

DECLARATION

This is to certify that the following students from the academic year 2019-2020 have been placed in following firms.

Sl.No	Name Of Student Placed	Name Of The Employer
1.	Ajeesh V A 8714167336	One & Only Dubai , +971 4 399 9999
2.	Akash Reghuvaran 8921794082	Pricol Gourmet Pvt. Ltd
3.	Akshay P 8138065181	Back Water Ripple , Kumaraom
4.	Akshay Shabu 8714276157	IHG
5.	Alan K Abraham 9746751787	One & Only Dubai , +971 4 399 9996
6.	Albin Benny 9633705720	Sterling Ooty
7.	Albin J 7909112328	PAUL RESORTS & HOTELS PRIVATE LIMITED
8.	Albin Joseph 8078179909	One & Only Dubai , +971 4 399 9991
9.	Alex Thomas 9079715600	Mövenpick Hotels & Resorts ,Kuwait , +965 22055700
10.	Alwin P J 8943027167	Pricol Gourmet Pvt. Ltd
11.	Anandu Baiju 8943027167	Pricol Gourmet Pvt. Ltd
12.	Anantdhu Ashokan	Coorg Wilderness Resort , Madkeri
13.	Ashwin Abraham	CGH Coconut Lagoon Kumarakom



14.	Aswin Venu 9539258498	One & Only Dubai , +971 4 399 9992
15.	Bibin George 9633072469	PAUL RESORTS & HOTELS PRIVATE LIMITED
16.	Christo Varghese 8129382755	One & Only Dubai , +971 4 399 9997
17.	Dhanlal V Chandran 9567529567	Mövenpick Hotels & Resorts ,Kuwait , +965 22055700
18.	Ebin Sabu 9400364698	One & Only Dubai , +971 4 399 9998
19.	Harikrishnan M R 8078379356	Sterling Ooty
20.	Jithin Joseph 8606918658	Mövenpick Hotels & Resorts ,Kuwait , +965 22055700
21.	Jobin Sebastian 7034351701	Tamara Leisure Experiences Pvt Ltd
22.	John Seby 9744699463	IBNII Coorg 080 4718 2111 /Kaldi Hotels & Resorts
23.	Jomon Antony 8714902170	IBNII Coorg 080 4718 2111 /Kaldi Hotels & Resorts
24.	Joseph Varghese 8714902170	IBNII Coorg 080 4718 2111 /Kaldi Hotels & Resorts
25.	Juny Antony 9496909892	IHG
26.	Justine James 7012941364	One & Only Dubai , +971 4 399 9999
27.	Kevin Varghese 9207565028	IHG
28.	Manu Mathew 7994035443	IBNII Coorg 080 4718 2111 /Kaldi Hotels & Resorts
29.	Milen Mathew 7994090923	IBNII Coorg 080 4718 2111 /Kaldi Hotels & Resorts
30.	Naiju Thomas 9633210371	CGH Coconut Lagoon Kumarakom
31.	Neji Benny 9633210371	IBNII Coorg 080 4718 2111 /Kaldi Hotels & Resorts
32.	Nivin Raj	Marriot Courtyard Kochi Airport
33.	Poornesh Soman 9567571092	IBNII Coorg 080 4718 2111 /Kaldi Hotels & Resorts



34.	Prasanth P P 9567571092	IBNII Coorg 080 4718 2111 /Kaldi Hotels & Resorts
35.	Ribin Jose	One & Only Dubai , +971 4 399 9994
36.	Roju Thomas 8281885641	Pricol Gourmet Pvt. Ltd
37.	Sanjo Jomon 7034983314	Pricol Gourmet Pvt. Ltd
38.	Sharon Xavier 790740069	Downtown Rotana , Bahrain , +973 13119999.
39.	Shins Thomas 7902947860	IBNII Coorg 080 4718 2111 /Kaldi Hotels & Resorts
40.	Sivagovind N G 9947413403	IBNII Coorg 080 4718 2111 /Kaldi Hotels & Resorts
41.	Syamji Ns (Ihg) 9846361320	IHG
42.	Tinu Baby 9539274759	Coorg Wilderness Resort , Madkeri
43.	Suchitra S Pillai - 9400680007	Wipro Limited , (080) 28440011
44.	Kiran V - 7736765749	TATA Consultancy Services , 0484 6645000
45.	Abhirami P S - 8156956411	TATA Consultancy Services , 919538185000
46.	Anagha Menon U - 9495028180	Infosys 91 8028520261
47.	Esney Nelson - 8547559088	Infosys 91 8028520261
48.	Jayakrishnan - 8921474010	Infosys , TVM
49.	Amal Padmanabhan - 9633573334	Infosys 080 2852 0261
50.	Anantharishnan A 9633170787	Claysys Technopark 9497676992
51.	Akshay Salu 9142051766	Claysys Technopark 9497676992
52.	Jerin George	IBNII Coorg 080 4718 2111 /Kaldi Hotels & Resorts
53.	Jilbin George	IBNII Coorg 080 4718 2111 /Kaldi Hotels & Resorts
54.	Arun B A	Chariot Beach Resort, Mahabaipuram
55.	Bibin B	Flame 24 , Thrissur



56	Digil C George	Tamara Wellness Resort, Muhamma-Alappuzha
57	Helvin K Jose	Flame 24, Thrissur
58	Jibin George	Coconut Lagoon- CGH Earth Resort
59	Jobins Jojo	Tamara Wellness Resort, Muhamma-Alappuzha
60	Tijomon C T	Chariot Beach Resort, Mahabalipuram
61	Varghese George	Four Point Ashtamudi, Kollam
62	Riswan Mansoor	Racine International (Salim Mohammed Salim Al-Shukaili)
63	Joyal Joseph Bhavan	Colten Care LTD
64	Neal Pauly	Single Resource Ltd, London, England
65	Sreelakshmi Venugopal	Axis Bank, Kochi
66	Marteena Joseph	Derrik Jones management PVT LTD
67	Rakhi	United Group of Initiatives
68	Parvathy S	K.L.E's S.Nijalingappa College, Bengalure
69	Sreelakshmi T J	NEWADO Technologies, Kochi
70	Kalidasan P	Inmakes Infotech, Kochi
71	Gopika U	NewAgeSys Sollutions, Kochi
72	Suchithra S Pillai	Wipro, Bangalore
73	Aswin C M	Ageas Federal life insurance company, Pathanamthitta
74	Abhirami Vinod	ICICI Bank, Alaphey
75	Akshay Salu	Claysys, Kochi
76	Ayomal K A	Suyati, Kochi

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77	Devika M	SNGM, Cherthala
78	Harikrishnan B	Claysys, Kochi
79	Jayakrishnan M	Neoito, Trivandrum
80	Krishnapriya M S	Intel Money, Kochi
81	Maneesha Xavier	NGA Kochi
82	Neena Thomas	Abbas Tempering Industry LLS, UAE
83	P J Allen	ICICI Bank, Alappegay
84	S Sreelakshmi	KPMG, Kochi
85	Roshan Babu	SKANCode Technologies, Cochin
86	Shinobin Stephen	TransGlobe, Kochi
87	Nimmy Varghese	E Y Global delivery Services, Bangalore
88	Abhishek K Haris	Saintgits, Kottayam
89	Adhil Muhammed P A	Guidehouse, Trivandrum
90	Bincy John	ATC, Chengannur, Alappuzha
91	Mohammed Noufal	Eureka Forbes, Cochin
92	Parvathy S	Interval, Palazhi, Kozhikode
93	Aiswarya Mariyam Joseph	NewAgeSys Sollutions, Kochi
94	Amy	Linguashine, New Delhi
95	Ashique Mohammed	TVS Electronics, Bangalore
96	Jefin Johnson	Bethel Batteris and Inventors, Alappegay
97	Jessmon T James	Mozanta Technologies, Kakkanaad Kochi
98	Kevin George	Cognizant, Kochi



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99	Nandini P	Lakshya, Kochi
100	Sandwana	Care Intertech PVT LTD, Bangalore
101	Rojini A R	Kerala Development and Innovation Council Technical Resource Center
102	Meenu Jose	Conduent, Infopark- Kochi
103	Gowri S	SGS & Company, Kaloor- Cochin



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APPOINTMENT LETTER (TRAINEE)

To,

Ms. Gopika U,
21/592 Chaithram,
Thondankulangara Ward,
Avalukkunnu P.O, Aryad South,
Alappuzha, 688006.

Dear Gopika,

With reference to your resume and subsequent interviews you had with us, we are pleased to appoint you as "Marketing Associate - US Recruitment" in NewAgeSys Solutions (P) Ltd. on training basis with effect from 13th June 2022 on the terms and conditions recorded herein below.

1. Your appointment is subject to all conduct, discipline, rules and regulations governing the employees of our organization.
2. Your period of training will be for a period of three months from the date of joining which may be extended, if considered necessary by the Company. Your first performance evaluation would be conducted during the training period, at any time. After assessing your performance, the management may (a) Confirm you in the service of the organization and make you permanent; or (b) Dismiss you from service.
3. You are supposed to work for five days in a week. Leaves and Holidays are applicable as per the Company policy
4. You would be working in the Evening Shift (05:00 PM - 02:00 AM) at present. However, in accordance with the work requirement the shift timings may be liable to change. This change will be at the management's discretion.



CIN:- U72200KL1995PTC009725

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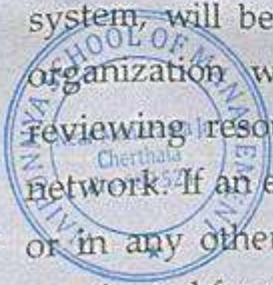
CHERTHALA-688 524

NEWAGE SYS SOLUTIONS (P) LTD.
CHERTHALA-688 524

5. The Company provides Provident Fund, Welfare Fund benefits, Gratuity, Privilege Leave, etc.
6. If you are availing two or more medical leaves, you are required to submit a medical certificate issued by a certified medical practitioner at the time of your rejoining.
7. As per Company's disciplinary policy, all details pertaining to stipend and related benefits should be kept confidential. As a trainee of the company you will be eligible for a stipend of ₹ 32,500/- per month.
8. During the probation period you can avail the benefits of public holidays and Optional holidays (based on organization's policy) as listed in the NewAgeSys Solutions' Holiday List. Employees in probation period are allowed to avail leaves if required with approvals in place, however any leaves taken during probation period will be accounted as loss of pay.
9. You will be eligible for performance-based incentives as decided by the organization from time to time. You will forfeit your eligibility for incentives the day you put in your resignation. Interview Incentives will be eligible only by Candidates who are Fresher's, and these incentives will only be redeemable for a period of 4 months from the actual joining date.
10. You will not without written permission of the officer authorized by the management, disclose/ divulge to anyone any confidential information regarding the business affairs of the Company that may pass through you or may be given to you during the course of your employment with the Company.
11. During the period of service with NewAgeSys you are not permitted to work for another company or institution under its payroll. NewAgeSys possesses the authority to execute disciplinary actions which includes termination from service against you, if you are found to be in the payrolls of other company / agency.
12. After joining the organization, if the employee decides to join a course for other educational or vocational / job-oriented course, or if the employee is pursuing such a program when joining the organization, then they need to get permission from the management before running the course before the joining formalities are completed.

PR. DR. GEORGE
PRINCIPAL
NAIPUNYA SCHOOL OF MANAGEMENT
CHERTHALA-688 524

13. It is mandatory to have minimum 9 hours attendance on every working day. You can avail only one hour break which includes Tea / Dinner Break and any other short break.
14. During training period, usage of mobile phones are strictly prohibited.
15. If at any time, you feel to resign from the services of the Company during training period; this will be as per the terms and conditions of the Letter of Undertaking, if signed by you; else, a minimum period of 15 working days has to be served.
16. You should complete a year of actual work, calculated from the date of joining, to be eligible for receiving Relieving Letter and Experience Letter and No documents would be provided if you leave the Company before completing a year of service. This will be as per the terms and conditions mentioned in the Letter of Undertaking.
17. In Certain cases, if the employee is causing a breach to the agreed terms and conditions and go against Company policies, it could cause tangible or intangible loss for the Company. In such cases, the management has the right to withhold any other Original document submitted by you.
18. In case you breach the terms in the Letter of Undertaking or any other agreement signed by you, your complete stipend and benefits would be retained till it becomes equal to the penalty amount.
19. If at any time, in the opinion of the Company, which shall be final, your performance is way below acceptable standards, or you are insolvent or are found guilty of dishonesty, disobedience, disorderly behavior, negligence, indiscipline, absence from duty without permission or of any conduct unbecoming of the status and the post you hold in the Company, or of any other conduct considered by us to be detrimental to our interests, or of any manipulation in marking the punching in our Biometric Attendance System, or of violation of one or more terms of this letter, you will be subject to disciplinary action at the Company's discretion. It should be specially noted that your use of all Company resources including the internet and computer system, will be closely monitored. Moreover, your conduct throughout the organization will be under constant and strict review. Monitoring and reviewing resources include computer servers and a state-of-the-art CCTV network. If an employee breaches the standards of conduct as explained above or in any other manner the Company deems negative, you are liable to be terminated from service without notice.



ED. RAJU GEORGE
PRINCIPAL
NARAYANA SCHOOL OF MANAGEMENT
CHERTHALA-688 524

20. If any Mental or Sexual harassment occur during the course of employment in the office and its premises by the act of the employer or any superior officer or any other employees, such incident shall be intimated or reported to the Director of the Company in writing within 24 hours after the said incident.
21. In case of any change in your residential address and/or contact numbers, kindly inform the HR Team at the earliest.
22. The Company shall conduct a background and reference check as per Company policy, details mentioned in your curriculum vitae and this offer is conditional upon the result of such checks. In the event the results of such checks are unsatisfactory on any account, the Company may, in its sole discretion, revoke this offer at any time.

All terms and conditions will be governed by the Company's policies as stated from time to time and the Company may in its sole discretion as it deems fit revoke or change such policies. The terms of this offer shall be kept strictly confidential. Kindly sign and return a copy of this letter.

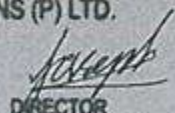
We welcome you and wish you every success in your career with NewAgeSys Solutions (P) Ltd.

For NewAgeSys Solutions (P) Ltd

Mr. Joseph John

For NEWAGESYS SOLUTIONS (P) LTD.

Director
Signature:

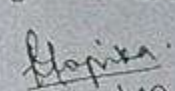

DIRECTOR

13/06/2022

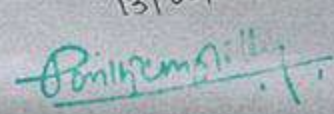
Offer Accepted

GOPIKA-U

Signature & Date


13/06/22




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

EMPLOYEE		NUMBER		EMPLOYER	
Mr. J. J. Shivan		WPS7119		Global Care Limited	

PAYMENTS				DEDUCTIONS		TO DATE	
	Value	Units	Rate	P.A.T.E.	0.00	TAXABLE	2285.20
Day Rate	40.00	4.00	10.0000	IML 104	0.00	TAX	9.00
Weekend	180.00	10.00	11.5000			NAT. INS	59.32
SS. Provider	4.20						
TOTAL				TOTAL		N.I. Code: A PAY DATE: 07/02/2023 TAX PERIOD: Week 45 TAX CODE: S40T N.I. No: TUS002328 Paid By: BACS	
Mr. J. J. Shivan 2 Russell Court 11 Winkfield Road Winkfield				Rounding Below 0.00 Over 0.00		NET PAY 210.80	

PLEASE KEEP THIS PAY ADVICE IN A SAFE PLACE. IT MAY BE REQUIRED FOR THE PURPOSE OF A SELF ASSESSMENT @

MESSAGE

Brijesh Sillay

FR. BAIJU GEORGE
PRINCIPAL
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Marien Joseph

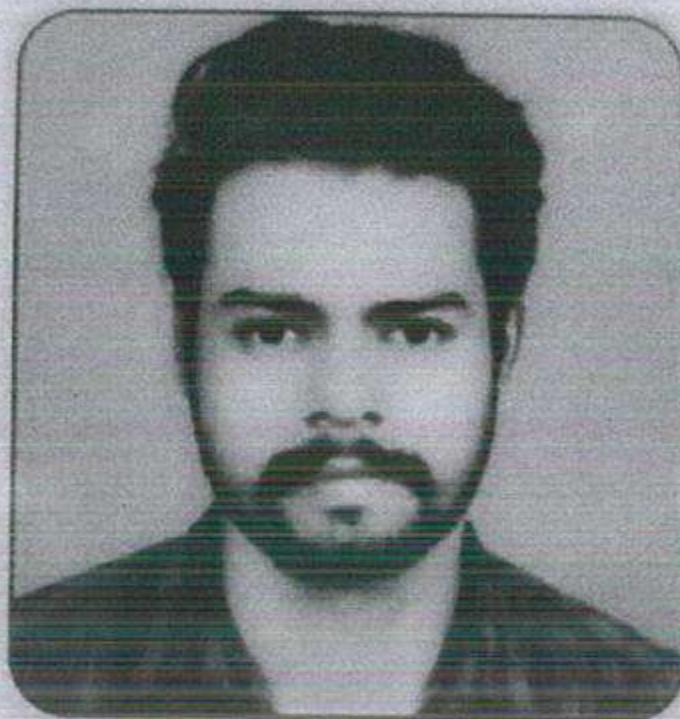
MBA 2020-22



Athanasios College for
Advanced Studies Tiruvalla
www.macfast.org

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Unique ID
ITCONSTVSRHP183

ASHIQUE MOHAMEED

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Blood Group : O+

Location: Bengaluru

Authorised Service Provider

TVS ELECTRONICS LTD.



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Aiswarya Mariyam Joseph

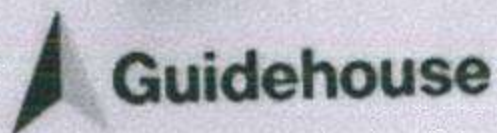


Temporary



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NewAgeSys Solutions

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Adil Muhammed P A

Employee ID

296373

Emergency No

9497891752

Blood Group

O-ve



TECHNOPARK
Technopark Trivandrum

[Signature]
Issuing Authority

3rd Floor, Bhavani Building, Technopark Trivandrum - 695 581



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HDFC BANK

Understand your world

HDFC bank Ltd.,
I-Think Techno Campus,
Building Alpha, Next to Kanjur
Marg Railway Station (East)
Kanjur Marg (E),
Mumbai-400 042

Appointment Letter

Confidential

2-2023

REKHA R

Chin

Date of Joining : 01-03-2023

After interview & discussion you had with us, we are pleased to offer you as Virtual Relationship Banking-COP Officer at Kalamassery, Cochin on the following terms and conditions:



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

csre

INTERNATIONAL SERVICES PVT. LTD.



SANDWANA J
HR and Admin



ID : CIS124

DOB : 2/10/1999

Blood : A+ve

Email : sandwana.j@coreintlservices.com

Phone : +91 9778420493

Santhosh Pillay
FR. BALU GEORGE
PRINCIPAL

NAIFUNYA SCHOOL OF MANAGEMENT
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INTERVAL

BREAK FOR A CHANGE



Parvathy S

Business Development Associate



Blood Group: A+ve
Contact No 9496607290

parvathysurendran2244@gmail.com

www.teaminterval.in

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Parvathy Ganesh



DR. BALDWIN
PRINCIPAL
WARRIOR SCHOOL OF MANAGEMENT
CHENNAI-600 024



SANATANA DHARMA COLLEGE

Alappuzha - 688 003, Kerala, India

(Accredited by NAAC with A Grade)

PH : 0477 2269350, 2266704



O+ve

P.J ALLAN

Admission No : 2644

Parent Name & Address

JOMON P.A
PULICKAL KUNNUMPURAM HOUSE
CHERTHALA
ALAPPUZHA



7034489075

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[Handwritten signature]



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

Tel: +91 081 4681 3000
Fax: +91 081 4681 3334
ey.com

13 August, 2022

Ms Nimmy Varghese
Vallyaveettil (H), Maruthorvattom P.O,
Mathilakam, Near S.H Hospital Mathilakam,
Cherthala,
Kerala - 688539

Contact No: 8590989313
Email: nimmyvallyaveettil21@gmail.com

Dear Nimmy,

**Subject: Appointment in the position of
Tax Analyst**

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

1. POSITION:

You will be appointed in the position of Tax Analyst in GCR US_S-BLR in the Firm. Your Rank will be 44. While serving the Firm in this position, you will report to, and receive direction from the reporting manager or as may be communicated to you from time to time. As agreed, you shall join the services of the Firm at Kochi office.

2. DUTIES AND CODE OF CONDUCT:

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

3. WORKING HOURS:

Your standard working hours will be 45 hours a week. Your work week comprises of weekly off, which will be communicated to you by your reporting manager. In view of your position in the Firm, you shall effectively perform to ensure results and you will be expected to work beyond the standard working hours to achieve the results, whenever your job so requires. Additionally, as mentioned in your interview, the Firm may



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CHERTHALA-088 524 5245





Name

Mohammad Nour

ID

3004824

Sales Consultant

Contract Period

Office Address

No. 32 1787 A5, Tutus Towers,,NH
47 By Pass Road Cochin
682024,Padivattom,Cochin,682024,0

Residential Address

Thottunkal, Parambu Panavally
Alapuzha 688526



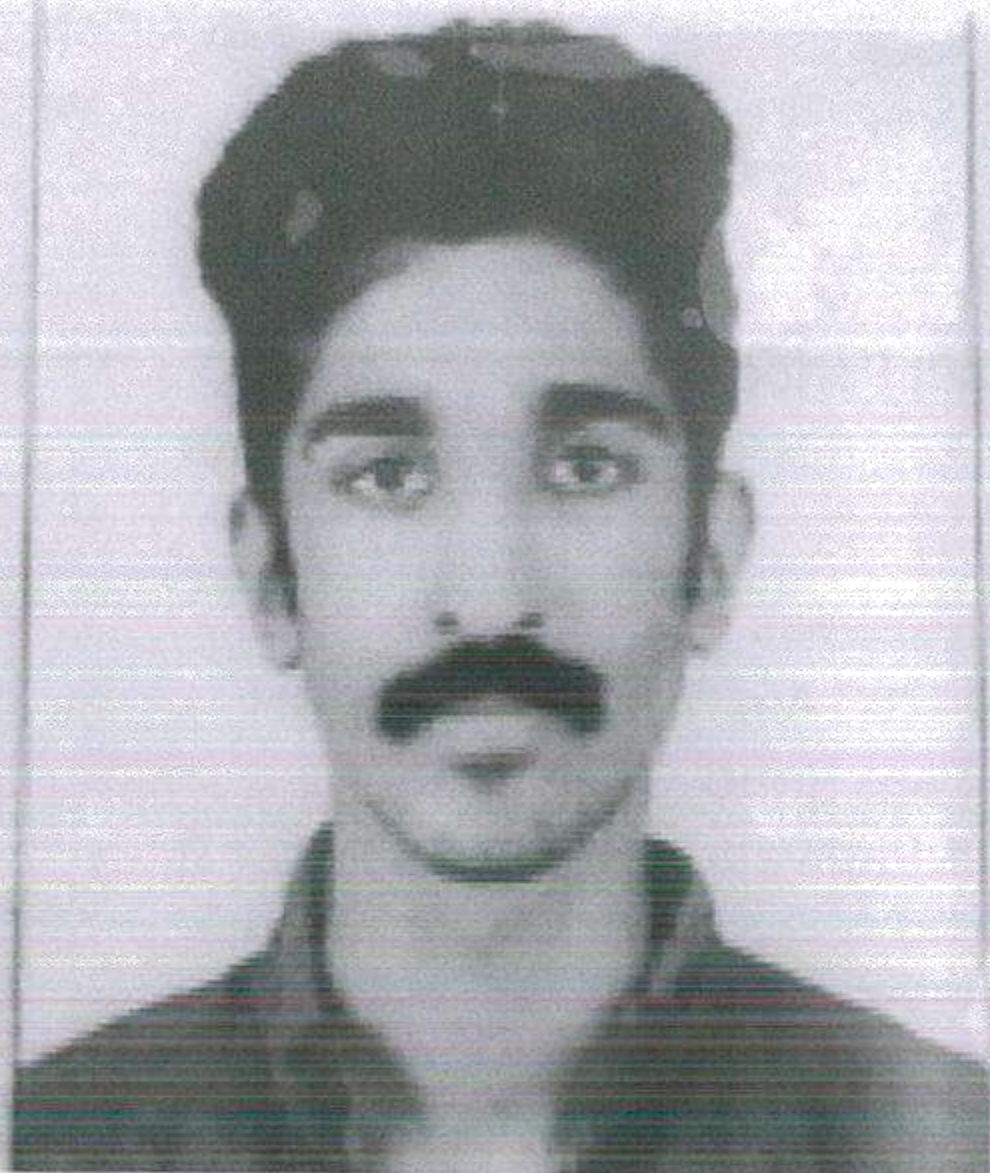
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KEVIN GEORGE
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cognizant

mozanta
technologies



JESSMON T JAMES



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BETHEL BATTERIES & INVERTER Solar Energy Solutions

Opp Uduppi Temple Thondankulangara Alappuzha
Ernakulam, Thrissur, Kozhikkode, Kasargod
Ph. 9446 616 859, 7306 857 998



Jefin Johnson
Managing Director
Ph. 7306 857 998



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CHERTALA, PIN-688 524



S G S & COMPANY

CHARTERED ACCOUNTANTS

COCHIN * TRICHUR * CALICUT * CHENNAI

sgsandcoekm@gmail.com

Mob : 9847859810



GOWRI S

Designation : AUDIT ASSISTANT

Phone No. : 7902719187

Blood Group : B+

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Kaloor-Kadavanthra Road,
Near Park Central Hotel,
Kaloor, Cochin-682 017

ATC ADVANCED TECHNOLOGY COMPANY

ATC Bldg, Yamuna Nagar,
Chengannur-689121
Alappuzha Dist., Kerala

ID CARD



Bincy John
Office Manager
8848715326



Ponthen Pilly
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CHERTHALA-688 524

Reg.No. KLMSME-3899/2021
GSTIN - 32ACBPU4879N1ZX



DERRICK JONES MANAGEMENT PVT. LTD.

Providing Education



Marteena Joseph

B M T-ADMISSIONS

Employee Code: DRRC100056



www.derrickjones.in

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CHERTHALA-688 524

PAY ADVICE



Single Resource Limited

PAYE reference number 068/SZ93054

12 New Fetter Lane, London, England, EC4A 1JP

TEL 02039505437

FPS Pay ID 628511 Name Neal Pauly Address 60 Bramwell Street S3 7PA Sheffield N.I Number NJ463261B N.I Letter A Tax code 1257L		Pay period 45/2022-2023 Pay date 2023-02-10		PAY TO DATE Gross pay 8,749.20 Tax 0.00 N.I. 63.81 Employer's N.I. 264.10 EE Pension 57.96 ER Pension 34.77 Holiday days accrued (current year) 1.0 Holiday days used (current year) 0.0	
PAYMENTS				DEDUCTIONS	
Description	Unit	Rate	Amount	Deduction	Amount
Standard hours Evenings	16.0	11.85	189.60	taxes	0.0
Standard hours Evenings	2.0	11.85	23.70	national insurance	19.5
holiday (day)	5.0	-	191.19		
TOTAL PAY 404.49				TOTAL DEDUCTIONS 19.50	
Gross Salary		Taxable Pay		Total Pay	
404.49		404.49		384.99	
				Total deductions 19.50	



Handwritten signature

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



09 Jul, 2020

Welcome to Wipro's Work Integrated Learning Program ("WILP")

Work Integrated Learning Program
Wipro Limited, Dodda Kannelli
Sarjapur Road, Bengaluru - 560 035.
Phone: (080) 28440011/12, Fax: (080) 28440256

Dear Suchitra S Pillai,

Sub: Enrolment letter to Wipro's Work Integrated Learning Program ("WILP") as Scholar Trainee –
Work Integrated Learning Program

Welcome to WILP!

With reference to your application, it is our pleasure to enroll you as a Scholar Trainee – Work Integrated Learning Program with WILP. This is a scholarship program customized as a robust academic and training program which will allow you to obtain M. Tech degree from one of the premier engineering institution/University in India.

The duration of the academic program shall be 48 months from the date of enrolment for academic program. You will be enrolled into the academic program within 12 months from date of joining. Your date of joining will be intimated through a separate communication.

We hope you enjoy the learning with WILP and have an enriching experience being a part of Wipro Limited ("Wipro" or "Company").

Please read through the terms and conditions of your enrolment as provided below.

We look forward to having a long and fruitful relationship with you at WILP, Wish you all the best!

Yours sincerely,
For Wipro Limited,


Sunil Kalachar
General Manager – Talent Acquisition

Signature Not Verified
Digitally signed by SUNIL KALACHAR
Date: 2020.07.09 12:59:26 IST Pin-688 524
Reason: Campus Offer Letter
Location: Bengaluru




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

Registered Office:

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

Sensitivity: Internal & Restricted

9647746

03/02/2023

OFFER LETTER

Hello P kalidasan

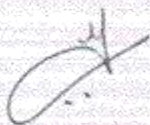
We are delighted to offer you an internship with Inmakes Infotech Pvt. Ltd. Get ready to start a journey that will give wings to your career dreams. You have been selected as a **Jr. Python Full Stack Intern** for 3 Months, which will commence on 01-February-2023.

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

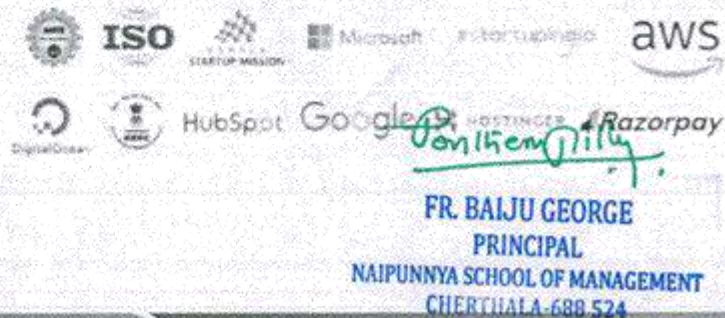
So, all the best for a fresh start in your career.

Best Regards,

Nicemol P Surendran
Human Resource Manager
hr@inmakes.in



HUMAN RESOURCES MANAGER
INMAKES INFOTECH PVT. LTD.
1st FLOOR, VJ TOWER, VYTTILA
KOCHI - 682018



DERRICK JONES MANAGEMENT PVT. LTD.



Marteena Joseph

B M T-ADMISSIONS

Employee Code: DRRC100056



www.derrickjones.in

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CHERTHALA-688 524

4th November 2022

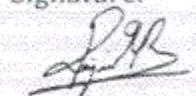
EMPLOYEE OFFER LETTER

Dear Rakhi,

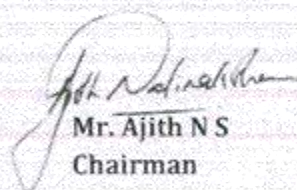
With reference to the interview, you have had with us, we are pleased to offer you the position of "HR Associate" for our company on the following terms and conditions:

- You will be paid a consolidated amount of **INR 15,000** (Fifteen Thousand Rupees only).
- This appointment is for a period of two years effective date of your joining and may be renewed on a mutual basis. This arrangement is with effect from **7th November 2022** (or on a date that is mutually agreed) and will be valid for a period of two (2) years/s.
- In this capacity, during your probation period of six (6) months, you will be located in **Kochi** and will report to **HR Director, UGI** or any other person nominated by the company.
- However, your services could be transferred to any other Departments/Divisions of the Company, notwithstanding your appointment in this company, your services could be reassigned to any other company of the United Group of Initiatives.
- You may also be assigned such other duties as may become necessary for the organization at the discretion of the Management in any Branch or Office of the Company and/ or its Subsidiaries or Partner Companies.
- This appointment can be terminated by giving 1-month notice on either side or payment in lieu of shortfall in this notice period.
- You shall observe all rules and regulations of the company.
- This employee offer letter is valid for 1 month from the date of issue of the letter.
- Kindly sign a copy of this letter in acceptance of the above-mentioned terms and conditions and return the same for our records.

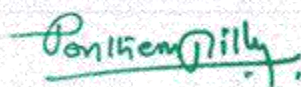
Signature:



Ms. Rajisha UR
HR Director
United Group of Initiatives



Mr. Ajith N S
Chairman
United Group of Initiatives



FR. BAIJU GEORGE
PRINCIPAL
NAIPUNYA SCHOOL OF MANAGEMENT
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Visa Confirmation

Your visa application has been approved. Please note the use by date. You must enter Oman on or before this date, otherwise your visa will be invalid.

تمت الموافقة على طلب التأشيرة

لقد تمت الموافقة على طلب التأشيرة، يرجى التأكد من صلاحيتها والدخول إلى السلطنة خلال المدة المحددة وإلا ستصبح التأشيرة غير صالحة.



1A

تأشيرة عمل
Employment Visa
(RESIDENT)

تاريخ الموافقة على طلب التأشيرة: 21-02-2022
آخر تاريخ لاستخدام التأشيرة: 21-05-2022
رقم طلب التأشيرة: 10031144681
رقم التأشيرة: 24117388
تاريخ انتهاء التأشيرة: 21-02-2022

Family Name	MANSOOR	اسم العائلة
Given Name(s)	RISWAN	الاسم
Gender	Male	الجنس
Nationality	INDIA	الجنسية
Occupation Name	MERCHANDISE ORDERLY	المهنة
Travel Document Number	V6576547	رقم وثيقة السفر
Travel Document Expiry Date	13-01-2032	تاريخ انتهاء جواز السفر
Length of Stay in Oman	2 Years	مدة الإقامة
Number of Entries	Multiple	عدد الرحلات
Sponsor Name	RACINE INTERNATIONAL (SALIM MOHAMMED SALIM AL- SHUKAILI)	اسم صاحب العمل
Sponsor Address	ص.ب ٩٩ ب PO Box: 99 PC	عنوان صاحب العمل

IMPORTANT NOTES :

- Passport must be valid for at least 6 months on entry to Oman.
- Visa can be used for multiple entries to Oman, once residency is granted.
- Length of stay in Oman is 2 years, and is renewable.
- Resident visa will be cancelled if holder remains outside Oman for a period longer than 6 months.
- Residency can be renewed every 2 years.
- The fine for late renewal or non-registration of the residence permit is OMR 20 per month.
- Possession of a valid visa does not guarantee that a traveller will be granted entry to Oman. Entry to Oman is at the discretion of the Royal Oman Police officer at the port of entry.

- أن يكون طلب التأشيرة لديه جواز سفر ساري المفعول لمدة لا تقل عن 6 أشهر.
- يمكن استخدام تأشيرة متعددة الرحلات للدخول إلى السلطنة بعد منح الإقامة.
- مدة الإقامة في سلطنة عمان لا تتعدى سنتين وقابلة للتجديد بنفس المدة.
- تعتبر التأشيرة ملغية في حالة عدم عودة حاملها إلى السلطنة لفترة أكثر من 6 أشهر.
- يمكن تجديد الإقامة كل سنتين.
- غرامة تأخير التجديد أو عدم تسجيل الإقامة 20 ريالاً عمانياً عن كل شهر.
- حصولك على تأشيرة صالحة لا يضمن لك الدخول إلى السلطنة، حيث يخضع هذا الإجراء للسلطة المختصة في المنفذ.



IMPORTANT NOTES

Entry will not be allowed with different passport details other than those mentioned on the visa.

Printed on 21-02-2022 09:15:56



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

تمت الموافقة بتاريخ: 21-02-2022 09:15:56



K-DISC



**KERALA DEVELOPMENT AND INNOVATION
STRATEGIC COUNCIL
TECHNICAL RESOURCE CENTRE**



Rojini A R
Project Intern

Perthendilly



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

Employee No. : 10034

Ummikkal 18th Nov 2014



09 Jul, 2020

Welcome to Wipro's Work Integrated Learning Program ("WILP")

Work Integrated Learning Program
Wipro Limited, Dodda Kannelli
Sarjapur Road, Bengaluru - 560 035.
Phone: (080) 28440011/12, Fax: (080) 28440256

Dear Suchitra S Pillai,

Sub: Enrolment letter to Wipro's Work Integrated Learning Program ("WILP") as Scholar Trainee – Work Integrated Learning Program

Welcome to WILP!

With reference to your application, it is our pleasure to enroll you as a Scholar Trainee – Work Integrated Learning Program with WILP. This is a scholarship program customized as a robust academic and training program which will allow you to obtain M. Tech degree from one of the premier engineering institution/University in India.

The duration of the academic program shall be 48 months from the date of enrolment for academic program. You will be enrolled into the academic program within 12 months from date of joining. Your date of joining will be intimated through a separate communication.

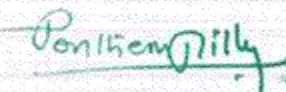
We hope you enjoy the learning with WILP and have an enriching experience being a part of Wipro Limited ("Wipro or "Company")

Please read through the terms and conditions of your enrolment as provided below.

We look forward to having a long and fruitful relationship with you at WILP. Wish you all the best!

Yours sincerely,
For Wipro Limited,


Sunil Kalachar
General Manager – Talent Acquisition



Signature Not Verified

Digitally signed by Sunil Kalachar
Date: 2020.07.09 15:26 IST
Reason: Campaign Letter
Location: Bengaluru



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

Registered Office
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Dodda Kannelli
Sarjapur Road
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E : info@wipro.com
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C : L32102KA1945PLC020800

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Priya Verma

F-10, Second Floor, Kalkaji, New Delhi-110019
Jan 24, 2023

Amy

Address: Delhi.

Subject: Offer of Employment

Dear Amy,

I am delighted to offer you employment on a full-time basis in the role of Business Development Executive. It is intended for you to commence your employment on 30 Jan, 2023 ("Commencement Date").

Please read through this letter carefully and indicate your acceptance of the offer by signing and returning a copy of this letter.

1. Your Position

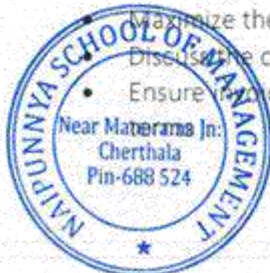
You will be employed on the terms and conditions in this agreement, in the role of: Business Development Executive

In addition to any duties allocated by the Employer from time to time, your position will involve the duties set out below:

- Developing and executing sales plans to meet and exceed monthly and quarterly sales goals.
- Growing business through the development of new leads and new contacts.
- Identifying new revenue opportunities.
- Building business relationships with current and potential clients.
- Attending networking events to attract and retain clients.
- Developing and executing sales and marketing strategies to grow business.
- Maintaining and updating sales, marketing, and business development documentation.
- Assisting with marketing and promotional projects.
- Collaborating with management on sales goals.
- Support the team with other responsibilities as required.
- Give weekly, monthly, and quarterly sales Projection.
- Maximize the profit margin.

• Discuss the client and query with HOD/Process Head before Proceeding to any meeting.

- Ensure responding to client within 24-48 hours.
- Ensure collection within 30 days or as agreed



Principally

FR. BAIJU GEORGE
PRINCIPAL

APPOINTMENT LETTER (TRAINEE)

To,

Ms. Gopika U,
21/592 Chaithram,
Thondankulangara Ward,
Avalukkunnu P.O, Aryad South,
Alappuzha, 688006.

Dear Gopika,

With reference to your resume and subsequent interviews you had with us, we are pleased to appoint you as "Marketing Associate - US Recruitment" in NewAgeSys Solutions (P) Ltd. on training basis with effect from 13th June 2022 on the terms and conditions recorded herein below.

1. Your appointment is subject to all conduct, discipline, rules and regulations governing the employees of our organization.
2. Your period of training will be for a period of three months from the date of joining which may be extended, if considered necessary by the Company. Your first performance evaluation would be conducted during the training period, at any time. After assessing your performance, the management may (a) Confirm you in the service of the organization and make you permanent; or (b) Dismiss you from service.
3. You are supposed to work for five days in a week. Leaves and Holidays are applicable as per the Company policy

You would be working in the Evening Shift (05:00 PM - 02:00 AM) at present. However, in accordance with the work requirement the shift timings may be liable to change. This change will be at the management's discretion.



CIN:- U72200KL1995PTC009725

Registered Office Address: 7th Floor, Phase - II, Carnival Infopark, Infopark SEZ, Kakkanad, Kochi - 682042
Phone: 0484-2983032, 0484-2983033, Mob: +91 98956 04751, Email: info@newagesysindia.com,
Web: www.newagesysindia.com

Ponliem Dilly
PR. BALJU GEORGE
PRINCIPAL
RAIPUNYA SCHOOL OF MANAGEMENT
CHERTHALA-688 524

ABHISHEK K HARIS
MCA



SAINTGITS
LEARN GROW EXCEL

Admission No: **MCA-20-013**



SAINTGITS
COLLEGE OF ENGINEERING
(AUTONOMOUS)

Ponkennil

Kottukulam Hills, Pathamuttom P. O., Kottayam
Pin- 688 532, Kerala. Tel: +91- 481-2436169
0481-2436170, Fax: 0481-2430349

E-mail: mail@saintgits.org
Website: www.saintgits.org

DR. BALJU GEORGE
PRINCIPAL
FOUNDER & CHIEF OF MANAGEMENT

CONDUENT



MEENU JOSE

Vanthien Dilly

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





Terms & Conditions of scholarship

1. PROFILE:

You have been selected to be a part of Wipro's WILP and are enrolled as a Scholar Trainee- Work Integrated Learning Program. Upon joining WILP, you will have to undergo a "Project Readiness Program" ('PRP') that prepares you to participate in projects at the Company as part of this learning program. This robust academic program will also enable you to obtain **M. Tech degree from one of the premier engineering Institution / University** upon successful completion of the course.

2. DURATION:

The duration of your academic program will be for a period of 48 months from the date of enrolment to the academic program. You will be enrolled into the academic program within 12 months from date of joining. Unless the Company extends the period of your study in writing, which is done solely at the discretion of the Company, your enrolment would automatically terminate at the end of the stated 48 months.

In case the Company extends the academic period (in writing) you will continue to be enrolled as a Scholar Trainee – Work Integrated Learning Program with WILP.

3. Scholarship/Stipend and Benefits

During your period of enrolment, you would be entitled to a consolidated monthly scholarship.

Apart from the monthly scholarship, the Company will provide you with life & medical insurance that would include a cover for you, the premium / cost will be taken care of by Wipro. This is a voluntary benefit offered by the Company and the details of the same are listed below.

- i. A Group Personal Accident Insurance (GPAI) coverage of INR 12, 00,000/-. You could also choose to get additional coverage for a nominal and highly negotiated premium. More details on the policy are available on My Policies section in myWipro, the HR portal at Wipro.
- ii. Group Life Insurance coverage of Rs.14, 00,000/-. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). You can also get an extra coverage for a nominal and highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

In addition to the above, you are also eligible for medical insurance cover towards hospitalization.

You are eligible for a floater coverage of Rs 2, 00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly scholarship/stipend depending on your marital/family status towards the base sum insured premium. 10% of the claim amount would need to be borne by the employee/Scholar trainee.

If you wish to enhance the coverage, a top up cover option is also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.



FR. BAIJU GEORGE
PRINCIPAL

NAIPUNYA SCHOOL OF MANAGEMENT
CHERTHALA-688 524

Registered Office
Wipro Limited
Doddakannelli
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Bengaluru 560 035
India
T : +91 (80) 2844 0011
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W : wipro.com
C : L32102KA1945PLC020800

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The below table lists down your scholarship details:

Period	Scholarship	ESI	Consolidated Scholarship (INR Per Month)
First year	15000	488	15,488/- (*)
Second year	17000	553	17,553/- (*)
Third year	19000	618	19,618/- (*)
Fourth year	23000	0	23,000/- (*)

(*)You shall be responsible for payment of all statutory contributions, taxes, dues and levies as may be required under the relevant laws including contributions under Employees' State Insurance Corporation Act (at 0.75% of your Scholarship) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

Your fourth year scholarship will continue until completion of your M Tech program.

The enhancement of the scholarship at the end of each academic year of study will be at the discretion of the Company and subject to your satisfactory progress of study, acquisition of skills, behavior, regularity and punctuality in attendance. Your continued enrolment in the course, will be at the discretion of the Company, and is subject to satisfactory academic performance and other requirements as prescribed in the WILP portal.

In case your project performance at any stage is not found to be at par with the requirement of WILP, then you would be placed on performance improvement program (PIP). If you fail to successfully complete the PIP, the Company may at its sole discretion discontinue your enrolment in the WILP program.

Book Allowance:

A Book Allowance of INR 1,250/- will be provided to you per semester. This allowance will be given every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship at the beginning of the semester. The allowance will be subject to tax. Book allowance is applicable only when you are registered for the semester.

Scholarship Advance:

You can avail a scholarship advance in case of any personal financial emergency. Details of the policy can be viewed in the policy section on the WILP portal.

4. Training Agreement:

- This letter of enrolment is subject to the execution of a training agreement in the prescribed proforma with Wipro Limited, Sarjapur Road, Doddakannelli, Bengaluru-560035 on or before joining the program ("Training Agreement").
- This Training agreement shall be for a total period of 60 Months where you will be mentored for developing your skills and knowledge. Technical Class Room training will be for a period of 1.5 months

Registered Office:

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NAIPUNNYA SCHOOL OF MANAGEMENT
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9647746



and practical experience and training will be for the next 58.5 months. The Company invests on your behalf for the cost of the training. Should you discontinue the WILP program or your enrolment with WILP is cancelled for any reason whatsoever, before the completion of 60 months from the date of joining, the training expenses of Rs. 75,000/- (Rupees Seventy five thousand only) will have to be paid by you as detailed in the Training Agreement.

5. PROJECT READINESS PROGRAM (PRP)

Upon enrolment, you will have to undergo a Project Readiness Program (PRP) to prepare you to participate in projects. This is offered by Wipro's - Talent Transformation Department to all campus and off-campus selects. The broad objective of PRP is to equip you with the necessary knowledge and skills that will enable you to start working on real-life project work which is an integral part of the WILP.

6. Regulations of Academic study:

- i. You will be enrolled for M Tech program with a renowned institution ("University") that collaborates with Wipro for WILP.
- ii. Course specialization includes but is not limited to Software Systems, Software Engineering, Information Technology, Computing Systems and Infrastructure Management, Data Analytics, IoT, Cloud, Digital & Cyber security, Embedded Systems.
- iii. Your specialization and enrolment would be decided based on prevailing business requirements and decision of the Company is final and binding.
- iv. You will not be able to change Specialization tracks after enrolment.
- v. Overall program duration is 4 years from date of enrolment of academic program.
- vi. As per the program structure, a WILP Scholar trainee will register and pursue 4 to 6 courses per semester over 7 semesters.
- vii. You will be required to submit a project work / dissertation in your final semester. This will enable you to advance your professional capabilities by applying concepts and techniques in projects.
- viii. Each course has multiple evaluation components. This includes an assignment component, quiz, mid-semester examination and comprehension examination. All evaluation components are mandatory for securing a pass grade in a course as prescribed by the partnering institution.
- ix. Contact classes are organized as per the handout and calendar prepared and shared by the University at the beginning of each semester. In the normal course, one session of 2 hours duration per course per contact class is organized.
- x. You will be called upon to undergo studies during the hours and days as may be fixed by the Company from time to time. Normally, the study hours would be from 9:00am to 6:00pm
- xi. The faculty will take attendance/circulate attendance sheets for every session. It is your responsibility to ensure that your attendances are recorded properly.

Registered Office
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NAIPUNNYA SCHOOL OF MANAGEMENT
CHERTHALA-688 524
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- xii. WILP Scholar trainees are expected to be on time for every session. Punctuality is non-negotiable and the faculty reserves the right to deny entry and attendance to late comers.
- xiii. Attending 75% of contact session is mandatory for each course to appear for examinations.
- xiv. Not attending classes for reasons like medical/on the job training /late coming/personal problems and other similar reasons would be treated as absenteeism.
- xv. Scholar trainees who fail to meet the minimum attendance criteria will not qualify for comprehension exams for any of the registered courses in that semester.
- xvi. For any reason, you are not able to meet the minimum attendance criteria or not complete the mandatory assignments / quiz / examinations in any semester, you are required to repeat the same semester as and when the next batch is organized. In such cases, rules and regulations governing academic programs at that time would be applicable. In addition, additional semesters fees are to be borne by you as prescribed by the University.
- xvii. At the end of each semester, the performance of each Scholar Trainee in a course, is specified as a letter grade which is obtained through a Relative Grading procedure
- xviii. Any Scholar trainee securing 3 or more cumulative fail grade at any point in time will be expelled from WILP Program.
- xix. The 8th semester of study is fully devoted for dissertation / project work
- xx. If a Scholar trainee's CGPA is less than 5.5, the Scholar trainee will not be permitted to register for the dissertation. He/she has to re-appear for exams and secure a CGPA of 5.5 before taking up the dissertation. Also, a Scholar trainee with an E grade in any course will not be permitted to register for the Dissertation
- xxi. Project / Dissertation work has to be carried out by each individual separately. Teamwork is not permitted.
- xxii. The dissertation has to be completed strictly as per the guidelines that are outlined by collaborating institution.
- xxiii. WILP Scholar trainees are expected to maintain decorum and discipline in line with Wipro's professional work culture and environment.
- xxiv. In cases where a Scholar trainee deviates from the expected behaviour as prescribed by the WILP and partnering institution from time to time , strict action will be taken and the decision of the WILP Team / faculty / University would be final and binding.
- xxv. Breach of integrity will be dealt with sternly. Such Scholar trainees will be asked to discontinue their studies and also expelled from WILP program.



B. B. Baiju George

Registered Office:

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- xxvi. On successful completion of the study, you will be eligible to receive the M. Tech degree from the collaborating University, in recognition of your successfully completing the course.
- xxvii. All Scholar trainees of the WILP will be given testimonials at the end of the successful completion of the M. Tech degree program. Scholar trainees being students of the WILP, are not entitled for the issuance of any experience letter in case they discontinue the WILP for what so ever is the reason. The testimonial contains the timeline in the WILP and the kind of project works carried during this opportunity

7. Conflict of Interest:

- i. During your enrolment period with the WILP, you will focus exclusively on the requirements of the program. In addition to your study and academic requirements, you are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of Head / Manager of WILP Academy
- ii. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- iii. The Conflict of Interest Policy also refers to the need on your part, during your enrolment and for a period of one year from the cessation of your enrolment with WILP (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
 - a. Any student/scholar trainee of the WILP to abandon /withdraw their enrolment with the program or to accept enrolment and/or employment with any competitor, supplier or any customer with whom you have a connection.
 - b. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.
 - c. Any customer or vendor of Wipro to move their existing business with Wipro to a third party or to terminate their business relationship with Wipro.
 - d. Any existing employee and/or student of WILP to become associated with, or perform services of any type for any third party.
- iv. In case of any conflict or doubt, please discuss the matter with Head / Manager of WILP, to understand Wipro's position on this and resolve the conflict.

8. Obligation and Responsibilities:

- i. During the study period you will be governed by the WILP regulations and instructions as may be modified, from time to time, in relation to conduct, discipline and other matters.
- ii. During your study as part of WILP, Company expects you to undergo study in the area in which you are placed, with a high standard of initiative and efficiency. This is critical and Company has zero tolerance towards any deviations.
- iii. You would not be allowed to seek membership of any local or public body without the written approval from the Head / Manager of WILP.
- iv. During the study period and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particulars or details of work - process, technical know-how, research carried out, security arrangements, or administrative and/or organizational matters of confidential or

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secret nature which you may come across during your academic study or become known to you by virtue of your undergoing study under WILP or otherwise.

- v. You are bound by all regulations, instructions and policies of the WILP and Wipro. These are updated / modified on a periodic basis and new policies may be introduced and notified to Scholar trainees from time to time and you will be bound to comply with the same.
- vi. In consideration of the opportunities, trainings and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by WILP/Wipro and in the course of your association with WILP. This covenant shall endure during your association and beyond the cessation of your association with WILP (irrespective of the circumstances of, or the reasons for, the cessation).
- vii. In connection with your association with Wipro as part of the WILP and during the term of your association upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business or academic session hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

During the period of academic study, if you develop or conceptualize inventions, ideas, concepts, discoveries, techniques and improvements (including without limitation computer software) solely or jointly with others in relation to the operation of the WILP / Wipro, such developments will be fully communicated to the WILP academy and will be the sole intellectual property of Wipro. You agree to cooperate in the execution of documents to facilitate the assignment of such intellectual property when required.

9. Confidentiality:

- i. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your enrolment. This covenant shall endure during your enrolment and beyond the cessation of your enrolment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).
- ii. During your training on projects at Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer (if any) or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for Wipro.

10. Assignment of Intellectual Property:

In connection with your enrolment and during the term of your enrolment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer

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software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

11. Posting:

During the initial study period, initially you would be made familiar with Wipro, but you may if needed be re-assigned or transferred to another division, department, establishment or new location where Wipro, has its office or operation and WILP classes are running in the particular location, in India, without enhancing the scholarship amount. On placement of this nature, you will also be governed by the disciplinary rules and regulations as applicable in that unit/branch. You may also be placed in any sister company of Wipro, for practical studies.

12. Misconduct:

- i. In case you are charged with any misconduct or disciplinary issue during your study period, your enrolment with WILP may be temporarily placed on suspension without payment of scholarship amount, for such period as Wipro may deem fit. If the charges against you are proved to be true, your enrolment may be immediately cancelled, without any notice or payment of scholarship in lieu of notice not withstanding any clause of this letter of enrolment. It is clarified that this clause is without prejudice to Wipro's rights to enforce the Training Agreement duly signed by you even after cancellation of your enrolment for whatever reasons as the case may be.
- ii. Notwithstanding the condition regarding written notice of termination and without prejudice to Wipro's right to enforce the Training agreement, Wipro shall have the right to terminate your academic study without any notice or payment of scholarship in lieu thereof, if any declaration given or information furnished by you to WILP/ Wipro is found to be false or if you are found to have wilfully suppressed any material information.

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

13. Cancellation of Enrolment:

Notwithstanding any of the clauses of this letter of enrolment, Company reserves the right at its sole discretion to cancel this enrolment during the study period without assigning any reason, by giving one months' (30 days) notice or one month's scholarship/stipend in lieu of notice.

14. Study Hours:

- i. As a Scholar Trainee – Work Integrated Learning Program, you will be called upon to undergo studies during the hours and days as may be fixed by WILP from time to time as per the University requirements.
- ii. Normally, your "Project work" would be from 8:30am to 6:00pm from Monday to Friday. There shall be a 45 minutes lunch interval.

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- iii. You would be assigned to any of the locations and any project work as part of your WILP as may be decided by the Company.
- iv. The full day lecture sessions will be held at any of Wipro's other establishments/outourced venue. You may also be called upon to attend academic study as and when required on holidays, as may be scheduled in accordance with the convenience of the organizing team of the WILP.
- v. The university will plan contact classes in multiple format to suit the project work situations and university guidelines such as contact classes in ILT (instructor Led training) and / or VILT (virtual Instructor Led Training and Self-Directed / Recorded lecture sessions.

15. General:

- i. This letter of enrolment is subject to the condition that you have not provided us with any false declaration or wilfully suppressed any material information. If you have, you will be liable for cancellation of enrolment from the WILP without any prior notice.
- ii. The terms of this letter of enrolment may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- iii. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.
- iv. You warrant that you are not prevented by a court or by any other administrative or judicial order from enrolling under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- v. During the period of enrolment you are required to comply with all policies of WILP and Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Scholar Trainees from time to time. You agree to comply with all policies as modified from time to time.

16. On Completion/Cancellation of Academic Program:

- i. On Completion of the academic program or cancellation of your enrolment, as the case may be, you will immediately surrender to Wipro/ the Academy all specifications, formulae, documents, literature, drawings or records, etc. belonging to Wipro/ the Academy or relating to its business and shall not make or retain any copies of these items.
- ii. You are not eligible to receive testimonial certificate if you do not successfully complete the academic study in accordance with this letter of enrolment and the study scheme formulated by the Academy.
- iii. Wipro reserves the right to offer employment at its sole discretion to a Scholar trainee on successful and satisfactory completion of the academic study.

17. Acceptance of Enrolment Letter:

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Upon accepting the above terms and conditions, you are required to return the duplicate of this letter of enrolment, duly signed by you as a token of your acceptance on the day of joining WILP program.

Please confirm that the above terms are acceptable to you and that you accept the enrolment by signing a copy of this letter of enrolment and submit the same on the date of joining.

Yours sincerely,
For Wipro Limited,

Sunil Kalachar
General Manager – Talent Acquisition

I have read, understood and agree to accept the enrolment on the terms and conditions herein.

I shall be present for the induction session on / /

Name: _____

Signature: _____ Date: ____/____/____

Place:



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ANNEXURE I

CONFIRMATION ON SHARING PERSONAL INFORMATION (AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000)

I _____, confirm that I am voluntarily sharing my Personal Information with Wipro Limited ("Wipro") being a part of WILP of Wipro for the following purposes:

- validating my application form and retaining records on the same for any future reference/verification;
- processing my application form including background verification checks;
- academic study related actions including record keeping, processing scholarship advance and benefits and any action required in the context of my enrolment with Wipro, being a part of WILP.

In this context, I also agree to the retention of such Personal Information by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information, relating to me that is available with Wipro and is capable of identifying me."

Name: _____

Date: __/__/__

Signature.....



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ANNEXURE II

I hereby confirm that I shall submit the required academic certificate including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my enrolment is subject to my aggregate meeting the Wipro eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for termination of my enrolment with Wipro.

Name: _____

Date: ____/____/____

Signature: _____



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ANNEXURE - III

INITIAL INDUCTION PROGRAM

The Talent Transformation team at Wipro grooms campus selects to help them face the challenges of the corporate world.

A holistic 360 degree approach to training is adopted and helps them hone their fundamental computer skills followed by insights into Wipro businesses, process, technology and behavioral skills.

To understand and appreciate the mindset of the young Trainees and ensure that the transformation is smooth, the induction program is done by a team of dedicated professionals who have exposure to the academic and corporate sectors alike. Project Readiness Program (PRP) is a training program designed to address the basic learning needs of the Trainees.

Corporate Readiness Program - CRP

The CRP program is focused on making young Trainees comfortable in a corporate environment. This program starts with a corporate induction.

"PINNACLE" a behavioral skills building training program ensures that the fresh Trainee start feeling at ease in the "corporate world". This activity based behavioral intervention informs the new entrants about the corporate work culture and business etiquette.

Technology Readiness Program - TRP

The technology training provides critical technical skills required to work on projects allocated to Trainees and prepare to face the demands of the project world. We begin doing this by familiarizing with Wipro's businesses and work environment.

The methodology of training is "Project Based Learning" (PBL) approach, the entire learning is designed around a series of projects that the recruits are expected to complete individually by learning and applying various topics required to complete the project. Starting with individual projects, the PBL approach ends with recruits working on a team project.



Fr. Baiju George

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ANNEXURE – IV

I have read and understood the terms of my enrolment letter. I agree and acknowledge that I am a Student/Scholar trainee with Wipro's WILP. I further undertake that I shall not represent to any person within Wipro or any other third party that I am an employee of Wipro Ltd and I fully understand that such false representation shall entail severe disciplinary action including immediate cancellation of my enrolment.

Name: _____

Date: ____/____/____

Signature: _____



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Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

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

Accommodation, Food & other Miscellaneous Expenses

- i. You would be entitled for Rs.400 per day for 8 days (total amount of Rs.3,200) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month stipend and you would not need to submit bills towards usage of this amount.
- ii. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- iii. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- iv. Campus joiners would not be eligible for accommodation at the Wipro guest houses.



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09 Jul, 2020

Welcome to Wipro's Work Integrated Learning Program ("WILP")

Work Integrated Learning Program
Wipro Limited, Dodda Kannelli
Sarjapur Road, Bengaluru - 560 035.
Phone: (080) 28440011/12, Fax: (080) 28440256

Dear Suchitra S Pillai,

Sub: Enrolment letter to Wipro's Work Integrated Learning Program ("WILP") as Scholar Trainee – Work Integrated Learning Program

Welcome to WILP!

With reference to your application, it is our pleasure to enroll you as a Scholar Trainee – Work Integrated Learning Program with WILP. This is a scholarship program customized as a robust academic and training program which will allow you to obtain M. Tech degree from one of the premier engineering institution/University in India.

The duration of the academic program shall be 48 months from the date of enrolment for academic program. You will be enrolled into the academic program within 12 months from date of joining. Your date of joining will be intimated through a separate communication.

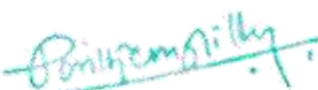
We hope you enjoy the learning with WILP and have an enriching experience being a part of Wipro Limited ("Wipro or "Company").

Please read through the terms and conditions of your enrolment as provided below.

We look forward to having a long and fruitful relationship with you at WILP. Wish you all the best!

Yours sincerely,
For Wipro Limited,


Sunil Kalachar
General Manager – Talent Acquisition



Signature Not Verified

Digitally signed by SUNIL KALACHAR
Date: 2020.07.09 12:59:26 IST
Reason: Campus Offer Letter
Location: Bengaluru
Cherthala
Pin-688 524



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Endorsement

I accept the enrolment and the terms and conditions thereof as specified below. I shall report for undergoing study on

Signature: _____

Date: _____



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Terms & Conditions of scholarship

1. PROFILE:

You have been selected to be a part of Wipro's WILP and are enrolled as a Scholar Trainee- Work Integrated Learning Program. Upon joining WILP, you will have to undergo a "Project Readiness Program" ("PRP") that prepares you to participate in projects at the Company as part of this learning program. This robust academic program will also enable you to obtain **M. Tech degree from one of the premier engineering Institution / University** upon successful completion of the course.

2. DURATION:

The duration of your academic program will be for a period of 48 months from the date of enrolment to the academic program. You will be enrolled into the academic program within 12 months from date of joining. Unless the Company extends the period of your study in writing, which is done solely at the discretion of the Company, your enrolment would automatically terminate at the end of the stated 48 months.

In case the Company extends the academic period (in writing) you will continue to be enrolled as a Scholar Trainee – Work Integrated Learning Program with WILP.

3. Scholarship/Stipend and Benefits

During your period of enrolment, you would be entitled to a consolidated monthly scholarship.

Apart from the monthly scholarship, the Company will provide you with life & medical insurance that would include a cover for you, the premium / cost will be taken care of by Wipro. This is a voluntary benefit offered by the Company and the details of the same are listed below.

- i. A Group Personal Accident Insurance (GPAI) coverage of INR 12, 00,000/-. You could also choose to get additional coverage for a nominal and highly negotiated premium. More details on the policy are available on My Policies section in myWipro, the HR portal at Wipro.
- ii. Group Life Insurance coverage of Rs.14, 00,000/-. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). You can also get an extra coverage for a nominal and highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

In addition to the above, you are also eligible for medical insurance cover towards hospitalization.

You are eligible for a floater coverage of Rs 2, 00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly scholarship/stipend depending on your marital/family status towards the base sum insured premium. 10% of the claim amount would need to be borne by the employee/Scholar trainee.

If you wish to enhance the coverage, a top up cover option is also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.



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The below table lists down your scholarship details:

Period	Scholarship	ESI	Consolidated Scholarship (INR Per Month)
First year	15000	488	15,488/- (*)
Second year	17000	553	17,553/- (*)
Third year	19000	618	19,618/- (*)
Fourth year	23000	0	23,000/- (*)

(*) You shall be responsible for payment of all statutory contributions, taxes, dues and levies as may be required under the relevant laws including contributions under Employees' State Insurance Corporation Act (at 0.75% of your Scholarship) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

Your fourth year scholarship will continue until completion of your M Tech program.

The enhancement of the scholarship at the end of each academic year of study will be at the discretion of the Company and subject to your satisfactory progress of study, acquisition of skills, behavior, regularity and punctuality in attendance. Your continued enrolment in the course, will be at the discretion of the Company, and is subject to satisfactory academic performance and other requirements as prescribed in the WILP portal.

In case your project performance at any stage is not found to be at par with the requirement of WILP, then you would be placed on performance improvement program (PIP). If you fail to successfully complete the PIP, the Company may at its sole discretion discontinue your enrolment in the WILP program.

Book Allowance:

A Book Allowance of INR 1,250/- will be provided to you per semester. This allowance will be given every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship at the beginning of the semester. The allowance will be subject to tax. Book allowance is applicable only when you are registered for the semester.

Scholarship Advance:

You can avail a scholarship advance in case of any personal financial emergency. Details of the policy can be viewed in the policy section on the WILP portal.

4. Training Agreement:

- This letter of enrolment is subject to the execution of a training agreement in the prescribed proforma with Wipro Limited, Sarjapur Road, Doddakannelli, Bengaluru-560035 on or before joining the program ("Training Agreement").
- This Training agreement shall be for a total period of 60 Months where you will be mentored for developing your skills and knowledge. Technical Class Room training will be for a period of 1.5 months

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and practical experience and training will be for the next 58.5 months. The Company invests on your behalf for the cost of the training. Should you discontinue the WILP program or your enrolment with WILP is cancelled for any reason whatsoever, before the completion of 60 months from the date of joining, the training expenses of Rs. 75,000/- (Rupees Seventy five thousand only) will have to be paid by you as detailed in the Training Agreement.

5. PROJECT READINESS PROGRAM (PRP)

Upon enrolment, you will have to undergo a Project Readiness Program (PRP) to prepare you to participate in projects. This is offered by Wipro's - Talent Transformation Department to all campus and off-campus selects. The broad objective of PRP is to equip you with the necessary knowledge and skills that will enable you to start working on real-life project work which is an integral part of the WILP.

6. Regulations of Academic study:

- i. You will be enrolled for M Tech program with a renowned institution ("University") that collaborates with Wipro for WILP.
- ii. Course specialization includes but is not limited to Software Systems, Software Engineering, Information Technology, Computing Systems and Infrastructure Management, Data Analytics, IoT, Cloud, Digital & Cyber security, Embedded Systems.
- iii. Your specialization and enrolment would be decided based on prevailing business requirements and decision of the Company is final and binding.
- iv. You will not be able to change Specialization tracks after enrolment.
- v. Overall program duration is 4 years from date of enrolment of academic program.
- vi. As per the program structure, a WILP Scholar trainee will register and pursue 4 to 6 courses per semester over 7 semesters.
- vii. You will be required to submit a project work / dissertation in your final semester. This will enable you to advance your professional capabilities by applying concepts and techniques in projects.
- viii. Each course has multiple evaluation components. This includes an assignment component, quiz, mid-semester examination and comprehension examination. All evaluation components are mandatory for securing a pass grade in a course as prescribed by the partnering institution.
- ix. Contact classes are organized as per the handout and calendar prepared and shared by the University at the beginning of each semester. In the normal course, one session of 2 hours duration per course per contact class is organized.
- x. You will be called upon to undergo studies during the hours and days as may be fixed by the Company from time to time. Normally, the study hours would be from 9:00am to 6:00pm.
- xi. The faculty will take attendance/circulate attendance sheets for every session. It is your responsibility to ensure that your attendances are recorded properly.



- xii. WILP Scholar trainees are expected to be on time for every session. Punctuality is non-negotiable and the faculty reserves the right to deny entry and attendance to late comers.
- xiii. Attending 75% of contact session is mandatory for each course to appear for examinations.
- xiv. Not attending classes for reasons like medical/on the job training /late coming/personal problems and other similar reasons would be treated as absenteeism.
- xv. Scholar trainees who fail to meet the minimum attendance criteria will not qualify for comprehension exams for any of the registered courses in that semester.
- xvi. For any reason, you are not able to meet the minimum attendance criteria or not complete the mandatory assignments / quiz / examinations in any semester, you are required to repeat the same semester as and when the next batch is organized. In such cases, rules and regulations governing academic programs at that time would be applicable. In addition, additional semesters fees are to be borne by you as prescribed by the University.
- xvii. At the end of each semester, the performance of each Scholar Trainee in a course, is specified as a letter grade which is obtained through a Relative Grading procedure
- xviii. Any Scholar trainee securing 3 or more cumulative fail grade at any point in time will be expelled from WILP Program.
- xix. The 8th semester of study is fully devoted for dissertation / project work
- xx. If a Scholar trainee's CGPA is less than 5.5, the Scholar trainee will not be permitted to register for the dissertation. He/she has to re-appear for exams and secure a CGPA of 5.5 before taking up the Dissertation. Also, a Scholar trainee with an E grade in any course will not be permitted to register for the Dissertation
- xxi. Project / Dissertation work has to be carried out by each individual separately. Teamwork is not permitted.
- xxii. The dissertation has to be completed strictly as per the guidelines that are outlined by collaborating institution.
- xxiii. WILP Scholar trainees are expected to maintain decorum and discipline in line with Wipro's professional work culture and environment.
- xxiv. In cases where a Scholar trainee deviates from the expected behaviour as prescribed by the WILP and partnering institution from time to time, strict action will be taken and the decision of the WILP Team / faculty / University would be final and binding.
- xxv. Breach of integrity will be dealt with sternly. Such Scholar trainees will be asked to discontinue their studies and also expelled from WILP program.



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xxvi. On successful completion of the study, you will be eligible to receive the M. Tech degree from the collaborating University, in recognition of your successfully completing the course.

xxvii. All Scholar trainees of the WILP will be given testimonials at the end of the successful completion of the M. Tech degree program. Scholar trainees being students of the WILP, are not entitled for the issuance of any experience letter in case they discontinue the WILP for what so ever is the reason. The testimonial contains the timeline in the WILP and the kind of project works carried during this opportunity

7. Conflict of Interest:

- i. During your enrolment period with the WILP, you will focus exclusively on the requirements of the program. In addition to your study and academic requirements, you are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of Head / Manager of WILP Academy
- ii. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- iii. The Conflict of Interest Policy also refers to the need on your part, during your enrolment and for a period of one year from the cessation of your enrolment with WILP (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
 - a. Any student/scholar trainee of the WILP to abandon /withdraw their enrolment with the program or to accept enrolment and/or employment with any competitor, supplier or any customer with whom you have a connection.
 - b. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.
 - c. Any customer or vendor of Wipro to move their existing business with Wipro to a third party or to terminate their business relationship with Wipro.
 - d. Any existing employee and/or student of WILP to become associated with, or perform services of any type for any third party.
- iv. In case of any conflict or doubt, please discuss the matter with Head / Manager of WILP, to understand Wipro's position on this and resolve the conflict.

8. Obligation and Responsibilities:

- i. During the study period you will be governed by the WILP regulations and instructions as may be modified, from time to time, in relation to conduct, discipline and other matters.
- ii. During your study as part of WILP, Company expects you to undergo study in the area in which you are placed, with a high standard of initiative and efficiency. This is critical and Company has zero tolerance towards any deviations.
- iii. You would not be allowed to seek membership of any local or public body without the written approval from the Head / Manager of WILP.
- iv. During the study period and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particulars or details of work - process, technical know-how, research carried out, security arrangements, or administrative and/or organizational matters of confidential or

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secret nature which you may come across during your academic study or become known to you by virtue of your undergoing study under WILP or otherwise.

- v. You are bound by all regulations, instructions and policies of the WILP and Wipro. These are updated / modified on a periodic basis and new policies may be introduced and notified to Scholar trainees from time to time and you will be bound to comply with the same.
- vi. In consideration of the opportunities, trainings and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by WILP/Wipro and in the course of your association with WILP. This covenant shall endure during your association and beyond the cessation of your association with WILP (irrespective of the circumstances of, or the reasons for, the cessation).
- vii. In connection with your association with Wipro as part of the WILP and during the term of your association upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business or academic session hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

During the period of academic study, if you develop or conceptualize inventions, ideas, concepts, discoveries, techniques and improvements (including without limitation computer software) solely or jointly with others in relation to the operation of the WILP / Wipro, such developments will be fully communicated to the WILP academy and will be the sole intellectual property of Wipro. You agree to cooperate in the execution of documents to facilitate the assignment of such intellectual property when required.

9. Confidentiality:

- i. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your enrolment. This covenant shall endure during your enrolment and beyond the cessation of your enrolment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).
- ii. During your training on projects at Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer (if any) or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for Wipro.

10. Assignment of Intellectual Property:

In connection with your enrolment and during the term of your enrolment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer

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software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

11. Posting:

During the initial study period, initially you would be made familiar with Wipro, but you may if needed be re-assigned or transferred to another division, department, establishment or new location where Wipro, has its office or operation and WILP classes are running in the particular location, in India, without enhancing the scholarship amount. On placement of this nature, you will also be governed by the disciplinary rules and regulations as applicable in that unit/branch. You may also be placed in any sister company of Wipro, for practical studies.

12. Misconduct:

- i. In case you are charged with any misconduct or disciplinary issue during your study period, your enrolment with WILP may be temporarily placed on suspension without payment of scholarship amount, for such period as Wipro may deem fit. If the charges against you are proved to be true, your enrolment may be immediately cancelled, without any notice or payment of scholarship in lieu of notice not withstanding any clause of this letter of enrolment. It is clarified that this clause is without prejudice to Wipro's rights to enforce the Training Agreement duly signed by you even after cancellation of your enrolment for whatever reasons as the case may be.
- ii. Notwithstanding the condition regarding written notice of termination and without prejudice to Wipro's right to enforce the Training agreement, Wipro shall have the right to terminate your academic study without any notice or payment of scholarship in lieu thereof, if any declaration given or information furnished by you to WILP/ Wipro is found to be false or if you are found to have willfully suppressed any material information.

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

13. Cancellation of Enrolment:

Notwithstanding any of the clauses of this letter of enrolment, Company reserves the right at its sole discretion to cancel this enrolment during the study period without assigning any reason, by giving one month's (30 days) notice or one month's scholarship/stipend in lieu of notice.

14. Study Hours:

- i. As a Scholar Trainee – Work Integrated Learning Program, you will be called upon to undergo studies during the hours and days as may be fixed by WILP from time to time as per the University requirements.

Normally, your "Project work" would be from 8:30am to 6:00pm from Monday to Friday. There shall be a 45 minutes lunch interval.

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- iii. You would be assigned to any of the locations and any project work as part of your WILP as may be decided by the Company.
- iv. The full day lecture sessions will be held at any of Wipro's other establishments/outsourced venue. You may also be called upon to attend academic study as and when required on holidays, as may be scheduled in accordance with the convenience of the organizing team of the WILP.
- v. The university will plan contact classes in multiple format to suit the project work situations and university guidelines such as contact classes in ILT (instructor Led training) and / or VILT (virtual Instructor Led Training and Self-Directed / Recorded lecture sessions).

15. General:

- i. This letter of enrolment is subject to the condition that you have not provided us with any false declaration or wilfully suppressed any material information. If you have, you will be liable for cancellation of enrolment from the WILP without any prior notice.
- ii. The terms of this letter of enrolment may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- iii. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.
- iv. You warrant that you are not prevented by a court or by any other administrative or judicial order from enrolling under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- v. During the period of enrolment you are required to comply with all policies of WILP and Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Scholar Trainees from time to time. You agree to comply with all policies as modified from time to time.

16. On Completion/Cancellation of Academic Program:

- i. On Completion of the academic program or cancellation of your enrolment, as the case may be, you will immediately surrender to Wipro/ the Academy all specifications, formulae, documents, literature, drawings or records, etc. belonging to Wipro/ the Academy or relating to its business and shall not make or retain any copies of these items.
- ii. You are not eligible to receive testimonial certificate if you do not successfully complete the academic study in accordance with this letter of enrolment and the study scheme formulated by the Academy.
- iii. Wipro reserves the right to offer employment at its sole discretion to a Scholar trainee on successful and satisfactory completion of the academic study.

17. Acceptance of Enrolment Letter:



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Upon accepting the above terms and conditions, you are required to return the duplicate of this letter of enrolment, duly signed by you as a token of your acceptance on the day of joining WILP program.

Please confirm that the above terms are acceptable to you and that you accept the enrolment by signing a copy of this letter of enrolment and submit the same on the date of joining.

Yours sincerely,
For Wipro Limited,

Sunil Kalachar
General Manager – Talent Acquisition

I have read, understood and agree to accept the enrolment on the terms and conditions herein.

I shall be present for the induction session on / /

Name: _____

Signature: _____ Date: ____/____/____

Place.



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ANNEXURE I

CONFIRMATION ON SHARING PERSONAL INFORMATION (AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000)

I _____, confirm that I am voluntarily sharing my Personal Information with Wipro Limited ("Wipro") being a part of WILP of Wipro for the following purposes:

- validating my application form and retaining records on the same for any future reference/verification;
- processing my application form including background verification checks;
- academic study related actions including record keeping, processing scholarship advance and benefits and any action required in the context of my enrolment with Wipro, being a part of WILP.

In this context, I also agree to the retention of such Personal Information by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information, relating to me that is available with Wipro and is capable of identifying me."

Name: _____

Date: _____



Signature: _____

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ANNEXURE II

I hereby confirm that I shall submit the required academic certificate including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my enrolment is subject to my aggregate meeting the Wipro eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for termination of my enrolment with Wipro.

Name: _____

Date: ____/____/____

Signature:.....



Banijam S. K.
FR. BALJU GEORGE
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ANNEXURE - III

INITIAL INDUCTION PROGRAM

The Talent Transformation team at Wipro grooms campus selects to help them face the challenges of the corporate world.

A holistic 360 degree approach to training is adopted and helps them hone their fundamental computer skills followed by insights into Wipro businesses, process, technology and behavioral skills.

To understand and appreciate the mindset of the young Trainees and ensure that the transformation is smooth, the induction program is done by a team of dedicated professionals who have exposure to the academic and corporate sectors alike. Project Readiness Program (PRP) is a training program designed to address the basic learning needs of the Trainees.

Corporate Readiness Program - CRP

The CRP program is focused on making young Trainees comfortable in a corporate environment. This program starts with a corporate induction.

"PINNACLE" a behavioral skills building training program ensures that the fresh Trainee start feeling at ease in the "corporate world". This activity based behavioral intervention informs the new entrants about the corporate work culture and business etiquette.

Technology Readiness Program - TRP

The technology training provides critical technical skills required to work on projects allocated to Trainees and prepare to face the demands of the project world. We begin doing this by familiarizing with Wipro's businesses and work environment.

The methodology of training is "Project Based Learning" (PBL) approach, the entire learning is designed around a series of projects that the recruits are expected to complete individually by learning and applying various topics required to complete the project. Starting with individual projects, the PBL approach ends with recruits working on a team project.



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ANNEXURE - IV

I have read and understood the terms of my enrolment letter. I agree and acknowledge that I am a Student/Scholar trainee with Wipro's WILP. I further undertake that I shall not represent to any person within Wipro or any other third party that I am an employee of Wipro Ltd and I fully understand that such false representation shall entail severe disciplinary action including immediate cancellation of my enrolment.

Name: _____

Date: ____/____/____

Signature:.....



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Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

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

Accommodation, Food & other Miscellaneous Expenses

- i. You would be entitled for Rs.400 per day for 8 days (total amount of Rs.3,200) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month stipend and you would not need to submit bills towards usage of this amount.
- ii. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- iii. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro->My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- iv. Campus joiners would not be eligible for accommodation at the Wipro guest houses.



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Abhirami Vinod

Employee No. : 882378

Handwritten signature

Issuing Authority



Handwritten signature of FR. BAIJU GEORGE

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



Akshay Salu



C S 0 6 5 2

Blood Group
A+ve

Emergency No.
9656500041

A handwritten signature in black ink, appearing to read 'Akshay Salu'.

Employee Signature



Punnya S. B.

FR. BALJU GEORGE
PRINCIPAL
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CHERTHALLA

NAIPUNNYA



Aromal K A

suyati
access to fluid cx

Emp ID: SYT768
Blood Group: B+ve

Baiju George



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CHERTHALA, 688 524

Private & Confidential

December 20, 2022

Aswin C M
Chirayil, Polassery, Vaikom PO,
Naduvile (Part), Kottayam, Kerala- 686141.
9496277795

Dear Aswin,

Sub.: Offer of Employment at Ageas Federal Life Insurance Company

We are pleased to offer you employment at Ageas Federal Life Insurance Company Ltd. We congratulate you on your decision to join our organization and welcome you to the Ageas Federal family.

You would be joining the company as **Deputy Relationship Manager (Level 2)** at our **Pathanamthitta** office. Your position reports in to **Cluster Manager**. However, you will appreciate that Ageas Federal reserves the right to change your job title / responsibilities, reporting relationship at anytime.

As discussed with you, your date of joining is confirmed on _____. You are requested to report to Ageas Federal Office at the place of your appointment at 10:00 am, on the above confirmed joining date and contact HR (in case joining at HO-Mumbai) / your Reporting Manager. This offer of employment will stand withdrawn, should you fail to report to duty as per above mentioned schedule, unless otherwise extended by the company in writing.

At the time of joining, you are required to provide us the following documents:

- 1) Six Passport size color photograph
- 2) Address Proof
- 3) Copy of PAN Card
- 4) Copies of all academic qualification certificates starting class X
- 5) Acknowledgement of your resignation from your current employer
- 6) Copies of last three months salary slips
- 7) Relieving Letter from current employer
- 8) Form-16 of the current year or previous year whichever is applicable at the time of joining

Details of your compensation including basic salary, allowances, benefit and perquisites are given in **Annexure I**. In addition, you will be eligible for bonus or incentive plans as decided by the company from time to time. As per our Human Resource policy you are required to treat this information and all compensation matters in strict confidence and not to disclose it to anyone under any circumstances.

Your employment, its terms and conditions are as per company policies which are subject to change by the company at any time at its absolute discretion. This offer of employment is subject to following:

1. Satisfactory Completion of pre & post employment reference checks, education and professional qualifications check & medical tests, if so required by the company. In case the same is/are not found to be in your favor at any point of your tenure with us (pre and post joining), the organization reserves the rights to revoke your employment with us.
2. We trust you have not provided us with any false declaration or willfully suppressed any material information. If you have, you will be liable for removal from service without notice.



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3. Prior to your joining & during the employment you are required to proactively inform HR, in case any of your relative are working / associated with organization either as employees / advisors/ agents. In case the same is not found in your favor at any point of your tenure with us, the organization reserves the right to revoke your employment.

You are not permitted to accept any employment, part-time or otherwise, or take interest directly or indirectly in any other business activity. You are required to devote your whole time, attention and ability to the business of Ageas Federal Life Insurance Company Ltd and to observe all the rules and regulations, which are made applicable from time to time.

During the course of your employment you will have access to critical financial and other information. You are required to ensure that you maintain utmost confidentiality in handling such information. Further you shall not use or divulge or disclose any such confidential information except as may be required under obligation of law or as may be required by the company. This covenant shall endure during the course of your employment as well as on cessation of your employment with Ageas Federal irrespective of the circumstances of, or the reason for the cessation.

Your services are liable for transfer or deputation to any location/ office/premises, when required in the course of performing your duties.

Your retirement age is governed by prevalent HR policy and as per current policy it is 60 years.

You will be on probation for a period of six months from date of joining. On completion of six months from date of joining you will be considered as confirmed, unless it is extended in writing by company. Your probation period may be extended, reduced or dispensed with at company's sole discretion. During the probation period either party can terminate the contract by giving 7 days notice.

After the probation period, this contract of employment can be terminated, by either party by giving either one month or three months notice depending on your level as per prevalent HR policy. You will be required to serve the notice period as above or till date the company decides to relieve you whichever is earlier. Payment or recovery of salary in lieu of any unserved notice period will be at the discretion of the company. Notwithstanding above, the company may at its discretion relieve you without notice or salary in lieu of the same, if the business interest of the company warrant so.

You shall abide by the Code of Conduct and Policies of the company as in force from time to time.

You are requested to sign and return a copy of this letter to us as a token acceptance of our offer. We wish you a great and professionally enriching career with Ageas Federal Life Insurance Company Ltd.

Yours Sincerely,

For Ageas Federal Life Insurance Company Ltd
Kapil Udaiwal
Chief Human Resource Officer

I agree to accept employment on the terms and conditions mentioned in the above letter

Name & Signature:

Date:

Place:



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

Annexure I

Name	Aswin C M
Job Title	Deputy Relationship Manager (Level 2)
	Annual (in Rs)
Salary	
Basic	1,73,855
HRA	86,928
Statutory Bonus	9,996
Sub Total (A)	2,70,779
Retirals	
Employers PF	20,863
Gratuity	8,358
Sub Total (B)	29,221
Others	
Mediclaime Premium	12,000
Sub Total (C)	12,000
Total Cost To Company (A + B + C)	3,12,000

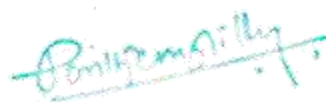
All statutory deductions including income tax, and wherever applicable, will be deducted at source from your remuneration as per the prevailing laws.

Basic Salary is the base for computation of statutory benefits such as provident fund and gratuity. There will be a deduction of 12% of basic salary as contribution towards the Employee Provident Fund. The employer will also contribute the same amount, which will be deposited as per the EPF act.

You would be covered under company's Mediclaime policy; Death Cover Policy; Group Personal Accident Policy; Gratuity Policy; Bonus, Incentives, Performance Allowance policy; Company Owned Vehicle Policy as applicable to your grade and role from time to time. For current details please refer relevant HR Policies / contact HR..

"Mediclaime Vesting period of 6 months for dependants of employees in band 1-3."




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 CHERTHALA-688 524



Visa Confirmation

Your visa application has been approved. Please note the use by date. You must enter Oman on or before this date, otherwise your visa will be invalid.

تمت الموافقة على طلب التأشيرة

لقد تمت الموافقة على طلب التأشيرة، يرجى التأكد من صلاحيتها والدخول إلى السلطنة خلال المدة المحددة وإلا ستصبح التأشيرة غير صالحة.



1A

تأشيرة عمل
Employment Visa
(RESIDENT)

تاريخ الموافقة على طلب التأشيرة 21-02-2022
آخر تاريخ لاستخدام التأشيرة 21-05-2022
رقم طلب التأشيرة 10031144681
رقم التأشيرة 24117388
تاريخ انتهاء التأشيرة

Family Name	MANSOOR	اسم العائلة
Given Name(s)	RISWAN	الاسم
Gender	Male	الجنس ذكر
Nationality	INDIA	الجنسية الهند
Occupation Name	MERCHANDISE ORDERLY	المهنة مرتب بضائع
Travel Document Number	V6576547	رقم وثيقة السفر
Travel Document Expiry Date	13-01-2032	تاريخ انتهاء جواز السفر
Length of Stay in Oman	2 Years	مدة الإقامة 2 سنوات
Number of Entries	Multiple	عدد الرحلات متعددة
Sponsor Name	RACINE INTERNATIONAL (SALIM MOHAMMED SALIM AL- SHUKAILI)	اسم صاحب العمل رصين العالمية
Sponsor Address	بهاء PO Box: 91 PC	عنوان صاحب العمل ص ب 91 ر ب

IMPORTANT NOTES :

- Passport must be valid for at least 6 months on entry to Oman. أن يكون طالب التأشيرة لديه جواز سفر ساري المفعول لمدة لا تقل عن 6 أشهر.
- Visa can be used for multiple entries to Oman, once residency is granted. يمكن استخدام تأشيرة متعددة الرحلات للدخول إلى السلطنة بعد منح الإقامة.
- Length of stay in Oman is 2 years, and is renewable. مدة الإقامة في سلطنة عمان لا تتعدى سنتين وقابلة للتجديد بنفس المدة.
- Resident visa will be cancelled if holder remains outside Oman for a period longer than 6 months. تعتبر التأشيرة ملغية في حالة عدم عودة حاملها إلى السلطنة لفترة أكثر من 6 أشهر.
- Residency can be renewed every 2 years. يمكن تجديد الإقامة كل سنتين.
- The fine for late renewal or non-registration of the residence permit is OMR 20 per month. غرامة تأخير التجديد أو عدم تسجيل الإقامة 20 ريالاً عمانياً عن كل شهر.
- Possession of a valid visa does not guarantee that a traveller will be granted entry to Oman. Entry to Oman is at the discretion of the Royal Oman Police officer at the port of entry. حصة ذلك على السفارة لا يضمن له الدخول إلى السلطنة، حيث يخضع هذا الإجراء للسلطة المختصة في السلطنة.



IMPORTANT NOTES :

Entry will not be allowed with divergent passport details other than those mentioned in the visa.
Printed on 21-02-2022 09:15:56



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CHERTHALA-688 524

ملاحظات مهمة:
أن يسمح بالدخول مع بيانات جواز سفر سارية المفعول المذكورة في التأشيرة.
تمت الطباعة بتاريخ 56:15:09 2022-02-21

SREE
GOKULAM
GROUP OF INSTITUTIONS



DEVIKA M

Assistant Professor

Arts & Science College

devikamnair2000@gmail.com



7593974739

Principal's Sign
FR. BAIJU GEORGE
PRINCIPAL
NAIPUNYA SCHOOL OF MANAGEMENT
CHERTHALA-688 524



Hari Krishnan B



C S 0 6 5 1

Blood Group
A+ve

Emergency No.
9656500041

Hari Krishnan B



FR. BAIJU GEORGE
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CHERTHALA-688 524

NEOITO

NEOITO



I'm

Jayakrishnan M

NEO307



TR. BAYU GEORGE
PRINCIPAL
X SPMRYASCHOOL OF MANAGEMENT
JALAN HILL 688 524

INDEL
money[®]
We care for your needs



KRISHNAPRIYA M S

Emp. Code : 4113

Department : Audit



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CHERTHALA-688 524



RBS

RAJAGIRI BUSINESS
SCHOOL



KURIEN JAMES
PGDM A (2021-2023)



P21130



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

Handwritten signature in green ink.



Human
Resources

India Kochi

Manisha Xavier

ID No 100017406



Chinmayi

FR. BALJU GEORGE

PRINCIPAL

NAIPUNYA SCHOOL OF MANAGEMENT



786/110/53

عباس لصناعة الزجاج المعالج (ش.ذ.م.م.)
ABBAS TEMPERING INDUSTRY (LLC)

TEMPERING INDUSTRY LLC - Backside of Gahadari Driving School, Qusais Ind. Area No. 4, P. O. Box : 4231, Dubai - U.A.E.
Tel : 04 - 2677740 (Qusais), 04 - 2972748 (Hor Al Amr), 04 - 2588494, (Qusais Br.) Fax: 04 - 2677995 E-mail: abbasgtcl@yahoo.com

OFFER LETTER

24-02-2023

Dear Neena thomas

We are pleased to offer you a full-time position of sales assistant at **Abbas Tempering Industry LLC**. You will be reporting directly to Mr. Ali asger at Al Qusais Ind Area 04. We believe your skills and experience are an excellent match for our company.

The monthly starting salary for this position is Aed -2200.00 Accommodations inclusive which is to be paid on a monthly basis by direct deposit starting on the first payment period.

Your employment with **Abbas tempering Industry LLC** will be on permanent basis, which means you need to fulfill all the terms and condition of the company and the company is free to terminate the employment at any time for any reason. This letter served as the contract between you and the company. If you break this contract before two (02) years you will have to pay a mandatory Aed-5000.00 to the company.

Please confirm your acceptance of this offer by signing and returning his letter by **01.03.2023**

We are excited to have you in our team If you have any doubts, please feel free to reach out to the management team at any time.

Sincerely,

ALI ASGAR

SALES MANAGER (Abbas Tempering)

Signature: Neena Thomas

Printed Name: Neena Thomas

Date: 25/02/2023



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PRINCIPAL
NAIPUNNYA SCHOOL OF MANAGEMENT
CHERTHALA-688 524



Mobile : 050-6560193 (Mohammed), 050-6502095 (Mustafa), 050-4566972 (Kutub)

Website: www.abbasglassgroup.com



EY Global Delivery Services India LLP
3rd Floor, Tower 'C',
RMZ Infinity, Old Madras Road,
Benniganahalli, K.R. Puram,
Bangalore - 560026,
Karnataka, India

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

13 August, 2022

Ms Nimmy Varghese
Vallyaveettil (H), Maruthorvattom P.O,
Mathilakam, Near S.H Hospital Mathilakam,
Cherthala,
Kerala - 688539

Contact No: 8590989313
Email: nimmyvallyaveettil21@gmail.com

Dear Nimmy,

**Subject: Appointment in the position of
Tax Analyst**

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

1. POSITION:

You will be appointed in the position of Tax Analyst in GCR US_S-BLR in the Firm. Your Rank will be 44. While serving the Firm in this position, you will report to, and receive direction from the reporting manager or as may be communicated to you from time to time. As agreed, you shall join the services of the Firm at Kochi office.

2. DUTIES AND CODE OF CONDUCT:

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

3. WORKING HOURS:

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



Ponnamplly
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CHERTHALA-688 524



Parvathy Ganesh



Parvathy

FR. DAMO GEORGE
PRINCIPAL

NAIPUNNYA SCHOOL OF MANAGEMENT

SHOT ON POCO X3



K.L.E's S.NIJALINGAPPA COLLEGE
II Block, Rajajinagar, Bengaluru-10



PARVATHY.S
ASSISTANT PROFESSOR

Ponigem Dilly



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

[Signature]
Principal

INTERVAL

BREAK FOR A CHANGE



Parvathy S
Business Development Associate

Blood Group: A+ve
Contact No: 9496607290
e-mail: parvathysurendran2244@gmail.com

www.teaminterval.in

Ponnamdilly

FR. DAJU GEORGE
PRINCIPAL
NAIPUNNYA SCHOOL OF MANAGEMENT



4th November 2022

EMPLOYEE OFFER LETTER

Dear Rakhi,

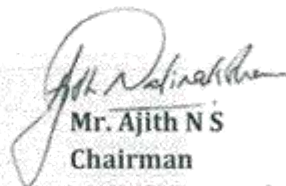
With reference to the interview, you have had with us, we are pleased to offer you the position of "HR Associate" for our company on the following terms and conditions:

- You will be paid a consolidated amount of **INR 15,000** (Fifteen Thousand Rupees only).
- This appointment is for a period of two years effective date of your joining and may be renewed on a mutual basis. This arrangement is with effect from **7th November 2022** (or on a date that is mutually agreed) and will be valid for a period of two (2) years/s.
- In this capacity, during your probation period of six (6) months, you will be located in **Kochi** and will report to **HR Director, UGI** or any other person nominated by the company.
- However, your services could be transferred to any other Departments/Divisions of the Company, notwithstanding your appointment in this company, your services could be reassigned to any other company of the United Group of Initiatives.
- You may also be assigned such other duties as may become necessary for the organization at the discretion of the Management in any Branch or Office of the Company and/ or its Subsidiaries or Partner Companies.
- This appointment can be terminated by giving 1-month notice on either side or payment in lieu of shortfall in this notice period.
- You shall observe all rules and regulations of the company.
- This employee offer letter is valid for 1 month from the date of issue of the letter.
- Kindly sign a copy of this letter in acceptance of the above-mentioned terms and conditions and return the same for our records.

Signature:



Ms. Rajisha UR
HR Director
United Group of Initiatives



Mr. Ajith N S
Chairman
United Group of Initiatives



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PRINCIPAL
NAIPUNYA SCHOOL OF MANAGEMENT
CHERTHALA-688 524





frank__issac to you 3m



TransGlobe

School of Logistics & Aviation Management



SHINOBIN STEPHEN

BDE

Employee Code: 138

Help Line No: +91 9207 833 555

Avenue -2
Near Kathrikadavu Flyover
KK Road, Eranakulam, Kerala-682017



Ponnamdilly

FR. BAIJU GEORGE
PRINCIPAL
NAIPUNNYA SCHOOL OF MANAGEMENT
CHERTALA-686 524

www.transglobeacademy.com

✉ support@nevadotechnologies.com

📞 97461 59589
89217 48808

NEVADO
TECHNOLOGIES

OFFER LETTER

Dear Sreelakshmi T.J.,

JOINING DATE: 31-10-2022

Congratulations and welcome to **NEVADO TECHNOLOGIES**!

We are delighted to have you as part of our organization. The role and association with us are critical in fulfilling the mission of our organization. We hope our organization will be professionally meaningful and mutually beneficial.

This is with reference to your application and subsequent personal interview you had with us; we are pleased to welcome you to the post of **TELECALLING EXECUTIVE** in our organization on a gross monthly salary of INR 12000 (Twelve Thousand Rupees)

*Upon joining the office, the employee must go through 7 working days of training period. The performance during this period will be monitored and if the employee fails to meet the minimum performance criteria the employer can terminate the employee.

*If the employee desires to leave the company he/she has to serve 15 days of notice period. Failure to do so will result in salary hold and the salary will be credited only after serving the notice period.

*The employee will be under probationary period for the first 1 year. During this period the employee will not be eligible for any paid leaves. After the completion of the probationary period the employee will be entitled to have 12 paid leaves per year.

*The employer has the right to terminate the employee under any circumstances such as poor performance, unethical behavior etc.

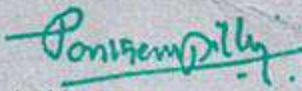
Please confirm your accepting of this offer letter by signing and returning a copy of this offer letter.

Sincerely,

NIVED H
MANAGING DIRECTOR
+91 8921748808

NAME: Sreelakshmi T.J.
SIGNATURE: 



Nevado Technologies, 1st floor, Kannattu building, Opp Holiday inn hotel, NH 66, Chakkaraparambu, Kochi- 682032.

Ponnampally
BAIJU GEORGE
NAIPUNYA SCHOOL OF MANAGEMENT
CHERTHALA-688 524



AXIS BANK



SREELAKSHMI
VENUGOPAL

Employee No: 368783

Blood Group : O+



[Signature]

Issuing Authority

Ponizemully

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

Issued by: [Signature]



Panikam Dily

PR. BAJU GEORGE
PRINCIPAL

SAFETY & SECURITY CO-ORDINATOR
KPMG

One&Only

ROYAL MIRAGE

Dubai

Ajeesh Vallyattu Ajayan
Commis Waiter

Page 1 of 3

28 April, 2021

Mr. Ajeesh Vallyattu Ajayan
Cochin - India
c/o Al Amani

Dear Ajeesh,

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 July 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 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 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 used during the period 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

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

20th January 2021

Mr. Albin Benny
Kulangara, Vaikom,
Kottayam,
Thirumani Venkita Puram,
Kerala - 686606.

Dear Albin Benny

Letter of Intent

This is in reference to your application and our discussions. We are glad to inform that you have been selected for the position of **Service Associate - Housekeeping** to be based out of our **Fernhill Resort - Ooty**. You will be paid a fixed salary of **Rs.1, 68,837 (Rupees One Lakh Sixty Eight Thousand Eight Hundred and Thirty Seven Only)** per annum.

We invite you to join our organization on or before **21st January 2021**.

A detailed compensation structure is attached as Annexure.

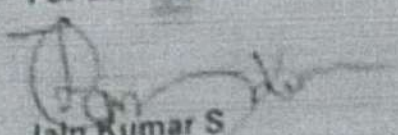
Post your joining with us, you will be issued a formal Appointment Letter and on receipt of following documents

1. 5 Passport size Photographs
2. Photocopy of your Relieving letter / Acceptance of resignation
3. Photocopy of SSLC, HSC, UG & PG mark sheets / degree certificates
4. Photocopy of PAN card
5. Photocopy of current Address proof
6. Medical Certificate

Please do not construe this Letter of Intent as a Letter of Appointment

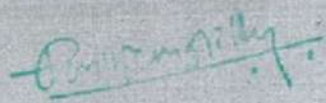
Thanking you

For Sterling Holiday Resorts Ltd


Jain Kumar S

Area General Manager





FR. BAIJU GEORGE

PRINCIPAL

NAIPUNNYA SCHOOL OF MANAGEMENT

CHERTALA-688 524

One&Only

ROYAL MIRAGE

Dubai

Ajeesh Vallyattu Ajayan
Commis Waiter

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).

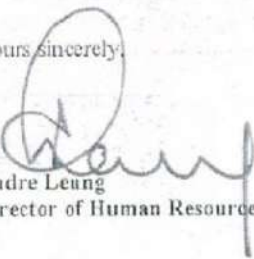
25. Acceptance

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
Ajeesh Vallyattu Ajayan

.....
Date

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




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NAIPUNNYA SCHOOL OF MANAGEMENT
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Dubai

Page 2 of 3

Ajeesh Vallyattu Ajeayan
Comments Writer

- 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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PRINCIPAL
NAIPUNYA SCHOOL OF MANAGEMENT
CHERTHALA-688 524

Paul Resorts & Hotels Private Limited

Survey No. 76/1, 117/1, 117/2, Madikeri Virajpet Road, Mekeri, Kodagu, Karnataka - 571 201

31st October, 2020

Mr. Bibin George,
Kuruppamkulangara Post,
Cherthala Alappuzha,
Kerala.

Dear Bibin,

This has reference to the discussions we had with you on a career opportunity at Coorg Wilderness Resort, Madikeri.

Consequent to the discussion we had, we are pleased to offer you an employment with us on the following terms:

Designation	:	Trainee Guest Service Associate.
Grade	:	O-5.
Compensation	:	Your Remuneration package as agreed with you at the time of interview.
Location	:	Coorg-Madikeri.
Reporting to	:	Manager Accommodations & Landscaping.
Date of Joining	:	09 th November 2020.

Your compensation will be suitably broken up into components, grade and structure at the time of your joining.

Kindly sign and return the copy of this letter as a token of your acceptance and indicate your probable date of joining.

* Your appointment letter is subject to Background Verification.

We look forward to a long, fruitful and mutually rewarding association with you in the years to come.

For Paul Resorts & Hotels Pvt. Ltd.



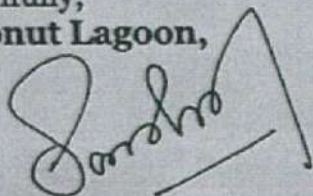
Cherthala
FR. BALJU GEORGE
PRINCIPAL
NAIPUNYA SCHOOL OF MANAGEMENT
CHERTHALA-688 524

cghearth

experience hotels

We extend you our warm welcome and look forward to a long and successful association between you and our company.

Yours faithfully,
For Coconut Lagoon,



Samboog
General Manager

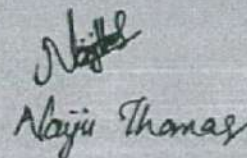
ACCEPTANCE

I, NAIJU THOMAS.....have read and understood the above terms and conditions and agree to abide by them.

Date: 06/01/2021

Signature:

Name :



Naji Thomas



FR. BAIJU GEORGE
PRINCIPAL

NAIPUNNYA SCHOOL OF MANAGEMENT

Hotel & Allied Trades Pvt. Ltd.

Coconut Lagoon, Kumarakom, Kottayam-686 563, Kerala, India. Phone: +91-481-2524491. Email: coconutlagoon@cghearth.com www.cghearth.com

cgh earth

experience hotels

- ✓ You are entitled to one day, paid special leave, for every month worked. You may accumulate and encash a maximum of six of these days by end of the contract period

Safety

The company will not be responsible for any compensation on account of death or injury resulting in partial or total disablement while is directly attributable to your negligence, disobedience, and working under the influence of alcohol or drugs or not following the safety instructions.

Exclusiveness

As agreed, you will be rendering contractual services to **Coconut Lagoon**. You are initially been posted as "Trainee" in the **F&B Service Department**. But you are liable to be transferred at any time from one Hotel / Establishment to another controlled/ operated/ managed by the company or its associates whether in existence at present or to be started or taken over or acquired at a later date at any place within this country or abroad. In the event of such transfer you will be governed by the terms and conditions applicable at the Hotel / Establishment to which you are transferred and the service conditions applicable to the employees of your category in that Hotel/ Establishment will be applicable to you. You will also be controlled administratively and otherwise by the Officers and personnel in charge of that Hotel/ Establishment to which you are transferred.

You will not be entitled for any allowance or benefits during your contractual tenure, which are applicable to the permanent employees of the organization.

You will keep us informed of any change in your residential address.

Termination of Contract

This contract will be automatically terminated on expiry of the contract period unless otherwise extended further. During the tenure of your contract, the contract is terminable by giving **one month's notice** on either side.

This agreement is purely contractual in nature as per the time frame mentioned under the clause 'Period of Contract' and does not give you any claim/right for regular employment with the company.

If the above terms and conditions of the contract are acceptable to you, kindly confirm acceptance by signing and returning to us the duplicate copy of this contract.

Signature: Employee

Signature: General Manager



Hotel & Allied Trades Pvt. Ltd.

Coconut Lagoon, Kumarakom, Kottayam-686 563, Kerala, India. Phone: +91-481-2524491 2524373, FAX: 2524495
Email: coconutlagoon@cghearth.com www.cghearth.com

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PRINCIPAL
NIPUNYA SCHOOL OF MANAGEMENT
CHERTHALA - 688 524
Phone: 2524495

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Dated: 20.12.2020

Mr. Naiju Thomas
Elamanathara
Post : Chemmanatukara, Vaikom
Alappuzha-686606

Dear Mr. Naiju,

With reference to your application we are pleased to inform you that the Management is pleased to utilize your services on a contractual basis as **Trainee in F&B Service Department** effective from **14.12.2020 to 13.06.2021** on the following terms and conditions:

Period of Contract

Your contract is effective for a period of 6 months. Your performance will be reviewed towards the end of the contract.

Emoluments

You will be paid **Rs. 10440/-** (Rupees Ten Thousand Four Hundred and Forty) per month as remuneration for the job. The payment will consist of

Basic: Rs. 4340

FDA: 6100

All these payments are subject to the monthly salary may be limited to subsistence payment, part payment working or prorated salary, as fixed by the management based on prevailing business condition in the month during the covid 19 pandemic and recovery period. All payments are subject to applicable taxes and statutory deductions that are in force at that time.

Duties

You will be reporting to the **General Manager** or other Managers from time to time as directed by the Management. You shall perform such duty and observe and conform to such directions as may be assigned or communicated to you by the Company or such personnel who are placed in authority over you.

Facilities

- ✓ You will be entitled to free meals while you are on the premises of the establishment due to contract related work.
- ✓ You are entitled to a weekly off for every six days of work during the contract period.

Signature: Employee

Signature: General Manager



Hotel & Allied Trades Pvt. Ltd.

Coconut Lagoon, Kumarakom, Kottayam-686563, Kerala, India. Phone: +91-481-2524491 9542121000
Email: coconutlagoon@cghearth.com www.cghearth.com

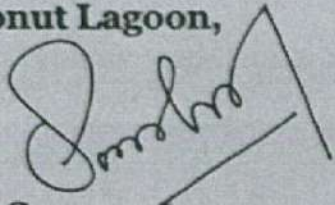
FR. NAJU GEORGE

PRINCIPAL

NAIPUNYA SCHOOL OF MANAGEMENT
CHERTHALA-688524

extend you our warm welcome and look forward to a long and successful association
ween you and our company.

Yours faithfully,
for Coconut Lagoon,



General Manager

ACCEPTANCE

Abhujin Abraham have read and understood the above terms and conditions and agree to
be bound by them.

Date: 12/1/2021

Signature: *Abhujin Abraham*

Name : *Abhujin Abraham*

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Hotel & Allied Trades Pvt. Ltd.

Coconut Lagoon, Kumarakom, Kottayam-686 563, Kerala, India. Phone: +91-481-2524491 2524373 Fax: 2524495
Email: coconutlagoon@cghearth.com www.cghearth.com

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CHERTHALA-688 521

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You are entitled to one day, paid special leave, for every month worked. You may accumulate and encash a maximum of six of these days by end of the contract period

Safety

The company will not be responsible for any compensation on account of death or injury resulting in partial or total disablement while is directly attributable to your negligence, disobedience, and working under the influence of alcohol or drugs or not following the safety instructions.

Transferability

As agreed, you will be rendering contractual services to **Coconut Lagoon**. You are initially posted as "**Trainee**" in the **F&B Service Department**. But you are liable to be transferred at any time from one Hotel / Establishment to another controlled/ operated/ managed by the company or its associates whether in existence at present or to be started or taken over or acquired at a later date at any place within this country or abroad. In the event of such transfer you will be governed by the terms and conditions applicable at the Hotel/ Establishment to which you are transferred and the service conditions applicable to the employees of your category in that Hotel/ Establishment will be applicable to you. You will also be controlled administratively and otherwise by the Officers and personnel in charge of that Hotel/ Establishment to which you are transferred.

You will not be entitled for any allowance or benefits during your contractual tenure, which are applicable to the permanent employees of the organization.

You will keep us informed of any change in your residential address.

Termination of Contract

This contract will be automatically terminated on expiry of the contract period unless otherwise extended further. During the tenure of your contract, the contract is terminable by giving **one month's notice** on either side.

This agreement is purely contractual in nature as per the time frame mentioned under the clause '**Period of Contract**' and does not give you any claim/right for regular employment with the company.

If the above terms and conditions of the contract are acceptable to you, kindly confirm acceptance by signing and returning to us the duplicate copy of this contract.

Signature: Employee



Signature: General Manager

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CHERTHALA-688 524

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Dated: 20.12.2020

Mr. Ashwin Abraham
Tharayilputhenpuayil
Post : Chemmanatukara, Vaikom
Alappuzha-686606

Dear Mr. Ashwin,

With reference to your application we are pleased to inform you that the Management is pleased to utilize your services on a contractual basis as **Trainee in F&B Service Department** effective from **14.12.2020 to 13.06.2021** on the following terms and conditions:

Period of Contract

Your contract is effective for a period of 6 months. Your performance will be reviewed towards the end of the contract.

Emoluments

You will be paid **Rs. 10440/-** (Rupees Ten Thousand Four Hundred and Forty) per month as remuneration for the job. The payment will consist of

Basic: Rs. 4340

FDA: 6100

All these payments are subject to the monthly salary may be limited to subsistence payment, part payment working or prorated salary, as fixed by the management based on prevailing business condition in the month during the covid 19 pandemic and recovery period. All payments are subject to applicable taxes and statutory deductions that are in force at that time.

Duties

You will be reporting to the **General Manager** or other Managers from time to time as directed by the Management. You shall perform such duty and observe and conform to such directions as may be assigned or communicated to you by the Company or such personnel who are placed in authority over you.

Facilities

- ✓ You will be entitled to free meals while you are on the premises of the establishment due to contract related work.
- ✓ You are entitled to a weekly off for every six days of work during the contract period.

Signature: Employee

Signature: General Manager

Near Manorama Jn:
Cherthala
Pin-688 524

Hotel & Allied Trades Pvt. Ltd.

Coconut Lagoon, Kottayam-686 563, Kerala, India. Phone: +91-481-2524491 2524373 Fax: 2524495
Email: coconutlagoon@cghearth.com www.cghearth.com

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NAIPUNNYA SCHOOL OF MANAGEMENT
CHERTHALA 688 524



Software Analyst Training - Anantha

1 message

Thomas <thomas.antony@claysys.net>
To: ab.ananth97@gmail.com
Cc: syamily <syamilyks@claysys.net>, telin.tom@claysys.net

Fri, 15 May, 2020 at 5:15 pm

Hi Anantha,

Congratulations! We are pleased to confirm that you have been selected for the ClaySys AppForms training prior to the selection procedure for **Software Analyst - Trainee**. Training period would be 3-4 weeks and you will be paid Rs.200/ per day during the time. The official appointment will be based on the final assessment (at ClaySys Technologies, Cochin), on completion of training.

So, please join at our **Cherthala** office on 18th May 2020 to start your training.

Office time : 9am – 6 pm (1 hour lunch break)

Working days – 6 days (Monday – Saturday) till probation period.

Please confirm your availability.

Please bring below items:-

1. Fill attached form and paste a Passport size photo
2. Photo copy of Adhar card
3. Bank account Number of you or anyone from your family

Thanks,

Thomas Antony

Manager - Operations | ClaySys Technologies | Work: +91-478-255-2022 | Cell: +91- 9497676992

| thomas.antony@claysys.net | www.claysys.com

INDIA – ClaySys IT Campus, Infopark Phase II, Kochi – 682 303, Kerala | USA – 9635 Southern Pine Blvd Suite 133, Charlotte, NC 28273-5563

CONFIDENTIALITY NOTICE: If you have received this e-mail in error, please immediately notify the sender by e-mail at the address shown. This e-mail transmission may contain confidential information. This information is intended only for the use of the individual(s) or entity to whom it is intended even if addressed incorrectly. Please delete it from your files if you are not the intended recipient.



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CHERTHALA-688 524



ANNEXURE A

PARTICULARS	MONTHLY	ANNUAL
BASIC	9000	108000
HRA	3000	36000
GROSS - (BASIC+HRA)	12000	144000
PF (Employer - 13%)	1170	14040
ESI (Employer - 3.25%)	390	4680
GRATUITY	450	5400
CTC	14010	168120
DEDUCTIONS FROM GROSS :		
PF EMPLOYEE CONTRIBUTION	1080	12960
ESI EMPLOYEE CONTRIBUTION	90	1080
Take Home Salary	10830	129960
* Your salary / benefit related details are strictly confidential and you are advised to avoid revealing / discussing the same.		

Annual CTC - ₹ 1,68,120/- (Rupees One Lakh Sixty Eight Thousand One Hundred Twenty Only)

Your salary / benefit related details are strictly confidential and you are advised to avoid revealing / discussing the same with any associate of the company.

Best Regards

Nisha Chopra
Human Resources

25th December 2020
Chennai




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PRINCIPAL
NAIPUNYA SCHOOL OF MANAGEMENT
CHERTHALA-688 524

Pricol Gourmet Pvt.Ltd.

34/158, Eldams Road, Teynampet, Chennai 600018.



9. PAN Card (Please note, that it is mandatory to provide the PAN number for processing the salary. No payments will be made without PAN Card details)

The notice period / notice pay payable in case of termination / discharge or resignation by either side is one month (30 days).

Your salary / benefit related details are strictly confidential and you are advised not to reveal / discuss the same with anyone in the organization. This offer becomes void on failure to report to work on the mutually agreed date of joining.

We are confident you will be able to make a significant contribution to the success of our organization and look forward to working with you.

Please revert to this mail with your confirmation to accept this job offer.

Best Regards,

Nisha Chopra
Human Resources

25 December 2020
Chennai

Encl: Annexure - A (Salary Structure)



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PRINCIPAL
NAIPUNNYA SCHOOL OF MANAGEMENT
34/158, Elidams Road, Teyyanampet, Chennai 600018.
CHERTHALA-688 524
Pricol Gourmet Pvt.Ltd.



PGPL/HR/RECT/178
25th December 2020

Mr. Anandhu Baiju
Kerala

INTIMATION OF JOB OFFER

Dear Anandhu,

Congratulations! Following our discussion, we are delighted to offer you the position of **Commis III** in our organization at the grade of **JM8**.

The monthly CTC (Cost To Company) for this position will be ₹ 14,010/- (Rupees Fourteen Thousand Ten Only). You will be based at Chennai and will be reporting to the Unit Chef. You will be under probation for six months from the date of joining. On satisfactory completion of the probation period, you will be confirmed as a permanent employee.

We would like you to report to work on **28th December 2020** by **10:00 am** in our office at Chennai. Please report to the Human Resource Department, for documentation and orientation. If this joining date is not acceptable, please contact us immediately.

We request you to submit the copies of the documents mentioned below for the purpose of company records on or before the date of your joining date.

1. Standard 10th and 12th mark sheets
2. Diploma/Degree Certificates with mark sheets
3. Any other education Certificates with supporting documents - if any
4. Your latest Salary Slip/Salary Certificate/bank statement for last 3 (Three) months
5. Your Relieving Letter photocopy from your present organization.
6. Service Certificate/proof of Employment from the present and all previous Employers
7. 4 passport-size colour photographs
8. Copy of a valid Aadhar card / Passport



[Signature]
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PRINCIPAL
NAIPUNNYA SCHOOL OF MANAGEMENT
CHERTHALA - 688 524
34/158, Eldam Road, Teynampet, Chennai 600018.

3. Proof of residence (Ration Card, Rental Agreement, Driving License, Aadhar Card, Electricity Bill)
4. All Educational certificates (Marks Cards – 1 Set)
5. Previous company records (Experience Letter/Relieving Letter, Last 2 Months Pay Slip) – 1 Copy
6. Bank account pass book photocopy.
7. Previous employment – EPFO UAN number (Mandatory for PF Registration).
8. Police Verification Certificate – Mandatory.
9. Medical Fitness Certificate form a Registered Medical Practitioner
10. Covid Test report from Madikeri. (you should reach madikeri 2 days prior for covid test from madikeri govt hospital)

On Thu, 11 Feb 2021 at 13:28, Anandhu Ashokan <anandhuashokan422@gmail.com> wrote:

Sir

I am Anandhu Ashokan and i didn't get the offer letter that you have sent to me. I think it is some network issue. Please sent it again .

Thank you
Anandhu

B. Baiju George

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





Suresh Mathews <sureshkbzr@gmail.com>

Fwd:

1 message

john melvin <johnmelvinns@gmail.com>
To: sureshkbzr@gmail.com

Thu, Mar 4, 2021 at 4:06 PM

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

From: john melvin <johnmelvinns@gmail.com>
Date: Mon, Feb 15, 2021, 21:39
Subject: Fwd:
To: <sureshkbzr@gmail.com>

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

From: Anandhu Ashokan <anandhuashokan422@gmail.com>
Date: Mon, Feb 15, 2021, 13:46
Subject:
To: <johnmelvinns@gmail.com>

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

From: HRD CWR <hrd.cwr@thepaul.in>
Date: Thu, 11 Feb 2021, 1:33 p.m.
Subject: Re: The offer letter is not recieved yet!
To: Anandhu Ashokan <anandhuashokan422@gmail.com>

Dear Mr. Anandhu Ashokan,

Congratulations!

You have been selected for the post of "**Job Trainee**" at The Coorg Wilderness Resort.

Kindly sign and return the copy of this letter as a token of your acceptance and your **date of joining - 15th February 2021**

We look forward to a long, fruitful and mutually rewarding association with you.

Note:- **Your Stipend will be Rs. 7000/-** detailed letter of Appointment and salary break up will be issued after you join with us.

Please submit the following documents / certificates on the day of joining:

1. Passport size Photographs - 4 Nos.
2. Proof of Identity (Passport, PAN Card, Driving License, Voter Id, Aadhar Card)



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NAIPUNNYA SCHOOL OF MANAGEMENT
CHERTHALA-688 524



HRD/2T/1000537118/20-21

Mr. Amal Padmanabhan
Candidate ID: 1000537118
Sreesailam House
Eramalloor
Cherthala - 688537
Kerala
India
Ph: (91) 96335 73334

August 14, 2020

Dear Amal,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

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

Warm regards,

RICHARD LOBO
EVP and Head Human Resources – Infosys Limited

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

Digitally signed by RICHARD LOBO
Date: 2020.08.14 17:59:40 +05:30
Reason: Offer Letter
Location: Bangalore



Confidential - This communication is confidential between you and Infosys Limited
Page 1 of 7

Principally
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PRINCIPAL
NAIPUNYA SCHOOL OF MANAGEMENT
CHERTHALA-688 524



HRD/2T/1000537118/20-21

Mr. Amal Padmanabhan
Candidate ID: 1000537118
Sreesailam House
Eramalloor
Cherthala - 688537
Kerala
India
Ph: (91) 96335 73334

August 14, 2020

Dear Amal,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

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

Warm regards,

RICHARD LOBO
EVP and Head Human Resources - Infosys Limited

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

Digitally signed by RICHARD LOBO
Date: 2020.08.14 17:59:40 +05:30
Reason: Offer Letter
Location: Bangalore



Company Confidential - This communication is confidential between you and Infosys Limited.
Page 1 of 7

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



ANNEXURE A

PARTICULARS	MONTHLY	ANNUAL
BASIC	9000	108000
HRA	3000	36000
GROSS - (BASIC+HRA)	12000	144000
PF (Employer - 13%)	1170	14040
ESI (Employer - 3.25%)	390	4680
GRATUITY	450	5400
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* Your salary / benefit related details are strictly confidential and you are advised to avoid revealing / discussing the same.		

Annual CTC - ₹ 1,68,120/- (Rupees One Lakh Sixty Eight Thousand One Hundred Twenty Only)

Your salary / benefit related details are strictly confidential and you are advised to avoid revealing / discussing the same with any associate of the company.

Best Regards

Nisha Chopra
Human Resources

25th December 2020
Chennai



FR. BALJU GEORGE
PRINCIPAL
Pricol Gourmet Pvt.Ltd.
34/158, Eldams Road, Teyyanampet, Chennai 600018.
NIPUNYA SCHOOL OF MANAGEMENT
CHERTHALA-688 524



PGPL/HR/RECT/178
25th December 2020

Mr. Alwin P J
Kerala

INTIMATION OF JOB OFFER

Dear Alwin,

Congratulations! Following our discussion, we are delighted to offer you the position of **Commis III** in our organization at the grade of **JM8**.

The monthly CTC (Cost To Company) for this position will be **₹ 14,010/-** (Rupees Fourteen Thousand Ten Only). You will be based at Chennai and will be reporting to the Unit Chef. You will be under probation for six months from the date of joining. On satisfactory completion of the probation period, you will be confirmed as a permanent employee.

We would like you to report to work on **28th December 2020** by **10:00 am** in our office at Chennai. Please report to the Human Resource Department, for documentation and orientation. If this joining date is not acceptable, please contact us immediately.

We request you to submit the copies of the documents mentioned below for the purpose of company records on or before the date of your joining date.

1. Standard 10th and 12th mark sheets
2. Diploma/Degree Certificates with mark sheets
3. Any other education Certificates with supporting documents - if any
4. Your latest Salary Slip/Salary Certificate/bank statement for last 3 (Three) months
5. Your Relieving Letter photocopy from your present organization.
6. Service Certificate/proof of Employment from the present and all previous Employers
7. 4 passport-size colour photographs
8. Copy of a valid Aadhar card / Passport

Pravin Pillay

FR. BALJU GEORGE
PRINCIPAL

NAIPUNNYA SCHOOL OF MANAGEMENT
34, CHERTHALA-688 524

Pricol Gourmet Pvt.Ltd.

Elidams Road, Teynampet, Chennai 600018.





9. PAN Card (Please note, that it is mandatory to provide the PAN number for processing the salary. No payments will be made without PAN Card details)

The notice period / notice pay payable in case of termination / discharge or resignation by either side is one month (30 days).

Your salary / benefit related details are strictly confidential and you are advised not to reveal / discuss the same with anyone in the organization. This offer becomes void on failure to report to work on the mutually agreed date of joining.

We are confident you will be able to make a significant contribution to the success of our organization and look forward to working with you.

Please revert to this mail with your confirmation to accept this job offer.

Best Regards,

Nisha Chopra
Human Resources

25 December 2020
Chennai

Encl: Annexure - A (Salary Structure)



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

Pricol Gourmet Pvt.Ltd.

64/158, Eldam Road, Teynampet, Chennai 600018.

IHG

Date: October 16th 2019

Name of the candidate: Akshay Shabu
Name of Institute: Naipunnya Institute

Subject: Offer Letter

Dear Akshay,

Congratulations!

Reference your participation in the InterContinental Hotels Group Graduate Recruitment drive held at your Campus on October 16th 2019.

We are pleased to offer you the position of Guest Service Associate at Holiday Inn Kochi.

Our Organization has always focused upon attracting the best talent so as to build a team that will power our future growth and we are proud to have you join the team.

You will receive the detailed appointment letter along with the terms and conditions of employment and salary annexure from the Hotel HR by 15th December 2019.

Please confirm your acceptance of this offer by signing the duplicate copy in writing.

Welcome to the IHG Family and we look forward to an enduring relationship with you.

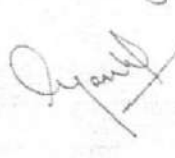
With Best Wishes,

On behalf of InterContinental Hotels Group India Pvt. Ltd



Sinju George
Human Resources Manager
sinju.george@ihg.com
Member - IHG Recruitment Panel

I accepted this offer I will
be join after the completion
of my course, which
will be probably on
june.



Akshay Shabu
Akshay



INDIGO

CROWN PLAZA

WATSON

STAYBRIDGE

CANTERLEY

avid


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



ANNEXURE A

PARTICULARS	MONTHLY	ANNUAL
BASIC	10000	120000
HRA		0
GROSS - (BASIC+HRA)	10000	120000
PF (Employer - 13%)	1300	15600
ESI (Employer - 3.25%)	325	3900
GRATUITY	500	6000
CTC	12125	145500
DEDUCTIONS FROM GROSS :		
PF EMPLOYEE CONTRIBUTION	1200	14400
ESI EMPLOYEE CONTRIBUTION	75	900
TAKEHOME	8725	104700
Fixed Service Charge @ 15%	1819	
* Your salary / benefit related details are strictly confidential and you are advised to avoid revealing / discussing the same.		

Annual CTC – 1,45,500/- (Rupees One Lakh Forty Five Thousand Five Hundred Only)

Your salary / benefit related details are strictly confidential and you are advised to avoid revealing / discussing the same with any associate of the company.

Best Regards

Nisha Chopra
Human Resources

05 December 2020
Chennai



Pricol Gourmet Pvt.Ltd.

34/158, Eldams Road, Teynampet, Chennai 600018.

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



9. PAN Card (Please note, that it is mandatory to provide the PAN number for processing the salary. No payments will be made without PAN Card details)

The notice period / notice pay payable in case of termination / discharge or resignation by either side is one month (30 days).

Your salary / benefit related details are strictly confidential and you are advised not to reveal / discuss the same with anyone in the organization. This offer becomes void on failure to report to work on the mutually agreed date of joining.

We are confident you will be able to make a significant contribution to the success of our organization and look forward to working with you.

Please revert to this mail with your confirmation to accept this job offer.

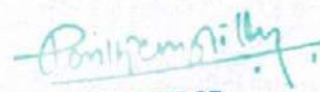
Best Regards,

Nisha Chopra
Human Resources

05 December 2020
Chennai

Encl: Annexure - A (Salary Structure)




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

Pricol Gourmet Pvt.Ltd.

34/158, Elayur Road, Teynampet, Chennai 600018.



PGPL/HR/RECT/157
5th December 2020

Mr. Akash Reghuvaran
Kerala

INTIMATION OF JOB OFFER

Dear Akash,

Congratulations! Following our discussion, we are delighted to offer you the position of **Commis III** in our organization at the grade of **JM8**.

The monthly CTC (Cost To Company) for this position will be **₹ 12,125/-** (Rupees Twelve Thousand One Hundred Twenty Five Only). You will be based at Kochi and will be reporting to the Unit Chef. You will be under probation for six months from the date of joining. On satisfactory completion of the probation period, you will be confirmed as a permanent employee.

We would like you to report to work on **8th December 2020** by **10:00 am** in our office at Kochi. Please report to the Human Resource Department, for documentation and orientation. If this joining date is not acceptable, please contact us immediately.

We request you to submit the copies of the documents mentioned below for the purpose of company records on or before the date of your joining date.

1. Standard 10th and 12th mark sheets
2. Diploma/Degree Certificates with mark sheets
3. Any other education Certificates with supporting documents - if any
4. Your latest Salary Slip/Salary Certificate/bank statement for last 3 (Three) months
5. Your Relieving Letter photocopy from your present organization.
6. Service Certificate/proof of Employment from the present and all previous Employers
7. 4 passport-size colour photographs
8. Copy of a valid Aadhar card / Passport



Princ. B. Balju George

Pricol Gourmet Pvt.Ltd.

34/158, Eldams Road, Teynampet, Chennai 600018.

FR. BALJU GEORGE
PRINCIPAL

NAIPUNYA SCHOOL OF MANAGEMENT
CHERTHALA-688 524

One&Only

ROYAL MIRAGE

Dubai

Emmanuel Xavier
Housekeeping Attendant - Public Area

04 January 2020

Mr. Emmanuel Xavier
Cochin - India
c/o Al Amani

Dear Emmanuel,

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 January 2020.
- 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 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.



EP-BAIJU GEORGE
PRINCIPAL
HARIPRIYA SCHOOL OF MANAGEMENT
CHERTHALA-688 524

ONE&ONLY ROYAL MIRAGE, PO BOX 37738, DUBAI, UAE. T +971 4 350 9099
oneandonlyroyalmirage.com

OFFER OF EMPLOYMENT



27th April, 2019

Mr. Hari Nandan M
Kashmeeram, Vedrapiavu P.O,
Charumoodu, Allapuzha,
Kerala - 690505

Dear Hari,

With reference to your application and the subsequent interviews, we are pleased to offer you a promising career with us. You would be part of the **Housekeeping** function, as **Housekeeping Assistant**.

The terms of your appointment & emoluments will be as discussed & mutually agreed.

Your joining the organization is subject to your clearing the pre-employment medical examination by our company doctor. A formal letter of your appointment would be issued to you on your joining duty.

You will be governed by the terms & conditions as applicable to employees in your category in our organization. You are requested to bring with you the following documents, on your date of joining:

- a) 6 Passport size photographs, 2 stamp size photographs
- b) Attested copies of Educational/Professional/Technical qualification certificates.
- c) Copy of Resignation letter duly stamped or Relieving letter from last employer
- d) Salary certificate from last employer or Pay slip for the last three months
- e) Police Verification Certificate from the local police station
- f) Pan Card and Aadhar Card

Your Date of Joining would be 01st August, 2019.

You are required to sign & return a duplicate copy of this offer letter clearly indicating your date of joining, within twenty five days from the date of issue, failing which, the offer will stand withdrawn.

We welcome you to our organization and look forward to a mutually beneficial association.



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

Name : Hari Nandan M		
Designation : Housekeeping Assistant		
Department : Housekeeping		
Grade : RL 09		
S.no.	Particulars	Amount
	Earnings	
1	Basic Salary	5800
2	HRA	4350
3	Conveyance	4350
	Gross Salary - A	14500
4	Company Contribution towards PF	763
5	Mediclaime & Personal accident	500
6	Company Contribution towards ESI	689
7	Statutory Bonus (Paid annually)	1750
8	Performance Award (On Target)	1250
	Other Earnings	4952
	Total Cost to the Company (CTC) A+B	19452
1	Employee contribution towards PF	696
2	Employee meals	150
3	ESI	254
4	Worker Welfare Fund	20
	Total Deductions - C	1120
	Net take home per Month A-C	13380

For Trident Cochin.



B. Baiju George



Sr. Assistant Manager - Human Resources

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

One&Only

ROYAL MIRAGE

Dubai

Personnel Manager
Housekeeping Department - Public Area

15 October 2019

Mr. Harimandhan Manoj
Cochin - India
c/o Al Ameen

Dear Harimandhan,

On behalf of the "One & Only Royal Mirage, Dubai", I give it 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 01 November 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 seven months) 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 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, 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 on 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 payment will be made though, should you resign prior to the completion of six months of service. The vacation is to be taken at a time that is operationally convenient for the hotel.



FR. BAIJU GEORGE
PRINCIPAL

NAIPUNNYA SCHOOL OF MANAGEMENT
CHERTHALA-688 524

ONE & ONLY ROYAL MIRAGE, P.O. BOX 1234, DUBAI, U.A.E.

oneandonlyroyalmirage.com

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!

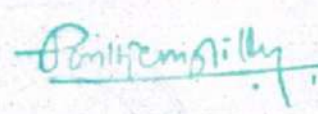
For Radisson Blu, Coimbatore



Nethaji Raaj V
Assistant Human Resource Manager



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>


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

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

Radisson Blu Coimbatore
(A Unit of GBJ Hotels Private Limited)
164 / 165, Avinashi Road, Peelamedu, Coimbatore, Tamilnadu - 641 004, India
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NAIPUNYA SCHOOL OF MANAGEMENT
CHERTHALA-688 524

One&Only

ROYAL MITHQA

Human Resources
Recruitment Department

07 October 2019

Mr. Nathan Jaze
Cochin - India
c/o Al Awani

Dear Nathan,

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

1. Position
Laundry Attendant

2. Starting Date
Your date of joining will be no later than 25 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 Dhhs.850/- (Approx. US\$232). Your eligibility for service charge will also vary once you have successfully completed your probationary period. This will be calculated every six months (i.e. from 1st 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 Mithqa, 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 restaurant/dining room at the hotel or within 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) on the staff-house premises as per the 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 fifteen (15) days paid vacation after completion of one (1) year service and annually thereafter. Please note that should you resign prior to the end of the probationary period, your vacation accrual rate will be calculated on a pro-rata basis. Should you resign prior to the end of the probationary period, you will be taken on a final day is operationally convenient for the hotel.

FR. BALJU GEORGE
PRINCIPAL

NAIPUNYA SCHOOL OF MANAGEMENT
CHERTHALA-688 524

One&Only

Job Offer
Laundry Attendant

07 October 2019

Mr. Arjun Jais
Cachin - India
c/o Al Azman

Dear Arjun,

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

1. Position

Laundry Attendant

2. Starting Date

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

3. Point of Hire

Your point of hire will be Cachin - India, from where a one-way economy class ticket will be provided.

4. Remuneration

Your monthly starting salary will be Dh.\$50/- (Approx. US\$232). Your eligibility for service charge will also be confirmed once you have successfully completed your probationary period. This will be calculated every six months (i.e. from every 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 restaurants/cafeteria/Room at the hotel or within 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 located 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 annually, consisting of one (1) year service and annually thereafter. Please note that should you resign prior to the completion of your service, your vacation accrual will be calculated on the basis of two (2) weeks per annum. Payment will be made though, should you resign prior to the completion of your service, it will be given a time that is operationally convenient for the hotel.



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

- 13.2 The hotel also reserves the right to send you on secondment leave during the contract period.
- 13.3 Your pre-paid vacation request will be subject to management approval as per government, including administrative and operational needs.
- 13.4 Upon completion of 12 months service you must sign a bond to the hotel at the cost of the hotel.
- 13.5 Should you resign, you must be compensated the hotel for all expenses incurred by the hotel to send you back to India, booked by the hotel at the hotel's expense.
- 13.6 Following a further 12 months (12 years) service you will be eligible for a bonus and to be eligible subsequent two (2) year service compensation (bonus) to be paid to you.
- 13.7 Should you resign within twelve (12) months of any return to India, you will be responsible to reimburse the hotel a pro-rata amount of the bonus you have accumulated, pending that you must be cleared within 4 months of departure, which otherwise may be subject to writing.

14. Public Holiday

You will be entitled to all United Arab Emirates public holidays based on the Islamic calendar. There are approximately 10 public holidays each year, which should be compensated to you. If you are required to work on the public holidays, you will be compensated for the work done on the public holidays. Accumulated pending that you must be cleared within 4 months of departure, which otherwise may be subject to writing.

15. Sick Leave

15.1 You will be entitled to 45 calendar days sick leave for each year of service. The first 15 days will be paid at full pay, upon submission of an acceptable certificate from a medical professional. Please note however, that you will only be entitled to sick leave if you are unable to perform your service with the hotel.

15.2 Unless previously approved, you will not be entitled to avail of any sick leave if you are unable to perform your service with the hotel.

16. Duration of Contract / Termination

16.1 Your contract with the Qudus 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. The hotel may terminate the contract prior to the completion of the contract if you are found to be unsatisfactory in your performance, training, administrative and management duties. Your outward flight must be from a Dubai Airport.

16.2 Should you decide to terminate the contract after the completion of the contract, you will be responsible for bearing 50% of your outward flight costs as well as repatriation costs. Your outward flight must be from a Dubai Airport.

16.3 Should you leave your employment for whatever reason, before completing the full contract, you will be liable to 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 may terminate the contract.

18. Employment / Residence Visa

18.1 The Hotel will sponsor the necessary employment visa and residence visa for you, provided that you are approved by the local authorities. It is agreed that you will be responsible for the cost of the visa and the cost of the residence visa.

18.2 This letter is considered part of the employment process, which will be considered upon the completion of the official duties, and subject to the approval of your Residence permit by the United Arab Emirates authorities. The cost of the visa will be borne by the Hotel.

19. Registration Process

Should you complete a minimum of one (1) years' service, you will be eligible for a permanent residence visa.



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

21. Contract

The United Arab Emirates is a Muslim country, persons conduct proper moral behaviour and Arab Emirate is particularly strict.

22. Restrictions

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

23. Privacy

People's privacy is of utmost importance, and therefore we should not disclose any information of any third party of the hotel, whether VIP, regular or not and transfer by any means (e.g. email, social media, facebook, twitter, youtube, written press, etc) for yourself or to a third party without written consent of 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 while in the hotel or the accommodation.

25. Acceptance

If you are in agreement with the above terms and conditions please acknowledge this by returning a signed and dated 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

Oliver Louis
Managing Director

11/10/2019
I hereby confirm acceptance of the above
Nithin Jose

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



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



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

NAIPUNNYA SCHOOL OF MANAGEMENT
CHERTHALA-688 524

1/31/2020

For: Congratulations Offer Letter - Carnival Support Services India Pvt. Ltd. - rafecommunications00@gmail.com - Gmail

Hello Akshay Kumar - C-25011

Congratulations!! You have been selected as an **F&B Attendant Trainee** onboard **Costa Cruises**. Your consolidated wages are **US\$455.29** per month. We bet you can't control your excitement, and neither can we. Once you have taken a moment to catch your breath, please read through the below (it's important).

First things first.

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

What do you need to do next?

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

Visa Application: Once you get your joining date the Costa compliance team will inform you to apply for relevant visa. Please contact the Costa team after getting your joining date.

STCW 2010/1978 Certification: If not already completed, please complete STCW 2010/1978 courses from a Directorate General of Shipping (DG) approved Training Institute and obtain an INDOS number (mandatory). Additionally, please complete a DG Shipping Profile online. Costs for these courses will be borne by you. The following STCW 2010/1978 courses are mandatory for all new-entrant crew.

1) Fire Prevention & Fire Fighting, 2) Personal Survival Techniques, 3) Personal Safety & Social Responsibilities, 4) Elementary First Aid 5) Designated Security Duties (DSD) Course.6) Passenger Ship Familiarization (Crowd Management) courses.

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

Company Induction: You will have to undergo a 2-weeks Company Induction in Hyderabad after you have submitted your STCW courses. Our Training team will email you the relevant details.

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

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

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

*I accept this offer along with all terms and conditions.

Name: **AKSHAY KUMAR**

Signature: **[Signature]**

Date: **31/01/2020**

Place: **ALAPPUZHA**

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

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



HRD/2T/1000537559/20-21

Mr. Jayakrishnan M
Candidate ID: 1000537559
Devinivas Cmc27, Cherthala P.O
Alappuzha
Cherthala - 688524
Kerala
India
Ph: (91) 89214 74010

August 14, 2020

Dear Jayakrishnan,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

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

Warm regards,

RICHARD LOBO
EVP and Head Human Resources – Infosys Limited

INFOSYS LIMITED
CIN: LB5110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

Digitally signed by RICHARD LOBO
Date: 2020.08.14 18:00:03 +05:30
Reason: Offer Letter
Location: Bangalore



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Page 1 of 7

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

M

Congratulations - Placed in Infosys

1 message

Sat, 11 Jan 2020 at 11:18 pm

Jaison Mathew MMH <jaison.mathew@mariancollege.org>

To: Jaison Mathew MMH <jaison.mathew@mariancollege.org>, Brijesh George John <brijesh.george@mariancollege.org>

Bcc: akshaikannan5@gmail.com

Dear Student,

Greetings from marian placement cell

This is to inform that you are selected for 'Operations Executive' role in the recruitment process conducted on 10th Jan by infosys.

The company officials will contact you for further proceedings. For details visit www.mariancollege.org

Thanks & Regards

jaison mathew
placement coordinator
marian college kuttikkanam



FR. BAIJU GEORGE

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

2/27/2020, 11:49 AM



HRD/2T/1000538442/20-21

Ms. Esney Nelson
Candidate ID: 1000538442
Kattungathyill
Andhakaranazhi
Cherthala - 688531
Kerala
India
Ph: (91) 85475 59088

August 14, 2020

Dear Esney,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

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

Warm regards,

RICHARD LOBO
EVP and Head Human Resources – Infosys Limited

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

Digitally signed by RICHARD LOBO
Date: 2020.08.14 18:00:46 +05:30
Reason: Offer Letter
Location: Bangalore



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CHERTHALA-688 524



HRD/2T/1000537502/20-21

Ms. Anagha Menon U
Candidate ID: 1000537502
Sankaramangalam Sn Puram
Po
Alappuzha - 688582
Kerala
India
Ph: (91) 94008 60281

August 14, 2020

Dear Anagha,

Welcome to Infosys!

Today, the corporate landscape is dynamic and the world ahead is full of possibilities! None of the amazing things we do at Infosys would be possible without an equally amazing culture, the environment where ideas can flourish and where you are empowered to move forward as far as your ideas will take you.

At Infosys, we assure that your career will never stand still, we will inspire you to build what's next and we will navigate further, together. Our journey of learnability, values and trusted relationships with our clients continue to be the cornerstones of our organization and these values are upheld only because of our people.

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

Warm regards,

RICHARD LOBO
EVP and Head Human Resources – Infosys Limited

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
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askus@infosys.com
www.infosys.com



Digitally signed by RICHARD LOBO
Date: 2020.08.14 18:00:00 +05:30
Reason: Offer Letter
Location: Bangalore

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NAIPUNYA SCHOOL OF MANAGEMENT
CHERTHALA-688 524



Offer: Computer Consultancy
Ref: TCSL/DT20195994395/Trivandrum
Date: 03/01/2020

Mr. Kiran V
Aswathi House Mannancherry,
Near Crescent Public School,
Alappuzha-688538,
Kerala.
Tel# 91-9746378593

Dear Kiran V,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Graduate Trainee** in Grade **YG**. Your gross salary including all benefits will be **₹1,93,158/-** per annum, as per the terms and conditions set out herein.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, this offer is liable to lapse at the discretion of TCS this offer will be automatically withdrawn.

After you accept this offer, you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course and you meeting the TCS eligibility criteria.

You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

BASIC SALARY

You will be eligible for a basic salary of **₹7,100/-** per month.

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TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Tata Building 6th Floor, Infopark, Kusunjeri PO, Kochi-682 022

Tel: 0484 664 5000 Fax: 0484 664 5255 Website: www.tcs.com

Registered Office: Narman Building, 9th Floor, Narman Point, Mumbai 400 021

TCS Careers ServiceLine: 1800 209 3111 Email: careers@tcs.com

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CHERTHALA-688 524



We look forward to you joining us on an enriching career with TCSL. Together, let us take this organization to greater heights!

Gear up to experience the future!!

Warm regards,

Janardhan S
Global Head - Talent Development



[Click here](#) or use a QR code scanner from your mobile to validate the joining letter



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TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Akruti Business Port, Gateway Park, Road NO. 13, MIDC, Andheri, Mumbai 400 093 India
Tel: 91 22 6779 6868 Fax: 91 22 6779 6855 Website: www.tcs.com

Registered Office: Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021



This Pay shall be treated as productivity bonus in lieu of statutory profit bonus.

OTHER BENEFITS

Health Insurance Scheme

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

1. Basic Cover

- i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.
- ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

- i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.
- ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Loans

You will be eligible for loans, as per TCSL's loan policy.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year

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TCSL/DT20185994395
Near Manorama In:
Cherthala
Pin-688 524

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Head Office: 6th Floor, Infopark, Kusunjeri PO, Kochi 682 050 India

★ Tel: 1800 54 5000 Fax: 0484 664 5255 Website: www.tcs.com

Regional Office: 5th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

Prin. B. J. George
FR. B. J. GEORGE
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BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

1. House Rent Allowance (HRA)

Your HRA will be ₹2,840/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

2. Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

3. Personal Allowance

You will be eligible for a monthly personal allowance of ₹1,400/- per month. This component is subject to review and may change as per TCSL's compensation policy.

4. Food Card

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

PERFORMANCE PAY

Monthly Performance Pay

You will receive a monthly performance pay of ₹1,500/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

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Tata Consultancy Services Limited

Vishnaya Building 6th Floor, Infopark, Kusumbagh PO, Bangalore-560072
Tel: 0184 664 5000 Fax: 0184 664 5255 Website: www.tcs.com
Registered Office: Nirmal Building, 9th Floor, Nauman Point, Mumbai-400021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

Pr. Baiju George
FR. BAIJU GEORGE
PRINCIPAL

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CHERTHALA-688 524



GROSS SALARY SHEET

Annexure 1

Name	Kiran V
Designation	Graduate Trainee
Institute Name	Others

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	7,100	85,200
Bouquet Of Benefits #	5,332	63,980
2) Performance Pay		
Monthly Performance Pay	1,500	18,000
3) Annual Components/Retirals		
Health Insurance***	NA	4,000
Provident Fund	852	10,224
Gratuity	341	4,098
ESI Contribution##		7,656
Total of Annual Components & Retirals	1,194	18,322
Retention Incentive	NA	0
TOTAL GROSS	15,126	1,93,158

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

##Contribution towards Employees' State Insurance borne by TCS.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	2,840	34,080
Leave Travel Assistance	592	7,100
Food Card	500	6,000
Personal Allowance	1,400	16,800
GROSS BOUQUET OF BENEFITS	5,332	63,980

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TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Registered Office: 6th Floor, Infopark, Kusunjeri PO, Kochi 682 030

Phone: 0484 664 5000 Fax: 0484 664 5255 Website: www.tcs.com

Registered Office: 9th Floor, Nariman Point, Mumbai 400 029

TCS Career Service Line: 1800 209 3111 Email: careers@tcs.com

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Withdrawal of Offer

If you fail to accept the offer from TCSL within 48 hours, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL.

We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

K Ganesan
Global Head Talent Acquisition & AIP



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

- Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xperience Centres
Annexure 3: Confidentiality and IP Terms

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TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited

NAIPUNYA SCHOOL OF MANAGEMENT
Near Manorama In, Cherthala, Pin-688 524
TCS Building 6th Floor, Infopark, Kusunjeri P.O., Kochi-682 030 India
Tel: 0484 664 5000 Fax: 0484 664 5255 Website: www.tcs.com
TCS Careers Service Line: 1800 209 3111 Email: car@tcs.com
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CHERTHALA



Ref: TCSL/DT20196024465/1359166/Trivandrum
Date: 25 July 2020

MS. ABHIRAMI P S
Mayithara Mattathil Mayithara,
East Of Homedecors, Cherthala,
Kerala-688539.
Tel# 918156956411

Sub: Joining Letter

Dear Ms. Abhirami P S,

We would like to take this opportunity to extend a very warm welcome to TATA Consultancy Services Limited (TCSL) family.

We are pleased to inform you that your joining date at TCSL will be **17th August 2020** and your training location is **Kochi**. We are pleased to inform you that your work location is **KOCHI** and your stream is **IT**. This has been provided considering your preference and business requirements.

Kindly report at the address shared below by **08:30 AM** on the date mentioned above.

Tata Consultancy Services

TCS Centre ,SEZ Unit,,

Infopark PO.,

Kochi, Kerala-682042.

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

Contact Person: Mr. Paul Joseph Fernandez

Phone: 919538185000

Email Id: paul.f@tcs.com

(Contact Hours: Monday - Friday, 9 AM to 6 PM)

Congratulations on completing the first phase of your learning through TCS Xplore Program. We appreciate your passion towards learning which has helped you to perform well. You are now set to experience learning through our coveted TCS Xperience Program.



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TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Akruti Business Port Gateway Park Road NO.13 MIDC Andheri Mumbai 400 053 India
Tel 91 22 6779 6868 Fax 91 22 6779 6855 Website www.tcs.com

Registered Office Nirmal Building 9th Floor Nariman Point Mumbai 400 021

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Page | 1



TCS Xperience Program

Learning is a way of life at TCSL. The TCS Xperience Program will open a world of opportunities and help you to scale greater heights in your professional life.

The program is carefully designed to develop software engineering skills, nurture professionalism and inculcate a process mindset. This program provides the perfect platform to polish the skills you have gained through the TCS Xplore program, making you 'project ready'.

The duration of your TCS Xperience Program is based on your performance in TCS Xplore program and business requirements.

The program has regular assessments based on pre-defined learning objectives. You are expected to meet the required standards during the TCS Xperience Program. In case, the performance does not meet the expectations, the management reserves the right to either extend your program or take appropriate action.

Your TCS Xperience Program location would be the same as your base branch and hence this program will be conducted as a non-residential program at the said location. You are advised to make your own arrangements for accommodation and transport. Travel expenses to the location of TCS Xperience Program will not be reimbursed.

As communicated through various forums during the recruitment process, your appointment is subject to completion of your final academic (UG/PG) course within the stipulated time as specified by your University/Institute and as per TCSL selection guidelines. You also have to fulfill all the TCS eligibility criteria as stated in the Offer letter.

Kindly confirm your acceptance of this program by clicking on the 'I Accept' button in Nextstep portal. We encourage you to join us on the specified date to enjoy the benefit of timely processing and avail better opportunities.



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TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

13/14 Akurdi Business Port Gateway Park Road NO.13 MIDC Andheri Mumbai 400 055

Tel 91 22 6779 6868 Fax 91 22 6779 6855 Website www.tcs.com

Registered Office: Nirmal Building 9th Floor Nariman Point Mumbai 400 021

Brijendra Singh

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Page | 2



from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

RETIRALS

Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 50% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

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

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

2. Training Period

You will be required to undergo class room and on the job training in the first twelve

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Tata Consultancy Services Limited

Building 6th Floor, Infopark, Kusunjeri PO, Kochi-682 030

Tel: 0484 654 5000 Fax: 0484 654 5255 Website: www.tcs.com

Registered Office: Nariman Building, 9th Floor, Nariman Point, Mumbai

TCS Careers Service Line: 1800 209 3111 Email: careers@tcs.com

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CHERTHALA-688 524



months (including the TCS Xperience Program as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you.

This confirmation will be communicated to you in writing. If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 3 days during the training program, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

3. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

4. Mobility

TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

5. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

6. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

7. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

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TATA CONSULTANCY SERVICES
Tata Consultancy Services Limited

Visakhapatnam Building 6th Floor, Indrapark, Kusunlegiri PO, Kochi-682
Tamil Nadu Building 6th Floor, Indrapark, Kusunlegiri PO, Kochi-682
Tamil Nadu Building 6th Floor, Indrapark, Kusunlegiri PO, Kochi-682

Registered Office: Nandam Building, 9th Floor, Nariman Point, Mumbai-400028
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com

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9. Service Agreement

10. Overseas International Assignment Agreement

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

11. Terms and Conditions

12. TATA Code of Conduct

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TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

0484 664 5000 Fax: 0484 664 5255 Website: www.tcs.co.uk FR. BA

Registered Office: Normal Building, 9th Floor, Nariman Point, Mumbai 400 021. PR

TC5 Careers Service line: 1800 209 3111 Email: careers@tc5.com **NAIPUNYA SCH**

FR. BAIJU GEORGE
PRINCIPAL

NAIPUNNYA SCHOOL OF MANAGEMENT
CHERTHALA-688 524



day-to-day conduct as an associate of TCSL.

13. Notice Period

During your tenure with TCSL, either you or TCSL may terminate your traineeship / employment under this Agreement by providing 90 days written notice. The company reserves the right, to ask you to complete the notice period or adjust the earned vacation in lieu of entire or partial notice period. If your services, behaviour and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above. No notice or payment in lieu thereof shall be applicable if your services are discontinued/terminated on account of any misconduct either during your traineeship period or upon completion of the traineeship period.

You will be liable to pay TCSL ₹50,000/- in case you fail to serve TCSL for a minimum period of 1 year after joining in accordance with the Service Agreement clause.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

14. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

15. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

16. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

17. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

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TCSL/DT20195994395



TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Registered Office: 5th Floor, Infopark, Kusunjeri, Kumbhari, Mumbai 400 021
Tel: 0484 664 5000 Fax: 0484 664 5255 Website: www.tcs.com

Registered Office: Normal Building, 5th Floor, Nariman Point, Mumbai 400 021

Customer Service Line: 1800 209 3111 Email: careers@tcs.com

43-000-AMBTSK03

Chaitanya
FR. BALJU GEORGE
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CHERTHALA-688 524



18. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed **Original** Documents for verification on your joining day.

- Permanent Account Number (PAN) Card - You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary
- Aadhaar Card
- Standard X and XII/Diploma mark sheets & Certificate
- Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
- Degree certificate and mark sheets for all semesters of your Post Graduation (if you are a Postgraduate)
- Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Sri Lankan Refugee, a Refugee Identity card along with Work Permit is required.
- Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
- Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
- Passport / Acknowledgement letter of passport application
- Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
- 4 passport sized photographs
- Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
- An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
 - *There is no criminal offence registered/pending against you
 - *There is no disciplinary case pending against you in the university
- If you were employed, a formal Relieving letter & Experience letter from your previous employer

The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents

*PAN Card (Permanent Account Number)

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TCSL/DT20195994395
Near Manorama Jn:
Cherthala
Pin-688 524

TATA CONSULTANCY SERVICES

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Registered Office: 6th Floor, Infopark, Kusunjeri PO, Kochi-682 022
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- *Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- *Passport
- *NSR E-Card

19. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

20. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

21. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

22. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.



TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

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Annexure 2

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park, IT/ITES SEZ, Plot # 41, Gandhinagar - 382007	Bangalore TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100, Karnataka
BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ), PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	Chennai TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgaon TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahar, Gurgaon - 122003, Haryana	DELHI – Noida TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45, Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309, UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House, G.S. Road, Dispur, Guwahati - 781006, Assam	Hyderabad TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	KOLKATA TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12, New Town, Rajarhat, Kolkata - 700160, West Bengal OR Auditorium, 2nd Floor, Wanderers Building, Delta Park - Lords
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark, Kakkanad, Kerala 682042	MUMBAI TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	PUNE TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057, Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark Campus, Kariyavattom P.O. Trivandrum - 695581, India	

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Annexure 3

Confidentiality and IP Terms and Conditions

Confidentiality and IP Terms and Conditions - Annexure 3:

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

- (a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,
- (b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).
- (c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,
- (d) Customer and prospective customer lists, and
- (e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

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TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

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Registered Office: 9th Floor, Nandam Road, Mumbai-400 001

TCS Careers Service Line: 1800 209 3111 Email: careers@tcs.com

Handwritten signature

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2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and /or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.

Principally

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NAIPUNYA SCHOOL OF MANAGEMENT
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Registered Office: Narval Building, 9th Floor, Narval Point, Mumbai-400 021
TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

8. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.



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9. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

10. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



Chertala

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(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.



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CHERTHALA 680 501



09 Jul, 2020

Welcome to Wipro's Work Integrated Learning Program ("WILP")

Work Integrated Learning Program
Wipro Limited, Dodda Kannelli
Sarjapur Road, Bengaluru - 560 035.
Phone: (080) 28440011/12, Fax: (080) 28440256

Dear Suchitra S Pillai,

Sub: Enrolment letter to Wipro's Work Integrated Learning Program ("WILP") as Scholar Trainee –
Work Integrated Learning Program

Welcome to WILP!

With reference to your application, it is our pleasure to enroll you as a Scholar Trainee – Work Integrated Learning Program with WILP. This is a scholarship program customized as a robust academic and training program which will allow you to obtain M. Tech degree from one of the premier engineering institution/University in India.

The duration of the academic program shall be 48 months from the **date of enrolment for academic program**. You will be enrolled into the academic program within 12 months from date of joining. Your date of joining will be intimated through a separate communication.

We hope you enjoy the learning with WILP and have an enriching experience being a part of Wipro Limited ("Wipro or "Company").

Please read through the terms and conditions of your enrolment as provided below.

We look forward to having a long and fruitful relationship with you at WILP, Wish you all the best!

Yours sincerely,
For Wipro Limited,

Sunil Kalachar
General Manager – Talent Acquisition

Signature Not Verified

Digitally signed by SUNIL KALACHAR
Date: 2020.07.09 12:59:26 IST
Reason: Campus Offer Letter
Location: Bengaluru

Registered Office:

Wipro Limited
Dodda Kannelli
Sarjapur Road
Bengaluru 560 035
India
T: (080) 2844 0011
F: (080) 2844 0054
E: info@wipro.com
W: wipro.com
C: 232400KA1945PLC020800

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Page 1 of 16

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Endorsement

I accept the enrolment and the terms and conditions thereof as specified below. I shall report for undergoing study on

Signature:

Date:

Registered Office

Wipro Limited
Doddakannelli
Sarjapur Road
Bengaluru 560 075
India



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FR. BAIJU GEORGE
PRINCIPAL
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CHERTIALA-688 524 9647746



Terms & Conditions of scholarship

1. PROFILE:

You have been selected to be a part of Wipro's WILP and are enrolled as a Scholar Trainee- Work Integrated Learning Program. Upon joining WILP, you will have to undergo a "Project Readiness Program" ('PRP') that prepares you to participate in projects at the Company as part of this learning program. This robust academic program will also enable you to obtain **M. Tech degree from one of the premier engineering Institution / University** upon successful completion of the course.

2. DURATION:

The duration of your academic program will be for a period of 48 months from the date of enrolment to the academic program. You will be enrolled into the academic program within 12 months from date of joining. Unless the Company extends the period of your study in writing, which is done solely at the discretion of the Company, your enrolment would automatically terminate at the end of the stated 48 months.

In case the Company extends the academic period (in writing) you will continue to be enrolled as a Scholar Trainee – Work Integrated Learning Program with WILP.

3. Scholarship/Stipend and Benefits

During your period of enrolment, you would be entitled to a consolidated monthly scholarship.

Apart from the monthly scholarship, the Company will provide you with life & medical insurance that would include a cover for you, the premium / cost will be taken care of by Wipro. This is a voluntary benefit offered by the Company and the details of the same are listed below.

- i. A Group Personal Accident Insurance (GPAI) coverage of **INR 12, 00,000/-**. You could also choose to get additional coverage for a nominal and highly negotiated premium. More details on the policy are available on My Policies section in myWipro, the HR portal at Wipro.
- ii. Group Life Insurance coverage of **Rs.14, 00,000/-**. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). You can also get an extra coverage for a nominal and highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

In addition to the above, you are also eligible for medical insurance cover towards hospitalization.

You are eligible for a floater coverage of Rs 2, 00,000 per annum for family (self, spouse & children) towards hospitalization. There will be a deduction from your monthly scholarship/stipend depending on your marital/family status towards the base sum insured premium. 10% of the claim amount would need to be borne by the employee/Scholar trainee.

If you wish to enhance the coverage, a top up cover option is also available for a highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

Registered Office
Wipro Limited
Doddakannelli
Sarjapur Road
Bengaluru 560025
India

Near Mangalagiri
Chertihala 688 524
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The below table lists down your scholarship details:

Period	Scholarship	ESI	Consolidated Scholarship (INR Per Month)
First year	15000	488	15,488/- (*)
Second year	17000	553	17,553/- (*)
Third year	19000	618	19,618/- (*)
Fourth year	23000	0	23,000/- (*)

(*)You shall be responsible for payment of all statutory contributions, taxes, dues and levies as may be required under the relevant laws including contributions under Employees' State Insurance Corporation Act (at 0.75% of your Scholarship) as and when applicable to you. Such contributions, taxes, dues and levies where required, shall be deducted from your Scholarship and benefits according to applicable laws and regulations.

Your fourth year scholarship will continue until completion of your M Tech program.

The enhancement of the scholarship at the end of each academic year of study will be at the discretion of the Company and subject to your satisfactory progress of study, acquisition of skills, behavior, regularity and punctuality in attendance. Your continued enrolment in the course, will be at the discretion of the Company, and is subject to satisfactory academic performance and other requirements as prescribed in the WILP portal.

In case your project performance at any stage is not found to be at par with the requirement of WILP, then you would be placed on performance improvement program (PIP). If you fail to successfully complete the PIP, the Company may at its sole discretion discontinue your enrolment in the WILP program.

Book Allowance:

A Book Allowance of INR 1,250/- will be provided to you per semester. This allowance will be given every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along with your scholarship at the beginning of the semester. The allowance will be subject to tax. Book allowance is applicable only when you are registered for the semester.

Scholarship Advance:

You can avail a scholarship advance in case of any personal financial emergency. Details of the policy can be viewed in the policy section on the WILP portal.

4. Training Agreement:

- This letter of enrolment is subject to the execution of a training agreement in the prescribed proforma with Wipro Limited, Sarjapur Road, Doddakannelli, Bengaluru-560035 on or before joining the program ("Training Agreement").
- This Training agreement shall be for a total period of 60 Months where you will be mentored for developing your skills and knowledge. Technical Class Room training will be for a period of 1.5 months

Registered Office
Wipro Limited
Doddakannelli
Sarjapur Road
Bengaluru-560035
India

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F : +91 (80) 2524 0054
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C : L3210246345PLC020600

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and practical experience and training will be for the next 58.5 months. The Company invests on your behalf for the cost of the training. Should you discontinue the WILP program or your enrolment with WILP is cancelled for any reason whatsoever, before the completion of 60 months from the date of joining, the training expenses of Rs. 75,000/- (Rupees Seventy five thousand only) will have to be paid by you as detailed in the Training Agreement.

5. PROJECT READINESS PROGRAM (PRP)

Upon enrolment, you will have to undergo a Project Readiness Program (PRP) to prepare you to participate in projects. This is offered by Wipro's - Talent Transformation Department to all campus and off-campus selects. The broad objective of PRP is to equip you with the necessary knowledge and skills that will enable you to start working on real-life project work which is an integral part of the WILP.

6. Regulations of Academic study:

- i. You will be enrolled for M Tech program with a renowned institution ("University") that collaborates with Wipro for WILP.
- ii. Course specialization includes but is not limited to Software Systems, Software Engineering, Information Technology, Computing Systems and Infrastructure Management, Data Analytics, IoT, Cloud, Digital & Cyber security, Embedded Systems.
- iii. Your specialization and enrolment would be decided based on prevailing business requirements and decision of the Company is final and binding.
- iv. You will not be able to change Specialization tracks after enrolment.
- v. Overall program duration is 4 years from date of enrolment of academic program.
- vi. As per the program structure, a WILP Scholar trainee will register and pursue 4 to 6 courses per semester over 7 semesters.
- vii. You will be required to submit a project work / dissertation in your final semester. This will enable you to advance your professional capabilities by applying concepts and techniques in projects.
- viii. Each course has multiple evaluation components. This includes an assignment component, quiz, mid-semester examination and comprehension examination. All evaluation components are mandatory for securing a pass grade in a course as prescribed by the partnering institution.
- ix. Contact classes are organized as per the handout and calendar prepared and shared by the University at the beginning of each semester. In the normal course, one session of 2 hours duration per course per contact class is organized.
- x. You will be called upon to undergo studies during the hours and days as may be fixed by the Company from time to time. Normally, the study hours would be from 9:00am to 6:00pm
- xi. The faculty will take attendance/circulate attendance sheets for every session. It is your responsibility to ensure that your attendances are recorded properly.

Registered Office:

Wipro Limited
Doddakannelli
Sarjapur Road
Bengaluru 560 035
India

Near Maroranga IB
Cherthala (80 284 0011)
Pin: 688 524
W: wipro.com
C: 082102451945PLC020800

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- xii. WILP Scholar trainees are expected to be on time for every session. Punctuality is non-negotiable and the faculty reserves the right to deny entry and attendance to late comers.
- xiii. Attending 75% of contact session is mandatory for each course to appear for examinations.
- xiv. Not attending classes for reasons like medical/on the job training /late coming/personal problems and other similar reasons would be treated as absenteeism.
- xv. Scholar trainees who fail to meet the minimum attendance criteria will not qualify for comprehension exams for any of the registered courses in that semester.
- xvi. For any reason, you are not able to meet the minimum attendance criteria or not complete the mandatory assignments / quiz / examinations in any semester, you are required to repeat the same semester as and when the next batch is organized. In such cases, rules and regulations governing academic programs at that time would be applicable. In addition, additional semesters fees are to be borne by you as prescribed by the University.
- xvii. At the end of each semester, the performance of each Scholar Trainee in a course, is specified as a letter grade which is obtained through a Relative Grading procedure
- xviii. Any Scholar trainee securing 3 or more cumulative fail grade at any point in time will be expelled from WILP Program.
- xix. The 8th semester of study is fully devoted for dissertation / project work
- xx. If a Scholar trainee's CGPA is less than 5.5, the Scholar trainee will not be permitted to register for the dissertation. He/she has to re-appear for exams and secure a CGPA of 5.5 before taking up the dissertation. Also, a Scholar trainee with an E grade in any course will not be permitted to register for the Dissertation
- xxi. Project / Dissertation work has to be carried out by each individual separately. Teamwork is not permitted.
- xxii. The dissertation has to be completed strictly as per the guidelines that are outlined by collaborating institution.
- xxiii. WILP Scholar trainees are expected to maintain decorum and discipline in line with Wipro's professional work culture and environment.
- xxiv. In cases where a Scholar trainee deviates from the expected behaviour as prescribed by the WILP and partnering institution from time to time , strict action will be taken and the decision of the WILP Team / faculty /, University would be final and binding.
- xxv. Breach of integrity will be dealt with sternly. Such Scholar trainees will be asked to discontinue their studies and also expelled from WILP program.

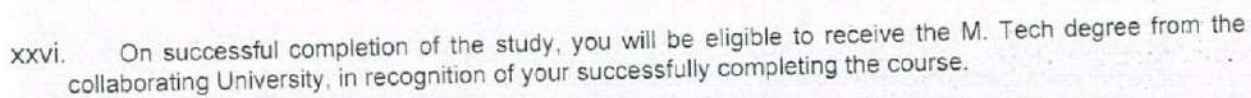
Registered Office:

Wipro Limited T : 91 801 2844 0011
Doddakannelli Near Manomagnan Road, 560 005
Sarjapur Road, Chertala info@wipro.com
Bengaluru 560 035 W : wipro.com
India C : LS2402NA1945PLC020800

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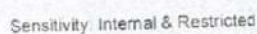


xxvii. All Scholar trainees of the WILP will be given testimonials at the end of the successful completion of the M. Tech degree program. Scholar trainees being students of the WILP, are not entitled for the issuance of any experience letter in case they discontinue the WILP for what so ever is the reason. The testimonial contains the timeline in the WILP and the kind of project works carried during this opportunity

- i. During your enrolment period with the WILP, you will focus exclusively on the requirements of the program. In addition to your study and academic requirements, you are required to engage yourself exclusively in the work assigned by Wipro and shall not take up any independent or individual assignments (whether part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of Head / Manager of WILP Academy
- ii. You shall ensure that you shall not, directly or indirectly, engage in any activity or have any interest in, or perform any services for any person who is involved in activities, which are or shall be in conflict with the interests of Wipro.
- iii. The Conflict of Interest Policy also refers to the need on your part, during your enrolment and for a period of one year from the cessation of your enrolment with WILP (irrespective of the circumstances of, or the reasons for, the cessation) not to solicit, induce or encourage:
 - a. Any student/scholar trainee of the WILP to abandon /withdraw their enrolment with the program or to accept enrolment and/or employment with any competitor, supplier or any customer with whom you have a connection.
 - b. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.
 - c. Any customer or vendor of Wipro to move their existing business with Wipro to a third party or to terminate their business relationship with Wipro.
 - d. Any existing employee and/or student of WILP to become associated with, or perform services of any type for any third party.
- iv. In case of any conflict or doubt, please discuss the matter with Head / Manager of WILP, to understand Wipro's position on this and resolve the conflict.

8. Obligation and Responsibilities:

- i. During the study period you will be governed by the WILP regulations and instructions as may be modified, from time to time, in relation to conduct, discipline and other matters.
- ii. During your study as part of WILP, Company expects you to undergo study in the area in which you are placed, with a high standard of initiative and efficiency. This is critical and Company has zero tolerance towards any deviations.
- iii. You would not be allowed to seek membership of any local or public body without the written approval from the Head / Manager of WILP.
- iv. During the study period and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particulars or details of work - process, technical know-how, research carried out, security arrangements, or administrative and/or organizational matters of confidential or



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secret nature which you may come across during your academic study or become known to you by virtue of your undergoing study under WILP or otherwise.

- v. You are bound by all regulations, instructions and policies of the WILP and Wipro. These are updated / modified on a periodic basis and new policies may be introduced and notified to Scholar trainees from time to time and you will be bound to comply with the same.
- vi. In consideration of the opportunities, trainings and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by WILP/Wipro and in the course of your association with WILP. This covenant shall endure during your association and beyond the cessation of your association with WILP (irrespective of the circumstances of, or the reasons for, the cessation).
- vii. In connection with your association with Wipro as part of the WILP and during the term of your association upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business or academic session hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

During the period of academic study, if you develop or conceptualize inventions, ideas, concepts, discoveries, techniques and improvements (including without limitation computer software) solely or jointly with others in relation to the operation of the WILP / Wipro, such developments will be fully communicated to the WILP academy and will be the sole intellectual property of Wipro. You agree to cooperate in the execution of documents to facilitate the assignment of such intellectual property when required.

9. Confidentiality:

- i. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by Wipro and in the course of your enrolment. This covenant shall endure during your enrolment and beyond the cessation of your enrolment with Wipro (irrespective of the circumstances of, or the reasons for, the cessation).
- ii. During your training on projects at Wipro, you will be expected not to use or disclose any confidential information, including trade secrets, of any former employer (if any) or other person with whom you have an obligation of confidentiality and by signing below you affirm that you have no conflicting obligations or non-compete agreements that would prevent you from working without limitation for Wipro.

10. Assignment of Intellectual Property:

In connection with your enrolment and during the term of your enrolment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer

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India

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W : wipro.com
C : L32162KA 10459 LC020600

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software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

11. Posting:

During the initial study period, initially you would be made familiar with Wipro, but you may if needed be re-assigned or transferred to another division, department, establishment or new location where Wipro, has its office or operation and WILP classes are running in the particular location, in India, without enhancing the scholarship amount. On placement of this nature, you will also be governed by the disciplinary rules and regulations as applicable in that unit/branch. You may also be placed in any sister company of Wipro, for practical studies.

12. Misconduct:

- i. In case you are charged with any misconduct or disciplinary issue during your study period, your enrolment with WILP may be temporarily placed on suspension without payment of scholarship amount, for such period as Wipro may deem fit. If the charges against you are proved to be true, your enrolment may be immediately cancelled, without any notice or payment of scholarship in lieu of notice not withstanding any clause of this letter of enrolment. It is clarified that this clause is without prejudice to Wipro's rights to enforce the Training Agreement duly signed by you even after cancellation of your enrolment for whatever reasons as the case may be.
- ii. Notwithstanding the condition regarding written notice of termination and without prejudice to Wipro's right to enforce the Training agreement, Wipro shall have the right to terminate your academic study without any notice or payment of scholarship in lieu thereof, if any declaration given or information furnished by you to WILP/ Wipro is found to be false or if you are found to have willfully suppressed any material information.

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

13. Cancellation of Enrolment:

Notwithstanding any of the clauses of this letter of enrolment, Company reserves the right at its sole discretion to cancel this enrolment during the study period without assigning any reason, by giving one months' (30 days) notice or one month's scholarship/stipend in lieu of notice.

14. Study Hours:

- i. As a Scholar Trainee – Work Integrated Learning Program, you will be called upon to undergo studies during the hours and days as may be fixed by WILP from time to time as per the University requirements.
- ii. Normally, your "Project work" would be from 8:30am to 6:00pm from Monday to Friday. There shall be a 45 minutes lunch interval.

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W : wipro.com
C : 132102KA1945PL2020800

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- iii. You would be assigned to any of the locations and any project work as part of your WILP as may be decided by the Company.
- iv. The full day lecture sessions will be held at any of Wipro's other establishments/outsourced venue. You may also be called upon to attend academic study as and when required on holidays, as may be scheduled in accordance with the convenience of the organizing team of the WILP.
- v. The university will plan contact classes in multiple format to suit the project work situations and university guidelines such as contact classes in ILT (Instructor Led training) and / or VILT (virtual Instructor Led Training and Self-Directed / Recorded lecture sessions).

15. General:

- i. This letter of enrolment is subject to the condition that you have not provided us with any false declaration or wilfully suppressed any material information. If you have, you will be liable for cancellation of enrolment from the WILP without any prior notice.
- ii. The terms of this letter of enrolment may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the remaining provisions of this letter shall continue in full force and effect.
- iii. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.
- iv. You warrant that you are not prevented by a court or by any other administrative or judicial order from enrolling under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- v. During the period of enrolment you are required to comply with all policies of WILP and Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Scholar Trainees from time to time. You agree to comply with all policies as modified from time to time.

16. On Completion/Cancellation of Academic Program:

- i. On Completion of the academic program or cancellation of your enrolment, as the case may be, you will immediately surrender to Wipro/ the Academy all specifications, formulae, documents, literature, drawings or records, etc. belonging to Wipro/ the Academy or relating to its business and shall not make or retain any copies of these items.
- ii. You are not eligible to receive testimonial certificate if you do not successfully complete the academic study in accordance with this letter of enrolment and the study scheme formulated by the Academy.
- iii. Wipro reserves the right to offer employment at its sole discretion to a Scholar trainee on successful and satisfactory completion of the academic study.

17. Acceptance of Enrolment Letter:

Registered Office
Wipro Limited
Doddakannelli
Serjapur Road
Bengaluru 560 005
India

Near Maporama In
Chert/688 524
Pin-688 524
E - info@wipro.com
W - wipro.com
C : L32702KA145PLC020800

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Upon accepting the above terms and conditions, you are required to return the duplicate of this letter of enrolment, duly signed by you as a token of your acceptance on the day of joining WILP program.

Please confirm that the above terms are acceptable to you and that you accept the enrolment by signing a copy of this letter of enrolment and submit the same on the date of joining.

Yours sincerely,
For **Wipro Limited**,

Sunil Kalachar
General Manager – Talent Acquisition

I have read, understood and agree to accept the enrolment on the terms and conditions herein.
I shall be present for the induction session on __/__/__

Name: _____

Signature: _____ Date: __/__/__

Place: _____



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ANNEXURE I

CONFIRMATION ON SHARING PERSONAL INFORMATION (AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT, 2000)

I _____, confirm that I am voluntarily sharing my Personal Information with Wipro Limited ("Wipro") being a part of WILP of Wipro for the following purposes:

- validating my application form and retaining records on the same for any future reference/verification;
- processing my application form including background verification checks;
- academic study related actions including record keeping, processing scholarship advance and benefits and any action required in the context of my enrolment with Wipro, being a part of WILP.

In this context, I also agree to the retention of such Personal Information by Wipro for any future reference/verification and authorize Wipro to transfer the same to a third party.

I understand that 'Personal Information' means any information, relating to me that is available with Wipro and is capable of identifying me."

Name: _____

Date: ____/____/____

Signature.....



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ANNEXURE II

I hereby confirm that I shall submit the required academic certificate including but not limited to mark sheet and Provisional or Convocation Degree Certificate within 3 months from my date of joining. I understand that my enrolment is subject to my aggregate meeting the Wipro eligibility criteria and submission of the above mentioned documents.

I hereby declare that all the particulars mentioned above are true to the best of my knowledge. In the event of my failure to submit the above mentioned documents or in case of any discrepancy, I shall be liable for termination of my enrolment with Wipro.

Name:

Date: __/__/__

Signature:.....

Registered Office

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India
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F : +91 (80) 284 20054
E : hr@wipro.com
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ANNEXURE - III

INITIAL INDUCTION PROGRAM

The Talent Transformation team at Wipro grooms campus selects to help them face the challenges of the corporate world.

A holistic 360 degree approach to training is adopted and helps them hone their fundamental computer skills followed by insights into Wipro businesses, process, technology and behavioral skills.

To understand and appreciate the mindset of the young Trainees and ensure that the transformation is smooth, the induction program is done by a team of dedicated professionals who have exposure to the academic and corporate sectors alike. Project Readiness Program (PRP) is a training program designed to address the basic learning needs of the Trainees.

Corporate Readiness Program - CRP

The CRP program is focused on making young Trainees comfortable in a corporate environment. This program starts with a corporate induction.

"PINNACLE" a behavioral skills building training program ensures that the fresh Trainee start feeling at ease in the "corporate world". This activity based behavioral intervention informs the new entrants about the corporate work culture and business etiquette.

Technology Readiness Program - TRP

The technology training provides critical technical skills required to work on projects allocated to Trainees and prepare to face the demands of the project world. We begin doing this by familiarizing with Wipro's businesses and work environment.

The methodology of training is "Project Based Learning" (PBL) approach, the entire learning is designed around a series of projects that the recruits are expected to complete individually by learning and applying various topics required to complete the project. Starting with individual projects, the PBL approach ends with recruits working on a team project.



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ANNEXURE – IV

I have read and understood the terms of my enrolment letter. I agree and acknowledge that I am a Student/Scholar trainee with Wipro's WILP. I further undertake that I shall not represent to any person within Wipro or any other third party that I am an employee of Wipro Ltd and I fully understand that such false representation shall entail severe disciplinary action including immediate cancellation of my enrolment.

Name: _____

Date: ____/____/____

Signature:.....



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Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

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

Accommodation, Food & other Miscellaneous Expenses

- i. You would be entitled for Rs.400 per day for 8 days (total amount of Rs.3,200) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month stipend and you would not need to submit bills towards usage of this amount.
- ii. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:

Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- iii. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro->My Policies -> India->My Travel->Transfer Policy-Team Rainbow.
- iv. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

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Bengaluru 560 025, W: wipro.com
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HRD CWR 6 days ago
to me, Jaagruti ▾



Dear Mr. Tinu Baby,

Congratulations!

You have been selected for the post of "**Job Trainee**" at The Coorg Wilderness Resort.

Kindly sign and return the copy of this letter as a token of your acceptance and your **date of joining - 14th February 2021**

We look forward to a long, fruitful and mutually rewarding association with you.

Note:- **Your Stipend will be Rs. 7000/-** detailed letter of Appointment and salary break up will be issued after you join with us.

Please submit the following documents / certificates on the day of joining:



Passport size Photographs - 4 Nos.

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Date: October 16th 2019

Name of the candidate: Syamsi
Name of Institute: Naipunnya Institute

Subject: Offer Letter

Dear Syamsi

Congratulations!

Reference your participation in the InterContinental Hotels Group Graduate Recruitment drive held at your Campus on October 16th 2019.

We are pleased to offer you the position of Guest Service Associate
at Crown Plaza Kochi.

Our Organization has always focused upon attracting the best talent so as to build a team that will power our future growth and we are proud to have you join the team.

You will receive the detailed appointment letter along with the terms and conditions of employment and salary annexure from the Hotel HR by 15th December 2019.

Please confirm your acceptance of this offer by signing the duplicate copy in writing.

Welcome to the IHG Family and we look forward to an enduring relationship with you.

With Best Wishes,

On behalf of InterContinental Hotels Group India Pvt. Ltd

Sinju George
Human Resources Manager
sinju.george@ihg.com
Member - IHG Recruitment Panel

I accepted this offer I will
be join after the completion
of my course, which will be
probably on june.

Syamsi N.S.

Syamsi N.S.

Principally



INDIGO

CROWN PLAZA

HUALUX

avid

STAYBRIDGE

UNIVERSITY

avid

avid

SINJU GEORGE
PRINCIPAL
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ANNEXURE A

PARTICULARS	MONTHLY	ANNUAL
BASIC	7500	90000
HRA	2500	30000
GROSS - (BASIC+HRA)	10000	120000
PF (Employer - 13%)	975	11700
ESI (Employer - 3.25%)	325	3900
GRATUITY	375	4500
CTC	11675	140100
DEDUCTIONS FROM GROSS :		
PF EMPLOYEE CONTRIBUTION	900	10800
ESI EMPLOYEE CONTRIBUTION	75	900
Take Home Salary	9025	108300
Fixed Service Charge @ 15%	1751	
* In addition, you will be eligible for a fixed service charge as mentioned above.		
* Your salary / benefit related details are strictly confidential and you are advised to avoid revealing / discussing the same.		

Annual CTC - ₹ 1,40,100/- (Rupees One Lakh Forty Thousand One Hundred Only)

Your salary / benefit related details are strictly confidential and you are advised to avoid revealing / discussing the same with any associate of the company.

Best Regards

Nisha Chopra
Human Resources



15 January 2021
Chennai

FR. BAISO GEORGE
PRINCIPAL
NAIPUNNYA SCHOOL OF MANAGEMENT
CHERTHALA-688 524
Pricol Gourmet Pvt.Ltd.
34/158, Eldams Road, Teynampet, Chennai 600018.



9. PAN Card (Please note, that it is mandatory to provide the PAN number for processing the salary. No payments will be made without PAN Card details)

The notice period / notice pay payable in case of termination / discharge or resignation by either side is one month (30 days).

Your salary / benefit related details are strictly confidential and you are advised not to reveal / discuss the same with anyone in the organization. This offer becomes void on failure to report to work on the mutually agreed date of joining.

We are confident you will be able to make a significant contribution to the success of our organization and look forward to working with you.

Please revert to this mail with your confirmation to accept this job offer.

Best Regards,

Nisha Chopra
Human Resources

15 January 2021
Chennai

Encl: Annexure - A (Salary Structure)



Prin. Balju George
FR. BALJU GEORGE
PRINCIPAL
NAIPUNYA SCHOOL OF MANAGEMENT
CHERTHALA-688 524
Gourmet Pvt.Ltd.
34/158, Eldams Road, Teynampet, Chennai 600018.

Non-Compete Clause

As you will be employed under our sponsorship, on termination of your employment you may be prevented from taking up further employment with a competitor in **Abu Dhabi** for a period of **12 months**.

Business Conduct and Ethics

You are required to comply with the attached Code of Business Conduct and Ethics, which is an integral part of your employment. The Code of Business Conduct and Ethics might be reviewed periodically, and you will be required to comply with it at all times.

Moreover, you may not disclose information of a confidential nature, such as your remuneration or that of other colleagues, business results, figures and other confidential information to another party within or outside Rotana. You must also return all confidential material, manuals, documents, financial data and results, upon the termination of your employment.

Repatriation

- a) Should you resign before completion of **24 months** service, you will be responsible for the cost of your own air ticket to return to your home destination.
- b) Should you resign upon completion of **24 months** of continuous service, you will be provided with an air ticket to return to your home destination.
- c) Should you resign after the completion of the initial **24 months** of continuous service, will be entitled to a repatriation air ticket. However, if you have utilized your vacation ticket, your repatriation ticket will only be due on completion of minimum **6 months** actual service from the due date of your vacation ticket.
- d) If you are transferred to another Rotana property, and you choose to resign, you will be entitled to a repatriation air ticket, only after completion of **6 months** actual service in the new property and provided that you have completed **24 months** continuous service with Rotana on an expatriate status. Repatriation tickets cannot be cashed.

End of Service Benefits

You will be entitled to receive an end of service indemnity according to the provisions of the **UAE Labour Law**. The indemnity may be forfeited in cases of summary dismissal for gross misconduct or breaches of other conditions according to **UAE Labour Law**.



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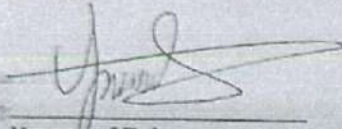
Governing Law

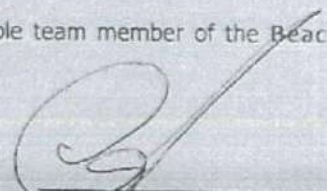
The local authorities in **Abu Dhabi, UAE** will handle any disputes arising from this contract.

You will be subject to any taxes, deductibles or contributions if and as applicable by the local laws and governmental schemes.

Should you agree with the above employment terms and conditions, please confirm your acceptance by signing below and all enclosed documents and return to us within 7 working days.

We look forward to you accepting this offer and becoming a valuable team member of the Beach Rotana.


Youssouf Taher
Director of Human Resources


Craig Bruce
General Manager

I, **Sachin Thankachan**, have read and fully understood the terms and conditions of this Employment Offer. By signing below I confirm my unconditional acceptance of this Employment Offer.

Signed: 

Date: 11/10/2021





PGPL/HR/RECT/181
15th January 2021

Mr. Sanjo Jomon
Kerala

INTIMATION OF JOB OFFER

Dear Sanjo,

Congratulations! Following our discussion, we are delighted to offer you the position of **Section Assistant** in our organization at the grade of **JM8**.

The monthly CTC (Cost To Company) for this position will be ₹ 11,675/- (Rupees Eleven Thousand Six Hundred Seventy Five Only). You will be based at Chennai and will be reporting to the Unit Chef. You will be under probation for six months from the date of joining. On satisfactory completion of the probation period, you will be confirmed as a permanent employee.

We would like you to report to work on **20th January 2021 by 10:00 am** in our office at Chennai. Please report to the Human Resource Department, for documentation and orientation. If this joining date is not acceptable, please contact us immediately.

We request you to submit the copies of the documents mentioned below for the purpose of company records on or before the date of your joining date.

1. Standard 10th and 12th mark sheets
2. Diploma/Degree Certificates with mark sheets
3. Any other education Certificates with supporting documents - if any
4. Your latest Salary Slip/Salary Certificate/bank statement for last 3 (Three) months
5. Your Relieving Letter photocopy from your present organization.
6. Service Certificate/proof of Employment from the present and all previous Employers
7. 4 passport-size colour photographs
8. Copy of a valid Aadhar card / Passport



Princal

FR. BALJU GEORGE
PRINCIPAL
Pricol Gourmet Pvt.Ltd.
34/158, Eldam Road, Teynampet, Chennai 600018.
NAIPUNNYA SCHOOL OF MANAGEMENT
CHERTHALA-688 524



ANNEXURE A

PARTICULARS	MONTHLY	ANNUAL
BASIC	9000	108000
HRA	3000	36000
GROSS - (BASIC+HRA)	12000	144000
PF (Employer - 13%)	1170	14040
ESI (Employer - 3.25%)	390	4680
GRATUITY	450	5400
CTC	14010	168120
DEDUCTIONS FROM GROSS :		
PF EMPLOYEE CONTRIBUTION	1080	12960
ESI EMPLOYEE CONTRIBUTION	90	1080
Take Home Salary	10830	129960
* Your salary / benefit related details are strictly confidential and you are advised to avoid revealing / discussing the same.		

Annual CTC - ₹ 1,68,120/- (Rupees One Lakh Sixty Eight Thousand One Hundred Twenty Only)

Your salary / benefit related details are strictly confidential and you are advised to avoid revealing / discussing the same with any associate of the company.

Best Regards

Nisha Chopra
Human Resources

15 January 2021
Chennai



Principally
FR. BALJU GEORGE
PRINCIPAL
Nalpanya School of Management
Cherthala - 688 524
Pricol Gourmet Pvt.Ltd.
158, Eldams Road, Teynampet, Chennai 600018.



9. PAN Card (Please note, that it is mandatory to provide the PAN number for processing the salary. No payments will be made without PAN Card details)

The notice period / notice pay payable in case of termination / discharge or resignation by either side is one month (30 days).

Your salary / benefit related details are strictly confidential and you are advised not to reveal / discuss the same with anyone in the organization. This offer becomes void on failure to report to work on the mutually agreed date of joining.

We are confident you will be able to make a significant contribution to the success of our organization and look forward to working with you.

Please revert to this mail with your confirmation to accept this job offer.

Best Regards,

Nisha Chopra
Human Resources

15 January 2021
Chennai

Encl: Annexure - A (Salary Structure)




FR. BAIJU GEORGE
PRINCIPAL
NAIPUNNYA SCHOOL OF MANAGEMENT
Pricol Gourmet Pvt.Ltd.
34/158, Eldams Road, Teynampet, Chennai 600018.



PGPL/HR/RECT/180
15th January 2021

Mr. Roju Thomas
Kerala

INTIMATION OF JOB OFFER

Dear Roju,

Congratulations! Following our discussion, we are delighted to offer you the position of **Commis III** in our organization at the grade of **JM8**.

The monthly CTC (Cost To Company) for this position will be ₹ 14,010/- (Rupees Fourteen Thousand Ten Only). You will be based at Chennai and will be reporting to the Unit Chef. You will be under probation for six months from the date of joining. On satisfactory completion of the probation period, you will be confirmed as a permanent employee.

We would like you to report to work on **20th January 2021 by 10:00 am** in our office at Chennai. Please report to the Human Resource Department, for documentation and orientation. If this joining date is not acceptable, please contact us immediately.

We request you to submit the copies of the documents mentioned below for the purpose of company records on or before the date of your joining date.

1. Standard 10th and 12th mark sheets
2. Diploma/Degree Certificates with mark sheets
3. Any other education Certificates with supporting documents - if any
4. Your latest Salary Slip/Salary Certificate/bank statement for last 3 (Three) months
5. Your Relieving Letter photocopy from your present organization.
6. Service Certificate/proof of Employment from the present and all previous Employers
7. 4 passport-size colour photographs
8. Copy of a valid Aadhar card / Passport



Pravin Kumar

Pricol Gourmet Pvt.Ltd.
FR. BALU GEORGE
PRINCIPAL
34/158, Eldams Road, Teynampet, Chennai 600018.
NAIPUNYA SCHOOL OF MANAGEMENT
CHERTHALA-688 524

Offer Letter

Ref: KALDI/BLR/MADI/HRD/OL/107/09/20

Dated: 11th Sept, 2020

Mr. Prasanth, P. P
Pottakkattu Nikarth
Pattanakkad Post
Cherthala
Kerala- 688 531

Dear Mr. Prasanth, P. P,

We are pleased to offer you the position of "GSA" in Front Office Department of our client's organisation.

The terms and conditions are given below:

- You are expected to join us on or before 27th Sept, 2020 failing which we will presume you do not have interest in pursuing the career with us. Accordingly this offer will be withdrawn and treated as cancelled.
- You will be given a consolidated salary communicated to you at the time of interview.
- Applicable Tax will be deducted at source as per applicable tax laws prevailing from time to time. Contributions payable to the statutory authorities will be adjusted from your salary.
- You will be placed on probation for six months at IBNI Spa Resort, Madikeri (Client) for the present, and the Management may at its sole discretion place/post/transfer you to such place depending upon its requirements, projects, business or clients.
- This document should not be considered as an Appointment Letter. The formal letter of appointment will be issued after your probation period.
- Please submit the following at the time of your joining:
 - a) Copy of the relieving letter from your present employer.
 - b) Documentary evidence of the last salary drawn.
 - c) Documentary evidence of your date of birth and educational qualifications.
 - d) 6 Passport size photographs.

Please Return the duplicate copy of this letter along with your Aadhar card, duly signed indicating your acceptance of employment.

We would like to thank you for your interest in seeking a career with us and hope you will have a fruitful and successful career with us.

Prasanth P. P.



Offer understood and accepted
FR. BALJU GEORGE
PRINCIPAL
NAIPUNNYA SCHOOL OF MANAGEMENT
CHERTHALA-688 524

One&Only

ROYAL MIRAGE

Dubai

Rihim Jose Tomy

Human Resources Attention: Public Area

20. Indemnity

You will be entitled to avail of the cost 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 Lebo

Director of Human Resources & Training

Olivier Louis

Managing Director

I hereby confirm acceptance of the above
Rihim Jose Tomy

Date

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



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PRINCIPAL
NAIPUNNYA SCHOOL OF MANAGEMENT
CHERTHALA-688 524

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ROYAL MIRAGE

Dubai

Human Resources

Housekeeping Attendant - Public Area

- 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 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 13.3 and 13.4).
- 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
NAIPUNNYA SCHOOL OF MANAGEMENT
CHERTTHALA-688 524

One&Only

ROYAL MIRAGE

Hotel One Only
Housekeeping Attendant - Public Area

05 December 2020

Mr. Rabin Jose Tony
Cochin - India
c/o Al Amani

Dear Rabin,

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 2020.
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 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, P.O. BOX 37252, DUBAI, UNITED ARAB EMIRATES
T: +971 4 399 9999 INFO@ONEANDONLYROYALMIRAGE.AE
ONEANDONLYROYALMIRAGE.COM

One&Only

ROYAL MIRAGE

Dubai

Christo Varghese
Commis III

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.

Near Manorama Jn:
Cherthala
Pin-688 524

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

One&Only

ROYAL MIRAGE

Dubai

Christo Varghese
Commis III

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).

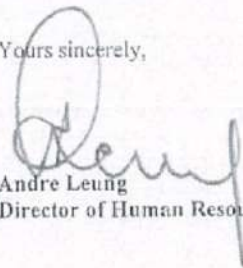
25. Acceptance

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
Christo Varghese

.....
Date

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

Christo Varghese



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

One&Only

ROYAL MIRAGE

Dubai

Christo Varghese
Commis III

Page 1 of 3

25 April, 2021

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

Dear Christo,

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

1. **Position**
Commis III.
2. **Starting Date**
Your date of joining will be no later than **15 July 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.1000/-** (Approx. **US\$272**). 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 EMIRATE

T +971 4 399 9999 INFO@ONEANDONLYROYALMIRAGE.AE

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

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ROYAL MIRAGE

Dubai

Alan Joseph
Room Attendant

- 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 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 13.3 and 13.4).
- 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 Package

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
NAI PUNYA SCHOOL OF MANAGEMENT
CHERTHALA-688 524

One&Only

ROYAL MIRAGE

Dubai

Albin Joseph
Room 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).

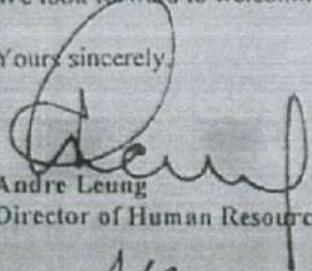
25. Acceptance

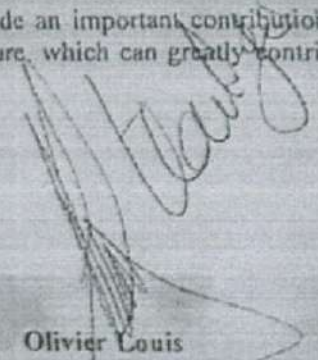
If you are in agreement with the above terms and conditions please acknowledge this by returning a signed copy of this letter, together with a clear copy of your passport, ten (10) colored passport photographs, with white background.

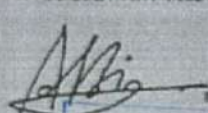
Once again we thank you for your time and we are confident that your involvement will provide an important contribution to the "One&Only Royal Mirage" experience. In return, you will receive invaluable overseas exposure, which can greatly contribute, to your personal career growth.

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
Albin Joseph

Date

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



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

One&Only
ROYAL MIRAGE
Dubai

Albin Joseph
Room Attendant

29 November 2020

Mr. Albin Joseph
Cochin - India
c/o Al Amani

Dear Albin,

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

- 1. Position**
Room Attendant.
- 2. Starting Date**
Your date of joining will be no later than 15 December 2020.
- 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.



PR. BALJU GEORGE
PRINCIPAL

NAIPUNYA SCHOOL OF MANAGEMENT
CHERTHALA-688 524

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

MÖVENPICK

HOTEL & RESORT AL BIDA'A KUWAIT

JOB OFFER

Date: 25 October 2021

Dear Dhanlal V. Chandran,

We take great pleasure in extending our offer of employment to you at Mövenpick Hotel & Resort Al Bida'a, Kuwait this Employment Agreement outlines the terms and conditions of the employment offer.

Position	: <u>Waiter</u>
Department	: <u>Food & Beverage Department</u>
Contract Duration	: <u>Open Contract (Indefinite)</u>
Monthly Salary	: Your monthly basic salary will be KD 100 /- to be paid in arrears.
Probation Period	: The first 100 days of your employment will be a probationary period. During the probation period, the employer may terminate your employment at any time without notice and without payment being due for any end of service benefits.
Work Schedule	: An average of 48 hours per week, scheduled over 6 days and as required for the satisfactory performance of your duties. In line with your level, overtime compensation is paid as per Kuwait labour law.
Vacation	: 30 calendar days of paid vacation plus the official public holidays of the country of employment.
Accommodation	: To be provided by the Employer as per the employee's level.
Transportation	: To be provided by the Employer from accommodation to hotel and vice versa.
Duty Meals	: To be provided by the Employer at the Employee Dining Room.
Insurance	: - You will be provided with a Health Card that entitles you to use the services of Government Hospitals. & Clinics excluding dental, optical & maternity. - You will be entitled to Life & Workman's compensation insurance as per the hotel policy. - You will be entitled to sick leave for every year of your service as per the Kuwait labor law.
Airline Tickets	: You are entitled to Economy Class : - A one-way ticket, from your point of hire to Kuwait to take up your employment. - One return ticket Kuwait-India-Kuwait for vacation purposes after 24 months of service. - Airline tickets cannot be accumulated, cannot be reimbursed and do not represent a cash benefit.

Yours sincerely,
Mövenpick Hotel & Resort Al Bida'a

Abdul Rahman Al Habbad
Talent & Culture Director

MÖVENPICK
HOTEL & RESORT AL BIDA'A KUWAIT
فندق وموتيل موفنبيك البديع الكويت

I agree to the terms and conditions presented in this Job Offer:

Name and Signature

Date:

Mövenpick Hotel & Resort Al Bida'a Kuwait
Salmiya 22884 | P.O. Box 7306 | Kuwait
Phone +965 2225 5100
resort.albidaakuwait@movenpick.com
movenpick.com/kuwait-albidaa

Near Manorama Jn:
Cherthala
Pin-688 524

movenpick.com

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

MÖVENPICKHOTEL & RESORT
AL BIDA'A KUWAIT**Pre - Employment Medical Questionnaire**

Position applied for: <i>waiter</i>		Level:	Date: <i>29/10/2021</i>
Full Name: <i>Alex Thomas</i>		Nationality: <i>Indian</i>	
Age: <i>21</i>	D.O.B <i>16/04/2000</i>	No of Children, if any: <i>—</i>	
Sex: <i>Male</i>	Marital Status: <i>Unmarried</i>	Tel No:	Email: <i>alexthomas99926@gmail.com</i>
Home Address: <i>B-37 Hirapure Colony Ambaji Road Abu Road Rajasthan 307026</i>			

Medical History: (If "YES" please provide detailed report)

Do you have or been treated for:	YES	NO		YES	NO
1.) Epilepsy, fits or migraines		☒	8.) Any history of Diabetes		☒
2.) Psychiatric or psychological disorders		☒	9.) Menstrual disorders		☒
3.) Ear, nose & throat disorders		☒	10.) Tuberculosis / Asthma		☒
4.) Back pain & Joint disorders		☒	11.) Visual problems & Colour blindness		☒
5.) Any kind of heart disease / hypertension		☒	12.) Does the applicant smoke		☒
6.) Allergies / Skin disorders		☒	13.) Current medications prescriptions & Over the Counter		☒
7.) Previous medical / surgical (or any serious medical injury)		☒	14.) Any other medical illness (Cancer, blood disorder, etc)		☒

Please note:

- 1.) Any medical condition not mentioned in the Medical History Questionnaire and detected later may result in termination of your employment.
- 2.) If, for any reason, you do not pass the Kuwait medical exam, this offer of employment will be withdrawn and you will be repatriated to your home country. The company is not responsible for any loss sustained or inconvenience caused as a consequence for failing the Kuwait Medical Commission Examination.
- 3.) Please note that the medical tests required by the Kuwait Embassy are the sole responsibility of the employee and the hotel will not reimburse any of it.

Declarations & consent to obtain information:

I hereby declare that I have carefully considered the statement(s) made above and that I have not withheld any relevant or made any misleading statement. I understand that if I have made any false representation for the purpose of procuring myself a medical certificate, I may be guilty of criminal offence. I hereby consent to Moevenpick Hotel & Resort Kuwait Al Bida'a obtaining information about my health from any medical advisor and hospital consulted by me

Date: *29/10/2021*Candidate Signature: *[Signature]*

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

PRE- EMPLOYMENT MEDICAL REQUIREMENTS

Please read and complete as fully as possible the attached P. E. M. Questionnaire to enable us to complete your employment selection process.

The notes below give a brief overview for guidance, but they are by no means comprehensive. If you have any questions, please contact your HR representative.

- Please note that candidates will undergo full medical screenings by the Government Medical Commission in Kuwait. Employment will be terminated if the candidate is medically unfit or if the infectious disease profile and/or chest X-ray are abnormal.
- Good general health with no disability, which could compromise or impede continuous effective fulfilment of duties, is a pre-requisite to employment with Moevenpick Hotel & Resort Al Bida'a.
- Pre-existing medical conditions requiring medical care, specialist follow-up, surgery or regular medication must be declared. Failure to declare such, will adversely affect your employment.
- All active, chronic or potentially relapsing conditions must be specifically highlighted and full details (including a specialists report) are to be forwarded to the Medical Clinic for assessment through your Recruitment Coordinator.
- We advise that any dental work that needs attention should be completed before your arrival, since dental treatment is expensive in Kuwait.

Please sign and fax/email back the **Pre Employment Medical questionnaire** with your signed offer letter along with your contract within seven days. Mark it for the attention of:

(Mr. Abdulrahman Al Habbad) @ + 965 22253200 (fax) or (email)

abdulrahman.alhabbad@moevenpick.com and bring the original document on your first day at work.

Incomplete forms may cause delay and unnecessary inconvenience. Please ensure you contact the HR representative if you have any queries.



Brijmally

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

MÖVENPICK

HOTEL & RESORT
AL BIDA'A KUWAIT

JOB OFFER

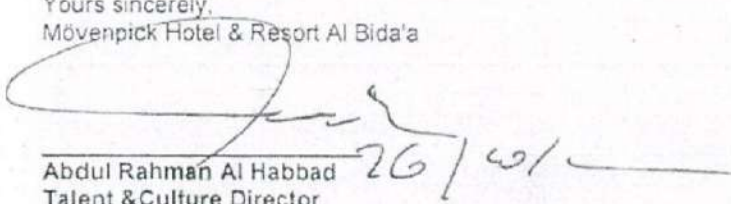
Date: 25 October 2021

Dear Alex Thomas,

We take great pleasure in extending our offer of employment to you at Mövenpick Hotel & Resort Al Bida'a, Kuwait this Employment Agreement outlines the terms and conditions of the employment offer.

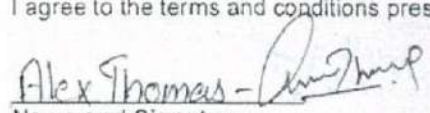
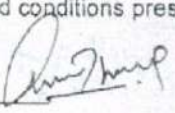
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Vacation	: 30 calendar days of paid vacation plus the official public holidays of the country of employment.
Accommodation	: To be provided by the Employer as per the employee's level.
Transportation	: To be provided by the Employer from accommodation to hotel and vice versa.
Duty Meals	: To be provided by the Employer at the Employee Dining Room.
Insurance	: - You will be provided with a Health Card that entitles you to use the services of Government Hospitals. & Clinics excluding dental, optical & maternity. - You will be entitled to Life & Workman's compensation insurance as per the hotel policy. - You will be entitled to sick leave for every year of your service as per the Kuwait labor law.
Airline Tickets	: You are entitled to Economy Class: - A one-way ticket, from your point of hire to Kuwait to take up your employment. - One return ticket Kuwait-India-Kuwait for vacation purposes after 24 months of service. - Airline tickets cannot be accumulated, cannot be reimbursed and do not represent a cash benefit.

Yours sincerely,
Mövenpick Hotel & Resort Al Bida'a


Abdul Rahman Al Habbad
Talent & Culture Director

MÖVENPICK
HOTEL & RESORT AL BIDA'A KUWAIT
مُؤَمِنَ بِيكْ هُوتِل وَ رِسُورْت أَل بِيْدَا'ا كُوَيت

I agree to the terms and conditions presented in this Job Offer:


Alex Thomas - 

Name and Signature

Date: 29/10/2021

Mövenpick Hotel & Resort Al Bida'a Kuwait
Salmiya 22084 | P.O. Box 7306 | Kuwait
Phone +965 22 25 31 00
resort.albidakuwait@movenpick.com
movenpick.com/kuwait-albidaa




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



- Room Rate Discount** Discounted room rates at all Marriott hotels worldwide, for friends and family.
- Training** A commitment of a minimum of 80 hours of training per year.
- Confidentiality:** You shall not disclose, divulge or communicate in any manner, any information regarding your compensation to any employee of the Company, or anyone outside the Company, except your Department Head or Human Resources Manager.
- Duties & Responsibilities:** You shall devote your working time and effort to the business of the Hotel.

This attachment is and forms part of the offer letter dated December 30, 2020.


Amal George Abraham
Human Resources Executive

Candidate's Acknowledgement:

Signature / Date: _____ (Signed in acceptance)




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



DETAILS OF COMPENSATION & BENEFITS

Nivin Raj

Salary: As per property pay slip and subject to statutory deductions & income tax:

Basic + Dearness Allowance	10000
HRA	1429
Gross Salary	11429

Benefits:	Employer's PF Contribution	1200
	ESIC	371
	TOTAL REMUNERATION	13000

Incentive Scheme You will be part of the property Incentive Scheme based on the property's balanced scorecard, as and when applicable.

Probation You will be on probation for 03 months.

Annual Leave, Holidays and Days Off: In accordance with the property Leave policy in practice as on your date of joining and revised from time to time based on business needs. However, if you leave the organization, then any unavailed leave will be encashed on gross salary up to a maximum of 30 days if worked for more than one year, else on basic salary. Leave entitlement will be 12 days per calendar year. You will also be entitled to 12 Sick Leave and 12 Casual Leave per year on a pro rata basis.

Apart from the above, you will be also entitled to National and Festival Holidays as per the list issued by the Hotel at the beginning of each year.

You will be entitled to six (6) days off in a month, as per Marriott India policy.

Provident Fund: You will be eligible to participate in the local provident fund scheme as per Hotel policy.

Medical and Insurance: You will be eligible to participate in the Hotel's health insurance scheme :

- Mediclaim
- Personal Accident

Gratuity: Is applicable in accordance with the Act.

Other Benefits: You will also be entitled to the following benefits:

F&B Discount: 50% discount on all food and beverage at any Marriott hotel food outlet.



FR. BALJU GEORGE

NAIPUNNAYA SCHOOL OF MANAGEMENT
CHERTHALA-688 524



December 30, 2020

Mr Nivin Raj

Dear Nivin,

On behalf of QASR Hotels Cochin Pvt. Ltd. as owners of Port Muziris, a Tribute Portfolio Hotel, we are pleased to offer you the position of **Guest Service Associate** in **Housekeeping** Department, with effect from **January 05, 2021** however, this offer is subject to satisfactory references from your referees and you being medically fit.

Your compensation will be Rupees **13000** per month [Total Remuneration]. The breakdown of your salary is enclosed for your reference.

Please report to the Human Resources Department on **January 05, 2021** at **09.30 hrs** with the following documents:

- 12 passport-sized photographs
- Photocopy of proof of Date of Birth (Birth certificate / Passport)
- Photocopy of proof of address (Ration Card, Voters ID)
- Photocopy of any Govt. certified Photo Identification (Passport / PAN Card / Driver's License / Photo Credit Card)
- Photocopies of Educational Qualifications
- Photocopies of letters of previous work experience (if any)
- Photocopy of last drawn salary slip (if any)
- Photocopy of Marriage Certificate (if married)
- Photocopy of PAN Card (Compulsory)
- Original Police Clearance Certificate
- Medical/Fitness Certificate
- Photocopy of Aadhar Card (Compulsory)

If the above terms are acceptable to you, as a token of acceptance, please sign the copy of this letter.

Welcome aboard!


Amal George Abraham
Human Resources Executive



I acknowledge and consent on _____ by _____


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

KALDI

HOTELS & RESORTS

Offer Letter

Ref: KALDI/BLR/MADI/HRD/OL/95/09/20

Dated: 8th Sept: 2020

Mr. Manu Mathew
S/o. Mathew. P. V
Puthiyamadathil House
Thalayolaparambu Post
Kottayam
Kerala- 686 605
Mob: 7994 035 443.

Dear Mr. Manu Mathew,

We are pleased to offer you the position of "GSA" in Housekeeping Department of our client's organisation.

The terms and conditions are given below:

- You are expected to join us on or before 16th Sept. 2020 failing which we will presume, you do not have interest in pursuing the career with us. Accordingly this offer will be withdrawn and treated as cancelled.
- You will be given a consolidated salary communicated to you at the time of interview.
- Applicable Tax will be deducted at source as per applicable tax laws prevailing from time to time. Contributions payable to the statutory authorities will be adjusted from your salary.
- You will be placed on probation for six months at IBNII Spa Resort, Madikeri (Client) for the present, and the Management may at its sole discretion place/post/transfer you to such place depending upon its' requirements, projects, business or clients.
- This document should not be considered as an Appointment Letter. The formal letter of appointment will be issued after your probation period.
- Please submit the following at the time of your joining:
 - a) Copy of the relieving letter from your present employer.
 - b) Documentary evidence of the last salary drawn.
 - c) Documentary evidence of your date of birth and educational qualifications.
 - d) 6 Passport size photographs.

Please Return the duplicate copy of this letter along with your Aadhar card, duly signed indicating your acceptance of employment.

We would like to thank you for your interest in seeking a career with us and hope you will have a fruitful and successful career with us.

Yours Sincerely,

For Kaldi Hotels & Resorts Hospitality Services

Offer understood and accepted



Signature & Date

FR. BAIJU GEORGE

FR. BAIJU GEORGE
PRINCIPAL

NAIPUNYA SCHOOL OF MANAGEMENT
CHETTHALA-688 524

KALDI HOTELS & RESORTS HOSPITALITY SERVICES
Ground Floor, 12/4 Main Road, HAL 2 Stage, Indiranagar, Bangalore - 560025



Date: October 16th 2019

Name of the candidate: Kevin Varghese
Name of Institute: Naipunnya Institute

Subject: Offer Letter

Dear Kevin,

Congratulations!

Reference your participation in the InterContinental Hotels Group Graduate Recruitment drive held at your Campus on October 16th 2019.

We are pleased to offer you the position of Guest Service Associate
at Crowne Plaza Kochi.

Our Organization has always focused upon attracting the best talent so as to build a team that will power our future growth and we are proud to have you join the team.

You will receive the detailed appointment letter along with the terms and conditions of employment and salary annexure from the Hotel HR by 15th December 2019.

Please confirm your acceptance of this offer by signing the duplicate copy in writing.

Welcome to the IHG Family and we look forward to an enduring relationship with you.

With Best Wishes,

On behalf of InterContinental Hotels Group India Pvt. Ltd

Sinju George
Human Resources Manager
sinju.george@ihg.com
Member - IHG Recruitment Panel

I accepted this offer I will be
join after the completion of
my academic year, which will
be probably on June.

Kevin Varghese

IHG



KIMPTON

INDIGO

LEONARDO

ALFAMAR

Holiday Inn

ALFAMAR

ALFAMAR

STAYBRI

ALFAMAR

ALFAMAR

ALFAMAR

ALFAMAR

ALFAMAR

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

IHG

Date: October 16th 2019

Name of the candidate: Juny Antony
Name of Institute: Naipunnya Institute

Subject: Offer Letter

Dear Juny

Congratulations!

Reference your participation in the InterContinental Hotels Group Graduate Recruitment drive held at your Campus on October 16th 2019.

We are pleased to offer you the position of Guest Service Associate at Crowne Plaza Kochi.

Our Organization has always focused upon attracting the best talent so as to build a team that will power our future growth and we are proud to have you join the team.

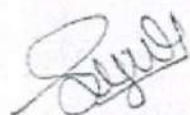
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With Best Wishes,

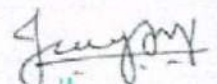
On behalf of InterContinental Hotels Group India Pvt. Ltd



Sinju George
Human Resources Manager
sinju.george@ihg.com
Member - IHG Recruitment Panel

I accepted this offer I will be joined after the completion of my course, which will be probably on June.

Juny Antony



Principally



HOTEL
INDIGO

CROWNE PLAZA

HUALUX
HOTEL

FR. BALJU GEORGE

PRINCIPAL

NAIPUNNYA SCHOOL OF MANAGEMENT
CHERTHALA-688 524

KALDI

HOTELS & RESORTS

Offer Letter

Ref: KALDI/BLR/MADI/HRD/OL/129/10/20

Dated: 11th Oct, 2020

Mr. Joseph Varghese
Vellappallil House
Chemmanathukara Post
Vaikom, Kottayam
Kerala- 686 606
Mob: 8137 849 012.

Dear Mr. Joseph Varghese,

We are pleased to offer you the position of "GSA" in House Keeping Department of our client's organisation.

The terms and conditions are given below:

- You are expected to join us on or before 17th October, 2020 failing which we will presume, you do not have interest in pursuing the career with us. Accordingly this offer will be withdrawn and treated as cancelled.
- You will be given a consolidated salary communicated to you at the time of interview.
- Applicable Tax will be deducted at source as per applicable tax laws prevailing from time to time. Contributions payable to the statutory authorities will be adjusted from your salary.
- You will be placed on probation for six months at IBNII Spa Resort, Madikeri (Client) for the present, and the Management may at its sole discretion place/post/transfer you to such place depending upon its' requirements, projects, business or clients.
- This document should not be considered as an Appointment Letter. The formal letter of appointment will be issued after your probation period.
- Please submit the following at the time of your joining:
 - a) Copy of the relieving letter from your present employer.
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 - d) 6 Passport size photographs.

Please Return the duplicate copy of this letter along with your Aadhar card, duly signed indicating your acceptance of employment.

We would like to thank you for your interest in seeking a career with us and hope you will have a fruitful and successful career with us.

Yours Sincerely,

For Kaldi Hotels And Resorts Hospitality Services,

Offer understood and accepted



Signature & Date

Principally

KALDI HOTELS & RESORTS HOSPITALITY SERVICES
#3370, Ground Floor, 13th A Main, HAL 2nd Stage, Indiranagar, Bangalore - 560038 | Tel +91 80 46900087

FR. BALJU GEORGE
PRINCIPAL

NAIJUNYA SCHOOL OF MANAGEMENT
CHERTHALA PIN 688 524

TAMARA

LEISURE EXPERIENCES

Documents to be Provided on day of your on-boarding:

1. Relieving Letter from your existing /or last employers*
2. Relieving letters/service certificates from all previous employers, if there are any*
3. Self-attested copy of your Birth Certificate / School Leaving Certificate*
4. Self-attested copies of all your academic & professional certificates*
5. Passport size colour photographs (4 Nos.)
6. Photocopy of last pay-slip drawn by you
7. Form 16 (1) (pertaining to TDS) from your existing /last previous employer
8. Self-certified copy of your passport / a photo identification card / driving license*
9. Self-attested copy of your Aadhar card & PAN Card*.
10. Front page of your bank passbook/a cancelled cheque leaf in which your name is printed (this is for PF KYC)

*Please bring the original record for verification

Prithvi George



TAMARA LEISURE EXPERIENCES PRIVATE LIMITED

Formerly known as Tamara Real Estate Holding and Development Private Limited

Regd. Off: 455, 15th Cross, J.P. Nagar 2nd Phase, Bangalore - 560078 | Ph: +91-80-4915-5922
CIN: U07010KA2005PTC037101 | Website: www.thetamara.com | reservation@thetamara.com

PRINCIPAL
NAIPUNYA SCHOOL OF MANAGEMENT
CHERTHALA-688 524

TAMARA

LEISURE EXPERIENCES

CONSENT FORM

I, _____ s/o/d/o _____ residing at _____ hereby

consent to Tamara Leisure Experiences Private Limited (hereinafter referred to as the "Company") collecting, using and storing my information including sensitive personal information, shared subsequent to this form for the purposes of background verification (hereinafter referred to as the "Purpose").

I understand and acknowledge that the information collected from me will be used for the furtherance of the Purpose and afforded confidentiality as per the Company's policies and applicable law.

I consent to the following categories of information being collected by the Company:

- I. Educational Documents
- II. Relieving Letter from your existing / last employer
- III. Birth Certificate / School Leaving Certificate
- IV. Passport size color photographs
- V. Self-certified copy of your passport / a photo identification card / driving license

I understand that the information collected will be kept confidential at all times and will only be accessed by the Company's authorized representatives and or third parties strictly on a need to know basis in connection with the Purpose.

I represent that I have the full right to share all such information with the Company and hereby authorize the Company to collect, use and store the information for the Purpose.

Name

Date :

Signature

Place :



TAMARA LEISURE EXPERIENCES PRIVATE LIMITED
Near Manorama Inn, Cherthala, Pin-688 524
Regd. Office: 8, 15th cross, P. Nagar, 2nd Phase, Bangalore - 560078 | Ph: +91-80-4915-5922
CIN: U07020KA2005PTC037101 | Website: www.thetamara.com | reservations@thetamara.com

FR. BAKU GEORGE

PRINCIPAL

NAIPUNYA SCHOOL OF MANAGEMENT
CHERTHALA-688 524

TAMARA

LEISURE EXPERIENCES

Acknowledgement

I acknowledge that I have had sufficient time to, and have carefully read and fully understood all the provisions of this offer, and knowingly and voluntarily accept this offer. I further acknowledge and understand that this is only an offer, and my appointment as an employee with the Company shall be subject to the execution of both the Appointment Letter, Confidentiality and IP Assignment Agreement as well as all other mandatory documentation, and clearing all mandatory background checks and tests.

I agree to abide by the terms and conditions of this Offer Letter.

Signature:

Name:

Date:

Pr. Baiju George



TAMARA LEISURE EXPERIENCES PRIVATE LIMITED

Formerly known as Tamara Real Estate Holding and Development Private Limited

Registered Office: 151, 152, 153, 154, 155, 156, 157, 158, 159, 160, 161, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171, 172, 173, 174, 175, 176, 177, 178, 179, 180, 181, 182, 183, 184, 185, 186, 187, 188, 189, 190, 191, 192, 193, 194, 195, 196, 197, 198, 199, 200, 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215, 216, 217, 218, 219, 220, 221, 222, 223, 224, 225, 226, 227, 228, 229, 230, 231, 232, 233, 234, 235, 236, 237, 238, 239, 240, 241, 242, 243, 244, 245, 246, 247, 248, 249, 250, 251, 252, 253, 254, 255, 256, 257, 258, 259, 260, 261, 262, 263, 264, 265, 266, 267, 268, 269, 270, 271, 272, 273, 274, 275, 276, 277, 278, 279, 280, 281, 282, 283, 284, 285, 286, 287, 288, 289, 290, 291, 292, 293, 294, 295, 296, 297, 298, 299, 300, 301, 302, 303, 304, 305, 306, 307, 308, 309, 310, 311, 312, 313, 314, 315, 316, 317, 318, 319, 320, 321, 322, 323, 324, 325, 326, 327, 328, 329, 330, 331, 332, 333, 334, 335, 336, 337, 338, 339, 340, 341, 342, 343, 344, 345, 346, 347, 348, 349, 350, 351, 352, 353, 354, 355, 356, 357, 358, 359, 360, 361, 362, 363, 364, 365, 366, 367, 368, 369, 370, 371, 372, 373, 374, 375, 376, 377, 378, 379, 380, 381, 382, 383, 384, 385, 386, 387, 388, 389, 390, 391, 392, 393, 394, 395, 396, 397, 398, 399, 400, 401, 402, 403, 404, 405, 406, 407, 408, 409, 410, 411, 412, 413, 414, 415, 416, 417, 418, 419, 420, 421, 422, 423, 424, 425, 426, 427, 428, 429, 430, 431, 432, 433, 434, 435, 436, 437, 438, 439, 440, 441, 442, 443, 444, 445, 446, 447, 448, 449, 450, 451, 452, 453, 454, 455, 456, 457, 458, 459, 460, 461, 462, 463, 464, 465, 466, 467, 468, 469, 470, 471, 472, 473, 474, 475, 476, 477, 478, 479, 480, 481, 482, 483, 484, 485, 486, 487, 488, 489, 490, 491, 492, 493, 494, 495, 496, 497, 498, 499, 500, 501, 502, 503, 504, 505, 506, 507, 508, 509, 510, 511, 512, 513, 514, 515, 516, 517, 518, 519, 520, 521, 522, 523, 524, 525, 526, 527, 528, 529, 530, 531, 532, 533, 534, 535, 536, 537, 538, 539, 540, 541, 542, 543, 544, 545, 546, 547, 548, 549, 550, 551, 552, 553, 554, 555, 556, 557, 558, 559, 560, 561, 562, 563, 564, 565, 566, 567, 568, 569, 570, 571, 572, 573, 574, 575, 576, 577, 578, 579, 580, 581, 582, 583, 584, 585, 586, 587, 588, 589, 590, 591, 592, 593, 594, 595, 596, 597, 598, 599, 600, 601, 602, 603, 604, 605, 606, 607, 608, 609, 610, 611, 612, 613, 614, 615, 616, 617, 618, 619, 620, 621, 622, 623, 624, 625, 626, 627, 628, 629, 630, 631, 632, 633, 634, 635, 636, 637, 638, 639, 640, 641, 642, 643, 644, 645, 646, 647, 648, 649, 650, 651, 652, 653, 654, 655, 656, 657, 658, 659, 660, 661, 662, 663, 664, 665, 666, 667, 668, 669, 670, 671, 672, 673, 674, 675, 676, 677, 678, 679, 680, 681, 682, 683, 684, 685, 686, 687, 688, 689, 690, 691, 692, 693, 694, 695, 696, 697, 698, 699, 700, 701, 702, 703, 704, 705, 706, 707, 708, 709, 710, 711, 712, 713, 714, 715, 716, 717, 718, 719, 720, 721, 722, 723, 724, 725, 726, 727, 728, 729, 730, 731, 732, 733, 734, 735, 736, 737, 738, 739, 740, 741, 742, 743, 744, 745, 746, 747, 748, 749, 750, 751, 752, 753, 754, 755, 756, 757, 758, 759, 760, 761, 762, 763, 764, 765, 766, 767, 768, 769, 770, 771, 772, 773, 774, 775, 776, 777, 778, 779, 780, 781, 782, 783, 784, 785, 786, 787, 788, 789, 790, 791, 792, 793, 794, 795, 796, 797, 798, 799, 800, 801, 802, 803, 804, 805, 806, 807, 808, 809, 810, 811, 812, 813, 814, 815, 816, 817, 818, 819, 820, 821, 822, 823, 824, 825, 826, 827, 828, 829, 830, 831, 832, 833, 834, 835, 836, 837, 838, 839, 840, 841, 842, 843, 844, 845, 846, 847, 848, 849, 850, 851, 852, 853, 854, 855, 856, 857, 858, 859, 860, 861, 862, 863, 864, 865, 866, 867, 868, 869, 870, 871, 872, 873, 874, 875, 876, 877, 878, 879, 880, 881, 882, 883, 884, 885, 886, 887, 888, 889, 890, 891, 892, 893, 894, 895, 896, 897, 898, 899, 900, 901, 902, 903, 904, 905, 906, 907, 908, 909, 910, 911, 912, 913, 914, 915, 916, 917, 918, 919, 920, 921, 922, 923, 924, 925, 926, 927, 928, 929, 930, 931, 932, 933, 934, 935, 936, 937, 938, 939, 940, 941, 942, 943, 944, 945, 946, 947, 948, 949, 950, 951, 952, 953, 954, 955, 956, 957, 958, 959, 960, 961, 962, 963, 964, 965, 966, 967, 968, 969, 970, 971, 972, 973, 974, 975, 976, 977, 978, 979, 980, 981, 982, 983, 984, 985, 986, 987, 988, 989, 990, 991, 992, 993, 994, 995, 996, 997, 998, 999, 1000.

CIN: 007020KA2005PTC037101 | Website: www.thetamara.com | reservation@thetamara.com

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

TAMARA

LEISURE EXPERIENCES

ANNEXURE

March 07, 2021

Name: Jobin S Jojo

Designation: Junior Guest Service Associate - F & B Service

Salary Structure with effect from March 11, 2021		
Particulars	Per Annum	Per Month
Basic & DA	72,000	6,000
House Rent Allowance	28,800	2,400
Special Allowance	67,200	5,600
Gross Salary	1,68,000	14,000
Provident Fund (Employer's Contribution)	21,600	1,800
ESIC (Employer's Contribution)	5,460	455
Total Salary	1,95,000	16,255

***Apart from the above, you will be eligible for leave and other benefits as per Company policy.

Yours Sincerely,

Offer accepted

Reji Rajar
Resort Manager



TAMARA LEISURE EXPERIENCES PRIVATE LIMITED
Formerly known as Tamara Real Estate Holding and Development Private Limited
Regd. Office: #58, 15th Cross, J.P. Nagar 2nd Phase, Bangalore - 560078 | Ph: +91-80-4915-5922
CIN: U07820KA2005PTC037101 | Website: www.thetamara.com | reservations@thetamara.com

FRIBAIJU GEORGE
PRINCIPAL
NARANYA SCHOOL OF MANAGEMENT
Pin-688 524

TAMARA

LEISURE EXPERIENCES

March 07, 2021

To,

Jobin S Jojo
Pemalayil House,
Elanji PO,
Ernakulam,
Kerala - 686665.

Dear Jobin,

Tamara Leisure Experiences Private Limited (hereinafter referred to as the "Company"), is pleased to offer you a job as a "Junior Guest Service Associate - F & B Service". We trust that your knowledge and skills will be among our most valuable assets. Please find below the basic terms and conditions of your employment if you choose to work with us.

1. This offer is contingent on you agreeing to join the Company and clearing the background checks and reference verifications by **March 11, 2021**.
2. In your role as "Junior Guest Service Associate - F & B Service" you will report to the "Manager - F & B" or any other employee/department as the Company deems fit.
3. Prior to the start of your employment with the Company, you will be required to submit to the Company a list of documents as detailed below to help conduct background checks and verifications. Your employment with the Company shall be contingent on you clearing any such checks and/or verifications.
4. Your indicative annual compensation will be **Rs.1,95,000** (Rupees One Lakh Ninety Five Thousand only) inclusive of all taxes and benefits. Please refer annexure for detailed breakup.
5. Upon acceptance of this offer, and execution of the Appointment Letter you will be subject to all the Company's internal policies.
6. Please execute and return this document to us if you wish to accept this offer of employment.

We hope that you'll accept this job offer and look forward to welcoming you aboard.

Sincerely,


Reji Raj R
Resort Manager



TAMARA LEISURE EXPERIENCES PRIVATE LIMITED

Formerly known as Tamara Real Estate Holding and Development Private Limited

Regd. Off: #58, 15th cross, J.P. Nagar 2nd Phase, Bangalore - 560078 | Ph: +91-80-4915-5900 | Fax: +91-80-4915-5922

CIN - U07010KA2005PTC037101 | Website: www.thetamara.com

FR. RAJU GEORGE

PRINCIPAL

Printed from Subtask: 818019 - 1090 Offer release date on Sunday, 14/03/2021

CHERTHALA-688 524

TAMARA

LEISURE EXPERIENCES

Documents to be Provided on day of your on-boarding:

1. Relieving Letter from your existing /or last employers*
2. Relieving letters/service certificates from all previous employers, if there are any*
3. Self-attested copy of your Birth Certificate / School Leaving Certificate*
4. Self-attested copies of all your academic & professional certificates*
5. Passport size colour photographs (4 Nos.)
6. Photocopy of last pay-slip drawn by you
7. Form 16 (1) (pertaining to TDS) from your existing /last previous employer
8. Self-certified copy of your passport / a photo identification card / driving license*
9. Self-attested copy of your Aadhar card & PAN Card*.
10. Front page of your bank passbook/a cancelled cheque leaf in which your name is printed (this is for PF KYC)

*Please bring the original record for verification



TAMARA LEISURE EXPERIENCES PRIVATE LIMITED

Formerly known as Tamara Real Estate Holding and Development Private Limited
Regd. Off: #58, 15th Cross, J.P. Nagar 2nd Phase, Bangalore - 560078 | Ph: +91-80-4915-5900 | Fax: +91-80-4915-5922
CIN: U07010KA2005PTC037101 | Website: www.thetamara.com | reservations@thetamara.com

FR. BAIJU GEORGE

PRINCIPAL

NAI PUNYA SCHOOL OF MANAGEMENT
CHERTHALA-688 524

TAMARA

LEISURE EXPERIENCES

CONSENT FORM

I, _____ s/o/d/o _____ residing at _____ hereby

consent to Tamara Leisure Experiences Private Limited (hereinafter referred to as the "Company") collecting, using and storing my information including sensitive personal information, shared subsequent to this form for the purposes of background verification (hereinafter referred to as the "Purpose").

I understand and acknowledge that the information collected from me will be used for the furtherance of the Purpose and afforded confidentiality as per the Company's policies and applicable law.

I consent to the following categories of information being collected by the Company:

- I. Educational Documents
- II. Relieving Letter from your existing / last employer
- III. Birth Certificate / School Leaving Certificate
- IV. Passport size color photographs
- V. Self-certified copy of your passport / a photo identification card / driving license

I understand that the information collected will be kept confidential at all times and will only be accessed by the Company's authorized representatives and or third parties strictly on a need to know basis in connection with the Purpose.

I represent that I have the full right to share all such information with the Company and hereby authorize the Company to collect, use and store the information for the Purpose.

Name : _____

Date : _____

Signature : _____

Place : _____

TAMARA LEISURE EXPERIENCES PRIVATE LIMITED

Formerly known as Tamara Real Estate Holding and Development Private Limited

Regd. Office: 15th cross, J.P. Nagar 2nd Phase, Bangalore - 560078 | Ph: +91-80-4915-5900 | Fax: +91-80-4915-5922

CIN: U67030KA2005PTC037101 | Website: www.thetamara.com | reservations@thetamara.com

152 895 1797

FR. BALJU GEORGE
PRINCIPAL

NAIPUNNYA SCHOOL OF MANAGEMENT

Printed from Subtask: 818019 - 1090 Offer release date on Sunday, March 7, 2021

CHEERHALA-688 524

TAMARA

LEISURE EXPERIENCES

Acknowledgement

I acknowledge that I have had sufficient time to, and have carefully read and fully understood all the provisions of this offer, and knowingly and voluntarily accept this offer. I further acknowledge and understand that this is only an offer, and my appointment as an employee with the Company shall be subject to the execution of both the Appointment Letter, Confidentiality and IP Assignment Agreement as well as all other mandatory documentation, and clearing all mandatory background checks and tests.

I agree to abide by the terms and conditions of this Offer Letter.

Signature:

Name:

Date:



TAMARA LEISURE EXPERIENCES PRIVATE LIMITED

Formerly known as Tamara Real Estate Holding and Development Private Limited
Near Manorama Inf, Chertala, J.P. Nagar 2nd Phase, Bangalore - 560078 | Ph: +91-80-4915-5900 | Fax: +91-80-4915-5922
Pin-688 524
CIN: U28010KA2005PTC037101 | Website: www.thetamara.com | reservations@thetamara.com

FR. BAIJU GEORGE
PRINCIPAL

NAIPUNYA SCHOOL OF MANAGEMENT
CHERTHALA-688 524

Printed from Subtask: 818019 - 1090 Offer release date on Sunday, March 7, 2021

TAMARA

LEISURE EXPERIENCES

ANNEXURE

March 07, 2021

Name: Jobin S Jojo

Designation: Junior Guest Service Associate - F & B Service

Salary Structure with effect from March 11, 2021		
Particulars	Per Annum	Per Month
Basic & DA	72,000	6,000
House Rent Allowance	28,800	2,400
Special Allowance	67,200	5,600
Gross Salary	1,68,000	14,000
Provident Fund (Employer's Contribution)	21,600	1,800
ESIC (Employer's Contribution)	5,460	455
Total Salary	1,95,000	16,255

***Apart from the above, you will be eligible for leave and other benefits as per Company policy.

Yours Sincerely,

Offer accepted

Reji Rajar
Resort Manager

Principally

FR. BALJU GEORGE

PRINCIPAL

TAMARA LEISURE EXPERIENCES PRIVATE LIMITED

Formerly known as Tamara Real Estate Holding and Development Private Limited
Near Manorama In. Cherthala
Regd. Office: 5258, cross, J.P. Nagar 2nd Phase, Bangalore - 560078 | Ph: +91-80-4915-5900 | Fax: +91-80-4915-5922
KARNATAKA REGD. OFFICE NO. 07010KA2005PTC037101 | Website: www.thetamara.com | reservations@thetamara.com

TAMARA

LEISURE EXPERIENCES

March 07, 2021

To,

Jobin S Jojo
Pemalayil House,
Elanji PO,
Ernakulam,
Kerala - 686665.

Dear Jobin,

Tamara Leisure Experiences Private Limited (hereinafter referred to as the "Company"), is pleased to offer you a job as a "Junior Guest Service Associate - F & B Service". We trust that your knowledge and skills will be among our most valuable assets. Please find below the basic terms and conditions of your employment if you choose to work with us.

1. This offer is contingent on you agreeing to join the Company and clearing the background checks and reference verifications by **March 11, 2021**.
2. In your role as "Junior Guest Service Associate - F & B Service" you will report to the "Manager - F & B" or any other employee/department as the Company deems fit.
3. Prior to the start of your employment with the Company, you will be required to submit to the Company a list of documents as detailed below to help conduct background checks and verifications. Your employment with the Company shall be contingent on you clearing any such checks and/or verifications.
4. Your indicative annual compensation will be **Rs.1,95,000** (Rupees One Lakh Ninety Five Thousand only) inclusive of all taxes and benefits. Please refer annexure for detailed breakup.
5. Upon acceptance of this offer, and execution of the Appointment Letter you will be subject to all the Company's internal policies.
6. Please execute and return this document to us if you wish to accept this offer of employment.

We hope that you'll accept this job offer and look forward to welcoming you aboard.

Sincerely,


Reji Raj R
Resort Manager



TAMARA LEISURE EXPERIENCES PRIVATE LIMITED

Formerly known as Tamara Real Estate Holding and Development Private Limited

Regd. Office: #10, 15th Cross, J.P. Nagar 2nd Phase, Bangalore - 560078 | Ph: +91-80-4910101 | Website: www.thetamara.com | reservations@thetamara.com



FB-BAIJU GEORGE
PRINCIPAL

NAI PUNNYA SCHOOL OF MANAGEMENT
CHERTHALA-688 524

Offer Letter

Ref: KALDI/BLR/MADI/HRD/OL/99/09/20

Dated: 8th Sept, 2020

Mr. Sivagovind. N. G
S/o. Gopalakrishnan
Nenmana Veli
Keradithyapuram Temple
Vayalar Post, Alapuzha
Kerala- 688 536.

Dear Mr. Sivagovind. N. G,

We are pleased to offer you the position of "GSA" in F & B Service Department of our client's organisation.

The terms and conditions are given below:

- You are expected to join us on or before 16th Sept, 2020 failing which we will presume, you do not have interest in pursuing the career with us. Accordingly this offer will be withdrawn and treated as cancelled.
- You will be given a consolidated salary communicated to you at the time of interview.
- Applicable Tax will be deducted at source as per applicable tax laws prevailing from time to time. Contributions payable to the statutory authorities will be adjusted from your salary.
- You will be placed on probation for six months at IBNII Spa Resort, Madikeri (Client) for the present, and the Management may at its sole discretion place/post/transfer you to such place depending upon its' requirements, projects, business or clients.
- This document should not be considered as an Appointment Letter. The formal letter of appointment will be issued after your probation period.
- Please submit the following at the time of your joining:
 - a) Copy of the relieving letter from your present employer.
 - b) Documentary evidence of the last salary drawn.
 - c) Documentary evidence of your date of birth and educational qualifications.
 - d) 6 Passport size photographs.

Please Return the duplicate copy of this letter along with your Aadhar card, duly signed indicating your acceptance of employment.

We would like to thank you for your interest in seeking a career with us and hope you will have a fruitful and successful career with us.

Yours Sincerely,

For Kaldi Hotels & Resorts Hospitality Services

Offer understood and accepted



Principality
Signature & Date



KALDI HOTELS & RESORTS HOSPITALITY SERVICES

FR. BAIJU GEORGE

13, A Main, HAL 2nd Stage, Indiranagar, Bangalore - 560038 | PRINCIPAL 89900687

NAIPUNYA SCHOOL OF MANAGEMENT
CHERTHALA-688 524

KALDI

HOTELS & RESORTS

Offer Letter

Ref: KALDI/BLR/MADI/HRD/OL/96/09/20

Dated: 8th Sept, 2020

Mr. Poornesh Soman
Pournami, Kudavechoor Post
Vaikom, Kottayam
Kerala- 686 144.
Mob: 9544 066 423

Dear Mr. Poornesh Soman,

We are pleased to offer you the position of "GSA" in Housekeeping Department of our client's organisation.

The terms and conditions are given below:

- You are expected to join us on or before 16th Sept, 2020 failing which we will presume, you do not have interest in pursuing the career with us. Accordingly this offer will be withdrawn and treated as cancelled.
- You will be given a consolidated salary communicated to you at the time of interview.
- Applicable Tax will be deducted at source as per applicable tax laws prevailing from time to time. Contributions payable to the statutory authorities will be adjusted from your salary.
- You will be placed on probation for six months at IBNII Spa Resort, Madikeri (Client) for the present, and the Management may at its sole discretion place/post/transfer you to such place depending upon its' requirements, projects, business or clients.
- This document should not be considered as an Appointment Letter. The formal letter of appointment will be issued after your probation period.
- Please submit the following at the time of your joining:
 - a) Copy of the relieving letter from your present employer.
 - b) Documentary evidence of the last salary drawn.
 - c) Documentary evidence of your date of birth and educational qualifications.
 - d) 5 Passport size photographs.

Please Return the duplicate copy of this letter along with your Aadhar card, duly signed indicating your acceptance of employment.

We would like to thank you for your interest in seeking a career with us and hope you will have a fruitful and successful career with us.

Yours Sincerely,

For Kaldi Hotels & Resorts Hospitality Services,

Offer understood and accepted

Manager

Signature & Date



FR. BAIJU GEORGE

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

KALDI HOTELS & RESORTS HOSPITALITY SERVICES

HAL 2 1st Stage, Indiranagar, Bangalore - 560038 | Tel: +91 80 48900087

Offer Letter

Ref: KALDI/BLR/MADI/HRD/OL/98/09/20

Dated: 8th Sept, 2020

Mr. Milen Mathew
Vayalunkal House
Lakkattoor Post
Kottayam
Kerala- 686 502
Mob: 7994 090 923

Dear Mr. Milen Mathew,

We are pleased to offer you the position of "GSA" in Housekeeping Department of our client's organisation.

The terms and conditions are given below:

- You are expected to join us on or before 16th Sept, 2020 failing which we will presume, you do not have interest in pursuing the career with us. Accordingly this offer will be withdrawn and treated as cancelled.
- You will be given a consolidated salary communicated to you at the time of interview.
- Applicable Tax will be deducted at source as per applicable tax laws prevailing from time to time. Contributions payable to the statutory authorities will be adjusted from your salary.
- You will be placed on probation for six months at IBNII Spa Resort, Madikeri (Client) for the present, and the Management may at its sole discretion place/post/transfer you to such place depending upon its' requirements, projects, business or clients.
- This document should not be considered as an Appointment Letter. The formal letter of appointment will be issued after your probation period.
- Please submit the following at the time of your joining:
 - a) Copy of the relieving letter from your present employer.
 - b) Documentary evidence of the last salary drawn.
 - c) Documentary evidence of your date of birth and educational qualifications.
 - d) 5 Passport size photographs.

Please Return the duplicate copy of this letter along with your Aadhar card, duly signed indicating your acceptance of employment.

We would like to thank you for your interest in seeking a career with us and hope you will have a fruitful and successful career with us.

Yours Sincerely,

For Kaldi Hotels & Resorts Hospitality

Offer understood and accepted

Signature & Date

FR. BAIJU GEORGE
PRINCIPAL

NAIPUNNYA SCHOOL OF MANAGEMENT
CHERTHALA-688 524



KALDI HOTELS & RESORTS HOSPITALITY SERVICES
13 A Main Hall 2 Stage, Indiranagar, Bangalore - 560038

KALDI

HOTELS & RESORTS

Offer Letter

Ref: KALDI/BLR/MADI/HRD/OL/129/10/20

Dated: 11th Oct, 2020

Mr. Joseph Varghese
Vellappallil House
Chemmanathukara Post
Vaikom, Kottayam
Kerala- 686 606
Mob: 8137 849 012.

Dear Mr. Joseph Varghese,

We are pleased to offer you the position of "GSA" in House Keeping Department of our client's organisation.

The terms and conditions are given below:

- You are expected to join us on or before 17th October, 2020 failing which we will presume, you do not have interest in pursuing the career with us. Accordingly this offer will be withdrawn and treated as cancelled.
- You will be given a consolidated salary communicated to you at the time of interview.
- Applicable Tax will be deducted at source as per applicable tax laws prevailing from time to time. Contributions payable to the statutory authorities will be adjusted from your salary.
- You will be placed on probation for six months at IBNII Spa Resort, Madikeri (Client) for the present, and the Management may at its sole discretion place/post/transfer you to such place depending upon its' requirements, projects, business or clients.
- This document should not be considered as an Appointment Letter. The formal letter of appointment will be issued after your probation period.
- Please submit the following at the time of your joining:
 - a) Copy of the relieving letter from your present employer.
 - b) Documentary evidence of the last salary drawn.
 - c) Documentary evidence of your date of birth and educational qualifications.
 - d) 6 Passport size photographs.

Please Return the duplicate copy of this letter along with your Aadhar card, duly signed indicating your acceptance of employment.

We would like to thank you for your interest in seeking a career with us and hope you will have a fruitful and successful career with us.

Yours Sincerely,

For Kaldi Hotels And Resorts Hospitality Services,

Offer understood and accepted


Manager



Signature & Date



FR. BAIJU GEORGE
PRINCIPAL

SAIPUNNYA SCHOOL OF MANAGEMENT
CHERTHALA-688 524



KALDI HOTELS & RESORTS HOSPITALITY SERVICES

#3370, Ground Floor, 13th A Main, HAL 2nd Stage, Indiranagar, Bangalore - 560038

Offer Letter

Ref: KALDI/BLR/MADI/HRD/OL/97/09/20

Dated: 8th Sept, 2020

Mr. Jomon. T. A.
Thannichuvattil House
Varanad Post
Cherthala- 688 539
Kerala.
Mob: 8075 467 871

Dear Mr. Jomon. T. A.

We are pleased to offer you the position of "GSA" in Housekeeping Department of our client's organisation.

The terms and conditions are given below:

- You are expected to join us on or before 16th Sept, 2020 failing which we will presume, you do not have interest in pursuing the career with us. Accordingly this offer will be withdrawn and treated as cancelled.
- You will be given a consolidated salary communicated to you at the time of interview.
- Applicable Tax will be deducted at source as per applicable tax laws prevailing from time to time. Contributions payable to the statutory authorities will be adjusted from your salary.
- You will be placed on probation for six months at IBNI Spa Resort, Madikeri (Client) for the present, and the Management may at its sole discretion place/post/transfer you to such place depending upon its' requirements, projects, business or clients.
- This document should not be considered as an Appointment Letter. The formal letter of appointment will be issued after your probation period.
- Please submit the following at the time of your joining:
 - a) Copy of the relieving letter from your present employer.
 - b) Documentary evidence of the last salary drawn.
 - c) Documentary evidence of your date of birth and educational qualifications.
 - d) 6 Passport size photographs.

Please Return the duplicate copy of this letter along with your Aadhar card, duly signed indicating your acceptance of employment.

We would like to thank you for your interest in seeking a career with us and hope you will have a fruitful and successful career with us.

Yours Sincerely,

For Kaldi Hotels & Resorts Hospitality Services

Offer understood and accepted

Manager



Signature & Date

FR. BAIJU GEORGE

KALDI HOTELS & RESORTS HOSPITALITY SERVICES

3rd A Main, HAL 2nd Stage, Indiranagar, Bangalore - 560038 | Tel: 081 46 48900087

FR. BAIJU GEORGE
PRINCIPAL

NAIPUNNYA SCHOOL OF MANAGEMENT
CHERTHALA-688 524



Offer Letter

Ref: KALDI/BLR/MADI/HRD/OL/102/09/20

Dated: 8th Sept. 2020

Mr. Johnseby
Kalathiparambil House
Chemmanathukara Post
Vaikom, P. V. Puram
Kerala
Mob: 9044 699 463

Dear Mr. Johnseby,

We are pleased to offer you the position of "GSA" in F & B Service Department of our client's organisation.

The terms and conditions are given below:

- You are expected to join us on or before 16th Sept, 2020 failing which we will presume, you do not have interest in pursuing the career with us. Accordingly this offer will be withdrawn and treated as cancelled.
- You will be given a consolidated salary communicated to you at the time of interview.
- Applicable Tax will be deducted at source as per applicable tax laws prevailing from time to time. Contributions payable to the statutory authorities will be adjusted from your salary.
- You will be placed on probation for six months at IBNII Spa Resort, Madikeri (Client) for the present, and the Management may at its sole discretion place/post/transfer you to such place depending upon its' requirements, projects, business or clients.
- This document should not be considered as an Appointment Letter. The formal letter of appointment will be issued after your probation period.
- Please submit the following at the time of your joining:
 - a) Copy of the relieving letter from your present employer.
 - b) Documentary evidence of the last salary drawn.
 - c) Documentary evidence of your date of birth and educational qualifications.
 - d) 6 Passport size photographs.

Please Return the duplicate copy of this letter along with your Aadhar card, duly signed indicating your acceptance of employment.

We would like to thank you for your interest in seeking a career with us and hope you will have a fruitful and successful career with us.

Yours Sincerely,

For Kaldi Hotels & Resorts Hospitality Services

Offer understood and accepted

Signature & Date

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



Offer Letter

Ref: KALDI/BLR/MADI/HRD/OL/101/09/20

Dated: 8th Sept, 2020

Mr. Shins Thomas
Palayil House
Muttuchira Post
Kottayam
Kerala- 686 613.
Mob: 7902 947 860

Dear Mr. Shins Thomas,

We are pleased to offer you the position of "GSA" in F & B Service Department of our client's organisation.

The terms and conditions are given below:

- You are expected to join us on or before 16th Sept, 2020 failing which we will presume, you do not have interest in pursuing the career with us. Accordingly this offer will be withdrawn and treated as cancelled.
- You will be given a consolidated salary communicated to you at the time of interview.
- Applicable Tax will be deducted at source as per applicable tax laws prevailing from time to time. Contributions payable to the statutory authorities will be adjusted from your salary.
- You will be placed on probation for six months at IBNII Spa Resort, Madikeri (Client) for the present, and the Management may at its sole discretion place/post/transfer you to such place depending upon its' requirements, projects, business or clients.
- This document should not be considered as an Appointment Letter. The formal letter of appointment will be issued after your probation period.
- Please submit the following at the time of your joining:
 - a) Copy of the relieving letter from your present employer.
 - b) Documentary evidence of the last salary drawn.
 - c) Documentary evidence of your date of birth and educational qualifications.
 - d) 6 Passport size photographs.

Please Return the duplicate copy of this letter along with your Aadhar card, duly signed indicating your acceptance of employment.

We would like to thank you for your interest in seeking a career with us and hope you will have a fruitful and successful career with us.

Yours Sincerely,

For Kaldi Hotels & Resorts Hospitality Services

Offer understood and accepted



Prin B. George
Signature & Date

FR. BAIJU GEORGE
PRINCIPAL

NAIPUNNYA SCHOOL OF MANAGEMENT
CHERTHALA-688 524

Offer Letter

Ref: KALDI/BLR/MADI/HRD/OL/132/10/20

Dated: 11th Oct, 2020

Mr. Neji Benny
Chirayil House
Eara Post
Neelamperoor
Alapuzha- 686 534

Dear Mr. Neji Benny,

We are pleased to offer you the position of "GSA" in House Keeping Department of our client's organisation.

The terms and conditions are given below:

- You are expected to join us on or before 17th October, 2020 failing which we will presume, you do not have interest in pursuing the career with us. Accordingly this offer will be withdrawn and treated as cancelled.
- You will be given a consolidated salary communicated to you at the time of interview.
- Applicable Tax will be deducted at source as per applicable tax laws prevailing from time to time. Contributions payable to the statutory authorities will be adjusted from your salary.
- You will be placed on probation for six months at IBNII Spa Resort, Madikeri (Client) for the present, and the Management may at its sole discretion place/post/transfer you to such place depending upon its' requirements, projects, business or clients.
- This document should not be considered as an Appointment Letter. The formal letter of appointment will be issued after your probation period.
- Please submit the following at the time of your joining:
 - a) Copy of the relieving letter from your present employer.
 - b) Documentary evidence of the last salary drawn.
 - c) Documentary evidence of your date of birth and educational qualifications.
 - d) 6 Passport size photographs.

Please Return the duplicate copy of this letter along with your Aadhar card, duly signed indicating your acceptance of employment.

We would like to thank you for your interest in seeking a career with us and hope you will have a fruitful and successful career with us.

Yours Sincerely,

For Kaldi Hotels And Resorts Hospitality Services,

Offer understood and accepted



Signature & Date

FR. BAIJU GEORGE
FR. BAIJU GEORGE
PRINCIPAL

NAIPUNNYA SCHOOL OF MANAGEMENT
CHERTHALA-688 524

20th January 2021

Mr. Harikrishnan
S/O Radhakrishnan,
Mathasseril,
Cherthala South (Part)
Alappuzha, Arthingal,
Kerala - 688530.

Dear Harikrishnan

Letter of Intent

This is in reference to your application and our discussions, we are glad to inform that you have been selected for the position of **Service Associate - Housekeeping** to be based out of our **Fernhill Resort - Ooty**. You will be paid a fixed salary of **Rs.1, 68,837 (Rupees One Lakh Sixty Eight Thousand Eight Hundred and Thirty Seven Only)** per annum.

We invite you to join our organization on or before **21st January 2021**.

A detailed compensation structure is attached as Annexure.

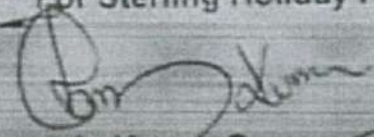
Post your joining with us, you will be issued a formal Appointment Letter and on receipt of following documents

1. 5 Passport size Photographs
2. Photocopy of your Relieving letter /Acceptance of resignation.
3. Photocopy of SSLC, HSC, UG & PG marksheets / degree certificates
4. Photocopy of PAN card
5. Photocopy of current Address proof
6. Medical Certificate

Please do not construe this Letter of Intent as a Letter of Appointment

Thanking you

For Sterling Holiday Resorts Ltd


Jain Kumar S

Area General Manager



FR. BAIJU GEORGE
PRINCIPAL

NAIPUNNYA SCHOOL OF MANAGEMENT
CHERTHALA-688 524