name of the Employee: -

Signature: -

Date: -

Recruiter Name :-M.Senthil kumar

Contact Number:-8951227701

Please note that this LOI is subjected to review and change as per company HR policies.

*[Signature]*  
**Dr. SUNNY JOSEPH KALAYATHANKAL**  
 M.Tech, MCA, M.Sc, M.Phil, B.Ed  
 Ph.D (Computer Science), Ph.D (Maths)

**This Copy Attested**



Our Ref.:

OFFER LETTER

ELCOMPO®



REGISTRATION NO : U32106TN1973PTC006318

Dear Mr. JESWIN JOSE

KALEELAZHIKOM TINY COTTAGE

VALAKOM PO, KOTTARAKARA,

KOLLAM at Jyothi Engineering College, Cheruthuruthy, Thrissur Date: 15/03/2018

We are pleased to inform you that you have been shortlisted for provisional Employment as Maintenance Engineer in *Elcompo Electronics Industries Pvt Ltd.* for the Salary of Rs.10,000 per month (Inclusive of Incentives) and Joining Date on 19/09/2018.

You are treated as a one year Trainee. After one year completion we have a performance review to continue stay with the company.

Your employment is assured subject to your undergoing skill training for the said position at our company and requested to report to the HR department at the address given below.

Please come with the letter to undergo the training and note that the successful completion of training cum assessment is essential for the job.

Terms & Conditions:

1. The students should bring the Mark Sheets Xerox, Aadhar & Pan Card Xerox at the time of joining.
2. The students should join the company at mentioned date if not meet strictly offer cancelled.

For Elcompo Electronics Industries Pvt. Ltd,

B. P.

(Authorized Signatory - Mr. Y. Raj/HR)



Dr. SUNNY JOSEPH KALAYATHANKAL

M.Tech, MCA, M.Sc, M.Phil, B.Ed

Ph.D (Computer Science), Ph.D (Maths)

PRINCIPAL

Jyothi Engineering College  
Cheruthuruthy P.O. - 679 531

True Copy Attested

**ELCOMPO ELECTRONIC INDUSTRIES PRIVATE LTD.,**

Reg.Off & Factory : Plot No. 31,32, & 33, Functional Industrial Estate, Perungudi, Chennai - 600 096. INDIA

Phone : 24961471 - 24962693

Email : elcompo@gmail.com

Website : www.elcompo.com



Date: 10<sup>th</sup> April 2018

Ops pending for this Loi

**LETTER OF INTENT**

Dear JITHIN KC

Congratulations!!!

We are pleased to inform you that you have been short listed for an offer of employment with HGS. We request you to submit required document on the date specified below as discussed by your recruiter. Your permanent offer letter will be provided on the date of joining subjected to completion of documentation and clearing the required as prescribed by HGS.

Designation: - TSE Level: -DS1T Process Name: - DSL

Please bring along the following documents:

1. Updated copy of the resume.
2. 6 Passport size photographs with white background.
3. Photo ID proof.(Passport/ Pan Card/ Voter's ID/ Driving License/ Learner's License or any government issued document with full date of birth)
4. Address Proof
5. 10<sup>th</sup>, 12<sup>th</sup> & Highest Qualification Mark Sheets (Each Year/Each Semester wise), Highest Qualification Degree or Provisional Degree Certificate.
6. PAN Card.
7. All employment service/experience letters.

Proposed salary: - Annual cost to the company.

Compensation	
Annual CTC	INR. 126720/-
Monthly Gross	INR. 8564/-
Fixed	INR. 8000/-
Incentives (Applicable from 3rd month)	INR. (0 - 967)

Deduction	
PF (Employee)	INR. 402/-
PF (Employer)	INR.
Insurance	INR.
ESI	INR. 129/-

Note: → Monthly gross salary of INR 15000/- and above is not eligible for ESI benefit.

→ Professional tax of INR 150 is applicable for salary range of INR 10000 - 14999 and INR 200 for INR 15000 & above.

I hereby declare that I have clearly understood the above mentioned aspects regarding my job.

Name of the Employee: -

Signature: -

Date: -

**True Copy Attested**

Please note that this LOI is subjected to review and change as per company HR policies.

**Dr. SUNNY JOSEPH KALAYATHANKAL**

M.Tech, MCA, M.Sc, M.Phil, B.Ed

Ph.D (Computer Science), Ph.D (Maths)

PRINCIPAL  
Jyothi Engineering College  
Cheruthuruthy P.O.- 679 531

Recruiter Name :-M.Senthil kumar

Contact Number:-8951227701





JITHIN.K.C

Tech7 Automation Systems (I) Pvt. Ltd.,  
Coimbatore

True Copy Attested

*[Signature]*

Dr. SEPH KALAYATHANKAL  
A, M.Sc, M.Phil, B.Ed  
Science), Ph.L (Maths)  
PRINCIPAL  
Engineering College  
thuv PO - 679 521



27

Ref:1582471/699727/Permt

Date: 10th April, 2018

Jhon Prakash  
Puthoor (H)  
Chazhoo P.O.  
Thrissur  
PIN 680571

Subject: Offer of Appointment

Dear Jhon,

It is our pleasure to welcome you to Tech Mahindra Limited.

1. With reference to our discussions, we are pleased to offer you appointment in our Organization as **Associate Technical Support on U1 band**, operating out of our **Hyderabad** office.
2. Your "Annual Total Cost To Company" will be **Rs. 258369 (Rupees Two Lakhs Fifty Eight Thousand Three Hundred Sixty Nine Only)**. Please refer **Annexure-A** for details on the compensation and statutory deductions. Your remuneration package is strictly confidential between you and The Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever.
3. Your employment with us will be governed by terms and conditions as specified in **Annexure-B**.
4. You are required to join on **11th April, 2018** and report to **Rajeev Kushwaha** at 12:00 PM to complete the joining formalities at **Hyderabad**. The Offer stands withdrawn thereafter, unless the date is extended and communicated to you in writing. At the time of joining, you are expected to carry originals of the documents as per **Annexure - D** and submit the copies of the same to the HR Team.
5. Please note that this Offer is subject to your being given a clear background check either at the time of reporting/joining or thereafter depending upon our receipt of the background check report from the agency.
6. Kindly acknowledge acceptance of this Offer of Appointment by signing and returning the 'acceptance copy' to **Rajeev Kushwaha** latest by **11th April, 2018**. In case of further clarifications, please get in touch with Offers Team (on E-Mail: **Offers@Techmahindra.com**, and quote the Reference No. as mentioned above).

With Best Wishes  
For Tech Mahindra Limited.

Vishal

Vishal Khanna  
Head - Resource Management Group

Encl: Annexure-A (Salary Structure), Annexure-B (Important / Indicative Terms & Conditions of Employment), Annexure-C (Medical Self declaration), Annexure-D (Check List of Documents), Annexure-E (Confidentiality Agreement), Annexure F - Intellectual property Assignment, Annexure-G - General Covenant, Annexure H -(Acknowledgement),

Accepted  
Date:

Signature of Candidate:

True Copy Attested

Dr. SUNNY JOSEPH KALAYATHANKAL  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths)



Annexure - A

NAME	Jhon Prakash
TITLE	Associate Technical Support
BAND	U1
LOCATION	Hyderabad
COMPONENTS	Per Annum (All figures in INR)
BASIC (@30% OF TOTAL FIXED PAY)	67500
DA (@50% OF BASIC)	33750
TRANSPORT ALLOWANCE	24000
STATUTORY BONUS	13500
EMPLOYER'S CONTRIBUTION TO PROVIDENT FUND (@12% OF BASIC PAY)	8100
EMPLOYER'S CONTRIBUTION TO ESI (@4.75%)	10969
PERSONAL PAY	67181
TOTAL FIXED PAY..... (A)	225000
TOTAL VARIABLE PAY (TVP)..... (B)	25000
ADDITIONAL BENEFITS..... (C)	8369
GRATUITY	3247
INSURANCE PREMIUMS (towards GTLI, GMIP AND GPAI)	5122
TOTAL COST TO COMPANY..... (D) = (A) + (B) + (C)	258369

- 1. Salary:** Your salary will be paid monthly through bank transfer on the last day of the month, for which you would be required to open a Bank A/c with any of the Companies specified Bank/s. Disbursement of Salary is subject to your regular attendance, submission and updation of Permanent Account Number (PAN) details in the company's records.
- 2. Flexible Benefit Plan (as applicable):** Associates will also be given an option of restructuring their Flexible component of their TFP as per the "Flexi Benefit Plan" under the following heads as per eligibility specified in the applicable policy:

Component	Max Limit
Leave Travel Assistance	
Medical Reimbursement	
Residential Telephone Reimbursement	
Car Scheme Policy	
Fuel & Maintenance	
Driver Salary	
Superannuation	
National Pension Scheme	

Post utilization of applicable max limits as mentioned above, balance amount if any, shall be paid as taxable amount under Additional Personal Pay component.

- 3. \*Applicable, only if company transport is not availed.**

(Contd...)

True Copy Attested

Dr. SUNNY JOSEPH KALAYATHANKAL  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths)  
PRINCIPAL





SUTHERLAND

PROVISIONAL OFFER LETTER

28

Campus Name: Jyothi Engineering College

Date : 4/14/2018

Dear jojo Lonappan - BTech (Non Voice)

**Congratulations!!!**

**Welcome to the Sutherland Family.....**

With reference to the Interview you had with us, we are pleased to inform that you have been short listed as a "Consultant". Your employment with us will be established on clearing further rounds of interview which would be conducted at our Velachery facility (45A, Velachery Main Road, Vijayanagaram, Chennai 600 042). The offer letter can be collected from the same venue.

We at Sutherland are privileged to have you with us and we look forward to launching your successful career with us.

You may have to furnish the following documents on clearing further rounds of interview for completing the joining formalities

- 10 Passport size photographs
- 10th & 12th and UG/PG education certificates
- Address & ID Proof( Ration card, Driving license/Passport, PAN Card, Voter ID Etc)
- 2 reference letters
- Medical Fitness Certificate- saying you are fit enough to work in night shifts
- Offer letter / Relieving letter / Last 3 consecutive months pay slips (Applicable only for experienced candidates)

Note: Please produce this letter at the reception.

Yours sincerely,

Sutherland

Authorized Signatory

Candidate Acceptance

Sutherland Global Services Pvt. Ltd.  
45-A, Velachery Main Road  
Vijayanagaram  
Chennai, Tamilnadu, PIN 600042

TelNo:+91.44.4391.7884

CIN:U72200TN2000PTC045578

Dr. SUNNY JOSEPH KALAYATHANKAL  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths)  
PRINCIPAL



Date: 10<sup>th</sup> April 2018

29



Ops pending for this Loi

### LETTER OF INTENT

Dear KRISHNAKUMAR

Congratulations!!!

We are pleased to inform you that you have been short listed for an offer of employment with HGS. We request you to submit required document on the date specified below as discussed by your recruiter. Your permanent offer letter will be provided on the date of joining subjected to completion of documentation and clearing the required as prescribed by HGS.

Designation: - TSE Level: -DS1T Process Name: - DSL

**Please bring along the following documents:**

1. Updated copy of the resume.
2. 6 Passport size photographs with white background.
3. Photo ID proof. (Passport/ Pan Card/ Voter's ID/ Driving License/ Learner's License or any government issued document with full date of birth)
4. Address Proof
5. 10<sup>th</sup>, 12<sup>th</sup> & Highest Qualification Mark Sheets (Each Year/Each Semester wise), Highest Qualification Degree or Provisional Degree Certificate.
6. PAN Card.
7. All employment service/experience letters.

**Proposed salary: - Annual cost to the company.**

Compensation	
Annual CTC	INR. 126720/-
Monthly Gross	INR. 8564/-
Fixed	INR. 8000/-
Incentives (Applicable from 3rd month)	INR. (0 - 967)

Deduction	
PF (Employee)	INR. 402/-
PF (Employer)	INR.
Insurance	INR.
ESI	INR. 129/-

Note: → Monthly gross salary of INR 15000/- and above is not eligible for ESI benefit.

→ Professional tax of INR 150 is applicable for salary range of INR 10000 - 14999 and INR 200 for INR 15000 & above.

I hereby declare that I have clearly understood the above mentioned aspects regarding my job.

Name of the Employee: -

Signature: -

Date: -

Recruiter Name :-M.Senthil kumar

Contact Number:-8951227701

Please note that this LOI is subjected to review and change as per company HR policies.

Dr. SUNNY JOSEPH KALAYATHANKAL  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths)  
PRINCIPAL



Our Ref.:

OFFER LETTER

ELCOMPO®



REGISTRATION NO : U32106TN1973PTC006318

Dear Mr. LEO PORINCHU JOY  
KONKOTH HOUSE,  
(P O) VIYYUR,

THRISSUR at Jyothi Engineering College, Cheruthuruthy, Thrissur Date: 15/03/2018

We are pleased to inform you that you have been shortlisted for provisional Employment as Maintenance Engineer in *Elcompo Electronics Industries Pvt Ltd.* for the Salary of Rs.10,000 per month ( Inclusive of Incentives ) and Joining Date on 19/09/2018.

You are treated as a one year Trainee. After one year completion we have a performance review to continue stay with the company.

Your employment is assured subject to your undergoing skill training for the said position at our company and requested to report to the HR department at the address given below.

Please come with the letter to undergo the training and note that the successful completion of training cum assessment is essential for the job.

Terms & Conditions:


1. The students should bring the Mark Sheets Xerox, Aadhar & Pan Card Xerox at the time of joining.
2. The students should join the company at mentioned date if not meet strictly offer cancelled.

For Elcompo Electronics Industries Pvt. Ltd,

B. Jeyaraj

( Authorized Signatory - Mr. Yuvraj HR )



  
**Dr. SUNNY JOSEPH KALAYATHANKAL**  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths)  
PRINCIPAL  
Jyothi Engineering College  
Cheruthuruthy P.O.- 679 531

True Copy Attested

**ELCOMPO ELECTRONIC INDUSTRIES PRIVATE LTD.,**

Reg.Off & Factory : Plot No. 31,32, & 33, Functional Industrial Estate, Perungudi, Chennai - 600 096. INDIA

Phone : 24961471 - 24962693

Email : elcompo@gmail.com

Website : www.elcompo.com



243  
(81)

Date: 26-Feb-19

**Livin Varghese**  
Jyothi Engineering College, Cheruthuruthy

**Appointment Offer: Software Engineer**

Dear Livin,

Following your interview with us, we are pleased to appoint you as **Software Engineer** in IBS Software Pvt. Ltd. (the "**Company**"), subject to your acceptance of the terms and conditions contained herein.

**Terms and conditions of the Offer**

**1. Pre-requisites**


- a) This appointment and continuance of your employment will be subject to your being medically fit by our medical panel and also subject to you clearing the background verification exercise undertaken by the company. A consent form is attached along with this offer letter. You are required to return a signed consent form for initiating the background verification on the date of joining.
- b) You will have to bring 5 copies of your latest passport size colour photographs, and the originals and one set of copies of all certificates specified in Annexure 1 on the joining date. Your appointment will be subject to verification of your certificates against the information provided by you in your resume and during the interview.

**2. Posting**

Your initial posting would be at the office of the Company situated at Unit No's 401 & 402, SCK-01, Smartcity Campus, Thengode PO, 682030, Kakkanad, Kerala. Your services are, however, liable to be transferred to any of our other offices or offices of our existing or future affiliates, clients or associates, in India or abroad, at the sole discretion of the Company.

**3. Reporting Date**

Your date of joining will be intimated by June 2019.

  
Dr. SUNNY JOSEPH KALAYATHANKAL  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths)  
PRINCIPAL  
Jyothi Engineering College

True Copy Attested



**4. Probationary Period**

- a) You will be on probation for a period of six months from the actual date of your joining, which period may be extended by the Company depending on your performance. You will continue to be on probation unless and until you are expressly confirmed in the regular service of the Company. On successful completion of your probation, as may be judged by the Company, you may be confirmed, if your services are found satisfactory.
- b) Prior to your confirmation, if the Company in its opinion is not satisfied with your work and/or conduct, your probation shall be liable to termination without any notice or assigning any reason whatsoever.

**5. Compensation**

Your compensation details are as stated in the table below.

Compensation Details		Job Level: 3
	Fixed Remuneration	Amount in INR
Sl. No.	Component	Monthly
1.	Basic Pay	9,000
2.	HRA	3,600
3.	Transport Allowance	1,600
4.	Special Allowance	10,950
5.	Food Vouchers	1,050
6.	Employer's contribution to Provident Fund (As per Provident Fund Act 1952)	1,800
7.	<b>Monthly Gross Earnings (Fixed)</b>	<b>28,000</b>
Gratuity will be paid as per Payment of Gratuity Act, 1972.		

In addition to the MGE, you will be entitled to the company's medical assistance scheme for self, spouse and children. This scheme provides medical insurance cover up to Rs.1,00,000/- per annum for in-patient treatment subject to the conditions mentioned in the insurance cover.

From your date of joining you can avail the medical assistance for out-patient treatment also. This scheme entitles you, your spouse and children to reimbursement of medical expenses incurred for out-patient treatment at the Company's designated hospitals on a co-pay basis.

- a) The Company provides transportation facilities to its employees as per policy. A monthly conveyance charge would be deducted from your MGE if you wish to avail the Company transportation. This conveyance charge is fixed based on your residential location and your Job Level.

*Amur*  
**Dr. SUNNY JOSEPH KALAYATHANKAL**  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths)  
PRINCIPAL



- b) You will not be entitled to any payment, amenities or benefits other than those mentioned above.

**6. Working Week & Leave**

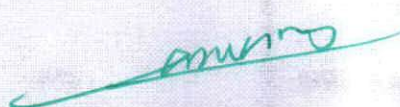
- a) The normal working days per week and working hours per day of the Company are from Monday to Friday and from 8.30 A.M to 5.30 P.M., with a lunch break of 45 minutes, respectively. The normal working days and normal hours of work can be changed by the Company to suit the exigencies of work programmes and emergencies.
- You can adjust your working hours on a normal working day for effective achievement of business goals, along with your personal requirements.
  - The entry timing can be anytime between 8 AM and 10 AM on a normal working day and the exit timing will be between 5 PM and 7 PM.
  - Attendance shall be mandatory between 10 AM and 5 PM.
  - Every employee should clock minimum 41.25 hours at work (excluding lunch break) every week. Any time less than this has to be applied as leave.
  - The flexible working hours will not be applicable for resources on client/product support, as they are already on a revised shift schedule defined by a roster.
- b) Holidays would be as per the list declared by the Company from time to time.
- c) As an employee of the Company you will be entitled to 11 days earned leave and 11 days casual leave per annum. In addition, you will also be eligible for sick leave, maternity leave as per the Maternity Benefit Amendment Act, 2017 or paternity leave, as applicable and examination leave as per leave policy of the Company. No other leave will be applicable.

**7. Promotion**

Promotions will be based on your performance, contribution and as per the rules and regulations of the Company relevant and applicable.

**8. Travel**

You may be required to travel within India and overseas for the purpose of work and/or training whenever required by the Company and you will be required to remain outside India for such period as may be determined by the Company. For this purpose, you shall be required to enter into such agreements as may be required by the Company from time to time to protect the interests of the Company. All expenses including, flight tickets, hotel accommodation etc., that may be incurred in connection with such travel will be borne by the Company. You must have a valid passport while joining the Company and a copy of the passport must be deposited with the Company. Company will take responsibility for arranging travel visas and other formalities.

  
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M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths)  
PRINCIPAL



**9. Minimum Period of Service**

Your employment is governed by a two year service agreement and you are required to execute a bond / contract guaranteeing a sum of Rs.2,00,000/- (Rupees Two lakh) to be payable to the Company in accordance with the terms and conditions of such contract. The above contract shall also be signed by two sureties, one of whom should be your parent.

**10. Notice Period & Termination of Employment.**

- a) Either party may terminate the agreement, for any reason or on convenience, by giving two months' notice to the other party without assigning any reason whatsoever.
- b) Notwithstanding anything contained above, the Company reserves the right to terminate your employment with the Company:
  - vi. by giving one month's notice or notice pay in lieu thereof, if you become unfit for work or are unable to discharge your duties or are negligent or irregular or inefficient in the discharge of your duties;
  - vii. with immediate effect, if you commit a breach of any of the covenants and obligations to be observed and performed by you under these presents or in relation to the service under these presents or rules and regulations of the Company notified from time to time;
  - viii. with immediate effect, if you are guilty of misconduct as judged by the Company or fail to carry out all orders and instructions issued to you.

**11. Regulations**

- a) Your employment will be governed by, and you are bound to abide by, the decisions, directives, rules and regulations of the Company which may be notified from time to time. You are expected to devote your entire working time, energy, and attention exclusively to the work of the Company, and should not take up any other direct or indirect business or work, honorary or otherwise, while in employment with the Company, unless so permitted in writing by the Company. You are expected to refrain from engaging yourself in any assignment/employment which may create a conflict of interest in duly exercising your responsibilities associated with the position offered hereunder.
- b) You are expected to work diligently, faithfully and to the best of your ability in serving the Company and to use the best of your endeavour to promote the interests of the Company and perform all duties that may be entrusted to you from time to time.
- c) You shall be responsible for the safe keeping of all Company property that is being used by you or left in your custody or charge and shall upon the request of the Company or termination of your service, whichever is earlier,

  
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M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths)



deliver to the Company all the properties of the Company, in your custody or possession.


- d) All intellectual properties rights in, India and abroad, for the full term of such rights, in any "work" (as defined under the Copyright Act, 1957 and as amended from time to time) or in any other matter including but not limited to, documents, computer software and databases or papers, of any type including all improvements) conceived / created / made fully or in part (whether or not during regular office / business hours) by you during your period of employment with the Company, shall stand automatically vested in and be the sole and exclusive property of the Company and shall be disclosed in writing promptly to the Company. You shall also at the cost of the Company execute and register, all documents required, statutorily or otherwise by the Company, to further confirm the above ownership rights in favour of the Company.
- e) You shall execute the Security and Confidentiality Regulations of the Company with respect to protection of confidential information of the Company.
- f) You understand that if you are deputed on any work/assignment/project at locations specified by customers, you will gain extensive knowledge and information of customers' business and their specific requirements and skills by closely working with the customers, which would be of great value to the Company, and which knowledge, information and skills the Company would want to utilise on completion of such deputation. Customers in this context shall mean clients, business partners, business associates, subsidiaries, affiliates or any other legal entity or business unit with whom the Company has business relationship. Moreover, you also understand that the Company would be expending considerable cost for such deputation. Therefore, you agree that after completion of such deputation for a duration of more than 45 days, you continue in employment with the Company for a period of at least 6 months from the end of such deputation.
- g) You shall at any times be liable for the disciplinary actions including warning, suspension, discharge and dismissal for unsatisfactory performance, causing damage/ financial loss to the Company, committing breach of any service conditions or misconduct such as irregular attendance, unauthorised absence, misbehaviour, theft, misappropriation/ fraud, dishonesty, immorality, conviction, falsification of documents/ records or information given in your bio-data/ application for securing job in the Company or any undesirable acts which in the opinion of the Company is prejudicial and detrimental to the interest of the Company. Pending disciplinary action, you can be suspended from service.
- h) During your employment with Company and for a period of one (1) year immediately following termination of your employment, for any reason whatsoever, you shall not:
  - i) directly or indirectly, either on your own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee,

  
Dr. SUNNY JOSEPH KALAYATHANKAL  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science) Ph.D (AI & ML)



committee member, office bearer or shareholder, own, operate, assist, take up employment in, participate in or be associated with, in the country of employment, any concern/entity that is engaged in developing, designing, producing, marketing, or selling, software products or services in competition with the Company, to the travel, transportation and logistics industry and such other industry the Company will serve in future. You acknowledge and agree to this restriction, considering the Confidential and Proprietary Information of the Company, coming to your knowledge and possession during your tenure with the Company, which if disclosed to or shared with or made use by such competitors, may prejudicially affect and jeopardise the Company's interest.;

- ii) directly or indirectly contact, seek or accept employment with any third party (including past, present or prospective customers) that you have interacted with, or have provided any services to whether directly or indirectly during the course of your employment with the Company or solicit, entice, take away or attempt to contact, solicit, entice or take such third parties away from Company or in any way damage their business relationship with the Company. You acknowledge that any violation to this obligation may result in legal proceedings for actual damages ensued to the Company; or
  - iii) directly or indirectly, either on your own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member or office bearer, directly or indirectly, contact, recruit, solicit or hire any of the employees of the Company, or induce or attempt to induce any employee of the Company to terminate his/her employment with, or otherwise cease or damage his/her relationship with the Company.
- i) This Appointment Offer is to be read in conjunction with the rules and regulations, codes and policies, laid down by the Company from time to time. In the event any conflict arises between Appointment Offer and the rules and regulations laid down by the Company from time to time, such rules and regulations shall prevail.
  - j) The service conditions mentioned in this Appointment Offer are not subject to any amendments unless communicated by the authorised officer nominated by the Company for this purpose.
  - k) If any of the clauses or sub clauses of this Appointment Offer become invalid or be so judged, the remaining clauses or sub clauses shall be deemed severable and shall remain in full force and effect.
  - l) The Company reserves the right to initiate legal proceedings for any breach by you of any of terms of your employment.

  
Dr. SUNNY JOSEPH KALAYATHANKAL  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science)



- m) This Appointment Offer shall be governed and construed in accordance with the laws of India.
- n) In the event of any dispute between the parties hereto regarding or arising out of this Appointment Offer, the Courts in Trivandrum, Kerala, shall have the sole jurisdiction, to the exclusion of all other courts that may otherwise have had jurisdiction.
- o) This employment offer is made based on complete reliance to the representations you have provided to us, during our discussions prior to the release of the offer and other documents submitted by you. Any misrepresentation either oral or written or any fraud or forgery related to your representations or any documentation submitted revealed through your background verification may result in revocation of this offer. The Company reserves to terminate your employment, if such fraud, forgery or misrepresentation is cited, post acceptance of this offer or during employment with the Company.
- p) The offer is extended relying on your representation that you suffer no incapacities, either legal or contractual, from accepting this offer of employment or fulfilling any of the potential employment responsibilities, which may include but is not limited to, your non-compete obligations with your previous employer/s.

For any additional information or clarification on any of the above terms and conditions, please do not hesitate to contact us.

Yours Sincerely,


**For IBS Software (P) Ltd.**

**Jayan P**  
**(Sr.Vice President & Head of Global Human Resources)**

I have read and understood the terms and conditions of the above Appointment Offer and I hereby voluntarily and unconditionally accept the same.

Signed by :  
Name :  
Date :

**True Copy Attested**

  
**Dr. SUNNY JOSEPH KALAYATHANKAL**  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths)  
PRINCIPAL  
Jyothi Engineering College  
Cheruthuruthy P.O. - 679 531



Date: 10<sup>th</sup> April 2018



Ops pending for this Loi

## LETTER OF INTENT

Dear **MARTIN JOSEPH**

Congratulations!!!

We are pleased to inform you that you have been short listed for an offer of employment with HGS. We request you to submit required document on the date specified below as discussed by your recruiter. Your permanent offer letter will be provided on the date of joining subjected to completion of documentation and clearing the required as prescribed by HGS.

Designation: - TSE Level: -DS1T Process Name: - DSL

**Please bring along the following documents:**

1. Updated copy of the resume.
2. 6 Passport size photographs with white background.
3. Photo ID proof. (Passport/ Pan Card/ Voter's ID/ Driving License/ Learner's License or any government issued document with full date of birth)
4. Address Proof
5. 10<sup>th</sup>, 12<sup>th</sup> & Highest Qualification Mark Sheets (Each Year/Each Semester wise), Highest Qualification Degree or Provisional Degree Certificate.
6. PAN Card.
7. All employment service/experience letters.

**Proposed salary: - Annual cost to the company.**

Compensation	
Annual CTC	INR. 126720/-
Monthly Gross	INR. 8564/-
Fixed	INR. 8000/-
Incentives (Applicable from 3rd month)	INR. (0 - 967)

Deduction	
PF (Employee)	INR. 402/-
PF (Employer)	INR.
Insurance	INR.
ESI	INR. 129/-

Note: → Monthly gross salary of INR 15000/- and above is not eligible for ESI benefit.

→ Professional tax of INR 150 is applicable for salary range of INR 10000 – 14999 and INR 200 for INR 15000 & above.

I hereby declare that I have clearly understood the above mentioned aspects regarding my job.

Name of the Employee: -

Signature: -

Date: -

Recruiter Name :-M.Senthil kumar

Contact Number:-8951227701

Please note that this LOI is subjected to review and change as per company HR policies.

*Sunny Joseph*  
Dr. **SUNNY JOSEPH KALAYATHANKAL**  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths)  
PRINCIPAL



Date: 26-Feb-19

**Nidhin Jaison**  
Jyothi Engineering College, Cheruthuruthy

**Appointment Offer: Software Engineer**

Dear Nidhin,

Following your interview with us, we are pleased to appoint you as **Software Engineer** in IBS Software Pvt. Ltd. (the "**Company**"), subject to your acceptance of the terms and conditions contained herein.

**Terms and conditions of the Offer**

**1. Pre-requisites**


- a) This appointment and continuance of your employment will be subject to your being medically fit by our medical panel and also subject to you clearing the background verification exercise undertaken by the company. A consent form is attached along with this offer letter. You are required to return a signed consent form for initiating the background verification on the date of joining.
- b) You will have to bring 5 copies of your latest passport size colour photographs, and the originals and one set of copies of all certificates specified in Annexure 1 on the joining date. Your appointment will be subject to verification of your certificates against the information provided by you in your resume and during the interview.

**2. Posting**

Your initial posting would be at the office of the Company situated at Unit No's 401 & 402, SCK-01, Smartcity Campus, Thengode PO, 682030, Kakkanad, Kerala. Your services are, however, liable to be transferred to any of our other offices or offices of our existing or future affiliates, clients or associates, in India or abroad, at the sole discretion of the Company.

**3. Reporting Date**

Your date of joining will be intimated by June 2019.

  
Dr. SUNNY JOSEPH KALAYATHANKAL  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths)  
PRINCIPAL



#### 4. Probationary Period

- a) You will be on probation for a period of six months from the actual date of your joining, which period may be extended by the Company depending on your performance. You will continue to be on probation unless and until you are expressly confirmed in the regular service of the Company. On successful completion of your probation, as may be judged by the Company, you may be confirmed, if your services are found satisfactory.
- b) Prior to your confirmation, if the Company in its opinion is not satisfied with your work and/or conduct, your probation shall be liable to termination without any notice or assigning any reason whatsoever.

#### 5. Compensation

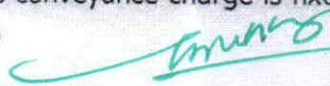
Your compensation details are as stated in the table below.

Compensation Details		Job Level: 3
	Fixed Remuneration	Amount in INR
Sl. No.	Component	Monthly
1.	Basic Pay	9,000
2.	HRA	3,600
3.	Transport Allowance	1,600
4.	Special Allowance	10,950
5.	Food Vouchers	1,050
6.	Employer's contribution to Provident Fund (As per Provident Fund Act 1952)	1,800
7.	<b>Monthly Gross Earnings (Fixed)</b>	<b>28,000</b>
Gratuity will be paid as per Payment of Gratuity Act, 1972.		

In addition to the MGE, you will be entitled to the company's medical assistance scheme for self, spouse and children. This scheme provides medical insurance cover up to Rs.1,00,000/- per annum for in-patient treatment subject to the conditions mentioned in the insurance cover.

From your date of joining you can avail the medical assistance for out-patient treatment also. This scheme entitles you, your spouse and children to reimbursement of medical expenses incurred for out-patient treatment at the Company's designated hospitals on a co-pay basis.

- a) The Company provides transportation facilities to its employees as per policy. A monthly conveyance charge would be deducted from your MGE if you wish to avail the Company transportation. This conveyance charge is fixed based on your residential location and your Job Level.

  
Dr. SUNNY JOSEPH KALAYATHANKAL  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths)



- b) You will not be entitled to any payment, amenities or benefits other than those mentioned above.

**6. Working Week & Leave**

- a) The normal working days per week and working hours per day of the Company are from Monday to Friday and from 8.30 A.M to 5.30 P.M., with a lunch break of 45 minutes, respectively. The normal working days and normal hours of work can be changed by the Company to suit the exigencies of work programmes and emergencies.
- i. You can adjust your working hours on a normal working day for effective achievement of business goals, along with your personal requirements.
  - ii. The entry timing can be anytime between 8 AM and 10 AM on a normal working day and the exit timing will be between 5 PM and 7 PM.
  - iii. Attendance shall be mandatory between 10 AM and 5 PM.
  - iv. Every employee should clock minimum 41.25 hours at work (excluding lunch break) every week. Any time less than this has to be applied as leave.
  - v. The flexible working hours will not be applicable for resources on client/product support, as they are already on a revised shift schedule defined by a roster.
- b) Holidays would be as per the list declared by the Company from time to time.
- c) As an employee of the Company you will be entitled to 11 days earned leave and 11 days casual leave per annum. In addition, you will also be eligible for sick leave, maternity leave as per the Maternity Benefit Amendment Act, 2017 or paternity leave, as applicable and examination leave as per leave policy of the Company. No other leave will be applicable.

**7. Promotion**

Promotions will be based on your performance, contribution and as per the rules and regulations of the Company relevant and applicable.

**8. Travel**

You may be required to travel within India and overseas for the purpose of work and/or training whenever required by the Company and you will be required to remain outside India for such period as may be determined by the Company. For this purpose, you shall be required to enter into such agreements as may be required by the Company from time to time to protect the interests of the Company. All expenses including, flight tickets, hotel accommodation etc., that may be incurred in connection with such travel will be borne by the Company. You must have a valid passport while joining the Company and a copy of the passport must be deposited with the Company. Company will take responsibility for arranging travel visas and other formalities.

*Amund*  
Dr. SUNNY JOSEPH KALAYATHANKAL  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths)  
PRINCIPAL



**9. Minimum Period of Service**

Your employment is governed by a two year service agreement and you are required to execute a bond / contract guaranteeing a sum of Rs.2,00,000/- (Rupees Two lakh) to be payable to the Company in accordance with the terms and conditions of such contract. The above contract shall also be signed by two sureties, one of whom should be your parent.

**10. Notice Period & Termination of Employment.**

- a) Either party may terminate the agreement, for any reason or on convenience, by giving two months' notice to the other party without assigning any reason whatsoever.
- b) Notwithstanding anything contained above, the Company reserves the right to terminate your employment with the Company:
  - vi. by giving one month's notice or notice pay in lieu thereof, if you become unfit for work or are unable to discharge your duties or are negligent or irregular or inefficient in the discharge of your duties;
  - vii. with immediate effect, if you commit a breach of any of the covenants and obligations to be observed and performed by you under these presents or in relation to the service under these presents or rules and regulations of the Company notified from time to time;
  - viii. with immediate effect, if you are guilty of misconduct as judged by the Company or fail to carry out all orders and instructions issued to you.

**11. Regulations**

- a) Your employment will be governed by, and you are bound to abide by, the decisions, directives, rules and regulations of the Company which may be notified from time to time. You are expected to devote your entire working time, energy, and attention exclusively to the work of the Company, and should not take up any other direct or indirect business or work, honorary or otherwise, while in employment with the Company, unless so permitted in writing by the Company. You are expected to refrain from engaging yourself in any assignment/employment which may create a conflict of interest in duly exercising your responsibilities associated with the position offered hereunder.
- b) You are expected to work diligently, faithfully and to the best of your ability in serving the Company and to use the best of your endeavour to promote the interests of the Company and perform all duties that may be entrusted to you from time to time.
- c) You shall be responsible for the safe keeping of all Company property that is being used by you or left in your custody or charge and shall upon the request of the Company or termination of your service, whichever is earlier,

**Dr. SUNNY JOSEPH KALAYATHANKAL**

M.Tech, MCA, M.Sc, M.Phil, B.Ed

Ph.D (Computer Science), Ph.D (Maths)



Our Ref.:

OFFER LETTER

ELCOMPO®



ISO 9001:2015 REGISTERED FIRM  
CERT. NO : IN/17/4004

ISO 14001:2015 REGISTERED FIRM  
CERT. NO : IN/17/4004

REGISTRATION NO : U32106TN1973PTC006318

Dear Mr. NITHIN JACKSON P  
PULIKKOTTIL HOUSE  
KADAVALLUR P O

THRISSUR at Jyothi Engineering College, Cheruthuruthy, Thrissur Date : 15/03/2018

We are pleased to inform you that you have been shortlisted for provisional Employment as Maintenance Engineer in *Elcompo Electronics Industries Pvt Ltd.* for the Salary of Rs.10,000 per month ( Inclusive of Incentives ) and Joining Date on 15/10/2018.

You are treated as a one year Trainee. After one year completion we have a performance review to continue stay with the company.

Your employment is assured subject to your undergoing skill training for the said position at our company and requested to report to the HR department at the address given below.

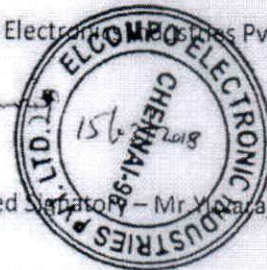
Please come with the letter to undergo the training and note that the successful completion of training cum assessment is essential for the job.

Terms & Conditions:

1. The students should bring the Mark Sheets Xerox, Aadhar & Pan Card Xerox at the time of joining.
2. The students should join the company at mentioned date if not meet strictly offer cancelled.

For Elcompo Electronics Industries Pvt. Ltd,

B. P.



( Authorized Signatory - Mr. Narasimhan/HR )

*Amritha*  
Dr. SUNNY JOSEPH KALAYATHANKAL  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths)  
PRINCIPAL

Jyothi Engineering College  
Cheruthuruthy P.O.-679 531

True Copy Attested

**ELCOMPO ELECTRONIC INDUSTRIES PRIVATE LTD.,**

Reg.Off & Factory : Plot No. 31,32, & 33, Functional Industrial Estate,Perungudi, Chennai - 600 096. INDIA

Phone : 24961471 - 24962693

Email : elcompo@gmail.com

Website : www.elcompo.com



Date: 10<sup>th</sup> April 2018

Ops pending for this Loi

**LETTER OF INTENT**

Dear PRASANTH THOMAS K

Congratulations!!!

We are pleased to inform you that you have been short listed for an offer of employment with HGS. We request you to submit required document on the date specified below as discussed by your recruiter. Your permanent offer letter will be provided on the date of joining subjected to completion of documentation and clearing the required as prescribed by HGS.

Designation: - TSE Level: -DS1T Process Name: - DSL

**Please bring along the following documents:**

1. Updated copy of the resume.
2. 6 Passport size photographs with white background.
3. Photo ID proof.(Passport/ Pan Card/ Voter's ID/ Driving License/ Learner's License or any government issued document with full date of birth)
4. Address Proof
5. 10<sup>th</sup>, 12<sup>th</sup> & Highest Qualification Mark Sheets (Each Year/Each Semester wise), Highest Qualification Degree or Provisional Degree Certificate.
6. PAN Card.
7. All employment service/experience letters.

**Proposed salary: - Annual cost to the company.**

Compensation	
Annual CTC	INR. 126720/-
Monthly Gross	INR. 8564/-
Fixed	INR. 8000/-
Incentives (Applicable from 3rd month)	INR. (0 - 967)

Deduction	
PF (Employee)	INR. 402/-
PF (Employer)	INR.
Insurance	INR.
ESI	INR. 129/-

Note: → Monthly gross salary of INR 15000/- and above is not eligible for ESI benefit.

→ Professional tax of INR 150 is applicable for salary range of INR 10000 - 14999 and INR 200 for INR 15000 &amp; above.

I hereby declare that I have clearly understood the above mentioned aspects regarding my job.

Name of the Employee: -

Signature: -

Date: -

Recruiter Name :-M.Senthil kumar

Contact Number:-8951227701

Please note that this LOI is subjected to review and change as per company HR policies.

**True Copy Attested**

*Sunny Joseph*  
Dr. SUNNY JOSEPH KALAYATHANKAL  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths)



LETTER OF INTENT

Date: 17-Jan-18

Name: Rava K.R

Dear

With reference to your application and subsequent assessments you had with us, we are pleased to inform you that you have been shortlisted for the position of **Customer Service Associate** at Coimbatore facility of Amazon Development Center India Pvt. Ltd. (the "company").

Please treat this as a letter of intent ("LOI") valid for a period of 365 days from the date of issue of this letter upon expiry of which the letter of intent will expire without any further conditions or liabilities on your or our side unless an Offer Letter duly executed by the Company is issued to you before the expiry of the aforesaid 365 day period. The issue of an Offer Letter to you is subject to the Company's future business requirements and will be issued at the sole discretion of Amazon. Upon issue of the Offer Letter, this LOI stand automatically terminated. This LOI shall also be terminated automatically in the event you take up employment with another person (other than the company) before issue of the Offer Letter.

You are required to submit the following documents:

- Copies of the Educational Certificate (from Class 10<sup>th</sup> till the highest education)
- Relieving letter from the previous employer/s (if applicable)
- Service letter from the previous employer/s (if applicable)
- Last payslip from the previous employer/s (if applicable)
- Form 16 (if applicable)
- Address Proof
- Passport Size Photographs (6)
- Copy of PAN card

Upon signing the Offer Letter, you would be eligible to receive Total Compensation of **INR 162000/-**, (Rupees One Lakh and Sixty Two Thousand Only), payable as per the following structure:

1. Annual Base Pay of **INR 137700/-**, per annum payable in arrears in accordance with Amazon India's standard payroll practice and subject to all lawful deductions of income tax, provident fund contribution (if any), insurances or otherwise
2. Variable Pay of **INR 24300/-**, per annum, payable on quarterly basis and subject to meeting performance levels as per the company standards and policy.

Your attention is drawn to make note that Variable Pay will be payable only upon successfully meeting the requirements as per company policy and also subject to (a) your continuing employment with Amazon on the date of payout.


The same may be revised at the time of the issuance of an Offer Letter as per prevailing levels of pay at the time of issue of the Offer Letter. The amounts stated herein are only indicative and in no way a binding commitment on the Company's part. In addition, you will be eligible for benefits as per company policies.

Tower B – 3rd Floor, India Land Tech Park Private Limited  
CHIL SEZ Area, Keeranatham Village, Saravanampatti, Coimbatore – 641 035, Tamil Nadu.

Tel. : +91 – 422 – 666 5000

www.amazon.com

CIN: U72200KA2004FTC034253

  
**Dr. SUNNY JOSEPH KALAYATHANKAL**  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths)  
PRINCIPAL



You are hereby notified that you are not employed in the absence of a signed Offer Letter. This LOI relates only to your potential employment with the Company and does not constitute an offer of employment with respect to the Company or any affiliate or related entity. Further, this LOI does not create or vest any rights in you to be issued an Offer Letter whether within the 365 day period referred to herein or thereafter or with respect to the base pay as mentioned herein.

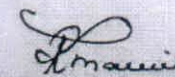
In the event that you receive an offer of employment from any other employer (apart from the Company), you are requested to immediately intimate the Company in writing of such offer.

You are required to return the duplicate copy of this letter duly signed indicating your acceptance of the terms and conditions stated above. Acceptance of this LOI will be construed as a confirmation that you do not have any obligations arising from any contract or otherwise in favor of a prior employer or third party, which would impose restrictions on your ability to accept employment with the Company and carry out your Company related functions and duties upon employment, if and once the Offer Letter is issued.

For any queries, please feel free to write to us on [csrecruiting-coimbatore@amazon.com](mailto:csrecruiting-coimbatore@amazon.com)

Yours sincerely,

For AMAZON DEVELOPMENT CENTRE (INDIA) PVT LTD

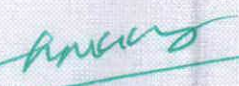
  
Zonunmawii Renthlei  
SR. HR Business Partner

**ACCEPTANCE OF LOI**

I accept the terms set forth in this letter with the company:

  
Signature

17/01/2018  
Date

  
Dr. SUNNY JOSEPH KALAYATHANKAL  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths)  
PRINCIPAL  
Jyothi Engineering College  
Cheruthuruthy P.O.- 679 531

**True Copy Attested**

Tower B – 3rd Floor, India Land Tech Park Private Limited  
CHIL SEZ Area, Keeranatham Village, Saravanampatti, Coimbatore – 641 035, Tamil Nadu.  
Tel. : +91 – 422 – 666 5000

[www.amazon.com](http://www.amazon.com)

CIN: U72200KA2004FTC034233



Date: 10<sup>th</sup> April 2018

Ops pending for this Loi

## LETTER OF INTENT

Dear SIBY BABU

Congratulations!!!

We are pleased to inform you that you have been short listed for an offer of employment with HGS. We request you to submit required document on the date specified below as discussed by your recruiter. Your permanent offer letter will be provided on the date of joining subjected to completion of documentation and clearing the required as prescribed by HGS.

Designation: - TSE Level: -DS1T Process Name: - DSL

Please bring along the following documents:

1. Updated copy of the resume.
2. 6 Passport size photographs with white background.
3. Photo ID proof. (Passport/ Pan Card/ Voter's ID/ Driving License/ Learner's License or any government issued document with full date of birth)
4. Address Proof
5. 10<sup>th</sup>, 12<sup>th</sup> & Highest Qualification Mark Sheets (Each Year/Each Semester wise), Highest Qualification Degree or Provisional Degree Certificate.
6. PAN Card.
7. All employment service/experience letters.

Proposed salary: - Annual cost to the company.

Compensation	
Annual CTC	INR. 126720/-
Monthly Gross	INR. 8564/-
Fixed	INR. 8000/-
Incentives (Applicable from 3rd month)	INR. (0 - 967)

Deduction	
PF (Employee)	INR. 402/-
PF (Employer)	INR.
Insurance	INR.
ESI	INR. 129/-

Note: → Monthly gross salary of INR 15000/- and above is not eligible for ESI benefit.

→ Professional tax of INR 150 is applicable for salary range of INR 10000 – 14999 and INR 200 for INR 15000 & above.

I hereby declare that I have clearly understood the above mentioned aspects regarding my job.

Name of the Employee: -

Signature: -

Date: -

Recruiter Name :-M.Senthil kumar

Contact Number:-8951227701

Please note that this LOI is subjected to review and change as per company HR policies.

Dr. SUNNY JOSEPH KALAYATHANKAL  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths)  
PRINCIPAL

True Copy Attested





India Pvt. Ltd.

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LETTER OF INTENT

Date: 16-NOV-17

Name: SOLOMON JOSEPH

Dear SOLOMON,

With reference to your application and subsequent assessments you had with us, we are pleased to inform you that you have been shortlisted for the position of **Customer Service Associate** at Coimbatore facility of Amazon Development Center India Pvt. Ltd. (the "company").

Please treat this as a letter of intent ("LOI") valid for a period of 365 days from the date of issue of this letter upon expiry of which the letter of intent will expire without any further conditions or liabilities on your or our side unless an Offer Letter duly executed by the Company is issued to you before the expiry of the aforesaid 365 day period. The issue of an Offer Letter to you is subject to the Company's future business requirements and will be issued at the sole discretion of Amazon. Upon issue of the Offer Letter, this LOI stand automatically terminated. This LOI shall also be terminated automatically in the event you take up employment with another person (other than the company) before issue of the Offer Letter.

You are required to submit the following documents:

- Copies of the Educational Certificate (from Class 10<sup>th</sup> till the highest education)
- Relieving letter from the previous employer/s (if applicable)
- Service letter from the previous employer/s (if applicable)
- Last payslip from the previous employer/s (if applicable)
- Form 16 (if applicable)
- Address Proof
- Passport Size Photographs (6)
- Copy of PAN card

Upon signing the Offer Letter, you would be eligible to receive Total Compensation of INR 1,62,000/- (Rupees), payable as per the following structure:

1. Annual Base Pay of INR 1,37,700/- (Rupees) per annum payable in arrears in accordance with Amazon India's standard payroll practice and subject to all lawful deductions of income tax, provident fund contribution (if any), insurances or otherwise
2. Variable Pay of INR 24,300/- (Rupees) per annum, payable on quarterly basis and subject to meeting performance levels as per the company standards and policy.

Your attention is drawn to make note that Variable Pay will be payable only upon successfully meeting the requirements as per company policy and also subject to (a) your continuing employment with Amazon on the date of payout.

The same may be revised at the time of the issuance of an Offer Letter as per prevailing levels of pay at the time of issue of the Offer Letter. The amounts stated herein are only indicative and in no way a binding commitment on the Company's part. In addition, you will be eligible for benefits as per company policies.

Tower B - 3rd Floor, India Land Tech Park Private Limited  
CHIL SEZ Area, Keeranatham Village, Saravanampatti, Coimbatore - 641 035, Tamil Nadu.  
Tel. : +91 - 422 - 666 5000

www.amazon.com

CIN: U72200KA2004FTC034235

Dr. SUNNY JOSEPH KALAYATHANKAL  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science) Ph.D (Maths)

True Copy At





India Pvt. Ltd.

You are hereby notified that you are not employed in the absence of a signed Offer Letter. This LOI relates only to your potential employment with the Company and does not constitute an offer of employment with respect to the Company or any affiliate or related entity. Further, this LOI does not create or vest any rights in you to be issued an Offer Letter whether within the 365 day period referred to herein or thereafter or with respect to the base pay as mentioned herein.

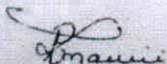
In the event that you receive an offer of employment from any other employer (apart from the Company), you are requested to immediately intimate the Company in writing of such offer.

You are required to return the duplicate copy of this letter duly signed indicating your acceptance of the terms and conditions stated above. Acceptance of this LOI will be construed as a confirmation that you do not have any obligations arising from any contract or otherwise in favor of a prior employer or third party, which would impose restrictions on your ability to accept employment with the Company and carry out your Company related functions and duties upon employment, if and once the Offer Letter is issued.

For any queries, please feel free to write to us on [csrecruiting-coimbatore@amazon.com](mailto:csrecruiting-coimbatore@amazon.com)

Yours sincerely,

For AMAZON DEVELOPMENT CENTRE (INDIA) PVT LTD


  
Zonunmawii Renthiei  
SR. HR Business Partner

#### ACCEPTANCE OF LOI

I accept the terms set forth in this letter with the company:

Signature \_\_\_\_\_

Date \_\_\_\_\_

  
**Dr. SUNNY JOSEPH KALAYATHANKAL**  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths)  
PRINCIPAL  
Jyothi Engineering College  
Cheruthuruthy P.O.- 679 531

**True Copy Attested**

Tower B – 3rd Floor, India Land Tech Park Private Limited  
CHIL SEZ Area, Keeranatham Village, Saravanampatti, Coimbatore – 641 035, Tamil Nadu.  
Tel. : +91 – 422 – 666 5000

[www.amazon.com](http://www.amazon.com)

CIN: U72200KA2004FTC034233



March 07, 2018

**Ms Soumya Johnson**  
Mangan House,  
Puthenpeedika (P.O)  
Thrissur

Dear Soumya Johnson,

Further to our interactions with you, we are pleased to offer you an **Internship** position in **Training** Department at Focus 4-D Career Education Pvt. Ltd (referred to as FACE – Focus Academy for Career Enhancement).

In addition to the duties that were outlined during your interview, you shall perform such other duties as are customarily associated with such a position and as the authorized representatives of the management may from time to time require. You shall devote your full business efforts and time to FACE and agree to perform your duties faithfully and to the best of your ability. You agree not to engage in any other employment, occupation or consulting activity for any direct or indirect remuneration during your internship. You are required to be in formals (formal sari for women/business formals for men) for the period of the induction training and subsequently when you travel as a trainer. Your base location and date of joining will be intimated closer to your joining.


This internship is strictly full-time. During your internship, you will be paid stipend of Rs.8,000/- per month plus an accommodation allowance (depending upon your base location). A full time offer of employment with CTC of Rs.2.64 lacs per annum may be made based on your performance during the period of internship. It is possible that you may be posted to other base locations (different from your base location during internship) when being made a full-time offer.

Thank you.

Yours sincerely

For Focus 4 – D Career Education Pvt Ltd

**Arumugam N Vadivelu**  
Manager-Human Resources

  
**Dr. SUNNY JOSEPH KALAYATHANKAL**  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths)  
PRINCIPAL  
Jyothi Engineering College  
Kuthuruthy P.O.- 679 531

**ACCEPTANCE OF OFFER**

**True Copy Attested**

I hereby confirm that I accept the above offer with all its terms and conditions of employment.

Name & Signature of the candidate with date of acceptance



March 07, 2018

**Ms Sumayya Thasneem P**

Pullanikkal House  
Nellikkurussi  
Mulannur Post  
Palakkad PIN-679511

Dear Sumayya,

Further to our interactions with you, we are pleased to offer you an **Internship** position in **Training Department** at Focus 4-D Career Education Pvt. Ltd (referred to as FACE – Focus Academy for Career Enhancement).


In addition to the duties that were outlined during your interview, you shall perform such other duties as are customarily associated with such a position and as the authorized representatives of the management may from time to time require. You shall devote your full business efforts and time to FACE and agree to perform your duties faithfully and to the best of your ability. You agree not to engage in any other employment, occupation or consulting activity for any direct or indirect remuneration during your internship. You are required to be in formals (formal sari for women/business formals for men) for the period of the induction training and subsequently when you travel as a trainer. Your base location and date of joining will be intimated closer to your joining.


This internship is strictly full-time. During your internship, you will be paid stipend of Rs.8,000/- per month plus an accommodation allowance (depending upon your base location). A full time offer of employment with CTC of Rs.2.64 lacs per annum may be made based on your performance during the period of internship. It is possible that you may be posted to other base locations (different from your base location during internship) when being made a full-time offer.

Thank you.

Yours sincerely

For Focus 4 – D Career Education Pvt Ltd

  
**Arumugam N Vadivelu**  
Manager-Human Resources

  
**Dr. SUNNY JOSEPH KALAYATHANKAL**  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths)  
PRINCIPAL  
Jyothi Engineering College  
Cheruthuruthy P.O. - 679 531

**ACCEPTANCE OF OFFER**

*I hereby confirm that I accept the above offer with all its terms and conditions of employment.*

**True Copy Attested**

Name & Signature of the candidate with date of acceptance



Our Ref.:

OFFER LETTER

ELCOMPO®



REGISTRATION NO : U32106TN1973PTC006318

Dear Mr. TERIN K JOHNSON  
KAREPARAMBIL HOUSE  
MANNUTHY P O

THRISSUR at Jyothi Engineering College, Cheruthuruthy, Thrissur Date : 15/03/2018

We are pleased to inform you that you have been shortlisted for provisional Employment as Maintenance Engineer in *Elcompo Electronics Industries Pvt Ltd. for the Salary of Rs.10,000 per month ( Inclusive of Incentives ) and Joining Date on 15/10/18.*

You are treated as a one year Trainee. After one year completion we have a performance review to continue stay with the company.

Your employment is assured subject to your undergoing skill training for the said position at our company and requested to report to the HR department at the address given below.

Please come with the letter to undergo the training and note that the successful completion of training cum assessment is essential for the job.

Terms & Conditions:

1. The students should bring the Mark Sheets Xerox, Aadhar & Pan Card Xerox at the time of joining.
2. The students should join the company at mentioned date if not meet strictly offer cancelled.

For Elcompo Electronic Industries Pvt. Ltd,

B. Gnanapavan

( Authorized Signatory - Mr. Gnanapavan HR )



*[Signature]*  
Dr. SUNNY JOSEPH KALAYATHANKAL  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths)  
PRINCIPAL  
Jyothi Engineering College  
Cheruthuruthy P.O. - 679 531

True Copy Attested

**ELCOMPO ELECTRONIC INDUSTRIES PRIVATE LTD.,**

Reg.Off & Factory : Plot No. 31,32, & 33, Functional Industrial Estate,Perungudi, Chennai - 600 096. INDIA

Phone : 24961471 - 24962693

Email : elcompo@gmail.com

Website : www.elcompo.com





Think  
& Learn™

55

## OFFER LETTER

Dear Vishnu

It is our pleasure to extend the following offer to you further to the interview and discussions you have had with us. You are expected to join us on February 2, 2019 to begin with your internship.

The details of your offer are as follows:

**Date of Reporting:** February 2, 2019.

**Reporting Location:** Byjus Hyderabad (Manjeera Majestic), Byjus Hyderabad, 404, Manjeera Majestic Commercial, K.P.H.B Phase -1 JNTU-Hi Tech City Road, K.P.H.B, HYDERABAD, TG, India.

**Reporting Time:** 10.00AM.

**Department :** BUSINESS DEVELOPMENT.

**Unit Name :** SALES.

**Internship Duration:** Upto 3 months.

**Internship Stipend Amount:** 20000 INR Per month

Please note that you will have 10% tax deduction from your stipend on a monthly basis. In absence of PAN, the deduction will be 20%, so please make sure you apply and get it done at the earliest

V.V.K.Rao V

Head -Business Development

A.P & Telangana



True Copy Attested

*Sunny*  
Dr. SUNNY JOSEPH KALAYATHANKAL  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths)  
PRINCIPAL

Jyothi Engineering College  
Cheruthuruthy P.O.- 679 531





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Aijo K.S  
Kunjappa House  
Kunduvaram Chembukavu Post  
Thrissur

15/10/2018

Dear Aijo K.S,

With reference to your application and the interview we had with you we are pleased to confirm your appointment as Junior Electrical Engineer in our organization under the terms and conditions of our company. You are appointed based on your merit and credentials submitted and your placement may be subjected to further verification during training period. You will be provided benefits as per company rules after the completion of 1 year of training period within our organization.

Your initial salary will be Rs. 14650/- per month and will be hiked to Rs. 17500/- on completion of one year. Further hike will be based on your performance. You are advised to join on 01/11/2018.

Wishing you all the best.

SUNREN FORCE ENERGY LLP

No. 30/5 - 12th Lane Indira Nagar,  
Adyar, Chennai - 600 020

Dr. SUNNY JOSEPH KALAYATHANKAL  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths)  
PRINCIPAL  
Jyothi Engineering College  
Cheruthuruthy P.O. - 679 531

True Copy Attested



March 07, 2018

**Mr Christy Pious**

Aloor House  
Thaikkad (P.O)  
Guruvayoor, Thrissur  
680104

Dear Christy Pious,

Further to our interactions with you, we are pleased to offer you an **Internship** position in **Training** Department at Focus 4-D Career Education Pvt. Ltd (referred to as FACE – Focus Academy for Career Enhancement).


In addition to the duties that were outlined during your interview, you shall perform such other duties as are customarily associated with such a position and as the authorized representatives of the management may from time to time require. You shall devote your full business efforts and time to FACE and agree to perform your duties faithfully and to the best of your ability. You agree not to engage in any other employment, occupation or consulting activity for any direct or indirect remuneration during your internship. You are required to be in formals (formal sari for women/business formals for men) for the period of the induction training and subsequently when you travel as a trainer. Your base location and date of joining will be intimated closer to your joining.


This internship is strictly full-time. During your internship, you will be paid stipend of Rs.8,000/- per month plus an accommodation allowance (depending upon your base location). A full time offer of employment with CTC of Rs.2.64 lacs per annum may be made based on your performance during the period of internship. It is possible that you may be posted to other base locations (different from your base location during internship) when being made a full-time offer.

Thank you.

Yours sincerely

For Focus 4 – D Career Education Pvt Ltd

  
**Arumugam N Vadivelu**  
Manager-Human Resources

  
**Dr. SUNNY JOSEPH KALAYATHANKAL**  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths)  
PRINCIPAL  
Jyothi Engineering College  
Cheruthuruthy P.O.- 679 531

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**ACCEPTANCE OF OFFER**

*I hereby confirm that I accept the above offer with all its terms and conditions of employment.*

**True Copy Attested**

Name & Signature of the candidate with date of acceptance





# STEEL AND INDUSTRIAL FORGINGS LTD.

(A GOVT. OF KERALA UNDERTAKING)

സ്റ്റീൽ ആൻഡ് ഇൻഡസ്ട്രിയൽ ഫോർജിംഗ്സ് ലിമിറ്റഡ്  
(ഒരു കേരള സർക്കാർ സ്ഥാപനം)

AS 9100:2016 & ISO 9001:2015 Certified Company  
Regd. Office & Factory  
Athani P.O., Thrissur-680 501, Kerala State

Tel : (0467) 2201751, 2201752  
Fax : (0467) 2201753  
E-mail : sales@siflindia.com  
Website : www.siflindia.com

SIFL: HRD:02-05/19

27<sup>th</sup> February, 2019

Mr. Akhil Paulson  
Mangalan House  
PO Nandikara  
THRISSUR - 680 301

Sir,

Sub: Engagement of Graduate Apprentice under the Apprentices  
(Amendment) Act, 1973.

Ref: Interview held on 23.02.2019

With reference to the above, we are pleased to engage you as Apprentice in the discipline of Graduate Apprentice (Mechanical Engg.) for a period of one year under the provisions of Apprentices Amendment Act 1973 under the following terms and conditions:

- 1) You will be paid a stipend of Rs. 4,984/- (Rupees Four thousand nine hundred and eighty four only) and an additional allowance of Rs.500/- (Rupees Five hundred only) per month during the apprenticeship period.
- 2) You may be transferred to any Department/Unit/Branch/ Subsidiary/Site work of the company which, are in existence or which may be established hereafter by the Company.
- 3) You are required to comply with the provision of execution of a contract of apprenticeship in this regard as per the Apprentices Act and only after the registration of this contract with the concerned Apprenticeship Adviser, you will be permitted to commence your apprenticeship with us.

True Copy Attested



Dr. JOSEPH KATHANKAL  
Ph.D. Computer Science (Maths)  
PRINCIPAL  
Jyoti College  
Cheruthur



ANAB  
ISO/IEC 17021  
MANAGEMENT SYSTEMS  
CERTIFICATION BODY

Unit : Machining Unit,  
Metind Nagar, Shoranur,  
Palakkad-679 122  
എസ്.ഐ.ഐ. യൂണിറ്റ്,  
മെറ്റിന്ദ നഗർ,  
ശൊരണൂർ, പാലക്കാട്-679 122.  
Ph : 0466 2225566,  
2225567, 2225568







# STEEL AND INDUSTRIAL FORGINGS LTD.

(A GOVT. OF KERALA UNDERTAKING)

സ്റ്റീൽ ആന്റ് ഇൻഡസ്ട്രിയൽ ഫോർജിംഗ്സ് ലിമിറ്റഡ്  
(ഒരു കേരള സർക്കാർ സ്ഥാപനം)

AS 9100:2016 & ISO 9001:2015 Certified Company  
Regd. Office & Factory  
Alhani P.O., Thrissur-680 581, Kerala State

Tel : (0487) 2201761, 2201752  
Fax : (0487) 2201753  
E-mail : sifl@sancharnet.in  
Website : www.siflindia.com

SIFL: HRD:02-05/19

18<sup>th</sup> January, 2019

Mr. Akhilesh.A.R.  
Ambady Padikkal House  
PO Vadookara, Koorkenchery  
THRISSUR

Sir,

Sub: Engagement of Graduate Apprentice under the Apprentices  
(Amendment) Act, 1973.

Ref: Interview held on 16.01.2019

With reference to the above, we are pleased to engage you as Apprentice in the discipline of Graduate Apprentice (Mechanical Engg.) for a period of one year under the provisions of Apprentices Amendment Act 1973 under the following terms and conditions:

- 1) You will be paid a stipend of Rs. 4,984/- (Rupees Four thousand nine hundred and eighty four only) and an additional allowance of Rs.500/- (Rupees Five hundred only) per month during the apprenticeship period.
- 2) You may be transferred to any Department/Unit/Branch/ Subsidiary/Site work of the company which, are in existence or which may be established hereafter by the Company.
- 3) You are required to comply with the provision of execution of a contract of apprenticeship in this regard as per the Apprentices Act and only after the registration of this contract with the concerned Apprenticeship Adviser, you will be permitted to commence your apprenticeship with us.

True Copy Attested



Unit : Machining Unit,  
Mund Nagar, Shoranur,  
Palakkad-679 122  
വ്യക്തി : മെക്കാനിക്കൽ എഞ്ചിനീയറിംഗ്  
ബ്രാഞ്ചിലെ ക്ലർക്ക്  
ഫോൺ : 0456 225584  
0456 225587 225588



STEEL AND INDUSTRIAL FORGINGS LTD.  
CERTIFIED TO AS 9100:2016 AND ISO 9001:2015  
CERTIFICATE NO. 20096226



- 4) The apprenticeship will further be subject to the production at the time of joining.
- a. Certificate of physical fitness from a Medical Officer not below the rank of Asst. Surgeon.
  - b. One copy of your passport size photograph
  - c. Production of original and attested copies of certificates/testimonials.
- 5) The selection for apprenticeship will be valid only.
- a. If you satisfy that you are of sound health, active habits and free from any bodily defect or infirmity rendering yourself unfit for services; and
  - b. If the Company is satisfied that your character and antecedents are such as to qualify yourself for service.
- 6) If this offer of apprenticeship is acceptable to you on the conditions stipulated above, please report for the apprenticeship on or before 28.01.2019 at the following address along with the above mentioned documents.

Steel And Industrial Forgings Ltd.  
Athani P.O., Thrissur-680 581

If you have not reported within the stipulated time this offer of apprenticeship will stand cancelled without further reference.


Thanking you,

Yours faithfully,

For STEEL AND INDUSTRIAL FORGINGS LTD

  
Dr. A. SURENDRAN  
SR. MANAGER (HRD)

True Copy Attested

  
Dr. SUNNY JOSEPH KALAYATHANKAL  
M.Tech, MCA, M.Sc, M.Phil, B.E.  
Ph.D (Computer Science), Ph.D (Maths)  
PRINCIPAL  
Jyothi Engineering College  
Cheruthuruthy P.O.- 679 501



**Swagatham**  
Resource Management

Plot #15, 2A Kakkan Nagar Main Road,  
Ganesh Nagar, Adambakkam,  
Chennai - 600 088.

Date: 01-11-2018

Offer Letter

Candidate Name : ANTONY SHILTON K A  
Qualification : B.Tech (Mech)  
Designation : Graduate Engineer Trainee

Dear candidate,

Based on the selection process we did today, you are selected for the post of Graduate Engineer Trainee and your date of Joining 02-11-2018.

You will be in training for the period of 1 year .After successful completion of your one year training you may observe by the company.

CTC: Rs 11162 / 8 Hrs (Inclusive of all)

Note: Salary Breakup Refer Annexure A.

Work location:

Balaji Industries SP: 148A, First Main Road, 3rd Lane,

Ambattur Industrial Estate, Chennai - 600058.

We look up to you to provide impetus in accomplishing our mutual endeavour of being the best in the organization. We look forward to a mutually fruitful association.

Regards,



D. R. ANNA KRISHNAN MBA HR HEAD

Swagatham Resource Management

Cell # 8939744400

True Copy Attested

*amr*  
Dr. SUNNY JOSEPH KALAYATHANKA  
M.Tech, MCA, M.Sc, M.Phil, Ph.D  
Ph.D (Computer Science), Ph.D  
PRINCIPAL  
Jyothi Engineering Coll.  
Chennai P.O. - 679

hr@swagatham.info

044 4558 6200

www.swagatham.info



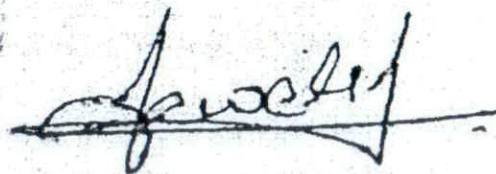
# apollo APOLLO TYRES LTD.

P.O. Perambra - 680 689, Thrissur Dist., Kerala  
Tel : (0480) 2725901-09, Fax: 91-480-2725922

## ID/ATTENDANCE CARD

Name : JEWELS JOYSON

Clock No: A4964



Employee's Signature



Issuing Authority

True Copy Attested

Dr. SUNNY JOSEPH KALAYATHANKAL  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths)  
PRINCIPAL  
Jyothi Engineering College  
Cheruthuruthy P.O. - 679 531





1<sup>st</sup> March 2019

Mr. KIRAN PALIAKKARA  
Paliakara House,  
Pulakkattukar  
A Thirussur - 680301

### Internship with Stipend

Dear KIRAN,

We are pleased to provide **you Internship Training** based on your request with effect from 05.03.2019 in our company on the following terms and conditions.

Your Internship training will be for a period of Six Months from 05.03.2019 to 04.09.2019. Your internship will automatically cease on 04.09.2019.

During the tenure of Internship, you will be paid a consolidated training stipend of Rs.15,000/- per month (Fifteen Thousand rupees Only). Irrespective of any consideration, you will not be entitled to any other emoluments or payments including dearness allowance, bonus, exgratia etc. during the period of Internship training.

During your Internship training you will be abide by all the rules regulations of the company.

During your Internship training you will be deployed in any of the shifts.

During the Internship training period you will be liable to be transferred to any place in our organization, or to any of our group companies, in any place if required.

We shall have the right to terminate your Internship at any time during the period of training as indicated above without notice, without assigning any reason and without payment of any compensation whatsoever.

There is no scope for career employment and if so desired you shall be at liberty to look for an alternate employment and leave the services by giving one month notice.

You shall not compare yourself with any other confirmed employee of the company nor will be entertained any claim based on such comparison.

True Copy Attested

A Unit of Eicher Motors Ltd.  
Panavally High Road  
Chennai - 600019

T +91 (044) 42230400  
F +91 (044) 42011719  
www.royalensfield.com

Regd. Office: 1<sup>st</sup> Floor, Select City  
Walk, A-3, District Centre, Saket  
New Delhi - 110017  
CIN: L34102DL1982PLC129877

T +91 (11) 26682222  
F +91 (11) 26682222  
E info@royalensfield.com  
www.royalensfield.com

Dr. SUNNY JOSEPH KALAYATHANKAL  
MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths)  
PRINCIPAL  
Jyothi Engineering College  
Cherthuruthy P.O. - 679 531



# ROYAL ENFIELD

This appointment is contingency based and on expiry of the Internship training period of you will not have the right for any regular or permanent employment.

During the period of Internship training, you shall not engage yourself in any outside work over and above your legitimate work in the company on duty days, on holidays and when you are in leave.

During the Internship training you can avail the company transport facility and also the canteen facility for which a nominal recovery will be done.

You shall not disclose any data or information which you handle or come to know by virtue of your office to any person not connected with our company without prior permission from competent authority / official of the company.

You will work six days in a week.

Yours faithfully,  
For Royal Enfield,  
(A Unit of Eicher Motors Ltd),

*S. Rajarathinam*  
**S. Rajarathinam**  
Group Manager - Human Resources

I have carefully read the terms and conditions of training and hereby confirm the acceptance.

Signature : *[Signature]*

Date : 05/03/2019

True Copy Attested

*[Signature]*  
**DR. SUNNY JOSEPH KALA**  
M.Tech, MCA, M.Sc, M.I  
Ph.D (Computer Science),  
PRINCIPAL

A Unit of Eicher Motors Ltd.  
Thiruvalluvar High Road,  
Dornahyur, Chennai 600019

T : +91 (044) 42330400  
F : +91 (044) 42011719  
www.royalenfield.com

Regd. Office: J. J. Road, Saket, New Delhi - 110017  
CIN: L34102DL1982PLC129877  
T : +91 (11) 29363722  
F : +91 (11) 4415997  
E : info@eicher.in  
www.royalenfield.com



3/5/2019

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February 21, 2019

Lijoy John  
Kerala, India

Dear Lijoy,

You are hereby offered the position of Roustabout, working in the operations of Grey Wolf Drilling International Ltd. (the "Company") in Kuwait.

Your employment will be with Rawdatain One Gen. Trading Est. ("Rawdatain"), the Company's local representative in Kuwait, and for this offer to take effect you will be required to enter into a contract of employment with Rawdatain, which contract will govern your employment. For the avoidance of doubt, this offer does not constitute a contract of employment.

The terms and conditions of this offer are set out below.

<b>Position:</b>	Roustabout
<b>Rotation</b>	[Days on/off, e.g. 56/28], or as otherwise advised by the Company from time to time.
<b>Working Hours:</b>	12 hour work shifts as further advised by the Company's representative at your work site.
<b>Commencement Date:</b>	The commencement date of your employment shall be on 4/28/2019 subject to the "Conditional Offer" clause as noted below.
<b>Probation Period:</b>	The first 100 days of your employment are probationary. If for any reason it is determined during the probationary period that you are not suitable for your position, your employment may be terminated without notice or pay in lieu of notice.
<b>Duties:</b>	As Roustabout, you will report directly to the Driller and you will perform such functions as will be assigned to you. You are required to devote your full time attention and abilities to your employment duties during working hours and to act in the best interests of the Company at all times.
<b>Compensation:</b>	<u>Salary</u> You shall be paid a salary of KWD 182 per month based on 12-hour work shifts on 56/28 rotation, subject to such deductions, if any, as are required by applicable law as in force from time to time.

Your salary shall be payable in arrears in monthly installments.

True Copy Attested

*[Signature]*  
Dr. SUNNY JOSEPH KALAYATHANKAL  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths)  
PRINCIPAL  
Jyothi Engineering College  
Cheruthuruthy P.O. 679 531

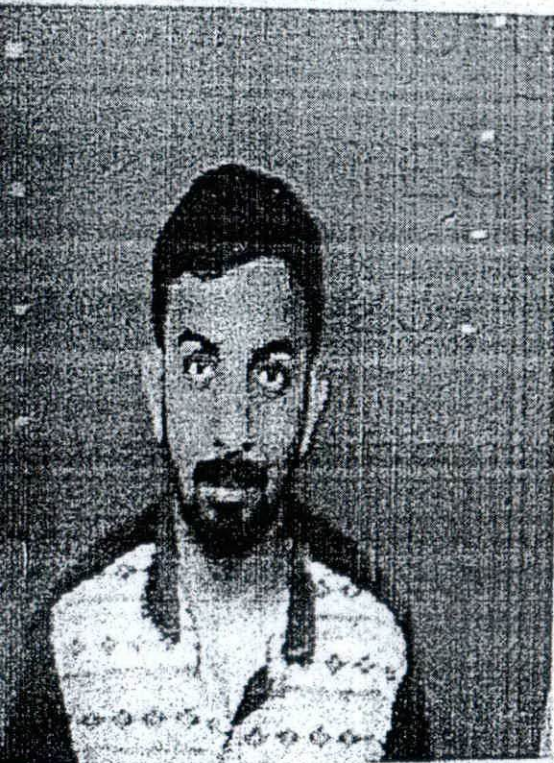


ENTRY PASS

**NDT SYSTEMS PRIVATE LIMITED**

Mobile No. 9662506761

CW 30014663



Name : MUHAMMED ABDULLA MUSHIN

Trade : TECHNICIAN

Age : 23

Work Area : SHUTDOWN

Dept : INSPECTION

Validity: 31-12-2018

Issue Date : 17-11-2018

True Copy Attested

*Amr*

Dr. SUNNY JOSEPH KALAYATHANKAL  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths)  
PRINCIPAL

Jyothi Engineering College  
Cheruthuruthy P.O. - 679 551

Authorised Signatc





Bharat  
Petroleum

# PDPP WORK SITE

Pass No. 225180

Kochi Refinery

डेकेदार Contractor OFFSHORE INFRA LTD

कार्य स्थान Work Spot PDPP

नाम Name NABIMANTO JOSEPH.

पिता का नाम Name of Father JOSEPH. E. R.

आयु Age 21 लिंग Sex M

पता Address EDAKKALATHUR, MUKKASERY,

VENKITTANNU, MUKKASERY, KERALA

तारीख Valid up to 04-03-2020 तक वैध

काम का समय

Time of work : 0800 to 1700 Hrs.

Signature of Contractor

Issuing Authority  
BPCL-Kochi Refinery

Dr. SUNNY JOSEPH KALAYATHANKAL  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths)  
PRINCIPAL  
Jyothi Engineering College  
Cheruthuruthy P.O.-679 531

True Copy Attested



3/7/2019

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# LOGIPROCT



True Copy Attested

**NIXON JOHNY**

nixon.johny@logiproct.com

**Jr. Engineer**

Emp Code

1002

Blood Group

B+

Contact

9462687



*Johnny*  
JOHNNY JOSEPH KALAYTHASALU  
M.Tech, MCA, M.Sc., M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths)  
PRINCIPAL  
Engineering College  
P.O. - 679 531





Date: 01 Feb 2019

Mr Pankshith Krishnan  
Hankrishna House Gandhigram Injalakuda

Thrissur 680121

Employee No: 1554386

Dear Mr Pankshith Krishnan

### Appointment Letter

We are pleased to appoint you in our organization as Trainee Engineer subject to the following terms and conditions:

1. Your contract will commence from 01 Feb 2019 and expire on 31 Jan 2020 during which you will render services to our Client at their premises subject to the terms and conditions of the engagement letter executed by you on 01 Feb 2019 and in accordance to the instructions received by you from us or any other authorized person and will be bound by our rules and regulations.
2. You hereby agree to be liable for the following terms and conditions:
  - i. Fully perform the services, in a professional manner, at the Client's location until the completion of the term of the work assignment.
  - ii. During the term of the work assignment, render services exclusively to the Client and such performance shall not be inconsistent with any obligation you may have to other third parties.
  - iii. Not engage in any conduct which is detrimental to the interest of the Client or TeamLease.
  - iv. Not receive any payments of any nature directly or indirectly from the Client unless agreed to by TeamLease.
  - v. Neither directly nor indirectly offers you for employment with the Client or its affiliates during the period of the work assignment without prior permission of TeamLease.
  - vi. Extend all cooperation to the Client's employees, consultants, representatives, etc. and do all such things as may be necessary and comply with all terms of the Appointment letter so as to effectively undertake the work.
  - vii. Report and be present at the designated location during the working hours mentioned herein and abide by the rules and regulations as required by the Client.
  - viii. Comply with the safety, health and other rules and regulations of TeamLease and the TeamLease Client that you have been made aware of.
  - ix. During the course of your contract, you can be transferred to a location within the territory of India as and when required by TeamLease for executing the services provided herein.
3. Should you be selected to perform the Work Assignment, the nature of your relationship with TeamLease will be that of a Contract of Service for a fixed period. By executing this letter of engagement neither do we offer you employment with TeamLease nor do you become an employee of TeamLease. Upon expiry or termination of the Work Assignment, your employment with TeamLease shall stand terminated forthwith.
4. Except for expiry of a Work Assignment due to completion/expiry of the same or in respect of a Work Assignment of one week or a lesser period of time, either party may terminate this Work Assignment Letter by issuing 15 days notice in writing or payment thereof.
5. Termination of this letter of engagement shall not affect the obligations of the parties that have been incurred prior to such termination and TeamLease shall promptly settle all your dues after making the applicable deductions.
6. You agree to defend, indemnify and hold TeamLease or the Client harmless from any and all claims, damages, liability, attorneys fees and expenses on account of your failure to satisfy any of your obligations under this work assignment letter or for misconduct or for violation of any law or creation of any legal liability by you.
7. Any dispute between you and TeamLease shall be referred to a sole arbitrator appointed by TeamLease. The arbitration shall be conducted in English language, in accordance with the Arbitration and Conciliation Act 1996, at Bangalore, Karnataka, India. This Engagement Letter shall be governed by the laws of India.
8. Details of your salary breakup will be as per the Annexure attached herein. You hereby authorize TeamLease to

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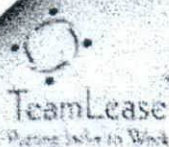
TeamLease Service Limited, CII No. U71140NP12000124003  
B1/1/C Commercial Complex, 8th Floor, 80 Feet Road, Kalyanur, Bangalore - 560095  
Ph: (91-60) 33002345, Fax: (91-60) 33843001 www.teamlease.com  
Regional Office: 14/6, 2nd Floor, C Wing, Leela Towers, Banneru Kalyanur, Bangalore (East), KA. India - 400 051

**True Copy Attested**

**Dr. SUNNY JOSEPH KALAYATHAN**  
M.Tech, MCA, M.Sc. M.Phil, B.Ed  
Ph.D (Computer Science),  
PRINCIPAL  
Engineering College



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Make all salary payments required to be made to you by TeamLease including all reimbursements either by way of Cheque or by directly crediting the amounts to your bank account.

8. The salary payment will be made latest by 9<sup>th</sup> of the following month.
10. You will be entitled to an employer's contribution of Provident fund to the extent of 12% of your basic salary and applicable ESI contribution. You will also be entitled to all other statutory benefits whichever is applicable during the contract period. It is hereby clarified that if you fail to submit the ESIC, PF, Gratuity nomination forms together with any other document as required under the applicable labour legislations, TeamLease shall not incur any liability with regards to any Claims under the said applicable labour legislations.
11. In addition to the terms contained herein, your relationship with TeamLease may be subject to such other additional terms and conditions as may be communicated to you from time to time in writing by TeamLease and you hereby agree to have read and clearly understood the terms of employment provided in the Service Rules, which is attached herein.

We at TeamLease would like to create an environment and culture committed to co-operation, quality and responsiveness that permeates every activity. As a new entrant we would like you to add value to this process. Please return the copy of the Offer Letter enclosed after affixing your signature at the appropriate place on the Office Copy in token of your having read, agreed, fully understood and accepted the terms and conditions of appointment. Please send the signed acknowledgement to our Bangalore Address mentioned below. In case we do not receive your acknowledgement copy within a period of 15 days from the date of joining, your assignment at TeamLease with the acceptance of your first salary from TeamLease will be conclusive proof of your acceptance in accordance of terms and conditions.

TeamLease neither accepts any consideration in the form of any cash or kind nor supports any policy of accepting such consideration by any third party for providing employment to prospective candidates. In the event you have paid any such amount to any employee, Officer, representative of TeamLease kindly bring the same to the immediate notice of your superiors or report the same to TeamLease through email or through the toll free number which is provide to you.

#### ENDORSEMENT

I hereby confirm acceptance of the above assignment, on the terms and conditions stipulated therein.

For TEAMLEASE SERVICES LIMITED

Accepted and Agreed

(Authorized Signatory)

Signature and date:

Name: PARIKSHITH KRISHNAN

True Copy Attested

Dr. SUNNY JOSEPH KALAYATHANKAL  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths)  
PRINCIPAL

Jyothi Engineering College  
Cheruthuruthy P.O.- 679 531

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TeamLease Services Limited, CIN No. U74140MH2000PTC194003  
BMC Commercial Complex, 8th Floor, 80 Feet Road, Koramangala, Bangalore - 560095.  
Ph: (91-80) 33002345, Fax: (91-80) 33243001 www.teamlease.com  
Registered Office: No. 6, 3rd Floor, C Wing, Laxmi Towers, Brakes Kurla Complex, Brakes (East), Mumbai - 400 051







# E.S. PRIVATE ITI

## CHELAKKARA

THRISSUR DISTRICT

Phone: 04884-252201



**PRAVEEN M.V**

**INSTRUCTOR (MRAC)**

True Copy Attestor

Dr. SUNNY JOSEPH KALATHANKAL  
M.Tech, M.A., M.Sc., M.Phil, B.Ed.  
Ph.D. (Computer Science), Ph.D. (Maths)  
Principal  
Dr. J. Engineering College  
Cheruvu, P.O. P.O. PRINCIPAL



# apollo APOLLO TYRES LTD.

P.O. Perambra - 680 689, Thrissur Dist., Kerala  
Tel : (0480) 2725901-09, Fax: 91-480-2725922

## ID/ATTENDANCE CARD

Name: AMAL JOSEPH

Clock No: A 4841



Employee's Signature

Issuing Authority

True Copy Attested

Dr. SUNNY JOSEPH KALAYATHANKAL  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths)  
PRINCIPAL  
Jyothi Engineering College  
Cheruthuruthy P.O. - 679 531



3/6/2019

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## A black and white portrait of a young man with dark, wavy hair and a mustache. He is looking slightly to the right of the camera with a neutral expression. He is wearing a light-colored, possibly white, collared shirt. The background is a mottled, textured grey.

P.O. Perambra - 680 689, Thrissur Dist., Kerala  
Tel : (0480) 2725901-09, Fax: 91-480-2725922

Name: **FREDDY JOSE**

Clock No: A4927

—less—

Employee's Signature

  
Issuing Authority

True Copy Attested

amars

**Dr. SUNNY JOSEPH KALAYATHANKAL**  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths)  
**PRINCIPAL**  
Jyothi Engineering College  
Cheruthuruthy P.O.- 679 531



**V-GUARD**



**Rahul M**  
**APPLIANCE DIVISION**

True Copy Attested

*Amur*  
Dr. S. JOSEPH KALAYATHANKAL  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths)  
PRINCIPAL  
Jyothi Engineering College  
Cheruthuruthy P.O. - 679 531





**Sebeno Vargheese**

**Project Engineer**

True Copy Attested

CODE : 012

BLOOD : O+

D.O.B : 20.12.1996

EXPIRE : 05.08.2025

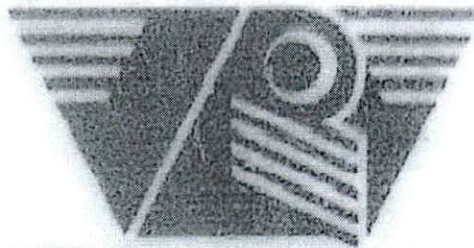
PHONE : 9645880544

EMAIL : sebenover@gmail.com

  
Dr. SUNNY JOSEPH KALAYATHANKAL  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths)  
PRINCIPAL  
Jyothi Engineering College  
Cheruthuruthy P.O.- 679 531







MEP & Bunker Specialist

## VRV ENGINEERS INDIA LLP



True Copy Attested

**Your Sincerely**

- It is to be carried in person while on duty and produced as and when required.

**Office Address**

*amro*  
Dr. SUNNY JOSEPH KALAYATHANKAL  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths)  
PRINCIPAL

Jyothi Engineering College  
P.O. 609 531

**VRV Villa, No.14/15, LDG Street,  
Little Mount, Saidapet, Chennai – 600 015.**

**Ph No : +91 9042090053**






**YEOMAN**  
MARINE PVT LTD


Energy | Experience | Environment



**Sam Saju**

Emp. Code : YM0112  
Blood Grp. : A+ve  
DOJ : 12/08/2019  
Emergency No. : 9847606136  
9656569677

  
Issuing Authority

  
Signature of Card Holder

Add. Plot No. D-168, MIDC, TTC Industrial Area,  
Road No. 25, Nerul (E), Navi Mumbai - 400706.  
Tel. +91 22 2768 8470 / 75

True Copy Attested



Dr. SUNNY JOSEPH KALAYATHANKAL  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths)  
PRINCIPAL  
Jyothi Engineering College  
Cheruthuruthy P.O. - 679 531





True Copy Attested

  
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