



EY Global Delivery Services India LLP  
3rd Floor, Tower 'C',  
RMZ Infinity, Old Madras Road,  
Benniganahalli, K.R. Puram,  
Bangalore - 560016  
Karnataka, India

Tel: +91 080 6681 3000  
Fax: +91 080 6681 3334  
ey.com

14 December, 2020

**Ms Archana Venugopal**  
200 A, Manazhy House, Balawadi Road,  
Trikkur, Near Trikkur Mahadeva Temple,  
Thrissur,  
Kerala - 680306

Contact No: +91 9539522117  
Email: archanav3017@gmail.com

Dear Archana,

**Subject: Appointment in the position of  
Associate**

With reference to your application and the subsequent interview you had with us, we are pleased to confirm your appointment for the above said position in "EY Global Delivery Services India LLP" (the "Firm") subject to the following terms and conditions:

**1. POSITION:**

You will be appointed in the position of **Associate** in CT\_NITRO in the Firm. Your Rank will be **66**. While serving the Firm in this position, you will report to, and receive direction from the reporting manager or as may be communicated to you from time to time. As agreed, you shall join the services of the Firm at Trivandrum office.

**2. DUTIES AND CODE OF CONDUCT:**

- a. You shall at all times carry out such duties and responsibilities as may be assigned to you by the Firm and shall faithfully and diligently perform these in compliance with established policies and procedures, endeavouring to the best of your ability to protect and promote the interests of the Firm.
- b. You will be bound by the Firm's Code of Conduct and all other rules, regulations, policies and orders issued by the Firm from time to time in relation to your conduct, discipline and service conditions such as leave, medical, retirement, IT policies, etc. as if these conduct rules, regulations, policies et al, were part of this contract of employment.
- c. Without prejudice to the generality of the foregoing, you shall at all times comply with the Firm's policies and procedures (as may be intimated from time to time on the Firm's internal home page or through Firm newsletters and webcasts or other written means), including but not limited to matters relating to independence, anti-bribery, prevention of insider trading and prevention of sexual harassment.

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  
Cheruvu, Cheruvu P.O. - 679 531  
Cheruvu, Cheruvu P.O. - 679 531





### 3. WORKING HOURS:

Your standard working hours will be 45 hours a week. Your work week comprises of weekly off, which will be communicated to you by your reporting manager. In view of your position in the Firm, you shall effectively perform to ensure results and you will be expected to work beyond the standard working hours to achieve the results, whenever your job so requires. Additionally, as mentioned in your interview process, the Firm may implement staggered work shifts, from time to time. In such an event, you shall abide by the change in the standard working hours as may be notified by the Firm to accommodate such staggered shifts.

### 4. DATE OF JOINING:

As per our discussion your date of joining will be **21 December, 2020**

Your initial work location will be First Floor, Thejaswini Building, Technopark Campus, Trivandrum, Kerala - 695581.

Given the current situation, you will be onboarded virtually and can work remotely till you are specifically advised to report to a GDS facility by your counsellor or your Service Line Operations team.

### 5. PROBATION:

You shall be on probation for a period of six months from the date of joining the Firm. Your employment will be deemed confirmed, unless otherwise communicated to you in writing for reasons not limited to performance. During the six months probationary period for matters related to discipline or performance, the Firm reserves the right to take action in accordance to the policy of the Firm. Please note that a confirmation letter/notification will not be issued to you upon completion of the six month probationary period.

### 6. ANNUAL FIXED COMPENSATION:

You shall be paid an annual fixed compensation of **INR 3,50,000/-** per annum. The annual fixed compensation will be subject to applicable taxes as per the provisions of the Income Tax Act, 1961, and will be paid to you after deduction of income tax and other applicable taxes at source. The annual fixed compensation will be paid to you monthly in arrears. It is a condition of your service that you shall abide by the Firm's policy maintaining the strictest confidentiality of your compensation information and not disclose such information to any other person within the Firm.

### 7. TRANSFERABILITY:

Your initial place of posting shall be at SEZ Unit located at Drishya Building, KINFRA (IT, Animation & Gaming) SEZ, Kazhakuttom, Thiruvananthapuram - 695585. However, your services are transferable and you may be assigned/transferred in India or outside India to serve the Firm in any of its existing or future offices or any of its group companies or associates.

EY pans across geographies providing various services to its clients and you may be required to go through appropriate Induction & Orientation along with necessary training programme. The training is given to ensure that you are compliant with the best practices followed by EY on a worldwide basis.

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## 8. CONFIDENTIALITY:

- a. **Compensation:** You shall at all times keep the details of your compensation and employment benefits at the Firm strictly confidential, and shall not disclose such details to any other person within the Firm.
- b. **Use of Firm's name:** You shall use the Firm name, logos, trademarks or other identifiers strictly in the manner permitted by the Firm's policies, or for the purposes of provision of Services delegated to you to the extent required. Upon termination of your employment with the Firm, you shall not use the Firm's name, logo, trademark or other identifier in any manner other than what is already a matter of public knowledge, provided however you will not be in breach of this clause if you make reference to the Firm's name solely to describe your former association with the Firm subject to the confidentiality obligations which the Firm might have undertaken in relation to any of its clients/customers/users, vendors or other Firm's
- c. **Information:** You shall always maintain the highest degree of confidentiality and keep as confidential the records, documents and other Confidential Information relating to the business of the Firm which may be known to you or confided in you by the Firm its representatives, authorized personnel, vendors, sub-contractors, clients/customers/users etc. and by any means and you will use such records, documents and information only in a duly authorized manner in the interest of the Firm . For the purposes of this clause 'Confidential Information' means information about the Firm's business and that of its clients/customers/users, subcontractors, business partners or agents which is not available to the general public and which may be learnt by you in the course of your employment. This includes, but is not limited to, information relating to the Firm, its client/customer/user lists, employment policies, personnel, and information about the Firm's products, services, processes including ideas, concepts, projections, technology, manuals, drawing, designs, specifications, sales pitches, fees quotes, tender information, key personnel, customer contacts, thought leadership papers, and all papers, resumes, records and other documents containing such Confidential Information, whether such information was disclosed to or accessed by you prior to or after the date hereof. You shall at all times, whether during or after the termination of your employment, act with utmost fidelity and shall not disclose or divulge any such information to third parties or make use of such information for your own benefit or otherwise howsoever.
- d. At no time will you remove any Confidential Information from the Firm's offices without the permission of your reporting manager and/or an authorized officer of the Firm save and except for the purposes of performing the duties assigned to you in your capacity as an employee of the Firm and for no other purpose or use. You will not reproduce, store in a retrieval system or transmit in any form or by any means - electronic, mechanical, photocopying, recording, scanning or otherwise - any copyrighted material or other confidential or proprietary material, which is the property of the Firm or of its clients/customers/users, for your own benefit or for the benefit of any third party, either during the term of your employment or thereafter.
- e. You acknowledge and agree that disclosure of any portion of the Confidential Information prohibited herein or any breach of the provisions herein may result in irreparable injury and damage to the Firm which will not be adequately compensable in monetary damages, that the Firm will have no adequate remedy at law therefor, and that the Firm may, in addition to all other remedies available to it at law or in equity, obtain such preliminary, temporary or permanent mandatory or restraining injunctions, orders or decrees as may be necessary to protect the Firm against, or on account of, any breach by you of the provisions contained herein, and you agree to reimburse the reasonable legal fees and other costs incurred by the Firm in enforcing the provisions of this contract of employment. In addition the Firm will be within its rights to (i) advertise for public knowledge / notice (ii) notify to your prospective employer or iii) regulatory body, any impropriety or breach of confidentiality obligations hereunder as a result of your actions, at its absolute discretion.
- f. Upon termination of your employment or otherwise upon the Firm's request, you will immediately return and surrender to the Firm , all data, information, files, books, magazines, reports, documents, manuals, audio and video tapes, floppies, discs, any knowledge databases entrusted to you, and any other data, information or material containing or reflecting Confidential Information in the course of your employment and shall not retain any copy thereof in any form whatsoever. If the Firm requests,

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- you shall also confirm in writing to the Firm that you have complied with this clause. The Firm reserves the right to alter the confidentiality agreement from time to time, as and when required.
- g. Your duty to safeguard and not disclose, share or publish Confidential Information will survive the expiration or termination of this contract of employment and/or your employment with the Firm.

#### 9. INTELLECTUAL PROPERTY:

In consideration of this Contract of employment and of the salary agreed to be paid in consideration hereof, you agree:

- a. The Firm shall own (as its exclusive property, free from any obligations towards you) all intellectual property developed or conceived by you solely or jointly with others during the period of your employment, (1) that are along the lines of the businesses, work or investigations of the Firm to which your employment relates or as to which you may receive information due to your employment, or (2) that result from or are suggested by any work which you may do for the Firm or (3) that are otherwise made through the use of Firm's time, facilities or materials;
- b. Not to disclose or utilize in your work with the Firm, any confidential information of others (including any prior employers) or any inventions or innovations of otherwise without express permission; and
- c. To execute all necessary papers and otherwise provide proper assistance (at the Firm's expense), during and subsequent to your employment, to enable the Firm to obtain for itself or its nominees all patents, copyrights, or other legal protection for such intellectual property in any and all countries.

#### 10. LEAVE:

You will be entitled to a total leave of 31 days for each completed year of service, in accordance with the leave rules of the Firm. The Firm reserves the right to alter the policy from time to time and the policy in effect for the time being shall be applicable to you.

#### 11. PROVIDENT FUND AND GRATUITY PLANS:

You will participate in the Firm's Provident Fund, and Gratuity Plans as may be applicable in the Firm as per the Payment of Gratuity Act, 1972.

#### 12. RETIREMENT:

As per the Firm's extant policy, retirement age of the employee is 60 years. The Firm reserves the right to alter the policy from time to time and the policy in effect for the time being shall be applicable to you.

#### 13. NOTICE PERIOD; TERMINATION:

- a. During the probation or extended probation period, either the Firm or you may terminate your contract of employment by giving one month's written notice or one month's salary which is based on annual fixed compensation, in lieu of notice, to the other party, subject to the release date being approved by the Firm. The Firm reserves the right to terminate your employment by giving you compensation equivalent to one month's salary which is based on annual fixed compensation, in lieu of the notice period.
- b. After confirmation of your service at the Firm, the contract of employment is terminable by either the Firm or by you, by giving two months' notice in writing to the other, without assigning any reasons.

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This file is signed using Digital Signature.





- thereof. The Firm reserves the right to pay or recover from you, two month's salary which is based on annual fixed compensation, in lieu of the notice period, subject to the release date being approved by the Firm.
- c. If termination is initiated by you, the Firm may, at its discretion, relieve you from a date it may deem fit, at any time before expiration of the notice period. The Firm will agree to the release date and salary payment in lieu of notice period. During the notice period, however, you shall cooperate with the Firm in ensuring smooth and proper hand-over of your responsibilities, failing which the Firm shall be authorized to withhold/forfeit your dues.
  - d. The Firm may also terminate/suspend your services at its discretion at any time without giving any notice or amount in lieu of notice immediately if it has been alleged and prima facie established through preliminary internal enquiry that you have committed (i) any heinous criminal act or any offense involving moral turpitude (the term "moral turpitude" includes crimes having an inherent quality of baseness, vileness, or depravity with respect to a person's duty to the society in general such as rape, forgery, theft, solicitation, etc.), (ii) sexual harassment (adjudicated guilty as per the Firm's policy and local laws) or (iii) other act that threatens or likely to damage Firm's reputation or (iv) any misconduct or breach of terms and conditions outlined in this contract of employment including the Firm's policies.
  - e. The Firm also expects that you voluntarily disclose details of any of the above acts to the Firm at the time of joining or during your employment with the Firm, as applicable, based on which the Firm may terminate/suspend your services at its discretion at any time immediately upon written notice to you.

**14. PAST RECORD:**

If any information or declaration given by you to the Firm proves to be false or if you are found to have willfully suppressed any material information, including but not limited to any information about your educational qualification, professional certification, you will be liable to be discharged from the services of the Firm, without any notice or salary.

**15. RULES AND REGULATIONS:**

You shall abide by the Rules and Regulations of the Firm in effect from time to time or as the Firm may communicate from time to time.

**16. DUAL EMPLOYMENT:**

You will be in the exclusive employment of the Firm. During your employment with the Firm, you will devote your whole time, attention and skill to your ability for its business and you shall not, except with the written permission of the Firm, engage directly or indirectly in any other business, profession, occupation or other commercial activity, whether as a principal, agent, contractor, consultant or otherwise, whether full-time or part-time.

**17. PERSONAL DATA:**

During the course of your employment with the Firm, you may provide the Firm with confidential data or information that can be linked to you personally, or otherwise personally identifies you, including without limitation your financial information, emails, addresses, telephone numbers, shareholdings, physical, physiological and mental health information, and medical records and history (your "Personal Data"). You acknowledge that the Firm may collect, use, transfer, store or otherwise process ("Process") such Personal Data as required per the Firm's policies, to facilitate the conduct of the Firm's business, to conduct background checks, check conflicts or maintain independence, finance and accounting purposes, or for quality and risk management purposes. The Firm will Process your Personal Data in accordance with applicable law and

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professional obligations and shall ensure that any service provider who Processes Personal Data on our behalf adheres to such requirements.

You hereby consent to the processing of your Personal Data in the manner described above, whether by the Firm or any service provider on the Firm's behalf.

#### 18. EMPLOYMENT VERIFICATION :

Your qualifications and employment will be subject to a background check, which will be conducted by such agency/firm/establishment, whose services are contracted by the Firm, from time to time. The verification will include authentication of any factual or historical information provided by you, related to past and present data such as reference details, previous employment details, educational credentials and criminal records, etc. You are required to give your consent, by signing the background verification declaration in such a manner as may be required by the Firm. In the event that you fail to submit the documents sought by the Firm within the stipulated timeline or if any information provided by you to the Firm proves to be false or if you are found to have willfully withheld any information, the Firm reserves the right to revoke and/ or terminate this contract of employment, without any notice or compensation.

#### 19. SUBMISSION OF DOCUMENTS:

You will be expected to mandatorily submit relevant documents as stated in Annexure A at the time or prior to joining the Firm. The list of relevant documents will be intimated to you. In the event that you do not submit the relevant documents within the stipulated time period, the Firm reserves the right to revoke and/ or terminate this contract of employment without any notice or compensation.

#### 20. MISCELLANEOUS:

- a. The following annexures form an integral part of this agreement.
  - a) Annexure A - Illustrative compensation break-up
- b. Previous employment: You represent and warrant to the Firm that you are under no contractual, fiduciary, professional or other obligation or commitment that prevents you from entering into this contract of employment, or is otherwise inconsistent with your obligations under this contract of employment. If you were previously employed with another organisation, you represent and warrant to us that you have returned all property and confidential information belonging to any prior employer/organization and do not have any outstanding issues/unfulfilled employment obligation pending with your previous employer/organization having legal ramifications/consequences for you or for the Firm.
- c. Additional Documents: In addition you may also be required to execute additional documents, declarations and/or deeds as (i) per the Firm's policy as may apply to your/your nature of services as well as (ii) per any requirement of law of the jurisdiction were you might be required to work as a part of your employment with us, depending upon your job requirements and/or (iii) per the requirement of any professional, industry or other regulatory body and/or (iv) to meet any specific client/customer/user request and/or (v) per the Firm's exclusive discretion.
- d. Supersedes previous contract of employment: This contract of employment supersedes and replaces any existing agreement between the Firm and you relating generally to the same subject matter. It may not be modified or terminated, in whole or part, except in writing signed by an authorized representative of the Firm. This contract of employment shall include all written deeds, documents, declarations, bonds and undertakings signed by you pursuant to and arising out of this document. Discharge of your undertakings in this contract of employment shall be an obligation of your executors, administrators, or other legal representatives or assigns.
- e. Severability: If any provision contained in this contract of employment is held to be invalid or unenforceable under applicable law, the remaining provisions of this contract of employment shall be

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- construed as if such provision did not exist, and the unenforceability or invalidity of such provision shall not be held to render any other provision of this contract of employment unenforceable or invalid.
- f. Privity of Contract: The terms of this contract of employment may only be enforced by a party to this contract of employment.
  - g. Governing law and dispute resolution: This contract of employment, including all matters relating to its validity, construction, performance and enforcement, shall be governed by and construed in accordance with Indian law. In case of any dispute in relation to this contract of employment the decision of the management of the Firm shall be final and binding.

Please acknowledge your acceptance of these terms and conditions of employment by signing the duplicate copy of this contract of employment and submitting the same to us for the Firm's records.

Thanking you.

Yours faithfully,  
for **EY Global Delivery Services India LLP**

Signed By : DIVYA PARIHAR  
Reason : Offer Letter  
Location : Bangalore  
Date: 14-12-2020 11:16:35

**Authorized Signatory**

I hereby accept the aforesaid position and terms and conditions of employment set forth above.

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

Name: \_\_\_\_\_

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**Annexure A**

Dear Archana,

Please refer to the discussion that you had with us. Please note that you have to submit the following documents on the date of joining (it is mandatory to carry all documents & information listed below).

SN	Documents to be submitted on the Date of Joining	Tick Y/N
1	4 passport size photographs in formals with a white background	
2	Three printed copies of the following documents: <ul style="list-style-type: none"> <li>Your Pan Card - Mandatory</li> <li>Aadhaar Card - Mandatory</li> <li>Your passport, voters ID, ration card, driving license or ESIC card</li> </ul>	
3	Single printed copies of all semester and year mark sheets, degree and provisional certificates for: <ul style="list-style-type: none"> <li>Graduation/Post-graduation</li> </ul> <p>Note: If you are awaiting results, please submit all previous semester mark sheets, along with a copy of your last semester results</p>	
4	Professional qualification certificates* <p>*For CA qualified - Please carry your articleship completion certificate and membership certificate, along with mark sheets</p>	
5	For Enrolled Agent/CPA qualified - Please carry your completion certificate along with the license/certification number details	
6	Experience certificate or relieving letter from last 2 employers as applicable. Your resignation acceptance letter will also be accepted by us. However, the relieving letter should be submitted to us within 30 days of joining.	
7	PF declaration form	
8	Bank details - Account number along with the IFSC code	
9	Last drawn payslip from your previous employer	
10	Your blood group	
11	Name, address (preferably residence address) and telephone number of two references, excluding relatives. If you have prior work experience, one reference has to be from the last organization or employer.	

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Annexure B

Name	Archana Venugopal	DOJ	21 December, 2020
Designation	Associate	Service Line	CT_NITRO
Rank	66		

COMPONENTS	Per Month ( INR )	Annual ( INR )
Basic Salary	11,667	1,40,000
House Rent Allowance (HRA)	5,833	70,000
Other allowance including flexible components 1	6,047	72,560
Advanced Statutory Bonus	2,220	26,640
Transport Assistance	1,600	19,200
Employer's Provident Fund (PF) contribution	1,800	21,600
<b>Fixed compensation</b>	<b>29,167</b>	<b>3,50,000</b>

Benefits (Estimated value)		
Insurance premium 3 (Group Medical + Group Personal Accident + Group Term Life)		15,447
Gratuity 4		6,731
<b>Total of Benefits</b>		<b>22,178</b>

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**Notes:**

You will be eligible to participate in the GDS Variable Pay Bonus (VPB) Program, with a VPB percentage target of 5% at your rank. This target is indicative and the actual pay-out, each year, will vary based on the GDS, Service Line/Service Function and individual performance. Payment under any VPB program is subject to you being employed with the Firm as on the date of pay-out. Employees who join the Firm during the year, will be eligible for a pro-rated VPB amount, subject to meeting the guidelines of the Program. The amount is subject to income tax deduction, as per rules prescribed under the tax laws.

All the above components and benefits are as per the Firm's policies and are subject to change from time to time. Please refer to the payroll database (<http://gssconnect.ey.net/payroll/index.htm>) for a detailed breakup of your salary structure.

<sup>1</sup> You will also be allowed to determine your flexible components that form a part of your fixed compensation. These will be defined as per policy of the Firm which may be modified from time to time. Please refer to the payroll database (<http://gssconnect.ey.net/payroll/index.htm>) for applicable flexible components.

<sup>3</sup> Insurance benefits

Benefit Type	Benefit Value	Features
Group Medical Insurance	INR 4,00,000	Floater cover for self and five dependents which includes spouse/same sex partner, children and parents/parent-in-law. The premium stated above is the maximum amount paid/incurred by the Firm, and is subject to change every year post renewal. There will be an employee contribution towards the premium. In addition to the existing INR 4,00,000 cover, employees can opt for an additional sum insured (custom-made 'top-up' health insurance benefit) at a reasonable cost to cover themselves and their dependents.
Group Personal Accident Insurance	INR 10,00,000	For self, as per policy, is being paid/incurred by the Firm on your behalf. The premium stated above is the maximum amount paid/incurred by the Firm, and is subject to change every year post renewal of insurance policy.
Group Term Life insurance	INR 10,50,000	For self, as per policy, is being paid/incurred by the Firm on your behalf. The premium stated above is the maximum amount paid/incurred by the Firm, and is subject to change every year post renewal of insurance policy.

<sup>4</sup> Gratuity will be paid as per provisions under the prevailing regulations.

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## APPOINTMENT LETTER

01 Jul, 2020

Dear Moji V Shajan,

Welcome to Wipro Limited (Company/Wipro') and congratulations on your appointment as **Project Engineer**. The terms of your employment with the Company is listed below. Please be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

### 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 your appointment. On completion of the probation period, your appointment shall be confirmed at the discretion of the Company based on your performance and other criteria as applicable to your band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.
- c. The retirement age is 58 years.
- d. You may be transferred to any other location, department, function, establishment, or branch of the Company or subsidiary, associate or affiliate company, in such capacity as the Company may from time to time determine. In such a 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 Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.
- f. This offer of appointment is subject to your successful completion of all curricular requirements as laid down by the University/Institution for award of the degree/diploma and the requirements, including aggregate, specified by the Company for your role, and any other criteria specified by the Company in terms of your educational qualifications on/before the date of appointment.
- g. The copy of this letter duly signed by you, has to be mandatorily submitted on the date of joining,

Signature Not Verified

Digitally signed by SUNIL KALACHAR  
Date: 2020.07.01 17:47:04 IST  
Reason: Campus Offer Letter  
Location: Bengaluru

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Registered Office:

Wipro Limited T : +91 (80) 2944 0011  
Doddakannelli F : +91 (80) 2844 0054  
Sarjapur Road E : info@wipro.com  
Bengaluru 560 035 W : wipro.com  
India C : L32102KA1945PLC020800





## 2. Compensation:

You will be eligible for:

- a. Compensation and benefits in accordance with Annexure III - 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 Company.
- c. Other compensation and benefits in accordance with Company policy as modified and intimated to you from time to time.
- d. Your salary will be reviewed periodically as per Company policy.
- e. Changes in your compensation are at the Company's discretion and will be subject to and on the basis of your effective performance and the performance results of the Company 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 the Company.
- c. Participation in the Company's Provident Fund Scheme (PF) as per the policies applicable to your band and stream.
- d. Leave Travel Assistance (LTA) as per the Company's policy.
- e. Wipro Medical Assistance Scheme (MAS) provided you are not covered under the purview of the ESI Act.
- f. Employee Benefits Program sponsored and administered by the Company for management employees, comprising of pension plan or gratuity plan, survivor benefit plan and industrial injury benefits.
- g. Please refer to the detailed policies in the Company's intranet portal i.e. [mywipro.wipro.com](http://mywipro.wipro.com)

## 4. Responsibilities:

- a. In view of your position and office, you would be expected to perform all responsibilities effectively, diligently and to the best of your ability and ensure results. There may be times when you will be expected to work extra hours to achieve the above when the job so requires. 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 the Company, whether directly or indirectly.
- b. You may be required to undertake travel for business purposes for which you will be eligible for reimbursement of travel expenses as per the Company policy applicable to you.

### 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

True Copy Attached

*Sunny*  
Dr. SUNNY JOSEPH KALAYATHAN  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths)  
PRINCIPAL 9277324  
Engineering College  
679 531





- c. We are committed to ensure 'Integrity' in all aspects of the Company's functioning. You are expected to comply with all the applicable policies of the Company including the Code of Business Conduct and Ethics ('Policies') 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 that 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 and appropriate disciplinary action will be initiated.

#### 5. Conflict of Interest:

- a. You are required to engage yourself exclusively in the work assigned by Wipro and you 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 the Company (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
  - i. Any employee of the Company to terminate their employment with the Company or to accept employment with any competitor, supplier or any customer with whom you have a connection pursuant to your employment with the Company.
  - ii. Any customer or vendor of the Company to move his existing business with the Company to a third party or to terminate his business relationship with the Company.
  - 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 the Company'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 the Company. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of the Company, 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 the Company and in the course of your employment. This covenant shall endure during your employment and beyond the cessation of your employment with the Company (irrespective of the circumstances of, or the reasons for, the cessation).

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





- 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 the Company.

### 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 the Company you will be providing services to customers or clients of the Company during which process you will be handling sensitive information including but not limited to key customers of the Company, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to the Company and its protection is of utmost importance to the Company. You confirm that for a period of six (6) months after separation of your employment from the Company (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 the Company during the six (6) months preceding the date of separation.

### 9. General:

This offer of appointment is subject to the precondition that you have not provided us with any false declaration and/or documentation or willfully suppressed any material information. If at any point of time, it is brought to our notice that you have submitted fabricated documentation or made false representation or willfully suppressed material information, you shall be liable to be removed from service with immediate effect and the Company reserves its right to initiate appropriate action as per applicable policy and /or enforce remedies available to us under law.

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 employment contract.

- a. You acknowledge that you have understood the terms of this employment contract and that you are aware that the specific performance of the terms of this employment contract may be enforced legally, if required. In this connection, if any of the provisions of this letter of appointment 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 the Company and you on the same subject matter.
- c. You warrant that you are not prevented by any court or by any other administrative or judicial authority or order from providing the services required under this employment contract. 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.

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Channarayana P.O. - 678 531





d. Your appointment shall be treated as withdrawn in case:

- i. You have not scored minimum aggregate marks of 60% in your 10<sup>th</sup> Standard or equivalent education.
- ii. You have not scored minimum aggregate marks of 60% in your 12<sup>th</sup> Standard or equivalent education.
- iii. For Graduates: You have not scored minimum aggregate marks of 60% in your graduation.
- iv. For Post Graduates: You have not scored minimum aggregate marks of 60% in your graduation and 60% in post-graduation.
- v. You have any pending backlogs/ arrears on the date of appointment.

Please note that at any stage, whether during your online test and/or interview process or upon joining the Company, if it is brought to our notice that you have indulged in malpractices or used illegal means to clear your online assessment, the Company shall withdraw or revoke the offer with immediate effect and we reserve our rights to take suitable action against you as we may deem fit.

#### 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 the Company 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 continue your employment with the company for a period of **atleast** 12 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 **be liable** to pay to the Company liquidated damages of up to Rs. 75,000/- (Rupees Seventy Five Thousand only) in the manner defined in the training agreement, signed by you with the Company.

#### 11. Notice Period & Termination:

Your employment with the Company shall be terminable, without reasons, by either party giving one-month notice during probationary period and three months' notice on confirmation. The Company reserves the right to pay or recover salary in lieu of notice period. Further, the Company 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 the Company desires you to continue the employment during the notice period you shall do so. Notice period and termination of employment contract shall be governed by the applicable internal policies of the Company as updated from time to time.

On acceptance of separation notice, you will immediately hand over to the Company before you are relieved, all correspondence, specifications, formulae, books, documents, cost data, market data, literature, drawings, effects and comply with all the relieving formalities required by the Company. Further, you shall not make or retain any copies of these items.

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**12. Pre Joining Program (PJP):**

During the time period between your offer and onboarding, the Company will provide you an online, self-directed learning opportunity through a Pre Joining Program(PJP). You will be given a specific technology track to learn and we urge you to utilize this opportunity to gain hands-on experience so as to enable you to obtain a suitable project.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by submitting a 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: \_\_\_\_\_



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**ANNEXURE I**

**DECLARATION ON 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 immediately inform my supervisor and notify the top management.

Name: \_\_\_\_\_

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

Signature:.....

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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 the Company 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 the Company's Code of Conduct to Regulate, Monitor and Report Trading by Insiders. Or write to [polycycleclearinghouse@wipro.com](mailto:polycycleclearinghouse@wipro.com)

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**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;
- b. processing my job application including background verification checks;
- c. 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

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ANNEXURE III  
SALARY OFFER SHEET

Name : Moji V Shajan  
Position : Project Engineer

Career Group: TRB – II

You shall receive salary as detailed below.

COMPONENT	AMOUNT (INR)
Basic	11,670
HRA	5,835
Bonus	2,334
Wipro Benefits Plan (WBP)	4,849
<b>Total Fixed Cash</b>	<b>24,688</b>
PF (Employer Contribution)	1,800
Gratuity (5.31% of Basic)	620
<b>Total Fixed Compensation</b>	<b>27,108</b>
<b>Other Compensation Benefits</b>	
Health benefit (Medical)	600
<b>Variable Pay</b>	
Target Variable Pay	1,459
<b>Target Cost to Company per month</b>	<b>29,167</b>
<b>Total Cost to Company per annum</b>	<b>3,50,004</b>

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\*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.  
Apart from the standard salary components, **Project Engineers** are also entitled to the following unique **Company Benefits** to help you manage during exigency.

- a. Onetime Interest free loan of Rs. 20,000/- towards housing deposits or towards purchase of a two wheeler
- b. Onetime Interest free contingency loan of lesser of Rs. 50,000/- and 2 months gross towards housing deposits or illness, death in immediate family or self-marriage
- c. Medical assistance of Rs.15,000 per annum for employees who are not covered under the ESI scheme.
- d. Medical Insurance Coverage up to Rs 2lac per annum.

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

Signature:.....

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**ANNEXURE - IV**

I hereby confirm that I shall submit the required academic certificates including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my employment is subject to my aggregate meeting the Company's 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 immediate termination of my employment with the Company.

Name:

Date:    /    /   

Signature:.....

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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:

For employees joining in billable roles, variable pay will be linked to Individual billability, i.e. the number of days employee is 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 and who have variable pay as part of their salary stack.

For employees joining in above Bands in Support roles and central functions, and who have variable pay as part of their salary stack, variable pay will be linked to company's financial parameters. Financial metrics is linked based on specific role for each employee in each quarter, as per the respective financial year policy.

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.

The detailed policy will be made available on myWipro->myPolicies->Common Policies Across Countries->my Financials->Variable Pay Policy FY 2020-21.

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## 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 Meal card 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 Meal card:

An amount of Rs. 1100 / 2,750 per month towards purchase of Non-Transferable Meal card 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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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. **Provident fund-** Where basic is higher than INR 15,000- 12% of your Basic towards Provident Fund. In cases where basic is lower than INR 15,000- Minimum of 12% of (Basic + WBP + Additional (Where applicable) or INR 1800 pm
  - 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.

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### Travel, Accommodation, Food & Other Miscellaneous Expenses

#### Travel

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

#### Accommodation, Food & other Miscellaneous Expenses

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

True Copy Attached

*Omang*  
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 560035 W : wipro.com  
India C : L32102KA1945PLC020800





## 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.15000 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: You are eligible for a floater coverage of Rs 2,00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly payroll depending on your marital/family status towards the base sum insured premium, 10% of the claim amount has to be borne by you.  
If you wish to enhance the coverage, Top up cover options are also available 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.

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Gratuity Benefit\*\*: Up to Rs. 20,00,000

This provides you a lump sum benefit up to a maximum of INR 20 LPA to be calculated and payable as per applicable laws.

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.

\*\* These benefits are subject to the terms and conditions of the company policy and cannot be converted to fixed cash.

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India C : L32102KA1945PLC020900





## 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. Employees can also get an extra coverage for a nominal and highly negotiated premium.

b. Group Term Life Insurance: 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 under this policy. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). 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.

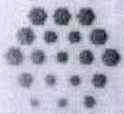
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*Sunny*  
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Jyoti Engineering College  
Chennai, India P.O.: 679 531

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**PUMEX**  
INFOTECH

Pumex Infotech Pvt Ltd

Trans Asia Cyber Park, 10th Floor A1, Infopark Phase II - SEZ, Kochi - 682303

0484 4016369

contact@pumexinfotech.com

www.pumexinfotech.com

**TO WHOMSOEVER IT MAY CONCERN**

**Experience & Relieving Letter**

This is to certify that Ms. Anju Maria K B was employed with us from 15<sup>th</sup> July 2019 to 14<sup>th</sup> May 2021 as Software Engineer.

We found her sincere, honest, and hardworking during her tenure in Pumex.

She has transferred all her duties and is relieved from her responsibilities from the closing hours of business today.

Her CTC at the time of relieving was INR 2, 85,000/- per annum.

We thank her for her support rendered with us and wish her the best of luck in future endeavors.

For Pumex Info Tech Pvt Ltd

Dr. Babu T. Jose  
Managing Director

14<sup>th</sup> May, 2021

Attested  
K. J. JOSE

Registered Address: IIB, Suburban Heights, Vidyanagar Road, Cochin University, P.O. Cochin  
CIN: U72200KL2008PTC023405

Dr. D. (M.Phil. B.Ed.)  
Dr. D. (M.Sc. M.Phil. M.A. M.Ed.)  
Dr. SUNNY JOSE  
Principal  
KALAYATHANMAL  
KALAYATHANMAL  
College  
Kochi - 682011  
CIN: U72200KL2008PTC023405



## Wage Slip

Establishment name	: SUPPORTSAGES CONSULTANCY SERVICES PVT LTD
Address of the establishment	: SUPPORTSAGES CONSULTANCY SERVICES PVT LTD USHAS, AMBALAM UNICHIRA ROAD, EDAPPALLY, COCHIN 682024.
Establishment Reg No	: SH070230111729
Name of the employee with code	: MAYMOL ROBERT ,SSG0157
Period of Payment	: 01-august -2019 to 31-august -2019
Designation	: ENGINEER
Date of joining	: 01-07-2019
Total no. of days worked	: 30.0 days

Wages & Allowances		Deductions	
Basic Wages	15100.00	EPF	0.00
DA	0.00	ESI	117.00
HRA	376.00	Welfare Fund	20.00
CCA	0.00	TDS	0.00
Overtime Wages	0.00	Profession Tax	0.00
Arrears	0.00	Advance Repayment	0.00
Advances	0.00	Fine	0.00
N&FH Wages	0.00	Loss&Damages	0.00
Maternity Benefit	0.00	Other deductions	0.00
Leave Wages	0.00		
Bonus	0.00		
Other Allowances	0.00		
<b>Gross Monthly Emoluments</b>		<b>Total Deductions</b>	
<b>Rs.15,476.00</b>		<b>Rs.137.00</b>	
<b>Net Wage Paid - Rs.15,339.00</b>			
Remarks ::: nil			

Wages and Other allowances are Credited to your Account No : 0723101064605

Bank Name : CANARA BANK IFSC Code : CNRB0000723

Prepared by		Received by	
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(This wages slip generated from the Wage Protection System is an alternate form under Rule 29B of the Kerala Minimum Wages Rules, 1958 and is legally valid for the purpose of Rule 29(2) of the said Rules.)

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Sunny

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



**Date: 26-Feb-19**

**Vishnu K**  
**Jyothi Engineering College, Cheruthuruthy**

**Appointment Offer: Software Engineer**

**Dear Vishnu K,**

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.

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*enmy*  
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Jyothi Engineering College  
Cheruthuruthy P.O. - 679 531



#### 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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*Arman*

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



- 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.

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College



## 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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- 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,

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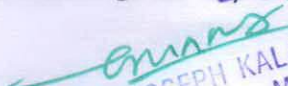
Dr. SUNNY JOSEPH KALAYATHANKAL  
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(Science), Ph.D (Maths)



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.

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



- 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 -complete 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

*Sunny*  
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Jyothi Engineering College  
Cheruthuruthy P.O. - 679 531



Employee Number : A-9336  
 Employer Name : IBS Software Private Limited  
 Location : Cochin  
 Date of Birth : 30-Aug-1997  
 Date of Joining : 25-Oct-2019  
 PF UAN Number : 101516732894  
 ESI Number :

Employee Name : VISHNU K  
 Payslip Month : August, 2021  
 Designation : Software Engineer  
 Job Level : 3  
 PAN No. : AYFPV4904P

### Earnings

Description	Amount
Basic Pay	9,000.00
House Rent Allowance	3,600.00
Special Allowance	12,200.00
<b>Total</b>	<b>24,800.00</b>

### Deductions

Description	Amount
Employee PF Contribution	1,800.00
Professional Tax	209.00
Labour Welfare Fund	20.00
<b>Total</b>	<b>2,029.00</b>

### Reimbursement

Description	Amount
Medical OP Reimbursement	0.00
<b>Total</b>	<b>0.00</b>

### Fringe Benefits

Description	Amount
Fuel and Maintenance Charges	0.00
Telephone Reimbursement	0.00
Professional Pursuit	0.00
LTA	0.00
<b>Total</b>	<b>0.00</b>

### Net Pay

Gross Earnings	Gross Deductions	Net Pay
24,800.00	2,029.00	22,771.00

### Taxable Perquisite

Description	Amount
<b>Total</b>	<b>0.00</b>

### Employer Charges


Description	Amount
EPS Contribution	1,250.00
Employer PF Contribution	550.00
<b>Total</b>	<b>1,800.00</b>

### Summary

Description	Amount
Salary Under Section 17	136,600.00
Value of Perquisites	0.00
Gross Salary	136,600.00
Allowances Exempted u/s 10	0.00
Deductions under Sec 16	51,042.00
Total Chapter VI A Deductions	9,000.00
Total Income	76,558.00
Tax on Total Income	0.00
Total Tax payable	0.00

### Payment Details

Payment Type	Bank	Account Number	Amount
IBS Salary Payment	State Bank of India	67167471698	22,771.00

**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



05-Jul-2019

Dear Kannanpuzha Chelsea Antony,  
Jyothi Engineering College.

Candidate ID - 13119084



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/Past-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.,

S. Joseph

Global Head-Talent Acquisition

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

Signature :

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



## Annexure A

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

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\*\* **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.

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



# amazon | Development Centre India

## LETTER OF INTENT

Date: May 3, 2019

Name: DENCY DAVIS

Dear Candidate,

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 a Base Pay of Rs. 16,767 per annum. 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 120 day period referred to herein or thereafter or with respect to the base pay as mentioned herein.

Tower B- 3rd Floor, India Land Tech Park Private Limited , Chill SEZ Area,  
Keeranatham Village , Saravanampatti, Coimbatore, Tamil Nadu 641035, Tamil Nadu  
Tel: +91-422-666 5000

www.amazon.com

CIN : U72200KA2004FTC034233

True Copy Attested

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



# amazon | Development Centre India

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



True Copy Attested



Ramya Galla  
Recruitment Manager, CS 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

ACCEPTANCE OF LOI

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



Name		
Date		
Designation on Joining		
CS Location	Coimbatore	
<i>Please refer the annexure for an explanation of the salary components</i>		
Compensation Structure		
Pay Component	Monthly (INR)	Annual (INR)
Basic	6,021	72,250
House Rent Allowance	3,010	36,125
Employer contribution to PF	723	8,670
Flexi Components	2,288	27,455
<b>Total Base</b>	<b>12,042</b>	<b>144,500</b>
Variable Pay	2,125	25,500
<b>Total Compensation</b>	<b>14,167</b>	<b>170,000</b>
Food Coupons	1,100	13,200
Transport Allowance	1,500	18,000
<b>Total Cost to Company</b>	<b>16,767</b>	<b>201,200</b>

**Overtime Allowance:**

Hours worked by an employee in excess of their regular work hours on a scheduled day and, similarly, any hours worked on their work off or non-working day are considered an "Overtime Hours." For each overtime hour, employee will receive additional pay as applicable by the policy.

**Night Shift Allowance:**

Employees spending 50% of work hours of a day between 8.00 PM to 8.00 AM as per their shift timing are eligible for Night Shift allowance as per the policy.

**Statutory Bonus:**

Depending upon the profits of the company for the accounting year one would be eligible for an additional bonus of maximum 20% as per the policy and eligibility.

**Gratuity:**

Gratuity is a statutory benefit paid to the employees who have rendered continuous service for at least 5 years and will payable to an employee on cessation of employment as per the policy.

\*The above is subject to changes as per local laws and company policy

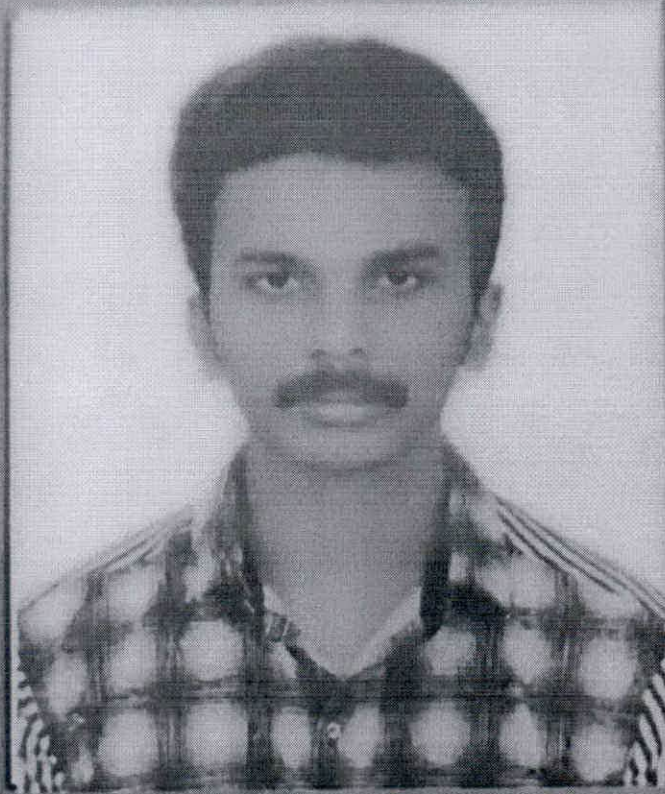
\*The above amounts are subject to Govt deductions which include employee & employer contribution to PF, PT, Income tax, ESI etc applicable

True Copy Attested

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



**FEDERAL BANK**  
YOUR PERFECT BANKING PARTNER



**KIRAN P S**

**Employee ID : 20052**

True Copy Attested

*Amr*  
DR. JOSEPH KALAYATHANKAL  
M.Phil, B.Ed  
(Maths), Ph.D (Maths)  
PRINCIPAL  
Spring College  
P.O.-679 531



Infosys®



Lakshmi Kumar

1079937

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



ARCHITECTS STUDIO

info@i2aarchitects.com

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

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





# ZITLALI INFOSOLUTIONS PRIVATE LIMITED

Kottappuram, Sankara Iyer Road, West Fort, Thrissur-680004, Kerala, India  
CIN: U72900KL2019PTC056347 | GST: 32AABCZ3145K1ZC

DATE: 05/ 08/2019

## CERTIFICATE OF EXPERIENCE

THIS IS TO CERTIFY Mr. / Ms ANARGHA BABY WAS ASSOCIATED WITH OUR ORGANISATION FOR A PERIOD OF 5 MONTHS EFFECTIVE FROM 04<sup>TH</sup> MARCH 2019 TO 29<sup>TH</sup> JULY 2019.

IN THIS TIME PERIOD THEY WERE GIVEN TRAINING & KEPT UNDER PROBATION FOR JOB CONFIRMATION.

THIS CERTIFICATE IS ISSUED BASED ON THE RESIGNATION MAIL RECIEVED & SERVED A 1 MONTH NOTICE PERIOD AS PER THE COMPANY NORMS IN THE EMPLOYMENT PERIOD.

\*\*\*OUR REFERENCES ON THIS CERTIFICATE IS ALWAYS AVAILABLE IN THE CONTACT DETAILS\*\*\*

With Regards,

Nihas Bakker,

Chief Executive Officer

True Copy Attested

*Anargha*  
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

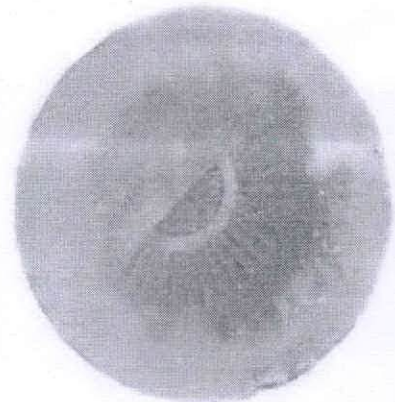




True Copy Attested

**LIPIN  
PIUS**

*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



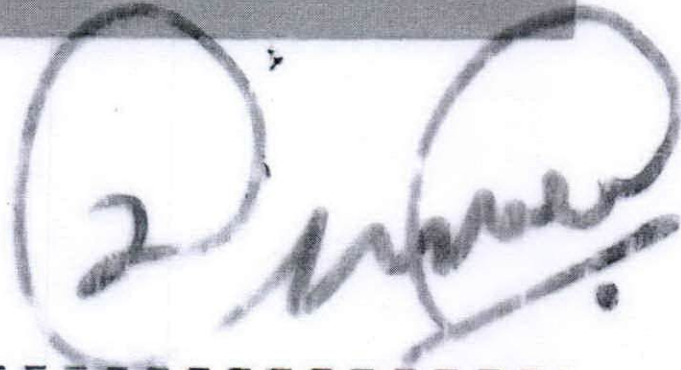
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**IBS SOFTWARE PVT. LTD.**

521 - 524 / Nila Building | Technopark Campus  
Trivandrum 695581 | India | Phone: +91 471 6614200



A-8578



ISSUING AUTHORITY


**CORPORATE HEADQUARTERS**

**IBS SOFTWARE PVT. LTD.**

521 - 524 | Nila Building | Technopark Campus  
Trivandrum 695581 | India | Phone: +91 471 6614200

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

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

IBS/2791



ipsr/hq/itfs/667/2019

Kottayam  
29<sup>th</sup> January 2019

TO WHOMSOEVER IT MAY CONCERN

This is to certify that Mr. Prince Paulose, Thoduvayil House, Mannamangalam P O, Thrissur had been working in this company as a **Software Trainee** from 3<sup>rd</sup> August 2018 to 29<sup>th</sup> January 2019. He was mainly involved in Python based assignments.

During the period we have found him sincere to the assigned duties and responsibilities.

His character and conduct during the period are good.

We wish success in all his future endeavors.

For ipsr solutions ltd



True Copy Attested

*Amara*  
Dr. CHANDRAN K. MALAYATHAR  
Ph.D (Management), Sc, M.Phil, B.Ed  
Principal  
Engineering College  
Changanassery, P.O.-679 531

Merchants' Association Bldg., M.L. Road, Kottayam. Tel: 0481-2301085, 2561410/20  
II Floor, Vyapar Bhavan, Bank Road, Kozhikode. Tel: 0495-2761776, 2768129  
Iliom lane, Palliam Road, Kochi. Tel: 0484-2366258  
IPSR IT Finishing School, Gilgal IT Park, Edappally, Kochi, Tel: 0484-2344560  
Brindavan Building, Thampanoor, Thiruvananthapuram Tel: 0471-2330008  
E-mail: contact@ipsrsolutions.com Website: www.ipsr.edu.in www.ipsrsolutions.com  
CIN: U72200KL2000PLC014239



# toobler

## PRINCE PAULOSE

Software Engineer



#TBL136

Mob: 9562846816

Blood Group: O+

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

True Copy Attested

*Anna*

DR. ANNA S. S. LAYATHIPAL  
Ph.D (Science), M.Phil, S.Ed  
PRINCIPAL  
Engineering College  
R.O.-679531





Name : Vishnu A V

Emp Code : 1037115

Res Phone : 7510101845

Blood Group : AB +ve

**Deluxe Entertainment Services (I) Pvt. Ltd.**

**Global Technology Park, Block - C,  
4th & 7th Floor, Devarabeesanahalli,  
Marathahalli outer ring road,  
Bangalore-560103, Phone-4667 0000**



**ANNEXURE**

Compensation Package		
Name	Anuja M S	
Grade	P1	
Designation	Software Engineer Trainee	
Department	Software	
Job Category	Development	
Location	Trivandrum	
	<b>Per Month</b>	<b>Per Annum</b>
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...  
c=IN,o=Personal,ou=st=TAMIL NADU,PostalCode=600122  
Date: 2018.11.30 06:00:51 +05:30

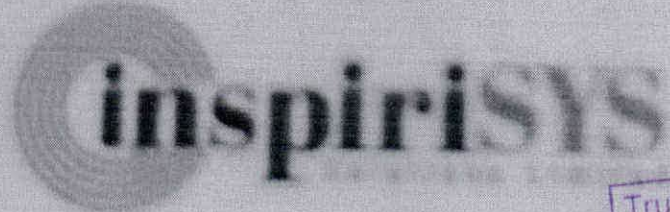
  
**Dr. SUNNY JOSEPH KALAYATHANKAL**  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths)  
PRINCIPAL





ANUJAM S

Employee ID: 47359



True Copy Attested

311, Nda, Technopark,  
Thruvananthapuram-685581  
0471-283888

EMPOWERING  
POSSIBILITIES

*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



*20/11/14*

# UST Global®



**Angel  
Rose  
141693**

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

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This card is property of UST Global





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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





# 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  
Athani P.O., Thrissur-680 501, Kerala State

Tel : (0487) 2201751, 2291752  
Fax : (0487) 2201753  
E-mail : [sifl@sanchernet.in](mailto:sifl@sanchernet.in)  
Website : [www.siflindia.com](http://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. M. JOSEPH KATHANKAL  
Ph.D. Computer Science (Maths)  
PRINCIPAL  
Jyoti College  
Cheruthur  
STEEL AND INDUSTRIAL FORGINGS LTD  
CERTIFIED TO AS 9100:2016 AND ISO 9001-2015  
CERTIFICATE NO. 20006276

Unit : Machining Unit,  
Metind Nagar, Shoranur,  
Palakkad-679 122  
എസ്.ഐ.ഐ. യൂണിറ്റ്,  
മെറ്റിന്ദനഗർ,  
ശൊറാനൂർ, പാലക്കാട്-679 122.  
Ph : 0466 2225566,  
2225567, 2225568



# E.S. PRIVATE ITI

## CHELAKKARA

THRISSUR DISTRICT

Phone:04884-252201



### PRAVEEN M.V

INSTRUCTOR (MRAC)

True Copy Attestor

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





جلف بزنس سيرفيسز ذ.م.م

**Gulf Business Services W.L.L.**

Door No.8, Building No.80, Zone 90, Street : 312, Al Wakrah  
P.O. Box : 30919, Doha-Qatar, www.aagbsqa.com



Al Ansari

## To Whomsoever It May Concern

This is to certify that **Mrs. Aiswarya Jayaprasad** holder of Indian Passport No. P9841448, was employed in our organization as **Estimation Engineer** in our Kitchen and Laundry Equipment Department from 24<sup>th</sup> June 2018 to 29<sup>th</sup> February 2020.

During her tenure we found her a sincere, hardworking, dedicated employee with a professional attitude. She fulfilled her duty very efficiently and conscientiously.

She left the organization on her own accord and her character and conduct is exemplary. We wish her good luck in her future endeavors.

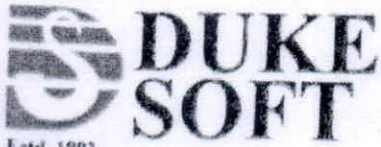
With Regards,

For **Gulf Business Services W.L.L.**

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





Estd. 1992

Our Sister Concern: DUKE SOLUTIONS

2<sup>nd</sup> Bay, 3<sup>rd</sup> Floor, Bharathakshemam Bldg.,  
College Road, East Fort, Thrissur - 680 005.  
Ph: 0487-2329898

Website :- [www.dukesoft.net](http://www.dukesoft.net)

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

Ref No: DSL17222

Date: 17-06-2017

To  
Mr. Alfin Lawrence,  
Vazhappilly House,  
Mundur PO, Kiralur,  
Thrissur - 680541


Dear Mr. Alfin,

On behalf of **Duke Soft** (the firm), I am pleased to offer you the position of **Programmer** with the firm. The terms and conditions of your employment with the firm shall be as follows

1. You will be given an on the job training for three months during which you will be paid **Rs.12,000/-** (Rupees Twelve thousand only) per month. This period will be deemed as the probation period. This may be lessened or increased should the firm desire to do so. After probation you will receive a consolidated salary of **Rs.16,000/-** (Rupees Sixteen thousand only) per month. The expense for travelling on the job will be paid by the firm.
2. You will be bound by the firm's standing orders.
3. During your employment with us, you will not be permitted to undertake any other employment or engage in any external activities of a commercial nature without prior written approval. You will be required to effectively carry out all duties, responsibilities and obligations assigned to you by your manager and/or others authorized by the firm to assign such duties and responsibilities.
4. The firm or the employee shall be free to terminate this employment agreement at will and at any time, with or without cause, upon one month's written notice by the party desirous of terminating this agreement or payment of equivalent salary thereof. During the probation period the notice period will be 24 hours.
5. The firm shall be entitled to terminate this employment agreement without notice in the event you are found to be engaged in (i) any act of misconduct or negligence in the discharge of duties or in the conduct of the firm's business, (ii) any other act of omission inconsistent with your duties, (iii) any breach of these terms or unauthorized absence beyond a period of seven (7) days.
6. You are requested to submit the certificates of your educational qualifications and experience for verification at the time of joining.

If the above terms and conditions are acceptable you may endorse your acceptance in the copy of this letter and report for work on 21-06-2017 at 8:45 am

For DUKE SOFT

  
Louis U.J.  
(Proprietor)

True Copy Attested

Accepted

  
Dr. SUNNY JOSEPH KALAYATHAM  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths)  
PRINCIPAL  
Jyothi Engineering College  
Mundur P.O. - 679 531  
By: Alfin Lawrence



# DUKE SOFT, THRISSUR

## Pay slip for February, 2019

Name : Alfin Lawrence  
Emp code : 457  
Designation : Software Developer  
Bank : IDBI Bank , Thrissur  
SB Acc No : 0269104000132268

Calender Days : 28  
Paid Days : 22  
Extra worked Days : 0  
Loss of Pay leaves : Nil

Basic Salary : 15000/-  
Dearness Allowance : 4865/-  
Salary for Add. Work : Nil  
Incentive : 3135/-  
Leave Deduction : 0

Gross earning : 23000/-  
Net Amount : 23000/-  
Gross Deduction : 0

Date : 28-02-2019

For Duke Soft



Accounts Manager

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  
Cheramanurthy P.O. - 679 531





**DUKE  
SOFT**

3<sup>rd</sup> floor, 2<sup>nd</sup> bay, Bharathakshemam Bldg.,  
College Road, Thrissur – 680 001.  
[www.dukesoft.net](http://www.dukesoft.net) Ph: 0487-2329898  
E-mail: [info@dukesoft.net](mailto:info@dukesoft.net)

Ref.No: DSL17235  
Date: 06-07-2017

To  
Mr. Christo Joy Varghese

Dear Mr. Christo,

On behalf of **Duke Soft** (the firm), I am pleased to offer you the position of **Programmer** with the firm. The terms and conditions of your employment with the firm shall be as follows:

1. You will be given an on the job training for three months during which you will be paid **Rs.12,000/-**(Rupees Twelve thousand only) per month. This period will be deemed as the probation period. This may be lessened or increased should the firm desire to do so. After probation you will receive a consolidated salary of **Rs.16,000/-** (Rupees Sixteen thousand only) per month. The expense for travelling on the job will be paid by the firm.
2. You will be bound by the firm's standing orders.
3. During your employment with us, you will not be permitted to undertake any other employment or engage in any external activities of a commercial nature without prior written approval. You will be required to effectively carry out all duties, responsibilities and obligations assigned to you by your manager and/or others authorized by the firm to assign such duties and responsibilities.
4. The firm or the employee shall be free to terminate this employment agreement at will and, at any time, with or without cause, upon one month's written notice by the party desirous of terminating this agreement or payment of equivalent salary thereof. During the probation period the notice period will be 24 hours.
5. The firm shall be entitled to terminate this employment agreement, without notice, in the event you are found to be engaged in (i) any act of misconduct or negligence in the discharge of duties or in the conduct of the firm's business;(ii) any other act of omission, inconsistent with your duties;(iii) any breach of these terms or unauthorized absence beyond a period of seven (7) days.
6. You are requested to submit the certificates of your educational qualifications and experience for verification at the time of joining.

If the above terms and conditions are acceptable, you may endorse your acceptance in the copy of this letter and report for work on 13-07-2017 at 8.45 am.


For **DUKE SOFT**

SD/-

**Louis U.J.**  
(Proprietor)

Accepted

True Copy Attested

  
By: Christo Joy Varghese  
Dr. SUNNY JOSEPH KALAYATHILAKAL  
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



**DUKE SOFT, THRISSUR**

**Pay slip for February, 2021**

Name : Christo Joy Varghese  
Emp code : 0397 Bank : IDBI Bank , Thrissur  
Designation : Software Developer SB Acc No : 0269104000132275

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Calender Days : 28 Loss of Pay leaves : 0

---

Basic Salary : 23000/- Leave Deduction : 0  
Dearness Allowance : 4865/-  
Special Incentive : 3815/-

---

Gross earning : 31680/- Gross Deduction : 0  
Net Amount : 31680/-

Date : 01-03-2021

For Duke Soft

Sd/-

Accounts Manager

True Copy Attested

*Ammy*  
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.No:-IIB/EXT/HR/EC/A-RT/JAN19/005

23/01/2019

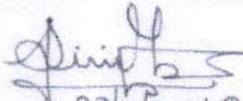
### To Whom It May Concern

This is to certify that **Mr. GENTLESAM WILSON**, Brahmakulam House, Veluthur P.O., Kunnathangadi, Thrissur – 680 012, was working with us in the capacity of **System & Network Engineer** for one year from **08/01/2018 to 07/01/2019**.

His work schedule was 48 hours per week and his monthly emoluments were Rs-15000/-. We found him to be sincere and performed the following duties diligently.

- Assembling and Troubleshooting a desktop PC
- Installation of different Operating System and basic Software
- Planning, Implementing and Troubleshooting Wired and Wireless Networks
- Implementing the instalation of Internet café units.
- Configuring Print Server.
- Designing, Installing, Deploying windows and Linux based Networks
- Troubleshooting skills on Laptop BGA chip level
- Configuration of CISCO Routers and Switches at WAN Administration Level
- Technical skills in Optical Fiber Technology (OFT)
- Planning and implementing Digital Security Systems, installation and configuring CCTV surveillance systems.
- Windows Server Administration (Windows Server 2012)
- Linux Server Administration (RHEL6)


We wish all the best in his future endeavors.

  
23/1/2019

Sini Salva, Manager – Human Resource,

IIB Education Pvt. Ltd.



  
**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





# YOGAKSHEMAM LOANS LIMITED

YLL/HO/HR/2017-18/454

23.01.2017

Ms.Nivya Wilson  
Madathumpadi House,  
Madhavapuram Road,  
Chiyyaram P.O  
Thrissur-680026

## Offer Letter

With reference to your application and subsequent interview held, we are pleased to offer you the post of Developer (Trainee) and in the grade of Executive in Yogakshemam Loans Limited for a CTC of Rs. 12,501/- (Rupees Twelve Thousand Five Hundred and One Only) per month. You will be undergoing training for a period of Six Months and your continuation in the above assignment will be subject to successful completion of training to our satisfaction and will be on a probation for the period of next Six months and your appointment will be confirmed based on your performance.

If this offer is acceptable, you may report at HO on 24<sup>th</sup> January 2018 (Wednesday) at 9.00am. Formal appointment letter will be issued upon joining.

If you desire to resign from the company, you shall give at least one month's prior notice of your intention to leave the company. If you are in the rank of Assistant General Manager and above, the notice period shall be three months. In the event of failure to do so, you will be liable to compensate the company with an amount equal to the salary and allowance for the actual days of deficiency in such notice.

You are hereby required to furnish the following below at the time of joining:

1. A medical fitness certificate
2. Gazatted attested academic certificates
3. Experience certificates along with self attested copies of the same
4. Self attested copies of Aadhar, any other ID proof( Driving licence/Passport/voter's ID etc)
5. Proof of Bank account (either cancelled cheque leaf or copy of passbook)
6. Two Photographs
7. Employment agreement in the prescribed format shall be executed on a stamp paper of Rs.200/- within 15 days from joining the company.
8. Two reference details

For Yogakshemam Loans Limited

**Rajesh Kumar K**  
**EVP & Company Secretary**  
Acceptance

I hereby accept the above offer and declare to abide by the terms and conditions mentioned there in.

Signed : Nivya Wilson

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  
Mulluruthy P.O.- 679 531



June 16, 2021  
CAF ID : CAD015280  
Ref Code:15381\_SEN

Nivya Wilson  
WARD 2/387 PULIKOTTIL HOUSE  
EDAKALATHUR PO THRISSUR  
Kerala - 680552

Dear **Nivya Wilson**,

**Congratulations and welcome to RR Donnelley India Outsource Pvt. Ltd!**

With reference to your application and subsequent interview with us, we are pleased to offer you the position of **Senior Software Engineer** at Job Level **L3**.

RR Donnelley is a multibillion dollar company and we are a global provider of integrated communications. Founded more than 150 years ago, we work with more than 60,000 customers across four continents and are constantly expanding and growing across the various geographies we operate in. To fuel our business growth, we are relentlessly looking for and nurturing our most prized resource – our people! In the days to come, you will discover that we are passionate about attracting, developing and retaining our talent.

This offer comes to you as a culmination of a rigorous selection process and we are certain that you will find our work environment conducive to your personal and professional growth.

We request you to join us full-time on **August 5, 2021** in our Trivandrum office.

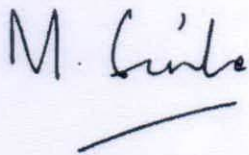
Details of your Total Pay and Benefits are listed in Annexure A.

The general terms and conditions of employment are outlined in the subsequent pages in Annexure B. Please endorse your acceptance of this offer by signing the duplicate copy of this letter and returning it to us.


Once again, welcome to the RR Donnelley family!

We wish you the very best as you begin your career with us.

Sincerely,



**Meena Sinha**  
Vice President and Head  
Human Resources and Communications, Asia Operations

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



## GENERAL TERMS AND CONDITIONS

The following terms and conditions will govern your employment with us. Additional terms and conditions of employment are described in Annexure "B" and include such further duties and responsibilities as RR Donnelley India Outsource Pvt. Ltd (henceforth termed as 'the Company') may delegate to you. Please read and retain them for your records.

### 1. SALARY

- 1.1. The details of your compensation are set out in Annexure "A" to this letter ("Compensation Package"). The Compensation Package will be subject to the usual deductions for tax and social security contribution to be withheld by an employer in India as per the applicable law.

### 2. PROBATION

- 2.1. You will initially be on probation for a period of six months from the actual date of your joining the Company and will continue to be so unless and until you are expressly confirmed in the regular service of the Company
- 2.2. Notwithstanding anything stated herein, during the Probation Period your services are liable to be terminated with at any time, without any notice or commission or assigning of any reasons thereof and at the sole discretion of the Company.
- 2.3. During the Probation Period, your performance and other antecedents will be thoroughly assessed and evaluated by your superiors and only on satisfactory completion of your initial or extended probationary period, you will be confirmed in the regular service of the Company

### 3. HOLIDAYS

- 3.1. You will be governed by the applicable law and the Leave rules of the Company.
- 3.2. The System & Procedures to be followed in availing of such leave are specified in the Leave Rules framed and notified by the Company from time to time.

#### Please Note:

This offer letter is valid for a period of Four (4) days following the date of receipt of this letter. If we do not receive the signed offer letter from you confirming your acceptance of this offer within Four (4) days from the date of receipt of this letter, this offer letter will automatically stand cancelled and should not thereafter be considered as binding on the Company.

True Copy Attested

*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

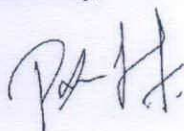


**ANNEXURE "A" TO THE OFFER LETTER  
EMPLOYEE COMPENSATION PACKAGE**

Name : Nivya Wilson  
Job Title : Senior Software Engineer  
Band : Individual Contributor  
Job level : L3

1. **Salary:** Your salary will be INR 45,834/- per month, or INR 550,008/- per annum. (Your salary structure/details is attached to this document).
2. **Provident Fund:** 12% of Basic Salary as per provisions of the Employee's Provident Fund & Miscellaneous Provisions Act, 1952 and Schemes framed thereunder as applicable.
3. **Medical Insurance:** The coverage for hospitalisation expenses would be as per the current Company Policy in force.
4. **Personal Accident Insurance:** The coverage would be as per the current Company Policy in force.
5. **Gratuity:** You shall be eligible for payment of Gratuity as per the provisions of 'Payment of Gratuity Act'.
6. **Performance Incentive:** The Company may at its discretion pay you an additional sum by way of performance incentive, which shall be based on your performance. The Company reserves the right, in its absolute discretion, to terminate or amend this or any other performance incentive scheme without notice at any time. This clause shall not establish a contractual right to receive any such payment in the future.

Sincerely,



**Prabhu Shankar C**  
Assistant Vice President - Human Resources

**ACCEPTANCE OF THE EMPLOYEE**

I, **Nivya Wilson**, have read and understood the terms and conditions and the above compensation package relating to my services and employment with the Company and the same are accepted by me and binding on me.

Place:

Name of the Employee: Nivya Wilson

Signature of the Employee:

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



**ANNEXURE "B"**  
**ADDITIONAL TERMS AND CONDITIONS OF EMPLOYMENT**

Nivya Wilson  
WARD 2/387 PULIKOTTIL HOUSE  
EDAKALATHUR PO THRISSUR  
Kerala - 680552

**1 JOB TITLE**

Your Title is **Senior Software Engineer** at Job Level **L3**.

**2 CONTINUOUS SERVICE DATE**

The offer letter also states when your period of continuous employment with the Company commences. Your period of continuous employment does not include any period of service with a previous employer.

**3 SALARY**

The Company will be entitled, at any time during your employment, or in any event on cessation of your employment, howsoever arising, to deduct from your remuneration any monies due from you to the Company, including but not limited to, salary, loans or advances, and any excess holiday pay.

**4 HOURS OF WORK**

**4.1** You are expected to work not less than forty-eight (48) hours a week, equally distributed among the Six(6) days of the week, and if necessary, for additional hours as might be required for performing your duties competently and meeting the Company's requirements, as per the policy in force.

**4.2** You may also be required to attend duties on public holidays/weekly offs as per the exigencies of work.

**5 INCAPACITY DUE TO SICKNESS OR INJURY**

You will be entitled to sick leave as per the applicable law and the Leave Policy of the Company, which may be amended from time to time.

**5.1** If you are ill, it is vital to ensure that your assigned Supervisor or Manager or his/her designate is notified as soon as possible on the first day of absence;

**5.2** The Company reserves the right to require you to undergo a medical examination by a doctor nominated by the Company at any time during your employment where your health or absence from work due to illness is a cause for concern for yourself or for your co-employees. In this regard, you will abide by whatever decision taken by the Company in the interest of your health and safety of your co-employees.

**6 DUTIES, DUAL EMPLOYMENT AND OTHER ACTIVITIES**

**6.1** You will in all respect carry out and use your best endeavours in carrying out the objects of the Company and protect its interest in all things to the best of your ability and judgement and devote the whole of your time at work and attention to the business of the Company during the business hours.

**6.2** You are not allowed to undertake other activities, including any other employment (full time or part time), except with the prior written consent of the Company, and whether or not you receive financial compensation for such activities.

**7 PLACE OF WORK**

**7.1** You will at present report to the designated office (Location), of the Company and agree to work at any of the alternate locations of the Company. The Company may, after giving you reasonable

True Copy Attested  
Joseph Kalayathankal  
M.Tech., M.Phil., B.Ed.  
Principal  
College



notice, transfer or assign your services to any place of business of the Company, which may subsequently be acquired or established, in any part of India or overseas.

- 7.2 The Company may also depute you to any work or assign your services to any affiliate, associate company, group company, branch, office, joint venture, subsidiary or other companies, concerns, organizations, or firms with whom the Company may make any such arrangement or agreement. You may also be required on a temporary basis to work at any client premises based in India or overseas.

## 8 EMPLOYEE BONDING

- 8.1 You acknowledge that it may be necessary for you to travel overseas during the course of your employment with the Company for training or other purposes and that the Company will suffer harm in the event that it pays for you to travel overseas for training purposes (any such trip, a "Training Event") and you fail to remain an employee of the Company for a reasonable time (such time being a minimum period of one year) following any Training Event. In the event that the Company requires you to travel overseas for training purposes or undergo training for any other purpose, where no travel overseas is involved, you hereby agree that, upon request by the Company, you will enter into a bond pursuant to which you will post a surety bond in an amount that the Company estimates to be its costs and expenses to be incurred in connection with such Training Event plus interest at 8% per annum, which amount shall be paid to the Company in the event that your employment with the Company terminates for any reason, prior to the one year anniversary following your return from any such Training Event.

Your refusal to enter into any such bond upon the Company's request shall give the Company the right to terminate your employment pursuant to paragraph 15.2 of this Annexure B.

## 9 RULES AND REGULATIONS

- 9.1 The Company shall be entitled to modify the terms of your employment on providing you with prior written notice and in accordance with applicable law. You will, in addition to the terms and conditions of employment specifically stated herein, also be governed by the rules, regulations and such other practices, systems, procedures and policies framed, amended, modified or omitted by the Company from time to time.
- 9.2 You will also be governed by statutory laws enacted by Central or State Government or local authorities as may be applicable to you from time to time.
- 9.3 You will also be governed by the global rules, regulations and such other practices, systems, procedures and policies framed, amended, modified or omitted from time to time, by "RR Donnelley", in so far as applicable to India and / or in respect of your designation.

## 10 INVENTIONS AND PUBLICATIONS

- 10.1 Any inventions, designs, or improvements, reports, manuals, papers or any other form of publication containing information relating to the products or services of the Company you may produce or formulate or with which you are concerned during your employment shall be freely communicated to the Company and shall be and remain the property of the Company.
- 10.2 You hereby irrevocably assign to the company all work that
- 10.2.1 is developed using equipment supplies facilities or trade secrets of the company;
  - 10.2.2 result from activities performed by you for the company; and
  - 10.2.3 is related to the company's business or current or anticipated research and development and you acknowledge that all such work and related records shall be the sole and exclusive property of the company.
- 10.3 You hereby irrevocably transfer and assign to the Company all intellectual property rights in respect of any made or created or discovered as part of your duties of employment with the Company and

True Copy Attested

Dr. S. V. NATHANKAL  
M.Tech, MCA, M.Sc, M.Phil  
(Computer Science), Ph.D (Maths)



also hereby acknowledge that all copyrightable work prepared by you within the scope of your employment are 'works for hire' under the law relating to the copyrights and you do not have any ownership rights or claim in respect of the said work and all such rights are owned only by the Company.

Intellectual property rights for the purpose of this agreement means all intellectual and proprietary rights in any jurisdiction in and to:

- 10.3.1 trade secrets and other confidential or non-public business information or know-how, techniques, operations and procedures;
  - 10.3.2 trademarks, service marks, brand names, certification marks, trade dress, trade names and other indications of origin;
  - 10.3.3 patents, including design patents and utility patents, reissues, divisions, continuations-in-part and extensions thereof;
  - 10.3.4 works of authorship, whether copyrightable or not, copyrights, copyright registrations, and moral rights related thereto; and
  - 10.3.5 computer systems, including all computer and peripheral hardware, firmware and software (in both object and source code formats in any programming language), development tools and files, databases, content, data, algorithms, APIs GUIs, functional specifications, operational procedures and all documentation therefore, in each case including all copyrights therefore and all computer languages; in each case, including all applications for, all applications for registrations of, and all renewals, modifications and extensions of, each of the foregoing).
- 10.4 You must give to the Company full details of any intellectual property, invention or improvement, which you may from time to time make or discover as part of your duties of employment with the Company, and you must further the interests of the Company with regard thereto. The Company shall be entitled, free of charge, to the sole ownership of any such intellectual property, invention or improvement and to the exclusive use thereof.
- 10.5 You will be required, on the request of the Company, to take such steps as are necessary to obtain protection for any invention, copyright or design or other matters mentioned in this section and in order to vest them in the Company who will meet the costs attendant thereto.
- 10.6 You represent that your performance of all the terms of this Agreement and your duties as an employee of the Company will not breach any inventions, assignment, proprietary information or similar agreement with any former employer or other party.

## 11 CONFIDENTIALITY

- 11.1 You must always maintain the highest degree of secrecy and keep as confidential the strategy, names of fellow employees, business lines, equipment, products, intellectual property, records, documents and such other information relating to the business of the Company which may be known to you or confided in you by any means and you will use such strategy, names of fellow employees, business lines, equipment, products, intellectual property, records, documents and information only in a duly authorized manner in the interest of the Company. You shall act in due diligence not to divulge any client information or professional secrets of the Company. Infringement of this condition will render you liable to summary dismissal and/or prosecution.
- 11.2 You must not at any time after leaving the employment of the Company, for any reason, disclose or permit to be disclosed to any person, firm, company or other entity any confidential information or trade secrets relating to or belonging to the Company or to other companies and/or affiliates of the Company and/or the "RR Donnelley" Group in India and or overseas.
- 11.3 On the cessation of your employment, for whatever reason, you will be required to return to the Company all property, documents and papers in your possession or under your control, relating to your employment or to clients' business affairs.

Attested  
Dr. SUNNY JOSEPH K. VAYATHANKAL  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Computer Science, Ph.D (Maths)  
Principal



11.4 You must not anywhere, at any time after cessation of your services or employment with the Company, howsoever arising, either personally or through agents, friends or relatives, directly or indirectly, represent yourself as being connected to or interested in any way in the business of the Company.

11.5 In the event of breach of any of the conditions mentioned above in paragraph 12, the Company shall be entitled to injunctive relief and/or specific performance to enforce the conditions of paragraph 12.

## 12 COMPANY PROPERTY

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

12.1 As an employee of the Company, you understand that it is your responsibility to read and be aware of any special licensing agreement that may pertain to any vendor software package assigned to you for use.

12.2 You understand that special licensing agreements for some software are likely to contain electronic serial numbers and that attempts to copy software so protected may result in its damage or destruction.

12.3 You also recognize that it is your professional responsibility neither to participate in nor to encourage any violation of copyright provisions of vendor software.

12.4 Before you authorize anyone else to use the microcomputer and software for which you are responsible, you will ensure that they understand and agree to abide by the conditions of this agreement.

## 13 BORROWING/ACCEPTING/GIVING GIFTS

You will not borrow or accept or give any money, gift, 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. You will also not under any circumstances engage in any act that involves or even gives the impression of involving bribery or any illegal activity whatsoever.

## 14 BACKGROUND INVESTIGATION AND SUBMISSION OF PERMANENT ACCOUNT NUMBER (PAN NO.)

14.1 You represent that you have never been convicted of, been charged with or are on trial for any crime or other transgression whatsoever in India or overseas.

14.2 You will be subject to checkings ("Checkings") that may be conducted either before or after the date at which full-time employment commences.

Checkings may include:

(i) background checks (including checking all facts submitted to the Company, including, but not limited to your curriculum vitae or application.)

(ii) reference checks;

(iii) drug testing, fingerprinting and medical examination(s) if applicable and as determined to be relevant by the Company.

Either (i) refusal to be subject to Checkings or (ii) results that are derived from Checkings which are in conflict with material given by you to the Company will be considered grounds for withdrawal of the offer extended to you or termination of your employment with the Company pursuant to paragraph 16.2 of this annexure and may be acted on at any time before or after your commencement date with the Company.

14.3 You are obligated to submit and validate your 'Permanent Account Number' (PAN No.) at the

True Copy Attested  
SUNNY J. S. AYATHANKAL  
B.A., M.A., M.C.A., M.S.S., M.P.H., M.Ed.  
Principal, Engineering College  
P.O. - 679 50



time of joining the Company, irrespective of whether your remuneration is subject to tax or not. If you do not have a 'Permanent Account Number' (PAN No.) at the time of joining the Company, then, irrespective of whether your remuneration is subject to tax or not, it is obligatory on your part, to apply, obtain and submit, your validated PAN No. within 60 days of joining the Company, failing which the Company will have the right to cease your employment at any time after your commencement of employment with the Company.

## 15 TERMINATION OF EMPLOYMENT

15.1 During the Probation Period, your services with the Company are liable to be terminated at any time, by giving 1 month's notice or by payment on Total Fixed Pay in lieu of such notice except under conditions mentioned in paragraph 16.2. After the end of the Probation Period, your appointment with the Company is liable to be terminated by the Company by giving you not less than two month's written notice or by payment on Total Fixed Pay in lieu of such notice except as provided below.

15.2 Notwithstanding any other provision hereof, your employment may be terminated by the Company without notice or payment in lieu of notice if it has reasonable grounds to believe that you have consistently failed to perform as per reasonable performance metrics for your function or that you are guilty of misconduct or negligence, or have committed any breach of this agreement or violated any policy of the Company. Termination of your employment under this sub-paragraph would be without prejudice to:

15.2.1 The Company's right to claim the actual damages it has suffered through this breach; and

15.2.2 Any other relief to which the Company may be entitled under contract, law or equity.

15.3 Misconduct will include without limitation:

15.3.1 Absence from service without prior notice in writing or without sufficient cause for seven days or more;

15.3.2 Going on or abetting a strike in contravention of any law;

15.3.3 Causing damage to the property of the Company;

15.3.4 Continued discharge of work functions, which do not meet the standards reasonably expected by the Company from you or results in conflict of interest situations, professional or otherwise ;

15.3.5 Breach of confidentiality provisions set out in paragraph 12 above;

15.3.6 Commission or attempt to commit any cyber crime.

15.4 In the event of dissatisfaction in the results of the background investigation mentioned in paragraph 15, your employment may be terminated without notice.

## 15.5 VOLUNTARY TERMINATION BY EMPLOYEE

15.5.1 The employee may voluntarily terminate employment with the Company during the Probation Period subject to the employee giving not less than 1 month's written notice to the designated officer of the Company.

15.5.2 On or after the completion of the Probation Period, any voluntary termination of employment by the employee requires not less than 2 months written notice to the designated officer of the Company.

15.5.3 It is further clarified that employees voluntarily terminating employment as above shall be required to continue working for the Company for the full applicable notice period and shall not be entitled to avail of (or adjust / set off) any accrued vacation leave during / against

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*Onkar*  
Principal  
K. J. Somaiya Institute of Management Studies & Research  
Mumbai  
B.Ed  
(Maths)  
College



such notice period. If required by the management of the Company, the employee will also be required to train his/her replacement during such notice period.

- 15.5.4 Employees shall not be entitled to pay the Company compensation in lieu of serving such notice period. However, the management reserves the right and sole discretion to relieve an employee from the services of the Company during the said notice period by accepting payment from such employee of compensation in lieu of the notice period equal to a prorated amount of the Cost to the Company to the extent of deficient notice period.
- 15.5.5 If an employee has executed a Travel Bond or any other Bond, then he has to mandatorily serve the bond period as stated and agreed in the said Bond and then serve the 1 month notice or 2 month notice as the case may be, for any voluntary termination of employment.
- 15.6 In the event of termination of your employment, your employment with the Company will cease and the provisions of the Offer Letter (other than the provisions of paragraphs 11, 12, 18 and 19 of this Annexure B) shall not have any further effect. In respect of paragraphs 11, 12, 18, and 19 of this Annexure B, the termination of your employment with the Company shall not have any affect on such paragraphs. On termination, the Company shall not have any further liability to you other than for remuneration, allowances and perquisites that have accrued prior to the effective date of termination of employment.
- 15.7 The Company's decision as to the termination of your services or employment shall be final and legally binding on you.
- 15.8 Upon cessation of your employment with the Company, howsoever arising, you hereby agree to accurately complete, sign and deliver to the Company the separation certification.

## 16 CYBER CRIMES

- 16.1 You hereby expressly agree that you shall not either directly or indirectly commit or cause to commit any cyber crime. For the purposes of this Offer Letter, "cyber crime" means any isolated or concerted act done anywhere by which the originator of such act or associates.
  - 16.1.1 gain unauthorized access to the computer system or computer network; or
  - 16.1.2 downloads, copies or extracts any information or data from such system; or
  - 16.1.3 introduces any harmful code; or
  - 16.1.4 causes any damage to the system or network; or
  - 16.1.5 causes the non-functioning or malfunctioning of any system or network; or
  - 16.1.6 causes denial of access to any authorized person to the system or network; or
  - 16.1.7 contravenes any provision of the Information Technology Act, 2000 and the rules and regulation made their under; or
  - 16.1.8 tampers or manipulates any system or network with the object of operating the account of another person; or
  - 16.1.9 alters or deletes any information residing in a computer resource or diminishes the value or utility of the function of the computer system or network through any means; or
  - 16.1.10 does any thing which has the effect of adversely affecting the performance of a computer network or services.

## 17 RESTRICTIONS

- 17.1 You will not during the term of your employment with the Company and for a period of 1 (One) year following the date of cessation of your employment with the Company, howsoever arising, do or permit any of the following without prior written consent of the Company:

*Amalys*  
**True Copy Attested**  
JOSEPH KALAYATHANKAL  
M. Phil, B.Ed  
Ph.D (Maths)  
PRINCIPAL  
Engineering College  
- 679 531



- 17.1.1 Be concerned with, engaged or interested in, or advise or own any business directly or indirectly, which is in competition with any business carried on by the Company in India, including without limitation companies engaged in similar activities as those of the Company as were performed or developed at any time during your tenure;
  - 17.1.2 Solicit customers of any person who is or has been a customer of the Company for the purpose of offering to that person goods or services similar to or competing with those of the Company;
  - 17.1.3 Cause or permit any person directly or indirectly under your control to do any of the acts of things specified above; and
  - 17.1.4 Solicit any employees of the Company, which includes the persons employed by the Company after cessation of your employment with the Company, howsoever arising, for the purpose of offering to that person an employment of any interest in any other company, institution, organization or any business whether owned by you or not.
- 17.2 Actual or suspected breach of any of the above conditions shall entitle the Company to injunctive relief to enforce the restrictions given in paragraph 18.
- 17.3 Notwithstanding the above, your undertakings contained in paragraph 18 shall cease to have any effect in case the Company terminates your employment pursuant to paragraph 16.1 hereof.
- 17.4 Each undertaking in paragraph 18 shall be treated as independent of the other undertakings so that, if one or more is held to be invalid as an unreasonable restraint of trade or for any other reason, the remaining undertakings shall be valid to the extent that they are not affected.
- 17.5 In view of the nature of your duties with the Company, and the compensations and benefits granted by the Company to you, each of the Company and you consider the undertakings in paragraph 18 to be reasonable in all circumstances. However, if one or more undertakings in paragraph 18 are held invalid as unenforceable or invalid for any reason by a competent Court, adjudicator or arbitrator, the undertakings shall apply with such modifications as to the period, territory or scope of their operation as may be necessary to make them enforceable and valid.

**18 INDEMNITY**

You will fully and effectively indemnify the Company against all losses, damages and expenses incurred due to any breach or alleged breach of the terms of this Offer Letter, or any fraud, misconduct or negligence on your part in the course of your employment with the Company.

**19 NATIONALITY DECLARATION & OBLIGATIONS OF FOREIGN NATIONALS, NON RESIDENT INDIANS OR PERSONS OF INDIAN ORIGIN OR OVERSEAS CITIZEN OF INDIA**

All employees irrespective of their nationality or citizenship shall furnish the 'Nationality Undertaking' to the Company and have an obligation to communicate any change in their nationality status. If you are a 'Foreign National' or 'Non Resident Indian' or Person of Indian Origin or 'Overseas Citizen of India', the obligations for registrations and extensions of your visa and stay in India and / or any intimations to the requisite Governmental authorities / agencies and the Company, of the same, shall be a continuing obligation cast on you as an employee of the Company.

**20 CORRECTNESS OF THE INFORMATION GIVEN IN THE APPLICATION FOR EMPLOYMENT AND BIO DATA**

Your appointment is being made on the basis of the information and details given by you. If, at any time, any information or detail given by you is found to be incorrect or inaccurate or false, the Company may terminate your services without any notice, salary in lieu of notice or compensation.

**21 APPLICABLE LAW & ARBITRATION**

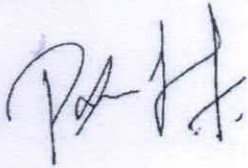
You shall be governed by the applicable laws of the country in relation to your employment with the Company. Any dispute, controversy or claim arising out of or relating to this Employment Agreement or

*Attested*  
SUNNY JOSEPH KALAYATHANKAL  
M.Sc, M.Phil, B.Ed  
Ph.D (Maths)  
Engineering College  
P.O. - 679 531



breach, cessation or termination of your employment or invalidity thereof or otherwise arising in connection with the terms of your employment, shall, at the sole option of the Company, be settled by arbitration in accordance with The Arbitration and Conciliation Act, 1996 as at present in force and amendments thereto, if any, by a sole arbitrator appointed by the Company. The arbitration shall be held in Chennai, Tamil Nadu, India, and shall be conducted in the English language. The arbitration award shall be final and binding on the parties. The Parties shall bear their own attorneys', experts' and other fees and expenses in connection with any arbitration unless otherwise determined by the arbitrator.

Sincerely,



**Prabhu Shankar C**  
Assistant Vice President - Human Resources

**ACCEPTANCE OF THE EMPLOYEE**

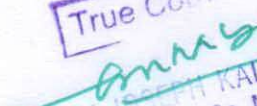
I, **Nivya Wilson**, have read and understood the above terms and conditions governing my services and employment with 'RR Donnelley India Outsource Pvt. Ltd.', and the same are accepted and binding on me.

Place:

Name of the Employee: Nivya Wilson

Signature of the Employee:

Date:

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



**ANNEXURE "A"  
COMPENSATION PACKAGE**

Name : Nivya Wilson

Job Title : Senior Software Engineer

Job Level : L3

Components	Monthly (INR)	Annual (INR)
Basic	16,100	193,200
House Rent Allowance	9,660	115,920
Conveyance Allowance	1,600	19,200
Special Allowance	13,950	167,400
Medical Allowance	1,250	15,000
Leave Travel Allowance	1342	16104
Employer's Contribution to Employee State Insurance [1]		
Employer's Contribution to Provident Fund [1]	1,932	23,184
<b>Fixed Pay</b>	<b>45,834</b>	<b>550,008</b>
Performance Bonus [3]		33,000
Gratuity [2]		9,288
<b>Total Pay</b>		<b>592,296</b>

Other Benefits	
Shift Allowance (Average monthly payout based on shift timings) [4]	3,000
Medical Insurance (Coverage Amount) [5]	125,000
Personal Accident Insurance (Coverage Amount) [5]	1,021,440
Term Life Insurance (Coverage Amount) [5]	1,650,024

[1] As per the provisions of the PF Act

[2] The amount mentioned here is the Gratuity cost accrued by the Company and shall be payable to the employees as per the provisions of the Payment of Gratuity Act

[3] Performance Bonus – Declaration of the quantum of Performance bonus is subject to Company's discretion and is based on actual performance of the Company and your own ongoing individual performance. The payment of Performance bonus is subject to you continuing on the payroll of the Company, not having resigned / terminated or serving notice period, on or before the date of payment of Performance bonus. Taxes as applicable shall be deducted as per Income tax rules & statutory requirements. The Company reserves the right, in its absolute discretion, to terminate or amend this Performance bonus scheme without any notice at any time. This clause shall not establish a contractual right to receive any such payment in the future.

[4] As per the Shift Allowance Policy in force

[5] Subject to Revision per the company policy

ACCEPTANCE OF THE EMPLOYEEE

I, Nivya Wilson, have read and understood the terms and conditions and the above compensation package relating to my services and employment with the Company and the same are accepted by me and binding on me.

Place:

Name of the Employee: Nivya Wilson

Signature of the Employee:

True Copy Atte

*Sunny*  
Dr. SUNNY JOSEPH KALAYATH  
M.Tech, MCA, M.Sc, M.Phil, Ph.D (Computer Science), Ph.D  
PRINCIPAL  
Engineering Co  
Cheruvu P.O.-6  
RR Donnelley India Outsource Pvt. Ltd.





**Fwd: Welcome Mail**

2 messages

Sun, Nov 7, 2021 at 7:52 PM

Sona Sivarajkumar <sonasivam0@gmail.com>  
To: swapna@jecc.ac.in

Forwarded message  
From: Amel Reji George <Amel.George@jbsplc.com>  
Date: Wed, 28 Feb 2018 at 4:32 PM  
Subject: Welcome Mail  
To:

**Congrats....! You have been selected for LITMUS batch in IBS**

Welcome to the IBS family!

IBS Software Services is a product-led services company, a transformational business partner to the global Travel, Transportation & Logistics industry. We look forward to your joining us on **16<sup>th</sup> March 2018**

**Please confirm your joining with the attached documents on or before 6th March 2018**

Reporting details

Date	16th March 2018 (Friday)
Time	Should report before 8:45 AM



*Amel R*  
Dr. SUNNY JOSEPH KALAYATHANAKAL  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths)  
PRINCIPAL  
Jyothi Engineering College  
Cheruthuruthy P.O.-679 501



Ensure that you comply on the following when you come for joining;

- Fill in the New Hire Form and Personal Profile attached with this email and share the softcopy to me via mail. (Expand you initial in Personal Profile Eg: If your Name is Amel . R . G .Please expand your initials as Amel Reji George)
- Complete the Back Ground Verification from Neeeyamo before Joining. Verification Link you might have received the same in your mail.
- Carry the Original and Xerox copies of your documents mentioned in Annexure Attached.
- Carry the Signed Offer Letter from IBS.
- You should be accompanied by 2 guarantors to sign your two year service agreement (One can be your parent / spouse & other guarantor can be a relative or any acquaintance). Please note, siblings will not considered as guarantor.
- Carry the original and Xerox copy of your Guarantor's ID proof.
- Bring 6 Passport Size photographs with formal attire having white background on the joining day.
- Bank account needs to be opened before joining and should bring Passbook , Cancelled Cheque leaf on the day of joining. (Account Should be In Your Name not a joint Account).
- After opening Account please share the bank details in the below format attached in the mail on or before **6th Mar 2018 ( Tuesday)**

**Note 1:** You have to bring a print out of this email and show it at the security gate to get entry into the building.

**Note 2 :** Only 3 Person will be allowed to enter the hall. ( You + 2 Guarantors ) So Plan your Journey Accordingly.

**Note 3 :** No Accommodation will be provided by the Company.

**Note 4 :** In the attached files send us back the Personal Details Excel sheet after filling the details via mail. Rest 3 attachments take a print and bring on the date of joining.

**Note 5 :** Please upload the new hire form in the BGV portal.

You may contact **Amel Reji George (8907930003)** If you have further queries.

You can save my number for any assistance.



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



Thanks & Regards,

**Amel Reji George**

Human Resources – Team HR

IBS Software Services Private Limited

E-mail : [amel.george@ibspic.com](mailto:amel.george@ibspic.com)

Mob: 890-79-30003

**DISCLAIMER:** "The information in this e-mail and any attachment is intended only for the person to whom it is addressed and may contain confidential and/or privileged material. If you have received this e-mail in error, kindly contact the sender and destroy all copies of the original communication. IBS makes no warranty, express or implied, nor guarantees the accuracy, adequacy or completeness of the information contained in this email or any attachment and is not liable for any errors, defects, omissions, viruses or for resultant loss or damage, if any, direct or indirect."

**Best regards,  
Sona S**

**4 attachments**

 **IBS-New Hire Profile.doc**


316K

 **PERSONAL PROFILE.doc**

26K

 **Annexture.docx**

16K

 **Personal Details LITMUS.xlsx**

11K

**Sona Sivarajkumar** <[sonasivam0@gmail.com](mailto:sonasivam0@gmail.com)>

To: [swapna@jecc.ac.in](mailto:swapna@jecc.ac.in)

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

From: **Sona Sivarajkumar** <[sonasivam0@gmail.com](mailto:sonasivam0@gmail.com)>

True Copy Attested

*Sona S*



DR. SUNEEL JOSE, PII KALAVATHANKAL  
Ph.D. (Computer Science), PIIIB (Mats)  
PIIB (Computer Science), PIIIB (Mats)  
Jyothi Engineering College  
Chitranthuru, P.O. - 6719 531

Sun, Nov 7, 2021 at 7:53 PM





**SFO TECHNOLOGIES**  
A NeST Group Company



**Christo Chirakkekaran**  
EMP ID : 1883

Authorised Signatory

Plot No. 37, CSEZ  
Kakkanad - 682 037

Phone : 0484 6614000, 6614300

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





Plot No.36/37, Cochin Special Economic Zone, Kakkanad, Cochin - 682 037, INDIA.

15<sup>th</sup> January, 2018

Mr. Christo Chirakkekkan  
Chirakkekkan House  
St. George Street, Kuriachira P O  
Thrissur - 680 006

Dear Christo,

With reference to your application and interview you had with us, Management is pleased to appoint you as **Engineer Trainee** in our organisation, subject to the following terms and conditions.

1. You will be on training for a period of one year with effect from the date of joining. You will be reporting to Mr. Rajith Valappil.
2. During the period of training you will be paid a stipend of Rs.16,263/- (Rupees Sixteen Thousand Two Hundred and Sixty Three only) - Cost to the Company - per month.
3. Management reserves its right to extend the period of training, if required, for a further period as determined by the Management. Management also reserves its right to terminate your training without assigning any reason.
4. You will be required to provide one month advance notice or payment in lieu of such notice to discontinue from the training on your own.
5. You are required to execute a bond in favour of the company assuring that you would be serving the company for a period of minimum two years after the training period.
6. Completion of your training will not in any way entitle you for claiming any regular employment in the company.
7. Company will provide you intensive internal, external and overseas training to equip you with advanced technologies. You will also be sent to customer sites for technical training and technology transfer.
8. During your training, you will be governed by the rules and regulations of the company, that may be in force and which may be framed, amended, altered or extended from time to time.

✓

True Copy Attested

Regd. Office : Stone House, Market Road, Alwaye - 683 101, INDIA.

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



KERALA  
VISION

# KERALA COMMUNICATORS CABLE LTD.

(A COA project)

Registered Office - No. # 463, 10th Main, 13th Cross  
Wilson Garden Bangalore Karnadaka - 560027, India  
e-mail: cable\_communicators@yahoo.co.in  
CIN: U72900KA2007PLC041377

## LETTER TO BE GIVEN TO TRAINEES ENGAGED - KCCL

File No L1/020/2017

Date: 30.10.2017

1. Registration No. of the establishment as per KSCE Act/ Factories Act: U72900KA2007PLC041377
2. Name & Address of the establishment : KERALA COMMUNICATORS CABLE LIMITED.  
with Pin code, Telephone/Mob. No and : CC 28/491, GIRI NAGAR, KADAVANTHRA, COCHIN  
e-mail ID : 682020
3. Name of the employer : KERALA COMMUNICATORS CABLE LIMITED
4. Name and address of the employee/Trainee : Kiron Raj O. P, Odatt House, Peringode P O.  
: Palakkad, Kerala - 679535

5. Sri. Kiron Raj O. P, aged 22 years, S/o Mr. Narayanan residing at Odatt House, Peringode P O, Palakkad, Kerala - 679535 is allowed to be engaged as trainee as L1 Support Engineer (Trainee) in this establishment with effect from 01.11.2017 for a period of 1 year, which cannot be cancelled by you till 31.10.2018, but if the same is cancelled by you, you have to pay the company the remaining months salary in lieu of your cancellation of your bond. He is engaged with a monthly stipend/ daily stipend as noted below:

During the training period:

- (i) For the first 3 months, the stipend will be RS. 6,500/- per month.
- (ii) After completion of 3 months, your stipend will be enhanced to RS. 9,000/- per month.
- (iii) After completion of 6 months your stipend including the 12<sup>th</sup> month will be RS. 11,500/- per month.

Your appointment as Trainee cannot be and will not be considered as a right for employment with the establishment during or after the tenure of this training.

If the terms and conditions are acceptable to you, please sign the duplicate attested copy of your acceptance and return the same to us for our record.

KCCL Ltd.,

Chairman/ Managing Director



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





**KIRON RAJ O P**  
**BROADBAND**

**EMP CODE : KCCL/074**

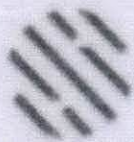
**Kerala Communicators Cable Ltd**

True Copy Attested

*Sunny*  
 Dr. SUNNY JOSEPH KALAYATHANKAL  
 M.Tech, MCA, M.Sc, M.Phil, B.E.  
 Ph.D (Computer Science), Pr. D (Maths)  
 PRINCIPAL  
 Jyothi Engineering College  
 Kariyathuruthy P.O-679551

Issuing Authority





VINDHUJA MV



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

Chevutherry, No. 679 2-1



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# SUTHERLAND

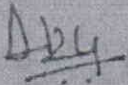
Confidential

September 03, 2018  
Ms. Vindhuja M V  
298, Muttathukattil Mana  
Panjal Post, Cheruthuruthy Via


Dear Vindhuja,

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

1. With reference to our discussions, we are pleased to appoint you as **"Associate-CS Intern"**. Please note that this position is pending a favorable background verification and reference check. You are requested to join us on or before **September 03, 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 emoluments by way of Annual Cost to the Company is **Rs. 204700/- per annum (Rupees Two lakh Four Thousand Seven Hundred 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. You would be on probation for a period of 6 months and either party can terminate this contract of employment in 15 days advance notice or pay salary in lieu of the same to the other party. On completion of 6 months, your services will be deemed to be confirmed automatically unless informed otherwise in writing. On confirmation, 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 an authorized 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

True Copy Attested

Candidate Signature: 

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



4/4/2018

Gmail - Offer Of Employment

SL No: 33

M Gmail

Megha Haridas <megha.m.haridas@gmail.com>

Offer Of Employment

2 messages

Mon, Apr 2, 2018 at 4:56 PM

Infosys Limited <offers@infosys.com>  
To: "megha.m.haridas@gmail.com" <megha.m.haridas@gmail.com>



Dear Megha M Haridas,

Congratulations!!!

This has reference to your participation in our selection process. We are pleased to extend you an offer of employment as Systems Engineer in Infosys. Please find attached the offer of employment with your confirmed date of joining. Please note that you are expected to report at the location of training a day prior to your date of joining. It is mandatory that you carry a print of this, along with the completed service agreement when you join us. These documents would be considered as original and valid. The instructions to complete the agreement is attached for your reference.

An elaborate communication on the Accommodation and other joining related formalities will follow. Our offer to you as a Systems Engineer is conditional upon your having fully completed your graduation / post-graduation, without any active backlog papers and with a simple average not less than what was specified while filling your online application form during the selection process.

**Academic Eligibility Criteria For Joining**

**Point 1-** Our offer to you as a Systems Engineer is conditional upon your having fully completed your graduation / post-graduation, without any active backlog papers and with a simple average not less than what was specified while filling your online application form during the selection process.

**Point 2-** All percentages/CGPA should be simple average of all your subjects/semesters/years including electives, optional subjects, additional subjects, practical subjects, languages etc.,

**Point 3-** Should not have participated in our selection process more than once in a span of 9 months i.e there has to be a gap of 9 months between two consecutive selection process you attend with Infosys Ltd.

For any changes in your existing profile, please mail us at offer\_update@infosys.com. Please mention your Role and Candidate ID in the subject line of your mails.

We look forward to seeing you at Infosys.

Regards,  
Team HRD  
Infosys Ltd.

**Note**

Infosys does not take payment from candidates for employment purposes nor do we authorize vendors to recruit Freshers on its behalf. Infosys will not be liable for any kind of loss or damage incurred as a result of your dealing with such entities. If you receive any suspicious or fraudulent offers, email us at Infyrec\_support@infosys.com with 'Fraud' in the subject line.

P.S: Please do not respond to this email id as incoming emails to this account are not monitored

https://mail.google.com/mail/u/0/?ui=2&ik=6b671022a7&jsver=A8g5XIn1WA8.en.&view=pt&search=inbox&th=1628a356f3e4867c&siml=162861d0c1f3cfee&siml=162

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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



4/4/2018

Gmail - Offer Of Employment

5 attachments








-  12358541.pdf  
276K
-  Information Sheet - Annexure IV.pdf  
104K
-  Instruction for Trainees - 3T.pdf  
37K
-  Non Compete Agreement - Annexure III.PDF  
15K
-  Service agreement for 3T Engineers.pdf  
32K


Tue, Apr 3, 2018 at 12:02 PM

Megha Haridas <megha.m.haridas@gmail.com>  
To: Gracemary Anto <gracemarycanto@gmail.com>

[Quoted text hidden]

7 attachments

-  image001.jpg  
65K
-  image001.jpg  
65K
-  12358541.pdf  
276K
-  Information Sheet - Annexure IV.pdf  
104K
-  Instruction for Trainees - 3T.pdf  
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-  Service agreement for 3T Engineers.pdf  
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Jyothi Engineering College  
Cheruthuruthy P.O. - 679 531

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**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.

*(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. - 679 304

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## **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 scheduled date of joining. You expressly consent to the Company conducting such background checks. Please see the "Offer Annexure for India" for the documents that you are required to submit in this regard.

The Company, at its discretion, may request further validation of the details provided by you. If the outcome of the background check is found to be unsatisfactory, we reserve the right, in our sole discretion, to withdraw this offer without notice nor 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, we may at our sole discretion, ask you for further information, to substantiate the details that you have earlier provided to us, 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, the cost of which will need to be borne by you.

### 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.



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: 23 - April, 2018

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


MEGHA M. HARIDAS MYSORE  
Print your name Location

**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

**True Copy Attested**



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

COMPENSATION DETAILS (All figures in INR per month)				
NAME	Ms. Megha M Haridas			
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.				

**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



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

COMPENSATION DETAILS (All figures in INR per month)				
NAME	Ms. Megha M Haridas			
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
<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)				88
<b>3. RETIRAL BENEFITS</b>				
PROVIDENT FUND - 12% of (Basic + FDA)				1,060
GRATUITY - 4.81% of (Basic + FDA)				425
FIXED GROSS SALARY (FGS) (1+2+3)				23,551
<b>4. INCENTIVE COMPONENTS</b>	<b>At an indicative Payout of 5%</b>	<b>At an indicative Payout of 10%</b>	<b>At an indicative Payout of 15%</b>	
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>
<b>OTHER BENEFITS</b>				
<b>Scheme</b>	<b>Eligible Amount in INR</b>	<b>Interest</b>	<b>Monthly Installments</b>	<b>Margin Money (To be borne by the employee)</b>
<b>SALARY LOAN (subject to submission of Trainee Agreement)</b>	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.				





## ANNEXURE - III

### NON-COMPETE AGREEMENT

I, \_\_\_\_\_ do hereby acknowledge and confirm the following:-

(1) I am accepting employment with Infosys Limited ("Infosys"). Now, as per the presents below, I agree to the following terms herein, and acknowledge that this is a material condition of my employment with Infosys Limited.

(2) I am required, on behalf of Infosys, to provide services to, or solicit business from, various clients of Infosys for whom I performed services as a Company employee (each such client hereinafter referred to as a #Customer#).

(3) In consideration of the above, I agree that for a period of six (6) months following the termination of my employment with Infosys for any reason, I will not:

a. accept any Offer of Employment from any Customer, where I had worked in a professional capacity with that Customer in the twelve (12) months immediately preceding the termination of my employment with Infosys;

b. accept any Offer of Employment from a Named Competitor of Infosys, if my employment with such Named Competitor would involve me having to work with a Customer with whom I had worked in the twelve (12) months immediately preceding the termination of my employment with Infosys.

For the purposes of this Non Compete Agreement, "Named Competitor" shall mean the following entities and their wholly owned subsidiaries:-

- i. Tata Consultancy Services Limited
- ii. Accenture Limited
- iii. International Business Machines Corporation
- iv. Cognizant Technology Solutions Corporation
- v. Wipro Limited

Place:

Employee Signature:

Date:

Employee Name:

Acknowledged by Infosys Limited:

  
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



**HCL**



VISHNU  
SASEENDRAN

51747010

BLOOD GROUP : A+VE

If found please return call to:

HCL Technologies Ltd.

ELCOT - Special Economic Zone 602/3

Sholinganallur - Medavakkam High Road

Chennai - 600119

Tel: 044 - 61050000 / 61050001

*Sunny Joseph*

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Jyothi Engineering College  
Cheruthuruthy P.O. - 679 531

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





NEWCLIFFE Company W.L.L. شركة نيوكليف  
Human Resource Department

To: Mr. Ramakrishnan.C.P  
Sreenivas (HO)  
Kottopadam(po) Mannarkkad,  
Kerala  
India.

From: Khaled Mohammad Elderbas.  
Date: 18.09.2017  
Pages: 1  
Ref No: HR/727-2017

Dear Ramakrishnan C.P

Your recent application for the Assistant Mechanical Engineer has been reviewed and approved by the Human Resource Department. Your abilities and experience appear suitable to the needs of **Newcliffe Company. P.O.Box 496, Salmiya 22005, Kuwait** and we can offer you a position beginning immediately at the pay we have discussed.

At **Newcliffe Company**, every employee is an important member. All employees have the opportunity to rise according to their abilities.

Congratulations on your selection. If you choose to accept our offer, please send an email attached with the following documents to the Human Resource Department before 30<sup>th</sup> October 2017 for the VISA processing.


1. Passport Copy.
2. Educational Certificates including the mark list.
3. Driving License

Awaiting for your favorable Reply,

Sincerely,



Khaled Mohammad Elderbas  
HR Manager  
Newcliffe Company W.L.L.  
P.O.Box 496, Salmiya 22005, Kuwait  
mob: +965-69088022

  
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Cheruthuruthy P.O.- 679 531

True Copy Attested



11/21/26

# JACOBS®



**BLEJOHNS KUNDUKULAM**

Employee Number

**121476**

Blood Group

**B+ve**

*Asmita*

**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

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**TekTon**

**Builders & Contractors**

TRANSCENDING TIMES

TMC 44927, Kannamalangara Road, Mangal  
Lane, Koorseenchery P.O. THRISSUR - 680 607  
Phone: 0487-2421252, tektonbuilders@gmail.com  
TIN No: 320720545910 GSTIN: 32AAGFT1134R12A

01.05.2019

TO WHOM SO EVER IT MAY CONCERN

This is to certify that Ms. Swethana Baby Alappatt, Attipuram house, Chengaloor.P.O- 680 312, was working in our organisation as "Trainee Site Engineer" from 01.09.2016 to 31.02.2017 and as a "Quantity Surveyor" from 01.03.2017 to 30.04.2019. During this period she was found to be honest, precise and hard working. Her performance during this period was satisfactory.

She left the firm for better prospectus. We wish success in her new assignment and a bright future.

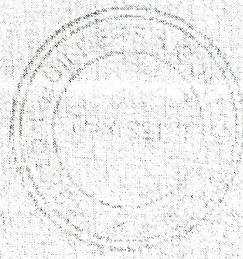
Thanking You.

Yours faithfully

TEKTON BUILDERS & CONTRACTORS

*[Signature]*  
General Manager

True Copy Attested



*[Signature]*  
DR. SUNNY JOSEPH KALAYATHANKAL  
M.Tech, MCA, B.A.S.A., B.A.R.G.I.I., B.Ed  
Ph.D. (Computer Science), Ph.D. (Maths)  
PRINCIPAL  
Jyothi Engineering College  
Cheruvu P.O. - 679 651





# VIDCKO CONSTRUCTIONS

#S32, HI-TECH MUNICIPAL COMPLEX  
PERINTALMANNA  
04933227917

07/06/2016

**Jithin Chacko**  
Kovelil  
Pariyapuram P.O  
Angadippuram  
Malappuram Dist.

RE: JOB OFFER

Dear Jithin Chacko:

On behalf of Vidcko Constructions, I am pleased to offer you the position of Site Engineer. Your total annual salary shall be Rs. 180,000/- paid monthly on the 15<sup>th</sup> of each month. Your initial appointment shall commence on 28/06/2016.

The Site Engineer is a member of the Execution Team. You will report directly to the Project Manager. Your service in this capacity is subject to an annual review and reappointment in accordance with our policies.

In this position, you will be eligible to receive benefits with Vidcko Constructions. If you have any benefits questions, do not hesitate to contact us.

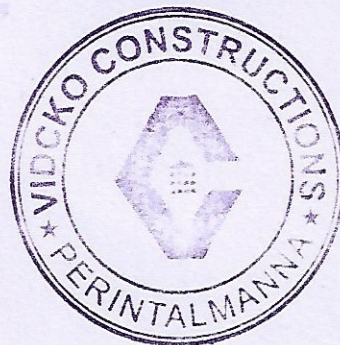
This offer of employment does not imply any commitment to your continued employment and supersedes any other agreements, written or oral, with regard to your employment at Vidcko Constructions.

Please indicate your acceptance of this offer under the terms described above by returning a signed and dated copy of this letter to me no later than 28/06/2016. A copy of this letter is enclosed for your records.

Vidcko Constructions is honored to offer you this position and hope that you will accept this job offer and look forward to working with you. Feel free to contact me directly if you have any questions or concerns.

Sincerely,

**Sabu Varghese**, Project Manager.



I accept the employment described above under the terms and conditions set forth in this offer.

NAME and SIGNATURE

DATE





Indhu Ashok &lt;indhuashok94@gmail.com&gt;

## Your Joining at L&T Infotech Mahape office Navi Mumbai- 03rd July, 2017

Campbuzz &lt;Campbuzz@Intinfotech.com&gt;

Wed, Jun 28, 2017 at 11:40 AM

Dear Candidate,

Greetings from L&amp;T Infotech!!!

We are pleased to inform you that your training is scheduled to commence from Monday, 03<sup>rd</sup> July, 2017 at our Mahape office.

Please plan to report for joining formalities/verification of testimonials on 03<sup>rd</sup> July 20,2017 at **8:30 am** at the below mentioned address:

### L&T Infotech

Plot No- EL200,  
TTC Electronic Zone,  
Shil-Mahape Road,

Ghansoli, Navi Mumbai - 400 710  
T +91 22 6795 4545  
F +91 22 2761 2580

Request you to refer the following documents attached with this mail as per instructions given below:

Sr. No.	Instruction	Document to Refer
1	Important Details	<u>Document 1 (Joining Instructions)</u>
2	Documents to be carried on Joining Day	<u>Document 2 (Documents to be carried on joining day)</u>
3	Fitness Certificate	<u>Document 3 (Fitness Certificate)</u>
4	Service Agreements & Annexure	<u>Document 4 (Instructions for Service Agreements &amp; Annexure)</u>
5	Security Information	<u>Document 8 (Security Information)</u>

True Copy Attest.

*Anand*  
Dr. SUNNY JOSEPH KALAYATHANKAI  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Ma  
PRINCIPAL  
Engineering College  
Cheruvu P.O.-679

Please note:

- Do not to scan from camscanner or any other application we want clear scanned copy.



- ii. There is no company accommodation available.

**Important Details:**

- Ø We will not be able to entertain any requests of rescheduling the joining date.
- Ø Kindly upload scan copies of all your documents on our Campbuzz Portal (<https://campbuzz.Intinfotech.com>)
- Ø DO NOT forward this mail to other candidates

**Urgent & Important:**

All B.E-B.Tech only for Non-Engineers it is not applicable.

Candidates have to register under Apprenticeship scheme of BOAT(WR). Request you to follow <http://www.mhrdnats.gov.in> and follow the below sequence

1. Click on "**Register**" tab
2. Register yourself as a **Student**
3. Fill in the mandatory Details, please select city of your location and enroll yourself under Apprenticeship Act
4. After completion of registration, you will receive an "Enrollment Number" with a "PASSWORD". Please make a note of it and carry the details with you on the day of joining

In case of any further queries (please do not reply to this email id for any queries or clarifications), kindly post the same on [campbuzz@Intinfotech.com](mailto:campbuzz@Intinfotech.com)

Wishing you all the best & Looking forward to meet you.

Thanks & Warm Regards,

**Campus Recruitment Team**

**Hamid Batliwala**


**022-67766160**


L&T Infotech

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

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3 attachments

 **Joining Documents & Instructions.zip**  
1268K

 **Trainee Application form-2017.pdf**  
289K


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)  
PRINCIPAL  
Jyothi Engineering College  
Muthuruthy R.O.- 679 531




3/5/2019

Gmail - Your Joining at L&T Infotech Mahape office Navi Mumbai- 03rd July, 2017

 Eligibility Criteria & Self Declaration form\_Year 2016 Off-Campus Hiring....pdf  
60K

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





Date: June 23, 2017

Ref: L&T Infotech/HR/Campus/2016

Name: Indhu Ashok

College: Jyothi Engineering College, Cheruthuruthy, Thrissur

### OFFER OF EMPLOYMENT

Dear Indhu Ashok,

**Welcome** to L&T Infotech (hereinafter referred as the "Company"). Congratulations on successfully completing our initial selection process and being selected as **Graduate Engineer Trainee**.

During the initial training period of 12 months, your CTC including all benefits will be **Rs.3,18,000/-** as per the details mentioned in '**Annexure-1**'.

You will also be issued a detailed 'Letter of Appointment' at the time of your joining L&T Infotech subject to you meeting the eligibility criteria as mentioned during your recruitment process.

The date of commencement of training and venue for reporting will be intimated to you in advance.

During the training period, you will be continuously appraised and your confirmation is subjected to your performance during this period.

As a part of your transition from campus to corporate world, you may be engaged in various learning and development programs prior to your joining L&T Infotech. You are therefore requested to actively participate in such programs and add maximum value to your professional and personal growth.

### TERMS AND CONDITIONS

**1. Increments and Promotions**

Your performance and contribution to L&T Infotech will be an important consideration for your salary increments, promotions and your career progressions which is subject to Company's policy and guidelines in force.

**2. Overseas Deputation/International Assignment**


Based on the business requirements and your performance, you may be given an International Assignment subjected to the guidelines defined by the Company.

It would be to your advantage to possess a valid passport and driving license. In case you do not already have one, you are required to apply for the same at your own expense.

**3. Documents**

Your offer is subject to you submitting all the necessary documents at the time of joining, the details of which will be intimated to you prior to your joining L&T Infotech. You may also need to submit other such documents as Company deems fit from time to time.

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



**4. Background Verification**

As a part of background verification, we need your acknowledgement and authorization to undertake necessary background verification through internal or external agencies. These are including but not limited to your current / previous employment history (if applicable), educational / professional credentials/medical background and other background checks. If any discrepancy is discovered after you have joined the Company or during background verification, you are liable to be terminated, apart from other legal action being initiated against you.

**5. Service Agreement**

You will be required to execute a service agreement at the time of joining to serve L&T Infotech for a minimum period of 2 years, failing which, you (and your surety) jointly or severally will be liable to pay L&T Infotech an amount of Rs.2,00,000.

**6. Letter Acceptance**

If the above stated terms and conditions are acceptable to you, kindly upload an acknowledged scanned soft copy of this 'Offer of Employment' on the **CampBuzz Portal** (<https://campbuzz.ltinfoltech.com>) and register your credentials therein within seven(7) days from the date of this letter. If you do not register your credentials within the above period, the aforesaid offer automatically stands cancelled.

Post registration on the CampBuzz portal, if you do not join on the date intimated to you, the aforesaid offer will be cancelled at the discretion of L&T Infotech.

Your employment will be governed by the rules, regulations and policies of the Company in effect.

The terms and conditions mentioned above are subject to changes at any time at sole discretion of the Company and as per business demands without prior notice.

According to the standard practice of our Company, you will treat the above terms of this letter as strictly confidential.

We welcome you to the L&T Infotech family and look forward to a long and fruitful association with you.

Yours faithfully,

For Larsen & Toubro Infotech Ltd.



\_\_\_\_\_  
Joji Varghese  
Sr. HR Manager

I have read the letter and accept the same.

\_\_\_\_\_  
Signature and Date

True Copy Attached

*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



**ANNEXURE-1**

Name : Indhu Ashok	Date : June 23, 2017	
Salary Grade : GET		
Component	Amount Rs./Per Annum	Amount Rs. /Per Month
<u>MONTHLY REMUNERATION</u>		
Basic		10,000
House Rent Allowance (H.R.A.)		5,000
Conveyance Allowance		1,600
Medical Allowance		1,250
Adhoc Allowance		5,951
Meal Allowance		1,210
<b>Sub- Total (A)</b>	<b>300,132</b>	<b>25,011</b>
<u>DEFERRED BENEFITS</u>		
Provident Fund (P.F.)		1,200
<b>Sub- Total (B)</b>	<b>14,400</b>	<b>1,200</b>
<b>Total (A+B)</b>	<b>314,532</b>	<b>26,211</b>
Mediclaime Premium	3,474	
<b>Grand Total</b>	<b>318,000</b>	

**Notes:**

- Basic will be reckoned for PF, Gratuity (If applicable) and Leave Encashment as per rules.
- H.R.A. will be deducted for accommodation (if any) provided by the Company.
- You are covered under the ESIC Act and there will be statutory deductions as per the ESI Policy.
- The Company can set off or make appropriate adjustment from Adhoc Allowance towards bonus payable, if any, subsequent to the amendments of payment of Bonus Act.
- The PF amount shown is the Employer's contribution. An equal amount will be deducted as Employee's contribution
- Any or all of the above allowances may be altered / withdrawn at the sole discretion of the management and the payment of allowances will be governed by the rules and regulations of the Company as may be applicable from time to time. For all salary components refer to the respective policy documents.

**Medical Insurance:**

The Group Mediclaime Policy of Company covers Employee, Spouse & upto 2 dependent children (below 21 yrs of age) for maximum amount of Rs. 100,000/- p.a.

True Copy *checked*

*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



3

3



**Offer: Computer Consultancy**  
**Ref: TCSL/DT20153158009/Trivandrum**  
**Date: 23/03/2016**

Ms. Anu Antony  
Puthur House P O Ponnore,  
Thrissur,  
Thrissur-680552,  
Kerala.  
Tel# 91-9747048525

Dear Anu Antony,

**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 **₹3,33,475/-** per annum, as per the terms and conditions set out herein. The gross salary mentioned above is inclusive of the Performance Pay becoming effective upon successful completion of the Initial Learning Programme (ILP).

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within **7 days**, 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 given 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.

True Copy Attested

*Sunny*

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



20

20



भारतीय रिजर्व बैंक  
RESERVE BANK OF INDIA



निधिजा जोस ए  
NIDHIYA JOSE A  
सहायक  
ASSISTANT

म.नि.सं / PF. NO TN0107

*[Signature]* *[Signature]*

साक्षर / Signature/प्राधिकृत अधिकारी / Issuing Authority

True Copy Attested

*[Handwritten signature]*

Date of Birth / जन्म तिथि 05-11-1991  
Allergic to / रोगी 05-11-1991  
Blood Group / रक्त समूह B  
Date of Issue / जारी करण की तारीख 14-Sep-2017

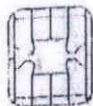
आपातकालीन संपर्क संख्या  
EMERGENCY CONTACT NUMBER

नाम / Name :

फोन नं. / Phone Number :

Kindly inform / return the card to :

Reserve Bank of India  
HRMD, CO, Fort, Mumbai - 400001  
दूरभाष / Tel : (01-22) 22601000  
फैक्स / Fax : (01-22) 22671415



सं. / No. 31559

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





# RAMAN CONSULTANCY SERVICES

QUALITY MANAGEMENT . TRAININGS, HUMAN RESOURCE . FINANCIAL SERVICES  
A5/65, BDA FLATS, DOMLUR 2 ND STAGE BANGALORE - 560 071  
MOBILE - +91 9243472224 E MAIL: ksrinivasan66@gmail.com

## LETTER OF APPOINTMENT

Mr. Azhar Hassan.K.A.

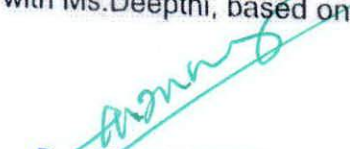
Thrissur

Dear Mr. Azhar Hassan.K.A,

With reference to your CV and the subsequent interview you had with us, we are pleased to offer you an appointment at Raman Consultancy Services as "**Consultant**" w.e.f 22-11-18 on the following terms and conditions..

- You will be on a committed contract for a period of 6 months from the date of joining, after which your services may continue with RCS or you may be employed at the company you are working, depending on the situation and need.
- You will not disclose any details of work including the salary to any one inside and outside the company or to the employees of the company where you are placed for providing service
- Your timings will be from 9-00 am to 5-30 pm (or as per the Company Timings) for 6 working days in a week. The Leaves may be availed on mutual consent although there are no fixed leave conditions unlike other manufacturing companies.
- You will be paid Rs. 22,000 (Twenty Two Thousand Only) per month, which is inclusive of all allowances. The Professional Charges will be reviewed after 6 Months of your satisfactory performance.
- You will have to sign an NDA with the company as you will be handling lot of confidential data for the company you work, at the time of joining.
- Presently You will be placed at SHEEN ELECTROPLATER -JIGANI as a working consultant and you will be reporting to Ms.Deepthi on the Day to Day work to be carried out for any activity based on your competence. The Roles and responsibilities will be defined by the company on your joining. You will be entitled for Free Breakfast and Lunch at the company, however the accommodation has to be taken care by you. You may avail the company Transport after discussion with Ms.Deepthi, based on the need.

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





# RAMAN CONSULTANCY SERVICES

QUALITY MANAGEMENT TRAININGS, HUMAN RESOURCE FINANCIAL SERVICES  
A5/65, BDA FLATS, DOMLUR 2 ND STAGE BANGALORE - 560 071  
MOBILE - +91 9243472224 E MAIL: ksrinivasan66@gmail.com

- You may be asked to work in any other company on need basis for a short term or long term based on the needs and if it is out of Bangalore you may be considered for the Travel and other expenses to be paid by RCS.
- You will be provided the VOLVO Bus Fare . 3<sup>rd</sup> AC Train Fare from Thrissur for your first arrival to Bangalore by the company based on your confirmation date for Joining
- You may terminate the services of contract with a prior one month notice
- Please sign the duplicate copy of this offer letter as an acceptance and mail me


RAMAN CONSULTANCY SERVICES.

CHIEF CONSULTANT

Dated : 1-11-18

Place : Bangalore

True Copy Attested

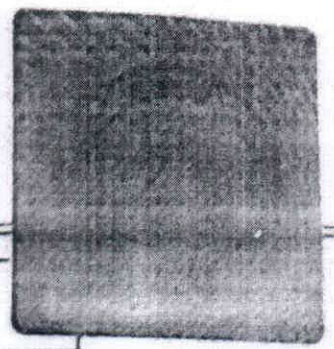
  
Dr. SUNNY JOSEPH KALAYATHANKAL  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths)  
PRINCIPAL  
Jyothi Engineering College  
Cheruthuruthy P.O.- 679 531



576



**COCHIN PORT TRUST**  
**TEMP. ENTRY PERMIT**



Name	JUDE JOSEPH		
DOB	06/12/1994	Age	22
			201705040006
Dsgn.	TRAINEE		
Org.	JYOTHI		
Area.	ALL PORT AREA		
ID Mrk.	B/M ON L/PALM		
From	04/05/2017	To	03/08/2017



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



587

**KERALA AGRO MACHINERY CORPORATION LIMITED**

(A Government of Kerala Undertaking)  
Phone Nos: 0484-247 4301 ( 5 lines)  
Head. Office: Athani - 683 585, Ernakulam Dist

R.F. KB2 231 1429  
05-07-2017

Mr. Raymond Joy  
Konengadan House  
Teachers Avenue, Elthuruth P O  
Thrissur - 680 611.

Sir/Madam

Sub:- Appointment of apprentice as per the Apprentices (Amendment) Act, 1973

As per the Interview held on 14-06-2017, you have been selected for training as an apprentice in the subject field of **Graduate in Mechanical Engineering** on the following terms and conditions:

1. You will have to undergo Apprenticeship in our factory at Athani for a period of one year.
2. Your Apprenticeship with this Corporation would be governed by the Contract of Apprenticeship a copy of which is enclosed for your perusal.
3. During the period of your Apprenticeship, you will be paid stipend @ Rs.10,000.00 per mensem
4. While reporting for Apprenticeship, you should produce the following documents.
  - (i) Discharge Certificate in original from your present employer, if any.
  - (ii) Original Certificates to prove your qualification.
  - (iii) Certificate from a Gazetted Officer of Central / State Govt. testifying your Character and conduct.
  - (iv) A recent medical certificate from a Government Assistant Surgeon as to the status of your health and freedom from any incapacitating disease or infirmity.
  - (v) The enclosed attestation form duly completed.
  - (vi) Three copies of your recent photograph in passport size.
5. You will have to make your own conveyance arrangements to and from the place of work.
6. Before joining for Apprenticeship training, you have to sign the enclosed contract of apprenticeship and contract registration card along with a Surety. You are therefore, requested to send the enclosed Surety's Declaration form duly completed by your surety along with his salary certificate. After we approve the surety, the surety and yourself may sign the contract and contract registration card in the presence of a Gazetted Officer in which case, the seal of the Gazetted Officer should be affixed on the agreement, and if this is not possible in the presence of the undersigned. The salary certificate of the surety duly attesting his/her signature may also be produced.
7. Your appointment as an apprentice is subject to valid registration of your agreement with the State/Central Apprenticeship Advisor.

You are advised to report before the undersigned at the Registered Office of this Corporation at Athani near Aluva for Apprenticeship training on or before 19.07.2017. If you fail to report for training within the stipulated date this order will stand cancelled without any further notice to you.

Yours faithfully,

For KERALA AGRO MACHINERY CORPN. LTD.,

  
GENERAL MANAGER (H.R.)/c.

Encl:- As above

  
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 Attached



# Belhopat

Revolutionize the world with Belief, Hope & Patience

February 2, 2018

Ref No : CSSC-1802-01

Belhopat Global Services Pvt. Ltd.  
(CIN - U72900KA2014PTC074624)

#2580 Spandana Building, 2nd Floor,  
27th Main, 13th Cross, 1st Sector  
HSR Layout, Bangalore - 560102  
Karnataka, India  
Tel: +91 80495 70935  
Cell: +91 99005 62575  
www.belhopat.com

## Service Certificate

This is to certify that, **Mr. Jerrin James** was employed with us. The details of the employment are given below:

1	Employee Name	Jerrin James
2	Employee Number	<b>C1602001</b>
3	Designation on Date of Separation	Software Engineer - Trainee
4	Date of Joining	February 1, 2016
5	Last Working Day	<b>November 24, 2017</b>
6	Employment Duration	1 Years, 9 Months, 23 Days
7	Separation Type	Resignation
8	Annual Gross CTC on Date of Separation	<b>Rs. 2,04,000 /-</b> (Rupees Two Lakh Four thousand Only)

For Belhopat Global Services Pvt Ltd

Digitally signed by MUHAMMED  
RAFIQUE

Date: 2018.02.06 17:16:10 +05'30'

Authorised Signatory



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  
Jyothi Engineering College  
Cheruthuruthy P.O. - 679 531



## Belhopat Global Services Private Limited

(Private & Confidential)

### Payslip - October 2017

Employee Name	<b>Jerrin James</b>		
Employee Code	<b>C1602001</b>	Bank A/c #	9811679399
Designation	Software Engineer - Trainee	Bank	Kotak Mahindra Bank Ltd
Band	C2	Branch	HSR LAYOUT
Working Location	Bangalore, India	IFSC Code	KKBK0000958
Department	Consulting	EPF A/c #	PY/BOM/1329465/000/0000016
Gender	Male	UAN #	100672735471
Joining Date	01-Feb-16	Working Days	22
Date of Birth	30-Nov-92	Paid Days	22
PAN #	BBUPJ8842F	Loss of Pay Days	0

EARNINGS	Amount	DEDUCTIONS	Amount
Basic Salary	8700	Professional Tax	0
House Rent Allowance (HRA)	3045	Provident Fund	1044
Conveyance Allowance	723	ESI	253
Medical Allowance	723	TDS	0
Flexi Benefits Kit*	682	LOP	0
Statutory Bonus	583	Salary Advance	
Incentive			
<b>(A) Total Earnings</b>	<b>14456</b>	<b>(B) Total Deductions</b>	<b>1297</b>


(C) Salary Outstanding			
(A-B+C) <b>Net Pay (INR)</b>			<b>13159</b>

Projected Annual Income Tax Information			
Gross Income for the Year		Total Tax Payable	0
From Belhopat	98056	Tax Collected Till Date	
From Previous Employer		From Belhopat	0
Annual Taxable Income	149425	From Previous Employer	
Annual Tax Exemption	20911	Balance Tax	0

Onsite Allowance (INR)			
(X) Current Month	0	(Y) Outstanding	
(Z) Advance		<b>(X+Y-Z) Net Onsite Allowance (INR)</b>	

\* It includes allowances as opted

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



# FEDERAL BANK



Name: NIDHISH P

Employee No: 16057

*Nidhish P*

Employee's Signature



True Copy Attested

*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

*Joseph Kalayathankal*

Issuing Authority



# Permanent Address

PANTHALIL HOUSE, NEAR  
AJAPAMADAM,  
VANIYAMKULAM P O,  
OTTAPALAM, PLGT - 679522

Blood Group: B+

1. This identity card is issued to permanent employees of The Federal Bank Limited.
2. This card is non transferable and shall be surrendered by the employee on cessation of service.
3. This card belongs to The Federal Bank Limited if found, please return to:  
The Federal Bank Limited,  
Corporate Office,  
HR-Employee Relations & Operations,  
Aluva - 683 101, Kerala, India.  
Phone No: 0484 - 2634124, 2634308  
Email: hroperations@federalbank

*ammy*  
DR. JOSEPH KALAYATHANKAL  
M.A., M.Sc., M.Phil., B.Ed  
(Teacher Science), Ph.D (Maths)  
PRINCIPAL  
Jyothi Engineering College  
Thiruvananthapuram P.O. - 679 561

True Copy Attested



CARDS





# LEO COMMUNICATIONS

Sri Muneswara Estate, Next to Vijaya Bank, Turnkur Road,  
Peenya, Bangalore - 560 058. Phone : +91 80 28394083  
Fax : +91 80 41492721 Mobile : +91 98451 73805  
e-mail : leocomm@rediffmail.com

LEO/JOL/2015-16

15<sup>th</sup> Dec 2015

**Mr. JIJO JOY**  
Thrissur, Kerala.  
Ph : 7403470067  
Email : jijothn@gmail.com

## JOB OFFER LETTER

Ref : Application for the post of Technician (Operations) - EIPL KL

We are pleased to inform you that, you have been selected by our customer EIPL KL, for the post of Technician (Operations) – EIPL KL.

Your appointment is based on the requirement of our customer EIPL KL & you are being deputed to work & report to our customer assigned Cluster Lead and will have to report to him on 15<sup>th</sup> Dec 2015.

Your Basic Salary will be Rs. 9500, DA - Rs. 4000, Risk Allowances – Rs. 3000 , Fixed Mobile Allowance – Rs. 700. Your Gross Salary will be Rs. 16950.  
Statutory deductions such as ESI, PF ,Professional Tax & TDS will be applicable as per the existing rules.

The tenure of appointment & appraisal are fully based on the requirements / recommendations of our above mentioned customer.

Notice period of 30 days is applicable for the employee / employer in case of resignation / termination.

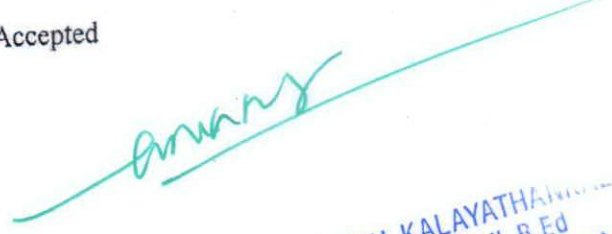
Kindly send us your acceptance within 7 days from the date of receipt of this offer letter.

Regards,

Offer Accepted

  
HAREESH K  
+91 9845173805  
LEO COMMUNICTIONS

True Copy Attested

  
(Name & Signature of Candidate & Date)  
SUNNY JOSEPH KALAYATH  
M.Tech, MCA, M.Sc, M.Phil, B.Ed  
Ph.D (Computer Science), Ph.D (Maths)  
PRINCIPAL  
Jyothi Engineering Col<sup>r</sup>  
Cheruthuruthy P.O.-67





IREP/PPP-II/DHDS/DP/CWE/

161797



ठेकेदार Contractor..... **THERMAX LTD**  
 कार्य स्थान Work Spot..... **IREP**  
 नाम Name..... **ELEMIN. C.T**  
 पिता का नाम Name of Father..... **JACOB. C.T**  
 आयु Age..... **21**..... लिंग Sex..... **M**  
 पता Address..... **CHITTATUKARA (H)**  
**PERAMANGALAM P.O THRISSUR**  
 वैध Valid From..... **14/3/16** से वेध To **14/06/16** तक  
 काम का समय Time of work: **08.00** to **17.00** Hrs

*Signature*

ठेकेदार के हस्ताक्षर  
Signature of Contractor

*Signature*

मुख्य सुरक्षा अधिकारी  
Chief Security Officer

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.-679531