

DECLARATION

This is to certify that the following students from the academic year 2018-2019 have been placed in following firms.

Sl.No	Name Of Student Placed	Name Of The Employer
1.	Arunodayan.K.P - 8281578179	Holiday INN Cochin , 0484 664 9000
2.	Tinu Tomy - Nil	Holiday INN Cochin , 0484 664 9000
3.	Jaganath K.J - 9746376426	Hyatt Chennai 044 6100 1234
4.	Anandhakrishnan - 7558083128	CGH, Kumarakom 0481 252 8200
5.	Alwyn Joseph - 9544019618	Novotels Kochi - 0484 676 6666
6.	Aravind S - 8111867831	Novotels Kochi - 0484 676 6666
7.	Shanel Mathew -	CGH, Kumarakom 0481 252 8200
8.	Sijo Sunny - 9847967361	CGH, Kumarakom 0481 252 8200
9.	Anandhu A - 9207514281	Hyatt Chennai 044 6100 1234
10.	Ebin Sibi - 7356746487	Leela - Raviz Kovalam 0471 305 1234
11.	Abin Mathew - 8943492616	Leela - Raviz Kovalam 0471 305 1234
12.	Jacob Tony Joseph - 9633015448	Crown Plaza, Cochin , 0484 711 5000
13.	Thomas Joseph - 8893087357	The Ottera Bangalore - 080 3003 0303
14.	Prince Benny - 9895353262	One & Only Dubai , +971 4 399 9999



15.	Bipin Sunny - 9496527550	One & Only Dubai , +971 4 399 9999
16.	Nithin Jose - 7025627218	One & Only Dubai , +971 4 399 9999
17.	Martin Siby - 8156954742	One & Only Dubai , +971 4 399 9999
18.	Jerin Thomas - 9207508706	One & Only Dubai , +971 4 399 9999
19.	Jameskutty Chacko - 9567867338	One & Only Dubai , +971 4 399 9999
20.	Jaison Reji - 7025309981	One & Only Dubai , +971 4 399 9999
21.	Emmanuvel Xavier - 9747454541	One & Only Dubai , +971 4 399 9999
22.	Varghese Chacko - 8289830021	One & Only Dubai , +971 4 399 9999
23.	Abey John - 8547672875	One & Only Dubai , +971 4 399 9999
24.	Ajimon P J - 7994700806	One & Only Dubai , +971 4 399 9999
25.	Amal K B - 8891278250	One & Only Dubai , +971 4 399 9999
26.	Harinandan M -	One & Only Dubai , +971 4 399 9999
27.	Alwin Antony Vincent - 9961214834	Radission Blu Coimbatore - 0422 222 6000
28.	Amal P Mohan - 9072426224	Niramaya Kottayam - 080 4510 4510
29.	Justin K Jolly - 9847922306	Radission Blu Coimbatore - 0422 222 6000
30.	Krishnakanth. A - 8592914744	Radission Blu Coimbatore - 0422 222 6000
31.	Shibin Sebastian - 8138868454	Radission Blu Coimbatore - 0422 222 6000
32.	Tijo Chacko - 9947908691	Radission Blu Coimbatore - 0422 222 6000
33.	Vivek R - 8089552314	Hilton Garden Inn Trivandrum - 0471 660 0000
34.	Abin T Skaria - 9562954853	Radission Blu Coimbatore - 0422 222 6000
35.	Christy Augustine - 9496076634	Ramada Cochin - 0484 715 1100



36	Sijo Joseph	Ramada, Cochin
37	Shinaj P H	Zuri Hotels and Resorts, Kumarakom
38	Josemon jerarth	CGH, Kochi
39	Shyam Chandran K	Crown Plaza, Cochin
40	Sidharth Krishnakumar Menon	Crown Plaza, Cochin
41	Arun Satheesan	Leela Palace, Cochin
42	Aiswarya K Raghu	Hirenomix, Trivandrum
43	Hema K Daniel	Autocast Ltd, Cherthala, Alappuzha
44	Abhijith K S	Aldous Glare Tech and Energy PVT LTD
45	Mohammed Althaf	Coastal Star, Kochi
46	Parvathi A	Zellis, Kochi
47	Swathi P Satheesh	EXL, Infopark, kochi
48	Veena K S	Govt ITI, Vayalar
49	Vivek Mathew Zachariah	Lulu Hypermarket, Edappally, Ernakulam
50	Arya B M	Conduent, Kochi
51	Samily G	HDB Financial Service, Cochin
52	Vishak	Dell technologies
53	Jishy Sebastian	Orion Innovation
54	Gopika S	NGA, Kochi
55	Jinson Mathew	Earnest and Young, Kochi
56	Vin S	Kerafibertex International Pvt Ltd
57	Reshma M Nair	GRK nair and company, Alappuzha



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CHERTHALA-688 524

58	P Kalidasan	Inmakes infotech, Kochi
59	Akshaya Jyothi Shaji	UST, Kochi
60	Christeena Sebastian	Clodium, Kochi
61	Dhanalekshmi Darmajan	Hopes Finane, Kochi
62	Karthika Radhakrishnan	Wilton Weavers, Cherthala
63	Neenu Joseph	ICICI Bank, Alaphey
64	Ramkumar K P	RIPL Sales, Madhurai
65	Sanisa Saiju	BUCK, Trivandrem
66	Shine Varghese	Maruthy Showroom, Thiruvambadi
67	Sivarabjini S	JNN college, Chennai
68	Sreelakshmi Santhosh	KPMG, kochi
69	Treesa Joseph	Allianz, Kochi
70	Divya M P	Clasys, Kochi
71	Manu Kuriakose	Manappuram Finance, Thrissur
72	Mohammed Nihal	ICICI Prudential, Alaphey
73	Reshma Selin	Lumen, Kochi
74	Sethu Lekshmi S	Wilton Weavers, Cherthala
75	Manu Joseph	ESAF, Kainakary- Alaphey
76	Robin Jose	Ample, Edappally- Ernakulam
77	Megha Mathew	Regi Tom Antony and Associates, Kakkanad- Ernakulam
78	Haripriya J	Naipunnya School Of Management, Cherthala
79	Thresiamma Joseph	K A Alex & Company, Cherthala- Kerala



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CHERTHALA-688 524

2019.



AGTE ALDOUS GLARE
TECH & ENERGY PVT. LTD.



Abhijith K.S

Accountant

EMP ID: AG210205

DOJ: 25-02-2021

Phone: 9072772553

Email: agtenacc3@gmail.com

Blood Group: O +ve



663, Elders Forum Road, Panampilly Nagar,
Kochi-682036

+91 9995809758

www.aldousglare.com

Panampilly

FR. BAIJU GEORGE
PRINCIPAL

NAIPUNYA SCHOOL OF MANAGEMENT
CHERTHALA-688 524

EXPERIENCE & RELIEVING LETTER

Monday, December 19, 2022

To,

Ms. Aiswarya K Reghu
Mobile No: +91- 9946057884
Email ID: aiswaryakreghu98@gmail.com

This is to confirm that **Ms. Aiswarya K Reghu**, worked with Hirenomix Info solutions Pvt. Ltd. from **8th December 2021** till **15th December 2022** and was last working as **Resource Analyst** in our Organization.

During her tenure, **Ms. Aiswarya K Reghu** was a diligent and sincere employee.

She has been relieved from the services of the Company with effect from **15th December 2022**.

We wish her all the very best for her future, and are thankful for the impeccable services she provided to this company.

Sincerely,
For Hirenomix Info solutions (P) LTD.



Raghi Raveendran
HR Department



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

03/02/2023

OFFER LETTER

Hello P kalidasan

We are delighted to offer you an internship with **Inmakes Infotech Pvt. Ltd.** Get ready to start a journey that will give wings to your career dreams. You have been selected as a **Jr. Python Full Stack Intern** for 3 Months, which will commence on 01-February-2023.

The internship will be carried out online on our dedicated platform www.inmakeslh.in

So, all the best for a fresh start in your career.

Best Regards,

Nicemol P Surendran

Human Resource Manager

hr@inmakes.in



HUMAN RESOURCES MANAGER
INMAKES INFOTECH PVT. LTD.
1st FLOOR, VJ TOWER, VYTTILA
KOCHI - 682019



mail@inmakes.com
www.inmakes.com
Inmakes Infotech Pvt.Ltd.
First Floor, VJ Tower, Vyttila,
Ernakulam 682019



Ponirampilly
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NAIPUNNYA SCHOOL OF MANAGEMENT
CHERTHALA-688 524



ANANDAKRISHNAN.K

Senior Sales Officer



+91 8078807202



+91 null



+91 8078807202



anandakrishnank@
bergerindia.com

BERGER PAINTS INDIA LIMITED

DOOR NO. 111/102 D, NEW NO. XV/517 B

PARAMMAL JN (NR. ALPB SCHOOL)

MALAPPURAM 673632



undefined

www.bergerpaints.com

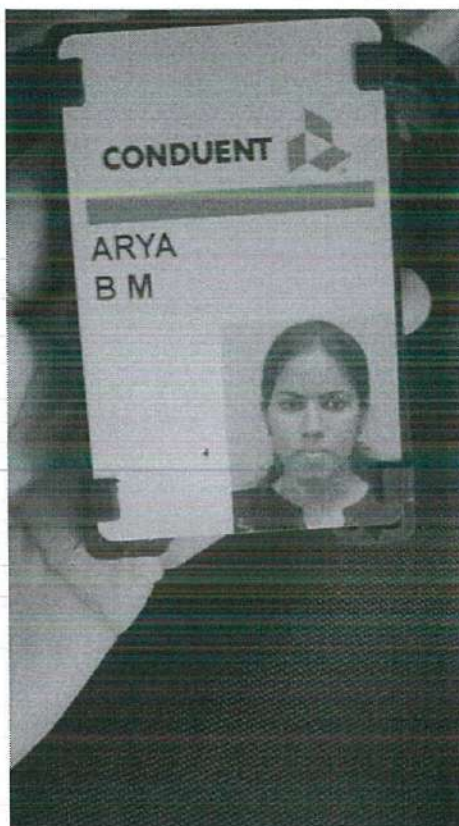


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FR. BALJU GEORGE

PRINCIPAL

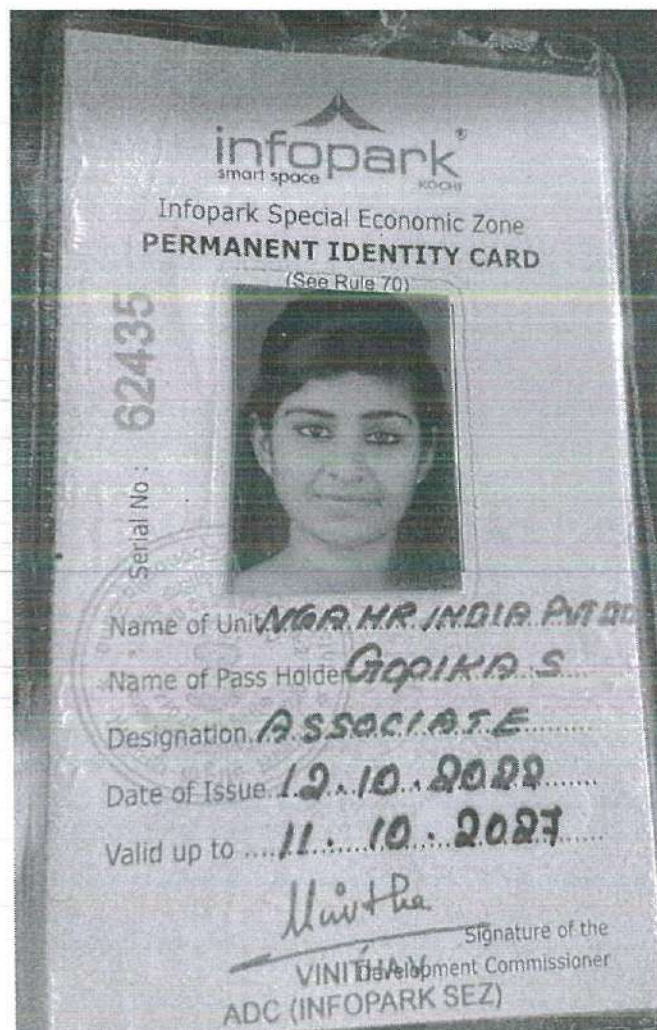
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Fr. Baiju George
FR. BALJU GEORGE
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Ponsgemully
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Ponigundilly

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CHERTHALA-688 524





Autokast Ltd
(A GOVERNMENT OF KERALA UNDERTAKING)
S.N. Puram P.O., Cherthala, Alappuzha District
Kerala State, Pin-688 582, Phone: 0474-2864961 to 64
www.autokast.com, e-mail: autokastoffice@gmail.com



Name : HEMA K DANIEL

Emp. No : 439

Designation : SKILLED WORKER

Ponizampilly

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

K.A ALEX & Co.

Chartered Accountants

1st Floor, 16/1450, Channappally Building

Pallippuram P. O, Cherthala, Alappuzha - 688541

Phone : + 91 965 6166 588, Email: caalexantony@gmail.com



TO WHOM SO EVER IT MAY CONCERN

It is to certify that Miss. Thresiamma Joseph, Kuzhiparambil, Thycattussery, Cherthala, Alappuzha- 688528 has been working as an accountant with M/s K. A Alex & Co., Chartered Accountants since July 2019.

During her employment Miss. Thresiamma Joseph has pursued knowledge & experience in field of Audit, Accounting etc. from our organization. During this period, we found her hardworking, honest, sincere, dedicated employee with a professional attitude and very good job knowledge.

We wish her very success and prosperous future life.

Place: Cherthala

Date: 09.11.2022.



For K.A Alex & Co.,
Chartered Accountants

Alex K. A, FCA, DISA
Chartered Accountant



FR. BAIJU GEORGE
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NAIPUNYA SCHOOL OF MANAGEMENT
CHERTHALA-688 524

www.naipunnyacollege.ac.in

NAIPUNNYA

SCHOOL OF MANAGEMENT
CHERTHALA



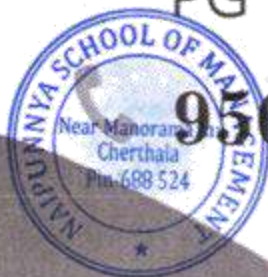
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LAN011

Haripriya J
Asst. Professor

PG Department of English



9362158895



Ponthenpilly

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PRINCIPAL

NAIPUNNYA SCHOOL OF MANAGEMENT
CHERTHALA-688 524



Ponthenpilly
Principal

EY



Jinson Mathew

GPN#: IN010136229



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



OFFER OF APPOINTMENT

Ref: HRD/2023/IND/Offer/1599

Date: February 01, 2023

To,
Jishy Sebastian
Nambathusseril House,
Mullakkal Ward, Alappuzha,
Kerala -688011

Dear Jishy,

This is with reference to the discussion we had with you in regards to a career with us. We are pleased to appoint you with Orion India Systems Private Limited (the "Company") on the terms and conditions detailed in this letter under Annexure A hereto.

1. DESIGNATION AND DATE OF JOINING:

* You are appointed as Audit Executive with the Company with effect from February 02, 2023 (the "Effective Date").

2. SALARY:

Your Salary will be as detailed under Annexure C to this letter (the "Salary").

3. DOCUMENTS:

On the date of appointment, you are required to furnish the documents as described under Annexure B to this letter.



Ponizem Dilly

FR. BALJU GEORGE
PRINCIPAL
NAIPUNNYA SCHOOL OF MANAGEMENT
CHERTHALA-688 524



Respectfully

FR. BAIJU GEORGE
PRINCIPAL
NAIPUNYA SCHOOL OF MANAGEMENT
CHERTHALA-680 524



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FR. BALJU GEORGE
PRINCIPAL
NAIPUNNYA SCHOOL OF MANAGEMENT
CHERTHALA



Neenu Joseph

Employee No. : 90006678

Issuing Authority



Ponnamdilly

DR. P. S. GEORGE
PRINCIPAL
GOVERNMENT SCHOOL OF MANAGEMENT
CHITTALA-686 524

ClaySys Technologies Pvt Ltd (ClaySys/Company) - Employment Offer and Agreement

Date: 3rd February, 2022

Divya M P
Mullackal Kariyil (H),
CMC- 2, Cherthala,
Alappuzha. Pin - 688524

Dear Divya,

We are pleased to offer you the position of 'Software Analyst - L1'. Attached are the specific terms and conditions of our offer - please read these important details carefully, including your compensation detailed on page 5.

Acceptance and Commencement

Your appointment will be effective on your joining date on **7th February, 2022**. Please contact us immediately if you require an alternative joining date. If you do not confirm your acceptance or we are unable to set an alternative date, this offer will be withdrawn.

To confirm your acceptance of this offer, you are required to:

- Respond via email to hr@claysys.com or present an Acceptance letter at the ClaySys office, to communicate acceptance of the offer and to confirm your joining date. Please note that if you do not respond with your acceptance, you will not be allowed to join on the joining date specified above.
- Any change of joining date must be sent to hr@claysys.com at least 5 days prior to your original joining date. The new joining date must be a weekday (except Saturday & Sunday) and should be no later than 5 days from the joining date specified above. On the joining date at 10:00 a.m., please note that it is important to be on time to complete the joining formalities. If you arrive late, you will not be allowed to join and must reschedule your joining date. On your joining date, please bring (i) the original and 1 photocopy of this letter duly signed and dated by you, (ii) 3 self photographs (passport sized, color photos with a white background), (iii) the originals and 2 sets of photocopies of the following documents:
 - Education degree certificate. Photocopies should include both front and back sides of certificate.
 - Relieving letter or resignation acceptance letter from your most recent employer.
 - Proof of identity. Bring 2 sets of photocopies of the following documents: passport, driving license, aadhar card, voter's identification card and PAN card.
 - If you have stated in your application to ClaySys that you are differently abled, please bring the disability certificate as per the prescribed format, duly filed & signed.

* Please note that all of the above documents are mandatory and you will not be allowed to join without them.



Dontham J. J.
FR. BAIJU GEORGE
PRINCIPAL
NAIPUNYA SCHOOL OF MANAGEMENT
CHERTHALA-688 524

Employee Name: Divya M P

Signature:

Page 1

EXPERIENCE & RELIEVING LETTER

Monday, December 19, 2022

To,

Ms. Aiswarya K Reghu
Mobile No: +91- 9946057884
Email ID: aiswaryakreghu98@gmail.com

This is to confirm that **Ms. Aiswarya K Reghu**, worked with **Hirenomix Info solutions Pvt. Ltd.** from **8th December 2021** till **15th December 2022** and was last working as **Resource Analyst** in our Organization.

During her tenure, **Ms. Aiswarya K Reghu** was a diligent and sincere employee.

She has been relieved from the services of the Company with effect from **15th December 2022**.

We wish her all the very best for her future, and are thankful for the impeccable services she provided to this company.

Sincerely,
For Hirenomix Info solutions (P) LTD.



Raghi Raveendran
HR Department



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

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

ESAF
ESAF SMALL FINANCE BANK
Joy of Banking



Manu Joseph

14769



MANAPPURAM FINANCE LIMITED

Make Life Easy

MANU KURIAKOSE



Employee Code : 1-388108



MD & CEO

Corporate Office :-

IV/470A (Old) W/638 (New), Manappuram Hou

Valapad, Thrissur, Kerala - 680 567

Tel : 0487 3050100, 3050108

Ponthen Pillai
FR. BALJU GEORGE
PRINCIPAL
NAIPUNYA SCHOOL OF MANAGEMENT
CHERTHALA-680 524



MEGHA MATHEW
E ID 108100101



REGI TOM ANTONY
& ASSOCIATES

Chartered accountants



www.regitom.com

FR. BAIJU GEORGE
PRINCIPAL

NAIPUNYA SCHOOL OF MANAGEMENT
CHERTHALA-688 524



Moahmmmed Nihal

Employee No. : 5080504

Blood Group : AB+

Emergency Contact No : 7025728190



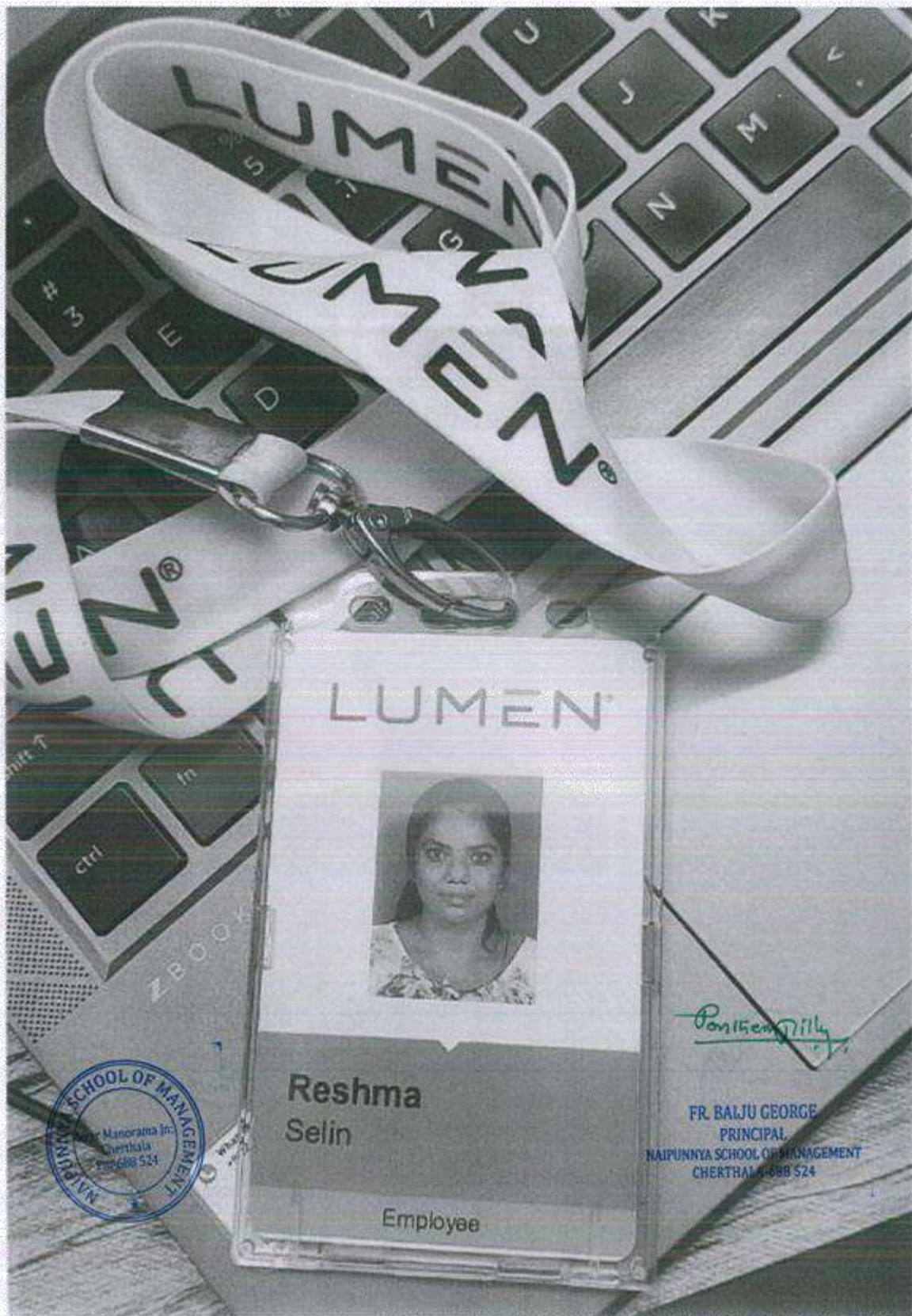
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**FR. BALJU GEORGE
PRINCIPAL
NAIPUNYA SCHOOL OF MANAGEMENT
CHERTHALA-688 524**



LUMEN



**Reshma
Selin**

Employee

Ponthencherry

FR. BALJU GEORGE
PRINCIPAL
NAIPUNYA SCHOOL OF MANAGEMENT
CHERTHALA-688 524




ample



ROBIN JOSE

EMPLOYEE NO: 3417

Ponthencherry

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



KPMG



S Sreelakshmi

Employee No. : 119149
Emergency No. : + 91 96383 33606
Blood Group : AB +ve

8 to 10 Floor, Brigade World Trade Center
Block 1, Infopark SEZ, Infopark PO
Kakkanad, Kochi 682 042

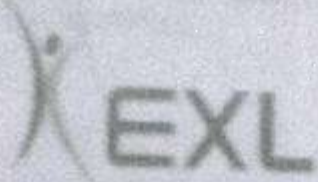
Tel +91 484 676 0000

Ponkian Pillay

FR. BAIJU GEORGE
PRINCIPAL

NAIPUNYA SCHOOL OF MANAGEMENT
CHERTHALA - 688 524





SWATHI P SATHEESH

Employee ID: 148787

Blood Group: A+ve

Outsourcepartners International

No. 501, World Trade Centre, Kochi

Phase-I SEZ, Kusunjeri

Kakkanad, Kochin - 682030

Ponkumilly

FR. BALJU GEORGE

PRINCIPAL

NAIPUNYA SCHOOL OF MANAGEMENT

CHERTHALA-688 524



Allianz 



Teresa Joseph

193108

Blood Group : B + ve



Ponkaj Dilly
FR. RAJU GEORGE
PRINCIPAL
HALPUNYA SCHOOL OF MANAGEMENT
CHERTHALA-688 524

CONDUENT



**ARYA
B M**

Ponthenjilly

FR. BALJU GEORGE
PRINCIPAL
NAIPUNYA SCHOOL OF MANAGEMENT
CHERTHALA-688 524



WILTON
WEAVERS



Don't miss this!

SETHU LAKSHMI

FR. BAIJU GEORGE

PRINCIPAL

NAIPUNYA SCHOOL OF MANAGEMENT

CHERTHALA-688 524



WILTON WEAVERS PVT LTD

KALAVAMKODAM - CHERTHALA PO - 688524 - INDIA

CIN - U17115KL1999PTC013276

Name

: **SETHU LAKSHMI.S (E-245)**

Blood Group

: **O +ve**

Drug Allergy

: **Nil**

Mobile

: **8593076556**

Emergency No

: **9288111037**

Home

: **Revathi, Cheruvaranam**



Varanam P O, Cherthala - 688555

[Signature]

Chief Executive Officer

[Signature]

FR. BALJU GEORGE
PRINCIPAL
NAIPUNYA SCHOOL OF MANAGEMENT
CHERTHALA-688 524

[Signature]

Employee's Signature

zellis



Parvathi A

ID No KOC001094

Blood Group: B+ve



Ponirandilly

FR. BAIJU GEORGE

PRINCIPAL

NAIPUNYA SCHOOL OF MANAGEMENT

CHENNAI

TVS MOBILITY

CHN/AO/F23/3299

23 January 2023

Name : Mr. RAMKUMAR K P
Address : KANNADICHIVEEDU
KARALAM WARD
THATHAMPALLY P O
ALAPPUZHA - 688013

We are pleased to advise that you are appointed as **PROB.SALES CONSULTANT-I** in RIPL Sales SBU of our Punnappra with effect from **19 January 2023**.

1. You will be kept on **PROBATION** for a period of six months, initially, which may be extended for another six months.
2. You will be paid **Consolidated Salary** of Rs. 9000/-, HRA & other allowances which are applicable to the **PROB.SALES CONSULTANT-I** Grade - (SC-I-P) and other allowance Rs. 800 /- per month.
3. The Management reserve their right to transfer you, due to exigencies of service, from one place to another, or from one job to another, or from one Division to another of the Company, or from this Company to another Company which is under the same Management or in whose running and administration the Management have interest.
4. You will be governed by the Leave Rules, Other Rules, Regulations, Orders, Circulars, **Code of Conduct**, etc. of the Company including those that may be enforced in future.
5. You shall not engage yourself in any outside work over and above your legitimate work in the Company on duty days, on holidays or when you are on leave.
6. You shall at all time during the period of your service, be prepared to carry out any orders or duties required of you, by your superiors even if it involves working beyond your hours of work.
7. During the period of probation or on completion of the probationary period, your services are liable to be ended without assigning any reason and without payment of compensation.



Contd...2
Ponnamdilly

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

TVS Mobility Private Limited

Registered Office • No. 10, Jawahar Road, Chokkikulam, Madurai - 625 002

CIN U50400TN2018PTC121056



Family G

Emp Code : S97906

Branch : Cochin

Emergency ☎ : 9747977619

Authorised Signatory

Ponisseril

FR. BAIJU GEORGE
PRINCIPAL

NAIPUNYA SCHOOL OF MANAGEMENT
CHERTOLA, 686 524





Shine Varghese (IND34089)

DSE Target 1&2
Sales

Punching Location : Thiruvambady



Attendance



Punching



Profile



My Team



Ponisseril
ER. BALU GEORGE
PRINCIPAL
NAIPUNYA SCHOOL OF MANAGEMENT
CHERTHALA-688 524



J·N·N

ARTS & SCIENCE
WOMEN'S COLLEGE



SIVARANJINI.S

Asst. Professor

B.COM



Sanjay D. S.

P. Baiju George
FR. BAIJU GEORGE
PRINCIPAL
NAIPUNYA SCHOOL OF MANAGEMENT
CHERTHALA-688 524

Principal

KERALA STATE INDUSTRIAL TRAINING DEPARTMENT

Govt. ITI Vayalar

Cherthala P.O., Cherthala Taluk, KERALA

0478 2813035

iti.vayalar@gmail.com
www.vayalar.kerala.gov.in

പ്രിൻസിപ്പാളുടെ കാര്യാലയം ഗവ. ഐ.ടി.ഐ. വയലാർ, കളവംകോടം, ചേർത്തല

(നിലവിൽ - വിജിലോൾ വി)

വിഷയം - ഐ.ടി.ഐ. വയലാർ - എംപ്ലോയബിലിറ്റി സ്കിൽ ഗസ്റ്റ് ഇൻസ്ട്രക്ടർ നിയമനം - നിയമന ഉത്തരവ് നൽകുന്നത് സംബന്ധിച്ച്

സൂചന - 1) ജോയിൻറ് ഡയറക്ടറുടെ 30/11/2022-ലെ ഡി.റ്റി/5879/2022-എ8 നമ്പർ ഉത്തരവ്
2) സർക്കാർ ഉത്തരവ്(സാധാ) നമ്പർ 1335/2018/തൊഴിൽ തീയതി - 22/11/2018

ഉത്തരവ് നമ്പർ വി/818/2022 തീയതി 01/12/2022

ഈ സ്ഥാപനത്തിലെ D/Civil, E&T ട്രെയിനുകളിലെ ട്രെയിനികൾക്ക് എംപ്ലോയബിലിറ്റി സ്കിൽ വിഷയം പഠിപ്പിക്കുന്നതിന് ഔദ്യോഗികമായി സംവദനം ചെയ്ത ഒപ്പിപ്പിലേക്ക് ഗസ്റ്റ് ഇൻസ്ട്രക്ടർ നിയമിക്കുന്നതിന് പത്രപരസ്യം നൽകുകയുണ്ടായി. 21/11/2022ന് നടന്ന ഇൻറർവ്യൂവിൽ ഹാജരായ ഉദ്യോഗാർത്ഥികളിൽ നിന്നും കൂടികാഴ്ച നടത്തിയതിൽ ഒന്നാം റാങ്ക് നേടിയ കുമാരി. വിജ കെ.എസ്.നെ തെരഞ്ഞെടുത്തത് സാധ്യതയുള്ളതായി ഡയറക്ടറുടെ സമർപ്പിക്കുകയും ആയത് അനുവദിക്കുകയും ചെയ്തതിന്റെ അടിസ്ഥാനത്തിൽ ടി ഉദ്യോഗാർത്ഥിയെ ഗസ്റ്റ് ഇൻസ്ട്രക്ടർ ആയി നിയമിച്ച് ഉത്തരവാകുന്നു.

നിയമനം ലഭിച്ച ഉദ്യോഗാർത്ഥിക്ക് സൂചന 2 പ്രകാരമുള്ള ഉത്തരവിലെ നിബന്ധനകൾക്ക് വിധേയമായി മണിക്കൂറിന് 240/- രൂപ നിരക്കിൽ പ്രതിമാസം പരമാവധി 24000/- രൂപ (ഇരുപത്തി നാലായിരം മാത്രം) വേതനം ലഭിക്കുന്നതാണ്. ഈ നിയമനം തികച്ചും താല്ക്കാലികവും ജോലിചെയ്ത് പ്രതിഫലം പറ്റാവുന്ന നിലയിലുള്ള അനുവാദവും മാത്രമാകുന്നു. ടി യാളുടെ സേവനം മുന്നറിയിപ്പില്ലാതെ റദ്ദ് ചെയ്യാവുന്നതും ആണ്. ആകയാൽ മേൽ പറഞ്ഞ വസ്തുതകൾ മനസ്സിലാക്കി ഈ നിയമന ഉത്തരവ് കൈപ്പറ്റി ഉടൻ വയലാർ ഗവ.ഐ.ടി.ഐ. പ്രിൻസിപ്പാൾ മുൻപാകെ ഹാജരാകേണ്ടതാണ്.

സ്ഥിരീകരണം

വിജ കെ.എസ്.

കളത്തിൽ വീട്

കോടംതൂരുത്ത്

കുത്തിയതോട് പി.ഒ.

ചേർത്തല, ആലപ്പുഴ

വിശ്വസ്തതയോടെ

പ്രിൻസിപ്പാൾ



Principal
PRINCIPAL
Govt. Industrial Training Institute
Vayalar, Cherthala
NAIPUNYA SCHOOL OF MANAGEMENT
CHERTHALA-688 524





KERAFIBERTEX INTERNATIONAL PVT. LTD.

CIN: U17214KL2000PTC013970

53-57, KINFRA (EMP), info park PO, Kakkannadu, Cochin-682042, India, Tel: 00 91 484 24 15 170, 24 15 171

CONFIRMATION LETTER

KFT/QSF/HRD/163

Date: 30.06.2022

Mr. Vipin S.

Puthenpurackal,

Thaickal P.O, Kadakkarappally,

Cherthala, Alappuzha - 688 530.

Dear Mr. Vipin S.

Consequent to the review of your performance during your probation, we have the pleasure in informing you that, your services are being confirmed as General Worker with effect from 13.06.2022.

All the other terms and conditions as detailed in your appointment letter remain unchanged.

We look forward to your valuable contributions and wish you all the very best for a rewarding career with the organisation.

Please sign the duplicate copy of this letter as a token of acceptance of the same.

For,

KERAFIBERTEX INTERNATIONAL PVT LTD

Noby P.Sr
Director



Ponnamdilly

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



AN ISO 9001:2008, SA 8000:2008 CERTIFIED COMPANY
email: info@kerafibertext.com web: www.kerafibertext.com



Dell Technologies



VISHAK



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



VIVEK MATHEW ZACHARIA

EMPLOYEE ID: 105066

LOGISTICS COORDINATOR

LuLu International Shopping Malls Pvt. Ltd.

34/1000, N.H 47, Edappally, Kochi - 682024

Tel: +91 484 2727777 / 2727700

Fax: +91 484 2727772

www.luluhypermarket.in

SAUDI ARABIA, QATAR, KUWAIT, U.A.E., SAUDI ARABIA, EGYPT, INDIA, INDONESIA, HONG KONG, CHINA, GHANA, KENYA, TANZANIA, MALAYSIA, VIETNAM, NIGERIA, MOZAMBIQUE



Contemporary

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PRINCIPAL

NAIPUNYA SCHOOL OF MANAGEMENT

CHERTHALA-688 524

8/6/2019

Gmail - Fwd: Offer - Alwyn Mathew



Suresh Mathews <sureshkbzr@gmail.com>

Fwd: Offer - Alwyn Mathew

1 message

Alwin Joseph <josephalwin221@gmail.com>
 To: "Korebz ." <sureshkbzr@gmail.com>

Mon, Aug 5, 2019 at 5:53 PM

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

From: **NOVOTEL Kochi HR2** <HB283-HR2@accor.com>
 Date: Mon, 5 Aug, 2019, 5:50 PM
 Subject: Offer - Alwyn Mathew
 To: josephalwin221@gmail.com <josephalwin221@gmail.com>
 Cc: NAIR Divya - NOVOTEL Kochi HR <Divya.NAIR@accor.com>

Dear Alwyn,

Greetings From Novotel Kochi Infopark!

Congratulations!

Please see the attached proposed offer for the position of Guest Service Associate – F & B Services @ Novotel Kochi Infopark.

PROPOSED OFFER		
Name	Alwyn Mathew	
Designation	Guest Service Associate- F & B Services	
Hotel	Novotel Kochi Infopark	
Job Level	2	
Reporting To	F & B Manager	
Date of Joining	05-Aug-19	
Salary & Allowances	Rs / Mth	Rs / Year
Basic Salary and Dearness Allowance	10,500	1,26,000
Total (A)	10,500	1,26,000
Retiral Benefits		
Employer PF Contribution @ 12% of Basic & Dearness Allowance	1,260	15,120

https://mail.google.com/mail/u/1/?ik=d8179edc7f&view=pt&search=all&permthid=thread-F%3A1641029593511016401&siml... 1/3



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

July 20, 2019

Dear Alwin,

Congratulations!

We take pleasure to intimate you of your selection as **Guest Service Associate in Housekeeping Department, Radisson Blu Coimbatore.**

This Letter of Intent is being issued in lieu of your assignment at the hotel which commences w.e.f **August 1, 2019** on the salary as mutually agreed.

Your Letter of Appointment, with all details, shall be given to you upon joining the Radisson Blu Coimbatore. We request you to provide us with a confirmation on the above latest by **July 26, 2019.**

Radisson Hotel Group is one of the world's premier hotel companies with a portfolio of extraordinary brands & we aspire to be the company of choice for our guest, talent & partners. I urge you to revisit our brand website www.radissonhotels.com at regular intervals, which shall also familiarize you with more global updates.

Wishing success ahead!

For Radisson Blu, Coimbatore



Nethaji Raaj V
Assistant Human Resource Manager



Principally

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PRINCIPAL
NAIPUNYA SCHOOL OF MANAGEMENT
CHERTHALA-688 524

	Mr. Ebin Sibi	
Location	The Leela Raviz Kovalam	
Designation	Guest Service Associate	
Department	Housekeeping	
Date of Joining	08th July 2019	
Basic	11000	132000
Total Gross	11000	132000
Provident Fund	1320	15840
ESI	358	4290
Bonus	840	10080
Gratuity (subject to completion of 5 years)	529	6349
Total CTC	14047	168559
Free Meals are provided in the hotel. There would be deduction applicable for the company provided accommodation, which is based on the discretion deemed fit at that time by the management.		
Please note this is private salary information is deemed confidential and is an agreement between the company and you, Divulging this information to any other third party or to any other employee within this organization will be considered an act of gross misconduct.		

For The Leela Raviz, Kovalam


Bijo Antony Sebastian
 Deputy Manager - Human Resources



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 NAIPUNNYA SCHOOL OF MANAGEMENT
 CHERTHALA-688 524

The Leela Palaces, Hotels and Resorts: New Delhi, Bengaluru, Chennai, Mumbai, East Delhi, Gurugram, Udaipur, Goa and Kovalam
 Upcoming Hotels: Bhartiya City Bengaluru, Jaipur and Agra.
 Regd. Office: Kovalam Resort Private Limited, Times Square, "A-Wing", 2nd Floor, Unit No. 2,
 Andheri Kurla Rd., Opp. Mittal Estate, Marol, Andheri East, Mumbai - 400059, Maharashtra, INDIA.
 Corporate Identity Number (CIN): U 55204MH2011 PTC 269986

01st July 2019

Mr. EBIN SIBI
Pushavilasam,
Sanathanapuram
Alappuzha 688 003

Dear Ebin,

Sub: Letter of Intent

This has reference to your application and subsequent interview you had with us for the post of "Guest Service Associate" for The Leela Raviz Kovalam.

We are happy to offer you the position of "Guest Service Associate" in the Housekeeping department as per the terms and conditions agreed upon.

You are requested to join on or before **08th July 2019**. This is an intimation letter and detailed appointment letter will be given to you at the time of joining.

This offer is subject to you being certified medically fit by company medical officer and satisfactory verification of your credentials/testimonials. The offer shall stand automatically withdrawn upon you're not joining before the close of working hours on **08th July 2019**, unless agreed by us:

We look forward to welcome you to The Leela Raviz family and wish you a long term rewarding association with our organization.

For The Leela Raviz, Kovalam


Bijo Antony Sebastian
Deputy Manager - Human Resources



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PRINCIPAL
NAIPUNNYA SCHOOL OF MANAGEMENT
CHERTHALA-688 524



Near Manorama In:
Mangalapuram Palaces, Hotels and Resorts: New Delhi, Bengaluru, Chennai, Mumbai, East Delhi, Gurugram, Udaipur, Goa and Kovalam
Upcoming Hotels: Bhartiya City Bengaluru, Jaipur and Agra.
Regd. Office: Kovalam Resort Private Limited, Times Square, "A-Wing", 2nd Floor, Unit No. 2,
Andheri Kurla Rd., Opp. Mittal Estate, Marol, Andheri East, Mumbai - 400059, Maharashtra, INDIA.
Corporate Identity Number (CIN): U 55204MH2011 PTC 269986



THE LEELA
KOVALAM
A RAVIZ HOTEL

KOVALAM RESORT PVT. LTD

The Leela Raviz Kovalam
Thiruvananthapuram - 695 527
Kerala, India

Phone: (91-471) 305 1234
Fax: (91-471) 248 1522

	Mr. Abin Mathew	
Location	The Leela Raviz Kovalam	
Designation	Guest Service Associate	
Department	Housekeeping	
Date of Joining	08th July 2019	
Basic	11000	132000
Total Gross	11000	132000
Provident Fund	1320	15840
ESI	358	4290
Bonus	840	10080
Gratuity (subject to completion of 5 years)	529	6349
Total CTC	14047	168559
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Please note this is private salary information is deemed confidential and is an agreement between the company and you, Divulging this information to any other third party or to any other employee within this organization will be considered an act of gross misconduct.		

For The Leela Raviz, Kovalam

Bijo Antony Sebastian
Deputy Manager - Human Resources



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NAIPUNNYA SCHOOL OF MANAGEMENT
CHERTHALA-688 524



Hotels and Resorts: New Delhi, Bengaluru, Chennai, Mumbai, East Delhi, Gurugram, Udaipur, Goa and Kovalam
Upcoming Hotels: Bhartiya City Bengaluru, Jaipur and Agra.
Regd. Office: Kovalam Resort Private Limited, Times Square, "A-Wing", 2nd Floor, Unit No. 2,
Andheri Kuria Rd., Opp. Mittal Estate, Marol, Andheri East, Mumbai - 400059, Maharashtra, INDIA.
Corporate Identity Number (CIN): U 55204MH2011 PTC 269986

01st July 2019

Mr. ABIN MATHEW
Das Bhavan, Ulloor Konam
Kazhakuttom Post
Trivandrum 695 582

Dear Abin,

Sub: Letter of Intent

This has reference to your application and subsequent interview you had with us for the post of "Guest Service Associate" for The Leela Raviz Kovalam.

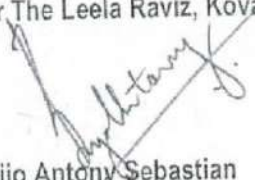
We are happy to offer you the position of "Guest Service Associate" in the Housekeeping department as per the terms and conditions agreed upon.

You are requested to join on or before **08th July 2019**. This is an intimation letter and detailed appointment letter will be given to you at the time of joining.

This offer is subject to you being certified medically fit by company medical officer and satisfactory verification of your credentials/testimonials. The offer shall stand automatically withdrawn upon you're not joining before the close of working hours on **08th July 2019**, unless agreed by us.

We look forward to welcome you to The Leela Raviz family and wish you a long term rewarding association with our organization.

For The Leela Raviz, Kovalam


Bijo Antony Sebastian
Deputy Manager - Human Resources





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NAIPUNNYA SCHOOL OF MANAGEMENT
CHERTHALA-688 524





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A RAVIZ HOTEL

KOVALAM RESORT PVT. LTD

The Leela Raviz Kovalam

Thiruvananthapuram - 695 527

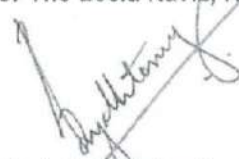
Kerala, India

Phone: (91-471) 305 1234

Fax: (91-471) 248 1522

	Mr. Ajimon P J	
Location	The Leela Raviz Kovalam	
Designation	Guest Service Associate	
Department	Housekeeping	
Date of Joining	08th July 2019	
Basic	11000	132000
Total Gross	11000	132000
Provident Fund	1320	15840
ESI	358	4290
Bonus	840	10080
Gratuity (subject to completion of 5 years)	529	6349
Total CTC	14047	168559
Free Meals are provided in the hotel. There would be deduction applicable for the company provided accommodation, which is based on the discretion deemed fit at that time by the management.		
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For The Leela Raviz, Kovalam


Bijo Antony Sebastian

Deputy Manager - Human Resources







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

Near Manorama In: TIGER Palaces, Hotels and Resorts: New Delhi, Bengaluru, Chennai, Mumbai, East Delhi, Gurugram, Udaipur, Goa and Kovalam
Upcoming Hotels: Bhartiya City Bengaluru, Jaipur and Agra.
Regd. Office: Kovalam Resort Private Limited, Times Square, "A-Wing", 2nd Floor, Unit No. 2,
Andheri Kuria Rd., Opp. Mittal Estate, Marol, Andheri East, Mumbai - 400059, Maharashtra, INDIA.
Corporate Identity Number (CIN): U 55204MH2011 PTC 269986

01st July 2019

Mr. AJIMON P J
Puthuvellil House
Cheepunkal Post
Kottayam

Dear Ajimon,

Sub: Letter of Intent

This has reference to your application and subsequent interview you had with us for the post of "Guest Service Associate" for The Leela Raviz Kovalam.

We are happy to offer you the position of "Guest Service Associate" in the Housekeeping department as per the terms and conditions agreed upon.

You are requested to join on or before **08th July 2019**. This is an intimation letter and detailed appointment letter will be given to you at the time of joining.

This offer is subject to you being certified medically fit by company medical officer and satisfactory verification of your credentials/testimonials. The offer shall stand automatically withdrawn upon you're not joining before the close of working hours on **08th July 2019**, unless agreed by us.

We look forward to welcome you to The Leela Raviz family and wish you a long term rewarding association with our organization.

For The Leela Raviz, Kovalam


Bijo Antony Sebastian
Deputy Manager - Human Resources





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



One&Only

ROYAL MIRAGE
Dubai

Ajimon Puthaveetil Juhay
Housekeeping Attendant - Public Area

10 December 2019

Mr. Ajimon Puthaveetil Juhay
Cochin - India
c/o Al Amaal

Dear Ajimon,

On behalf of the "One & Only Royal Mirage, Dubai", it gives us great pleasure to offer you the following professional challenge as per the following details:

1. **Position**
Housekeeping Attendant - Public Area.
2. **Starting Date**
Your date of joining will be no later than 20 December 2019.
3. **Point of Hire**
Your point of hire will be Cochin - India, from where a one-way economy class ticket will be provided.
4. **Remuneration**
Your monthly starting salary will be Dh.850/- (Approx. US\$232). Your eligibility for service charge will also commence once you have successfully completed your probationary period. This will be calculated every six months (i.e. from seventh month) and will be based on work performance, behavior and attendance.
5. **Place of work**
One&Only Management reserves the right to have you reassigned to a different unit within One&Only Royal Mirage, Dubai or One&Only The Palm, Dubai. Such assignments may be temporary or permanent.
6. **Working Hours**
Your working hours will be nine (9) hours a day over six (6) days a week with one (1) day off.
7. **Meals**
The resort will provide daily breakfast, lunch and dinner taken within the colleagues Dining Room at the hotel or within the employees' accommodation Dining Room.
8. **Uniform / Laundry**
You will be provided with a hotel uniform, along with laundry service.
9. **Grooming**
All employees will be required to adhere to the Hotel's grooming standards. Male team members are required to have a clean-shaven presentation, thus no moustache or beard is allowed.
10. **Medical**
A medical scheme will be provided for you as per the Hotel's policy.
11. **Accommodation**
You will be provided with a suitable shared accommodation (4 persons per room) in the staff-housing complex as per Hotel's policy.
12. **Transport**
Transport to and from the hotel will be provided as per approved hotel bus schedule.
13. **Vacation and Overseas Travel**
13.1 In accordance with the provisions of the UAE Labor Law, you will be entitled to thirty (30) days paid leave after the completion of one (1) year service and annually thereafter. Please note that should you resign prior to the completion of twelve months of service, your vacation accrual rate will be calculated at the rate of two days per month. No vacation payment will be made though, should you resign prior to the completion of six months of service. The vacation period is to be taken at a time that is operationally convenient for the hotel.



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PRINCIPAL
NAIPUNYA SCHOOL OF MANAGEMENT
CHERTHALA - 688 524

<http://mail.google.com/mail/u/0/?tab=wm&ogbl=inbox/FMfcgxwGDDqmGXGvPxQSrdPv...>
Near Manorama In:
Chertala
Pin-688 524

	Mr. Ebin Sibi	
Location	The Leela Raviz Kovalam	
Designation	Guest Service Associate	
Department	Housekeeping	
Date of Joining	08th July 2019	
Basic	11000	132000
Total Gross	11000	132000
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For The Leela Raviz, Kovalam


Bijo Antony Sebastian
 Deputy Manager - Human Resources



FR. BALJU GEORGE
 PRINCIPAL
 NAIPUNNYA SCHOOL OF MANAGEMENT
 CHERTHALA-688 524



Near Manorama Jn.
 Cherthala
 Pin-688 524

Leela Palaces, Hotels and Resorts: New Delhi, Bengaluru, Chennai, Mumbai, East Delhi, Gurugram, Udaipur, Goa, and Kovalam
 Upcoming Hotels: Bhartiya City Bengaluru, Jaipur and Agra.
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 Corporate Identity Number (CIN): U 5204MH2011 PTC 269986



THE LEELA
KOVALAM
A RAVIZ HOTEL

KOVALAM RESORT PVT. LTD

The Leela Raviz Kovalam
Thiruvananthapuram - 695 527
Kerala, India

Phone: (91-471) 305 1234
Fax: (91-471) 248 1522

01st July 2019

Mr. EBIN SIBI
Pushavilasam,
Sanathanapuram
Alappuzha 688 003

Dear Ebin,

Sub: Letter of Intent

This has reference to your application and subsequent interview you had with us for the post of "Guest Service Associate" for The Leela Raviz Kovalam.

We are happy to offer you the position of "Guest Service Associate" in the Housekeeping department as per the terms and conditions agreed upon.

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We look forward to welcome you to The Leela Raviz family and wish you a long term rewarding association with our organization.

For The Leela Raviz, Kovalam


Bijo Antony Sebastian
Deputy Manager - Human Resources





FR. BAIJU GEORGE

PRINCIPAL

NAIPUNYA SCHOOL OF MANAGEMENT

CHEERHALLA-688 524



NAIPUNYA SCHOOL OF MANAGEMENT
CHEERHALLA-688 524

Upcoming Hotels: Bhartiya City Bengaluru, Jaipur and
Regd. Office: Kovalam Resort Private Limited, Times Square, "A-Wing", 7th floor, Unit No. 2,
Andheri Kurla Rd., Opp. Mittal Estate, Marol, Andheri East, Mumbai - 400059, Maharashtra, INDIA.
Corporate Identity Number (CIN): U 55204MH2011 PTC 269986



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A RAVIZ HOTEL

KOVALAM RESORT PVT. LTD

The Leela Raviz Kovalam
Thiruvananthapuram - 695 527
Kerala, India

Phone: (91-471) 305 1234

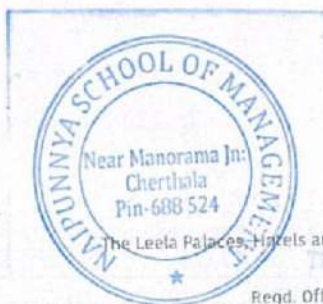
Fax: (91-471) 248 1522

	Mr. Abin Mathew	
Location	The Leela Raviz Kovalam	
Designation	Guest Service Associate	
Department	Housekeeping	
Date of Joining	08th July 2019	
Basic	11000	132000
Total Gross	11000	132000
Provident Fund	1320	15840
ESI	358	4290
Bonus	840	10080
Gratuity (subject to completion of 5 years)	529	6349
Total CTC	14047	168559
Free Meals are provided in the hotel. There would be deduction applicable for the company provided accommodation, which is based on the discretion deemed fit at that time by the management.		
Please note this is private salary information is deemed confidential and is an agreement between the company and you, Divulging this information to any other third party or to any other employee within this organization will be considered an act of gross misconduct.		

For The Leela Raviz, Kovalam

Bijo Antony Sebastian

Bijo Antony Sebastian
Deputy Manager - Human Resources



Upcoming Hotels: Bhartiya City Bengaluru, Jaipur and Agra.
Regd. Office: Kovalam Resort Private Limited, Times Square, "A-Wing", 2nd Floor, Unit No. 2,
Andheri Kurla Rd., Opp. Mittal Estate, Marol, Andheri East, Mumbai - 400059; Maharashtra, INDIA
Corporate Identity Number (CIN): U 55204MH2011 PTC 269986

Principally

FR. BALJU GEORGE
PRINCIPAL
NAIPUNYA SCHOOL OF MANAGEMENT
CHERTHALA-688 524

01st July 2019

Mr. ABIN MATHEW

Das Bhavan, Ulloor Konam
Kazhakuttom Post
Trivandrum 695 582

Dear Abin,

Sub: Letter of Intent

This has reference to your application and subsequent interview you had with us for the post of "Guest Service Associate" for The Leela Raviz Kovalam.

We are happy to offer you the position of "Guest Service Associate" in the Housekeeping department as per the terms and conditions agreed upon.

You are requested to join on or before **08th July 2019**. This is an intimation letter and detailed appointment letter will be given to you at the time of joining.

This offer is subject to you being certified medically fit by company medical officer and satisfactory verification of your credentials/testimonials. The offer shall stand automatically withdrawn upon you're not joining before the close of working hours on **08th July 2019**, unless agreed by us.

We look forward to welcome you to The Leela Raviz family and wish you a long term rewarding association with our organization.

For The Leela Raviz, Kovalam


Bijo Antony Sebastian
Deputy Manager - Human Resources



FR. BAIJU GEORGE
PRINCIPAL

NAIRUNNYA SCHOOL OF MANAGEMENT
CHERTHALA-688 524

Regd. Office: Kovalam Resort Private Limited, Times Square, "A-Wing", 2nd Floor, Unit No. 2,
Andheri Kurla Rd., Opp. Mitai Estate, Marol, Andheri East, Mumbai - 400059, Maharashtra, INDIA.
Corporate Identity Number (CIN): U 55204MH2011 PTC 269986



THE LEELA

KOVALAM

A RAVIZ HOTEL

KOVALAM RESORT PVT. LTD

The Leela Raviz Kovalam
Thiruvananthapuram - 695 527
Kerala, India

Phone: (91-471) 305 1234

Fax: (91-471) 248 1522

	Mr. Ajimon P J	
Location	The Leela Raviz Kovalam	
Designation	Guest Service Associate	
Department	Housekeeping	
Date of Joining	08th July 2019	
Basic	11000	132000
Total Gross	11000	132000
Provident Fund	1320	15840
ESI	358	4290
Bonus	840	10080
Gratuity (subject to completion of 5 years)	529	6349
Total CTC	14047	168559
Free Meals are provided in the hotel. There would be deduction applicable for the company provided accommodation, which is based on the discretion deemed fit at that time by the management.		
Please note this is private salary information is deemed confidential and is an agreement between the company and you, Divulging this information to any other third party or to any other employee within this organization will be considered an act of gross misconduct.		

For The Leela Raviz, Kovalam

Bijo Antony Sebastian

Deputy Manager - Human Resources



FR. BALJU GEORGE

PRINCIPAL

NAIPUNNYA SCHOOL OF MANAGEMENT
CHERTHALA-688 524



The Leela Palaces, Hotels and Resorts: New Delhi, Bengaluru, Chennai, Mumbai, East Delhi, Gurugram, Udaipur, Goa and Kovalam
Upcoming Hotels: Bhartiya City Bengaluru, Jaipur and Agra.
Regd. Office: Kovalam Resort Private Limited, Times Square, "A-Wing", 2nd Floor, Unit No. 2,
Andheri Kurla Rd., Opp Mittal Estate, Marol, Andheri East; Mumbai - 400059, Maharashtra, INDIA.
Corporate Identity Number (CIN): U 55204MH2011 PTC 265986



THE LEELA
KOVALAM
A RAVIZ HOTEL

KOVALAM RESORT PVT. LTD

The Leela Raviz Kovalam
Thiruvananthapuram - 695 527
Kerala, India

Phone: (91-471) 305 1234

Fax: (91-471) 248 1522

01st July 2019

Mr. AJIMON P J
Puthuvellil House
Cheepunkal Post
Kottayam

Dear Ajimon,

Sub: Letter of Intent

This has reference to your application and subsequent interview you had with us for the post of "Guest Service Associate" for The Leela Raviz Kovalam.

We are happy to offer you the position of "Guest Service Associate" in the Housekeeping department as per the terms and conditions agreed upon.

You are requested to join on or before **08th July 2019**. This is an intimation letter and detailed appointment letter will be given to you at the time of joining.

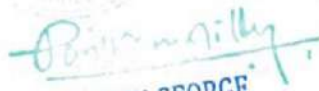
This offer is subject to you being certified medically fit by company medical officer and satisfactory verification of your credentials/testimonials. The offer shall stand automatically withdrawn upon you're not joining before the close of working hours on **08th July 2019**, unless agreed by us.

We look forward to welcome you to The Leela Raviz family and wish you a long term rewarding association with our organization.

For The Leela Raviz, Kovalam


Bijo Antony Sebastian
Deputy Manager - Human Resources




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



Palaces, Hotels and Resorts: New Delhi, Bengaluru, Chennai, Mumbai, East Delhi, Gurugram, Udaipur, Goa and Kovalam
Upcoming Hotels: Bhartiya City Bengaluru, Jaipur and Agra.
Regd. Office: Kovalam Resort Private Limited, Times Square, "A-Wing", 2nd Floor, Unit No. 2,
Andheri Kuria Rd., Opp. Mittal Estate, Marol, Andheri East, Mumbai - 400059, Maharashtra, INDIA.
Corporate Identity Number (CIN): U 55204MH2011 PTC 269986

One&Only

ROYAL MIRAGE

Dubai

Abey John
Room Attendant

10 December 2019

Mr. Abey John
Cochin - India
c/o Al Amant

Dear Abey,

On behalf of the "One & Only Royal Mirage, Dubai", it gives us great pleasure to offer you the following professional experience as per the following details:

1. Position
Room Attendant.

2. Starting Date
Your date of joining will be no later than 20 December 2019.

3. Point of Hire
Your point of hire will be Cochin - India, from where a one-way economy class ticket will be provided.

4. Remuneration
Your monthly starting salary will be Dirh.850/- (Approx. US\$232). Your eligibility for service charge will also commence once you have successfully completed your probationary period. This will be calculated every six months (i.e. from seventh month) and will be based on work performance, behavior and attendance.

5. Place of work
One&Only Management reserves the right to have you reassigned to a different unit within One&Only Royal Mirage, Dubai or One&Only The Palm, Dubai. Such assignments may be temporary or permanent.

6. Working Hours
Your working hours will be nine (9) hours a day over six (6) days a week with one (1) day off.

7. Meals
The resort will provide daily breakfast, lunch and dinner taken within the colleagues Dining Room at the hotel or within the employees' accommodation Dining Room.

8. Uniform / Laundry
You will be provided with a hotel uniform, along with laundry service.

9. Grooming
All employees will be required to adhere to the Hotel's grooming standards. Male team members are required to have a clean-shaven presentation, thus no moustache or beard is allowed.

10. Medical
A medical scheme will be provided for you as per the Hotel's policy.

11. Accommodation
You will be provided with a suitable shared accommodation (4 persons per room) in the staff-housing complex as per Hotel's policy.

12. Transport
Transport to and from the hotel will be provided as per approved hotel Bus schedule.

13. Vacation and Overseas Travel

13.1 In accordance with the provisions of the UAE Labor Law, you will be entitled to thirty (30) days paid leave after the completion of one (1) year service and annually thereafter. Please note that should you resign prior to the completion of twelve months of service, your vacation accrual rate will be calculated at the rate of two days per month. No vacation payment will be made though, should you resign prior to the completion of six months of service. The vacation period is to be taken at a time that is operationally convenient for the hotel.



FR. BALJU GEORGE
PRINCIPAL

NAIPUNNYA SCHOOL OF MANAGEMENT
CHERTHALA-688 524

ONE&ONLY ROYAL MIRAGE, PO BOX 37252, DUBAI, UAE. T: +971 4 398 4000

oneandonlyroyalmirage.com



GREEN COVE RESORT & SPA
KOVALAM

20th June 2019

Certificate

This is to certify that **Mr. Ajimon P. J.**, B.Sc. Hotel Management and Catering Science student of Naipunnaya School of Management, Alappuzha, had undergone **Industrial Exposure Training**, with us during the period **22nd January to 19th June 2019** in **Front Office, Housekeeping, Food & Beverage Service and Food Production** department

During the tenure of his training, we found him to be sincere, regular and hardworking.

We congratulate him for the consistent effort displayed during the training period and wish him all the best for the future endeavors.

For Taj Green Cove Resort & Spa, Kovalam



Mahesh R
Learning & Development Manager



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

Taj Green Cove Resort & Spa

Venue: K.V. Road, Kovalam, Thiruvananthapuram
T: +91 471 691 2500 | www.tajhotels.com | PIN: 688 524

Registered Office: Whithorn Hotels Private Limited, Muliyil Centre, Puthen Road, Thiruvananthapuram, India



TRIDENT

Cochin

21st June, 2019

TO WHOMSOEVER IT MAY CONCERN

This is to certify that Mr. Alwin Antony Vincent a student of Naipunnaya Institute of Hotel Management & Catering Technology, Cherthala has successfully completed his Industrial Exposure Training with Trident, Cochin from 21st January, 2019 to 20th June, 2019.

During the training period, his performance was found to be good.

We wish him all the best for his future endeavors.

For EIH Associated Hotels Limited
Unit Trident Cochin

Renjith K
Sr. Assistant Manager - Human Resources



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



THE LEELA
KOVALAM
A RAVIZ HOTEL

KOVALAM RESORT PVT. LTD

The Leela Raviz Kovalam

Thiruvananthapuram - 695 527

Kerala, India

Phone: (91-471) 305 1234

Fax: (91-471) 248 1522

	Mr. Ajimon P J	
Location	The Leela Raviz Kovalam	
Designation	Guest Service Associate	
Department	Housekeeping	
Date of Joining	08th July 2019	
Basic	11000	132000
Total Gross	11000	132000
Provident Fund	1320	15840
ESI	358	4290
Bonus	840	10080
Gratuity (subject to completion of 5 years)	529	6349
Total CTC	14047	168559
Free Meals are provided in the hotel. There would be deduction applicable for the company provided accommodation, which is based on the discretion deemed fit at that time by the management.		
Please note this is private salary information is deemed confidential and is an agreement between the company and you, Divulging this information to any other third party or to any other employee within this organization will be considered an act of gross misconduct.		

For The Leela Raviz, Kovalam


Bijo Antony Sebastian

Deputy Manager - Human Resources




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

The Leela Palaces, Hotels and Resorts: New Delhi, Bengaluru, Chennai, Mumbai, East Delhi, Gurugram, Udaipur, Goa and Kovalam
Upcoming Hotels: Bhartiya City Bengaluru, Jaipur and Agra.
Regd. Office: Kovalam Resort Private Limited, Times Square, "A-Wing", 2nd Floor, Unit No. 2,
Andheri Kurla Rd., Opp. Mittal Estate, Marol, Andheri East, Mumbai - 400059, Maharashtra, INDIA.
Corporate Identity Number (CIN): U 55204MH2011 PTC 269986

01st July 2019

Mr. AJIMON P J
Puthuvelli House
Cheepunkal Post
Kottayam

Dear Ajimon,

Sub: Letter of Intent

This has reference to your application and subsequent interview you had with us for the post of "Guest Service Associate" for The Leela Raviz Kovalam.

We are happy to offer you the position of "Guest Service Associate" in the Housekeeping department as per the terms and conditions agreed upon.

You are requested to join on or before **08th July 2019**. This is an intimation letter and detailed appointment letter will be given to you at the time of joining.

This offer is subject to you being certified medically fit by company medical officer and satisfactory verification of your credentials/testimonials. The offer shall stand automatically withdrawn upon you're not joining before the close of working hours on **08th July 2019**, unless agreed by us.

We look forward to welcome you to The Leela Raviz family and wish you a long term rewarding association with our organization.

For The Leela Raviz, Kovalam


Bijo Antony Sebastian
Deputy Manager - Human Resources



FR. BAIJU GEORGE
PRINCIPAL
NAIPUNNYA SCHOOL OF MANAGEMENT
CHIERTHALA-688 524



Hotels and Resorts: New Delhi, Bengaluru, Chennai, Mumbai, East Delhi, Gurugram, Udaipur, Goa and Kovalam
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Regd. Office: Kovalam Resort Private Limited, Times Square, "A-Wing", 2nd Floor, Unit No. 2,
Andheri Kurla Rd., Opp. Mittal Estate, Marol, Andheri East, Mumbai - 400059, Maharashtra, INDIA
Corporate Identity Number (CIN): U 55204MH2011 PTC 269986

17th July 2019

Mr. ABEY JOHN
Karingada House
Veroor Po, Changancherry
Kottayam 686103

Dear Abey,

Sub: Letter of Intent

This has reference to your application and subsequent interview you had with us for the post of "Guest Service Associate" for The Leela Raviz Kovalam.

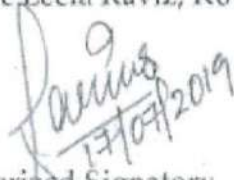
We are happy to offer you the position of "Guest Service Associate" in the Housekeeping department as per the terms and conditions agreed upon.

You are requested to join on or before **22nd July 2019**. This is an intimation letter and detailed appointment letter will be given to you at the time of joining.

This offer is subject to you being certified medically fit by company medical officer and satisfactory verification of your credentials/testimonials. The offer shall stand automatically withdrawn upon you're not joining before the close of working hours on **22nd July 2019**, unless agreed by us.

We look forward to welcome you to The Leela Raviz family and wish you a long term rewarding association with our organization.

For The Leela Raviz, Kovalam


Authorized Signatory
Human Resources

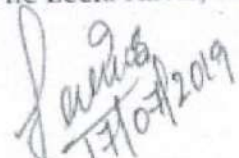




FR. BAIJU GEORGE
PRINCIPAL
NAIPUNNYA SCHOOL OF MANAGEMENT
KOVALAM - 688 524

	Mr. Abey John	
Location	The Leela Raviz Kovalam	
Designation	Guest Service Associate	
Department	Housekeeping	
Date of Joining	22nd July 2019	
Basic	11000	132000
Total Gross	11000	132000
Provident Fund	1320	15840
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Free Meals are provided in the hotel. There would be deduction applicable for the company provided accommodation, which is based on the discretion deemed fit at that time by the management.		
Please note this is private salary information is deemed confidential and is an agreement between the company and you, Divulging this information to any other third party or to any other employee within this organization will be considered an act of gross misconduct.		

For The Leela Raviz, Kovalam


 Authorized Signatory
 Human Resources





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

One&Only

ROYAL MIRAGE

Dubai

Anson Johnson
Commis Waiter

Page 1 of 3

18 June, 2021

Mr. Anson Johnson
Cochin - India

Dear Anson,

It gives us great pleasure to offer you the following professional challenge as per the following details:

1. **Position**
Commis Waiter.
2. **Starting Date**
Your date of joining will be no later than 01 September 2021.
3. **Point of Hire**
Your point of hire will be Cochin, India from where a one-way economy class ticket will be provided.
4. **Remuneration**
Your monthly remuneration will be at Dhs.850/- (Approx. US\$232). Your eligibility for service charge will also commence once you have successfully completed your probationary period. This will be calculated every six months (i.e. from seventh month) and will be based on work performance, behavior and attendance.
5. **Place of work**
One&Only Management reserves the right to have you reassigned to a different unit within One&Only Royal Mirage, Dubai or One&Only The Palm, Dubai. Such assignments may be temporary or permanent.
6. **Working Hours**
Your working hours will be nine (9) hours a day over six (6) days a week with one (1) day off.
7. **Meals**
The Hotel will provide you with meal facilities in the appropriate location.
8. **Uniform / Laundry**
You will be provided with a hotel uniform, along with laundry service.
9. **Grooming**
All employees will be required to adhere to the Hotel's grooming standards. Male team members are required to have a clean-shaven presentation thus, no moustache or beard is allowed.
10. **Medical**
10.1 A medical scheme will be provided for you as per the Hotel's policy.
10.2 COVID - 19 Precautionary and Safety Measures – in line with the UAE new covid-19 protocols, you will be required to be fully vaccinated. Or if already vaccinated, you will need to submit the certificate of vaccination upon arrival.
11. **Accommodation**
You will be provided with a suitable shared accommodation (4 persons per room) in the staff-housing complex as per Hotel's policy.
12. **Transport**
Transport to and from the hotel will be provided as per approved hotel Bus schedule.
13. **Vacation and Overseas Travel**
13.1 In accordance with the provisions of the UAE Labor Law, you will be entitled to thirty (30) days paid leave after the completion of one (1) year service and annually thereafter. Please note that should you resign prior to the completion of twelve months of service, your vacation accrual rate will be calculated at the rate of two days per month. No vacation payment will be made though, should you resign prior to the completion of six months of service. The vacation period is to be taken at a time that is operationally convenient for the hotel.

Near Maitorama In:
Cherthala
Pin-688 524

ONE&ONLY ROYAL MIRAGE, P.O. BOX 37252, DUBAI, UNITED ARAB EMIRATES
T +971 4 399 9999 INFO@ONEANDONLYROYALMIRAGE.AE
ONEANDONLYROYALMIRAGE.COM

FR. BAIJU GEORGE
PRINCIPAL

NAIPUNNYA SCHOOL OF MANAGEMENT
CHERTHALA-688 524

One&Only

ROYAL MIRAGE

Dubai

Anoop Antony
Housekeeping Attendant

Page 3 of 3

20. Indemnity

You will be entitled to avail of the end of service indemnity as stipulated by the United Arab Emirates Labour Law. End of service benefits and entitlements will not be paid in cases of gross negligence, dishonesty, illegal activities or other cases as per UAE Labour Law Article 120.

21. Conduct

The United Arab Emirates is a Muslim country, personal conduct, proper decorum and respect of the values of the United Arab Emirates is particularly important.

22. Restrictions

During your assignment with the Hotel you may not become involved with any other service, occupation or business without the prior written consent of the Managing Director.

23. Privacy

People's privacy is now of utmost importance, and therefore we should not take picture(s) / video(s) of any guest(s) or any third party of the hotel, whether VIP, regular or not and transfer by any forms whether printed and / or Electronic (including facebook, twitter, youtube, written press, etc) for yourself or to a third party without the written consent / approval of both the Guest(s) and Management.

Failure to comply with the above will lead to disciplinary or legal action including termination.

24. Personal Property

The hotel does not accept responsibility for your personal property, which is lost, stolen or damaged within the hotel (or at the accommodation).

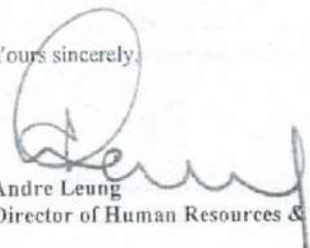
25. Acceptance

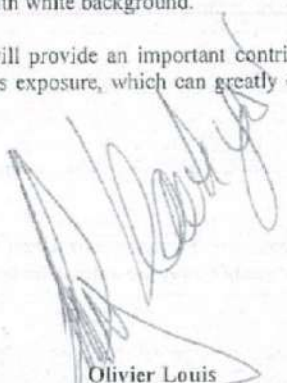
If you are in agreement with the above terms and conditions please acknowledge this by returning a signed copy of this letter, together with a clear copy of your passport, ten (10) colored passport photographs, with white background.

Once again we thank you for your time and we are confident that your involvement will provide an important contribution to the "One&Only Royal Mirage" experience. In return, you will receive invaluable overseas exposure, which can greatly contribute, to your personal career growth.

We look forward to welcoming you as a member of our team.

Yours sincerely,


Andre Leung
Director of Human Resources & Training


Olivier Louis
Managing Director

.....
I hereby confirm acceptance of the above
Anoop Antony

.....
Date

NOTE: This offer is only valid for one week upon receipt.




FR. BAIJU GEORGE
PRINCIPAL
NAIPUNNYA SCHOOL OF MANAGEMENT
CHIERTHALA-688 524

Commencement Date

The official commencement date of employment is _____.

Employment Period

You will be employed on an **unlimited** employment period, starting from the date of reporting to work.

Should you resign prior to completing **2 years** of service for reasons other than what is stipulated in **Article 121**, you will be required to refund the Property the amount invested in your appointment.

This employment contract replaces your previous terms of employment.

This Employment Offer will cease to have any legal effect if the Property Management Agreement signed between Rotana and the Owners of Property ends for any reason, and your financial entitlements outlined in this Employment Offer will be accordingly handed over to Owners.

Notice Period

Either party may terminate employment by giving the other party **1 month** notice in writing any time after completion of the probationary period.

Permanent Residence

Cochin, India will be considered your permanent residence, as per the passport carrying your **UAE** residence permit.

Air Passage

Upon completion of **24** months continuous service, you will be provided with a return economy class air ticket **Abu Dhabi / Cochin / Abu Dhabi** for the sole purpose of your annual leave. The ticket will be to the closest international airport to your permanent residence.

All air tickets will be issued according to policy **HR 12 – Air Travel**. Tickets may not be accumulated or converted to cash.

Annual Leave

On completion of **12** months of continuous service, you will be entitled to **30 days** paid annual leave, which includes days off and working days. Annual leave must be applied 30 days in advance and must be taken at a mutually convenient period for you and the Property, based on business levels.

Your accrued number of vacation days at any given time, should not exceed **24** months' vacation entitlement.



[Signature]
FR. BAIJU GEORGE
PRINCIPAL
NAIPUNYA SCHOOL OF MANAGEMENT
CHERTHALA-688 524

Employment Offer – Unlimited Period (Expat)

10 October 2021

Mr. Sachin Thankachan
Dubai
UAE

Dear Sachin,

On behalf of the Owners of **Beach Rotana (HH Sheikh Suroor Bin Mohd Al Nahyan Private Office)**, Rotana Hotel Management Corporation PJSC ("Rotana"), and in our capacity as managers of the Property, is pleased to offer you employment with **Beach Rotana Abu Dhabi** according to the following terms and conditions. You will receive the financial entitlements outlined in this Employment Offer from the Property, in accordance with the Policies of Rotana as per the Property Management Agreement signed with the Owners of the Property.

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

Position

Your designated position will be **Waiter**. Your roles and responsibilities will be outlined in the attached job description, which could be amended by the Corporate Office or the property as required.

Reporting to

In your position, you will be reporting to the **Captain**.

Grade

Your position will be **Grade 9** according to Rotana Grading System.

Hiring Status

You will be hired on a **single status**.

Colleagues hired on single status, are not eligible to sponsor their family without Property's written approval.

Salary

You will receive from the Property a basic salary of **AED 1,200 (One Thousand Two Hundred only)** per month, payable in UAE Dirhams.



Page 1 of 1

FR. BALJU GEORGE
PRINCIPAL
NAIPUNNYA SCHOOL OF MANAGEMENT
CHERTHALA-688 524

Accommodation

According to your grade you will be provided with a furnished **sharing room** in colleagues' accommodation. Water and electricity charges will be paid by the Property.

Accommodation will be at the discretion of the property according to the policy. Rotana reserves the right to amend the policy at any given time.

Meals

You will be entitled to duty meals in the Colleague Outlet.

Laundry

You will be provided with laundry facilities according to policy **HR 22 – Laundry Entitlement**.

Hours of Work

You are required to work 48 hours per week, excluding breaks. However, in your position you are expected to be flexible and work extended hours when necessary.

Should you be required to work overtime, you will be paid in accordance with the **UAE Labour Law** and policy.

Public Holidays

You will be entitled to all public holidays based on press releases concerning the private sector according to **UAE Labour Law**. Any public holiday that falls during your annual vacation cannot be claimed or availed. Should you be required to work during public holidays, you will be entitled to payment according to **UAE Labour Law**.

Medical Insurance

You will be enrolled in the Medical Insurance Scheme according to the **UAE Labour Law** and policy **HR 19 – Medical and Life Coverage**.

Life Insurance

You will be covered under the Workmen's Compensation provisions, stipulated by the **UAE Labour Law**.

Sick Leave

You will be eligible for paid sick leave according to **UAE Labour Law**. All sick leave availed must be certified by a doctor or a competent medical authority in the United Arab Emirates.

Any sick leave that falls during your probation period will be considered as unpaid.

Any sick leave that falls during your annual leave cannot be claimed or availed.



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

Short Term Incentives – STI

You will be eligible to receive service charge according to policy **HR 49 – Service Charge**. Rotana reserves the right to amend the policy at any given time.

Discounts & Facilities

You will be entitled to preferential room rates and to 50% discount on Food & Beverage in any Rotana property. Additional information on colleague's discounts and facilities is available in policy **HR 35 – Colleagues' Discount**.

Learning & Development

In view of Rotana's growth and development, all colleagues are encouraged to take responsibility in the development of their individual skills as well as their own self development. Therefore, periodically you will be required to attend training courses and programmes related to your development and to your work.

Inter Company Transfer

Rotana reserves the right to transfer colleagues in line with its expansion plan and according to the policy. Such transfers may be on short term or long-term basis. Due consideration will be given to your personal circumstances. However, declining an opportunity to transfer as requested by Rotana on more than 2 occasions may result in termination of the employment according to the related policy.

Rotana Policies

You are required to comply with Rotana policies and practices as communicated to you. Policies and practices are explained and clarified through the Colleague's Handbook, Property LIFE, Corporate Office policies and other communication channels. Rotana reserves the right to change policies and practices at any time without prior notice. This will be communicated to all concerned accordingly.

Conflict of Interest

You shall not without prior written permission from Rotana, engage in any work for a third party with or without remuneration even outside official working hours, or participate, directly or indirectly, in an activity or enterprise in direct conflict with the interest of Rotana, or in any concern having transactions with Rotana.



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

8

PF : 1300.00
ESI : 475.00
LWF : 20.00
Holiday Wages : 328.00
Accommodation : Company
Food : Company
Total Monthly CTC : 12123.00

(Rupees Twelve Thousand One Hundred and Twenty Three only)

For Kumarakom Lake Resort

(A Unit of the Paul Resorts & Hotels Pvt. Ltd)

Sandeep K S
Manager HR

Warm Regards,

Sandeep K S

Manager-HR
Kumarakom Lake Resort
www.thepaul.in
+91 9847435814

Prinipmsilly

Description: Description: untitled

FR. BALJU GEORGE
PRINCIPAL
NAIPUNYA SCHOOL OF MANAGEMENT
CHEERHALLA-688 524

2 attachments



image001.jpg
4K

5. Passport size photograph (10 Nos)

6. Experience Certificates

Looking forward to a long and mutually beneficial relationship

Wishing you the very best

Sandeep K S

Manager HR

(Annexure – 1)

Employee Name	: Albin J Thottappally
Department	: F&B Service
Designation	: GSA
Grade	: G-4

Salary Details

Basic Salary	: 10000.00
--------------	------------

Gross Salary	: 10000.00
--------------	------------

Deductions

EPF	: 1200.00
ESI	: 175.00
Professional Tax	: 100.00
LWF	: 20.00

Net Payable (In hand)	: 8505.00
-----------------------	-----------

(Rupees Eight Thousand Five Hundred and Five only)

Benefits Elements

FR. BALJU GEORGE
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NARUNYA SCHOOL OF MANAGEMENT
CHERTHALA-688 524



July 20, 2019

Dear Varghese,

Congratulations!

We take pleasure to intimate you of your selection as **Trainee Guest Service Associate** in **Food & Beverage Service Department, Radisson Blu Coimbatore**.

This Letter of Intent is being issued in lieu of your assignment at the hotel which commences w.e.f. **August 1, 2019** on the salary as mutually agreed.

Your Letter of Appointment, with all details, shall be given to you upon joining the Radisson Blu Coimbatore. We request you to provide us with a confirmation on the above latest by **July 26, 2019**.

Radisson Hotel Group is one of the world's premier hotel companies with a portfolio of extraordinary brands & we aspire to be the company of choice for our guest, talent & partners. I urge you to revisit our brand website www.radissonhotels.com at regular intervals, which shall also familiarize you with more global updates.

Wishing success ahead!

For Radisson Blu, Coimbatore



Nethaji Raaj V
Assistant Human Resource Manager



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

7/30/2019

Naipunnya Institute of Hotel Management Mail - Walk in interview for Team Members in F & B Service



Naipunnya Institute of Hotel Management <placement@nihm.ac.in>

Walk in interview for Team Members in F & B Service

Archa Udayakumar <Archa.Udayakumar@hilton.com>

Tue, Jul 9, 2019 at 10:58 AM

To: Naipunnya Institute of Hotel Management <placement@nihm.ac.in>

Cc: Rahul Sasidharan <Rahul.Sasidharan@hilton.com>, Vineeth Senan <Vineeth.Senan@hilton.com>

Good Morning Melvin .

Please be informed that one of your students Vivek who appeared for interview is selected for the role of

F & B Attendant with Hilton Garden Inn Trivandrum , joining date being 15th July 2019 , Monday .

The offer letter will be released today and the same has been conveyed to him .

Looking forward for a fruitful relationship with the institute.

Thank you and Have a good day ahead !

[Quoted text hidden]



Fr. Baiju George

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

One&Only

ROYAL MIRAGE

Dubai

Anson Johnson
Commis Waiter

Page 2 of 3

- 13.2 The hotel also reserves the right to send you on unpaid leave during the low season, over and above your annual paid vacation.
- 13.3 First year pre-paid vacation request will be subject to deduction related to pro-rata recovery of advance expenses such as recruitment, training, administrative and repatriation costs.
- 13.4 Upon completing two (2) years' service you will be eligible to a one way economy class ticket to **Cochin, India** booked by the hotel at the most competitive price.
- 13.5 Should your employment be continued the hotel will again provide you with a one way economy class incoming ticket back to Dubai, booked by the hotel at the most competitive price.
- 13.6 Following a further two (2) years' service you will be again eligible for a one way economy class ticket to **Cochin, India** and so for every subsequent two (2) year service commitment (refer Clause 12.3 and 12.4).
- 13.7 Should you resign within twelve (12) months of any return to Dubai following the initial two (2) year employment period, you will then be responsible to reimburse the hotel a pro-rata amount of the one-way ticket to Dubai only. You would be also responsible for your repatriation costs. Your outward flight must be from a Dubai Airport.

14. Public Holidays

You will be entitled to all United Arab Emirates public holidays based on the Ministry of Labour press releases concerning the private sector. Public Holidays that are announced during your annual vacation may not be claimed. There are approximately 10 public holidays each year, which should be taken as day off when they occur. However, should you be required to work on the public holidays, these days will be compensated as days in lieu or paid as per hotel policy. If accumulated, pending lieu days must be cleared within 4 months or forfeited (unless otherwise agreed by the hotel in writing).

15. Sick Leave

- 15.1 You will be entitled to 45 calendar days sick leave for each year of service of which 15 days will be with full pay and the following 30 days with half pay, upon submission of an acceptable certificate from a medical practitioner approved by the hotel. Please note however, that you will only be entitled to sick leave after you have completed 3 months continuous service with the hotel.
- 15.2 Unless previously approved, you will not be entitled to avail of any sick leave when you are on overseas leave.

16. Duration of Contract / Termination

- 16.1 Your contract with the One&Only Royal Mirage will be on an open-ended basis. The employment contract may be terminated by either party by giving two (2) months' notice. In the event of gross misconduct the Hotel shall be entitled to terminate you without notice or indemnity.
- 16.2 Should you decide to terminate the contract prior to the completion of one (1) year, you would be responsible for bearing 100% of your recruitment, training, administrative and travel-related expenses as well as repatriation costs. Your outward flight must be from a Dubai Airport.
- 16.3 Should you decide to terminate the contract after the completion of one (1) year, and prior to the completion of two (2) years you would be responsible for bearing 50% of your recruitment, training, administrative and travel-related expenses as well as repatriation costs. Your outward flight must be from a Dubai Airport.
- 16.4 Should you leave your employment, for whatever reason, before completing two years of contract, you may be imposed a ban for 6 months to 1 year during which time you will not be allowed to work in the UAE.

17. Probation Period

You will be on a trial/probation period of six months during which either party can terminate your contract without notice.

18. Employment / Residence Visas

- 18.1 The Hotel will obtain the necessary employment and residency visas, to enable you to carry out your duties in Dubai, provided that these are approved by the local authorities. It is agreed that you will take such action as is necessary on your part to facilitate obtaining this.
- 18.2 This letter is considered part of the employment process, which will be completed upon the commencement of your official duties, and subject to the approval of your Residence permit by the United Arab Emirates authorities. All expenses related to this will be borne by the Hotel.

19. Repatriation Passage

Should you complete a minimum of two (2) years' service, you will be provided with an economy class one-way ticket, Dubai to **Cochin, India**.



FR. BAIJU GEORGE
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Dubai

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Commis Water

Page 3 of 3

20. Indemnity

You will be entitled to avail of the end of service indemnity as stipulated by the United Arab Emirates Labour Law. End of service benefits and entitlements will not be paid in cases of gross negligence, dishonesty, illegal activities or other cases as per UAE Labour Law Article 120.

21. Conduct

The United Arab Emirates is a Muslim country, personal conduct, proper decorum and respect of the values of the United Arab Emirates is particularly important.

22. Restrictions

During your assignment with the Hotel you may not become involved with any other service, occupation or business without the prior written consent of the Managing Director.

23. Privacy

People's privacy is now of utmost importance, and therefore we should not take picture(s) / video(s) of any guest(s) or any third party of the hotel, whether VIP, regular or not and transfer by any forms whether printed and / or Electronic (including facebook, twitter, youtube, written press, etc) for yourself or to a third party without the written consent / approval of both the Guest(s) and Management.

Failure to comply with the above will lead to disciplinary or legal action including termination.

24. Personal Property

The hotel does not accept responsibility for your personal property, which is lost, stolen or damaged within the hotel (or at the accommodation).

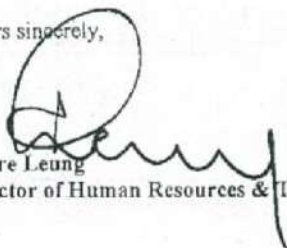
25. Acceptance

If you are in agreement with the above terms and conditions please acknowledge this by returning a signed copy of this letter, together with a clear copy of your passport, ten (10) colored passport photographs, with white background.

Once again we thank you for your time and we are confident that your involvement will provide an important contribution to the "One&Only Royal Mirage" experience. In return, you will receive invaluable overseas exposure, which can greatly contribute, to your personal career growth.

We look forward to welcoming you as a member of our team.

Yours sincerely,


Andre Leung
Director of Human Resources & Training


Olivier Louis
Managing Director

.....
I hereby confirm acceptance of the above
Anson Johnson

.....
Date

NOTE: This offer is only valid for one week upon receipt.




FR. BALJU GEORGE
PRINCIPAL
NAIPUNYA SCHOOL OF MANAGEMENT
CHERTHALA-688 524

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Dubai

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Commis Waiter

Page 2 of 3

- 13.2 The hotel also reserves the right to send you on unpaid leave during the low season, over and above your annual paid vacation.
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- 15.2 Unless previously approved, you will not be entitled to avail of any sick leave when you are on overseas leave.

16. Duration of Contract / Termination

- 16.1 Your contract with the One&Only Royal Mirage will be on an open-ended basis. The employment contract may be terminated by either party by giving two (2) months' notice. In the event of gross misconduct the Hotel shall be entitled to terminate you without notice or indemnity.
- 16.2 Should you decide to terminate the contract prior to the completion of one (1) year, you would be responsible for bearing 100% of your recruitment, training, administrative and travel-related expenses as well as repatriation costs. Your outward flight must be from a Dubai Airport.
- 16.3 Should you decide to terminate the contract after the completion of one (1) year, and prior to the completion of two (2) years you would be responsible for bearing 50% of your recruitment, training, administrative and travel-related expenses as well as repatriation costs. Your outward flight must be from a Dubai Airport.
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- 18.2 This letter is considered part of the employment process, which will be completed upon the commencement of your official duties, and subject to the approval of your Residence permit by the United Arab Emirates authorities. All expenses related to this will be borne by the Hotel.

19. Repatriation Passage

Should you complete a minimum of two (2) years' service, you will be provided with an economy class one-way ticket, Dubai to Cochin, India.



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Dubai

Bibin Sebastian
Commis Waiter

Page 1 of 3

18 June, 2021

Mr. Bibin Sebastian
Cochin - India

Dear Bibin,

It gives us great pleasure to offer you the following professional challenge as per the following details:

1. **Position**
Commis Waiter.
2. **Starting Date**
Your date of joining will be no later than **01 September 2021**.
3. **Point of Hire**
Your point of hire will be **Cochin, India** from where a one-way economy class ticket will be provided.
4. **Remuneration**
Your monthly remuneration will be at **Dhs.850/- (Approx. US\$232)**. Your eligibility for service charge will also commence once you have successfully completed your probationary period. This will be calculated every six months (i.e, from seventh month) and will be based on work performance, behavior and attendance.
5. **Place of work**
One&Only Management reserves the right to have you reassigned to a different unit within One&Only Royal Mirage, Dubai or One&Only The Palm, Dubai. Such assignments may be temporary or permanent.
6. **Working Hours**
Your working hours will be nine (9) hours a day over six (6) days a week with one (1) day off.
7. **Meals**
The Hotel will provide you with meal facilities in the appropriate location.
8. **Uniform / Laundry**
You will be provided with a hotel uniform, along with laundry service.
9. **Grooming**
All employees will be required to adhere to the Hotel's grooming standards. Male team members are required to have a clean-shaven presentation thus, no moustache or beard is allowed.
10. **Medical**
10.1 A medical scheme will be provided for you as per the Hotel's policy.
10.2 COVID - 19 Precautionary and Safety Measures – in line with the UAE new covid-19 protocols, you will be required to be fully vaccinated. Or if already vaccinated, you will need to submit the certificate of vaccination upon arrival.
11. **Accommodation**
You will be provided with a suitable **shared accommodation (4 persons per room)** in the staff-housing complex as per Hotel's policy.
12. **Transport**
Transport to and from the hotel will be provided as per approved hotel Bus schedule.
13. **Vacation and Overseas Travel**
13.1 In accordance with the provisions of the UAE Labor Law, you will be entitled to thirty (30) days paid leave after the completion of one (1) year service and annually thereafter. Please note that should you resign prior to the completion of twelve months of service, your vacation accrual rate will be calculated at the rate of two days per month. No vacation payment will be made though, should you resign prior to the completion of six months of service. The vacation period is to be taken at a time that is operationally convenient for the hotel.



ONE&ONLY ROYAL MIRAGE, P.O. BOX 37252, DUBAI, UNITED ARAB EMIRATES
T +971 4 399 9999 INFO@ONEANDONLYROYALMIRAGE.AE
ONEANDONLYROYALMIRAGE.COM

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PRINCIPAL
NAIPUNYA SCHOOL OF MANAGEMENT
CHERTALA-688 524

9/29/2019

Naipunnya Institute of Hotel Management Mail - Fwd: Offer - Aravind S



Naipunnya Institute of Hotel Management <placement@nihm.ac.in>

Fwd: Offer - Aravind S

Aravind Kannan <aravindkannan8111@gmail.com>
To: placement@nihm.ac.in

Fri, Aug 16, 2019 at 11:44 AM

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

From: **NOVOTEL Kochi HR2** <HB283-HR2@accor.com>
Date: Mon, 5 Aug 2019, 5:47 pm
Subject: Offer - Aravind S
To: aravindkannan8111@gmail.com <aravindkannan8111@gmail.com>
Cc: NAIR Divya - NOVOTEL Kochi HR <Divya.NAIR@accor.com>

Dear Aravind,

Greetings From Novotel Kochi Infopark!

Congratulations!

Please see the attached proposed offer for the position of Guest Service Associate – F & B Services @ Novotel Kochi Infopark.

PROPOSED OFFER		
Name	Aravind S	
Designation	Guest Service Associate- F & B Services	
Hotel	Novotel Kochi Infopark	
Job Level	2	
Reporting To	F & B Manager	
Date of Joining	05-Aug-19	
Salary & Allowances	Rs / Mth	Rs / Year
Basic Salary and Dearness Allowance	10,500	1,26,000
Total (A)	10,500	1,26,000
Retiral Benefits		
Employer PF Contribution @ 12% of Basic & Dearness Allowance	1,260	15,120

<https://mail.google.com/mail/u/2?ik=4607b739f&view=pt&search=all&permmsgid=msg-f%3A1642002974736279689&rep=1&ui=2A164200297473...> 1/3

FR: BAIJU GEORGE
PRINCIPAL
NAIPUNNYA SCHOOL OF MANAGEMENT
CHERTHALA-688 524

9/29/2019

Naipunnya Institute of Hotel Management Mail - Fwd: Offer - Aravind S

Employer ESIC Contribution @ 3.25% of Gross Monthly Salary	341	4,095
Total (B)	1,601	19,215
Total Fixed Compensation (A+B)	12,101	1,45,215
Note: Your take home salary would be Rs 8900/- Approx		

You are requested to report at **Novotel Kochi Infopark** Talent & Culture (HR) office with following MANDATORY documents:

1. 12 Passport Photos (Mandatory)
2. Training certificates (Mandatory)
3. Educational Certificates(Mandatory)
4. Pancard and Aadhar card copy(Mandatory)
5. Any other address proofs(Voter id, passport, ration card etc) (Mandatory)
6. Police Clearance Certificate(Mandatory)

Thanks & Regards,

- Shalu Cyriac
- Talent & Culture Executive
- NOVOTEL KOCHI INFOPARK
- Kakkanad, Kochi, Kerala - 682030
- Mobile: +91 759382 3310 Tel.: +91 484 6766 666
- hb283-hr2@accor.com • novotel.com • accorhotels.com

cid:7A0451AE-E275-4971-8B80-BAF754D6E4D8

cid:image008.jpg@01D5157D.38FF5310

cid:image002.png@01D50CD8.6E378820

Aravind S

cid:image003.png@01D1100F.345CDCF0 instagram cid:image004.png@01D1100F.345CDCF0



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

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<https://mail.google.com/mail/u/22ik=4607fb739f&view=pt&search=all&permmsgid=msg-f%3A1642002974736279689&simpl=msg-f%3A164200297473...> 2/3

9/29/2019

Naipunnya Institute of Hotel Management Mail - CL/HRD/Offer Letter 09/2019 - Anandha Krishnan

7. Passport size photos 10

Please send us your acceptance in writing immediately. You are requested to report for duty on or before **05th July 2019.**

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,

Sincerely Yours,

For Coconut Lagoon,

AJEESH

Asst. MANAGER HR

COCONUT LAGOON

KUMARAKOM

Tel: 9633342307

www.cghearth.com



FR. BALJU GEORGE

FR. BALJU GEORGE
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CHERTHALA-688 524

9/29/2019

Naipunnya Institute of Hotel Management Mail - CL/HRD/Offer Letter 09/2019 - Anandha Krishnan



Naipunnya Institute of Hotel Management <placement@nihm.ac.in>

CL/HRD/Offer Letter 09/2019 - Anandha Krishnan

1 message

Ajeesh <hrlagoon@cghearth.com>
To: placement@nihm.ac.in

Mon, Aug 5, 2019 at 6:21 PM

FWDED

Date: 01/08/2019

Dear Mr. Anandha Krishnan

Sub: Offer of Employment

Welcome to Team CGH Earth!

With reference to your application and subsequent interview you had with us, we are pleased to offer you the position of **"Guest Service Associate"** in the **F&B Service Department** and your salary and other benefits will be paid as mutually agreed (**Rs.10000**) during the interview, statutory deductions will be applicable.

In addition you will be entitled to 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. Training Certificates
3. Experience Certificate
4. Police Clearance Certificate
5. Satisfactory completion of medical examination along with Medical check-up results
6. Attested Evidence of Identity Proof 2 copies (Driving License/Election ID Card)


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

9/29/2019

Naipunnaya Institute of Hotel Management Mail - Letter of Intent - Apprentice Trainee



Naipunnaya Institute of Hotel Management <placement@nihm.ac.in>

Letter of Intent - Apprentice Trainee

1 message

Rajesh Philip <ahr@holidayinncochin.com>

Wed, Jul 24, 2019 at 12:28 PM

To: placement@nihm.ac.in, johnmelvinns@gmail.com

Dear Melbin,

Greetings from Holiday Inn Cochin!!!

Please find the list of students from your college, shortlisted for Apprentice Training at Holiday Inn Cochin.

We will be Providing Rs.3,000/- per month as a stipend.

Shortlisted Students:-

1. Tinu Tomy
2. Arunodayan K P

They are required to bring the following documents at the time of joining ie.29th July 2019.

- ✓ NOC letter from College
- ✓ Certificate which proves Age, qualification and Experience
- ✓ 4 Passport size Photos
- ✓ Police Clearance Certificate
- ✓ Copy of Aadhar Card /Election ID Card
- ✓ Medical Fitness Certificate

Regards,

Paul Jose

Asst. Manager - HR & Training



Paul Jose
FR. BAIJU GEORGE
PRINCIPAL
NAIPUNNAYA SCHOOL OF MANAGEMENT
CHERTHALA-688 524

9/29/2019

Naipunnya Institute of Hotel Management Mail - Fwd: Offer - Aravind S

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7 attachments



image001.png
82K



image002.jpg
14K



image003.png
7K

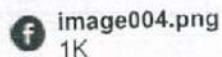


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image005.jpg
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image001.png
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Aravind S

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

8/7/2019

Naipunnya Institute of Hotel Management Mail - Fwd: Congratulations on being shortlisted as Guest service Associate at Crowne Plaza, K...



Naipunnya Institute of Hotel Management <placement@nihm.ac.in>

Fwd: Congratulations on being shortlisted as Guest service Associate at Crowne Plaza, Kochi!!

Tue, Aug 6, 2019 at 2:10 PM

jacob tony <jacobtony0098@gmail.com>
To: placement@nihm.ac.in

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

From: **Manis Pramod** <manis.pramod@crowneplaza-kochi.com>

Date: Sat, 3 Aug 2019, 1:45 pm

Subject: Congratulations on being shortlisted as Guest service Associate at Crowne Plaza, Kochi!!

To: <jacobtony0098@gmail.com>

Dear Jacob,

Greetings from Crowne Plaza Kochi!

Congratulations on being shortlisted as Guest service Associate at Crowne Plaza, Kochi!!

Please find below fitment that we have in mind for you based on the salary document provided so far to us. You will receive your appointment letter upon joining. **Please provide the attached documents list on the joining date.** Please go through the fitment and kindly confirm your acceptance by email. For further clarifications please call (8589010312). Your date of joining date would be 05 August 2019.

Roles	Crowne Plaza Kochi	
Designation	Guest Service Associate	
Job Band	9	
Cost to Company	14113	
Salary Components (Earnings)	Per Month	Per Annum
Basic	10500	126000
HRA	590	7080
Holiday Wages	410	4920
Gross Salary (A)	11500	138000
PF	1309	15708
ESIC	374	4488
Bonus	875	10500
PF Admin	55	660
Total (B)	2613	31356
Cost to the Company (A-B)	14113	169356

Principally
FR. BAIJU GEORGE
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NAIPUNNYA SCHOOL OF MANAGEMENT
CHERTHALA-688 524

8/7/2019

Naipunnya Institute of Hotel Management Mail - Fwd: Congratulations on being shortlisted as Guest service Associate at Crowne Plaza, K...

Your take home Salary would be Rs 9900/-

Manis Pramod

Assistant HR Manager



E: manis.pramod@crowneplaza-kochi.com M: +91 8589010312

T: +91 484 2865000 F: +91 484 2865111

Crowne Plaza Kochi

XI 641A Kundanoor Jn., NH-47 Bypass, Maradu
Ernakulam, Kerala, India, 682304

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IHG Hotels & Resorts





CROWNE PLAZA
AN IHG HOTEL
KOCHI



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THE DESTINATION
OF YOUR DREAMS**

Book before July 31, 2019 for stays
through September 15, 2019.

ihg.com/IHGGlobalSale

*Restrictions/Conditions apply



CROWNE PLAZA
AN IHG HOTEL
KOCHI



**SAVE AT LEAST 20%*
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THE DESTINATION
OF YOUR DREAMS**

Book before July 31, 2019 for stays
through September 15, 2019.

ihg.com/IHGGlobalSale

*Restrictions/Conditions apply

3 attachments

Near Manorama Jn:
Chertala
Pin-688 524

FR. BAIJU GEORGE

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

One&Only
Resorts, Dubai

11 September, 2019

Mr. Jeein Thomas
C/o Al Ahsan HR Consultancy
Cochin - India

One&Only The Palm, Dubai
One&Only Royal Mirage, Dubai
PO Box 37252, Dubai, UAE
Telephone: +971 4 359 99 99
Facsimile: +971 4 359 99 98
oneandonlyresorts.com

Dear Jeein,

On behalf of One&Only, it gives us great pleasure to offer you the following professional challenge as per the following details:

1. Position
Housekeeping Attendant - Public Area
2. Starting Date
Your date of joining will be no later than 1st October 2019.
3. Point of Hire
Your point of hire will be Cochin, India, from where a one-way economy class ticket will be provided.
4. Remuneration
Your monthly starting salary will be Dh 850/- (Approx. US\$132). Your eligibility for service charge will also commence once you have successfully completed your probationary period. This will be calculated every six months (i.e. from seventh month) and will be based on work performance, behavior and attendance.
5. Place of work
One&Only Management reserves the right to have you reassigned to a different unit within One&Only Royal Mirage, Dubai or One&Only The Palm, Dubai. Such assignments may be temporary or permanent.
6. Working Hours
Your working hours will be nine (9) hours a day over (6) days a week with one (1) day off.
7. Accommodation
You will be provided with a suitable shared accommodation (2 persons per room) in the staff-housing complex as per Hotel's policy.
8. Meals
The resort will provide daily breakfast, lunch and dinner taken within the colleagues Dining Room at the Hotel or within the employees' accommodation Dining Room.
9. Grooming
All employees will be required to adhere to the Hotel's grooming standard. Male team members are required to have a clean-shaven presentation; thus no moustache or beard is allowed.
10. Medical
A medical scheme will be provided for you as per the Hotel's policy.
11. Uniform / Laundry
You will be provided with a hotel uniform, along with laundry service.
12. Transport
Transportation from your accommodation to the hotel and vice versa will be provided as per the set scheduled by regular shuttle buses.



FR. BAIJU GEORGE
PRINCIPAL

NAIPUNNYA SCHOOL OF MANAGEMENT
CHERTHALA-688 524

One&Only
ROYAL MIRAGE
Dubai

Human Resources
Recruitment Department

10 December 2019

Mr. Jaison Reji
Cochin - India
c/o Al Ansari

Dear Jaison,

On behalf of the "One & Only Royal Mirage, Dubai", it gives us great pleasure to offer you the following professional challenge as per the following details:

1. Position
Laundry Attendant

2. Starting Date
Your date of joining will be no later than 20 December 2019.

3. Point of Hire
Your point of hire will be Cochin - India, from where a one-way economy class ticket will be provided.

4. Remuneration
Your monthly starting salary will be DhA.850/- (Approx. US\$232). Your eligibility for service charge will also commence once you have successfully completed your probationary period. This will be calculated every six months (i.e. from seventh month) and will be based on work performance, behavior and attendance.

5. Place of work
One&Only Management reserves the right to have you reassigned to a different unit within One&Only Royal Mirage - Dubai or One&Only The Palm, Dubai. Such assignments may be temporary or permanent.

6. Working Hours
Your working hours will be nine (9) hours a day over six (6) days a week with one (1) day off.

7. Meals
The resort will provide daily breakfast, lunch and dinner meals within the colleagues Dining Room at the hotel or within the employees' accommodation Dining Room.

8. Uniform / Laundry
You will be provided with a hotel uniform, along with laundry service.

9. Grooming
All employees will be required to adhere to the Hotel's grooming standards. Male team members are required to have a clean-shaven presentation, thus no moustache or beard is allowed.

10. Medical
A medical scheme will be provided for you as per the Hotel's policy.

11. Accommodation
You will be provided with a suitable shared accommodation (4 persons per room) in the staff-housing complex as per Hotel's policy.

12. Transport
Transport to and from the hotel will be provided as per approved hotel Bus schedule.

13. Vacation and Overseas Travel

13.1 In accordance with the provisions of the UAE Labor Law, you will be entitled to thirty (30) days paid leave after two years of service and annually thereafter. Please note that should you resign prior to the completion of the probationary period, your vacation accrual rate will be calculated at the rate of two days per month. No vacation will be provided should you resign prior to the completion of six months of service. The vacation period is operationally convenient for the hotel.



FR. BALJU GEORGE
PRINCIPAL
NAIPUNYA SCHOOL OF MANAGEMENT
CHENNAI-688 524



Salary & Benefits Offer Terms

Name : Anandhu A
 Job Title Waiter
 Responsibility Level Level 2
 Reporting To Outlet Manager
 Effective Date 22-Jul-19

SALARY HEAD	Per Month	Per year
MONTHLY		
Basic Salary	7,250	87,000
House Rent Allowance	2,840	34,080
Special Allowance	750	9,000
Conveyance Allowance	500	6,000
GROSS SALARY PER MONTH	11,340	136,080
ANNUAL BENEFITS		
LTA (payable per annum)	604	7,250
Ex Gratia(As per Co. Policy)	604	7,250
TOTAL ANNUAL BENEFITS	1,208	14,500
PERQUISITES		
PF @12% of basic salary	1,020	12,240
ESIC	369	4,423
TOTAL PERQUISITES	1,389	16,663
Cost to Company	13,937	167,243

Important Note

Please note that this private salary information is deemed confidential and is an agreement between the company and you.

On behalf of
 Hyatt Regency Chennai

Human Resources Manager

Accepted by :

Anandhu A



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PRINCIPAL
NAIPUNNYA SCHOOL OF MANAGEMENT
CHERTHALA-688 524

HYATT REGENCY
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 Pin-688 524
 Chennai - 600018, India

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 F: +91 44 8100 1235
 chennai.regency@hyatt.com

Robust Hotels Private Limited

July 20, 2019

Dear Alwin,

Congratulations!

We take pleasure to intimate you of your selection as **Guest Service Associate in Housekeeping Department, Radisson Blu Coimbatore.**

This Letter of Intent is being issued in lieu of your assignment at the hotel which commences w.e.f. **August 1, 2019** on the salary as mutually agreed.

Your Letter of Appointment, with all details, shall be given to you upon joining the Radisson Blu Coimbatore. We request you to provide us with a confirmation on the above latest by **July 26, 2019.**

Radisson Hotel Group is one of the world's premier hotel companies with a portfolio of extraordinary brands & we aspire to be the company of choice for our guest, talent & partners. I urge you to revisit our brand website www.radissonhotels.com at regular intervals, which shall also familiarize you with more global updates.

Wishing success ahead!

For Radisson Blu, Coimbatore



Nethaji Raaj V
Assistant Human Resource Manager



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PRINCIPAL
NAIPUNNYA SCHOOL OF MANAGEMENT
CHERTHALA-688 524





July 17, 2019

Jaganath K J
Page Two

1. Job Assignment (continued)

The normal working hours per week are 48 hours over six (6) days. The responsibilities of your position may require additional levels of commitment. In this event, you are expected to work as such hours required and it is understood that no overtime or time in lieu for additional worked hours will be compensated.

2. Compensation

Basic Salary

You will be paid annual gross basic salary of Rs.87,000/- (subject to deduction of income tax as per local laws). This is payable monthly in arrears. Your salary will be reviewed on an annual basis in line with the hotel's salary review policy.

House Rent Allowance

You will be paid an annual gross House Rent Allowance, calculated as 40% of your basic salary (subject to deduction of income tax as per local law). This is payable monthly in arrears.

Conveyance Allowance

You will be paid annual gross Conveyance Allowance, currently Rs. 6,000/- payable monthly in arrears, as per Hotel policy (subject to deduction of income tax as per local law).

Special Allowance

In addition, you will be paid an annual gross Special Allowance of Rs. 9,000/- (subject to deduction of income tax as per local law). This is payable monthly in arrears. This allowance will be reviewed annually in line with the Hotel's salary review policy. Please note that no statutory benefits are payable on this allowance.

Leave Travel Allowance

You will be entitled to Leave Travel Allowance as per Hotel's policy (subject to deduction of income tax as per local law). This is currently equivalent to one month's gross basic salary per anniversary year. Please note this allowance is only payable on completion of each full year of employment and will not be prorated in the event you do not complete a full calendar year.

3. Ex Gratia or Local Bonus

You will be entitled to payment of ex-gratia or local bonus @ 8.33%, if declared, at the prerogative of the Management. Such payment will be in keeping with the policy of Hyatt Regency Chennai.

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Principally
FR. BAJO GEORGE
PRINCIPAL
NAIPUNNYA SCHOOL OF MANAGEMENT
CHERTHALA-688 524
Robust Roles Private Limited



July 17, 2019

Mr. Jaganath K. J.,
Kashi Nivas,
Kanjiramchira Ward,
Alappuzha - 688007.

Dear Jaganath,

On behalf of Robust Hotels Pvt. Ltd (the "Employer"), the owning company of Hyatt Regency Chennai, we have the pleasure in confirming your appointment as Waiter for the Hyatt Regency Chennai (the "Hotel"), with effect from July 22, 2019.

This offer is subject to the following terms and conditions and upon the successful completion of a required medical examination, which deems you fit to work and subsequently to you remaining medically fit:

1. Job Assignment

In this Guest Services Staff (Level 2) position, you will report directly to the Outlet Manager. You will be responsible for assisting the overall management and efficient and smooth running of the Food and Beverage Division whilst achieving the budgeted financial targets for the Division as per the Hotel Business Plan. You are required to ensure all Hyatt International initiatives, materials and policies are introduced, implemented and maintained. In addition, you will be responsible to achieve the key objectives as laid down by the Corporate and Functional Strategies and in accordance to Hyatt International Regency Brand Standards whilst meeting the market expectations.

In this role, you will be responsible for working closely with Hyatt International specialists, the members of the hotel Leadership Committee, Department Heads and the associates under your supervision, maintaining harmonious relations at all times. Please find attached a Job Description, which outlines the scope and responsibilities of your role. Please sign and return a copy of this Job Description to signify your understanding and agreement.

The employer has concluded a Hotel Operations Service agreement and a Strategic Oversight Agreement with Hyatt India Consultancy Private Limited & Hyatt International South West Asia Limited (affiliates of Hyatt Hotels Corporation) respectively for the management of Hyatt Regency Chennai. Consequently, as a condition to your employment, you agree to comply fully with and be bound by all of the policies and procedures that are enacted from time to time by Hyatt Hotels Corporation or any of its affiliates, including Hyatt India Consultancy Private Limited and Hyatt International - South West Asia Ltd.

FR. BAIJU GEORGE
PRINCIPAL

NAIPUNYA SCHOOL OF MANAGEMENT
CHERTHALA - 688 524

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chennai.regency@hyatt.com

Robust Hotels Private Limited



July 17, 2019.

Jaganath K J
Page Four

7. Transportation

You will be responsible for making your own transportation arrangements to and from work irrespective of duty timings. The hotel has no liability whatsoever in this regard.

8. Probationary Period and Confirmation

The initial three months of your employment will be deemed as a Probationary Period during which time either party may, without furnishing reasons, terminate the employment with no liability other than for time worked. The Management reserves the right to reduce / dispense with or extend your probation period at its absolute discretion. Upon successful completion of the probationary period, you will be notified in writing.

9. Proprietary Materials

All training manuals, operations manuals, business data, business plans, financial projections and results, sales and marketing information, marketing strategies, customer information, computer programs and other business, commercial or technical information or data concerning the business prospects, strategies, business objectives, business transactions, financial arrangements, operations, systems and organization, methods, standards, specifications, concepts, ideas, plans, projects, programs, procedures and know-how of Hyatt, its ultimate parent company, their affiliates or any Hyatt-branded hotel made available to you during the course of your employment, in any tangible medium of expression, including any discoveries, inventions or derivative works of the same that you create or conceptualize during the course of your employment (collectively referred to herein as the "Confidential Information"), are the sole and exclusive property of Hyatt, its ultimate parent company, their affiliates, or that particular Hyatt-branded hotel. The Confidential information made available to you during the course of your employment may include valuable trade secrets belonging to Hyatt, its ultimate parent company, their affiliates or any Hyatt-branded hotel. All training manuals, operations manuals, business data, business plans, financial projections and results, sales and marketing information, marketing strategies, customer information, computer programs and other business, commercial or technical information or data concerning the business prospects, strategies, business objectives, business transactions, financial arrangements, operations, systems and organization, methods, standards, specifications, concepts, ideas, plans, projects, programs, procedures and know-how of Hyatt, its ultimate parent company, their affiliates or any Hyatt-branded hotel made available to you during the course of your employment, in any tangible medium of expression, including any discoveries, inventions or derivative works of the same that you create or conceptualize during the course of your employment (collectively referred to herein as the "Confidential Information"), are the sole and exclusive property of Hyatt, its ultimate parent company, their affiliates, or that particular



July 17, 2019

Jaganath K J
Page Three

4. Accommodation

You will be responsible for your own accommodation.

5. Benefits

Provident Fund

The Employers' Contribution to your Provident Fund is currently 12%. This will be maintained as per the terms and provisions of the Employees Provident Fund and Miscellaneous Provisions Act 1952 and any amendment thereof.

Medical Coverage

You will be provided with medical coverage for yourself, your spouse and up to two dependent children, in keeping with hotel policy and the applicable statutory provisions.

Personal Accident Insurance Coverage

You will be covered under the Personal Accident Insurance Scheme as per hotel policy.

Gratuity

Your entitlement to the payment of Gratuity will be governed as per the statutory provisions of the Payment of Gratuity Act, 1972.

Duty Meals

Duty meals will be provided in our Employee Restaurant and in designated outlets as outlined in the hotel policy. Management is encouraged to eat regularly in the Employee Restaurant with a minimum of three meals per week.

Fitness Centre and Beauty Salon Facilities

You will be entitled to the usage of the Fitness Centre and Beauty Salon facilities as per Hotel Policy.

Uniforms

You are required to wear uniforms provided whilst at work, ensuring this is well maintained and well presented, strictly adhering to Hyatt Regency Chennai grooming standards.

6. Privilege Leave, Casual Leave/Sick Leave, National and Festive Holidays

Your entitlement to Privilege Leave, Casual Leave/Sick Leave, National and Festive holidays will be as per the provisions of the applicable statutory legislation. Please note that these holidays and the rules and regulations governing these may be amended from time to time. Please note that the prior approval of your Department / Division Head must be obtained prior to you proceeding on leave/holiday.

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FR. BALJU GEORGE
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CHERTHALA-688 524

Private Limited



July 17, 2019.

Jaganath K J
Page Six

14. Conflict in Terms

If, in accordance with applicable law or local custom and practice, you are required to execute a separate contract of employment with the Employer and any terms of that contract conflict with the terms of this letter of appointment, the terms of the contract of employment will be deemed to prevail with respect to such conflict.

15. Information Privacy

15.1 You acknowledge that you have read and understood the Global Privacy Policy for Employees (the "Policy") You consent to the processing of personal information relating to you in accordance with the Policy.

In particular, you consent to:

15.1.1 the collection and processing of sensitive information about you to the limited extent, and for the purposes described in the Policy, to the extent permitted by applicable law;

15.1.2 the transfer worldwide (including to countries which may not offer the same level of information protection) of personal information held about you by Employer and/or Hyatt. Hyatt's ultimate parent company (Hyatt Hotels Corporation), or any of its affiliates to other employees and departments, offices and hotels of Hyatt's worldwide organisation and to third parties (described in the Policy) where disclosure to such third parties is required in the normal course of business or by law (in each case to the extent permitted by law);

15.1.3 the monitoring of communications in accordance with Section [2], below, "Employee Monitoring Notice," and

15.1.4 the carrying out of background checks to the extent permitted by law.

15.2 The references to information "relating to you" or "about you" include references to information about third parties such as your spouse and children (if any) which you provide on their behalf, to the extent permitted by applicable law. The reference to "sensitive information" is to the various categories of sensitive personal information identified by applicable privacy legislation as requiring special treatment, including in some circumstances the need to obtain explicit consent. These categories may comprise personal information about or from which we can determine or infer an individual's racial or ethnic origin, political opinions, religious beliefs or other beliefs of a similar nature, membership in a trade union or professional association, physical or mental health condition, genetic data, sexual life, or judicial data (including information concerning the commission or alleged

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July 17, 2019.

Jaganath K. J
Page Five

9. Proprietary Materials (continued)

Hyatt-branded hotel. The Confidential information made available to you during the course of your employment may include valuable trade secrets belonging to Hyatt, its ultimate parent company, their affiliates or any Hyatt-branded hotel. You must hold all Confidential Information in the strictest confidence, and not share or disclose it to any third parties or use it except in the routine course of the performance of your duties at the Hotel. You must return all Confidential Information, including any copies, summaries or compilations of any Confidential Information, to an authorized representative of Hyatt upon the termination of your employment. Any violation of these obligations will subject you to appropriate disciplinary action, which may include immediate suspension or termination and the forfeiture of incentive-type compensation as a result of such suspension or termination. Your obligations under this paragraph will continue in effect beyond the termination of your employment.

10. Code of Behaviour

Please note that it is your own liability to bear the consequences of any violation of the laws and conventional practices of India. You should make yourself familiar with all applicable laws.

11. Exclusivity Clause

During your employment with the company, you cannot undertake any employment with any other company or organisation without prior written approval from the General Manager.

12. Termination of Employment

It is anticipated that your assignment will be on an ongoing basis, unless you are re-assigned earlier by the company. This agreement can be terminated by either party providing a written one-month notice period, the company reserves the right to pay outstanding salary in lieu of notice. No leave may be availed during this notice period and you will be required to fulfil your professional duties for the entire duration of the stipulated notice period. The company also reserves the right to move you to another suitable assignment.

13. Severability

If any term or provision of this offer of employment will to any extent be held invalid or unenforceable, the remaining terms and provisions of this offer of employment will not be affected, but each term and provision of this offer of employment will be valid and be enforced to the fullest extent permitted by law.

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July 17, 2019.

Jaganath K J
Page Eight

16. Employee Monitoring Notice/Consent(continued)

- iii. preventing or detecting crime or violations of company policy;
 - iv. ensuring the effective operation of Hotel telecommunications (including telephones, email and internet) systems; or
 - v. monitoring the level of guest customer service;
- together with any other purposes for which the Employer or Hyatt has obtained the consent of the employee.
- 16.2 Where appropriate, your emails and paper correspondence may be checked (e.g. in your absence) to ensure that Hotel responds promptly to its guests and other contacts.
- 16.3 Authorised persons may, for the foregoing purposes, access your desk or workspace files, stored electronic mail, voicemail messages, Internet usage messages, telephone records, word processing files and other electronic or paper-based information files.
- 16.4 Many people may have access to Hotel systems and when using Hotel systems you should take care not to communicate or disclose sensitive personal information or other personal information relating to you, your family, friends, colleagues or third parties where the communication or disclosure of the information might cause damage or distress to the individual concerned.
- 16.5 There are Closed Circuit Television (CCTV) cameras in operation within and around the hotels and other premises, which are used for the following purposes:
- 16.5.1 to prevent and detect crime;
 - 16.5.2 to protect the health and safety of guests and staff;
 - 16.5.3 to manage and protect Hotel property and the property of Hotel guests and other visitors; and
 - 16.5.4 to monitor guest interactions.
- 16.6 We use "secret shopper" programs to monitor the quality of customer service.
- 16.7 With respect to information gathered as a result of employee monitoring, you acknowledge that Hotel may obtain access to the contents of communications which could include some sensitive personal information about the racial or ethnic origin, political opinions, religious or other similar beliefs, trade union membership, physical or mental health, sexual life, or criminal record of yourself or third parties referred to in those communications.

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Robust Hotels Private Limited

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PRINCIPAL
NAIPUNNYA SCHOOL OF MANAGEMENT

FR. BALJU GEORGE
PRINCIPAL
NAIPUNNYA SCHOOL



July 17, 2019.

Jaganath K J
Page Seven

15. Information Privacy(continued)

commission of a criminal offence). We only process sensitive information in your jurisdiction if and to the extent permitted by applicable law.

15.3 You will treat any personal information to which you have access in the course of your employment (and after) in accordance with the Policy, Hyatt's Global Privacy Policy and all other applicable policies and procedures that are promulgated from time to time by Hyatt, its ultimate parent company and their affiliates. In particular, you will not use any such personal information other than in connection with and to the extent necessary for the purposes of your employment (including after the end of your employment with us).

15.4 You will comply with all rules and regulations contained in the Employee Handbook.

15.5 The Policy sets out further details on the purposes for which we collect your personal information and how we will use it, the entities to which we may disclose your personal information and their location, the consequences for you if we do not collect your personal information, and how you may access, correct or make a complaint in relation to the handling of your personal information on legitimate grounds (including by emailing Hyatt's Chief Privacy Officer at privacy@hyatt.com).

16. Employee Monitoring Notice/Consent

16.1 In some circumstances, communications (including emails, voicemail, telephone calls, including those made on any mobile phones provided to you, and Internet usage records) may be monitored in accordance with Hyatt's Acceptable Use Policy for Information Technology Resources and any other acceptable use policies that may replace, amend or supplement that policy from time to time. Also, paper correspondence such as envelopes or packages may be monitored, recorded or inspected (as appropriate) using monitoring devices or other technical or physical means. Such monitoring may take place only where necessary and proportionate for purposes permitted by law from time to time, including without limitation:

i. establishing the existence of facts (e.g. recording evidence of business transactions);

ii. ascertaining compliance with regulatory or self-regulatory practices or procedures which relate to Hotel business;

iii. ascertaining or demonstrating standards which are achieved or ought to be achieved by persons using Hotel systems;



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Robust Hotels Private Limited

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July 17, 2019.

Jaganath K J
Page Nine

16. Employee Monitoring Notice/Consent(continued)

16.8 Information gathered as part of the monitoring process will be kept in accordance with the Policy and may be transferred internationally (including to countries

Which may not offer the same level of information protection) throughout the worldwide offices and hotels of Hyatt, its ultimate parent companies and its affiliates.

17. Acceptance

Please note this offer is in accordance with the policies and procedures outlined in the Employee Handbook of Hyatt Regency Chennai and Indian legislation, which shall govern in the event of any dispute.

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

Jaganath, I trust that this covers all the pertinent details of your employment. Should you have any further questions, please let us know.

In the meantime, may I take this opportunity to congratulate you on your appointment, and to wish you every success in your challenging new assignment in Chennai. I look forward to working closely with you.

Yours sincerely,


Mohana Priya
Human Resources Manager

I have read and fully understand the terms and conditions of my employment as Waiter Hyatt Regency Chennai.

Acceptance: _____
Jaganath K J

Date: _____

cc: Financial Controller



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chennai.reGENCY.hyatt.com


FR. BAIJU GEORGE
PRINCIPAL
NAIPUNNYA SCHOOL OF MANAGEMENT
CHERTHALA-688 524 Hotels Private Limited

July 20, 2019

Dear Krishna Kanth,

Congratulations!

We take pleasure to intimate you of your selection as **Trainee Guest Service Associate in Food & Beverage Service Department, Radisson Blu Coimbatore.**

This Letter of Intent is being issued in lieu of your assignment at the hotel which commences w.e.f **August 1, 2019** on the salary as mutually agreed.

Your Letter of Appointment, with all details, shall be given to you upon joining the Radisson Blu Coimbatore. We request you to provide us with a confirmation on the above latest by **July 26, 2019.**

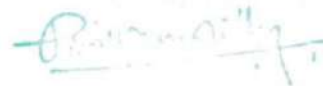
Radisson Hotel Group is one of the world's premier hotel companies with a portfolio of extraordinary brands & we aspire to be the company of choice for our guest, talent & partners. I urge you to revisit our brand website www.radissonhotels.com at regular intervals, which shall also familiarize you with more global updates.

Wishing success ahead!

For Radisson Blu, Coimbatore



Nethaji Raaj V
Assistant Human Resource Manager



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



July 20, 2019

Dear Justin,

Congratulations!

We take pleasure to intimate you of your selection as **Trainee Guest Service Associate** in **Food & Beverage Service** Department, **Radisson Blu Coimbatore**.

This Letter of Intent is being issued in lieu of your assignment at the hotel which commences w.e.f **August 1, 2019** on the salary as mutually agreed.

Your Letter of Appointment, with all details, shall be given to you upon joining the Radisson Blu Coimbatore. We request you to provide us with a confirmation on the above latest by **July 26, 2019**.

Radisson Hotel Group is one of the world's premier hotel companies with a portfolio of extraordinary brands & we aspire to be the company of choice for our guest, talent & partners. I urge you to revisit our brand website www.radissonhotels.com at regular intervals, which shall also familiarize you with more global updates.

Wishing success ahead!

For Radisson Blu, Coimbatore



Nethaji Raaj V
Assistant Human Resource Manager



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CHERTHALA-688 524

Radisson Blu Coimbatore
(A Unit of GBJ Hotels Private Limited)
164 / 165, Avinashi Road, Peelamedu, Coimbatore, Tamilnadu - 641 004, India
Tel : +91 422 - 2226000 Fax : +91 422 - 222 6010
<https://www.radissonblu.com/en/coimbatore>



Date - June 17, 2019

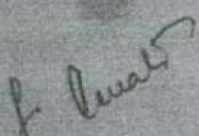
To Whom So Ever it May Concern

This is to bring to your kind attention that Mr Krishnakanth A of Naipunnya School of Management, Kerala has completed his Industrial Exposure Training at Taj Bengal, Kolkata in F&B Service & Housekeeping from Jan 21, 2019 to June 17, 2019.

We wish to applaud his dedicated efforts and commitment towards tasks assigned during his training at the hotel. He was an asset to the daily operations. He single handedly handled all the initiatives that were given to him with great passion and diligence. He has a positive attitude, has shown a keen interest in learning new things.

His passion for always going the extra mile is much appreciated.

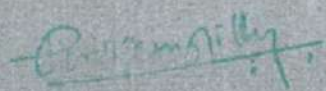
We wish him success in all his future endeavours.


Sowmya Sengupta

Learning and Development Manager

Taj Bengal,

Kolkata


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PRINCIPAL

NAIPUNNYA SCHOOL OF MANAGEMENT
CHERTHALLA-688 524



14 E, Devedutt Road, Alipore
Kolkata - 700 077, West Bengal, India
2223 5539 Facsimile: +91 33 2223 1766/1980
Email: admission@naipunnya.com, naipunnya@naipunnya.com
TOLL FREE: 1800 430 430

THE INDIAN HOTELS COMPANY LIMITED

Registered Office: Maratha House, Maratha Road, Mumbai - 400 004, India
Telephone: +91 22 6634 5511 Fax: +91 22 2351 7447 E-MAIL: naipunnya@naipunnya.com

HAN 3A4C1B5C
GSTIN: 07AACT1940A
Trade License No. 1076000000

20th June 2019

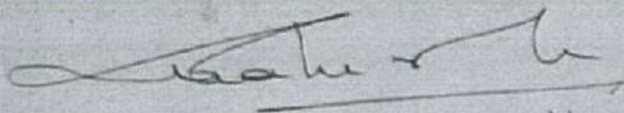
Certificate

This is to certify that **Mr. Manu Chacko**, B.Sc. Hotel Management and Catering Science student of Naipunnaya School of Management, Alappuzha, had undergone **Industrial Exposure Training**, with us during the period **22th January to 19th June 2019** in **Front Office, Housekeeping, Food & Beverage Service and Food Production** department

During the tenure of his training, we found him to be sincere, regular and hardworking.

We congratulate him for the consistent effort displayed during the training period and wish him all the best for the future endeavors.

For Taj Green Cove Resort & Spa, Kovalam



Mahesh R
Learning & Development Manager




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

July 20, 2019

Dear Tijo,

Congratulations!

We take pleasure to intimate you of your selection as **Trainee Guest Service Associate in Food & Beverage Service Department, Radisson Blu Coimbatore.**

This Letter of Intent is being issued in lieu of your assignment at the hotel which commences w.e.f **August 1, 2019** on the salary as mutually agreed.

Your Letter of Appointment, with all details, shall be given to you upon joining the Radisson Blu Coimbatore. We request you to provide us with a confirmation on the above latest by **July 26, 2019.**

Radisson Hotel Group is one of the world's premier hotel companies with a portfolio of extraordinary brands & we aspire to be the company of choice for our guest, talent & partners. I urge you to revisit our brand website www.radissonhotels.com at regular intervals, which shall also familiarize you with more global updates.

Wishing success ahead!

For Radisson Blu, Coimbatore



Nethaji Raaj V
Assistant Human Resource Manager




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

Radisson Blu Coimbatore
(A Unit of GBJ Hotels Private Limited)
164 / 165, Avinashi Road, Peelamedu, Coimbatore, Tamilnadu - 641 004, India
Tel : +91 422 - 2226000 Fax : +91 422 - 222 6010
<https://www.radissonblu.com/en/coimbatore>

July 20, 2019

Dear Varghese,

Congratulations!

We take pleasure to intimate you of your selection as **Trainee Guest Service Associate** in **Food & Beverage Service Department, Radisson Blu Coimbatore**.

This Letter of Intent is being issued in lieu of your assignment at the hotel which commences w.e.f **August 1, 2019** on the salary as mutually agreed.

Your Letter of Appointment, with all details, shall be given to you upon joining the Radisson Blu Coimbatore. We request you to provide us with a confirmation on the above latest by **July 26, 2019**.

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Wishing success ahead!

For Radisson Blu, Coimbatore



Nethaji Raaj V
Assistant Human Resource Manager




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

PROPOSED OFFER		
Name	Tijo Chacko	
Designation	Guest Service Associate- F & B Services	
Hotel	Novotel Kochi Infopark	
Job Level	2	
Reporting To	F & B Manager	
Date of Joining	01-Aug-19	
Salary & Allowances	Rs / Mth	Rs / Year
Basic Salary and Dearness Allowance	10,500	126,000
Total (A)	10,500	126,000
Retiral Benefits		
Employer PF Contribution @ 12% of Basic & Dearness Allowance	1,260	15,120
Employer ESIC Contribution @ 3.25% of Gross Monthly Salary	341	4,095
Total (B)	1,601	19,215
Total Fixed Compensation (A+B)	12,101	145,215
Note: Your take home salary would be Rs 8900/- Approx		




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 CHERTHALA-688 524

July 20, 2019

Dear Shibin,

Congratulations!

We take pleasure to intimate you of your selection as **Trainee Guest Service Associate** in **Food & Beverage Service Department, Radisson Blu Coimbatore**.

This Letter of Intent is being issued in lieu of your assignment at the hotel which commences w.e.f **August 1, 2019** on the salary as mutually agreed.

Your Letter of Appointment, with all details, shall be given to you upon joining the Radisson Blu Coimbatore. We request you to provide us with a confirmation on the above latest by **July 26, 2019**.

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Wishing success ahead!

For Radisson Blu, Coimbatore



Nethaji Raaj V
Assistant Human Resource Manager



FR. BAIJU GEORGE
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CHERTHALA-688 524



Taj
BEKAL RESORT & SPA

21st JUNE 2019

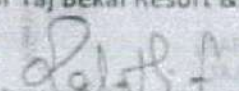
TO WHOMSOEVER IT MAY CONCERN

This is to certify that Mr. KIRAN JOSEPH has completed industrial exposure training in all the major departments from 20th January 2019 till June 20th 2019.

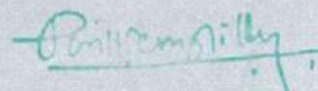
During his tenure with us he was found to be hard working and learning oriented.

We wish him all the best for his future endeavors.

For Taj Bekal Resort & Spa


Sadath Fasaludeen

Manager – Learning & Development



FR. BALJU GEORGE
PRINCIPAL

NAIPUNNYA SCHOOL OF MANAGEMENT
CHERTHALA-688 524

CHERTHALA-688 524

One&Only

THE PALM
Dubai

10 December, 2019

Mr. Bipin Sunny
C/o Al Amani HR Consultancy
Cochin - India

One&Only The Palm
PO Box 114843
West Crescent, Palm Jumeirah
Dubai, United Arab Emirates
Telephone + 971 4 440 10 10
Facsimile + 971 4 440 10 11
Info@oneandonlythepalm.com

Dear Bipin,

On behalf of One&Only, it gives us great pleasure to offer you the following professional challenge as per the following details:

1. Position
Housekeeping Attendant – Public Area.
2. Starting Date
Your date of joining will be no later than 26th December 2019.
3. Point of Hire
Your point of hire will be Cochin, India, from where a one-way economy class ticket will be provided.
4. Remuneration
Your monthly starting salary will be Dh 850/- (Approx. US\$232). Your eligibility for service charge will also commence once you have successfully completed your probationary period. This will be calculated every six months (i.e. from seventh month) and will be based on work performance, behavior and attendance.
5. Place of work
One&Only Management reserves the right to have you reassigned to a different unit within One&Only Royal Mirage, Dubai or One&Only The Palm, Dubai. Such assignments may be temporary or permanent.
6. Working Hours
Your working hours will be nine (9) hours a day over (6) days a week with one (1) day off.
7. Accommodation
You will be provided with a suitable shared accommodation (2 persons per room) in the staff-housing complex as per Hotel's policy.
8. Meals
The resort will provide daily breakfast, lunch and dinner taken within the colleagues Dining Room at the Hotel or within the employees' accommodation Dining Room.
9. Grooming
All employees will be required to adhere to the Hotel's grooming standard. Male team members are required to have a clean-shaven presentation; thus no moustache or beard is allowed.
10. Medical
A medical scheme will be provided for you as per the Hotel's policy.
11. Uniform / Laundry
You will be provided with a hotel uniform, along with laundry service.
12. Transport
Transportation from your accommodation to the hotel and vice versa will be provided as per the hotel's policy.



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9/29/2019

Naipunnya Institute of Hotel Management Mail - Letter of Intent - Apprentice Trainee

HOLIDAY INN COCHIN

33/1739 A, Chakkaraparambu Junction, National Highways By Pass, Vennala, Cochin, India

Direct Line: +91 484 4199000, 0484 6649000 Mobile: +91 8129497450

Toll Free: 1800 1033 066, +91 124 4551212

Email: ahr@holidayinncochin.com Website: www.holidayinn.com/cochin

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CHERTHALA-688 524



8/5/2019

Naipunnya Institute of Hotel Management Mail - CL/HRD/Offer Letter 08/2019 - Shanel Mathew



Naipunnya Institute of Hotel Management <placement@nihm.ac.in>

CL/HRD/Offer Letter 08/2019 - Shanel Mathew

1 message

Ajeesh <hrlagoon@cghearth.com>
To: placement@nihm.ac.in

Mon, Aug 5, 2019 at 6:19 PM

FWDED

Date: 10/07/2019

Dear Mr. Shanel Mathew

Sub: Offer of Employment

Welcome to Team CGH Earth!

With reference to your application and subsequent interview you had with us, we are pleased to offer you the position of **"Guest Service Associate"** in the **House Keeping Department** and your salary and other benefits will be paid as mutually agreed (**Rs.10000**) during the interview, statutory deductions will be applicable.

In addition you will be entitled to 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. Training Certificates
3. Experience Certificate
4. Police Clearance Certificate
5. Satisfactory completion of medical examination along with Medical check-up results
6. Attested Evidence of Identity Proof 2 copies (Driving License/Election ID Card/Aadhar/Bank Passbook)


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PRINCIPAL
NAIPUNNYA SCHOOL OF MANAGEMENT
CHERTHALA-688 524

8/5/2019

Naipunnya Institute of Hotel Management Mail - CL/HRD/Offer Letter 08/2019 - Shanel Mathew

7. Passport size photos 10

Please send us your acceptance in writing immediately. You are requested to report for duty on or before **15th July 2019.**

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,

Sincerely Yours,

For Coconut Lagoon,

AJEESH

Asst. MANAGER HR

COCONUT LAGOON

KUMARAKOM

Tel: 9633342307

www.cghearth.com



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CHERTHALA-688 524

8/5/2019

Naipunnya Institute of Hotel Management Mail - CL/HRD/Offer Letter 07/2019 -Sijo Sunny



Naipunnya Institute of Hotel Management <placement@nihm.ac.in>

CL/HRD/Offer Letter 07/2019 -Sijo Sunny

1 message

Mon, Aug 5, 2019 at 6:16 PM

Ajeesh <hrlagoon@cghearth.com>
To: placement@nihm.ac.in

FWDED

Date: 10/07/2019

Dear Mr. Sijo Sunny

Sub: Offer of Employment

Welcome to Team CGH Earth!

With reference to your application and subsequent interview you had with us, we are pleased to offer you the position of "Guest Service Associate" in the **House Keeping Department** and your salary and other benefits will be paid as mutually agreed (**Rs.10000**) during the interview, statutory deductions will be applicable.

In addition you will be entitled to 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. Training Certificates

3. Experience Certificate

4. Police Clearance Certificate

5. Satisfactory completion of medical examination along with Medical check-up results

6. Attested Evidence of Identity Proof 2 copies (Driving License/Election ID Card/Aadhar/Bank Passbook)



Brijmohit

FR. BAIJU GEORGE
PRINCIPAL

NAIPUNNYA SCHOOL OF MANAGEMENT
CHERTHALA-688 524

8/5/2019

Naipunnya Institute of Hotel Management Mail - CL/HRD/Offer Letter 07/2019 -Sijo Sunny

7. Passport size photos 10

Please send us your acceptance in writing immediately. You are requested to report for duty on or before **17th July 2019.**

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,

Sincerely Yours,

For Coconut Lagoon,

AJEESH

Asst. MANAGER HR

COCONUT LAGOON

KUMARAKOM

Tel: 9633342307

www.cghearth.com



Fr. Baiju George

FR. BAIJU GEORGE
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NAIPUNNYA SCHOOL OF MANAGEMENT
CHERTHALA-688 524



July 17, 2019

Jaganath K J
Page Two

1. Job Assignment (continued)

The normal working hours per week are 48 hours over six (6) days. The responsibilities of your position may require additional levels of commitment. In this event, you are expected to work as such hours required and it is understood that no overtime or time in lieu for additional worked hours will be compensated.

2. Compensation

Basic Salary

You will be paid annual gross basic salary of Rs.87,000/- (subject to deduction of income tax as per local laws). This is payable monthly in arrears. Your salary will be reviewed on an annual basis in line with the hotel's salary review policy.

House Rent Allowance

You will be paid an annual gross House Rent Allowance, calculated as 40% of your basic salary (subject to deduction of income tax as per local law). This is payable monthly in arrears.

Conveyance Allowance

You will be paid annual gross Conveyance Allowance, currently Rs. 6,000/- payable monthly in arrears, as per Hotel policy (subject to deduction of income tax as per local law).

Special Allowance

In addition, you will be paid an annual gross Special Allowance of Rs. 9,000/- (subject to deduction of income tax as per local law). This is payable monthly in arrears. This allowance will be reviewed annually in line with the Hotel's salary review policy. Please note that no statutory benefits are payable on this allowance.

Leave Travel Allowance

You will be entitled to Leave Travel Allowance as per Hotel's policy (subject to deduction of income tax as per local law). This is currently equivalent to one month's gross basic salary per anniversary year. Please note this allowance is only payable on completion of each full year of employment and will not be prorated in the event you do not complete a full calendar year.

3. Ex Gratia or Local Bonus

You will be entitled to payment of ex-gratia or local bonus @ 8.33% if declared, at the prerogative of the Management. Such payment will be in keeping with the policy of Hyatt Regency Chennai.

FR. BALJU GEORGE

PRINCIPAL

**MAIPUNYA SCHOOL OF MANAGEMENT
CHERTHALA-688 524**



685 Anna Salai, Teynampet
Chennai - 600018, India
T: +91 44 6100 1234
F: +91 44 6100 1235
chennai.regency.hyatt.com

Robust Hotels Private Limited



July 17, 2019

Jaganath K J
Page Three

4. Accommodation

You will be responsible for your own accommodation.

5. Benefits

Provident Fund

The Employers' Contribution to your Provident Fund is currently 12%. This will be maintained as per the terms and provisions of the Employees Provident Fund and Miscellaneous Provisions Act 1952 and any amendment thereof.

Medical Coverage

You will be provided with medical coverage for yourself, your spouse and up to two dependent children, in keeping with hotel policy and the applicable statutory provisions.

Personal Accident Insurance Coverage

You will be covered under the Personal Accident Insurance Scheme as per hotel policy.

Gratuity

Your entitlement to the payment of Gratuity will be governed as per the statutory provisions of the Payment of Gratuity Act, 1972.

Duty Meals

Duty meals will be provided in our Employee Restaurant and in designated outlets as outlined in the hotel policy. Management is encouraged to eat regularly in the Employee Restaurant with a minimum of three meals per week.

Fitness Centre and Beauty Salon Facilities

You will be entitled to the usage of the Fitness Centre and Beauty Salon facilities as per Hotel Policy.

Uniforms

You are required to wear uniforms provided whilst at work, ensuring this is well maintained and well presented, strictly adhering to Hyatt Regency Chennai grooming standards.

6. Privilege Leave, Casual Leave/Sick Leave, National and Festive Holidays

Your entitlement to Privilege Leave, Casual Leave/Sick Leave, National and Festive holidays will be as per the provisions of the applicable statutory legislation. Please note that these holidays and the rules and regulations governing these may be amended from time to time. Please note that the prior approval of your Department / Division Head must be obtained prior to you proceeding on leave/holiday.

HYATT REGENCY
CHENNAI
Near Mahopala In:
Cherthala
Post-688 524
3rd Anna Salai, Teynampet
Chennai - 600015, India

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chennai.regency@hyatt.com

Responsible
FR. BAIJU GEORGE
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CHERTHALA-688 524

Former Hotels Private Limited



July 17, 2019.

Jaganath K. J
Page Four

7. Transportation

You will be responsible for making your own transportation arrangements to and from work irrespective of duty timings. The hotel has no liability whatsoever in this regard.

8. Probationary Period and Confirmation

The initial three months of your employment will be deemed as a Probationary Period during which time either party may, without furnishing reasons, terminate the employment with no liability other than for time worked. The Management reserves the right to reduce / dispense with or extend your probation period at its absolute discretion. Upon successful completion of the probationary period, you will be notified in writing.

9. Proprietary Materials

All training manuals, operations manuals, business data, business plans, financial projections and results, sales and marketing information, marketing strategies, customer information, computer programs and other business, commercial or technical information or data concerning the business prospects, strategies, business objectives, business transactions, financial arrangements, operations, systems and organization, methods, standards, specifications, concepts, ideas, plans, projects, programs, procedures and know-how of Hyatt, its ultimate parent company, their affiliates or any Hyatt-branded hotel made available to you during the course of your employment, in any tangible medium of expression, including any discoveries, inventions or derivative works of the same that you create or conceptualize during the course of your employment (collectively referred to herein as the "Confidential Information"), are the sole and exclusive property of Hyatt, its ultimate parent company, their affiliates, or that particular Hyatt-branded hotel. The Confidential information made available to you during the course of your employment may include valuable trade secrets belonging to Hyatt, its ultimate parent company, their affiliates or any Hyatt-branded hotel. All training manuals, operations manuals, business data, business plans, financial projections and results, sales and marketing information, marketing strategies, customer information, computer programs and other business, commercial or technical information or data concerning the business prospects, strategies, business objectives, business transactions, financial arrangements, operations, systems and organization, methods, standards, specifications, concepts, ideas, plans, projects, programs, procedures and know-how of Hyatt, its ultimate parent company, their affiliates or any Hyatt-branded hotel made available to you during the course of your employment, in any tangible medium of expression, including any discoveries, inventions or derivative works of the same that you create or conceptualize during the course of your employment (collectively referred to herein as the "Confidential Information"), are the sole and exclusive property of Hyatt, its ultimate parent company, their affiliates, or that particular

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CHERTHALA-688 524



July 17, 2019.

Jaganath K J
Page Five

9. Proprietary Materials (continued)

Hyatt-branded hotel. The Confidential information made available to you during the course of your employment may include valuable trade secrets belonging to Hyatt, its ultimate parent company, their affiliates or any Hyatt-branded hotel. You must hold all Confidential Information in the strictest confidence, and not share or disclose it to any third parties or use it except in the routine course of the performance of your duties at the Hotel. You must return all Confidential Information, including any copies, summaries or compilations of any Confidential Information, to an authorized representative of Hyatt upon the termination of your employment. Any violation of these obligations will subject you to appropriate disciplinary action, which may include immediate suspension or termination and the forfeiture of incentive-type compensation as a result of such suspension or termination. Your obligations under this paragraph will continue in effect beyond the termination of your employment.

10. Code of Behaviour

Please note that it is your own liability to bear the consequences of any violation of the laws and conventional practices of India. You should make yourself familiar with all applicable laws.

11. Exclusivity Clause

During your employment with the company, you cannot undertake any employment with any other company or organisation without prior written approval from the General Manager.

12. Termination of Employment

It is anticipated that your assignment will be on an ongoing basis, unless you are re-assigned earlier by the company. This agreement can be terminated by either party providing a written one-month notice period, the company reserves the right to pay outstanding salary in lieu of notice. No leave may be availed during this notice period and you will be required to fulfil your professional duties for the entire duration of the stipulated notice period. The company also reserves the right to move you to another suitable assignment.

13. Severability

If any term or provision of this offer of employment will to any extent be held invalid or unenforceable, the remaining terms and provisions of this offer of employment will not be affected, but each term and provision of this offer of employment will be valid and be enforced to the fullest extent permitted by law.



Naipunnaya School of Management
Chertala
Pin-688 524

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chennai.reGENCY.hyatt.com

Signature

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CHERTHALA-688 524



July 17, 2019.

Jaganath K J
Page Six

14. Conflict in Terms

If, in accordance with applicable law or local custom and practice, you are required to execute a separate contract of employment with the Employer and any terms of that contract conflict with the terms of this letter of appointment, the terms of the contract of employment will be deemed to prevail with respect to such conflict.

15. Information Privacy

15.1 You acknowledge that you have read and understood the Global Privacy Policy for Employees (the "Policy") You consent to the processing of personal information relating to you in accordance with the Policy.

In particular, you consent to:

15.1.1 the collection and processing of sensitive information about you to the limited extent, and for the purposes described in the Policy, to the extent permitted by applicable law;

15.1.2 the transfer worldwide (including to countries which may not offer the same level of information protection) of personal information held about you by Employer and/or Hyatt. Hyatt's ultimate parent company (Hyatt Hotels Corporation), or any of its affiliates to other employees and departments, offices and hotels of Hyatt's worldwide organisation and to third parties (described in the Policy) where disclosure to such third parties is required in the normal course of business or by law (in each case to the extent permitted by law);

15.1.3 the monitoring of communications in accordance with Section [2], below, "Employee Monitoring Notice;" and

15.1.4 the carrying out of background checks to the extent permitted by law.

15.2 The references to information "relating to you" or "about you" include references to information about third parties such as your spouse and children (if any) which you provide on their behalf, to the extent permitted by applicable law. The reference to "sensitive information" is to the various categories of sensitive personal information identified by applicable privacy legislation as requiring special treatment, including in some circumstances the need to obtain explicit consent. These categories may comprise personal information about or from which we can determine or infer an individual's racial or ethnic origin, political opinions, religious beliefs or other beliefs of a similar nature, membership in a trade union or professional association, physical or mental health condition, genetic data, sexual life, or judicial data (including information concerning the individual's alleged

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July 17, 2019.

Jaganath K J
Page Seven

15. Information Privacy(continued)

commission of a criminal offence). We only process sensitive information in your jurisdiction if and to the extent permitted by applicable law.

15.3 You will treat any personal information to which you have access in the course of your employment (and after) in accordance with the Policy, Hyatt's Global Privacy Policy and all other applicable policies and procedures that are promulgated from time to time by Hyatt, its ultimate parent company and their affiliates. In particular, you will not use any such personal information other than in connection with and to the extent necessary for the purposes of your employment (including after the end of your employment with us).

15.4 You will comply with all rules and regulations contained in the Employee Handbook.

15.5 The Policy sets out further details on the purposes for which we collect your personal information and how we will use it, the entities to which we may disclose your personal information and their location, the consequences for you if we do not collect your personal information, and how you may access, correct or make a complaint in relation to the handling of your personal information on legitimate grounds (including by emailing Hyatt's Chief Privacy Officer at privacy@hyatt.com).

16. Employee Monitoring Notice/Consent

16.1 In some circumstances, communications (including emails, voicemail, telephone calls, including those made on any mobile phones provided to you, and Internet usage records) may be monitored in accordance with Hyatt's Acceptable Use Policy for Information Technology Resources and any other acceptable use policies that may replace, amend or supplement that policy from time to time. Also, paper correspondence such as envelopes or packages may be monitored, recorded or inspected (as appropriate) using monitoring devices or other technical or physical means. Such monitoring may take place only where necessary and proportionate for purposes permitted by law from time to time, including without limitation:

- i. establishing the existence of facts (e.g. recording evidence of business transactions);
- ii. ascertaining compliance with regulatory or self-regulatory practices or procedures which relate to Hotel business;
- iii. ascertaining or demonstrating standards which are achieved or ought to be achieved by persons using Hotel systems;



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FR. BAIJU GEORGE
PRINCIPAL

Robust Hotels Private Limited

NAIPUNNYA SCHOOL OF MANAGEMENT
CHERTHALA-688 524



July 17, 2019.

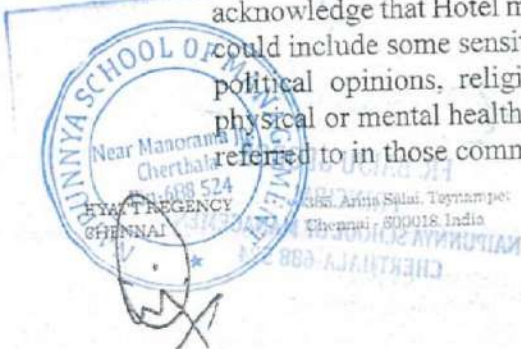
Jaganath K J
Page Eight

16. Employee Monitoring Notice/Consent(continued)

- iii. preventing or detecting crime or violations of company policy;
 - iv. ensuring the effective operation of Hotel telecommunications (including telephones, email and internet) systems; or
 - v. monitoring the level of guest customer service;
- together with any other purposes for which the Employer or Hyatt has obtained the consent of the employee.
- 16.2 Where appropriate, your emails and paper correspondence may be checked (e.g. in your absence) to ensure that Hotel responds promptly to its guests and other contacts.
- 16.3 Authorised persons may, for the foregoing purposes, access your desk or workspace files, stored electronic mail, voicemail messages, Internet usage messages, telephone records, word processing files and other electronic or paper-based information files.
- 16.4 Many people may have access to Hotel systems and when using Hotel systems you should take care not to communicate or disclose sensitive personal information or other personal information relating to you, your family, friends, colleagues or third parties where the communication or disclosure of the information might cause damage or distress to the individual concerned.
- 16.5 There are Closed Circuit Television (CCTV) cameras in operation within and around the hotels and other premises, which are used for the following purposes:
- 16.5.1 to prevent and detect crime;
 - 16.5.2 to protect the health and safety of guests and staff;
 - 16.5.3 to manage and protect Hotel property and the property of Hotel guests and other visitors; and
 - 16.5.4 to monitor guest interactions.

16.6 We use "secret shopper" programs to monitor the quality of customer service.

16.7 With respect to information gathered as a result of employee monitoring, you acknowledge that Hotel may obtain access to the contents of communications which could include some sensitive personal information about the racial or ethnic origin, political opinions, religious or other similar beliefs, trade union membership, physical or mental health, sexual life, or criminal record of yourself or third parties referred to in those communications.



T: +91 44 6100 1234
F: +91 44 6100 1235
chennai@regency.hyatt.com

FR. BALJU GEORGE
PRINCIPAL
NAIPUNNAYA SCHOOL OF MANAGEMENT Private Limited
CHENNAI-688 524



July 17, 2019.

Jaganath K J
Page Nine

16. Employee Monitoring Notice/Consent(continued)

16.8 Information gathered as part of the monitoring process will be kept in accordance with the Policy and may be transferred internationally (including to countries

Which may not offer the same level of information protection) throughout the worldwide offices and hotels of Hyatt, its ultimate parent companies and its affiliates.

17. Acceptance

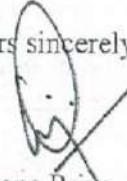
Please note this offer is in accordance with the policies and procedures outlined in the Employee Handbook of Hyatt Regency Chennai and Indian legislation, which shall govern in the event of any dispute.

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

Jaganath, I trust that this covers all the pertinent details of your employment. Should you have any further questions, please let us know.

In the meantime, may I take this opportunity to congratulate you on your appointment, and to wish you every success in your challenging new assignment in Chennai. I look forward to working closely with you.

Yours sincerely,


Mohana Priya
Human Resources Manager

I have read and fully understand the terms and conditions of my employment as Waiter Hyatt Regency Chennai.

Acceptance: _____
Jaganath K J

Date: _____
cc: Financial Controller

HYATT REGENCY
CHENNAI

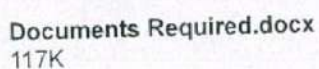
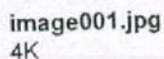
Near Manorama Inn,
Cherthala
Pin-688 524
Chennai - 600018 India

T: +91 44 6100 1234
F: +91 44 6100 1235
chennai.regency.hyatt.com


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

Naipunnya Institute of Hotel Management Mail - Fwd: Congratulations on being shortlisted as Guest service Associate at Crowne Plaza, K...

image001.png
19K





July 17, 2019

Mr. Jaganath K J,
Kashi Nivas,
Kanjiramchira Ward,
Alappuzha - 688007.

Dear Jaganath,

On behalf of Robust Hotels Pvt. Ltd (the "Employer"), the owning company of Hyatt Regency Chennai, we have the pleasure in confirming your appointment as Waiter for the Hyatt Regency Chennai (the "Hotel"), with effect from July 22, 2019.

This offer is subject to the following terms and conditions and upon the successful completion of a required medical examination, which deems you fit to work and subsequently to you remaining medically fit:

1. Job Assignment

In this Guest Services Staff (Level 2) position, you will report directly to the Outlet Manager. You will be responsible for assisting the overall management and efficient and smooth running of the Food and Beverage Division whilst achieving the budgeted financial targets for the Division as per the Hotel Business Plan. You are required to ensure all Hyatt International initiatives, materials and policies are introduced, implemented and maintained. In addition, you will be responsible to achieve the key objectives as laid down by the Corporate and Functional Strategies and in accordance to Hyatt International Regency Brand Standards whilst meeting the market expectations.

In this role, you will be responsible for working closely with Hyatt International specialists, the members of the hotel Leadership Committee, Department Heads and the associates under your supervision, maintaining harmonious relations at all times. Please find attached a Job Description, which outlines the scope and responsibilities of your role. Please sign and return a copy of this Job Description to signify your understanding and agreement.

The employer has concluded a Hotel Operations Service agreement and a Strategic Oversight Agreement with Hyatt India Consultancy Private Limited & Hyatt International South West Asia Limited (affiliates of Hyatt Hotels Corporation) respectively for the management of Hyatt Regency Chennai. Consequently, as a condition to your employment, you agree to comply fully with and be bound by all of the policies and procedures that are enacted from time to time by Hyatt Hotels Corporation or any of its affiliates, including Hyatt India Consultancy Private Limited and Hyatt International – South West Asia Ltd.



FR. BALJU GEORGE
PRINCIPAL
NAIPUNYA SCHOOL OF MANAGEMENT
CHERTHALA-688 524

T: +91 44 6100 1234
F: +91 44 6100 1235
chennai.regency@hyatt.com

Robust Hotels Private Limited

01st July 2019

Mr. EBIN SIBI
Pushavilasam,
Sanathanapuram
Alappuzha 688 003

Dear Ebin,

Sub: Letter of Intent

This has reference to your application and subsequent interview you had with us for the post of "Guest Service Associate" for The Leela Raviz Kovalam.

We are happy to offer you the position of "Guest Service Associate" in the Housekeeping department as per the terms and conditions agreed upon.

You are requested to join on or before **08th July 2019**. This is an intimation letter and detailed appointment letter will be given to you at the time of joining.

This offer is subject to you being certified medically fit by company medical officer and satisfactory verification of your credentials/testimonials. The offer shall stand automatically withdrawn upon you're not joining before the close of working hours on **08th July 2019**, unless agreed by us.

We look forward to welcome you to The Leela Raviz family and wish you a long term rewarding association with our organization.

For The Leela Raviz, Kovalam


Bijo Antony Sebastian
Deputy Manager - Human Resources



FR. BAIJU GEORGE
PRINCIPAL

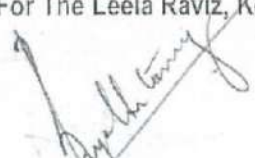
NAIPUNNYA SCHOOL OF MANAGEMENT
CHERTHALA-688 524



FR. BAIJU GEORGE
PRINCIPAL
NAIPUNNYA SCHOOL OF MANAGEMENT
Near Manorama Jn.
Chertthala, Pin-688 524
The Leela Palaces, Hotels and Resorts: New Delhi, Bengaluru, Chennai, Mumbai, East Delhi, Gurugram, Udaipur, Goa and Kovalam
Upcoming Hotels: Bhartiya City Bengaluru, Jaipur and Agra.
Regd. Office: Kovalam Resort Private Limited, Times Square, "A-Wing", 2nd Floor, Unit No. 2,
Andheri Kurla Rd., Opp. Mittal Estate, Marol, Andheri East, Mumbai - 400059, Maharashtra, INDIA.
Corporate Identity Number (CIN): U 55204MH2011 PTC 269986

	Mr. Ebin Sibi	
Location	The Leela Raviz Kovalam	
Designation	Guest Service Associate	
Department	Housekeeping	
Date of Joining	08th July 2019	
Basic	11000	132000
Total Gross	11000	132000
Provident Fund	1320	15840
ESI	358	4290
Bonus	840	10080
Gratuity (subject to completion of 5 years)	529	6349
Total CTC	14047	168559
Free Meals are provided in the hotel. There would be deduction applicable for the company provided accommodation, which is based on the discretion deemed fit at that time by the management.		
Please note this is private salary information is deemed confidential and is an agreement between the company and you, Divulging this information to any other third party or to any other employee within this organization will be considered an act of gross misconduct.		

For The Leela Raviz, Kovalam


Bijo Antony Sebastian

Deputy Manager - Human Resources



FR. BAIJU GEORGE
PRINCIPAL

NAIPUNNYA SCHOOL OF MANAGEMENT

Regd. Office: Kovalam Resort Private Limited, Times Square, "A-Wing", 2nd Floor, Unit No. 2,
 Andheri Kurla Rd., Opp. Mittal Estate, Marol, Andheri East, Mumbai - 400059, Maharashtra, INDIA.
 Corporate Identity Number (CIN): U 55204MH2011 PTC 2699B6

01st July 2019

Mr. EBIN SIBI
Pushavilasam,
Sanathanapuram
Alappuzha 688 003

Dear Ebin,

Sub: Letter of Intent

This has reference to your application and subsequent interview you had with us for the post of "Guest Service Associate" for The Leela Raviz Kovalam.

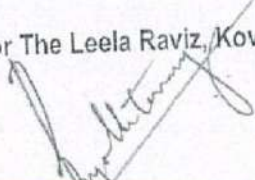
We are happy to offer you the position of "Guest Service Associate" in the Housekeeping department as per the terms and conditions agreed upon.

You are requested to join on or before 08th July 2019. This is an intimation letter and detailed appointment letter will be given to you at the time of joining.

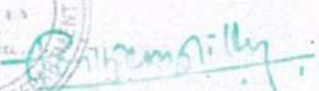
This offer is subject to you being certified medically fit by company medical officer and satisfactory verification of your credentials/testimonials. The offer shall stand automatically withdrawn upon you're not joining before the close of working hours on 08th July 2019, unless agreed by us.

We look forward to welcome you to The Leela Raviz family and wish you a long term rewarding association with our organization.

For The Leela Raviz, Kovalam


Bijo Antony Sebastian
Deputy Manager - Human Resources




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

The Leela Palaces, Hotels and Resorts: New Delhi, Bengaluru, Chennai, Mumbai, East Delhi, Gurugram, Udaipur, Goa and Kovalam
Upcoming Hotels: Bhartiya City Bengaluru, Jaipur and Agra.

Regd. Office: Kovalam Resort Private Limited, Times Square, "A-Wing", 2nd Floor, Unit No. 2,
Andheri-Kurla Rd., Opp. Mittal Estate, Marol, Andheri-East, Mumbai - 400059, Maharashtra, INDIA
Corporate Identity Number (CIN): U 55204MH2011 PTC 269986

	Mr. Ebin Sibi	
Location	The Leela Raviz Kovalam	
Designation	Guest Service Associate	
Department	Housekeeping	
Date of Joining	08th July 2019	
Basic	11000	132000
Total Gross	11000	132000
Provident Fund	1320	15840
ESI	358	4290
Bonus	840	10080
Gratuity (subject to completion of 5 years)	529	6349
Total CTC	14047	168559
Free Meals are provided in the hotel. There would be deduction applicable for the company provided accommodation, which is based on the discretion deemed fit at that time by the management.		
Please note this is private salary information is deemed confidential and is an agreement between the company and you, Divulging this information to any other third party or to any other employee within this organization will be considered an act of gross misconduct.		

For The Leela Raviz, Kovalam


Bijo Antony Sebastian
 Deputy Manager - Human Resources

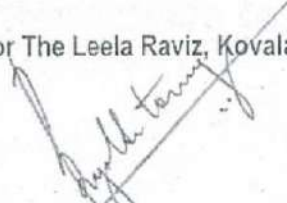


FR. BAIJU GEORGE
 PRINCIPAL
 NAIPUNNYA SCHOOL OF MANAGEMENT
 CHERTHALA-688 524

Regd. Office: Kovalam Resort Private Limited, Times Square, "A-Wing", 2nd Floor, Unit No. 2,
 Andheri Kurla Rd., Opp. Mittal Estate, Marol, Andheri East, Mumbai - 400059, Maharashtra, INDIA.
 Corporate Identity Number (CIN): U 55204MH2011 PTC 269986

	Mr. Abin Mathew	
Location	The Leela Raviz Kovalam	
Designation	Guest Service Associate	
Department	Housekeeping	
Date of Joining	08th July 2019	
Basic	11000	132000
Total Gross	11000	132000
Provident Fund	1320	15840
ESI	358	4290
Bonus	840	10080
Gratuity (subject to completion of 5 years)	529	6349
Total CTC	14047	168559
Free Meals are provided in the hotel. There would be deduction applicable for the company provided accommodation, which is based on the discretion deemed fit at that time by the management.		
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For The Leela Raviz, Kovalam


Bijo Antony Sebastian
 Deputy Manager - Human Resources




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

01st July 2019

Mr. ABIN MATHEW
Das Bhavan, Ulloor Konam
Kazhakuttom Post
Trivandrum 695 582

Dear Abin,

Sub: Letter of Intent

This has reference to your application and subsequent interview you had with us for the post of "Guest Service Associate" for The Leela Raviz Kovalam.

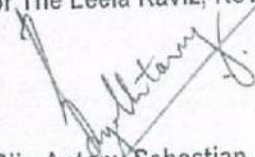
We are happy to offer you the position of "Guest Service Associate" in the Housekeeping department as per the terms and conditions agreed upon.

You are requested to join on or before **08th July 2019**. This is an intimation letter and detailed appointment letter will be given to you at the time of joining.

This offer is subject to you being certified medically fit by company medical officer and satisfactory verification of your credentials/testimonials. The offer shall stand automatically withdrawn upon you're not joining before the close of working hours on **08th July 2019**, unless agreed by us.

We look forward to welcome you to The Leela Raviz family and wish you a long term rewarding association with our organization.

For The Leela Raviz, Kovalam


Bijo Antony Sebastian
Deputy Manager - Human Resources



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



01st July 2019

Mr. ABIN MATHEW
Das Bhavan, Ulloor Konam
Kazhakuttom Post
Trivandrum 695 582

Dear Abin,

Sub: Letter of Intent

This has reference to your application and subsequent interview you had with us for the post of "Guest Service Associate" for The Leela Raviz Kovalam.

We are happy to offer you the position of "Guest Service Associate" in the Housekeeping department as per the terms and conditions agreed upon.

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We look forward to welcome you to The Leela Raviz family and wish you a long term rewarding association with our organization.

For The Leela Raviz, Kovalam


Bijo Antony Sebastian
Deputy Manager - Human Resources




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

	Mr. Abin Mathew	
Location	The Leela Raviz Kovalam	
Designation	Guest Service Associate	
Department	Housekeeping	
Date of Joining	08th July 2019	
Basic	11000	132000
Total Gross	11000	132000
Provident Fund	1320	15840
ESI	358	4290
Bonus	840	10080
Gratuity (subject to completion of 5 years)	529	6349
Total CTC	14047	168559
Free Meals are provided in the hotel. There would be deduction applicable for the company provided accommodation, which is based on the discretion deemed fit at that time by the management.		
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For The Leela Raviz, Kovalam


Bijo Antony Sebastian
 Deputy Manager - Human Resources







FR. BAIJU GEORGE
 PRINCIPAL

NAIPUNYA SCHOOL OF MANAGEMENT
 CHERTHALA-688 524



THE LEELA

KOVALAM

A RAVIZ HOTEL

KOVALAM RESORT PVT. LTD

The Leela Raviz Kovalam

Thiruvananthapuram - 695 527

Kerala, India

Phone: (91-471) 305 1234

Fax: (91-471) 248 1522

	Mr. Ajimon P J	
Location	The Leela Raviz Kovalam	
Designation	Guest Service Associate	
Department	Housekeeping	
Date of Joining	08th July 2019	
Basic	11000	132000
Total Gross	11000	132000
Provident Fund	1320	15840
ESI	358	4290
Bonus	840	10080
Gratuity (subject to completion of 5 years)	529	6349
Total CTC	14047	168559
Free Meals are provided in the hotel. There would be deduction applicable for the company provided accommodation, which is based on the discretion deemed fit at that time by the management.		
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For The Leela Raviz, Kovalam

Bijo Antony Sebastian

Deputy Manager - Human Resources



FR. BAIJU GEORGE

FR. BAIJU GEORGE

PRINCIPAL

NALPUNYA SCHOOL OF MANAGEMENT

CHERTHALA-688 524

The Leela Palaces, Hotels and Resorts: New Delhi, Bengaluru, Chennai, Mumbai, East Delhi, Guwahati, Udaipur, Goa and Kovalam

Upcoming Hotels: Bhartiya City Bengaluru, Jaipur and Agra.

Regd. Office: Kovalam Resort Private Limited, Times Square, "A-Wing", 2nd Floor,

Andheri Kurla Rd., Opp. Mittal Estate, Marol, Andheri East, Mumbai - 400 058

Corporate Identity Number (CIN): U 55204MH2011 PTC 26998

01st July 2019

Mr. AJIMON P J
Puthuvellil House
Cheepunkal Post
Kottayam

Dear Ajimon,

Sub: Letter of Intent

This has reference to your application and subsequent interview you had with us for the post of "Guest Service Associate" for The Leela Raviz Kovalam.

We are happy to offer you the position of "Guest Service Associate" in the Housekeeping department as per the terms and conditions agreed upon.

You are requested to join on or before **08th July 2019**. This is an intimation letter and detailed appointment letter will be given to you at the time of joining.

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We look forward to welcome you to The Leela Raviz family and wish you a long term rewarding association with our organization.

For The Leela Raviz, Kovalam


Bijo Antony Sebastian
Deputy Manager - Human Resources





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



The Leela Raviz Hotels and Resorts: New Delhi, Bengaluru, Chennai, Mumbai, East Delhi, Gurugram, Udaipur, Goa and Kovalam
Upcoming Hotels: Bhartiya City Bengaluru, Jaipur and Agra.
Regd. Office: Kovalam Resort Private Limited, Times Square, "A-Wing", 2nd Floor, Unit No. 2,
Andheri Kurla Rd., Opp. Mittal Estate, Marol, Andheri East, Mumbai - 400059, Maharashtra, INDIA
Corporate Identity Number (CIN): U 55204MH2011 PTC 269986

	Mr. Abey John	
	The Leela Raviz Kovalam	
Location	Guest Service Associate	
Designation	Housekeeping	
Department	22nd July 2019	
Date of Joining		
Basic	11000	132000
Total Gross	11000	132000
Provident Fund	1320	15840
ESI	358	4290
Bonus	840	10080
Gratuity (subject to completion of 5 years)	529	6349
Total CTC	14047	168559
Free Meals are provided in the hotel. There would be deduction applicable for the company provided accommodation, which is based on the discretion deemed fit at that time by the management.		
Please note this is private salary information is deemed confidential and is an agreement between the company and you, Divulging this information to any other third party or to any other employee within this organization will be considered an act of gross misconduct.		

For The Leela Raviz, Kovalam

Authorized Signatory
Human Resources



Fr. Baiju George
FR. BAIJU GEORGE
PRINCIPAL
NAIPUNYA SCHOOL OF MANAGEMENT
CHERTHALA-688 524



THE LEELA

KOVALAM

A RAVIZ HOTEL

KOVALAM RESORT PVT. LTD

The Leela Raviz Kovalam
Thiruvananthapuram - 695 527
Kerala, India

Phone: (91-471) 305 1234

Fax: (91-471) 248 1522

17th July 2019

Mr. ABEY JOHN

Karingada House

Veroor Po, Changanacherry

Kottayam 686103

Dear Abey,

Sub: Letter of Intent

This has reference to your application and subsequent interview you had with us for the post of "Guest Service Associate" for The Leela Raviz Kovalam.

We are happy to offer you the position of "Guest Service Associate" in the Housekeeping department as per the terms and conditions agreed upon.

You are requested to join on or before 22nd July 2019. This is an intimation letter and detailed appointment letter will be given to you at the time of joining.

This offer is subject to you being certified medically fit by company medical officer and satisfactory verification of your credentials/testimonials. The offer shall stand automatically withdrawn upon you're not joining before the close of working hours on 22nd July 2019, unless agreed by us.

We look forward to welcome you to The Leela Raviz family and wish you a long term rewarding association with our organization.

For The Leela Raviz, Kovalam

Authorized Signatory
Human Resources

Near Manorama Jn:
Cherthala
Pin-688 524

The Leela Raviz

Hotels and Resorts: New Delhi, Bengaluru, Chennai, Mumbai, East Delhi, Gurugram, Jaipur and Agra.

Upcoming Hotels: Bhartiya City Bengaluru, Jaipur and Agra.

Regd. Office: Kovalam Resort Private Limited, Times Square, "A-Wing", 2nd Floor, Unit No. 2,

Andheri Kurla Rd., Opp. Mittal Estate, Marol, Andheri East, Mumbai - 400059, Maharashtra, INDIA.

Corporate Identity Number (CIN): U 55204MH2011 PTC 269986



FR. BALJU GEORGE
PRINCIPAL

NAIPUNNYA SCHOOL OF MANAGEMENT
CHERTHALA-688 524



25th July 2019

To,

Mr. Thomas Joseph
Parthiparambil, Kokkothamangalam
P.O Cherthala - 688527

Letter of Offer

Dear Thomas,

With reference to your interview and subsequent discussions you had with us, we are hereby pleased to offer you the position of "GSA - F&B Service" in our organization. You will be reporting to Director of Culinary

The terms & conditions of your appointment will be in line with those discussed and a detailed letter of appointment will be given to you after you join us.

We would appreciate if you join on 05th August 2019 at 09:00 hours at the address mentioned below in Formal attire, after which our offer stands withdrawn, unless otherwise extended by the Management.

The Otterra Bengaluru Electronics City
No.43, Electronics City
Phase I, Hosur Road
Bengaluru - 560 100

Please bring the following documents at the time of joining, along with all your originals for verification:

- 1.8 Passport & 2 Stamp size Photograph.
- 2.Age Proof & Residence Proof.
- 3.All your educational testimonials.
- 4.Relieving & Salary certificate of your last employer.
- 5.Experience Certificates of all your previous employers.
- 6.PF number from previous organization

Please return a copy of this letter duly signed as a token of your having accepted the same.

Yours faithfully,

On behalf of
The Otterra Bengaluru, Electronics City

J. Malathi

Malathi S
Human Resources Manager

THE OTERRA

A unit of VELLANKANNI INFORMATION SYSTEMS LIMITED
43, Electronics City, Phase I, Hosur Road, Bangalore 560100 India
T: +91 80 3003 0303 F: +91 80 3985 4519 W: www.theoterra.com

CIN:U72200KA1999PLC025275
GSTIN No.29AABCY0552G12F

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



ATTACHMENT A
Salary Components

Thomas Joseph		
Rolls	The Oterra Bengaluru	
Grade	Band 9	
Designation	GSA	
Salary Components	Per Month	Per Annum
Basic + DA	12,185	1,46,220
Total - A (Gross Salary)	12,185	1,46,220
Co Contr- PF (12% Basic)	1,462	17,546
ESIC 3.25%	396	4,752
CTC	14,043	1,68,519

- ❖ The Take Home Salary will be Gross Salary Minus 12% PF (Employee's Contribution), 0.75% ESIC (Employee's Contribution).

M. Malathi

Malathi. S
Human Resources Manager

Thomas Joseph

FR. BAIJU GEORGE

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



THE OTERRA

A unit of VELANKANI INFORMATION SYSTEMS LIMITED
43, Electronic City, Phase I, Hosur Road, Bangalore 560100 India
T: +91 80 3003 8303 F: +91 80 3985 4519 W: www.theoterra.com

CIN:U72200KA1999PLC025275
GSTIN No.29AABC0552G1ZF



25th July 2019

To,

Mr. Thomas Joseph
Parthiparambil, Kokkothamangalam
P.O Cherthala - 688527

Letter of Offer

Dear Thomas,

With reference to your interview and subsequent discussions you had with us; we are hereby pleased to offer you the position of "GSA - F&B Service" in our organization. You will be reporting to Director of Culinary

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The Oterra Bengaluru Electronics City
No.43, Electronics City
Phase I, Hosur Road
Bengaluru - 560 100

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- 2.Age Proof & Residence Proof.
- 3.All your educational testimonials.
- 4.Relieving & Salary certificate of your last employer.
- 5.Experience Certificates of all your previous employers.
- 6.PF number from previous organization

Please return a copy of this letter duly signed as a token of your having accepted the same.

Yours faithfully,

On behalf of
The Oterra Bengaluru, Electronics City

J. Malathi

Malathi. S
Human Resources Manager

THE OTERRA

A unit of VELANKANI INFORMATION SYSTEMS LIMITED
43, Electronic City, Phase I, Hosur Road, Bangalore 560100 India
T: +91 80 3003 0303 F: +91 80 3985 4519 W: www.theoterra.com

CIN:U72200KA1999PLC023275
GSTIN No.29AABC0552G12F

Fr. Baiju George

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



ATTACHMENT A
Salary Components

Thomas Joseph		
Rolls	The Otterra Bengaluru	
Grade	Band 9	
Designation	GSA	
Salary Components	Per Month	Per Annum
Basic + DA	12,185	1,46,220
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Co Contr- PF (12% Basic)	1,462	17,546
ESIC 3.25%	396	4,752
CTC	14,043	1,68,519

- ❖ The Take Home Salary will be Gross Salary Minus 12% PF (Employee's Contribution), 0.75% ESIC (Employee's Contribution).

M. Malathi

Malathi. S
Human Resources Manager

Thomas Joseph



THE OTERRA

A unit of VELANKANNI INFORMATION SYSTEMS LIMITED
43, Electronic City, Phase I, Hosur Road, Bangalore 560100 India
T: +91 80 3003 0303 F: +91 80 3985 4519 W: www.theoterra.com

CIN:U72200KA1999PLC025275
GSTIN No.29AABCV0552G1ZF

Fr. Baiju George

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

One&Only

THE PALM
Dubai

7 October, 2019

Mr. Prince Benny
C/o Al Amani HR Consultancy
Cochin - India

One&Only The Palm
P.O. Box 114268
West Creek, Dubai, United Arab Emirates
Telephone: +971 4 140 0444
Facsimile: +971 4 140 0445
Email: oneandonly@oneandonly.com

Dear Prince,

On behalf of One&Only, it gives us great pleasure to offer you the following professional challenge as per the following details:

1. **Position**
Housekeeping Attendant - Public Area.
2. **Starting Date**
Your date of joining will be no later than 25th October 2019.
3. **Point of Hire**
Your point of hire will be Cochin, India, from where a one-way economy class ticket will be provided.
4. **Remuneration**
Your monthly starting salary will be Dh 850/- (Approx. US\$232). Your eligibility for service charge will also commence once you have successfully completed your probationary period. This will be calculated every six months (i.e. from seventh month) and will be based on work performance, behavior, and attendance.
5. **Place of work**
One&Only Management reserves the right to have you reassigned to a different unit within One&Only Royal Milla Dubai or One&Only The Palm, Dubai. Such assignments may be temporary or permanent.
6. **Working Hours**
Your working hours will be nine (9) hours a day over (6) days a week with one (1) day off.
7. **Accommodation**
You will be provided with a suitable shared accommodation (2 persons per room) in the staff housing complex as per the Hotel's policy.
8. **Meals**
The resort will provide daily breakfast, lunch and dinner taken within the colleagues Dining Room at the hotel or within the employees' accommodation Dining Room.
9. **Grooming**
All employees will be required to adhere to the Hotel's grooming standard. Male team members are required to have clean-shaven presentation; thus no moustache or beard is allowed.
10. **Medical**
A medical scheme will be provided for you as per the Hotel's policy.
11. **Uniform / Laundry**
You will be provided with a hotel uniform, along with laundry service.
12. **Transport**
Transportation from your accommodation to the hotel and vice versa will be provided as per the set schedule via shuttle buses.



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

Scanned by CamScanner

October, 2019

Mr. Prince Benny
C/o Al Amani HR Consultancy
Cochin - India

One&Only The Palm
PO Box 114241
West Creek, Dubai, U.A.E.
Dubai, United Arab Emirates
Telephone: + 971 4 400 1000
Facsimile: + 971 4 400 1001
Email: reservations@oneandonlydubai.com

Dear Prince,

On behalf of One&Only, it gives us great pleasure to offer you the following professional challenge as per the following details:

1. Position

Housekeeping Attendant – Public Area.

2. Starting Date

Your date of joining will be no later than 25th October 2019.

3. Point of Hire

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10. Medical

A medical scheme will be provided for you as per the Hotel's policy.

11. Uniform / Laundry

You will be provided with a hotel uniform, along with laundry service.

12. Transport

Transportation from your accommodation to the hotel and vice versa will be provided as per the set schedule by regular

Near Manorama In
Cherthala
Pin-688 524



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

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20. Indemnity

You will be entitled to avail of the end of service indemnity as stipulated by the United Arab Emirates Labour Law. End of service benefits and entitlement will not be paid in cases of gross negligence, dishonesty, illegal activities or other cases as per U.A.E. Labour Law Article 120.

21. Conduct

The United Arab Emirates is a Muslim country, personal conduct, proper decorum and respect of the values of the United Arab Emirates is particularly important.

22. Restrictions

During your assignment with the Hotel you may not become involved with any other service, occupation or business without the prior written consent of the Managing Director.

23. Privacy

People's privacy is now of utmost importance, and therefore we should not take picture(s) / video(s) of any guest(s) or any third party of the hotel, whether VIP, regular or not and transfer by any forms whether printed and / or Electronic (including facebook, twitter, youtube, written press, etc) for yourself or to a third party without the written consent / approval of both the Guest(s) and Management.
Failure to comply with the above will lead to disciplinary or legal action including termination.

24. Personal Property

The hotel does not accept responsibility for your personal property, which is lost, stolen or damaged within the hotel (or at the accommodation).

25. Acceptance

If you are in agreement with the above terms and conditions please acknowledge this by returning a signed copy of this letter together with a clear copy of your passport, twenty (20) colour passport photographs, with white background.

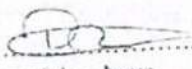
Once again we thank you for your time and we are confident that your involvement will provide an important contribution to the "One&Only The Palm" experience. In return, you will receive invaluable overseas exposure, which can greatly contribute to your personal career growth.

We look forward to welcoming you as a member of our team.

Yours sincerely,

Olivier Louis
Managing Director

Vincent Smarrella
General Manager

10/10/2019 
I hereby confirm acceptance of the above
Prince Benny

Tony Sonahee
Human Resources Manager

NOTE: This offer is only valid for two weeks upon receipt




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PRINCIPAL
NAIPUNYA SCHOOL OF MANAGEMENT
CHERTHALA-688 524

13. Vacation and Overseas Travel

- 13.1 In accordance with the provisions of the U.A.E. Labour Law, you will be entitled to thirty (30) calendar days paid leave after the completion of one (1) year service and annually thereafter. Please note that should you resign prior to the completion of twelve months of service, your vacation accrual rate will be calculated at the rate of two days per month. No vacation payment will be made though, should you resign prior to the completion of six months of service. The vacation period is to be taken at a time that is operationally convenient for the hotel.
- 13.2 The hotel also reserves the right to send you on unpaid leave during the low season, over and above your annual paid vacation.
- 13.3 First year pre-paid vacation request will be subject to deduction related to pro-rata recovery of advance expenses such as recruitment, training, administrative and repatriation costs.
- 13.4 Upon completing two (2) years service you will be eligible to a one way economy class ticket to **Cochin, India**, booked by the hotel at the most competitive price.
- 13.5 Should your employment be continued the hotel will again provide you with a one way economy class incoming ticket back to Dubai, booked by the hotel at the most competitive price.
- 13.6 Following a further two (2) years service you will be again eligible for a one way economy class ticket to **Cochin, India** and so for every subsequent two (2) year service commitment (refer Clause 13.4 and 13.5).
- 13.7 Should you resign within twelve (12) months of any return to Dubai following the initial two (2) year employment period, you will then be responsible to reimburse the hotel a pro-rata amount of the one way ticket to Dubai only. You will also be responsible for your repatriation costs. Your outward flight must be from a Dubai Airport.

4. Public Holidays

You will be entitled to all United Arab Emirates public holidays based on the Ministry of Labour press releases concerning the private sector. Public Holidays that are announced during your annual vacation may not be claimed. There are approximately 10 public holidays each year, which should be taken as day off when they occur. However, should you be required to work on the public holidays, these days will be compensated as days in lieu or paid as per hotel policy. If accumulated, pending lieu days must be cleared within 4 months or forfeited (unless otherwise agreed by the hotel in writing).

15. Sick Leave

- 15.1 You will be entitled to 45 calendar days sick leave for each year of service of which 15 days will be with full pay and the following 30 days with half pay, upon submission of an acceptable certificate from a medical practitioner approved by the hotel. Please note however, that you will only be entitled to sick leave after you have completed 3 months continuous service with the hotel.
- 15.2 Unless previously approved, you will not be entitled to avail of any sick leave when you are on overseas leave.

16. Duration of Contract / Termination

- 16.1 Your contract with One&Only The Palm will be on an open-ended basis. The employment contract may be terminated by either party by giving (2) months' notice. In the event of gross misconduct the Hotel shall be entitled to terminate you without notice or indemnity.
- 16.2 Should you decide to terminate the contract prior to the completion of one (1) year, you will be responsible for bearing 100% of your recruitment, training, administrative and travel-related expenses as well as repatriation costs. Your outward flight must be from a Dubai Airport.
- 16.3 Should you decide to terminate the contract after the completion of one (1) year, and prior to the completion of two (2) years you will be responsible for bearing 50% of your recruitment, training, administrative and travel-related expenses as well as repatriation costs. Your outward flight must be from a Dubai Airport.
- 16.4 Should you leave your employment, for whatever reason, before completing two years of contract, you may be imposed a ban for 6 months to 1 year during which you will not be allowed to work in the U.A.E.

17. Probation Period

You will be on a trial/probation period of six months during which the hotel can terminate your contract without notice.

18. Employment / Residency Visas

- 18.1 The Hotel will obtain the necessary employment and residency visas, to enable you to carry out your duties in Dubai, provided that these are approved by the local authorities. It is agreed that you will take such action as is necessary on your part to facilitate obtaining this.

18.2 This letter is considered part of the employment process, which will be completed upon the completion of your official duties, and subject to the approval of your Residence permit by the United Arab Emirates authorities. Expenses related to this will be borne by the hotel.

19. Repatriation Ticket

Should you complete your minimum two (2) years' service, you will be provided with an economy class one way ticket Dubai to Cochin, India.

FR. BALJU GEORGE

PRINCIPAL
NAIPUNYA SCHOOL OF MANAGEMENT
CHERTHALA-688 524

9/29/2019

Naipunnya Institute of Hotel Management Mail - CL/HRD/Offer Letter 08/2019 - Shanel Mathew

7. Passport size photos 10

Please send us your acceptance in writing immediately. You are requested to report for duty on or before **15th July 2019**.

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,

Sincerely Yours,

For Coconut Lagoon,

AJEESH

Asst. MANAGER HR

COCONUT LAGOON

KUMARAKOM

Tel: 9633342307

www.cghearth.com



Fr. Baiju George

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

9/29/2019

Naipunnya Institute of Hotel Management Mail - CL/HRD/Offer Letter 08/2019 - Shanel Mathew



Naipunnya Institute of Hotel Management <placement@nihm.ac.in>

CL/HRD/Offer Letter 08/2019 - Shanel Mathew

1 message

Ajeesh <hrlagoon@cghearth.com>
To: placement@nihm.ac.in

Mon, Aug 5, 2019 at 6:19 PM

FWDED

Date: 10/07/2019

Dear Mr. Shanel Mathew

Sub: Offer of Employment

Welcome to Team CGH Earth!

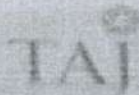
With reference to your application and subsequent interview you had with us, we are pleased to offer you the position of **"Guest Service Associate"** in the **House Keeping Department** and your salary and other benefits will be paid as mutually agreed (**Rs.10000**) during the interview, statutory deductions will be applicable.

In addition you will be entitled to 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. Training Certificates
3. Experience Certificate
4. Police Clearance Certificate
5. Satisfactory completion of medical examination along with Medical check-up results
6. Attested Evidence of Identity Proof 2 copies (Driving License/Election ID Card/Aadhar/Bank Passbook)

PR. BALJU GEORGE
PRINCIPAL
NAIPUNNYA SCHOOL OF MANAGEMENT
CHERTHALA-688 524



GREEN COVE RESORT & SPA
KOVALAM

20th June 2019

Certificate

This is to certify that Mr. Abey John, B.Sc. Hotel Management and Catering Science student of Naipunnya School of Management, Alappuzha, has undergone Industrial Exposure Training, with us during the period 22nd January to 19th June 2019 in Front Office, Housekeeping, Food & Beverage Service and Food Production department.

During the tenure of his training, we found him to be sincere, regular and hardworking.

We congratulate him for the consistent effort displayed during the training period and wish him all the best for the future endeavors.

For Taj Green Cove Resort & Spa, Kovalam

Mahesh R
Learning & Development Manager



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

TAJ
BEKAL RESORT & SPA
KERALA

21st JUNE 2019

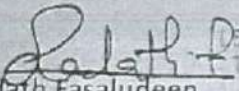
TO WHOMSOEVER IT MAY CONCERN

This is to certify that Mr. ABIN MATHEW has completed industrial exposure training in all the major departments from 20th January 2019 till June 20th 2019.

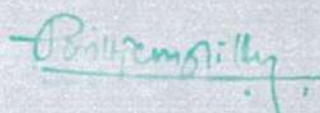
During his tenure with us he was found to be hard working and learning oriented.

We wish him all the best for his future endeavors.

For Taj Bekal Resort & Spa



Sadath Fasaludeen
Manager – Learning & Development




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

Taj Bekal Resort & Spa

Kappil Beach, Uduma West, Kasaragod-671 319, Kerala, India

T: +91 967 561 6612 | www.tajhotels.com | E: tajbekal@tajhotels.com | www.tajhotels.com

July 20, 2019

Dear Shibin,

Congratulations!

We take pleasure to intimate you of your selection as **Trainee Guest Service Associate in Food & Beverage Service Department, Radisson Blu Coimbatore.**

This Letter of Intent is being issued in lieu of your assignment at the hotel which commences w.e.f **August 1, 2019** on the salary as mutually agreed.

Your Letter of Appointment, with all details, shall be given to you upon joining the Radisson Blu Coimbatore. We request you to provide us with a confirmation on the above latest by **July 26, 2019.**

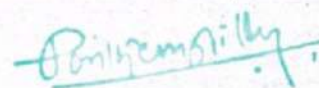
Radisson Hotel Group is one of the world's premier hotel companies with a portfolio of extraordinary brands & we aspire to be the company of choice for our guest, talent & partners. I urge you to revisit our brand website www.radissonhotels.com at regular intervals, which shall also familiarize you with more global updates.

Wishing success ahead!

For Radisson Blu, Coimbatore



Nethaji Raaj V
Assistant Human Resource Manager



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





Naipunnya Institute of Hotel Management <placement@nihm.ac.in>

CL/HRD/Offer Letter 07/2019 -Sijo Sunny

1 message

Ajeesh <hrlagoon@cghearth.com>
To: placement@nihm.ac.in

Mon, Aug 5, 2019 at 6:16 PM

FWDED**Date: 10/07/2019****Dear Mr. Sijo Sunny****Sub: Offer of Employment**

Welcome to Team CGH Earth!

With reference to your application and subsequent interview you had with us, we are pleased to offer you the position of **"Guest Service Associate"** in the **House Keeping Department** and your salary and other benefits will be paid as mutually agreed (**Rs.10000**) during the interview, statutory deductions will be applicable.

In addition you will be entitled to 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. Training Certificates
3. Experience Certificate
4. Police Clearance Certificate
5. Satisfactory completion of medical examination along with Medical check-up report
6. Attested Evidence of Identity Proof 2 copies (Driving License/Election ID Card/Aadhar/Bank Passbook)



Baiju George
FR. BAIJU GEORGE
PRINCIPAL
NAIPUNNYA INSTITUTE OF HOTEL MANAGEMENT
CHERTHALA-688 524

9/29/2019

Naipunnya Institute of Hotel Management Mail - CL/HRD/Offer Letter 07/2019 -Sijo Sunny

7. Passport size photos 10

Please send us your acceptance in writing immediately. You are requested to report for duty on or before **17th July 2019.**

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,

Sincerely Yours,

For Coconut Lagoon,

AJEESH

Asst. MANAGER HR

COCONUT LAGOON

KUMARAKOM

Tel: 9633342307

www.cghearth.com



Fr. Balju George
FR. BALJU GEORGE
PRINCIPAL
NAIPUNNYA SCHOOL OF MANAGEMENT
CHERTHALA-688 524

OFFER LETTER

Dear Thomas Joseph

Congratulations! You have been selected as a **Hotel Assistant** onboard **P&O Cruises** ships.

Your consolidated wages are \$567 per month.

You will receive your employment number subsequently. Till then please use your C-235235 for your future communication with us.

This offer letter is subject to you clearing the pre-employment medical examination (PEME), background verification checks & completing all other compliance procedures and acknowledgment of acceptance.

(Please note this is an offer letter. The terms & conditions for employment & joining instructions will be sent separately once you complete the onboarding process listed below & before your joining schedule.)

Next Steps:

Cruisecareers Profile update: You are required to access & update your Cruisecareers profile with your latest information. The Candidate Information Sheet (located within your profile) is to be filled in by you with key details which are needed for the next steps & joining. This needs to be completed within 07 days of receiving the offer letter.

Medical Examination: You will receive a separate letter via email for your PEME (Pre-Employment Medical Examination). Please complete the same at any of our authorized medical centre within 07 days of receiving the letter. Your offer letter is valid subject to you being declared FIT for sea duty by the company-approved medical examiner.

Background & Employer Reference Check: You will receive a survey link from CSSI Cognito Forms for your background and employer reference check. Please update/share your details via the form within 07 days of receipt.

Indian CDC & SID: Applying for an Indian Seamen's Book (CDC – Continuous Discharge Certificate) and SID (Seafarers Identity Document) is a mandatory requirement before joining a ship. For more details on how to apply check this video - > <https://bit.ly/indiancdc>

Visa Application: Depending on the brand & rank you are selected for, the CSSI Visa Team will contact you for any visa process. If applying for a US C1/D visa, all costs including for subsequent renewals will be reimbursed by CSSI after your visa application. US Visa is not required for Costa Cruises or P&O Cruises Australia ships.

Pre-joining Training: Depending upon your rank & brand, you may be required to undergo a mandatory company induction/orientation training. Our training department will email you the details. This training will either be online or on-campus in Mumbai/Hyderabad/Manila depending on the schedule.

Joining Date: You will receive an assignment to join one of our vessels as soon as the scheduling team has identified an opportunity & subject to your being Travel Ready, fulfilling the onboarding procedures. This may take time depending on future itineraries of the fleet. Meanwhile, we recommend that you continue working with your current employer and not resign from your job until you hear from our team regarding your future assignment.

We are here to help you should you have any questions or require additional information. Please feel free to contact us on +91 79425 29292.

Good wishes and we hope to see you onboard very soon!

***Remember to print this letter, sign in the space provided, and upload it via the View/edit->TO DO LIST section on your Cruisecareers profile within 02 days of receiving the offer.**

By signing this Job Offer Letter, I confirm that I have received the Job Description and I accept this offer with all terms and conditions:

Name: Thomas Joseph

Signature: [Signature]

Date: 04/06/2022

Place: Mumbai



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

PROPOSED OFFER		
Name	Tijo Chacko	
Designation	Guest Service Associate- F & B Services	
Hotel	Novotel Kochi Infopark	
Job Level	2	
Reporting To	F & B Manager	
Date of Joining	01-Aug-19	
Salary & Allowances	Rs / Mth	Rs / Year
Basic Salary and Dearness Allowance	10,500	126,000
Total (A)	10,500	126,000
Retiral Benefits		
Employer PF Contribution @ 12% of Basic & Dearness Allowance	1,260	15,120
Employer ESIC Contribution @ 3.25% of Gross Monthly Salary	341	4,095
Total (B)	1,601	19,215
Total Fixed Compensation (A+B)	12,101	145,215
Note: Your take home salary would be Rs 8900/- Approx		

Principally

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



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

July 20, 2019

Dear Tijo,

Congratulations!

We take pleasure to intimate you of your selection as **Trainee Guest Service Associate** in **Food & Beverage Service Department, Radisson Blu Coimbatore**.

This Letter of Intent is being issued in lieu of your assignment at the hotel which commences w.e.f **August 1, 2019** on the salary as mutually agreed.

Your Letter of Appointment, with all details, shall be given to you upon joining the Radisson Blu Coimbatore. We request you to provide us with a confirmation on the above latest by **July 26, 2019**.

Radisson Hotel Group is one of the world's premier hotel companies with a portfolio of extraordinary brands & we aspire to be the company of choice for our guest, talent & partners. I urge you to revisit our brand website www.radissonhotels.com at regular intervals, which shall also familiarize you with more global updates.

Wishing success ahead!

For Radisson Blu, Coimbatore



Nethaji Raaj V
Assistant Human Resource Manager



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

7/30/2019

Naipunya Institute of Hotel Management Mail - Letter of Intent - Apprentice Trainee

33/1739 A, Chakkaraparambu Junction, National Highways By Pass, Vennala, Cochin, India

Direct Line: +91 484 4199000, 0484 6649000 Mobile: +91 8129497450

Toll Free: 1800 1033 066, +91 124 4551212

Email: ahr@holidayinncochin.com Website: www.holidayinn.com/cochin

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 HI BBB Signature Banner-01

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2K



FR. BAIJU GEORGE

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

7/30/2019

Naipunnya Institute of Hotel Management Mail - Letter of Intent - Apprentice Trainee



Naipunnya Institute of Hotel Management <placement@nihm.ac.in>

Letter of Intent - Apprentice Trainee

Rajesh Philip <ahr@holidayinncochin.com>
To: placement@nihm.ac.in, johnmelvinns@gmail.com

Wed, Jul 24, 2019 at 12:28 PM

Dear Melbin,

Greetings from Holiday Inn Cochin!!!

Please find the list of students from your college, shortlisted for Apprentice Training at Holiday Inn Cochin.

We will be Providing Rs.3,000/- per month as a stipend.

Shortlisted Students:-

1. Tinu Tomy
2. Arunodayan K P

They are required to bring the following documents at the time of joining ie.29th July 2019.

- ✓ NOC letter from College
- ✓ Certificate which proves Age, qualification and Experience
- ✓ 4 Passport size Photos
- ✓ Police Clearance Certificate
- ✓ Copy of Aadhar Card /Election ID Card
- ✓ Medical Fitness Certificate

Regards,

Paul Jose
Asst. Manager - HR & Training



FR. BALJU GEORGE
FR. BALJU GEORGE
PRINCIPAL
NAIPUNNYA SCHOOL OF MANAGEMENT
CHERTHALA-688 524

9/29/2019

Naipunnya Institute of Hotel Management Mail - Letter of Intent - Apprentice Trainee

HOLIDAY INN COCHIN

33/1739 A, Chakkaraparambu Junction, National Highways By Pass, Vennala, Cochin, India

Direct Line: +91 484 4199000, 0484 6649000 Mobile: +91 8129497450

Toll Free: 1800 1033 066, +91 124 4551212

Email: ahr@holidayinncochin.com Website: www.holidayinn.com/cochin

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


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

9/29/2019

Naipunnya Institute of Hotel Management Mail - Letter of Intent - Apprentice Trainee



Naipunnya Institute of Hotel Management <placement@nihm.ac.in>

Letter of Intent - Apprentice Trainee

1 message

Rajesh Philip <ahr@holidayinncochin.com>
To: placement@nihm.ac.in, johnmelvinns@gmail.com

Wed, Jul 24, 2019 at 12:28 PM

Dear Melbin,

Greetings from Holiday Inn Cochin!!!

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- ✓ Police Clearance Certificate
- ✓ Copy of Aadhar Card /Election ID Card
- ✓ Medical Fitness Certificate

Regards,

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

Paul Jose

Asst. Manager - HR & Training

Near Manorama Jn.
Cherthala
Pin-688 524

TAJ
BEKAL RESORT & SPA
KIRATA

21st JUNE 2019

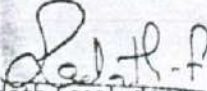
TO WHOMSOEVER IT MAY CONCERN

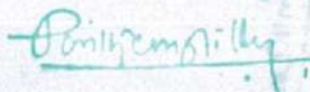
This is to certify that Mr. AMAL P MOHAN has completed industrial exposure training in all the major departments from 20th January 2019 till June 20th 2019.

During his tenure with us he was found to be hard working and learning oriented.

We wish him all the best for his future endeavors.

For Taj Bekal Resort & Spa


Sadath Fasaludeen
Manager – Learning & Development


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

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



Taj Bekal Resort & Spa

Kappil Beach, Duma West, Kasaragod-671 319, Kerala, India

T: +91 467 661 6612 | www.tajhotels.com | CIN: U45990U1985PLC034618 | GST: 32AAAC0075E126

Registered office: Khurana Hotels Private Limited, M/109, Greater Kailash, New Delhi-110 048, India

CERTIFICATE OF EXCELLENCE

TAJ CLUB HOUSE HOTEL, CHENNAI

This certificate is proudly presented to

MR. AMAL K.B

from NAIPUNNYA SCHOOL OF MANAGEMENT, CHERTHALA

in recognition of successfully completing the Industrial Exposure Training

in ALL departments

with an attendance of 100 %.

The duration of this training was from 21.01.2019 to 20.06.2019

IHCL

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

THE LEELA PALACE BENGALURU Certificate

This is to certify that

ARUN SATHEESAN

Date - June 17, 2019

To Whom So Ever it May Concern

This is to bring to your kind attention that Mr George Chacko of Naipunnya School of Management, Kerala has completed his Industrial Exposure Training at Taj Bengal, Kolkata in Food Production from Jan 21, 2019 to June 17, 2019.

We wish to applaud his dedicated efforts and commitment towards tasks assigned during his training at the hotel. He was an asset to the daily operations. He single handedly handled all the initiatives that were given to him with great passion and diligence. He has a positive attitude, has shown a keen interest in learning new things.

His passion for always going the extra mile is much appreciated.

We wish him success in all his future endeavours.

S. Sengupta
Somya Sengupta

Learning and Development Manager

Taj Bengal,

Kolkata

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

14-B, Belvedere Road, Alipore
Kolkata - 700 037, West Bengal, India
Telephone: +91 33 2221 3939 Facsimile: +91 33 2221 1766/8305
E-mail: bengal.calcutta@tajhotels.com; www.tajhotels.com

THE INDIAN HOTELS COMPANY LIMITED
Registered Office: Marolli House, Marolli Road, Mumbai - 400 031, India
Telephone: +91 22 6639 5515 Fax: +91 22 2201 2442 CIN: 170999MHI1907PLC000183



June 20, 2019

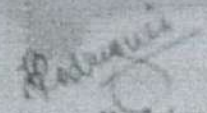
CERTIFICATION

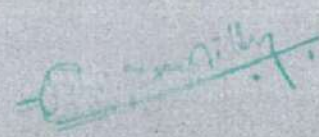
This is to certify that Mr. Jameskutty Chacko, a student of Naipunya School of Management, Cherthala, has completed a 5 months internship with Hyatt Centric Candolim Goa effective from January 23, 2019 until June 20, 2019.

During his time at Hyatt Centric Candolim Goa he trained in the Front Office, Housekeeping, Culinary and Food & Beverage Service departments.

We wish him all the best in his future endeavors

For Hyatt Centric Candolim Goa,


Rebecca Rodrigues
Assistant Manager - Human Resources


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



CERTIFICATE OF COMPLETION

This certificate is proudly presented to

Mr. Jerin Thomas

from Naipunya Institute of Mgmt & Info Tech, Kerala

in recognition of successfully completing the Industrial Exposure Training

at The Gateway Hotel EM Bypass, Kolkata

The duration of this training was from 23-Jan-19 to 17-Jun-19



[Signature]

GENERAL MANAGER

[Signature]

L & D MANAGER

[Signature]

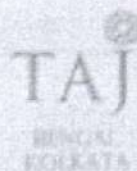
FR. BALJU GEORGE
PRINCIPAL
NAIPUNYA SCHOOL OF MANAGEMENT
CHERTHALA-688 524

Taj Hotels Resorts and Palaces
Present this *Certificate*

To Sijo Sunny

Of NAIPUNYA CHERTHALA

In recognition of successfully completing



Date - June 17, 2019

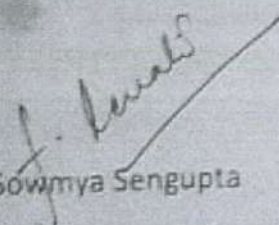
To Whom So Ever it May Concern

This is to bring to your kind attention that Mr Varghese Chacko of Naipunnya School of Management, Kerala has completed his Industrial Exposure Training at Taj Bengal, Kolkata in Food Production, Food & Beverage and Housekeeping from Jan 21, 2019 to June 17, 2019.

We wish to applaud his dedicated efforts and commitment towards tasks assigned during his training at the hotel. He was an asset to the daily operations. He single handedly handled all the initiatives that were given to him with great passion and diligence. He has a positive attitude, has shown a keen interest in learning new things.

His passion for always going the extra mile is much appreciated.

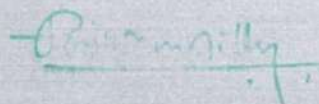
We wish him success in all his future endeavours.


Sowmya Sengupta

Learning and Development Manager

Taj Bengal,

Kolkata



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



14-B, Seaboard Road, Alipore
Kolkata - 700 077, West Bengal, India
Telephone: +91 33 2224 1764/1805
Fax: +91 33 2224 1764/1805
Email: bengal@tajhotels.com, www.tajhotels.com

FR. BAIJU GEORGE
GSTIN: 33AACT1972B124
Trade License No. 40740800002

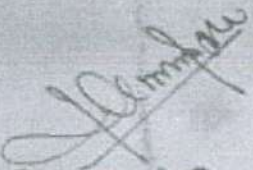
THE INDIAN HOTELS COMPANY LIMITED
Registered Office: Maratha House, Maratha Road, Mumbai - 400 001, India
Telephone: 91 22 6669 5145 Fax: 91 22 2262 2462/2463 E-MAIL: INHPL@INDHOTEL.COM

21st June 2019**TO WHOMSOEVER IT MAY CONCERN**

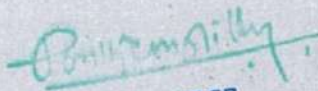
This is to certify that Mr. Vishnu K J student of Naipunya School of Management, Cherthala has done his Industrial Exposure Training in the Swimming Pool, Front Office, Housekeeping & F&B Production Department at The Gateway Hotel, Calicut from 23rd January 2019 to 10th June 2019.

During his tenure with us he was found to be hardworking.

We wish him all the very best in his future Endeavours.


Seema A S
Manager-Human Resources




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

One&Only

ROYAL MIRAGE

Dubai

Encl: 1
Cmmt: 1

11 December, 2019

Mr. Varghese Chacko
Cochin - India
c/o Al Amani

Dear Varghese,

On behalf of the "One&Only Royal Mirage, Dubai", it gives us great pleasure to offer you the following professional challenge as per the following details:

- 1. Position**
Commis Waiter
- 2. Starting Date**
Your date of joining will be no later than 20 December 2019.
- 3. Point of Hire**
Your point of hire will be Cochin - India, from where a one-way economy class ticket will be provided.
- 4. Remuneration**
Your monthly starting salary will be Dhs.850/- (Approx. US\$232). Your eligibility for service charge will also commence once you have successfully completed your probationary period. This will be calculated every six months (i.e. from seventh month) and will be based on work performance, behavior and attendance.
- 5. Place of work**
One&Only Management reserves the right to have you reassigned to a different unit within One&Only Royal Mirage, Dubai or One&Only The Palm, Dubai. Such assignments may be temporary or permanent.
- 6. Working Hours**
Your working hours will be nine (9) hours a day over six (6) days a week with one (1) day off.
- 7. Meals**
The resort will provide daily breakfast, lunch and dinner, taken within the colleagues Dining Room at the hotel, within the employees' accommodation Dining Room.
- 8. Uniform / Laundry**
You will be provided with a hotel uniform, along with laundry service.
- 9. Grooming**
All employees will be required to adhere to the Hotel's grooming standards. Male team members are required to have a clean-shaven presentation, thus no moustache or beard is allowed.
- 10. Medical**
A medical scheme will be provided for you as per the Hotel's policy.
- 11. Accommodation**
You will be provided with a suitable shared accommodation (4 persons per room) in the staff-housing complex as per Hotel's policy.
- 12. Transport**
Transport to and from the hotel will be provided as per the Hotel's schedule.
- 13. Vacation and Travel**
In accordance with the provisions of the UAE Labor Law, you will be entitled to thirty (30) days paid leave after the completion of one year service and annually thereafter. Please note that should you resign prior to the completion of your service, your vacation accrual rate will be calculated at the rate of two days per month. No vacation will be paid should you resign prior to the completion of six months of service. The vacation period is not to be used as a means of payment for the hotel.

FR. BALJU GEORGE
PRINCIPAL

NAIPUNYA SCHOOL OF MANAGEMENT
CHERTHALA-688 524



MELENZANE

WE COOK ITALIAN

Date: 5th Feb 2019

To: Mr. Albin Thomas,

Subject: Job Offer

With reference to your application to work with our company, we would like to give you the following offer with specification of passing the prerequisite requirements of the Melenzane Restaurant Management & Catering Co.

Therefore, we are pleased to present you the following offer:-

Job Title	:	Kitchen Helper.
Location	:	Melenzane, Doha, Qatar.
Joining Date	:	At the earliest.
Contract Status	:	Local Hiring.
Department	:	Operations.
Reporting to	:	Kitchen Manager.
Basic Salary	:	QAR 1700/-
Monthly Sales Bonus	:	QAR 360/- (Paid quarterly according to employee performance)
Probation Period	:	03 Months.
Annual Leave	:	21 days annual paid leave.
Other Terms & Conditions	:	Any other benefits not mentioned are accordance to Qatar Labor Law or the Law in the country of employment.
Additional Benefits	:	Air ticket after completion of 2 years. Free accommodation and transportation provided.

You are eligible of the Benefits as per Qatar Labor Law only after passing the regulations of transferring the residency.

This employment offer is aligned to the Employment Contract that you sign with the company. Up acceptance of this job offer, you will be subjected to the company's rules and regulations and you are advised to abide them.

Therefore, you are kindly requested to let us know your decision not later than 6th Feb 2019.

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

Sincerely,

Aiya Al Harazi
HR Manager



FR. BALJU GEORGE
PRINCIPAL

NAIPUNYA SCHOOL OF MANAGEMENT
CHERTHALA-688 524

Applicant Sign

Applicant Name

Date Acceptance

Albin

ALBIN. P. THOMAS

05/02/2019

Tel.: 22213093 | Info@melenzane.com
Mazaya Tower 3 | 10th Floor | Al murqab

cghearth

experience hotels

CGH/MARARI BEACH/HRD/Offer Letter/54 /2018
Dated: 05/06/2018

Dear Mr.Bibin

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: 4407/-

HRA: 1253/-

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 10/06/2018, you are requested to report for duty on or before 13/06/2018.

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,



(Signature)

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

Escapade Resorts Pvt. Ltd.

Marari Beach, Mararikulam, Alleppey - 688 549, Kerala, India

Phone: +91-478-9863801 - 09 Fax: 2863810 Email: mararibeach@cghearth.com www.cghearth.com

CROWNE PLAZA
AN IHG® HOTEL
KOCHI

04/02/2019

COKCH/2019/01292

Bibin Sunny
S/O Sunny V V
Vadappurath
pallippuram
Thirunallur alappuzha
PIN-688541

Subject: Letter of Appointment

Dear Bibin,

I am very pleased to offer you the position of "F&B Associate" at Crowne Plaza Kochi. Under the Management Agreement for the Hotel, you will be employed by 'KGA Hotels & Resorts Pvt. Ltd' ("the Company") trading as 'Crowne Plaza Kochi' ("The Hotel").

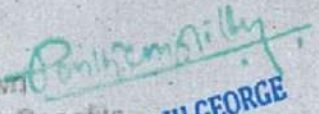
Position Title	F&B Associate
Reports to	F&B Manager
Employer	KGA Hotels & Resorts Pvt. Ltd.
Job Band	9
Effective Date	04/02/2019
Probationary period	Six months from the date of joining and as per terms more specifically stated in Annexure 'C'
Salary and Benefits	As per Attachments A & B

Accompanying this letter, please find the following attachments providing additional details regarding your employment offer



Attachment A
Attachment B

Salary Breakdown
Compensation & Benefits


FR. BALJU GEORGE
PRINCIPAL

NAIPUNYA SCHOOL OF MANAGEMENT
CHERTHALA-688 524

Crowne Plaza Kochi
T: +91 484 2865000 F: +91 484 2865311
XL/641 A Kundanoor Junction, NH-66 Bypass, Maradu
Ernakulam, Kochi - 682 304
crowneplaza.com/kochi

One&Only

ROYAL MIRAGE

Dubai

Anoop Antony
Housekeeping Attendant

Page 2 of 3

- 13.2 The hotel also reserves the right to send you on unpaid leave during the low season, over and above your annual paid vacation.
- 13.3 First year pre-paid vacation request will be subject to deduction related to pro-rata recovery of advance expenses such as recruitment, training, administrative and repatriation costs.
- 13.4 Upon completing two (2) years' service you will be eligible to a one way economy class ticket to **Cochin, India** booked by the hotel at the most competitive price.
- 13.5 Should your employment be continued the hotel will again provide you with a one way economy class incoming ticket back to Dubai, booked by the hotel at the most competitive price.
- 13.6 Following a further two (2) years' service you will be again eligible for a one way economy class ticket to **Cochin, India** and so for every subsequent two (2) year service commitment (refer Clause 12.3 and 12.4).
- 13.7 Should you resign within twelve (12) months of any return to Dubai following the initial two (2) year employment period, you will then be responsible to reimburse the hotel a pro-rata amount of the **one way** ticket to Dubai only. You would be also responsible for your repatriation costs. Your outward flight must be from a Dubai Airport.

14. Public Holidays

You will be entitled to all United Arab Emirates public holidays based on the Ministry of Labour press releases concerning the private sector. Public Holidays that are announced during your annual vacation may not be claimed. There are approximately 10 public holidays each year, which should be taken as day off when they occur. However, should you be required to work on the public holidays, these days will be compensated as days in lieu or paid as per hotel policy. If accumulated, pending lieu days must be cleared within 4 months or forfeited (unless otherwise agreed by the hotel in writing).

15. Sick Leave

- 15.1 You will be entitled to 45 calendar days sick leave for each year of service of which 15 days will be with full pay and the following 30 days with half pay, upon submission of an acceptable certificate from a medical practitioner approved by the hotel. Please note however, that you will only be entitled to sick leave after you have completed 3 months continuous service with the hotel.
- 15.2 Unless previously approved, you will not be entitled to avail of any sick leave when you are on overseas leave.

16. Duration of Contract / Termination

- 16.1 Your contract with the One&Only Royal Mirage will be on an open-ended basis. The employment contract may be terminated by either party by giving two (2) months' notice. In the event of gross misconduct, the Hotel shall be entitled to terminate you without notice or indemnity.
- 16.2 Should you decide to terminate the contract prior to the completion of one (1) year, you would be responsible for bearing 100% of your recruitment, training, administrative and travel-related expenses as well as repatriation costs. Your outward flight must be from a Dubai Airport.
- 16.3 Should you decide to terminate the contract after the completion of one (1) year, and prior to the completion of two (2) years you would be responsible for bearing 50% of your recruitment, training, administrative and travel-related expenses as well as repatriation costs. Your outward flight must be from a Dubai Airport.
- 16.4 Should you leave your employment, for whatever reason, before completing two years of contract, you may be imposed a ban for 6 months to 1 year during which time you will not be allowed to work in the UAE.

17. Probation Period

You will be on a trial/probation period of six months during which either party can terminate your contract by giving one (1) month notice.

18. Employment / Residency Visas

- 18.1 The Hotel will obtain the necessary employment and residency visas, to enable you to carry out your duties in Dubai, provided that these are approved by the local authorities. It is agreed that you will take such action as is necessary on your part to facilitate obtaining this.
- 18.2 This letter is considered part of the employment process, which will be completed upon the commencement of your official duties, and subject to the approval of your Residence permit by the United Arab Emirates authorities. All expenses related to this will be borne by the Hotel.

19. Repatriation Passage

Should you complete a minimum of two (2) years' service, you will be provided with an economy class one-way ticket, Dubai to **Cochin, India**.



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

One&Only

ROYAL MIRAGE

Dubai

Anoop Antony
Housekeeping Attendant

Page 1 of 3

27 September, 2021

Mr. Anoop Antony
Cochin – India
c/o Al Amani

Dear Anoop,

It gives us great pleasure to offer you the following professional challenge as per the following details:

1. **Position**
Housekeeping Attendant.
2. **Starting Date**
Your date of joining will be no later than 25 October 2021.
3. **Point of Hire**
Your point of hire will be Cochin - India, from where a one-way economy class ticket will be provided.
4. **Remuneration**
Your monthly remuneration will be at Dhs.850/- (Approx. US\$232). Your eligibility for service charge will also commence once you have successfully completed your probationary period. This will be calculated every six months (i.e. from seventh month) and will be based on work performance, behavior and attendance.
5. **Place of work**
One&Only Management reserves the right to have you reassigned to a different unit within One&Only Royal Mirage, Dubai or One&Only The Palm, Dubai. Such assignments may be temporary or permanent.
6. **Working Hours**
Your working hours will be nine (9) hours a day over six (6) days a week with one (1) day off.
7. **Meals**
The resort will provide daily duty meal taken within the colleagues Dining Room at the hotel on a complimentary basis.
8. **Uniform / Laundry**
You will be provided with a hotel uniform, along with laundry service.
9. **Grooming**
All employees will be required to adhere to the Hotel's grooming standards. Male team members are required to have a clean-shaven presentation thus, no moustache or beard is allowed.
10. **Medical**
 - 10.1 A medical scheme will be provided for you as per the Hotel's policy.
 - 10.2 COVID - 19 Precautionary and Safety Measures – in line with the UAE new covid-19 protocols, you will be required to be fully vaccinated. Or if already vaccinated, you will need to submit the certificate of vaccination upon arrival.
11. **Accommodation**
You will be provided with a suitable shared accommodation (4 persons per room) in the staff-housing complex as per Hotel's policy.
12. **Transport**
Transport to and from the hotel will be provided as per approved hotel Bus schedule on a complimentary basis.
13. **Vacation and Overseas Travel**
 - 13.1 In accordance with the provisions of the UAE Labor Law, you will be entitled to thirty (30) days paid leave after the completion of one (1) year service and annually thereafter. Please note that should you resign prior to the completion of twelve months of service, your vacation accrual rate will be calculated at the rate of two days per month. No vacation payment will be made though, should you resign prior to the completion of six months of service. If vacation period is to be taken at a time that is operationally convenient for the hotel.



ONE&ONLY ROYAL MIRAGE, P.O. BOX 37252, DUBAI, UNITED ARAB EMIRATES
T: +971 4 399 9999 INFO@ONEANDONLYROYALMIRAGE.AE
ONEANDONLYROYALMIRAGE.COM

FR. BALJU GEORGE
PRINCIPAL
NAIPUNNYA SCHOOL OF MANAGEMENT
CHERTHALA-688 524

One&Only

ROYAL MIRAGE

Dubai

Amal Das
Housekeeping Attendant

Page 3 of 3

20. Indemnity

You will be entitled to avail of the end of service indemnity as stipulated by the United Arab Emirates Labour Law. End of service benefits and entitlements will not be paid in cases of gross negligence, dishonesty, illegal activities or other cases as per UAE Labour Law Article 120.

21. Conduct

The United Arab Emirates is a Muslim country, personal conduct, proper decorum and respect of the values of the United Arab Emirates is particularly important.

22. Restrictions

During your assignment with the Hotel you may not become involved with any other service, occupation or business without the prior written consent of the Managing Director.

23. Privacy

People's privacy is now of utmost importance, and therefore we should not take picture(s) / video(s) of any guest(s) or any third party of the hotel, whether VIP, regular or not and transfer by any forms whether printed and / or Electronic (including facebook, twitter, youtube, written press, etc) for yourself or to a third party without the written consent / approval of both the Guest(s) and Management.

Failure to comply with the above will lead to disciplinary or legal action including termination.

24. Personal Property

The hotel does not accept responsibility for your personal property, which is lost, stolen or damaged within the hotel (or at the accommodation).

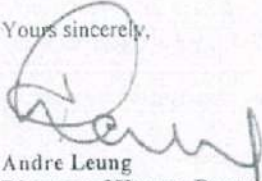
25. Acceptance

If you are in agreement with the above terms and conditions please acknowledge this by returning a signed copy of this letter, together with a clear copy of your passport, ten (10) colored passport photographs, with white background.

Once again we thank you for your time and we are confident that your involvement will provide an important contribution to the "One&Only Royal Mirage" experience. In return, you will receive invaluable overseas exposure, which can greatly contribute, to your personal career growth.

We look forward to welcoming you as a member of our team.

Yours sincerely,



Andre Leung
Director of Human Resources & Training



Olivier Louis
Managing Director

.....
I hereby confirm acceptance of the above
Amal Das

.....
Date

NOTE: This offer is only valid for one week upon receipt.



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

One&Only

ROYAL MIRAGE

Dubai

Amal Das
Housekeeping Attendant

Page 2 of 3

- 13.2 The hotel also reserves the right to send you on unpaid leave during the low season, over and above your annual paid vacation.
- 13.3 First year pre-paid vacation request will be subject to deduction related to pro-rata recovery of advance expenses such as recruitment, training, administrative and repatriation costs.
- 13.4 Upon completing two (2) years' service you will be eligible to a one way economy class ticket to Cochin, India booked by the hotel at the most competitive price.
- 13.5 Should your employment be continued the hotel will again provide you with a one way economy class incoming ticket back to Dubai, booked by the hotel at the most competitive price.
- 13.6 Following a further two (2) years' service you will be again eligible for a one way economy class ticket to Cochin, India and so for every subsequent two (2) year service commitment (refer Clause 12.3 and 12.4).
- 13.7 Should you resign within twelve (12) months of any return to Dubai following the initial two (2) year employment period, you will then be responsible to reimburse the hotel a pro-rata amount of the one way ticket to Dubai only. You would be also responsible for your repatriation costs. Your outward flight must be from a Dubai Airport.

14. Public Holidays

You will be entitled to all United Arab Emirates public holidays based on the Ministry of Labour press releases concerning the private sector. Public Holidays that are announced during your annual vacation may not be claimed.

There are approximately 10 public holidays each year, which should be taken as day off when they occur. However, should you be required to work on the public holidays, these days will be compensated as days in lieu or paid as per hotel policy. If accumulated, pending lieu days must be cleared within 4 months or forfeited (unless otherwise agreed by the hotel in writing).

15. Sick Leave

15.1 You will be entitled to 45 calendar days sick leave for each year of service of which 15 days will be with full pay and the following 30 days with half pay, upon submission of an acceptable certificate from a medical practitioner approved by the hotel. Please note however, that you will only be entitled to sick leave after you have completed 3 months continuous service with the hotel.

15.2 Unless previously approved, you will not be entitled to avail of any sick leave when you are on overseas leave.

16. Duration of Contract / Termination

16.1 Your contract with the One&Only Royal Mirage will be on an open-ended basis.

The employment contract may be terminated by either party by giving two (2) months' notice. In the event of gross misconduct the Hotel shall be entitled to terminate you without notice or indemnity.

16.2 Should you decide to terminate the contract prior to the completion of one (1) year, you would be responsible for bearing 100% of your recruitment, training, administrative and travel-related expenses as well as repatriation costs. Your outward flight must be from a Dubai Airport.

16.3 Should you decide to terminate the contract after the completion of one (1) year, and prior to the completion of two (2) years you would be responsible for bearing 50% of your recruitment, training, administrative and travel-related expenses as well as repatriation costs. Your outward flight must be from a Dubai Airport.

16.4 Should you leave your employment, for whatever reason, before completing two years of contract, you may be imposed a ban for 6 months to 1 year during which time you will not be allowed to work in the UAE.

17. Probation Period

You will be on a trial/probation period of six months during which either party can terminate your contract without notice.

18. Employment / Residency Visas

18.1 The Hotel will obtain the necessary employment and residency visas, to enable you to carry out your duties in Dubai, provided that these are approved by the local authorities. It is agreed that you will take such action as is necessary on your part to facilitate obtaining this.

18.2 This letter is considered part of the employment process, which will be completed upon the commencement of your official duties, and subject to the approval of your Residence permit by the United Arab Emirates authorities. All expenses related to this will be borne by the Hotel.

19. Repatriation Passage

Should you complete a minimum of two (2) years' service, you will be provided with an economy class one-way ticket, Dubai to Cochin, India.



FR. BALJU GEORGE
PRINCIPAL
NAIPUNYA SCHOOL OF MANAGEMENT
CHERTHALA-688 524

One&Only

ROYAL MIRAGE

Dubai

Amal Das
Housekeeping Attendant

Page 1 of 3

2 July, 2021

Mr. Amal Das
Cochin - India
c/o Al Amani

Dear Amal,

It gives us great pleasure to offer you the following professional challenge as per the following details:

1. **Position**
Housekeeping Attendant.
2. **Starting Date**
Your date of joining will be no later than 20 August 2021.
3. **Point of Hire**
Your point of hire will be Cochin - India, from where a one-way economy class ticket will be provided.
4. **Remuneration**
Your monthly remuneration will be at Dhs.850/- (Approx. US\$232). Your eligibility for service charge will also commence once you have successfully completed your probationary period. This will be calculated every six months (i.e. from seventh month) and will be based on work performance, behavior and attendance.
5. **Place of work**
One&Only Management reserves the right to have you reassigned to a different unit within One&Only Royal Mirage, Dubai or One&Only The Palm, Dubai. Such assignments may be temporary or permanent.
6. **Working Hours**
Your working hours will be nine (9) hours a day over six (6) days a week with one (1) day off.
7. **Meals**
The Hotel will provide you with meal facilities in the appropriate location.
8. **Uniform / Laundry**
You will be provided with a hotel uniform, along with laundry service.
9. **Grooming**
All employees will be required to adhere to the Hotel's grooming standards. Male team members are required to have a clean-shaven presentation thus, no moustache or beard is allowed.
10. **Medical**
10.1 A medical scheme will be provided for you as per the Hotel's policy.
10.2 COVID - 19 Precautionary and Safety Measures - in line with the UAE new covid-19 protocols, you will be required to be fully vaccinated. Or if already vaccinated, you will need to submit the certificate of vaccination upon arrival.
11. **Accommodation**
You will be provided with a suitable shared accommodation (4 persons per room) in the staff-housing complex as per Hotel's policy.
12. **Transport**
Transport to and from the hotel will be provided as per approved hotel Bus schedule.
13. **Vacation and Overseas Travel**
13.1 In accordance with the provisions of the UAE Labor Law, you will be entitled to thirty (30) days paid leave after the completion of one (1) year service and annually thereafter. Please note that should you resign prior to the completion of twelve months of service, your vacation accrual rate will be calculated at the rate of two days per month. No vacation payment will be made though, should you resign prior to the completion of six months of service. The vacation period is to be taken at a time that is operationally convenient for the hotel.



ONE&ONLY ROYAL MIRAGE, P.O. BOX 37252, DUBAI, UNITED ARAB EMIRATES
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FR. BALJU GEORGE
PRINCIPAL
NAIPUNYA SCHOOL OF MANAGEMENT
CHERTHALA - 688 524

One&Only
ROYAL MIRAGE
Dubai

Johnson Thomas
Housekeeping Attendant

Page 3 of 3

20. Indemnity

You will be entitled to avail of the end of service indemnity as stipulated by the United Arab Emirates Labour Law. End of service benefits and entitlements will not be paid in cases of gross negligence, dishonesty, illegal activities or other cases as per UAE Labour Law Article 120.

21. Conduct

The United Arab Emirates is a Muslim country, personal conduct, proper decorum and respect of the values of the United Arab Emirates is particularly important.

22. Restrictions

During your assignment with the Hotel you may not become involved with any other service, occupation or business without the prior written consent of the Managing Director.

23. Privacy

People's privacy is now of utmost importance, and therefore we should not take picture(s) / video(s) of any guest(s) or any third party of the hotel, whether VIP, regular or not and transfer by any forms whether printed and / or Electronic (including facebook, twitter, youtube, written press, etc) for yourself or to a third party without the written consent / approval of both the Guest(s) and Management.

Failure to comply with the above will lead to disciplinary or legal action including termination.

24. Personal Property

The hotel does not accept responsibility for your personal property, which is lost, stolen or damaged within the hotel (or at the accommodation).

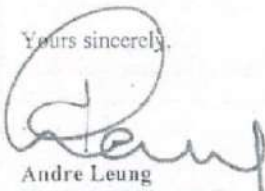
25. Acceptance

If you are in agreement with the above terms and conditions please acknowledge this by returning a signed copy of this letter, together with a clear copy of your passport, ten (10) colored passport photographs, with white background.

Once again we thank you for your time and we are confident that your involvement will provide an important contribution to the "One&Only Royal Mirage" experience. In return, you will receive invaluable overseas exposure, which can greatly contribute, to your personal career growth.

We look forward to welcoming you as a member of our team.

Yours sincerely,



Andre Leung
Director of Human Resources & Training



Olivier Louis
Managing Director

.....
I hereby confirm acceptance of the above
Johnson Thomas

.....
Date

NOTE: This offer is only valid for one week upon receipt.



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



One&Only

ROYAL MIRAGE

Dubai

Johnson Thomas
Housekeeping Attendant

Page 2 of 3

- 13.2 The hotel also reserves the right to send you on unpaid leave during the low season, over and above your annual paid vacation.
- 13.3 First year pre-paid vacation request will be subject to deduction related to pro-rata recovery of advance expenses such as recruitment, training, administrative and repatriation costs.
- 13.4 Upon completing two (2) years' service you will be eligible to a one way economy class ticket to Cochin, India booked by the hotel at the most competitive price.
- 13.5 Should your employment be continued the hotel will again provide you with a one way economy class incoming ticket back to Dubai, booked by the hotel at the most competitive price.
- 13.6 Following a further two (2) years' service you will be again eligible for a one way economy class ticket to Cochin, India and so for every subsequent two (2) year service commitment (refer Clause 12.3 and 12.4).
- 13.7 Should you resign within twelve (12) months of any return to Dubai following the initial two (2) year employment period, you will then be responsible to reimburse the hotel a pro-rata amount of the one way ticket to Dubai only. You would be also responsible for your repatriation costs. Your outward flight must be from a Dubai Airport.

14. Public Holidays

You will be entitled to all United Arab Emirates public holidays based on the Ministry of Labour press releases concerning the private sector. Public Holidays that are announced during your annual vacation may not be claimed. There are approximately 10 public holidays each year, which should be taken as day off when they occur. However, should you be required to work on the public holidays, these days will be compensated as days in lieu or paid as per hotel policy. If accumulated, pending lieu days must be cleared within 4 months or forfeited (unless otherwise agreed by the hotel in writing).

15. Sick Leave

- 15.1 You will be entitled to 45 calendar days sick leave for each year of service of which 15 days will be with full pay and the following 30 days with half pay, upon submission of an acceptable certificate from a medical practitioner approved by the hotel. Please note however, that you will only be entitled to sick leave after you have completed 3 months continuous service with the hotel.
- 15.2 Unless previously approved, you will not be entitled to avail of any sick leave when you are on overseas leave.

16. Duration of Contract / Termination

- 16.1 Your contract with the One&Only Royal Mirage will be on an open-ended basis. The employment contract may be terminated by either party by giving two (2) months' notice. In the event of gross misconduct the Hotel shall be entitled to terminate you without notice or indemnity.
- 16.2 Should you decide to terminate the contract prior to the completion of one (1) year, you would be responsible for bearing 100% of your recruitment, training, administrative and travel-related expenses as well as repatriation costs. Your outward flight must be from a Dubai Airport.
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- 18.2 This letter is considered part of the employment process, which will be completed upon the commencement of your official duties, and subject to the approval of your Residence permit by the United Arab Emirates authorities. All expenses related to this will be borne by the Hotel.

19. Repatriation Passage

Should you complete a minimum of two (2) years' service, you will be provided with an economy class one-way ticket, Dubai to Cochin.



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

One&Only

ROYAL MIRAGE

Dubai

Johnson Thomas
Housekeeping Attendant

Page 1 of 3

2 July, 2021

Mr. Johnson Thomas
Cochin - India
c/o Al Amani

Dear Johnson,

It gives us great pleasure to offer you the following professional challenge as per the following details:

1. **Position**
Housekeeping Attendant.
2. **Starting Date**
Your date of joining will be no later than 20 August 2021.
3. **Point of Hire**
Your point of hire will be Cochin - India, from where a one-way economy class ticket will be provided.
4. **Remuneration**
Your monthly remuneration will be at Dhs.850/- (Approx. US\$232). Your eligibility for service charge will also commence once you have successfully completed your probationary period. This will be calculated every six months (i.e. from seventh month) and will be based on work performance, behavior and attendance.
5. **Place of work**
One&Only Management reserves the right to have you reassigned to a different unit within One&Only Royal Mirage, Dubai or One&Only The Palm, Dubai. Such assignments may be temporary or permanent.
6. **Working Hours**
Your working hours will be nine (9) hours a day over six (6) days a week with one (1) day off.
7. **Meals**
The Hotel will provide you with meal facilities in the appropriate location.
8. **Uniform / Laundry**
You will be provided with a hotel uniform, along with laundry service.
9. **Grooming**
All employees will be required to adhere to the Hotel's grooming standards. Male team members are required to have a clean-shaven presentation thus, no moustache or beard is allowed.
10. **Medical**
10.1 A medical scheme will be provided for you as per the Hotel's policy.
10.2 COVID - 19 Precautionary and Safety Measures - in line with the UAE new covid-19 protocols, you will be required to be fully vaccinated. Or if already vaccinated, you will need to submit the certificate of vaccination upon arrival.
11. **Accommodation**
You will be provided with a suitable shared accommodation (4 persons per room) in the staff-housing complex as per Hotel's policy.
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13.1 In accordance with the provisions of the UAE Labor Law, you will be entitled to thirty (30) days paid leave after the completion of one (1) year service and annually thereafter. Please note that should you resign prior to the completion of twelve months of service, your vacation accrual rate will be calculated at the rate of two days per month. No vacation payment will be made though, should you resign prior to the completion of six months of service. The vacation period is to be taken at a time that is operationally convenient for the hotel.



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ROYAL MIRAGE

Dubai

Amith V.A.
Comms Writer

Page 3 of 3

20. Indemnity

You will be entitled to avail of the end of service indemnity as stipulated by the United Arab Emirates Labour Law. End of service benefits and entitlements will not be paid in cases of gross negligence, dishonesty, illegal activities or other cases as per UAE Labour Law Article 120.

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The United Arab Emirates is a Muslim country, personal conduct, proper decorum and respect of the values of the United Arab Emirates is particularly important.

22. Restrictions

During your assignment with the Hotel you may not become involved with any other service, occupation or business without the prior written consent of the Managing Director.

23. Privacy

People's privacy is now of utmost importance, and therefore we should not take picture(s) / video(s) of any guest(s) or any third party of the hotel, whether VIP, regular or not and transfer by any forms whether printed and / or Electronic (including facebook, twitter, youtube, written press, etc) for yourself or to a third party without the written consent / approval of both the Guest(s) and Management.

Failure to comply with the above will lead to disciplinary or legal action including termination.

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The hotel does not accept responsibility for your personal property, which is lost, stolen or damaged within the hotel (or at the accommodation).

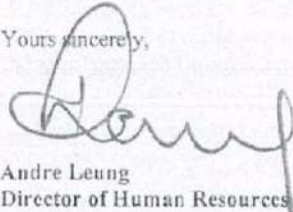
25. Acceptance

If you are in agreement with the above terms and conditions please acknowledge this by returning a signed copy of this letter, together with a clear copy of your passport, ten (10) colored passport photographs, with white background.

Once again we thank you for your time and we are confident that your involvement will provide an important contribution to the "One&Only Royal Mirage" experience. In return, you will receive invaluable overseas exposure, which can greatly contribute, to your personal career growth.

We look forward to welcoming you as a member of our team.

Yours sincerely,



Andre Leung
Director of Human Resources & Training



Olivier Louis
Managing Director

I hereby confirm acceptance of the above
Amith V.A

Date

NOTE: This offer is only valid for one week upon receipt.




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

One&Only

ROYAL MIRAGE

Dubai

Amith V.A
Commis Waiter

Page 2 of 3

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16. Duration of Contract / Termination

- 16.1 Your contract with the One&Only Royal Mirage will be on an open-ended basis. The employment contract may be terminated by either party by giving two (2) months' notice. In the event of gross misconduct the Hotel shall be entitled to terminate you without notice or indemnity.
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19. Repatriation Passage

Should you complete a minimum of two (2) years' service, you will be provided with an economy class one-way ticket, Dubai to **Cochin, India**.



FR. BALJU GEORGE
PRINCIPAL
NAIPUNNAYA SCHOOL OF MANAGEMENT
CHERTHALA-688 524

One&Only

ROYAL MIRAGE

Dubai

Amith V.A
Commis Waiter

Page 1 of 3

3 July, 2021

Mr. Amith V.A
Cochin - India
c/o Al Amani

Dear Amith,

It gives us great pleasure to offer you the following professional challenge as per the following details:

1. **Position**
Commis Waiter.
2. **Starting Date**
Your date of joining will be no later than 15 September 2021.
3. **Point of Hire**
Your point of hire will be **Cochin, India** from where a one-way economy class ticket will be provided.
4. **Remuneration**
Your monthly remuneration will be at Dhs.850/- (Approx. US\$232). Your eligibility for service charge will also commence once you have successfully completed your probationary period. This will be calculated every six months (i.e. from seventh month) and will be based on work performance, behavior and attendance.
5. **Place of work**
One&Only Management reserves the right to have you reassigned to a different unit within One&Only Royal Mirage, Dubai or One&Only The Palm, Dubai. Such assignments may be temporary or permanent.
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Your working hours will be nine (9) hours a day over six (6) days a week with one (1) day off.
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The Hotel will provide you with meal facilities in the appropriate location.
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ONE&ONLY ROYAL MIRAGE, P.O. BOX 37252, DUBAI, UNITED ARAB EMIRATES

T +971 4 399 9999 INFO@ONEANDONLYROYALMIRAGE.AE

ONEANDONLYROYALMIRAGE.COM

Amith V.A
FR. BAIJU GEORGE
PRINCIPAL
NAIPUNYA SCHOOL OF MANAGEMENT
CHERTHALA-688 524

One&Only

ROYAL MIRAGE

Dubai

Alan Jose
Housekeeping Attendant

Page 3 of 3

20. Indemnity

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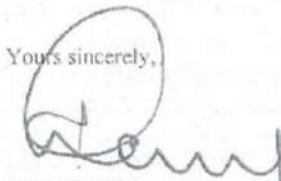
25. Acceptance

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Once again we thank you for your time and we are confident that your involvement will provide an important contribution to the "One&Only Royal Mirage" experience. In return, you will receive invaluable overseas exposure, which can greatly contribute, to your personal career growth.

We look forward to welcoming you as a member of our team.

Yours sincerely,



Andre Leung
Director of Human Resources & Training



Olivier Louis
Managing Director

.....
I hereby confirm acceptance of the above
Alan Jose

.....
Date

NOTE: This offer is only valid for one week upon receipt.




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

One&Only

ROYAL MIRAGE

Dubai

Alan Jose
Housekeeping Attendant

Page 2 of 3

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For BAIJU GEORGE

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

One&Only

ROYAL MIRAGE

Dubai

Alan Jose
Housekeeping Attendant

Page 1 of 8

2 July, 2021

Mr. Alan Jose
Cochin - India
c/o Al Amani

Dear Alan,

It gives us great pleasure to offer you the following professional challenge as per the following details:

1. **Position**
Housekeeping Attendant.
2. **Starting Date**
Your date of joining will be no later than 20 August 2021.
3. **Point of Hire**
Your point of hire will be Cochin - India, from where a one-way economy class ticket will be provided.
4. **Remuneration**
Your monthly remuneration will be at Dhs.850/- (Approx. US\$232). Your eligibility for service charge will also commence once you have successfully completed your probationary period. This will be calculated every six months (i.e. from seventh month) and will be based on work performance, behavior and attendance.
5. **Place of work**
One&Only Management reserves the right to have you reassigned to a different unit within One&Only Royal Mirage, Dubai or One&Only The Palm, Dubai. Such assignments may be temporary or permanent.
6. **Working Hours**
Your working hours will be nine (9) hours a day over six (6) days a week with one (1) day off.
7. **Meals**
The Hotel will provide you with meal facilities in the appropriate location.
8. **Uniform / Laundry**
You will be provided with a hotel uniform, along with laundry service.
9. **Grooming**
All employees will be required to adhere to the Hotel's grooming standards. Male team members are required to have a clean-shaven presentation thus, no moustache or beard is allowed.
10. **Medical**
10.1 A medical scheme will be provided for you as per the Hotel's policy.
10.2 COVID - 19 Precautionary and Safety Measures - in line with the UAE new covid-19 protocols, you will be required to be fully vaccinated. Or if already vaccinated, you will need to submit the certificate of vaccination upon arrival.
11. **Accommodation**
You will be provided with a suitable shared accommodation (4 persons per room) in the staff-housing complex as per Hotel's policy.
12. **Transport**
Transport to and from the hotel will be provided as per approved hotel Bus schedule.
13. **Vacation and Overseas Travel**
13.1 In accordance with the provisions of the UAE Labor Law, you will be entitled to thirty (30) days paid leave after the completion of one (1) year service and annually thereafter. Please note that should you resign prior to the completion of twelve months of service, your vacation accrual rate will be calculated at the rate of two days per month. No vacation payment will be made though, should you resign prior to the completion of six months of service. The vacation period is to be taken at a time that is operationally convenient for the hotel.



ONE&ONLY ROYAL MIRAGE, P.O. BOX 37252, DUBAI, UNITED ARAB EMIRATES
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FR. BALJU GEORGE
PRINCIPAL

NAIPUNYA SCHOOL OF MANAGEMENT
CHERTHALA-688 524

One&Only

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Page 3 of 3

20. Indemnity

You will be entitled to avail of the end of service indemnity as stipulated by the United Arab Emirates Labour Law. End of service benefits and entitlements will not be paid in cases of gross negligence, dishonesty, illegal activities or other cases as per UAE Labour Law Article 120.

21. Conduct

The United Arab Emirates is a Muslim country, personal conduct, proper decorum and respect of the values of the United Arab Emirates is particularly important.

22. Restrictions

During your assignment with the Hotel you may not become involved with any other service, occupation or business without the prior written consent of the Managing Director.

23. Privacy

People's privacy is now of utmost importance, and therefore we should not take picture(s) / video(s) of any guest(s) or any third party of the hotel, whether VIP, regular or not and transfer by any forms whether printed and / or Electronic (including facebook, twitter, youtube, written press, etc) for yourself or to a third party without the written consent / approval of both the Guest(s) and Management.

Failure to comply with the above will lead to disciplinary or legal action including termination.

24. Personal Property

The hotel does not accept responsibility for your personal property, which is lost, stolen or damaged within the hotel (or at the accommodation).

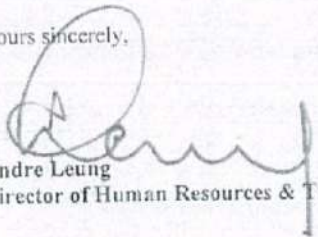
25. Acceptance

If you are in agreement with the above terms and conditions please acknowledge this by returning a signed copy of this letter, together with a clear copy of your passport, ten (10) colored passport photographs, with white background.

Once again we thank you for your time and we are confident that your involvement will provide an important contribution to the "One&Only Royal Mirage" experience. In return, you will receive invaluable overseas exposure, which can greatly contribute, to your personal career growth.

We look forward to welcoming you as a member of our team.

Yours sincerely,


Andre Leung
Director of Human Resources & Training


Olivier Louis
Managing Director

.....
I hereby confirm acceptance of the above
Akash Mathew John

.....
Date

NOTE: This offer is only valid for one week upon receipt.




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Page 2 of 3

- 13.2 The hotel also reserves the right to send you on unpaid leave during the low season, over and above your annual paid vacation.
- 13.3 First year pre-paid vacation request will be subject to deduction related to pro-rata recovery of advance expenses such as recruitment, training, administrative and repatriation costs.
- 13.4 Upon completing two (2) years' service you will be eligible to a one way economy class ticket to **Cochin, India** booked by the hotel at the most competitive price.
- 13.5 Should your employment be continued the hotel will again provide you with a one way economy class incoming ticket back to Dubai, booked by the hotel at the most competitive price.
- 13.6 Following a further two (2) years' service you will be again eligible for a one way economy class ticket to **Cochin, India** and so for every subsequent two (2) year service commitment (refer Clause 12.3 and 12.4).
- 13.7 Should you resign within twelve (12) months of any return to Dubai following the initial two (2) year employment period, you will then be responsible to reimburse the hotel a pro-rata amount of the one way ticket to Dubai only. You would be also responsible for your repatriation costs. Your outward flight must be from a Dubai Airport.

14. Public Holidays

You will be entitled to all United Arab Emirates public holidays based on the Ministry of Labour press releases concerning the private sector. Public Holidays that are announced during your annual vacation may not be claimed. There are approximately 10 public holidays each year, which should be taken as day off when they occur. However, should you be required to work on the public holidays, these days will be compensated as days in lieu or paid as per hotel policy. If accumulated, pending lieu days must be cleared within 4 months or forfeited (unless otherwise agreed by the hotel in writing).

15. Sick Leave

- 15.1 You will be entitled to 45 calendar days sick leave for each year of service of which 15 days will be with full pay and the following 30 days with half pay, upon submission of an acceptable certificate from a medical practitioner approved by the hotel. Please note however, that you will only be entitled to sick leave after you have completed 3 months continuous service with the hotel.
- 15.2 Unless previously approved, you will not be entitled to avail of any sick leave when you are on overseas leave.

16. Duration of Contract / Termination

- 16.1 Your contract with the One&Only Royal Mirage will be on an open-ended basis. The employment contract may be terminated by either party by giving two (2) months' notice. In the event of gross misconduct the Hotel shall be entitled to terminate you without notice or indemnity.
- 16.2 Should you decide to terminate the contract prior to the completion of one (1) year, you would be responsible for bearing 100% of your recruitment, training, administrative and travel-related expenses as well as repatriation costs. Your outward flight must be from a Dubai Airport.
- 16.3 Should you decide to terminate the contract after the completion of one (1) year, and prior to the completion of two (2)-years you would be responsible for bearing 50% of your recruitment, training, administrative and travel-related expenses as well as repatriation costs. Your outward flight must be from a Dubai Airport.
- 16.4 Should you leave your employment, for whatever reason, before completing two years of contract, you may be imposed a ban for 6 months to 1 year during which time you will not be allowed to work in the UAE.

17. Probation Period

You will be on a trial/probation period of six months during which either party can terminate your contract without notice.

18. Employment / Residency Visas

- 18.1 The Hotel will obtain the necessary employment and residency visas, to enable you to carry out your duties in Dubai, provided that these are approved by the local authorities. It is agreed that you will take such action as is necessary on your part to facilitate obtaining this.
- 18.2 This letter is considered part of the employment process, which will be completed upon the commencement of your official duties, and subject to the approval of your Residence permit by the United Arab Emirates authorities. All expenses related to this will be borne by the Hotel.

19. Repatriation Passage

Should you complete a minimum of two (2) years' service, you will be provided with an economy class one-way ticket, Dubai to **Cochin, India**.



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