



PAVANATMA COLLEGE

MURICKASSERY, IDUKKI 685604

SUPPORTING
DOCUMENTS OF
PLACEMENT OF
STUDENTS

ACADEMIC YEAR

2021-2022

SL. No	Name of student who has been placed	Program graduated from	Year of graduation	Name of the employer with contact details	Pay package at appointment (In INR per annum)
1	Arun Bjiu	B Voc Accounting	2022	Bharatbenz	200000
2	Greeshma Shaiju	B Voc Accounting	2022	Sea Marine Engineers	250000
3	Joyal George	B Voc Accounting	2022	Bharatbenz	200000
4	Nandhana Sunny	B Voc Accounting	2022	Sarv Associates 9895089121	250000
5	Sonet Shaji	B Voc Accounting	2022	Bharatbenz	200000
6	Gracemol Joseph	M.Com	2022	ICICI Bank	400000
7	Jissmon Sebastian	M.Com	2022	Self Employed	3000000
8	Nikhil K. Sajeev	M.Com	2022	ESAF Small Finance Bank	250000
9	Nikhil Joseph	B.Com	2022	Tata Consultancy Services (TCS)	200000
10	Megha Mariya Baby	BA English	2022	Self- IELTSCoaching	84,000
11	Arun K Biju	BA English	2022	Sales, Policy Bazaar, Contact No: 0124-4218302	360,000
12	Alesh Sasi	BA English	2022	Seenas Wedding Collection, Sales Boy, 080754 03479 Nirmal Jyothi School,	150,000
13	Anz J Roy	BA English	2022	Velliyankudi, Contact No: 0487 221 3597	156,000
14	Ajith Kumar V V	BA HISTORY	2022	Kitex, Kizhakkambalam	180000
15	Teena Pious	B. A History	2022	German Trainer De Paul Linguistic Coaching Center Nedumkunnam	
16	Rosemol Thomas	MA Malayalam	2022	Vathikudi Gramapanchayath,Crp Member - 7025751368	
17	Anandhukumar Santhosh	BA Malayalam	2022	L&T Company, Chennai	200000
18	Anila Binoy	BA Malayalam	2022	Basil Agencies, Karimpan	180000
19	Ashokkumar K.M.	BA Malayalam	2022	Avoda, Ernakulam 1	
20	Divya Mathew	BA Malayalam	2022	Media, Idukki Live	140000
21	Jeeshma J	BA Malayalam	2022	Navakerala News Tv, Ernakulam 120	
22	Kaviya Shibu	BA Malayalam	2022	Senapathy Gramapanchayath	230,000
23	Roshin Shaji	BA Malayalam	2022	Charms Event Management, Murickassery	200,000

SL. No	Name of student who has been placed	Program graduated from	Year of graduation	Name of the employer with contact details	Pay package at appointment (In INR per annum)
24	Saneesh Santhosh	BA Malayalam	2022	I Dot Apple Care Kottackal	160000
25	Della Shaji	M.Sc Mathematics	2022	Saraswathi Vidhya Peetham Kattappana, 04868 251565	144000
26	Sruthy Shaji	M.Sc Mathematics	2022	Saraswathi Vidhya Peetham Kattappana, 04868 251565	144000
27	Anju N.Vijayan	BSc Physics	2022	Tata Consulatancy Services,022 6778 9960	156000
28		BSc Physics	2022	Wipro Ltd,(080) 30292929	240000
29	Mariya Sebastian			Wipro Ltd,(080) 30292929	
29	Delna Johny	BSc Physics	2022	Alphonsa Hospital	300000
30	Savitha Mathew	B Voc Accounting	2021	Murickassery	300000
30	Saviera iviatriew	B Sc	2021	Lourdes Hospital, Kochi,	300000
31	Jiya S Thenaly	Petrochemicals	2021	Ph.No: 4844123456	180000
32	Anu Roy	M Sc Chemistry	2021	Ph.No: 4844123456 18 Accurate Analytics, Thoppumpady, Ph.No: 7736456830 18	
33	Aparna Babu	M Sc Chemistry	2021	The Travancore Cochin Chemicals Ltd. Udhyogamandal Division, Kochi, Ph.No: 4842546564	144000
34	Jiya George	M Sc Chemistry	2021	Viswadeepthi CMI Public School, Adimaly, Ph.No: 9497840670	216000
				Business Analyst, Aj Disti India	
35	Fathima Basheer	BA Economics	2021	Pvt Ltd	15000
36	Joyal James	BA Economics	2021	Nxtra By Airtel	15000+
37	Sandhramol Jose	BA Economics	2021	Corrohealth	15000
38	Alby Joseph	MA History	2021	Assistant Manager , Ayur Herbals , Shournur , Palakkad	180,000
39	Amritha A A	B.A History	2020	Team Manager , Orion Edu Tech	192000
40	Atlas Ramachandran	B Sc petrochemicals	2019	St.Sebatians Higher Secondary School Nedumkandam Ph:04868 232295	180000
40	Acias Namachandran	petrochemicals	2019	Senior Travel Executive ,	180000
41	Dincy Benny	B.A History	2019	Budget Holidays	240000
		* PALA	MERALA RICKASSE		

SL. No	Name of student who has been placed	Program graduated from	Year of graduation	Name of the employer with contact details	Pay package at appointment (In INR per annum)	
40	AL: D	D.A.III	2010	Realationship Executive,	240000	
42	Abin Roy	B.A History	2019	Reliant Credit India Ltd.	240000	
43	Kochuthresia A	B.Com	2019	Conduent Business Services India Llp	180000	
				Caretaker In Italy,		
44	Benson Benny	BA English	2019	9656441217	960,000	
45	Gins Binu	B A Malayalam	2019	Officer B Grade Reliance,Reliance Retail Ltd.	150000	
				Principal: Mrs. Lucy Rani,		
46	Manju Benny	MSc Mathematics	2019	9704184405	300000	
47	Gopika Shaji	B Sc Mathematics	2020	Junior Health Inspector Grade 2-04868272359		
48	Seffin Jo Paul	BSc Physics	2020	Good Home Distributors- 7012311106	288000	
49	Albin Paul	B Voc Accounting	2021	Surabhy Aerth Movers Ernakulam	240000	
50	Anju Eldhose	M.Com	2021	Mantle Solution	218400	
51	Josmi Jojo	M.Com	2021	Conduent Business Services Llp		
52	Kochuthresia A	M.Com	2021	Conduent Business Services India Llp	180000	
53	Akshara Joy	BA Malayalam	2021	ICICI Prodeential Life Insurance	150,000	
54	Joyal P John	BSc Physics	2021	Wipro Ltd, (080) 30292929	180,000	
55	Rinta Reji	BSc Physics	2021	Wipro Ltd,(080) 30292929	180,000	
56	Athul Siby	BSc Physics	2021	MRF Ltd	180,000	
57	Thomas Job P X	B Sc petrochemicals	2019	Otsira Genetica Ph:914842422615/675	240000	
58	Midhu Varghese	M Sc Chemistry	2021	Akay Natural Ingradients Pvt.Ltd., Ernakulam, Ph.No: 914842680891	120000	
				Health Service Dept. Kerala	Pay Scale:	
		- 10		State, Idukki, Ph.No:	22000-	
59	Sunitha Sudhakaran	B Sc Chemistry	2020	4868272359	48000	
60	Anugraha Sabu	M Sc Chemistry	Brilliant Study Center Pala, 2020 Ph.No: 4822206100		18000	
61	Daniya Sebastian	B Sc Chemistry	2019	Sance Laborataries Pvt.Ltd, Kottayam Ph:914822268877	120000	

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SL. No	Name of student who has been placed	Program graduated from	Year of graduation	Name of the employer with contact details	Pay package at appointment (In INR per annum)
62	Donamol Tomy	B Sc Chemistry	2019	CSIR Institute Of Science And Technology Ph:04027193143	240000
63	Anjali Chandran	M.Sc Chemistry	2019	HR Manager, CSB Bank,7thFloor, Rani Seethai Hall,603, Anna Salai, Chennai -600006Phone No 044-28294193	200000
64	Asha John	M.Sc Chemistry	2019	General Manager, Granules India Ltd.Plot No. 56, Road No. 5, ALEAP Industrial Area, Pragathi Nagar, Gajularamaram village, Qutbullapur Mandal, Medchal-Malkajgiri Dist. Telangana, Telephone: +91 40 6904350	180000
65 66	Anamika Vijayan Maju mohanan	M.Sc Chemistry M Com	2019	Manager,Rosemead International School,Kanjikuzhy,Alpara P.O,Idukki,685606,Phone.0 4862238366 HDFC Bank	120000 300000
67	Priyanka Johnson	M.Sc Chemistry		Manager, St. Claret School, Barakala, Satna, M.P- 485666,Phone 9669733877	150000



Dr. BENNICHEN SCARIA PRINCIPAL PAVANATMA COLLEGE MURICKASSERY IDUKKI DIS



Arun Biju Accounts Executive Emp. ID: MH547



BHARATBENZ

Autobahn Trucking Corporation Pvt. Ltd.



Reg Office: MCRA 142, Kankathumukku, Thirumullavaram PO Kollam 691012, India www.seamarineengineers.com

SEA Marine Engineers

Regn No: 1885/2021

GST No: 32AEKFS7939C1ZV

Operations office 2nd Floor, 4024E Perunghat Building, Srikandath road Emakulam 662016, India Info@seamarineengineers.com Mobile No. 9447972734

FOR ENQUIRIES

PLEASE BE SURE YOU HAVE READ AND UNDERSTOOD THE TERMS AND CONDITIONS ATTACHED TO THIS CONTRACT BEFORE SIGNING.

I ACCEPT THIS JOB OFFER
Name Grzeeshman Shayu Sign Gad
0.000/2000
Phone No:80.86440620 Job Ref NO:
Ladia
Your Nationality: India.
I DECLINE THIS JOB OFFER
I DECLINE THIS JOB OFFER
NameSign
Phone No:Job Ref NO:
PRINT, SIGN, SCAN & SEND BACK TO US AS AN EMAIL ATTACHMENT



Joyal George Accounts Executive Emp. ID: MH642



BHARATBENZ

Autobahn Trucking Corporation Pvt. Ltd.



SARV ASSOCIATES



NANDHANA SUNNY

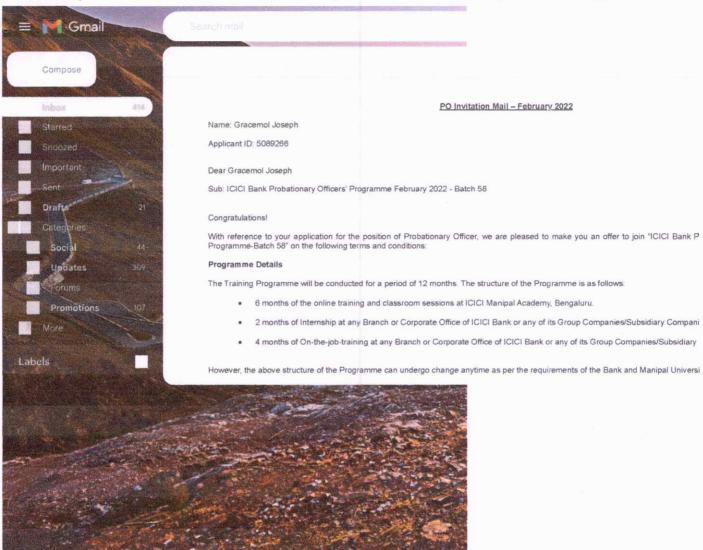
SARVKOC - 041



Sonet Shaji Accounts Executive MH340



Autobahn Trucking Corporation Pvt. Ltd.



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

TT ESAF
ESAF SMALL FINANCE BANK
Joy of Banking



Nikhil K Sajeev 28969



TATA CONSULTANCY SERVICES

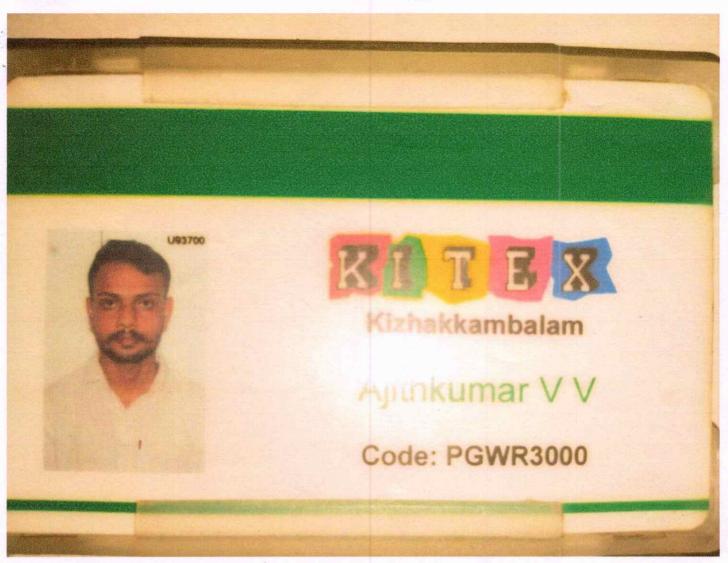


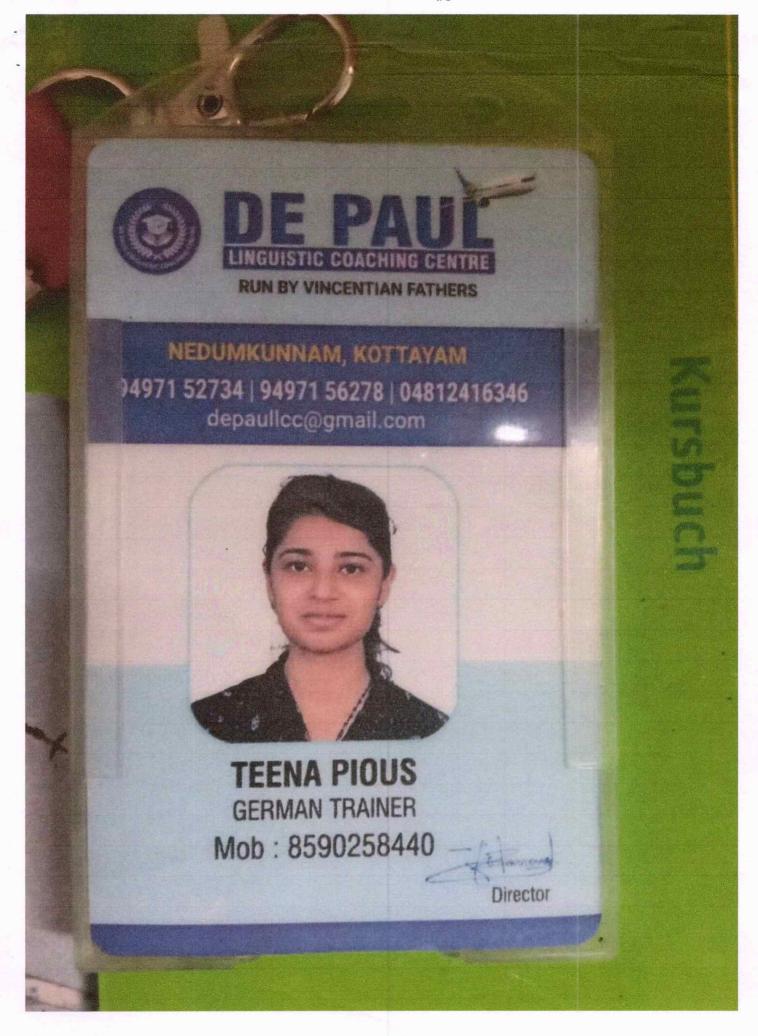
NIKHIL JOSEPH

Card No 100748 Associate No 2557696

Tata Consultancy Services Ltd.

105 House Ravetine Street Fort Mumbai 400001 India







MEDIA IDENTITY CARD



DIVYA MATHEW

REPORTER OFFICE ADMINISTRATOR



PH: 7510366935

PRESS



JEESHMA JOSEPH SUB EDITOR TRAINEE BLOOD GROUP B+ve



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faild upto 31st DEC 2023



NAVAKERALA NEWS

MALABAR MEDIA & PUBLICATIONS PytLtd Mahabali Enclave, MEC Road Thrikkakara, Ernakulam-682021

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Affiliated to CBSE Delhi No: 931040
A Bharatheeya Vidya Nikethan Institution
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Kattappana, Idukki,
04868 251565, 9605860456 Mob: 9995450300
saraswathyvidyapeetham.org



DELLA SHAJI

Dept: MATHEMATICS

Ph: 7510852403

PRINCIPAL
SARASIMATHY VIDNA PEETHAM
VELLAVAMINUEY

SARASWATHY VIDYA PEETHAM Affiliated to CBSE Delhi No: 931040 A Bharatheeya Vidya Nikethan Institution Saraswathy Mount, Vellayamkudy P.O 685515 Kattappana, Idukki, Ph: 04868 251565, 9605860456 Mob: 9995450300 saraswathyvidyapeetham.org SRUTHY SHAJI **Dept: MATHEMATICS** Ph: 9207180828



Provisional Offer: BUSINESS PROCESS SERVICES

Ref: TCSL/DT20229498599/Chennai/BPS/BTN

Date: 19/05/2022

Dear Ms. Anju N Vijayan,

Sub: Letter of Provisional Offer and Terms of Employment.

Thank you for exploring opportunities with **Tata Consultancy Services Limited(TCSL)**. You have successfully completed our initial selection process and we are pleased to make you a provisional offer of Traineeship.

You have been selected for a twelve month traineeship program at grade BPOS. You will receive a fixed monthly stipend during your internship. Your stipend amount will be decided on the basis of joining location and the process in which you will get allocation. The same will be communicated to you along with the detailed offer letter.

Kindly confirm your acceptance on the traineeship offered by signing Annexure 1. If not accepted within 30 days of receipt, this offer of traineeship is liable to lapse at the discretion of the Company.

This is a provisional offer of traineeship and should not be construed as an Offer of Employment from TCSL. A detailed offer of traineeship will follow within 7 days from completion of all documentation formalities and your aforesaid acceptance on this provisional offer. The Offer of traineeship will be made to you provided this - opportunity continues to be available with TCSL.

Your traineeship with TCS is subject to your being declared medically fit and retaining that fitness during the tenure in the company and your Background / Reference check being favourable and acceptable to the Company.

On joining and successful completion of all Joining formalities including the back ground verification, you will be issued a Letter of Appointment by TCSL.

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time.

Private and Confidential TCSL/DT20229498599

TATA CONSULTANCY SERVICES

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Please also note, TCS BPS provides company transport facility within a pre-defined radius for each location as defined in the company transport policy. Those living beyond these boundaries would be required to make their own arrangements to reach the nearest location convenient to them from where they can be picked up or dropped.

Yours Sincerely,

For Tata Consultancy Services Limited.

Londie.

Girish V. Nandimath
Global Head Talent Acquisition & AIP



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

ANNEXURE 1

For the candidate to complete:

Tot the danatate to complete.	
This is to confirm that I have received & hereby accept the Provisional No TCSL/DT20229498599/Chennai/BPS/BTN on	Letter of Traineeship Ref (DD/MMM/YYYY).
Signature:	1
Name:	
Date:	



February 1, 2022

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

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

Dear MARIYA SEBASTIAN,

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

Welcome to WILP!

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

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

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

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

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

Yours sincerely, For Wipro Limited,

Aparna Shailen General Manager - Human Resources

Endorsement

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

Terms & Conditions of Scholarship

1. PROFILE:

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

2. DURATION:

The duration of your academic program will be for a period of 48 months from the date of enrolment to the academic https://wipro.icims.com/forms?module=Forms&action=showForm&view=htm&form=WILP Enrollment Letter Template 2022&user=23380903&i... 1/10 program. You will be enrolled into the academic program within 12 months from date of joining. Unless the Company extends the period of your study in writing, which is done solely at the discretion of the Company, your enrolment would automatically terminate at the end of the stated 48 months.

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

3. Appointment details:

We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

4. Scholarship/Stipend and Benefits

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

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

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

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

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

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renawal timelines.

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

The below table lists down your scholarship details:

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

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

Your fourth-year scholarship will continue until completion of your M-Tech program. Your enrolment into the MTech academic program within 12 months from date of joining.

You shall be eligible to receive a onetime "joining bonus" of Rs.75,000 after you join Wipro along with your first month

salary. All applicable taxes on the payment of this amount will be borne by you. Please note in the event you leave the organization within 12 months from the date of joining, payment processed under Joining bonus shall be recovered from the employee at the time of exit.

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

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

Book Allowance:

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

Scholarship Advance:

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

5. Training Agreement:

- i. This letter of enrolment is subject to the execution of a training agreement in the prescribed proforma with Wipro Limited, Sarjapur Road, Doddakannelli, Bengaluru-560035 on or before joining the program ("Training Agreement").
- ii. This Training agreement shall be for a total period of 60 Months where you will be mentored for developing your skills and knowledge. This included technical training, in various formats, both online and offline and practical experience in various projects. The Company invests on your behalf for the cost of these trainings. Should you discontinue the WILP program or your enrolment with WILP is cancelled for any reason whatsoever before the completion of 60 months from the date of joining, the training expenses of Rs.75,000/-(Rupees Seventy five thousand only) will have to be paid by you as detailed in the Training Agreement.

6. PROJECT READINESS PROGRAM (PRP)

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

7. Regulations of Academic study:

- i. You will be enrolled for M-Tech program with a renowned institution ("University") that collaborates with Wipro for WILP.
- ii. Course specialization includes but is not limited to Software Systems, Software Engineering, Information Technology, Computing Systems and Infrastructure Management, Data Analytics, IoT, Cloud, Digital & Cyber security, Embedded Systems.
- iii. Your specialization and enrolment would be decided based on prevailing business requirements and decision of the Company is final and binding.
- iv. You will not be able to change Specialization track after enrolment.
- v. Overall program duration is 4 years from date of enrolment of academic program.
- vi. As per the program structure, a WILP Scholar trainee will register and pursue 4 to 6 courses per semester over 7 semesters.
- vii. You will be required to submit a project work / dissertation in your final semester (8th semester of your program). This will enable you to advance your professional capabilities by applying concepts and techniques in projects.

- viii. Each course has multiple evaluation components. This includes an assignment component, quiz, mid-semester examination and comprehension examination. All evaluation components are mandatory for securing a pass grade in a course as prescribed by the partnering institution.
- ix. Contact classes are organized as per the handout and calendar prepared and shared by the University at the beginning of each semester. In the normal course, one session of 2 hours duration per course per contact class is organized.
- x. You will be called upon to undergo studies during the hours and days as may be fixed by the Company from time to time. Normally, the study hours would be from 9:00am to 6:00pm
- xi. The faculty will take attendance/circulate attendance sheets for every session. It is your responsibility to ensure that your attendances are recorded properly.
- xii. WILP Scholar trainees are expected to be on time for every session. Punctuality is non-negotiable and the faculty reserves the right to deny entry and attendance to late comers.
- xiii. Attending 75% of contact session is mandatory for each course to appear for examinations.
- xiv. Not attending classes for reasons like medical/on the job training /late coming/personal problems and other similar reasons would be treated as absenteeism.
- xv. Scholar trainees who fail to meet the minimum attendance criteria will not qualify for comprehension exams for any of the registered courses in that semester.
- xvi. For any reason, you are not able to meet the minimum attendance criteria or not complete the mandatory assignments / quiz / examinations in any semester, you are required to repeat the same semester as and when the next batch is organized. In such cases, rules and regulations governing academic programs at that time would be applicable. In addition, additional semesters fees are to be borne by you as prescribed by the University.
- xvii. At the end of each semester, the performance of each Scholar Trainee in a course, is specified as a letter grade which is obtained through a Relative Grading procedure
- xviii. Any Scholar trainee securing 3 or more cumulative fail grade at any point in time will be expelled from WILP Program.
 - xix. The 8th semester of study is fully devoted for dissertation / project work
 - xx. If a Scholar trainee's CGPA is less than 5.5, the Scholar trainee will not be permitted to register for the dissertation. He/she has to re-appear for exams and secure a CGPA of 5.5 before taking up the dissertation. Also, a Scholar trainee with an E grade in any course will not be permitted to register for the Dissertation
- xxi. Project / Dissertation work has to be carried out by each individual separately. Teamwork is not permitted.
- xxii. The dissertation has to be completed strictly as per the guidelines that are outlined by collaborating institution.
- xxiii. WILP Scholar trainees are expected to maintain decorum and discipline in line with Wipro's professional work culture and environment.
- xxiv. In cases where a Scholar trainee deviates from the expected behaviour as prescribed by the WILP and partnering institution from time to time, strict action will be taken and the decision of the WILP Team / faculty /, University would be final and binding.
- xxv. Breach of integrity will be dealt with sternly. Such Scholar trainees will be asked to discontinue their studies and also expelled from WILP program.
- xxvi. On successful completion of the study, you will be eligible to receive the M-Tech degree from the collaborating University, in recognition of your successfully completing the course.
- xxvii. All Scholar trainees of the WILP will be given testimonials at the end of the successful completion of the M-Tech degree program. The testimonial contains the timeline in the WILP and the kind of project works carried during this opportunity.

Mode of contact session, examination pattern and other academic program norms are subject to change based on the prevailing situation / University norms declared from time to time. Decision of the University would be final and binding.

8. Conflict of Interest:

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

9. Obligation and Responsibilities:

- i. During the study period you will be governed by the WILP regulations and instructions as may be modified, from time to time, in relation to conduct, discipline and other matters.
- ii. During your study as part of WILP, Company expects you to undergo study in the area in which you are placed, with a high standard of initiative and efficiency. This is critical and Company has zero tolerance towards any deviations.
- iii. You would not be allowed to seek membership of any local or public body without the written approval from the Head / Manager of WILP.
- iv. During the study period and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particulars or details of work - process, technical know-how, research carried out, security arrangements, or administrative and/or organizational matters of confidential or secret nature which you may come across during your academic study or become known to you by virtue of your undergoing study under WILP or otherwise.
- v. You are bound by all regulations, instructions and policies of the WILP and Wipro. These are updated / modified on a periodic basis and new policies may be introduced and notified to Scholar trainees from time to time and you will be bound to comply with the same.
- vi. In consideration of the opportunities, trainings and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by WILP/Wipro and in the course of your association with WILP. This covenant shall endure during your association and beyond the cessation of your association with WILP (irrespective of the circumstances of, or the reasons for, the cessation).
- vii. In connection with your association with Wipro as part of the WILP and during the term of your association upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business or academic session hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

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

10. Confidentiality:

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

11. Assignment of Intellectual Property

In connection with your enrolment and during the term of your enrolment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

12. Posting

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

13. Misconduct:

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

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

14. Cancellation of Enrolment:

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

15. Study Hours:

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

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

16. General:

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

17. On Completion/Cancellation of Academic Program:

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

18. Acceptance of Enrolment Letter:

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

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

Yours sincerely,

For Wipro Limited.

Aparna Shailen General Manager - Human Resources

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

I shall be present for the induction session on

ANNEXURE I

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

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

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

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

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

ANNEXURE II

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

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

ANNEXURE - III

INITIAL INDUCTION PROGRAM

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

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

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

Corporate Readiness Program - CRP

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

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

Technology Readiness Program - TRP

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

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

ANNEXURE - IV

POST CONVERSION DETAILS

Post successful completion of your course and conversion to full time employment, you will be part of the Campus

Program which has a special bonus and aided career path. Please find below the compensation and bonus plan as part of the program which will be effective from your joining date with Wipro as a full time employee.

Your compensation post successful completion of your course and joining as a full time employee will be Rs.6,00,000 per annum. In addition to the mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus
End of Year 1	1,00,000 - 1,50,000
End of Year 2	1,00,000 - 1,50,000
End of Year 3	1,00,000 - 1,50,000

Please note the terms and conditions:

- 1. The special bonus is subject to
 - you being "active" in the services of the company through to retention date as applicable
 - your employment has not been terminated for poor performance or for cause prior to retention date
 - you have not resigned voluntarily or abandoned your job as of the retention date
- 2. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.
- 3. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 3 tranches of bonus payouts
- 4. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy
- 5. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.
- 6. You shall keep the contents of this letter confidential

Note: The above shall be applicable on successful completion of your course and will be effective from your joining date with Wipro as a full time employee.

ANNEXURE - V

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

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

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

Accommodation, Food & other Miscellaneous Expenses

- i. You would be entitled for Rs.400 per day for 8 days (total amount of Rs.3,200) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month stipend and you would not need to submit bills towards usage of this amount.
- ii. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:
 - Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

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

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

M Accept ☐ Decline

Signature MARIYA SEBASTIAN 1/2/2022 6:32 PM

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited

T:+91 (80) 2844 0011

Doddakannelli F:+91 (80) 2844 0054

Sarjapur Road

E:info@wipro.com

Bengaluru 560 035

W:wipro.com

India

C:L32102KA1945PLC020800

23380903



March 22, 2022

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

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

Dear Delna Johny,

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

Welcome to WILP!

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

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

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

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

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

Yours sincerely, For Wipro Limited,



Aparna Shailen General Manager - Human Resources

Endorsement

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

Terms & Conditions of Scholarship

1. PROFILE:

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

2. DURATION:

The duration of your academic program will be for a period of 48 months from the date of enrolment to the academic https://wipro.icims.com/forms?module=Forms&action=showForm&view=htm&form=WILP Enrollment Letter Template 2022&... 1/10

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

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

3. Appointment details:

We provide support to our global customers through various Company locations in India to suit customer requirements by operating 24x7. You would be operating from any of these locations and in any of the shifts, including night shift, as may be decided by the Company, keeping in mind the business needs and deliverables to customers.

4. Scholarship/Stipend and Benefits

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

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

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

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

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

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renawal timelines.

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

The below table lists down your scholarship details:

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

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

Your fourth-year scholarship will continue until completion of your M-Tech program. Your enrolment into the MTech academic program within 12 months from date of joining.

You shall be eligible to receive a onetime "joining bonus" of Rs.75,000 after you join Wipro along with your first month

salary. All applicable taxes on the payment of this amount will be borne by you. Please note in the event you leave the organization within 12 months from the date of joining, payment processed under Joining bonus shall be recovered from the employee at the time of exit.

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

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

Book Allowance:

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

Scholarship Advance:

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

5. Training Agreement:

- i. This letter of enrolment is subject to the execution of a training agreement in the prescribed proforma with Wipro Limited, Sarjapur Road, Doddakannelli, Bengaluru-560035 on or before joining the program ("Training Agreement").
- ii. This Training agreement shall be for a total period of 60 Months where you will be mentored for developing your skills and knowledge. This included technical training, in various formats, both online and offline and practical experience in various projects. The Company invests on your behalf for the cost of these trainings. Should you discontinue the WILP program or your enrolment with WILP is cancelled for any reason whatsoever before the completion of 60 months from the date of joining, the training expenses of Rs.75,000/-(Rupees Seventy five thousand only) will have to be paid by you as detailed in the Training Agreement.

6. PROJECT READINESS PROGRAM (PRP)

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

7. Regulations of Academic study:

- i. You will be enrolled for M-Tech program with a renowned institution ("University") that collaborates with Wipro for WILP.
- ii. Course specialization includes but is not limited to Software Systems, Software Engineering, Information Technology, Computing Systems and Infrastructure Management, Data Analytics, IoT, Cloud, Digital & Cyber security, Embedded Systems.
- iii. Your specialization and enrolment would be decided based on prevailing business requirements and decision of the Company is final and binding.
- iv. You will not be able to change Specialization track after enrolment.
- v. Overall program duration is 4 years from date of enrolment of academic program.
- vi. As per the program structure, a WILP Scholar trainee will register and pursue 4 to 6 courses per semester over 7 semesters.
- vii. You will be required to submit a project work / dissertation in your final semester (8th semester of your program). This will enable you to advance your professional capabilities by applying concepts and techniques in projects.

- viii. Each course has multiple evaluation components. This includes an assignment component, quiz, mid-semester examination and comprehension examination. All evaluation components are mandatory for securing a pass grade in a course as prescribed by the partnering institution.
- ix. Contact classes are organized as per the handout and calendar prepared and shared by the University at the beginning of each semester. In the normal course, one session of 2 hours duration per course per contact class is organized.
- x. You will be called upon to undergo studies during the hours and days as may be fixed by the Company from time to time. Normally, the study hours would be from 9:00am to 6:00pm
- xi. The faculty will take attendance/circulate attendance sheets for every session. It is your responsibility to ensure that your attendances are recorded properly.
- xii. WILP Scholar trainees are expected to be on time for every session. Punctuality is non-negotiable and the faculty reserves the right to deny entry and attendance to late comers.
- xiii. Attending 75% of contact session is mandatory for each course to appear for examinations.
- xiv. Not attending classes for reasons like medical/on the job training /late coming/personal problems and other similar reasons would be treated as absenteeism.
- xv. Scholar trainees who fail to meet the minimum attendance criteria will not qualify for comprehension exams for any of the registered courses in that semester.
- xvi. For any reason, you are not able to meet the minimum attendance criteria or not complete the mandatory assignments / quiz / examinations in any semester, you are required to repeat the same semester as and when the next batch is organized. In such cases, rules and regulations governing academic programs at that time would be applicable. In addition, additional semesters fees are to be borne by you as prescribed by the University.
- xvii. At the end of each semester, the performance of each Scholar Trainee in a course, is specified as a letter grade which is obtained through a Relative Grading procedure
- xviii. Any Scholar trainee securing 3 or more cumulative fail grade at any point in time will be expelled from WILP Program.
- xix. The 8th semester of study is fully devoted for dissertation / project work
- xx. If a Scholar trainee's CGPA is less than 5.5, the Scholar trainee will not be permitted to register for the dissertation. He/she has to re-appear for exams and secure a CGPA of 5.5 before taking up the dissertation. Also, a Scholar trainee with an E grade in any course will not be permitted to register for the Dissertation
- xxi. Project / Dissertation work has to be carried out by each individual separately. Teamwork is not permitted.
- xxii. The dissertation has to be completed strictly as per the guidelines that are outlined by collaborating institution.
- xxiii. WILP Scholar trainees are expected to maintain decorum and discipline in line with Wipro's professional work culture and environment.
- xxiv. In cases where a Scholar trainee deviates from the expected behaviour as prescribed by the WILP and partnering institution from time to time, strict action will be taken and the decision of the WILP Team / faculty /, University would be final and binding.
- xxv. Breach of integrity will be dealt with sternly. Such Scholar trainees will be asked to discontinue their studies and also expelled from WILP program.
- xxvi. On successful completion of the study, you will be eligible to receive the M-Tech degree from the collaborating University, in recognition of your successfully completing the course.
- xxvii. All Scholar trainees of the WILP will be given testimonials at the end of the successful completion of the M-Tech degree program. The testimonial contains the timeline in the WILP and the kind of project works carried during this opportunity.

Mode of contact session, examination pattern and other academic program norms are subject to change based on the prevailing situation / University norms declared from time to time. Decision of the University would be final and binding.

8. Conflict of Interest:

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

9. Obligation and Responsibilities:

- During the study period you will be governed by the WILP regulations and instructions as may be modified, from time to time, in relation to conduct, discipline and other matters.
- ii. During your study as part of WILP, Company expects you to undergo study in the area in which you are placed, with a high standard of initiative and efficiency. This is critical and Company has zero tolerance towards any deviations.
- iii. You would not be allowed to seek membership of any local or public body without the written approval from the Head / Manager of WILP.
- iv. During the study period and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particulars or details of work - process, technical know-how, research carried out, security arrangements, or administrative and/or organizational matters of confidential or secret nature which you may come across during your academic study or become known to you by virtue of your undergoing study under WILP or otherwise.
- v. You are bound by all regulations, instructions and policies of the WILP and Wipro. These are updated / modified on a periodic basis and new policies may be introduced and notified to Scholar trainees from time to time and you will be bound to comply with the same.
- vi. In consideration of the opportunities, trainings and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by WILP/Wipro and in the course of your association with WILP. This covenant shall endure during your association and beyond the cessation of your association with WILP (irrespective of the circumstances of, or the reasons for, the cessation).
- vii. In connection with your association with Wipro as part of the WILP and during the term of your association upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business or academic session hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

During the period of academic study, if you develop or conceptualize inventions, ideas, concepts, discoveries, techniques and improvements (including without limitation computer software) solely or jointly with others in relation to the operation of the WILP / Wipro, such developments will be fully communicated to the WILP academy and will be the

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https://wipro.icims.com/forms?module=Forms&action=showForm&view=htm&form=WILP_Enrollment_Lett...

sole intellectual property of Wipro. You agree to cooperate in the execution of documents to facilitate the assignment of such intellectual property when required.

10. Confidentiality:

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

11. Assignment of Intellectual Property

In connection with your enrolment and during the term of your enrolment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

12. Posting

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

13. Misconduct:

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

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

14. Cancellation of Enrolment:

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

15. Study Hours:

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

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

16. General:

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

17. On Completion/Cancellation of Academic Program:

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

18. Acceptance of Enrolment Letter:

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

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

Yours sincerely,

For Wipro Limited.

Aparna Shailen General Manager - Human Resources

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

I shall be present for the induction session on

ANNEXURE I

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

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

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

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

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

ANNEXURE II

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

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

ANNEXURE - III

INITIAL INDUCTION PROGRAM

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

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

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

Corporate Readiness Program - CRP

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

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

Technology Readiness Program - TRP

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

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

ANNEXURE - IV

POST CONVERSION DETAILS

Post successful completion of your course and conversion to full time employment, you will be part of the Campus

Program which has a special bonus and aided career path. Please find below the compensation and bonus plan as part of the program which will be effective from your joining date with Wipro as a full time employee.

Your compensation post successful completion of your course and joining as a full time employee will be Rs.6,00,000 per annum. In addition to the mentioned salary, you will be eligible for a special bonus in the first three years. This bonus is performance based and will be merged (added) to your salary after 12 months from the date of payout. The bonus will be paid as per the details below and will be subject to applicable payroll taxes and withholdings:

Year	Bonus		
End of Year 1	1,00,000 - 1,50,000		
End of Year 2	1,00,000 - 1,50,000		
End of Year 3	1,00,000 - 1,50,000		

Please note the terms and conditions:

- 1. The special bonus is subject to
 - · you being "active" in the services of the company through to retention date as applicable
 - your employment has not been terminated for poor performance or for cause prior to retention date
 - you have not resigned voluntarily or abandoned your job as of the retention date
- 2. Please note that this is subject to you meeting satisfactory performance levels. If the performance criteria is not fulfilled, you will not be eligible to receive the bonus. The same is understood and accepted by you.
- 3. The gross bonus amount paid will be recovered in case you leave the organization before 24 months of bonus payout. This will be applicable to all 3 tranches of bonus payouts
- 4. In the event of your deputation to a location outside your base location, at the time of bonus processing, you will be eligible to receive the bonus amount in applicable local currency in accordance with applicable exchange rate, as per company policy
- 5. The management team reserves the right to make changes to the program at any time during the year. In the event of an exceptional circumstance the management team's decision on the payout would be final and binding.
- 6. You shall keep the contents of this letter confidential

Note: The above shall be applicable on successful completion of your course and will be effective from your joining date with Wipro as a full time employee.

ANNEXURE - V

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

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

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

Accommodation, Food & other Miscellaneous Expenses

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

Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.

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

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

✓ Accept □ Decline

✓ Signature Delna Johny 22/3/2022 12:45 PM

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited

T:+91 (80) 2844 0011

Doddakannelli F:+91 (80) 2844 0054

Sarjapur Road

E:info@wipro.com

Bengaluru 560 035

W:wipro.com

India

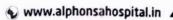
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- **Q** 04868 263873, +91 80787 65877
- **▼** contactalphonsa@gmail.com





Date 10/01/2022

To, Sr. Savitha Mathew Nirmal Rani Provincial House Murickaseery Idukki, KeralaDist, Pin. 685604

Dear Sr. Savitha Mathew,

Subject: Offer of Employment - Insurance Officer and Accountant

We are delighted to extend our offer of employment to you for the position of Insurance Officer and Accountant at Alphonsa Hospital. Your selection for this role is a testament to your exceptional qualifications, experience, and dedication to healthcare.

Position Details:

Position: Insurance Officer and Accountant Reporting to: Hospital Administrator

Start Date: 15/01/2022

Location: Alphonsa Hospital, Murickassery

Confidentiality and Compliance:

During your employment with Alphonsa Hospital, you will be required to adhere to our confidentiality and compliance policies.

Further Information: If you have any questions or require further information, please feel free to contact alphonsahospital93@gmail.com

We look forward to your positive response and to welcoming you to the Alphonsa Hospital team. We believe that your expertise will contribute significantly to our ongoing mission of providing exceptional healthcare services.

Yours sincerely,

Sr. Shanty Clare Hospital Administrator



PERFECTION IN LIFE CARE



LOURDES HOSPITAL

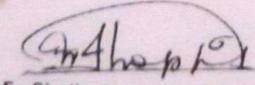


Post Graduate Institute of Medical Science & Research

A Unit of Lourdey Society for Health Care and Research



JIYA S THENALY OPD EXECUTIVE

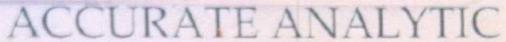


Fr. Shaiju Augustine Thoppil Director

Ernakulam, Kochi-12, Kerala, India Tel: +91 484 4123456



Reg No. MOH-16/5435/19



(General Purpose Laboratory)

Nikarthil Road, Thoppumpady Kochi-682 005

Phone: 07736456830



CHEMIST



THE TRAVANCORE - COCHIN CHEMICALS LTD

(A GOVERNMENT OF KERALA UNDERTAKING



Name:

APARNA BABU

Badge No.: 4-619

Department: Quality Control



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STAFF CODE: VIS35

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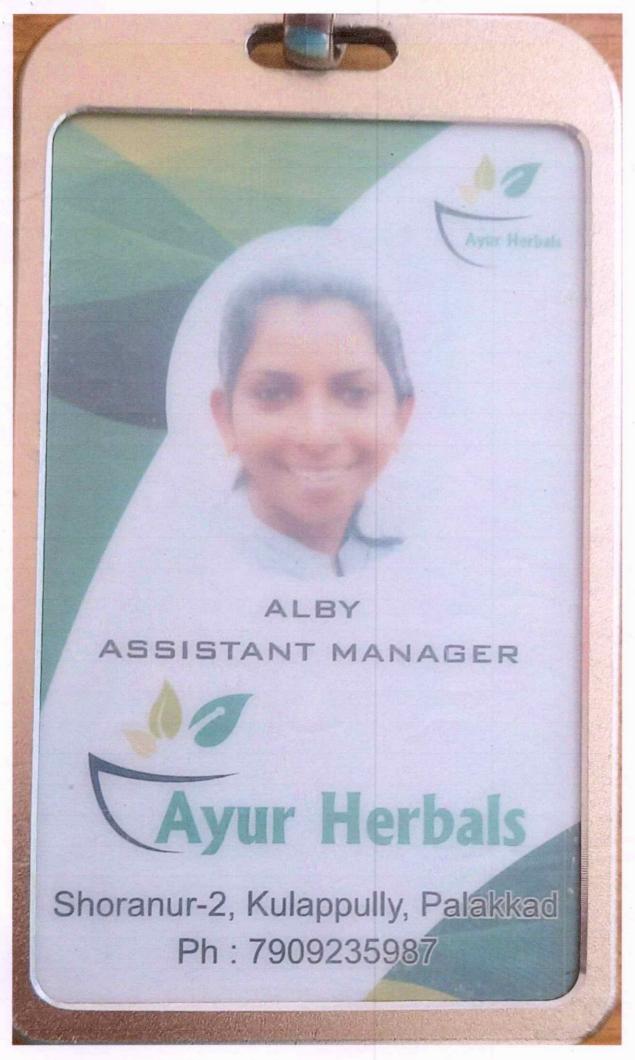
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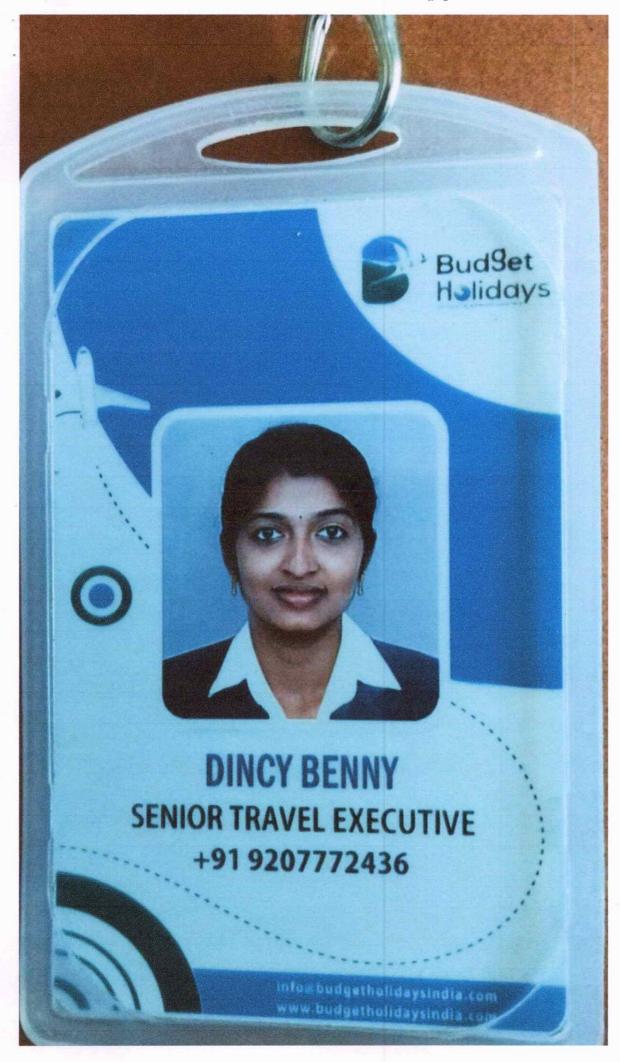


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CONDUENT



Conducent Business Services India LLP (Enswhite Xerox Business Services India LLP) 2nd Floor, Visinaya Building, Infopers, Xalikanud P.O. Kochi – 88202. Tal. +91.484.4090131 Fax -91.484.4090146

October 14, 2021

Kochi. Kerala.

SUB: APPOINTMENT LETTER

With reference to your application for employment and subsequent interview and discussions, pleased to issue you this Appointment Letter ("Employment Contract") to appoint you as Acco Services Associate I with Conduent Business Services India LLP ("Conduent") on the following and conditions:

1. Compensation and Benefits

- a) Your gross salary will be INR 1,52,320.00 (Indian Rupees One Lakh Fifty Two Thousand Three Hundred and Twenty Only) per annum. Your salary will be prorated and paid on a monthly basis as per the Company payroli cycle. Conduent will deduct taxes as appropriate and consistent with the Indian tax regulations from time to time. You will be responsible for your tax liabilities under applicable tax laws and regulations. Conduent may vary, amend, revise and modify the compensation and benefits mentioned under this Employment Contractoploites, including reducing the amounts and benefits offered should Conduent consider it expedient to do so. do so.
- (b) Subject to you achieving the performance targets set forth by your reporting manager, you will be entitled to participate in a "Performance Linked Bonus Plan" upto fNR 18600 (Indian Rupees Thirty Six Thousand Only) per arrum. The details of the Bonus Plan for which you will be presently eligible will be intimated to you on you joining the LLP. Notwithstanding the foregoing, the LLP may in its sole and absolute discretion be entitled to modify or replace the Bonus Plan that you would presently be eligible to at any time during your tenure without any further notice to you.
- (c) Details of your compensation and benefits are provided as an Annexure to this Employment Contract.

Working Hours
 Your work schedule will be provided to you by your manager/supervisor upon your joining. You may be required to work beyond the usual business working hours or in shifts as per the business requirement of Conduent.

Leave and Holidays
 Leave Including maternity leave, National and Festival holidays will be provided to you in accordance with the applicable law and Company Rules (as defined below).

Place or Work

4. Place or Work Vour initial place of work will be at the Conduent Business Services India LLP office located at the Vismaya 2nd Floor, Indopark, Kakkanad, Kochi - 682042. However, your services are transferable, and you may be assigned to any location in India or abroad where the Conduent or any of its affiliates, associates, subsidiaries or customers conducts business. While on transfer you will be governed by the rules, regulations and conditions of service of that location.

Unit A. 9th Ploor, Asiator Building, Ascendas ITPB SEZ, International Tech Park Bengalora. Whitefield Read. Bangalora 590,056 LLPIN: AAH-881, telg -91,83,41190100, fax -91,83,41190198

E-mail: condustriservices indissercondustricom | Website: www.condustri.com

CONDUENT ()

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5. Probation

- (a) You will be on probation for six (6) calendar months, which may be extended by Conduent if your performance is found unsatisfactory. Your probation period will be considered completed only upon you receiving notification from Conduent.
- (b) During probation, either party may terminate this Employment Contract by giving thirty (30) days prior written notice, and Conduent also has the option to terminate your employment by paying you salary in lieu of requiring you to sarve your notice period, either wholly or partially in the event, you wish to be relieved from the services of Conduent without serving the niperiod, Conduent may at its sole discretion relieve you immediately by accepting salary of notice period or refuse such request for immediate relieving, for business in Notwithstanding the foregoing, Conduent may waite for you, the entire notice period thereof, on such terms and conditions as it deems fit.

6. Termination

(a) Post confirmation, either party may terminate this Employment Contract by giving prior written

11:55:57 - 03/11/2021 : תאריד 1 97 מדור : תל-אביב לכבוד מס' מקס : 037634736 משרד הפנים - לשכת מנ"א מסי טלפון - 037634722 הנדון: עוז סיעוד - סוג מנה=הברקה-סיעוד פרטי לשכה סיעודית מס' מנה 1261420 514006733: p.n מספר: 211095560 שם ה. ר. יד לקשיש (2007 בע"מ טלפון 035610243 פקס 035188557 פקס 035188557 : פרטי בעלי ענין מורשים מטעם החברה : מרטי בעלי ענין מורשים מטעם החברה : סטטוס עד-אושר פרטי מעסיק היתר פרטי עובד בתוקף מס׳ דרכוו תאריד תאריד תאריד לניסה סיום לידה ראשוני אשרה # ת,ו שמ שם פרטי ארץ שם משפחה ישוב 9סייש יוסף 043456649 12.08.96 BENSIL BABY 110 מדר U8889422 31,05.24 הרצליה



Mr. Gins binu 50110379



Reliance Retail Limited

EC NO: 50110379 DOB: 25/11/1997

DOJ: 20/05/2022 Height: 167

ID Mark: A WOUND Blood Group: B+

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Employee Profile

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Sri Sai Public School

APOSI Affiliated to the Council for the Indian School Certificate Examination. New Delhi Balaji Nagar Colony, Patancheru Muthangi.P.O., Sangareddy Dist Telangana 502300

Phone: 94906242525/9493534298 Email:srisaipublicschool@gmail.com

Ms. Manju Benny

Chettaniyil (H) Thadiyampadu P O Vazhathope Idukki Dist Kerala 685 602

Sub: Appointment as Teacher in Mathematics

Dear Ms. Manju Benny,

You are provisionally appointed as Teacher in Mathematics in our school with immediate effect on a Gross Salary of ₹.25,000 (Rupees Twenty Five Thousand Only) and there will be the mandatory deduction of EPF and Professional Tax from your Gross Salary.

You are instructed to join duty on or before 05 November 2021.

You should produce your Certificates and Testimonials for verification only at the time of reporting to duty.

Do acknowledge the receipt of this Letter of Appointment.

Yours sincerely,

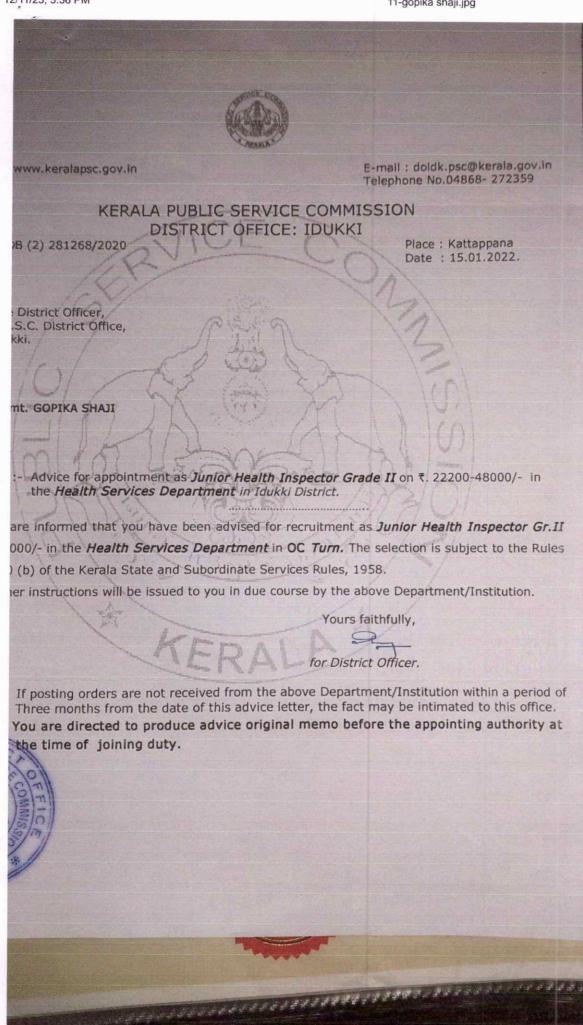
Mrs Lucy Rani Principal

P.S. For any further clarification either contact me on 9704184405

01

Mr. G. Menon

Vice Principal on 9059992724.



GOOD HOME DISTRIBUTORS

Kallarkutty P.O, Kallarkutty Idukki, Kerala-685562

Email: goodhomedistributors@gmail.com

Ph: 7012311106, 9895615811

Mr. Seffin Jo Paul Charakunnel (H), Kambilikandam Idukki, kerala-685562

Subject: Offer letter

Dear Mr. Seffin Jo Paul,

We are delighted to extend this offer of employment for the position of Manager at Good Home Distributor. Your qualifications, experience, and enthusiasm have made a strong impression on our selection committee, and we are confident that you will be a valuable addition to our team.

Your role as Manager will be crucial in overseeing and leading various aspects of our business operations, ensuring efficient and effective management. Your responsibilities will include, but are not limited to:

Team Leadership: Supervising and motivating our team to achieve company goals and targets.

Operations Management: Overseeing day-to-day business operations to ensure smooth functioning.

Customer Relations: Maintaining and improving customer relations to enhance our brand reputation.

Inventory Management: Efficiently managing inventory to meet customer demands.

Sales and Marketing: Contributing to the development and execution of sales and marketing strategies.

Compensation and Benefits:

Salary: Your base salary will be ₹288000 paid on a monthly basis.

Paid Time Off: You will be entitled to 15 days of paid annual leave per year.

Start Date: Your employment with Good Home Distributors is expected to commence on 1st august 2021

Probation Period: You will be under a probationary period of 6 months during which your performance will be assessed.

Termination: Either party can terminate your employment with or without cause and with or without notice at any time. This offer letter is not a contract of employment for any specific duration.

Confidentiality and Non-Compete: You will be required to sign a confidentiality and non-compete agreement to protect our company's interests.

Please confirm your acceptance of this offer by signing and returning a copy of this letter within 15 days. If you have any questions or require further clarification, please feel free to contact us.

We are excited about the opportunity to have you join our team at Good Home Distributor. Your experience and skills will contribute significantly to our continued success. We look forward to working with you and achieving great things together.

Date: 04/06/2021

Name: Seffin Jo Paul

Signature:

GOOD HOME DISTRIBUTORS
Kallarkutty - 885562

Managing Partner

Mob: +9 9447020955

Email: surabhiearthmover@yahoo.com



RAILWAY CONTRACTORS GST No. 32AALFS6527M1ZR

TO WHOMSOEVER IT MAY CONCERN

This is to certify that Mr. Albin Paul, S/O Paul, Thrikkekunnel (H), Vimalagiri (P.O), Idukki-685602 was working with us as an Accountant from 13.02.2022 to 24.03.2023. During this period, we found his conduct and character to be good. The above named is sincere industrious and handled all the job responsibility well.

We wish him success in all his future endeavors

YOURS TRABEN BARTH MOVER

Managing Partner

FOR SURABHI EARTH MOVERS



Ref. No : AL/2022-23/00810752

18 April 2022

Appointment Letter

Ms. Anju Eldhose Velliringal House Machiplavu Machiplavu P O Kerala, India - 685561

Dear Ms. Anju,

With reference to your application for employment and subsequent interview you had with us and your acceptance of our offer, we are pleased to appoint you as Invoice Verifier - BPO in our organization with effect from 18 April 2022 on the following terms and conditions:

TERMS AND CONDITIONS

1. Commencement

1.1. For all purpose, the Employee's date of Employment with the Company shall be 18 April 2022.

2.1. The initial place of work shall be at Lulu Cyber Tower 2, Infopark, Special Economic Zone, Kakkanad, however the Company reserves the right to assign the Employee's services to any other branch or sister concerns of the Company or its associates or clients, in India or abroad, as the requirements of the business may necessitate. Upon such assignment, the Employee shall be governed by the policies, rules, regulations and decisions of the new establishment to which the Employee has been transferred/ deputed. In the event of Company deputing the Employee on an assignment abroad, the Employee shall be required to sign an Overseas Deputation Agreement with the the Company on such terms as the Company may deem fit.

3. Designation

3.1. The Designation of the Employee on his / her date of joining with the company shall be Invoice Verifier - BPO. The Designation may be subject to change at the sole discretion of the company, based on the performance and the tenure of the Employee. Any changes in Designation shall be officially communicated to the Employee.

4. Probation

4.1. The Employee shall be on probation for a period of Six (6) months from the date of joining or as specified in the Appointment Letter.

4.2. The Employee shall be confirmed only after the successful completion of the Probation period to the satisfaction of the Company. The Employee shall be deemed to be on probation until so confirmed in writing.

4.3. The company shall have the sole discretion to extend the probationary period depending on the performance of the Employee

4.4. During the probationary period, the company reserve the right to terminate the Employee, without assigning any reason whatsoever.

5.1. In consideration for the services rendered, the Employee shall receive remuneration in the form of Salary. The monthly salary (Cost to Company) would be Rs.18,154,00/-[Rupees Eighteen Thousand One Hundred Fifty Four Only]. The detailed salary break-up annexure is attached with this letter of appointment.

MANTLE SOLUTIONS PRIVATE LIMITED

Reg Office: 9th Floor, Lulu Cyber Tower - 2, Infopark Special Economic Zone, Kakkanad, Ernakulam, Kerala, India, 682042 CIN: U72900KL2018PTC054323, Web:www.mantlesolutions.in, Mail:contact@mantlesolutions.in, Ph: +91 484 66333333





Conduent Business Services India LLP (Erstwhile Xerox Business Services India LLP) 2nd Floor, Vismaya Building, Infopark, Kakkanad P O, Kochi – 682042 Tel +91.484.4090131 Fax +91.484.4090146

January 21, 2022

JOSMI JOJO

Kavumprayil House, Kulamavu PO, Muthiyurundayar, Idukki Thodupuzha, Kerala - 685601.

SUB: APPOINTMENT LETTER

Dear JOSMI,

With reference to your application for employment and subsequent interview and discussions, we are pleased to issue you this Appointment Letter ("Employment Contract") to appoint you as **Accounting Services Associate I** with Conduent Business Services India LLP ("Conduent") on the following terms and conditions:

1. Compensation and Benefits

- (a) Your gross salary will be INR 1,52,320.00. (Indian Rupees One Lakh Fifty Two Thousand Three Hundred and Twenty Only) per annum. Your salary will be prorated and paid on a monthly basis as per the Company payroll cycle. Conduent will deduct taxes as appropriate and consistent with the Indian tax regulations from time to time. You will be responsible for your tax liabilities under applicable tax laws and regulations. Conduent may vary, amend, revise and modify the compensation and benefits mentioned under this Employment Contract/policies, including reducing the amounts and benefits offered should Conduent consider it expedient to do so.
- (b) Subject to you achieving the performance targets set forth by your reporting manager, you will be entitled to participate in a "Performance Linked Bonus Plan" upto INR 36000 (Indian Rupees Thirty Six Thousand Only) per annum. The details of the Bonus Plan for which you will be presently eligible will be intimated to you on you joining the LLP. Notwithstanding the foregoing, the LLP may in its sole and absolute discretion be entitled to modify or replace the Bonus Plan that you would presently be eligible to at any time during your tenure without any further notice to you.
- (c) Details of your compensation and benefits are provided as an Annexure to this Employment Contract.

2. Working Hours

Your work schedule will be provided to you by your manager/supervisor upon your joining. You may be required to work beyond the usual business working hours or in shifts as per the business requirement of Conduent.

3. Leave and Holidays

Leave including maternity leave, National and Festival holidays will be provided to you in accordance with the applicable law and Company Rules (as defined below).

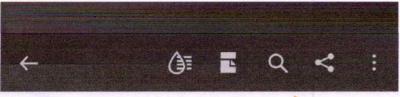
4. Place or Work

Your initial place of work will be at the Conduent Business Services India LLP office located at the Vismaya 2nd Floor, Infopark, Kakkanad, Kochi - 682042. However, your services are transferable, and you may be assigned to any location in India or abroad where the Conduent or any of its affiliates, associates, subsidiaries or customers conducts business. While on transfer you will be governed by the rules, regulations and conditions of service of that location.

Regd. Office: Conduent Business Services India LLP

Unit A, 5th Floor, Aviator Building, Ascendas ITPB SEZ, International Tech Park Bangalore, Whitefield Road, Bangalore 560 066 LLPIN: AAH-8881, tele +91.80.41190100, fax +91.80.41190198

E-mail: conduentservicesindia@conduent.com | Website: www.conduent.com



CONDUENT



Conduent Business Services India LLP Tol +91.484.4090131 Fax +91.484.4090146

October 14, 2021

Kochuthresia A Kochi, Kerala...

SUB: APPOINTMENT LETTER

Dear Kochuthresia,

With reference to your application for employment and subsequent interview and discussions, pleased to issue you this Appointment Letter ("Employment Contract") to appoint you as Accoservices Associate I with Conduent Business Services India LLP ("Conduent") on the following and conditions:

1. Compensation and Benefits

- 4a) Your gross salary will be INR 1,52,320.00 (Indian Rupees One Lakh Fifty Two Thousand Three Hundred and Twenty Only) per amum. Your salary will be prorated and paid on a monthly basis as per the Company payroll cycle. Conduent will deduct taxes as appropriate and consistent with the Indian tax regulations from time to time. You will be responsible for your tax liabilities under applicable tax laws and regulations. Conduent may vary, amend, revise and modify the compensation and benefits mentioned under this Employment Contractypoicles, including reducing the amounts and benefits offered should Conduent consider it expedient to do so. do so.
- (b) Subject to you achieving the performance targets set forth by your reporting manager, you will be entitled to participate in a "Performance Linked Bonus Plan" upto INR 36000 (Indian Rupees Thirty Six Thousand Only) per annum. The details of the Bonus Plan for which you will be presently eligible will be intimated to you on you joining the LLP. Notwithstanding the foregoing, the LLP may in its sole and absolute discretion be entitled to modify or replace the Bonus Plan that you would presently be eligible to at any time during your tenure without any further notice to you.
- (c) Details of your compensation and benefits are provided as an Annexure to this Employment Contract:

Working Hours
You work schedule will be provided to you by your manager/supervisor upon your joining. You may be
required to work beyond the usual business working hours or in shifts as per the business requirement
of Conduent.

3. Leave and Holidays

Leave and protocols's Leave including maternity leave. National and Festival holidays will be provided to you in accordance with the applicable law and Company Rules (as defined below).

4. Place or Work. You'r initial place of work will be at the Conduent Business Services India LLP office located at the Vismaya 2nd Floor, Inflopark, Kakkanad, Kochi - 682042. However, your services are transferable, and you may be assigned to any location in India or abroad where the Conduent or any of its affiliates, associates, Subsidiaries or customers conducts business. While on transfer you will be governed by the rules, regulations and conditions of service of that location.

Unit A. 9th Floor, Aktator Buildung, Assendas 1796 SEZ International Tech Park Bangalore, Whitefield Road, Bangalore 550 066 LLPIN: AAH-8861, telio +91.80.41190100, hax +91.90.41190196

conduent com I Website www.conduent.com

CONDUENT

5. Probation

- (a) You will be on probation for six (6) calendar months, which may be extended by Conduent if your performance is found unsatisfactory. Your probation period will be considered completed only upon you receiving notification from Conduent.
- (b) During probation, either party may terminate this Employment Contract by giving thirty (30) days prior written notice, and Conduent also has the option to terminate your employment by paying you salary in lieu of requiring you to serve your notice period, either wholly or partially in the event, you wish to be relieved from the services of Conduent without serving the period, Conduent may at its sole discretion relieve you immediately by accepting salary of notice period or refuse such request for immediate relieving, for business in Notwithstanding the toregoing, Conduent may waive for you, the entire notice period thereof, on such terms and conditions as it deems fit.

6. Termination

(a) Post confirmation, either party may terminate this Employment Contract by giving prior written







35-04-22 als ARSHARA JOY VELLAKULAMBEL UPPUTHODU PATHINARAMKANDAM IDUKKI KERALA 685604 Contact no.: 8075119716

Sub: Appointment Letter Dear MS, AKSHARA JOY

This is to inform that you have been appointed as an insurance agent with ICICI Life insurance Co. Ltd. from: 14/04/2022 with advisor code ICI01464695. Please read the terms and conditions code of conduct as per revised regulations and the Declaration carefully.

Should you need any clarification please call us of 1860 266 7766 or visit the nearest CCC Production for the production of the production

Warm regards,

Prasad Tonse

Vice President - Shared Services

Designated Official

ICICI Prudential Life Insurance Co. Ltd.

ICICI Prudential Life Insurance Company Limited. IRDAI Regn No. 105. CIN: L66010MH200 Communication Address: Unit No.1A & 2A, Raheja Tipdo Plaza, Rani Sati Marg, Malad IE.

Tel.: +91 22 4205 8000 * Fax: +91 22 4205 8222

Registered Office:

ICICI PruLife Towers, 1089, Appasaheb Marathe Marg, Prabha-

Tel.: +91 22 5039 1600 * Fax: +91 22 2422 4484

Email: corporate@iciciprulife.com • Visit us at www.icicipruli



October 12, 2021

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

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

Dear JOYAL JOHN.

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

Welcome to WILP!

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

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

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

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

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

Yours sincerely, For Wipro Limited,



Endorsement

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

Terms & Conditions of Scholarship

1. PROFILE:

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

2. DURATION:

The duration of your academic program will be for a period of 48 months from the date of enrolment to the academic https://wipro.icims.com/forms?module=Forms&action=showForm&view=htm&form=WILP_Enrollment_Letter_Template&user=20775217&item=39... 1/9

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

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

3. Scholarship/Stipend and Benefits

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

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

- i. A Group Personal Accident Insurance (GPAI) coverage of INR 12, 00,000/-.. You could also choose to get additional coverage for a nominal and highly negotiated premium. More details on the policy are available on My Policies section in myWipro, the HR portal at Wipro.
- ii. Group Life Insurance coverage of Rs.14, 00.000/-. This sum insured is inclusive of cover as per EDLI (Employee Deposit Linked Insurance). You can also get an extra coverage for a nominal and highly negotiated premium. More details on the policy are available on My Policies Section in myWipro, the HR portal at Wipro.

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

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

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

Base Medical insurance is to be availed by the employee as default. It is accounted for in deductions as a nominal monthly charge. Top-Up cover is voluntary and charged as applicable during renewal timelines.

The below table lists down your scholarship details:

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

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

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

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

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

Book Allowance:

A Book Allowance of INR 1,250/- will be provided to you per semester. This allowance will be given every semester except the last semester when you will be engaged in dissertation. The allowance will be paid to you centrally along

with your scholarship at the beginning of the semester. The allowance will be subject to tax. Book allowance is applicable only when you are registered for the semester.

Scholarship Advance:

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

4. Training Agreement:

- i. This letter of enrolment is subject to the execution of a training agreement in the prescribed proforma with Wipro Limited, Sarjapur Road, Doddakannelli, Bengaluru-560035 on or before joining the program ("Training Agreement").
- ii. This Training agreement shall be for a total period of 60 Months where you will be mentored for developing your skills and knowledge. Technical Class Room training will be for a period of 1.5 months and practical experience and training will be for the next 58.5 months. The Company invests on your behalf for the cost of the training. Should you discontinue the WILP program or your enrolment with WILP is cancelled for any reason whatsoever, before the completion of 60 months from the date of joining, the training expenses of Rs. 75,000/-(Rupees Seventy five thousand only) will have to be paid by you as detailed in the Training Agreement.

5. PROJECT READINESS PROGRAM (PRP)

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

6. Regulations of Academic study:

- i. You will be enrolled for M Tech program with a renowned institution ("University") that collaborates with Wipro for WILP.
- ii. Course specialization includes but is not limited to Software Systems, Software Engineering, Information Technology, Computing Systems and Infrastructure Management, Data Analytics, IoT, Cloud, Digital & Cyber security, Embedded Systems.
- iii. Your specialization and enrolment would be decided based on prevailing business requirements and decision of the Company is final and binding.
- iv. You will not be able to change Specialization track after enrolment.
- v. Overall program duration is 4 years from date of enrolment of academic program.
- vi. As per the program structure, a WILP Scholar trainee will register and pursue 4 to 6 courses per semester over 7 semesters.
- vii. You will be required to submit a project work / dissertation in your final semester. This will enable you to advance your professional capabilities by applying concepts and techniques in projects.
- viii. Each course has multiple evaluation components. This includes an assignment component, quiz, mid-semester examination and comprehension examination. All evaluation components are mandatory for securing a pass grade in a course as prescribed by the partnering institution.
- ix. Contact classes are organized as per the handout and calendar prepared and shared by the University at the beginning of each semester. In the normal course, one session of 2 hours duration per course per contact class is organized.
- x. You will be called upon to undergo studies during the hours and days as may be fixed by the Company from time to time. Normally, the study hours would be from 9:00am to 6:00pm
- xi. The faculty will take attendance/circulate attendance sheets for every session. It is your responsibility to ensure that your attendances are recorded properly.
- xii. WILP Scholar trainees are expected to be on time for every session. Punctuality is non-negotiable and the faculty reserves the right to deny entry and attendance to late comers.
- xiii. Attending 75% of contact session is mandatory for each course to appear for examinations.

- xiv. Not attending classes for reasons like medical/on the job training /late coming/personal problems and other similar reasons would be treated as absenteeism.
- xv. Scholar trainees who fail to meet the minimum attendance criteria will not qualify for comprehension exams for any of the registered courses in that semester.
- xvi. For any reason, you are not able to meet the minimum attendance criteria or not complete the mandatory assignments / quiz / examinations in any semester, you are required to repeat the same semester as and when the next batch is organized. In such cases, rules and regulations governing academic programs at that time would be applicable. In addition, additional semesters fees are to be borne by you as prescribed by the University.
- xvii. At the end of each semester, the performance of each Scholar Trainee in a course, is specified as a letter grade which is obtained through a Relative Grading procedure
- xviii. Any Scholar trainee securing 3 or more cumulative fail grade at any point in time will be expelled from WILP Program.
- xix. The 8th semester of study is fully devoted for dissertation / project work
- xx. If a Scholar trainee's CGPA is less than 5.5, the Scholar trainee will not be permitted to register for the dissertation. He/she has to re-appear for exams and secure a CGPA of 5.5 before taking up the dissertation. Also, a Scholar trainee with an E grade in any course will not be permitted to register for the Dissertation
- xxi. Project / Dissertation work has to be carried out by each individual separately. Teamwork is not permitted.
- xxii. The dissertation has to be completed strictly as per the guidelines that are outlined by collaborating institution.
- xxiii. WILP Scholar trainees are expected to maintain decorum and discipline in line with Wipro's professional work culture and environment.
- xxiv. In cases where a Scholar trainee deviates from the expected behaviour as prescribed by the WILP and partnering institution from time to time, strict action will be taken and the decision of the WILP Team / faculty /, University would be final and binding.
- xxv. Breach of integrity will be dealt with sternly. Such Scholar trainees will be asked to discontinue their studies and also expelled from WILP program.
- xxvi. On successful completion of the study, you will be eligible to receive the M. Tech degree from the collaborating University, in recognition of your successfully completing the course.
 - Mode of contact session, examination pattern and other academic program norms are subject to change based on the prevailing situation / University norms declared from time to time. Decision of the University would be final and binding.
- xxvii. All Scholar trainees of the WILP will be given testimonials at the end of the successful completion of the M. Tech degree program. Scholar trainees being students of the WILP, are not entitled for the issuance of any experience letter in case they discontinue the WILP for what so ever is the reason. The testimonial contains the timeline in the WILP and the kind of project works carried during this opportunity

7. Conflict of Interest:

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

- b. Any employee of Wipro to terminate their employment with Wipro or to accept employment with any competitor, supplier or any customer with whom you have a connection.
- c. Any customer or vendor of Wipro to move their existing business with Wipro to a third party or to terminate their business relationship with Wipro.
- d. Any existing employee and/or student of WILP to become associated with, or perform services of any type for any third party.
- iv. In case of any conflict or doubt, please discuss the matter with Head / Manager of WILP, to understand Wipro's position on this and resolve the conflict.

8. OBLIGATION AND RESPONSIBILITIES:

- i. During the study period you will be governed by the WILP regulations and instructions as may be modified, from time to time, in relation to conduct, discipline and other matters.
- ii. During your study as part of WILP, Company expects you to undergo study in the area in which you are placed, with a high standard of initiative and efficiency. This is critical and Company has zero tolerance towards any deviations.
- iii. You would not be allowed to seek membership of any local or public body without the written approval from the Head / Manager of WILP.
- iv. During the study period and thereafter, you would not be allowed to give out to anyone in writing or by word of mouth or otherwise, particulars or details of work - process, technical know-how, research carried out, security arrangements, or administrative and/or organizational matters of confidential or secret nature which you may come across during your academic study or become known to you by virtue of your undergoing study under WILP or otherwise.
- v. You are bound by all regulations, instructions and policies of the WILP and Wipro. These are updated / modified on a periodic basis and new policies may be introduced and notified to Scholar trainees from time to time and you will be bound to comply with the same.
- vi. In consideration of the opportunities, trainings and access to new techniques and know-how that will be made available to you, you will be required to comply with the Confidentiality Policy of Wipro. Therefore, please maintain all Confidential Information as defined from time to time in the Confidentiality Policy of Wipro, as secret and confidential and do not use or disclose any such Confidential Information except as may be required under obligation of law or as may be required by WILP/Wipro and in the course of your association with WILP. This covenant shall endure during your association and beyond the cessation of your association with WILP (irrespective of the circumstances of, or the reasons for, the cessation).
- vii. In connection with your association with Wipro as part of the WILP and during the term of your association upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business or academic session hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

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

9. CONFIDENTIALITY:

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

10. Assignment of Intellectual Property

In connection with your enrolment and during the term of your enrolment, upon conception or creation, you shall disclose and assign to Wipro as its exclusive property, all inventions, ideas, concepts, discoveries, techniques, and improvements (including without limitation legal documents, training materials, computer software and associated materials) developed or conceived by you solely or jointly with others (whether or not during business hours), and shall comply with the Policies of Wipro in relation to Intellectual Property.

11. Posting

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

12. Misconduct:

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

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

13. Cancellation of Enrolment:

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

14. Study Hours:

- i. As a Scholar Trainee Work Integrated Learning Program, you will be called upon to undergo studies during the hours and days as may be fixed by WILP from time to time as per the University requirements.
- ii. Normally, your "Project work" would be from 8:30am to 6:00pm from Monday to Friday. There shall be a 45 minutes lunch interval.
- iii. You would be assigned to any of the locations and any project work as part of your WILP as may be decided by the Company.
- iv. The full day lecture sessions will be held at any of Wipro's other establishments/outsourced venue. You may also be called upon to attend academic study as and when required on holidays, as may be scheduled in accordance with the convenience of the organizing team of the WILP.
- v. The university will plan contact classes in multiple format to suit the project work situations and university guidelines such as contact classes in ILT (instructor Led training) and / or VILT (virtual Instructor Led Training and Self-Directed / Recorded lecture sessions.

15. General:

- i. This letter of enrolment is subject to the condition that you have not provided us with any false declaration or wilfully suppressed any material information. If you have, you will be liable for cancellation of enrolment from the WILP without any prior notice.
- ii. The terms of this letter of enrolment may be specifically enforced legally, if required. In this connection, if any of the provisions of this letter are declared or found to be void or unenforceable due to any reason whatsoever, the

remaining provisions of this letter shall continue in full force and effect.

- iii. These enrolment terms supersede and replace any existing agreement or understanding, if any, between Wipro and you relating to the same subject matter.
- iv. You warrant that you are not prevented by a court or by any other administrative or judicial order from enrolling under this agreement. In the event that you are not a citizen of the country of posting, you should have a valid work permit to work in the country of posting.
- v. During the period of enrolment you are required to comply with all policies of WILP and Wipro. These policies are updated / modified on a periodic basis and new policies may be introduced and notified to the Scholar Trainees from time to time. You agree to comply with all policies as modified from time to time.

16. On Completion/Cancellation of Academic Program:

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

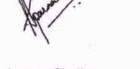
17. Acceptance of Enrolment Letter:

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

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

Yours sincerely,

For Wipro Limited,



Aparna Shailen General Manager - Human Resources

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

I shall be present for the induction session on

ANNEXURE I

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

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

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

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

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

ANNEXURE II

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

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

ANNEXURE - III

INITIAL INDUCTION PROGRAM

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

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

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

Corporate Readiness Program - CRP

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

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

Technology Readiness Program - TRP

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

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

ANNEXURE - IV

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

Travel, Accommodation, Food & Other Miscellaneous Expenses

Travel

i. You would be entitled for Rs. 1500 from the date of appointment as a lump sum amount that will be credited with your first month stipend. You may utilize this amount towards Travel and you would not need to submit bills 10#12/21, 2:55 PM

https://wipro.icims.com/forms?module=Forms&action=showForm&view=htm&form=WILP Enrollment Letter Template&use...

towards usage of this amount.

ii. There is no provision for reimbursement/allowance towards any expenses incurred in lieu of attending training or classes at different locations in the same city.

Accommodation, Food & other Miscellaneous Expenses

- i. You would be entitled for Rs.400 per day for 8 days (total amount of Rs.3,200) from the date of joining. You may utilize this amount towards accommodation, food & other miscellaneous expenses. This would be paid as a lump sum amount that will be credited with your first month stipend and you would not need to submit bills towards usage of this amount.
- ii. If your posting location (the location where you would be based out of after training) is different from the training location (location where you undergo initial training), you would be entitled for the following:
 - Settlement and Miscellaneous Expenses: Rs.1200 per day for 7 days (total amount of Rs. 8,400) from the date of reporting to the posting location. You may utilize this amount towards boarding, lodging, conveyance & other miscellaneous expenses.
- iii. Any location change after reporting to posting location will be treated as relocation/transfer and will be covered under the Transfer policy for Team Rainbow. For details you can refer the policy at myWipro-> My Policies -> India->My Travel>Transfer Policy-Team Rainbow.
- iv. Campus joiners would not be eligible for accommodation at the Wipro guest houses.

Please note in the event that the employee leaves the organization within 6 months from the date of joining, all payments processed under Joining & Relocation Entitlements shall be recovered from the employee at the time of exit.

M Accept

□ Decline

Signature JOYAL JOHN 12/10/2021 2:54 PM

(checking the checkbox above is equivalent to a handwritten signature)

Registered Office:

Wipro Limited

T:+91 (80) 2844 0011

Doddakannelli F:+91 (80) 2844 0054

Sarjapur

Road

E:info@wipro.com

Bengaluru 560 035

W:wipro.com

India

C:L32102KA1945PLC020800

20775217



September 12, 2021

Dear RINTA REJI,

Welcome to Wipro!

We hope you are safe amidst the prevailing COVID-19 pandemic in the country. We are glad to have you onboard and join our Wipro Family. You will soon be connecting with your managers and working on your respective projects to build a bolder tomorrow.

We are aware that some of you are yet to complete your final semester examinations and thus as a welcome gesture, we have introduced 2 weeks of paid exam leave for all whose examinations will get scheduled in due course of time. The employee must inform their manager and Campus Team and will be required to submit the exam admit card which should include the start and end date of the exam.

Please Note:

- The additional 2 weeks paid leaves are only applicable for those who have not completed their final semester exam
- It is mandatory to submit the required documents

We wish you the very best for your final exams in advance!

Yours sincerely. For Wipro Limited,

Aparna Shailen

General Manager - Human Resources



MRF Limited, New No. 114 (Old No. 124), Greams Road, Chennal - 600 006.
Tel: 91-44-2829 2777 Fax: 91-44-2829 2895 CIN: L25111TN1960PLC004306
Website: www.mrftyres.com

Offer Letter

28.12.2021

Dear Mr. Athul Siby,

Congratulations and Welcome to MRF Family!

With reference to your application and the subsequent discussions, we are pleased to offer you employment as **Supervisor** - **Production** in **MA1** Grade in the **Production department** at **Arakonam plant** on the following terms and conditions:

- 1. The discussed and agreed CTC compensation package is given in the Annexure I
- Your offer of employment is conditional upon you being medically fit to perform the services of the organization. You will be required to undergo medical examination as per MRF guidelines which is attached in Annexure II
- You need to bring the original documents and a set of photostat copies at the time of joining as per the list attached in Annexure III for verification.

A detailed appointment letter will be issued to you on your joining. We would expect you to join on or before 24th Jan'22 failing which the offer is liable to be withdrawn.

Please return the copy of this letter duly signed as a token of your acceptance at the earliest

Thanking you,

Yours faithfully, For MRF LIMITED,

Biju Sebastian Vice President-HRS

Acceptance:

I accept employment with the organization on the terms and conditions set out in this offer letter, a copy of which I confirm I have received

Name : _____ Date : _____ Signature :

Annexure - I Salary Structure

NAME

: Athul Siby,

Grade

: MA1

Designation

: Supervisor - Production

Probation period: 12 months

	Components	Monthly	Annual
Α	Basic	2950 -	35400
A1	Allowances		
1	HRA	1475	17700,
2	Conveyance	1600 -	19200
3	Education Allowance	200 -	2400
4	MRF Allowance	15862	190344
5	Medical Allowance	246	2950
	A1 Total	19383 .	232594
	A+A1	22333	267994
В	Annual Payments		
1	LTA (Once in Two years - Rs.10500/- in a block of two years)	438	5250 -
2	Bonus	590	7080
	B Total	1028	12330
C	Retirel Benefits		
1	PF - 12%	354	4248
2	Gratuity - 4.81%	142	1703
	C Total	496	5951
	Grand Total (A+A1+B+C)	23856	286275

In addition to the above you will be eligible for the following benefits as per Company policy:

- Group Hospitalization insurance for self, spouse and dependent children.
- · Group personal accident insurance for self.



Otsira Genetica A Div. of ARISTO Pharmaceuticals Private Limited

Thomas Job P X

Professional Service Representative

Mobile: +91 9048885846

Phone: +91 484-2422615 / 675

Fax : +91 484-2422957

Email: thomasjobpxsa@gmail.com
URL: www.aristopharma.co.in





29th September 2021

OG\OL\2192

Mr. Thomas Job P.X.
Pulikaparambil (H), Njarakal P.O.,
Perumpilly, Church Road
Vypin
Ernakulam 682505
Kerala
(M) 9048885846

Dear Mr. Thomas Job,

This has reference to your application and the subsequent interviews you had with us for the position of 'Professional Service Representative'.

We are glad to inform you that you have been selected for the above position in our Organisation at **Kochi** as your H.Q. The detailed appointment letter shall be issued to you after you join duties.

You are advised to contact Mr. Biju N. – Sr. Zonal Business Manager at the below mentioned address on or before 29-10-2021.

Aristo Pharmaceuticals Private Limited 2/202 – G&H, P.B.K Mina Road, Vazhakkala, Thrikkakara-P.O., Kochi - 682021 Kerala

Upon joining you will be required to furnish the following documents :

1 -> A copy of resignation acceptance letter

- 2 -> Academic Certificates (from 10th to Highest) and Age of proof.
- 3 -> Last drawn salary slip / showing monthly salary.
- 4 -> Two passport size photo and copy of id proof (PAN card / ADHAR card).
- 5 -> One cancelled cheque pertaining to your present bank account.
- 6 -> Form-11 prescribed under EPF Rules.(Form enclosed)

Kindly sign the duplicate copy of this letter as a token of your acceptance of this offer and let us know your earliest date of joining.

'WELCOME TO ARISTO FAMILY'
'WISH YOU ALL THE BEST'

Yours faithfully, for OTSIRA GENETICA

BISWAJIT MOHAPATRA
ASST. GENERAL MANAGER - PERSONNEL

Encl: Form-11 for PF

Thomas Job P.X. (Received & Accepted offer)

CC: Marketing Dept.

CC: Branch

Head Office: 23-A, Shah Industrial Estate, Off Veera Desai Road, Andheri (W), Mumbai - 400 053. Maharashtra. INDIA. • Phone: +91-22 - 2673 9999 • Fax: +91-22 - 2673 4792.

Regd. Office: Mercantile Chambers, 3st Floor, 12, J. N. Heredia Marg, Ballard Estate, Mumbai - 400 001. Maharashtra. INDIA. • Phone: +91-22 - 2261 7909 • Fax: +91-22 - 2261 5604. URL: www.aristopharma.org Email: aristo@aristopharma.org CIN No.: U24239MH1971PTC015425





Akay Natural Ingredients Private Limited (Formerly Akay Flavours & Aromatics Pvt. Ltd.)
Regd. Off. & Site 2: Ambunad, Malaidamthuruth P.O,
Ernakulam - 683 561, Kerala, India
Tel: +91 484 2686111/2/3, Fax: +91 484 2680891
Email: info@akay-group.com
www.akay-group.com

CIN: U24249KL1993PTC007092

15th September 2021

Midhu Varghese Puramadom House Ambunad Malayidomthuruth p o Ernakulam - 683561

Dear Ms. Midhu,

Sub: Training as Officer - R & D

We are pleased to offer you training as Officer - R & D in our Cochin unit as per the terms and conditions detailed below:-

- 1. You will be on training for a period of one year with effect from your joining date in our company. During the training period you will be paid Rs.10,000/- (Rupees Ten Thousand only) per month as stipend.
- 2. Your training period may be extended/terminated if your performance is not up to the satisfaction, without any intimation.
- 3. You will be bound by the service rules of the company.
- 4. You shall not directly or indirectly engage in any other business or occupation or employment, during the period of your service with our company.
- 5. You are always transferable to any other department or any other places in India.
- 6. You will have to maintain strict secrecy with regard to the work, which may come to your knowledge during your service or any other matter connected with the firm.
- 7. Management will be at liberty to terminate your service without assigning any reasons or compensation in lieu thereof, any time during the training period. If you wish to discontinue the training during the course of training, one month notice from you is required.





- 8. You will be reporting to Chief Research Officer through proper channel. You are required to discharge the duties as per the instruction given to you from time to time.
- 9. You are required to start training in our organization on or before 15th September 2021.
- 10. Your training period will automatically stands terminated on 14th September 2022, unless intimated by us in writing.
- 11. At the time of joining, you will be required to furnish us copies of certificate on your qualifications and experience certificates if any.

Please sign one copy of this letter and return to us if the above terms and conditions are acceptable to you.

With Best Regards,

For AKAY NATURAL INGREDIENTS PRIVATE LIMITED;

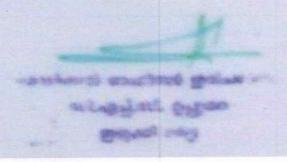
MANAGING DIRECTOR

GOVERNMENT OF KERALA HEALTH SERVICES DEPARTMENT



PEN: 932075
SUNITHA SUDHAKARAN
Jr. HEALTH INSPECTOR GR-2

COMMUNITY HEALTH CENTRE UPPUTHARA P.O, IDUKKI DT.685505 PH: 04869 244 019





Date of Issue

Residential Address

Pananvilayil (H) Vettkuzhakavala Kattappana P.O PIN: 685508

Phone

Date of Birth

Blood Group

PAN

Driving Licence No

9895683108

08/05/1995

AB+ve

PIKPS5362E

Employee Signature

- The holder of this card is responsible for its safe keeping
- The holder while on duty must produce this card on demand by security staff or any other officer authorised by the Government.
- Loss or theft of this card must be immediet ly reported to the security/Authorised Signatory
- 4. This card is non-transferable and must be surrendered immediately upon retirement or cessation of employment



Website: www.keralapsc.gov.in

E-mail: doidk.psc@kerala.gov.in Telephone No.04868- 272359

KERALA PUBLIC SERVICE COMMISSION DISTRICT OFFICE: IDUKKI

File No. IDB (2) 281268/2020

Place: Kattappana Date: 15.01.2022.

From

The District Officer, K.P.S.C. District Office, Idukki.

To

22. Smt. SUNITHA SUDHAKARAN

Sir/Madam,

Sub :- Advice for appointment as Junior Health Inspector Grade II on ₹. 22200-48000/- in the Health Services Department in Idukki District.

You are informed that you have been advised for recruitment as *Junior Health Inspector Gr.II* ₹.22200-48000/- in the *Health Services Department* in Reservation *Turn*. The selection is subject to the Rules 3 (c) and 10 (b) of the Kerala State and Subordinate Services Rules, 1958.

Further instructions will be issued to you in due course by the above Department/Institution.

Yours faithfully,

for District Officer

N.B.:- 1. If posting orders are not received from the above Department/Institution within a period of Three months from the date of this advice letter, the fact may be intimated to this office.

You are directed to produce advice original memo before the appointing authority at the time of joining duty.

Regd./A.D

PROCEEDINGS OF THE DISTRICT MEDICAL OFFICER (H) IDUKKI

Sub. - Estt: HSD- Appointment of Junior Health Inspector Gr II - Posting Orders - issued.
Ref. - 1. Advice Letter No IDB (2) 281268/2020 of the District Officer, Public Service
Commission, Idukki Dated 15/01/2022

ORDER NO A3 - 1471/2022/DMO (H) IDUKKI, DATED 23/02/2022

The candidates given below are advised by the District Officer, Kerala Public Service Commission Idukki as per reference cited above are provisionally appointed as Junior Health Inspector Gr II on Rs. 22200-48000 (Pre-revision) under clause (1) of sub rule (a) of Rule 9 read with Rule 10 (b) of General Rules of KS & SSR, 1958 in the Health Services Department and posted to the station noted against their name. The advice of the candidate is subject to Rule 3(c) of the General Rules of the Kerala State and Subordinate Service Rules, 1958.

SI No	Name and Address	Name of father/Guardian	Date of Birth	Qualifications	Turn of Advice	Rank No	Station to which posted
1	ANJALY P R PAZHAYI HOUSE NAMBYARPADAM VELLIKULANGARA P.O THRISSUR-680699 (EZHAVA)	RAJAN P K	12/05/1995	1. Plus Two (Science) 2. Health Inspector Course 3. Registration with Kerala paramedical Council	OC Turn	1	CHC Vandiperiyar
	RESHMA M 21/861A, NIKARTHIL HOUSE SANKARANARAYA NA TEMPLE ROAD PALLURUTHY P O ERANAKULAM— 682006 (DEEVARA)	MURALEEDHARAN C A	19/09/1992	B Sc Zoology Health Inspector Course Registration with Kerala paramedical Council	Reservation Turn	38	CHC Devikulam
	ABHILAL B URUMBIL (H) KUDAYATHOOR IDUKKI – 685590 (ST-MALA ARAYAN)	BALAKRISHNAN N	11/05/1992	CBSC XII Health Inspector Course Registration with Kerala paramedical Council	Reservat ion Turn	10	FHC Kodikulam
	GOPIKA SHAJI VELLIYAMKUNNEL 346 GOURICITY UPPUTHODE IDUKKI – 685604	SHAJI V K	30/06/1996	1. Plus Two (Science) 2. Health Inspector Course 3. Registration with Kerala paramedical Council	OC Turn	2	CHC Vathikkudi
	ARJUN SOLY NADATHETHU HOUSE AMBALLOOR ERANAKULAM – 682315	SOLYND	07/03/1998	1. Plus Two (Science) 2. Health Inspector Course 3. Registration with Kerala paramedical	OC Turn	3	CHC Marayon
1 1 1 2	ANJANA SAJEEV KALARICKAL 1000 ACRE MANNAMKANDAM DUKKI -685561	SAJEEV K A	14/08/1995	Council 1. Plus Tana (Science)			
	EZHAVA)						

22/	SUNITHA SUDHAKARAN	SUDHAKARAN P P	08/05/1995	1. CBSE Plus Two	Resrvati on Turn	22	CHC Upputhers
Y	PANANVILA YIL VETTIKUZHAKAVA			2 Health Inspector			
	LA KATTAPPANA			Course 3 Registration			
	IDUKKI - 685508			with Kerala paramedical			
	(EZHAVA)			Council			

The candidates may report for duty within 15 days on receipt of this order before the undersigned District Medical Officer (Health) Idukki. Any failure on the part of the candidate to join duty within the time limit may entail cancellation of appointment unless extension of time to join duty is applied for and obtained from the undersigned. The candidates should produce the following documents in original for verification at the time of joining duty.

1. Certificate in proof of Date of Birth, Qualifications and community. (In the case of candidate whose

community is noted) and Creamy Layer Certificate/caste Certificate.

Physical Fitness Certificate obtained from a Medical Officer not below the rank of Civil Surgeon in Government service with thumb impression with photograph duly attested.

3. The enclosed attestation form duly filed up and signed.

The Head of Office should satisfy himself/herself about the identity of the candidate with reference to the photograph and signature on the Identification Certificate before admitting her in duty and the fact of having done should be recorded in the Identification Certificate. It shall also be ensured that the certificates produced are obtained before the candidate is actually appointed as per GO (P) No 156/88/Home. Dated 12/12/1988. Application for correction of Date of Birth, if any needed, shall be made within 05 years from the date of joining duty as per GO (P) No. 45/91/P7ARD. Dated 20/12/1991.

The appointment is purely on temporary and the candidate is eligible for appointment in regular service only if the character and antecedents found satisfactory on subsequent police verification. The Head of Office will obtain the enclosed attestation form duly filled up and signed by the candidate and forward the same to this office for further action. The Head of Office should also verify the documents and see that the particulars furnished by the candidate are correct. If any discrepancy is noticed, the candidate should not be allowed to join duty and the fact should be reported to this office without fail.

The identification Certificate should be kept pasted in the Service Book of the candidate and the 'Turn of advice' under which the candidate is recruited should be recorded in the Service Book when it is opened. Necessary entries on the service particulars of the candidate should be made in the 'Cadre register'

also.

The date of joining duty should be reported to this office promptly. In case any candidate fails to join duty within the stipulated time the fact should be reported to this office without delay together with the Identification Certificate.

The above posting to the concerned stations might be changed according to the General Transfer 2021.

(Sd/-)
Dr.JACOB VARGHESE
DISTRICT MEDICAL OFFICER (H) IDUKKI

To.

The Incumbent (Registered with A/D)

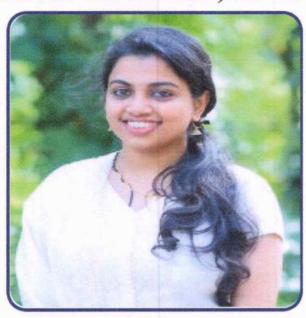
Copy to:-

- 1. The director of Health Services, Thiruvananthapuram
- 2. The District Officer, KPSC Idukki
- 3. The concerned Medical Officers.
- 4. The Dy DMO (H) Idukki/RCH Officer/MCH officer
- 5. File/ Stock file.

FORWARDED BY ORDER

CHEDINITIANDEN





ANUGRAHA SABU JR. CLASS TEACHER ACADEMIC ADMIN

Employee ID: BSC20281

Date of Joining: 01-Oct-2021



Blood group

: O+ve

Address

Kannampuzha House,
 Parathodu Idukki P O,
 Kambilikandom, 685571.

Emergency No

: 8281858004

In case found lost, Please return to,

HR Department, Brilliant Study Centre, Puliyannoor, Mutholy, Kerala – 686573. India

This card is not transferable. It is the exclusive property of Brilliant Study Centre, On cessation of Employment, the holder shall return the card under acknowledgment of HR Department



Puliyannoor P.O., Mutholy Kottayam PIN- 686573, Kerala

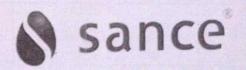


04822 - 206100 / 206800



www.brilliantpala.org

Sance Laboratories Pvt. Ltd. VLS18, PR No.2, Eleoporisal In Kochovania, 1986-573, Pala Kottayam District, Karala Ingia Prone 0091 4877 768877 767799 Fax 0091 4822 769406 Email info@sancepharma.com Neosite www.sancepharma.com



Date: 17/07/21

SL/HR/028/21-22

OFFER LETTER

Ms Daniya Sebastian Kodikattu House Rajamudy P.O, Upputhodu, Idukki, Kerala

Dear Daniya Sebastian,

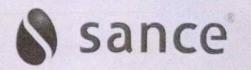
Congratulations!!

Further to your application and the subsequent interview, we are pleased to offer you the position of Trainee Chemist – Quality Control on the following terms and conditions:

- You shall be under training for a period of one year from the date of your joining. Based on periodical evaluation, the period of training is liable to be extended if found necessary.
- 2. You shall be paid a stipend of Rs.10,000/- during the training period.
- Upon successful completion of training, you may be considered for probation for a period of six month.
- 4. During the training leave shall be permitted only during emergency cases against prenotification.
- 5. In case you want to leave the organization during the training, you shall have to provide an advance notice of two month period or equivalent stipend in lieu thereof. You shall not avail any leave during the notice period. In case you avail leave during the notice period, the notice period shall be extended to that effect.
- 6. The terms of this offer letter shall remain confidential and shall not be disclosed to any third party.
- 7. You may join for training with us from 01/09/21.
- 8. Formal order shall be issued to you at the time of joining against submission of proof of relevant documents. (Documents proving Date of Birth, Educational Qualification, Medical Certificates, experience letter / relieving orders (if applicable)

Sance Laboratories Pvt. Ltd VUS18 P8 No.2 Edippunkal in Kozhwanai - 686 S73 Pala Kottayam Ostrict, Kerala India

Phone 0091 4872 268877 / 267790
Fax 0091 4822 269406
Email Info@sancepharma.com
Website www.sancepharma.com



If the above terms and conditions are acceptable to you, we request you to sign and return the duplicate copy of the offer letter as a token of your acceptance.

Welcome you to Sance Laboratories Pvt. Ltd. We wish you a good training experience and look forward to your joining our training programme.

Yours Truly,

For Sance Laboratories Private Limited

Manager- HR & Administration

Declaration:

I, Daniya Sebastian hereby acceptions offer for training on the above mentioned terms and conditions and agree to abide by the rules and regulations of the company as are in force from time to time.

Place: Kozhuvanal

Date: 17/07/21

Name: Daniya Sebastian

Signature:



CSIR-INDIAN INSTITUTE OF CHEMICAL TECHNOLOGY TARNAKA, HYDERABAD – 500 007, T. S., INDIA



E&T/11/2021

Date: Friday, October 8, 2021

Ms. Donamol Tomy
D/o. Shri Tomy Augustine
Thekkeparamil House
Rajapuram PO
Poomamkandom

Subject: Offer of engagement as Project Assistant notified vide CSIR-IICT Notification No.

11/2021.

Dear Ms. Tomy,

With reference to your application dated **20.08.2021** in response to IICT Notification No. 11/2021 and based on your performance in online interview dated **21.09.2021**, you are hereby intimated that the Director, CSIR-Indian Institute of Chemical Technology, Hyderabad has been pleased to accord approval for your engagement as **Project Assistant** to work on purely temporary basis on a monthly stipend of **Rs. 20,000+HRA** per month initially for a period of six months from the date of joining as per the terms and conditions enclosed (Appendix – I).

If you are willing to accept the engagement of the terms and conditions enclosed, you may please communicate your acceptance (Annexure – I) furnishing an Undertaking (Annexure – II) within a week and **report for duty immediately but in any case not later than one month from the date of receipt of this communication** by producing Annexure –III and Annexure –IV failing which this offer will be treated as cancelled without any further notice to you.

M. Vanisree Section Officer

Mount.

Encls:

- 1. Terms & conditions of offer (Appendix I)
- 2. Acceptance of terms and conditions (Annexure I)
- 3. Undertaking proforma (Annexure II)
- 4. Medical Certificate (Annexure -III)
- 5. Character Certificate (Annexure -IV)

Terms & Conditions of Offer of Engagement

- 1. It is not an offer of appointment in CSIR-Indian Institute of Chemical Technology (Council of Scientific and Industrial Research), temporary or otherwise. It is a purely temporary engagement in a sponsored Project. It would, therefore, not confer any right implicit or explicit for your consideration for regularization/absorption in CSIR-IICT or in any of the Laboratories/Institutes of CSIR or under any other scheme as applicable to identified casual workers against any of CSIR posts, even if this engagement is for more than 240 / 206 days in a year.
- 2. Your engagement as PA is for the externally funded Project entitled "Analysis of coal referral samples" Project Code: TSP-0202 initially for a period of six months / one year from the date of joining and co-terminus with the present Project. Your engagement is extended / curtailed by the Director, IICT based on your performance. Your tenure as PA-I shall not exceed five years under any circumstances. The total tenure of five years shall be calculated as per the period you spent on one project and/or different projects taken together in CSIR-IICT or in any other Laboratory/Institute of CSIR as PA or with any other engagement of equal status.
- 3. You will be paid a monthly stipend of Rs. 20,000+HRA
- 4. No traveling allowance will be admissible to you for reporting for duty.
- 5. You will not be allowed to discontinue your engagement without seeking prior approval of the Director, CSIR-IICT. In case you wish to discontinue the engagement prior to completion of your tenure, you must submit one month's prior notice indicating specific reasons for not continuing or deposit one month's stipend in lieu of the notice period. The engagement will be ceased from the date decided by the Director while accepting your resignation. You will be terminated from the said Project by giving one month's stipend in lieu of the notice period without assigning any reason and will have no right against CSIR-IICT/CSIR/any other CSIR Lab/Instt. in any circumstances.
- You will not divulge any information relating to the work of CSIR-IICT which you may come to know during your engagement with CSIR-IICT to any party.
- 7. You have to sign a Secrecy Agreement and Intellectual Property Agreement (either separately or combined).
- 8. Your engagement will be subject to the production of the following documents at your own expense at the time of your reporting for duty:
 - Medical certificate of health and physical fitness for engagement issued by the Resident Medical Officer/Lady Medical Officer of CSIR-IICT Dispensary/any other CSIR Dispensary or Govt. Civil Surgeon/Asst. Civil Surgeon where there is no CSIR Dispensary.
 - Documentary evidence in support of your date of birth and qualification.
 - Character Certificates from two different Gazetted Officers in the enclosed form.
- 9. The Director, CSIR-IICT whose decision shall be final and binding on any matter that is not specifically stated herein.
- 10. Medical Insurance policy may be obtained to cover the medical claims for a value of not less than Rs.1.0 lakh with minimum validity of one year with minimum validity of one year and produce a copy of same at the time of joining.



24-Feb-2022

Anjali Chandran

Kaniyadi House Nayarambhalam P O, Ernakulam, Kerala, India

Mobile No: +91-9895742547

E-mail ID: anjalichandran65@gmail.com

Dear Anjali Chandran,

Offer letter: Processing Officer

1. With reference to your application for appointment and subsequent interview, we are pleased to offer you the position of **Processing Officer** on the terms and conditions given in the succeeding paras.

Posting

- 2. Place of Posting: You will be posted initially at DJM Building -Ernakulam office Ernakulam. However, you will also be subjected to transfers to any of the branches/ offices of the Bank solely at its discretion.
- 3. Date of Joining: As discussed, you are required to join for duty latest by 22-Mar-2022. The date on which you join the above office / branch will be reckoned as your date of joining in the service of the Bank.
- **4.** Reporting: The position will report to the Shibu P Varghese. However, your title, responsibilities and reporting lines can be changed at any point of time based on organizational necessity and as decided by the Board and / or Management acting in the best interest of the Bank.

Compensation

- 5. You will be eligible for a consolidated pay on Cost to the Company (CTC), basis of Rs 2,00,000.00(Two Lakhs) perannum. The detailed salary structure is attached at Appendix A.
- 6. Your salary is confidential and should not be discussed with anyone other than your reporting authority and HR Department.

Probation and Confirmation

- 7. You will be on probation for a period of 6 Months. Your performance will be evaluated regularly, and the Bank at its discretion, may confirm your service, on successful completion of probation period.
- 8. The Bank is at liberty to extend your probation period for any further period or terminate your services without notice or without assigning any reason whatsoever.

Performance

- 9. Attainment/achievement of key deliverables are the primary consideration for your recruitment and employment. You are, therefore, required to continuously improve your performance and excel in your profession in the service of the Bank. You will be subject to a performance review, as per policy of the Bank. You will be given increment and opportunity for promotion, subject to availability of vacancy and policy of the Bank, at the sole discretion of the Bank.
- 10. The Bank reserves the right to terminate your services in the event of under-performance of your duties, responsibilities and key deliverables.



Testimonials

11. You are required to submit the documents during onboarding process. You will also be required to produce the original certificates for verification on the first day of joining.

Leave

- 12. In addition to the statutory and Bank/public holidays in India and any other holidays declared by the Bank, you will be eligible of leave as per Leave and Working Hours Policy for CTC staff. This includes 12 days of Casual Leave, 10 days Sick Leave on pro-rata basis
- 13. You will also be eligible for Earned Leave of 24 days on completion of 12 months of service; Maternity Leave of 182 days / 7 days of Paternity Leave as per eligibility specified, as per Leave and Working Hours Policy for CTC staff.
- 14. Your employment is liable to be terminated if you absent yourself from the services of the Bank, without prior written permission or overstay of sanctioned leave, except in cases of medical exigencies duly supported by medical certificate.

Reference Check and Background Verification

- 15. This offer of appointment is subject to obtaining satisfactory responses to reference checks.
- 16. Your employment in the Bank is also subject to satisfactory verification of the certificates, testimonials and personal particulars/credentials submitted by you. The Bank reserves the right to carry out a background check (including criminal history record search, medical history search, education & previous employment and personal details verification) through nominated third party/agencies.
- 17. In the event that such verification or background search reveals any discrepancy in the statement(s) made in your application for employment or bio data/curriculum vitae submitted to the Bank, your appointment shall be deemed to be invalid and you shall be liable to be discharged from your services by the Bank forthwith.

Resignation / Termination of Service

- 18. You shall provide 90 Days notice, should you wish to resign from the services of the Bank. Date of relieving will be at the sole discretion of the Bank.
- 19. You will not be permitted to adjust any accumulated leave in your credit including accruals against the notice period.
- 20. In addition to what has already been mention in the foregoing, your service with Bank are liable to be terminated:
- (a) By giving 90 days' notice or notice pay in lieu thereof.
- (b) Any breach of the conditions mentioned in this letter on your part.
- (c) Any breach of the instruction/guidelines/circulars issued by the Bank, the RBI and regulators as applicable or made applicable to you from time to time.



Code of Conduct

- 21. Confidentiality: In the course of employment with the Bank, you may receive or be made privy to confidential and proprietary information including information relating to the Bank, its customers, licensors that is not publicly available, trade secrets, salary details of the employees and property protected by intellectual property rights. You shall not, directly or indirectly, during the tenure of your employment with the Bank or thereafter, reveal, disclose or make known to the public or any person, entity, or use for your own benefit or the benefit of any third person any confidential information acquired during the course of employment. Any information that you obtain from time to time regarding the Bank's processes, methods or business practices and client information etc., should be treated as being of the utmost confidential character and you shall not divulge any such information to anyone, unless authorized by a Competent Authority. You will return all documents, papers etc., relating to the affairs of the Bank or any other material that you may have in your possession on termination / resignation / absconding of service from either side. Any confidential information regarding the Bank or its customers acquired during the course of your duties should not be used by you in any context, while in service and /or after the termination / resignation / absconding of service. The Bank is entitled to take legal action on any breach of the above obligation by you.
- 22. Exclusivity: During the period of your employment with the Bank, you shall exclusively serve the Bank and will not engage or become interested, directly or indirectly, with or without remuneration, in any trade, business, occupation, employment, service or calling whatsoever nor will undertake any activities which are or will be contrary to or conflict with interests of the Bank and/or your duties and obligations to the Bank.
- 23. IT Security Practice & Procedures: During the service with the bank, you will adhere to the IT Security Practices & Procedures as prescribed by Bank. Any instances of violation or any attempted violation of the aforesaid IT Security Practices and Procedures on your part shall result in disciplinary action.
- 24. Membership in Other Organisations: During the period of your employment with the Bank, you will not seek membership of any local or public body or political organization without obtaining prior permission in writing from the Board or its delegated authorities.
- 25. During the course of your services with Bank you cannot be a member of any anti-social/national outfits or of any outfit which is declared as banned by the Government. Any act in breach of this term would entail initiation of termination by the Bank.
- 26. During the period of your service with Bank you will not take part in nor organise any demonstration/agitation against Bank and its official(s) either on your behalf or on behalf of other persons either inside the Bank or otherwise, any external bodies/political outfits-either as a member or as sympathizer. Any act in contravention of the above would be treated as prejudicial to the interest and reputation of Bank would amount to breach of employment contract leading to initiation of appropriate action.
- 27. Non-Competition: As by virtue of your position in the Bank, you will be privy to business sensitive, strategic and confidential information of the Bank, you will need to agree that during the term of your service with the Bank, you shall not be entitled to directly or indirectly, run, operate, control, be employed by or provide any services to any competitor of the Bank in India or elsewhere. During the term of your service with the Bank, you shall under no circumstances be employed in or work for or operate or participate, either directly or indirectly, in a business which is directly or indirectly in the same line of business with any Bank / Financial Institution.
- 28. In the event of cessation of your services in future, due to any reason whatsoever, you shall, for a period of 6 months from the date of such cessation, directly or indirectly ,either your own accord or in conjunction with any other person(s) or organization refrain/desist from canvassing or oliciting or attempting to or inducing any employee(s)/business associates to leave their current employment with the Bank to join the services of your new employer/organization or any other competitor of Bank. Any such act in contravention of the above provision shall entail initiation of appropriate action as deemed fit by Bank.
- 29. Please note that while joining the services of the Bank and during the term of employment with Bank, you would be required to notify the Bank immediately with the details of civil or criminal cases instituted against you in any court of law or any complaint / show cause notice/prosecution with/by any police station or by any statutory authority, as also you will notify any outcome of such complaint like filing of chargesheet/arrest/conviction/acquittal/discharge. Any act in breach of this term would entail inititation of



appropriate action as deemed fit by Bank.

- 30. The Bank expects resolution of issues relating to your employment, if any, within the framework internally, at all times during your service period and even after cessation of service due to any reason whatsoever. Please note that any attempt to bring any outside influence directly or indirectly upon any authority to further your interest(s) in respect of matters pertaining to your services with Bank would breach of employment contract leading to initiation of appropriate action.
- 31. During the Bank's employment term, you will not indulge in acts of commission/omission which maybe prejudicial to the interests of the Bank or any act of dishonesty, disobedience, insubordination or any other misconduct or neglect of duty or incompetence in the discharge of duty on your part.
- 32. You will abide by the policies, rules and regulations and internal guidelines of the Bank, which are in force, and any additions and / or alterations that may be made thereto from time to time, by the Management.
- 33. At the sole discretion of the Bank, your services are liable to be terminated without any notice or salary in lieu thereof in the event of your involvement in any serious misconduct, misdemeanor, or any offence which may or may not be directly connected with the business of the Bank.
- 34. Dress Code: You shall always maintain a business like formal dress code and appearance, in tune with the policy / norms of the Bank.
- 35. You will be bound by the instruction / guidelines/ circulars issued by the Bank, RBI and regulators from time to time. You will keep Bank informed of any change in your residential address/contact details.

Acceptance of the Offer Letter

- 36. If you are agreeable to the terms and conditions of this Offer letter, please accept the same through your account on career portal.
- 37. We look forward to your joining Team CSB.

Thanking you, Yours Sincerely,

(Vastav Pandya) Human Resources For CSB Bank



FINISHED DOSAGES

GRANULES INDIA LTD., Sy Nos. 160/A, 161/E, 162 & 174/A, Gagillapur Village,
Dundigal-Gandimaisamma Mandal, Medchal-Malkajgiri District-500 043, Telangana, INDIA
Tel: +91 8418 306400, Fax: +91 8418 306402, mail@granulesindia.com, www.granulesindia.com
CIN: L24110TG1991PLC012471

Ms. Asha John H No:8-3-167/R/60,Rajeev Nagar, Hyderabad.

Dear Asha John,

This has reference to your application for employment and subsequent interviews you had with us. We are pleased to appoint you as **Technical Trainee** in **Quality Control** function in the grade **TT**, in our company on the following terms and conditions:

Your total remuneration and other perquisites will be Rs.1,80,000/- (Rupees One Lakh and Eighty Thousand only) per annum (Refer Annexure for detailed breakup)

Matters pertaining to your remuneration are treated in strictest of confidence by the company and the same is expected on your part. You shall maintain complete confidentiality in all the information herein disclosed to you. Any inconsistent action by you involving a disclosure of these details will attract strict disciplinary action.

At present you will be posted at our GGP. However, your services are liable to be transferred to any other department, to any shift, work sites, offices, branches, factories associates or group companies anywhere in India/outside India depending upon the exigencies of work.

Your appointment is subject to your being found physically fit which need to be certified by a Registered Medical Officer. Your date of birth as per your application for appointment is **July 15,1997** and the same is hereby confirmed.

We request you to join the organization at the earliest, however not later than August 02,2021. Please carry the below mentioned original documents for verification and submit the photocopies.

- a) Proof of date of birth / SSLC / HSC certificate stating date of birth
- b) Educational Qualifications
- c) Relieving and Experience letter from the previous employer/s
- d) Aadhaar card and PAN Card (mandatory)
- e) Passport / Voter card / Driving License / Ration Card
- f) Four copies of your recent identity card size and one copy of stamp size color photograph
- g) Form 16 of last two financial years from previous employer (if applicable)

Please contact the HR Department at 09:30 hrs on the date of joining at Granules India Ltd., Gagillapur Village, Dundigal-Gandimaisamma Mandal, Madchal-Malkajgiri District -500 043 to complete the joining formalities.

Please sign the duplicate copy of this letter as an acceptance of the terms contained herein and confirm the date by which you will be joining the organization latest by **July 30,2021** after which the offer will stand withdrawn.

We look forward to having long-term association with you.

With best wishes

for GRANULES INDIA LIMITED

B. Prathakar Reddy

General Manager - HR & Admn

REGISTERED OFFICE: 2º Floor, 3º Block, My Home Hub, Madhapur, Hyderabad-500 081, Telangana, INDIA.

Page 1 of 5

Asha John

July 27, 2021



SERVICE CONDITIONS FOR EMPLOYEES IN STAFF AND EXECUTIVE GRADES

INTRODUCTION AND SCOPE

The Service Conditions are intended to give a clear understanding of the conditions and regulations of employment at Granules India Ltd., and its group companies. Some parts of this annexure are descriptions of standards and expectations and are intended to guide employees. Other parts are rules and regulations governing the employment in the Company. In the spirit of continuous improvement, the service conditions may be modified at any time. In this event, all concerned employees will be communicated about the same from time to time.

EMPLOYEMENT STATUS

You will be on Training for a period of One Year from the date of your joining duties, which may extend, depending upon your performance, conduct, attendance etc., During the Training period,

- if your performance is found to be not satisfactory, your services are liable for termination without assigning any reasons whatsoever.

LEAVES AND HOLIDAYS

All employees are eligible to avail leave as per the leave rules applicable to the business unit / office to which they belong to.

SHIFT TIMINGS, HOURS OF WORK & WEEKLY HOLIDAY

The working hours and the weekly offs depend on the business unit / office to which the employee belongs to.

DUAL EMPLOYMENT

The employees are expected to be in full time employment of the organization and therefore shall not engage in any other profession or business unless it's consented by the company in writing.

TERMINATION OF EMPLOYMENT

An employee's appointment is terminable by Three Months' notice or payment of Three Months Basic salary in lieu thereof by either side. In case an employee affects such termination by resignation, the employee is required to serve complete Three Months before he / she can be relieved from the services of the company. However, relieving from the company will take place after the company is satisfied that proper handing over of papers, documents, information, and assets is completed.

The company will not be liable to pay notice pay in case the appointment is terminated on grounds of
(i) Breach of confidentiality (ii) Gross negligence (iii) Violation of law or willful noncompliance of law (iv) Misconduct (v) Violation of the Code of Conduct or (vi) Providing false information at the time of appointment.

FUNCTIONAL RESPONSIBILITIES

Subject to superintendence, control and direction of the Reporting Authority, you will be responsible for all the functions that are allocated to you by your Reporting Authority from time to time, for which you shall maintain the relevant records and comply with all the statutory requirements, if any, within the stipulated time. You may also be entrusted with any other tasks or assignments from time to time in the exigencies of the Company's business orally or in writing either by your Reporting Authority or by any other higher official.

MEDICAL EXAMINATION

Further, your continuance in the employment is subject to the condition that you are fit at all times and for that purpose you are required to undergo medical check-up periodically by the authorized Medical Officer appointed by the Company as and when so ordered.

Ashajohn



UPKEEP AND MAINTENANCE OF ASSETS

The employees are responsible for safe keeping and return in good condition and order the company's property and / or equipment which they may be given or handed over for official use. The employees will return forthwith, as and when called upon to do so, in good condition and order, all property and / or equipment which may have come into their possession during the course of the employment.

CONFIDENTIALITY AND NON-DISCLOSURE

An employee shall not disclose without written consent, any trade secret or confidential information concerning the financial arrangements or position of the Company or any of the dealings, transactions or affairs of Company's business. Without prejudice to the generality of this clause, the confidential information of the Company includes information concerning client lists, business, databases, marketing plans and strategies, sales, pricing and margin information, and everything else marked "Confidential" or which is otherwise indicated, explicit or implicit to be subject to an obligation or confidence.

Any commitment given by the Company, to third parties including collaborators, customers, and suppliers regarding confidentiality of information available to an employee will become automatically binding on such employee. Employees will have to give an undertaking to the company to ensure Protection of Intellectual Property Rights and Confidentiality provisions as mentioned above.

An employee may publish any articles or deliver any talk or be associated with any organization pertaining to his / her profession only with a prior written consent of the company.

INTELLECTUAL PROPERTY

It is a condition of the employment that the Company is the owner of all copyright and all other intellectual property rights of whatever nature in work, computer programs, and other projects incorporating intellectual property, which are created or developed by the employees during their employment.

To the extent that, by law, the employee does not have any legal or equitable interest in any work, including any computer program, databases, documents, artwork, film, or sound recording created or developed pursuant to the employment with the Company, the employee hereby irrevocably and unconditionally assigns to the company all intellectual property rights including copyright, in all such works.

RETIREMENT AGE

All employees shall retire from the services of the company on attaining the age of 60 years. Any extension to the employment beyond the age of 60 years shall be with mutual consent and on terms and conditions as agreed.

POLICIES AND PROCEDURES

All employees are liable to conform to Company policies and procedures, rules and regulations, discipline and general work practices, which are subject to change from time to time.

CODE OF BUSINESS CONDUCT

All employees are required to adhere to the Code of Business Conduct. The employees are required to sign a declaration in the requisite format undertaking adherence to the Code of Business Conduct.

JURISDICTION

Any disputes arising out of and / or relating your employment with the company shall be subject to the jurisdiction of city of Hyderabad only.

Ashayoho Asha John



Annexure

Name

: Asha John

Designation

: Technical Trainee

Grade

: TT

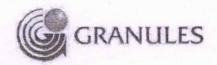
New Salary Structure	Monthly	Annual
Basic Salary	7,500	90,000
House Rent Allowance	5,479	65,743
Gross Salary (A)	12,979	1,55,743
Employer PF	900	10,800
Employer ESI	422	5,064
Bonus	700	8,400
Statutory Payments (B)	2,022	24,264
Fixed Pay (A+B)	15,001	1,80,000

for GRANULES INDIA LIMITED

B.Prabhakar Reddy

General Manager - HR & Admn

Asha John



BASIC SALARY

Basic Salary is the most important component of the compensation structure. The employer contribution to Provident Fund is calculated based on this amount. This component is also linked to House Rent Allowance, Leave Encashment, Bonus and Gratuity. This amount is credited every month from the date of joining and is fully taxable. This amount is approximately 45% of your monthly fixed pay.

HOUSING RENT ALLOWANCE

Housing Rent Allowance is a salary component that is paid to you to pay your house rent. Employee's eligibility is 40% of the employee's Basic Salary. This amount is subject to tax deduction at source as per the pertinent income Tax rules and on the rent bills submission.

EMPLOYER PROVIDENT FUND

This amount indicates the employer's contribution to the Employee's Provident Fund account and the Family Pension Scheme. Such an amount is typically 12% on the wage celling limit of Rs. 15,000/- i.e. Rs. 1800/-.

BONUS / EX-GRATIA

This is an amount which will be paid during Oct/Nov every year.

Apart from the above remuneration (Annexure), the company provides additional benefits. A few of them are listed below:

- Coverage under Group Medical Insurance Policy for Self and direct dependents like Spouse, Children (s) & Parents where the premium to be borne by the company as well as the employee
- 2. Coverage under Group Personal Accident Policy as per your Grade
- 3. Coverage under Employee Deposit Linked Insurance (for employees under Provident Fund)
- Coverage under the Future Service Liability for the full anticipated service and also the Gratuity as per the Payment of Gratuity Act, 1972

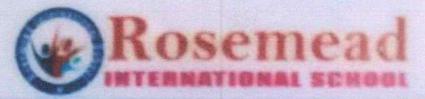
AMENDMENT TO THE COMPENSATION AND BENEFITS STRUCTURE

The company reserves the right to modify the structure time to time depending on need. The employee shall be intimated about the changes as required.

I have read and understood the terms and conditions mentioned above. I undertake that there would be no breach of this confidentiality agreement. I hereby accept the engagement on the said terms and conditions. By accepting this offer, I authorize Granules India Ltd., to verify the documents from an outside Background Screening Agency, which includes my current/previous Employment history, Educational / Professional Credentials and background verification. If upon investigations, any false or misleading information found may result in dismissal of employment.

Signature	: Ashajohn
Name	: ASHA JOHN
Date	: 29/07/2021

Ashajohn



IDENTITY CARD





ANAMIKA VIJAYAN

Designation: TEACHER



Kanjikuzhy, Alpara P.O. Idukki Dist-685606 Tel: 04862 238366, Mob. 8606894339 Email rosemeadischoologmail.com Website www.rosemeadinternationalschool.org

THOFC BANK



MAJU MOHANAN

531507

CREDIT CARDS - SALES

B+

Authorised Signatory



ST. CLARET SCHOOL

Affiliated to ICSE Board, New Delhi, Reg. No. MP035

BARAKALA, SATNA (M.P.) 485666

Email: stclaretsatna@gmail.com, Mob.: 9669733877

APPOINTMENT LETTER

To

Ms. Priyanka Johnson
D/o Mr. Johnson Mathew
Thekkekaithackal House
Mankuva P.O., Chinnar, Idukki Dt.
Kerala - 685604

Subject: Letter of Appointment as Teacher

After having a serious look into your application for the post of a teacher in this Institution and the subsequent interview which you had with us, the Management of St. Claret School is pleased to engage you for the post of a Teacher in this institution on temporary basis for a specified period from July 2019 to June 2020 on a monthly consolidated salary of Rs. 12,000/- (including all allowances currently in force in the School). This appointment also includes the following conditions:

Be it clearly understood and agreed that your engagement is being made on temporary basis for a fixed period as stated above. Your appointment will automatically come to an end on the expiry of the specified period and no notice or notice pay or any compensation will be payable to you by the management.

Since your appointment is being made for a specific period you will neither have any right nor a lien on job held by you, also you will not claim regular employment even if there is such vacancy for the post held by you or otherwise except on one month's notice or salary in lieu of one month's notice, no compensation of remaining wages for unexpected period of temporary and fixed period of appointment will be payable by management if your service are terminated before the specific period of your service.



ST. CLARET SCHOOL

Affiliated to ICSE Board, New Delhi, Reg. No. MP035

BARAKALA, SATNA (M.P.) 485666

Email: stclaretsatna@gmail.com, Mob.: 9669733877

Your appointment is terminable by the management without assigning any reason, after giving one month's notice before leaving the service.

Your absence for a continuous period of seven days (including absence when leave, though applied for but not granted) or overstay for a period of seven days after the expiry of leave, will entail lose of your lien on the job and your service shall automatically come to an end without any notice or intimation to you by the management. The management will presume that you have abandoned the employment on your own accord. And you shall be liable to give one month salary in lieu of notice for abandoning the service in such manner.

You will be whole time employee of this institution and will not undertake any other work on remuneration or in honorary capacity. You will not appear in any examination or test without express or prior permission of the management.

The Management looks forward to receive your wholehearted co-operation in assisting and helping the students in their academic excellence and discipline and maintaining the best interests of the school.

As a token of your acceptance of this letter of appointment and conditions thereof and your readiness to serve in this School, you may kindly sign the enclosed duplicate copy of the letter and return to me in person.

Signed and issued on 30th day of the month of July in the year 2019 from the office of the Manager, St. Claret School, Barakala, Kothi Post, Satna, Madhya Pradesh.

Fr. George Joseph

Manager

