

# <u>Criterion 5- Student Support and</u> <u>Progression</u>

**5.2 Student Progression** 

**5.2.1** Average percentage of placement of outgoing students during the last five years

### 2015-2016





Dr. DOMINIC THOMAS Principal S.E.S. COLLEGE SREEKANDAPURAM

# Cipla

December 4, 2015

Ms. Deena Dominic . Vandipurakkal House, Padiyoor, Iritty, Kannur, : 670703 Kerala.

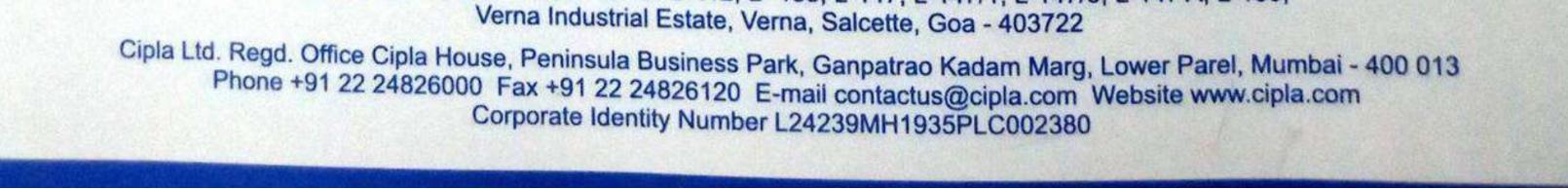
### Appointment Letter (Trainee)

Dear Ms. Deena Dominic .,

This is with reference to your application and the subsequent interviews you have had with us. We are pleased to appoint you as a Trainee with effect from December 07, 2015. You will be posted at Goa 2.

Following are the terms of employment with us.

- 1. Your Total Salary will be Rs.13480/-per month. The details of the salary are provided in Annexure A.
- 2. You will undergo training for a period of one year from December 07, 2015 to December 06, 2016. On completion of this period, your training will automatically come to an end. In case a suitable vacancy exists then, we may consider your candidature for the same, depending upon your performance during the training.
- 3. In case you are awaiting the results of the final examination of any of your education degree/diploma then your selection is subject to your passing the said examination successfully. In case you are unsuccessful, we reserve the right to discontinue your training.
- 4. You will be eligible for various benefits like Leave and Group life Insurance etc. of the Company, as per Policy. You can know more about the same on the trainee self-service portal.
- 5. You will be eligible for further review of the emoluments as per the Company Policy.
- 6. During your training you may be transferred to any of the existing establishments / location of the Company as well as to any new establishments / locations that may be set up by the Company in future at the discretion of the Company without any extra remuneration. You are also liable to be transferred from one department to another department at the discretion of the Company.



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### GOVERNMENT OF INDIA MINISTRY OF COMMUNICATIONS DEPARTMENT OF POSTS

THALASSERY DIVISION, TEMPLEGATE - 670 162



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ID CARD NO	: TLY/GDS/10
Valid up to	: 01/08/2025
Employee ID	: 50154676
Name	: LAYANA M
Post	: BPM
Date of Birth	: 23/02/1993
Name of Office	: KOOTTUPUZHA
Account Office	: KILIYANTHARA
Sub Division	KUTHUPARAMBA

Signature of the holder

This is Valid only as an identity of Gramin Dak Sevak

# **Deccan Chronicle Holdings Limited**

36, Sarojini Devi Road, Secunderabad - 500 003 Phone: 27803930

November 9, 2015

Mr Noble Joseph Manakkuzhiyil House Mandalam PO Naduvil Via Kannur Kerala-670 582

### Appointment Order

Ref: Your application dated 02-11-2015

The Management is pleased to appoint you as "Sub Editor" for Deccan Chronicle Holdings Limited effective 1<sup>st</sup> November, 2015 on the following terms and conditions:

 You will be paid total emoluments of Rs.25,000/-(Rupees Twenty five thousand only) per month as detailed below:

Basic	2	Rs.12,500-00
HRA	:	Rs. 6,250-00
Conveyance	:	Rs. 2,000-00
Medical	:	Rs. 1,250-00
Special Allowance	2	Rs. 3,000-00

- At present you are posted to work at Chennai and you are liable to be transferred to any
  of our branch offices, associate concerns or publications or allied offices as and when
  necessary.
- During your employment with this company, you shall devote full time attention to company's business and you shall not engage yourself in any other regular/part-time service or work.
- 4. You will not disclose any information relating to the firm or its associates to any unauthorized firm, person or company or whatsoever either during the currency of your employment with this company or after its termination. You will also keep us informed of any change in your residential address.
- Your services can be terminated at a notice of three months, or pay in lieu thereof. In case of resignation, you will be required to give three month's notice or three months pay in lieu thereof.
- 6. All other service conditions will be governed by the existing statute/laws.

As a token of your acceptance of the above terms and conditions, you are requested to sign on the duplicate copy of this order.

Authorised Signatory

21st October 2015

bhumi

Smt. Reshma C.C. Maniyankil Kunhumbidukka House Kundankai, Chengalayi Post <u>Kannur</u>

We have pleasure to inform you that you are appointed as **Content Writer** on term contract basis at Mathrubhumi, Kochi, for a period of one year from **28** -10 -2015, subject to the following terms and conditions:

- You have to report for duty before the Senior News Editor, Mathrubhumi, Kochi on 28-10-2015 at 9.30 a.m.
- 2. Your headquarters will initially be at Kochi. You will be under the immediate supervision and control of Mr. Roshan R, Sub Editor – Business Desk, Mathrubhumi, Kochi. You will be under the administrative control of Senior News Editor, Mathrubhumi, Kochi and under the overall functional control of Senior News Editor, www.mathrubhumi.com, Kozhikode. You will be under the corporate control of the Managing Editor.
- 3. Your responsibilities include providing business / economy related content to www.mathrubhumi.com and Mathrubhumi daily.
- 4. You shall carry out the instructions given to you from time to time by the Senior News Editor or any other duly authorised officials of the Company. You are also responsible to undertake such further / other responsibilities as the Management may decide from time to time.
- 5. You are liable to be shifted / transferred to any post in any establishment / unit / office of the Company in India whether existing at present or to be set up in future during the period of this contract.
- 6. Your monthly CTC is shown in Annexure 1 herein. Your salary is expected to be kept confidential and not to be shared with your colleagues.
- 7. You will be eligible for seven days' Casual Leave and seven days Medical Leave during the period of this contract engagement and will be bound by other rules and regulations of the Company in force from time to time, as are applicable to nonjournalist employees of www.mathrubhumi.com, engaged on term contract basis.



#### **REGISTERED OFFICE**

The Mathrubhumi Printing & Publishing Company Limited (CIN: U22110KL1922PLC001522), Mathrubhumi Buildings, K P Kesava Menon Road, Kozhikode – 673 001, Kerala. Ph: (0495) 2366655, Fax: 2366656.

ADDRESS FOR COMMUNICATION

M J Krishnamohan Memorial Building, K P Kesava Menon Road, Kozhikode 673 001, Ph: (0495) 2366655/2366544/2366443

A Mathrubhumi Initiative



Indo-Asian News Channel Private Limited.

Reporter Studio Complex HMT Colony (RO.), Ernakulam - 683 503 Phone: 0484 - 2544481 mal@reporteronlive.in



#### Ref.:RTV/HR/OFFAPP/34/2015/1

To

Muhammed Hashque

Dear Mr. Muhammed Hashque,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you the post of **Journalist Trainee**.

Your consolidated pay will be Rs 9000/- (Rupees Nine Thousand Only) per month .

We shall appreciate your confirmation of acceptance of the above offer within two days.

We look forward to have you in our team.

We wish you the very best. With regards,

for Indo Asian News Channel Pvt. Ltd.

Houseell

Biju Manika H R Manager

Indo-Asian News Channel Private Limited.

Reporter Studio Complex HMT Colony (P.O.), Ernakulam - 683 503 Phone : 0484 - 2544481 mail@reporteronlive.in



10/08/2015

### Ref.:RTV/HR/OFFAPP/34/2015/1

То

Aswathy. A A

Dear Ms. Aswathy,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you the post of **Journalist Trainee**.

Your consolidated pay will be Rs 9000/- (Rupees Nine Thousand Only) per month.

We shall appreciate your confirmation of acceptance of the above offer within two days.

We look forward to have you in our team.

We wish you the very best. With regards,

for Indo Asian News Channel Pvt. Ltd.

Muselell

Biju Manika H R Manager

Phone: 0460 2230293



S.E.S. COLLEGE

SREEKANDAPURAM- 670 631

KANNUR DIST KERALA

Ref No.

Date.....

Estt/TS/2015

08.07.2015

### APPOINTMENT ORDER

Smt. Shyna Janardhanan, Chandroth House, Mambram Post, Kannur, is appointed as Assistant Professor in English (Permanent Post) at SES College, Sreekandapuram w.e.f 08.07.2015 FN under this educational agency on a drawing pay of Rs. 15600/- + AGP 6000/- per month in the scale of Rs.15600-39100 + AGP 6000 in SES College, Sreekandapuram on probation for a period of one year, subject to the provisions of the Kannur University Act and statutes , ordinance and regulations made there under and such the rules and orders issued from time to time by the Kannur University or by such other authority who may be competent to issue such rules, orders etc. under the said statutes.



MANAGER SES COLLEGE SREEKANDAPURAM

To

Smt. Shyna Janardhanan

#### Copy to:

- 1. The Principal Secretary , Hr. Edn (D) Dept. Thiruvananthapuram
- 2. The Director of Coll. Edn. Thiruvananthapuram
- 3. The Deputy Director of Coll. Edn , Kozhikode
- 4. The Registrar, Kannur University
- 5. The Principal SES. College, Sreekandapuram
- 6. Service Book
- 7. Office File.



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**5.2 Student Progression** 

**5.2.1** Average percentage of placement of outgoing students during the last five years

### 2016-2017





Dr. DOMINIC THOMAS Principal S.E.S. COLLEGE SREEKANDAPURAM

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Page 1 of 2





Employee Number Name Designation Date of Birth Date of Joining Date of Issue Valid Upto

Signature of Holder

CARD NO: 086/2017

: 782819 : Abdul Manaf M P : Statistical Investigator Gr II : 15/05/1991 : 31/08/2016 : 05/03/2017 : 05/03/2022

Deputy Director Signature of Issuing Authority



**Bignews**live

LIVRA 112 - 1ST, LINK VALLEY, KUSUMAGIRI POST, INFOPARK ROAD - KAKKANAD, KOCHI, KERALA, PIN 682030

> 03-10-2017 Kochi

### EXPERIENCE CERTIFICATE

This is to certify that **Ms. Amrutha KR** has worked with us from 08/07/2016 to 31/09/2017 and at the time of leaving, she was designated as **Reporter**.

During her tenure with us, we found her to be diligent and hard working. We are feeling proud to say that she was one of the best employees. She always works for the best of our organization.

We wish her all the best in her future endeavors.

Warm regards,

K I Shebeer Managing Director Bignewslive.com

www.bignewslive.com | email : bignewskerala@gmail.com



#### DIRECTORATE OF TECHNICAL EDUCATION, THIRUVANANTHAPURAM

#### PROCEEDINGS

Education – Technical - Appointment of Clerks on Rs.19000-43600 - Candidates advised by the Kerala Public Service Commission – Provisional appointment - Orders issued.-

No: ED1/39306/16/DTE		Dated, Thiruvananthapuram, 28.01.2017
Read:-	Service Commission,Kannur. 2.G.O(P) No.49/74/PD dated: 05/03/197 3.G.O(MS) No.170/74/PD dated: 18/07/	1974 o. 3737/Rules 1/90/P&ARD dated 29/03/1990 1991 5/06/2011
	10.G.C(P)No.171/2016/Fin dated 15.11.	2016

#### ORDER

The under mentioned candidates advised by the Kerala Public Service Commission for appointment as Clerks on Rs.19000-43600 subject to Rule 3(c) of the General Rules in the Kerala State and Subordinate Services Rules 1958 is provisionally appointed as Clerks on Rs.19000-43600 (Revised) in the Department under Rule 9 (a) (i) of the General rules in the Kerala State and Subordinate Services Rules 1958. The provisional appointment is also subject to the conditions laid down in the G.O. read as 2nd paper above that the appointment shall be terminated without notice if Government is not satisfied on the character and antecedents of the candidates. They shall be eligible for appointment in regular service in accordance with Rules only if his character and antecedents are found satisfactory on subsequent verification. On appointment, the candidates are posted in the Institution noted against thier names.

SI. No	Name and Address	Institution to which posted	Remarks
X	Shri, Jithin, C Jisha Nivas, Kotolipram, Pattanur, P.O, Kannur- 670595	Government Engineering College Kannur (Open Vacancy)	OC Turn
2	Shri,Likesh,K Thekkandathil Eruttan,Kanyeri Vellur Kannur-670307	Government Technical High School Naruvambram,Kannur (Open Vacancy)	OC Turn
3	Shri, Sathian Madathinempreth Gaurishankaram, Near Govt, Pre-Matric Hostel, Vettummal, Kadirur Kannur	Government Polytechnic College, Thottada, Kannur (Open Vacancy)	OC Turn

2.The candidates are directed to report for duty before the Head of Institution concerned with document in original to prove qualifications, date of birth, community etc. and a health certificate as contemplated under Rule 13 of Port I Kerala Service Rules on or before **07.02.2017**, failing which his appointment is liable to be cancelled without further notice.

3. The candidates are also informed that in the event of discharge from service for want of vacancies they may re-register thier name in the office of Public Service commission

### THE CORPORATE EDUCATIONAL AGENCY

ARCHDIOCESE OF THALASSERY

PHONE : OFFICE : 0490 2325515 E-mail : corporatetly@gmail.com Website : www.ceadot.org SANDESABHAVAN P.B. NO. 71 THALASSERY 670 101

Date: .....

### Proceedings of the Corporate Manager, Corporate Educational Agency, Archdiocese of Thalassery.

Present : Fr.James Chellamkott

Sub : Edn-Aided- Appointment of Smt.Sandhra Theresa V Tom, Vandippurakkal House, Padiyoor Po, Ariyangode, 670703 - Orders issued.

#### Order No. 268-2017 Date : 20-05-2017

Smt.Sandhra Theresa V Tom, Vandippurakkal House, Padiyoor Po, Ariyangode, 670703, is appointed as LPSA at St.Antony's LPS Kalluvayal from 01/06/2017 onwards in a New Post owing to the absorption and transfer of Smt.Princy K.J. to St.Joseph's UPS Kunnoth w.e.f. 01/06/2017.

The date of admission to duty shall be reported to the undersigned by the Principal concerned in due course.

Corporate Manager

То

Smt.Sandhra Theresa V Tom, Vandippurakkal House, Padiyoor Po, Ariyangode, 670703

Cc :- 1. AEO Irikkur

- 2. The HM, St.Antony's LPS Kalluvayal
- 3. The Local Manager
- 4. S/F



# <u>Criterion 5- Student Support and</u> <u>Progression</u>

**5.2 Student Progression** 

**5.2.1** Average percentage of placement of outgoing students during the last five years

### 2017-2018





Dr. DOMINIC THOMAS Principal S.E.S. COLLEGE SREEKANDAPURAM Phone: 0460 2231003 SREEKANDAPURAM PUBLIC SCHOOL SREEKANDAPURAM.P.O., KANNUR - DT., KERALA - 670631.

### EXPERIENCE CERTIFICATE

This is to certify that Miss.ATHIRA.K.V had worked as UPSA science in this school from 01/06/2017 to 31/03/2018. Her service and conduct had been satisfactory during her period of service.

Place:

Ref:

Date:



Sreekandapuram Public School rincipalish Meduram-670631

Date .....



...2-

25-01-2018

Sri. Rahul K V Kizhakkeveetil, Kottoor Sreekandapuram Taliparamba Kannur- 670 631

Dear Mr. Rahul,

We have pleasure to inform you that you have been selected and provisionally appointed as Sub Editor / Reporter of Mathrubhumi News Television Channel, Thiruvananthapuram, with effect from 07-02-2018 on the following terms and conditions:

- Your headquarters will initially be at Thiruvananthapuram and you shall report for duty before the Chief of News, Mathrubhumi News Television Channel, Mathrubhumi Buildings, Vanchiyoor, Thiruvananthapuram, on 07-02-2018 at 09:30 a.m.
- 2) You will be the under the immediate supervision and control of Chief of News, Mathrubhumi News Television Channel, Thiruvananthapuram. You will be under overall control of the Chief Executive Officer, Mathrubhumi News Television Channel, Thiruvananthapuram. You will be under the corporate control of the Joint Managing Director.
- 3) Your responsibilities include ensuring editorial quality and integrity of the stories, aired by the channel, ensuring that the channel shall not miss any stories, training & mentoring the team members and to keep track of the latest developments. You shall effectively network with the Reporters/Correspondents/News Editors in assessing news values of the stories and ensure timely review and research.
- 4) You will also be responsible to undertake such further/other responsibilities as the management may assign to you from time to time.
- 5) You are liable to be transferred from one job to another, one department to another or from one Unit/ Branch to another anywhere in India, whether existing at present or to be set up in future.
- 6) You will be on probation for a period of six months from 07-02-2018. During the probation period, your aptitude, performance of work, relationship with other employees, attendance, punctuality, general discipline, loyalty and overall contribution to our establishment will be closely observed and evaluated. The period of probation can be extended at the discretion of the Management and you will continue to be on probation till an order of confirmation is issued by the Managing Director in writing.
- 7) The Management reserves the right to terminate your employment at any time without assigning any reason during the probation period or extended periods of probation.

#### **Registered** Office

The Mathrubhumi Printing & Publishing Company Ltd., Mathrubhumi Building, K. P. Kesava Menon Road, Kozhikode 673001, Kerala, India

#### Address for Communication

Mathrubhumi News, V. M. Nair Memorial Building, Mathrubhumi Road, P. B. No: 5959, Vanchiyoor, Thiruvananthapuram 695035, Kerala, India

P 0495 2366655 F 0495 2366656

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## محومة الشارقة Government of Sharjał

# Investor's Employees



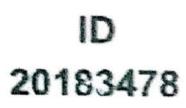
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# Public Relations Clerk

# LOGICARE FREIGHT (FZC)

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17-03-2018

# PROCEEDINGS OF THE MANAGING DIRECTOR

Sri. Felix P, Sub Editor/Reporter (on probation), Mathrubhumi News Television Channel, Trivandrum, is transferred to Mathrubhumi News Television Channel, Mumbai, with effect from 26-03-2018. He will stand relieved from the Mathrubhumi News Television Channel, Trivandrum, on 22-03-2018 at the close of the shift and will report for duty at Mathrubhumi News Television Channel, Mumbai, on 26-03-2018 at 9.30 a.m.

He will be eligible for TA for joining duty at Mathrubhumi News Television Channel, Mumbai,

Consequent upon the transfer, his salary structure is revised with effect from 26-03-2018 as shown in Annexure 1 here in. His salary is expected to be kept confidential

MANAGING DIRECTOR

Cc:

- 1. Srl. Felix P (Emp. No: 308061)
- 2 Managing Editor
- 3. Joint Managing Director
- Joint Managing Editor 4.
- Sr. General Manager-Finance & Company Secretary / Marketing 5
- 6. Chief Executive Officer-Mathrubhumi News Television Channel
- 7 General Manager - HRD
- 8. Chief of News Mathrubhumi News Television Channel
- 9. Unit Manager, Trivandrum
- 10. Manager- HR &Administration, Trivandrum
- 11. EDP Section
- 12. M.D's File

### **Registered** Office

Registered Office The Mathrubhumi Printing & Publishing Company Ltd., Mathrubhumi Building, K. P. Kesava Menon Road, Kozhikode 673001, Kerata, India

Address for Communication Address for Community M. Nair Memorial Building, Mathrubhumi Road, Mathrubhumi News, V. M. Nair Thiruyananthanuran (Oronouchumi Road, Mathrubhumi News, V. M. Thiruvananthapuram 695035, Kerala, India P. B. No: 5959, Vanchiyoor, Thiruvananthapuram 695035, Kerala, India

P 0495 2366655 F 0495 2366656

P 0471 2461071-72 F 0471 2520666

#### PUBLISHERS OF

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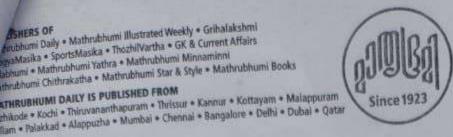
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Sri Sarath K. **Kovitty House** Urathur, Kosavan Vayal P.O. KANNUR DISTRICT Pin: 670 593

You are hereby authorized as a Liner to collect and send reportable news items from Sreekandapuram for our newspaper as provided hereunder as an independent contractor on an independent contract basis on the following terms and conditions for a period of six months from 1st September, 2017:

- 1. You will be paid at the rate of Rs.60/- (Rupees sixty only) per column for the reports prepared by you and actually published in the Mathrubhumi Daily.
- Your reports are normally to be approved by the News Editor at Kannur 2. before publication. Copies of such reports should be shown to our Chief Reporter at Kannur or whoever is in charge in his absence.
- At the end of each month, you should send a bill to our News Editor at 3. Kannur through our Chief Reporter or whoever is in charge for what is due to you for the independent contract work as per the terms in Clause one mentioned hereinabove, along with a statement in the prescribed format (specimen enclosed) showing the details of the total number of columns of news reports submitted by you and published in the Mathrubhumi Daily. The bill for the month should reach the News Editor not later than the 5th of the following month. Otherwise payment will not be made.
- You will also be paid a total consolidated sum of Rs. 60,000/- (Rupees Sixty 4. thousand only) as retainer fee for the six months period mentioned above for the independent contract work covered by this independent contract. You will be entitled to receive this amount only on the expiry of the period of this independent contract or on the date of termination of the independent by the Company. However, you may claim advance from the Company towards this payment and such advance in a month should not exceed 1/6th of the amount of Rs. 60,000/-. If this independent contract is terminated before 28th February 2018, proportionate deduction will be effected in the retainer fee.

ubhumi Daily • Mathrubhumi illustrated Weekly • Grihalakshmi SHERS OF Masika • SportsMasika • ThozhilVartha • GK & Current Affairs mi \* Mathrubhumi Yathra \* Mathrubhumi Minnaminni abhumi Chithrakatha • Mathrubhumi Star & Style • Mathrubhumi Books THRUBHUMI DAILY IS PUBLISHED FROM nikoda \* Kochi \* Thiruvananthapuram \* Thrissur \* Kannur \* Kottayam \* Malappuram





M J Krishnamohan Memorial Building, K P Kesava Menon Road, Kozhikode 673 001 CIN: U22110KL1922PLC001522 Phone 0495-236 2000/ 236 6544/ 236 6443 • Fax 0495-236 6656 E-mail mbiclt@mpp.co.in

-: 2 :-

- 5. You will not be entitled to any payment or benefit either monetary or otherwise other than what is stated in Clauses 1 and 4 hereinabove.
- This independent contract will not constitute an employer-employee 6. relationship between the Company and you.
- This independent contract is liable to be terminated before the independent contract period at any time without any notice and assigning 7. any reason by the Company, if the Company chooses to do so.
- This independent contract will not confer any right or privilege on you to claim for employment in the Company on a permanent, casual or part-time 8. basis.
- 9. This independent contract will stand terminated automatically with effect from 1st March, 2018 and separate notice from the side of the Company is not necessary for the same.

If you are agreeable to the above said terms and conditions, please sign and return to the Company the enclosed duplicate copy of this independent contract order and the specimen format in confirmation of your acceptance of this independent contract.

Encl. 1 + 1

### Page 1 of 17

# കോളേജ് വിദ്യാഭ്യാസ ഡയറക്ടറുടെ നടപടിക്രമം

കോളേജ് വിദ്യാഭ്യാസ വകുപ്പ് – ജീവനക്കാര്യം – ഗവൺമെന്റ് കോളേജുകളിൽ ഇംഗ്ലീഷ് വിഭാഗം ലക്ചറർ ആയി നിയമനം നല്കി ഉത്തരവ് പുറപ്പെടുവിക്കുന്നു.

ഉത്തരവ് നം.എ3/9079/2018/കോ.വി.വ

തീയതി : 22.05.2018.

- പരാമർശം:- 1) കേരളാ പബ്ലിക് സർവ്വീസ് കമ്മീഷൻ സെക്രട്ടറിയുടെ 22.02.2018 തീയതിയിലെ RID (3)10585/17/GW നമ്പർ കത്ത്.
  - 2) കേരളാ പബ്ലിക് സർവ്വീസ് കമ്മീഷൻ സെക്രട്ടറിയുടെ 26.04.2018 തീയതിയിലെ RID (3)10585/17/GW നമ്പർ കത്ത്.
  - 3) 21/03/1994-ലെ (പി)നം.41/94/ഉ.വി.വ നമ്പർ സർക്കാർ ഉത്തരവ്.
  - 4) ജി.ഒ.(പി) നം.45/1991/പി&എ.ആർ.ഡി തീയതി 30/12/1991.
  - 5) ജി.ഒ.(പി) നo.41/2010/ഉ.ഭ.പ.വ തീയതി 14/12/2010.
  - 6) ജി.ഒ.(പി) നം.20/2011/ഉ.ഭ.പ.വ തീയതി 30/06/2011.
  - 7) 16.08.2013-ലെ സ.ഉ(അ) 23/2013/ഉ.ഭ.പ.വ നമ്പർ സർക്കാർ ഉത്തരവ്.

### ഉത്തരവ്

മേൽ പരാമർശം ഒന്ന്, രണ്ട് കത്തുകൾ പ്രകാരം കേരളാ പബ്ലിക് സർവ്വീസ് അഡ്വൈസ് ചെയ്ത താഴെപ്പറയുന്ന ഉദ്യോഗാർത്ഥികളെ 15600-39100/- രൂപ കമ്മീഷൻ യു.ജി.സി ശമ്പള സ്കെയിലിൽ ഇംഗ്ലീഷ് വിഭാഗം ലക്ചറർ ആയി അവരുടെ പേരിനെതിരെ ചേർത്ത സ്ഥാപനങ്ങളിൽ നിയമിച്ച് ഉത്തരവാകുന്നു. ഈ നിയമനം കേരള സ്റ്റേറ്റ് ആന്റ് സബോർഡിനേറ്റ് സർവ്വീസ് റൂൾ (3) (സി) യ്ക്ക് വിധേയമായിരിക്കും. നിയമനം ലഭിച്ചയാൾ ജനന തീയതി, വിദ്യാഭ്യാസ യോഗ്യത, ജാതി (നിയമന ഉത്തരവിൽ ജാതി പ്രതിപാദിക്കുന്നു ണ്ടെങ്കിൽ മാത്രം) എന്നിവ തെളിയിക്കുന്നതിനുള്ള അസ്സൽ സർട്ടിഫിക്കറ്റുകൾ, അസിസ്റ്റന്റ് സർജന്റെ റാങ്കിൽ കുറയാത്ത മെഡിക്കൽ ഓഫീസർ നൽകുന്ന മെഡിക്കൽ ഫിറ്റ്നസ് സർട്ടിഫിക്കറ്റ് (വിരലടയാളം, ഫോട്ടോ എന്നിവ സാക്ഷ്യപ്പെടുത്തിയത്) എന്നിവ സഹിതം ഈ ഉത്തരവ് കൈപ്പറ്റി 15 ദിവസത്തിനകം ജോലിയിൽ പ്രവേശിക്കേണ്ടതും അപ്രകാരം പ്രവേശി ക്കാത്ത പക്ഷം നിയമന ഉത്തരവ് റദ്ദു ചെയ്യുന്നതുമാണ്.

ക്രമ് നമ്പർ	പേരും വിലാസവും	വിദ്യാഭ്യാസ യോഗ്യത	ജനന തീയതി .	ഏത് ഒഴിവിൽ എവിടെ നിയമിക്കുന്നു.
1.	ASHRAFF A.K GRACE PERUVATTUR PO, KOYILANDY KOZHIKODE 673 305 (DA – Ortho)	MA English, NET	01.05.1974	Government College, Koyilandi
2.	THEMEEM.T THAZHATHERI MUCHUKUNNU KOZHIKODE 673 307 (DA – Blind)	MA English, NET MPhil	12.12.1980	Government College, Balusseri (നിലവിലുള്ള ഒഴിവിൽ)

Page 2 of 17

3.	REEM S 438 (1/496), OOVATTIL HOUSE CHOWARA P O, ALUVA ERNAKULAM 683 571	MA English, NET MPhil	14.12.1984	
4.	(DA – Blind) VIDYA S CHANDRAN KARTHIKA HOUSE VALAYANCHIRANGARA ERNAKULAM VALAYANCHIRANGARA, PIN 683 556	MA English. NET MPhil	30.05.1981	Government College, Mananthavady (നിലവിലുള്ള ഒഴിവിൽ)
5.	(OC-Turn) ANOOJA K G ARUNIMA PADAPPAKARA KOLLAM PADAPPAKARA-691 503 (Latin Catholic – BC Turn)	MA English. NET	07.02.1989	Government College, Trithala, Palakkad (നിലവിലുള്ള ഒഴിവിൽ)
6.	ASHA C ATHIRA NEAR VALAVANADU TEMPLE ALAPPUZHA POLLATHAI (OC - Turn)	MA English. NET	19.07.1980	Government College. Kulathoor, Neyyattinkara (നിലവിലുള്ള ഒഴിവിൽ)
7.	MANI P P PANDAMATU HOUSE AVANAKKOL, KOTTUR, SREEKANDAPURAM KANNUR 670 631 (OC - Turn)	MA English. NET	17.06.1983	Government Brennen College, Thalassery, Kannur (നിലവിലുള്ള ഒഴിവിൽ)
8.	SYAM MANMADHAN SANGEETHA AMBANAKULANGARA ALAPUZHA MANNANCHERRY P O 688 538 (OC - Turn)	MA English. NET	17.05.1988	Government College, Uduma (നിലവിലുള്ള ഒഴിവിൽ)

# **Deccan Chronicle Holdings Limited**

36, Sarojini Devi Road, Secunderabad - 500 003 Phone: 27803930

November 9, 2015

Mr Noble Joseph Manakkuzhiyil House Mandalam PO Naduvil Via Kannur Kerala-670 582

### Appointment Order

Ref: Your application dated 02-11-2015

The Management is pleased to appoint you as "Sub Editor" for Deccan Chronicle Holdings Limited effective 1<sup>st</sup> November, 2015 on the following terms and conditions:

 You will be paid total emoluments of Rs.25,000/-(Rupees Twenty five thousand only) per month as detailed below:

Basic	2	Rs.12,500-00
HRA	:	Rs. 6,250-00
Conveyance	:	Rs. 2,000-00
Medical	:	Rs. 1,250-00
Special Allowance	2	Rs. 3,000-00

- At present you are posted to work at Chennai and you are liable to be transferred to any
  of our branch offices, associate concerns or publications or allied offices as and when
  necessary.
- During your employment with this company, you shall devote full time attention to company's business and you shall not engage yourself in any other regular/part-time service or work.
- 4. You will not disclose any information relating to the firm or its associates to any unauthorized firm, person or company or whatsoever either during the currency of your employment with this company or after its termination. You will also keep us informed of any change in your residential address.
- Your services can be terminated at a notice of three months, or pay in lieu thereof. In case of resignation, you will be required to give three month's notice or three months pay in lieu thereof.
- 6. All other service conditions will be governed by the existing statute/laws.

As a token of your acceptance of the above terms and conditions, you are requested to sign on the duplicate copy of this order.

Authorised Signatory



# <u>Criterion 5- Student Support and</u> <u>Progression</u>

**5.2 Student Progression** 

**5.2.1** Average percentage of placement of outgoing students during the last five years

### 2018-2019





Dr. DOMINIC THOMAS Principal S.E.S. COLLEGE SREEKANDAPURAM

ne 0484 2412300 0484 2666880 (Director) www.cift.res.in Fax : 0091-484-2668212 E-mail : <u>enk\_ciftaris@sancharnet.in</u> <u>cift@ciftmail.org</u>



(Indian Council of Agricultural Research) सिफट जंक्शन, मत्स्यपुरी पी.ओ., कोच्चिन-682 029 CIFT Junction, Matsyapuri P.O., Cochin – 682 029 (ISO/IEC 17025:2005 Accredited & ISO 9001:2015 Certified)

केन्द्रीय मात्स्यकी प्रौद्योगिकी संस्थान CENTRAL INSTITUTE OF FISHERIES TECHNOLOGY भारतीय कषि अनसंधान परिषद

#### No.F. 3-2/2019-Cdn (CDB-CWC)

Date: 25.04.2019

#### **OFFICE ORDER**

The undersigned is pleased to appoint to Ms. Jesna Sudhakaran as Project Assistant, purely on contractual basis w.e.f. 24.04.2019(AN) to CDB funded Project "Improved coconut wood canoes for small scale fishing sector of southeast coast of India" (CDB-CWC) in FT Division CIFT, Cochin as per the terms and conditions stipulated in the Memorandum of F.N. 3-2/2019-Cdn (CDB-CWC) dated 05.04.2019. The appointment is co-terminus with the project. She is entitled for a consolidated emolument of Rs.10,000/- per month.

Lelately

(Dr. Leela Edwin) PI of the CDB-CWC Project

To

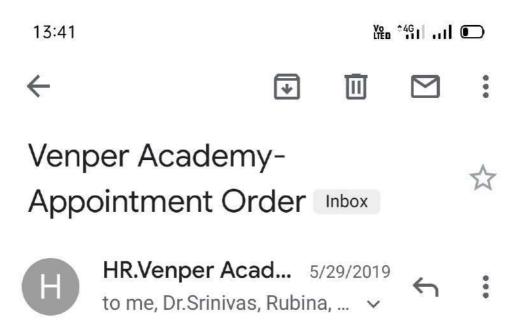
Ms. Jesna Sudhakaran, Project Assistant, CDB-CWC Project, CIFT, Cochin-29

(Through the PI of the Project)

ulle Copy to

- 1. The Finance & Accts. Officer, CIFT, Cochin-29
- 2. The AAO (Bills), CIFT, Cochin-29
- 3. Guard File CDB-CWC Project, FT Division, CIFT, Cochin-29.

Telephone



Dear Ms.Rashmitha Chandran,

We're delighted to extend this offer of employment for the position of Faculty of Department of Chemistry. Your start date of employment will be from 15.05.2019. Place of employment will be within Tamil Nadu.

### **TERMS AND CONDITIONS**

 $\equiv$ 

Please find below the terms and conditions of your employment. This is a **Full-time position**. You are expected to,

- To handle Chemistry classes for Venper Academy enrolled students.
- To plan and conduct regular assessments for the students.

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SES COLLEGE SREEKANDAPURAM EDUCATIONAL Affiliated to Kannur University Accredited by NAAC at 'B' Grade

SREEKANDAPURAM POST, KANNUR DISTRICT, KERALA, PIN:670631 PH: 0460 2230293, 2231145



s.college www.sescollege.ac.in • sescollege.skprm@gmail.com • principal.sescollege@gmail.com

Estt/TS/2018

Date: 07/11/2018

### APPOINTMENT ORDER

Smt.SALIJA P.V., Padinhare Veetil, Malappattam (P.O), Kannur–670631, is appointed as Assistant Professor in Chemistry (Permanent Post), against the retirement vacancy of Sri.Suresan Vadakkayil at SES College, Sreekandapuram w.e.f 07/11/2018 FN under this Educational agency on a drawing pay of Rs.15600+AGP 6000 per month in the scale of Rs.15600-39100+AGP 6000 in SES College, Sreekandapuram on probation for a period of one year, subject to the provisions of the Kannur University Act and Statutes, Ordinance and Regulations made there under and such the rules and orders issued from time to time by the Kannur University or by such other authority who may be competent to issue such rules, orders etc. under the said statutes.

To

Smt. SALIJA P.V.

MANAGER S. E. S. COLLEGE SREEKANDAL

#### Copy to:

- 1. The Principal Secretary, Hr. Edn (D) Dept. Thiruvananthapuram
- 2. The Director of Coll. Edn. Thiruvananthapuram
- 3. The Deputy Director of Coll. Edn., Kozhikode
- 4. The Principal SES. College, Sreekandapuram
- 5. Service Book
- 6. Office File.

### KANNUR UNIVERSITY (ACADEMIC BRANCH)

MEMO

No.Acad.F6/8949/2018

### K.U.Campus, Dated: 3/12/2018

Sub: - Department of Wood Science & Technology - engagement of Teaching Assistants - reg.

Ref: - Interview for selection of Teaching Assistants in various Teaching Departments held on 23/11/2018.

\*\*\*\*

This is to inform that, Smt.Namitha Narayanan has been selected as Teaching Assistant at the Department of Wood Science & Technology at Mangattuparamba Campus on a monthly consolidated remuneration of 25000/- (Rupees twenty five thousand only). The engagement is up to 30/03/2019. This engagement will not give her any claim for future regular /contract appointment in this University. She is eligible for one casual leave per month during the period of engagement.

She is therefore, directed to report for duty before the Head of the Department, Dept.of Wood Science & Technology at Mangattuparamba Campus within seven days of the receipt of this memo, along with the original and copies of documents to prove age and educational qualifications ,failing which other eligible candidates will be considered for the engagement. No claim thereafter will be entertained.

> Sd/-ASSISTANT REGISTRAR II (Acad) FOR REGISTRAR

To

Smt. Namitha Narayanan Kuttipravan (H) Nediyenga P.O Sreekandapuram Kannur-670631

Copy to. HoD, Dept. of Wood Science & Technology Mangattuparamba Campus Approved For Issue

SECTION OFFICER



Som

### FORM 27 [See Rule XIV (A) 7] APPOINTMENT ORDER

Inus

Station : KAOACHIRA Date : 19.08.2018

Sri	SHILNA CM	URAMAN.	
Name and address	s of the teacher	RRYA, KANNIBERE PO, A	CANNER, 670692
		neting	
		20/-	
per mensem in the	scale of Rs. 25200	- 5400.0	
and is posted as	UP39		(Designation)
		<u>5 - 5</u>	
From 19	06 2018	10. ONWARDS	
		CREATED	

This appointment is subject to the provisions of the Kerala Education Act and rules there under and such other rules or orders issued from time to time by the Government or other competent authority.

Certified that there is no qualified teacher existing in service under this educational agency who is eligible for promotion to the vacancy for which the above appointment is made.

Signature of teacher

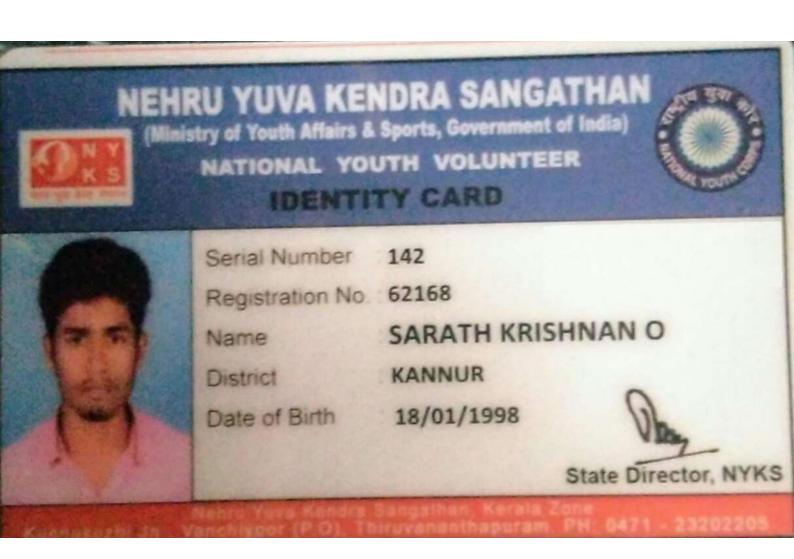
Signature of Manager:

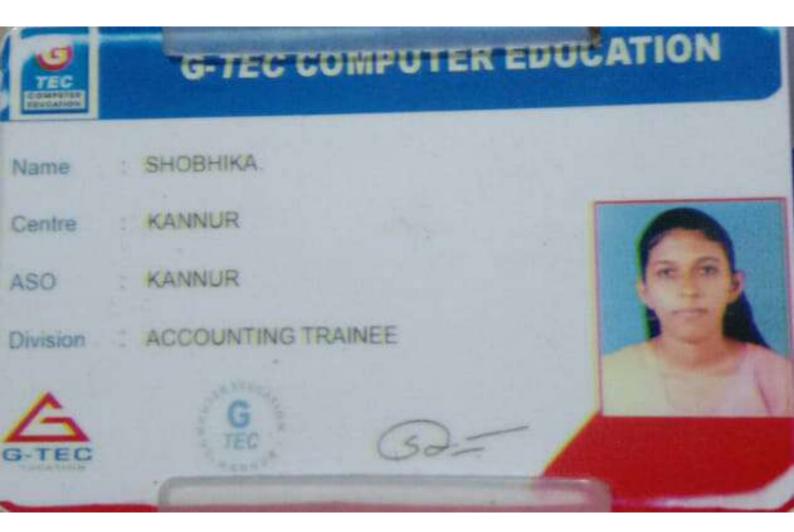
Reg. No.

POCO SHOT ON POCO F1 Office of the Dist / Axst. Educational Officer Dated

KADACHIRA HIGH SCHOOL

This appointment is approved







JTCL/HRD/Traine 01\* November, 2018

Ms. Akshara Raveendran E Mavilakandi House Blathur, Kalliad P.O Kannur - 670 593

Dear Ms. Akshara Raveendran E.

With reference to your application and subsequent interview had with us, we are pleased to appoint you as Sub Editor/Reporter (Trainee) of the Company, subject to the following terms and conditions:

Your appointment will be initially for a period of one year under training from the date of joining duty i.e.; on 01/11/2018.

- During the period of training, you will be paid a consolidated salary of Rs. 8,000/- per month.
- You will be reporting to Chief News Editor and/or other officials of the company as directed by the management from time to time.
- 3. Notwithstanding anything contained elsewhere in this letter, the Company shall terminate your services at any time without assigning any reasons thereof. If you want to discontinue your services, you will have to submit a resignation notice one month in advance or one month's salary in lieu thereof is to be given/paid to the company.
- Your Posting Shall be in Kochi. However, the management reserves the right to post you to any other place and the decision of the Company in this regard shall be final and binding on you.

If you are agreeable to the above terms and conditions you are requested to sign and return the duplicate copy of this letter as a token of the acceptance.

Yours faithfully, For Jeevan Telecasting Corporation Ltd

Felix Sebastian Assistant General Manager (Admin)



Jeevan Telecasting Corporation Limited

Rashtra Deepika Building, Palarivattom, Kochi, Kerala - 682 025 Tel: + 91-484-2343344, Fax: + 91-484-2345991 email: jeevan@jeevan.tv Website: www.jeevan.tv

Cc: Accounts Dept/Personal File

### KERALA KAUMUDI Communications Pvt. Ltd.



Ref.No.HRD/1111/2018 13.07.2018

То

Mr./Ms. ALEENA SIMON VALLARKATTIL(H), KALLUVAYAL PO IRITTY, KANNUR-670703 MOBILE - 9495273948

### Dear Mr./Ms. ALEENA SIMON,

We are pleased to inform you that you have been selected as Journalist Trainee in our Editorial Department.

Congratulations on successfully coming through a rigorous evaluation and screening process.

Your training shall commence from **01<sup>st</sup> August, 2018** (Wednesday). You have to report at the Kerala Kaumudi, Corporate Office, Pettah, Trivandrum on that day at 10.00 am.

You are requested to arrange your own accommodation for the entire duration of the training.

Thank you, Regards,

For KERALA KAUMUDI COMMUNICATIONS (P) LTD.

M.S. VISAKH Manager – Human Resources



CIN: U92132KL2005PTC018573

Registered Office: Kaumudi Buildings, Pettah, Thiruvananthapuram - 695 024, Tel: +91 471 3941050, 2461050, 2461010, 9946108510-11

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Ref.No.HRD/1112/2018 13.07.2018

То

Mr./Ms. MUHAMMED LADEED K P KUNNUMPURATH PUTHIYA PURAYIL, CHUZHALI PO, KANNUR-670142 MOBILE - 9947778797

### Dear Mr./Ms.MUHAMMED LADEED K P,

We are pleased to inform you that you have been selected as Journalist Trainee in our Editorial Department.

Congratulations on successfully coming through a rigorous evaluation and screening process.

Your training shall commence from **01<sup>st</sup> August, 2018** (Wednesday). You have to report at the Kerala Kaumudi, Corporate Office, Pettah, Trivandrum on that day at 10.00 am.

You are requested to arrange your own accommodation for the entire duration of the training.

Thank you, Regards,

For KERALA KAUMUDI COMMUNICATIONS (P) LTD.

M.S. VISAKH Manager – Human Resources



CIN: U92132KL2005PTC018573

Registered Office: Kaumudi Buildings, Pettah, Thiruvananthapuram - 695 024, Tel: +91 471 3941050, 2461050, 2461010, 9946108510-11

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Francis Road, Calicut-3 Kerala, India-673003 Ph: 0495 2306100 E-mail: supraphathamdaily@gmail.com www.suprabhaatham.com

Published By : Igrau Publications Kozhikode

SUP/HR-110/20 09 OCTOBER 2020

#### **CERTIFICATE OF EXPERIENCE**

This is to certify that Mr **Sajeer. E.K** S/o Majeed.E residing at E.K.House, Kadachira Post, Kannur District Kerala, has been working with us as **Reporter** on Contract basis during the period from 2<sup>nd</sup> May 2018 to till date.

กมาเลาสา

Deputy General Manager.

Kudumbashree State Poverty Eradication Mission Local Self Govt. Department, Govt. of Kerala

# Certificate of Experience

This is to certify that Ms. Sarika K. V, Kalathil Veedu, Parippayi, Chengalayi P.O, Kannur had successfully completed her internship from Kudumbashree. Ms. Sarika K. V worked as a Journalist Intern for six months from 09.01.2019 to 30.06.2019 at Kudumbashree District Mission Office, Kasaragod.

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5 49 ( 99

Executive Director State Poverty Eradication Mission Kudumbashree



29/06/2019

Thiruvananthapuram

TRIDA Building, Medical College PO, Thiruvananthapuram 695011 T. 0471 255 4714, 255 4715 , 0471 255 4716, 0471 255 4717 info@kudumbashree.org www.kudumbashree.org

സാക്ഷ്യപ്പെടുത്തി പ്രധാനാധ്യാപകൻെറ മുൻപാകെ സമർഷിക്കേണ്ടതാണ്. ജി.ഒ(പി)നം.149/2013/ഫിൻ തീ.3-4-2013 പ്രകാരം 1-4-2013നോ അതിനു ശേഷമോ ജോലിയിം പ്രവേശിക്കുന്നവർക്ക് പകാളിത്ത പെൻഷൻ, ബാധകമാകയാൽ ജോലിയിൽ പ്രവേശിക്കുന സമയത്ത് PERMANENT RETIREMENT ACCOUNT NUMBER (PRAN) ലഭിക്കുന്നതിനുള്ള നിശ്ചി ഫോറം രണ്ട് കോഷി വീതം സമർഷിക്കേണ്ടതാണ്.

4. അസ്സൽ നോൺ ക്രീമിലെയർ സ്ർട്ടിഫിക്കറ്റ് 6 റ്റിെജിനൽ വൺടൈം രജിസ്ദ്രേഷൻ സർട്ടിഫ് വിടുതൽ സർളിഫിക്കറ്റ്.

ഈ ഉത്തരവിൻെറ കൂടെ അടക്കം ചെയ്തിളുള്ള ഫോറം (അസ്സൽ) പൂരിപ്പിച്ച്

ക്കാറ്

- 3. നിലവിൽ ജോലി ചെയ്യുന്നവരാണെങ്കിൽ ആഫീസ് മേധാവിയിൽ നിന്നുള്ള അസ്സൽ
- 2. ജനന തീയ്യതി. വിദ്യാഭ്യാസ യോഗ്യത, ജാതി എന്നിവ തെളിയിക്കുന്നതിനുള്ള ഒറിജിനൽ
- മെഡിക്കൽ ഓഫീസറിൽ നിന്നുള്ള നിശ്ചിത മാതൃകയിലുള്ള മെഡിക്കൽ സർട്ടിഫിക്കറ്റ്.
- പബ്ലിക്ക് സർവ്വീസ് കമ്മീഷനോട് ശുപാർശ ചെയ്യുന്നതുമാണ്. സർക്കാർ സർവ്വീസിലുള്ള സിവിൽ സർജ്ജൻെറ പദവിയിൽ കുറയാത്ത പദവിയിലുള്ള ഒരു

മുൻപാകെ ഈ ഉത്തരവ് കൈഷറ്റി 2019 –20 അധ്യയന വർഷം സ്കൂൾ തുറന്ന് 15 ദിവസത്തിനകം ജോലിയിൽ പ്രവേശിക്കേണ്ടതാണ്. അല്ലാത്ത പക്ഷം ടിയാന്റെ നിയമനം റദ്രായതായി കണക്കാക്കു ന്നതും ടിയാനെ നിയമനത്തിനായി തെരഞ്ഞെടുത്ത പട്ടികയിൽ നിന്നും നീക്കം ചെയ്യുന്നതിനായ്

ആയത് പ്രകാരം അഡ്വൈസ് ചെയ്ത ഉദ്യോഗാർത്ഥിയെ 1958ലെ കേരള സബോർഡിനേറ്റ് സർവ്വീസ് റുളിലെ പൊതു വകുഷ്(സി) **ക് വിധേയമായി അനുബന്ധത്തിൽ കൊടുത്തിരിക്കുന്ന** പ്രകാരം താത്കാലികമായി (13210-22360)( P R ) രൂപ ശമ്പളസ്കെയിലിൽ മുകളിൽ പരാമർശിച്ച ബഹു കോടതിയുടെ അന്തിമ വിധിക്ക് വിധേയമായി എൽ.പി.സ്കൂൾ അസിസ്റ്റന്റ് (മലയാളം മീഡിയം) തസ്തികയിൽ നിയമിച്ചുകൊണ്ട് ഉത്തരവാകുന്നു. ഉദ്യോഗാർത്ഥി താഴെ പറയുന്ന - രേഖകൾ സഹിതം നിയമനം ലഭിച്ച ആഫീസ് മേലധികാരി

ബഹു. കേരള അഡ്മിനിസ്ദ്രേറ്റീവ് ട്രിബ്യൂണലിന്റെ ഒ എ (ഇ.കെ.എം) 105/2015. ഒ.പി.(കെ.എ.ടി) 179/2016, ഒ.പി.(കെ.എ.ടി) 458/2018, ഒ.പി.(കെ.എ.ടി 79/2019 നമ്പർ പ്രകാരം നിലവി ലുള്ള കെ ടെറ്റ് യോഗ്യത സംബന്ധിച്ച് അന്തിമ വിധിക്കു വിധേയമായി കേരള പബ്ളിക് സർവ്വീസ് കമ്മീഷൻ സൂചന 1 പ്രകാരം എൽ.പി.സ്കൂൾ അസിസ്റ്റന്റ് (മലയാളം മീഡിയം)തസ്തികയിൽ നിയമി കുന്നതിനായ് താഴെ അനുബന്ധത്തിൽ പറയുന്ന ഉദ്യോഗാർത്ഥിയെ അഡ്വൈസ് ചെയ്തിരുന്നു.

തസ്തികയിലുള്ള നിയമനം - ഉത്തരവ് - പുറഷെടുവിക്കുന്നു. സൂചനം-കേരള പബ്ളിക് സർവ്വീസ് കമ്മിഷൻ കണ്ണൂർ ജില്ലാ ൊഫീസറുടെ 05.04.2019 തീയതിയിലെ CV(4)/46/2015 നം. കത്ത് ഉത്തരവ് നം.എ4/ 20136/ 2018 (2) തീയതി 24.5.2019

കണ്ണൂർ വിദ്യാഭ്യാസ ഉപ ഡയറക്ടറുടെ നടപടി ഉത്തരവ് (ഹാജർ നിർമ്മലാദേവി ടി പി ു വിഷയം:-പൊതു വിദ്യാഭ്യാസം- ജീവനക്കാര്യം- എൽ പി.എസ്.എ (മലയാളം മീഡിയം)

1 4-2013ന് മുമ്പ് സ്ഥിര സർവ്വീസിൽ **ബ്ലോലിയിൽ തുടർന്നുകൊ**ണ്ടിരിക്കേ 1- 4- 2013നോ

അതിനു ശേഷമോ പുതിയ നിയമനം ലഭിച്ച ഉദ്യോഗാർത്ഥിക്ക് Kerala Service Rules, Part III Pension Scheme ൽ തുടരുന്നതിന് ജിപ്രെപി)നം 209720137ഫിൻ തിയ്യതി 7-5-2013ന്റെ കൂടെ കൊടുത്തിരിക്കുന്ന

ൊപ്ഷൻ, ജോമിയിൽ പ്രവേശിച്ച് മൂന്ന് മാസത്തിനുള്ളിൽ നൽകാവുന്നതാണ് നിയചനം കേരള സബോർഡിനേറ്റ് സർവ്വീസ് റൂൾസിലെ 10(ബി) വകുപ്പിന് വിധേയമാക്കിയിട്ടുള്ള പൊതു വകുഷ്(9) ഉപ വകുഷ് എറ്റാ നിബന്ധനകൾക്ക് വിധേയമായി താൽക്കാലികമായിരിക്കും. പരിശോധനാ ചരിത്രവും വിവരത്തിൻെറ അടിസ്ഥാനത്തിലും. കേരള പബ്ളിക് സർവ്വീസ് കമ്മീഷൻെറ വെരിഫിക്കേഷൻ പൂർവ്വകാല

റിപ്പോർട്ടിൻെറ അടിസ്ഥാനത്തിലും താൽഹ്താലിക നിയമനം ക്രമവൽക്കരിക്കുന്നതാണ്. ഉദ്യോഗാർത്ഥിയുടെ ജനന തീയ്യതിയിൽ വല്ല തിരുത്തലുകളും ആവശ്യമായി വരികയാണെങ്കിൽ അടിസ്ഥാനത്തിൽ 30-12-91ലെ ജി.ഒ. പ്രി)45/91/പി.ആന്റ് എ.ആർ നം.സർക്കാർ ഉത്തരവിന്റെ ബ്ലാലിയിൽ പ്രവേശിച്ച് 5 വർഷത്തിനുള്ളിൽ തന്നെ അപേക്ഷിച്ചിരിക്കേണ്ടതാണ് നിശ്ചിത സമയ

പരിധിക്കു ശേഷം നൽകുന്ന അപേക്ഷ യാതൊരു കാരണവശാലും പരിഗണിക്കുന്നതല്ല.

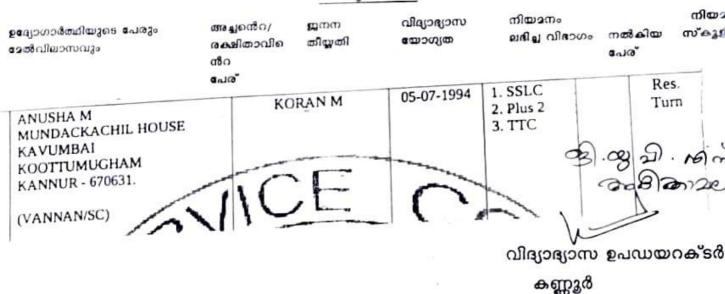
വിദ്യാഭ്യാസ ഉപഡയറക്ടർ

കണ്ണൂർ

# ബന്ധപ്പെട്ട ഉദ്യോഗാർത്ഥിക്ക് (റജ്ലി. തഷാലിൽ മടക്ക രശീതി സഹിതം)

പകർഷ്: ബന്ധഷെട്ട പ്രധാനാദ്ധ്യാപകന്,

## അനുബന്ധം



45

FORI			
[See Rule XIV (A)-7) APPOINTMENT ORDER			
Station : KALLIAD	X		
Date : 1-6-2018 F N			
Sri ARJUN-K			
Name & Address of the teacher A.P.J.V.N. K			
PKALLIAD, KANNUR (D), KE			
is appointed as permanent/Probationary action	Permanent teacher under		
it is management on pay of Rs.			
per mensem in the scale of Rs. $252e0 - 510$			
and is posted as L. P. School Ass in the Kalliad SUP Scho	istant (UPSD) (Designation)		
from			
in the vacancy of			
who has RETIRED			
The appointment is subject to the provisions under and such other rules of orders issued from ti- tent authority.	of the Kerala Education Act and Rules three me to time by the Government or other compe-		
Certified that there is no qualified teacher exist who is eligible for promotion to the vacancy for who	sting in service under this educational Agency hich the above appointment is made.		
م 1974 بر الم	Siganture of Manager, DEVIDAS		
	MANAPER KALLALAUPSCHOOL		
Ref. No. 20 4543 2018 200 m	Signature of Teacher		
. (	Office of the Dist/Asst. Educational Officer		
CI-06-2018 2mm m/sm/s) 25206-5 This appointment is approved. 2 Certified that the above appointment has person retrenched, from any of the Aided bigh Sci	Dated 06-10-2018 4000 voning minanias Gy Consins 10/4.		
School in the Educational Sub Districts after putting salaries is available for absorption to the post in the	g in 2 years of service and drawing to vacation		
() misanid Brompan (2) 29/2016/02	1-2)-29-01-2016 FIGNAL		
s	ignature & Designation Stoucational Offices		
Contra Carl	pin-pin-pin-		
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# SHOPPRIX (INDIA) .PVT. LTD.

SHOPPRIX SUPER CENTER, NATIONAL HIGHWAY,

OPP.ABC SALES CORPORATION,

TALIPARAMBA, PH: 0460 2 200 894, MOB: 8606976449

ESTABLISHMENT REGISTER NUMBER: SH131240010616

Date: 07/07/2020 PERIOD FROM 01 June 2020 TO 30 June 2020

ATHIRA.K.P 9495276074, KANNAVIL PARAMBIL HOUSE, BALANKARI, KANHILERI, CHERIKODE (PO), KANNUR, 670631 athirakpvijayan@gmail.com

# Hi ATHIRA.K.P,

The salary and other relevant particulars are furnished below:

Employee Name		ATHIRA.K.P T-118		UAN NUMBER	101422855	031
Employee ID	ŧ,			ESI Account Number	7204337541	
Designation :		BILLING & SALES 08/10/2018		PF Account Number	KRKNR001	88530000010198
Date of Joining :	Bank Account Number			642102010	009343	
Present Basic		11900 SUN		No. of Granted Week off :	4	
WEEK OFF DAY	×.			Bank Name	UNION BANK OF INDIA	
Earnings		DAYS	Amount	Deduction	DAYS	Amount
Basic Pay (BS +DA)		26	11900	Loss of Pay	0	0
Leave Wages		0	0	Employee State Insurance		90
Night Shift Allowance	2			Provident Fund		0
Other Incentive			0	Welfare fund(govt. Kerala)		20
over time			0	LOSS/DAMAGE		112



Show images

Dear Candidate,

Greetings from ASAP!

Congrats for being qualified in the Interview process of Skill Development Executive (SDE) of ASAP. Kindly let me know the district you are willing to work if posted. Please revert your reply to this email before 13th June 2018.

**Thanks& Regards** 

**Training of Trainers Division** 

Additional Skill Acquisition Programme(ASAP) 3rd Floor ,Trans Tower ,Opposite Womens College Vazhuthacadu ,Thiruvananthapuram -695014 <u>www.asapkerala.gov.in</u> |L: 0471-2772501/502/514





# SREE NARAYANA GURU COLLEGE OF ARTS & SCIENCE

(AFFILIATED TO KANNUR UNIVERSITY)

P. O. VEERPAD, IRITTY, KANNUR DT. PIN 670704, Ph : 0490-2454000 c-mail : sndpyogamcollegeiritty@gmail.com

Ref : SNGC/ 488 /2020 Date 09-09-2020

# CERTIFICATE

This is to certify that Smt. Neenu K.V working as Assistant Professor in Chemistry as contract 04-02-2019.



9/2020

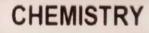
SREE NAULA TAURA C. ....U COLLEGE OF ARTS & SCIENCE P.O. Veerpad, Mby, Rainca Dist



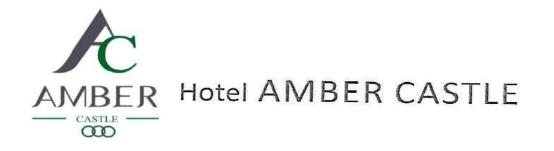
# DEVAMATHA ARTS & SCIENCE COLLEGE PAISAKARY

(AFFILIATED TO KANNUR UNIVERSITY)





E mail: devamathacollegeknr@gmail.com Paisakary PO, Kannur Dt, Kerala 670633



DATE: 25.01.2019

то

Pranav.p Puthiya purayil house Varam Kadavu,Kannur Kerala.

# **APPOINTMENT LETTER**

We are glad to appoint you in the capacity of **JUNIOUR ACCOUNTANT** effective from 01.02.2019. Total salary per month will be Rs .15000.(Rupees Fifteen thousand only ).You are responsible for entire Accounts Department entrusted. Wishing you all the best.

Please confirm your acceptance of the appointment by signing below and returning the copy of this letter as soon as possible.

Yours truly,

For Hotel Amber Castle

Authorized Signatory



# Sub: Appointment for the post of Accounts Assistant

Dear Ms Priyanka T,

It gives us immense pleasure to appoint you as Accounts Assistant and this decisi came after your personal interview with our management team. You will report to **Mr. Manish T Monichan – Corporate Accounts Manager,** who will determine your duties and responsibilities from time to time. Our Senior Managemen was highly impressed by your articulate behaviour and past work experience.

We offer you the position of **Accounts Assistant** on a monthly compensation of **6,000/-(Rupees Six thousand only)** and your probation period will be for three months from the date of appointment.

You may however be required to work at any place of business which the Compar has, or may later acquire.

Date of Joining: You have joined with us on 4th March 2019

The said Ms Priyanka T hereby appointed as Accounts Assistant of the company and she will hold the company, subject to the provisions made hereinafter, for the term of minimum three years from the date of this appointment. She shall not resign from the company till the end of this period.

You will perform to the best of your ability all the duties as are inherent in your p and such additional duties as the company may call upon you to perform, from tir to time.

You will always maintain in good condition company property, which may be entrusted to you for official use during the course of your employment and shall return all such property to the Company prior to relinquishment of your charge, failing which the cost of the same will be recovered from you by the Company.

You will not borrow or accept any money, gift, reward or compensation for your personal gains from or otherwise place yourself under pecuniary obligation to any person/client with whom you may be having official dealings.







COLLEGE

Date : 02/07/2018

No. Estt/TS/2018

# APPOINTMENT ORDER

Smt.Rasina M.P., MP House, Irikkur (PO), Kannur, Kerala-670593, is appointed as Assistant Professor in Mathematics (Permanent Post) at SES College, Sreekandapuram w.e.f. 03/07/2018 FN under this educational agency on a drawing pay of Rs.15600/-+AGP 6000/- per month in the scale of Rs.15600-39100 + AGP 6000 in SES College, Sreekandapuram on probation for a period of one year, subject to the provisions of the Kannur University Act and statutes, ordinance and regulations made there under and such the rules and orders issued from time to time by the Kannur University or by such other authority who may be competent to issue such rules, orders etc. under the said statutes.

MANAGER S. E. S. COLLEGE

To

Smt.Rasina M.P

Copy to:

- 1. The Principal Secretary , Hr. Edn (D) Dept. Thiruvananthapuram
- 2. The Director of Coll. Edn. Thiruvananthapuram
- 3. The Deputy Director of Coll. Edn , Kozhikode
- 4. The Registrar, Kannur University
- 5. The Principal SES. College, Sreekandapuram
- 6. Service Book
- 7. Office File.

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# <u>Criterion 5- Student Support and</u> <u>Progression</u>

**5.2 Student Progression** 

**5.2.1** Average percentage of placement of outgoing students during the last five years

# 2019-2020





Dr. DOMINIC THOMAS Principal S.E.S. COLLEGE SREEKANDAPURAM



# THE INDIA CEMENTS LIMITED

Corporate Office : Coromandel Towers, 93, Santhome High Road, Karpagam Avenue, R.A. Puram, Chennal 600 028. Phone : 044 - 2852 1526, 2857 2100 Fax : 044 - 2852 1247 Grams : 'INDCEMENT' CIN : L26942TN1946PLC000931

EST/00/ 366

3rd July 2019

Mr M Aswin S/o. Mr K V Ashokan Mylapravan House, Kundamkai, Chengalayi Post, Sreekandapuram, Kannur - 670631 (Kerala)

Dear Mr. Aswin,

# **OFFICE ORDER - APPOINTMENT**

We are pleased to appoint you as **Trainee (Sales)** for a period of **one year** at **Kottayam** on the following terms and conditions with effect from your date of joining.

- You will be paid a Consolidated Stipend of Rs.12,000/- (Rupees twelve thousand only) per mensem, House Rent Allowance of Rs.5,000/- (Rupees five thousand only) per mensem and Conveyance Allowance of Rs.3,000/- (Rupees three thousand only) per mensum during your training period.
- You will be eligible for Casual Leave 12 days per annum and Sick Leave 12 days per annum.
- 3. You will abide by the Service Rules and Regulations of the Company which are in force for the present and that which may be formulated by the Company from time to time and also as applicable at your place of posting.
- 4. You will not be eligible for any of the privileges and amenities applicable to the regular employees of the Company.
- 5. You are liable to be transferred to any of the Company's Factories/Mines/Offices/Subsidiaries anywhere in India without any additional remuneration.
- 6. Your training period is liable to be terminated subject to written notice of one month on either side or salary in lieu thereof.

.... 2



Registered Office : Dhun Building, 827, Anna Salai, Chennai - 600 002 www.indiacements.co.in





-- 2 --

- 7. Your appointment is subject to your being declared physically fit by the Company's Medical Officer and also subject to production of original certificates in support of the claims made in your application regarding date of birth, qualifications etc. and also on our receiving satisfactory replies from the referees cited by you. If any of the declaration made in your application is found to be incorrect on a later date, your services are liable for termination forthwith.
- 8. You will report for training to the Assistant General Manager (Marketing), Ernakulam.

You are advised to return the duplicate copy of this order duly signed signifying your acceptance of our order immediately.

With best wishes,

Yours faithfully For THE INDIA CEMENTS LIMITED,

maa Cumm R

WHOLE TIME DIRECTOR

I accept the terms and conditions of your order.

: M Aswin

Signature :

Name

Date

# From,

Mak Plywood Industries Pvt Ltd M.P. III-130-A, Kunjathur Padavu, Manjeshwar- 671321 Kasaragod, Kerala

To,

Akhil Kumar O S Orathanayil House, Cherikode, Sreekandapuram, kannur, Kerala – 670631

Dear,

We're delighted to extend this offer of employment for the position of QC Supervisor with in our company. Please review this summary of terms and conditions for your anticipated employment with us.

If you accept this offer, your start date will be 17-06-2019 or, and you would report the Production Manager.

Please find attached the terms and conditions of your employment, should you accept this offer letter. We would like to have your response by 13-06-2019 . In the meantime, please feel free to contact me via email or phone, if you have any questions.

We are all looking forward to having you on our team.

Best regards,

Rameez Abdulla

# **TERMS AND CONDITIONS**

- Posting location: Your date of joining is 17/06/2019 and you will be based at Kunjathur Factory
- Reporting to: You shall be reporting to Production Manager
- Probation: You will be on probation for a period of three months.
- Salary: You will receive a salary of Rs 16000/- month along with food and accommodation
- Leave: In addition to designated public holidays as approved and listed by the company's Management you shall be allowed to visit your home once in a month.
- Working hours: Your working hours will be from 08:00 to 8:00 Depending on Day or Night shift.

# BETHANY PROVINCIAL HOUSE BATHERY P.O., CHEERAL ROAD, SULTHAN BATHERY WAYANAD DT., 673 592, KERALA, INDIA.

E-mail: bethanysby@gmail.com Ph: 04936 221468, Fax: 04936 223468

From

The Manager **Bethany Provincial House** Sulthan Bathery.

# Sub: Appointment Order

# Dear Madam,

You are hereby appointed as a temporary teacher of St. Mary's English High School, Naduvil from June 2019 to 31st March 2020. This appointment is subject to the rules and regulations issued from time to time by the Management of the School.

Interim termination of this appointment will be one month earlier notice from either side.

Yours Faithfully

mm2 co laxo Parimala SIC AGER

BETHANY SISTER'S CORP. EDN. AGENCY BETHANY PROVINCIAL HOUSE SULTRAN BATHERY P.O. WAYANAD DIST - 673 592

Place: S. Bathery Date: 06-06-2019

MIMISHA A. To KUNNIL (H) CHUZHALI.

# PROCEEDINGS OF THE MANAGER, MOOTHEDATH HIGHER SECONDARY SCHOOL, TALIPARAMBA-670141. (Present: Shri. P.V. BALAKRISHNAN)

ORDER No. 9 /2020 Dated 21 --- 07-2020.

Sub: -- M.H. School-Appointment of H.S.T (Maths)--Orders issued.

Smt. Ranjini, K, U.P. S. T, MHS, Taliparamba is provisionally promoted and posted as H.S. T (Maths), M.H.S. Taliparamba in the existing vacancy, vice Smt. K.Shylaja retired from service on 31.03.2020.

Smt. Ranjini is directed to report for duty before the Headmaster, M.H. School along with all documents. She is informed that the promotion is provisional and will be terminated at any time and notice if the appointment is not approved by the Educational authorities.

The Headmaster, M,H.School is directed to admit Smt. Ranjini. K. for duty after verifying and satisfying all the original certificates and report the date of joining duty to the Manager and DEO, Taliparamba in due course.

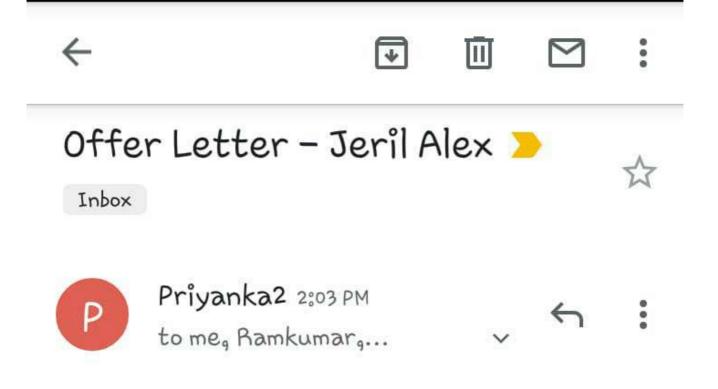
To

Smt. Ranjini. K. Teacher, MHS, Taliparamba. Copy to the Headmaster, MHS, Taliparamba. Copy to the Manager's Table.

MINDINEEDATH RESIDER SECCIEDATY SCHOOL LALIFATAMBA

Vacen

MOOTHEDATH HEGHER SECONDARY SCHOOL TALIFARADICA



Dear Jeril,

**Congratulations!** 

We are pleased to offer you the position of Relationship Officer- Associate in our Sales Retail team. Your initial base location will be Calicut (Kannur).

Please find enclosed the detailed compensation sheet and Terms and Conditions. Kindly send your acceptance within 3 days of the offer and confirm your date of joining with us. Also, please send me the acceptance of your resignation mentioning the last working date prior to your date of joining with us.

Also please send the filled Master HR form (or you can get the print out of the same when you come for joining) along with scanned copies of documents (list enclosed). Please bring all the original documents for verification along with the 1 set of photocopy.

 दक्षिण पश्चिम रेलवे` SOUTH WESTERN RAILWAY

> मंडल कार्यालय /Divisional Office, भिक शाखा /Personnel Department मैसूरु /Mysuru - 570 001

सं वाई/पी No. Y/P.563/Sports/AAS/2019

दिनांक/Dated: 18.03.2019

## कार्यालय आदेश सं/OFFICE ORDER NO.PG/24/2019

- Sub: Appointment of Sports Person in South Western Railway, Mysuru Division in Level-02 of Pay Matrix [PB Rs. 5200-20200+1900(GP)] as Jr.Clerk-cum-Typist against Sports Quota (Open advertisement) for the year 2018-19 in Mysuru Division
- Ref: PCPO/SWR/UBL letter No.SWR/P.566/SPORTS/Misc/18-19 dated 01.01.2019

Having accepted the terms and conditions stipulated in the offer of appointment issued to her, Kum AMRITHA A.S, who has been selected for appointment in Gr-C service as Junior Clerk-cum-Typist in Level-02 of Pay Matrix [PB Rs.5200-20200 with grade pay of Rs.1900/-] and allotted to Mysuru Division vide PCPO/SWR/UBL letter No. SWR/P.566/SPORTS/Misc/18-19 dated 01.01.2019 is appointed as Temporary Junior Clerk-cum-Typist on pay Rs.19,900/- in Level-02 of Pay Matrix [PB Rs. 5200-20200+1900(GP)] plus usual allowances as admissible from time to time. She is posted to Medical Department as Jr.Clerk Cum Typist.

1)	Name	Kum AMRITHA A S		
2)	Father's Name	Shri Samban		
3)	Community	OBC		
(4)	Date of Birth	10.11.1997		
5)	Educational Qualification	SSLC, HSE, B.A In English		
6)	Medical Fitness	Fit for Cey-One vide MC No. 112/R000810 dated 29.01.2019 issued by ACMS/RH/MYS		
7)	NPS Nomination	Shri Samban- Father- 50 %. Smt Anila O -Mother- 50 %		
8)	Address	D/O Shri Samban, Akhilnivas, Kallaramukalil, Bharathannoor Post Office, Trivandrum, Pincode—695609 Kerala State		
)	Aadhar No	3670 3396 6801		

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Appointment of the above named candidate is subject to the following conditions: -

- 1) She will be governed by New Pension System for new entrants to Government service received under Riy.Bd's letter No./E(E)III/2003 /PN/1/24 dated 31.12.2003. In this scheme, the monthly contribution towards PF would be 10% of the salary and DA with a matching contribution by the Centra Government. The existing Railway Services (Pension) Rules 1993 including commutation of pension rules and extra-ordinary pension rules and State Railway Provident Fund Rules as contained in Indian Railway Bd's letter Code Vol.I 1985 Edition) 1995 reprint shall not be applicable to new recruits entering into Railway Service from 01.01.2004.
- 2) Her appointment is provisional subject to verification of the certificates produced by her on Educational Qualification, Date of Birth, Caste /Community/ Sports Certificate, Character besides antecedents and Sports Certificates. On verification if any of the certificate/information furnished by her found as false, her services will be terminated forthwith without assigning any reasons and without prejudice to such further course of action under the provisions of Indian Penal Code for production of such false documents
- 3) She is not eligible for any notice of termination of service or stipend/pay in lieu thereof if such termination is due to mental or physical incapacity or due to dismissal or removal as a disciplinary, measure after compliance with the provision of clause (2) of the Article 311 of Constitution of India. Otherwise her services will be terminable on 14 days notice on either side. Her services will also be terminable by paying in lieu of the notice, the pay authority however reserves the right of notice of their expired portion thereof. She should not resign or quit the employment except with the previous consent in writing to the department/office in which she is employed.
- 4) She will be on probation for a period of 02 years from the date of appointment and confirmation in the post will, be subject to successful completion of 2 years probation period.
- 5) That, the employee shall serve the administration honestly efficiently diligently by not only discharging the official duties entrusted to her as Jr Clerk-cum-Typist. But also by participating in all the sports activities for 05 years as stipulated in service bond which she has been appointed whenever called upon to do so by the government and that she shall not participate in sports activities other than those of the Government without previous sanction of the Government.
- Her request shall not be considered for transfer to any other Railways/Division, before completion of ten years service.
- 7) Her earlier appointment will not confer on her any claim regarding seniority over others, in the same or earlier list of selection, who may be appointed later.
- 8) On completion of 02 years probation period, the performance of the sportsperson will be reviewed at the Zonal railway level by the three members committee. If the performance of the person recruited on sports account is considered to be unsatisfactory, the normal procedure will be followed for termination.

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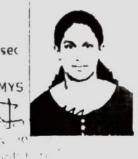
- 9) In terms of Board letter No.E(NG)-11/2004/RR-1/48 dtd 09.6 . . . . (RBE.No.143/2011),typing skill is to be acquired within 04 years from the later of appointment, then appointment will be treated as provisional till success of acquiring typing skill test and no promotion /increment will be granted to exemption from typing test as envisaged in Riy Bd's RBE/ESTT No.02 traces applicable.
- 10) That, in case of infringement/ violation of any the above conditstipulated in the Service Bond appointee should reimburse amount encoders to the salary payable for the period of five years i.e. bond period and traction services shall be terminated on one month's notice.
- 1.1) The appointment is provisional and is subject to the community certificate being verified through the proper channel. If the verification reveals, that the claim of the candidate to belong to Other Backward Classes or not belong to creating layer is false, her services will be terminated forthwith without assigning reasons and without prejudice to such further action as may be taken under the provisions of Indian Panel Code for production of false certification.
- 12) Her continuance in services is subject to qualifying in the duties preserve a tar the post held and fulfill such other general conditions as may be laid down from time to time.
- 13) Two year probation may be prescribed for all persons recruited again Quota to ensure that consistent effort is put in by each and over a recruited on the strength of her proficiency in Sports
- 14) The continued retention and confirmation of an employee appointed specific Sports Quota will be subjected to her performance as Sportsman abactions; satisfactory.
- 15) No change of category is admissible within 03 years of the appointment
- 16) Her date of joining as Jr.Clerk cum Typist may be advised to this other immediately.
- 17) In the matter not specifically provided herein or in the recruitment rules, see will however be governed by the provision of Indian Railway Establishment Code and other extant orders as amended/issued from time to time.

in 15. 11 SAHADEVAL

Divisional Personner 64 South Western Railway/Mz

Copy to: Sr.DFM/MYS, CMS/MYS, ACMS/MYS

Ch.OS/Medical Dept/MYS, Ch.OS/Bills & IPAS Ch.OS/Pass Sec, Qtrs sec, CS&WI, C.P.Cell, O.O File, SR sec Candidate- To report to CMS/O/MYS DS/SWRMU/MYS, DS/AISC&STREA/MYS, DS/AIOBCREA/MYS Notice Board



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S/8. (0)



# ATHIRA K R

Emp. Code :	502845
Blood Group :	B +ve
Emgy Phone :	9847785344
Office Phone :	080 4120 5016

# ON ESSENTIAL SERVICE TELECOM EMPLOYEE



# ATHUL

Bharti Airtel Ltd. 5th floor, Bharti Tower, Opp. English Church, Nadakav, Calicut - 673011

# molecular



# CHITHRA M

Emp. Code	502843
Blood Group	A +ve
Emgy. Phone	8078275138
Office Phone	080 4120 5016









# Letter of Intent

14 Sep 2019 Muzammil Musthafa Passport# P7580440

## Dear Mr. Muzammil Musthafa

Following the recent selection process that you were a part of, I, on behalf of Dubai Shopping Centre Intl LLC, have pleasure extending to you an offer of appointment as "Accounts Assistant" based in Sultanate of Oman.

As part of legal obligations as an employer in this region, this offer is subject to a satisfactory medical examination and completion of the employment visa formalities (if applicable)

Your conditions of service are as below:

1.	Contract period months)	5	Two year from the joining date (probation period – $6$
2.	Remuneration		
	Basic	3	OR 125/-
	HRA	:	Food & Accommodation will be provided by the company.
	Special allowance	4	OR 25/-
	Total salary	1	OR 150/-
3.	Status	1	Single.
4.	Medical	1.1	Company will provide as per labour law
5.	Transportation	3	Company will provide.
	Air Tickets	1	Air ticket will provide to your nearest international
			airport on every 23 months completion.
6.	Vacation	2	45 days in two year.
7.	End of service benefits	1	You will be entitled an end of service benefit as per
		a	Company policy & the local labour law.
8.	Others	4	Your salary will be reviewed after probation period based

on Performance.

16-09-2019

MUZAMMIL MUSTHAFA.P

Please sign this as acceptance of your offer:

Accepted Name Signature Date

For Dubai Shopping Centre Intl

C.R. 1074480, PO-BOX 1019 PC . 117 Al-Khoudh, Sultanate of Oman

س.ت ١٩٤٤، ا، ص.ب ١٩٠، ريد ١٣٢، الخوض – سلطنة عمان



# भारतीय प्रौद्योगिकी संस्थान भुवनेश्वर Indian Institute of Technology Bhubaneswar

Estt./4-1/190023/PF/ 486

Dt. 17 December 2019

# कार्यालय आदेश /Office Order

On the basis of the offer of appointment of the Institute vide letter No. F. No. 4-8/2016-Rectt. dated 01.11.2019, **Dr. Aneesh M.** has joined IIT Bhubaneswar on **02.12.2019 (FN)** as **Assistant Professor Grade–I** and shall be under probation for 1 year from the date of his joining. He is posted in the School of Basic Sciences in the discipline of Mathematics.

The pay of Dr. Aneesh is fixed at ₹ 1,01,500/- in Level-12 (₹1,01,500 – 1,67,400/-) per month other admissible allowances as per Institute rules. He will be placed under National Pension System (NPS). His date of next increment would be 01.07.2020. The fixation of pay is subject to observation of audit; if any.

This has approval of the Competent Authority.

कलसचिव/Registrar

# सेवा मे / To

Dr. Aneesh M. EC: 190023 Assistant Professor Grade - I (Through Head, School of Basic Sciences)

# प्रतिलिपि / Copy to:

- 1. All Deans/Heads of Schools/ Academic Coordinators
- 2. All PICs/ Chairpersons/ Coordinators
- 3. Warden / Assistant Wardens
- 4. President, Student Gymkhana
- 5. PIC-Web : With request to update the Institute website
- 6. Joint Registrar (F&A)
- 7. Superintending Engineer (Civil)
- 8. Assistant Registrar (Estt.): With a request to report to the next meeting of BoG
- 9. All Assistant Registrars /OSDs
- 10. Career Development & Placement Officer
- 11. Medical Officer- In- Charge

12. CSO

13. ERP Unit

- 14. Secretary to Director/Registrar
- 15. Office Order File
- 16. Personal file







**KUNITHALAMUKKU** 

PERAVOOR

DATE -14-10-2020

# TO WHOMSOEVER IT MAY CONCERN

This is to certify that Mr, Gokul k was working in our organization from **14/06/2020** to **14/10/2020**. He was last designated as " **Collection executive**" posted at Peravoor Branch. During his work period , he was receiving emoluments of Rs.17000 per month. He left the employement on his accord.

We wish him all success in future endeavors

Thanking you

Yours truly,





**KUNITHALAMUKKU** 

PERAVOOR

DATE -14-10-2020

# TO WHOMSOEVER IT MAY CONCERN

This is to certify that Mr, Gokul k was working in our organization from **14/06/2020** to **14/10/2020**. He was last designated as " **Collection executive**" posted at Peravoor Branch. During his work period , he was receiving emoluments of Rs.17000 per month. He left the employement on his accord.

We wish him all success in future endeavors

Thanking you

Yours truly,





Trigent Software Ltd.

CIN U72200KA1995PLC065161 Professional Services Division Khanija Bhavan, East Entrance 2nd Floor, 49, Race Course Road, Bangalore – 560 001, India P: +91 (80) 2215 7000

January 31, 2020

Haritha Sudakaran Thattarath House (po) Cheleri Kannur 670604

# **APPOINTMENT LETTER**

## Dear Haritha Sudakaran,

We are pleased to welcome you to Trigent Software Ltd and offer you an engagement as **HR Assistant** and you will be deployed at our client. Your engagement will be effective from **February 03, 2020** and shall continue as per the client business requirements. Failure to report to work as per the date mentioned will render this offer null and void, unless permitted in writing by the company. Your engagement is transferable across our clients and across different locations in India. As discussed and agreed, you will be paid a Gross Cost to Company of **Rs.209,400.00/- (Rupees Two lakh nine thousand four hundred only)** per annum. The detailed breakup of the compensation is attached as Annexure A.

This engagement will be governed by the terms and conditions as indicated in **Annexure-B**. You will also be governed by all the rules and regulations of the company and client applicable from time to time.

On the day of joining the client Company, we request you to carry the following original documents with photocopies.

- a. Certificates / testimonials of your qualification & professional trainings.
- b. Relieving and Experience certificates of last employer.
- c. Last 2 months pay slip of your last employer.
- d. Passport size colour photographs.
- e. PAN Card.
- f. e-Adhaar.

We look forward to working with you, and hope you will find your engagement at Trigent a rewarding experience.

# Yours truly,

# For Trigent Software Limited,

Ajay Shyam Singh Manager-Human Resources

# Declaration by the Employee:

I have read and understood the contents of this engagement letter along with the description provided in Annexure A & B and accept the terms and conditions of engagement by sending the acceptance mail.





# ANNEXURE - A

Given below is the breakup of the Compensation and benefits package:

Components	omponents Amount in INR	
	Month	Annual
Basic	15,050.00	180,600.00
Statutory Bonus	1,250.00	15,000.00
Special Allowance	601.00	7,212.00
Total	16,901.00	202,812.00
Company's Insurance Contribution	549.00	6,588.00
Total	549.00	6,588.00
Gross Cost to Company	17,450.00	209,400.00

Take Home Calculation (before Income Tax/Professional Tax):

Monthly Salary	16,901.00
Less ESI	127.00
Take Home before IT/PT	16,774.00

(Take Home Calculation (before IT/PT) = Monthly Total - Deductions [Employee State Insurance +Provident Fund])

# **Annual Benefits**

- A Provident Fund: If opted/covered under the Provident Fund Scheme. You will be contributing 12% of your Basic+DA every month and the Co. will make an equal contribution to the fund (restricted to a maximum of Rs. 15000 only).
- B Gratuity: You will be entitled to Gratuity as per the rules of the scheme.
- C Medical Insurance: Employees drawing a monthly salary of Rs. 21000 or less will be covered under ESI. Employees drawing monthly salary above Rs. 21000 will be covered under the Company Medical Insurance for Hospitalization to the tune of INR. 1,00,000 per annum for self, spouse and two children.

## **Disclaimer:**

Any commitments with respect to Compensation and Benefits which are not included in the "Cost to Company Components" table or explicitly mentioned in the offer letter stands null and void.





# ANNEXURE - B

## 1.Job Roles and Responsibilities:

- 1.1 You shall be responsible for the performance of the functions expected of your position and any additional functions and duties that may be assigned to you in connection with the business and operations of the Company/Client.
- 1.2 You shall use the best of your efforts to promote, develop and extend the business of the Company/Client and comply with the directions and regulations of the Company/Client at all times and in all respects.

## 2.Working hours, Salary payments & Leave eligibility:

- 2.1 The working hours will be as per the client's office timings. However, due to business exigencies employees may be required to work at different timings, which may be communicated by the immediate reporting Manager at the client site from time to time. This is a position of continuous responsibility and does not entail payment of extra time or overtime.
- 2.2 Salary payments will be made directly to your IDFC/HDFC/CITI bank salary account pursuant to our direct payroll deposit plan on or before the seventh working day of every month. All the payments made, are subject to the Income-tax Act, 1961 and the Income-tax Rules, 1962 and any amendments thereto. Payments are also subject to other statutory and agreed to deductions.
- 2.3 You will be entitled for leave as per the leave rules of the company.
- 2.4 Annual Furlough i.e. when a client places an employee into temporary non-duty, non-pay status because of business reasons. In this scenario, Trigent will pay the salaries by adjusting against the accumulated leave of the deployed employee. If the employee has no leave credit, the same will be treated as leave without pay.

# 3. Code of Ethics and Business Conduct:

You are required to adhere to the Trigent Code of Ethics and Business Conduct. By accepting this engagement, you are agreeing to thoroughly familiarize yourself with Trigent Code of Ethics and Business conduct and you are also agreeing to abide by it.

- 3.1 Employee should conduct himself / herself courteously and in the best interest of Trigent without favor or preference whenever one is dealing with Visitors, Clients, Contractors and co employees etc.
- 3.2 If any employee is unable to report for duty on time, he should inform his/her project manager in advance.
- 3.3 Employees are expected to dress appropriate to our business environment.
- 3.4 Employee needs to wear the identity cards provided by the company at all times during the office hours.
- 3.5 Employees are strictly expected to adhere to No Smoking policy inside the office premises.
- 3.6 Employees are expected to maintain decorum inside the office and Office etiquette.
- 3.7 All employees are required to make judicious use of the facilities, which include telephone, fax, email, Internet, and/or any other resources provided to them.
- 3.8 No employee shall use any of the company resources for soliciting any kind of employment elsewhere or for personal gain.

Trigent will communicate important information about its policies by way of electronic updation on the HRMS portal. By accepting this engagement you agree to thoroughly review these policy communications and abide by them without any deviations.



# 4. Deployed Engagement:

The employees joining our professional services division are recruited by us to work at our client location and the engagement will continue depending on the client's business needs. The deputed employees work at the client site and generate a timesheet which is approved by the client manager based on which Trigent disburse salaries. The deployed engagement is purely contingent on the business needs of the client. Trigent will make efforts to place the deployed employees at other client sites when they are rolled off from a client. However, for all practical purposes the last working day at a client will also be the last working day at Trigent.

Timesheet is the essence of this engagement. It is on the basis of the client approved time sheet that Trigent can substantiate its services to the client. Absence of client-approved timesheet means that services have not been delivered by the employee.

# 5. Attendance & Performance:

Attendance & Performance will be monitored by the client and the process will vary from client to client. The deputed employees may check for performance feedback from their client supervisors from time to time.

Performance based salary revision are the prerogative of the client.

# 6. Non Solicitation of Employment & Business

During your tenure with the company and for a period of one (1) year after separation, for any reason, whether with or without cause, you will not render professional services of the type provided by you during the term of engagement with the company, directly or indirectly, as an employee, employee of a third party, consultant, or otherwise, to any person, firm or organization which is a past, current client/competitors of the company.

During the term with the company and for a period of one (1) year after separation for any reason, whether with or without cause, you will not, on behalf of yourself or any other person, corporation or entity: (a) directly or indirectly solicit business from or call upon entities or individuals that are current clients or active prospects of the company for the purpose of soliciting, serving or selling services or products similar to those being developed, licensed, or marketed by the company or (b) recruit Trigent employees, or otherwise seek to induce such employees to terminate employment with the company or violate any agreement with the company.

# 7. Confidentiality of Information:

As part of your engagement with the company, you will be exposed to substantial amounts of technical, secret, critical and other information of the company as well as its clients and/or third parties. This information will be obtained by you or will be available to you; you will appreciate that any information so obtained must not be communicated directly or indirectly to any person, firm or company, or made public in any manner, except with the written permission of the company. You will therefore sign an Agreement of Confidentiality with Trigent. This clause is perpetual in nature and will be applicable during and after your employment by the company.

You are also required to strictly maintain the secrecy of and not to divulge or communicate in any manner, any information regarding your remuneration/terms of employment to any other person and in particular any employee of the company.

# 8. Proprietary Information:

All the work carried out by you during your engagement with the company shall, at all points of time, belong to the company and shall be considered to be the Proprietary Information of the company (whether or not learned, obtained or developed solely by you or jointly with others). Where such work is carried out for a client of the company, the work shall belong to the company's client. Such Proprietary Information and all intellectual property rights therein shall remain the property of the company or its clients, and upon termination of employment or at any earlier time as requested by the company, you will immediately deliver all Proprietary Information in your possession or control to the company.

You also agree to hereby irrevocably and unconditionally assign to the company or its clients, all right, title, and interest worldwide in and to any work developed by you and all Intellectual Property Rights thereto, at the request of the company.



You shall execute such documents in this regard as may be required for the purpose. In view of the above, you shall be called upon during your tenure with the company to execute one or more "Non Disclosure Agreements" to this effect, based on business requirements.

# 9. Dual employment:

You are expected to remain in duty throughout the business / working hours of the organization and be present in time for any meeting or get together scheduled by the company. This is a full time engagement and you shall not engage yourself, directly or indirectly without prior consent in writing of the company with or without remuneration, in any trade, business, occupation, employment, service or calling which is similar to

or the same as that carried out by the company nor shall you undertake any activities which are contrary to or inconsistent either with your duties and obligations under this engagement or with the company's interests.

# 10. Training:

You may be selected and sponsored by the company for training assignments with company's associates or other institutions in India or abroad. You will diligently and beneficially, take part in such training and assignment. In such event, you will continue to serve the company after such training, for a minimum period of 6 months or such period as may be stipulated by Trigent.

# 11. Travel and overseas assignments:

You may be required to undertake travel on company work during the course of this engagement. Further, in the event of the company deputing you to a foreign country, either for business, training, higher education or on any assignments, you shall furnish a bond backed by a surety, undertaking inter alia the following:

- 11.1 That you will not resign, abandon, desert or unauthorizedly absent yourself during the period of your deputation abroad;
- 11.2 That you will neither seek nor accept appointment, consultancy or business for anybody or any third party except for the company, during the period of your deputation abroad.

## 12. Transfer:

You are liable to be transferred from one client to another or from one department to another department or from one establishment to another establishment or one location to another location (our client site both in India and abroad) without assigning any details/reasons or explanation. You shall do such other work, which will be assigned to you by the Management from time to time. Any such changes in assignment or transfer will not automatically entitle you to any additional remuneration, allowance, compensation, or other sum in respect thereof.

It is also expressly agreed to by and between us that the company shall be entitled to loan or transfer your services, provisionally for any duration or permanently, wholly or partly to any company which is an associate, client, affiliate, successor, assign or subsidiary or principal contractor to, or the latter having a controlling interest in the said company

# 13. Medical Check:

As per the Company policy, employees are required to undergo medical check on request at authorized medical centers and submit a duly certified copy of the medical certificate.

# 14. Documentation:

Upon being so required by the Company, you shall make, sign and execute all deeds, documents and declarations as may be deemed necessary by the company and / or its clients (including Privacy and Confidentiality agreements).

# 15. Indemnity:

You shall keep the Company indemnified for any demanges, which the Company or its clients may suffer due to any act/s by you including breach of any terms of this agreement.



# 16. Jurisdiction:

In case of any dispute arising out of the Agreement, it shall be subject to jurisdiction of appropriate Court of Bangalore, Karnataka, India.

# 17. Separation:

In the event of separation/resignation/abandonment of your services with the company, a mandatory notice period of 30 days would have to be given by you, unless the company/client agrees to a shorter notice period depending on the client requirements. You cannot avail leave of absence during this period and you need to serve full term of notice period of 30 days. If you are availing leave during the notice period, the said notice period gets extended by the number of days of such leave.

- 17.1 In the event of the company/client wanting to dispense with your services, the company shall be liable to give 15 days notice as advance intimation or pay you 15 days basic salary in lieu of the notice, as compensation.
- 17.2 Notwithstanding anything to the contrary contained herein, the company shall be entitled to forthwith terminate your appointment without any notice or payment of any kind whatsoever in lieu of notice or otherwise in case of:
  - 17.2.1 Any act of dishonesty, disobedience, insubordination, incivility, intemperance, irregularity in attendance or other misconduct or neglect of duty, or incompetence in the discharge of duty on your part or the breach of any of the terms, conditions and stipulations contained herein.
  - 17.2.2 Any information provided to the company in the application or during the course of your engagement is found wrong and it is discovered that you have intentionally provided wrong information.
  - 17.2.3 If you are released on the ground of non-performance or termination or an untenable act, your last working day at the client's place will be the last working day at Trigent Professional Services Division.
  - 17.2.4 Unauthorized absence of three or more days
  - 17.2.5 Failure of Back Ground Verification.
- 17.3 On separation, you will immediately hand-over, to the appropriately designated authority within the company, all information or data or documentation that has come into your custody as a result of your association with the company. The company reserves its right to accept your resignation and relieve you of your duties in the event that any bond executed by you as hereinabove contemplated is yet to lapse.
- 17.4 Employee is required to submit the tax documents (Investment Proofs) within a week from the date of separation. Failing which, the full and final settlement will be processed by deducting tax at source. The full and final settlement will be paid on recovery of payments from client.
- 17.5 Please take note that all sums paid to you such as joining bonus, relocation expenses, travel expenses for relocation, initial accommodation expenses and recruitment charges paid to employees are liable to be recovered from your salary/final settlement in the event of your resigning from the services of the company within 3 (three) months from the date of joining.
- 17.6 You will not be eligible for any relieving, experience, salary certificate and employment references if you resign from the services of the company within 3 (three) months from the date of joining.

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orizon English School

Affiliated to CBSE No: 931229 PEACE VALLEY, KOLAPPA, IRIKKUR

To

Hanima Hareendran D/o Mr. Hareendran P P Haritha Nivas, Kolode, Irikkur P O – 670 593

#### LETTER OF APPOINTMENT

Dear Ms. Hanima Hareendran

With reference to your interview and subsequent discussion you had with us, management is pleased to appoint you in our organization w.e.f. Horizon English School on the following Terms and conditions.

#### 6. Designation

You will be designated as Office Assistant in Horizon English School.

#### 7. Commencement & Probation

Your date of commencement of Employment will be on or before 01 March 2020 your appointment is subject to the successful completion of one year's probation. In case of dissatisfaction, management may extend the probation into two years.

#### 8. Scale of Pay

You will be entitled to the following package per month.

Basic	+	5000/-
Other Allowances	1	3000/-
Total	-	8000/-

#### 9. Resignation / Termination

The management has complete right and authority to terminate you from service with one month notice, in the cases of failure in duty / breech of service code & conduct. On the other hand, you are liable to put one month notice in case of resignation.

#### 10. <u>Service Code</u>

Following the Service Code and instructions of the Higher Authorities / Heads is highly necessary. Any failure in this may lead into disciplinary actions including fines / cuts in salaries, cut in increments and even termination.

#### Vacation Salary & Leaves

You are entitled to avail 2 months' vacation salary, provided you have completed 8 months' uninterrupted service. You are credited with 15 Casual Leaves in a year. However, sanctioning of these leaves are clearly the discretion of the granting authority.

Wishing you a successful carekr and noble service.

Best Regards.

#### Manager Horizon English School

a mail borizoneschool@amail.com

ROLAPPA, IRIKRUR P. O. PATTANNUR - 670595 KANNUR DT., KERALA



#### AXISB/HR/REC/South/46382/SC081\_18:Kerala Circle \_300000004604565 03-Jan-2020

Mr. Ramees T

Thittayil house, Payancherry, IRITTY, Kerala 670703

#### Dear Ramees T,

#### LETTER OF APPOINTMENT

We are delighted to welcome you to Axis Bank for an exciting career of learning, development and value driven performance linked growth. Subsequent to the selection process, we take pleasure in offering you the position of **Business Development Executive** in **Branch Banking**. The said appointment shall be governed by the under mentioned terms and conditions apart from other Service Rules and conditions that are applicable or may become applicable from time to time.

As a Business Development Executive (BDE) you are required to proactively identify sales prospects and acquire new customers for the Bank. You are required to understand the customer needs and accordingly guide them in choosing the Bank's products and services suited to them.

#### 1. Remuneration & Benefits

	Total Fixed Cash + Retirals	Rs.	14,454.00p.m.
	Statutory Bonus *	Rs.	1,400.00p.m.
	Location Pay	Rs.	450.00p.m.
	Fixed Cash + Retirals	Rs.	12,604.00p.m.
	Gratuity	Rs.	313.00p.m.
	Provident Fund	Rs.	781.00p.m.
	Basket of Allow ance	Rs.	5,000.00p.m.
	Basic Salary	Rs.	6,510.00p.m.
l.	Remuneration:		

Upon your transfer/ deputation to any other location, the Remuneration above is subject to change basis HRA of the new place of posting.

#### 1.2 Retirals:

1.1

#### 1.2.1 Contributory Provident Fund:

You will be covered under the Provident Fund Trust. You will be required to contribute to the Provident Fund of the Bank in accordance with the regulations in force. At present this is 12% of the basic salary. In addition, the Bank will contribute 12% of your basic salary to this fund.

#### 1.2.2 Voluntary Provident Fund (VPF):

The Bank also has a voluntary provident fund scheme wherein you will be allowed to opt for a percentage of your Basic Pay, up to a maximum of 23% as Voluntary Contribution to Provident Fund (VPF). The window for opting for VPF will be open on the Bank's HRMS for two months from your date of joining. Employees opting for VPF will be allowed to discontinue their contribution during the year, but they will not be permitted to re-start the contribution during the year.

The contribution under this scheme will be in addition to the statutory Provident Fund contribution of 12% deducted from salary, and there will be no matching contribution from the Bank tow ards VPF.

\* Statutory Bonus shall be paid as per the provisions made in Payment of Bonus Act 1965 and is subject to change as per the provisions of the act.

# molecular



## **RAVEENA RAMESHAN**

Emp. Code :	502749
Blood Group	B +ve
Emgy. Phone :	7560862965
Office Phone :	







||File No.(

Regd.No:1119/07 H.No.12/A P.S.Nagar, Vijaya Nagar Colony, Near NMDC, Hyderabad – 500057. www.nirmaan.org

#### EXPERIENCE LETTER

From: Nirmaan Organization 202, Plot No. 916, Preethi Enclave Ayyappa Society, Madhapur Hyderabad – 500081

1\* July 2019

To:

Ms. Seethu Thomas Koottiyanickal (H), Eruvessi (PO) Payyavoor, Kannur, Kerala-670632

Dear Ms. Seethu

We thank you for being a part of our Operation Sahaaya – Kerala Relief and Rehabilitation Initiative, a project under Nirmaan Organization, from 26<sup>th</sup> November 2018 to 1<sup>th</sup> July 2019. We greatly value your commitment and contribution towards the mission of this initiative.

You have gone beyond the call of duty to ensure that the needs and requirements of the flood affected schools is fulfilled in the best possible way.

We wish you all the very best in your future endeavors and hope you continue this journey.





## Little Flower Mission Education

Society

Registered under the Societies Registration Act XXI, 1860, Registration No. 1172/1997-98 Tel: 0551 – 2501815, Fax: 0551 – 2506187, Email: Ifprovincegkp@gmail.com

Date: 19.06.2019

To

Ms. Shilna George Njallimakkal House Chempanthtty Post Pallam Kannur Dist

#### Sub: Appointment as Assistant Teacher on Probation

With reference to your application dated Date: 11/06/2019 for the post of an Assistant Teacher and the subsequent interview held on 16/06/2019, I am pleased to appoint you as an assistant teacher at Little Flower School, Salempur, Deoria on a Salary scale of Rs 25120/- (Rupees- Twenty five thousand one hundred twenty rupees only), besides usual allowances as applicable to the staff employed in this School, on purely Probation basis.

You shall join the School on 24/06/2019 at 9.00 a.m. failing which your appointment shall be treated as cancelled.

You shall be governed by the Terms and Conditions annexed to this letter of appointment and applicable to the educational institutions established and maintained by the Little Flower Mission Education Society, Gorakhpur.

Please sign and return the duplicate copy as having accepted the terms of this appointment letter.

Yours faithfully

For Little Flower Mission Education Society Secretary



Jyoti Nagar, Chargawan, Gorakhpur, U.P - 273 013, India



www.parel.co support@parelstudio.com

Dear Shimok Prakash,

We are pleased to appoint you in our organization as Content Writer from 05/02/2020

Please bring the following with you:

- 1, Passport size photos 1 no
- 2, Latest qualification certificate copy
- 3, Work Experience certificates
- 4, Any photo Id proof copy (Passport, Aadar Card, Election card etc...)

Salary/Payment Terms

- Your monthly Salary will be Rs.12,000/-
- After 3 months your salary will increase to Rs. 15000/-

We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards becoming leaders in the field. We assure you of our support for your professional development and growth.

Regards,

Anil Thomas, HR Manager, Parel Creative.

Name & Address of Candidate: Shimok Prakash, Kousthubham, Anjarakandy (P.O), Kannur, Kerala - 670612.



#### Appointment Letter

To,

Akshaya T.O, Sreedevi Nivas, Poyyour P.O, Mayyil, Kannur, Kerala 670602

#### Subject: Appointment for post of Junior Journalist

Dear Akshaya T.O,

With reference to the discussions you have had with us, we are pleased to appoint you as "Junior Journalist" for Cinesoft Media & Entertainment Pvt.Ltd on the following terms and conditions:

#### 1. Commencement of employment

Your employment will be effective, as of 02-12-2019

First three months from the date of joining will be probationary period and satisfactory completion of the probationary period will rule the eligibility for the continuation of the employment with the company.

This appointment is for a period of two years effective date of your joining and may be renewed on a mutual basis. This arrangement is with effect from 02.12.2019 and will be valid for a period of two years/s.

Your appointment is also subject to a satisfactory report from your former employers, based on the references given by you.

#### 2. Job title

Your job title will be Junior Journalist and you will report to General Manager of the company on the said date. You are required to comply with the company's rules and regulations at all given times and should always act in a manner that protects the company's intervention





Parel Creative Kochi, Kerala

www.parel.co support@parelstudio.com

Dear Geetika B Nair,

We are pleased to appoint you in our organization as Content Writer from 01/07/2020

Please email me the following docs:

 Passport size photos – 1 no
 Latest qualification certificate copy
 Work Experience certificates (for freshers not needed)
 Any photo Id address proof (Passport, Aadar Card, Election card etc...)

Salary Payment Terms Your monthly Salary will be Rs.13,000/-After 3 months your salary will increase to Rs. 15000/-

We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards becoming leaders in the field. We assure you of our support for your professional development and growth.

Regards,

Anil Thomas, HR Manager, Parel Creative.

Name & Address of Candidate: Geetika B Nair Karippal House, Panamkutty, Chittadi P.O. Alakode via Kannur, Kerala-670 571.



P.B. No. 26, K K Road Kottayam-686 001, Kerala, India Phone: 91-481-2563646 Fax : 91-481-2565399 CIN: U22121KL1889PLC000647

5644

August 13, 2019

Arjun Radhakrishnan Panchami Elayavoor Mundayad P. O., Kannur.

Dear Arjun,

Welcome to MALAYALA MANORAMA.

I am happy to inform that you have been selected as Editorial-Trainee, attached to the Editorial Division at our Kottayam Office, with effect from August 19, 2019.

The training will be for a period of 18 months. The stipend payable to you during this period, will be ₹.15,000.00 per month and you will also get a Special Allowance of ₹.12,500.00 per month.

On the successful completion of 18 months training, you will be appointed as Sub-Editor/Reporter on probation on the regular scale of pay existing in the Company at that time. Your performance during the training period will be periodically reviewed. The Management reserves the right to extend or to terminate the training and probation at any time without notice or assigning any reason. In that event, you shall not be eligible for any compensation.

The Management also reserves the right to transfer you to any of the Company's Offices. If you are employed at present, you will please bring the Relieving Certificate from your Employer at the time of your joining for training.

If you are agreeable to the above terms and conditions, please return to us the duplicate copy of this letter with your signature.

You are requested to report to Mathews Varghese, Editorial Director, at Kottayam.

Hope you will have a pleasant time with us.

Yours Sincerely

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MAMMEN MATHEW Chief Editor & Managing Director

Copy to: Management Corporate Management Committee Members Editorial Executives Personal File



KERALA

Ref: No.HRD/6443/2020 January 06, 2020

#### MEMO

Referring to your application and subsequent written test and interview, you are informed as follows:

- You have been permitted to undergo training in our Editorial Department at Trivandrum Business Unit as Journalist Trainee, effective from 06.01.2020. The object of this training is to make you attain the standard of knowledge necessary for the efficient handling of the job independently. The period of training is initially fixed for 2 (two) Years and the same can be extended if deemed necessary at the discretion of the management for such period or periods as may be determined by the management.
- It is to be specifically understood that the period of your training is liable to be terminated at any time by the management without assigning any reason.
- 3. During the first year of your training period, you will be paid a sum of Rs. 14,000/-per month as stipend. On successful completion of the first year of training period, your stipend will be enhanced to Rs.15,000/- per month. The quantum of stipend is liable to be reduced or enhanced at the discretion of the management.
- 4. As you are only a Trainee and not a workman of the company, you are not entitled to any benefit or privilege available to the workmen of the company. But it is up to the management to permit you to avail such of the benefit or privilege which they deem fit in your case and it is specifically to be understood that your having permitted to avail any privilege or benefit that are available to the workmen only will not confer on you any claim for the same as of right or otherwise for appointment as an employee of the company.
- 5. On successful completion of your training, you will be given a training certificate and your completion of the period of training successfully or you're having undergone training in the company for any period will not confer on you any claim for appointment as an employee of the company.



Registered Office: Kaumudi Buildings, Pettah, Thiruvananthapuram = 695 024, Tel: +91 471 3941050, 2461050, 2461010, 9946108510-11 Fax: + 91 471 3078979, 3078989, 3078998, 3078999, 3078900. web: www.keralakaumudi.com

## RALA KAUMUDI hmunications Pvt. Ltd.



- Your aptitude and interest for the job and your performance and behaviour both inside and outside the company will be closely watched. You are expected to follow the rules of discipline in the company.
- Your period of training is fixed at 8 hours per day which will be fixed from time to time.

For KERALA KAUMUDI COMMUNICATIONS (P) LTD.

DARSHAN RAVI Director

To

Ms. AJANYA R S UKKACHIYIL HOUSE KARUMALA (PO) (VIA) BALUSSERY KOZHIKODE MOBILE - +91 9562572529

Copy to: ED&TPWP/S.FILE/HRD-TVM

- CIN : U92132KL2005PTC018573 -

Registered Office: Kaumudi Buildings, Pettah, Thirovananthapuram - 695 024, Tel: +91 471 3941050, 2461050, 2461010, 9946108510-11 Fax: + 91 471 3078979, 3078989, 3078998, 3078999, 3078900, web: www.keralakaumudi.com





### LETTER OF INTENT

Dear Ms. Athira V V

Greetings from MJSPR!

We are pleased to offer you the position of "Trainee" with our company.

You will be reporting to work at the Bangalore Head Office of MJSPR and your date of joining is **29<sup>th</sup> July 2019**. Should you fail to report for duty by the given date, this offer letter stands null and void.

Your roles and responsibilities are as under -

- Write the first draft of Press Releases for few events to be disseminated to the media.
- Draft content for social media postings. You will be briefed on the outline of the campaign, and materials will be provided.
- You will either accompany our PR Head or be sent alone on media rounds for PR liaisons.
- Draft MJSPR newsletters to be sent to the past and present clientele.
- For the above 4 areas of works, you are required to present creative and original ideas on methods of executing them directly to the CEO.

You will be under training for a period of three months starting from your joining date, post which you will be on probation for a period of three months. During this period, you will be assessed on the skills as mentioned by you in your resume, and the progress you make thereof in the organization, after which your position will be confirmed for a period of 1 year.

You will be reporting directly to the CEO. If the ideas you present are accepted by the CEO, you will be personally guided by him to execute the same. You will be working under the mentorship of a team member for all your roles and responsibilities for the first month.



Your salary will be **INR 19,000/- (Rupees Nineteen Thousand only)** for the first month, which will be revised on you scoring a minimum of 60% on all your first month assessments.

You are at liberty to resign anytime. However, if you choose to resign before the completion of 6 months, you will not be provided with an experience or conduct certificate from the organization, and you will not be endorsed on your employment with MJSPR at any given time.

If this offer of employment is acceptable to you, please send an acknowledgment email within 48 hours of receiving this email.

Looking forward to having you on board.

M J SRIKANT Founder CEO, MJSPR



Kochizoft kochikkaryam, A1, Ground Floor, KGM Buildings, Kadavanthra, Kochi- 682 020. Phone: 98474 99775, 62389 65065. Email: kochikkaryam@gmail.com www.kochikkaryam.com

To, Sreesha T.S., Thadathil House, Ambayathodu(P.O) Kottiyoor, Kannur- 670 651 Mobile: 81578 05404

Dear Ms. Sreesha T.S., Greetings from Kochikkaryam!

We are pleased to offer you the position of Sub-Editor. You will be reporting to work at Kochikkaryam Kadavanthra Office and your date of joining is 23rd May, 2019. Hope meeting you on time.

Your role and responsibilities are below:

- Select and compose news. Proof the copy and make sure the news is credible.
- Social media page management.

Your salary will be INR 12,000/- (Rupees Twelve Thousand only) and will be revised after three months post assessing your performance.

If this offer is acceptable to you, please send an acknowledgement email within 48 hour of receiving this mail. Looking forward to having you onboard.

Yours faithfully,

O.G.Sunil Manager

Place : Kochi Date : 17/05/2019



#40, First Floor, Lane #9, Shine Road, Vyttila, Kochi, Kerala, 682019 Email: infoestorcmedialabs.com

To,

Ms. Harishma Vadakkinakath VADAKKINAKATH HOUSE KOLATHUVAYAL P. O ANCHAMPEEDIKA 670331 KANNUR, KERALA

Dear Harishma Vadakkinakath,

Date: October 1, 2019

#### Offer Letter: Digital Journalist (Trainee II)

Greetings from Storcmedia Digital!

We are pleased to inform you that you have been appointed as Digital Journalist (Trainee II) in Storcmedia Digital (hereafter referred to as 'Company').

The terms and conditions of the position are as follows:

1. Role: Digital Journalist (Trainee II)

#### 2. Commencement of employment

2.1 Your employment will be effective, as of October 14th 2019.

2.2 In the first instance you will be on probation for a period of six months from the date of your joining. Whereafter the probation period may be extended at the discretion of the management or may be dispensed with either earlier or on completion or thereafter till confirmation. Unless confirmed in writing, you will be deemed as probationer after the expiry of the initial or extended period of probation. Your services are liable to be terminated without any notice or wages in lieu thereof during the initial or extended period of probation.

#### 3. Responsibilities/Nature of duties:

As a digital journalist, you will be responsible for creating, reporting, editing news on our news websites and associated services, primarily in text, video and audio. You will be expected to write and produce multi-media news, background analysis and features on stories from around the World. In the digital journalist role, you will be working across the news websites, social platforms and TV programmes, Live



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shows to ensure that the highest quality content is created for our audiences, and to make sure that content conforms to editorial standards set by your editor.

You will be responsible for delivering influential stories within tight deadlines for broadcast, online and digital platforms. You will be expected to report, present, research, write, translate, edit and adapt stories or programme material for our news service. You will be required to be flexible for this role.

Key responsibilities (and are not limited to these) are listed below:

- Work in all aspects of news production, including researching, writing, shooting, narrating and editing as required.
- Work closely with reporters and editors to develop original stories and will also collaborate with the Photo and Graphics desks to enhance visual concepts.
- Generate new content ideas.
- Produce top-notch projects independently as well as within a team.
- Perform related work as assigned.
- Produce content for multiple platforms, internet, mobile, social media etc.
- Demonstrate compelling storytelling using multiple digital platform techniques, creative graphics, and use of digital and social media platforms
- Gather and verify information regarding stories through an interview, observation, and research.
- Reading press releases
- Establishing and maintaining contacts
- Interviewing sources
- Verifying statements and facts
- Travel and report from the ground when required
- File RTI's to validate information and research
- Broadcast Live Shows from our studio or from ground
- Travel to places as directed for reporting

#### 4. Reporting:

You will be reporting to the Executive Editor for your daily work roles.

#### 5. Expected Commitment: Full Time

#### 6. Remuneration:

Rs. 10,000 per month.

#### 7. Work Time:

You will be assigned a shift by the news team and is expected to report on time. Any unapproved leaves, or not reporting on time, will be considered as unauthorised absence. If reporting time is not maintained and is late for 1 hour to report, it will be considered as half day leave (4 hours). If more than two hours of late, it will be considered as one full day of leave (8 hours). Any absence for more than 4 hours, will be considered as unauthorized absence.

You are also expected to work with the flexible schedules as and when needed to complete the news production. You will be expected to work not less than 48 hours each week, and if necessary for additional hours depending on your responsibilities.



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If any work is above 48 hours per week, you will be compensated as compensatory vacation hours for another day upon approval from your manager within 90 days.

You are expected to follow all the HR guidelines which will be given to you during the joining period and follow the Ethical committee guidelines during your employment.

#### 8. Leave/Holidays

8.1 You are entitled to Casual leave of [1] days per month. The Casual leave can be accrued up to 3 months after which it will expire if not taken. Casual Leaves need prior approval from your Reporting manager 2 weeks ahead of the leave.

8.2 You are entitled to 4 hours of paid sick leave per month. If you are sick for more than 8 hours, you will be asked to submit a doctor's certificate to come to work the next day.

8.3 The Company shall notify a list of declared holidays in the beginning of the year.

8.4 You are entitled to compensatory off hours if you have worked for more than 2 hours from your regular hours.

8.5 If you are working on a Public Holiday due to emergencies, the company will compensate the holiday for you on a later date within 90 days.

#### 9. Company property

You will always maintain in good condition of the Company property, which may be entrusted to you for official use during the course of your employment and shall return all such property to the Company prior to relinquishment of your charge, failing which the cost of the same will be recovered from you by the Company.

#### 10. Borrowing/accepting Gifts

You will not borrow or accept any money, gifts, reward or compensation for your personal gains from or otherwise place yourself under pecuniary obligation to any person/client with whom you may be having official dealings.

#### 11. Termination

11.1 Your appointment can be terminated by the Company, without any reason, by giving you not less than 1 month's prior notice in writing or salary in lieu thereof.

11.2 You may terminate your employment with the Company, without any cause, by giving no less than 1 months' prior notice or salary for unsaved period, left after adjustment of pending leaves, as on date.

11.3 The Company reserves the right to terminate your employment summarily without any notice period or termination of payment, if it has reasonable grounds to believe you are guilty of misconduct or



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negligence, or have committed any fundamental breach of contract or caused any loss to the Company.

11.4 On the termination of your employment for whatever reason, you will return to the Company all property; documents and paper, both original and copies thereof, including any samples, literature, contracts, records, lists, drawings, blueprints, letters, notes, devices, data and the like; and confidential information, in your possession or under your control relating to your employment or to clients' business affairs.

#### 12. Confidential Information

12. 1 During your employment with the Company you will devote your whole time, attention and skill to the best of your ability for its business. You shall not, directly or indirectly, engage or associate yourself with, be connected with, connected, employed or engaged in any other business or activities or any other post or work part time or pursue any course of study whatsoever, without the prior permission of the Company.

12.2 You must always maintain the highest degree of confidentiality and keep as confidential the records, documents and other Confidential Information relating to the business of the Company which may be known to you or confided in you by any means and you will use such records, documents and information only in a duly authorized manner in the interest of the Company. For the purposes of this clause Confidential Information' means information about the Company's business and that of it's customers which is not available to the general public and which may be learnt by you in the course of your employment. This includes, but is not limited to, information relating to the organization, its customer lists, employment policies, personnel, and information about the Company's products, processes including ideas, concepts, projections, technology, manuals, drawings, designs, specifications, and all papers, resumes, records and other documents containing such Confidential Information.

12.3 At no time, will you remove any Confidential Information from the office without permission.

12.4 Your duty to safeguard and not disclose Confidential Information will survive the expiration or termination of this Agreement and/or your employment with the Company.

12.5 Breach of the conditions of this clause will render you liable to summary dismissal under clause above in addition to any other remedy the Company may have against you in law.

#### 13. External work:

Company strictly prohibits you to do voluntary, non-voluntary, freelance, part time work for other companies or individuals of the same nature. Company prohibits you to use any of the company properties and premises to conduct any business, charity, and political work. Individuals in violation will come under immediate termination.

#### 14. Notices

Notices may be given by you to the Company at its registered office address. Notices may be given by the Company to you at the address intimated by you in the official records.



#40, First Floor, Lane #9, Shine Road, Vyttila, Kochi, Kerala, 682019 Email: infoestorcmedialabs.com

#### 15. Applicability of Company Policy

The Company shall be entitled to make polity declarations from time to time pertaining to matters like leave entitlement, maternity leave, employees' benefits, working hours, transfer policies, etc., and may alter the same from time to time at its sole discretion. All such policy decisions of the Company shall be binding on you and shall override this Agreement to that extent.

#### 16. Governing Law/Jurisdiction

Your employment with the Company is subject tolndian laws. All disputes shall be subject to the jurisdiction of [High Court] [Kerala] only.

You are expected to join at Storcmedia Digital's news platform -- 'The Woke Journal' Kochi bureau.

Submission of Documents at the time of joining:

- Photo and copy of PAN Card and Aadhar card
- Copy of Qualification Certificates and Experience Letters
- Details and documents regarding existing engagements if any
- Your bank account information for salary deposit
- Your passport size photos (2)

You are requested to confirm your acceptance of the offer by countersigning this offer letter and sending the scan copy to info@storcmedialabs.com

We are excited to welcome you to Storcmedia Digital and look forward to working with you!

Kind Regards,<sup>A</sup>

Dr. Ajay Kumar (COO)

In acceptance:

Signature:

Name:

Expected date of joining:

### LETTER OF APPOINTMENT

#### Dear Anjana Mukundan

Reference to your work performance, we are happy to offer you the job as **Sub-Editor** at **Express Kerala.** 

We take this opportunity in wishing you the very best in your new employment as well as advising you that our Offer for employment is on the following terms and conditions.

**Designation and Salary** : You shall be employed as **Sub-Editor** and your benefits will be as follows

**Remuneration :** This Position Will Have a Starting Rs 12,000/- Basic salary

While you are employed at this Company, you will not engage in any other employment, consulting or other business activity (whether full time or part-time) that would create a conflict of interest with the Company.

**Employee Benefits:** As a regular employee of the Company, you will be eligible to participate in a number of Company sponsored benefits. In addition, you will be entitled to paid vacation in accordance with the Company's vacation policy.

**Working Hours**: our Working time started at 9.00am to 6.30 pm , it's a fixed time, some times its extended 7 'o clock as per the work.

**Leave**: Your are entitled for 48 days of paid holiday on successful completion of 12 months of continuous services.

**Termination.** The Company reserves the right to terminate employment of any employee for just cause at any time without notice and without payment in lieu of notice.

The Company will be entitled to terminate your employment for any reason other than for just cause, upon providing to you such minimum notice as required by law.

Sincerely,

HR,

Express Kerala

Date: 23/10/2019



05 November 2019

To, Ms. Shamna M.K. Mullerikandi(H) Chundakunnu (PO) Chemperi, Kannur Pin: 670632

## Sub: Appointment to the position of Broadcast Journalist - Level 1

Consequent to review of your performance appraisal during traineeship with Madhyamam Broadcasting Limited in the News Department, we are pleased to appoint you as Broadcast Journalist - Level I for MediaOne TV under Madhyamam Broadcasting Limited.

You are appointed on Probation for a period of 1 year. Monthly cost to company has been revised with effect from **13 September 2019**. Details of your remuneration and other general employment terms will be reflected on Appendix I as attached.

#### Appendix I

 Salary: You are entitled for monthly CTC salary Rs. 18,000/- (Rupees Eighteen Thousand Only) and details are as follows.

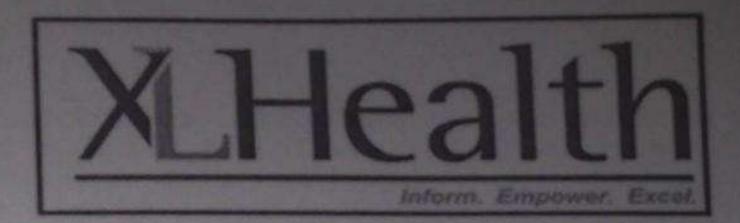
Salary:	
Basic	7,888
House Rent Allowance	947
Transportation Allowance	473
Dearness Allowance	1,500
Other Allowance	4,968
Gross Monthly Salary	15,776

#### Other Contributions:

Total CTC per month	18,000	
Statutory Bonus		Payable in lump sum once in a year.
Company contribution to ESI		You will also contribute Rs. 119/- as per ESI Act.
Company contribution to EPF	1,127	You will also contribute an equal amount.

- Reporting: You will be reporting to the Senior News Editor Output Incharge or any other person nominated by the Management.
- Leave: You are eligible for 12 casual leaves & 12 sick leaves in a calendar year on prorata basis.





August 7, 2019

**Thomas Dantis** btm 1 st stage thaverekere banglore Karnataka 562130

Dear Thomas,

Further to the recent meetings and discussions with us, we are pleased to offer you employment with XLHealth Corporation India Pvt. Ltd ("the Company"), a UnitedHealth Group Company, in the position of Claims Representative Associate at salary grade 22. Your work location shall be at Company's office located at site Bangalore, J. P. Nagar. The terms and conditions of your employment are set out hereinafter:

## **EMPLOYMENT**

We are pleased to extend this offer to you basis the selection process administered. Your effective date of joining shall be no later than August 1, 2019. Your employment with the Company shall be subject to the timely submission of the following listed mandatory documents for background verification purposes, to be submitted prior to or latest by your Start Date. Successful pre and/or post-employment background checks, accuracy of the testimonials and information provided by you and your being free from any contractual restrictions preventing you from accepting this offer or starting work with us on the above-mentioned date, are required for your employment with the Company:

(i) Highest Degree Certificate

(ii) PAN Card or Passport

(iii) Relieving Letter/Experience Letter from all the organizations worked in last 5 (five) years, except for the immediate last employer for which you will be granted 45 days from your start date

You, if so asked by the Company, shall disclose on your own behalf and, if married, on your spouse's behalf full details of any external directorships held and any personal business interests including partnerships, shareholdings and trusteeships; involvement in any other business ventures involving unlimited liability; personal liabilities in connection with business activities; and involvement in other positions external to the Company and your employment will be subject to acceptance by the Company of those external interests.

Please note that if during the pre or post-employment background checks, the background checking agency gives a negative report or in the event of unsatisfactory result of your pre or post-employment background checks, this letter of appointment shall stand revoked automatically (whether you have accepted it or not) and, if you have already commenced employment with the Company, such employment shall automatically terminate without giving rise to any claim for compensation or damages in your favor, but without prejudice to Company's rights and remedies against you.

## PROBATION

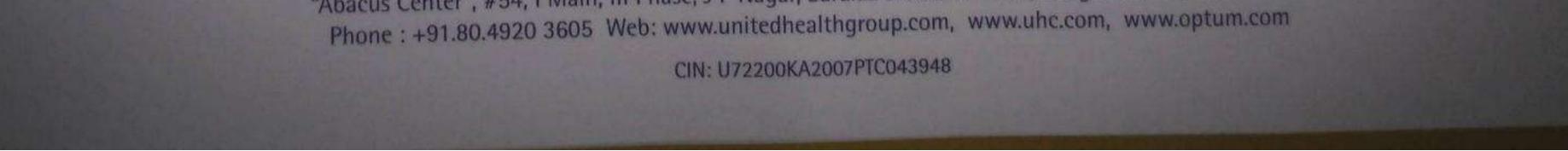
You shall serve a minimum probation period of 6 months from the date of your joining the Company ("Probation") following which you shall get confirmed into the Company by default unless you receive a letter for confirmation extension. The Company reserves the right to extend the probation period for an additional three (3) months in the event that your performance is not up to expectation.

Your performance shall be evaluated according to your efficiency, punctuality, conduct, maintenance of discipline and in accordance with the Company's regulations or policies existing now or in future. It shall be your responsibility to read, peruse and follow Company's regulations/policies, hardcopies which shall be made available to you upon request, but which otherwise are available on the Company's website.

During the period of Probation, either the Company or you may at any time terminate your employment without cause by giving in writing to the other party, 1 (one) month notice or in lieu thereof a sum equal to the amount or pro-rated amount of salary which would have accrued to you during the period or remaining period of notice. You shall not be entitled to any notice pay, if your employment is terminated in accordance with condition 7.6 of the Appendix 3 to this letter of appointment.

## XLHealth Corporation India Pvt. Ltd.

"Abacus Center", #54, I Main, III Phase, J P Nagar, Sarakki Industrial Area, Bengaluru - 560078, INDIA



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## **<u>Allealth</u>**

## PLACE OF POSTING

Your initial place of posting shall be at the Company's office located at **Bangalore**, J. P. Nagar. However, your services are transferable and you may be assigned/ transferred in India or outside India to serve the Company in any of its existing or future offices or any of its group companies or associates. It is a condition of your employment that you comply with any such requirements of the Company. The transfer arrangement shall not deem to constitute a change in your conditions of service.

Notwithstanding the above, you may however be required to work at any other place that the Company may deem fit and as may be required from time to time. You may also be seconded, deputed or transferred to any other person/company associated with the Company whether in India or abroad. In such a case your relocation expenses shall be borne by the Company and your reimbursement shall be as per the relocation policy of the Company.

Your place of work shall change in case of any relocation of the Company's offices, for which you shall be entitled to reimbursement in consonance with the relocation policy of the Company.

The Company operates on a 24X7 basis and is open for 365 days in a year.

## **PERFORMANCE OF DUTIES**

You shall be assigned with all the duties and responsibilities of the Claims Representative Associate and such other duties on behalf of the Company, as may be reasonably assigned from time to time by the Company's management.

## COMPENSATION

As compensation for services to be rendered, you shall be paid an annual Fixed salary of Rs.252,050.00, (Two Lakh Fifty Two Thousand Fifty Rupees Only). Your cost to the Company (CTC) shall be Rs.299,575.00, (Two Lakh Ninty Nine Thousand Five Hundred And Seventy Five Rupees Only) per annum. A detailed compensation structure is provided along with this letter of appointment.

The salary shall be payable on a monthly basis in arrears on or about the last working day of each calendar month, but in no case later than the 7<sup>th</sup> day of the succeeding calendar month. Please note that your salary details are highly confidential and should not be disclosed inside or outside the Company by you in any manner whatsoever and any failure on your part to adhere to this obligation shall be considered as serious breach of the terms of this letter of appointment.

## **REWARDING RESULTS PLAN**

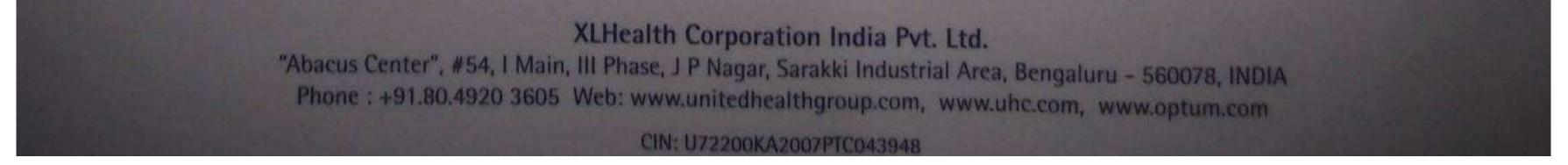
You shall be eligible to participate in the Rewarding Results Plan in accordance with the terms and conditions of the Company, as amended from time to time. In this Rewarding Results Plan, you may be eligible to earn an annual performance-based incentive in addition to your basic salary. Your initial annual target incentive is 10% of the fixed salary. It is clarified that no payment under this plan is guaranteed, and is subject to attainment of corporate and business unit's financial performance thresholds as well as individual performance ratings attained for the year on the Company's discretion. Basis this, your annual incentive payout could range from 0%- 10% of the fixed salary. Any annual or other bonus payments are discretionary, non-binding and revocable for future years. Kindly refer to the rewarding results plan policy for any information regarding eligibility, payouts or any other terms and conditions associated with this plan.

The payment of all compensation and bonus / incentive, if any, shall be made in accordance with the relevant policies of the Company in effect from time to time, including normal payroll practices, and shall be subject to income tax deductions at source, as applicable. All requirements under Indian tax laws, including tax compliance and filing of tax returns, assessment etc. of your personal income, shall be fulfilled by you.

By accepting this letter of appointment, you authorize the Company to deduct from your remuneration on termination of employment (including salary, salary in lieu of notice, sign on bonus, notice pay out etc.) all debts owed by you to the Company or any of its group companies/associates or any fine imposed by the Company as a discretionary penalty pursuant to the Company's disciplinary procedure.

## **TERMINATION OF EMPLOYMENT**

During the Probation period, either Company or you may at any time terminate this letter of appointment without cause by giving in writing to the other party, 1 (one) month notice. Company reserves the right either to accept your pay and allowance / towards the notice period or demand for actual service during the notice period. You shall not be entitled to any notice pay if your employment is terminated in accordance with condition 7.6 of the Appendix 3 to this letter of appointment.



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After completion of the Probation period, either Company or you may at any time terminate this letter of appointment without cause by giving in writing to the other party, 1 month notice. The Company reserves the right either to accept your pay and allowance / towards the notice period or demand for actual service during the notice period. You shall not be entitled to any notice pay if your employment is terminated in accordance with condition 7.6 of the Appendix 3 to this letter of appointment.

Your employment shall also be governed by the standard terms and conditions, which are annexed hereto as Appendix 3 and the same shall form an integral part of this letter of appointment.

Your employment is conditional upon your acceptance of the standard terms and conditions and the specific provisions contained in Appendix 3.

Kindly sign and return the duplicate copy of this letter of appointment along with the Appendixes, as a token of your acceptance of the terms and conditions set out herein. Also, please initial each page of this letter of appointment and the Appendixes.

Please note that by signing this letter of appointment, you have agreed to accept the employment with the Company on the terms and conditions set out herein. Upon your signature and return to us, this letter of appointment shall be treated as an employment agreement and the terms and conditions of this letter of appointment shall govern your employment with the Company.

This letter of appointment shall automatically stand revoked in the event you do not join the Company on or before the effective date mentioned in this letter of appointment.

It is a pleasure to welcome you as a part of XLHealth Corporation India Pvt. Ltd. We are confident that your employment with the Company shall prove mutually beneficial & rewarding, and we look forward to having you join us.

Congratulations and welcome to XLHealth Corporation India Pvt. Ltd. On your first day of employment, please report to our office located at Bangalore, J. P. Nagar at 8.30 AM along with the documents as mentioned in the Appendix '2'. Should there be a change in your start date, it is mandatory that the same be communicated to us a week in advance.

Thomas Dantis, we thank you for considering XLHealth Corporation India Pvt. Ltd. as your future employer! We have bold objectives:

- Improve the lives of others
- Change the landscape of health care forever
- Leave the world a better place than we found it

Joining us, shall put you amongst a team that is committed to excellence in everything we do. We are passionate, energetic and focused. You'll be sharing a culture of leadership and excitement as you begin to do your life's best work.<sup>SM</sup>

For XLHealth Corporation India Private Limited

Jovina Priyanka Madtha **Director-Human Capital** 

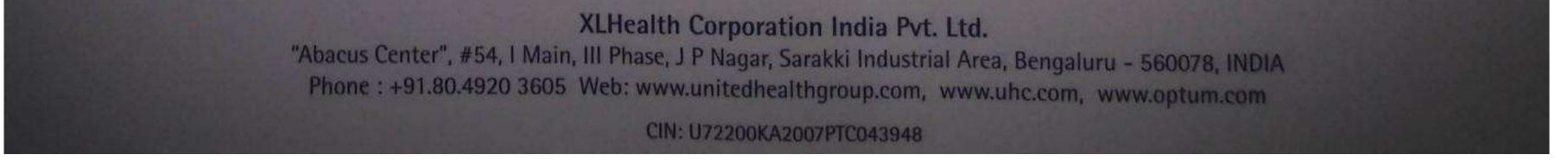
I accept this letter of appointment on the terms and conditions as described herein.

ACKNOWLEDGEMENT:

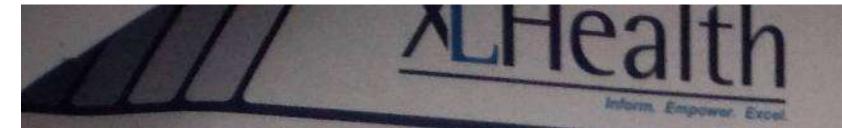
**Thomas Dantis** 

Date:

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## Date : 12-Jun-2019

BASIC	entative Associate   Grade 22   DOJ : 01-Aug ANNUAL	MONTHLY
HRA	186,000	15,500
FLEXI	6,050	504
MEAL CARD	60,000	5,000
FUEL REIMBURSEMENT	•	
LEAVE TRAVEL ALLOWANCE		•
	*	*
SPECIAL ALLOWANCE	60,000	5,000
TOTAL FIXED SALARY	252,050	21,004
Target RRP (AT 100%)	25,205	2,100
PF (Employer's Contribution)	22,320	1,860
ESI (Employer's Contribution)	-	
CTC	299,575	24,965

Sowfiya Sulthana Talent Acquisition Team Thomas Dantis Candidate Name

Please Note:

- 1) Gratuity would be paid as per Payment of Gratuity Act (over and above CTC)
- Employees would be entitled to Medical / Health Insurance, Life Insurance, Accidental Death and Disability Insurance benefits as per the Company policy (Over and above CTC)
- 3) Take home salary will be net of PF & Income Tax deductions. Income Tax deduction depends on employee declaration and proofs submission under various components permissible as per Income Tax Act. Also, the monthly take home would be impacted depending on the reimbursements claims every month
- 4) Please understand that no payment under the Rewarding Results Program (RRP) / Quarterly Variable Incentive (QVC) plan is guaranteed, and is subject to attainment of corporate and business unit financial performance thresholds as well as individual performance ratings attained for the year in addition to OGS and Company discretion.
- 5) For the Provident Fund, the employees would contribute an amount equal to that of the employer and the same would come of the Total Fixed Salary of the employee (the current rate of contribution is 12% of the basic)
- 6) Maximum eligible annual limit for components part of the field baskat are:

Meal Card (SODEXHO)	INR 13,200
- LTA (Grade 25 & above)	One Month Basic

-- Fuel Reimbursement

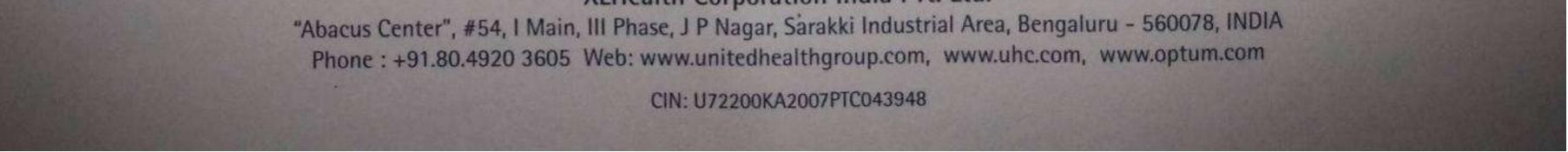
2 Wheeler (Grade 25 and a INR 10,800 4 Wheeler (Grade 25 To 29 INR 84,000

7) As per the latest income tax rules, fuel reimbursement for employee owned car is tax free maximum upto INR 1,800 or INR 2,400 per month for car with engine capacity upto 1.6 ltr and above 1.6 ltr respectively.

8) LTA will be payable once in a year as governed by our internal policy.

9) If monthly salary of an employee is less than or equal to 21000, the employee will be eligible for ESI.

XLHealth Corporation India Pvt. Ltd.



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SREEKANDAPURAM POST, KANNUR DISTRICT, KERALA, PIN:670631 PH: 0460 2230293, 2231145



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#### PROCEEDING OF THE MANAGER, SES COLLEGE, SREEKANDAPURAM

#### PRESENT: SRI, VINIL VARGHESE

Sub: Estt. Teaching Staff – Smt. Tintu Johns Guest Lecturer in Chemistry– Appointment Order issued.

Read: GO (Rt) No. 1293/2018/H.Edn. dt. 04/07/2018

#### Order No. G1/Estt/ 16/GL dated 02/07/2019

Smt.Tintu Johns, Vazhupadickal House, Chempanthotty PO, Kannur Dist. Kerala - 670631 is provisionally appointed as Guest Lecturer in Chemistry under this Educational Agency on a remuneration of Rs.1600/- as daily wage subject to a maximum of Rs.40000/- P.M. in SES College, Sreekandapuram from 02/07/2019 in the existing vacancy for the academic year 2019-20.

This appointment is purely on contract basis. She has to abide by the rules and regulations of this college and discharge duty diligently for the best interest of this college and the management.

To

Smt.Tintu Johns

Copy to:

- 1. The Director of Collegiate Education, Trivandrum
- 2. The Dy. Director of Collegiate Education, Kozhikode
- 3. The Principal SES College
- 4. File copy



