

DECLARATION

This is to certify that the following students from the academic year 2020-2021 have been placed in following firms.

Sl.No	Name Of Student Placed	Name Of The Employer
1.	Abin T K, 7510461225	CGH Earth Resort ,+91 9447399455
2.	Charukrishnan 8547287009	Hilton Ras Al Khaimah Beach Resort
3.	Alwin K K 8606698470	CGH Earth Resort ,+91 9447399455
4.	Jojo R 9544700343	CGH Earth Resort ,+91 9447399455
5.	Midhun Maniyappan 9074921134	CGH Earth Resort ,+91 9447399455
6.	Shyam Chandran	CGH Earth Resort ,+91 9447399455
7.	Libin Baby 9544745816	Gulf Palms Co.Saudi Arabia
8.	Jerin Jacob 7994534116	Hycinth Trivandrum 04716662999
9.	Amala Antony 9633191808	Mövenpick Hotels & Resorts ,Kuwait , +965 22055700
10.	Jismon Jose	Mövenpick Hotels & Resorts ,Kuwait , +965 22055700
11.	Akash M S 9207511715	One & Only Dubai , +971 4 399 9999
12.	Akash Mathew John 9144294167	One & Only Dubai , +971 4 399 9999
13.	Alan V Jose 9747662737	One & Only Dubai , +971 4 399 9999



14.	Amal Das 9497634123	One & Only Dubai , +971 4 399 9999
15.	Amith V A 946116370	One & Only Dubai , +971 4 399 9999
16.	Anoop Antony 7909219766	One & Only Dubai , +971 4 399 9999
17.	Anson Johnson 7902338605	One & Only Dubai , +971 4 399 9999
18.	Bibin Sebastian 9447129341	One & Only Dubai , +971 4 399 9999
19.	Bijo Joseph 9745337495	One & Only Dubai , +971 4 399 9999
20.	Jibin Joseph	One & Only Dubai , +971 4 399 9999
21.	Johnson Thomas	One & Only Dubai , +971 4 399 9999
22.	Josemon Johny	One & Only Dubai , +971 4 399 9999
23.	Joyal Sebastian	One & Only Dubai , +971 4 399 9999
24.	K M John Francis	One & Only Dubai , +971 4 399 9999
25.	Lidhin Cyrus	Hycinth Trivandrum 04716662999
26.	Nithin Krishna	One & Only Dubai , +971 4 399 9999
27.	Yesudas Reyon	Coconut Lagoon Abu Dhabi,
28.	Bibin Sunny 9747622784	Pricol Pvt Ltd , +91 7397774844 (In Mobile)
29.	Binu Varghese 9745337495	Pricol Pvt Ltd , +91 7397774844 (In Mobile)
30.	Don Xavier 9895123693	Pricol Pvt Ltd , +91 7397774844 (In Mobile)
31.	Bharath Joshy 9447129341	Ramee Grand Hotel Bahrain , +97339175048
32.	Jerit Mathew	Ramee Grand Hotel Bahrain , +97339175048
33.	Akshay Nandhu 9747662737	Sun Resort & Spa Rajasthan , 074120 69556
34.	Aromal Suresh 9495747322	Sun Resort & Spa Rajasthan , 074120 69556



35.	Gijo Varghese 9895123693	Sun Resort & Spa Rajasthan , 074120 69556
36.	Jacob K Thomas	Sun Resort & Spa Rajasthan , 074120 69556
37.	Mariya A.T	Sun Resort & Spa Rajasthan , 074120 69556
38.	Nirmal Kj	Sun Resort & Spa Rajasthan , 074120 69556
39.	Tibin Mt	Sun Resort & Spa Rajasthan , 074120 69556
40.	SURAJ K DILEEP	Travel Saga , +91 7558066925
41.	RADHIKA B	Kyara Group
42.	Sandramol	Amicus Communication , 0484 2531120
43.	Bhuvaneshwari Devi S	Amicus Communication , 0484 2531120
44.	Aswathy Krishnan	Amicus Communication , 0484 2531120
45.	ASWATHY PC	Spider Techno Soft Pvt Ltd , 0484 3511484
46.	Mary Kesiya	Amicus Communication , 0484 2531120
47.	NIKHIL OUSEPHACHEN THAYIL	ALZA INCORPORATION
48.	Meenakshi A.J	Claysys Technologies Pvt Ltd ,080 4837 2522
49.	Rithu B	Claysys Technologies Pvt Ltd ,080 4837 2522
50.	Shehara Mahin	Claysys Technologies Pvt Ltd 080 4837 2522
51.	Sourav Dev S	Itnet Infocom Pvt Ltd , 0484 4012333
52.	Sreyas S	Claysys Technologies Pvt Ltd, 080 4837 2522
53.	Varun Martin	Claysys Technologies Pvt Ltd , 080 4837 2522



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54	Sruthi Chandran	Sreevalsam silks
55	Avani S	Malabar Group
56	Ajay P Chandran	Factweavers, MG road Kochi
57	Kenaz Joy	DX Global Software Solutions, Palarivattom, Kochi
58	Aleesha Francis	ELM Group, Kalloor, Ernakulam
59	Athulya Sajeev	IdealMG Educare LLP, Infopark, Cherthala
60	Bhuvaneshwari Devi	Amicus Communications
61	Nabhasya M S	Ayurkshethra Ayurvedic Group, Cherthala
62	Sharun S	Sutherland, Chennai
63	Hafis Saleem	Northern Emirates , Dubai
64	Nisha K J	TCM Solar, Kochi
65	Sebastian Richu Antony	BROT, Kochi
66	Anitta Jimmy	United Arab Emirates
67	Anaswara S	Sincere Associates, Cherthala
68	Aleesha Maria	Koshamattom Finance, Kottayam
69	Anumol K S	Icore Pioneer, Trivandrum
70	Jeslin Thankachan	Ten West Net, Kochi
71	Ronia Mathew	Mar. Gregorios College, Punnapra
72	Shehara Mahin	Qubeslab, Kochi
73	Varun Martin	Claysys, Kochi
74	Aswathy Krishnan G	Amicus Communications, Chennai
75	Suraj K Dileep	Travel Saga Holidays, Kochi



Ponkumar Pillay

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76	Anagha Anil Kunar	Rams Quality and Standardizations Consultant, Dubai
77	Radhika B	Kyaria Group of Institutions, Ernakulam
78	Sandramol	Amicus Communications, Kochi
79	Aswathy P C	Spider Techno Soft PVT LTD, Cochin
80	Krishna P C	Naipunnya School of Management, Cherthala



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CHERTHALA

2021

**Sheffield
Hallam
University**

Sheffield Hallam
University
Howard Street
Sheffield S1 1WB

21 June 2021

Mr A Jacob Thomas
Si-Uk
Si-Uk, Suite 9-13, First Floor,
Indra Palace, H-Block, Middle Circle
Connaught Place, New Delhi
Delhi
110001
India

Our Ref: ASTCASSTAT /LO0730
delhi@studyn-ca.com

Dear Mr Jacob Thomas

CAS STATEMENT - STUDENT VISA
STUDENT NUMBER: 31033204

We are pleased to confirm that Sheffield Hallam University has issued you a Confirmation of Acceptance for Studies (CAS). The information provided to issue your CAS is on a separate sheet after the last page of this letter. You should use this information to complete your visa application form.

Your CAS

If you intend to study at Sheffield Hallam University you must apply for your visa using this CAS. You will not be allowed to enrol at Sheffield Hallam University if your visa was not issued using this CAS.

By issuing you a CAS Sheffield Hallam University is agreeing to be your sponsor in relation to your study in the UK. As your sponsor Sheffield Hallam University is required to report to UKVI significant changes in your circumstances. For example,

- Deferral to a later start date
- Non-enrolment
- Exclusion or withdrawal
- Missing expected registration
- Break in study

You have secured your place on the basis of agreeing to the University's terms and conditions. These impose contractual obligations on both you and the University. At the end of this letter are the full Terms of Student Sponsorship. Please ensure you read and understand these. They are in addition to the full Student Terms and Conditions, Regulations and Codes that can be found at <http://students.shu.ac.uk/rightsrules/regs.html>.

Visa Extensions

If you are currently in the UK and you need to apply for a student visa it is strongly recommended that you contact the Sheffield Hallam University International Experience Team who can advise and support you with the visa application:

Go to: <https://students.shu.ac.uk/shuspacecontent/international/contact-international-experience-team>



For R. Baiju George

FR. BAIJU GEORGE
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Enrolment at Sheffield Hallam University

In order to enrol on a course at Sheffield Hallam your visa must show the Sheffield Hallam University sponsor licence number.

All international students must pay fifty percent of their tuition fee before enrolment.

Please note you must bring your passport and your UK Biometric Residence Permit (if applicable) to your enrolment session.

You will need to show your original entry qualifications at your enrolment event. Photocopies will not be accepted. If your entry qualifications are not in English you must provide a certified translation.

Your start date

Your start date at Sheffield Hallam University is 15th September 2021.

If this date is earlier than your course start this is because you are asked to attend an orientation prior to the start of your course.

You must arrive at the University no later than 15th September 2021.

Unless you have been given specific permission by Sheffield Hallam University you will not be allowed to enrol if you arrive after this date.

If you wish to change your start date to a different intake, or if you are unable to arrive in time for the start of your course please contact cas@shu.ac.uk

Please note the year listed in your "Evidence Used to Obtain Offer" section is the academic year your qualification was obtained. Unlike calendar years, an academic year begins in September and runs until the end of August, so for this year the 2020/21 academic year started in September 2020 and will end in August 2021. As an example, a qualification completed in August 2020 would be classed as the 2019/20 academic year, whereas a qualification completed in October 2020 would be classed as the 2020/21 academic year. Please reference this example prior to contacting us regarding your year of completion, if you feel your academic year is still wrong or for any other errors please email cas@shu.ac.uk with the subject heading "CAS ERROR".

On course registration

Under the rules of Student Visa the University is required to confirm you are attending and engaging with your course. All students holding a Student Visa will be expected to register periodically throughout the academic year to confirm this. Your faculty will contact you via your student email with details of when, where and how to register. If you have any further questions please contact your faculty.

Other information

If you are disabled (this includes Dyslexia, mental health conditions and medical conditions) you may or may not have indicated this on your application form. In either case, the Disabled Student Support Team are keen to hear from you. If you would like to meet or talk to an adviser to discuss, in confidence, possible support whilst studying please ring +44 (0)114 225 3964 (voice/minicom) or e-mail to disability-support@shu.ac.uk.

Contacting Sheffield Hallam University

Please let us know if you change your address so that we can be sure any additional information we send reaches you.

If you have any queries about the status of your application or the information shown on your CAS statement please contact the Admissions Team on +44 (0)114 225 5555 or email at cas@shu.ac.uk.

If you have any course specific queries please contact Hallamhelp@shu.ac.uk quoting your Student ID 31033204.

Yours sincerely



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Student Sponsorship Obligations

By using this CAS to obtain a visa you agree that Sheffield Hallam University will sponsor you for the purpose of coming to the UK to study. You agree to comply with the following terms, which are in addition to the University's standard terms and conditions available at <http://students.shu.ac.uk/rightsrules/17.html>.

In the event that you do not comply with any of these terms, you acknowledge that the University may be required to notify the UK Visas and Immigration (UKVI) and/or cease sponsorship.

You agree that for the duration of your sponsorship you will:

- make yourself aware of and comply with the terms of your visa and/or right to remain in the UK and understand that the University may not be able to provide you with prior notice that you may be in breach of such terms.
- ensure that you hold a valid passport and inform the University promptly if you obtain a new passport for any reason.
- ensure that you hold a valid visa and inform the University promptly if you obtain a new visa for any reason.
- ensure that you inform the University promptly of any changes to your term-time address and contact telephone number*.
- ensure that you enrol on your course of study within the stated enrolment period and inform the University promptly if you cannot attend your expected enrolment session for any reason.
- inform UKVI if you switch to a course within the University that is shorter than your original course.
- inform the University promptly if you intend to delay starting your course.
- inform the University promptly if you intend to finish your course early.
- comply with the University's on course monitoring procedures.
- cooperate with the police, the University or UKVI in any enquiries.

University Sponsorship Obligations

Under the terms of its Student Visa Sponsor Licence, the University is required to report any significant changes in your circumstances to UKVI. For example, if you do not turn up for enrolment, cancel your course, defer the start of your course, increase the duration of your course, abandon or withdraw from your course, are withdrawn from your course, or are excluded from your course for any reason.

Some of these changes will mean that the University will cease to be your sponsor, which will invalidate your visa and right to remain in the UK. In complying with its sponsor duties, the University shall:

- carry out its obligations in a fair and reasonable manner.
- notify* you when it has made a report about you to UKVI and the reason for the report.
- where it is reasonable to do so, notify* you of its intention to report prior to making the report to UKVI.
- where applicable, notify* you of any period of time in which you have to act to prevent the University ceasing to sponsor you as a student.

**the University will notify you via your term-time contact address. Therefore, to ensure that you receive information promptly it is essential that you keep your contact details up-to-date.*



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CAS Statement - STUDENT VISA

PLEASE CHECK THE INFORMATION ON THIS CAS STATEMENT CAREFULLY.
IF ANY INFORMATION IS NOT CORRECT PLEASE E-MAIL cas@shu.ac.uk IMMEDIATELY PUTTING 'CAS
ERROR' IN THE SUBJECT LINE.

It is your responsibility to check the information shown on this CAS is correct. Please check that all your personal details are correct and the course end date is what you expected. Sheffield Hallam University will not be responsible for any costs incurred should changes be required after your visa application has been submitted.

Student ID: 31033204
Family Name: JACOB THOMAS
Given Name: ALAN
Other Names:
Date of Birth: 05/Aug/1997
Passport Number: T6872199
Nationality: INDIAN
Sponsor Licence Number: G5N8YGW40
CAS Number: E4G3UJ4I45U0B3

Course: Master of Science International Hospitality and
Tourism Management
Level: RQF7
Start Date: 15 September 2021
End Date: 30 September 2022
Course Fee for 2021/2: £14460
Course Fees Paid*: £6000
*Discounts have been applied as a credit within course fees paid

English Language Qualification:
Is SELT required: No
Reason not required: Higher Education Institution (HEI) sponsor has
made assessment
Previous UK Study:
Previously a UK Student?: N

Documents Used to Prove Qualifications:

We confirm that this course of study is academic progression from previous studies.
Master of Management in hospitality and tourism, Verified copy transcript, 2019/0, Marian college kuttikkanam.
Indian 12th Standard overall English score 112/148, Verified copy certificate, 2014/5. This qualification has been
assessed and ratified by Sheffield Hallam University as being equivalent to B2 or higher in each area.

BRP Collection:

On arrival in the UK you will be required to collect a Biometric Residence Permit (BRP). You must use the code
2HE352 in your entry clearance application. In the BRP Collection Field, select "alternative location" and enter
2HE352. The BRP will be delivered to Sheffield Hallam University and you can collect it from International Student
Support on arrival.

ATAS:

You do not need to submit an ATAS certificate for your chosen course of study.



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AEPL/HR/2022

Date: 18-10-2022

To,

Mr. AMAL K THOMAS
KOCHUPARAMBU
KANICHUKULANGARA
ALAPPUZHA-688582

Dear Mr. AMAL K THOMAS

Sub: Appointment Letter

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

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



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

Personal & Confidential

15/12/2022

To Athulya Sajeev

Dear Athulya,

Further to the interview and discussion you had with us, we are pleased to offer you the position of Business Development Executive- IdealMG Educare LLP

Base salary	Rs.108,000 /-p.a.
HRA	Rs.48,000/-p.a.
Night Allowance	Rs.24,000/- p.a.

(The above compensation will be payable to you every month in the salary. You may claim Income Tax exemption as applicable within the parameters of the applicable Tax structure)

Personal Pay:

The component of Personal Pay is specific to each individual and varies with regards to person's level, performance rating, contribution, skills and competencies.

Probation Period

You will be on probation for a period of 3 months from the date of your employment. Subject to satisfactory performance during the probationary period you will be confirmed in the services of the Firm.

During probational period either party may terminate the services by giving one week Notice or salary in lieu thereof at the Firm's discretion. However, after confirmation either party will be required to give 4 weeks' notice or Salary in lieu of notice at the firm's discretion.



[Handwritten signature]



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Job description:

Your duties and responsibilities will be explained to you on your joining. However, you shall execute and perform all such duties that may be assigned to you by the firm from time to time and the firm reserves its right to vary the same at its discretion.

Location:

Your initial place of posting will be Infopark Cherthala. However, the Firm reserves the right to transfer you to any other Office/Branch, Subsidiary or Associate Company of the firm, in India, that is in existence or may come into existence at a future date.

Secrecy:

It is a condition of your employment that you will not, for whatever reason, divulge without express written authority from the Management, any information relating to the firm or any of its constituents or employees, as received by you in the course of your employment and after the cessation of your employment with the firm.

Alternative Employment:

During the course of your employment with the firm, you will not engage yourself directly or indirectly in any trade, business, occupation, employment, service or calling whether for remuneration or otherwise, without the prior written consent of the firm.

Conditions Precedent: The offer is made to you subject to the following pre-conditions:

- a) The firm receiving satisfactory character references from suitable referees to be suggested by yourself, preferably one referee being a person who has supervised you in professional capacity at some stage in your career.
Additionally, the firm reserves the right to seek references from your current/previous employer(s), at any stage. Subsequent to your acceptance of this offer Letter.
- b) The firm receiving attested copies of all your degrees and professional qualifications certificates and documentary evidence of scholarships or prizes won, if any.
- c) The firm receiving a copy of the relieving letter from your previous employer.
- d) The Self Declaration given by you in respect of your medical fitness is in order.

Notwithstanding anything contained in the above paragraphs, your services will be terminated by the firm if you are found to be indulging in acts of commission/ Omission which may be prejudicial to the interests of the Firm or any act of dishonesty, disobedience, insubordination or any other misconduct or neglect of duty or in competence in the discharge of duty on your part.



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Kindly note that you are required to join the firm as per the joining date agreed basis our discussion not exceeding 10 days from the receipt of the letter. You are required to give acceptance of the offer & above terms and conditions of employment immediately on receipt of this offer letter. This offer letter will be valid for a maximum of 30 days from the date of this letter.

We welcome you to IdealMG Educare LLP and look forward to having a long and mutually beneficial association with you.

Yours Faithfully,


Anit Mary Joseph
HR Manager
IdealMG Educare LLP

Employee Name & Signature




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www.naipunnyacollege.ac.in

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0478 2817476 | 8606802255



LAN013

Krishna P C

Asst. Professor

PG Department of English



95325555



AB+



Pontheendilly
Principal

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Ref: RAMS/HR/22/394

18th July, 2022

Ms. ANAGHA ANIL KUMAR
Holder Indian Passport - V8081571

Dear Ms. Anagha Anil Kumar

Subject: OFFER FOR EMPLOYMENT & CONDITIONS OF SERVICES

OFFER OF EMPLOYMENT

We have pleasure in offering you employment with RAMS Quality & Standardization Consultants (RAMS Group), effective date on 18th July, in accordance with the terms and conditions stated below.

There will be an initial probation period of 6 months during this period your skills, attitude and quality of work will be monitored and evaluated by the company. Should you fail to achieve the standard required by the company, company might at any stage during the probation period, terminate this contract accordance with the prescribed notice period.

POSITION

You will be employed in the capacity of Business Development Executive. It may be necessary for you to work at other operations of the company from time to time; details will be discussed with you at the time of appointment. At present you will be based in our Dubai office, but you may have to travel anywhere in UAE, depends on the location of work.

HOURS OF WORK

You will have to work for a minimum of 8 hours per day. Office Timing will be from 08:30am to 5.30pm - Monday to Saturday, Sunday will be the weekly off.



Private & Confidential
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Sharan . S.



Ponkhem Dilly



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CHERTHALA, PIN-688 524

shift 



1
end



Nisha K J

Customer Care Executive

Ponthen Dilly

Emp Code: TCMSR11

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TCM SOLAR

A solar energy owned subsidiary of TCM Limited

Auth.



RAK PORTS

Land



HAFIS SALEEM

حافظ سليم محمد سليم

Company

NORTHERN
EMIRATES

Nationality

India

Date of Issue

24/05/2022

Date of Expiry

23/05/2023

Ponthen Pillay



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SALARY SLIP

DX Global Software Solutions
Sumithra Building, Palarivattom, Ernakulam, Kerala, India - 682024

Salary Slip of the Month September 2022

Employee Code: 000 000 035

Employee Name: Kenaz Joy

Designation: Business Development Manager

Total Working Days: 25 days

Present Days: 25 days

Leave Days: 0

Half Day: 0

Paid Leaves:

LOP: 0 Days

ALLOWANCE	AMOUNT	DEDUCTIONS	AMOUNT
Basic Salary	52000	LOP	0
HRA	0	PF	0
Conveyance Allowance	0	Others	0
Incentives	0		
Others	0		
Gross Allowance	52000	Gross Deduction	0
		Net Payment	Rs. 52000/-



+91-8848-545645



MAIL@DXGSOFTS.COM



WWW.DXGSOFTS.COM



Pr. Baiju George

Sumithra Building, Palarivattom, Kochi-25, Kerala



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KYARIA

KYARIA GROUP OF INSTITUTIONS

Tharakans Complex, 2nd Floor,
Near Janaky Apartments, KK Padmenabhan Road,
Kacheripady, Ernakulam, Kerala
Ph: 9048194524

● info@kyaria.in ☎ www.kyaria.in



RADHIKA. B

Admin

Ph: 9946929990

DOB: 16/1/2000

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NAIPUNNYA SCHOOL OF MANAGEMENT
CHERTHALA-688 524



Date: 26th July 2021

To
Ms Sandramol,
Sandralayam
Kudavechoor (Po),
Vaikom, Kottayam-686144

Sub: Appointment as Management Trainees

Dear, Ms Sandramol,

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

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

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

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

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

Wishing you the very best,

Yours faithfully,

For & on behalf of Amicus Communications,



www.amicus.co.in



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KOCHI
Corporate Office: The Building 9°N 76°E, Deshabhimani Road, Kaloor, Cochin 682017. T: [484] 2531120
Registered Office: No. 37/2711, 1st floor, R.V. Buildings, Deshabhimani Jn., Kaloor, Cochin 682017. T: [484] 2531120
CHERTALA-686524

Branch:
CHENNAI: Door No. 33, 1st floor, Plot no.1, Krishna nagar, Reddy street, Virugambakkam, Chennai - 600 092. Ph: 044 - 42716754



Spider Techno Soft Pvt. Ltd

Ernakulam,
13th April 2021

Sub: Job Offer Letter

Dear Ms. Aswathy P C,

With reference to your application dated 8th April 2021 and the subsequent interview we had with you on the same date with our GM, we are pleased to offer you the position of Business Development Officer (Inhouse Operations) at our Corporate Office, Kochi.

You will be required to work 06 days a week from Monday to Saturday. It's a full-time position and you will be paid a monthly salary of Rs.10,000/- (Ten Thousand only). Though the regular working hours are from 9:30 A.M to 6.00 P.M., you may be required to work extended hours as and when situation warrants.

You will be on probation for six months and if the Management is satisfied with your performance, you will be absorbed as a confirmed employee. You will be eligible for company benefits which will be discussed during the employee orientation program. Your appointment with Spider Techno Soft Private Limited will be w.e.f 15th April 2021.

If you choose to accept the offer, then please sign and return the duplicate copy of this letter. If you have any questions, please contact me on 9847088810 or email me at vg@spidertechsoft.com

We are excited to have you on board with us very soon!

Regards,

V G Nair

GM- Operations

Administration | Spider Techno Soft Pvt. Ltd, Corporate Office

I, Aswathy P C, acknowledge that I have read, understood and accepted the offer and agree to be bound by the terms and conditions of employment.



Date.....

FR. BALJU GEORGE
PRINCIPAL

NAIPUNYA SCHOOL OF MANAGEMENT
CHERTHALA-688 524



Vyapar Store

Q DD Mile Stone Building, Kadavanthra, Ernakulam, Kerala-682020

☎ 0484 3511454, 9529354656 • www.spidertechsoft.com

Date: 26th July 2021

To
Ms Aswathy Krishnan.G,
Kunnummelveli,
Thanneermukkom (Po),
Cherthala, Alappuzha - 688527

Sub: Appointment as Management Trainees

Dear Ms Aswathy,

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

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

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

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

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

Wishing you the very best,

Yours faithfully,

For & on behalf of Amicus Communications,



www.amicus.co.in



P. BALJU GEORGE
PRINCIPAL

KOCHI

Corporate Office: The Building 9th N 76th E, Deshabhimani Road, Kaloar, Cochin 682017. 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SALARY SLIP

DX Global Software Solutions

Sumithra Building, Palarivattom, Ernakulam, Kerala, India - 682024

Salary Slip of the Month September 2022

Employee Code: 000 000 035

Employee Name: Kenaz Joy

Designation: Business Development Manager

Total Working Days: 25 days

Present Days: 25 days

Leave Days: 0

Half Day: 0

Paid Leaves:

LOP: 0 Days

ALLOWANCE	AMOUNT	DEDUCTIONS	AMOUNT
Basic Salary	52000	LOP	0
HRA	0	PF	0
Conveyance Allowance	0	Others	0
Incentives	0		
Others	0		
Gross Allowance	52000	Gross Deduction	0
		Net Payment	Rs. 52000/-

FR. BAIJU GEORGE
PRINCIPAL

NAIPUNNYA SCHOOL OF MANAGEMENT
CERTHALA-688 524

+91-8848-545645

MAIL@DXGSOFTS.COM

WWW.DXGSOFTS.COM

DXG SOFTS PRIVATE LIMITED, Palarivattom, Kochi-25, Kerala



4th November 2022

EMPLOYEE OFFER LETTER

Dear Rakhi,

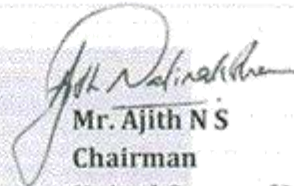
With reference to the interview, you have had with us, we are pleased to offer you the position of "HR Associate" for our company on the following terms and conditions:

- 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
NAIPUNNYA SCHOOL OF MANAGEMENT
CERTHALA-688 524



factweavers

Weaving Big Data Solutions



AJAY P CHANDRAN

ID NUMBER : 186



Benignus B. George

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

ELM GROUP HR CONSULTANCY

To

Aleesha

Thottamkara Kadakkarappally

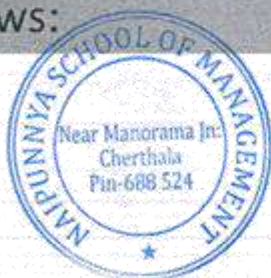
P. O Cherthala

Ph: 8075135148

Mail id: aleeshafrancis2738@gmail.com

OFFER LETTER OF EMPLOYMENT

It is a pleasure to extend the offer letter of employment to you on behalf of ELM Group with following agreement. Your appointment as **HR Recruiter** is confirmed and you are required to join at **ELM Group**, Kaloor office on **05-01-2023**. We are confident that you will find the new opportunity as challenging and rewarding. The terms and conditions of employment are as follows:



Don't miss this
FR. BAIJU GEORGE
PRINCIPAL
NAIPUNNYA SCHOOL OF MANAGEMENT
CHERTHALA-688 524

Kosamattam Finance

Since 1850

Trust grows with time

Reg. No. SH050180060691



ALEESHA MARIA

Emp. Code: 18863

Authorized Signatory

Regd. Office: Kosamattam M K C Building Market Jn.
M L Road Kottayam-686 001

Phone: + 91 481-2586400

Email: info@kosamattam.com



[Signature]
PRINCIPAL
NAIPUNYA SCHOOL OF MANAGEMENT

UNITED ARAB EMIRATES
MINISTRY OF HUMAN RESOURCES
& EMIRATISATION



الإمارات العربية المتحدة
وزارة الموارد البشرية
والتوظيف

الاسم : أنيتا جيمي جيمي

Name : ANITTA JIMMY JIMMY

Expiry Date تاريخ الانتهاء

26/07/2024

Work Permit No :

أبوظبي

99690345

رقم بطاقة العمل :

Personal No :

10005100127682

الرقم الشخصي :

Profession :

مساعد الاتصالات

المهنة :

Nationality :

الهند

الجنسية :

شركة ريسورس انترناشيونال لتجارة الادوات ال

المنشأة :

Establishment : RESOURCE INTERNATIONAL HARDWARE TRADI

Electronically Printed

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

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EMP ID: E091

R&D centre INNURE INFOTECH PVT. LTD

M-14, 4th Floor, Noida Building, Technopolis, Noida

Trivandrum, KB-695 583

Phone: 8248 64 180



Pr. Balju George
PR. BALJU GEORGE
PRINCIPAL
RAIPUNYA SCHOOL OF MANAGEMENT
CHERTHALA-688 524

Date: 26th July 2021

To
Ms Aswathy Krishnan,G,
Kunnummelveli,
Thanneermukkom (Po),
Cherthala, Alappuzha - 688527

Sub: Appointment as Management Trainees

Dear Ms Aswathy,

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

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

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

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

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

Wishing you the very best,

Yours faithfully,

For & on behalf of Amicus Communications,

Managing Partner



www.amicus.co.in


FR. BAIJU GEORGE
PRINCIPAL
NAIPUNNYA SCHOOL OF MANAGEMENT
CHERTHALA - 688527

KOCHI

Corporate Office: The Building 9th N 76th E, Deshabhimani Road, Kaloar, Cochin 682017. T [484] 2531120, 2531150, 2531180. info@amicus.co.in
Registered Office: No. 37/2711, 1st floor. R.V. Buildings, Deshabhimani Jn., Kaloar, Cochin 682017. T [484] 2347563, 2337827, 2337516

Branch:

CHENNAI: Door No: 33, 1st floor, Plot no:1, Krishna nagar, Reddy street, Virugambakkam, Chennai - 600 092. Ph: 044 - 42716754



amicus
communications



BHUVANESWARY DEVI

Management Trainee

EMP ID: CHN/AC/21/106

Bhuvaneshwary

Location: Kochi

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



[Signature]

Issuing Authority

Kochi | Thiruvananthapuram | Kozhikode
Thrissur | Kannur | Chennai | Coimbatore

SREE
GOKULAM
GROUP OF INSTITUTIONS



DEVIKA M

Assistant Professor

Arts & Science College

devikamnair2000@gmail.com



7593974739

FR. BAIJU GEORGE
Administrative Officer

FR. BAIJU GEORGE
PRINCIPAL

NAIPUNYA SCHOOL OF MANAGEMENT
CHERTHALA-688 524



ENVESTNET®



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Jeslin Thankachan

Issuing Authority:



Tel: 9745164073
Mob: 8086530611

Office: 0471 418 1000
0471 418 1111

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Blood Group

Handwritten signature
DR. RAJU GEORGE
PRINCIPAL
NAIPIYANA SCHOOL OF MANAGEMENT
KOTTAYAM - 686 574



Mar Gregorios College

AFFILIATED TO KERALA UNIVERSITY

PUNNAPRA P.O., ALAPPUZHA

PH. : 0477 - 2288600, 9447051585



RONIA MATHEW

Assistant Professor

Department of English

Kureekattil Saby Dawn

Kalarcode, Sanathanapuram P.O

Alappuzha



Phone: 8590421118

FR. BAIJU GEORGE
PRINCIPAL

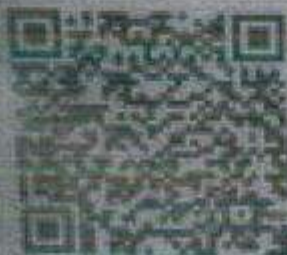
NAIPUNYA SCHOOL OF MANAGEMENT
CHERTHALA-688 524

Manager

9

SHEHARA MAHIN

shehara.mahin@qubeslab.com



ID 101B

QUBESLAB



Balju George

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



Dear Mr.Suraj Dileep

Congratulations, it gives immense pleasure to inform you that you have been selected as Executive-Tours at Travel Saga Holidays Cochin .

You have successfully completed the selection process. You are requested to report to Team leader **Travel Saga Holidays** at 10.30 Am on 31st March 2021. "During the interview, you made a moral commitment that you will serve

Travel Saga Holidays for a minimum 1.5 years, you categorically state you will abide by the commitment

Please bring the following testimonials at the time of joining: -

- (1) One set of academic qualifications and 03 recent photographs
- (2) Character certificate from college
- (3) Photocopy of documents for residence proof (Aadhar Card) 03) copies

Your gross compensation package is enclosed as an annexure to this letter, you will be eligible for other benefits as applicable.

We look forward to welcome you to our team



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



Best wishes,
Chithra Nair - Head -Operations

Employee Name: Mr.Suraj K Dileep	
Designation: Executive-Tours	
Compensation Elements	Monthly Salary
Monthly net Payable	10000
CTC Annually	120000
Performance Incentive	
Performance Award is an incentive program which is part variable pay and purely depending up on performance in terms of revenue.	Monthly profit above INR 80,000 and above - INR 2,500, INR 90,000 and above -INR 5,000, INR 1,00,000 and above -INR 10,000,will be awarded as incentive. Monthly profit above 150000 INR 5000 will be additional incentive.

Note: Performance incentive is based on the monthly performance of individual, which will be non-cumulative



Prin. Baiju George

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



Varun Martin



C S 0 8 9 8

Blood Group

B+ve

Emergency No.

9656500041

Employee Signature



FR. BAIJU GEORGE
PRINCIPAL

NAIPUNYA SCHOOL OF MANAGEMENT
CHERTHALA





IDENTITY CARD



NABHASYA. M. S
STUDENT COORDINATOR

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



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

One&Only

ROYAL MIRAGE

Dubai

Page 1 of 3

Akhil Augustine
Waiter

18 June, 2021

Mr. Akhil Augustine
Cochin - India

Dear Akhil,

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

1. **Position**

Waiter.

2. **Starting Date**

Your date of joining will be no later than 01 September 2021.

3. **Point of Hire**

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

4. **Remuneration**

Your monthly remuneration will be at Dhs.950/- (Approx. US\$259). 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 30 days 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 25 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

NAIPUNYA SCHOOL OF MANAGEMENT
CHERTHALLA - 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

Akhil Augustine
Waiter

Page 2 of 3

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

14. Public Holidays

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

15. Sick Leave

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

16. Duration of Contract / Termination

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

17. Probation Period

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

18. Employment / 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
NAIRUNNYA SCHOOL OF MANAGEMENT
CHERTHALA-688 524

One&Only

ROYAL MIRAGE

Dubai

Page 3 of 8

Akhil Augustine
Waiter

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).

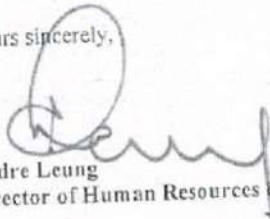
25. Acceptance

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
Akhil Augustine

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



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

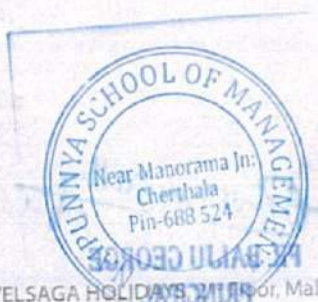
FR. BALJU GEORGE
PRINCIPAL
NAIPUNNYA SCHOOL OF MANAGEMENT
CHERTHALA-688 524



Best wishes,
Chithra Nair - Head -Operations

Employee Name: Mr.Suraj K Dileep	
Designation: Executive-Tours	
Compensation Elements	Monthly Salary
Monthly net Payable	10000
CTC Annually	120000
Performance Incentive	
Performance Award is an incentive program which is part variable pay and purely depending up on performance in terms of revenue.	Monthly profit above INR 80,000 and above - INR 2,500, INR 90,000 and above -INR 5,000, INR 1,00,000 and above -INR 10,000,will be awarded as incentive. Monthly profit above 150000 INR 5000 will be additional incentive.

Note: Performance incentive is based on the monthly performance of individual, which will be non-cumulative



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

غير محدد المدة عقد توظيف -
Employment Contract - Unlimited Period

10 October 2021

10 أكتوبر 2021

Sharon Xavier
Passport #T4682625
Cochin
Indiaشارون سيفير
رقم جواز السفر رقم T4682625
كوشين
الهند

Dear Sharon,

عزيزي شارون ،

We are pleased to offer you employment with **Downtown Rotana, Manama** managed by Rotana Hotel Management Corporation PJSC, according to the following terms and conditions.

يسرنا أن نقدم لك عرض العمل هذا في داون تاون روتانا منامة والذي تديره مجموعة فنادق روتانا ش.م.خ. وفقاً للشروط والأحكام التالية:

This appointment is conditional upon obtaining all approvals, authorizations, medical examination and visa permits as applicable to you in terms of the **Kingdom of Bahrain Labour Law**.

هذا التعيين مشروط بالحصول على كافة الموافقات، التراخيص، الفحص الطبي والتأشيرة حسب ما ينطبق عليك من أحكام قانون العمل في مملكة البحرين.

Position

المناصب

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

سيتم تعيينك لشغل وظيفة نادل طعام على أن يكون للفندق الحق في أن يعمد إليك أي عمل آخر يتفق مع طبيعة مؤهلاتك و سيتم عرض الأدوار والمسؤوليات الخاصة بك في الوصف الوظيفي المرفق والذي يمكن تعديله حسب الحاجة من قبل المكتب الرئيسي أو الفندق.

Reporting to

المدير المباشر

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

مديره المباشر هو كابتن

Grade

الدرجة

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

سوف يكون منصبك في درجة 9 وفقاً لنظام درجات روتانا.

Hiring Status

حالة التعيين

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

سيتم تعيينك بصفة أعزب.

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

إذا تم تعيينك بصفة "أعزب"، لن يكون لك الحق بكفالة من تعيّلهم دون موافقة الشركة مسبقاً.

Salary

الراتب

You will receive a basic salary of **BHD 120/- (One Hundred Twenty Only)** per month, payable in **Bahraini Dinar**.

سوف تتقاضى راتباً أساسياً قدره 120 د.ب. (مائة وعشرون فقط) بدفع شهرياً بالدينار البحريني.

Commencement Date

تاريخ بدء التعيين

The official commencement date of this contract is _____

سيبدأ تعيينك ابتداء من (تاريخ التوقيع)

Contract Period

العقد

You will be employed on an unlimited contract with the requirement of a minimum of two years' service starting from the date of reporting to work.

يكون عقد عملك لدينا غير محدد المدة لكنه لمدة سنتين على الأقل، بدءاً من تاريخ الالتحاق بالعمل.

Should you resign prior to completing 2 years of service for reasons other than what is stipulated in Article 81 of the **Kingdom of Bahrain Labour Law**, you will be required to refund the company the amount invested in your appointment with the company.

إذا قررت استقالتك قبل إتمام مدة سنتين من العمل ولغير الأسباب المنصوص عليها في المادة 81 من قانون العمل في مملكة البحرين، يتوجب عليك تعويض الشركة إلى مبلغ تكاليف تعيينك في الشركة.

FR. BAJU GEORGE
PRINCIPAL



ALZA INCORPORATION
NEDUVACATTU BUILDING, NEAR
PIPELINE ROAD, BEHIND WINDSOR
RAJADHAANI, KOWDIAR TRIVANDRUM-
695003

To MR NIKHIL OUSEPHACHEN THAYIL

Letter of Offer

With reference to your application and the subsequent interview you had with us, we take pleasure in offering you a position with the following details and on the terms and conditions discussed and agreed upon by you at the time of interview.

Designation: Business Associates, Date of Joining:

On your date of joining, you are required to submit the following documents of the HR department:
Graduation degree or Third year mark sheets.
Proof of residence (Copy of passport, ration card, bank statement, license or electricity / telephone bill).

If employed earlier, then:

Last 2 salary slips.

Relieving / Resignation / Experience letter from last employer

You are required to submit the above mentioned documents within 3 days from the date of joining, failure to which this offer will stand automatically withdrawn or cancelled.

ALZA INCORPORATION reserves the right to terminate your services in event of any absenteeism during the Training Period.

Trainee shall ensure that ALZA INCORPORATION intellectual property is protected at all times and not do anything to sabotage the company's reputation. Company is not liable for any payments, in case trainee leaves within 21 days. The candidate shall not divulge (through any mode of correspondence) any of company's details to anyone who is not working with ALZA INCORPORATION, misrepresenting Company or company's channel partners or giving incorrect product information or not complying with any of the above mentioned rules will attract a penalty and termination of contract. If anybody were found to be under the influence of alcohol during the business hours would be immediately terminated without payment and might be liable for prosecution.

During the training the BUSINESS ASSOCIATE will be paid on PBS Structure i.e up to 22k depending on their performance.

AHAMMED ALTHAF POTTACHOLA
BUSINESS HEAD

DATE: 21/05/2021



FR. BAIJU GEORGE

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



Dear Mr.Suraj Dileep

Congratulations, it gives immense pleasure to inform you that you have been selected as Executive-Tours at Travel Saga Holidays Cochin .

You have successfully completed the selection process. You are requested to report to Team leader **Travel Saga Holidays** at 10.30 Am on 31st March 2021. "During the interview, you made a moral commitment that you will serve

Travel Saga Holidays for a minimum 1.5 years, you categorically state you will abide by the commitment

Please bring the following testimonials at the time of joining: -

- (1) One set of academic qualifications and 03 recent photographs
- (2) Character certificate from college
- (3) Photocopy of documents for residence proof (Aadhar Card) 03) copies

Your gross compensation package is enclosed as an annexure to this letter, you will be eligible for other benefits as applicable.

We look forward to welcome you to our team



FR. BAIJU GEORGE

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

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

11. I acknowledge that the Proprietary Information may relate to processes or products that are theoretical, developmental and may or may not have been reduced to practical application in prototype form. Accordingly, I understand that neither the Company nor its representatives have made or make any representation or warranty as to the accuracy, completeness, or value of the Proprietary Information. TO THE MAXIMUM EXTENT PERMITTED UNDER APPLICABLE LAW, I agree that neither Company nor any of its representatives shall have any liability to me resulting from my use of the Proprietary Information.

12. This Agreement shall be binding upon and is personal to me. Except as otherwise expressly provided herein, neither this Agreement, nor any rights granted hereunder may be assigned, transferred, conveyed, or encumbered, whether voluntarily or by operation of law, by me without the prior written consent of the Company and any attempt to do so will be deemed null and void.

I agree any breach or default of this Agreement shall be construed in accordance with the laws of India prevailing at the relevant time. Any dispute or difference or any question of interpretation of any of the provisions of this Agreement arising before, during the pendency of, or after the expiry of this Agreement shall be subject to the jurisdiction of the Indian Courts.

13. This Agreement shall be effective as of the first day of my Employment with ClaySys Technologies Private Limited:

Employee Name:

Signature:

ID Type and No:

Date:

Witness Name & Signature:

Date:

Signed and Accepted in the presence of:

For CLAYSYS TECHNOLOGIES PRIVATE LIMITED

Name:

Title:

Signature:

Date:



Employee Name: Meenakshi A.J

Signature:

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

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

4. As a matter of record I attach hereto a complete list of inventions which have been made or conceived or first reduced to practice by me alone or jointly with others prior to my Employment, which I desire to remove from the operation of this Agreement; and I covenant that such list is complete. If no such list is attached to this Agreement, I represent that I have not made, conceived or reduced to participate any such inventions and improvements at the time of signing this Agreement.

5. If any application for any United States, India or other patent or copyright related to or useful in the business of the Company shall be filed by me or for me during the period of one (1) year after the termination of my Employment, the subject matter covered thereby shall be presumed to have been conceived during my Employment with the Company.

6. I represent that my performance of all of the terms of this Agreement and as an employee or a consultant, as the case maybe, of the Company does not and will not breach any agreement to keep in confidence Proprietary Information acquired by me in confidence or in trust prior to my Employment with the Company and I agree not to enter into any agreement either written or oral in conflict herewith.

7. I agree that all of my obligations under this Agreement apply to any Proprietary Information or invention which has or will be acquired by third parties by purchasing the Proprietary Information or inventions, or assets which contain such Proprietary Information or inventions, from the Company.

8. I agree that, during the term of my employment and for a period of two (2) years after the termination of my employment with the Company, I shall not without the written consent of the Company engage directly or indirectly, for myself or others, in any activity or employment in the faithful performance of which it could be reasonably anticipated that I could be required or expected to use or disclose the Proprietary Information. This covenant shall not be construed to limit in any way my obligation not to use or disclose the Proprietary Information as set forth in Paragraph 1 above. Upon termination of my employment I agree to advise the Company of the name and address of my intended future employer.

9. My obligations under this Agreement shall survive termination of my Employment. If any provision or provisions of this Agreement shall be held to unenforceable by any court, the remaining provisions shall be unaffected and shall continue in full force and effect.

10. No provision of this Agreement shall limit any rights of the Company under any copyright, patent, or other applicable law. Further, neither the delivery of documents or materials containing any Proprietary Information nor any part of this Agreement shall amount to or be construed as granting any license, consent, title to or right or interest in any part of the

Proprietary Information,

I acknowledge and agree that: (a) the Proprietary Information is confidential and valuable information of the Company; (b) the Company derives economic value from the Proprietary Information not being generally known to other persons who can obtain economic value from its disclosure or use; (c) any disclosure or unauthorized use of the Proprietary Information could cause irreparable harm and loss to the Company; (d) monetary damages would be inadequate to compensate the Company for a breach of this Agreement. Accordingly, the Company, in addition to any other remedy to which it may be entitled by law or in equity, shall be entitled to seek an injunction to prevent breaches of this Agreement, and to an order compelling specific performance of this Agreement. I shall reimburse the Company for all costs and expenses, including attorney's fees, incurred by the Company in enforcing my obligations hereunder.

Employee Name: Meenakshi A.J

Signature:

FR. BALJU GEORGE
PRINCIPAL

NAIPUNNYA SCHOOL OF MANAGEMENT
CHERTHALA-688 524

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

1. At all times, both during my Employment and after its termination, I will keep in confidence and trust all such Proprietary Information and I will not use such Proprietary Information other than in the course of my work for the Company at the premises of the Company nor disclose any of such Proprietary Information to any third party without written consent of the Company. I further acknowledge that the Proprietary Information constitutes trade secrets and commercial or industrial secrets of the Company and software artifacts such as source code, technical documents and communications regarding the same.

2. In the event of the termination of my Employment by me or by the Company for any reason, I shall deliver to the Company all notes, documents, software executables and source code and data of any nature pertaining to my work and any reproduction thereof in any form, and I shall not take with me any notes, documents, software executables and source code or data of any description containing or pertaining to any Proprietary Information. In case any of the above-mentioned notes, documents and data is found to be unable to be delivered to the Company due to their nature, I shall erase or destroy it immediately under the supervision of the Company.

3. With respect to information, inventions, discoveries, designs, and other works, including improvements, which are developed, made or conceived by me, either alone or with others, at any time, within or without normal working hours, during my Employment by the Company, arising out of such Employment or pertinent to any field of business or research in which, during such Employment, the Company is engaged or (if such is known to or ascertainable by me) is considering engaging, I agree:

(a) That all such information, inventions, discoveries, and other works, whether or not patented or registered, shall be and remain the sole property of the Company and be deemed as the Proprietary Information.

(b) To disclose promptly to an authorized representative of the Company all information, inventions and discoveries, and all information in my possession as to possible applications thereof to industry and other uses thereof or therefore.

(c) Not to file any patent applications, copyright registrations or proprietary right registrations relating to any such invention, discovery, work or design registration except with the prior consent of an authorized representative of the Company.

(d) At the request of the Company, and without expense to me, to execute such documents and perform such other acts as the Company deems necessary to obtain patents or to register copyrights or other proprietary right on such inventions, discoveries, designs, or other works in any jurisdictions. I agree that my obligation to render such cooperation shall continue after termination of this Agreement. In case any patent or registration of copyrights or other proprietary right in relation to such inventions and discoveries, designs or other works has been filed or obtained, I shall, without charge to the Company and without subjecting myself to any cost there from, assign it to the Company or its designees.

Any assignment of copyright hereunder (and any ownership of a copyright as a work made for hire) includes all rights of paternity, integrity, disclosure and withdrawal and any other rights that may be known as or referred to as "moral rights" (collectively "Moral Rights"). If despite this clause, I am deemed under applicable law to retain any rights in any developments, including without limitation any Moral Rights, I hereby waive, and agree to waive, all such rights. To the extent that such waivers are deemed unenforceable under applicable law, I grant, and agree to grant, to the Company or its designees the exclusive, perpetual, irrevocable, worldwide and royalty-free license to use, modify and market the development, without identifying me or seeking my consent.



Employee Name: Meenakshi A.J

Signature:

Principals Signature
FR. BALJU GEORGE
Page 8
PRINCIPAL
NAIPUNYA SCHOOL OF MANAGEMENT
CHENNAI-688 524

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

Employee Agreement on Proprietary Information, Data and Inventions

- This Agreement is intended to formalize in writing certain understandings and procedures which will be in effect as soon as **I, Meenakshi AJ** start to be employed or engaged by ClaySys Technologies Private Limited or any of its group companies or sister concerns or affiliates (hereinafter called the "Company") as an employee or consultant, as the case maybe.

I recognize that the Company, together with its affiliates, is engaged in (i) a continuous program of research and development with respect to its business, present and future, including fields generally related to its business, and (ii) providing consulting services to its customers and prospective customers with respect to the research and development programs of the Company as they apply to products and services sold by the Company.

I understand that:

A. As part of my employment or engagement, as the case maybe with the Company (collectively referred to as "Employment"), I am expected to make new contributions and inventions of value to the Company.

B. My Employment creates a relationship of confidence and trust and confidentiality between me and the Company with respect to any information of a confidential or secret nature,

(1) Applicable to the business of the Company and its affiliates.

(2) Applicable to the business of any customer of the Company, which may be made known to me by the Company or learned by me during the period of my Employment (hereinafter called "Proprietary Information").

C. By way of illustration, but not limitation, Proprietary Information includes trade secrets, processes, formulas, notes, data, know-how, improvements, inventions, techniques, customer lists and other information concerning design, construction, configuration, internal working, internal functions, and/or cost or expense of research, development, manufacture, assembly, installation, marketing, marketing surveys or analysis, pricing or licensing, as well as other financial data pertaining to any and all present and/or future developments, processes or devices, or component parts thereof, relating to the Company's business; and shall further include other commercial and technical secrecy that is not available to the public and has economic value. I further acknowledge that the Company has taken measures to protect the secrecy of such information.

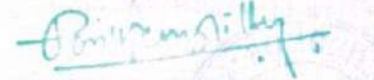
D. The Company may sell the product, system, property or other assets to third parties, which may contain Proprietary Information. In addition to any other obligations to the Company, I have a continuing obligation to maintain the confidentiality of such Proprietary Information for the buyer of such assets. Any violation of the above-mentioned obligation shall be deemed as infringement of the trade secrets of the Company.

In consideration of my Employment as an employee or consultant, as the case maybe, and the compensation received from time to time, I hereby agree as follows:



Employee Name: **Meenakshi AJ**

Signature:


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

ACCEPTANCE OF APPOINTMENT TERMS AND CONDITIONS:

I agree that I have read, understand, and accept employment with ClaySys under the terms and conditions stated in this agreement.

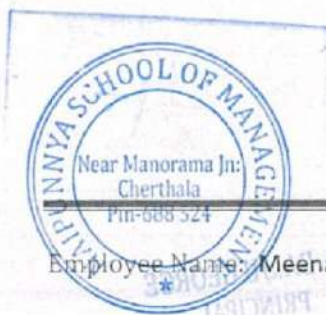
(Please sign below to confirm that you agree with the terms and conditions stated in this offer.)

Signature:

Printed Name:

Date:

Date of Joining (if requesting an alternative date):



Employee Name: Meenakshi A.J

Signature:


FR. BAIJU GEORGE
Page 6 **PRINCIPAL**
NAIPUNNYA SCHOOL OF MANAGEMENT
CHERTHALA-688 524

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

COMPENSATION STRUCTURE

NAME: Meenakshi A.J	DESIGNATION: Software Analyst (L1)
WORK LOCATION :	Infopark, Kochi/Infopark Cherthala, Kerala
CTC Salary per month: Rs.12,576/- (Rupees Twelve Thousand Five hundred and seventy six only)	

COMPONENTS	MONTHLY (INR)
BASIC	6,289
HRA	3,965
Medical Allowance	357
Travel Allowance	357
Conveyance Allowance	357
MONTHLY GROSS PAY	11,325

EMPLOYEE'S CONTRIBUTION TO PF	883
EMPLOYEE'S CONTRIBUTION TO ESI	85
EMPLOYEE'S CONTRIBUTION TO PROFESSIONAL TAX	100
TAX DEDUCTED AT SOURCE	-
NET PAY	10,257

EMPLOYER'S CONTRIBUTION TO PROVIDENT FUND	883
EMPLOYER'S CONTRIBUTION TO ESI	368
CTC	12,576



Employee Name: Meenakshi A.J

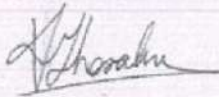
Signature:

Prin. George
FRABAJU GEORGE
 PRINCIPAL
 NAIPUNNYA SCHOOL OF MANAGEMENT
 CHERTHALA-688 524

The impact of today's technology and pace of change is tremendous. We hope you are as excited as we are to play a part in that revolution. At ClaySys, we are changing the world with our technical competence and professional services, and our Intellectual Property creation initiatives which are very exciting projects to be involved in, and we will be delighted to have you as part of our team.

To confirm your acceptance of this offer letter and the terms and conditions specified herein, please sign in the space specified below and on each page against your name, and return the signed copy to ClaySys on your onboarding day.

Sincerely,



Vinod Tharakan – Managing Director,
ClaySys Technologies Pvt Ltd,
Cochin, Kerala, INDIA.



Employee Name: Meenakshi A.J

Signature:

Page 4

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



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

13. During your service with the Company, you are expected to devote your whole time and attention to the Company's affairs and refrain from directly or indirectly engaging in any other business.

14. Information pertaining to ClaySys operations and intellectual property, ClaySys client data and client projects related documents are confidential and you shall not disclose to any third party any information pertaining to your work at ClaySys or for ClaySys clients or infringe upon any intellectual property that ClaySys is creating with which you may or may not be involved. You shall not disclose confidential Company information or data pertaining to clients, projects and intellectual property through any electronic means or websites, such as social media sites, job sites etc, without prior approval from the HR department of ClaySys. If you are bound by any confidentiality agreement with a previous employer, you must notify the Company and indemnify the Company against any breach thereof.

15. If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services without notice or compensation.

16. Leave and Vacation Policy

- From the date of your joining you will be entitled to 6 days of sick leave and 4 days of personal or casual leave per year.
- You will be entitled to 12 days of vacation leave per year.
- You shall be entitled to avail leave only with prior approval from your manager, or you may be asked to provide medical certification for sick leave continuously for more than 2 working days.
- Based on your seniority within the company, the leave policy can be amended to authorize additional vacation days as finalized by the company.
- For specific assignments on non-working days, your manager can authorize you to avail of compensatory leave upon approval.
- An employee who becomes pregnant shall, upon submission of a certificate from a duly certified medical practitioner to the Company, stating the presumed date of her confinement, be entitled to maternity leave provided that she has had not less than 12 months' continuous service with the Company immediately preceding the date upon which she proceeds on such leave.

17. You will abide by all the rules and regulations of the Company which are in force from time to time and the Company shall have the right to vary or modify any or all of the above terms and conditions which shall be binding on you.



Employee Name: Meenakshi A.J

Signature:

FR. BALJU GEORGE

PRINCIPAL

NAIPUNNYA SCHOOL OF MANAGEMENT
CHERTHALA-688 524

The other terms and conditions of the offer are as follows:

1. Your posting will be in ClaySys at **Kochi Infopark/Cherthala Infopark, Kerala**. You will be under training for one month at our Cochin Office. You could be asked to relocate at any time. Your services will be transferable and you may be assigned to any office of ClaySys, a subsidiary, or associate company. In such case, you will be governed by the policies of that location.
2. Your appointment is contingent upon satisfactory reference & background checks including verification of your application materials, education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any non-compete obligations or other restrictive clauses with any previous employer).
3. Your designation may be changed at the discretion of the Company depending on the work assigned to you.
4. You may be required to travel on Company work and you will be reimbursed expenses as per Company policy.
5. If you are absent for a continuous period of 3 days without leave or obtaining your manager's approval, you will be deemed to have voluntarily terminated your service without notice.
6. You will be on probation until your successful completion of the probationary period is confirmed. The probation period is [10] months and may be extended at your manager's discretion. At any time during this period, either you or the Company may terminate your service by giving 30 days notice.
7. Upon completion of probation period and confirmation as a regular employee, you may terminate your service at any time by giving 60 days notice and the company may terminate your service at any time by giving 60 days notice.
8. You will retire from the services of the Company on attaining the age of superannuation [58 years].
9. Upon your resignation or retirement from the Company or termination of your services, you are required to return all assets and property of the Company such as documents, machines, data, files and books etc. (including but not limited to leased properties).
10. Any and all of the terms and conditions of service may be modified or changed at the Company's discretion.
11. Your individual remuneration is strictly between yourself and the Company. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal and confidential.
12. It is your responsibility to notify the Company of any changes in your personal information within 3 working days. All notices shall be considered duly and properly delivered to the address on file with the Company.

Near Manorama Jn.
Cherthala
Pin-688 524

Employee Name: **Meenakshi A.J**

Signature:

Biju George
PER BAIJU GEORGE
PRINCIPAL
NAIMINNYA SCHOOL OF MANAGEMENT
Kerala-688 524

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

Date: 11th May, 2021.

Meenakshi A.J
Anjuthayil
S.N Puram P.O
Cherthala

Dear Meenakshi,

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

Acceptance and Commencement

Your appointment will be effective on your joining date on **12th May, 2021**. Please contact us immediately if you require an alternative joining date. If you do not confirm your acceptance or we are unable to set an alternative date, this offer will be withdrawn.

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

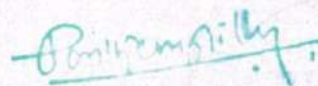
- Respond via email to hr@claysys.com or present an Acceptance letter at the ClaySys office, to communicate acceptance of the offer and to confirm your joining date. Please note that if you do not respond with your acceptance, you will not be allowed to join on the joining date specified above.
- Any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

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



Employee Name: Meenakshi A.J

Signature:



Page 1

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



شركة رامي لإدارة الفنادق والمطاعم ذ.م.م. Ramee Hotels & Restaurants Management Co. W.L.L

ص.ب. 11538، الحرة، البحرين، تليفون: 17 111 999، فاكس: 17 111 998
P.O. Box 11538, Hoor, Bahrain | Tel: 17 111 999 | Fax: 17 111 998
E-mail: rameegrp.bh@rameehotels.com | Web: www.rameehotelsbahrain.com // www.rameehotels.com rameegrp.bh@rameehotels.com
C.R. NO: 043698-01 م.ت. ٠٤٣٦٩٨-٠١

OFFER LETTER

REF.NO.RG-BAH-2021-345

Thursday, 23rd September 2021.

Mr. Jerit Mathew

Bahrain

Mobile No: 0091 9188504281

Dear Mr. Jerit,

In reference to your application for a possible employment with **Ramee Group, Bahrain**, it gives us great pleasure to offer you employment under the following terms and conditions:

Position:	Housekeeping Attendant.
Basic Salary:	BD. 80/- per month (Bahraini Dinars Eighty only per month).
Fix Service Charge:	BD. 10/- per month (Bahraini Dinars Ten only per month).
Joining Date:	23-OCT-2021 , Tentative.
Annual Leave:	As per company policy.
Point of Hire:	India.
Contract Term:	12 months from the date of joining.
Probation Period:	Three (3) months from the date of joining.
Working Hours:	54 (Fifty Four) hours per week.
Accommodation:	Hotel Provided – Single shared Accommodation.
Transportation:	Hotel Provided
Laundry:	Uniform Only.
Uniform:	Hotel Provided.
Duty Meals:	Hotel Provided.
Medical:	You are covered under Private Medical Insurance along with Medical card.
Transfer:	Inter-property.

During the probation period either party will have right to terminate the employee agreement with one day written notice and without compensation from the hotel by way of wages other than for time worked. Thereafter, Sixty (60) days in writing by either party. Should you resign within the agreed contract duration including your probation period, you will be liable to bear the cost of the repatriation tickets and other related recruitment expenses. You are not authorized to terminate any staff without prior approval from the Committee/Management. Any violation of this rule will lead you to be personally responsible for the consequential financial or other losses to the company. In case of your acceptance, please sign below and return the signed document to us. This offer is contingent upon all type of approvals and clearances also including company and ministerial. This offer terms are only valid once you come under our sponsorship as per Bahrain Labor Law.

We look forward to you accepting this offer and becoming a valuable team member of **Ramee Group of Hotels, Bahrain**.

Yours Sincerely,

Chairman & Managing Director

Accepted by: (Name)

(Signature)

Date

Near Manorama Jn.

Corp. Office : P.O. Box 55808, Dubai, UAE. Tel: 971 439 63 888, Fax: 971 43 964 080, E-mail: Ramee@emirates.net.ae
Reg. Office : Ramee Centre, 398/22, Santacruz(W), Mumbai-400054, India. Tel: 91 226 040 703, Fax: 91 226 054 033, E-mail: Ramee@vsnl.net.in

إحدى مجموعة فنادق رامي
A Subsidiary of Ramee Group of Hotels

FR. BALJU GEORGE

PRINCIPAL
NAIPUNYA SCHOOL OF MANAGEMENT
CHERTHALA-688 524

Date: 26th July 2021

To
Ms Mary kesiya.M,
Thayyil(H),
Thyckal (Po),
Cherthala, Alappuzha - 688530

Sub: Appointment as Management Trainees

Dear, Ms. Mary kesiya.M ,

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

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

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

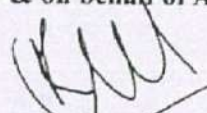
Your selection as a management trainee in the company shall not confer you any vested right for regular appointment and same shall be based on your performance during the training period and the sole discretion of the company.

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

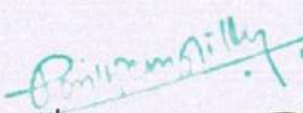
Wishing you the very best,

Yours faithfully,

For & on behalf of Amicus Communications,


Managing Partner

www.amicus.co.in


PR. BALJU GEORGE

PRINCIPAL

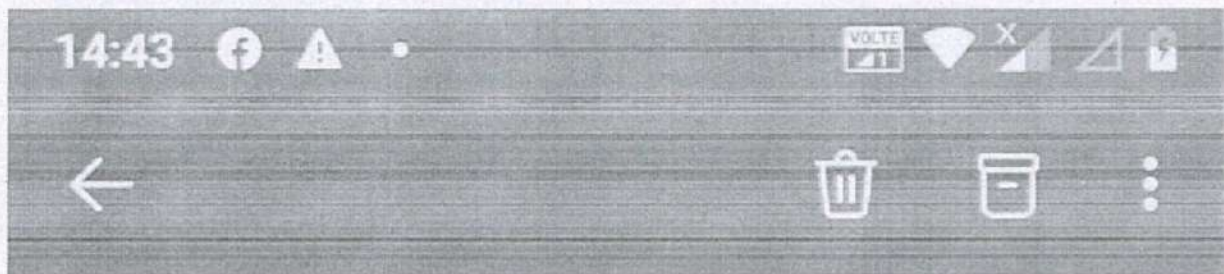
NAIPUNNYA SCHOOL OF MANAGEMENT
CHERTHALA-688 524

KOCHI

Corporate Office: The Building 9th Floor, Deshabhimani Road, Kaloor, Cochin 682017 T (484) 2531120, 2531150, 2531180, info@amicus.co.in
Registered Office: Near Manorama Jn., 1st floor, R.V. Buildings, Deshabhimani Jn., Kaloor, Cochin 682017 T (484) 2337563, 2337827, 2337516
Pin-688 524

Branch:

CHENNAI: Door No. 23 1st floor, Plot no 1, Krishna nagar, Reddy street, Virugambakkam, Chennai - 600 092 Ph: 044 - 42716754



accommodation also.

After reaching Trivandrum, kindly ask them to go for Covid Test (which also needs to be submitted with above documents).if they are taken vaccination ask them please submit in HR duly.

Thanks & Regards,



Maneesh Gonuguntla
Deputy HR Manager
+91 9400000737

Thumpancode, Thiruvananthapuram, Kerala 695001
L: +91 471 6662999 F: +91 471 2334343 E: hrmgr@hyacinthhotels.com
www.hyacinthhotels.com
GST: 32AADCP9807912X MSME : UDYAM-KL-12-8000037



Reply

Principally

FR. BAIJU GEORGE
PRINCIPAL
NAIRPUNYA SCHOOL OF MANAGEMENT
CHERTTHALA - PIN-688 524

14:43



6. JoJo R : Housekeeping : 9544700343

- Aadhar card (Xerox)
- College Bonafide certificate
- Last semester Mark sheets (Xerox)
- 2 Photos

During their training tenure, we will give them a stipend of INR 4000/-, which will include food and accommodation also.

After reaching Trivandrum, kindly ask them to go for Covid Test (which also needs to be submitted with above documents).if they are taken vaccination ask them please submit in HR duly.

Principally



Thanks & Regards

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

Reply

14:43



HR Manager - Hycinth Hotels
Naipunnya Institute of Hotel Mana...

16 Aug



Dear Suresh,

Greetings from Hycinth Hotels,

Thanks for your mail. Your students (listed Below) are elected for 4 months on job training with us, from 1st September, 21 to 31st December, 21. While joining, ask the studetns to submit the below documents :

1. Abin T : F&B Service : 7510461225
2. Bharath Joshy : F& B Service :
9447129341
3. Lidhin Cyrus : F&B Service :
6238434798
4. Jerit Mathew : Housekeeping :
9188504281
5. Jerin Jacob : F&B Service
:7994534116



6. IoIo R : Housekeeping : 9544700116

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

Reply

14:43



accommodation also.

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Thanks & Regards,



Maneesh Gonuguntla
Deputy HR Manager
+91 9400000737



HYCINTH

Thampoor, Thiruvananthapuram, Kerala 695001

L: +91 471 6662999 F: +91 471 2334343 E: hrmgr@hyacinthhotels.com

www.hyacinthhotels.com

GST: 32AADCP587512R

MSME : UDYAM-KL-12-0000037



Café Jade



Principals

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

Reply

14:43



6. JoJo R : Housekeeping : 9544700343

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- 2 Photos

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Thanks & Regards

Reply

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

14:43



HR Manager - Hycinth Hotels
Naipunnya Institute of Hotel Mana...

16 Aug



Dear Suresh,

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4. Jerit Mathew : Housekeeping :
9188504281
5. Jerin Jacob : F&B Service
: 9994534116

6. Iolo R : Housekeeping : 9544700343



Reply

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

MÖVENPICK

HOTEL & RESORT
AL BIDA'A KUWAIT

JOB OFFER

Date: 22 May2022

Dear Amala Antony

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	: Waitress
Department	: Food & Beverage Department
Contract Duration	: Open Contract (Indefinite)
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

22/5/22

I agree to the terms and conditions presented in this Job Offer:

Name and Signature

Date:

Mövenpick Hotel & Resort Al Bida'a Kuwait
Salmiya 22084 | P.O. Box 7306 | Kuwait

Phone +965 22 25 31 00

resort.albidaakuwait@movenpick.com

movenpick.com/kuwait-albidaa

Near Manorama Jct.

Cherthala

Pin-688 524

movenpick.com

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

One&Only

ROYAL MIRAGE

Dubai

Bijo Joseph Appachan Mulakulamkalayil
Housekeeping Attendant

Page 3 of 3

20. Indemnity

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

21. Conduct

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

22. Restrictions

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

23. Privacy

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

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

24. Personal Property

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

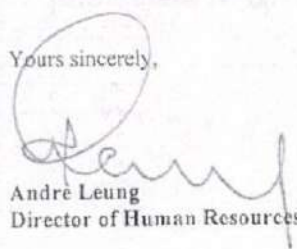
25. Acceptance

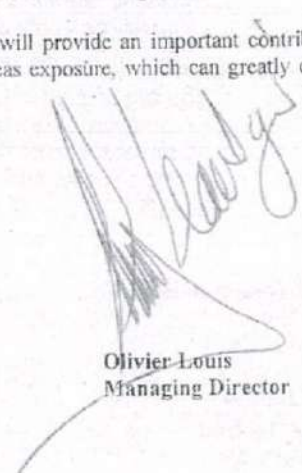
If you are in agreement with the above terms and conditions please acknowledge this by returning a signed copy of this letter, together with a clear copy of your passport, ten (10) colored passport photographs, with white background.

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

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

Yours sincerely,


André Leung
Director of Human Resources & Training


Olivier-Louis
Managing Director

.....
I hereby confirm acceptance of the above
Bijo Joseph Appachan Mulakulamkalayil

.....
Date

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




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PRINCIPAL
NAIPUNYA SCHOOL OF MANAGEMENT
CHERTHALA-688 524

One&Only

ROYAL MIRAGE

Dubai

Bijo Joseph Appachan Mulakulamkalayil
Housekeeping Attendant

Page 2 of 8

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

14. Public Holidays

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

15. Sick Leave

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

16. Duration of Contract / Termination

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

17. Probation Period

You will be on a trial/probation period of six months during which either party can terminate your contract by giving one (1) month notice.

18. Employment / Residency Visas

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

19. Repatriation Passage

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



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One&Only

ROYAL MIRAGE

Dubai

Bijo Joseph Appachan Mulakulamkalayil
Housekeeping Attendant

Page 1 of 3

12 November, 2021

Mr. Bijo Joseph Appachan Mulakulamkalayil
Cochin - India
c/o Al Amani

Dear Bijo,

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

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



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

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PRINCIPAL
NAIPUNNYA SCHOOL

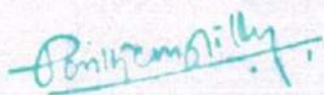
Benefits Schedule: **Single**

This schedule provides an illustration of the benefits entitlements under current Hotel policies. Please note that these policies and entitlements are subject to review and may be amended from time to time at the sole discretion of the Hotel.

Further details are available from your Human Resources Department:

Accommodation	Furnished accommodation plus reasonable utilities will be provided in Hotel team member accommodation. This is currently a Sharing Room (Maximum 3 persons) . Transport is provided between team member accommodation and the Hotel. Please refer to Hotel Accommodation Policy for further details.
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PRINCIPAL
NAIPUNYA SCHOOL OF MANAGEMENT
CHERTHALA-688 524

arrangement(s) or agreement(s) to which you are or may be bound (including but not limited to any restrictive covenant arising out of employment with any former employer).

29. Changes to Agreement

The Agreement replaces any previous employment agreements that may have been in existence between you and the Employer and/or any Hilton group company. The Employer reserves the right to make reasonable changes to any of the terms of this Agreement. You will be notified in writing of any change as soon as possible and in any event within one month of the change.

30. Company Policies & Procedures

Your employment is subject to the policies, procedures, rules and regulations of the Hotel and Hilton, as amended from time to time.

31. Governing Law

This Agreement and your employment with the Employer are governed by and shall be interpreted in accordance with the provisions of UAE Federal Law No. 8 of 1980, as amended (the "Labour Law") and the other laws in force in the Emirate of Ras Al Khaimah.

Please sign two copies of this Agreement and initial the bottom right hand corner of each page to signify your acceptance of this offer. Please retain one original copy for your reference and return one copy to the HR Department within three (3) working days. If confirmation of acceptance is not received within this time, this offer may be considered null and void.

Should you have any queries, the Human Resources Department will be delighted to assist, and can be contacted on 072065137 or simo.benmbarek@hilton.com.

Charukrishnan, we look forward to receiving your acceptance of our offer and welcoming you to the team.

Yours sincerely

For and on behalf of the RAK Hospitality Beach LLC

Director of Human Resources Cluster Director of Finance Cluster General Manager

I agree to and accept the terms and conditions of employment set out in the letter to me from RAK Hospitality Beach LLC, dated December 14, 2021.

I hereby give consent for my personal details to be held on record for the purposes of personnel records, salary and benefits details, and career and management development purposes.

Signed:

Charukrishnan P

Date:



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Your basic salary will be **AED 1,000.00 (One thousand United Arab Emirates dirhams)** per month, paid in arrears into a local bank account at the end of each calendar month.

7. Accommodation

You will be provided with sharing accommodation (maximum 3 Persons) benefits in line with your contract status and the Hotel Accommodation Policy, which may be amended from time to time. Further details of your entitlements under the current policy are provided in the attached Benefits Schedule.

8. Meals

You will be entitled to meals on duty in the team member restaurant in line with Hotel policy, which may be amended from time to time.

9. Laundry

You will be entitled to reasonable laundry and dry-cleaning of your business attire in line with Hotel policy, which may be amended from time to time. Further details are available from your Human Resources Department.

10. Medical Cover

You will be provided with private medical cover in accordance with the Hotel policy. Further details will be provided by your Human Resources Department. Please note that cover for chronic and/or pre-existing conditions may be subject to restrictions and dental and optical expenses are not included.

11. Life & Accident Insurance

Subject to underwriting requirements, you will be covered for life and accident insurance in line with Hotel and Employer policies. Further details are available from your Human Resources Department.

12. Working Hours

Your normal working hours will be an average of forty-eight (48) hours per week over six (6) days, exclusive of meal breaks as per Hotel policy which may be amended from time to time. Please note that working hours are scheduled by the Hotel based on business levels and may be extended. Any additional hours worked will be compensated according to Hotel policy.

13. Annual Leave

You will be entitled to thirty (30) calendar days' paid annual leave for each complete year of service.

Entitlement to annual leave accrues on a monthly basis.

The scheduling of annual leave will be mutually agreed between you and your Manager. Annual leave should be taken in the year of entitlement. You cannot carry over unused or accrued annual leave entitlement to the following year without the prior approval of your Manager.

Please note that you will not usually be entitled to take annual leave during the first three months of employment. Any leave taken during this time will be unpaid.

14. Vacation Flight Allowance


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PRIVATE & CONFIDENTIAL

December 14, 2021

Charukrishnan P
Cochin, India

Dear **Charukrishnan**,

We are pleased to offer you employment with RAK National Hotels | Hospitality Beach LLC (the "Employer"), currently trading as Hilton Ras Al Khaimah Beach Resort (the "Hotel"), on the following terms and conditions (the "Agreement").

1. Position

You will be employed as **Waiter/Waitress** reporting to the **Director of Food and Beverage** or such other person designated by the Hotel from time to time (your "Manager"). You may be required to undertake other duties or work from other locations from time to time as the Hotel may reasonably require.

2. Date of Employment

Your employment shall start on the date that you report to work, which is expected to be **December 29, 2021** (the "Date of Employment"), and shall continue for an unlimited period unless or until terminated in accordance with the provisions of this Agreement.

3. Conditions

Your appointment and continued employment are subject to you passing a medical examination in the United Arab Emirates (the "UAE"), the granting of a UAE employment and residence visa by the appropriate authorities, the receipt of satisfactory references and security clearance, and proof of educational and professional qualifications (if required). This may require you to sign an additional employment contract for the purposes of lodging with the UAE Ministry of Labour.

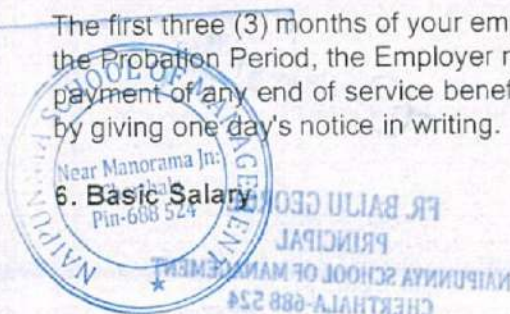
4. Contract Status

Your position level is F on **single** status.

5. Probation Period

The first three (3) months of your employment will be a probationary period (the "Probation Period"). During the Probation Period, the Employer may terminate your employment at any time without notice and without payment of any end of service benefits. During the Probation Period, you may terminate your employment by giving one day's notice in writing.

6. Basic Salary



Fr. Baiju George
FR. BAIJU GEORGE
PRINCIPAL
NAIPUNNYA SCHOOL OF MANAGEMENT
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On completion of each twenty four (24) months' service, you will be provided with a vacation Flight Allowance in line with Hotel policy, which may be amended from time to time. The Flight Allowance will be paid through payroll.

The Flight Allowance amount is based on the average cost of an economy-class return ticket from Ras Al Khaimah to the closest international airport to your Home Destination. For the purposes of this Agreement, your Home Destination is defined as **Cochin, India**.

15. Sick Leave

There is no entitlement to paid sick leave during the first three months of employment.

After the first three months of employment, if you are prevented from attending work due to sickness or injury, you will be entitled to sick leave under Labour Law, which is currently as follows:

- a) at full pay for a period of 15 days; and
 - b) at half pay for a further period of 30 days; and
 - c) unpaid for a further period of 45 days;
- for each year of your employment.

Unused sick leave entitlements may not be carried forward to another year of employment and have no cash value at termination of employment. All sick leave must be processed in accordance with the Hotel's sick leave procedures.

16. Public Holidays

You will be entitled to all public holidays and all days declared by the Government of Ras Al Khaimah or the UAE Ministry of Labour as holidays for the private sector in the UAE, which should be taken as days of when they occur.

Should you be required to work on a public holiday, you will be entitled to additional leave or compensation as per Hotel policy.

17. Relocation

If you are recruited from outside of the UAE, the Hotel will provide a one-way economy-class flight ticket for you from your Home Destination to Ras Al Khaimah prior to your Date of Employment. In addition, the Hotel will meet the reasonable costs of relocation of your personal effects, including insurance in transit, from your Home Destination to Ras Al Khaimah in line with Hotel policy. Further details are provided in the attached Schedule of Benefits and are available from your Human Resources Department.

18. Termination of Employment

After completion of the Probation Period, either party may terminate this agreement by providing two (2) months' notice in writing. Your employment may be terminated without notice in the event of serious misconduct as defined by Hotel policy and in accordance with Labour Law.

The Employer reserves the right to pay you your basic monthly salary and any other monthly allowances to which you are entitled under the terms of this Agreement in lieu of any notice period.

19. Consequences of Termination



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On termination of your employment, you will be paid all outstanding amounts of salary, allowances and other benefits to which you are entitled, which shall be accrued until your last day of employment (the "Termination Date"), whereupon such entitlements shall cease.

If you are being paid in lieu of notice in accordance with Paragraph 18 of this Agreement, you shall be paid a lump sum equivalent to your salary and allowances referred to in this Agreement for the remaining notice period.

On termination of your employment for whatever reason, the Employer reserves the right to deduct from any payments due to you (whether by way of salary, allowances, end of service benefits or other payments), any and all debts or amounts owed by you to the Employer at the Termination Date. This includes repayment of any annual leave taken in excess of your accrued entitlements at the Termination Date.

On or before the Termination Date, you must return to the Hotel all items of property belonging to the Hotel that are in your possession or under your control, including any keys, credit cards, passes, computer discs, documents, financial and/or commercial information.

20. End of Service Benefits

Upon termination of your employment, you will be entitled to an end of service gratuity in accordance with the provisions of the Labour Law at the time of leaving. For the avoidance of doubt, end of service gratuity is calculated on basic salary only.

21. Repatriation

In the event that you resign after completion of two (2) years' service, the Hotel will meet the costs of an economy-class flight for you from Ras Al Khaimah to your Home Destination, in line with Hotel policy.

Repatriation benefits must be claimed within thirty (30) days after the Termination Date, or they will be forfeit. Please note that no repatriation benefits will be provided if you remain in employment or resident in the United Arab Emirates after the Termination Date.

22. Personal Conduct

Personal conduct is particularly important for all team members, who are expected to maintain proper decorum at all times and to abide by the rules and regulations of the Hotel and the United Arab Emirates.

You must not publish or otherwise communicate to third parties any disparaging or derogatory comments whether in writing or otherwise, concerning the Hotel, Employer, Hilton (including its officers, partners, subsidiaries or employees ("Affiliates")) any of their officers or employees or customers or Hotel guests.

23. Health & Safety

It is your responsibility to fulfil your obligations under the Hotel policy in the following respects:

- to take reasonable care for your own health and of persons who may be affected by what you do (or do not do) at your place of work; and
- to co-operate with the Hotel, Employer, Hilton and Affiliates within the respective groups in the effective implementation and maintenance of any rule, regulation or instruction for the safety, health and welfare of fellow team members or customers.

You must ensure that your responsibilities are carried out within the Hotel's Health, Safety and Fire



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In the event that any restriction defined in the sub-clauses below shall be found to be void which would be valid if some part thereof were deleted, such restrictions shall apply with such modification as may be necessary to make them valid or effective.

b) Outside Business Interests

During your employment, you may not undertake any other paid employment within or outside working hours without the prior written permission of the Hotel.

You are not permitted to have any interest in any business or undertaking that might interfere with the performance of your duties or cause a conflict of interest. If you are uncertain whether or not this may be the case you must seek guidance from your line manager.

c) Customers

You agree that you will not, on your own account or for any other person, firm, corporation or company, for a period equal to your notice period after date of termination of your employment, however caused, directly or indirectly solicit or attempt to solicit business from or engage in business with any individual, firm or company who, within the period of one year before the termination of your employment, had been a customer and/or business partner whom you had introduced to the Hotel, Hilton or any associated or subsidiary company or with whom you had been actively engaged or involved by virtue of your duties at any time within that period. Nor during this period will you interfere or attempt to interfere with the existing business or trade relations between any client, customer or supplier and the Hotel, Hilton or any associated or subsidiary company.

d) Post-Service Restriction

Please note that the UAE authorities may apply a post-service restriction. Further details are available from your Human Resources Department.

e) Inventions & Designs

Any invention, design, trade mark or copyright work made, discovered or produced by you in the course of your employment in connection with or that is capable of being used in connection with the business of Hilton, or any associated or subsidiary company, shall forthwith be disclosed to Hilton and will belong to Hilton. You agree that you will, at the request and reasonable expense of Hilton, sign all such documents and perform all such acts as may be required fully to vest all such rights in Hilton or its nominee.

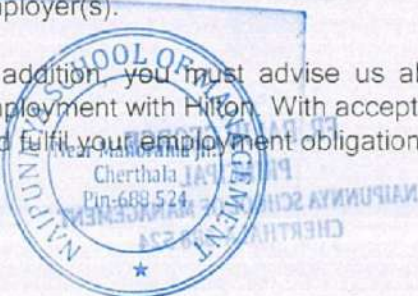
f) Employing Relatives

Close relatives should not be employed in any situation where one would be responsible for managing, auditing or authorising the work of the other. This also applies to personal relationships that may develop in the work place; here the Hotel reserves the right to transfer one or both of the employees to suitable alternative places of work.

28. Restrictive Covenants

Hilton does not condone or encourage any breach of any of your existing and/or future restrictive covenant obligations to your current/previous employer(s), and any offer of any employment by Hilton is subject to you being clear of any such obligations. Hilton discourages, and will not assist, support or condone any attempt by you to circumvent unlawfully your restrictive covenant obligations to your current/previous employer(s).

In addition, you must advise us about any restrictive covenants that might apply during your employment with Hilton. With acceptance of this offer, you warrant and confirm that you are free to work for and fulfil your employment obligations to Hilton without breaching any other prior contract(s),



Pr. Baiju George
PR. BAIJU GEORGE
PRINCIPAL
NAIPUNNYA SCHOOL OF MANAGEMENT
CHERTHALA-688 524

Policies.

24. Personal Property

Neither the Hotel nor the Employer, nor any company within the respective groups, accept any responsibility for your personal property that may be lost, stolen or damaged within the Hotel or elsewhere, and you should ensure that you have adequate personal insurance for your personal property.

25. Data Protection

The Employer, Hotel and Hilton hold information relating to you. By signing this agreement, you consent to the Hotel, Employer, Hilton and Affiliates, to process manually or electronically your personal data offshore, in the UK, US and/or in the United Arab Emirates for the purposes of the administration and management of your employment and/or the Employer's business.

"Processing" includes obtaining, recording, holding or disclosing information or data and carrying out operations on the information or data.

"Personal data" includes information held by the Employer or Hilton Worldwide, Inc. and its Affiliates as to your physical or mental health, the commission or alleged commission of any offence by you and any proceedings for such an offence (including the outcome or sentence in such proceedings), your political opinions, religious or similar beliefs, sexual orientation.

You consent to Hilton and Affiliates monitoring its communication and electronic equipment including, without limitation, Hotel telephone, facsimile and e-mail systems, information stored on the Hotel's computer equipment (including all electronically stored information that are the property of the Hotel) and recordings from the Hotel's closed circuit television cameras.

To ensure that these records are accurate you are required to notify your HR department of any changes to personal information as soon as possible, such as change of bank details, marital status, etc. The Employer cannot accept liability where no written notification of a change has been received.

26. Confidentiality

Except as required for the proper performance of your duties or as expressly authorised by your Manager, you must not use or disclose to any person outside the Hotel, Hilton or its Affiliates any information relating to the business affairs or trade secrets of the Hotel, Employer, Hilton or its Affiliates that are of a private or confidential nature. This includes any information relating to a guest staying at the Hotel which comes to your knowledge during the course of your employment.

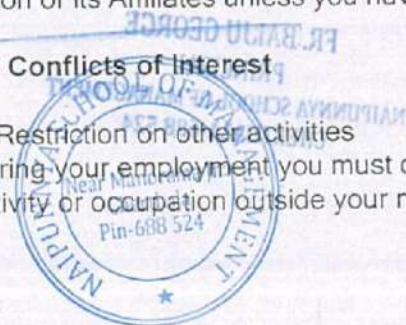
This restriction also applies after the termination of your employment without time limit but will cease to apply to information that may come legitimately into the public domain.

Except as may be necessary for the proper performance of your duties, you must not make contact with or communicate with any members of the press or media or anyone so connected on behalf of the Hotel, Hilton or its Affiliates unless you have obtained the prior written permission of your Manager.

27. Conflicts of Interest

a) Restriction on other activities

During your employment you must obtain the written consent of the Hotel before engaging in any business, activity or occupation outside your normal working duties.



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

Date: 26th July 2021

To
Ms Bhuvaneswari Devi S.
Nedumchirayil (H)
Vayalar (Po),
Cherthala, Alappuzha-688536

Sub: Appointment as Management Trainees

Dear, Ms Bhuvaneswari Devi S,

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

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

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

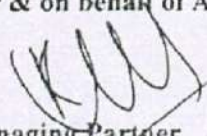
Your selection as a management trainee in the company shall not confer you any vested right for regular appointment and same shall be based on your performance during the training period and the sole discretion of the company.

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

Wishing you the very best,

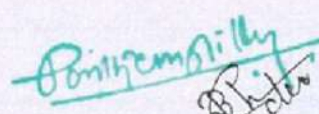
Yours faithfully,

For & on behalf of Amicus Communications,



Managing Partner

www.amicus.co.in



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PRINCIPAL
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CHERTHALA-688 524

Corporate Office: 1st Building 9th 76th E, Deshabhimani Road, Kaloor, Cochin 682017. T: (484) 2531120, 2531180. info@amicus.co.in
Registered Office: 37/2711, 1st floor, R.V. Buildings, Deshabhimani Jn., Kaloor, Cochin 682017. T: 23372711, 2337563, 2337827, 2337516
Branch: Cherthala, 688524
CHENNAI: Door No. 33, 1st floor, Plot no. 1, Krishna nagar, Reddy street, Virugambakkam, Chennai - 600 092. Ph: 044 - 42716754



شركة رامي لإدارة الفنادق والمطاعم ذ.م.م. Ramee Hotels & Restaurants Management Co. W.L.L

P.O. Box 11538, Hoor, Bahrain | Tel: 17 111 999 | Fax: 17 111 998
E-mail: rameegrp.bh@rameehotels.com | Web: www.rameehotelsbahrain.com // www.rameegrp.bh@rameehotels.com
C.R. NO: 043698-01

OFFER LETTER

REF.NO.RG-BAH-2021-346

Mr. Bharath Joshy
Bahrain

Mobile No: 0091 9447129341

Thursday, 23rd September 2021.

Dear Mr. Bharath,

In reference to your application for a possible employment with **Ramee Group, Bahrain**, it gives us great pleasure to offer you employment under the following terms and conditions:

Position:	Waiter.
Basic Salary:	BD. 80/- per month (Bahraini Dinars Eighty only per month).
Fix Service Charge:	BD. 10/- per month (Bahraini Dinars Ten only per month).
Joining Date:	23-OCT-2021 , Tentative.
Annual Leave:	As per company policy.
Point of Hire:	India.
Contract Term:	12 months from the date of joining.
Probation Period:	Three (3) months from the date of joining.
Working Hours:	54 (Fifty Four) hours per week.
Accommodation:	Hotel Provided – Single shared Accommodation.
Transportation:	Hotel Provided
Laundry:	Uniform Only.
Uniform:	Hotel Provided.
Duty Meals:	Hotel Provided.
Medical:	You are covered under Private Medical Insurance along with Medical card.
Transfer:	Inter-property.

During the probation period either party will have right to terminate the employee agreement with one day written notice and without compensation from the hotel by way of wages other than for time worked. Thereafter, Sixty (60) days in writing by either party. Should you resign within the agreed contract duration including your probation period, you will be liable to bear the cost of the repatriation tickets and other related recruitment expenses. You are not authorized to terminate any staff without prior approval from the Committee/Management. Any violation of this rule will lead you to be personally responsible for the consequential financial or other losses to the company. In case of your acceptance, please sign below and return the signed document to us. This offer is contingent upon all type of approvals and clearances also including company, and ministerial. This offer terms are only valid once you come under our sponsorship as per Bahrain Labor Law.

We look forward to you accepting this offer and becoming a valuable team member of **Ramee Group of Hotels, Bahrain**.

Yours Sincerely,

Chairman & Managing Director

Accepted by: (Name)

(Signature)

Date



Corp. Office: P.O. Box 55808, Dubai, UAE. Tel: 971 439 63 888, Fax: 971 43 964 080, E-mail: info@naipunnyschool.com
Reg. Office: 688 524, Chertala, 398/22, Santacruz(w), Mumbai-400054, India. Tel: 91 226 040 703, Fax: 971 226 0545 77, E-mail: info@naipunnyschool.com

إحدى مجموعة فنادق رامي
A Subsidiary of Ramee Group of Hotels

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



Spider Techno Soft Pvt. Ltd

Ernakulam,
13th April 2021

Sub: Job Offer Letter

Dear Ms. Aswathy P C,

With reference to your application dated 8th April 2021 and the subsequent interview we had with you on the same date with our GM, we are pleased to offer you the position of Business Development Officer (Inhouse Operations) at our Corporate Office, Kochi.

You will be required to work 06 days a week from Monday to Saturday. It's a full-time position and you will be paid a monthly salary of Rs.10,000/- (Ten Thousand only). Though the regular working hours are from 9:30 A.M to 6.00 P.M., you may be required to work extended hours as and when situation warrants.

You will be on probation for six months and if the Management is satisfied with your performance, you will be absorbed as a confirmed employee. You will be eligible for company benefits which will be discussed during the employee orientation program. Your appointment with Spider Techno Soft Private Limited will be w.e.f 15th April 2021.

If you choose to accept the offer, then please sign and return the duplicate copy of this letter. If you have any questions, please contact me on 9847088810 or email me at vg@spidertechsoft.com

We are excited to have you on board with us very soon!

Regards,

V G Nair

GM- Operations

Administration | Spider Techno Soft Pvt. Ltd, Corporate Office

I, Aswathy P C, acknowledge that I have read, understood and accept this offer and agree to be bound by the terms and conditions of employment.

Signature.....

Date.....



Spider Techno Soft Private Limited

Corporate Office: Near Manorama Inn, Chertthala, Ernakulam, Kerala - 682020

☎ 0484 2211494 ☎ 9847088810 ✉ www.spidertechsoft.com

Aswathy P C

FR. BAIJU GEORGE
PRINCIPAL

NAIPUNNYA SCHOOL OF MANAGEMENT
CHERTHALA - 688 524



Vyapar Store

Date: 26th July 2021

To
Ms Aswathy Krishnan.G,
Kunnummelveli,
Thanneermukkom (Po),
Cherthala, Alappuzha - 688527

Sub: Appointment as Management Trainees

Dear Ms Aswathy,

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

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

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

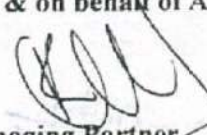
Your selection as a management trainee in the company shall not confer you any vested right for regular appointment and same shall be based on your performance during the training period and the sole discretion of the company.

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

Wishing you the very best,

Yours faithfully,

For & on behalf of Amicus Communications,



Managing Partner

www.amicus.co.in



GULF PALMS LTD. CO.
شركة نخلات الخليج المحدودة

Mr. LIBIN BABY

EMPLOYMENT OFFER

Dear LIBIN,

Gulf palms Co. is pleased to offer you a job as **Kitchen Worker**. We trust that your knowledge, skills and experience will be among our most valuable assets.

If you are to accept this offer you will be eligible to the following in accordance with our company's policies:

Position:	Kitchen worker
Basic Salary:	1200 SR per month
Food Allowance:	300 SR per month
Bonus Scheme:	Based on the company's set plan
Annual Salary Increase:	Based on KPI based performance
Working Hours:	8 hours a day, 6 days a week
Medical:	As per Company policy
Probation Period	Three Months from date of work commencement

This offer is contingent upon you passing a mandatory medical checkup and Visa Stamping. Please sign the offer to confirm your acceptance.

Regards

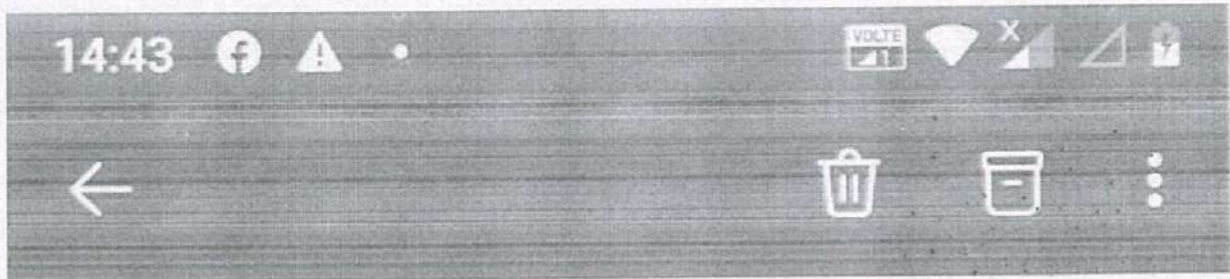
☐ Accept.

☐ Not Accept.



Signature: _____

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



accommodation also.

After reaching Trivandrum, kindly ask them to go for Covid Test (which also needs to be submitted with above documents).if they are taken vaccination ask them please submit in HR duly.

Thanks & Regards,



Maneesh Gonuguntla
Deputy HR Manager
+91 9400000737

Thampoor, Thiruvananthapuram, Kerala 695001
T: +91 471 6862999 F: +91 471 2334543 E: hmgr@hycinthhotels.com
www.hycinthhotels.com
GST: 32AACPS887812R MSME: UDYAN-KL-12-0000097



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

14:43



6. JoJo R : Housekeeping : 9544700343

- Aadhar card (Xerox)
- College Bonafide certificate
- Last semester Mark sheets (Xerox)
- 2 Photos

During their training tenure, we will give them a stipend of INR 4000/-, which will include food and accommodation also.

After reaching Trivandrum, kindly ask them to go for Covid Test (*which also needs to be submitted with above documents*).if they are taken vaccination ask them please submit in HR duly.



Baiju George

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

Reply

14:43



HR Manager - Hycinth Hotels
Naipunnya Institute of Hotel Mana...

16 Aug



Dear Suresh,

Greetings from Hycinth Hotels,

Thanks for your mail. Your students (listed
Below) are elected for 4 months on job training
with us, from 1st September, 21 to 31st
December, 21. While joining, ask the studetns to
submit the below documents :

1. Abin T : F&B Service : 7510461225

2. Bharath Joshy : F& B Service :
9447129341

3. Lidhin Cyrus : F&B Service :
6238434798

4. Jerit Mathew : Housekeeping :
9188504281

5. Jerin Jacob : F&B Service
994534116

6. ToTo R : Housekeeping : 9544700343



Principally

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

← ✓ Reply

RE: Ref : Cooperate Chef Joe : Production department for CGH Earth group :
Naipunnya Institute of Hotel Management, Cherthala

Devi <training@cghearth.com>

Wed 10/11/2021 4:58 PM

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

Cc: chefjose@cghearth.com <chefjose@cghearth.com>

Dear Suresh,

Further to our discussions, the following candidates have been selected as Culinary Trainees on gross salary of Rs 12000 per month.

- 1) Alwin KK – Marari Beach, Mararikulam
- 2) Midhun Maniyappan – Spice Village, Kumily
- 3) Jojo R – Brunton Boatyard, Fort Cochin
- 4) Syam Chandran C S- Coconut Lagoon, Kumarakom

They have been intimated by mail and the HR incharges of these properties will contact them regarding the joining procedures & formalities.

Kindly advice them to be prepared to join at the earliest.

Regards,

Devi

From: Naipunnya Institute of Hotel Management [mailto:placement@nihm.ac.in]

Sent: Wednesday, October 13, 2021 10:30 PM

To: Devi-CGHEarth

Subject: Ref : Cooperate Chef Joe : Production department for CGH Earth group : Naipunnya Institute of Hotel Management, Cherthala

Greetings from Naipunnya Institute of Hotel Management, Cherthala

This is with reference with CGH Cooperate Chef Joe and our telephonic conversation last day, regarding Job opportunities for freshers in Production department for entire group.

I Have talked with each graduate students and re-confirmed their readiness to re-locate to any place and property.

I have attached resume so students who are interested to start their career with you.

PS : Students in 5th semester can start their Industrial training by 2nd wee of December after their university exam, if you have any requirement fee free to contact us , we are always honored to send to your organization

Thanks and Regards

Suresh Mathews

Placement Coordinator

Ph : 7736630770

NIHM
Naipunnya Institute of Hotel Management
Naipunnya School of Management
Cherthala, Alappuzha - 688524
Pin-688 524
688 888-ALP

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

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PRINCIPAL

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CHERTHALA-688 524

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Naipunnya School of Management
Cherthala, Alappuzha - 688524



FR. BAIJU GEORGE

FR. BAIJU GEORGE
PRINCIPAL

NAIPUNNYA SCHOOL OF MANAGEMENT
CHERTHALA-688 524

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

prototype form. Accordingly, I understand that neither the Company nor its representatives have made or make any representation or warranty as to the accuracy, completeness, or value of the Proprietary Information. TO THE MAXIMUM EXTENT PERMITTED UNDER APPLICABLE LAW, I agree that neither Company nor any of its representatives shall have any liability to me resulting from my use of the Proprietary Information.

12. This Agreement shall be binding upon and is personal to me. Except as otherwise expressly provided herein, neither this Agreement, nor any rights granted hereunder may be assigned, transferred, conveyed, or encumbered, whether voluntarily or by operation of law, by me without the prior written consent of the Company and any attempt to do so will be deemed null and void.

I agree any breach or default of this Agreement shall be construed in accordance with the laws of India prevailing at the relevant time. Any dispute or difference or any question of interpretation of any of the provisions of this Agreement arising before, during the pendency of, or after the expiry of this Agreement shall be subject to the jurisdiction of the Indian Courts.

13. This Agreement shall be effective as of the first day of my Employment with ClaySys Technologies Private Limited:

Employee Name:

Signature:

ID Type and No:

Date:

Witness Name & Signature:

Date:

Signed and Accepted in the presence of:

For CLAYSYS TECHNOLOGIES PRIVATE LIMITED

Name:

Title:

Signature:

Date:

Employee Name: Varun Martin

Signature:



FR. BAIJU GEORGE

FR. BAIJU GEORGE
Page 1
PRINCIPAL
NAIPUNNYA SCHOOL OF MANAGEMENT
CHERTHALA-688 524

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

to remove from the operation of this Agreement; and I covenant that such list is complete. If no such list is attached to this Agreement, I represent that I have not made, conceived or reduced to participate any such inventions and improvements at the time of signing this Agreement.

5. If any application for any United States, India or other patent or copyright related to or useful in the business of the Company shall be filed by me or for me during the period of one (1) year after the termination of my Employment, the subject matter covered thereby shall be presumed to have been conceived during my Employment with the Company.

6. I represent that my performance of all of the terms of this Agreement and as an employee or a consultant, as the case maybe, of the Company does not and will not breach any agreement to keep in confidence Proprietary Information acquired by me in confidence or in trust prior to my Employment with the Company and I agree not to enter into any agreement either written or oral in conflict herewith.

7. I agree that all of my obligations under this Agreement apply to any Proprietary Information or invention which has or will be acquired by third parties by purchasing the Proprietary Information or inventions, or assets which contain such Proprietary Information or inventions, from the Company.

8. I agree that, during the term of my employment and for a period of two (2) years after the termination of my employment with the Company, I shall not without the written consent of the Company engage directly or indirectly, for myself or others, in any activity or employment in the faithful performance of which it could be reasonably anticipated that I could be required or expected to use or disclose the Proprietary Information. This covenant shall not be construed to limit in any way my obligation not to use or disclose the Proprietary Information as set forth in Paragraph 1 above. Upon termination of my employment I agree to advise the Company of the name and address of my intended future employer.

9. My obligations under this Agreement shall survive termination of my Employment. If any provision or provisions of this Agreement shall be held to unenforceable by any court, the remaining provisions shall be unaffected and shall continue in full force and effect.

10. No provision of this Agreement shall limit any rights of the Company under any copyright, patent, or other applicable law. Further, neither the delivery of documents or materials containing any Proprietary Information nor any part of this Agreement shall amount to or be construed as granting any license, consent, title to or right or interest in any part of the

Proprietary Information,

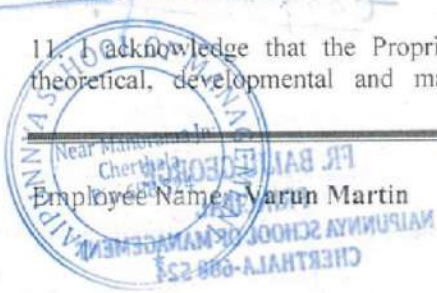
I acknowledge and agree that: (a) the Proprietary Information is confidential and valuable information of the Company; (b) the Company derives economic value from the Proprietary Information not being generally known to other persons who can obtain economic value from its disclosure or use; (c) any disclosure or unauthorized use of the Proprietary Information could cause irreparable harm and loss to the Company; (d) monetary damages would be inadequate to compensate the Company for a breach of this Agreement. Accordingly, the Company, in addition to any other remedy to which it may be entitled by law or in equity, shall be entitled to seek an injunction to prevent breaches of this Agreement, and to an order compelling specific performance of this Agreement. I shall reimburse the Company for all costs and expenses, including attorney's fees, incurred by the Company in enforcing my obligations hereunder.

11. I acknowledge that the Proprietary Information may relate to processes or products that are theoretical, developmental and may or may not have been reduced to practical application in

Employee Name: Varun Martin

Signature:

Page 9



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

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

course of my work for the Company at the premises of the Company nor disclose any of such Proprietary Information to any third party without written consent of the Company. I further acknowledge that the Proprietary Information constitutes trade secrets and commercial or industrial secrets of the Company and software artifacts such as source code, technical documents and communications regarding the same.

2. In the event of the termination of my Employment by me or by the Company for any reason, I shall deliver to the Company all notes, documents, software executables and source code and data of any nature pertaining to my work and any reproduction thereof in any form, and I shall not take with me any notes, documents, software executables and source code or data of any description containing or pertaining to any Proprietary Information. In case any of the above-mentioned notes, documents and data is found to be unable to be delivered to the Company due to their nature, I shall erase or destroy it immediately under the supervision of the Company.

3. With respect to information, inventions, discoveries, designs, and other works, including improvements, which are developed, made or conceived by me, either alone or with others, at any time, within or without normal working hours, during my Employment by the Company, arising out of such Employment or pertinent to any field of business or research in which, during such Employment, the Company is engaged or (if such is known to or ascertainable by me) is considering engaging, I agree:

(a) That all such information, inventions, discoveries, and other works, whether or not patented or registered, shall be and remain the sole property of the Company and be deemed as the Proprietary Information.

(b) To disclose promptly to an authorized representative of the Company all information, inventions and discoveries, and all information in my possession as to possible applications thereof to industry and other uses thereof or therefore.

(c) Not to file any patent applications, copyright registrations or proprietary right registrations relating to any such invention, discovery, work or design registration except with the prior consent of an authorized representative of the Company.

(d) At the request of the Company, and without expense to me, to execute such documents and perform such other acts as the Company deems necessary to obtain patents or to register copyrights or other proprietary right on such inventions, discoveries, designs, or other works in any jurisdictions. I agree that my obligation to render such cooperation shall continue after termination of this Agreement. In case any patent or registration of copyrights or other proprietary right in relation to such inventions and discoveries, designs or other works has been filed or obtained, I shall, without charge to the Company and without subjecting myself to any cost there from, assign it to the Company or its designees.

Any assignment of copyright hereunder (and any ownership of a copyright as a work made for hire) includes all rights of paternity, integrity, disclosure and withdrawal and any other rights that may be known as or referred to as "moral rights" (collectively "Moral Rights"). If despite this clause, I am deemed under applicable law to retain any rights in any developments, including without limitation any Moral Rights, I hereby waive, and agree to waive, all such rights. To the extent that such waivers are deemed unenforceable under applicable law, I grant, and agree to grant, to the Company or its designees the exclusive, perpetual, irrevocable, worldwide and royalty-free license to use, modify and market the development, without identifying me or seeking my consent.

4. As a matter of record I attach hereto a complete list of inventions which have been made or conceived or first reduced to practice by me alone or jointly with others prior to my Employment, which I desire

Employee Name: Varun Martin

Signature:

FR. BALJU GEORGE
PRINCIPAL

NAIPUNNYA SCHOOL OF MANAGEMENT
CHERTHALA-688 524

Employee Agreement on Proprietary Information, Data and Inventions

This Agreement is intended to formalize in writing certain understandings and procedures which will be in effect as soon as **I, Varun Martin**, start to be employed or engaged by ClaySys Technologies Private Limited or any of its group companies or sister concerns or affiliates (hereinafter called the "Company") as an employee or consultant, as the case maybe.

I recognize that the Company, together with its affiliates, is engaged in (i) a continuous program of research and development with respect to its business, present and future, including fields generally related to its business, and (ii) providing consulting services to its customers and prospective customers with respect to the research and development programs of the Company as they apply to products and services sold by the Company.

I understand that:

A. As part of my employment or engagement, as the case maybe with the Company (collectively referred to as "Employment"), I am expected to make new contributions and inventions of value to the Company.

B. My Employment creates a relationship of confidence and trust and confidentiality between me and the Company with respect to any information of a confidential or secret nature,

(1) Applicable to the business of the Company and its affiliates.

(2) Applicable to the business of any customer of the Company, which may be made known to me by the Company or learned by me during the period of my Employment (hereinafter called "Proprietary Information").

C. By way of illustration, but not limitation, Proprietary Information includes trade secrets, processes, formulas, notes, data, know-how, improvements, inventions, techniques, customer lists and other information concerning design, construction, configuration, internal working, internal functions, and/or cost or expense of research, development, manufacture, assembly, installation, marketing, marketing surveys or analysis, pricing or licensing, as well as other financial data pertaining to any and all present and/or future developments, processes or devices, or component parts thereof, relating to the Company's business; and shall further include other commercial and technical secrecy that is not available to the public and has economic value. I further acknowledge that the Company has taken measures to protect the secrecy of such information.

D. The Company may sell the product, system, property or other assets to third parties, which may contain Proprietary Information. In addition to any other obligations to the Company, I have a continuing obligation to maintain the confidentiality of such Proprietary Information for the buyer of such assets. Any violation of the above-mentioned obligation shall be deemed as infringement of the trade secrets of the Company.

In consideration of my Employment as an employee or consultant, as the case maybe, and the compensation received from time to time, I hereby agree as follows:

1. At all times both during my Employment and after its termination, I will keep in confidence and trust all such Proprietary Information and I will not use such Proprietary Information other than in the

Employee Name: **Varun Martin**

Signature:

Page 7

FR. BAIJU GEORGE
PRINCIPAL

NAIPUNNYA SCHOOL OF MANAGEMENT
CHERTHALA-688 524



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

ACCEPTANCE OF APPOINTMENT TERMS AND CONDITIONS:

I agree that I have read, understand, and accept employment with ClaySys under the terms and conditions stated in this agreement.

(Please sign below to confirm that you agree with the terms and conditions stated in this offer.)

Signature:

Printed Name:

Date:

Date of Joining (if requesting an alternative date):

Prin. Dalu George



Employee Name: Karun Martin

Signature:

FR. DALU GEORGE
PRINCIPAL
NAIPUNNYA SCHOOL OF MANAGEMENT
CHERTALA-688 524

COMPENSATION STRUCTURE

NAME: Varun Martin	DESIGNATION: Software Analyst (L1)
WORK LOCATION :	Infopark, Kochi/Infopark Cherthala, Kerala
CTC Salary per month: Rs.12,576/- (Rupees Twelve Thousand Five hundred and seventy six only)	

COMPONENTS	MONTHLY (INR)
BASIC	6,289
HRA	3,965
Medical Allowance	357
Travel Allowance	357
Conveyance Allowance	357
MONTHLY GROSS PAY	11,325

EMPLOYEE'S CONTRIBUTION TO PF	883
EMPLOYEE'S CONTRIBUTION TO ESI	85
EMPLOYEE'S CONTRIBUTION TO PROFESSIONAL TAX	100
TAX DEDUCTED AT SOURCE	-
NET PAY	10,257

EMPLOYER'S CONTRIBUTION TO PROVIDENT FUND	883
EMPLOYER'S CONTRIBUTION TO ESI	368
CTC	12,576



Employee Name: **Varun Martin**

Signature:

Page 5

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



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

The impact of today's technology and pace of change is tremendous. We hope you are as excited as we are to play a part in that revolution. At ClaySys, we are changing the world with our technical competence and professional services, and our Intellectual Property creation initiatives which are very exciting projects to be involved in, and we will be delighted to have you as part of our team.

To confirm your acceptance of this offer letter and the terms and conditions specified herein, please sign in the space specified below and on each page against your name, and return the signed copy to ClaySys on your onboarding day.

Sincerely,

Vinod Tharakan – Managing Director,
ClaySys Technologies Pvt Ltd,
Cochin, Kerala, INDIA.



Employee Name: Varun Martin

Signature:

ER. BALJU GEORGE
PRINCIPAL
NAIPUNNAYA SCHOOL OF MANAGEMENT
CHERTHALA-688 524

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

12. It is your responsibility to notify the Company of any changes in your personal information within 3 working days. All notices shall be considered duly and properly delivered to the address on file with the Company.

13. During your service with the Company, you are expected to devote your whole time and attention to the Company's affairs and refrain from directly or indirectly engaging in any other business.

14. Information pertaining to ClaySys operations and intellectual property, ClaySys client data and client projects related documents are confidential and you shall not disclose to any third party any information pertaining to your work at ClaySys or for ClaySys clients or infringe upon any intellectual property that ClaySys is creating with which you may or may not be involved. You shall not disclose confidential Company information or data pertaining to clients, projects and intellectual property through any electronic means or websites, such as social media sites, job sites etc, without prior approval from the HR department of ClaySys. If you are bound by any confidentiality agreement with a previous employer, you must notify the Company and indemnify the Company against any breach thereof.

15. If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services without notice or compensation.

16. Leave and Vacation Policy

- a. From the date of your joining you will be entitled to 6 days of sick leave and 4 days of personal or casual leave per year.
- b. You will be entitled to 12 days of vacation leave per year.
- c. You shall be entitled to avail leave only with prior approval from your manager, or you may be asked to provide medical certification for sick leave continuously for more than 2 working days.
- d. Based on your seniority within the company, the leave policy can be amended to authorize additional vacation days as finalized by the company.
- e. For specific assignments on non-working days, your manager can authorize you to avail of compensatory leave upon approval.
- f. An employee who becomes pregnant shall, upon submission of a certificate from a duly certified medical practitioner to the Company, stating the presumed date of her confinement, be entitled to maternity leave provided that she has had not less than 12 months' continuous service with the Company immediately preceding the date upon which she proceeds on such leave.

17. You will abide by all the rules and regulations of the Company which are in force from time to time and the Company shall have the right to vary or modify any or all of the above terms and conditions which shall be binding on you.



Employee Name: Varun Martin

Signature:


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

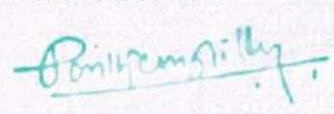
Page 3

The other terms and conditions of the offer are as follows:

1. Your posting will be in ClaySys at **Kochi Infopark/Cherthala Infopark, Kerala**. You will be under training for one month at our Cochin Office. You could be asked to relocate at any time. Your services will be transferable and you may be assigned to any office of ClaySys, a subsidiary, or associate company. In such case, you will be governed by the policies of that location.
2. Your appointment is contingent upon satisfactory reference & background checks including verification of your application materials, education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any non-compete obligations or other restrictive clauses with any previous employer).
3. Your designation may be changed at the discretion of the Company depending on the work assigned to you.
4. You may be required to travel on Company work and you will be reimbursed expenses as per Company policy.
5. If you are absent for a continuous period of 3 days without leave or obtaining your manager's approval, you will be deemed to have voluntarily terminated your service without notice.
6. You will be on probation until your successful completion of the probationary period is confirmed. The probation period is [10] months year and may be extended at your manager's discretion. At any time during this period, either you or the Company may terminate your service by giving 30 days notice.
7. Upon completion of probation period and confirmation as a regular employee, you may terminate your service at any time by giving 60 day's notice and the company may terminate your service at any time by giving 60 days notice.
8. You will retire from the services of the Company on attaining the age of superannuation [58 years].
9. Upon your resignation or retirement from the Company or termination of your services, you are required to return all assets and property of the Company such as documents, machines, data, files and books etc. (including but not limited to leased properties).
10. Any and all of the terms and conditions of service may be modified or changed at the Company's discretion.
11. Your individual remuneration is strictly between yourself and the Company. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal and confidential.



Signature:


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



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

Date: 19th May, 2021.

Varun Martin
Velangattu (H)
Manappuram P.O
Cherthala
Alappuzha 688526

Dear Varun,

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

Acceptance and Commencement

Your appointment will be effective on your joining date on **20th May, 2021**. Please contact us immediately if you require an alternative joining date. If you do not confirm your acceptance or we are unable to set an alternative date, this offer will be withdrawn.

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

- Respond via email to hr@claysys.com or present an Acceptance letter at the ClaySys office, to communicate acceptance of the offer and to confirm your joining date. Please note that if you do not respond with your acceptance, you will not be allowed to join on the joining date specified above.

- Any change of joining date must be sent to hr@claysys.com at least 5 days prior to your original joining date. The new joining date must be a weekday (except Saturday & Sunday) and should be no later than 5 days from the joining date specified above. On the joining date at 10:00 a.m., please note that it is important to be on time to complete the joining formalities. If you arrive late, you will not be allowed to join and must reschedule your joining date. On your joining date, please bring (i) the original and 1 photocopy of this letter duly signed and dated by you; (ii) 3 self photographs (passport sized, color photos with a white background), (iii) the originals and 2 sets of photocopies of the following documents:

- Education degree certificate. Photocopies should include both front and back sides of certificate.
- Relieving letter or resignation acceptance letter from your most recent employer.
- Proof of identity. Bring 2 sets of photocopies of the following documents: passport, driving license, aadhar card, voter's identification card and PAN card.
- If you have stated in your application to ClaySys that you are differently abled, please bring the disability certificate as per the prescribed format, duly filed & signed.

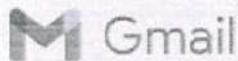
* Please note that all of the above documents are mandatory and you will not be allowed to join without them.



Employee Name: Varun Martin

Signature:

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



Suresh Mathews <sureshkbzr@gmail.com>

Selected candidates Details

1 message

SUNHOTEL HR <sunhotelhrd@gmail.com>

Wed, Jul 7, 2021 at 2:44 PM

To: sureshkbzr@gmail.com

Cc: COO <coo@sunhotelandresort.com>

Dear Sir,

Greetings from Sun Hotel & Resort

As per our telephonic interview we had on 6th and 07th July 2021 with the candidates for the Job, The following has been selected.

They are supposed to report on duty on 15th July 2021.

Kindly find the selected candidates details.

The Designation offered is HOT with monthly salary of 9000/- with Food & Accommodation on sharing basis.

1. Alwin M.S as an F&B Service HOT.
2. Jacob K Thomas as an F&B Production HOT.
3. Libin Baby as an F&B Service HOT.
4. Mariya A T as an F&B Production HOT.
5. Gijo Varghese as an HK HOT.
6. Aromal Suresh as an F&B Service HOT.
7. Harkrishan.M.R as an HK HOT.
8. Alwin K.K as an F&B Service HOT.
9. Akshay Nandhu as an F&B service HOT.
10. Nirmal K.J as an F&B Production HOT.
11. Tibin MT as an F&B Production HOT.

They can join with us on 15th July 2021. We request you to kindly bring the following documents on your date of joining:

- Proof of ID - passport/ driving license/ Voters id/ Aadhar card
- Proof of residential address (utility bill, house contract copy)
- All relevant academic documents /certificates
- Copy of Pan card
- Relieving and Service certificates from all past and present employers, if any.
- Original Police Clearance certificate from native place (Compulsory).
- 4 passport size photographs
- Medical certificate stating that the candidate is fit to do the duties.

Note:- kindly Submit your vaccination certificate on your date of joining.

With Thanks & Regards,

Ashmita Rathore

(HR Assistant)

+91-8824908820

Sun Hotel and Resort

SPL-7, RIICO Growth Centre, Balanpur Highway, Abu Road, Rajasthan, India

Contacts: Mob: +91 882 4908 820 | Office: +91 7412 069 556 | +91 741 206 9559

Email: sunhotelhrd@gmail.com | info@sunhotelandresort.com | reservation@sunhotelandresort.com

Website: sunhotelandresort.com

Please consider the environment before printing this email "Save the environment"

WARNING: Email and attachments can be transmitted via email. The recipient should check this email and any attachments for the presence of viruses. The company accepts no liability for any damage caused by any virus transmitted by this email.

<https://mail.google.com/mail/u/1/?ik=d8179edc7f&view=pt&search=all&permthid=thread-F%3A1704616797759601917&simpl=msg-f%3A1704616797759601917> 1/2

FR. BAIJU GEORGE

PRINCIPAL

NAIPUNNYA SCHOOL OF MANAGEMENT

CHERTHALA-688 524



ITnet Infocom Pvt. Ltd.

CIN : U72200KL2004PTC017709

KV-2 Main Avenue, Opp. Govt High School, Panampilly Nagar, Cochin, Kerala, India - 682036

Tel +91 +91 484-4012333, 4012999

Email sales@itnetinfo.com web www.itnetinfo.com

Being a **Digital Marketing Officer**, you will have to undergo trainings, work on different time schedule, work on to monthly targets. Further, you may work along with a team for the digital marketing and the business development, provide data for daily/weekly/monthly reviews & performance appraisals, submit daily progress reports in the whatsapp group from the date of joining.

After successful completion of the probation and review thereof, you will be entitled for other allowances and benefits whatsoever as per policies of the organization. Regular Performance Reviews will be conducted to assess your suitability and competency to the above post. Further, your appointment and subsequent continuation of employment with the Company is strictly based on your **consistent delivery on the agreed performance parameters** and compliance with the values and guidelines of the organization.

Offer stands cancelled in case of any deviations in information given to us during the interview and followed discussion with DGM Marketing, HR Executive & Manager Administration or if you fail to report duty at on or before the pre-decided date. Further, I will have to assume that you have not accepted this job offer if I do not hear from you before **26/04/2021**.

You will need to submit attested copies of all your original qualification and experience documents, relieving documents, salary slip (if any) of last three months, proof of age, proof of address, proof of Identity, Aadhaar Card, address & telephone details of two persons who can be the reference persons, latest bio data, details needed for the issue of Official ID Card & Accidental Insurance Policy and a copy of passport size photo on the date of joining.

Being a "**Digital Marketing Officer**", on joining the Company, you shall undertake a commitment to stay in the **employment rolls of the Company for a minimum period of one year**. Further, **minimum one-month notice period without any leave** or an amount equivalent to one month's remuneration/salary in lieu of the same is required in case you want to leave the company during your working period, in consideration of which, the Company is not charging the cost of training from you.

Your appointment and continuation will be subject to finding you medically fit.

I look forward to an enduring relationship with yourself.

Yours sincerely,

For ITNET Infocom Pvt.Ltd.

(s/d)

Manager Administration & HR
(Authorized Signatory)



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

ITnet Infocom Pvt. Ltd.

CIN : U72200KL2004PTC017709

KV-2 Main Avenue, Opp. Govt High School, Panampilly Nagar, Cochin, Kerala, India - 682036

Tel +91 +91 484-4012333, 4012999

Email sales@itnetinfo.com web www.itnetinfo.com

Continued from page No. 2..

..3..

Note: - Please sign and return one copy of the offer letter as a token of your acceptance of the terms and conditions and an undertaking for the **commitment of one year to work with M/S. ITNET Infocom Pvt. Ltd.**

Declaration

I..... have read the contents on the above terms of employment and hereby declare that I have fully understood the above terms and conditions and the same are acceptable and binding on me. Further, I will continue minimum one year in the rolls of the company and will provide minimum one month's notice period without any leave or reimburse an amount equivalent to one month's salary in lieu of the same if I plan to discontinue. Also, I will not work directly or indirectly for any other person, firm, company or any organization or engage with any other trade, business with or without remuneration during the period of employment without the prior written permission of the Company.

Name of the candidate:

Signature with Place & Date

Date of receipt:

Name & Signature



FR. BAIJU GEORGE

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

ITnet Infocom Pvt. Ltd.

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KV-2 Main Avenue, Opp. Govt High School, Panampilly Nagar, Cochin, Kerala, India - 682036

Tel +91 +91 484-4012333, 4012999

Email sales@itnetinfo.com web www.itnetinfo.com

ITNET/ADMIN-HR/OFFER-APR/21

24..04..2021

"We welcome you to our innovative and dynamic team"

To,
Mr.Sourav Dev S
Padathuvely House
Kanjikuzhi, S.L Puram P.O.,
Cherthala, Alapuzha- 688523
Mob: - 8089193201/Email: - souravdev123@gmail.com

Dear Mr.Sourav,

Sub: - Offer Letter for the post of "Digital Marketing Officer- Aldous Group"-reg;

It is my pleasure to extend the following offer of employment to you on behalf of M/s. ITNET Infocom Pvt. Ltd, a group company of Aldous Glare Trade & Exports, further to the interview and discussions you had with us on 23rd April 2021.

You are expected to report and join duty on **26-04-2021** Monday, at 9.30 am, at our Head Office, G-63, Near Elders Forum Park, Panampilly Nagar, Kochi—682036. (Considering the Covid pandemic situation you may fulfil your assignments from Home and join daily in the cloud zoom meeting at 9.00 am and 7.30 pm without fail)

You are appointed to the position of "Digital Marketing Officer" and in this capacity, you may report directly to Mr.Regy Abraham, our DGM Marketing. As **Digital Marketing Officer**, initially you are eligible for a consolidated yearly payment package of **Rs.1,80,000/-** (Rupees One Lakh Eighty Thousand only) which is the **Cost To Company**. In the initial 3 months of probation period your monthly salary will be **Rs.13,000/-** and then revised to **Rs.15000/-** on the basis of performance. The incentive/variable salary package will be discussed separately and **eligibility for incentive/variable** is assessed and released only on the basis of your performance. Apart from the above package, you are eligible for actual TA & DA as per Company Policy. Further, you are eligible for the statutory employee benefits such as PF, ESI from the date of confirmation and deducted from your offered CTC, if required. Please note that salaries, allowances, and other sums payable under this appointment are subject to Income Tax and other statutory deductions and you shall be liable for the same.

You will be on **probation initially for three months**. Your services will be deemed to be confirmed automatically unless informed otherwise. The company is having the right to extend your probation up to 12 months and terminate your service without any explanation during probation period, if found your performance is not satisfactory. Your working hours may start from **9.00 am to 7.30 pm** with a lunch break and you are scheduled to work from Monday to Saturday. Eligibility for Leave and other benefits are as per the Company Administrative Rules.



Principally
FR. BALJU GEORGE
PRINCIPAL
NAIPUNNYA SCHOOL OF MANAGEMENT
CHERTHALA-688524

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

11. I acknowledge that the Proprietary Information may relate to processes or products that are theoretical, developmental and may or may not have been reduced to practical application in prototype form. Accordingly, I understand that neither the Company nor its representatives have made or make any representation or warranty as to the accuracy, completeness, or value of the Proprietary Information. TO THE MAXIMUM EXTENT PERMITTED UNDER APPLICABLE LAW, I agree that neither Company nor any of its representatives shall have any liability to me resulting from my use of the Proprietary Information.

12. This Agreement shall be binding upon and is personal to me. Except as otherwise expressly provided herein, neither this Agreement, nor any rights granted hereunder may be assigned, transferred, conveyed, or encumbered, whether voluntarily or by operation of law, by me without the prior written consent of the Company and any attempt to do so will be deemed null and void.

I agree any breach or default of this Agreement shall be construed in accordance with the laws of India prevailing at the relevant time. Any dispute or difference or any question of interpretation of any of the provisions of this Agreement arising before, during the pendency of, or after the expiry of this Agreement shall be subject to the jurisdiction of the Indian Courts.

13. This Agreement shall be effective as of the first day of my Employment with ClaySys Technologies Private Limited:

Employee Name:

Signature:

ID Type and No:

Date:

Witness Name & Signature:

Date:

Signed and Accepted in the presence of:

For CLAYSYS TECHNOLOGIES PRIVATE LIMITED

Name:

Title:

Signature:

Date:



Employee Name: Shehara Mahin

Signature:

Page 10
DR. RAJU GEORGE
PRINCIPAL
NAIPUNNYA SCHOOL OF MANAGEMENT
CHERTHALA-688 524

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

1. At all times, both during my Employment and after its termination, I will keep in confidence and trust all such Proprietary Information and I will not use such Proprietary Information other than in the course of my work for the Company at the premises of the Company nor disclose any of such Proprietary Information to any third party without written consent of the Company. I further acknowledge that the Proprietary Information constitutes trade secrets and commercial or industrial secrets of the Company and software artifacts such as source code, technical documents and communications regarding the same.

2. In the event of the termination of my Employment by me or by the Company for any reason, I shall deliver to the Company all notes, documents, software executables and source code and data of any nature pertaining to my work and any reproduction thereof in any form, and I shall not take with me any notes, documents, software executables and source code or data of any description containing or pertaining to any Proprietary Information. In case any of the above-mentioned notes, documents and data is found to be unable to be delivered to the Company due to their nature, I shall erase or destroy it immediately under the supervision of the Company.

3. With respect to information, inventions, discoveries, designs, and other works, including improvements, which are developed, made or conceived by me, either alone or with others, at any time; within or without normal working hours, during my Employment by the Company, arising out of such Employment or pertinent to any field of business or research in which, during such Employment, the Company is engaged or (if such is known to or ascertainable by me) is considering engaging, I agree:

(a) That all such information, inventions, discoveries, and other works, whether or not patented or registered, shall be and remain the sole property of the Company and be deemed as the Proprietary Information.

(b) To disclose promptly to an authorized representative of the Company all information, inventions and discoveries, and all information in my possession as to possible applications thereof to industry and other uses thereof or therefore.

(c) Not to file any patent applications, copyright registrations or proprietary right registrations relating to any such invention, discovery, work or design registration except with the prior consent of an authorized representative of the Company.

(d) At the request of the Company, and without expense to me, to execute such documents and perform such other acts as the Company deems necessary to obtain patents or to register copyrights or other proprietary right on such inventions, discoveries, designs, or other works in any jurisdictions. I agree that my obligation to render such cooperation shall continue after termination of this Agreement. In case any patent or registration of copyrights or other proprietary right in relation to such inventions and discoveries, designs or other works has been filed or obtained, I shall, without charge to the Company and without subjecting myself to any cost there from, assign it to the Company or its designees.

Any assignment of copyright hereunder (and any ownership of a copyright as a work made for hire) includes all rights of paternity, integrity, disclosure and withdrawal and any other rights that may be known as or referred to as "moral rights" (collectively "Moral Rights"). If despite this clause, I am deemed under applicable law to retain any rights in any developments, including without limitation any Moral Rights, I hereby waive, and agree to waive, all such rights. To the extent that such waivers are deemed unenforceable under applicable law, I grant, and agree to grant, to the Company or its designees the exclusive, perpetual, irrevocable, worldwide and royalty-free license to use, modify and market the development, without identifying me or seeking my consent.



Employee Name: Shehara Mahin

Signature:

ER. BAIJU GEORGE
Page 8
PRINCIPAL
NAIPUNNYA SCHOOL OF MANAGEMENT
CHERTHALA-688 524

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

4. As a matter of record I attach hereto a complete list of inventions which have been made or conceived or first reduced to practice by me alone or jointly with others prior to my Employment, which I desire to remove from the operation of this Agreement; and I covenant that such list is complete. If no such list is attached to this Agreement, I represent that I have not made, conceived or reduced to participate any such inventions and improvements at the time of signing this Agreement.

5. If any application for any United States, India or other patent or copyright related to or useful in the business of the Company shall be filed by me or for me during the period of one (1) year after the termination of my Employment, the subject matter covered thereby shall be presumed to have been conceived during my Employment with the Company.

6. I represent that my performance of all of the terms of this Agreement and as an employee or a consultant, as the case maybe, of the Company does not and will not breach any agreement to keep in confidence Proprietary Information acquired by me in confidence or in trust prior to my Employment with the Company and I agree not to enter into any agreement either written or oral in conflict herewith.

7. I agree that all of my obligations under this Agreement apply to any Proprietary Information or invention which has or will be acquired by third parties by purchasing the Proprietary Information or inventions, or assets which contain such Proprietary Information or inventions, from the Company.

8. I agree that, during the term of my employment and for a period of two (2) years after the termination of my employment with the Company, I shall not without the written consent of the Company engage directly or indirectly, for myself or others, in any activity or employment in the faithful performance of which it could be reasonably anticipated that I could be required or expected to use or disclose the Proprietary Information. This covenant shall not be construed to limit in any way my obligation not to use or disclose the Proprietary Information as set forth in Paragraph 1 above. Upon termination of my employment I agree to advise the Company of the name and address of my intended future employer.

9. My obligations under this Agreement shall survive termination of my Employment. If any provision or provisions of this Agreement shall be held to unenforceable by any court, the remaining provisions shall be unaffected and shall continue in full force and effect.

10. No provision of this Agreement shall limit any rights of the Company under any copyright, patent, or other applicable law. Further, neither the delivery of documents or materials containing any Proprietary Information nor any part of this Agreement shall amount to or be construed as granting any license, consent, title to or right or interest in any part of the

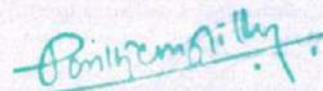
Proprietary Information,

I acknowledge and agree that: (a) the Proprietary Information is confidential and valuable information of the Company; (b) the Company derives economic value from the Proprietary Information not being generally known to other persons who can obtain economic value from its disclosure or use; (c) any disclosure or unauthorized use of the Proprietary Information could cause irreparable harm and loss to the Company; (d) monetary damages would be inadequate to compensate the Company for a breach of this Agreement. Accordingly, the Company, in addition to any other remedy to which it may be entitled by law or in equity, shall be entitled to seek an injunction to prevent breaches of this Agreement, and to an order compelling specific performance of this Agreement. I shall reimburse the Company for all costs and expenses, including attorney's fees, incurred by the Company in enforcing my obligations hereunder.



Employee Name: Shehara Mahin

Signature:


FR. BAIJU GEORGE
PRINCIPAL

NAIPUNYA SCHOOL OF MANAGEMENT
CHERTHALA - 688 524

Date: 11th May, 2021.

Shehara Mahin
Kannattuveli
Poochakkal,
Cherthala
Alappuzha

Dear Shehara,

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

Acceptance and Commencement

Your appointment will be effective on your joining date on **12th May, 2021**. Please contact us immediately if you require an alternative joining date. If you do not confirm your acceptance or we are unable to set an alternative date, this offer will be withdrawn.

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

- Respond via email to hr@claysys.com or present an Acceptance letter at the ClaySys office, to communicate acceptance of the offer and to confirm your joining date. Please note that if you do not respond with your acceptance, you will not be allowed to join on the joining date specified above.

- Any change of joining date must be sent to hr@claysys.com at least 5 days prior to your original joining date. The new joining date must be a weekday (except Saturday & Sunday) and should be no later than 5 days from the joining date specified above. On the joining date at 10:00 a.m., please note that it is important to be on time to complete the joining formalities. If you arrive late, you will not be allowed to join and must reschedule your joining date. On your joining date, please bring (i) the original and 1 photocopy of this letter duly signed and dated by you; (ii) 3 self photographs (passport sized, color photos with a white background), (iii) the originals and 2 sets of photocopies of the following documents:

- Education degree certificate. Photocopies should include both front and back sides of certificate.
- Relieving letter or resignation acceptance letter from your most recent employer.
- Proof of identity. Bring 2 sets of photocopies of the following documents: passport, driving license, aadhar card, voter's identification card and PAN card.
- If you have stated in your application to ClaySys that you are differently abled, please bring the disability certificate as per the prescribed format, duly filed & signed.

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



Employee Name: Shehara Mahin

Signature:

Page 1

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

Date: 26th July 2021

To
Ms Sandramol,
Sandralayam
Kudavechoor (Po),
Vaikom, Kottayam-686144

Sub: Appointment as Management Trainees

Dear, Ms Sandramol,

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

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

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

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

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

Wishing you the very best.

Yours faithfully,

For & on behalf of Amicus Communications,



www.amicus.co.in



FR. BALJU GEORGE

PRINCIPAL

NAIPUNYA SCHOOL OF MANAGEMENT
CHENNAI-600 524

COMPENSATION STRUCTURE

NAME: Shehara Mahin	DESIGNATION: Software Analyst (L1)
WORK LOCATION :	Infopark, Kochi/Infopark Cherthala, Kerala
CTC Salary per month: Rs.12,576/- (Rupees Twelve Thousand Five hundred and seventy six only)	

COMPONENTS	MONTHLY (INR)
BASIC	6,289
HRA	3,965
Medical Allowance	357
Travel Allowance	357
Conveyance Allowance	357
MONTHLY GROSS PAY	11,325

EMPLOYEE'S CONTRIBUTION TO PF	883
EMPLOYEE'S CONTRIBUTION TO ESI	85
EMPLOYEE'S CONTRIBUTION TO PROFESSIONAL TAX	100
TAX DEDUCTED AT SOURCE	-
NET PAY	10,257

EMPLOYER'S CONTRIBUTION TO PROVIDENT FUND	883
EMPLOYER'S CONTRIBUTION TO ESI	368
CTC	12,576



Employee Name: **Shehara Mahin**

Signature:

Principally
FR. BALJU GEORGE
 Page 5
PRINCIPAL
NAIPUNNYA SCHOOL OF MANAGEMENT
CHERTHALA-688 524



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

The impact of today's technology and pace of change is tremendous. We hope you are as excited as we are to play a part in that revolution. At ClaySys, we are changing the world with our technical competence and professional services, and our Intellectual Property creation initiatives which are very exciting projects to be involved in, and we will be delighted to have you as part of our team.

To confirm your acceptance of this offer letter and the terms and conditions specified herein, please sign in the space specified below and on each page against your name, and return the signed copy to ClaySys on your onboarding day.

Sincerely,

Vinod Tharakan – Managing Director,
ClaySys Technologies Pvt Ltd,
Cochin, Kerala, INDIA.



Employee Name: Shehara Mahin

Signature:

FR. BAIJU GEORGE
Page 4
PRINCIPAL
NAIPUNYA SCHOOL OF MANAGEMENT
CHERTHALA-686 524

Employee Agreement on Proprietary Information, Data and Inventions

- This Agreement is intended to formalize in writing certain understandings and procedures which will be in effect as soon as I, **Shehara Mahin** start to be employed or engaged by ClaySys Technologies Private Limited or any of its group companies or sister concerns or affiliates (hereinafter called the "Company") as an employee or consultant, as the case maybe.

I recognize that the Company, together with its affiliates, is engaged in (i) a continuous program of research and development with respect to its business, present and future, including fields generally related to its business, and (ii) providing consulting services to its customers and prospective customers with respect to the research and development programs of the Company as they apply to products and services sold by the Company.

I understand that:

A. As part of my employment or engagement, as the case maybe with the Company (collectively referred to as "Employment"), I am expected to make new contributions and inventions of value to the Company.

B. My Employment creates a relationship of confidence and trust and confidentiality between me and the Company with respect to any information of a confidential or secret nature,

(1) Applicable to the business of the Company and its affiliates.

(2) Applicable to the business of any customer of the Company, which may be made known to me by the Company or learned by me during the period of my Employment (hereinafter called "Proprietary Information").

C. By way of illustration, but not limitation, Proprietary Information includes trade secrets, processes, formulas, notes, data, know-how, improvements, inventions, techniques, customer lists and other information concerning design, construction, configuration, internal working, internal functions, and/or cost or expense of research, development, manufacture, assembly, installation, marketing, marketing surveys or analysis, pricing or licensing, as well as other financial data pertaining to any and all present and/or future developments, processes or devices, or component parts thereof, relating to the Company's business; and shall further include other commercial and technical secrecy that is not available to the public and has economic value. I further acknowledge that the Company has taken measures to protect the secrecy of such information.

D. The Company may sell the product, system, property or other assets to third parties, which may contain Proprietary Information. In addition to any other obligations to the Company, I have a continuing obligation to maintain the confidentiality of such Proprietary Information for the buyer of such assets. Any violation of the above-mentioned obligation shall be deemed as infringement of the trade secrets of the Company.

In consideration of my Employment as an employee or consultant, as the case maybe, and the compensation received from time to time, I hereby agree as follows:



Employee Name: **Shehara Mahin**

Signature: _____

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



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

ACCEPTANCE OF APPOINTMENT TERMS AND CONDITIONS:

I agree that I have read, understand, and accept employment with ClaySys under the terms and conditions stated in this agreement.

(Please sign below to confirm that you agree with the terms and conditions stated in this offer.)

Signature:

Printed Name:

Date:

Date of Joining (if requesting an alternative date):

Principally



Employee Name: Shehara Mahin

Signature:

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

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

13. During your service with the Company, you are expected to devote your whole time and attention to the Company's affairs and refrain from directly or indirectly engaging in any other business.

14. Information pertaining to ClaySys operations and intellectual property, ClaySys client data and client projects related documents are confidential and you shall not disclose to any third party any information pertaining to your work at ClaySys or for ClaySys clients or infringe upon any intellectual property that ClaySys is creating with which you may or may not be involved. You shall not disclose confidential Company information or data pertaining to clients, projects and intellectual property through any electronic means or websites, such as social media sites, job sites etc, without prior approval from the HR department of ClaySys. If you are bound by any confidentiality agreement with a previous employer, you must notify the Company and indemnify the Company against any breach thereof.

15. If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services without notice or compensation.

16. Leave and Vacation Policy

- a. From the date of your joining you will be entitled to 6 days of sick leave and 4 days of personal or casual leave per year.
- b. You will be entitled to 12 days of vacation leave per year.
- c. You shall be entitled to avail leave only with prior approval from your manager, or you may be asked to provide medical certification for sick leave continuously for more than 2 working days.
- d. Based on your seniority within the company, the leave policy can be amended to authorize additional vacation days as finalized by the company.
- e. For specific assignments on non-working days, your manager can authorize you to avail of compensatory leave upon approval.
- f. An employee who becomes pregnant shall, upon submission of a certificate from a duly certified medical practitioner to the Company, stating the presumed date of her confinement, be entitled to maternity leave provided that she has had not less than 12 months' continuous service with the Company immediately preceding the date upon which she proceeds on such leave.

17. You will abide by all the rules and regulations of the Company which are in force from time to time and the Company shall have the right to vary or modify any or all of the above terms and conditions which shall be binding on you.



Employee Name: Shehara Mahin

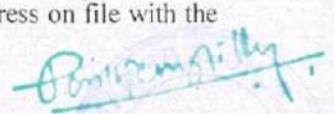
Signature:



Page 3
FR. BAIJU GEORGE
PRINCIPAL
NAIPUNYA SCHOOL OF MANAGEMENT
CHERTHALA-688 524

The other terms and conditions of the offer are as follows:

1. Your posting will be in ClaySys at Kochi Infopark/Cherthala Infopark, Kerala. You will be under training for one month at our Cochin Office. You could be asked to relocate at any time. Your services will be transferable and you may be assigned to any office of ClaySys, a subsidiary, or associate company. In such case, you will be governed by the policies of that location.
2. Your appointment is contingent upon satisfactory reference & background checks including verification of your application materials, education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any non-compete obligations or other restrictive clauses with any previous employer).
3. Your designation may be changed at the discretion of the Company depending on the work assigned to you.
4. You may be required to travel on Company work and you will be reimbursed expenses as per Company policy.
5. If you are absent for a continuous period of 3 days without leave or obtaining your manager's approval, you will be deemed to have voluntarily terminated your service without notice.
6. You will be on probation until your successful completion of the probationary period is confirmed. The probation period is [10] months and may be extended at your manager's discretion. At any time during this period, either you or the Company may terminate your service by giving 30 days notice.
7. Upon completion of probation period and confirmation as a regular employee, you may terminate your service at any time by giving 60 days notice and the company may terminate your service at any time by giving 60 days notice.
8. You will retire from the services of the Company on attaining the age of superannuation [58 years].
9. Upon your resignation or retirement from the Company or termination of your services, you are required to return all assets and property of the Company such as documents, machines, data, files and books etc. (including but not limited to leased properties).
10. Any and all of the terms and conditions of service may be modified or changed at the Company's discretion.
11. Your individual remuneration is strictly between yourself and the Company. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal and confidential.
12. It is your responsibility to notify the Company of any changes in your personal information within 3 working days. All notices shall be considered duly and properly delivered to the address on file with the Company.



Employee Name: Shehara Mahin

Signature:

Page 2 **FR. BAIJU GEORGE**
PRINCIPAL
NAIPUNYA SCHOOL OF MANAGEMENT
CHERTHALA-688 524

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

prototype form. Accordingly, I understand that neither the Company nor its representatives have made or make any representation or warranty as to the accuracy, completeness, or value of the Proprietary Information. TO THE MAXIMUM EXTENT PERMITTED UNDER APPLICABLE LAW, I agree that neither Company nor any of its representatives shall have any liability to me resulting from my use of the Proprietary Information.

12. This Agreement shall be binding upon and is personal to me. Except as otherwise expressly provided herein, neither this Agreement, nor any rights granted hereunder may be assigned, transferred, conveyed, or encumbered, whether voluntarily or by operation of law, by me without the prior written consent of the Company and any attempt to do so will be deemed null and void.

I agree any breach or default of this Agreement shall be construed in accordance with the laws of India prevailing at the relevant time. Any dispute or difference or any question of interpretation of any of the provisions of this Agreement arising before, during the pendency of, or after the expiry of this Agreement shall be subject to the jurisdiction of the Indian Courts.

13. This Agreement shall be effective as of the first day of my Employment with ClaySys Technologies Private Limited:

Employee Name:

Signature:

ID Type and No:

Date:

Witness Name & Signature:

Date:

Signed and Accepted in the presence of:

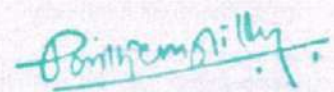
For CLAYSYS TECHNOLOGIES PRIVATE LIMITED

Name:

Title:

Signature:

Date:



Signature:

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

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

to remove from the operation of this Agreement; and I covenant that such list is complete. If no such list is attached to this Agreement, I represent that I have not made, conceived or reduced to participate any such inventions and improvements at the time of signing this Agreement.

5. If any application for any United States, India or other patent or copyright related to or useful in the business of the Company shall be filed by me or for me during the period of one (1) year after the termination of my Employment, the subject matter covered thereby shall be presumed to have been conceived during my Employment with the Company.

6. I represent that my performance of all of the terms of this Agreement and as an employee or a consultant, as the case maybe, of the Company does not and will not breach any agreement to keep in confidence Proprietary Information acquired by me in confidence or in trust prior to my Employment with the Company and I agree not to enter into any agreement either written or oral in conflict herewith.

7. I agree that all of my obligations under this Agreement apply to any Proprietary Information or invention which has or will be acquired by third parties by purchasing the Proprietary Information or inventions, or assets which contain such Proprietary Information or inventions, from the Company.

8. I agree that, during the term of my employment and for a period of two (2) years after the termination of my employment with the Company, I shall not without the written consent of the Company engage directly or indirectly, for myself or others, in any activity or employment in the faithful performance of which it could be reasonably anticipated that I could be required or expected to use or disclose the Proprietary Information. This covenant shall not be construed to limit in any way my obligation not to use or disclose the Proprietary Information as set forth in Paragraph 1 above. Upon termination of my employment I agree to advise the Company of the name and address of my intended future employer.

9. My obligations under this Agreement shall survive termination of my Employment. If any provision or provisions of this Agreement shall be held to unenforceable by any court, the remaining provisions shall be unaffected and shall continue in full force and effect.

10. No provision of this Agreement shall limit any rights of the Company under any copyright, patent, or other applicable law. Further, neither the delivery of documents or materials containing any Proprietary Information nor any part of this Agreement shall amount to or be construed as granting any license, consent, title to or right or interest in any part of the

Proprietary Information,

I acknowledge and agree that: (a) the Proprietary Information is confidential and valuable information of the Company; (b) the Company derives economic value from the Proprietary Information not being generally known to other persons who can obtain economic value from its disclosure or use; (c) any disclosure or unauthorized use of the Proprietary Information could cause irreparable harm and loss to the Company; (d) monetary damages would be inadequate to compensate the Company for a breach of this Agreement. Accordingly, the Company, in addition to any other remedy to which it may be entitled by law or in equity, shall be entitled to seek an injunction to prevent breaches of this Agreement, and to an order compelling specific performance of this Agreement. I shall reimburse the Company for all costs and expenses, including attorney's fees, incurred by the Company in enforcing my obligations hereunder.

11. I acknowledge that the Proprietary Information may relate to processes or products that are theoretical, developmental and may or may not have been reduced to practical application in



Signature:

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

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

course of my work for the Company at the premises of the Company nor disclose any of such Proprietary Information to any third party without written consent of the Company. I further acknowledge that the Proprietary Information constitutes trade secrets and commercial or industrial secrets of the Company and software artifacts such as source code, technical documents and communications regarding the same.

2. In the event of the termination of my Employment by me or by the Company for any reason, I shall deliver to the Company all notes, documents, software executables and source code and data of any nature pertaining to my work and any reproduction thereof in any form, and I shall not take with me any notes, documents, software executables and source code or data of any description containing or pertaining to any Proprietary Information. In case any of the above-mentioned notes, documents and data is found to be unable to be delivered to the Company due to their nature, I shall erase or destroy it immediately under the supervision of the Company.

3. With respect to information, inventions, discoveries, designs, and other works, including improvements, which are developed, made or conceived by me, either alone or with others, at any time, within or without normal working hours, during my Employment by the Company, arising out of such Employment or pertinent to any field of business or research in which, during such Employment, the Company is engaged or (if such is known to or ascertainable by me) is considering engaging, I agree:

(a) That all such information, inventions, discoveries, and other works, whether or not patented or registered, shall be and remain the sole property of the Company and be deemed as the Proprietary Information.

(b) To disclose promptly to an authorized representative of the Company all information, inventions and discoveries, and all information in my possession as to possible applications thereof to industry and other uses thereof or therefore.

(c) Not to file any patent applications, copyright registrations or proprietary right registrations relating to any such invention, discovery, work or design registration except with the prior consent of an authorized representative of the Company.

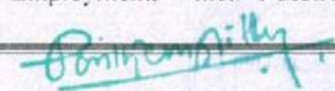
(d) At the request of the Company, and without expense to me, to execute such documents and perform such other acts as the Company deems necessary to obtain patents or to register copyrights or other proprietary right on such inventions, discoveries, designs, or other works in any jurisdictions. I agree that my obligation to render such cooperation shall continue after termination of this Agreement. In case any patent or registration of copyrights or other proprietary right in relation to such inventions and discoveries, designs or other works has been filed or obtained, I shall, without charge to the Company and without subjecting myself to any cost there from, assign it to the Company or its designees.

Any assignment of copyright hereunder (and any ownership of a copyright as a work made for hire) includes all rights of paternity, integrity, disclosure and withdrawal and any other rights that may be known as or referred to as "moral rights" (collectively "Moral Rights"). If despite this clause, I am deemed under applicable law to retain any rights in any developments, including without limitation any Moral Rights, I hereby waive, and agree to waive, all such rights. To the extent that such waivers are deemed unenforceable under applicable law, I grant, and agree to grant, to the Company or its designees the exclusive, perpetual, irrevocable, worldwide and royalty-free license to use, modify and market the development, without identifying me or seeking my consent.

4. As a matter of record I attach hereto a complete list of inventions which have been made or conceived or first reduced to practice by me alone or jointly with others prior to my Employment, which I desire



Signature:


Page 8
FR. BALJU GEORGE
PRINCIPAL
NAIPUNNAYA SCHOOL OF MANAGEMENT
CHERTHALA-688 524

Employee Agreement on Proprietary Information, Data and Inventions

This Agreement is intended to formalize in writing certain understandings and procedures which will be in effect as soon as **I, Rithu B**, start to be employed or engaged by ClaySys Technologies Private Limited or any of its group companies or sister concerns or affiliates (hereinafter called the "Company") as an employee or consultant, as the case maybe.

I recognize that the Company, together with its affiliates, is engaged in (i) a continuous program of research and development with respect to its business, present and future, including fields generally related to its business, and (ii) providing consulting services to its customers and prospective customers with respect to the research and development programs of the Company as they apply to products and services sold by the Company.

I understand that:

A. As part of my employment or engagement, as the case maybe with the Company (collectively referred to as "Employment"), I am expected to make new contributions and inventions of value to the Company.

B. My Employment creates a relationship of confidence and trust and confidentiality between me and the Company with respect to any information of a confidential or secret nature,

(1) Applicable to the business of the Company and its affiliates.

(2) Applicable to the business of any customer of the Company, which may be made known to me by the Company or learned by me during the period of my Employment (hereinafter called "Proprietary Information").

C. By way of illustration, but not limitation, Proprietary Information includes trade secrets, processes, formulas, notes, data, know-how, improvements, inventions, techniques, customer lists and other information concerning design, construction, configuration, internal working, internal functions, and/or cost or expense of research, development, manufacture, assembly, installation, marketing, marketing surveys or analysis, pricing or licensing, as well as other financial data pertaining to any and all present and/or future developments, processes or devices, or component parts thereof, relating to the Company's business; and shall further include other commercial and technical secrecy that is not available to the public and has economic value. I further acknowledge that the Company has taken measures to protect the secrecy of such information.

D. The Company may sell the product, system, property or other assets to third parties, which may contain Proprietary Information. In addition to any other obligations to the Company, I have a continuing obligation to maintain the confidentiality of such Proprietary Information for the buyer of such assets. Any violation of the above-mentioned obligation shall be deemed as infringement of the trade secrets of the Company.

In consideration of my Employment as an employee or consultant, as the case maybe, and the compensation received from time to time, I hereby agree as follows:

I, At all times, both during my Employment and after its termination, I will keep in confidence and trust all such Proprietary Information and I will not use such Proprietary Information other than in the

Employee Name: **Rithu B**

Signature: _____

Page 7



FR. BAIJU GEORGE
PRINCIPAL
NAIPUNNYA SCHOOL OF MANAGEMENT
CHERTALA

ACCEPTANCE OF APPOINTMENT TERMS AND CONDITIONS:

I agree that I have read, understand, and accept employment with ClaySys under the terms and conditions stated in this agreement.

(Please sign below to confirm that you agree with the terms and conditions stated in this offer.)

Signature:

Printed Name:

Date:

Date of Joining (if requesting an alternative date):



Signature:

Page 6

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

COMPENSATION STRUCTURE

NAME: Rithu B	DESIGNATION: Software Analyst (L1)
WORK LOCATION :	Infopark, Kochi/Infopark Cherthala, Kerala
CTC Salary per month: Rs.12,576/- (Rupees Twelve Thousand Five hundred and seventy six only)	

COMPONENTS	MONTHLY (INR)
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TAX DEDUCTED AT SOURCE	-
NET PAY	10,257

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EMPLOYER'S CONTRIBUTION TO ESI	368
CTC	12,576

FR. BAIJU GEORGE



Employee Name: **Rithu B**

Signature:

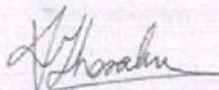
Page 5

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

The impact of today's technology and pace of change is tremendous. We hope you are as excited as we are to play a part in that revolution. At ClaySys, we are changing the world with our technical competence and professional services, and our Intellectual Property creation initiatives which are very exciting projects to be involved in, and we will be delighted to have you as part of our team.

To confirm your acceptance of this offer letter and the terms and conditions specified herein, please sign in the space specified below and on each page against your name, and return the signed copy to ClaySys on your onboarding day.

Sincerely,



Vinod Tharakan – Managing Director,
ClaySys Technologies Pvt Ltd,
Cochin, Kerala, INDIA.



Near Manorama Jn.
Employee Name: Rithu B
Pin-688 524

Signature:

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

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

12. It is your responsibility to notify the Company of any changes in your personal information within 3 working days. All notices shall be considered duly and properly delivered to the address on file with the Company.

13. During your service with the Company, you are expected to devote your whole time and attention to the Company's affairs and refrain from directly or indirectly engaging in any other business.

14. Information pertaining to ClaySys operations and intellectual property, ClaySys client data and client projects related documents are confidential and you shall not disclose to any third party any information pertaining to your work at ClaySys or for ClaySys clients or infringe upon any intellectual property that ClaySys is creating with which you may or may not be involved. You shall not disclose confidential Company information or data pertaining to clients, projects and intellectual property through any electronic means or websites, such as social media sites, job sites etc, without prior approval from the HR department of ClaySys. If you are bound by any confidentiality agreement with a previous employer, you must notify the Company and indemnify the Company against any breach thereof.

15. If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services without notice or compensation.

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- a. From the date of your joining you will be entitled to 6 days of sick leave and 4 days of personal or casual leave per year.
- b. You will be entitled to 12 days of vacation leave per year.
- c. You shall be entitled to avail leave only with prior approval from your manager, or you may be asked to provide medical certification for sick leave continuously for more than 2 working days.
- d. Based on your seniority within the company, the leave policy can be amended to authorize additional vacation days as finalized by the company.
- e. For specific assignments on non-working days, your manager can authorize you to avail of compensatory leave upon approval.
- f. An employee who becomes pregnant shall, upon submission of a certificate from a duly certified medical practitioner to the Company, stating the presumed date of her confinement, be entitled to maternity leave provided that she has had not less than 12 months' continuous service with the Company immediately preceding the date upon which she proceeds on such leave.

17. You will abide by all the rules and regulations of the Company which are in force from time to time and the Company shall have the right to vary or modify any or all of the above terms and conditions which shall be binding on you.



Employee Name: **Rithu B**

Signature:


Page 5 **FR. BALJU GEORGE**
PRINCIPAL
NAIPUNNYA SCHOOL OF MANAGEMENT
CHERTHALA-688 524

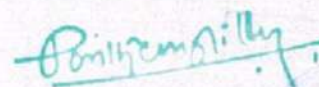
The other terms and conditions of the offer are as follows:

1. Your posting will be in ClaySys at Kochi Infopark/Cherthala Infopark, Kerala. You will be under training for one month at our Cochin Office. You could be asked to relocate at any time. Your services will be transferable and you may be assigned to any office of ClaySys, a subsidiary, or associate company. In such case, you will be governed by the policies of that location.
2. Your appointment is contingent upon satisfactory reference & background checks including verification of your application materials, education and employment history. Your employment is also contingent upon your ability to work for the Company without restriction (i.e. you do not have any non-compete obligations or other restrictive clauses with any previous employer).
3. Your designation may be changed at the discretion of the Company depending on the work assigned to you.
4. You may be required to travel on Company work and you will be reimbursed expenses as per Company policy.
5. If you are absent for a continuous period of 3 days without leave or obtaining your manager's approval, you will be deemed to have voluntarily terminated your service without notice.
6. You will be on probation until your successful completion of the probationary period is confirmed. The probation period is [10] months year and may be extended at your manager's discretion. At any time during this period, either you or the Company may terminate your service by giving 30 days notice.
7. Upon completion of probation period and confirmation as a regular employee, you may terminate your service at any time by giving 60 day's notice and the company may terminate your service at any time by giving 60 days notice.
8. You will retire from the services of the Company on attaining the age of superannuation [58 years].
9. Upon your resignation or retirement from the Company or termination of your services, you are required to return all assets and property of the Company such as documents, machines, data, files and books etc. (including but not limited to leased properties).
10. Any and all of the terms and conditions of service may be modified or changed at the Company's discretion.
11. Your individual remuneration is strictly between yourself and the Company. It has been determined based on numerous factors such as your job, skills-specific background, and professional merit. This information and any changes made therein should be treated as personal and confidential.



Employee Name: **Rithu B**

Signature:



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

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

Date: 19th May, 2021.

Rithu B
Balabhavan
Kodamthuruth
Kuthiathode P. O
Cherthala-688533

Dear Rithu,

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

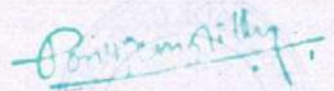
Acceptance and Commencement

Your appointment will be effective on your joining date on **20th May, 2021**. Please contact us immediately if you require an alternative joining date. If you do not confirm your acceptance or we are unable to set an alternative date, this offer will be withdrawn.

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

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

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



Signature:

Page **HR. BAIJU GEORGE**

PRINCIPAL

NAIPUNYA SCHOOL OF MANAGEMENT
CHERTHALA-688 524



شركة رامي لإدارة الفنادق والمطاعم ذ.م.م. Ramee Hotels & Restaurants Management Co. W.L.L

ص.ب. 11538، الحرة، البحرين، تليفون: 17 111 999، فاكس: 17 111 998 P.O. Box 11538, Hoor, Bahrain | Tel: 17 111 999 | Fax: 17 111 998
البريد الإلكتروني: rameegrp.bh@rameehotels.com // www.rameehotelsbahrain.com // www.rameehotels.com rameegrp.bh@rameehotels.com E-mail: rameegrp.bh@rameehotels.com | Web: www.rameehotelsbahrain.com // www.rameehotels.com
س.ت. 043698-01 - ٤٣٦٩٨-٠١ C.R. NO: 043698-01

OFFER LETTER

REF.NO.RG-BAH-2021-345

Mr. Jerit Mathew

Bahrain

Mobile No: 0091 9188504281

Thursday, 23rd September 2021.

Dear Mr. Jerit,

In reference to your application for a possible employment with **Ramee Group, Bahrain**, it gives us great pleasure to offer you employment under the following terms and conditions:

Position:	Housekeeping Attendant.
Basic Salary:	BD. 80/- per month (Bahraini Dinars Eighty only per month).
Fix Service Charge:	BD. 10/- per month (Bahraini Dinars Ten only per month).
Joining Date:	23-OCT-2021 , Tentative.
Annual Leave:	As per company policy.
Point of Hire:	India.
Contract Term:	12 months from the date of joining.
Probation Period:	Three (3) months from the date of joining.
Working Hours:	54 (Fifty Four) hours per week.
Accommodation:	Hotel Provided – Single shared Accommodation.
Transportation:	Hotel Provided
Laundry:	Uniform Only.
Uniform:	Hotel Provided.
Duty Meals:	Hotel Provided.
Medical:	You are covered under Private Medical Insurance along with Medical card.
Transfer:	Inter-property.

During the probation period either party will have right to terminate the employee agreement with one day written notice and without compensation from the hotel by way of wages other than for time worked. Thereafter, Sixty (60) days in writing by either party. Should you resign within the agreed contract duration including your probation period, you will be liable to bear the cost of the repatriation tickets and other related recruitment expenses. You are not authorized to terminate any staff without prior approval from the Committee/Management. Any violation of this rule will lead you to be personally responsible for the consequential financial or other losses to the company. In case of your acceptance, please sign below and return the signed document to us.

This offer is contingent upon all type of approvals and clearances also including company and ministerial. This offer terms are only valid once you come under our sponsorship as per Bahrain Labor Law.

We look forward to you accepting this offer and becoming a valuable team member of **Ramee Group of Hotels, Bahrain**.

Yours Sincerely,

Chairman & Managing Director

Accepted by: (Name)

(Signature)

Date

FR. BAIJU GEORGE
PRINCIPAL

NAIPUNNYA SCHOOL OF MANAGEMENT
CUERTHALA-688-524



Corp. Office: P.O. Box 55808, Dubai, UAE. Tel: 971 439 63 888, Fax: 971 43 964 080, E-mail: ramee@bahraini.net.ae
Reg. Office: 398/22, Santacruz(w), Mumbai-400054, India. Tel: 91 226 040 703, Fax: 971 226 0545 77, Email: pol@bom3.vsnl.net.in

إدارة فنادق رامي
A Subsidiary of Ramee Group of Hotels



شركة رامي لإدارة الفنادق والمطاعم ذ.م.م. Ramee Hotels & Restaurants Management Co. W.L.L

P.O. Box 11538, Hoor, Bahrain | Tel: 17 111 999 | Fax: 17 111 998
E-mail: rameegrp.bh@rameehotels.com | Web: www.rameehotelsbahrain.com // www.rameehotels.com
C.R. NO: 043698-01

OFFER LETTER

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Bahrain

Mobile No: 0091 9188504281

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Fix Service Charge:	BD. 10/- per month (Bahraini Dinars Ten only per month).
Joining Date:	23-OCT-2021 , Tentative.
Annual Leave:	As per company policy.
Point of Hire:	India.
Contract Term:	12 months from the date of joining.
Probation Period:	Three (3) months from the date of joining.
Working Hours:	54 (Fifty Four) hours per week.
Accommodation:	Hotel Provided – Single shared Accommodation.
Transportation:	Hotel Provided
Laundry:	Uniform Only.
Uniform:	Hotel Provided.
Duty Meals:	Hotel Provided.
Medical:	You are covered under Private Medical Insurance along with Medical card.
Transfer:	Inter-property.

During the probation period either party will have right to terminate the employee agreement with one day written notice and without compensation from the hotel by way of wages other than for time worked. Thereafter, Sixty (60) days in writing by either party. Should you resign within the agreed contract duration including your probation period, you will be liable to bear the cost of the repatriation tickets and other related recruitment expenses. You are not authorized to terminate any staff without prior approval from the Committee/Management. Any violation of this rule will lead you to be personally responsible for the consequential financial or other losses to the company. In case of your acceptance, please sign below and return the signed document to us.

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We look forward to you accepting this offer and becoming a valuable team member of **Ramee Group of Hotels, Bahrain.**

Yours Sincerely,

Chairman & Managing Director

Accepted by: (Name)

(Signature)

Date

FR. BAIJU GEORGE

PRINCIPAL

NAIPUNNYA SCHOOL OF MANAGEMENT

CHERTHALA

Corp. Office : P.O. Box - 55808, Dubai, UAE. Tel: 971 439 63 888, Fax: 971 43 964 080, E-mail: rameegrp@rameehotels.com

Reg. Office : Ramee Group, 398/22, Santacruz(w), Mumbai-400054, India. Tel: 91 226 040 703, Fax: 971 226 0545 77, Email: pol@boom3.vsnl.net.in

Near Manohar Nagar

Chertthala

Pin-689 524

إدارة فنادق رامي

A Subsidiary of Ramee Group of Hotels

One&Only

ROYAL MIRAGE

Dubai

Nithin Krishna
Housekeeping Attendant

Page 1 of 3

14 June, 2021

Mr. Nithin Krishna
Cochin – India
c/o Al Amani

Dear Nithin,

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

1. **Position**
Housekeeping Attendant.
2. **Starting Date**
Your date of joining will be no later than **15 August 2021**.
3. **Point of Hire**
Your point of hire will be **Cochin - India**, from where a one-way economy class ticket will be provided.
4. **Remuneration**
Your monthly remuneration will be at **Dhs.850/-** (Approx. US\$232). Your eligibility for service charge will also commence once you have successfully completed your probationary period. This will be calculated every six months (i.e. from seventh month) and will be based on work performance, behavior and attendance.
5. **Place of work**
One&Only Management reserves the right to have you reassigned to a different unit within One&Only Royal Mirage, Dubai or One&Only The Palm, Dubai. Such assignments may be temporary or permanent.
6. **Working Hours**
Your working hours will be nine (9) hours a day over six (6) days a week with one (1) day off.
7. **Meals**
The Hotel will provide you with meal facilities in the appropriate location.
8. **Uniform / Laundry**
You will be provided with a hotel uniform, along with laundry service.
9. **Grooming**
All employees will be required to adhere to the Hotel's grooming standards. Male team members are required to have a clean-shaven presentation thus, no moustache or beard is allowed.
10. **Medical**
10.1 A medical scheme will be provided for you as per the Hotel's policy.
10.2 COVID - 19 Precautionary and Safety Measures – in line with the UAE new covid-19 protocols, you will be required to be fully vaccinated. Or if already vaccinated, you will need to submit the certificate of vaccination upon arrival.
11. **Accommodation**
You will be provided with a suitable shared accommodation (4 persons per room) in the staff-housing complex as per Hotel's policy.
12. **Transport**
Transport to and from the hotel will be provided as per approved hotel Bus schedule.
13. **Vacation and Overseas Travel**
13.1 In accordance with the provisions of the UAE Labor Law, you will be entitled to thirty (30) days paid leave after the completion of one (1) year service and annually thereafter. Please note that should you resign prior to the completion of twelve months of service, your vacation accrual rate will be calculated at the rate of two days per month. No vacation payment will be made though, should you resign prior to the completion of six months of service. The vacation period is to be taken at a time that is operationally convenient for the hotel.

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

Near Manorama In:
Chertthala
Pin-688 524

One&Only

ROYAL MIRAGE

Dubai

Nithin Krishna
Housekeeping Attendant

Page 2 of 3

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

14. Public Holidays

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

15. Sick Leave

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

16. Duration of Contract / Termination

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

17. Probation Period

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

18. Employment / Residency Visas

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

19. Repatriation Passage

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



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

One&Only

ROYAL MIRAGE

Dubai

Nithin Krishna
Housekeeping Attendant

Page 3 of 3

20. Indemnity

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

21. Conduct

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

22. Restrictions

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

23. Privacy

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

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

24. Personal Property

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

25. Acceptance

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

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

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

Yours sincerely

Andre Leung
Director of Human Resources & Training

Olivier Louis
Managing Director

I hereby confirm acceptance of the above
Nithin Krishna

Date

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



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



KYARIA

KYARIA GROUP OF INSTITUTIONS

Tharakans Complex, 2nd Floor,
Near Janaky Apartments, KK Padmanabhan Road
Kacheripady, Ernakulam, Kerala
Ph: 9048194524

●Info@kyaria.in ⊕www.kyaria.in



RADHIKA. B

Admin

Ph: 9946929990

DOB: 16/1/2000



Pr. Baiju George
PR. BAIJU GEORGE
PRINCIPAL
NAIPUNNYA SCHOOL OF MANAGEMENT
CHERTHALA-688 524

One&Only

ROYAL MIRAGE

Dubai

John Francis Kattuparambil Martin
Housekeeping Attendant

Page 3 of 3

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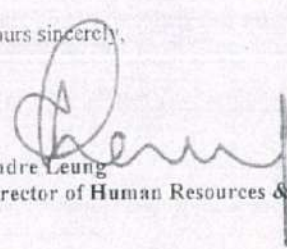
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Director of Human Resources & Training


Olivier Louis
Managing Director

.....
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John Francis Kattuparambil Martin

.....
Date

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




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

One&Only

ROYAL MIRAGE

Dubai

John Francis Kathiparambil Martin
Housekeeping Attendant

Page 2 of 3

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- 16.2 Should you decide to terminate the contract prior to the completion of one (1) year, you would be responsible for bearing 100% of your recruitment, training, administrative and travel-related expenses as well as repatriation costs. Your outward flight must be from a Dubai Airport.
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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**.



John Francis Kathiparambil Martin
FR. BAIJU GEORGE
PRINCIPAL
NAIPUNNYA SCHOOL OF MANAGEMENT
CHERTHALA-688 524

One&Only

ROYAL MIRAGE

Dubai

John Francis Kattuparambil Martin
Housekeeping Attendant

Page 1 of 3

21 June, 2021

Mr. John Francis Kattuparambil Martin
Cochin – India
c/o Al Amani

Dear John Francis,

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

1. **Position**
Housekeeping Attendant.
2. **Starting Date**
Your date of joining will be no later than 15 August 2021.
3. **Point of Hire**
Your point of hire will be Cochin – India, from where a one-way economy class ticket will be provided.
4. **Remuneration**
Your monthly remuneration will be at Dhs.850/- (Approx. US\$232). Your eligibility for service charge will also commence once you have successfully completed your probationary period. This will be calculated every six months (i.e. from seventh month) and will be based on work performance, behavior and attendance.
5. **Place of work**
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ONE&ONLY ROYAL MIRAGE, P.O. BOX 37252, DUBAI, UNITED ARAB EMIRATES

T +971 4 399 9999 INFO@ONEANDONLYROYALMIRAGE.AE

ONEANDONLYROYALMIRAGE.COM

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

One&Only

ROYAL MIRAGE

Dubai

Joyal Sebastian
Linen 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.

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

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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.

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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.

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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
Joyal Sebastian

.....
Date

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



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

One&Only

ROYAL MIRAGE

Dubai

Joyal Sebastian
Linen Room Attendant

Page 2 of 3

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

14. Public Holidays

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

15. Sick Leave

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

16. Duration of Contract / Termination

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

17. Probation Period

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

18. Employment / Residency Visas

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

19. Repatriation Passage

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



FR. BAIJU GEORGE
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CHERTALA-688 524

One&Only

ROYAL MIRAGE

Dubai

Joyal Sebastian
Linen Room Attendant

Page 3 of 3

12 September, 2021

Mr. Joyal Sebastian
Cochin - India
c/o Al Amani

Dear Joyal,

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

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

FR. BALJU GEORGE
PRINCIPAL

ONE&ONLY ROYAL MIRAGE, P.O. BOX 37252, DUBAI, UNITED ARAB EMIRATES
14 399 9999 INFO@ONEANDONLYROYALMIRAGE.AE
ONEANDONLYROYALMIRAGE.COM



One&Only

THE PALM

Dubai

13. Vacation and Overseas Travel

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

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. Medical & Sick Leave

- 15.1 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 certification of vaccination upon arrival.
- 15.2 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.
- 15.3 Unless previously approved, you will not be entitled to avail of any sick leave when you are on overseas leave.

16. Duration of Contract / Termination

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

17. Probation Period

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

18. Employment / Residency Visas

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

18.2 This letter is considered part of the employment process, which will be completed upon the 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.

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

One&Only

THE PALM

19. Repatriation Passage

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

20. Indemnity

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

21. Conduct

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

22. Restrictions

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

23. Privacy

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

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

24. Personal Property

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

25. Acceptance

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

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

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

Yours sincerely,

Olivier Louis
Managing Director

I hereby confirm acceptance of the above
Jibin Joseph

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

Vincent Smarrella
General Manager

Tony Sonahee
Human Resources Manager



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

One&Only

THE PALM

Dubai

5 July, 2021

Mr. Akash Mangalapurath Saiju
C/o Al Amani HR Consultancy
Cochin - India

Dear Akash,

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

1. **Position**
Housekeeping Attendant – Public Area.
2. **Starting Date**
Your date of joining will be no later than **1st September 2021**.
3. **Point of Hire**
Your point of hire will be **Cochin, India**, from where a one-way economy class ticket will be provided.
4. **Remuneration**
Your monthly 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 (6) days a week with one (1) day off.
7. **Accommodation**
You will be provided with a suitable shared accommodation (2 persons per room) in the staff-housing complex as per Hotel's policy.
8. **Meals**
The resort will provide daily breakfast, lunch and dinner taken within the colleagues Dining Room at the Hotel or within the employees' accommodation Dining Room.
9. **Grooming**
All employees will be required to adhere to the Hotel's grooming standard. Male team members are required to have a clean-shaven presentation; thus, no moustache or beard is allowed.
10. **Medical**
A medical scheme will be provided for you as per the Hotel's policy.
11. **Uniform / Laundry**
You will be provided with a hotel uniform, along with laundry service.
12. **Transport**
Transportation from your accommodation to the hotel and vice versa will be provided as per the set scheduled by regular shuttle buses.



ONE&ONLY THE PALM, P.O. BOX 114843, WEST CRESCENT, PALM JUMEIRAH
DUBAI, UNITED ARAB EMIRATES, T +971 4 440 1010, INFO@ONEANDONLYTHEPALM.COM
ONEANDONLYTHEPALM.COM

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

13. Vacation and Overseas Travel

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

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. Medical & Sick Leave

- 15.1 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 certification of vaccination upon arrival.
- 15.2 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.
- 15.3 Unless previously approved, you will not be entitled to avail of any sick leave when you are on overseas leave.

16. Duration of Contract / Termination

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

17. Probation Period

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

18. Employment / Residency Visas

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



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

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.

20. Indemnity

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

21. Conduct

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

22. Restrictions

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

23. Privacy

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

24. Personal Property

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

25. Acceptance

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

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

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

Yours sincerely,

Olivier Louis
Managing Director

I hereby confirm acceptance of the above
Akash Mangalapurath Saiju

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

Vincent Smarrella
General Manager

Tony Sonahee
Human Resources Manager

FR. BAIJU GEORGE

FR. BAIJU GEORGE
PRINCIPAL ^{3/3}
NAIPUNNYA SCHOOL OF MANAGEMENT
CHERTHALA-688 524



One&Only

ROYAL MIRAGE

Dubai

Akash Mathew John
Commis Waiter

Page 1 of 3

18 June, 2021

Mr. Akash Mathew John
Cochin - India

Dear Akash,

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

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



ONE&ONLY ROYAL MIRAGE, P.O. BOX 37252, DUBAI, UNITED ARAB EMIRATES
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One&Only

ROYAL MIRAGE

Dubai

Bibin Sebastian
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).

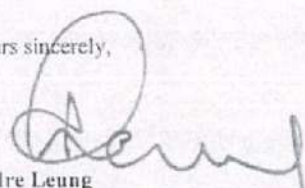
25. Acceptance

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.

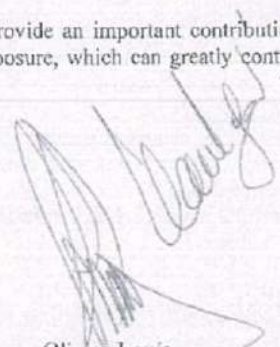
Once again we thank you for your time and we are confident that your involvement will provide an important contribution to the "One&Only Royal Mirage" experience. In return, you will receive invaluable overseas exposure, which can greatly contribute, to your personal career growth.

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

Yours sincerely,



Andre Leung
Director of Human Resources & Training

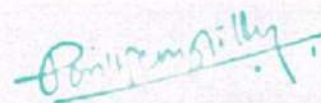


Olivier Louis
Managing Director

.....
I hereby confirm acceptance of the above
Bibin Sebastian

.....
Date

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



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

8/6/2019

Gmail - Fwd: Offer - Alwyn Mathew

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7 attachments



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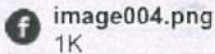


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FR. BALJU GEORGE
PRINCIPAL
NAIPUNYA SCHOOL OF MANAGEMENT
CHERTHALA-688 524



Fr. Balju George

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

8/6/2019

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

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

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

Thanks & Regards,

- Shalu Cyriac
- Talent & Culture Executive

- NOVOTEL KOCHI INFOPARK
- Kakkanad, Kochi, Kerala - 682030

- Mobile: +91 759382 3310 Tel.: +91 484 6766 666
- hb283-hr2@accor.com • novotel.com • accorhotels.com

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cid:image008.jpg@01D5157D.38FF5310

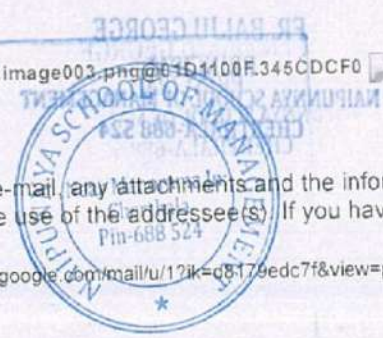
cid:image002.png@01D50CD8.6E378820

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

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





Salary & Benefits Offer Terms

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

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

Important Note

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

On behalf of
Hyatt Regency Chennai

Human Resources Manager

Accepted by :

Anandhu A

HYATT REGENCY
CHENNAI



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

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NAIPUNNAYA SCHOOL OF MANAGEMENT
CHERTHALA-688 524

9/29/2019

Naipunnya Institute of Hotel Management Mail - Re: Offer Letter



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

Re: Offer Letter

Sat, Jul 27, 2019 at 9:28 AM

Amal Mohan <mohanamal541@gmail.com>
To: placement@nihm.ac.in

On Sat, Jul 20, 2019, 5:55 PM HR Kumarakom <hr.kumarakom@niraamaya.in> wrote:

Dear Mr. Amal,

Greetings from Niraamaya....!!!

With reference to our earlier discussion, we are pleased to offer you the position of ' **Guest Service Associate**' with **Niraamaya Retreats Kumarkom Pvt. Ltd.**

For more details, please refer to the Offer letter attached.

Please also note that this offer is valid, subject to you successfully clearing the background verification's & reference checks carried out by the company.

Request you to please send an acceptance email **on or before 30th July 2019** along with the confirmed Date of Joining.

We are eagerly looking forward to have you on board. Congratulations to you!

Binu K Mathew

HR Manager

Description: Description:
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[http://www.niraamaya.in/images/sign-
logo.jpg](http://www.niraamaya.in/images/sign-logo.jpg)

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Description: Description:
<http://www.niraamaya.in/images/lineforsign2.jpg>

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Goa



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