

**Reference No. - 1384155721****Abhijeet Balan**

- Please note that while joining the services of the Bank and during the course of your services with the Bank, you would be required to notify the Bank immediately with details of civil or criminal case/s instituted against you in any Court of Law or any complaint/show cause notice /prosecution with/by any Police Station or by any statutory authority, as also you will notify any outcome of such complaint like filing of Chargesheet /Arrest/Conviction/Acquittal/Discharge. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- The Bank expects resolution of issue/s relating to your employment, if any, within the framework internally, at all times during your service period and even after cessation of service due to any reason whatsoever. As such please note that any attempt to bring any outside influence - directly or indirectly - upon any authority to further your interest/s in respect of matters pertaining to your services with the Bank would amount to breach of employment contract leading to initiation of appropriate action.
- Please note that during the course of your services with the Bank, you will not take part in any demonstration/agitation against the Bank and its official/s for or on behalf of any external bodies/political outfits- either as a member or as a sympathizer. Any act in contravention of the above would be treated as prejudicial to the interest and reputation of the Bank leading to initiation of appropriate action.
- **Termination of Employment:** Your services with the Bank are liable to be terminated:
  - Without assigning any reason and without giving any notice during probation period and after confirmation by giving thirty days' notice or on payment of thirty days' gross salary in lieu of the notice period and at any time during your services with the Bank in the event of
    - a) Any breach of the conditions mentioned in this letter on your part
    - b) Any incorrect information furnished by you like:
      - Mismatch in your previous employment data even for a day
      - Mismatch in your previous pay slip
      - Fake qualification certificates etc; and
    - c) Suppression of any material information by you.
    - d) Any breach of the Rules and Regulations of the Bank as applicable/may be made applicable to you from time to time.

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

Tel.: (91-22) 2653 1414  
Fax: (91-22) 2653 1122  
Website [www.icicibank.com](http://www.icicibank.com)  
CIN.: L65190GJ1994PLC021012

Regd. Office : ICICI Bank Tower,  
Near Chakli Circle,  
Old Padra Road,  
Vadodara 390 007, India.

*Abhijeet*



Offer: Computer Consultancy  
Ref: TCSL/DT20196047268/Trivandrum  
Date: 11/12/2019

Mr. Abhijith Ag  
Jayshree ManinaduKunnathukal,  
Karakonam,  
Trivandrum-695504,  
Kerala.  
Tel# -

Dear Abhijith Ag,

**Sub: Letter of Offer**

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

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Management Trainee** in Grade Y.

Your gross salary including all benefits will be **₹5,79,426/-** per annum, as per the terms and conditions set out herein. Annexure 1 provides break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer you will be given a joining letter indicating the details of your joining date and initial place of posting. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

TCS Confidential  
TCSL/DT20196047268

**TATA CONSULTANCY SERVICES**

Tata Consultancy Services Limited

Visnaya Building 6th Floor, Infopark, Kuzumagudi PO, Kochi 682 030 India  
Tel: 0484 664 5000 Fax: 0484 664 5255 Website: www.tcs.com

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

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



**Withdrawal of Offer**

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

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

We look forward to having you in our global team

Yours Sincerely,

**For TATA Consultancy Services Limited**

**K Ganesan  
Global Head Talent Acquisition & AIP**

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



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

TCS Confidential  
TCSL/DT20196047268

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**TATA CONSULTANCY SERVICES**

**Tata Consultancy Services Limited**  
Visnaya Building 6th Floor, Infopark, Kusumagiri PO., Kochi 682 030 India  
Tel: 0484 664 5000 Fax: 0484 664 5255 Website: www.tcs.com  
Registered Office: Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021  
TCS Careers Service Line: 1800 209 3111 Email: careers@tcs.com



Extramarks Education India Private Limited  
D 100, Sector 63, Gurgaon, U.P. - 201301, India  
Ph. +91 120 4175300

Date : 24-Jan-2020  
Name : Abhin P S  
Location : Kerala,  
Address : Thiruvandur, Thiruvandur, Kerala - 695001

**Dear Abhin,**

Subject : Offer letter of employment as **Business Development Executive**.

With reference of your application and subsequent interview with us, we are pleased to offer you the position of **Business Development Executive**. Your cost to company(CTC) and other terms of service shall be as per the discussion you had with us.

We would expect you to join as early as possible but not later than **27-Jan-2020**, beyond which the offer would stand withdrawn, unless a new date is mutually agreed upon, and confirmed in writing.

As the first step to joining, we would require you to kindly upload the following documents.

- Copies of Educational Certificates.
- Passport size photographs
- Last payslip received from the previous employer.
- Clearance from previous employer.
- Address Proof
- Identification Proof(PAN Card/Driving License/Voter ID/Passport Copy).
- PF documents (Form 11 & Form 2).
- Reference sheet form.
- Adherence to Anti Corruption Policy.

The URL for the link is: <https://careers.extramarks.com/index/filldetails/ref/MTUINDCWMT0>

You would also need to upload a scanned copy of this letter with your acceptance. In case you need any help or have any query, do let us know.

You are being offered the above position on the basis of authenticity of the information, preliminary documents (if any) provided/submitted by you about your education, experience etc. This offer letter (including the appointment, if made) can be withdrawn/terminated at any point in time (without any legal liability on the Company), if the information provided by you is/are found to be untrue/false.

You agree, acknowledge and authorize the Company to carry out necessary verification, background check on you (which may be carried out by a third party) from your institution, college, previous employer etc. Should the Company receive any negative feedback during such verification, background check, the Company shall be well within its right to withdraw/terminate this offer letter (including your appointment, if made) without any legal liability on the Company.

We are confident you will find this new opportunity both challenging and rewarding. We are excited to have you on board and wish you a great career ahead!

Sincerely,

HR Department

I have been explained the terms and conditions of my employment and I have understood the same and accept them entirely. I shall join service on or before **27-Jan-2020**.

Accepted



Date : 27-Jan-2020  
Name : Adithya B Kumar  
Location : Kerala,  
Address : Kochi, Kochi ,Kerala - 682001

Dear Adithya,

Subject : Offer letter of employment as **Business Development Executive**.

With reference of your application and subsequent interview with us, we are pleased to offer you the position of **Business Development Executive**. Your cost to company(CTC) and other terms of service shall be as per the discussion you had with us.

We would expect you to join as early as possible but not later than **27-Jan-2020**, beyond which the offer would stand withdrawn, unless a new date is mutually agreed upon, and confirmed in writing.

As the first step to joining, we would require you to kindly upload the following documents.

- Copies of Educational Certificates.
- Passport size photographs.
- Last payslip received from the previous employer.
- Clearance from previous employer.
- Address Proof.
- Identification Proof(PAN Card/Driving License/Voter ID/Passport Copy).
- PF documents (Form 11 & Form 2).
- Reference sheet form.
- Adherence to Anti Corruption Policy.

The URL for the link is:

<https://careers.extramarks.com/index/filldetail/refId/ODA3Nzk0NjU=>

You would also need to upload a scanned copy of this letter with your acceptance. In case you need any help or have any query, do let us know.

We are confident you will find this new opportunity both challenging and rewarding. We are excited to have you on board and wish you a great career ahead !

Sincerely,

HR Department

I have been explained the terms and conditions of my employment and I have understood the same and accept them entirely. I shall join service on or before **27-Jan-2020**.

Registered Office : 506, Surya Kiran Building, 19 K.G. Marg, Connaught Place, New Delhi - 110 001.  
Ph. : +91-011-40392333 / Fax : +91-011-23733114/ CIN : U80900DL2015FTC283323 / [www.extramarks.com](http://www.extramarks.com)

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ITC Limited  
INDIA TOBACCO DIVISION  
Jamer Symphony Building, 3<sup>rd</sup> Floor  
Ponnuruni Road  
Chalikkavattom, Vyttila  
Cochin - 682019  
Phone: +91-484-4061021/4061026

Date: 25/11/2020

**Mr. Ajay Antony**

Vadayil Chira, Kainakary East P O  
Kainakary South, Kainakary  
East Alappuzha  
Kerala - 688501

Dear Ajay Antony,

We are pleased to offer you an employment in the organization and you will be allowed to join the Company only upon fulfilling the following: -

- A.
- Your passing the Company's medical examination successfully.
  - Appropriate replies being received from references given by you.
  - Submission of acceptable certified documentary evidence of your date of birth.
  - Successful completion of the Course and verification of documents.
- B. Declaration as to whether or not you are a relative of a Director of our company.

Your terms of employment with **ITC Limited** (hereinafter called "the Company") will be as follows: -

1. (a) You will be employed by the Company in India on probation as **"Sales Trainee"** (Grade **"IA2"**, Level 8) for a period of twelve months, from 28<sup>th</sup> Nov '20 to 27<sup>th</sup> Nov '21, or for such extended period provided your employment is not terminated at an earlier date hereinafter provided.
- (b) Your initial place of posting will be at **Ernakulam**. During this probationary period your employment may be terminated by the Company at any time without notice or salary in lieu thereof and you may terminate your employment with the Company at any time during such probationary period on intimating your desire to do so to the Company in writing, provided all accounts between the Company and yourself are satisfactorily settled, in which event your consolidated salary will be paid to you upto the date on which your employment is terminated.
- (c) You will be paid a Basic/Consolidated Salary of Rs.5500/- (Rupees Five thousand five hundred only) per month, House Rent Allowance of Rs.3000/- (Rupees Three thousand only) per month, a Supplementary Allowance of Rs.15500/- (Rupees Fifteen thousand five hundred only) per month. The House Rent Allowance is subject to change from time to time and also from station to station, as the Company may consider appropriate. You will also be paid a Conveyance Allowance of Rs.3000/- (Rupees Three thousand only) per month. You will receive Variable Pay from the Company as provided under Section 31A of the Payment of Bonus Act, 1965 in accordance with the Company's Scheme in force from time to time and as applicable to your category of employees. The said Variable Pay linked to production / productivity / performance, and will be in lieu of Bonus based on profits payable under the said Act.

-1-

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Extramarks Education India Private Limited  
D-180, Sector-63, Noida, U.P. - 201301, India  
Ph. : +91-120-4175300

Date : 4<sup>th</sup> September 2020

Name : Ajai Prathapan  
Emp Code : E12085  
Location : Trivandrum, Kerala

**SUBJECT: APPOINTMENT LETTER**

Dear Ajai,

This is with reference to your interview and the offer of appointment issued to you. We are pleased to appoint you as "Business Development Executive" in this company on the following terms and conditions:

1. **DATE OF APPOINTMENT:** Your date of joining is 27<sup>th</sup> January 2020.
2. **SALARY:** Your Annual CTC shall be **Rs. 420000/- (Rupees four lakh twenty thousand Only)** on cost to the company basis, subject to statutory deductions such as Professional tax, Income Tax & performance Pay.
3. **PROBATION:** You shall be on probation for a period of 6 months from the date of your joining. On successful and satisfactory completion of your probation, the Company shall confirm your services in writing. In case your performance is not found satisfactory, your probation period may be extended, on the discretion of the Management. During the initial or extended probation period, if your services are not found satisfactory, your service may be terminated without any notice.
4. **EMPLOYMENT STATUS:** You are required to devote yourself exclusively to the business of the Company. You shall not take up any other work for remuneration or otherwise (part time or otherwise) or work in any capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any other trade or business without permission in writing of the management. You shall also not indulge/involve yourself in any activity, which may hamper/damage the Company's business operations/image directly or indirectly.
5. **INCREMENTS/PROMOTION:** Increments and Promotions will be based on Individual performance & as per the policy of the company.
6. **LEAVE:** You would be entitled to the leave as per the Leave Rules of the Company. The sanction of leave shall be subject to the exigency of work.
7. **OFFICE TIMING:** You will work in shifts and the shift timings will be notified to you from time to time. The shift timing is liable to periodic changes.

Registered Office : 506, Surya Kiran Building, 19 K.G. Marg, Connaught Place, New Delhi - 110 001.  
Ph. : +91-011-40392333 / Fax : +91-011-23733114/ CIN : U80900DL2015FTC283323 / [www.extramarks.com](http://www.extramarks.com)

**Annexure A**  
**Cost To Company**

Employee Code	E12085
Name	Ajai Prathapan
Designation	Business Development Executive
DOJ	27-01-2020
Department	Retail
Location/Branch	Trivandrum, Kerala

Benefits (A)	Monthly
Basic	17500
HRA	9200
Conveyance Allowance	3500
Medical Allowance	3000
Retention Bonus (after six months)	50000
Retention Bonus (after one year)	50000
Company Contribution to Provident Fund	1800
<b>Total Cost To Company(CTC)</b>	<b>35000</b>

In Words - Rupees Thirty Five Thousand Only

Note:

1. Any tax liabilities arising out of the remuneration will be deducted as per the Income Tax rules.
2. The above package is valid till next appraisal.
3. For Retention Bonus: 6 months and 1 year should be the working period in continuity.

*Sariff*

**Authorized Signatory**



**V5 GLOBAL SERVICES PRIVATE LIMITED.**

D-13/5, Ground Floor, Okhla Industrial Area, Phase - II, New Delhi - 110020.

Phone: 011-40655600, 700 | E-Mail: [www@v5global.com](mailto:www@v5global.com) | CIN: U72200DL2005PT11140002

**Letter of Intent**

**Date: 20-Oct-20**

Dear Associate,

Ajmal P M S/D/O Mohammed Sageer R/O Padiyath Karkidakavallil Velanpadi Colony Road, Eriyad P O, Azhikode Eriyad Thrissur Kerala India 680666 with reference to your application and subsequent interview with us, we are pleased to offer you the position of **Onboarding Executive** with V5 Global Services Pvt Ltd. and you will be on deputation with our client /project **Prione Amazon.in** at Kochi.

Your Date of joining with V5 Global is **20-Oct-20**

Your monthly CTC will be **INR 24000/-** and your take home per month will be **INR 20044/-** after the deduction of PF/ESI & other statutory dues.

In accordance with standard practice of the Company you are requested to treat this Letter of Intent (LOI) as confidential.

You are advised to submit the acknowledgement copy of this letter along with following documents on your joining.

- 1) V5- Employee Application Form.
- 2) Updated Resume.
- 3) PAN Card Copy ( Self Attested ).
- 4) Aadhar Card Copy ( Self Attested ).
- 5) Other Proof (Driving License / Voter ID / Passport).
- 6) Copy of all Educational Certificates (which are mentioned in Application Form).
- 7) FORM-11 and 2 PF (if applicable).
- 8) ESIC Nomination form (if applicable).
- 9) 4 Passport Size Photographs.
- 10) Offer letter/Appointment letter of last organization.
- 11) Salary slips of Last Employer.
- 12) Relieving Letter & Experience Letter .
- 13) Bank Account details - cancelled cheque with IFSC Code.

\*Please ensure that your Adhaar card has proper/correct details i.e. Your Name, Father name, date of birth (DD/MM/YYYY) and ensure to share your UAN & ESIC no's ( if any) allotted to you by your ex-employer. In case your Adhaar card has invalid/improper details printed on, please get it rectified immediately with Adhaar enrollment center, failing which, your PF & ESIC shall not be deposited and you shall also be levied a penalty which shall be recovered from the next salary / incentive payout due to you.\*

A separate detailed letter will be issued to you subject to submission of complete documents (as listed above) to V5 Global Services within 7 days of receipt of this letter of Intent.

Please note that your salary will be released only after the detailed employment letter is issued to you.

**Thanking you,**

**For: V5 Global Services Private Limited**



**Authorised Signatory**

**PS: Please note CTC is not inhand salary**

Date: 22-09-2020

HR-JO-105-2020

Dear Ms. Akhila George

Able Group of Institutions is pleased to offer you the position of **Human Resource Executive** at our Cochin Branch.

Your training starts from **October 26, 2020** and joining date will be five working days from the date of training. You are entitled to CTC of Rs. 12,500/- (Rupees Ten Thousand) + Rs. 500/- (Rupees five hundred only) for laptop maintenances per month: **Gross salary is Rs 13000/- (Rupees Thirteen Thousand Only)** per month plus performance-based incentive, during the probation period of three months. After the probation period, employment criteria of AGI will be changed.

You will initially be on training for a period of fifteen working days. On successful completion of training, you will be placed on probation for three months in the above designation. If your performance is found satisfactory and up to the standards and requirements during the period of probation, your appointment will be confirmed in writing. Your services are liable to be terminated during the probation period if your performance is found not satisfactory.

During the period, any malpractice or misconduct will lead to discontinuity of employment without compensation. Job descriptions, working time and all terms and conditions of employment will be provided during the training period.

You adhere to the instructions of your trainers / mentors and abide by the rules of discipline either existing or enforced from time-to-time. Your candidature for appointment in the same department or any other department will be considered on successful completion of the training. There is no guarantee of employment to be given to you if you could not complete the training successfully.

The company won't be liable for any losses if you don't start working on the stipulated date on the job offer letter. You will be liable for your irresponsible action. Any breach or violation of the instructions /rules / will render you to terminate the training engagement. You will adhere to punctuality and shall learn the trade/work diligently.

You will not have entitled to Bonus and other benefits as applicable to regular employees. You shall not divulge any trade secret or confidential information of (AGI) Able Group of Institutions and its clients, which you will happen to know by virtue of your employment in AGI, whether directly or indirectly, during or after your employment at AGI.

The company reserves the right to recover the salary if you discontinue without any prior notice during or after the probation period. If you decide to discontinue with our firm, you have to put 2 months' prior notice period. Moreover, you are liable to

**ISO 9001-2015 UK CERTIFIED INSTITUTIONS**Corporate Centre, 3<sup>rd</sup> Floor, Assiya Tower, Veekshanam Road, Cochin-35[www.ableeducation.org](http://www.ableeducation.org) | [www.chintas.in](http://www.chintas.in) | [www.ablehrforum.com](http://www.ablehrforum.com)

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Write to us: [report.ablebusiness@gmail.com](mailto:report.ablebusiness@gmail.com)**Associate Centers All Over India****Since  
2011**

To,

**Ms. AKSHARA SUKESH.**

ASWATHY NIVAS THEVARA COLONY,  
THEVARA P.O.,  
ERNAKULAM.

**Sub: Employment on contract**

Dear Akshara Sukesh,

Congratulations! We are pleased to inform you that you are being appointed for the post of **HR EXECUTIVE** at Affiniks international / Cochin with CTC of **INR 144,000/-**.

You are requested to join us on **07<sup>th</sup> July 2020** on the following terms and conditions:

- 1) The management reserves its right to break up the salary into basic pay and allowances if required.
- 2) The company reserves the right to terminate your employment on grounds of unauthorized absence from duty, non-performance, misconduct, fraud, negligence, theft, willful violation of the company rules.
- 3) Your duty hours will be fixed from time to time according to the need and exigencies of work in the establishment by the Managing Director. These are liable to be changed for which you will have no objection.
- 4) You may be shifted to other braches based on requirements of the organization.
- 5) You should always come in a presentable form to office and be punctual.
- 6) The attendance register must be signed daily on joining duty (use the punch in machine). Please note that the salary will only be paid as per the attendance, marked in the attendance register and Biometric Machine.
- 7) The employee shall be liable for disciplinary action such as warning, suspension, discharge, dismissal or losing lien on his/her employment for unsatisfactory performance ,causing damage/financial loss to the organization committing breach of any service condition, misconduct such as irregular attendance, unauthorized absence, misbehavior or any unworthy acts like theft., misappropriation, fraud , dishonesty, immorality, conviction, falsification of documents/records or information given in his/her bio- data/ application for securing job in The organization.

REF: CRM/HRD/TRAINEE/0060

26<sup>th</sup> January 2021

**Ms. Amala Mathew**

Pathiparambil House, Midayikunnam P O, Thalayolaparambu, Kottayam, Kerala, 686605

**Sub: Traineeship Offer Letter**

Dear Amala,

Further to the discussions and personal interviews held, we are delighted to take you as a Trainee AR Associate at our company as per following terms and conditions:

- 1) **Commencement Date** : 22<sup>nd</sup> January 2021
- 2) **Role** : **Trainee AR Associate**
- 3) **Status** : Your position will be as a Trainee AR Associate .You will be getting 4.5 weeks of training for AR calling and allied process from Cascade for 8 Hours daily from Monday to Friday. During the period you shall devote exclusively for getting the training from the company.
- 4) **Duration of the Training** : Your training duration will be 4.5 Weeks.

Date: 27-Jan-2020  
Ref No: 915329

Anandu R  
Kottavila veedu, Kurakkanni, Varkala(P)

**LETTER OF APPOINTMENT**

Dear Anandu,

This letter marks an important event in the life of our Bank and indeed for you. We value this letter as a symbol of a new relationship, one that is based on simplicity, prudence and humility.

When you sign this letter, you would have agreed to uphold our heritage and be a part of the Kotak family. You promise to value our values and be one of us

- Down to Earth & Approachable : We are simple, straight forward, realistic, unpretentious and always accessible to our stakeholders
- Mutual Respect, Trust and Transparency : We nurture an environment which is transparent in dealings, value the contribution of every individual and respect basic human dignity in all interactions
- Passion to Achieve : We are committed to focus on results with undying enthusiasm and energy
- Entrepreneurial Approach : We generate and encourage creative ideas, applying sound commercial acumen. We have an innovative approach to problem solving and do not shy away from going beyond the conventional
- Ethical with Governance Mindset : We are committed to conducting ethical business maximizing shareholder values on a sustainable basis, while ensuring fairness to all stakeholders including customers, team members, investors, business partners, Government and society at large.

When you sign this letter, you would have embarked on our quest to make modern history!



Daniel Wesley  
Chief Manager

\_\_\_\_\_  
Anandu R

Page 1

**Kotak Mahindra Bank Ltd.**  
CIN: L65110MH1985PLC038137

Kotak Inifiniti, Building No. 21,  
Zone 4, 2nd Floor, Inifinity Park,  
Off Western Express Highway,  
General A K Vaidya Marg, Malad (East),  
Mumbai, Maharashtra 400097, India.

T +91 22 66056825  
F +91 22 67259071  
www.kotak.com

Registered Office:  
27 BKC, C 27, G Block,  
Bandra Kurla Complex,  
Bandra (E), Mumbai 400051,  
Maharashtra, India.

HR/2019/

1392361





8 September 2021

**Antal Kabir**  
Tiruvananthapuram

Dear Antal,

Further to our offer and your acceptance thereof, we have pleasure in appointing you as **Key Account Executive** at our Kochi, Kerala, India office effective **20 September 2021**.

Your annual total cash compensation will be **INR 540,000 [Rupees Five Lakh Forty Thousand Only]**. Your compensation is mentioned in the attached Annexure-1.

You will be eligible for 20% of your total cash compensation as an annual performance bonus as per the Bonus plan's terms and conditions. The company will review its overall performance and your individual performance and will determine your bonus, if any.

You will be awarded **72 Stock units** worth approximately **\$5,000.00 only** under the PhonePe Stock Option Plan 2020 (PSOP 2020). You will receive the stock grant letter within 90 days from the day of joining the organization post completing the necessary formalities.

Your Employment shall be "at will," meaning that either you or the Company shall be entitled to terminate Your Employment at any time and in a manner specified below for any reason, with or without Cause. Any contrary representations that may have been made to you shall be superseded by this Agreement. This Agreement shall constitute the full and complete agreement between you and the Company on the "at-will" nature of your Employment, which may only be changed in an express written agreement signed by you and a duly authorized officer of the Company.

You may voluntarily resign from your employment at any time on giving to the Company **One calendar months'** prior written notice or pay salary in lieu thereof. However, the Company may at its sole discretion waive all or part of the notice or allow the employee to make payment to the Company in lieu of all or part of the notice period. In the event of promotion/role change for any reason, company's prevailing notice period policy as applicable to such new designation/role will apply.

This offer of appointment is subject to positive feedback on your reference checks and conditional upon successful background checks (which may include criminal checks, verification of previous employment, education verification, credit check and appropriate identification verification) being conducted either by PhonePe or an appropriate third party, and the results of such background checks being favorable in PhonePe's reasonable opinion. If this condition is not satisfied, then this offer of appointment will be void or will become void, on notice by PhonePe. If the terms & conditions are acceptable to you, kindly send us an acceptance mail at the earliest and confirm your date of joining.

You may be required to work from Monday to Friday or Monday to Saturday as per company policy applicable to your area of function, for such hours as are necessary to suit the Company's requirements and for the proper discharge of the Employee's duties. You may also be required to attend duties on Public Holidays as per the exigencies of work. However, the maximum number of working hours per week shall not exceed the provisions of the applicable law. In the event that you are required to work for more than 48 hours in a week, you shall be informed of the same by your immediate supervisor.

You represent and warrant to the Company that you are under no obligations or commitments, whether contractual or otherwise, that are materially inconsistent with your obligations under this Agreement. In connection with your Employment, you shall not use or disclose any trade secrets or other proprietary information or intellectual property in which you or any other person has any right, title or interest and your Employment will not infringe or violate the rights of any other person. You represent and warrant to the Company that you have returned all property and confidential information belonging to any prior employer,



Offer Letter

Name: Anita MARY Mathew

Date: Wednesday, July 1, 2020

Dear Ms. Anita MARY Mathew,

With reference to your application and subsequent discussions you had with us, we are pleased to offer you an appointment with Think and Learn Private Limited ("Company"), on the following terms and conditions:

1. **Date of Joining & Work Location:** Your appointment becomes effective from the date of joining the services of the Company, which date shall be no later than Tuesday, July 7, 2020. Your work location would be IBC Knowledge Park, Bangalore / Bangalore or any other location as may be assigned by the Company. The Company reserves the right to transfer you to any location, as the Company may deem fit, from time to time.
2. **Term:** The term of this Agreement would be for a period of 2 months (approximately), commencing from your date of joining. This Agreement will automatically expire upon the completion of this term unless terminated earlier as per the provisions of Clause 11 of this Agreement.
3. **Background Check:** The Company may, at its discretion, conduct background verification, prior to or at any time after commencement of this Agreement, to verify, including but not limited to, your professional certifications, designations or licenses, educational background, identity, proof of age, address, past work experience (if any) and criminal records. You hereby provide your express consent to the Company for conducting such background checks. This Agreement is subject to validation of any information provided by you to the Company and to the satisfactory outcome of the pre-employment screening activities (including background verification and criminal history check).
4. **Offer of permanent position:** It shall not be obligatory on the part of the Company to offer a permanent position to you on expiry of this Agreement. This offer of employment will be subject to the satisfactory performance during training and also subject to production of necessary documents including educational and professional certificates and may be rescinded in the event such necessary documents are not provided to the

14-Sep-2020

Anjana T George  
Uthiyaparambil house CMC 35, Cherthsla P O Madackal, Cherthala,  
Alappuzha - 688524

Dear Anjana T,

On behalf of **KPMG Global Delivery Center Private Limited** (the '**Company**'), I am pleased to offer you the position of **Associate 1 in Audit** with the Company. You will be part of the **GDC-Audit-Business team**.

You shall be based in **Bangalore** and can be transferred to any other office of the Company at any other place or city in India or outside India, as decided by the Company from time to time.

Your employment shall commence with effect from your actual date of joining. In the event you fail to join latest by **17-Sep-2020**, this employment agreement ('Agreement') shall stand terminated.

You shall be on probation for a period of six (6) months (the '**Probation Period**') from your actual date of joining. During the Probation Period, your Compensation and Other Entitlements, if any, shall be in accordance with the Company's Personnel Policy, for the time being in force ('**Company Policy**'). At the end of the Probation Period, the Company may confirm your services, subject to your performance meeting the requisite standard, by issuing a confirmation letter (the '**Confirmation Letter**'). Until such Confirmation Letter is issued, you are deemed to be on probation.

The terms and conditions of your employment with the Company shall be as follows:

#### **A. Compensation**

##### **1. Basic Salary**

Your basic salary shall be **Rs.187500/- (One Lakh Eighty-Seven Thousand Five Hundred Rupees)** per annum, payable monthly in arrears. Your next revision shall be in accordance with the merit review cycle and at the sole discretion of the Company.





15-Jan-2021

Anju K C [ ID: 122476 ]  
Kariyaparambil House Puthiyakavu Thekkumbagam  
Ernakulam Kerala -682301  
anjukchandran80@gmail.com

Dear Ms. Anju K C,

We are pleased to extend this letter of appointment ("Letter") to you at IDFC FIRST Bharat Limited (the 'company') and your role is **Individual Relationship Officer** and grade is **Assistant** respectively. You are expected to join on or before **18-Jan-2021** ("Date of Joining"). Your monthly Total Fixed Pay (TFP) will be **INR 16628.00**. The position is currently based at **Thiruvankulam Branch, COCHIN REGION**. Please refer the Annexure-1 for breakup of Gross and Total fixed salary. Please note that your appointment is subject to your adherence on the following in letter and spirit

- Terms & Conditions [Annexure-2]
- Code of Conduct [Annexure-3]

This appointment is subject to you being medically fit to perform your role effectively. It is also based on the verification of information and documents submitted (electronically or hardcopy), including but not limited to Authorization / Undertaking / Declaration Form.

Please note that you are required to keep the salary & other perquisites / benefits offered to you strictly confidential and not share information regarding the same with anyone.

Congratulations on your appointment. We wish you a successful association with IDFC FIRST Bharat Limited.

Thank You,  
For **IDFC FIRST Bharat Limited**

**Subramanian M V**  
Head - Support Functions (HR, L&D, Facilities & Assets, CSR)

I, **Anju K C**, Son/Daughter of **CHANDRAN K C**, do hereby accept the above and confirm / certify the following:

1. Date of Joining the Company: **18-Jan-2021**
2. PAN number: **CVCPA5663G**

Signature \_\_\_\_\_ Authenticated by: \_\_\_\_\_  
Date: \_\_\_\_\_ Name: \_\_\_\_\_  
Employee ID: \_\_\_\_\_

Appointment Letter - HR &  
Academic Counselor Inbox



TECHWINGSYS 10/14/2020  
to me, Harikrishnan, techw



Dear Anu ,

We are pleased to inform you that you have been appointed for the position of **HR & Academic Counselor** at **TECHWINGSYS**. The terms of employment have been attached with this letter. It would be required of you to join us by 1st October, 2020.

You can discuss this offer and seek advice on the attached terms and can confirm your response by 28th September, 2020. In case, you wish to discuss the details of the employment terms, please connect with us at 91-9020996500. In the event that we do not hear from you by the mentioned date, this offer will be automatically withdrawn on that date. We look forward to hearing from you

on this subject.

Monthly Salary :8000/-

Regards  
TECHWINGSYS  
Kochi, Kerala, 682016  
Ph 0484-4012760, 9020996500, 8330075750  
www.techwingsys.com  
info@techwingsys.com



Anu Jose 10/14/2020  
to TECHWINGSYS, Harikri...





**sbicap securities**

*A Tradition of Trust*

**SBICAP Securities Limited**  
**Registered & Corporate Office:**  
Marathon Futures, 12th Floor, A & B Wing,  
Maldah Mall Compound, N. M. Joshi Marg,  
Lower Parel, Mumbai - 400013.  
Tel: 91-22-4227 3300 / 3301 | Fax: 91-22-42273477

SSL/HRS/TA/021

Date: 17-Aug-2020

Ms. Anu Sunny  
Andukunnel House, Kaloor Road,  
Mankavu S O, Kozhikode Kerala - 673007

**APPOINTMENT LETTER ON FIXED TERM CONTRACT BASIS**

Dear Anu ,

With reference to the interview you had with us, we are pleased to appoint you in our organization on a fixed term contract as **Relationship Officer at Officer Grade in Retail Sales Department** on following terms and conditions:

**Tenure:**

The tenure of this Contract is for the period of 12 months starting from **19-Aug-2020 to 18-Aug-2021**. Any further extension of your contract shall be at the complete discretion of the Company.

**Location:**

You will be initially posted at our office in Calicut till further instructions.

**Remuneration:**

Your total cost to company will be Rs. 180000/-p.a. (Rupees One Lakh Eighty Thousand Only).

A detailed break up of your compensation has been attached herewith in the affixed Annexure.

**Important note:-**

- a) *Your remuneration is a confidential matter between you and the Company, and the Company shall view any breach of confidentiality with utmost seriousness, warranting initiation of disciplinary action against you including termination of service.*
- b) *The Company shall deduct taxes and other statutory dues as may be applicable from time to time from the remuneration payable to you.*
- c) *The Company shall also be entitled to deduct any sum as may be recoverable from you from time to time as per Company's policies from time to time.*

**Signature with date**

Corporate Identity Number (CIN): U65999MH2005PLC155485 | Website: www.sbis mart.com

SEBI Registration No.: Stock Broker: INZ000200032 | DP Registration No.: IN-DP-314-2017

Research Analyst : INH000000602 | Portfolio Manager: INP000004912 | IRDA : CA0103

*A wholly owned subsidiary of SBI Capital Markets Limited*





## Offer Letter

Name: Anupam Payyur

Date: Tuesday, June 30, 2020

Dear Mr. Anupam Payyur,

With reference to your application and subsequent discussions you had with us, we are pleased to offer you an appointment with Think and Learn Private Limited ("Company"), on the following terms and conditions:

- 1. Date of Joining & Work Location:** Your appointment becomes effective from the date of joining the services of the Company, which date shall be no later than Tuesday, July 7, 2020. Your work location would be Palakkad / Bangalore or any other location as may be assigned by the Company. The Company reserves the right to transfer you to any location, as the Company may deem fit, from time to time.
- 2. Term:** The term of this Agreement would be for a period of 2 months (approximately), commencing from your date of joining. This Agreement will automatically expire upon the completion of this term unless terminated earlier as per the provisions of Clause 11 of this Agreement.
- 3. Background Check:** The Company may, at its discretion, conduct background verification, prior to or at any time after commencement of this Agreement, to verify, including but not limited to, your professional certifications, designations or licenses, educational background, identity, proof of age, address, past work experience (if any) and criminal records. You hereby provide your express consent to the Company for conducting such background checks. This Agreement is subject to validation of any information provided by you to the Company and to the satisfactory outcome of the pre-employment screening activities (including background verification and criminal history check).
- 4. Offer of permanent position:** It shall not be obligatory on the part of the Company to offer a permanent position to you on expiry of this Agreement. This offer of employment will be subject to the satisfactory performance during training and also subject to production of necessary documents including educational and professional certificates and may be rescinded in the event such necessary documents are not provided to the Company. Upon satisfying the above conditions, conversion to the role of BDA will be



## Offer Letter

Name: Anuprasad pm

Date: Tuesday, June 23, 2020

Dear **Mr. Anuprasad pm**,

With reference to your application and subsequent discussions you had with us, we are pleased to offer you an appointment with Think and Learn Private Limited ("Company"), on the following terms and conditions:

1. **Date of Joining & Work Location:** Your appointment becomes effective from the date of joining the services of the Company, which date shall be no later than **Tuesday, June 30, 2020**. Your work location would be **Calicut / Bangalore** or any other location as may be assigned by the Company. The Company reserves the right to transfer you to any location, as the Company may deem fit, from time to time.
2. **Term:** The term of this Agreement would be for a period of 2 months (approximately), commencing from your date of joining. This Agreement will automatically expire upon the completion of this term unless terminated earlier as per the provisions of Clause 11 of this Agreement.
3. **Background Check:** The Company may, at its discretion, conduct background verification, prior to or at any time after commencement of this Agreement, to verify, including but not limited to, your professional certifications, designations or licenses, educational background, identity, proof of age, address, past work experience (if any) and criminal records. You hereby provide your express consent to the Company for conducting such background checks. This Agreement is subject to validation of any information provided by you to the Company and to the satisfactory outcome of the pre-employment screening activities (including background verification and criminal history check).
4. **Offer of permanent position:** It shall not be obligatory on the part of the Company to offer a permanent position to you on expiry of this Agreement. This offer of employment will be subject to the satisfactory performance during training and also subject to production of necessary documents including educational and professional certificates and may be rescinded in the event such necessary documents are not provided to the Company. Upon satisfying the above conditions, conversion to the role of BDA will be



27-May-2020

Appointment Offer No : ENV-10-HR-AO-2020-439  
Appointment Offer dated : 27-May-2020

Archa Kamal  
Revathy (H),  
Cherthala South P.O,  
Alappuzha - 688539,  
Kerala

**Sub : - Appointment Offer**

Dear Archa,

After review of your impressive credentials and the interview, we are pleased to confirm that you have been selected for the post of **Associate Operations Analyst**. We are enclosing herewith your Appointment Offer dated **27-May-2020**. If you are accepting our offer, please send us your confirmation within 5 days. If no such confirmation is received on or before the said period, this offer shall stand void.

At the time of joining, you must bring the following documents in original along with photocopies:

1. All certificates in support of your educational qualifications
2. Salary and Work experience certificates, if relevant
3. Relieving letter from your previous employer, if relevant
4. Copy of your passport (if you do not have one please apply for it)
5. Six passport size photographs of self (with white background)
6. Copy of PAN and Aadhaar card.

If you require any additional information or clarification regarding, please contact us on 0471 – 4181010

We are looking forward to a long standing relationship.

Yours Sincerely,

For Envestnet Asset Management India Pvt. Ltd.,

**Santhosh Kumar EK**  
**Vice President - Human Resources**

Registered Office: Envestnet Asset Management (I) Pvt. Ltd.

TC 4/2035 – 1, Kowdiar Post

Trivandrum, Kerala, India – 695003

CIN: U72200KL2001PTC015113

[www.envestnet.com](http://www.envestnet.com)



Kotak Mahindra Bank

Date: 26-Feb-2020  
Ref No: 932893

**Arya H**  
Ampattuparanpillil(H), Meenadam, P. O/Va), Kottayam  
686516

**LETTER OF APPOINTMENT**

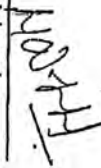
Dear Arya,

This letter marks an important event in the life of our Bank and indeed for you. We value this letter as a symbol of a new relationship, one that is based on simplicity, prudence and humility.

When you sign this letter, you would have agreed to uphold our heritage and be a part of the Kotak family. You promise to value our values and be one of us

- Down to Earth & Approachable : We are simple, straight forward, realistic, unpretentious and always accessible to our stakeholders
- Mutual Respect, Trust and Transparency : We nurture an environment which is transparent in dealings, value the contribution of every individual and respect basic human dignity in all interactions
- Passion to Achieve : We are committed to focus on results with undying enthusiasm and energy
- Entrepreneurial Approach : We generate and encourage creative ideas, applying sound commercial acumen. We have an innovative approach to problem solving and do not shy away from going beyond the conventional
- Ethical with Governance Mindset : We are committed to conducting ethical business maximizing shareholder values on a sustainable basis, while ensuring fairness to all stakeholders including customers, team members, investors, business partners, Government and society at large.

When you sign this letter, you would have embarked on our quest to make modern history!

  
Daniel Wesley  
Chief Manager

Arya H \_\_\_\_\_

Page 1

Kotak Mahindra Bank Ltd.  
CIN: L5110MH1985PLC038137  
Kotak Infiniti, Building No. 21,  
Zone 4, 2nd Floor, Infiniti Park,  
Off Western Express Highway,  
General A K Vaidya Marg, Malad (East),  
Mumbai, Maharashtra 400097, India.

T +91 22 66056825  
F +91 22 67259071  
www.kotak.com

Registered Office:  
27 BKC, C 27, G Block,  
Bandra Kurla Complex,  
Bandra (E), Mumbai 400051,  
Maharashtra, India.

HR/2020/ 1413593





OFFER LETTER-3001-104-2020

HR-10-104-2020

Date: 5-09-2020

Dear Ms. **Ashna Shajjan**

Able Group of Institutions is pleased to offer you the position of **Human Resource Executive** at our Cochin Branch.

Your training starts from **October 8, 2020** and joining date will be five working days from the date of training. You are entitled to CTC of Rs. 12,500/- (Rupees Ten Thousand) + Rs. 500/- (Rupees five hundred only) for laptop maintenances per month; **Gross salary is Rs 13000/- (Rupees Thirteen Thousand Only)** per month plus performance-based incentive, during the probation period of three months. After the probation period, employment criteria of AGI will be changed.

You will initially be on training for a period of fifteen working days. On successful completion of training, you will be placed on probation for three months in the above designation. If your performance is found satisfactory and up to the standards and requirements during the period of probation, your appointment will be confirmed in writing. Your services are liable to be terminated during the probation period if your performance is found not satisfactory.

During the period, any malpractice or misconduct will lead to discontinuity of employment without compensation. Job descriptions, working time and all terms and conditions of employment will be provided during the training period.

You adhere to the instructions of your trainers / mentors and abide by the rules of discipline either existing or enforced from time-to-time. Your candidature for appointment in the same department or any other department will be considered on successful completion of the training. There is no guarantee of employment to be given to you if you could not complete the training successfully.

The company won't be liable for any losses if you don't start working on the stipulated date on the job offer letter. You will be liable for your irresponsible action. Any breach or violation of the instructions / rules / will render you to terminate the training engagement. You will adhere to punctuality and shall learn the trade/work diligently.

You will not have entitled to Bonus and other benefits as applicable to regular employees. You shall not divulge any trade secret or confidential information of (AGI) Able Group of Institutions and its clients, which you will happen to know by virtue of your employment in AGI, whether directly or indirectly, during or after your employment at AGI.

The company reserves the right to recover the salary if you discontinue without any prior notice during or after the probation period. If you decide to discontinue with our firm, you have to put 2 months' prior notice period. Moreover, you are liable to

**ISO 9001-2015 UK CERTIFIED INSTITUTIONS**

Corporate Centre, 3rd Floor, Assiya Tower, Veekshanam Road, Cochin-35

[www.ableeducation.org](http://www.ableeducation.org) | [www.chintas.in](http://www.chintas.in) | [www.ableforum.com](http://www.ableforum.com)

Call us: +91 9061161916 | +91 9562622220 | 0484 4301916

Write to us: [report.ablebusiness@gmail.com](mailto:report.ablebusiness@gmail.com)



Centers All Over India

Since  
2011





## Offer Letter

Name: Aswin Unnikrishnan  
Date: Tuesday, June 23, 2020

Dear **Mr. Aswin Unnikrishnan**,

With reference to your application and subsequent discussions you had with us, we are pleased to offer you an appointment with Think and Learn Private Limited ("Company"), on the following terms and conditions:

1. **Date of Joining & Work Location:** Your appointment becomes effective from the date of joining the services of the Company, which date shall be no later than Tuesday, June 30, 2020. Your work location would be Kollam / Bangalore or any other location as may be assigned by the Company. The Company reserves the right to transfer you to any location, as the Company may deem fit, from time to time.
2. **Term:** The term of this Agreement would be for a period of 2 months (approximately), commencing from your date of joining. This Agreement will automatically expire upon the completion of this term unless terminated earlier as per the provisions of Clause 11 of this Agreement.
3. **Background Check:** The Company may, at its discretion, conduct background verification, prior to or at any time after commencement of this Agreement, to verify, including but not limited to, your professional certifications, designations or licenses, educational background, identity, proof of age, address, past work experience (if any) and criminal records. You hereby provide your express consent to the Company for conducting such background checks. This Agreement is subject to validation of any information provided by you to the Company and to the satisfactory outcome of the pre-employment screening activities (including background verification and criminal history check).
4. **Offer of permanent position:** It shall not be obligatory on the part of the Company to offer a permanent position to you on expiry of this Agreement. This offer of employment will be subject to the satisfactory performance during training and also subject to production of necessary documents including educational and professional certificates and may be rescinded in the event such necessary documents are not provided to the Company. Upon satisfying the above conditions, conversion to the role of BDA will be



### Offer of Appointment View



hrd@ahalia.in 03/08/2021  
to me, managerhrd

03.08.2021

Dear Mr. Benson,

We are pleased to offer you the post of **General Duty Assistant** in the department of RC's Administration on the terms and conditions as informed from Human Resources department, Ahalia Health Heritage and Knowledge Village.

If the terms are agreeable, kindly report to Ahalia Foundation Eye Hospital, Trivandrum on 23.08.2021 (Monday) at 09.00 am with the below mentioned documents :

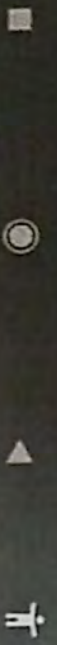
- Original educational certificates & copies.
- Experience certificates ( If any ).
- 2 Color passport size photographs.
- Adhar Card copy.
- Referral/Clearance letter from native Police station.
- Referral letter from Panchayat President.

**Address:-**

**Ahalia Foundation Eye Hospital**  
 Near Ulloor Bridge  
 Medical College (P.O)  
 Trivandrum - 695 011  
 Ph: - 0471 2449970, 2449971

Regards,

Ganam Kothot,  
 Manager – Human Resources,  
 Ahalia Health, Heritage & Knowledge Village.  
 Ph: 04923-225022,77,99.





Ref. No : 003599

11st May 2021

Offer Letter

**Ms Bharyalekshmi C**  
Kannal House  
Muthakulam South P O  
Alappuzha  
Kerala,India- 690 506

Dear **Ms Bharyalekshmi,**

**Subject:** Offer letter for the post of **Invoice Verifier- BPO**

Further to the interview and discussions we had, we are glad to offer you the position of **Invoice Verifier- BPO**, upon mutually agreed terms and conditions. Your initial place of work shall be at **Lulu Cyber Tower 2, Infopark Park Special Economic Zone, Kakkanad, Cochin.**

Your gross salary would be **Rs 15250/- (Rupees Fifteen Thousand Two Hundred Fifty Only)** per month and necessary statutory deductions shall be made from the salary. Gross salary will be revised to 16,250/- per month after successful completion of probation period and on producing valid proof of successful completion of MBA Degree. The review will be linked to your performance and will be at the discretion of the management.

A detailed appointment letter will be given to you at the time of joining. All other terms and conditions will be as per the management decision and the Labour Laws of the country as stated from time to time.

You are required to join on **10 June 2021** at 9.30am, in line with the discussions we had with you, otherwise this offer will stand withdrawn automatically. You have to submit copy of all credentials at the time of your joining.

This offer letter is valid only for one week and you should confirm the date of joining within one week of time.

This offer is subject to satisfactory investigation of the employee's credentials and it is found at any time that the employee has made any false statements, suppressed/misrepresented information; this offer will be stand automatically withdrawn.

Please sign and return a copy of this letter as a token of your acceptance and ensure to send the scanned copy immediately through return mail to proceed further.

We welcome you to Mantle Solutions to be part of the exciting future and sincerely hope that your association with us shall be mutually beneficial.

Regards,

**Shahir Khan -Director & CEO**

I agree to the terms and conditions of the employment as set out herein.

**Name:** *Bharyalekshmi. C*

**Date:** *2-06-2021*

**MANTLE SOLUTIONS PRIVATE LIMITED**

**Signature:** *[Signature]*



Reg Office: 9th Floor, Lulu Cyber Tower - 2, Infopark Special Economic Zone, Kakkannad, Ernakulam, Kerala, India, 682042  
CIN: U72900KL2018PTC054323, Web: www.mantlesolutions.in, Mail: contact@mantlesolutions.in, Ph: +91 484 6533366





DCSMAT

Keerthi Gopalakrishnan <keerthi@dcschool.net>

**Bhuvanesh**

1 message

Sun, Mar 6, 2022 at 7:04 PM

**Baiju P Samuel** <baiju@dcschool.net>  
To: Keerthi Gopalakrishnan <keerthi@dcschool.net>

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

From: **Bhuvanesh M M** <m.mbhuvanesh007@yahoo.com>  
Date: Mon, Jan 4, 2021 at 1:33 PM  
Subject: Fw: Offer of Appointment  
To: baiju@dcschool.net <baiju@dcschool.net>

Sent from Yahoo Mail on Android

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

From: "hrd@ahalia.in" <hrd@ahalia.in>  
To: "m.mbhuvanesh007@yahoo.com" <m.mbhuvanesh007@yahoo.com>  
Cc: "managerhrd@afeh.org" <managerhrd@afeh.org>  
Sent: Tue, 10 Nov 2020 at 12:50 pm  
Subject: Offer of Appointment

10.11.2020

**Dear Bhuvanesh,**

We are pleased to offer you the post of **General Duty Assistant** in the **Regional Center's Administration** on the terms and conditions as informed from Human Resources department, Ahalia Health Heritage and Knowledge Village.

If the terms are agreeable, kindly report to Human Resources department situated in Ahalia Foundation Eye Hospital , Palakkad on **16.11.2020 (Monday)** at **09.00 am** with the below mentioned documents :

- Original educational certificates & copies.
- Experience certificates ( If any ).
- 2 Color passport size photographs .
- Adhar Card copy.
- Referral/Clearance letter from native Police station.
- Referral letter from Panchayat President.
- Rs. 650/- for Pre- Employment health checkup.

Regards,

Ganam Kothot,  
Manager – Human Resources,  
Ahalia Health, Heritage & Knowledge Village.

Ph: **04923-225022,77,99.**





Building a better  
working world

13 May, 2021

Mr Bibin Louis  
Chelliyampuram House, Thokkupara P.O, Ambazhachal,  
Near SNPS,Idukki,  
Idukki,  
Kerala - 685565

Contact No: +91 9544797100  
Email: bibinlouis1997@gmail.com

Dear Bibin,

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

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

#### 1. POSITION:

You will be appointed in the position of **Analyst** in Consulting in the Firm. Your Rank will be **4A**. While serving the Firm in this position, you will report to, and receive direction from the reporting manager or as may be communicated to you from time to time. As agreed, you shall join the services of the Firm at Trivandrum office.

#### 2. DUTIES AND CODE OF CONDUCT:

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

#### 3. WORKING HOURS:

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

EY Global Delivery Services India Private Limited, (A private limited company with registration no. U74999KA2016PTC093751) converted into EY Global Delivery Services India LLP (a limited liability partnership with LLP Identity No. AAL - 27431 effective 30 November, 2017. Regd. Office: 3rd floor, Tower 'C', RMZ Infinity, Old Madras Road, Bengaluruahalli, K R Puram Bangalore - 560016, India

This file is signed using Digital Signature.

Affiniks International / cochin /affic/109

Date: 15-09-2020

To,

Ms. Chinchu Benny  
Kunnivil House  
South Paravoor P.O

Kochi, Kerala - 683511

**Sub: Employment on contract**

Dear Ms. Chinchu Benny,

Congratulations! We are pleased to inform you that you are being appointed for the post of *JUNIOR EXECUTIVE OF HR RECRUITMENT* at Affiniks International Education/ Cochin. You will be on a probation period of first three Months (3- Months). Your monthly remuneration will be INR: 12000/- (Twelve Thousand only). Regular performance reviews will be done to assess your suitability.

You are requested to join us on **1<sup>st</sup> OCT 2020** the following terms and conditions:

- 1) The management reserves its right to break up the salary into basic pay and allowances if required.
- 2) The company reserves the right to terminate your employment on grounds of unauthorized absence from duty, non-performance, misconduct, fraud, negligence, theft, willful violation of the company rules.
- 3) Your duty hours will be fixed from time to time according to the need and exigencies of work in the establishment by the Managing Director. These are liable to be changed for which you will have no objection.
- 4) You may be shifted to other branches based on requirements of the organization.
- 5) You should always come in a presentable form to office and be punctual.
- 6) The attendance register must be signed daily on joining duty (use the punch in machine). Please note that the salary will only be paid as per the attendance, marked in the attendance register and Biometric Machine.
- 7) The employee shall be liable for disciplinary action such as warning, suspension, discharge, dismissal or losing lien on his/her employment for unsatisfactory

# THE ALLEPPEY COMPANY LIMITED

POST BOX No. 2982 FACILITATE NORTH VADAI (KANNI ROAD)  
ALLEPPEY - 688 007, KERALA

(INDIA)

**EXPORT HOUSE**  
(Incorporated by Govt of India)  
CIN: U63201KL2700000016  
GST: 06A5449286  
PIN: 688007

0477-2243330, 2243021, 2243288  
Fax: 0477-2243331  
E-mail: [enr@alleppy.com](mailto:enr@alleppy.com)  
Website: [www.alleppy.com](http://www.alleppy.com)  
Dated: 12.10.2020

To

Ms Devu Shaji

Manager House

Thiruvananthapuram

Appuruthi - 688008

Mob: 9495825937

Dear Devu,

With reference to your application dated 20-07-2020, and subsequent interview we had with you on 08.10.2020, we are pleased to inform you that you are taken as an Apprentice for learning the work at our The Alleppey Company Ltd. on the following terms and conditions:

- 1) The company will impart you Training for a period of minimum Six months and maximum Twelve months to enable you to learn the work with effect from 16.10.2020.
- 2) The period as stated in Para 1 shall be liable to be extended at the discretion of management unless you signify in writing that you desire to leave the training.
- 3) During the period of Apprenticeship, the management will give you stipend of Rs.9000/month (Rupees Nine Thousand Only) provided you show adequate aptitude for learning and your conduct is satisfactory. No other Allowance/benefits shall be payable to you
- 4) Be it clearly understood and agreed that as an Apprentice, you will not have any lien or right on the regular job, either during the initial or the extended period of Apprenticeship even there is a vacancy.
- 5) You should obey the rules and regulations of the company during the course Apprenticeship period.



CTN - 077500013037039488  
Worship Office  
575, Sakinaka, Special Economic Zone, Upper Ground Floor  
at Sector 1, No. 31, Old Bangalore Road,  
Regd. Office of Papadurai Engineering College,  
Bangalore - 560 075 India  
Contact Details  
Medical For Site - P.O. Box 15, Bangalore - 560 075 India  
Office Location: Bangalore - 560 075 India  
Working Hours: 9:00 AM to 5:00 PM  
Emergency Contact: 441 9741 or 0845 27  
Serving Site: 566 146, Service Manager: 24x7  
Operative in Night Shift: 566004, 24x7, 401 974, India  
For Subscribing: 56 5600 24x7, 401 974, India

Date: June 3, 2021

Private & Confidential

DIVYA VARGHESE .

Malapp

Manakkalkudy(HO), Puliyakode, Iringattiri(PO)  
Manakkalkudy(HO), Puliyakode, Iringattiri(PO), Mal,

Not Applicable,  
Kerala,  
India - 676523

Document ID - a98e1d0f-52b1-48b8-9fc9-17bdd58ac592b

Dear **DIVYA VARGHESE**,

- With reference to your application and subsequent interview, we are pleased to make you an offer -cum - appointment with **State Street HCL Services (India) Private Limited ("SSHS" or "HCL" or "Company") as ANALYST**. You are required to report on June 10, 2021 at 09:00 AM at the address: **Statestreet HCL Services (India) Private Limited, Coimbatore-2F TPCL, Modules 1,2,3,4,6-SS.**
- Your annual compensation would be **Rs. 200000 per annum** as per Annexure I. However, the structure and components of your Compensation plan may be changed from time to time in line with the Compensation Policy and practices of the Company. In addition to your CTC, you would be eligible for a process allowance of based on the process you are aligned to. Process Allowance will be shown as an annual component in the CTC annexure but the same shall be payable to you on a monthly basis. Process Allowance is payable from the Date of production. In the event of process change, Process Allowance will change accordingly and a new compensation letter to this effect will be issued to you thereafter for your records/reference
- Please note that this **offer is valid till 7 days** subjected to your offer letter acceptance.
- Your offer is subject to you being **medically fit** at the time of joining the Company. For your pre-employment medical check-up, you are required to contact a registered medical practitioner and obtain a Medical Fitness Certificate which needs to be submitted at the time of joining. If you are found medically

SIGNATURE OF EMPLOYEE:





12/19/2020

DCSMAT Institutions Mail - Fwd: Employment Offer - Donald Mathew



Placements DC <placements@dcschool.net>

## Fwd: Employment Offer - Donald Mathew

4 messages

Fri, Dec 18, 2020 at 4:31 PM

donald mathew <donaldmathew152@gmail.com>  
To: placements@dcschool.net

Respected sir/madam,  
I got an offer letter from Trowbridge outsource private ltd,please send me the course completion certificate so that I could accept the offer letter and join the company as soon as possible.

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

From: **Sadaf Bagadia** <sadaf.bagadia@trowbridge.ca>  
Date: Fri, 18 Dec 2020, 12:01  
Subject: Employment Offer - Donald Mathew  
To: donald.mathew152@gmail.com <donald.mathew152@gmail.com>  
Cc: Gabriela Anghel <Gabriela.Anghel@trowbridge.ca>, Shalija Patel <shalija.patel@trowbridge.ca>, Rakesh Kukde <rakesh.kukde@trowbridge.ca>, Suraj Raghavan <suraj.raghavan@trowbridge.ca>

Dear Donald Mathew,

Congratulations !!!

We are glad to inform you that subsequent to successful interview process, you have been selected to work with **Trowbridge Outsourcing Services India LLP**.

Please consider this email as formal offer and please acknowledge ASAP.

Please find below details of our offer:

**Date of Joining:** 11<sup>th</sup> of January 2021 – Monday

**Department:** International Expansion | Private Client Corporate Services

**Current Place of Work:** 17<sup>th</sup> Floor, B-Wing, Privillion Towers, B/H Iscon Temple, Bopal, Ahmedabad 380 059

**Shift Timings:** 12.30P.M.– 09.30 P.M. IST (will change during busy times)

**Position:** Associate, International Expansion | Private Client Corporate Services

**Salary Offered :** 3,00,000/- CTC Per annum.

**Note:-** You will receive the break up shortly along with the employment contract.

Kindly arrange below list of documents which you need to submit at the time of joining :

1. 2 Passport size photographs

<https://mail.google.com/mail/u/0/?ik=91729f4435&view=pt&search=all&permthid=lnrhead-f%3A1686413561854502771&siml=msg-f%3A16864135618...> 1/3

**Offer Letter**

Name: Ebin Eldhose  
Date: Tuesday, June 23, 2020

Dear Mr. Ebin Eldhose,

With reference to your application and subsequent discussions you had with us, we are pleased to offer you an appointment with Think and Learn Private Limited ("Company"), on the following terms and conditions:

1. **Date of Joining & Work Location:** Your appointment becomes effective from the date of joining the services of the Company, which date shall be no later than **Tuesday, June 30, 2020**. Your work location would be **Kottayam / Bangalore** or any other location as may be assigned by the Company. The Company reserves the right to transfer you to any location, as the Company may deem fit, from time to time.
2. **Term:** The term of this Agreement would be for a period of 2 months (approximately), commencing from your date of joining. This Agreement will automatically expire upon the completion of this term unless terminated earlier as per the provisions of Clause 11 of this Agreement.
3. **Background Check:** The Company may, at its discretion, conduct background verification, prior to or at any time after commencement of this Agreement, to verify, including but not limited to, your professional certifications, designations or licenses, educational background, identity, proof of age, address, past work experience (if any) and criminal records. You hereby provide your express consent to the Company for conducting such background checks. This Agreement is subject to validation of any information provided by you to the Company and to the satisfactory outcome of the pre-employment screening activities (including background verification and criminal history check).
4. **Offer of permanent position:** It shall not be obligatory on the part of the Company to offer a permanent position to you on expiry of this Agreement. This offer of employment will be subject to the satisfactory performance during training and also subject to production of necessary documents including educational and professional certificates and may be rescinded in the event such necessary documents are not provided to the Company. Upon satisfying the above conditions, conversion to the role of BDA will be

28-Jul-2020

Appointment Offer No : ENV-IO-HR-AO-2020-471  
Appointment Offer dated : 28-Jul-2020

Eldhose Abraham  
Kattakayam (H),  
Vilangu P.O, Kizhakkabalam,  
Emakulam - 686561,  
Kerala

**Sub: - Appointment Offer**

Dear Eldhose,

After review of your impressive credentials and the interview, we are pleased to confirm that you have been selected for the post of **Associate Operations Analyst**. We are enclosing herewith your

**Appointment Offer** dated **28-Jul-2020**. If you are accepting our offer, please send us your confirmation within 5 days. If no such confirmation is received on or before the said period, this offer shall stand void.

At the time of joining, you must bring the following documents in original along with photocopies:

1. All certificates in support of your educational qualifications
2. Salary and Work experience certificates, if relevant
3. Relieving letter from your previous employer, if relevant
4. Copy of your passport (if you do not have one please apply for it)
5. Six passport size photographs of self (with white background)
6. Copy of PAN and Aadhaar card.

If you require any additional information or clarification regarding, please contact us on 0471 – 4181010

We are looking forward to a long standing relationship.

Yours Sincerely,

For Envestnet Asset Management India Pvt. Ltd.,



**Santhosh Kumar E K**  
**Vice President - Human Resources**



Letter of Intent (LOI)

Date: 23-Jan-2020

To: GOURI P RILLAI

Name: KAIVALYAM KADAVANTHRA, KOCHI

Address: KOCHI

Dear GOURI

1. We are pleased to offer you the position of **Young Manager** in our Organization.
2. Your date of joining would be (1 June 2020), failing which, this LOI shall automatically stand withdrawn and cancelled from date of issuance of this letter, until otherwise the same is mutually agreed and revised accordingly. Your initial place of posting will be at KOCHI. However, your services are transferable from one department to another or from one place to another anywhere in India which shall be at the discretion of requirement of the Company without any prior notice, depending upon the business exigency.
3. You will be undergoing On the job training for period of approx. 2.5 months. During the training period, you will be paid stipend of Rs. 8,000/- (Rupees Eight Thousand Only) per month and you will not be entitled for any other benefits.
4. Post successful completion of training period, you will be offered a full time employment with **HDFC Ergo Health Insurance Limited** at Annual CTC of Rs. 3,00,000 (Rupees Three Lakhs) Only + Incentives (Upto Rs. 50,000 Per Annum), with detailed compensation annexe and actual job location. (Upto Rs. 48,000 Per Annum), with detailed compensation annexe and actual job location. (Upto Rs. 48,000 Per Annum), with detailed compensation annexe and actual job location. (Upto Rs. 48,000 Per Annum), with detailed compensation annexe and actual job location.
5. One-time welcome bonus of Rs 10,000 (Rupees Ten Thousand Only) to be paid after completion of 4 months with **HDFC Ergo Health.**
6. If you leave the Company or submit your resignation before completion of first year, you will be liable to pay Rs 75,000/- (Rupees Seventy-Five Thousand Only) to the company towards the expenses incurred towards your training.
8. Please carry original documents and submit the copies of the following documents on your date of joining:
  - a. 2 passport size photographs
  - b. PAN Card
  - c. Aadhaar Card
  - d. X & XII passing certificate
  - e. Highest Qualification: Provisional certificate / mark sheets for all years and final consolidated mark sheet (if any)
  - f. Cancelled Cheque / Bank Statement / Passbook copy

We look forward to welcoming you, and wish you all the best for this exciting new journey with **HDFC ERGO Health Insurance.**

For **HDFC ERGO Health Insurance Limited**

Authorized Signatory

To know more about the world of **HDFC ERGO**, please connect with us at LinkedIn  
<https://www.linkedin.com/company/hdfc-ergo-health/>

# PEPSICO

Leading Beverages

24-Sep-2020

Manshetha H A  
Cherryamananthala, Kurumbhodi,  
Mandharathur PO, Puthupparam VILA,  
Vatakara - 673105

Dear Manshetha H A,

We have great pleasure in appointing you as a Sales Trainee on the terms and conditions which are described below.

Your Basic Salary during this period will be Rs. ₹12,675/- per annum. In addition Special Allowance of Rs.66,275/- per annum and Flexible Allowance of Rs. ₹13,240/- per annum.

The duration of your training will be 6 months commencing from 29 Sep-2020. This may be reduced or prolonged at the discretion of the company upon successful completion of the training period. The company at its discretion may offer you a suitable employment. On Successful completion of the 6 months training and confirmation thereof you will be eligible for a grant of Rs. 30,000/-

The Company will contribute 1.2% of your Basic Salary towards Provident Fund. An equal amount will be mandatorily deducted from your Basic Salary and sent to the EPF-C.

You will be eligible to participate in the Medical Insurance scheme for regularization as per company policy. This policy covers you and your immediate family members consisting of spouse and dependent children.

Any amount payable by the company to you towards Compensation after retirement and/or any other such payments shall be subject to deduction of withholding taxes and/or any other taxes applicable under law. All requirements under Indian Tax Laws including the compliance and filing of tax returns, assessments etc. of your personal income shall be fulfilled by you.

Your engagement implies that you will undertake work of any kind which the Company may require and that you will be prepared to travel to or undergo training in any part of India.

28/09/2020

**PEPSICO INDIA HOLDINGS PRIVATE LIMITED**

PEPSICO INDIA HOLDINGS PRIVATE LIMITED - COMPANY & PVT. LTD. REG. OFFICE: CHENNAI, TAMIL NADU. INCORPORATED IN INDIA. C-100/101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 128, 129, 130, 131, 132, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 150, 151, 152, 153, 154, 155, 156, 157, 158, 159, 160, 161, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171, 172, 173, 174, 175, 176, 177, 178, 179, 180, 181, 182, 183, 184, 185, 186, 187, 188, 189, 190, 191, 192, 193, 194, 195, 196, 197, 198, 199, 200, 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215, 216, 217, 218, 219, 220, 221, 222, 223, 224, 225, 226, 227, 228, 229, 230, 231, 232, 233, 234, 235, 236, 237, 238, 239, 240, 241, 242, 243, 244, 245, 246, 247, 248, 249, 250, 251, 252, 253, 254, 255, 256, 257, 258, 259, 260, 261, 262, 263, 264, 265, 266, 267, 268, 269, 270, 271, 272, 273, 274, 275, 276, 277, 278, 279, 280, 281, 282, 283, 284, 285, 286, 287, 288, 289, 290, 291, 292, 293, 294, 295, 296, 297, 298, 299, 300, 301, 302, 303, 304, 305, 306, 307, 308, 309, 310, 311, 312, 313, 314, 315, 316, 317, 318, 319, 320, 321, 322, 323, 324, 325, 326, 327, 328, 329, 330, 331, 332, 333, 334, 335, 336, 337, 338, 339, 340, 341, 342, 343, 344, 345, 346, 347, 348, 349, 350, 351, 352, 353, 354, 355, 356, 357, 358, 359, 360, 361, 362, 363, 364, 365, 366, 367, 368, 369, 370, 371, 372, 373, 374, 375, 376, 377, 378, 379, 380, 381, 382, 383, 384, 385, 386, 387, 388, 389, 390, 391, 392, 393, 394, 395, 396, 397, 398, 399, 400, 401, 402, 403, 404, 405, 406, 407, 408, 409, 410, 411, 412, 413, 414, 415, 416, 417, 418, 419, 420, 421, 422, 423, 424, 425, 426, 427, 428, 429, 430, 431, 432, 433, 434, 435, 436, 437, 438, 439, 440, 441, 442, 443, 444, 445, 446, 447, 448, 449, 450, 451, 452, 453, 454, 455, 456, 457, 458, 459, 460, 461, 462, 463, 464, 465, 466, 467, 468, 469, 470, 471, 472, 473, 474, 475, 476, 477, 478, 479, 480, 481, 482, 483, 484, 485, 486, 487, 488, 489, 490, 491, 492, 493, 494, 495, 496, 497, 498, 499, 500, 501, 502, 503, 504, 505, 506, 507, 508, 509, 510, 511, 512, 513, 514, 515, 516, 517, 518, 519, 520, 521, 522, 523, 524, 525, 526, 527, 528, 529, 530, 531, 532, 533, 534, 535, 536, 537, 538, 539, 540, 541, 542, 543, 544, 545, 546, 547, 548, 549, 550, 551, 552, 553, 554, 555, 556, 557, 558, 559, 560, 561, 562, 563, 564, 565, 566, 567, 568, 569, 570, 571, 572, 573, 574, 575, 576, 577, 578, 579, 580, 581, 582, 583, 584, 585, 586, 587, 588, 589, 590, 591, 592, 593, 594, 595, 596, 597, 598, 599, 600, 601, 602, 603, 604, 605, 606, 607, 608, 609, 610, 611, 612, 613, 614, 615, 616, 617, 618, 619, 620, 621, 622, 623, 624, 625, 626, 627, 628, 629, 630, 631, 632, 633, 634, 635, 636, 637, 638, 639, 640, 641, 642, 643, 644, 645, 646, 647, 648, 649, 650, 651, 652, 653, 654, 655, 656, 657, 658, 659, 660, 661, 662, 663, 664, 665, 666, 667, 668, 669, 670, 671, 672, 673, 674, 675, 676, 677, 678, 679, 680, 681, 682, 683, 684, 685, 686, 687, 688, 689, 690, 691, 692, 693, 694, 695, 696, 697, 698, 699, 700, 701, 702, 703, 704, 705, 706, 707, 708, 709, 710, 711, 712, 713, 714, 715, 716, 717, 718, 719, 720, 721, 722, 723, 724, 725, 726, 727, 728, 729, 730, 731, 732, 733, 734, 735, 736, 737, 738, 739, 740, 741, 742, 743, 744, 745, 746, 747, 748, 749, 750, 751, 752, 753, 754, 755, 756, 757, 758, 759, 760, 761, 762, 763, 764, 765, 766, 767, 768, 769, 770, 771, 772, 773, 774, 775, 776, 777, 778, 779, 780, 781, 782, 783, 784, 785, 786, 787, 788, 789, 790, 791, 792, 793, 794, 795, 796, 797, 798, 799, 800, 801, 802, 803, 804, 805, 806, 807, 808, 809, 810, 811, 812, 813, 814, 815, 816, 817, 818, 819, 820, 821, 822, 823, 824, 825, 826, 827, 828, 829, 830, 831, 832, 833, 834, 835, 836, 837, 838, 839, 840, 841, 842, 843, 844, 845, 846, 847, 848, 849, 850, 851, 852, 853, 854, 855, 856, 857, 858, 859, 860, 861, 862, 863, 864, 865, 866, 867, 868, 869, 870, 871, 872, 873, 874, 875, 876, 877, 878, 879, 880, 881, 882, 883, 884, 885, 886, 887, 888, 889, 890, 891, 892, 893, 894, 895, 896, 897, 898, 899, 900, 901, 902, 903, 904, 905, 906, 907, 908, 909, 910, 911, 912, 913, 914, 915, 916, 917, 918, 919, 920, 921, 922, 923, 924, 925, 926, 927, 928, 929, 930, 931, 932, 933, 934, 935, 936, 937, 938, 939, 940, 941, 942, 943, 944, 945, 946, 947, 948, 949, 950, 951, 952, 953, 954, 955, 956, 957, 958, 959, 960, 961, 962, 963, 964, 965, 966, 967, 968, 969, 970, 971, 972, 973, 974, 975, 976, 977, 978, 979, 980, 981, 982, 983, 984, 985, 986, 987, 988, 989, 990, 991, 992, 993, 994, 995, 996, 997, 998, 999, 1000.



PRIVATE AND CONFIDENTIAL

Reference No. - 1384011551  
Applicant ID - 3916998

30-Oct-2020

Haritha Harikumar

Dear Haritha,

We take great pleasure in extending an offer to you for being a part of ICICI Bank.

Please find enclosed the job offer letter.

Please quote your reference number, which is appearing on the top of this letter for all future correspondence.

In case you have any queries please feel free to contact at the below mentioned details:

E-Mail Address : [icicicareers@icicibank.com](mailto:icicicareers@icicibank.com)

Telephone No. : 022-71872500

Yours sincerely,

ICICI Bank HR Team

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

Tel.: (91-22) 2653 1414  
Fax: (91-22) 2653 1122  
Website [www.icicibank.com](http://www.icicibank.com)  
CIN: L65190GJ1994PLC021012

Regd. Office : ICICI Bank Tower,  
Near Chakli Circle,  
Old Padra Road,  
Vadodara 390 007, India.





PRIVATE AND CONFIDENTIAL

Reference No. - 1384014394  
Applicant ID - 3917011

10-Nov-2020

Irine Shibu

Dear Irine,

We take great pleasure in extending an offer to you for being a part of ICICI Bank.

Please find enclosed the job offer letter.

Please quote your reference number, which is appearing on the top of this letter for all future correspondence.

In case you have any queries please feel free to contact at the below mentioned details:

E-Mail Address : [icicicareers@icicibank.com](mailto:icicicareers@icicibank.com)

Telephone No. : 022-71872500

Yours sincerely,

ICICI Bank HR Team

**ICICI Bank Limited**  
ICICI Bank Towers  
Baratra-Kurla Complex  
Mumbai 400 051, India.

Tel.: (91-22) 2653 1414  
Fax: (91-22) 2653 1122  
Website [www.icicibank.com](http://www.icicibank.com)  
CIN : L65190GJ1994PLC021012

Regd. Office : ICICI Bank Tower,  
Near Chakli Circle,  
Old Padra Road,  
Vaddodara 390 007, India.

14-Sep-2020

Jeffin Rajan  
Mammoottil House, Payyapady PO, Puthupally,  
Kottayam - 686011

Dear Jeffin,

On behalf of **KPMG Global Delivery Center Private Limited** (the 'Company'), I am pleased to offer you the position of **Associate 1 in Audit** with the Company. You will be part of the **GDC-Audit-Business team**.

You shall be based in **Bangalore** and can be transferred to any other office of the Company at any other place or city in India or outside India, as decided by the Company from time to time.

Your employment shall commence with effect from your actual date of joining. In the event you fail to join latest by **17-Sep-2020**, this employment agreement ('Agreement') shall stand terminated.

You shall be on probation for a period of six (6) months (the '**Probation Period**') from your actual date of joining. During the Probation Period, your Compensation and Other Entitlements, if any, shall be in accordance with the Company's Personnel Policy, for the time being in force ('**Company Policy**'). At the end of the Probation Period, the Company may confirm your services, subject to your performance meeting the requisite standard, by issuing a confirmation letter (the '**Confirmation Letter**'). Until such Confirmation Letter is issued, you are deemed to be on probation.

The terms and conditions of your employment with the Company shall be as follows:

#### **A. Compensation**

##### **1. Basic Salary**

Your basic salary shall be **Rs.187500/- (One Lakh Eighty-Seven Thousand Five Hundred Rupees)** per annum, payable monthly in arrears. Your next revision shall be in accordance with the merit review cycle and at the sole discretion of the Company.

##### **2. Allowances and Employers Contribution to Provident Fund**



Jerry T Kashy  
11y Ancehall House, Eraveloor P.O, Thiruvalla  
689542

**LETTER OF APPOINTMENT**

Dear Jerry T,

This letter marks an important event in the life of our Bank and indeed for you. We value this letter as a symbol of a new relationship, one that is based on simplicity, prudence and humility.

When you sign this letter, you would have agreed to uphold our heritage and be a part of the Kotak family. You promise to value our values and be one of us

- Down to Earth & Approachable : We are simple, straight forward, realistic, unpretentious and always accessible to our stakeholders
- Mutual Respect, Trust and Transparency : We nurture an environment which is transparent in dealings, value the contribution of every individual and respect basic human dignity in all interactions
- Passion to Achieve : We are committed to focus on results with underlying enthusiasm and energy
- Entrepreneurial Approach : We generate and encourage creative ideas, applying sound commercial acumen. We have an innovative approach to problem solving and do not shy away from going beyond the conventional
- Ethical with Governance Mindset : We are committed to conducting ethical business maximizing shareholder values on a sustainable basis, while ensuring fairness to all stakeholders including customers, team members, investors, business partners, Government and society at large.

When you sign this letter, you would have embarked on our quest to make modern history!

*Daniel Wesley*

Daniel Wesley  
Chief Manager

*Jerry T Kashy*

Jerry T Kashy

Kotak Sahindra Bank Ltd,  
CIN: U65110MH1985KCO00137  
Kotak W/A, Building No. 21,  
Zone A, 2nd Floor, Vithayal Park,  
Off Western Express Highway,  
General A.K. Vaidya Marg, Malad (East),  
Mumbai, Maharashtra 400037, India

T +91 22 66056825  
F +91 22 67259071  
www.kotak.com

Registered Office:  
27 BKC, C 27, G Block,  
Bandra Kurla Complex,  
Bandra (E), Mumbai 400051,  
Maharashtra, India



CMS

Door No 77/965 K  
Infinite Ingressa, Jawahar Nagar  
Kumaradasan Road, Ernakulam 682020  
Phone: 0484 400730-33

Date: May 21, 2021

Mr/Ms Jijo CK

Dear Mr/Ms Jijo CK,

**Offer Letter**

We, the **Caspian Management Services LLP ('Employer')**, are pleased to offer you provisional employment in the position of **Masterstrokes Direct Sale Representative ('Employee')** in our Organization beginning on Friday, 21 May, 2021 (job location: Cochin). This letter describes the terms and conditions of your employment on contract basis. Your employment is subject to satisfactory completion of background and reference checks, the absence of any bars or restrictions on your employment with the Organization and your acceptance of following terms and conditions:

1. By assuming the position of 'Masterstrokes Direct Sale Representative' you shall render services to our Client - **Asian Paints Limited** (hereafter mentioned as 'Client')
2. Your offered contract will be for One year from the date of joining/assuming duty at the location / premises designated by the Client and shall be in accordance with the instructions received by you from us or any other authorized person from Client and will be bound by our rules and regulations.
3. Based on your performance or continuance of Client project, your contract with us shall be extended or will be terminated, as the case may be and the same will be intimated to you from our office.
4. Termination
  - (a) Save and except expiration of this Offer letter either by completion or expiry of contract period as stated herein above or its extended term thereof,
    - (i) The Employee may at any time terminate this Offer Letter and his employment by giving not less than 30 days written notice to the Employer, and
    - (ii) The Employer may terminate this Offer letter and the Employee's employment at any time, with 30 days written notice or payment in lieu of notice, provided however the Employer will be entitled to terminate your employment at any time, without notice, for sufficient cause, including but not limited to misconduct and/or gross negligence.
  - (b) Termination of this letter of engagement shall not affect the obligations of the parties that have been incurred prior to such termination and Caspian Management Services shall promptly settle all your dues after making the applicable deductions.
  - (c) The Employee agrees to return any and all property belonging to the Employer and the Client at the time of termination.
  - (d) Unless your employment with Caspian Management Services LLP is extended pursuant to the Cl.3 hereinabove, your employment with Caspian Management Services LLP will be terminated upon expiry of this Offer Letter or its sooner determination thereof.
5. Any dispute between you and Caspian Management Services LLP shall be referred to a sole arbitrator appointed by the Caspian Management Services LLP at its absolute discretion and the decision of the Arbitrator will be conclusive and final and shall be binding on the Parties hereto. This Offer Letter shall be governed by the laws of India and competent courts at Cochin shall have the exclusive jurisdiction.
6. Details of your salary breakup will be as per the Annexure-1 annexed hereto and shall constitute the Employee's entire entitlement without exception.



## Offer Letter

Name: Jishnu Prakash  
Date: Tuesday, June 23, 2020

Dear Mr. Jishnu Prakash,

With reference to your application and subsequent discussions you had with us, we are pleased to offer you an appointment with Think and Learn Private Limited ("Company"), on the following terms and conditions:

- Date of Joining & Work Location:** Your appointment becomes effective from the date of joining the services of the Company, which date shall be no later than Tuesday, June 30, 2020. Your work location would be Kottayam / Bangalore or any other location as may be assigned by the Company. The Company reserves the right to transfer you to any location, as the Company may deem fit, from time to time.
- Term:** The term of this Agreement would be for a period of 2 months (approximately), commencing from your date of joining. This Agreement will automatically expire upon the completion of this term unless terminated earlier as per the provisions of Clause 11 of this Agreement.
- Background Check:** The Company may, at its discretion, conduct background verification, prior to or at any time after commencement of this Agreement, to verify, including but not limited to, your professional certifications, designations or licenses, educational background, identity, proof of age, address, past work experience (if any) and criminal records. You hereby provide your express consent to the Company for conducting such background checks. This Agreement is subject to validation of any information provided by you to the Company and to the satisfactory outcome of the pre-employment screening activities (including background verification and criminal history check).
- Offer of permanent position:** It shall not be obligatory on the part of the Company to offer a permanent position to you on expiry of this Agreement. This offer of employment will be subject to the satisfactory performance during training and also subject to production of necessary documents including educational and professional certificates and may be rescinded in the event such necessary documents are not provided to the Company. Upon satisfying the above conditions, conversion to the role of BDA will be

**OFFER LETTER**

Dear **Jithu Mathew,**

**Congratulations!!!**

With reference to your application and subsequent interviews you had with us, we are pleased to give you the offer as "**Resource Specialist Trainee**" in NewAgeSys Solutions (P) Ltd. During your Training period, your stipend would be **Rs 25000/- (in hand)**. You will also be eligible for incentives along with the mentioned stipend. You should give us **2 years (twenty four months)** working commitment. Your **Training Period** would be for a period of **4 months**. You will be working for only **five days** in a week. From the date of your joining itself you can avail the benefits and public holidays as listed in the NewAgeSys Solutions' Holiday List. After successful completion of your Training period, i.e. after being made a Permanent Employee of NewAgeSys Solutions (P) Ltd, **Casual Leave, Family Care Leaves, Provident Fund, Health Insurance, Welfare Fund, Gratuity Benefits** can be availed. Your **First Performance Evaluation** will be conducted after your Training Period. Kindly send us an email with your **Offer Acceptance** on or before the expiry of the offer validity which will end by **5:00 PM on Friday, 18<sup>th</sup> September 2020**. Please feel free to contact us back for any queries on the below mentioned contact number.

**For NewAgeSys Solutions (P) Ltd.**

**ANAND MURALI**

**HR Associate**

**Mob: +91 9995722859**

Ref. No: TTL/TX/IA/240K/21/D966

Date: 06/02/2021

To,  
Mr. John Jose Alappatt  
Mobile : 8129651817  
Allappatt House, Ollur,  
Thrissur - 680306

### PROVISIONAL OFFER OF EMPLOYMENT

Dear Mr. John,

This is to notify you that we have shortlisted your application and are pleased to make a provisional offer of employment as **Field Marketing Executive** with an annual compensation of **Rs. 2,40,000** (please refer Annexure-II for bifurcation). You have been posted at Thrissur and have been scheduled to join work on 22<sup>nd</sup> February, 2021.

Your offer is subject to your acceptance of below listed rules and regulations of the Company:

- You are advised to transfer Rs. 10,000/- to Thyrocare Technologies Limited as refundable caution deposit. The caution deposit is not refundable if you voluntarily resign before the completion of one year of continued service in the organization.
- You will be on probation for one year from the date of commencement of your service.
- Your performance will be evaluated periodically and your growth will purely depend on your ability to focus on given job.
- You will be additionally eligible for **Rs.300** as **Field Visit Allowance** per full attended day subject to Quality and Quantity of Calls documented.
- You shall always maintain a high level of confidentiality relating to information acquired during the course of your duties in relation to the activities of the Company, its members or its affiliates.
- This association can be terminated mutually with 7 days notice during your probation period.

You are required to send your offer acceptance note to [join@thyrocare.com](mailto:join@thyrocare.com) within next 48 hours. We accept and appreciate email communication.

We welcome you to our company and wish you a successful career with us.

Thanking you,

Yours truly,  
For Thyrocare Technologies Ltd.

Offer Acceptance:

Date:

Place:

Authorized Signatory (HRD Department)

*Note: Though this is an offer letter, company reserves the right to reject your candidature if you had submitted misleading facts or information.*

PRIVATE AND CONFIDENTIAL

Reference No. - 1384011537  
Applicant ID - 3916212

30-Oct-2020

Rahul Ramesh

Dear Rahul,

We take great pleasure in extending an offer to you for being a part of ICICI Bank.

Please find enclosed the job offer letter.

Please quote your reference number, which is appearing on the top of this letter for all future correspondence.

In case you have any queries please feel free to contact at the below mentioned details:

E-Mail Address : [icicicareers@icicibank.com](mailto:icicicareers@icicibank.com)

Telephone No. : 022-71872500

Yours sincerely,

ICICI Bank HR Team

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

Tel.: (91-22) 2653 1414  
Fax: (91-22) 2653 1122  
Website [www.icicibank.com](http://www.icicibank.com)  
CIN.: L65190GJ1994PLC021012

Regd. Office : ICICI Bank Tower,  
Near Chakli Circle,  
Old Padra Road,  
Vadodara 390 007, India.



# TRPC Service Team Pvt. Ltd.

Ref. TRPC

August 17, 2020

KABILAN R

No 33, Periyar Street, Nangallur, Chennai 600 061

Dear KABILAN R,

## Letter of Appointment

With reference to your interview with us, we are pleased to offer you a position in our Organization as per the terms and conditions given below: -

1. Your designation will be "Management Trainee".
2. Your total emoluments will be 260,000.00 INR per annum .
3. Whilst you are located abroad, the terms applicable will be intimated to you at the relevant point of time.
4. You shall be due for salary revision not before one year from your date of joining.
5. The Management reserves the right to change the different components/allowances in the total emoluments package, at its own discretion, at any time in future. However, your Annualized Monthly Gross (AMG) will be protected.
6. You will be on probation for a period of 6 from the first of the calendar month following the date of your joining, after which you will be confirmed if your work is found satisfactory. The probation period can be extended at the discretion of the organization. You shall continue to be on probation, till your services are confirmed in writing by a letter of confirmation. In case your performance is not found satisfactory during such period of probation, including extended period, if any, your services shall stand terminated on expiry of such period of probation or extended period of probation and you shall be informed of the same in writing.
7. Your services are terminable with two months' notice from your side. The organization may, at its discretion, choose to terminate your services with one month's AMG in lieu of notice period.
8. The full and final settlement would be done within sixty days from your last working day.
9. This offer is subject to a satisfactory reference check of your credentials being conducted by the organization, covering your educational qualifications, including certificates and other documents authentication, previous experience, etc.

Registered Office : One Indiabulls Park, 6th Floor, Tower B, Plot No. 14, 3rd Main Road, Ambattur Industrial Estate, Ambattur, Chennai-600 058, India. Phone: 044-42953150

Corporate Office : JMD Megapolis, Unit No. 630-637 A, 6th Floor, Tower A, Sector-48, Sohna Road, Gurugram-122018, India. Phone: 0124-4981700. Fax: 0124-4981710

CIN: U72200TN2006PLC059581 | www.trpcweb.com | clientservices@trpcweb.com



## Offer Letter

Name: Kashyap Sudheer V  
Date: Tuesday, June 23, 2020

Dear Mr. **Kashyap Sudheer V,**

With reference to your application and subsequent discussions you had with us, we are pleased to offer you an appointment with Think and Learn Private Limited ("Company"), on the following terms and conditions:

- Date of Joining & Work Location:** Your appointment becomes effective from the date of joining the services of the Company, which date shall be no later than Tuesday, June 30, 2020. Your work location would be Calicut / Bangalore or any other location as may be assigned by the Company. The Company reserves the right to transfer you to any location, as the Company may deem fit, from time to time.
- Term:** The term of this Agreement would be for a period of 2 months (approximately), commencing from your date of joining. This Agreement will automatically expire upon the completion of this term unless terminated earlier as per the provisions of Clause 11 of this Agreement.
- Background Check:** The Company may, at its discretion, conduct background verification, prior to or at any time after commencement of this Agreement, to verify, including but not limited to, your professional certifications, designations or licenses, educational background, identity, proof of age, address, past work experience (if any) and criminal records. You hereby provide your express consent to the Company for conducting such background checks. This Agreement is subject to validation of any information provided by you to the Company and to the satisfactory outcome of the pre-employment screening activities (including background verification and criminal history check).
- Offer of permanent position:** It shall not be obligatory on the part of the Company to offer a permanent position to you on expiry of this Agreement. This offer of employment will be subject to the satisfactory performance during training and also subject to production of necessary documents including educational and professional certificates and may be rescinded in the event such necessary documents are not provided to the Company. Upon satisfying the above conditions, conversion to the role of BDA will be



**Date: 24-Oct-2020**

**Keerthana Mohan  
Pattathiparambil (H)  
V.R Puram P.O  
Chalaky  
Thrissur -680722**

**Appointment Offer: Business Analyst**

**Dear Keerthana,**

Following your interview with us, we are pleased to appoint you as **Business Analyst** in IBS Software Pvt. Ltd. (the "**Company**"), subject to your acceptance of the terms and conditions contained herein.

**Terms and conditions of the Offer**

**1. Pre-requisites**

- a) This appointment and continuance of your employment will be subject to you being medically fit by our medical panel and also subject to you clearing the background verification exercise undertaken by the Company. In this regard, you will be receiving a consent form from IBS designated service provider. You are required to return a signed consent form in accordance with the instructions provided therein. This is for initiating your background verification subsequent to you joining the Company.
- b) You will have to bring 5 copies of your latest passport size colour photographs, and the originals and one set of copies of all certificates specified in Annexure 1 on the joining date. Your appointment will be subject to verification of your certificates against the information provided by you in your resume and during the interview.

**2. Posting**

Your initial posting would be at the office of the Company situated at Unit No's 401 & 402, SCK-01, Smartcity Campus, Thengode PO, 682030, Kakkanad, Kerala. Your services are, however, liable to be transferred to any of our other offices or offices of our existing or future affiliates, clients or associates, in India or abroad, at the sole discretion of the Company.

**3. Reporting Date**

You are requested to report at the office of the company situated at 5th Floor, Carnival Infopark-Phase 2, Infopark Campus, Kusumagiri PO, Kakkanad, Kochi, Kerala-682030 on **02-Nov-2020 at 9.30 AM.**

Date: 07-Mar-2020  
Ref No: 939024

Krishna Saji Nair  
Krishnakavya CMC-7, Varanad Post, Cherthala

**LETTER OF APPOINTMENT**

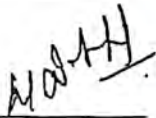
Dear Krishna Saji,

This letter marks an important event in the life of our Bank and indeed for you. We value this letter as a symbol of a new relationship, one that is based on simplicity, prudence and humility.

When you sign this letter, you would have agreed to uphold our heritage and be a part of the Kotak family. You promise to value our values and be one of us

- Down to Earth & Approachable : We are simple, straight forward, realistic, unpretentious and always accessible to our stakeholders
- Mutual Respect, Trust and Transparency : We nurture an environment which is transparent in dealings, value the contribution of every individual and respect basic human dignity in all interactions
- Passion to Achieve : We are committed to focus on results with undying enthusiasm and energy
- Entrepreneurial Approach : We generate and encourage creative ideas, applying sound commercial acumen. We have an innovative approach to problem solving and do not shy away from going beyond the conventional
- Ethical with Governance Mindset : We are committed to conducting ethical business maximizing shareholder values on a sustainable basis, while ensuring fairness to all stakeholders including customers, team members, investors, business partners, Government and society at large.

When you sign this letter, you would have embarked on our quest to make modern history!



Daniel Wesley  
Chief Manager

\_\_\_\_\_  
Krishna Saji Nair

Page 1

Kotak Mahindra Bank Ltd.  
CIN: L65110MH1985PLC038137

Kotak Infront, Building No. 21,  
Zone 4, 2nd Floor, Infinity Park,  
Off Western Express Highway,  
General A K Vaidya Marg, Malad (East),  
Mumbai, Maharashtra 400097, India.

T +91 22 66056825  
F +91 22 67259071  
www.kotak.com

Registered Office:  
27 BKC, C 27, G Block,  
Bandra Kurla Complex,  
Bandra (E), Mumbai 400051,  
Maharashtra, India.

HR/2020/ 1413767





M M Tower II  
Third Floor  
Seaport - Airport Road  
Kakkanad, Kochi - 682037  
India  
mail@qubicle.me

Dear Lakshmi, *Ramesh*.

Appointment to the position of **Business Assistant**

I am pleased to be able to advise you of your appointment to the position of **Business Assistant** within our Organization commencing on **08/07/2020**.

This Letter of Appointment and the attached Appendices will form your Contract of Employment.

You will be under 3 months of probation in which your remuneration will be 13000 INR. On successfully completing the probation, remuneration would be raised to 17,000 per month based on the performance.

You have to serve a notice period of 2 months to hand over your duties upon resignation.

In that position, you will be required to work eight (8) hours per day between the hours of 9.00 am and 6.00 pm Monday to Friday. During the 3 months of probation, you will be eligible to take 3 sick leaves. Exceeding the total leaves would result in loss of pay.

Benefits for the position after the probation will be:

- 6 casual leaves and 6 Sick leaves
- Eligible for 12 paid annual holidays for regular employees after completing one year with the organization.

We look forward to a mutually beneficial association with Qubicle and its associate companies.

If you have any queries regarding any aspects of your appointment or the terms and conditions of your employment, Please contact Aswin.

Yours Faithfully

Aswin Anand.

Name & Signature of the Employee.

Name & Signature of the Company Representative.



91 8895 85 88 54

allabout@allaboutinnovations.com

Date: 08.04.2019

Sub. Offer of Appointment

We are pleased to inform you that you have been selected for the post of **Marketing Manager** in **Allabout Innovation Pvt Ltd**. Your monthly remuneration will be as follows

- Designation : **Marketing Manager**
- Remuneration : **INR 15000/-** (where 5000 is Target Allowance)
- Working Hours : 200 hours / month
- Incentives : as mutually decided by the management

**Probation Period** : The first 3 months of your employment is the probation period

You are liable to travel across the country and also to international countries regarding the Marketing purposes and you will also be transferable to any place globally, where Allabout Innovation has its operations.

In the event of your acceptance of this offer, a formal contract needs to be signed enumerating breakup of your pay scale and other contractual terms as applicable.

This offer letter is valid for a period of 15 days. You are requested to give acceptance of this offer within 15 days. Non-receipt of your acceptance may entail cancellation of the offer made herein.

Yours truly,

For Allabout Innovations Pvt.Ltd

Authorised Signatory



ALLABOUT INNOVATIONS PRIVATE LIMITED  
Sea View Building, Sea View Ward, Alappuzha, Kerala  
688012 INDIA



**mantle**

67

31st May 2021

Ref No. 003598

Offer Letter

Ms. Mahatekshmi G  
Kannel House  
Muthukulam South P O  
Mappuraha  
Kerala, India- 690 506

To: Ms. Mahatekshmi G

Subject: Offer letter for the post of **Invoice Verifier- BPO**

Further to the interview and discussions we had, we are glad to offer you the position of **Invoice Verifier- BPO**, upon mutually agreed terms and conditions. Your initial place of work shall be at **Lulu Cyber Tower 2, Infopark Park Special Economic Zone, Kakkanad, Cochin.**

Your gross salary would be **Rs 15250/- (Rupees Fifteen Thousand Two Hundred Fifty Only)** per month and necessary statutory deductions shall be made from the salary. Gross salary will be revised to 16,250/- per month after successful completion of probation period and on producing valid proof of successful completion of MBA Degree. The review will be linked to your performance and will be at the discretion of the management.

A detailed appointment letter will be given to you at the time of joining. All other terms and conditions will be as per the management decision and the Labour Laws of the country as stated from time to time.

You are required to join on **10 June 2021** at 9.30am, in line with the discussions we had with you, otherwise this offer will stand withdrawn automatically. You have to submit copy of all credentials at the time of your joining.

This offer letter is valid only for one week and you should confirm the date of joining within one week of time.

This offer is subject to satisfactory investigation of the employee's credentials and it is found at any time that the employee has made any false statements, suppressed/misrepresented information; this offer will be stand automatically withdrawn.

Please sign and return a copy of this letter as a token of your acceptance and ensure to send the scanned copy immediately through return mail to proceed further.

We welcome you to Mantle Solutions to be part of the exciting future and sincerely hope that your association with us shall be mutually beneficial.

Regards,



Shahir Khan -Director & CEO

I agree to the terms and conditions of the employment as set out herein.

Name: Mahatekshmi G

Date: 2/06/2021

Signature: Mahatekshmi

**MANTLE SOLUTIONS PRIVATE LIMITED**

Reg Office: 9th Floor, Lulu Cyber Tower - 2, Infopark Special Economic Zone, Kakkanad, Ernakulam, Kerala, India, 682042

CIN: U72900KL2018PTC054323, Web: www.mantlesolutions.in, Mail: contact@mantlesolutions.in, Ph: +91 484 6633366





## APPOINTMENT LETTER

03 Aug, 2020  
MARY MAJESHA  
House Numer; 42/a, Variyath House  
Bhagavathy Temple Road, Cheren  
Ernakulam  
662034

Resume ID # 2390099

Dear MARY,

This is with reference to discussion you had with us recently. We are pleased to offer you the position of a Analyst on the following terms:

### 1. Place of Employment and Timing.

- 1.1 Your initial place of work will be at **COCHIN**. However, your services are transferable, and may be assigned, after reasonable notice, to any location in India or abroad where the company or its affiliates conducts business. The duties to be performed by you hereunder shall be performed in such locations as are reasonably necessary or appropriate to carry out your duties hereunder, subject to reasonable travel requirements on behalf of the Company from time to time.
- 1.2 You will be expected to attend office - except when traveling on business during working hours/shifts as may be decided by the Company.

### 2. Compensation and Benefits.

- 2.1 Compensation. As compensation for services to be rendered pursuant to this letter, the Company shall pay you an annual basic salary of **Rs 72,000 (Rupees Seventy-two Thousand Only)**. Other allowances / reimbursements as due to you are detailed in Annexure II.
- 2.2 You will be provided with a Comprehensive Medical Insurance and will also be covered under the Group Personal Accident Insurance, while on Company business.
- 2.3 You will be provided with Retirement Benefits namely, Provident Fund and Gratuity, in accordance with the laws of the country, and/or, as per company policy.
- 2.4 Your compensation shall be reviewed on the basis of merit and will be at the sole discretion of the company.

3. Reimbursement of Expenses: The Company will reimburse you for reasonable travel, and other business expenses incurred in connection with the performance of your duties hereunder, in accordance with the policy of the Company with respect thereto.

4. Leaves: You shall be entitled to reasonable periods of leave as per company policy (to be taken by agreement with the Company) with full pay. Entitlement & accumulation of the leave will be as per company policy.

Offer accepted by MaryMajesha dated on 02 Aug 2020 12:06:32 PM



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Privileged & Confidential

Date: 24-Jul-2020

Mathews Thomas

PLACKALPUTHENPURAYIL

PAZHUNKAKULAM MUTHALAKODAM P.O

Idukki

Kerala

### OFFER LETTER

Dear Mathews ,



We are pleased to offer you the position of **Relationship Associate** subject to the following terms and conditions:

1. This offer remains subject to the terms of the appointment letter to be executed by you on the day of joining and to the procedures, policies, benefits and other terms of Max Life, which will be provided to you at the time of your joining or communicated to you from time to time. All such procedures, policies and benefits will be subject to our periodic review and can be changed with or without notice.
2. You will be based at **Kottayam** and will be reporting to **Area Manager Axis** .
3. A detailed break-up of your compensation is in the attached **Annexure I**. The compensation including incentives or rewards shall be subject to tax deducted at source as per the applicable tax laws.
4. This offer is subject to verification of your credentials and background, completion of all necessary documentation, reference check to our satisfaction.
5. Please note that your employment with Max Life will be "at will" and is not for a specified period. Hence, either you or Max Life may terminate the employment relationship at any time, with or without cause.
6. You acknowledge that no prior verbal or prior written agreements, prior promises or representations that are not specifically stated in this offer will be binding on us.
7. This document is privileged and confidential. You will maintain confidentiality and secrecy and will not disclose any of the contents of this offer to any third party.
8. If you are in agreement with the above terms, you are requested to revert to the undersigned not later than **5 days** by signing this offer letter and sending your acceptance by way of an email to the undersigned, failing which, this offer will expire.
9. Within **2 days** of acceptance of this offer, you are requested to submit the documents listed in **Annexure II**. We look forward to long lasting and mutual beneficial relationship and are confident that your abilities will play a key role in our company.

MAX LIFE INSURANCE CO. LTD.

3rd, 11th and 12th Floor, DLF Square, Jacaranda Marg, DLF City Phase II, Gurgaon, Haryana-122 002, India.  
T +91-124-4121500 F +91-124-6659811 E Service.helpdesk@maxlifeinsurance.com W www.maxlifeinsurance.com  
Corporate Identity Number - U74899DL2000PLC106723, IRDA Reg No - 104

Registered Office: 419, Bhai Mohan Singh Nagar, Railmajra, Tehsil Balachaur, District Nawanshahr, Punjab - 144533, India

 A Max Financial Services and  MS Joint Venture



Ahalia Money Exchange & Financial Services Pvt. Ltd.  
Ahalia House, Rajaji Junction,  
Chittoor Road, Ernakulam – 682 035,  
0484-2869000 – 199, +91-9496001490  
www.ahaliaforex.com

Offer Letter

Offer: Mgmt Trainee

Ref.: Interview @13/Feb/2021

Date: 16/02/2021

Dear Ms. Meenakshi Anil,

Sub.: Offer Letter

Thank you for exploring career opportunities with Ahalia Exchange. You have successfully completed our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Management Trainee**. Your stipend will be **10,000/- (Rupees Ten Thousand only) per month**, as per the terms and conditions set out herein.

Posting	Ahalia Exchange, Corporate Office.
Trainig	Ahalia Exchange, Corporate Office.
Duration	3 months
Reporting Officer	Mr. Nimesh V. V., Head – FPMC.

Please confirm your acceptance of this offer by replying to this mail with expected date of join. If not accepted within 2 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

We look forward to having you in our team

Yours sincerely,

For  
Ahalia Money Exchange & Financial Services Pvt. Ltd.

Sd/-

Sangeetha K. Nair  
Manager - HR

FOR EX





Kotak Mahindra Bank

Date: 28-Feb-2020  
Ref No: 941451

Meenu M Nair  
Siva (H), Thalavazham Post, Valhom, Kottayam Dist  
686607

**LETTER OF APPOINTMENT**

Dear Meenu M,

This letter marks an important event in the life of our Bank and indeed for you. We value this letter as a symbol of a new relationship, one that is based on simplicity, prudence and humility.

When you sign this letter, you would have agreed to uphold our heritage and be a part of the Kotak family. You promise to value our values and be one of us

- Down to Earth & Approachable : We are simple, straight forward, realistic, unpretentious and always accessible to our stakeholders
- Mutual Respect, Trust and Transparency : We nurture an environment which is transparent in dealings, value the contribution of every individual and respect basic human dignity in all interactions
- Passion to Achieve : We are committed to focus on results with underlying enthusiasm and energy
- Entrepreneurial Approach : We generate and encourage creative ideas, applying sound commercial acumen. We have an innovative approach to problem solving and do not shy away from going beyond the conventional
- Ethical with Governance Mindset : We are committed to conducting ethical business maximizing shareholder values on a sustainable basis, while ensuring fairness to all stakeholders including customers, team members, investors, business partners, Government and society at large.

When you sign this letter, you would have embarked on our quest to make modern history!

*ADJ.HH.*

Daniel Wesley  
Chief Manager

*MEENU*  
Meenu M Nair

Page 1

Kotak Mahindra Bank Ltd,  
CIN: L55116MH1985PLC038137.

Kotak Infiniti, Building No. 21,  
Zone 4, 2nd Floor, Infiniti Park,  
Off Western Express Highway,  
General A K Vaidya Marg, Malad (East),  
Mumbai, Maharashtra 400097, India.

T +91 22 66056825  
F +91 22 67259071  
www.kotak.com

Registered Office:  
27 BKC, C 27, G Block,  
Bandra Kurla Complex,  
Bandra (E), Mumbai 400051,  
Maharashtra, India.

HR/2020/1413369



14-Sep-2020

Mekha Mohan  
Kunnathu (H), Pullikkanakku P O Kayamkulam,  
Alappuzha - 690537

Dear Mekha,

On behalf of **KPMG Global Delivery Center Private Limited** (the 'Company'), I am pleased to offer you the position of **Associate 1 in Audit** with the Company. You will be part of the **GDC-Audit-Business team**.

You shall be based in **Bangalore** and can be transferred to any other office of the Company at any other place or city in India or outside India, as decided by the Company from time to time.

Your employment shall commence with effect from your actual date of joining. In the event you fail to join latest by **17-Sep-2020**, this employment agreement ('Agreement') shall stand terminated.

You shall be on probation for a period of six (6) months (the '**Probation Period**') from your actual date of joining. During the Probation Period, your Compensation and Other Entitlements, if any, shall be in accordance with the Company's Personnel Policy; for the time being in force ('**Company Policy**'). At the end of the Probation Period, the Company may confirm your services, subject to your performance meeting the requisite standard, by issuing a confirmation letter (the '**Confirmation Letter**'). Until such Confirmation Letter is issued, you are deemed to be on probation.

The terms and conditions of your employment with the Company shall be as follows:

#### **A. Compensation**

##### **1. Basic Salary**

Your basic salary shall be **Rs.187500/- (One Lakh Eighty-Seven Thousand Five Hundred Rupees)** per annum, payable monthly in arrears. Your next revision shall be in accordance with the merit review cycle and at the sole discretion of the Company.

##### **2. Allowances and Employers Contribution to Provident Fund**



## Offer Letter

Name: midhun viswanath

Date: Wednesday, June 24, 2020

Dear Mr. midhun viswanath,

With reference to your application and subsequent discussions you had with us, we are pleased to offer you an appointment with Think and Learn Private Limited ("Company"), on the following terms and conditions:

1. **Date of Joining & Work Location:** Your appointment becomes effective from the date of joining the services of the Company, which date shall be no later than Tuesday, June 30, 2020. Your work location would be **Thrissur / Bangalore** or any other location as may be assigned by the Company. The Company reserves the right to transfer you to any location, as the Company may deem fit, from time to time.
2. **Term:** The term of this Agreement would be for a period of 2 months (approximately), commencing from your date of joining. This Agreement will automatically expire upon the completion of this term unless terminated earlier as per the provisions of Clause 11 of this Agreement.
3. **Background Check:** The Company may, at its discretion, conduct background verification, prior to or at any time after commencement of this Agreement, to verify, including but not limited to, your professional certifications, designations or licenses, educational background, identity, proof of age, address, past work experience (if any) and criminal records. You hereby provide your express consent to the Company for conducting such background checks. This Agreement is subject to validation of any information provided by you to the Company and to the satisfactory outcome of the pre-employment screening activities (including background verification and criminal history check).
4. **Offer of permanent position:** It shall not be obligatory on the part of the Company to offer a permanent position to you on expiry of this Agreement. This offer of employment will be subject to the satisfactory performance during training and also subject to production of necessary documents including educational and professional certificates and may be rescinded in the event such necessary documents are not provided to the Company. Upon satisfying the above conditions, conversion to the role of BDA will be



## VS GLOBAL SERVICES PRIVATE LIMITED.

D-135, Ground Floor, Oshia Industrial Area, Phase - II, New Delhi - 110020.  
 Phone: 011-41655850, 700-880000, www.vsglobal.com, CIN: U72300DL2005PTC140952

### Letter of Intent

Date: 03-Sep-20

Dear Associate,

Mohammed Ajmal S/D/O K M Ilyas R/O Kuttuparambil House Po Rypuram Thrissur Kerala India 680631 with reference to your application and subsequent interview with us, we are pleased to offer you the position of **Xstream Fiber Executive** with VS Global Services Pvt Ltd, and you will be on deputation with our client project **Airtel Homes Business** at **Thrissur**.

Your Date of joining with VS Global is **17-Aug-20**

Your monthly CTC will be **INR 18715/-** and your take home per month will be **INR 15000/-** after the deduction of PF/ESI & other statutory dues.

In accordance with standard practice of the Company you are requested to treat this Letter of Intent (LOI) as confidential. You are advised to submit the acknowledgement copy of this letter along with following documents on your joining.

- 1) V5- Employee Application Form.
- 2) Updated Resume.
- 3) PAN Card Copy ( Self Attested ).
- 4) Aadhar Card Copy ( Self Attested ).
- 5) Other Proof ( Driving License / Voter ID / Passport).
- 6) Copy of all Educational Certificates (which are mentioned in Application Form).
- 7) FORM-11 and 2 PF (if applicable).
- 8) ESIC Nomination form (if applicable).
- 9) 4 Passport Size Photographs.
- 10) Offer letter/Appointment letter of last organization.
- 11) Salary slips of Last Employer.
- 12) Relieving Letter & Experience Letter .
- 13) Bank Account details - cancelled cheque with IFSC Code.

-Please ensure that your Aadhaar card has proper/correct details i.e. Your Name, Father name, date of birth (DD/MM/YYYY) and ensure to share your UAN & ESIC no's ( If any) allotted to you by your ex-employer. In case your Aadhaar card has invalid/improper details printed on, please get it rectified immediately with Aadhaar enrollment center, failing which, your PF & ESIC shall not be deposited and you shall also be levied a penalty which shall be recovered from the next salary / incentive payout due to you.

A separate detailed letter will be issued to you subject to submission of complete documents (as listed above) to VS Global Services within 7 days of receipt of this letter of Intent.

Please note that your salary will be released only after the detailed employment letter is issued to you.

Thanking you.

For: VS Global Services Private Limited

Authorized Signatory

PS: Please note CTC is not Inhand salary

28-Jul-2020

Appointment Offer No : ENV-IO-HR-AO-2020-472  
Appointment Offer dated : 28-Jul-2020

**Naima Aysha**  
Noorjahan Manzil,  
Orumanayoor P.O, Multhannavu,  
Thissur - 680512,  
Kerala

**Sub: - Appointment Offer**

**Dear Naima,**

After review of your impressive credentials and the interview, we are pleased to confirm that you have been selected for the post of **Associate Operations Analyst**. We are enclosing herewith your Appointment Offer dated **28-Jul-2020**. If you are accepting our offer, please send us your confirmation within 5 days. If no such confirmation is received on or before the said period, this offer shall stand void.

At the time of joining, you must bring the following documents in original along with photocopies:

1. All certificates in support of your educational qualifications
2. Salary and Work experience certificates, if relevant
3. Relieving letter from your previous employer, if relevant
4. Copy of your passport (if you do not have one please apply for it)
5. Six passport size photographs of self (with white background)
6. Copy of **PAN** and **Aadhaar** card.

If you require any additional information or clarification regarding, please contact us on 0471 – 4181010

We are looking forward to a long standing relationship.

Yours Sincerely,

**For Envestnet Asset Management India Pvt. Ltd.,**



**Santhosh Kumar EK**  
**Vice President - Human Resources**

Appointment Offer No : ENV-IO-HR-AO-2020-445  
Appointment Offer dated : 11-Jun-2020

11-Jun-2020

**Nidhimol Joji**  
Kayalakkakam (H),  
Pravithanam P.O, Pala,  
Kottayam - 686651,  
Kerala

**Sub: - Appointment Offer**

**Dear Nidhimol,**

After review of your impressive credentials and the interview, we are pleased to confirm that you have been selected for the post of **Associate Operations Analyst**. We are enclosing herewith your Appointment Offer dated **11-Jun-2020**. If you are accepting our offer, please send us your confirmation within 5 days. If no such confirmation is received on or before the said period, this offer shall stand void.

At the time of joining, you must bring the following documents in original along with photocopies:

1. All certificates in support of your educational qualifications
2. Salary and Work experience certificates, if relevant
3. Relieving letter from your previous employer, if relevant
4. Copy of your passport (if you do not have one please apply for it)
5. Six passport size photographs of self (with white background)
6. Copy of PAN and Aadhaar card.

If you require any additional information or clarification regarding, please contact us on 0471 – 4181010

We are looking forward to a long standing relationship.

Yours Sincerely,

**For Envestnet Asset Management India Pvt. Ltd.,**



**Santhosh Kumar E K**  
**Vice President - Human Resources**

Registered Office: Envestnet Asset Management (I) Pvt. Ltd.

[www.envestnet.com](http://www.envestnet.com)

TC 4/2035 – 1, Kowdiar Post

Trivandrum, Kerala – 695003

CIN: U72200KL2001PTC015113

# Adecco

Cooperative Office  
No. 73/1, 13th Floor, Scheme B  
Bangalore Metropolitan Corporation, Co-operative, Public  
Housing, Mysore Road, Bangalore - 560 019  
Tel: +91 80 - 68407900

Date: 20-07-2020

Applicant ID : NIHLA\_3\_10589  
Name : NIHLA NELSON  
Location : TRIVANDRUM

## OFFER LETTER

Dear NIHLA NELSON

Thank you for your interest in Adecco.

Based on your resume and the interview you had with us, we are pleased to make you an offer of employment as **Executive- HR** on deputation to our client **Allianz Technology SE** on fixed term contract, for the remuneration as offered and agreed by us (details given below). The Management reserves the right to bifurcate or merge the allowances in basic salary.

The management reserves the right to utilize your services on deputation to our clients on fixed term contract, anywhere in India, through our branch offices, either in existence or which may come into existence. Your initial place of posting will be at **TRIVANDRUM**. However, you may be required to report to our Branch Office (address mentioned at the top right corner of this letter), to complete your joining formalities. In the event you have not been able to follow our digital process

This employment offer is subject to:

a) The information provided by you in your resume and interviews are correct and valid.

b) This offer letter is valid till the date of your joining which should not be later than **15 days** of issuance of this letter; your expected DOJ is **20-07-2020**. If you do not join us by the stipulated date, this offer is deemed invalid. Your formal appointment letter will be issued at the time of your joining, subject to receipt of various mandatory documents, as per list given below.


- Aadhar card for proof of identity, proof of date of birth and proof of address.
- Educational certificates
- ESI declaration in Form 1, PF nomination in Form 2 and Gratuity Nomination in "Form F"
- PAN Card, Bank A/C details with proof
- Six passport size photographs
- Experience certificates and relieving letter from your previous employer (if applicable).
- Proof of your last drawn salary (if applicable)


Please note that any claims based on alleged verbal promises by any authority in the organization are not a part of this letter and will not be entertained in future.

We look forward for you to join our organization at the earliest.

With warm regards,

**Adecco India Pvt. Ltd.**

  
Arun Soman  
Sr. Manager - SSC

  
Girija Prabhakar  
Sr. Manager - SSC

Authorized Signatory  
Enclosures: - (i) Compensation Sheet; (ii) Standard Terms of Employment  
I hereby accept the above-mentioned terms and conditions.

Name: **NIHLA NELSON** Signature: *Nihla Nelson* Date: **20-07-2020**

Name: Parvathy M S  
Date: Wednesday, July 22, 2020

Dear Ms. **Parvathy M S,**

With reference to your application and subsequent discussions you had with us, we are pleased to offer you an appointment with Think and Learn Private Limited ("Company"), on the following terms and conditions:

1. **Date of Joining & Work Location:** Your appointment becomes effective from the date of joining the services of the Company, which date shall be no later than Tuesday, July 28, 2020. Your work location would be IBC Knowledge Park, Bangalore / Bangalore or any other location as may be assigned by the Company. The Company reserves the right to transfer you to any location, as the Company may deem fit, from time to time.
2. **Term:** The term of this Agreement would be for a period of 2 months (approximately), commencing from your date of joining. This Agreement will automatically expire upon the completion of this term unless terminated earlier as per the provisions of Clause 11 of this Agreement.
3. **Background Check:** The Company may, at its discretion, conduct background verification, prior to or at any time after commencement of this Agreement, to verify, including but not limited to, your professional certifications, designations or licenses, educational background, identity, proof of age, address, past work experience (if any) and criminal records. You hereby provide your express consent to the Company for conducting such background checks. This Agreement is subject to validation of any information provided by you to the Company and to the satisfactory outcome of the pre-employment screening activities (including background verification and criminal history check).
4. **Offer of permanent position:** It shall not be obligatory on the part of the Company to offer a permanent position to you on expiry of this Agreement. This offer of employment will be subject to the satisfactory performance during training and also subject to production of necessary documents including educational and professional certificates and may be rescinded in the event such necessary documents are not provided to the





**ACADECRAFT INC.**  
Smart People. Smart Content

Letter Of Intent

Dear Pooja Venugopal,

Congratulations!!

Subsequent to your interview and discussions with us, we are pleased to offer you an appointment as a "SME- Finance" with a CTC of Rs.1,80,000/- with Acadecraft Pvt. Ltd. We take this opportunity to appreciate your decision to join Acadecraft Family at Cochin. As mutually agreed upon, your joining with us will be dated on **6-Apr-2020**.

Appointment letter will be handed over to you on the day of joining. Please be noted that in case of voluntary or involuntary separation of your employment within 15 working days, company would not be liable to process your payroll.

You are requested to report at 10:00 AM on the day of your joining or your candidature will be cancelled.

Kindly give the confirmation on the same.

On the date of joining, kindly bring along the hard & Soft Copies of the following:

- Copy of Standard 10<sup>th</sup> to highest qualification Certificate.
- Copy of Reliving or Experience Letters (previous employers).
- Copy of last three month Salary Slip.
- Copy of permanent and present address proof
- Copy of PAN Card

Acadecraft Pvt. Ltd.

Shivani Kaushik Dhar  
HR - Manager



Kotak Mahindra Bank

Date: 07-Mar-2020  
Ref No: 949684

Pranav TP  
Thiruvani (h)Keralam P.OThirissur Kerala 680711  
680711

**LETTER OF APPOINTMENT**


Dear Pranav,

This letter marks an important event in the life of our Bank and indeed for you. We value this letter as a symbol of a new relationship, one that is based on simplicity, prudence and humility.

When you sign this letter, you would have agreed to uphold our heritage and be a part of the Kotak family. You promise to value our values and be one of us

- Down to Earth & Approachable : We are simple, straight forward, realistic, unpretentious and always accessible to our stakeholders
- Mutual Respect, Trust and Transparency : We nurture an environment which is transparent in dealings, value the contribution of every individual and respect basic human dignity in all interactions
- Passion to Achieve : We are committed to focus on results with undying enthusiasm and energy
- Entrepreneurial Approach : We generate and encourage creative ideas, applying sound commercial acumen. We have an innovative approach to problem solving and do not shy away from going beyond the conventional
- Ethical with Governance Mindset : We are committed to conducting ethical business maximizing shareholder values on a sustainable basis, while ensuring fairness to all stakeholders including customers, team members, investors, business partners, Government and society at large.

When you sign this letter, you would have embarked on our quest to make modern history!

  
Daniel Wesley  
Chief Manager

Pranav TP

Page 1

**Kotak Mahindra Bank Ltd.**  
CIN: U65110MH1985PLC098137

Kotak Infiniti, Building No. 21,  
Zone 4, 2nd Floor, Infiniti Park,  
Off Western Express Highway,  
General A K Vaidya Marg, Malad (East),  
Mumbai, Maharashtra 400037, India.

T +91 22 66056825  
F +91 22 67259071  
www.kotak.com

Registered Office:  
27 BKC, C 27, G Block,  
Bandra Kurla Complex,  
Bandra (E), Mumbai 400051,  
Maharashtra, India.

HR/2020/ 1413716





:4

Reference No. - 1384011537  
Rahul Ramesh

**General:**

- Your appointment and continuation in employment are subject to reference checks, successful completion of your course during the current academic year and submission of your certificate and mark sheet within 3 months of joining.
- You will be bound by the Rules and Regulations of the Bank.
- You will keep us informed of any change in your residential address.
- Your acceptance is taken as your understanding that the role in ICICI Bank may involve sales. You may be required to travel extensively as per the requirement of your job/role or as may be needed for the exigencies of the Bank. Also, that you further understand that your services in the Bank are transferable in any location and profile including sales, across geographies as per organization requirements.

- Please note that depending upon the organizational requirements/business exigencies, there could be changes in your business group/ role and also your location of posting in the final offer letter which will be communicated to you prior to joining or anytime thereafter during the course of the employment with the Bank. Further, please also note that if there is any change in the final posting of your location, your House Rent Allowance (HRA) may undergo a change as per the policy on House Rent Allowance of the Bank, which is dependent on the location/place of your posting.

If you are agreeable to the above mentioned terms and conditions, please intimate your acceptance to us by returning a copy of this letter, duly signed by you, within seven days of receipt. In case no confirmation is received within the above-mentioned period the appointment letter shall be deemed to have been withdrawn.

Yours sincerely,

Amit Anand  
Business HR Manager

I have read all the terms and conditions of the offer and would like to confirm my acceptance.

Signature of Applicant

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurfa Complex  
Mumbai 400 051, India.

Tel.: (91-22) 2653 1414  
Fax: (91-22) 2653 1122  
Website [www.icicibank.com](http://www.icicibank.com)  
CIN: L65190GJ1994PLC021012

Regd. Office : ICICI Bank Tower,  
Near Chakli Circle,  
Old Padra Road,  
Vadodara 390 007, India.



27-May-2020

Appointment Offer No : ENV/IO-HR-AG-2020-444  
Appointment Offer dated : 27-May-2020

**Rani Viprasenan**  
Rani Bhavan, Vallikkezhu Nagar,  
Kannimel Cheril, Kavanad P.O.,  
Kollam - 691003,  
Kerala

**Sub: - Appointment Offer**

Dear Rani,

After review of your impressive credentials and the interview, we are pleased to confirm that you have been selected for the post of **Associate Operations Analyst**. We are enclosing herewith your Appointment Offer dated **27-May-2020**. If you are accepting our offer, please send us your confirmation within 5 days. If no such confirmation is received on or before the said period, this offer shall stand void.

At the time of joining, you must bring the following documents in original along with photocopies:

1. All certificates in support of your educational qualifications
2. Salary and Work experience certificates, if relevant
3. Relieving letter from your previous employer, if relevant
4. Copy of your passport (if you do not have one please apply for it)
5. Six passport size photographs of self (with white background)
6. Copy of PAN and Aadhaar card.

If you require any additional information or clarification regarding, please contact us on 0471 – 4181010

We are looking forward to a long standing relationship.

Yours Sincerely,

For **Envestnet Asset Management India Pvt. Ltd.**,



**Santhosh Kumar E K**  
Vice President - Human Resources



Date: 28 April 2020

Dear **RASHMI R.**

Subject: **Provisional Offer of Employment**

In continuation of our discussions, based on your candidature and performance during the selection process, Zolostays Property Solutions Pvt. Ltd. (Zolo) is pleased to extend the following offer of employment to you:

Position/TITLE:	Executive
Date of Joining:	4 June 2020
Location:	Zolo Two Bangalore, Karnataka, India

Total CTC: Your all-inclusive annual cash CTC will be **Rs. 3000000/- (Three Lakh Rupees)**, payable in accordance with the Company's standard payroll practice and subject to applicable withholding taxes and other deduction in case applicable. This includes all benefits, phone and fuel allowances.

No fuel allowance would be paid separately in case of any travel within your base location. The detailed break-up of the pay structure will be provided along with the employment agreement, at the time of joining.

We look forward to your acceptance of the offer and to a mutually beneficial and enduring relationship. Kindly confirm your acceptance of this offer letter by sending a reply email stating "I accept the offer" within 48 hours. Please note that upon expiry of 48 hours, this offer would stand automatically terminated unless and until otherwise communicated.

Please note that once we receive your acceptance, we will start your background verification process and you will receive a mail from our Background Verification team, for the same. The execution of your employment agreement and confirmation of employment is subject to clearance from our Background Verification team and completion of other formalities as per the company policy.

Zolostays Property Solutions Pvt. Ltd.



Akshai Sikri, Director

# ZOLOSTAYS PROPERTY SOLUTIONS PRIVATE LIMITED

8880108010

www.zolostays.com

CIN U74900KA2015PTC080643

Registered Address

Zolostays Property Solutions Private Limited,  
No.1190,22nd Cross,HSR Layout,  
Sector 3,Bangalore,KA 560102,India



PRIVATE AND CONFIDENTIAL

Reference No. - 1384016295  
Applicant ID - 3917122

21-Nov-2020

Reneetta Ann Raju

Dear Reneetta,

We take great pleasure in extending an offer to you for being a part of ICICI Bank.

Please find enclosed the job offer letter.

Please quote your reference number, which is appearing on the top of this letter for all future correspondence.

In case you have any queries please feel free to contact at the below mentioned details:

E-Mail Address : [icicicareers@icicibank.com](mailto:icicicareers@icicibank.com)

Telephone No. : 022-71872500

Yours sincerely,

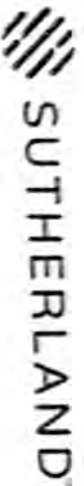
ICICI Bank HR Team

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

Tel.: (91-22) 2653 1414  
Fax: (91-22) 2653 1122  
Website [www.icicibank.com](http://www.icicibank.com)  
CIN: L65190GJ1994PLC021012

Regd. Office : ICICI Bank Tower,  
Near Chakli Circle,  
Old Padra Road,  
Vadodara 390 007, India.





May 3, 2021

Dear **Renu Rajan,**

Congratulations! We welcome you to the family of Sutherland!

With reference to the discussions you had with us, we are pleased to make an Offer of Employment with us as **Associate-Trans Processing** in the Company. Please note that this position is subject to clearance of background verification. You need to submit all relevant documents for back ground verification within 10 days from your Date of Joining. In case you fail to submit the documents within the prescribed period we will initiate appropriate action against you as deemed appropriate by the Company. You are requested to join us on or before **May 3, 2021** on the following terms and conditions.

Your place of posting will be initially at **Cochin**. However during your employment with us you may be posted or transferred/attached to any other units/companies/ offices or clients of The Sutherland Group either in India or Abroad at the sole discretion of the Management.

Your emoluments by way of Annual Cost to the Company is **Rs.289,000.00 /-** per annum (Rupees Two Lakh Eighty Nine Thousand), the details of which are given in the annexure of the appointment letter.

You shall report to **Sundeeep Panackel Joseph** of the company or any authorized person nominated by the company from time to time, who will in turn assign your role, duties and responsibilities in the company.

You may be required to work in shift system of the company as intimated to you from time to time.

You are governed by the "Sutherland's Code of Conduct as updated from time to time" of the company which are in force or may come in force from time to time. You will also execute a service and confidentiality agreement as applicable to employees of your category from time to time.

You would be on probation for a period of 6 months and either party can terminate this contract of employment in 15 days advance notice or pay salary in lieu of the same to the other party. On completion of 6 months, your services will be deemed to be confirmed automatically unless informed otherwise in writing. On confirmation, either party can terminate this contract for employment by giving 60 days advance notice or pay salary in lieu of the same to the other party. You understand and agree that if you do not complete the notice period the Company may be subject to losses or irreparable damages. Hence, the Company may, at its sole discretion, reject payment in lieu of notice period, and require you to complete the notice period in accordance with the employment contract, including any changes/amendments to the communication. If you fail to do so, the Company shall be entitled to sue you for specific performance of the contract as also claim ascertained damages.

Your employment is subject to successful and satisfactory clearance of background verification which is a continues process and if any discrepancy is observed during the course of background verification which is against the policies of the Company, we will take appropriate action including immediate cessation of your employment without any further liability to Company.

The company reserves the right to terminate your employment on grounds of unauthorized absence from duty, non-performance, misconduct, fraud, negligence, theft, willful violation of the company rules, misappropriation, imprisonment or censure by a court of law or as it may deem fit in the instant case and

# MAAD CONCEPTS

Concepts of Architecture & Interiors

S A A R I J O O I

10<sup>th</sup> December 2020

To,

Ms. Reshma Ramachandran  
Vasantharam House  
Nellikattikadu Road  
Asokapuram P.O  
Ernakulam

Sub: Job offer letter

Dear Ms. Reshma Ramachandran

Following our recent discussions, we are delighted to offer you the position of Office Administrator with MAAD Concepts. You will become part of a fast-paced, dedicated and a stylized team that works together to provide our clients with the highest possible level of professional Architectural/ Interior Design service and advice at MAAD Concepts.

As a member of MAAD Concepts, we require your commitment to deliver outstanding quality and results that exceed client expectations. In addition, we expect your personal accountability in all your services, in taking actions, advice and results that you provide as a representative of our firm. In return, we are committed to providing you with every opportunity to learn, grow and stretch to the highest level of your ability and potential.

You shall not reveal any information related to business dealings, accounts, designs, processes to anyone except to the concerned authorities for statutory compliance as authorized by the management.

We are confident you will find this new opportunity both challenging and rewarding. The following points outline the terms and conditions we are proposing.

METRO PILLAR P307, 37/376 A2, KHAFI TOWER, SOUTH KALAMASSERY





## Offer Letter

Name: Sachin Sebastian  
Date: Thursday, June 25, 2020

Dear Mr. **Sachin Sebastian**,

With reference to your application and subsequent discussions you had with us, we are pleased to offer you an appointment with Think and Learn Private Limited ("Company"), on the following terms and conditions:

1. **Date of Joining & Work Location:** Your appointment becomes effective from the date of joining the services of the Company, which date shall be no later than **Tuesday, June 30, 2020**. Your work location would be **Cochin / Bangalore** or any other location as may be assigned by the Company. The Company reserves the right to transfer you to any location, as the Company may deem fit, from time to time.

2. **Term:** The term of this Agreement would be for a period of 2 months (approximately), commencing from your date of joining. This Agreement will automatically expire upon the completion of this term unless terminated earlier as per the provisions of Clause 11 of this Agreement.

3. **Background Check:** The Company may, at its discretion, conduct background verification, prior to or at any time after commencement of this Agreement, to verify, including but not limited to, your professional certifications, designations or licenses, educational background, identity, proof of age, address, past work experience (if any) and criminal records. You hereby provide your express consent to the Company for conducting such background checks. This Agreement is subject to validation of any information provided by you to the Company and to the satisfactory outcome of the pre-employment screening activities (including background verification and criminal history check).

4. **Offer of permanent position:** It shall not be obligatory on the part of the Company to offer a permanent position to you on expiry of this Agreement. This offer of employment will be subject to the satisfactory performance during training and also subject to production of necessary documents including educational and professional certificates and may be rescinded in the event such necessary documents are not provided to the Company. Upon satisfying the above conditions, conversion to the role of BDA will be



Enduring Value

ITC Limited  
INDIA TOBACCO DIVISION  
Jemter Symphony Building, 3<sup>rd</sup> Floor  
Ponnuruni Road  
Chalikkavattom, Vyttila  
Cochin - 682019  
Phone: +91-484-4061027/14061026

Date: 25/1/2020

Mr. Sankar Nath P R  
Pattamath House, Checnikonam  
Mankantlesswaram  
Thiruvananthapuram  
Kerala - 695013

Dear Sankar Nath P R.

We are pleased to offer you an employment in the organization and you will be allowed to join the Company only upon fulfilling the following: -

- A. a) Your passing the Company's medical examination successfully.
  - b) Appropriate replies being received from references given by you.
  - c) Submission of acceptable certified documentary evidence of your date of birth.
  - d) Successful completion of the Course and verification of documents.
- B. Declaration as to whether or not you are a relative of a Director of our company.

Your terms of employment with ITC Limited (hereinafter called "the Company") will be as follows: -

1. (a) You will be employed by the Company in India on probation as "Sales Trainee" (Grade "IA2", Level 8) for a period of twelve months, from 28<sup>th</sup> Nov '20 to 27<sup>th</sup> Nov '21, or for such extended period provided your employment is not terminated at an earlier date hereinafter provided.
- (b) Your initial place of posting will be at **Ernakulam**. During this probationary period your employment may be terminated by the Company at any time without notice or salary in lieu thereof and you may terminate your employment with the Company at any time during such probationary period on intimating your desire to do so to the Company in writing, provided all accounts between the Company and yourself are satisfactorily settled, in which event your consolidated salary will be paid to you upto the date on which your employment is terminated.
- (c) You will be paid a Basic/Consolidated Salary of Rs.5500/- (Rupees Five thousand five hundred only) per month, House Rent Allowance of Rs.3000/- (Rupees Three thousand only) per month, a Supplementary Allowance of Rs.15500/- (Rupees Fifteen thousand five hundred only) per month. The House Rent Allowance is subject to change from time to time and also from station to station, as the Company may consider appropriate. You will also be paid a Conveyance Allowance of Rs.3000/- (Rupees Three thousand only) per month. You will receive Variable Pay from the Company as provided under Section 31A of the Payment of Bonus Act, 1965 in accordance with the Company's Scheme in force from time to time and as applicable to your category of employees. The said Variable Pay linked to production / productivity / performance, and will be in lieu of Bonus based on profits payable under the said Act.

-1-

FMCG ● HOTELS ● PAPERBOARDS & PACKAGING ● AGR-BUSINESS ● INFORMATION TECHNOLOGY

Registered Office: Virginia House 37 J.L. Nehru Road, Kolkata, 700071, India

Visit us at [www.itcportal.com](http://www.itcportal.com) ● Corporate Identity Number: L16005WB1910PLC001985 ● PAN Number: AAAC13950L

Appointment Offer No : ENV/10-HR-AO-2021-493  
Appointment Offer dated : 06-Jan-2021

06-Jan-2021

Sharon Lyvo  
Lyvo Land,  
Valiya Veli P.O, Unit No: 27,  
Trivandrum - 695021,  
Kerala

**Sub: - Appointment Offer**

Dear Sharon,

After review of your impressive credentials and the interview, we are pleased to confirm that you have been selected for the post of **Associate Operations Analyst**. We are enclosing herewith your Appointment Offer dated **06-Jan-2021**. If you are accepting our offer, please send us your confirmation within 5 days. If no such confirmation is received on or before the said period, this offer shall stand void.

At the time of joining, you must bring the following documents in original along with photocopies:

1. All certificates in support of your educational qualifications
2. Salary and Work experience certificates, if relevant
3. Relieving letter from your previous employer, if relevant
4. Copy of your passport (if you do not have one please apply for it)
5. Six passport size photographs of self (with white background)
6. Copy of **PAN** and **Aadhaar** card.

If you require any additional information or clarification regarding, please contact us on 0471 – 4181010

We are looking forward to a long standing relationship.

Yours Sincerely,

For **Envestnet Asset Management India Pvt. Ltd.**,



**Santhosh Kumar E K**  
**Vice President - Human Resources**

14-Sep-2020

Shone Joshy  
Thadathil House, Arakuzha P.O,  
Muvattupuzha - 686672

Dear Shone,

On behalf of **KPMG Global Delivery Center Private Limited** (the 'Company'), I am pleased to offer you the position of **Associate 1 in Audit** with the Company. You will be part of the **GDC-Audit-Business team**.

You shall be based in **Bangalore** and can be transferred to any other office of the Company at any other place or city in India or outside India, as decided by the Company from time to time.

Your employment shall commence with effect from your actual date of joining. In the event you fail to join latest by **17-Sep-2020**, this employment agreement ('Agreement') shall stand terminated.

You shall be on probation for a period of six (6) months (the '**Probation Period**') from your actual date of joining. During the **Probation Period**, your **Compensation and Other Entitlements**, if any, shall be in accordance with the Company's **Personnel Policy**, for the time being in force ('**Company Policy**'). At the end of the **Probation Period**, the Company may confirm your services, subject to your performance meeting the requisite standard, by issuing a confirmation letter (the '**Confirmation Letter**'). Until such **Confirmation Letter** is issued, you are deemed to be on probation.

The terms and conditions of your employment with the Company shall be as follows:

#### A. Compensation

##### 1. Basic Salary

Your basic salary shall be **Rs.187500/- (One Lakh Eighty-Seven Thousand Five Hundred Rupees)** per annum, payable monthly in arrears. Your next revision shall be in accordance with the merit review cycle and at the sole discretion of the Company.

##### 2. Allowances and Employers Contribution to Provident Fund

In addition to the basic salary referred to in Paragraph A.1 above, you shall be entitled to a sum of **Rs.187500/- (One Lakh Eighty-Seven Thousand Five Hundred Rupees)** per annum towards allowances to be chosen out of the allowances / perquisites detailed in the Staff Manual of the

# AF FOUNDATION INTERNATIONAL

Padanilam, Kozhikkode - 673571  
Call: 0495 296 4422  
E-mail: [info@afoundationinternational.com](mailto:info@afoundationinternational.com)



Greetings from AF Foundation International,

Dear Sincy Sunny,

We're very delighted to extend you the offer of employment for the position of an Assistant HR with AF Foundation International. Please find and review the attached summary of terms and conditions for your anticipated employment with us.

If you accept this offer, your start date will be 5th October and you would report to Ajmal Husain, Marketing Head of the Company.

If you are willing to accept this offer letter. We would like to have your response by 30th September. In the meantime, please feel free to contact me or Ajmal Husain via email or phone at 8943990022, if you have any questions.

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

Best regards,  
Fathima Noureen  
HR Manager



**APPOINTMENT LETTER**

D C Kizhakkemuri Edam  
Good Shepherd Street  
Kottayam 686 001  
Kerala, India

1st March 2021  
www.dcbbooks.com

QAR: 2563114, 2301614

www.dcbbooks.com

To,

Ms. Sneha Vasu  
Vellathedathe House  
Tanhur  
Malappuram  
Pin - 676307

Sub: **Letter of appointment**

Dear Sneha

With reference to your application dated 04.03.2021, and further discussions we are pleased to offer you the position of **Executive – Customer Care, Current Books India Pvt Limited, Head Office, Kottayam** as per the following:

**Terms and Conditions**

1. Your designation would be **Executive – Customer Care, Current Books India Pvt Limited, Head Office, Kottayam**. You shall be reporting to the **DGM - Sales**. Your appointment will be with effect from **1<sup>st</sup> March 2021**
2. You will be on probation for **6 (Six) months** from the date of joining.
  - You will be paid the sum of **Rs. 23,000/- (Rupees Twenty Three Thousand Only)** per month (detailed CTC will be given later). CTC includes **Provident Fund, ESI/Medical Cover, Bonus and Gratuity**, as applicable. In this context please note that the salary will be paid only after all statutory deductions, if any.
3. You are eligible for Casual Leave with pay for twelve days. On completion of one year of the continuous services, you shall be entitled to 12 days of Earned Leave from there on. The period for leave calculation will be from April 1<sup>st</sup> to March 31<sup>st</sup> (Financial year). Earned Leave can be encashed on completion of 6 months after getting it credited subject to the condition that a minimum balance of 6 leaves should be maintained in credit while encashing. The unencashed Earned Leave in excess of 24 will get lapsed on the next leave period.
4. (a) During or on the expiry of your probationary period, if the Management is of an opinion that you need not be regularized, your employment shall be terminated then and there itself. If at anytime during the period of probation you are desirous of leaving the employment of falling which the establishment shall have the right to forfeit or recover, as the case may be, the consideration of your last 45 (forty five) days' services, or any amount outstanding from the Establishment to you.  
(b) Even after being regularized, after your probation, the Management reserves the right to terminate your employment at anytime by giving you Thirtydays notice for any reason whatsoever. If at anytime, pursuant to your regularization after probation, you are desirous of leaving the Employment of the Establishment, you shall give 45 (forty five) days' notice in writing to the Management, failing which the establishment shall have the right to forfeit or recover as the case may be, the consideration of your last month's services, or any amount outstanding from the Establishment to you.

# Reliance SMSL Limited

Ref : SMSL/63017835/14003077/130121/2315

Date : 13 Jan 2021

Sonal K P

Quarter No. 2, New customs quarters, Willington Island,  
Willington Island - Ernakulam,  
Ernakulam, Kerala - 682003

## Offer cum Appointment Letter for Fixed Term Employment

Dear Sonal K P,

This is with reference to your application and subsequent test / Interviews you had with us, we are pleased to offer you employment in the Executive Family as Executive in the Job Role Home Sales Officer KOCH0102. Your base location would be Kochi 1 - Thoppumpady.

You will join us on or before **18 Jan 2021**.

Your appointment is for a fixed period and shall stand concluded at the close of the working hours on **17 Jan 2022**.

It is clarified that this appointment is purely temporary in nature, the company reserves its right to review your tenure and as such the employment may be terminated/concluded at an earlier date than one specified above with payment of a notice pay.

You will receive an Annual Gross Compensation (including Basic and allowances) of **INR 1,59,000 /- per annum ( INR ONE LAKH FIFTY NINE THOUSAND only )** as mentioned in Annexure - I. This will be disbursed as per the prevailing rules and guidelines.

You will also be entitled to Provident Fund and E.S.I.C. benefits as per applicable rules. Please note that salaries, allowances, facilities and other sums payable under this appointment are subject to Income Tax and other statutory deductions and you shall be liable for the same.

Your appointment and subsequent continuation of employment with the Company is strictly based on your consistent delivery on the agreed performance parameters and compliance with the values and guidelines of the organization.

Please review, acknowledge and accept the offer cum appointment letter with annexures including "Terms & Conditions of Employment" at Annexure II. These employment terms will be effective from the date of your joining the company, and sets forth the terms and conditions under which Company would employ you and your acceptance of the offer of employment would be on the basis of these terms and conditions of employment.

Your joining is subject to your timely accepting the offer cum appointment letter, verification of your pre-boarding documents and you being declared medically fit by authorized Medical Officer.

We wish you a long successful association with us.

Sincerely yours,

Reliance SMSL Limited



Authorized Signatory

Signature of the Employee:

Date: 13 Jan 2021

Page 1 of 7

Reliance SMSL Limited (formerly Strategic Manpower Solutions Limited)

CIN: U74999MH-2007PL-C167704

Registered Office: 3rd Floor, Court House, Iddimangal Thunk, Mangalapuram, Mumbai-400 002, India, Phone: +91 22 67673600



Kotak Mahindra Bank

Date: 28-Feb-2020  
Ref No: 932965

Sooraj S Kumar  
Velayuthi(murugathurudu p.o,Kottayam

LETTER OF APPOINTMENT


Dear Sooraj S,


This letter marks an important event in the life of our Bank and indeed for you. We value this letter as a symbol of a new relationship, one that is based on simplicity, prudence and humility.

When you sign this letter, you would have agreed to uphold our heritage and be a part of the Kotak family. You promise to value our values and be one of us

- Down to Earth & Approachable : We are simple, straight forward, realistic, unpretentious and always accessible to our stakeholders
- Mutual Respect, Trust and Transparency : We nurture an environment which is transparent in dealings, value the contribution of every individual and respect basic human dignity in all interactions
- Passion to Achieve : We are committed to focus on results with underlying enthusiasm and energy
- Entrepreneurial Approach : We generate and encourage creative ideas, applying sound commercial acumen. We have an innovative approach to problem solving and do not shy away from going beyond the conventional
- Ethical with Governance Mindset : We are committed to conducting ethical business maximizing shareholder values on a sustainable basis, while ensuring fairness to all stakeholders including customers, team members, investors, business partners, Government and society at large.

When you sign this letter, you would have embarked on our quest to make modern history!

  
Daniel Wesley  
Chief Manager

  
Sooraj S Kumar

Page 1

**Kotak Mahindra Bank Ltd.**  
CIN: 651104M1985PLC036137  
Kotak Centre, Building No. 21,  
Zone 4, Zone Four, Infantry Park,  
Ch Western Express Highway,  
General A K Vaidya Marg, Masab (East),  
Mumbai, Maharashtra 400057, India

T-91 22 66056625  
F-91 22 67259071  
www.kotak.com

Registered Office  
27 3rd, C 27, G Block,  
Bandra Kurla Complex,  
Bandra (E), Mumbai 400051,  
Maharashtra, India

HR/2020/ 14135339





Date:02-Dec-2020

Sreejith Sukumar

Sreenikethan, Nadakkavu

Udayaperoor, Manakunnam

Ernakulam

Kerala

**OFFER LETTER**

Dear Sreejith,

We are pleased to offer you the position of **Relationship Associate** subject to the following terms and conditions:

1. This offer remains subject to the terms of the appointment letter to be executed by you on the day of joining and to the procedures, policies, benefits and other terms of Max Life, which will be provided to you at the time of your joining or communicated to you from time to time. All such procedures, policies and benefits will be subject to our periodic review and can be changed with or without notice.
2. You will be based at **Cochin** and will be reporting to **Cluster Manager Axis**.
3. A detailed break-up of your compensation is in the attached **Annexure I**. The compensation including Incentives or rewards shall be subject to tax deducted at source as per the applicable tax laws.
4. This offer is subject to verification of your credentials and background, completion of all necessary documentation, reference check to our satisfaction.
5. Please note that your employment with Max Life will be "at will" and is not for a specified period. Hence, either you or Max Life may terminate the employment relationship at any time, with or without cause.
6. You acknowledge that no prior verbal or prior written agreements, prior promises or representations that are not specifically stated in this offer will be binding on us.
7. This document is privileged and confidential. You will maintain confidentiality and secrecy and will not disclose any of the contents of this offer to any third party.
8. If you are in agreement with the above terms, you are requested to revert to the undersigned not later than **5 days** by signing this offer letter and sending your acceptance by way of an email to the undersigned, failing which, this offer will expire.
9. Within **2 days of acceptance of this offer**, you are requested to submit the documents listed in **Annexure II**. We look forward to long lasting and mutual beneficial relationship and are confident that your abilities will play a key role in our company.

**MAX LIFE INSURANCE CO. LTD.**

3rd, 11th and 12th Floor, DLF Square, Jucaranda Marg, DLF City Phase II, Gurgaon, Haryana-122 002, India.  
T +91-124-4121500 F +91-124-6659811 E Service:helpdesk@maxlifeinsurance.com W www.maxlifeinsurance.com  
Corporate Identity Number - U74899DL2000PLC106723, JKDA Reg No - 104

Registered Office: 419, Bhai Mohan Singh Nagar, Kalinjara, Tehsil Balachaur, District Nawanshahr, Punjab - 144533, India

ALLABOUT INNOVATIONS

contact@allaboutinnovations.com

+91 9895 55 88 56

To,  
Mr. Sreevas Munnoolam

Date:- 31-05-2021

**Sub: Offer of Appointment**

**Hi Sreevas,**

We are pleased to appoint you as the Marketing and Logistics Manager for retail products of wolf brands and the post will be on probation basis for 3 months We hope you will do best to contribute to our company.. We welcome you to the family.

- Designation:- Marketing and Logistics Manager
- Remuneration :- 15000 Basic pay
- Working Hours :- 200 Hours per month
- Incentives :- As mutually discussed by the management
- Probation Period :- 3 Months

You are liable to travel across the country and also to international countries regarding the Marketing purposes and you will also be transferable to any place globally, where Allabout Innovation has its operations.

In the event of your acceptance of this offer, a formal contract needs to be signed enumerating breakup of your pay scale and other contractual terms as applicable.

This offer letter is valid for a period of 15 days. You are requested to give acceptance of this offer within 15 days. Non-receipt of your acceptance may entail cancellation of the offer made herein.

Yours truly,



Balu James

Director

Allabout Innovations Pvt. Ltd.

ALLABOUT INNOVATIONS PVT. LTD.  
Sea View Building, Sea View Ward, Alappuzha, Kerala  
688012, INDIA



contact@allaboutinnovations.com

+91 9895 55 88 56

To,  
Mr. Sreevas Munnoolam

Date:- 31-05-2021

**Sub: Offer of Appointment**

Hi Sreevas,

We are pleased to appoint you as the Marketing and Logistics Manager for retail products of wolf brands and the post will be on probation basis for 3 months We hope you will do best to contribute to our company.. We welcome you to the family.

Designation :- Marketing and Logistics Manager

Remuneration :- 15000 Basic pay

Working Hours :- 200 Hours per month

Incentives :- As mutually discussed by the management

Probation Period :- 3 Months

You are liable to travel across the country and also to international countries regarding the Marketing purposes and you will also be transferable to any place globally, where Allabout Innovation has its operations.

In the event of your acceptance of this offer, a formal contract needs to be signed enumerating breakup of your pay scale and other contractual terms as applicable.

This offer letter is valid for a period of 15 days. You are requested to give acceptance of this offer within 15 days. Non-receipt of your acceptance may entail cancellation of the offer made herein.

Yours truly,



Balu James

Director

Allabout Innovations Pvt. Ltd.

ALABOUT INNOVATIONS PVT. LTD.  
Sea View Building, Sea View Ward, Alappuzha, Kerala  
688012, INDIA

107

# ACADEMIC CONSULTANT OFFER LETTER

Greetings,

Teena L

Date - 03/03/2021

Gebez Electric Private Limited which fully owns Avodha ("Company") is delighted to offer you employment on the following terms:

1. Position and Date of joining: Your position in the company will be that of an Academic Consultant, after successful completion of the training program. You will join the company as a Trainee Academic Consultant on 03/03/2021.
2. Reporting and Employment Location: You will initially report to GM Sales. Your initial employment location will be in Trivandrum. The Company reserves the right to change your reporting manager or your employment location, based on business requirements.
3. Compensation: Your total compensation is divided between a fixed component and a variable-pay component. The fixed component is Rs. 1,00,000 per annum, paid monthly. You can earn enrollment-based incentives every week. This amount of weekly incentives can go up to 40 percent of the generated revenue. For example, if you generate a revenue of Rs. 1,00,000 in a week, you can earn incentives up to Rs. 28,500 for that week (i.e., 28.5% of Rs 1,00,000). Your incentive plan is only activated after you bring in a minimum of 15 enrollments, no incentive is provided for the revenue brought in via the first 15 enrollments. Please note that the Company's salary structure and your targets may be amended, based on the business requirements of the Company and the same shall be conveyed to you. In case you do not meet the prescribed target you will not be provided with the salary of the respective month and instead will be provided with an incentive that equals 28.5 percent of the total revenue.



Kotak Mahindra Bank

Date: 28-Feb-2020  
Ref No: 932752

Theres Abraham T S  
Thockanattu house, madukakummi, P.O,  
686577

**LETTER OF APPOINTMENT**

Dear Theres Abraham,

This letter marks an important event in the life of our Bank and indeed for you. We value this letter as a symbol of a new relationship, one that is based on simplicity, prudence and humility.

When you sign this letter, you would have agreed to uphold our heritage and be a part of the Kotak family. You promise to value our values and be one of us

- Down to Earth & Approachable : We are simple, straight forward, realistic, unpretentious and always accessible to our stakeholders
- Mutual Respect, Trust and Transparency : We nurture an environment which is transparent in dealings, value the contribution of every individual and respect basic human dignity in all interactions
- Passion to Achieve : We are committed to focus on results with undying enthusiasm and energy
- Entrepreneurial Approach : We generate and encourage creative ideas, applying sound commercial acumen. We have an innovative approach to problem solving and do not shy away from going beyond the conventional
- Ethical with Governance Mindset : We are committed to conducting ethical business maximizing shareholder values on a sustainable basis, while ensuring fairness to all stakeholders including customers, team members, investors, business partners, Government and society at large.

When you sign this letter, you would have embarked on our quest to make modern history!

*MDHH*

Daniel Wesley  
Chief Manager

*Theres Abraham*

Theres Abraham T S

Page 1

Kotak Mahindra Bank Ltd,  
CIN: L5510M41985PLC038137

Kotak office, Building No. 21,  
Zone A, 2nd Floor, Arifinji Park,  
Off Western Express Highway,  
Genera A X Vaidya Marg, Kalad (East),  
Mumbai, Maharashtra 400057, India.

T +91 22 60056825  
F +91 22 67259071  
www.kotak.com

Registered Office:  
27 BKC, C 27, G Block,  
Bandra Kurla Complex,  
Bandra (E), Mumbai 400051,  
Maharashtra, India.

HR/2020/ 1413584





**Fwd: FW: Tnu-Resume** Inbox



**Tnu Rosy Thomas** 8:44 pm  
to me

**Forwarded message**

**From:** Joe Martin Joseph <joe.martinjoseph@kotak.com>  
**Date:** Wed, Mar 4, 2020, 7:45 PM  
**Subject:** FW: Tnu-Resume  
**To:** <tmr04124@gmail.com>

Hi Tnu

This is to inform you that you have been short listed and selected for the post of **Branch Acquisition Officer ( Sales )** at Kotak Mahindra Bank Changanacherry branch. We are sending your application to HR for further process. Please note that this is not an Offer letter or Final commutation regarding your selection. This is an intimation that you have selected basis your performance during the interview. Final decision and Offer letter issuance are taken by HR only and it would be subjected to the clearance of documents and other formalities instructed by HR from time to time.

**Thanks & Regards**

**Joe Martin Joseph**

**Branch Manager | Kotak Mahindra Bank**

**JKY Tower | Opp Reliance Pump | Near Parai Church | Vazhoor road**

**Changanacherry 686104 |0481 2428950 | 8137988593|joe.martinjoseph@kotak.com**

**From:** Tnu Rosy Thomas <tmr04123@gmail.com>  
**Sent:** 04 March 2020 14:47  
**To:** Joe M. Joseph (Consumer Bank, KMBL) <Joe.MartinJoseph@kotak.com>  
**Subject:** Tnu-Resume

*The Sender of this email is from non Kotak domain*

**DISCLAIMER:**

This communication is confidential and privileged and is directed to and for the use of the addressee only. The recipient if not the addressee should not use this message. If erroneously received, and access and use of this e-mail in any manner by anyone other than the addressee is unauthorized. If you are not the intended recipient, please notify the sender by return email and immediately destroy all copies of this message and any attachments and delete it from your computer system permanently. The recipient acknowledges that Kotak Mahindra Bank Limited may be unable to exercise control or ensure or guarantee the integrity of the text of the email message and the text is not warranted as to completeness and accuracy. Before opening and accessing the attachment, if any, please check and scan for virus.

1AC



e. The terms of this offer are strictly confidential between you and the Company. Your remuneration is purely a matter between yourself and the company and has been arrived at based on your background and professional merit. We expect you to maintain this information and any change made in that from time to time as personal and confidential.

f. You will abide by the information security policy of the company and all the rules and regulations contained there in. Since the company works with highly sensitive information, you are expected to keep all information confidential and not remove from the office premises any data or information access any data from remote locations without prior permission/authorization from the company. Each of these terms can be grounds for termination. The company expects you to abide by Intellectual Property Rights of your current/previous employer, and strongly discourages you from utilizing or bringing into the Company, manuals, documents, papers, memos, files etc., which are classified.

This offer is based on the information supplied by you in your application for employment. Continuation in employment is subject to maintaining clean criminal and financial records. All terms and conditions will be governed by the Company's policies, Code of Conduct, rules and regulations as stated from time to time. Violation of any of the above terms and conditions will render you liable to the termination of your employment without notice or compensation thereof this offer otherwise be treated as null and void if a material error, in the management's opinion is discovered and/or due to non-disclosure of relevant information about you to the Company.

Salaries will be paid by the 5th of every month in arrears. You will be expected to work the night shift timing as determined from time to time.

The total maximum CTC compensation will be up to ₹ 150,000 per annum which includes the Fixed CTC upto ₹ 150,000 per Annum and variable CTC upto ₹ 0 per Annum.

Note: 1. Due to the COVID-19 pandemic you can work from home until further notice

I confirm that I have read and understood the "Electronic Record and Signature Disclosure" and consent to use electronic records and signatures.

Agree & Continue

27-May-2020

Appointment Offer No : ENV-IO-HR-AO-2020-443  
Appointment Offer dated : 27-May-2020

Vidya G  
Kariamplichuzhikkunel (H),  
Channampathal P.O,  
Kottayam - 686517,  
Kerala

**Sub: - Appointment Offer**

Dear Vidya,

After review of your impressive credentials and the interview, we are pleased to confirm that you have been selected for the post of **Associate Operations Analyst**. We are enclosing herewith your Appointment Offer dated **27-May-2020**. If you are accepting our offer, please send us your confirmation within 5 days. If no such confirmation is received on or before the said period, this offer shall stand void.

At the time of joining, you must bring the following documents in original along with photocopies:

1. All certificates in support of your educational qualifications
2. Salary and Work experience certificates, if relevant
3. Relieving letter from your previous employer, if relevant
4. Copy of your passport (if you do not have one please apply for it)
5. Six passport size photographs of self (with white background)
6. Copy of **PAN** and **Aadhaar** card.

If you require any additional information or clarification regarding, please contact us on 0471 – 4181010  
We are looking forward to a long standing relationship.

Yours Sincerely,

For **Envestnet Asset Management India Pvt. Ltd.**,



**Santhosh Kumar E K**  
Vice President - Human Resources

Registered Office: Envestnet Asset Management (I) Pvt. Ltd.

[www.envestnet.com](http://www.envestnet.com)

TC 4/2035 – I, Kowdiar Post

Trivandrum, Kerala, India – 695003

CIN: U72200KL2001PTC015113





11/2

## Offer Letter

Name: Vipin Raj V

Date: Thursday, June 25, 2020

Dear Mr. Vipin Raj V,

With reference to your application and subsequent discussions you had with us, we are pleased to offer you an appointment with Think and Learn Private Limited ("Company"), on the following terms and conditions:

1. **Date of Joining & Work Location:** Your appointment becomes effective from the date of joining the services of the Company, which date shall be no later than Tuesday, June 30, 2020. Your work location would be Kollam / Bangalore or any other location as may be assigned by the Company. The Company reserves the right to transfer you to any location, as the Company may deem fit, from time to time.
2. **Term:** The term of this Agreement would be for a period of 2 months (approximately), commencing from your date of joining. This Agreement will automatically expire upon the completion of this term unless terminated earlier as per the provisions of Clause 11 of this Agreement.
3. **Background Check:** The Company may, at its discretion, conduct background verification, prior to or at any time after commencement of this Agreement, to verify, including but not limited to, your professional certifications, designations or licenses, educational background, identity, proof of age, address, past work experience (if any) and criminal records. You hereby provide your express consent to the Company for conducting such background checks. This Agreement is subject to validation of any information provided by you to the Company and to the satisfactory outcome of the pre-employment screening activities (including background verification and criminal history check).
4. **Offer of permanent position:** It shall not be obligatory on the part of the Company to offer a permanent position to you on expiry of this Agreement. This offer of employment will be subject to the satisfactory performance during training and also subject to production of necessary documents including educational and professional certificates and may be rescinded in the event such necessary documents are not provided to the Company. Upon satisfying the above conditions, conversion to the role of BDA will be

HRD/W/M/00435/L-1856

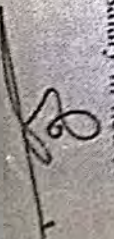
19.10.2021

**Mr. Vishnu P.A**  
Naduliputhan House,  
Perumthiavu P.O.,  
Thrissur Kerala - 680519

**Sub: LETTER OF APPOINTMENT**

With reference to your application dated 06/09/2021, and subsequent interview you had with us, we are pleased to appoint you in our organization as **Team Leader** with effect from **15/09/2021** on the following terms and conditions:

1. You will be appointed on contract for a period of twelve months from date of joining. The Management may at its sole and absolute discretion decide to extend your contract for such period as it deems fit and proper. If your performance or conduct is not satisfactory or any adverse reports received regarding your antecedents, your service will be terminated at any time during the period of contract without any notice or payment in lieu of notice. The company management will be the sole judge as to the question of your work and performance being satisfactory or not and as to whether you are suitable to the organization or not and the decision of the company management shall be binding on you.
2. Your initial place of posting will be at our **MIBPL - Thrissur**. Accordingly you will be paid a consolidated salary of **Rs.15,000/- (Rupees Fifteen Thousand Only)** per month during your period of contract including all allowances.
3. If you desire to withdraw your placement, you shall give 30 days' notice or 30 days' salary in lieu of such notice to the organization of your intention to do so. During the contract period, in case of misconduct or indiscipline on your part the company reserves the right to terminate your service without any notice or salary in lieu of notice.
4. At any time during your employment in the organization the Management shall have the right to require you to subject yourself for medical examination at the organization's cost by any Registered Medical Practitioner of the choice. If on such examination you are found to be medically unfit then your appointment shall stand automatically forfeited and your services are liable to be terminated by giving you 30 day's notice or salary in lieu of notice.





Ref No: CO/HR/IAO. 2015980

Date: 21-12-2020

Mr. Vishnu R,  
Pulinchery House, Edakkalathur,  
Edakkalathur,  
Thrissur - 680552.

## LETTER OF APPOINTMENT

With reference to your application, and subsequent interview you had with us, we are pleased to appoint you in our organization as **Branch Executive (Probation)** at **MG Road Thrissur Branch** with effect from **21-12-2020** on the below mentioned terms and conditions. You shall report to **Branch Head, MG Road Thrissur Branch**.

1. You will be on probation for a period of twelve months from date of joining. The Management may at its sole and absolute discretion decide to extend your probation for such periods as it deems fit and proper. You shall not be deemed to be confirmed in the service of the company after completion of the probationary period of twelve months or the extended probationary period's unless you are specifically informed in writing to that effect.
2. If your performance or conduct is not found to be satisfactory, your service will be terminated at any time during the period of probation or extended period of probation without any notice or payment in lieu of notice and without assigning any reason.
3. You will be paid salary of **Rs. 12750/- (Rupees Twelve Thousand Seven Hundred Fifty Only)** per month during your period of probation including all allowances. You will be entitled to statutory benefits like **ESI, PF, Bonus, Gratuity, etc.** as per the prevailing statutory provisions. Necessary statutory deductions will be done from the salary payable to you. Detailed breakup of the salary package is shown in Annexure A.
4. Once confirmed, your service with the company may be terminated with one month notice in writing from either side or salary in lieu of notice. However, in case of misconduct or indiscipline on your part the company reserves the right to terminate your service after completing the disciplinary proceedings.
5. Your future increments or promotions or any other salary increase shall be based on merit considering your periodic and consistent overall performance, business conditions and other parameters fixed from time to time at the discretion of the management and shall not be considered merely as a matter of right.
6. The Company shall conduct your background verification through an authorised agency. If, as a result of this background check, it is found that false statement has been made in the personal data relating to education, qualification, address, etc., or found wilfully concealed any material information, resulting in the offering of your position in the company, the management may take such action as it deems fit, including termination from employment with immediate effect.

Corporate Office:

Muthoottu Royal Towers,  
Kalore, Kochi, Kerala - 682 017, India  
Tel: +91484 2912100, E-mail: info@muthoottumi.com



Registered Office:

Muthoottu Buildings, Market Road  
Kozhencherry, Pathanamthitta, Kerala - 689 641, India  
Tel: +91 468 2314391, E-mail: mail@muthoottumi.com



Ref No: COHR/AD.20.5680

Date: 11/12/2020

Mr. Vishnu R.  
Pullinchery House, Edakkalathur,  
Edakkalathur,  
Thiruvur - 680552

### LETTER OF APPOINTMENT

With reference to your application and subsequent interview you had with us we are pleased to report you our organization as Branch Executive (Probation) at MG Road Thiruvur Branch with effect from 21-12-2020 on the below mentioned terms and conditions. You shall report to Branch Head, MG Road Thiruvur Branch.

- 1 You will be on probation for a period of twelve months from date of joining. The Management may at its sole and absolute discretion decide to extend your probation for such periods as it deems fit and proper. You shall not be deemed to be confirmed in the service of the company after completion of the probationary period of twelve months or the extended probationary periods unless you are specifically informed in writing to that effect.
- 2 If your performance or conduct is not found to be satisfactory, your service will be terminated at any time during the period of probation or extended period of probation without any notice or payment in lieu of notice and without assigning any reason.
- 3 You will be paid salary of Rs. 12750/- (Rupees Twelve Thousand Seven Hundred Fifty Only) per month during your period of probation including all allowances. You will be entitled to statutory benefits like ESI, PF, Bonus, Gratuity, etc as per the prevailing statutory provisions. Necessary statutory deductions will be done from the salary payable to you. Detailed breakup of the salary package is shown in Annexure A.
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- 5 Your future increments or promotions or any other salary increase shall be based on merit considering your periodic and consistent overall performance, business conditions and other parameters fixed from time to time at the discretion of the management and shall not be considered merely as a matter of right.
- 6 The Company shall conduct your background verification through an authorised agency. If, as a result of this background check, it is found that false statement has been made in the personal data relating to education, qualification, address, etc, or found wilfully concealed any material information, resulting in the offering of your position in the company, the management may take such action as it deems fit, including termination from employment with immediate effect.



Corporate Office:

Muthoottu Royal Towers,  
Kalloor, Kochi, Kerala - 682 017, India  
Tel +91484 2912100, E-mail info@muthoottumini.com

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Tel +91 468 2314391, E-mail mail@muthoottumini.com



PRIVATE AND CONFIDENTIAL

Reference No. - 1384014452  
Applicant ID - 3917146

10-Nov-2020

Vishnu S Kumar

Dear Vishnu,

We take great pleasure in extending an offer to you for being a part of ICICI Bank.

Please find enclosed the job offer letter.

Please quote your reference number, which is appearing on the top of this letter for all future correspondence.

In case you have any queries please feel free to contact at the below mentioned details:

E-Mail Address : [icicicareers@icicibank.com](mailto:icicicareers@icicibank.com)

Telephone No. : 022-71872500

Yours sincerely,

ICICI Bank HR Team

**ICICI Bank Limited**  
ICICI Bank Towers  
Bandra-Kurla Complex  
Mumbai 400 051, India.

Tel: (91-22) 2653 1414  
Fax: (91-22) 2653 1122  
Website [www.icicibank.com](http://www.icicibank.com)  
CIN: L65190GJ1994PLC021012

Regd Office : ICICI Bank Tower,  
Near Chakli Circle,  
Old Padra Road,  
Vadodara 390 007, India.

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## OFFER LETTER

Mr. Vysakh,

Date: Sunday, September, 26, 2020

Welcome to BYJU'S!

Congratulations on your decision of partnering with us in our endeavor to change the face of education.

We are pleased to offer you the position of Associate Sales Operations on following terms and conditions:

### Offer Details:

Designation:	Associate Sales Operations
Department:	Sales Operations
Sub Department:	Sales Operations
Employment Type:	Regular
Date of Joining:	Thursday, October 1, 2020
Role Location:	IBC Knowledge Park, Bangalore

### Compensation Details:

CTC per Annum:-

Fixed Compensation: 375000 INR

Variable Compensation: 100000 INR

The company shall be entitled to deduct, from the above remuneration payable to you, the following contractual, statutory and compulsory deductions:

1. Provident Fund
2. Income tax deducted at source at the rates applicable
3. Employment/Professional taxes

Ref: HR/JUL/21/B/159018600/60204132/1000996575

Date: 17 July, 2021

Yedhu Sreekumar  
Vellamparampath House  
Udayapuram P. O Vaikom  
kottayam 686143  
Kerala, India

Dear **Mr. Yedhu**

This is with reference to your application and subsequent interview you had with us.

We are pleased to offer you employment as **DM Food in Assistant Manager - B1 grade** in our business on the following terms and conditions.

**1. PLACE OF POSTING:**

Your initial posting will be at **Cochin, Kerala**.

However, during employment with the Company, you may be posted at any other location in India or abroad, without any additional remuneration. Further your services may be transferred to any other Reliance Group Company.

This offer is subject to your joining us on or before 17 July, 2021 and successful clearance of the Pre-Employment Medical Examination.

**2. COMPENSATION:**

Your compensation on a Cost to Company (CTC) basis will be **Rs. 3,00,000/- (Rupees Three Lac(s) Only) per annum** and will be payable as under. Please refer to Annexure 1A for detailed breakup of your CTC.

**i. Fixed Pay: Rs. 3,00,000/- (Rupees Three Lac(s) Only) per annum.**

This includes Basic Pay and Choice Pay that consists of other allowances, benefits, perquisites etc. as per the compensation policy of the company.

**ii. Retirals: Rs. 27,795/- (Rupees Twenty Seven Thousand Seven Hundred Ninety Five Only) per annum.**

This includes:

- Provident Fund @ 12% of Basic Pay + Personnel Special Allowance (as per applicability) capped to a maximum of Rs.1800/- per month. This cap may be amended upon changes in legal provisions.
- Gratuity @4.81% of Basic Pay.

Note: Aggregate of Fixed Pay and Retirals is Committed CTC (refer Annexure 1A).

**3. GENERAL:**

You may choose components of your CTC as per your requirement, being referred as Choice Pay. In the year of joining and leaving the Company, the CTC will be pro-rated based on the number of days you are in the employment of the Company.

The available CTC components along with limits have been detailed in Annexure 1B.

The components within each category of payment are discretionary and the Company has the right to

**Reliance Retail Limited**

CIN: U01100MH1999PLC120563 Phone: +91 22 35553800

Registered Office: 3rd Floor, Court House, Lokmanyu Tilak Marg, Dhoobi Talao, Mumbai-400 002, India.  
www.relianceretail.com

Date: May 21, 2021

Mr/Ms Jijo CK

Dear Mr/Ms **Jijo CK**

**Offer Letter**

We, the **Caspian Management Services LLP (Employer)**, are pleased to offer you provisional employment in the position of **Masterstrokes Direct Sale Representative (Employee)** in our Organization beginning on Friday, 21 May, 2021 (job location: Cochin). This letter describes the terms and conditions of your employment on contract basis. Your employment is subject to satisfactory completion of background and reference checks, the absence of any bars or restrictions on your employment with the Organization and your acceptance of following terms and conditions:

1. By assuming the position of 'Masterstrokes Direct Sale Representative' you shall render services to our Client - **Asian Paints Limited** (hereafter mentioned as 'Client')
2. Your offered contract will be for One year from the date of joining/assuming duty at the location / premises designated by the Client and shall be in accordance with the instructions received by you from us or any other authorized person from Client and will be bound by our rules and regulations.
3. Based on your performance or continuance of Client project, your contract with us shall be extended or will be terminated, as the case may be and the same will be intimated to you from our office.
4. Termination
  - (a) Save and except expiration of this Offer letter either by completion or expiry of contract period as stated herein above or its extended term thereof,
  - (i) The Employee may at any time terminate this Offer Letter and his employment by giving not less than 30 days written notice to the Employer, and
  - (ii) The Employer may terminate this Offer letter and the Employee's employment at any time, with 30 days written notice or payment in lieu of notice, provided however the Employer will be entitled to terminate your employment at any time, without notice, for sufficient cause, including but not limited to misconduct and/or gross negligence.
  - (b) Termination of this letter of engagement shall not affect the obligations of the parties that have been incurred prior to such termination and Caspian Management Services shall promptly settle all your dues after making the applicable deductions.
  - (c) The Employee agrees to return any and all property belonging to the Employer and the Client at the time of termination.
  - (d) Unless your employment with Caspian Management Services LLP is extended pursuant to the Cl.3 hereinabove, your employment with Caspian Management Services LLP will be terminated upon expiry of this Offer Letter or its sooner determination thereof.
5. Any dispute between you and Caspian Management Services LLP shall be referred to a sole arbitrator appointed by the Caspian Management Services LLP at its absolute discretion and the decision of the Arbitrator will be conclusive and final and shall be binding on the Parties hereto. This Offer Letter shall be governed by the laws of India and competent courts at Cochin shall have the exclusive jurisdiction.
6. Details of your salary breakup will be as per the Annexure-1 annexed hereto and shall constitute the Employee's entire entitlement without exception.





# NewAgeSys Solutions (P) Ltd.®

Solving Tomorrow's Problems Today

## OFFER LETTER

Dear **Jithu Mathew,**

Congratulations!!!

With reference to your application and subsequent interviews you had with us, we are pleased to give you the offer as "**Resource Specialist Trainee**" in NewAgeSys Solutions (P) Ltd. During your Training period, your stipend would be **Rs 25000/- (in-hand)**. You will also be eligible for incentives along with the mentioned stipend. You should give us 2 years (twenty four months) working commitment. Your Training Period would be for a period of 4 months. You will be working for only five days in a week. From the date of your joining itself you can avail the benefits and public holidays as listed in the NewAgeSys Solutions' Holiday List. After successful completion of your Training period, i.e. after being made a Permanent Employee of NewAgeSys Solutions (P) Ltd, Casual Leave, Family Care Leaves, Provident Fund, Health Insurance, Welfare Fund, Gratuity Benefits can be availed. Your First Performance Evaluation will be conducted after your Training Period. Kindly send us an email with your Offer Acceptance on or before the expiry of the offer validity which will end by 5:00 PM on Friday, 18<sup>th</sup> September 2020. Please feel free to contact us back for any queries on the below mentioned contact number.

**For NewAgeSys Solutions (P) Ltd.**

**ANAND MURALI**

HR Associate

Mob: +91 9995722859

Ref. No: TTL/TX/IA/240K/21/D966

Date: 06/02/2021

To,  
Mr. John Jose Alappatt  
Mobile : 8129651817  
Allappatt House, Ollur,  
Thrissur - 680306

### PROVISIONAL OFFER OF EMPLOYMENT

Dear Mr. John,

This is to notify you that we have shortlisted your application and are pleased to make a provisional offer of employment as **Field Marketing Executive** with an annual compensation of **Rs. 2,40,000** (please refer Annexure-II for bifurcation). You have been posted at Thrissur and have been scheduled to join work on **22<sup>nd</sup> February, 2021.**

**Your offer is subject to your acceptance of below listed rules and regulations of the Company:**

- > You are advised to transfer Rs. 10,000/- to Thyrocare Technologies Limited as as refundable caution deposit. The caution deposit is not refundable if you voluntarily resign before the completion of one year of continued service in the organization.
  - > You will be on probation for one year from the date of commencement of your service.
  - > Your performance will be evaluated periodically and your growth will purely depend on your ability to focus on given job.
  - > You will be additionally eligible for **Rs.300 as Field Visit Allowance** per full attended day subject to Quality and Quantity of Calls documented.
  - > You shall always maintain a high level of confidentiality relating to information acquired during the course of your duties in relation to the activities of the Company, its members or its affiliates.
  - > This association can be terminated mutually with 7 days notice during your probation period.
- You are required to send your offer acceptance note to [join@thyrocare.com](mailto:join@thyrocare.com) within next 48 hours. We accept and appreciate email communication.

We welcome you to our company and wish you a successful career with us.

Thanking you,

Yours truly,  
For Thyrocare Technologies Ltd.

Offer Acceptance:

Date:

Place:

Authorized Signatory (HRD Department)

*Note: Though this is an offer letter, company reserves the right to reject your candidature if you had submitted misleading facts or information.*

Ref No: 001598

31st May 2021

Offer Letter

**Ms. Manoharkani K.**  
Karnel House  
Manoharkani South P.O  
Mappurathu  
Kerala, India - 690 506  
E-mail: **Ms. Manoharkani,**

Subject: Offer letter for the post of **Invoice Verifier- BPO**

Further to the interview and discussions we had, we are glad to offer you the position of **Invoice Verifier- BPO**, upon mutually agreed terms and conditions. Your initial place of work shall be at **Lulu Cyber Tower 2, Infopark Park Special Economic Zone, Kakkanaad, Cochin.**

Your gross salary would be **Rs 15250/- (Rupees Fifteen Thousand Two Hundred Fifty Only)** per month, and necessary statutory deductions shall be made from the salary. Gross salary will be revised to **16,250/-** per month after successful completion of probation period and on producing valid proof of successful completion of MBA Degree. The review will be linked to your performance and will be at the discretion of the management.

A detailed appointment letter will be given to you at the time of joining. All other terms and conditions will be as per the management decision and the Labour Laws of the country as stated from time to time.

You are required to join on **10 June 2021** at 9:30am, in line with the discussions we had with you, otherwise this offer will stand withdrawn automatically. You have to submit copy of all credentials at the time of your joining.

This offer letter is valid only for one week and you should confirm the date of joining within one week of time.

This offer is subject to satisfactory investigation of the employee's credentials and it is found at any time that the employee has made any false statements, suppressed/misrepresented information; this offer will be stand automatically withdrawn.

Please sign and return a copy of this letter as a token of your acceptance and ensure to send the scanned copy immediately through return mail to proceed further.

We welcome you to Mantle Solutions to be part of the exciting future and sincerely hope that your association with us shall be mutually beneficial.

Regards,



**Shahir Khan -Director & CEO**

I agree to the terms and conditions of the employment as set out herein.

Name: **Manoj k S bhoji. G1** Date: **2/06/2021** Signature: **Manoj k S bhoji**  
**MANTLE SOLUTIONS PRIVATE LIMITED**

14-Sep-2020

Shone Joshy  
Thadathil House, Arakuzha P.O,  
Muvattupuzha - 686672

Dear Shone,

On behalf of **KPMG Global Delivery Center Private Limited** (the '**Company**'), I am pleased to offer you the position of **Associate 1 in Audit** with the Company. You will be part of the **GDC-Audit-Business team**.

You shall be based in **Bangalore** and can be transferred to any other office of the Company at any other place or city in India or outside India, as decided by the Company from time to time.

Your employment shall commence with effect from your actual date of joining. In the event you fail to join latest by **17-Sep-2020**, this employment agreement ('Agreement') shall stand terminated.

You shall be on probation for a period of six (6) months (the '**Probation Period**') from your actual date of joining. During the Probation Period, your Compensation and Other Entitlements, if any, shall be in accordance with the Company's Personnel Policy, for the time being in force ('**Company Policy**'). At the end of the Probation Period, the Company may confirm your services, subject to your performance meeting the requisite standard, by issuing a confirmation letter (the '**Confirmation Letter**'). Until such Confirmation Letter is issued, you are deemed to be on probation.

The terms and conditions of your employment with the Company shall be as follows:

#### **A. Compensation**

##### **1. Basic Salary**

Your basic salary shall be **Rs.187500/- (One Lakh Eighty-Seven Thousand Five Hundred Rupees)** per annum, payable monthly in arrears. Your next revision shall be in accordance with the merit review cycle and at the sole discretion of the Company.

##### **2. Allowances and Employers Contribution to Provident Fund**

In addition to the basic salary referred to in Paragraph A.1 above, you shall be entitled to a sum of **Rs.187500/- (One Lakh Eighty-Seven Thousand Five Hundred Rupees)** per annum towards allowances to be chosen out of the allowances / perquisites detailed in the Staff Manual of the