## DECLARATION

This is to certify that the following students from the academic year 2017-2018 have been placed in following firms.

| Sl.No | Name Of Student Placed | Name Of The Employer |
|---|---|---|
| 1. | Krishna Prasad | WIPRO |
| 2. | Albin Thomas - 7736558877 | One & Only Dubai , +971 4 399 9999 |
| 3. | Albin J Thottappally - 9746469930 | KLR Kumarakom 0481 252 4900 |
| 4. | Bibin Sunny - 9207116634 | Crowne Plaza Cochin : 0484 711 5000 |
| 5. | Sreelal Satheesan - 9562069606 | CGH Marai 0478 283 1500 |
| 6. | Akhil V Augustine - 7994575309 | One & Only Dubai , +971 4 399 10000 |
| 7. | Sachin Thankachan - 9539462353 | Rotana Beach Abu Dhabi |
| 8. | Michael Sebastain - 8281015707 | Secco |
| 9. | Akshay Kumar - 8330898380 | Costa Cruise |
| 10. | Nithin Nair - 8089546536 | Carniva Cruise |
| 11. | Abhijith.P.Santhosh - 8075382154 | Avenue Cochin - 0484 237 7977 |
| 12. | Abhijith.K.R - 965B1:C216455906 | CGH Marai 0478 283 1500 |
| 13. | Abin Stanly - 8592986563 | KLR Kumarakom 0481 252 4900 |
| 14. | Adarshmon T.T. - 9746455449 | One & Only Dubai , +971 4 399 9999 |
| 15. | Ajo Joy - 8606617507 | Sarovar Vayalar 0478 661 3000 |
| 16. | Akhil S. Kumar - 8289964199 | One & Only Dubai , +971 4 399 9999 |

NAIPUNNYA SCHOOL OF MANAGEMENT
Near Manorama Jn:
Cherthala
Pin-688 524

Principal
Naipunnya School of Management
Cherthala

| | | |
|---|---|---|
| 17. | Akhil.A.S - 9446407680 | Leela, Kovalam 0471 305 1234 |
| 18. | Alfred K.F - 9074023863 | CGH Marai 0478 283 1500 |
| 19. | Allwyn Rock A.S - 8086438616 | Taj Malabar 0484 664 3000 |
| 20. | Amal Sabu - 8891885390 | KLR Kumarakom 0481 252 4900 |
| 21. | Anand Raj - 9496345591 | KLR Kumarakom 0481 252 4900 |
| 22. | Anandhu Ashok - 8891486662 | CGH Marai 0478 283 1500 |
| 23. | Anandthu M. - 9495896548 | KLR Kumarakom 0481 252 4900 |
| 24. | Arjun Prasannan - 9633014636 | CGH Marai 0478 283 1500 |
| 25. | Athul V - 9560930238 | Holiday INN Cochin , 0484 664 9000 |
| 26. | Dojo Antony George - 8086666428 | One & Only Dubai , +971 4 399 9999 |
| 27. | James K.J - 9562200624 | One & Only Dubai , +971 4 399 9999 |
| 28. | Jibin V. B - 8891475307 | CGH, Kumarakom 0481 252 8200 |
| 29. | Jijo Joseph - 8089568761 | Taj Kovalam 0471 661 3000 |
| 30. | Josbin Jose - 9048286726 | KLR Kumarakom 0481 252 4900 |
| 31. | Mahesh M Roy - 9048783854 | One & Only Dubai , +971 4 399 9999 |
| 32. | Nandu P. Santhosh - 9745656033 | KLR Kumarakom 0481 252 4900 |
| 33. | Praveenkumar .P - 7356697084 | Holiday INN Cochin , 0484 664 9000 |
| 34. | Saalam Savul Varghese - 8547546919 | One & Only Dubai , +971 4 399 9999 |
| 35. | Shajahan.S - 8714464734 | Taj Kovalam 0471 661 3000 |
| 36. | Shalbin N.S - | CGH Marai 0478 283 1500 |
| 37. | Shyam Krishna .S - 8921781052 | CGH, Kumarakom 0481 252 8200 |

NAIPUNNYA SCHOOL OF MANAGEMENT
Near Manorama Jn:
Cherthala
Pin-688 524

Principal
Naipunnya School of Management
Cherthala

| | | |
|---|---|---|
| 38 | Tom Thoppil | KLR Kumarakom |
| 39 | Vaishak T S | Taj, Kovalam |
| 40 | Vinil C J | CGH Marai |
| 41 | Vishnu Udayan | Leela, Kovalam |
| 42 | Minu Madhav | BWFS INDIA |
| 43 | Alif Hussain | Monester |
| 44 | Amal K Thomas | ABAD Exports Pvt Ltd,Kochi |
| 45 | Arun S | BHIMA,Thripunithara |
| 46 | Nichu B Richus | Mahindra Home Finance,Edapally |
| 47 | Thomas Chempolil Philip | Alshaya Group,Dubai |
| 48 | Aswini A Nair | Wipro,Kochi |
| 49 | Jeemon Jeevan | Extraweave,Alpy |
| 50 | Anandh Vavachan | abad Fisheries Pvt.Ltd,Kochi |
| 51 | Dimple Boban | Alight, Kochi |
| 52 | Abhirami A | Tata consultancy Services, Mumbai |
| 53 | Abin Vinod | EXL, Kakkanad |
| 54 | Adil Muhammed P A | Guide House, Trivandrum |
| 55 | Amala Rachel Shaji | Sreeshankara college Kalady |
| 56 | Arathy Shaji | SNGM, Cherthala |
| 57 | Ben Sajan | DWC films, Edappally |
| 58 | Elby Varghese | Allainz, Edappally |
| 59 | Jins Varghese | Wipro,Kochi |

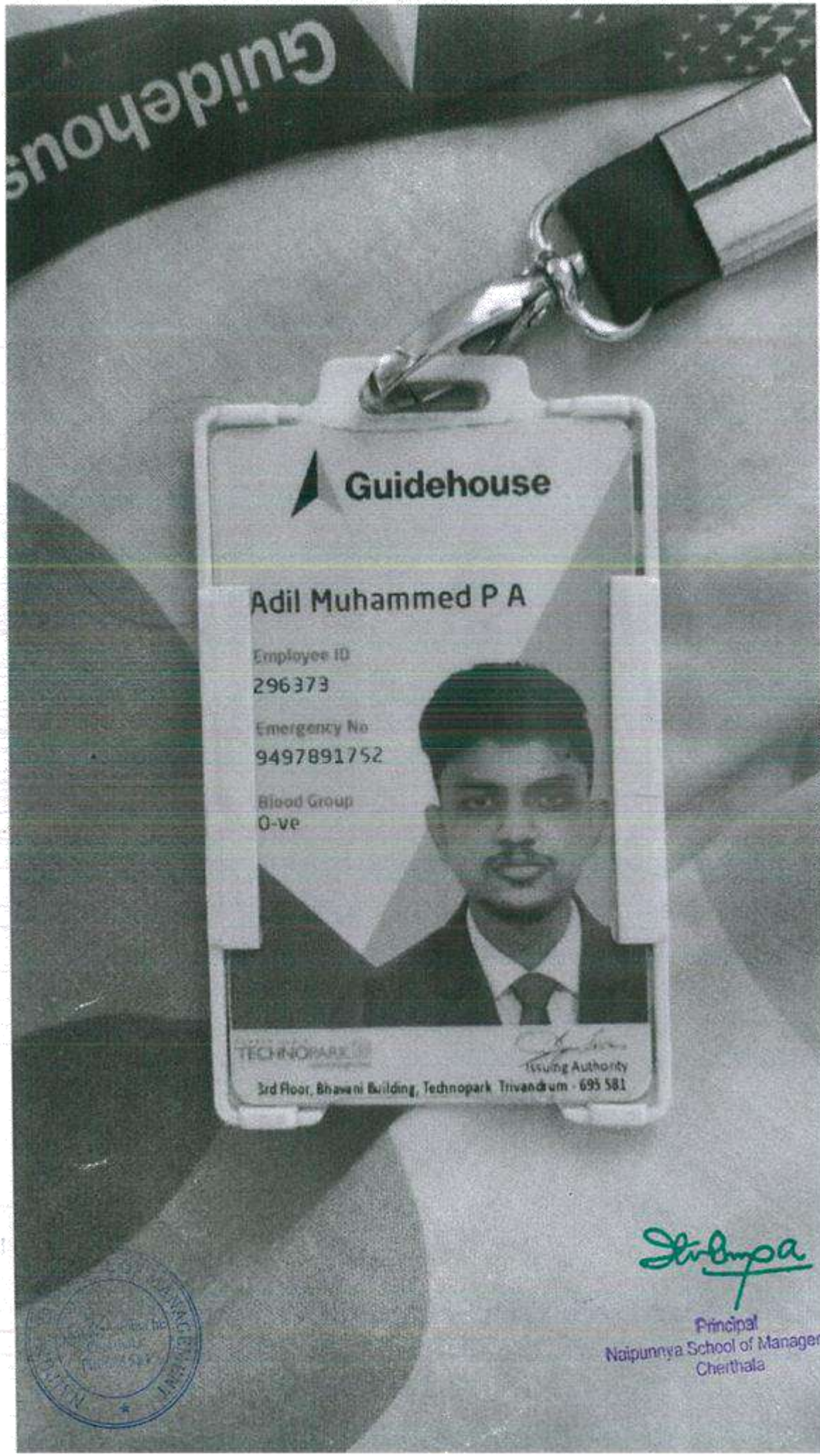
NAIPUNNYA SCHOOL OF MANAGEMENT
Near Mahorama Jn.
Cherthala
Pin-688 524

Principal
Naipunnya School of Management
Cherthala

| | | |
|---|---|---|
| 60 | John Anthraper | Lumen, Banglore |
| 61 | Soumya Mary Varghese | Oxford Public School, Gwalior |
| 62 | Sreelakshmi K P | NSM, Cherthala |
| 63 | Vineeth K P | Lets update,Kochi |
| 64 | Greeshma A Balagopal | Highcourt Kochi |
| 65 | Ananthakrishnan K | Burger Paints, Malappuram |
| 66 | Bertin J Joy | SM rolling FX, Pune |
| 67 | Jeemon Jeevan | Extraweave, Kochi |
| 68 | Kiran H | Indian Army |
| 69 | Haritha I | Rangamani & Co, Trivandrum |
| 70 | Lijo C B | HDB Financial Sollutions, Kochi |
| 71 | Sreelakshmi K S | Allburton, Coimbatore |
| 72 | Xavier Thomas | Legacy Smart financial Services, Dubai |
| 73 | Nabhasya | Ayurkshethra, Alappuzha |

Principal
Nalpunnya School of Management
Cherthala

NALPUNNYA SCHOOL OF MANAGEMENT
Near Manorama Jn.
Cherthala
Pin-688 524




Principal
Naipunnya School of Management
Cherthala

abad exports
private limited

ABAD
www.abad.in

AEPL/HR/2022

Date: 18-10-2022

To,

Mr. AMAL K THOMAS
KOCHUPARAMBU
KANICHUKULANGARA
ALAPPUZHA-688582

Dear Mr. **AMAL K THOMAS**

Sub:- Appointment Letter

Further to our letter of offer/interview , we are pleased to inform you that you are hereby appointed as **STORE SUPERVISOR** in our Organization to be based **Abad Exports Pvt. Ltd, Aroor** as per terms and conditions discussed and agreed upon as under:-

1. This appointment is effective from **17-10-2022** the date of your joining our Organization.
2. Your monthly salary will be as offered by Management.
3. Your job functions and responsibilities as **STORE SUPERVISOR** will be as defined broadly in the enclosed Annexure.
4. You will be placed on probation for a period of six months and the said period can be extended by another three months on the expiry of the period of probation. If you are not confirmed, your services shall be deemed to be automatically terminated. However, unless you are confirmed in writing, you shall not be deemed to be permanent.
5. During probation, the notice period for termination will be 24 hours.
6. After successful completion of your probation, you will be confirmed in writing as a permanent employee of the Company.

NAIPUNNYA SCHOOL OF MANAGEMENT
Near Manorama Jn.
Cherthala
Pin-688 524

Principal
Naipunnya School of Management
Cherthala

Regd. Office : 40/1818, C-17 & C-18, Bay Pride Mall, Marine Drive, Ernakulam, Kochi - 682 031, Kerala - India.
☎ +91 484 410 4000 +91 484 410 4010 @ info@abad.co.in Documentation: cnf@abad.in Accounts: accounts@abad.in
CIN : U51909KL1994PTC007699 PAN : AABCA9685R

Scanned with CamScanner

ALLBURTON

## TO WHOM IT MAY CONCERN

I herewith certifies that **Ms.Sreelekshmi K S,** has been employed with Allburton Industries Pvt. Ltd. till date as Assistant-HR, from 1st July 2018.

During her tenure with us, we found her sincere, hardworking, and keen in her work responsibilities.

We wish her all success in her future endeavors.

Sincerely

Vivek Murthy H V
Designation - Director

ALLBURTON INDIA INDUSTRIES (P) LTD.

Date: 14-12-2022

NAIPUNNYA SCHOOL OF MANAGEMENT
Near Manorama Jn:
Cherthala
Pin-688 524

Principal
Naipunnya School of Management
Cherthala


#3, White Field
Sreerasalayam, Coimbatore - 641 105
Tamil Nadu, India

+91 72 00 55 22 33
+91 72 00 55 22 44
www.allburton.com

contact@allburton.com
sales@allburton.com


TATA
TATA CONSULTANCY SERVICES
ABHIRAMI
Card No
Associate No
Tata Consultancy Services Ltd.
TCS House, Raveline Street, Fort
Mumbai 400001, India
SCHOOL OF MANAGEMENT
Near Manorama Jn.
Cherthala
Pin-688 524
Principal
Nalpunnya School of Management
Cherthala

Ayurkshethra

AYURVEDIC GROUP

# IDENTITY CARD



## NABHASYA. M. S

STUDENT COORDINATOR

NH Jun: Vayalar, Pattanakkad P.O.,
Cherthala, Alappuzha - 688 531
Ph: 9288 500 500, 9072 550 500
Toll Free : 1800 270 3111
www.ayurkshethra.com

NAIPUNNYA SCHOOL OF MANAGEMENT
Near Manorama Jn.
Cherthala
Pin:688 524

Principal
Naipunnya School of Management
Cherthala

الإمارات الإسلامي
EMIRATES ISLAMIC


**Xavier Thomas**
Senior Sales Executive
Indirect Sales

**Legacy Smart Financial services**
First Floor, Aspin Commercial Tower,
Sheikh zayed road
P.O. Box 123726, Dubai, UAE
Mob +971 (0) 50 143 6197
Tel +971 (0) 4 428 5100
emiratesislamic.ae


This individual is an employee of Legacy Smart Financial services which is engaged and remunerated by Emirates Islamic Bank (P.J.S.C.) to provide direct sales of its products in the UAE.


الإمارات الإسلامي
EMIRATES ISLAMIC



**كزافييه توماس**
تنفيذي مبيعات أول
المبيعات غير المباشرة

**ليجاسي سمارت فايناشال سيرفيز**
الطابق الأول ، برج أسبن التجاري ،
شارع الشيخ زايد
ص ب ١٢٣٧٢٦، دبي، إ.ع.م.
متحرك: ٥٠١٤٣ ٦١٩٧ (٠) ٩٧١
هاتف: ٥١٠٠ ٤٢٨ ٤ (٠) ٩٧١
emiratesislamic.ae


NAIPUNNYA SCHOOL OF MANAGEMENT
Near Manorama Jn.
Cherthala
Pin-688 524

Principal
Naipunnya School of Management
Cherthala

الشخص الموقع أدناه موظف لدى ليجاسي سمارت فايناشال سيرفيز المتعاقد معها من قبل مصرف الإمارات الإسلامي (ش.م.ع) لتقديم أعمال من أجل إجراء مبيعات مباشرة لمنتجاته في دولة الإمارات

SM ROLLING FX



# Bertin J Joy

**Junior Comp Artist**

Emp ID No : SMRFX-0239

Emergency Contact No : 9567556434

Blood Group : B+

NAIPUNNYA SCHOOL OF MANAGEMENT
Near Manorama Jn.
Pin-

Principal
Naipunnya School of Management
Chichwad

121, D-1 Block, MIDC,Chichwad, Pune - 411019

Contact No. - 8484840770

www.smrvfx.com


RANGAMANI & CO
CHARTERED ACCOUNTANTS
HARITHA. I
ARTICLED ASSISTANT
NAIPUNYA SCHOOL OF MANAGEMENT
Near Manorama Jn:
Cherthala
Pin-688 524
Principal
Naipunnya School of Management
Cherthala

Jeemon Jeevan



NAIPUNNYA SCHOOL OF MANAGEMENT
Near Manorama Jn.
Cherthala
Pin-688 524

Principal
Naipunnya School of Management
Cherthala

Extraweave

HDB FINANCIAL SERVICES



**Lijo C B**

**Emp Code** : L05948

**Branch** : Cochin

**Emergency©** : 9567372484

NAIPUNNYA SCHOOL OF MANAGEMENT
Near Manorama Jn:
Cherthala
Pin-688 524

HParekh

Authorised Signatory

Principal
Naipunnya School of Management
Cherthala

monster
Find Better.™

QUESS
WINNING TOGETHER

Date: 19-11-2022

Alif Hussain Z

Alidale,padasouth, karunagappaly, KOLLAM, Kerala, INDIA

## LETTER OF EMPLOYMENT

**Dear** Alif Hussain Z,

Thank you for exploring career opportunities with us. You have successfully completed our selection process. We are pleased to appoint you as **Key Account Manager** with effect from **23-11-2022** with **Monster.com (India)**.

**This letter of employment is valid and open for acceptance for a period of 3 days from the date of issue.**

This appointment is subject to terms and conditions outlined below. The comprehensive terms of employment and policies are detailed and are available on our Internet/Employee Portal.

### 1. DUTIES AND RESPONSIBILITIES

1.1. You will be responsible for efficient, satisfactory and economical discharge of duties that will be assigned to you from time to time.

1.2. Your place of work will be at Smartworks - Aurobindo Galaxy -Hyderabad, however, your services are liable to be transferred to any of our other divisions/locations within India or abroad based on job requirements.

1.3. You shall be employed as a full time employee and cannot undertake any other direct/indirect business or work, honorary or remuneratory work of a public office on payment or otherwise except with the prior written permission of the Management in each case.

1.4. You shall devote your entire time to the faithful and diligent performance of your duties. You will not engage either directly or indirectly in any activity that competes with the interests of the Company or conflicts with your duties towards the Company.

### 2. PROBATION PERIOD

2.1. You will be on probation for a minimum period of Six (6) months. Your probation date may be reduced or extended on the basis of your performance.

2.2. Your employment will be deemed confirmed automatically on completion of this probation period unless otherwise informed by the HR department in writing within 30 days of completion of probation period.

2.3. During the probationary period and any extension thereof, your services may be terminated from either side upon following of the notice period specified from time to time by the Company in its policies available in the Intranet//Employee Portalor through any communication from the HR department in this regard or by giving basic salary in lieu thereof.

2.4. Upon confirmation of your employment, the services can be terminated from either side by following the notice period specified from time to time by the Company in its policies available in the Intranet//Employee Portal or through any communication from the HR department in this regard or by giving basic salary in lieu thereof.You will be governed by all terms and conditions of service applicable to employees of the Company that are currently operational. The Company reserves the right to modify the terms and conditions of employment as and when required and you shall be deemed to have accepted such terms and conditions if you continue your employment with the Company. You are advised to regularly check the Company's Intranet/Employee Portal for any amendments to it.

NAIPUNNYA SCHOOL OF MANAGEMENT Near Manchama Jn. Cherthala Pin-688 524

Principal
Naipunnya School of Management
Cherthala

## 3. APPLICABLITY OF SPECIFIC LABOUR LAW PROVISIONS

The employee will be classified as worker or non worker having regard to the designation of the employee by virtue of nature of duties and responsibilities assigned, employee's engagement in managerial, administrative and/or supervisory capacity, and drawing wages beyond the prescribed limit and such other criteria as may be prescribed and notified by the competent authorities from time to time.

## 4. HOURS OF WORK

The employee is expected to work 8 hours per day (48 hours per week) in a 6 days working week and 9 hours per day in a 5 days working week with one hour of break for lunch. The Employee understands that there will be times when the working hours of the Employee may need to be flexible, within the allowed spread-over limit as applicable from time to time. In such case, no additional compensation will be paid to the Employee by the Company.

Notwithstanding the Employee's normal duties, subject to the exigencies of work that may require the Employee to travel and work from elsewhere in India or outside India on behalf of the Company and to work in flexible working hours required by the nature of work for the business of the Company. The Employee agrees to accept such reasonable travel and flexible hours of work without any additional remuneration / compensation.

You will abide by the working hours, weekly offs and paid holidays of the department, office or establishment where you are posted.The hours of work of the company can be changed from time to time in compliance of applicable labour laws and having regard to the business exigencies and work requirements.

## 5. REMUNERATION

Your remuneration with effect from the date of your joining is Rs580,008.00 per annum (Total Fixed Compensation/CTC). The remuneration components shall be as per the prescribed limits. The company will provide you the applicable allowances and statutory benefits under the applicable laws within the prescribed limit of the total remuneration (except statutorily excluded components). The details of the same are set out in Annexure-I.
The Employee's remuneration may be reviewed annually by the Company, provided however that the remuneration may be modified from time to time by the Company at its sole discretion.

5.1. In addition to the fixed salary mentioned above, the Employee may be entitled to variable pay / commission ("Incentive Pay") subject to the organisation, business and/or individual performance or any incentive program/policies that may be in place and Employee achieving sales /KPI targets, Key Performance Indicators ("KPI") outlined by the Company from time to time. Incentive Pay is contingent on pre-agreed performance criteria as agreed with Employee's Reporting Manager in line with the Company's business plan at the beginning of each variable pay period. The frequency of this Variable Pay may be Annual (end of each financial year), Bi-Annual, or Quarterly or monthly according to business requirements/mutually pre- agreed terms and conditions subject to the condition that Employee should be on the rolls of the organization on the date of the pay out to receive the same and subject to the achievement of such specified targets.

The payment of any such variable pay, commission and / or incentive (whether in cash or in other form) shall be subject to achieving the targets and/or specified performance criteria and/or company's performance which shall be at the absolute discretion of the Company, and the Employee shall not have any right whatsoever to have any claim thereof, either in law or equity, even if such payment was made repeatedly in the past and without any explicit reservation as to its voluntary and discretionary nature. The Company reserves the right to withhold any incentive pay or withdraw any such payment at any time at its sole discretion without giving any reason thereof.

5.2. Income Tax provisions, Profession Tax and its applicability on remuneration would be borne by you. The Company shall however be responsible for withholding taxes on your behalf as per the prevailing provisions.

NAIPUNNYA SCHOOL OF MANAGEMENT
Near Manappuram Jn.
Cherthala
Pin-688 524

Principal
Naipunnya School of Management
Cherthala

53. You will not be entitled to any other remuneration/benefits/amenities other than what is explicitly stated to you in your Appointment Letter. Further, if at a future date the Company introduces any new remuneration/facilities, makes modification or restructures the emolument structure in compliance of the applicable labour laws, the present remuneration structure will also be suitably modified/amended. The reasonable and necessary professional expenses for travel and lodging incurred by the Employee in furtherance of Company's business shall be reimbursed to the Employee in accordance with the standard policies of the Company, as amended from time to time, upon presentation by the Employee of documentary evidence acceptable to the Company. In the event you are eligible for flexi benefit plan, you can have the option to avail the benefit of the said flexi benefit plan. .

## 6. ANNUAL LEAVE

The Employee is entitled to Annual Leave in accordance with Company policy and as per applicable laws, in a calendar year with wages.
Apart from the Annual Leave the employee is also entitled to other leaves including sickness, maternity and other Statutory holidays as statutorily required under applicable central /state law which will be updated in the current HR app/portal for the employees namely, "PeopleDesk" Employee Portal of the Company.

## 7. STATUTORY BENEFITS AND OTHER ENTITLEMENTS

The employee will be entitled to the statutory benefits of Provident Fund, ESI, medical insurance and gratuity on the basis of eligibility criteria. Company will deduct employee's contribution thereof as applicable.

## 8. TERMINATION

8.1. During the probationary period and any extension thereof, your services may be terminated on either side by following the notice period specified from time to time by the Company in its policies available in the Intranet/Employee Portal or through any communication from the HR department in this regard without any payment of compensation for termination.

8.2. If you wish to terminate your employment, you are required to give prior written notice of such period as specified from time to time by the Company in its policies available in the Intranet/Employee Portal or through any communication from the HR department in this regard or payment of basic salary in lieu of such specified notice period. Conversely the Company may, at its sole and absolute discretion, waive off the specified notice period or reduce it if circumstances so warrant.

8.3. In case of the Company desiring to terminate the employment, it may, at its sole and absolute discretion do so by giving notice of such period as specified from time to time by the Company in its policies available in the Intranet/Employee Portal or through any communication from the HR department in this regard or basic salary in lieu of such specified notice period.Completion of serving the above mentioned notice period does not mean automatic relief from employment. Release from the services of the Company will be done in writing only after the Company is satisfied regarding proper handover of all documents and company assets, if any.

8.4. The Company may terminate your employment immediately upon summary notice, without notice or compensation if it is found that you have prima facie:

i. Wilfully disobeyed a lawful or reasonable order from the Company or the Company's Rules and Regulations applicable to you; or

ii. Conducted yourself in any way that is inconsistent with the due and faithful discharge of your duties; or

iii. Committed a crime involving moral turpitude (whether or not such crime was committed in connection with the Company's business) or committed any other act or omission involving theft, embezzlement, dishonesty, disloyalty or fraud with

NAIPUNNYA SCHOOL OF MANAGEMENT
Near Manorama Jn.
Cherthala
Pin-688 524

Principal
Naipunnya School of Management
Cherthala

respect to the Company or any of its customers; or or any kind of offences at his/her personal capacity shall be ground of termination at the sole discretion of the Company.

iv. Breached a fiduciary duty, were grossly negligent, or have committed wilful misconduct with respect to the Company in connection with the performance of your duties; or

v. Breached any terms and conditions of this letter or the Intranet/Employee Portal (Peopledesk).

vi. Committed any act or omission which would entitle the Company to terminate your employment forthwith under applicable law; or

vii. Been found guilty of any other act of misconduct.

viii. Your employment with the Company shall be terminated automatically if you are absent from work without the Company's written consent for a continuous period of five working days or if you exceed the number of leaves granted to you in a year without obtaining the Company's prior written consent, unless your absence is due to circumstances beyond your control: Provided that the Company has the right to investigate your absence and apply fair procedures to determine if the termination is to be made effective even if such absence is due to circumstances beyond your control.

8.5. All property of, or relating to, the Company as shall have been in your possession, including Company records and all documents containing Confidential Information or Proprietary Information of the Company and any letter of authority or power of attorney issued to you, shall be surrendered by you to someone duly authorised by the Company upon the termination of your employment.

## 9. BACKGROUND VERIFICATION - PAST RECORD

9.1. The Employee agrees that during the period of his/her employment under this Agreement, the Company reserves the right to verify and investigate to its satisfaction Employee's background and other details including, but not limited to, academic and professional qualifications, eligibility criteria, work experience, based on the written documents, certificates and other details submitted by the Employee at the time of executing this Agreement and at all times during his/her employment under this Agreement. This appointment and its continuation are based on the information supplied by you in your application of employment and the Employment Contract will be null and void if a material breach (in the Company's opinion) is discovered at any time

9.2. If any information or declaration given by you to the Company proves to be false or if you are found to have wilfully suppressed any material information, you will be liable to be discharged from the services of the Company without any notice or compensation.

## 10. RULES & REGULATIONS

10.1. The Company has established a variety of policies and standards which form part of the Employee Handbook that ensure a safe, enjoyable working environment. During the period of your employment with us, you agree to be bound by these policies and standards including but not limited to Code of conduct, whistle Blower, Prevention of Sexual Harassment Policy, and any future policies and standards that are reasonably introduced by the Company. It is agreed that the introduction and administration of these policies is within the sole discretion of Company and that these policies do not form a part of this Agreement. You shall abide by the Rules and Regulations of the Company as communicated by us to you from time to time.

10.2. You will automatically retire from the services of the Company on the last working day of the month after completion of Fifty-eight (58) years of age on the basis of the Date of Birth furnished to the Company at the time of joining.

NAIPUNNYA SCHOOL OF MANAGEMENT Near Nagarjuna Nagar Cherthala Pin-688 524

Principal
Naipunnya School of Management
Cherthala

10.3. This appointment and its continuance is subject to you being found and remaining medically (physically & mentally) fit by the Company. Prescribed medical norms and the opinion of a registered medical practitioner (as approved by the Company) shall be final in this regard.

10.4. In all other matters, including those not specifically covered in this letter you will be governed by the Employee Handbook in force and as may be modified from time to time.

10.5. You will not enter into any commitment of dealing on behalf of the management of the Company for which you have no express written authority, nor alter or be a party to any such alterations of any principal or policy of the management of the Company or exceed the authority or discretion vested in you without the prior written sanction of the Company or those in authority over you.

10.6. On termination of your employment, you will return to the Company all papers, documents, assets and other property which belong to the Company which may at that time be in your possession, relating to the business or affairs of the Company and will not retain any copies or extract there from.

10.7. You will keep us informed in writing of any change in your residential address and such other matters.

## 11. NON DISCLOSURE OF INFORMATION

11.1. During the continuance of your service with the Company or any extension thereof and even after the cessation of your employment with the Company by any reason whatsoever:

i. You shall protect and will not disclose all confidential information that may come in your possession or knowledge by virtue of your employment with the Company and shall use such information only as may be required in the normal course of your employment; and

ii. You shall not, except in the proper course of your employment, publish, disclose, patent, copyright any confidential information to any person or entity or make any use of such information for your own purpose or for any other purpose whatsoever.

The term **Confidential Information**, as used in this Paragraph, shall mean any information or trade secrets, Patents, Intellectual Properties, Trade Marks, including, without limitation, technical information, financial projections, security arrangements, client information, administrative and/or organizational matters of a confidential/secret nature which is known to the you by virtue of your employment with the Company, marketing information or otherwise, including any software, which is confidential or proprietary to the Company, its subsidiaries or affiliates, its customers, subcontractors or any other individuals or Company's having any kind of association or relationship with the Company, and/or its affiliates or subsidiaries and all works, programs, papers, records, data, notes, drawings, files, documents, samples, devices, products, equipment, and other materials, including copies in whatever form and translations into any other language and intellectual property, relating to the business of the Company.

11.2. Upon the cessation of your employment with the Company, or at any time upon the request of the Company, you shall return and surrender to the Company any Confidential Information including without limitation, data, information, files, books, magazines, reports, documents, manuals, audio and video tapes, floppies and discs and any other knowledge databases that came into your possession during the course of your employment with the Company and shall not retain any copy thereof in any form whatsoever.

## 12. INTELLECTUAL PROPERTY

12.1. All intellectual property rights in any work or material developed by you during the course of your employment with the Company (**Proprietary Information**) shall be owned by the company and you shall not claim any rights over such Proprietary Information. You shall promptly and fully disclose and handover to the Company all Proprietary Information and

NAIPUNNYA SCHOOL OF MANAGEMENT
Near Mahadeva Temple
Cherthala
Pin-688 524

Principal
Naipunnya School of Management
Cherthala

related materials. You acknowledge that the Proprietary Information and all related materials shall forever remain as the exclusive property of the Company.

12.2. You shall, if required by the Company, at any time during your employment or cessation thereof, assign and transfer in favour of the Company or, at the request of the Company, in favour of any of its subsidiaries or affiliates, all intellectual property rights in the Proprietary Information and shall execute all such deeds and documents, as the Company may require, to effectually vest in the Company or its subsidiaries/affiliates as the Company may require, any and all intellectual property rights and benefits in such Proprietary Information.

12.3. Subject to applicable law, in addition to the foregoing assignment of all intellectual property rights in the Proprietary Information to the Company, you hereby irrevocably transfer and grant to the Company:

i. all worldwide patents, patent applications, copyrights, mask works, trade secrets and other intellectual property rights in any Proprietary Information; and

ii. any and all rights "Moral Rights" (as defined below) that you may have in or with respect to any Proprietary Information. You also hereby forever waive and agree never to assert any and all Moral Rights you may have in or with respect to any Proprietary Information, even after termination of your work on behalf of the Company. "Moral Rights" mean any rights to claim authorship of any Proprietary Information, to object to or prevent the modification or alteration of any Proprietary Information, or to withdraw from circulation or control the publication or distribution of any Proprietary Information, and any similar right, existing under judicial or statutory law of any country in the world, or under any treaty, regardless of whether or not such right is denominated or generally referred to as a "moral right".

## 13. CONFLICT OF INTEREST

You shall not enter into any activities during the course of your employment which, in the opinion of the Company, constitutes a conflict of interest with your employment with the Company, unless prior permission to engage in such activity or activities has been granted in writing by the management of the Company.

## 14. NON-COMPETE

14.1. You agree that so long as you are in the employment of the Company and for a period of six months thereafter, you shall not, directly or indirectly, own, manage, operate, control, enable (whether by license, sublicense, assignment or otherwise) engage or participate in or be connected or interested, whether as principal, agent, investor, director, shareholder, proprietor, partner, consultant or otherwise be interested in any corporation, limited liability Company, partnership or other entity or person that, directly or indirectly engages in any business that is in competition with the business of the Company.

14.2. The company may agree in writing with some specific employees, for restraint of competing with the business of the company and/or its subsidiaries for specific period of time after discontinuation of employment relationship by paying non-compete allowance to such employees in the interest of the business of the Company.

## 15. NO HIRE OF EMPLOYEES

15.1. During the period commencing on the date you join the Company and until six (6) months after cessation of your employment with the Company, for any reason what so ever, you agree that you shall not, either on your own account or for any corporation, limited liability Company, partnership or other entity or person, solicit any employee of the Company or any subsidiary of the Company to leave his or her employment, induce or attempt to induce any such employee to terminate or breach his or her employment agreement, if any, or hire any employee or former employee of the Company or any subsidiary of the Company.

NAIPUNNYA SCHOOL OF MANAGEMENT
Near Mattanchery
Pin-688 524

Principal
Naipunnya School of Management
Cherthala

## 16. NON SOLICITATION OF CUSTOMERS

16.1. During the period commencing on the date you join the Company and until six (6) months after cessation of your employment with the Company, for any reason what so ever you agree that you shall not, either on your own account or for any corporation, limited liability Company, partnership or other entity or person, shall not, directly or indirectly, solicit, cause in any part or knowingly encourage any current or future customer of the Company or any subsidiary of the Company engaged in the business of the Company to cease doing business in whole or in part with Company or any subsidiary of the Company, with respect to the business.

## 17. GRIEVANCE REDRESSAL COMMITTEE

The Company has constituted a Grievance Redressal Committee ("GRC") which is incorporated in the Policy of the Company for the employees and also those workers which are covered within the ambit of Industrial Relations Code. Any grievance of the employees/workers will be addressed for resolution by the GRC within 30 days of submission of application. However, the said committee can also be approached by all other employees in case any grievances needs to be addressed.

## 18. ADHERENCE TO THE APPLICABLE STANDING ORDERS AND SEBI GUIDELINES

The Employee agrees to adhere the applicable Standing Orders and SEBI guidelines for the select category of the employees having regard to their positions and nature of work. Any breach thereof will lead to disciplinary action as per the policy of the Company and/or under the process of laws as may be advised having regard to the severity of such violation.

## 19. JURISDICTION

19.1. Any dispute arising out of your employment will be governed by and construed in accordance with the laws of India and the courts at Delhi shall have the jurisdiction to decide any disputes that may arise hereunder.

## 20. SEVERABILITY

20.1. In case any one or more of the provisions contained in this letter shall for any reason be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provision of this letter, but this letter shall be construed as if such invalid, illegal or unenforceable provision had never been contained herein and there shall be deemed substituted for such invalid, illegal or unenforceable provision such other provision as will most nearly accomplish the intent of the parties to the extent permitted by the applicable law.

## 21. Miscellaneous

(a) This Letter of Appointment constitutes the entire agreement between the Company and Employee and revokes and supersedes all previous agreements, whether written, oral or implied, between the Parties, if any, concerning the matters covered herein. The terms and condition of this Letter of Appointment shall not be changed or modified except by written advance notice of 21 days by the company for any material amendments duly agreed between the The Company and the Employee. Any minor revision which have not any material change in terms and conditions or under the applicable labour codes, shall not be treated as change in these terms and conditions. Any other matter not provided for in this Letter of Appointment shall be governed by the applicable laws of India.

(b) The failure on part of any of the Party to enforce at any time or for any period of time any provision hereof shall not be construed to be a waiver of any provision of or the right therefore to enforce any or each and every provision of this Letter of Appointment.

(c) The Employee shall keep the terms of this Letter of Appointment strictly confidential

NAIPUNNYA SCHOOL OF MANAGEMENT Near Manorama Jn. Cherthala PIN 688 524

Principal
Naipunnya School of Management
Cherthala

and shall not disclose the contents hereof to any person, save and except as required by law.

(d) The Company and the Employee acknowledge and agree that this Agreement accurately describes the relationship that the Employee is willing to enter into with the Company. The Company and the Employee further agree that this Letter of Appointment is fair and reasonable.

**Please maintain strict confidentiality of the terms and conditions of your employment. The Company takes a very serious view of such disclosures and you will be liable for disciplinary action in case of breach of this condition of service.**

**We take this opportunity to wish you a long and successful career with us.**

Best Regards,

**For Monster.com (India) Private Limited**

**Ruchi Ahluwalia**
**Head - Corporate HR**

**Kindly note that by accepting this letter of employment you hereby state your acceptance of the above terms and conditions mentioned herein.**

Signature

Name: Alif Hussain Z
Date :22-11-2022

NAIPUNNYA SCHOOL OF MANAGEMENT
Near Manorama Jn:
Cherthala
Pin-688 524

Principal
Naipunnya School of Management
Cherthala

monster
Find Better.™

QUESS
WINNING TOGETHER

| Compensation Break up w.e.f 23-11-2022 | | |
|---|---|---|
| Name | Alif Hussain Z | |
| Designation | Key Account Manager | |
| Level | L7 | |
| Platform | Emerging Business | |
| Business | Monster.com (India) | |
| Vertical | Monster Jobs | |
| Location | Smartworks - Aurobindo Galaxy -Hyderabad | |
| | Monthly | Annual |
| A | | |
| Basic | 19334 | 232008 |
| HRA | 9667 | 116004 |
| Statutory Bonus | 1611 | 19332 |
| Special Allowance | 15922 | 191064 |
| Gross Salary | 46534 | 558408 |
| B | | |
| Employers Contribution - PF * | 1800 | 21600 |
| Sub Total | 1800 | 21600 |
| C | | |
| Flexi Benefit | 0 | 0 |
| Flexi Benefit-Total | 0 | 0 |
| Total Fixed Compensation/CTC (A+B+C) | 48334 | 580008 |
| D | | |
| Target Variable Compensation** | 0 | 0 |
| On Target compensation (A+B+C+D) | 48334 | 580008 |

** Target variable compensation would be based on actual performance and prevailing company policy. To be eligible the employee must complete minimum 6 months in the organization. You may be eligible for an incentive pay/performance based variable pays ("Variable pay") subject to organization, business and/or individual performance or any incentive program/policies that may be in place. The frequency of this Variable pay may be annual (end of each financial year), Bi-Annual, or Quarterly according to the business requirements/mutually pre-agreed terms and conditions. If you are not covered under a business/role specific incentive plan, you will be covered under 'Quarterly Variable Pay Plan' (Policy details are available on employee portal). Please note that it iESs mandatory that you should be on the rolls of the organization on the date of the pay out to receive the same. The Company reserves its right to change your variable pay percentage at its sole discretion and the Employee shall not have any right whatsoever to have any claim, either in law or equity, in respect of without any explicit reservation as to its voluntary nature.

*** Flexi Benefit Plan are flexible. This list implies the maximum amount that can be taken from each component along with the total amount allocated to each component under Flexi Benefit Plan. If you choose 'Flexi Benefit Plan' as a taxable component, it will be taxed accordingly and paid to you in the same month as Additional Special Allowance.*

**For Monster.com (India) Private Limited**

**Ruchi Ahluwalia**

**Head - Corporate HR**

NAIPUNNYA SCHOOL OF MANAGEMENT
Near Manorama Jn:
Cherthala
Pin-688 524

Principal
Naipunnya School of Management
Cherthala

monster
Find Better.™

QUESS
WINNING TOGETHER

## NON-DISCLOSURE AND NON-COMPETE AGREEMENT

This Non-Disclosure and Non-Compete Agreement (**"Agreement"**) dated this 23-11-2022 , by and between:

1. Monster.com (India) Private Limited, a company registered under the Companies Act, 1956 with CIN:U52100DL2012PLC238730 and having its registered office at **B-1/I-1, 1st Floor, Mohan Cooperative Industrial Estate, New Delhi 110044 INDIA** (hereinafter referred to as "**Company**" which expression shall, unless it be repugnant to the context or meaning thereof, be deemed to mean and include its successors, assigns and Affiliates); and
2. Alif Hussain Z, being son/daughter of Mr. Zakkir Hussain , aged about 28, bearing Permanent Account Number ADJPZ7785K, residing at Alidale,padasouth, karunagappaly, KOLLAM, Kerala, INDIA(hereinafter referred to as **"Employee"**).

Company and the Employee are herein individually referred to as the **"Party"** and collectively as **"Parties"**.

**WHEREAS**

A. The Employee has been employed by the Company and as part of performance of his/her services, the Employee is privy to the Confidential Information (defined later) of Quess (defined later).

B. In consideration of the employment of the Employee with the Company, the Employee hereby agrees to the terms set forth in this Agreement in respect of Confidential Information and in respect of non-compete obligations.

**IT IS AGREED**

**1. Definitions**

**"Affiliate"** shall mean any person who directly or indirectly controls that Party or any person who is under the control of that Party or any other person who is under the common control of that Party and the term "control" shall mean the direct or indirect beneficial ownership of or the right to vote, in respect of, directly or indirectly, more than 50% of the voting shares or securities of a person and/or the power to control the management or majority of the composition of the board of directors of a person and/or the power to create or direct the management or policies of a person by contract or otherwise, or any or all of the above and in case of a limited liability partnership, shall be deemed to apply to the beneficial ownership interest of the partners of such limited liability partnership;

"Business" shall mean any business in which the Company and/or its Affiliates may be engaged in from time to time independently or along with its strategic partners including but not limited to the business of workforce management, operating asset management and tech services.

"**Confidential Information**" includes information about the Company, its business, business partners, sub-contractors, customers, business activities or its associate companies, investee companies, Affiliate's business and/or activities of any nature or of any other person (collectively referred to as "**Quess**")(whether in writing, electronic, visual or oral form) that is proprietary and confidential which shall include but not be limited to information regarding plans for research, development, new products, strategic plans, marketing and selling, business plans, due diligence reports, acquisition plans, budget, payroll data, licenses, price and costs, prospective or current suppliers and customers, financial, business, economic, technical, operational, commercial, employment, management, planning and other information, data, material and expertise of whatever kind relating to Quess or each of the entities/person's directors, agents, representatives, employees, officers or authorised advisors (hereinafter referred to as the "**Representatives**") which is marked or designated as confidential or proprietary or which by the nature of

NAIPUNNYA SCHOOL OF MANAGEMENT Pin-688 524

Principal
Naipunnya School of Management
Cherthala

circumstances surrounding the disclosure, ought to be, reasonably and in good faith, treated as confidential (regardless of whether it can be registered under copyright, patent, trade mark or other intellectual property rights) and shall further include any information
provided to the Employee in relation to the services which may reasonably be deemed to be proprietary in nature such as trade secrets, inventions, mask works, concepts, ideas, processes, formulas, source and object codes, data, programs, other works of authorship, know-how, discoveries, developments, software developed or in various stages of development, tapes, compact discs, digital video discs, mark-up languages (HTML,XML), flow charts, designs, drawings, specifications, charts, graphs, techniques and which is either directly or indirectly disclosed to or acquired by the Employee from Quess or its authorised Representatives whether on, before or after the date of countersigning this Agreement. It is clarified that the information may relate to Quess, its Affiliates, associate companies, customers and/or any other third parties, which the Employee becomes privy to pursuant to his/her employment with the Company;

"**Person**" means any natural person, limited or unlimited liability company, corporation, partnership (whether limited or unlimited), proprietorship, Hindu undivided family, trust, union, association, government or other agency or political subdivision thereof or any other entity that may be treated as a legal person under Applicable Law;

**"Restricted Period"** means:

(i) (a) a period of 2 (Two) years with respect to the restrictions mentioned under Clause 3.2(i), 3.2(ii), 3.2(iii), 3.2(iv), 3.2(v) and 3.2(vi); (b) a period of 3 (Three) years with respect to the restrictions mentioned under Clause 4.1(i); and (c) a period of 5 (Five) years with respect to the restrictions mentioned under Clause 4.1(ii) and 4.1(iii) commencing on the date when the Employee ceases (pursuant to the termination of his/her employment with the Company, resignation or retirement) to be employed by the Company in accordance with the employment agreement, or otherwise; and

(ii) an indefinite period with respect to the restrictions mentioned under Clause 2 commencing from the date of employment of the Employee with the Company.

**2. Non-Disclosure and Confidentiality Obligations**

2.1 The Employee recognises and acknowledges the competitive value and confidential nature of the Confidential Information and the damage that could result to Quess if the information contained therein is disclosed to any third party and in consideration of his/her employment with the Company, the Employee hereby undertakes that during the term of his/her employment and till such time that such Confidential Information becomes public (not pursuant to breach by Employee of the terms hereof), the Employee will (i) not, without the prior written consent of the Company, disclose any Confidential Information to any third party/other employees of Quess nor use any Confidential Information for any purpose other than in connection with performance of his/her services to the Company as may be specifically permitted; (ii) take all reasonable measures to maintain the confidentiality of all Confidential Information in his/her possession or control, which will, in no event, be less than the measures used to maintain the confidentiality of his/her own information of similar importance; (iii) not use any Confidential Information in a manner detrimental to Quess; (iv) not copy or reproduce, in whole or in part, the Confidential Information without the prior written consent of the Company; (v) not store any Confidential Information in any computer/laptop including the personal computer/laptop of the Employee, other than the computer/laptop provided by the Company and (v) forthwith upon request return all the Confidential Information (including all copies thereof) and destroy all analyses, memoranda or notes derived therefrom and expunge all Confidential Information from any computer, word processor or other device into which it was copied or programmed, without retaining any copies thereof and upon request of the Company, certify in writing that the Employee has complied with the obligations set forth in this Clause 2.1.

2.2 The Employee hereby assigns exclusively to the Company, all right, title and interest in and to any and all inventions, discoveries, designs, developments, improvements, copyrightable

Principal
Naipunnya School of Management
Cherthala

material, and trade secrets (hereinafter referred to as the **"Inventions"**) that the Employee solely or jointly may conceive, write, encode, develop, or reduce to practice during the period in the employment of the Company. The Employee shall make prompt and full disclosure to the Company of any inventions, and if for any reason the assignment pursuant to this Clause 2.2 is not effective, the Employee will hold all such inventions in trust for the sole benefit of the Company.

2.3. In the event the Employee is required by applicable law, regulation or legal process to disclose any Confidential Information, the Employee shall prior to such disclosure, promptly notify the Company in writing to seek an injunction order or other appropriate remedy and will provide reasonable assistance, as requested, to the Company in obtaining such injunction order or other appropriate remedy.

2.4. Upon termination of employment of the Employee with the Company, for whatsoever reason, the Employee having received Confidential Information shall, (i) cease using the Confidential Information; (ii) promptly return the Confidential Information and all copies, notes or extracts thereof to the Company; (iii) destroy all extracts, analyses, compilations, studies, summaries, reviews, notes and other materials prepared by the Employee that contain Confidential Information; and (iv) certify in writing that he/she has complied with the obligations set forth in this Clause 2.4. The Employee acknowledges that any breach of this Agreement may result in termination without notice of the Employee as set forth in his/her employment agreement with the Company.

**3. Non-Compete**

3.1 During the term of employment of the Employee with the Company (including the notice period):

(i) the Employee shall not, directly or indirectly, undertake employment with, or provide any consultancy or other services (whether with or without consideration) to, any Person in India, other than the Company and its Affiliates;

(ii) if the Employee desires to take up any non-executive directorship or invest in any entity which is directly or indirectly not in competition with the Business, then the Employee must seek written permission from the Company with an undertaking that the Employee will abide by all the obligations and responsibilities as listed out in this Agreement.

(iii) in the event the Company or its Affiliates propose to enter into or acquire any business, which could be directly or indirectly in competition with the business of an entity in which the Employee acts as a non-executive director or investor (holding more than 2% equity/preference capital) upon receipt of notification from the Company, then the Employee shall undertake to resign from such entity forthwith and take steps to disinvest in such entity, in order to protect the legitimate business interests of the Company and/or its Affiliates.

(iv) The Employee must provide the disclosures as per format given in **Exhibit A** (herewith attached)

(i) upon the execution of this Agreement;

(ii) within 15 (Fifteen) days of any change to his/her directorships/shareholding (in excess of 2% or more of equity/preference capital); and

(iii) annually as on March 31st of the relevant financial year.

3.2 During the term of the employment of the Employee with the Company (including the notice period) and during the applicable Restricted Period, the Employee shall not, directly or indirectly, or on behalf of any third party:

(i) undertake employment with, or provide any consultancy or other services (whether with or without consideration) to, any Person, other than the Company and/or its Affiliates, which is directly or indirectly in competition with the Business of the Company or a strategic partner of the Company;

NAIPUNNYA SCHOOL OF MANAGEMENT
Near Manorama
Cherthala
Pin-688 524

Principal
Naipunnya School of Management
Cherthala

(ii) make any investment into a competing Business in India, provided that the forgoing limitation shall not limit the Employee from owning up to 2% (Two Percent) of the outstanding equity securities of a Person whose shares are traded on any stock exchanges in India;

(iii) commence or engage in any business that competes with the Business in India;

(iv) enter into any type of partnership/joint venture in India for the purpose of pursuing a business venture that competes with the Business;

(v) substantially takeover any company in India which is involved in the Business; and

(vi) support any Person in India, either financially or in any other way, which is involved in the Business.

**4. Non-Solicit and Non-Disparage**

4.1 During the term of the employment of the Employee with the Company (including the notice period) and during the applicable Resticted Period, the Employee shall not, directly or indirectly, or on behalf of any third party:

(i) solicit, divert, induce or attempt to solicit, divert or induce any existing and/or prospective customers of the Company on behalf of a business that competes with the Business;

(ii) solicit and/or attempt to solicit any strategic partner of the Company to engage in a business that competes with the Business or otherwise interfere with the business relationship of the Company with any strategic partner; and

(iii) solicit, induce or attempt to solicit or induce any employee, strategic partner, vendor or independent contractor of, or consultant to, the Company, to terminate/leave his or her employment or relationship with the Company;

4.2 During the term of the employment of the Employee with the Company (including the notice period) and at any time in future after termination of the employment of the Employee with the Company, the Employee shall not, directly or indirectly, or on behalf of any third party, disparage, or otherwise bring disrepute to the Company and/or its Affiliates or any shareholders, directors, clients, officers, employees, Company partners or Company agents.

**5. General Covenants**

5.1 In the event the Employee has breached any of his/her obligations under this Agreement, or that the representations and warranties made by the Employee are false or incorrect, then, notwithstanding anything contained herein, the remaining obligations of the Employee shall continue and the Company shall not, subject to applicable law, be liable to make any payment to the Employee whatsoever. Further, the Company shall be free to pursue such remedies against the Employee as may be prescribed herein or otherwise available to it under law.

5.2 The Company shall be entitled to claim damages including cost of litigation and legal consultations from the Employee in the event of non-compliance of Clauses 2, 3 and 4 of this Agreement.

**6. Representations and Warranties**

6.1 Each Party represents and warrants to the other Party that each of the following representations and warranties are true as of the Effective Date:

6.1.1. This Agreement constitutes a legal, valid and binding agreement between the Parties and is enforceable within its terms;

6.1.2. No Party is subject to any existing or, to its knowledge, pending or threatened litigation or other proceedings which would adversely affect its ability to perform this Agreement; and

6.1.3. The Employee is not in contravention of any of the obligations set forth in this

NAIPUNNYA SCHOOL OF MANAGEMENT Near Manorama Jn. Cherthala Pin-688 524

Principal
Naipunnya School of Management
Cherthala

6.2 The Employee represents and warrants to the Company that he is not under any obligation of a contractual or other nature to any Person, which is inconsistent or in conflict with this Agreement or which would prevent him/her from performing his/her obligations under this Agreement. Further, the Employee represents and warrants that he/she (i) has been provided with a copy of this Agreement for review prior to signing it; (ii) that he/she has reviewed the Agreement and that he/she understands the terms, purposes and effects of this Agreement; (iii) he/she has signed the Agreement only after having had the opportunity to seek clarifications; (iv) he/she has not been subjected to duress or undue influence of any kind to execute this Agreement and this Agreement will not impose an undue hardship upon him; (v) he/she has executed this Agreement of his/her own free will and without relying upon any statements made by the Company or any of its representatives, agents or employees; and (vi) this Agreement is in all respects reasonable and necessary to protect the legitimate business interests of the Company.

**7. Validity**

7.1 In case any one or more of the provisions contained in the Agreement shall, for any reason, be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect the other provisions of this Agreement, and this Agreement shall be construed as if such invalid, illegal or unenforceable provision had never been contained herein. Any invalid or unenforceable provision of this Agreement shall be replaced with a provision, which is valid and enforceable and most nearly reflects the original intent of the unenforceable provision

7.2 The Employee hereby acknowledges and agrees that the terms and conditions under this Agreement are reasonable and fair and will not unreasonably impose limitations on the Employee. In addition, the Employee agrees and acknowledges that the potential harm to Company of the non-enforcement of Clause 2, 3 and 4 outweighs any potential harm to the Employee by this Agreement and the Company has given careful consideration to the restraints imposed upon the Employee by this Agreement, and is in full accord as to their necessity for the reasonable and proper protection of Confidential Information of the Company now existing or to be developed in the future. The Employee expressly acknowledges and agrees that each and every limitation imposed by this Agreement is reasonable with respect to subject matter, time period and geographical area.

**8. Miscellaneous**

8.1 The Employee agrees and acknowledges that monetary damages would not be an adequate remedy for breach of the provisions contained herein and that the Company and/or Quess shall be entitled to equitable relief, including injunctive relief, specific performance and other equitable relief's, in the event of any threatened or actual breach of the provisions hereof and that no proof of special damages shall be necessary for the enforcement of this Agreement. Such remedies shall not be deemed to be exclusive remedies for a breach of this Agreement by the Employee, but shall be in addition to and without prejudice to all other remedies available at law or equity.

8.2 The terms of this Agreement shall be deemed to be incorporated in the employment agreement entered into amongst the Employee and the Company and shall be read in harmony and in addition to the terms relating to the subject matter of this Agreement in the employment agreement and with the terms as set forth in the code of conduct policy issued by the Company to the employees.

8.3 This Agreement is personal in nature and the Employee will not subcontract or otherwise delegate the obligations under this Agreement without the prior written consent of the Company. Neither this Agreement nor any right or interest hereunder will be assignable by the Employee.

NAIPUNNYA SCHOOL OF MANAGEMENT
Near [illegible]
Cherthala
Pin-688 524

Principal
Naipunnya School of Management
Cherthala

8.4 Except as may be otherwise provided herein all notices, requests, waivers and other communications made pursuant to this Agreement shall be in writing and shall be conclusively deemed to have been duly served:

8.4.1 In case of hand delivery, when hand delivered to the other Party;

8.4.2 In case of registered post acknowledgement due, postage prepaid, upon receipt;

8.4.3 In case of a national overnight delivery service, postage prepaid, addressed to the Parties as set forth below with next- business-day delivery guaranteed, provided that the sending Party receives a confirmation of delivery from the delivery service provider; and

8.4.4 In case of e-mail, upon receipt by the sender of the return receipt delivery notification.

All such notices, requests, waivers and other communications shall be served at such address and/or e-mail address as may have been notified in writing by the Party for such purposes to the other Party in accordance with this Clause 8.4 and shall be as follows (unless otherwise notified):

**If to the Employee:**

Address: Alidale,padasouth, karunagappaly, KOLLAM, Kerala, INDIA

Email: Alifhussain256@gmail.com

Telephone: 91-9048256539

**If to the Company:**

Address: A-19, 2nd Floor, Sector-59, Noida - 201 301, Uttar Pradesh , India

Email: ruchi.ahluwalia@quesscorp.com

Attention: Ruchi Ahluwalia

Telephone: 080 61056001

8.5 This Agreement shall be governed by and shall be construed in accordance with the laws of India and the courts at Bengaluru shall have exclusive jurisdiction to settle any dispute that may arise in relation to the interpretation and performance of this Agreement.

8.6 Any provision of this Agreement may be amended or waived if, and only if such amendment or waiver is in writing and sihr_headgned, in the case of an amendment by each of the Parties, or in the case of a waiver, by the Party against whom the waiver is to be effective. No waiver by any Party of any term or condition of this Agreement, in any one or more instances, shall be deemed to be or construed as a waiver of the same or any other term or condition of this Agreement on any future occasion. All remedies, either under this Agreement or by applicable law or otherwise afforded, will be cumulative and not alternative.

8.7 All the expenses incurred with respect to the execution of this Agreement shall be borne by the Company.

IN WITNESS WHEREOF, THE PARTIES HERETO HAVE ENTERED INTO THIS AGREEMENT AS ON THE EFFECTIVE DATE :

**SIGNED AND DELIVERED** by the within named **Monster.com (India) Private Limited**, by the hand of **Ms. Ruchi Ahluwalia**, authorized signatory.

NAIPUNNYA SCHOOL OF MANAGEMENT
Cherthala
Pin-688 524

**Head - Corporate HR**

Principal
Naipunnya School of Management
Cherthala

monster
Find Better.™

QUESS
WINNING TOGETHER

## PREVENTION OF SEXUAL HARASSMENT (POSH)

### Introduction

Quess Corp Limited (formerly IKYA Human Capital Solutions Limited) (the "Company") is an equal employment opportunity company and is committed to creating a healthy working environment that enables employees to work without fear of prejudice, gender or racial bias and sexual harassment. The Company believes that all employees of the Company have the right to be treated with dignity. The Company does not tolerate any behaviour that is detrimental to a healthy working environment.

Following the enactment of THE SEXUAL HARASSMENT OF WOMEN AT WORKPLACE (PREVENTION, PROHIBITION AND REDRESSEL) ACT, 2013 by the Government of India, Ministry of Law and Justice on 9th December 2013, sexual harassment of employees occurring in the workplace is an offence and is, therefore, punishable.

The Company will respond promptly to complaints of sexual harassment and where it is determined that such inappropriate conduct has occurred, prompt and appropriate corrective action by conducting an enquiry as is necessary, including disciplinary action, will be taken in accordance with the relevant Service Rules and the Company Policy.

### Scope

This Policy extends to all employees of Quess Corp and its subsidiaries, as well as JVs, whether on probation or permanent, including those on deputation, contract, part-time or working as Consultants, trainees, interns, unless explicitly stated otherwise. The policy is also applicable to any vendor resource working in the company premises, including extended work place.

Sexual harassment includes any unwelcome behaviour of a sexual nature that could be reasonably expected to make someone feel offended, humiliated or intimidated.

This may include (but is not restricted to):

1.1. An unwelcome physical contact and advance

1.2. A request for sexual favours

1.3. Unwelcome comments about someone's sex life, physical appearance or clothes.

1.4. Leering and ogling

1.5. Sexually offensive comments, stories or jokes, obscene messages/MMS/pictures through mail/SMS or WhatsApp.

1.6. Displaying sexually offensive photos, pinups or calendars, reading matter, objects or on clothes

1.7. Sexual propositions or continued requests for dates

1.8. Physical contact such as touching or fondling, or unnecessary brushing up against someone

1.9. Indecent assault or rape (these are criminal offences).

Further, the following behaviour or acts shall also amount to Sexual Harassment Implied or explicit promise of preferential treatment in her/his employment, or Implied or explicit threat of detrimental treatment in her/his employment, or Implied or explicit threat about her/his present or future employment status, or

NAIPUNNYA SCHOOL OF MANAGEMENT
Near Manorama Jn.
Cherthala
Pin-688 524

Principal
Naipunnya School of Management
Cherthala

Interference with her/his work or creating an intimidating or offensive or hostile work environment for her/him, or Humiliating treatment likely to affect her/his health or safety

**Procedure**

Any employee, who feels he/she is being sexually harassed directly or indirectly, may give a written complaint of the alleged incident to any member of the Committee (table below) within (3) three months of the occurrence of the incident. This period may be increased by another (30) thirty days by the IC if the reason for such a delay is bonafide/legitimate/genuine

Complaints may be made in writing and submitted to the members of the committee. An e-mail id speakup@quesscorp.com has been set up for this purpose. Alternatively, employees can also reach out to the Regional SPOCs.

The IC will hold a meeting with the Complainant within (5) five days of the receipt of the written complaint. At the first meeting, the Committee members shall hear the aggrieved party and record her/his signed statements. The aggrieved party can also submit any corroborative material with documentary proof, oral or written material, etc., to substantiate his/her complaint. In the event that the aggrieved party cannot make the complaint/statement for reasons including death, poor health, or medical rest then a relative may make the complaint/statement on the behalf of the employee.

Thereafter, the person against whom the complaint is made shall be called for a deposition before the Committee and an opportunity will be given to him/her to give an explanation and his/her statement shall be recorded and signed. Thereafter IC shall within 10 (ten) days from the date of completion of the enquiry, furnish a report documenting its findings and recommendations to the employer. This report shall be shared with both the concerned parties. The IC shall ensure that the enquiry concludes within 90days from the date of filing or as modified by law thereafter.

In the event the allegations are proven then the IC recommendations to the employer shall include (but not be limited to):

Action for sexual harassment as misconduct as defined in the relevant service rules, if not then Section 509 IPC shall be applicable.

**Declaration for Prevention of Sexual Harassment(POSH):**

- I hereby declare that I have read and understood the POSH guidelines and agree that to as an employee to comply with it, as applicable at all times.
- I am also aware that failure to abide by the above policy may lead to disciplinary action as per the company's policy.

NAIPUNNYA SCHOOL OF MANAGEMENT
Near Manorama Jn.
Cherthala
Pin-688 524

Principal
Naipunnya School of Management
Cherthala

monster
Find Better.™

QUESS
WINNING TOGETHER

## CODE OF CONDUCT

**(Applicable to all the employees of Quess Corp and its Subsidiaries)**

**All employees of Quess Corp and its subsidiaries will abide by the following**

1. **Conflict of Interest Policy:** An employee of Quess Corp shall always act in the interest of the company, and ensure that any business or personal association which he/she may have does not involve a conflict of interest with the operations of the company and his/her role therein. Employees should avoid any activity, interest or association that conflicts with, or appears to compromise one's exercise of independent judgment in the Company's best interests.

Employees are not allowed to work for a competitor of Quess Group while working for any group company, or do any work for or provide assistance to any third party (distributor, customer or supplier) that may adversely affect one's performance or judgment on the job.

2. **Code of Conduct Policy:**

a. **Standards of Corporate Governance:**

i. Every employee is required to act in good faith, responsibly, with due care, competence and diligence, without misrepresenting material facts or allowing one's independent judgment to be subordinated

ii. Employees shall share knowledge and maintain skills important and relevant to organizational needs.

iii. Employees shall promote ethical behavior as a responsible partner among peers, and in the work environment.

iv. Act in accordance with the highest standards of personal and professional integrity, honesty and ethical conduct, while working in the Company's premises, at offsite locations where the Company's business is being conducted, at Company sponsored business and social events or at any other place where employees are representing the Company.

b. **Protection of Company Property:**

i. Every Employee of the Company is responsible for protecting and taking reasonable steps to prevent the theft or misuse of, or damage to Company's assets, including all kinds of physical assets, movable, immovable and tangible property, corporate information and intellectual property such as inventions, copyrights, patents, trademarks and technology and intellectual property used in carrying out their responsibilities.

ii. All Employees must use all equipment, tools, materials, supplies, and Employee time only for Company's legitimate business interests. Company's property must not be borrowed, loaned, or disposed of, except in accordance with appropriate Company's policies. All Employees must use and maintain Company's property and resources efficiently and with due care and diligence.

c. **Confidentiality of Information:** During the continuance of service with the Company or any extension thereof and even after the cessation of employment with the Company by any reason whatsoever, employees shall protect and will not disclose, all confidential information that may come in their possession or knowledge by virtue of their employment with the Company and shall use such information only as may be required in the normal course of their employment, and shall not, except in the proper course of their duties, publish, disclose, patent, copyright any

NAIPUNNYA SCHOOL OF MANAGEMENT
Near Manorama Jn.
Cherthala
Pin-688 524

Principal
Naipunnya School of Management
Cherthala

confidential information to any person or entity or make any use of such information for their own purpose or for any other purpose whatsoever.

d. **Integrity of Financial information:** All employees have a responsibility to ensure that all transactions are recorded in Company's accounts accurately and promptly and they must immediately report any known inaccuracies. Misrepresentations by Employees that result from intentional acts that may conceal or obscure the true nature of a business transaction are clear contraventions of this Policy.

e. **Free and Fair Competition/Antitrust Policy:** As Quess Corp's business interests are spread across the world, Quess may be subject to competition laws of various jurisdictions and all employees shall comply with the same. Competition laws govern, usually quite strictly, relationships between Quess and its competitors.

As a general rule, contacts with competitors shall be limited and shall always avoid subjects such as prices or other terms and conditions of sale, clients, vendors and suppliers.

f. **Anti-bribery and Anti-Corruption Policy:** All employees are required to comply with the Anti-Corruption laws in India and other geographies that Quess operates in. Quess Corp is firmly committed to conduct all business activities with integrity and the highest possible ethical standards. The company has zero tolerance for bribery and corruption.

Client discussion and RFP responses must be consistent with national laws, the FCPA (Foreign & Corrupt Practices Act 1977), UK Bribery Act 2010, and local bribery laws and regulations.

g. **Gifts, Entertainment, and Other Expenses to Clients, Suppliers, or Vendors Policy:** Quess Corp's relationships with clients, suppliers, vendors, and other business partners are vital and must be transparent, objective, fair, and free from conflicts. This policy establishes processes designed to prevent such conflicts or even the appearance of such conflicts.

No gift, entertainment (including meals, receptions, social or sports events), or other expense (such as hotel, travel, and other related expenses) may be accepted or presented if it obligates or appears to obligate employees and/or their family members to the individual giving or receiving the gift, entertainment, or other accommodation.

h. **Whistleblower Policy:** Quess Corp Limited's Code of Business Conduct and Ethics requires every director, officer and employee of Quess Corp Limited to report any violation of the Code which is known to or reasonably suspected by that individual. Directors, officers and employees must also report any other known or reasonably suspected improper conduct or incident in relation to Quess Corp Limited, including any questionable accounting, internal accounting controls or auditing matters or potential violations of the law.

**Coverage of Policy**

Examples of violation would include but are not limited to:

- Abuse of Authority , Breach of Contract, Manipulation of Company data/records, Financial Irregularities, Including fraud or suspected fraud, Criminal offence, Sexual harassment, Discrimination, Damage to the Environment, Misuse of Company's Assets, Providing false information, Pilferage of confidential/propriety information, Deliberate violation of law/regulation

To report any issue of as per the whistleblower policy, please write to alert@quesscorp.com

**Workplace Policy:**

a. **Drug and Alcohol Policy:** To ensure a safe and healthy workplace this policy is applicable to all employees of the Company. Any employee found to be under the effect of Alcohol or drugs will be liable for disciplinary action against him including instantaneous dismissal.

b. **Anti-Smoking Policy**: Smoking is strictly prohibited in all offices of Quess Corp and its subsidiaries. This policy must be communicated to all vendors and clients when they visit offices.

NAIPUNNYA SCHOOL OF MANAGEMENT
Near Manorama Jn.
Cherthala
Pin-688 524

Principal
Naipunnya School of Management
Cherthala

c. **Identity Card/Access Card Policy:** Identity Cards and Access Cards are exclusive to an employee and are non-transferrable.

d. **Misconduct**: The following are considered acts of misconduct and will invite disciplinary action

- Willful insubordination or instigation
- Theft, fraud, misappropriation or other dishonest acts. Willful damage to or loss of employer's goods or property, taking or giving bribes or any illegal gratification
- Habitual absence without leave or absence without leave for 10 days
- Habitual late attendance
- Habitual breach of any law, applicable to any establishment
- Riotous or disorderly behavior during working hours at the establishment or any subversive act, habitual negligence towards work
- Striking work or inciting others to strike work in contravention of the provision of any law, or rule having the force of law
- Drunken or riotous behavior at work
- A record of habitual absence from work. Any act of moral turpitude.
- Use/possession of drugs
- Consumption of alcohol

e. **Nepotism:** To ensure effective supervision, internal discipline, security, safety, and positive morale in the workplace and to avoid any situation of nepotism, all employees are required to abide by this policy.

The employment of a family member is not allowed in the following situations:

- The employee is involved in the hiring decision concerning the family member
- The employee is in a supervisory, subordinate or control relationship with a family member
- Where the employment of a family member creates any actual, perceived or potential conflict of interest. The company will make all reasonable effort to mitigate any such potential conflict of interest by transferring one or the other of the related

employees to another position.

f. **Falsification of Records:** Falsification of records with the intent to cheat, trick, steal, deceive, or lie - is both dishonest and, in most cases, criminal. Intentional acts of fraud are subject to strict disciplinary action, including dismissal and possible civil and/or criminal action against the concerned Employee.

**Declaration for the Code of Conduct:**

- I hereby declare that I have read and understood the Code of Conduct guidelines and agree that to as an employee to comply with the Code of Conduct, as applicable at all times.
- I am also aware that failure to abide by the above Code of Conduct may lead to disciplinary action as per the company's policy.

NAIPUNNYA SCHOOL OF MANAGEMENT
Near Manorama Jn:
Cherthala
Pin-688 524

Principal
Naipunnya School of Management
Cherthala

monster
Find Better.

QUESS
WINNING TOGETHER

**Annexure:**

**Group Medical Insurance Coverage & Group Term Life Insurance**

We are pleased to inform you that you are covered under Group Insurance Policies.
Your eligibility is based on level as per below Table:

| Level | Group Medical Insurance Total Sum Insured | Parents /In-laws max eligibility | Group Personal Accident Sum Insured | Group Term Life Insurance - Sum Insured | Max. Coverage Options | Employee Contribution (Self +Family) Per Annum | Parents Contribution Per Annum |
|---|---|---|---|---|---|---|---|
| L1 and Above | 5,50,000 | 5,50,000 | 40,00,000 | Twice the fixed CTC per annum / min of 10 Lacs | Self +Spouse+2 kids+ 2 Parents / In-laws | 4000 | 4500 |
| L2 and L3 | 3,50,000 | 1,75,000 | 30,00,000 | | Self +Spouse+2 kids+ 2 Parents / In-laws | 3000 | 3500 |
| L4 & L5 | 3,00,000 | 1,50,000 | 25,00,000 | | Self +Spouse+2 kids+ 2 Parents / In-laws | 2000 | 3000 |
| L6 to L9 | 2,50,000 | 1,25,000 | 20,00,000 | | Self +Spouse+2 kids+ 2 Parents / In-laws | 800 | 2000 |
| RT | 2,50,000 | 1,25,000 | 20,00,000 | | Self +Spouse+2 kids+ 2 Parents / In-laws | 800 | 2000 |
| Temp | 1,00,000 | NA | 10,00,000 | | Only self is covered | 0 | 0 |
| NAPS | 1,00,000 | NA | 10,00,000 | | Only self is covered | 0 | 0 |
| Gratuity | 4.81% of Basic- as per Payment of Gratuity Act | | | | To be paid on completion of 4 years and 190 days continuous service | | |

**All other terms and conditions of your employment are mentioned in the offer letter.

NAIPUNNYA SCHOOL OF MANAGEMENT
Near Manorama Jn:
Cherthala
Pin-688 524

Principal
Naipunnya School of Management
Cherthala

Appointment letter ➤ Inbox

Dinu Dennis 7/10/2022
to me

Dear Ms. Amala Rachel Shaji

Ref: Interview at Sree sankara college,kalady on 6 th October 2022

We are pleased to offer you appointment as Faculty in B.voc tourism and Hospitality at sree sankara college , Kalady based on the credentials mentioned in curriculum vitae and personal interview held on the 6th of October 2022. You will be on contract basis for two year from the date of joining and your consolidated payment will be Rs.18000. Detailed appointment order with duties and assignments will be issued separately. If it's convenient, you are requested to join on 10 th October 2022.

If the above terms are acceptable to you, kindly confirm the same by return mail.

Dinu Dennis
**Head of the Department**
**B.voc Tourism and Hospitality**
**Sree sankara college,Kalady**

Accepted. | I accept the offer. | I am not interested.

NAIPUNNYA SCHOOL OF MANAGEMENT
Near Manorama Jn.
Cherthala
Pin-688 524

Principal
Naipunnya School of Management
Cherthala

Reply | Reply all | Forward

abad
Foods



# ANAND VAVACHAN

## PRODUCTION SUPERVISOR

**81398 33818**

**BLOOD GROUP: O+**

Principal
Nalanda School of Management
Chengara

**Abad Fisheries Pvt. Ltd.**

Factory: 13/681, Abad Building, Jew Town Road, Kochangadi,
Cochin - 682 002, Kerala, India.
Tel.: +91 484 410 4000, E-mail: cochin@abadfoods.com

SREE

GOKULAM

GROUP OF INSTITUTIONS



# ARATHY SHAJI

## GUEST FACULTY - B.A - ENGLISH

## ARTS & SCIENCE COLLEGE

arathyshaji30@gmail.com

9995478099

DIRECTOR
(Administration)
Principal
Naipunnya School of Management
Cherthala

BHIMA JEWELS

GOLD • DIAMONDS • SILVER • PLATINUM

INDIA • UAE

SINCE 1925



Arun S

Designation : Sales Trainee

Branch : Tripunithura

Employee Code : B1573

Principal
Naipunnya School of Management
Cherthala

**APPOINTMENT LETTER**

**11 November, 2021**

Dear **ASWANI A NAIR,**

This is with reference to discussion you had with us recently. We are pleased to offer you the position of a **Analyst** on the following terms:

**1. Place of Employment and Timing:**

1. Your initial place of work will be at **IN-Kochi.** However, your services are transferable, and may be assigned, after reasonable notice, to any location in India or abroad where the company or its affiliates conducts business. The duties to be performed by you hereunder shall be performed in such locations as are reasonably necessary or appropriate to carry out your duties hereunder, subject to reasonable travel requirements on behalf of the Company from time to time.
2. You will be expected to attend office - except when traveling on business during working hours/shifts as may be decided by the Company.

**2. Compensation and Benefits:**

1. Compensation. As compensation for services to be rendered pursuant to this letter, the Company shall pay you an annual basic salary of **Rs 92000**. Other allowances / reimbursements as due to you are detailed in Annexure I.
2. You will be provided with a Comprehensive Medical Insurance and will also be covered under the Group Personal Accident Insurance, while on Company business.
3. You will be provided with Retirement Benefits namely, Provident Fund and Gratuity, in accordance with the laws of the country, and/or, as per company policy.
4. Your compensation shall be reviewed on the basis of merit and will be at the sole discretion of the company.

**3. Reimbursement of Expenses**:

The Company will reimburse you for reasonable travel, and other business expenses incurred in connection with the performance of your duties hereunder, in accordance with the policy of the Company with respect thereto.

NAIPUNNYA SCHOOL OF MANAGEMENT Near Mahadeva Temple Cherthala Pin-688 524

Principal
Naipunnya School of Management
Cherthala

Signed by ASWANI A NAIR | posts4aan@gmail.com | 11-11-2021 02:43:53 PM IST | 137.97.95.138

**4. Leaves:**

You shall be entitled to reasonable periods of leave as per company policy (to be taken by agreement with the Company) with full pay. Entitlement & accumulation of the leave will be as per company policy.

**5. Term:**

Employment period shall commence on **12 November, 2021** and you will be on probation for a period of six months from the date of your joining the company. During this time, your appointment is terminable by one month's notice by either party or one month's salary in lieu thereof:

1. You will be deemed to continue on probation until you are confirmed, and the confirmation is communicated to you in writing. After confirmation, your appointment is terminable by two months' notice by either party or two months' salary in lieu thereof. Wipro 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 given by you. However, if the management desires you to continue the employment during the notice period, you shall do so.
2. During the term of employment, your performance and suitability for the roles will be continuously monitored and evaluated. Given the nature of your role, which is dependent on customer requirement, you would have to clear assessments prescribed by Wipro from time to time. In the event you fail to meet the prescribed measurement criteria as defined for your Process/Function or there is no suitable role available for you based on company requirement, the company reserves the right to terminate your employment in accordance with the bench policy. If you remain absent from work without authorization or reasonable explanation for more than seven consecutive working days, it will be presumed that you are no longer interested in working for Wipro and have voluntarily abandoned your services. In such a case, your employment with Wipro will stand terminated. In the event of termination of employee's services arising out of integrity, misconduct & disciplinary proceedings, no notice will be required from the company's side. In such case, you will not be entitled to any statutory compensation

**6. Retirement:**

You will automatically retire on attaining the age of 58 years. You may be retired earlier if found medically unfit.

NAIPUNNYA SCHOOL OF MANAGEMENT
Near Manorama Jn.
Cherthala
Pin-688 524

Principal
Naipunnya School of Management
Cherthala

Signed by ASWANI A NAIR | posts4aan@gmail.com | 11-11-2021 02:43:53 PM IST | 137.97.95.138

**7. Confidentiality:**

1. During the course of its business, the Company is required to keep confidential, the information about its Customers and itself and for that purpose to ensure the same from each employee assigned to perform services for the Company/its Customers and each employee who obtains or is in a position to obtain any information or materials.
2. During the normal course of business, it may be imperative to record / monitor all calls made by you in order to assess quality, as applicable. This clause by no means would impede upon your working ability / capacity and should be taken in light of company procedures and policies.
3. You shall therefore regard and preserve as confidential all information related to the business and activities of the Company as well as its Customers, their clients, suppliers and other entities with whom they do business which may be obtained by them from any source or may be developed as a result of any of the said agreements with the Company's Customers. You shall hold such information in trust and confidence for them and not disclose any such information to any person, firm or enterprise, or use any such information for your own benefit or the benefit of any other party, unless authorized by the Company.
4. You shall not directly or indirectly, engage or assist others to engage in, any activity or conduct that violates the provisions of this Clause.
5. You acknowledge that the information, observations and data concerning the Company and/or the Customers provided to you, is and shall continue to be the property of the Company and/or its Customer's, as the case may be and that you shall not be entitled to any right or license in relation to the said information, nor shall you copy, reproduce, publish, distribute, adapt, modify or amend any part thereof, without the prior written consent of the Company/the Customers, as the case may.
6. You are not a party to or aware of any agreement, obligation or restriction that prevents or prohibits you from complying with these obligations and you agree to take any other steps reasonably required and/or appropriate to ensure compliance with the obligations set forth herein.
7. You understand that if you threaten to or actually breach or fail to observe any of the obligations set forth in this Clause, Company will be subject to irreparable harm, which will not be adequately satisfied by damages and you therefore agree that the Company shall be entitled to injunctive relief and/or any other remedies permitted, to ensure and enforce your compliance with these obligations in the unlikely event you do not comply with them; provided, however, that no specification herein of any a particular legal or equitable remedy shall be construed as a waiver, prohibition or limitation of any legal or equitable remedies available to the Company.
8. You shall deliver to the Company upon cessation or termination of your employment, or at any other time the Company may request, all memoranda, notes,

NAIPUNNYA SCHOOL OF MANAGEMENT Near Manorama Jn. Cherthala Pin-688 524

Principal
Naipunnya School of Management
Cherthala

Signed by ASWANI A NAIR | posts4aan@gmail.com | 11-11-2021 02:43:53 PM IST | 137.97.95.138

plans, records, reports, computer tapes and software and other documents and data (and copies thereof) relating to the said, or the business of the Company or any affiliate or its Customers which you shall then possess or have under your control.

You agree that, notwithstanding the cessation or termination of your Employment, the confirmations and undertakings under this Clause shall always continue in full force and effect.

NAIPUNNYA SCHOOL OF MANAGEMENT
Near Manorama Jn.
Cherthala
Pin-688 524

Principal
Naipunnya School of Management
Cherthala

Signed by ASWANI A NAIR | posts4aan@gmail.com | 11-11-2021 02:43:53 PM IST | 137.97.95.138

**8. NONCOMPETE**

In the course of your employment with Wipro you will be providing services to customers or clients of Wipro during which process you would be handling sensitive information including but not limited to information of key customers of Wipro, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to Wipro and its protection is of utmost importance to Wipro. You confirm that for a period of six (6) months after separation of your employment from Wipro (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing Wipro during the six (6) months preceding the date of separation

**9. Whilst employed by the company, you:**

1. Will not engage in any external activities of a commercial nature
2. Will not engage in any activity of a non-commercial nature without prior written approval of the Company.
3. Will be required to effectively carry out all duties and responsibilities assigned to you by your supervisor and others authorized by the Company to assign such duties and responsibilities. Your performance will be subject to annual appraisal by your supervisor.
4. Will be required to apply and maintain the highest standards of personal conduct and integrity and comply with all Company policies and procedures.
5. You agree that you shall not directly or indirectly, share, discuss your compensation details, in full or part, with any person in or outside the organization other than those authorized to do so.
6. Will maintain best standards of personal health and should necessarily be medically fit to perform your duties

**Other Provisions**

1. **Language**. This appointment letter was originally drafted in the English language. If it is translated into any language other than English, the provisions of the original English language version shall control in the case of any asserted conflict in terms.
2. **Governing Law**. This appointment shall be governed by and interpreted in accordance with the laws of India.
3. You shall be governed by the "Service Agreement" as applicable to you.

NAIPUNNYA SCHOOL OF MANAGEMENT
Near Manorama Jn.
Cherthala
Pin-688 524

Principal
Naipunnya School of Management
Cherthala

Signed by ASWANI A NAIR | posts4aan@gmail.com | 11-11-2021 02:43:53 PM IST | 137.97.95.138

It is understood that your date of joining **Wipro Limited**, will not be later than**12 November, 2021** failing which this offer will automatically stand revoked without any further notice. Please sign and return the duplicate copy of this letter in token of your acceptance of the terms described in this letter.

We wish you a long and mutually beneficial association with us.

**Yours faithfully,**
**For Wipro Limited.**

Sandesh Kumar
General Manager - Talent Acquisition

**I accept the terms of this letter.**

**Signature:** E-Signature Signature

**Date:** E-Signature Date

**Name: ASWANI A NAIR**

NAIPUNNYA SCHOOL OF MANAGEMENT
Near Manorama Jn:
Cherthala
Pin-688 524

Principal
Naipunnya School of Management
Cherthala

Signed by ASWANI A NAIR | posts4aan@gmail.com | 11-11-2021 02:43:53 PM IST | 137.97.95.138

## ANNEXURE I

| | |
|---|---|
| **Name** | **ASWANI A NAIR** |
| **Designation** | **Analyst** |
| **Date Of Joining** | **12 November, 2021** |
| **Level** | **AA** |
| **Basic** | **92000** |
| **House Rent Allowance** | **46000** |
| **Bonus** | **18400** |
| **WBP** | **46050** |
| **PF** | **16545** |
| **Gratuity** | **4425** |
| **ESI** | **6580** |
| **Target Cost To Company (per Annum)** | **230000** |

NAIPUNNYA SCHOOL OF MANAGEMENT
Near Manorama Jn.
Cherthala
Pin-688 524

Principal
Naipunnya School of Management
Cherthala

Signed by ASWANI A NAIR | posts4aan@gmail.com | 11-11-2021 02:43:53 PM IST | 137.97.95.138

## ANNEXURE II

## 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 dealing with the suppliers, customers and all other organizations or individuals doing or seeking to do business with Wipro.
Noted below are a few examples of 'conflict of interest':

1. 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 securities in widely held corporations which are quoted and sold on open market or the interest is not material.
2. 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 the contractor, supplier or customer, except with the knowledge and consent of top management.
3. For an employee to serve as an officer, director or in any other management capacity or as 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.
4. 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.
5. 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 and understood the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will inform top management.

NAIPUNNYA SCHOOL OF MANAGEMENT
Near Manorama Jn.
Cherthala
Pin-688 524

Principal
Naipunnya School of Management
Cherthala

**ANNEXURE III**

**PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT 2000**

I **ASWANI A NAIR**, confirm that I am voluntarily sharing my Personal Information with Wipro Limited ('Wipro') for the following purposes:

1. Validating my Curriculum Vitae and retaining records on the same for any future reference/verification
2. Processing my job application including background verification checks and medical checks
3. 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 by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.
I understand that 'Personal Information' means any information, relating to me that is available with Wipro and is capable of identifying me.

**Name: ASWANI A NAIR**

**Signature:** E-Signature Signature

NAIPUNNYA SCHOOL OF MANAGEMENT
Near Manorama Jn:
Cherthala
Pin-688 524

Principal
Naipunnya School of Management
Cherthala

Signed by ASWANI A NAIR | posts4aan@gmail.com | 11-11-2021 02:43:53 PM IST | 137.97.95.138

## ANNEXURE IV

## CONSENT FOR RANDOM OR REASONABLE SUSPICION DRUG TEST

I am aware that Wipro has a policy which stipulates that employees while at work cannot be under the influence of any narcotic drugs, psychotropic substances and/or alcohol so as to ensure a healthy work force. To ensure the adherence of this policy, Wipro might be required to collect specimen of employee's hair, urine, blood, or any other relevant bodily sample, as may be required (hereinafter the "Sample") and submit it for drug test screening (hereinafter "Test").

I hereby **ASWANI A NAIR**, consent to allow Wipro Limited (hereinafter "Wipro") to collect Sample from me for the Test.

In furtherance of the above stated:

1. I understand that the Test shall be conducted on random basis without any prejudice to anyone.
2. I authorize Wipro to share the Sample with Wipro's authorized vendor for the purpose of processing the Sample and making the result available to Wipro.
3. I understand that Wipro provides adequate security measures to safeguard the information resultant from the Test and all other personal data associated with it.
4. I understand that neither Wipro nor any authorized third party under clause (3) above shall retain the data collected in respect of the Test for period no longer than as required for statutory purposes and the data shall be suitably destroyed thereafter.
5. I understand that Wipro is entitled to initiate suitable actions against me including but not limited to disciplinary action based on the Test results.
6. I understand that Wipro may notify and publish the information resultant or ancillary to the Test if obliged under law to do so.

**Name: ASWANI A NAIR**

**Signature:** E-Signature Signature

**Place: IN-Kochi**

**Date:** E-Signature Date

NAIPUNNYA SCHOOL OF MANAGEMENT
Near Manorama Jn:
Cherthala
Pin-688 524

Principal
Naipunnya School of Management
Cherthala

For more details please refer to the policies on **myWipro > App Store > Information > My Policies > India**

Signed by ASWANI A NAIR | posts4aan@gmail.com | 11-11-2021 02:43:53 PM IST | 137.97.95.138

DWC
FILMS



# BEN SAJAN

## Creative Head / Founder


DWC FILMS
Pnra 50, Melthara lane,
near oberon mall, edappally
+918907317464,+919567422807
dreamerswedding crew@gmail.com
www.dreamerswedding crew.com


NAIPUNNYA SCHOOL OF MANAGEMENT
Near Manorama Jn.
Cherthala
Pin-688 524

Principal
Naipunnya School of Management
Cherthala

**By Registered post with A/D**

**THE HIGH COURT OF KERALA**

Kochi : 682 031
Dated : 12.09.2022

**PROCEEDINGS**

High Court establishment – appointment to the category of Assistant – orders issued.

---

Read :1. Ranked list No. REC No.1/2021 dated 23.07.2022
2. Rules 14 to 17 of Part-II, Kerala State and Subordinate Service Rules,1958
3. G.O.(P) No. 20/2013/Fin dated 07.01.2013
4. G.O.(P) No. 209/2013/Fin. dated 07.05.2013
5. G.O.(P) No. 171/2016/Fin. Dated 15.11.2016

**ORDER NO. A2-119823/2022**

The following persons are offered appointment as Assistant in the High Court of Kerala, in the scale of pay of ₹ 39300-83000.

1. SMT.GREESHMA A.,
   CHANDINI
   KOKKOTHAMANGALAM P.O.
   CHERTHALA
   ALAPPUZHA
   688527

2 SRI. BALAGOPAN G.
   VRINDAVANAM
   VALIYAPADAM
   VILANTHARA PO
   KOLLAM
   690521

3. SRI. KIRAN. C.M.
   CHATHANATTU NIKARTHIL
   PARAYAKAD P.O.
   NALUKULANGARA
   ALAPPUZHA
   688540

4. SRI. JITHU UNNIKRISHNAN
   CHACKANCHATH HOUSE
   EDATHIRINJI PO
   IRINJALAKUDA VIA
   THRISSUR
   680122

NAIPUNNYA SCHOOL OF MANAGEMENT
Near Manorama Jn.
Cherthala
Pin-688 524

PTO

Principal
Naipunnya School of Management
Cherthala

The appointment is subject to the following conditions:-

1.They shall be bound by the National Pension Scheme introduced by the State Government. In eligible cases, the mobility to Kerala Service Rules, Part III Pension Scheme will be allowed as per the G.O. read (4) above, if they opt so;

2.Their appointment will be subject to the satisfactory report of enquiry into their antecedents;

3.Their conditions of service shall be governed by the Kerala High Court Service Rules, 2007 and other relevant rules in force from time to time;

4.They shall be on probation for a period of two years on duty within a continuous period of three years. During the period of probation they shall have to pass the High Court Office Procedure Test conducted by the High Court;

5.They shall have to submit one month's advance notice in writing in the event of their resignation or leaving the High Court Service;

6.They must join the Group Insurance Scheme, Group Personal Accident Insurance Scheme, State Life Insurance and MEDISEP on joining duty. They must also join the General Provident Fund Scheme within one year from the date of joining duty. They may also join the Family Benefit Scheme, if they so desire;

7.The candidates who had claimed reservation under 'Other Backward Classes' shall produce a valid Non Creamy Layer Certificate issued by the Tahsildar/Village Officer, when they report for duty;

8.They are directed to submit the details regarding their movable and immovable properties in the prescribed format on their joining duty in the High Court.

If they agree to the above terms and conditions, they are directed to **report for duty within ten days** from the date of receipt of this appointment order, with the following documents;

1. Original certificates in proof of age and qualifications.
2. Four recent passport size photographs.
3. Medical Certificate of fitness in the form appended herewith, issued by a Civil Surgeon or Honorary Medical Officer of Civil Surgeon's rank or the Director of Indigenous Medicine.
4. Caste Certificate/ Non-Creamy Layer Certificate/EWS Certificate, as the case may be.

Contd.



NAIPUNNYA SCHOOL OF MANAGEMENT
Near Manorama Jn:
Cherthala
Pin-688 524

Principal
Naipunnya School of Management
Cherthala

5. Duly filled in SPARK FORM NO.1 appended herewith along with supporting documents in original.
6. Duly filled in statement of properties in the proforma appended herewith.
7. COVID-19 negative certificate issued within 48 hours.

In case any candidate fails to report for duty within ten days from the date of receipt of this order, his/her appointment will be treated as cancelled without further notice. However, if the appointees are under quarantine on account of COVID – 19, they may seek extension of joining time with proof.

**(By Order)**

**Sudha N.**
**Registrar(Finance)**
**(Registrar General- In - Charge)**

To

The persons concerned.
The Private Secretary to the Chief Justice, High Court.
The Public Relations Officer, High Court.
The Confidential Assistants to the Registrars/Directors and
Additional Registrar (General Administration), High Court.
The Finance Wing, High Court.
The G (Accounts - II & III) Sections, High Court.
The Administrative Records Section, High Court (2 Copies)
The A4 Seat, High Court.
The File / Stock File.

NAIPUNNYA SCHOOL OF MANAGEMENT
Near Manorama Jn.
Cherthala
Pin-688 524

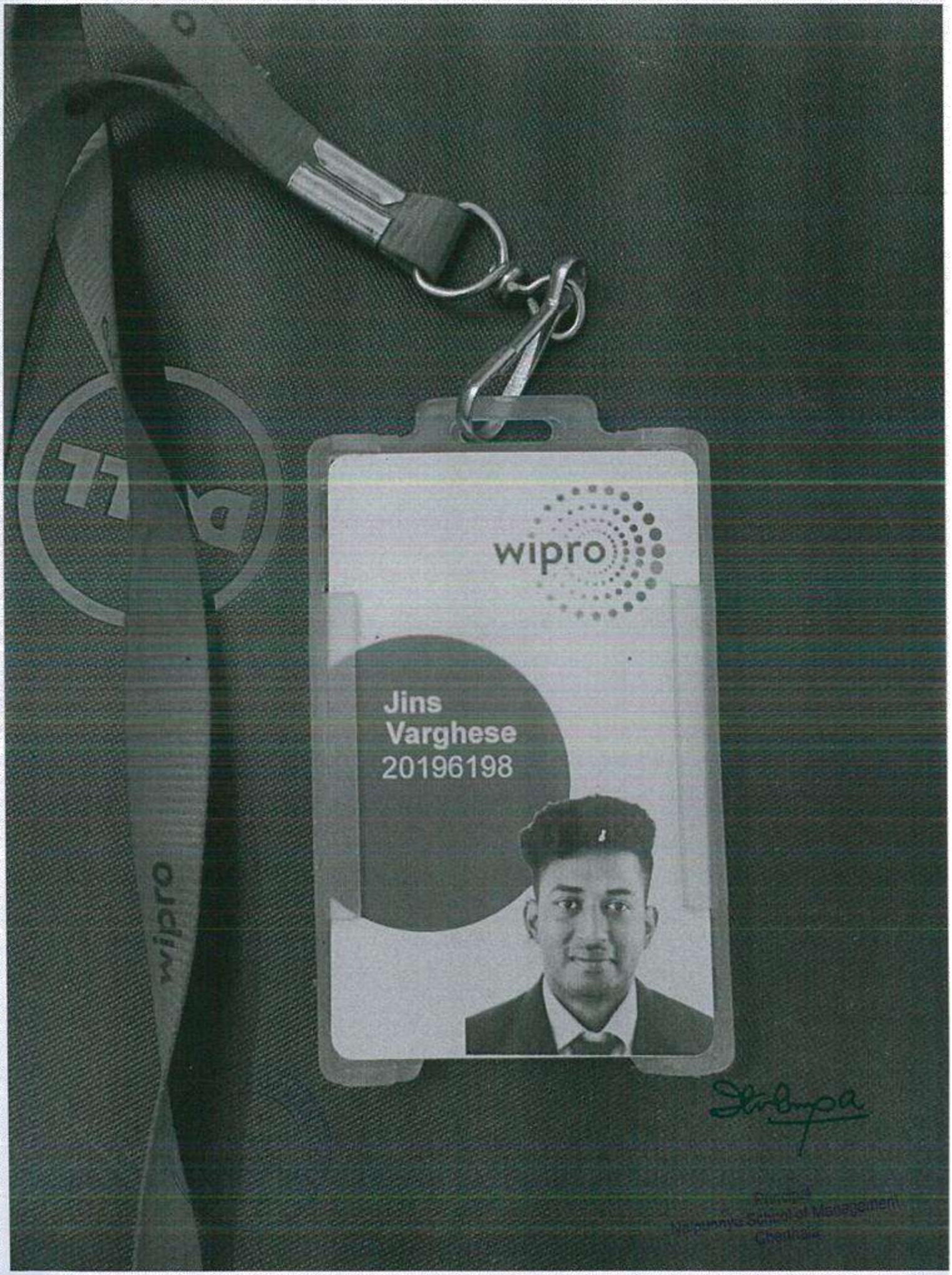
Principal
Naipunnya School of Management
Cherthala

Jaemon Jeevan



NAIPUNNYA SCHOOL OF MANAGEMENT
Near Manorama Jn.
Cherthala
Pin-688 524

Principal
Naipunnya School of Management
Cherthala


wipro
Jins
Varghese
20196198
wipro

LUMEN

06-02-2023

**JOHN ANTHRAPER**
**Mathrusseril Bhavan, near Naipunnya college, Cherthala P.O.,**

**Alappuzha,Kerala,India,**
**688524.**

Ph # - **9400980444**
Email - **jonjonanthraper@gmail.com**

**Dear JOHN ANTHRAPER,**

On behalf of Lumen IT India Pvt. Ltd. ("Lumen" or the "Company"), we are pleased to offer you the position of **"INSTRUCTIONAL DESIGNER-INDIA"** at **Bangalore, India**, on the following terms & conditions:

## 1. POSITION

1.1 Title: **INSTRUCTIONAL DESIGNER-INDIA**

1.2 Your start date will be **23 Jan, 2023** (or such date as the parties shall agree in writing) ("Date of Hire"), failing which this appointment will stand automatically withdrawn.

1.3 Your normal responsibilities will be all duties properly assigned to you by your manager. In addition to your normal duties, Lumen reserves the right to require that you perform other duties consistent with your position or skills. Please be aware that, upon notice to you, Lumen may make reasonable changes to your job title and/or job responsibilities as business needs require, and Lumen is entitled to change your reporting line at any time.

## 2. RENUMERATION

2.1 Your Annual Total Compensation is **Rs. 800000.00 (EIGHT LAKH ONLY)** less any lawful deductions paid on a 12-monthly basis. You shall be responsible for all personal income and other taxes which may be payable in respect of your income.

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

Compensation Structure: **As Detailed In Annexure I**

## 3. CONDITIONAL OFFER OF EMPLOYMENT

3.1 You understand and agree that this offer of employment is conditioned upon:

3.1.1 The verification to Lumen's full satisfaction of the background information contained in your resume;

NAIPUNNYA SCHOOL OF MANAGEMENT
Near Manorama Jn.
Cherthala
Pin-688 524

Principal
Naipunnya School of Management
Cherthala

amicus
communications

CRISIL
RESEARCH

Date: 26th July 2021

To

Ms Mary kesiya.M,

Thayyil(H),

Thyckal (Po),

Cherthala, Alappuzha - 688530

Sub: Appointment as Management Trainees

Dear, Ms. Mary kesiya.M ,

Based on the campus interview we have had with you, we are pleased to appoint you as a "Management Trainee" in our organization, effective 26th July 2021.

You will have to undergo training in the organisation for acquiring marketing skills, product information and go to market strategy; for a period of 3 months. On the expiry of the said period of 3 months, you will be absorbed to the company by issuing a fresh appointment order, provided your performance is found to be satisfactory during the training period. If your performance during the training period is found to be unsatisfactory, the training period may be extended on the sole discretion of the management for a further period of 2 months, if found necessary.

During the training period, you will be paid Stipend of Rs.11,250/-

Your selection as a management trainee in the company shall not confer you any vested right for regular appointment and same shall be based on your performance during the training period and the sole discretion of the company.

We welcome you on board for enhancing your knowledge and skills through the training

Wishing you the very best,

Yours faithfully,

**For & on behalf of Amicus Communications,**

**Managing Partner**

Principal
Nehru School of Management
Chennai

BWFS

INDIA

Bird Worldwide Flight Services

# IDENTITY CARD



**Name** : **MINU MADHAV**

**Emp Code** : **COKM0285**

**Blood Group : O+Ve**

NAIPUNNYA SCHOOL OF MANAGEMENT
Near Manorama Jn.
Cherthala

Principal
Naipunnya School of Management
Cherthala

Issuing Authority

Mahindra HOME FINANCE

Mahindra Rural Housing Finance Limited

3rd Floor, Ambady Towers, Edapally Toll,
Pookattupady Road, Cochin -682024 Kerala



NICHU B RICHUS

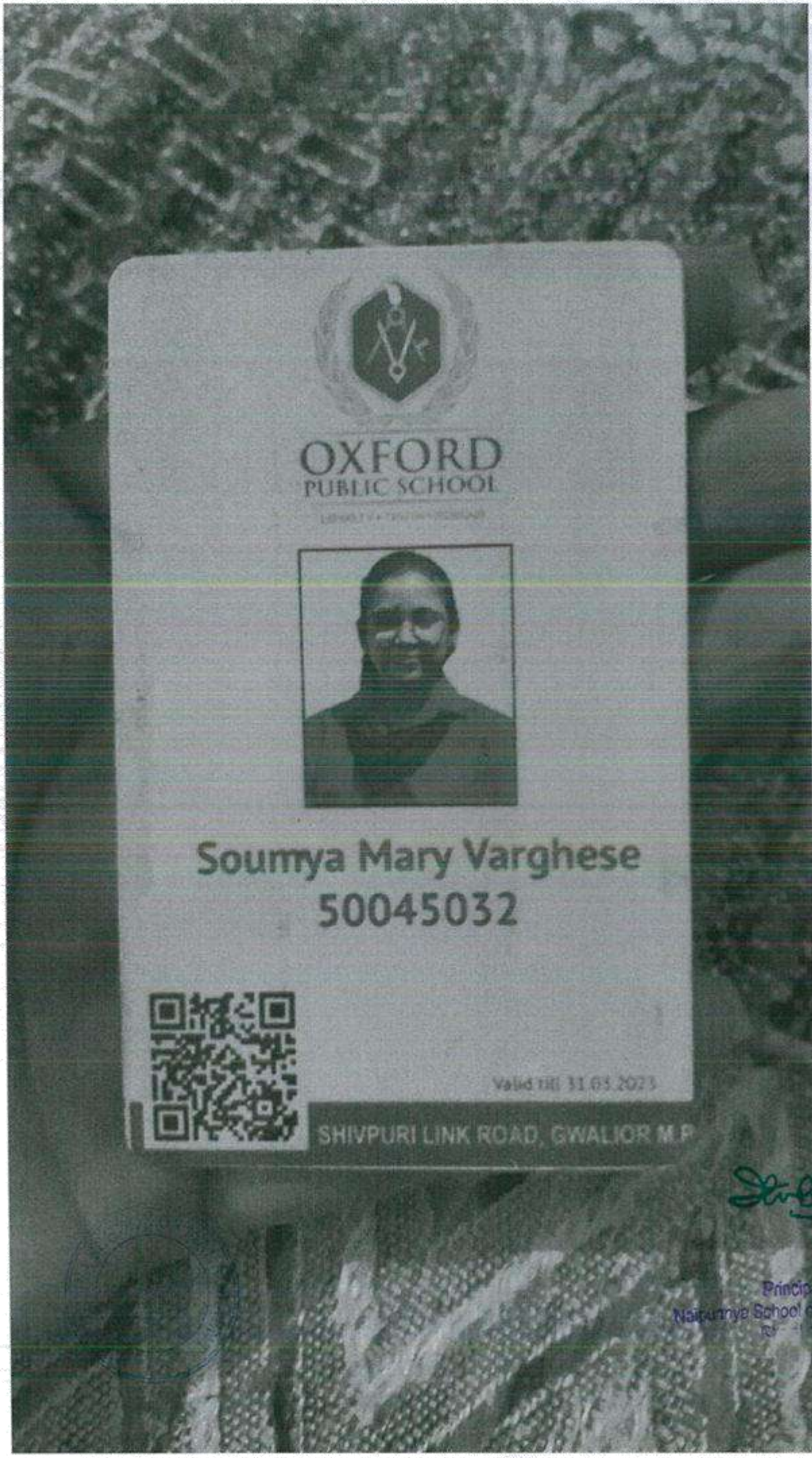
Token no. : 27018315

Principal
Nepunnya School of Management
Chembala

Issuing Authority

Mahindra FINANCE

Scanned with CamScanner


OXFORD
PUBLIC SCHOOL
Soumya Mary Varghese
50045032
Valid till 31.05.2023
SHIVPURI LINK ROAD, GWALIOR M.P.
Principal
Naitunnya School of Management




NAIPUNNYA SCHOOL OF MANAGEMENT
Near Manorama Jn.
Cherthala
Pin 688524

Principal
Naipunnya School of Management
Cherthala

18

THOMAS CHEMPOLIL PHILIP

120818

LOGISTICS



مجموعة الشايع

ALSHAYA GROUP

NAIPUNNYA SCHOOL OF MANAGEMENT
Near Manorama Jn.
Cherthala
Pin-688 524

Principal
Naipunnya School of Management
Cherthala

GBS GIRIDEEPAM BUSINESS SCHOOL



VARUN SOBHAN

469/ MBA

Komattussery, Kadakkarappally

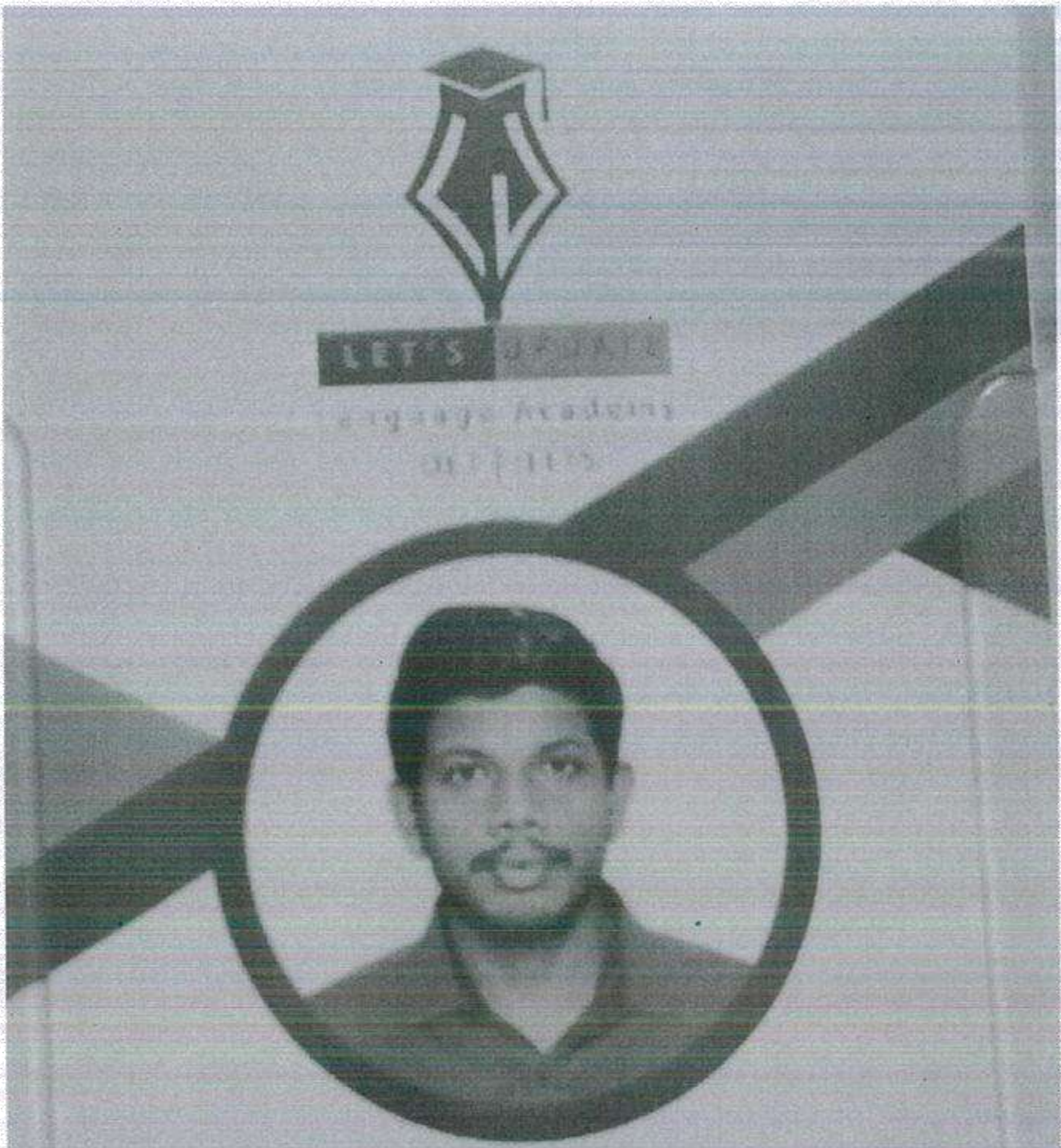
Cherthala, Alappuzha Kerala

688529

Ph: 7034584746

Principal
Nalpunnya School of Management
Cherthala

CSB Bank RuPay



# VINEETH K P

## ESL TRAINER

## +91 8921182986

NAIPUNNYA SCHOOL OF MANAGEMENT
Near Manorama Jn:
Cherthala
Pin-688 524

Principal
Naipunnya School of Management
Cherthala

Gmail Suresh Mathews <sureshkbzr@gmail.com>

## Fwd: Offer of employment.

1 message

A J T <albinjthottappally7839@gmail.com> Fri, Feb 25, 2022 at 9:22 PM
To: sureshkbzr@gmail.com

---------- Forwarded message ---------
From: **Sandeep K.S** <sandeep.ks@thepaul.in>
Date: Wed, 18 Jul, 2018, 2:28 PM
Subject: Offer of employment.
To: <albinjthottappally7839@gmail.com>

18.07.2018

Dear Mr. **Albin J Thottappally**,

Welcome to Team Kumarakom Lake Resort!!!!!

With reference to your application and subsequent interview you had with us, we are pleased to offer the position of **GSA** in **F&B Service** Department and your salary / other benefits will be paid as mutually agreed during the interview.

In Addition you will be entitled to all the benefits of the company as per policies laid down from time to time in respect of employees engaged on contract basis.

Place:- Kumarakom Lake Resort, Kumarakom

Date of Joining :- 19/07/2018.

A formal letter of FTC will be issued to you on your joining and on submission of the following:

FR. BAIJU GEORGE
PRINCIPAL
NAVAJEEVANA SCHOOL OF MANAGEMENT
CHERTHALA-688 524

1. Educational Certificates (SSLC, Plus Two, Degree/Diploma certificate copy)
2. Medical Fitness Certificate form a Registered Medical Practitioner.
3. Police Verification Certificate.
4. Address proof and ID proof (3 copies each)

NAVAJEEVANA SCHOOL OF MANAGEMENT
Cherthala
Pin-688 524

cgh earth
experience hotels

CGH/MARARI BEACH/HRD/Offer Letter/58/2018
Dated: 04/07/2018

Dear Mr.Sreelal

Sub: **Offer of Employment!!!!!**

Welcome to Team CGH Earth!!!

With reference to your application and subsequent interview with us, we are pleased to offer you the position of **Steward** in **F&B Service Department** at Marari Beach, Mararikulam under Fixed Term Contract.

**Your Salary Break up would be:**

Basic: 4340/-
FDA: 4955/-
HRA: 705/-

Gross Salary: 10,000/- (Rupees Ten Thousand Only)

(*Take home would be after all statutory deduction such as PF, ESI, LWF & any other deductions that may come in to force)
In addition you will be entitled for all benefits of the company as per policies laid down from time to time.
A formal letter of appointment letter will be issued to you on your joining and on submission of the following:
1. Educational Certificates
2. Experience Certificates
3. Relieving letter from your last organization
4. Police Clearance Certificate
5. Satisfactory completion of medical examination
6. Salary Certificate or Wage Slip of the previous month
7. Attested Evidence of Identity Proof (Driving License/Election ID Card/Passport)
8. Passport size photo: 8 numbers

Please send us your acceptance in writing/ mail latest by 06/07/2018, you are requested to report for duty on or before 11/07/2018.

It may be understood that this offer of appointment is only valid till the date of joining.
Looking forward to a long and mutually beneficial relationship.

Wishing you the very best,

Regards,

Sharansankar.S
Assistant Manager - H R

Escapade Resorts Pvt. Ltd.
Marari Beach, Mararikulam, Alleppy - 688 549, Kerala, India
Phone: +91 478-2863801 - 09 Fax: 2863810 Email: mararibeachhr@cghearth.com www.cghearth.com

Principal
Naipunnya School of Management
Cherthala

ANNEXURE I

| | |
|---|---|
| Name | Krishna R |
| Designation | Analyst |
| Date Of Joining | 7 July, 2021 |
| Level | AA |
| Basic | 72000 |
| House Rent Allowance | 36000 |
| Bonus | 16800 |
| WBP | 33889 |
| PF | 12691 |
| Gratuity | 3463 |
| ESI | 5157 |
| Target Cost To Company (per Annum) | 180000 |

NAIPUNNYA SCHOOL OF MANAGEMENT
Near Manorama Jn:
Cherthala
Pin-688 524

Principal
Naipunnya School of Management
Cherthala

Signed by Krishna R | krishnaprasadp997@gmail.com | 05-07-2021 04:45:07 PM IST | 157.97.70.176

## ANNEXURE II

## 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 dealing with the suppliers, customers and all other organizations or individuals doing or seeking to do business with Wipro.
Noted below are a few examples of 'conflict of interest':

1. 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 securities in widely held corporations which are quoted and sold on open market or the interest is not material.
2. 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 the contractor, supplier or customer, except with the knowledge and consent of top management.
3. For an employee to serve as an officer, director or in any other management capacity or as 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.
4. 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.
5. 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 and understood the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will inform top management.

NAIPUNNYA SCHOOL OF MANAGEMENT
Near Manorama Jn.
Cherthala
Pin-688 524

Principal
Naipunnya School of Management
Cherthala

Signed by Krishna R | krishnaprasadp997@gmail.com | 05-07-2021 04:45:07 PM IST | 157.97.70.176

## ANNEXURE III

## PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT 2000

I **Krishna R**, confirm that I am voluntarily sharing my Personal Information with Wipro Limited ('Wipro') for the following purposes:

1. Validating my Curriculum Vitae and retaining records on the same for any future reference/verification
2. Processing my job application including background verification checks and medical checks
3. 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 by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party. I understand that 'Personal Information' means any information, relating to me that is available with Wipro and is capable of identifying me.

**Name: Krishna R**

**Signature:** E-Signature Signature

NAIPUNNYA SCHOOL OF MANAGEMENT
Near Manorama Jn:
Cherthala
Pin-688 524

Principal
Naipunnya School of Management
Cherthala

Signed by Krishna R | krishnaprasadp997@gmail.com | 05-07-2021 04:45:07 PM IST | 157.97.70.176

## ANNEXURE IV

## CONSENT FOR RANDOM OR REASONABLE SUSPICION DRUG TEST

I am aware that Wipro has a policy which stipulates that employees while at work cannot be under the influence of any narcotic drugs, psychotropic substances and/or alcohol so as to ensure a healthy work force. To ensure the adherence of this policy, Wipro might be required to collect specimen of employee's hair, urine, blood, or any other relevant bodily sample, as may be required (hereinafter the "Sample") and submit it for drug test screening (hereinafter "Test").

I hereby **Krishna R**, consent to allow Wipro Limited (hereinafter "Wipro") to collect Sample from me for the Test.

In furtherance of the above stated:

1. I understand that the Test shall be conducted on random basis without any prejudice to anyone.
2. I authorize Wipro to share the Sample with Wipro's authorized vendor for the purpose of processing the Sample and making the result available to Wipro.
3. I understand that Wipro provides adequate security measures to safeguard the information resultant from the Test and all other personal data associated with it.
4. I understand that neither Wipro nor any authorized third party under clause (3) above shall retain the data collected in respect of the Test for period no longer than as required for statutory purposes and the data shall be suitably destroyed thereafter.
5. I understand that Wipro is entitled to initiate suitable actions against me including but not limited to disciplinary action based on the Test results.
6. I understand that Wipro may notify and publish the information resultant or ancillary to the Test if obliged under law to do so.

**Name: Krishna R**

**Signature:** E-Signature Signature

**Place: IN-Kochi**

**Date:** E-Signature Date

For more details please refer to the policies on **myWipro > App Store > Information > My Policies > India**

NAIPUNNYA SCHOOL OF MANAGEMENT
Near Manorama Jn:
Cherthala
Pin-688 524

Principal
Naipunnya School of Management
Cherthala

Signed by Krishna R | krishnapresadp997@gmail.com | 05-07-2021 04:45:07 PM IST | 137.97.70.176

## 8. NONCOMPETE

In the course of your employment with Wipro you will be providing services to customers or clients of Wipro during which process you would be handling sensitive information including but not limited to information of key customers of Wipro, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to Wipro and its protection is of utmost importance to Wipro. You confirm that for a period of six (6) months after separation of your employment from Wipro (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing Wipro during the six (6) months preceding the date of separation

## 9. Whilst employed by the company, you:

1. Will not engage in any external activities of a commercial nature
2. Will not engage in any activity of a non-commercial nature without prior written approval of the Company.
3. Will be required to effectively carry out all duties and responsibilities assigned to you by your supervisor and others authorized by the Company to assign such duties and responsibilities. Your performance will be subject to annual appraisal by your supervisor.
4. Will be required to apply and maintain the highest standards of personal conduct and integrity and comply with all Company policies and procedures.
5. You agree that you shall not directly or indirectly, share, discuss your compensation details, in full or part, with any person in or outside the organization other than those authorized to do so.
6. Will maintain best standards of personal health and should necessarily be medically fit to perform your duties

## Other Provisions

1. **Language**. This appointment letter was originally drafted in the English language. If it is translated into any language other than English, the provisions of the original English language version shall control in the case of any asserted conflict in terms.
2. **Governing Law**. This appointment shall be governed by and interpreted in accordance with the laws of India.
3. You shall be governed by the "Service Agreement" as applicable to you

It is understood that your date of joining **Wipro Limited**, will not be later than **7 July, 2021** failing which this offer will automatically stand revoked without any further notice. Please sign and return the duplicate copy of this letter in token of your acceptance of the terms described in this letter.

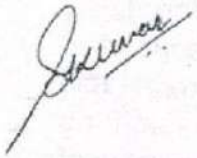
We wish you a long and mutually beneficial association with us.

NAIPUNNYA SCHOOL OF MANAGEMENT Near Manorama Jn. Pin-688 524

Principal
Naipunnya School of Management

Signed by Krishna R | krishnaprasadp997@gmail.com | 05-07-2021 04:45:07 PM IST | IP:157.97.70.176

Yours faithfully,
For Wipro Limited.



Sandesh Kumar
Associate Vice President – Talent Acquisition

**I accept the terms of this letter.**

**Signature:** E-Signature Signature

**Date:** E-Signature Date

**Name: Krishna R**

NAIPUNNYA SCHOOL OF MANAGEMENT
Near Manorama Jn:
Cherthala
Pin-688 524

Principal
Naipunnya School of Management
Cherthala

Signed by Krishna R | krishnaprasadp997@gmail.com | 05-07-2021 04:45:07 PM IST | 137.97.70.176

any affiliate or its Customers which you shall then possess or have under your control.

You agree that, notwithstanding the cessation or termination of your Employment, the confirmations and undertakings under this Clause shall always continue in full force and effect.

NAIPUNNYA SCHOOL OF MANAGEMENT
Near Manorama Jn:
Cherthala
Pin-688 524

Principal
Naipunnya School of Management

Signed by Krishna R | krishnaprasadp997@gmail.com | 05-07-2021 04:45:07 PM IST | 137.97.70.176

7. **Confidentiality:**

1. During the course of its business, the Company is required to keep confidential, the information about its Customers and itself and for that purpose to ensure the same from each employee assigned to perform services for the Company/its Customers and each employee who obtains or is in a position to obtain any information or materials.
2. During the normal course of business, it may be imperative to record / monitor all calls made by you in order to assess quality, as applicable. This clause by no means would impede upon your working ability / capacity and should be taken in light of company procedures and policies.
3. You shall therefore regard and preserve as confidential all information related to the business and activities of the Company as well as its Customers, their clients, suppliers and other entities with whom they do business which may be obtained by them from any source or may be developed as a result of any of the said agreements with the Company's Customers. You shall hold such information in trust and confidence for them and not disclose any such information to any person, firm or enterprise, or use any such information for your own benefit or the benefit of any other party, unless authorized by the Company.
4. You shall not directly or indirectly, engage or assist others to engage in, any activity or conduct that violates the provisions of this Clause.
5. You acknowledge that the information, observations and data concerning the Company and/or the Customers provided to you, is and shall continue to be the property of the Company and/or its Customer's, as the case may be and that you shall not be entitled to any right or license in relation to the said information, nor shall you copy, reproduce, publish, distribute, adapt, modify or amend any part thereof, without the prior written consent of the Company/the Customers, as the case may.
6. You are not a party to or aware of any agreement, obligation or restriction that prevents or prohibits you from complying with these obligations and you agree to take any other steps reasonably required and/or appropriate to ensure compliance with the obligations set forth herein.
7. You understand that if you threaten to or actually breach or fail to observe any of the obligations set forth in this Clause, Company will be subject to irreparable harm, which will not be adequately satisfied by damages and you therefore agree that the Company shall be entitled to injunctive relief and/or any other remedies permitted, to ensure and enforce your compliance with these obligations in the unlikely event you do not comply with them; provided, however, that no specification herein of any a particular legal or equitable remedy shall be construed as a waiver, prohibition or limitation of any legal or equitable remedies available to the Company.
8. You shall deliver to the Company upon cessation or termination of your employment, or at any other time the Company may request, all memoranda, notes, plans, records, reports, computer tapes and software and other documents and data (and copies thereof) relating to the said, or the business of the Company or

NAIPUNNYA SCHOOL OF MANAGEMENT
Near Manorama Jn.
Cherthala
Pin-688524

Naipunnya School of Management
Cherthala

Signed by Krishna R | krishnaprasadp997@gmail.com | 05-07-2021 04:45:07 PM IST | 157.37.70.176

4. Leaves:
You shall be entitled to reasonable periods of leave as per company policy (to be taken by agreement with the Company) with full pay. Entitlement & accumulation of the leave will be as per company policy.

5. Term:

Employment period shall commence on **7 July, 2021** and you will be on probation for a period of six months from the date of your joining the company. During this time, your appointment is terminable by one month's notice by either party or one month's salary in lieu thereof:

1. You will be deemed to continue on probation until you are confirmed, and the confirmation is communicated to you in writing. After confirmation, your appointment is terminable by two months' notice by either party or two months' salary in lieu thereof. Wipro 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 given by you. However, if the management desires you to continue the employment during the notice period, you shall do so.
2. During the term of employment, your performance and suitability for the roles will be continuously monitored and evaluated. Given the nature of your role, which is dependent on customer requirement, you would have to clear assessments prescribed by Wipro from time to time. In the event you fail to meet the prescribed measurement criteria as defined for your Process/Function or there is no suitable role available for you based on company requirement, the company reserves the right to terminate your employment in accordance with the bench policy. If you remain absent from work without authorization or reasonable explanation for more than seven consecutive working days, it will be presumed that you are no longer interested in working for Wipro and have voluntarily abandoned your services. In such a case, your employment with Wipro will stand terminated. In the event of termination of employee's services arising out of integrity, misconduct & disciplinary proceedings, no notice will be required from the company's side. In such case, you will not be entitled to any statutory compensation

6. Retirement:

You will automatically retire on attaining the age of 58 years. You may be retired earlier if found medically unfit.

NAIPUNNYA SCHOOL OF MANAGEMENT
Near Manorama Jn:
Cherthala
Pin-688 524

Principal
Naipunnya School of Management
Cherthala

Signed by Krishna R | krishnapresadp997@gmail.com | 05-07-2021 04:45:07 PM IST | 157.97.70.176

wipro

# APPOINTMENT LETTER

5 July, 2021

Dear **Krishna R,**

This is with reference to discussion you had with us recently. We are pleased to offer you the position of a **Analyst** on the following terms:

## 1. Place of Employment and Timing:

1. Your initial place of work will be at **IN-Kochi.** However, your services are transferable, and may be assigned, after reasonable notice, to any location in India or abroad where the company or its affiliates conducts business. The duties to be performed by you hereunder shall be performed in such locations as are reasonably necessary or appropriate to carry out your duties hereunder, subject to reasonable travel requirements on behalf of the Company from time to time.
2. You will be expected to attend office - except when traveling on business during working hours/shifts as may be decided by the Company.

## 2. Compensation and Benefits:

1. Compensation. As compensation for services to be rendered pursuant to this letter, the Company shall pay you an annual basic salary of **Rs 72000**. Other allowances / reimbursements as due to you are detailed in Annexure I.
2. You will be provided with a Comprehensive Medical Insurance and will also be covered under the Group Personal Accident Insurance, while on Company business.
3. You will be provided with Retirement Benefits namely, Provident Fund and Gratuity, in accordance with the laws of the country, and/or, as per company policy.
4. Your compensation shall be reviewed on the basis of merit and will be at the sole discretion of the company.

## 3. Reimbursement of Expenses:

The Company will reimburse you for reasonable travel, and other business expenses incurred in connection with the performance of your duties hereunder, in accordance with the policy of the Company with respect thereto.

NAIPUNNYA SCHOOL OF MANAGEMENT
Near Manorama Jn.
Cherthala
Pin-688 524

Principal
Naipunnya School of Management
Cherthala

Signed by Krishna R | krishnaprasadp997@gmail.com | 05-07-2021 04:45:07 PM IST | 157.97.70.176

Date: 20/09/2019 Place: Arookutty.

- As this is a computer generated letter, no signature is required -

---

Nithin Nair <nithinnairaky007@gmail.com> Fri, Sep 20, 2019 at 8:09 PM
To: cyberworld.akty@gmail.com

[Quoted text hidden]

NAIPUNNYA SCHOOL OF MANAGEMENT
Near Manorama Jn.
Cherthala
Pin-688 524

Principal
Naipunnya School of Management
Cherthala

Gmail

Nithin Nair <nithinnairaky007@gmail.com>

# Congratulations! Offer Letter - Carnival Support Services India Pvt. Ltd.

2 messages

info@cruisecareers.in <info@cruisecareers.in> Fri, Sep 20, 2019 at 12:07 PM
To: nithinnairaky007@gmail.com

Hello NITHIN NAIR - C-101869

Congratulations!! You have been selected as a **Hotel Assistant** onboard **P&O Cruises** ships. Your consolidated wages are **US$550** per month. We bet you can't control your excitement, and neither can we. Once you have taken a moment to catch your breath, please read through the below (it's important).

**First things first.**

If you are willing to take this offer up, please print and upload a signed copy of this email in your cruisecareers.in profile dashboard within **2 days** from the date of this letter, after which, this offer will expire (Please search for "Offer Letter). You are requested to carefully go through the terms and conditions of employment mentioned below. Feel free to speak to any of the recruitment team if you have any queries.

***What do you need to do next?***

**Medical Tests**: Please complete your PEME (Pre-Employment Medical Examinations) at any of our authorised medical centres (details are attached in this email). You will require your passport, ten passport-sized photographs and a copy of this email. Please note that all standard medical tests in PEME are free. However, the costs of additional tests, if prescribed by the clinic, will be borne by you.

**Visa Application**: If you clear your PEME, our Visa team will schedule a US Visa appointment for you (if required) and send you details by email. If there is a requirement for any other visa, they will contact you. Costs of the US Visa application is borne by the company. A US Visa is mandatory for taking up employment on board P&O Cruises ships.

**STCW 2010/1978 Certification:** If not already completed, please complete STCW 2010/1978 courses from a Directorate General of Shipping (DG) approved Training Institute and obtain an **INDOS** number (mandatory). Additionally, please complete a DG Shipping Profile online. Costs for these courses will be borne by you. The following STCW 2010/1978 courses are mandatory for all new-entrant crew. 1) Fire Prevention & Fire Fighting, 2) Personal Survival Techniques, 3) Personal Safety & Social Responsibilities, 4) Elementary First Aid 5) Designated Security Duties (DSD) Course.

**Indian CDC**: Applying for an Indian Seamen's Book (CDC) is a mandatory requirement prior to joining a ship. **Please visit DG shipping website and apply directly online.**

**Company Induction**: You will have to undergo a 9-day Company Induction after you successfully obtain a US Visa. Our Training team will email you the relevant details.

**Employment Verification**: Authblue is our official Employment Verification service provider. They will conduct employment verification with your past and present employers. By signing this document, you agree for Authblue to conduct the employment verification process. Please note that this process is free of charge.

That's it. Good Luck and we hope to see you onboard very soon.

Remember to print this letter, sign your acceptance and upload it on your Cruisecareers profile TO- DO -List.

I accept this offer along with all terms and conditions.

NITHIN NAIR

Signature

Principal

NAIPUNNYA SCHOOL OF MANAGEMENT
Near Mascot Hotel
Cherthala
Pin-688524

...agement

SECCO
BY COFFEA

Date: 09th February 2022

**To: Mr. Michael Sebastian,**

Subject: Job Offer

With reference to your application to join Secco Restaurant, we would like to present you with the following offer:

| | | |
|---|---|---|
| Job Title | : | Commi III |
| Nationality | : | Indian |
| Passport Number | : | R0948926 |
| Location | : | Kingdom of Bahrain |
| Joining Date | : | At the earliest |
| Contract Period | : | One Year |
| Department | : | Kitchen Department |
| Reporting to | : | Sous Chef |
| Basic Salary | : | BHD 150/- |
| Accommodation Allowance | : | Provided by the company |
| Transportation Allowance | : | Provided by the company |
| **Total Salary** | : | **BHD 150/-** |
| Sales Bonus | : | BHD 30/- Paid quarterly according to monthly performance of the employee. |
| Probation Period | : | 03 Months |
| Annual Leave | : | 30 days annual paid leave |
| Other Terms & Conditions | : | Any other benefits not mentioned are accordance to Bahraini. |
| Additional Benefits | : | Labour Law or the Law in the country of employment |

Upon acceptance of this job offer, you will be subjected to the company's rules and regulations and you are required to abide by them. You are eligible to the benefits as per Bahrain Labour Law only after passing the regulations of transferring the residency.

This offer is valid for 5 days.

We are looking forward to having you in our company and we are confident that this will result in a mutually advantageous relationship.

Sincerely,

**Human Capital Department**

Applicant Sign : _____

Applicant Name : **Michael Sebasian**

Date Acceptance : _____

Principal
Nainunnya School of Management
Chennai

CHOCOMELT

Date: 21/03/2019

To: Mr. Joffin Joseph

## Employment Offer

Dear Mr. Joffin
With reference to your application for the Job in our company, we are pleased to offer you the following:

| | | |
|---|---|---|
| Position | : | Waiter |
| Location | : | Kuwait |
| Joining date | : | To be determined |
| Probation Period | : | 100 days from joining date. |
| Salary per month | : | 145 KWD |
| Basic Salary | : | 120 KWD |
| Food Allowance | : | 25 KWD |
| Other Benefits | : | Free Accommodation ,Free transportation |
| Annual Leave | : | 30 days paid leave |
| Air Ticket | : | Joining Ticket +Every 2 years- Kuwait-Home country-Kuwait (After completing 2 years with extended contract) |
| Medical Insurance | : | Free Health Card |
| Working hours | : | 8 hours per day, 48 hours per week, 6 days per week. |
| Contract Period | : | Two (2) year from joining date in the company (renewable) |
| Others | : | All other terms and conditions applicable as per prevailing Kuwait Labor Law. |

If you accept this offer, please sign below and return a copy and a contract will be drafted upon joining.

Second Party
Joffin Joseph

First Party
Abdulrahman Alodah
General Manager

NAVODAYA SCHOOL OF MANAGEMENT
Near Manorama Junction
Cherthala
PIN-688524

Principal
School of Management
Cherthala

Chocomelt Restaurants Company - Hawally, Block 3, Abdullah Al Othman Street, Promenade Mall, 1st Floor
+965 222 500 88 Fax: +965 222 500 87 • info@chocomelt.com.kw • www.chocomelt.com.kw

CHOCOMELT

Scanned with CamScanner

marinahotel | فندق مارينا

Private & Confidential

**October 10th, 2018**

MHK/HR/MA/011/18

Mr. Jith Baiju
Kerala, India

Dear Mr. Baiju,

## Employment Contract

On behalf of **Marina Hotel Kuwait**, I have the pleasure in confirming your appointment as **Waiter**. Your date of commencement will be on __/__/**2018.** The term of this agreement is **unlimited (open-contract).**

This contract of employment is made on a **Single Status** basis and is contingent on a Visa and work permit being issued in compliance with the legal requirements for the employment of foreign nationals in Kuwait and is subject to the following terms & conditions:

**Job Assignment**
In your position of **Waiter**, you will report directly to the **Restaurant Manager** or to any other person designated by the **Food & Beverage Manager.**

**Compensation**
You will be paid a monthly salary of ***KD 120/-*** **(Kuwaiti Dinars One Hundred Twenty Only)** payable at the end of each month into your bank account.

**Accommodation**
You will be sharing a room with one (1) - two (2) other persons in a 2-3 bedroom flat at the Staff House.

**Meals**
You will be entitled to free Duty Meal per day which may be taken during your working hours in the **Staff Cafeteria of the Hotel.**

NAIPUNNYA SCHOOL OF MANAGEMENT
Near Manorama Jn.
Cherthala
Pin-688 524

Principal
Naipunnya School of Management
Cherthala

Continued/-

Continued/3

**Laundry & Dry Cleaning**
During the period of your assignment you will be entitled to free laundry of duty uniforms only.

**Probation Period**
Your employment is subject to a Probation period of one hundred 100 days from your date of commencement. During this period either party may terminate this agreement without notice, or salary in lieu of notice, and without reason for termination.

**Proprietary Materials**
All proprietary business data, business plans, financial projections and results, customer information, computer programmes as well as similar materials and information made available to you during your employment, are the sole property of the Hotel.

All such materials and information shall be held by you in the strictest confidence, and shall not be shared or disclosed to any third parties or otherwise utilized except in the routine course of performance of your duties at the Hotel. Any copies, summaries or compilations thereof shall be returned to the Hotel upon termination of your employment.

It is a condition of your employment that you do not disclose confidential information, talk, or issue statements to the media.

**Termination of Employment**
The term of your contract is unlimited and can be terminated in writing by either party with **(90) working days** notice period.

Hotel reserves the right to pay the outstanding salary in lieu of notice. If either party wishes to terminate this agreement effective immediately, they should pay the other party the equivalent of **three month's** salary.

Should you terminate your employment, you will be responsible for a proportional amount of your inward bound relocation expenses, calculated on the prorate amount of the remaining months. Also in case of resignation, you would be responsible for 100% of your repatriation expenses.

In cases of Gross Misconduct, the Hotel may terminate this employment with immediate effect, without notice or salary in lieu of notice, with compensation being paid only to the date of such termination. Examples of Gross Misconduct are contained in the Marina Employee Handbook and Kuwait Labor Law.

Principal
Naipunnya School of Management
Cherthala

Naipunnya School of Management
Cherthala
Pin-688 524

marinahotel | فندق مارينا

Continued/-

Continued/4

**Acceptance**
Please note this contract is in accordance with the policies and procedures outlined in the Hotel's Employee Handbook, and with the legislation and Labour Laws of Kuwait, which shall govern in the event of any dispute.

You agree and understand that you may be required to perform work in any other department of the Hotel, as requested to do so, in the best interest of the Hotel and its customers.

During your employment with the hotel, you shall not undertake any employment with any other company or organization.

If the foregoing concurs with your understanding of the terms and conditions of employment, please sign and return this letter and the enclosed job description at your earliest convenience.

**Contract**
We trust this covers all the pertinent details of your employment. Should you have any further questions, please do not hesitate to contact us. In the meantime, may we take this opportunity to congratulate you on your appointment, and on behalf of the Marina team wish you every success in your new assignment in Kuwait.

We look forward to working with you, and having you join us here at the Marina Hotel-Kuwait.

Yours sincerely,

10/10/2018

**Nabil Hammoud**
*General Manager*

Principal
Naipunnya School of Management
Chennai

I have read, fully understand and accept the terms and conditions of my employment as **Waiter** at **Marina Hotel-Kuwait.**

Acceptance
NAIPUNNYA SCHOOL OF MANAGEMENT
Chennai
Pin-600 124

Signature; Date 10/10/2018

**Jith Baiju**

Continued/2

**Hours of Work**
Your hours of work will be as necessary for the successful fulfillment of your duties and responsibilities of your position. This will not be less than (8) hours per day, (6) days per week.

**Sickness Benefit**
You will be entitled to sickness benefit as available under the Kuwait Labour Law, provided your illness is certified by the Doctor and you have followed the Hotel policies and procedures regarding sickness absence.

**Medical Insurance**
In accordance with Kuwait Labour Law, **you** will be covered for medical costs through the facilities established by Hotel for its employees, excepting cosmetic surgery, dental work, eye testing and matters arising from pregnancy. You will also be covered by Medical Insurance for **yourself** only.

**Life Insurance**
You will be covered by the Hotel's Group Life Insurance Policy from your date of commencement of employment. Coverage provided will be for **(24)** months' salary. The Hotel will pay contributions for this programme.

**Annual Vacation**
For every ***12 months*** of continuous service you will be entitled to receive ***30 calendar days*** Paid Vacation inclusive of public holidays which may fall during your vacation.

Local and Public Holidays must be taken in accordance with Hotel Policy and must not be accumulated as part of your annual vacation. Please note that the **General Manager's** approval must be obtained prior to you proceeding on vacation.

**Home Leave Air Tickets**
Following completion of each ***24 months*** of service you will be entitled to a home leave benefit which will consist of an economy class air ticket for **yourself** ***(Kuwait/ Kerala/Kuwait)*** or to an alternative geographic location up to the same cost equivalent.

**End of Service Indemnity**
As per Kuwait Labour Law.

Principal

Continued/

MAHATMA SCHOOL OF MANAGEMENT
Near Manorama Jn.
Cherthala
Pin-688 524