

Established in 1981

**Sree Narayana College**  
**Chengannur, Kerala - 689508**

Managed by the Sree Narayana Trusts, Kollam

Affiliated to the University of Kerala

Accredited by NAAC with B Grade

Tel : 0479 2962728

e-mail:snchengannur@gmail.com

Website:www.sncollegechengannur.org



**Dr. Shereen.K**

Principal in charge

Mob : +91 9447075311

e-mail:sherinsank@gmail.com

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## **5.2.1 Number and List of students placed along with placement details**



**SREE NARAYANA COLLEGE**  
CHENGANNUR, ALAPUZHA, KERALA  
Aided College Affiliated to University of Kerala  
(NAAC Accredited with Grade B)

STUDENT PLACEMENT

This is to certify that the following number of students have been placed during the years 2022-2023, 2021-2022, 2020-2021, 2019-2020 and 2018-2019.

Year	No of Students Placed	No. of outgoing students (passed)
2022-23	9	47
2021-22	9	87
2020-21	8	104
2019-20	14	96
2018-19	3	101

Principal



# SREE NARAYANA COLLEGE

CHENGANNUR, ALAPUZHA, KERALA

Aided College Affiliated to University of Kerala

(NAAC Accredited with Grade B)

SN College, Chengannur					
5.2.1 Placement of outgoing students (2022-2023)					
Year	Name of student who has been placed	Program graduated from	Year of graduation	Name of the employer with contact details	Pay package at appointment (In INR per annum)
2022-2023	Geethu Vijayan, Vijaya Nivas, Kozhuvallur P.O, Chengannur	B.Com	2022	Lord Jegannath College of Science and Management, Ramanathichanputhur Marungoor, Kanyakumari-629402	INR 180,000.00
2022-2023	VIVID V DAS, Valiyaparambil Melathethil, Neduvaramcode P.O (Alapart), Chengannur	B.Com	2022	Reliance SMSL Limited	INR 144,979.00
2022-2023	ANANDHU ANAND, Anandh Bhavan, Alapuzha P.O, Alappuzha - 689126	B.Com	2022	Buzzworks Business Service Private Limited, Murugesan Naicker Building, Greams Road, Thousand Lights, Chennai-600006	INR 196,056.00
2022-2023	Sanjay Krishnan S	M.Sc Chemistry	2022	Inovics infosolutions Pvt Ltd	INR 1,00,000.00
2022-2023	Anju Viswanathan	M.Sc Chemistry	2022	Sastha Containers & Packing Pvt Ltd	INR 1,20,000.00
2022-2023	Akshay A	M.Sc Physics	2020	Torrent Pharmaceutical Ltd, Torrent House, Ashram Road, Ahmedabad	INR 2,38,008.00
2022-2023	Kavya Sasidharan			Ansar English Secondary School, Valavannoor	INR 1,20,000.00
2022-2023	Abhijith V, Koippurath Vadakkathil, Chunakkara P.O, Mavelikara			Byju's the Learning App	INR 2,52,000.00
2022-2023	RESHMA P, Rahul Bhavanam, Manappally North, Manappally P.O, Kollam- 690574	M.Sc Chemistry	2022	Kerala Minerals and Metals Ltd., Sankaramangalam, Chavara, Kollam- 691583	INR 108,000.00
2022-2023	Reshmi M Raju	M.Sc Chemistry	2022	Kerala Academy of Pharmacy	INR 1,80,000.00
2022-23	Neethu K P	M.Sc Chemistry	2018	Kerala Police	INR 3,73,200.00



**SREE NARAYANA COLLEGE**  
 CHENGANNUR, ALAPUZHA, KERALA  
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**5.2 Student Placement Supporting Documents 22-23**

<p><i>Geethu Vijayan</i></p>	<p><i>Vivid V Das</i></p>



PRIVATE & CONFIDENTIAL

Mr ANANDHU ANAND

Employee Code: 600897

Location: CHENGANNUR

ANANDHU BHAVAN, ALA, ALA PART PO ALAPPUZHA, KERALA - 689126  
ALAPUZHA

**APPOINTMENT CUM WORK ASSIGNMENT LETTER**

Dear ANANDHU ANAND,

We are pleased to appoint you as SALES OFFICER with our Client place, on a fixed Term Basis. You have to complete pending joining Formalities within 10 days from the date of your joining 12th July 2022.

In addition to this :

As the Project work awarded to us by our Clients is only for a certain period and therefore your assignment with us will be as per terms mentioned in the Letter of Engagement. If however, the Project work is extended, your association with us may be extended for such further period as may be decided by us. Hence, this contract of employment by no means be treated or construed to be of permanent in nature granting thereby to you a status of permanent employee of the Company. Your employment is governed by the contractual agreement between Buzzworks Business Services Pvt Ltd and Client for which your services have been engaged.

If however the project work awarded to us is completed before time or if is terminated for any reasons whatsoever earlier, then your services shall be terminated on such earlier date as the situation demands as per terms mentioned in your Letter of Engagement.

Your employment regarding and CTC details are as per the details mentioned in Schedule-1. The net salary is subject to Income Tax. Your salary is payable only through electronic payment mode such as EFT/NEFT/RTGS/ECS or account payable cheque for which you have to provide relevant information at the time of joining. One month grace period shall be provided to you on reasonable ground.

In addition to the Monthly Salary, you will not be entitled to any other perquisites/ allowances unless given to you in writing. Your coverage under ESIC scheme, Provident Fund scheme, and Bonus Act where applicable will be as per the government regulations. Salary would be receivable on or before 10th of the subsequent month, subject to receipt of corresponding paymenrs from our Client where you will be deployed. Any discrepancy in the salary received needs to be reported to our nearest branch within 7 days of receipt of salary after which, it will be considered as correct and further claims will not be entertained. Gratuity will be payable as per Payment of Gratuity Act, 1972.

TDS will be deducted at rates applicable as per Income Tax Act, in case PAN number along with proof is not provided to nearest Branch within 7 days of joining. Any unclaimed salary within 3 years from when it is due, will be paid to Labour Welfare Fund as per Labour Welfare Fund Act. You will be entitled to leave as per the practice followed by the client.

Your coverage under ESIC scheme is subject to adherence of rules & regulation of it. It is mandatory for you to submit Aadhar Card (UID) including your family within one month from the date of issuance of ESIC number, if you fail to submit the Aadhar Card (UID) within stipulated period in that case you will not be eligible to take benefits of ESIC coverage and in that Circumstances Company shall not be held responsible.

You are eligible under Provident Fund scheme subject to adherence of rules & regulation of it. It is also mandatory for you to submit Aadhar Card (UID), PAN Card & Bank A/c. No. with IFSC (collectively referred as KYC) within one month from your date of joining, if you fail to submit the KYC within stipulated period in that case as per PF norms you will not be able to withdraw or transfer or to take any benefits of PF and in that circumstances company shall not be held responsible or liable.

Since our Client undertakes contract projects, you may be required to work at different project sites and are likely to be deputed in any establishment within the city or outside the city including outside the State for the purpose of discharging your duties as and when the situation demands, at the said working hours.

Registered Office Address:

Buzzworks Business Services Private Limited

3rd Floor, No 64, Mungela Nooker Building, Green Road, Thousand Lights, Chennai - 600008

*Anandhu Anand*



Ref No: 131023

23/06/2023

M. Sanjay Krishnan S  
Datta House  
VIC, Aventura  
Singapore 080073  
E:mgan@inovics.com.sg

Dear Sir(s),

Sub: Offer of Appointment

With reference to your application and your subsequent interview with us, we have the pleasure in offering you an appointment on the following terms and conditions:

1. This appointment will take effect from the date you join duty which shall be on 05/07/2023.

**2. DESIGNATION**

You will be designated as "Junior Software Engineer" and will be stationed at our Singapore office.

**3. SALARY & ALLOWANCES**

Your salary will be as follows:

- 1. Basic Salary: S\$ 7,000
- 2. Housing Allowance: S\$ 1,000
- 3. Transportation Allowance: S\$ 1,000
- 4. TOTAL: S\$ 9,000

**4. PROBATION**

You will be on probation for a period of three (3) months from the date of joining duty. The period of probation will be subject to such alterations as the Management may deem fit in its sole discretion. Unless we make it writing confirming your services is given and accepted by you, you will not be deemed to have been made permanent. But if the management is not satisfied with your work,

**Inovics Information Systems Private Limited**

Regd Office: Uppal Road/73/17, Venkateswara Nagar, Hyderabad - 501 103  
Branch Office: Ground Floor, Government Towers, Nungambur P.O, Bangalore - 560 022  
Web: [www.inovics.com.sg](http://www.inovics.com.sg) Email: [info@inovics.com](mailto:info@inovics.com)



Further, As/She etc. your services shall be liable to terminate without any notice at any time without assigning any reasons during or/after completion of the initial or extended probationary period. During probation, you are not entitled to any benefits you will have no claim for normal or any other benefits or salary which other permanent employees are entitled to.

**5. CONFIRMATION**

After you complete the probation satisfactorily, if only your services are confirmed at the sole discretion of the Management, if it is entirely satisfied with your overall performance and conduct during the probation period.

On your services being confirmed in writing by the Company, either party can terminate the appointment by giving one month's notice or in less one-month salary to the other. The Management, however, reserves the right to ask you to leave during the notice period and accepting the salary in lieu of the notice period or to release you immediately or substitute resignation without the notice period payment. Only upto a maximum of 2 weeks of notice can be availed by the employee but leave availed is the employer's account.

In case you leave the employment of the Company without giving any notice, the Company shall have the right to deduct one-month salary from any monies that may be due to you from the



*Sanjay Krishnan*





SASTHA CONTAINERS & PACKAGING PVT.LTD

To:  
Anju Viswanathan  
Changalappilly,  
Thuvayoor North Marakala P.O  
Accor, Palhannanthitta Pk - 681501

Date - 15.05.2023

Sub:- Offer Letter

Dear Anju Viswanathan,

We are pleased to make a provisional offer of appointment as "Charvat". Your Annual Earnings including salary, allowances, annual benefits and statutory payments as applicable will total Rs 1,20,000/- On reporting please bring two recent passport size photographs, photocopy of all educational certificates

You are required to join the Company on or before 19.05.2023. Please return a signed copy of this letter as a token of your acceptance of the offer, confirming your date of joining.

We look forward to a mutually rewarding relationship.

Yours faithfully

Sastha Containers & Packaging Pvt Ltd

  
Director



Accepted & Agreed

Signature 

Name: Anju Viswanathan

T.C.25/3233/A, "NEETHI", Ambujavilasam Road, Vazhchiyoor P.O., Thuvandrum - 695 031  
Tel : 0471 4063240, 4063241; Fax : 0471 4051195  
Email : sasthapacks@vsnl.com

**Anju Viswanathan**



TORRENT  
FORM NO. TPT/01  
**LETTER OF APPOINTMENT**

Ref. No. TPT/COA/000001  
Date: 02.06.2021

1. Name of the candidate: **AKSHAY A. SHINDE**  
2. Address: **Shree Chhatrapati Shivaji Maharaj Vastu Sangrahalaya, Mumbai**  
3. Name of the Candidate: **AKSHAY A. SHINDE**  
Name and Address of Employer: **AKSHAY A. SHINDE, 100/100A, PUNE, MAHARASHTRA, INDIA-411004**

4. Myself as a representative of Torrent Pharmaceuticals in this certificate with effect from 02.06.2021.  
5. Myself as a representative for a period of twelve months (12/06/2021).  
6. For all the purposes mentioned above, you are appointed as **Medical Representative** for the following territory:  
7. Name of territory: **100/100A, PUNE, MAHARASHTRA, INDIA-411004**  
(a) Date of joining: **02.06.2021**  
(b) Date of termination: **02.06.2022**

**4. OTHER CONDITIONS OF SERVICE**

- Training:**
  - You shall undergo training for a period of one year from 02.06.2021. On successful completion of the training you will be considered as a Company's employee with a 'Block of Recruitment'. In case your performance and progress is not upto the required standard, you will be released from the employment of the Company. Company reserves the right to extend and modify the condition for a candidate to be trained. Provision of training subject to the consent of the candidate. You will be under constant supervision of the company or related agencies during your performance and progress during the said probation period.
  - Three months of training and probation will not be counted towards your service. It shall be reckoned as the basic of the company's period of probation. If the probation period is not found to have been a success.
  - During the probation period or period of probation, your services are liable to be terminated by the Company without any notice. However, if you intend to leave the service, you may be required to give one month's notice to the Company and the same may be required.
  - On leave will be granted during the period of training and/or probation.

**5. Qualification:**

Qualification you will be placed in the following category:

CATEGORY	REQUIREMENT	DESCRIPTION
MR	MBBS/MD	MEDICAL REPRESENTATIVE

- \* For consideration of you shall be taken into account your service from 02.06.2021.
- Salary:** Basic pay of the candidate shall be as per the attached schedule.  
Basic Salary: **15000** (Rupees Fifteen Thousand), O.T.A & A.M. Bonus will be referred respectively in the following order:
  - The salary payable to you for holidays or absence for the period of sick leave.
  - The salary payable to you for any reason whatsoever for such leave.
  - Salary will be subject to all statutory deductions as applicable.
- Working Hours:**  
The working hours shall be as per the attached schedule.

**TORRENT PHARMACEUTICALS LIMITED**

(INCORPORATED IN INDIA)

Registered Office: **Shree Chhatrapati Shivaji Maharaj Vastu Sangrahalaya, 100/100A, PUNE, MAHARASHTRA, INDIA-411004** | **100/100A, PUNE, MAHARASHTRA, INDIA-411004**

*Akshay A*



**ANSAR ENGLISH SECONDARY SCHOOL  
VALAVANNUR**

(Run by: ANBARULLAH SANGHAM, VALAVANNUR)

Reg. No. 604/97

Estd: 1947

Ref. No. ....

Date .....

05-08-2023

To whomsoever it may concern

This is to certify that Miss. Kavya Sasidharan K.K. D/o Mr.K.K Sasidharan has been working in this school since June 2022.

She is intelligent hardworking and committed to tasks entrusted.



Principal



Ansar Complex, Valavannur P.O., Malappuram District, Kerala-676 551, India, Telephone:0494 2547751

***Kavya Sasidharan***

## Employment Confirmation Letter

22-11-2021

To

**Abhijith V**

Koippurathu vadakkethil

Chunakkara p o

Mavelikkara

To whom it may concern,

This letter serves to confirm **Abhijith V** remains currently employed with us on a full time. He is working with us from **17 November 2021** on **BLC program** at **Think & Learn Pvt Ltd**. If you have any questions or need any additional information, please contact me at +918714473755 if I may provide you with additional information.

**Majesh M**

BLC Marketing Manager

BYJU'S Think & Learn Pvt Ltd



## Compensation Sheet

Offer No: **QS2388307**

Associate Name: **ABHIJITH V**

Designation: **Business Development Executive**

Location: **COCHIN**

<b>Pay Heads</b>	<b>Rs. Monthly Pay</b>	<b>Rs. Annual Pay</b>
Basic	13532	162384
House Rent Allowance	6766	81192
Special Allowance	1603	19236
Statutory_bonus	1127	13524
<b>Gross Salary</b>	<b>23028</b>	<b>276336</b>
<b>Employer's Contribution</b>		
Employer Provident Fund	1950	23400
Employer Labour Welfare Fund	20	240
Insurance	210	2520
<b>Total Contribution</b>	<b>2180</b>	<b>26160</b>
<b>Cost to Company: (CTC)</b>	<b>25208</b>	<b>302496</b>
<b>Deduction: (Subjected to change)</b>		
Provident Fund	1800	21600
Labour Welfare Fund	20	240
Professional Tax	208	2496
<b>Total Deduction</b>	<b>2028</b>	<b>24336</b>
<b>Net Take Home</b>	<b>21000</b>	<b>252000</b>

Dear Associate,

Please download the WorQ App on your mobile for a host of benefits

- Access all your HR Documents (PaySlip, Offer Letter, PF/ESIC/Insurance Nos, Form 16)
- Get Digital ID Card



Page 1

This is a system generated letter



**TO CHECK IF YOUR OFFER LETTER IS GENUINE.**

Open the camera on your smart phone and scan.

*Ikya Confidential*

*Offer No : QS2388307*

A handwritten signature in black ink, appearing to read 'J. S. King' or similar, written over a horizontal line.

*Page 2*

This is a system generated letter



**TO CHECK IF YOUR OFFER LETTER IS GENUINE.**  
Open the camera on your smart phone and scan.



# The Kerala Minerals and Metals Ltd.

(A Govt. Of Kerala Undertaking)

(An ISO 9001, ISO 14001, OHSAS 18001 & SA 8000 Certified Company)

SANKARAMANGALAM, CHAVARA-691 583

KOLLAM, KERALA, INDIA.

Phone : +91 - 476 - 2651215 to 2651217

Fax : + 91-0476-2680101, 2686721

E-mail : contact@kmml.com, URL www.kmml.com

ISO 9001/ ISO 14001  
OHSAS 18001  
BUREAU VERITAS  
Certification

SA 8000  
BUREAU VERITAS  
Certification

CIN-U14109KL197

TP/PD/T-4/22

09.06.2022

Smt.Reshma . P

D/O.Raveendran Pillai. R

RahulBhavanam Manapally North

Manapally P O 690574

Kollam

Regd With A/D

Sir/Madam,

**Sub:- The Kerala Minerals and Metals Ltd., Chavara - Engagement of Apprentices under the Apprentices Act, 1961 - reg.**

With reference to your nomination by the R.I Centre, Kollam and subsequent interview you had with us on 05.05.2022, you are hereby offered Apprenticeship in the Trade of **Advanced Attendant Operator** under the Apprentices Act, 1961 for a full term of **1 ½ year** in the Titanium Dioxide Pigment Unit of the Company subject to your being certified as physically fit by the Company's Medical Officer.

During the period of Apprenticeship, you will be paid a stipend of **Rs. 9,000/-** per month. You have to execute the Contract of Apprenticeship. You will be required to undergo Apprenticeship according to the working hours of the Pigment Unit and will be subject to the rules of discipline of the company.

You will have to produce original certificates with attested copies thereof and four copies of your passport size photograph at the time of joining Apprenticeship. If the above terms and conditions are acceptable to you, you may please intimate your acceptance and report to this office at **Sankaramangalam, Chavara, Kollam-691583** for Apprenticeship on or before **17-06-2022**, failing which it will be presumed that you are not interested in this offer of Apprenticeship and this offer will stand cancelled.

**Yours faithfully,**

**For THE KERALA MINERALS AND METALS LIMITED**

**MANAGER (W/GA/LA)**





# KERALA ACADEMY OF PHARMACY

Approved by Pharmacy Council of India, DME & AICTE New Delhi

Affiliated to Kerala University of Health Sciences

April 10, 2023

**Reshmi M Raju,  
D/o Raju M R  
Mutticharuvil,  
Kulanada  
Pathanamthitta,  
Kerala  
Pin: 689503**

**Dear Ms. Reshmi M Raju,**

We have pleasure in offering you in our **Kerala Academy of Pharmacy** a position as **Lab Technician cum Store Keeper**. Please note that the employment terms contained in this letter are subjected to such conditions and service rules etc, as may be determined by the management of the institution from time to time.

**1. Appointment**

- a. Your date of appointment is with immediate effect from the date of joining not later than 11<sup>th</sup> of April, 2023.
- b. You will be on a probation period of six months. If in the opinion of the management, you are found suitable; your services may be confirmed earlier.
- c. During the period this contract is terminable by you giving two months' notice. The organization reserves the right to recover the salary in lieu of the notice period.
- d. During the probation period this contract is terminable by the institution with or without any notice.
- e. You will be governed by the present terms and conditions of service of the institution and as and when changes are made in future.
- f. You will report to the person as decided by the Management of the institution. In case of any change in future reporting structure, the Management will communicate the same to you and you need to comply with the same.
- g. You will have to serve the institution for a minimum one year period from the date of joining.
- h. Your working hours will be between 09.00 AM to 5.30 PM from Monday to Saturday.

**2. Compensation**

- a. You will be on the institutional scale with total emolument of Rs. 1,80,000 Per Annum (One lakh Eighty Thousand per Annum)

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Kandala Neyyattinkara Kattakkada Rd, Trivandrum Kerala 695512 Ph: 0471-2297501

Email: [info@keralaacademyofpharmacy.com](mailto:info@keralaacademyofpharmacy.com)

Visit [keralaacademyofpharmacy.com](http://keralaacademyofpharmacy.com)





# KERALA ACADEMY OF PHARMACY

Approved by Pharmacy Council of India , DME & AICTE NewDelhi

Affiliated to Kerala University of Health Sciences

b. The retirement age is 60 years

### 3. Responsibilities

- a. In view of your position and office, you must effectively, diligently and to the best of your ability perform all the tasks assigned to you and ensure results.
- b. You shall ensure that you will comply with all the policies of the institution. Consequently, you are required to understand the scope and the intent of the policies and comply with the same. You shall also ensure to update yourself with the change or update in policies, which the institution may affect from time to time and comply with the same.
- c. It also becomes your responsibility to bring to the notice of the management, any such violations to the policies, committed by any member in the institution.
- d. The mobile or sim card, issued to you is for solely official purpose. The employee shall be fully accountable for theft, loss or damage of the property.
- e. In case your core responsibilities are under hold for sometimes, you may have to take up the other organizational work based the requirement in the work place. Your reporting managers will be assigning the same. If your work reports are inaccurate and if the organization has to face any kind of complication for your respective action you will be liable to pay the penalty for the same.
- f. In case if you are using your own laptop/desktop for the work you have to make sure it is in the working condition and if it gets damaged unexpectedly then you have to get it repaired promptly so that it should not affect the work flow, until it is going to be in the working condition your presence will not be considered
- g. In case if you are using Official Laptop/Mobile/Sim card and if you forget to bring any of these to workplace your presence will not be considered

### 4. Leave

- a. You shall be eligible to such leave as is admissible under the leave policy of the institution from time to time.
- b. Leaves without prior notice of minimum one week are not acceptable & if taken there will be loss of pay of 2 days for every leave taken without notice; it is exempted only in case of certain emergencies. The exemptions for this clause will be decided by the Management of the institution.
- c. Punctuality should be exercised about the working hours, failing which will result in loss of pay.

### 5. Conflict of interest

- a. You are required to engage yourself exclusively in the works assigned by the institution and shall not take up any other part time or full time employment with any other institution
- b. You shall not engage in any activity directly or indirectly that will affect the interests of the institution directly or indirectly.

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Kandala Neyyattinkara Kattakkada Rd, Trivandrum Kerala 695512 Ph: 0471-2297501

Email [info@keralaacademyofpharmacy.com](mailto:info@keralaacademyofpharmacy.com)

Visit [keralaacademyofpharmacy.com](http://keralaacademyofpharmacy.com)





# KERALA ACADEMY OF PHARMACY

Approved by Pharmacy Council of India , DME & AICTE NewDelhi

Affiliated to Kerala University of Health Sciences

## 6. Confidentiality

- a. As a member of the institution, you may gain access to such information that may be considered "confidential" by the institution. Therefore, you shall not divulge any confidential information to anyone outside the institution or to anyone inside who is not entitled to such information.
- b. The student data and personal information has to be kept highly confidential and should not be disclosed with anyone other than KAP Management

## 7. General

- a. We trust that you have not provided us with any false declaration or willfully suppressed any material information. If you have, you will be liable for removal from service without notice. Please note that you are required to inform us if there are any agreements, oral or written, which you have entered into and which relate to your commitments under this agreement.
- b. You are required to submit all the photo copies of your qualification documents, relieving documents and salary slips of last three months along with the originals for verification, on the date of joining. The company will retain all of the original certificates till the completion of the minimum service tenure as per the institution's policy.

## 8. On Separation

- a. On acceptance of separation notice, you shall ensure to handover all the materials of the institution in your possession that includes presentation materials, data, literature, drawings, audio visual equipments and documents belonging to the institution. You shall not make or retain any copies of these items.
- b. Institution will not provide experience certificate, salary certificate & relieving letter to those employees who are either terminated, not served the notice period of two months or who have not completed the minimum service tenure as per the institution's policy. If I failed to serve the notice period, I am liable to pay two months' salary to the company
- c. In case if any kind of emergency or circumstances, you leave our employment during or after the training period, you are liable to pay the penalty for the institution as you will be trained under our expertise.
- d. If an employee commits non - disciplinary action by intentionally or unintentionally, like protest or Leaking of the Organization Information's etc. it will be considered as a violation, that cannot be accepted from the management and it will be directly proposed to termination of an employee from the work.
- e. Any employee who is found to have been involved in harassment, bullying, or discriminatory behavior will be subject to immediate disciplinary action, up to and including termination. If organization becomes aware of an inappropriate behaviour, the relationship will enter a probationary period or be terminated, depending on the severity of the incident.

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Kandaia Neyyattinkara Kattakkada Rd, Trivandrum Kerala 695512 Ph: 0471-2297601

Email [info@keralaacademyofpharmacy.com](mailto:info@keralaacademyofpharmacy.com)

Visit [keralaacademyofpharmacy.com](http://keralaacademyofpharmacy.com)





# KERALA ACADEMY OF PHARMACY

Approved by Pharmacy Council of India , DME & AICTE NewDelhi

Affiliated to Kerala University of Health Sciences

## RESPONSIBILITIES

- Conduct experiments under defined conditions to verify/reject various types of hypotheses using refined scientific methods
- Organize and store all chemicals substances, fluids and compressed gases according to safety instructions
- Record all data and results in specified forms (paper and electronic) with accuracy and responsibility
- Maintain equipment and assist in ordering laboratory supplies
- Ensure that all safety guidelines are followed strictly at all times and maintain a clean and orderly environment
- The quantity of chemicals taken from the store should be accurately recorded in the register every day. (Before and after the experiment usage should be maintained)
- Make sure that's students should not waste chemicals
- After the lab hour, should check and verify the lab equipments ( apparatus etc..) anything broken or missing
- Keep the lab and equipments clean
- Maintain and Make sure about the availability of chemicals
- Need to monitor the students for following lab rules and ensure to collect fine if any damage happens
- Need to check whether all are attending the lab session if they are present for the day and need to mark the attendance
- Maintain the respective Lab Registers up to date

- ❖ Stock Register for Apparatus
- ❖ Stock Register for Chemicals
- ❖ Issue Register for Chemicals
- ❖ Issue Register for Students
- ❖ Breakage Register
- ❖ Job card Register

- Maintain the number of Apparatus and Instruments
- Prepare the Reagent solution and arrange the Apparatus as per the Instruction of In-charge
- Should wear Lab coat
- Inform Head of Lab in charge to alter the Lab duty when you are on leave
- Maintain the Log Books of Instruments





# KERALA ACADEMY OF PHARMACY

Approved by Pharmacy Council of India , DME & AICTE NewDelhi

Affiliated to Kerala University of Health Sciences

- Monitor and give instructions to students on using the apparatus and chemicals
- Coordinate with the Academic team and perform the Exam duty as when it is required
- Need to be present in the Lab when practical are conducted

Name : **Reshmi M Raju S**

Signature:

---

Kandala Neyyattinkara Kattakkada Rd, Trivandrum Kerala 695512 Ph: 0471-2297501

Email: [info@keralaacademyofpharmacy.com](mailto:info@keralaacademyofpharmacy.com)

Visit: [keralaacademyofpharmacy.com](http://keralaacademyofpharmacy.com)





# KERALA ACADEMY OF PHARMACY


Approved by Pharmacy Council of India , DME & AICTE NewDelhi

Affiliated to Kerala University of Health Sciences

- f. When institution becomes aware of an incident involving harassment, bullying, or discriminatory behavior an [internal or external] independent third party will investigate the matter. During the investigation, the accused employee(s) may be removed from the working environment and, in extreme cases, may be suspended on full pay
- g. All employees are expected to comply with the Zero Tolerance Policy. This includes senior leadership and the Board of Directors. An inclusive culture is only made possible by buy-in and cooperation from every employee, regardless of their role or position.


Please confirm that the above terms are acceptable to you and that you accept the appointment by signing a copy of this letter of appointment.

We look forward to your contribution towards the growth of our institution and your successful career with us.

  
**Vinaya Nair**  
**Manager - Human Resources**  
**Kerala Academy of Pharmacy**

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

Name: **Reshmi M Raju**

Signature: 

Place: Trivandrum

Date: 10.04.2023

WEBSITE: [www.keralapsc.gov.in](http://www.keralapsc.gov.in)



E-MAIL: [kpssc.pac@kerala.gov.in](mailto:kpssc.pac@kerala.gov.in)

Telephone No: 0471-2447201

## KERALA PUBLIC SERVICE COMMISSION

No. RIA(3) 2162/2023/GW

Thiruvananthapuram,

Dated: 09.05.2023

From

The Secretary,  
Kerala Public Service Commission,  
Thiruvananthapuram - 695 004.

To

35) Smt. NEETHU K P

Sir,

Sub: - Advice for appointment as - **Woman Police Constable (Women Police Battalion)** on ₹ 22,200 - 48,000/- in the Police Department.

\*\*\*

You are informed that you have been advised for recruitment as Woman Police Constable (Woman Police Battalion) on ₹ 22,200 - 48000/- in the above Department in OC Turn. The selection is subject to Rules 3(c) and 10(b) of the Kerala State and Subordinate Service Rules - 1958.

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

Yours faithfully,

For Secretary,  
Kerala Public Service Commission.

- N.B:-
1. If posting orders are not received from the above Department within a period of 3 months from the date of this letter, the fact may be intimated to this office.
  2. You are directed to Produce this Advice Memo before Appointing Authority at the time of Joining Duty and also at the time of Service Verification.

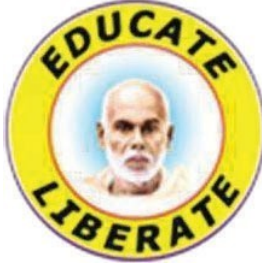


**SREE NARAYANA COLLEGE**  
**CHENGANNUR, ALAPUZHA, KERALA**  
**Aided College Affiliated to University of Kerala**  
**(NAAC Accredited with Grade B)**

**SN College, Chengannur**

**5.2.1 Placement of outgoing students (2021-2022)**

Year	Name of student who has been placed	Program graduated from	Year of graduation	Name of the employer with contact details	Pay package at appointment(In INR per annum)
2021-2022	Jithin Biju , Sreesailam Edakkad South Edakkad P. O	Commerce	2022	Jestine Thomas, +971555133288	INR 528,000.00
2021-2022	Aji ST, ST NIVAS, KALATHIL VLANGAMURI NEYYATTINKARA PO 695121	MSc Chemistry	2022	Technical Assistant, Pankajakasthuri Herbals PVT. Ltd.Poovachal, Trivandrum	INR 180,000.00
2021-2022	Vishak Vijayan	B.Sc Physics	2019	Reliance Thiruvananthapuram	INR 4,81000.00
2021-2022	Akshaya K Mohan, Alummoottil House, Parayakadavu, Kuzhithura, Karunagappally, Kollam	M.Sc Chemistry	2022	Sree Narayana College, Chengannur	INR 480,000.00
2021-2022	Arundhathi Prasannan	B.Sc Physics	2022	Inventurus Knowledge Solutions Pvt Ltd, Habsiguda, Hyderabad, Telangana 500013	INR 200000.00
2021-2022	Lakshman M G Anandhapuri mattom North Thattarambalam po Mavelikara	MSc Chemistry	2022	Multi Tasking Staff, RMS, Eranakulam	INR 480,000.00
2021-2022	Vidya Viswanath, Reshma Nivas, Muthukulam South P O, Muthukulam	M.Sc Chemistry	2022	TKMM College Nangiarkulangara	INR 480,000.00
2021-2022	AVANI KRISHNAN, Vasudevabhavanam, Chingoli P O	BSc MATHEMATICS	2022	LOGISTICS EXECUTIVE,HASTENWAY SHIPPING ::12000	INR 144,000.00
2021-2022	Anju.A,Mattath vadakkathil chunakkarasouth charummood p.o, mavelikara		2022	CA Ajith kumar, Mavelikara	INR 180,000.00
2021-2022	S Aiswarya	M.Sc Chemistry	2022	Auro Peptides	INR 200000.00



# SREE NARAYANA COLLEGE

CHENGANNUR, ALAPUZHA, KERALA

Aided College Affiliated to University of Kerala

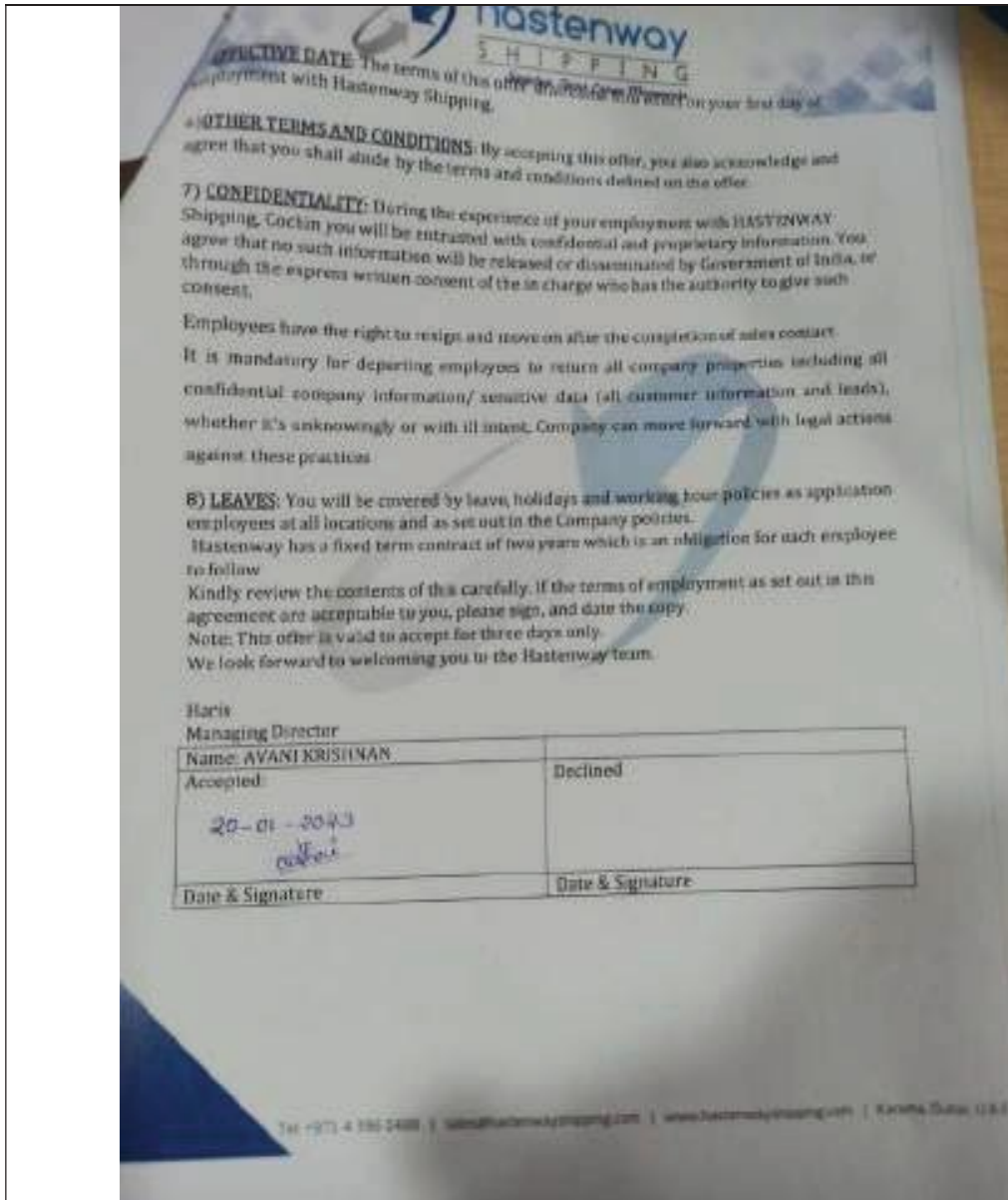
(NAAC Accredited with Grade B)

## 5.2 Student Placement Supporting Documents 21-22

	<p>CPM INDIA SALES &amp; MARKETING PVT. LTD. B-227, Upper Ground Floor, Okhla Phase I, New Delhi - 110020, Tel: +91 11 4969 4969; Fax: +91 11 4969 4999 Website: www.cpmindia.com</p>
<p><b>Date:</b> 07-10-2022</p> <p>Jithin Baiju Vireetharayil, Pullyoor PO, Chengannur, Alappuzha - Cochin Kerala 689510</p> <p>Re : Offer for the post of <b>Merchandiser</b></p> <p>Dear <b>Jithin Baiju</b> ,</p> <p>We are pleased to make an offer to you on behalf of CPM India Sales &amp; Marketing Pvt Ltd. for the position of <b>Merchandiser based at Cochin</b></p> <p>The Position carries CTC salary of Rs. <b>186732.00 Per Annum</b>.</p> <p>In event of your resignation or termination of services, either side will have to give <b>7 days</b> notice or salary in lieu thereof.</p> <p>Your appointment will be subject to your furnishing the following documents and verification of the same</p> <ol style="list-style-type: none"><li>1. Proof of educational qualification.</li><li>2. Proof of experience.</li><li>3. Proof of Date of Birth.</li><li>4. Passport size photographs (3 Nos.).</li><li>5. Copy of PAN Card.</li><li>6. Scanned / Photocopy of a cheque of the existing Bank Account.</li><li>7. Copy of AadhaarCard.</li></ol> <p>Kindly sign and return the duplicate copy of this letter. We expect you to join your duties on <b>07/10/2022</b></p> <p><i>Akeela Halajam</i></p> <p>With best wishes For CPM India Sales &amp; Marketing Pvt Ltd.</p> <p>Acceptance of the offer letter: I will be able to join from</p> <p>Name</p>	
	<p>Signature</p> <p>Date</p>

**Jithin Baiju**





*Avani Krishnan*



*Ajil ST*



Ref: HR/DC/22/K26/1347306/50005600/1001370913

Date: 28 December, 2022

M: Vishak Vijayan  
VY Nisan  
Chavadi, Thiruvananthapuram  
Thiruvananthapuram 695531  
Kerala, India

Dear Mr. Vishak

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

We are pleased to offer you employment as **Department Manager Central Stores II Senior Executive - A2 grade** in our business on the following terms and conditions:

**1. PLACE OF POSTING:**

Your initial posting will be at **Thiruvananthapuram, 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 28 December, 2022.

**2. COMPENSATION:**

Your compensation on a Cost to Company (CTC) basis will be **Rs. 4,81,000/- (Rupees: Four Lacs) Eighty One Thousand Only per annum** and will be payable as under. Please refer to Annexure 1A for detailed breakup of your CTC.

**1. Fixed Pay: Rs. 4,25,000/- (Rupees: Four Lacs) Eighty One Thousand 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.

**2. Retiral: Rs. 30,250/- (Rupees: Thirty Thousand Two Hundred Fifty Eight Only) per annum.**

This includes:

- Provident Fund @ 12% of FF Wages (i.e. Basic Pay + Personnel Social Allowance, wherever paid) and may be capped at applicable Statutory Wage Limit or actual FF Wages depending on company policy.
- Gratuity @ 4.81% of Basic Pay, and post-emp provisions of The Payment of Gratuity Act 1972.

**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 change these components at any time without notice. Your compensation and all other payments received by you would be subject to the prevailing tax laws and regulations.

**Reliance Retail Limited**

Pls. Call 18001199902/1234567890 | P. 20220000

Registered Office: 2nd Floor, Central Square, Laxminagar, 10th Cross, 10th Stage, Bannerghatta Road, Bengaluru, Karnataka 560075 | Email: [hr@reliancecorp.com](mailto:hr@reliancecorp.com) | [www.reliancecorp.com](http://www.reliancecorp.com)

**Vishak Vijayan**

# THE SREE NARAYANA TRUSTS

Secretary  
VELLAPPALLY NATESAN

P.B. No. 63  
Kollam 691 001  
Ph.No. 0474-2742932

No.2/SNT/6826

5.12.2022

## APPOINTMENT ORDER

Sub: Appointment of Guest Lecturer.  
Ref: G.O.(MS) No. 46/09/H.Edn., dated 1.6.2009.

Sri./Smt. Akshaya K. Mohan, Alummoottil House, Parayakadavu, Kuzhithura, P.O., Karunagappally, Kollam, is appointed as Guest Lecturer in Chemistry on remuneration on daily basis at the rate of Rs. 1600/-per day subject to a maximum of Rs. 40000/- per mensem and posted at S.N. College, Chengannur w.e.f. 5.12.2022 against the maternity leave in respect of Dr. Reshmi.R from 5.12.2023 to 2.6.2023.

His/her service will be terminated as and when workload does not justify his/her retention or at any rate on the closing of the college at the end of the academic year. He/She shall have no claim for future appointment as the appointment is purely provisional.

The Principal concerned will be held liable to claim and disburse the salary of incumbent.

He/She is requested to report for duty before the Principal, at S.N. College, Chengannur.



Manager  
Sree Narayana Colleges

Sri./Smt. Akshaya K. Mohan, Alummoottil House, Parayakadavu, Kuzhithura, P.O., Karunagappally, Kollam (through the Principal)

Copy to:-

1. The Principal, S.N. College, Chengannur.
2. The Director of Collegiate Education, Trivandrum.
3. The Dy. Director of Collegiate Education.



**Employee Name Arundhathi Prasannan**

**Emp Code 58247**

**Location Hyderabad**

**Subject: Letter of Appointment**

Ref: Offer Letter executed between Inventurus Knowledge Solutions Private Limited (the "Company"/"IKS Health") and yourself.

**Dear Arundhathi Prasannan,**

In accordance and subject to the terms and conditions of the Offer Letter executed between you and the Company as if the same are reproduced herein and incorporated by reference, we are pleased to appoint you as **Medical Coder** in Grade **13** with effect from **Wednesday Sep 28,2022** (the "Effective Date").

You will be on probation for a period of six (6) months from the Effective Date. Subject to your satisfactory performance, the Company may confirm your appointment or extend your probation at its sole discretion.

Your employment with the Company is based upon the information furnished by you in your employment application and all further declarations and undertakings. In the event, if any information and/or declaration is found out to be false, incorrect, misleading or fabricated, the same will lead to termination of your employment with the Company with immediate effect without notice.

The terms and conditions of your employment shall be subject to due observance and compliance with all policies, rules, regulations and procedures of the Company, which the Company may from time to time separately frame or amend in its sole discretion.

Please sign this letter in duplicate and kindly return to us one signed original.

Your failure thereafter to join the Company shall be considered as your withdrawal from the acceptance of the offer and the Company shall be entitled to take appropriate action against you including but not limited to replacement of your candidature.

We look forward to having you as part of the IKS Health team.

Yours sincerely,

For INVENTURUS KNOWLEDGE SOLUTIONS PVT LTD.

Approved and Released by

The Talent Engagement Team\*

For Inventurus Knowledge Solutions Private Limited

(\*This is an electronically generated document and hence not signed)

**Arundhathi Prasannan**

I accept the above offer on the terms indicated.

Signature Date



DEPARTMENT OF POSTS, INDIA  
Office of the Head Record Officer, RMS 'EK' Division, Kochi-682011  
Phone: 0484-2363019,2363018,2363016, e-mail: hroernakulam.kl@indiapost.gov.in

Memo No. HRO/MTS/Rectt/2022  
Dated: 09.12.2022

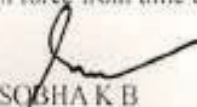
In pursuance to the orders contained in SRM RMS 'EK' Division, Kochi-682011 Memo No. B-104 dated 07.12.2022 the following meritorious sports persons who had been allotted to the cadre of MTS for direct recruitment under Sports Quota to RMS 'EK' Division for the vacancies upto 2020 is provisionally appointed as Multi Tasking Staff in RMS 'EK' Division with immediate effect. Pay will be fixed as per CCS (RP) Rules-2016 under Pay Matrix Level-1 plus allowances admissible from time to time.

Sl no	MTS Rank no.(as per provisional selection list)	Name of the candidate(Smt/Sri)	Selected category	Sports-Event	Post to which appointed
1	MTS-1	Arun SA	SC	Kho-Kho	MTS,HRO Ernakulam
2	MTS-10	Rajasekharan C	UR	Tenni-Koit	MTS,HRO Ernakulam
3	MTS-12	Sahara Rafeeq	OBC	Tenni-Koit	MTS,HRO Ernakulam
4	MTS-14	Lekshman M G	UR	Tenni-Koit	MTS,HRO Ernakulam
5	MTS-17	Rejith N	ST	Tenni-Koit	MTS,HRO Ernakulam
6	MTS-21	Anjana Jalesh	SC	Tenni-Koit	MTS,HRO Ernakulam
7	MTS-23	Amasha K Joseph	UR	Tug-of-War	MTS,HRO Ernakulam
8	MTS-24	Neethu M S	UR	Tug-of-War	MTS,HRO Ernakulam

The appointment is purely temporary subject to the provisions of CCS (Temporary Service) Rules 1965 as amended from time to time and will not confer any title for permanent appointment.

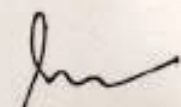
The officials will be under probation for a period of two years from the date of joining the post.

The other conditions of service will be governed by the relevant rules and orders in force from time to time.

  
SOBHA K B  
Head Record Officer  
RMS 'EK' Division, Kochi-11

A copy of this memo is issued to:

1. The SRM RMS 'EK' DN, KOCHI-11
2. The HRO (A/Cs), RMS 'EK' Division, Kochi-682011- necessary action.
3. All ASPs/IPs 'EK' Division-For information
- ✓ 4. The officials *Lekshman M G*
5. SB/PF of the officials
6. Office Copy

  
SOBHA K B  
Head Record Officer  
RMS 'EK' Division, Kochi-11

# THE SREE NARAYANA TRUSTS

Secretary  
VELLAPPALLY NATESAN

P.B. No. 63  
Kollam 691 001  
Ph:0474-2742932

No.2/SNT/5783

19.10.2022

## APPOINTMENT ORDER


Sub: Appointment of Guest Lecturer.  
Ref: G.O.(MS) No. 46/09/H.Edn., dated 1.6.2009.

**Sri. Vidya Viswanath, Reshma Nivas, Muthukulam South.P.O., Muthukulam 690 506** is appointed as Guest Lecturer in **Chemistry** on remuneration on daily basis at the rate of Rs. 1600/-per day subject to a maximum of Rs. 40000/- per mensem and posted at T.K.M.M. College, Nangiarkulangara. w.e.f. 19.10.2022 against the maternity leave vacancy of Smt. Anju S. Appukuttan vide order No. 7(b)NANG/4226 dt. 5.8.2022.

His/her service will be terminated as and when workload does not justify his/her retention or at any rate on the closing of the college at the end of the academic year. He/She shall have no claim for future appointment as the appointment is purely provisional.

The Principal concerned will be held liable to claim and disburse the salary of incumbent.

He/She is requested to report for duty before the Principal, at **T.K.M.M. College, Nangiarkulangara.**

  
Secretary  
Sree Narayana Colleges

**Sri. Vidya Viswanath, Reshma Nivas, Muthukulam South.P.O., Muthukulam 690 506**  
(through the Principal).

Copy to:-

1. The Principal, at T.K.M.M. College, Nangiarkulangara
2. The Director of Collegiate Education, Trivandrum.
3. The Dy. Director of Collegiate Education, Kollam.





**SREE NARAYANA COLLEGE**  
**CHENGANNUR, ALAPUZHA, KERALA**  
**Aided College Affiliated to University of Kerala**  
**(NAAC Accredited with Grade B)**

**SN College, Chengannur**

**5.2.1 Placement of outgoing students (2020-2021)**

Year	Name of student who has been placed	Program graduated from	Year of graduation	Name of the employer with contact details	Pay package at appointment (In INR per annum)
2020-2021	Ms. Nigila P, Nalankandy, Puttekad, Feroke, Kozhikkode	MSc Chemistry	2021	Scientific Analyst, Molecular Connections, PVT Ltd.	INR 400,000.00
2020-2021	Ramees Muhammed, Ramees Manzil Vadakkumthala P O	BSc Chemistry	2021	Junior Health Inspector Gr II	INR 420,000.00
2020-2021	Rithesh R	B.Sc Physics	2021	Modern Laundry	INR 180,000.00
2020-2021	Chithra M Geethabhavan Naduvil P O, Naduvil West Kannur 670582	MSc Chemistry	2021	Molecular Connections	INR 400,000.00
2020-2021	Harikrishnan R	BSc Chemistry	2020	Anna Aluminium Company Pvt. Ltd	INR 100,000.00
2020-2021	Akhil A, Kuarthiyadan vilayil komalloor po chunakkara alappuzha	Commerce	2021	EBRAHIM KAZEROONI	INR 600,000.00
2020-2021	Kitchu Sasikumar	B.Sc Mathematics 2019		CSB Bank	INR 500,000.00
2020-2021	Aswathy Mani Babu, Manappallyseri Thondankulangara Avalookunnu PO Alappuzha	Physics	2021	Infosys	INR 360,000.00



**SREE NARAYANA COLLEGE**  
CHENGANNUR, ALAPUZHA, KERALA  
Aided College Affiliated to University of Kerala  
(NAAC Accredited with Grade B)

5.2 Student Placement Supporting Documents (20-21)

**molecular connections**

CE - 14720004201790020991  
ISO/IEC 27001:2013 certified

June 15, 2022

**LETTER OF APPOINTMENT – REMOTE EMPLOYMENT**

Ms. Nigila P  
Nalankandy,  
Puttekad,  
Feroke,  
Kozhikode - 673621

Dear Ms. Nigila P,

Molecular Connections Private Limited (the "Company"), along with its subsidiaries and group companies, is pleased to offer you employment on the following terms and conditions:

**I. COMMENCEMENT OF EMPLOYMENT**

- 1.1 You will be employed by the Company on remote working basis (REMOTE EMPLOYEE) in the position of **Scientific Analyst - Trainee** subject to the terms and conditions set forth in the Appointment Letter ("Letter"). Your employment with the Company shall commence from **June 15, 2022** and be valid until terminated in accordance with the terms set forth in this Letter (the "Employment Period").
- 1.2 Your appointment as a REMOTE EMPLOYEE of the Company is subject to satisfactory verification of your certificates and testimonials. In the event that such verification reveals any discrepancy in the statement(s) made in your application to the Company, your services are liable to be terminated forthwith without any notice or compensation. Your employment in the Company is also contingent upon your ability to work for the Company without any restrictions, i.e., you are not bound by any non-compete obligations or any other restrictive clauses with any of your previous employers.
- 1.3 For joining purposes, you shall report to HR Manager of the Company.

**MOLECULAR CONNECTIONS PVT. LTD.**  
Heritage Building, 89/2 Kadavanchal, 330 Feet Road, Barakkattar 1st Stage, Bangalore - 560073.  
Ph.: 082398 5145 | Email: info@molecularconnections.com | www.molecularconnections.com

*Nigila P*

**PROCEEDINGS OF THE DISTRICT MEDICAL OFFICER OF HEALTH, KOLLAM**

Sub: Establishment-Health Services Department- Appointment of Junior Health Inspector Gr. II through Kerala Public Service Commission- Verification of Original Documents- Permitted to join duty- Orders issued.

Read: 1. Advice letter No. QR II(1)294007/2020 Dated: 24/01/2022 by the District Officer, Kerala Public Service Commission, Kollam.

2. This office order of even no. Dated 11.02.2022

3. Request received from the Candidate on 15.02.2022

**ORDER NO. A7/2354/2022 DMOH KOLLAM DATED 15.02.2022**

SRI. RAMEES MUHAMMED, RAMEES MANZIL, VADAKKUMTHALA, KOLLAM-690536 has been appointed as **Junior Health Inspector Gr. II** as per advice letter read 1<sup>st</sup> and posted at **COMMUNITY HEALTH CENTRE, CHAVARA** vide order read as 2<sup>nd</sup> paper above. He has reported before the under signed on the F.N of 15.02.2022 for verification of the original documents before joining duty at the said station as instructed in the appointment order.

The original certificates and other documents related with the appointment has been verified and found correct.

In the circumstances, SRI. RAMEES MUHAMMED, RAMEES MANZIL, VADAKKUMTHALA, KOLLAM-690536 is permitted to join duty on the F.N of 15.02.2022 before the Superintendent, **COMMUNITY HEALTH CENTRE, CHAVARA**.

The Medical Officer in charge, **COMMUNITY HEALTH CENTRE, CHAVARA** is directed to join the incumbent in the existing vacancy on the F.N of 15.02.2022 itself and report the same promptly.

**Dr.Bindhu Mohan**  
**District Medical Officer of Health,**  
**Kollam**

To

The incumbent.

Copy to:- 1. The Medical Officer in charge, **COMMUNITY HEALTH CENTRE, CHAVARA**  
(Along with original certificates of Physical Fitness)  
2. The District Officer, KPSC, Kollam (With C/L)  
3. File Stock file.

// *Signature* Forwarded //

***Ramees Muhammed***



***Rithesh R***





*Kitchu Sasikumar*



HRD/3T/21-22/1003790957

Ms. Aswathy Mani Babu  
Candidate ID: 1003790957  
Manappallysseri, Thondankulangara Ward  
Avalookunnu P O , Alappuzha  
Aleppey - 688006  
Kerala  
India  
Ph: (91) 79074 33537

March 5, 2022

Dear Aswathy Mani,

Welcome to Infosys!

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

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

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

Warm regards,



**RICHARD LOBO**  
EVP and Head Human Resources – Infosys Limited

**INFOSYS LIMITED**  
CIN: L85110KA1981PLC013115  
44, Infosys Avenue  
Electronics City, Hosur Road  
Bangalore 560 100, India  
T 91 80 2852 0261  
F 91 80 2852 0362  
[askus@infosys.com](mailto:askus@infosys.com)  
[www.infosys.com](http://www.infosys.com)



HRD/3T/21-22/1003790957

March 5, 2022

Ms. Aswathy Mani Babu  
Candidate ID: 1003790957  
Manappallysери, Thondankulangara Ward  
Avalookunnu P O , Alappuzha  
Aleppey - 688006  
Kerala  
India  
Ph: (91) 79074 33537

Dear Aswathy Mani,

Congratulations! We are delighted to make you an offer as **Systems Engineer Trainee** and your role is **Systems Engineer**.

Here are the terms and conditions of our offer:

### 1. Definitions

The following terms shall have the following meanings for the purpose of this Offer of Employment ('Offer Letter' hereinafter).

'Affiliates' means any entity that controls, is controlled by, or is under common control with the Company.

'Company' refers to Infosys Limited.

'Control' means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.

'Training' shall mean and include all the training that shall be imparted to you on joining the Company.

### 2. Joining

Your scheduled date of joining the employment of the Company will be **March 10, 2022**.

### 3. Location

Your location for employment is **Mysore, India**.

You may be asked to relocate to any of our units, departments or the offices of our Affiliates and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

Please be advised that you, by accepting this Offer Letter, hereby give your irrevocable consent to the above.

#### 4. Training

You recognize and accept that at the time of appointment as Systems Engineer Trainee, except exposure to academic knowledge, you have received no formal, effective, technical or practical training to independently function as a Systems Engineer Trainee who is commercially viable to the Company. You further recognize and accept that prior to and at the time of joining the Company, you have not been exposed to and, therefore, have not acquired any management or communication skills, which are essential for performance of duties by you which meet the current business needs, parameters, standards and efficiency levels required by the Company

Therefore, you would need to undergo the Training program at the Company. The Training program may consist of classroom/virtual training and/or on-the-job training. The duration of the Training will be based on the business requirements of the Company.

#### 5. Terms and Conditions during Training

You are aware that the Company would be expending substantial sums of money and incurring costs, expenses, man hours etc. in the process of selecting and appointing you as Systems Engineer Trainee and thereafter imparting Training to you

You further accept, agree and admit that the nature, quality, intensity and content of Training to be imparted by the Company is not available or imparted by any other company of a similar nature. The Training is designed to satisfy the exclusive requirements of the Company

You admit and recognize that the technical and management Training involves substantial Training costs, man hours, resource utilization and is the result of the Company's pro-active policies in encouraging leadership qualities

You recognize and accept that the Company would suffer substantial financial loss, inconvenience, loss of resources, man hours, etc., in the event you fail to complete the Training and/or leave the Company during the Probation period

You, therefore, agrees that in the event of you leaving the Company before completion of the Probation period with the Company for any reason whatsoever, you shall be liable to pay to the Company compensation /damages amounting to Rs. [1,00,000]/- (Rupees One Lakh)

You accept, agree and admit that the aforementioned amount is a genuine, fair and reasonable estimate of the damages, loss and expenses that the Company would suffer on providing you the Training and/or if you leave the Company during the Probation period

You acknowledge that the failure to complete the Training successfully or leaving the Company within the Probation Period shall mean and include:

- a) Failure to complete the Training and/or the Probation Period by being absent for any reason(s) whatsoever from the Company;
- b) Leaving the Company for the purpose of higher studies, research, alternate employment, alternate Training or any other purpose during the Probation period.
- c) Dismissal by the Company for any act of misconduct, indiscipline, absence, refusal to obey orders, breach of internal policies of the Company or unsatisfactory response from you during the Probation period

Please be advised that you, by accepting this Offer Letter, hereby give your irrevocable consent to the above.

## 6. Probation and confirmation

You will be on training / probation for a period of 18 (Eighteen) months from the date of joining the Company. On successful completion of your training / probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure – IV.

## 7. Leave

You are entitled to earned Leave, right from your date of joining. You will be eligible for 15 (Fifteen) working days of earned leave annually, for the first two years of your tenure with the Company. On completion of two years of service, subject to your confirmation as a permanent employee you will be eligible for 20 (Twenty) working days of leave annually.

Leave is credited on a quarterly basis. The Leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year.

An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

## 8. Increments and Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis.

## 9. Transfer

Your services can be transferred to any of our units / departments situated anywhere in India or abroad. At such time compensation applicable to a specific location will be payable to you

## 10. Compensation and Benefits

### Salary

Your Total Gross Salary during the first six months from the Date of Joining will be **INR 25,000 per month** and Total Gross Salary post successful completion of six months will be **INR 30,000 per month**. The break-up of your salary has been provided in the Compensation Details sheet in Annexure - I and Annexure - II.

The effective date of the revised salary will be the 1st of the month succeeding the month in you have completed 6 months.

### Performance- linked Incentive

You will be eligible for a Performance-linked Incentive (PI) upon successful completion of six months from the Date of Joining, to a maximum of 20% of your Fixed Gross Salary, based on your performance during the six months period.

The details of this scheme will be communicated on your joining. Please refer to the Compensation Details sheet for more details

### **Ex - Gratia / Bonus**

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at 20% of the Basic Salary as mentioned in the Compensation Details sheet at Annexure - I and Annexure - II of this letter. The mode of payment for Financial Year **2021 - 22** will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

### **Basket of Allowances (BOA)**

The Basket of Allowances will be paid to you as part of your salary every month.

You will have the flexibility of choosing the components and amounts under such components as per the options provided to you on the Company intranet, based on your preferences and income tax plans.

### **National Pension Scheme**

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure - IV for more details

### **Insurance**

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 5,00,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 62,00,000** of which **INR 32,00,000** is covered towards natural death, and **INR 30,00,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 250**.

The details of the Scheme would be available to you when you join the Company.

## **11. Passport and Driving License**

It would be to your advantage to have a valid passport and a four-wheeler driving license at the time of joining the Company. Our offer to you is subject to your having a valid passport or producing a proof of having applied for the same.

## **12. Notice period**

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your Training / employment can be terminated by the Company with one-month notice or salary thereof. On confirmation, you will be required to give three months' notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months' notice or salary thereof.

In the event you do not successfully complete your Training, or you are involved in an act that constitutes misconduct, your Training/employment can be terminated by the Company with immediate effect without notice.

### 13. Background checks

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in "Offer Annexure for India".

If you fail to submit the necessary documents as required by the Company within the specified time period or if the Company is not satisfied, with the outcome of the background checks, the Company, in its sole discretion, reserves the right to withdraw this Offer without notice and compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the Company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check.

### 14. Other terms and conditions

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as a **Systems Engineer** is conditional upon your having fully completed your graduation / post-graduation, without any active backlog papers and with a pass percentage not lesser than as specified during the selection process. You should also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys. You will be required to produce all marks sheets and other relevant documents at the time of joining.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at any time in its absolute discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts require you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure - III).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.

This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

Yours sincerely,

**RICHARD LOBO**  
**EVP and Head Human Resources – Infosys Limited**

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date: \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Sign your name

\_\_\_\_\_  
Print your name                      Location



ANNEXURE – I

**(Compensation during the first six months from the Date of Joining)**

COMPENSATION DETAILS (All figures in INR. per month)	
NAME	<b>Ms. Aswathy Mani Babu</b>
ROLE	<b>Systems Engineer</b>
ROLE DESIGNATION	<b>Systems Engineer Trainee</b>
<b>1. MONTHLY COMPONENTS</b>	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
<b>MONTHLY GROSS SALARY</b>	<b>22,328</b>

<b>2. ANNUAL COMPONENT</b>	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150

<b>3. RETIRAL BENEFITS</b>	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary	722
<b>FIXED GROSS SALARY (1+2+3)</b>	<b>25,000</b>
<b>TOTAL GROSS SALARY</b>	<b>25,000</b>

OTHER BENEFITS				
Scheme	Eligible Amount in INR.	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
<b>SALARY LOAN (subject to submission of Trainee Agreement)</b>	12,000 (Without Security)	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time.				
* The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				

**ANNEXURE- II**  
**(Compensation post Unit allocation)**

COMPENSATION DETAILS (All figures in INR. per month)	
NAME	Ms. Aswathy Mani Babu
ROLE	Systems Engineer
ROLE DESIGNATION	Systems Engineer Trainee
<b>1. MONTHLY COMPONENTS</b>	
BASIC SALARY	15,000
BASKET OF ALLOWANCES	4,478
BONUS / EX-GRATIA (95% of the eligible amount (20% of Basic Salary) being paid out on a monthly basis)	2,850
<b>MONTHLY GROSS SALARY</b>	<b>22,328</b>

<b>2. ANNUAL COMPONENT</b>	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	150

<b>3. RETIRAL BENEFITS</b>	
PROVIDENT FUND - 12% of Basic Salary	1,800
GRATUITY - 4.81% of Basic Salary	722
<b>FIXED GROSS SALARY (FGS) (1+2+3)</b>	<b>25,000</b>

4. INCENTIVE COMPONENTS	At an indicative Payout of 5%	At an indicative Payout of 10%	At an indicative Payout of 20%
PERFORMANCE LINKED INCENTIVE (TPI)	1,250	2,500	5,000
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 5% of FGS)</b>	<b>26,250</b>		
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 10% of FGS)</b>	<b>27,500</b>		
<b>TOTAL GROSS SALARY (Inclusive of the incentive Component at indicative payout 20% of FGS)</b>	<b>30,000</b>		

OTHER BENEFITS				
Scheme	Eligible Amount in INR.	Interest	Monthly Instalments	Margin Money To be borne by the employee)
<b>SALARY LOAN (subject to submission of Trainee Agreement)</b>	12,000 (Without Security)	Nil	12	Nil
All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time.				
The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act				

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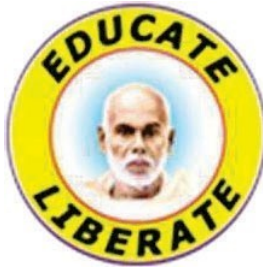


**SREE NARAYANA COLLEGE**  
**CHENGANNUR, ALAPUZHA, KERALA**  
**Aided College Affiliated to University of Kerala**  
**(NAAC Accredited with Grade B)**

**SN College, Chengannur**

**5.2.1 Placement of outgoing students (2019-2020)**

Year	Name of student who has been placed	Program graduated from	Year of graduation	Name of the employer with contact details	Pay package at appointment (In INR per annum)
2019-2020	AMRITHA RAJ	BSc MATHEMATICS	2020	INTERIOR DESIGNER	INR 156,000.00
2019-2020	Jyothipriya m,Thundil muruga bhavanam, thonallor pandalam	Commerce	2020	Wipro, Chennai	INR 192,000.00
2019-2020	Akhil Sankarapilla Anilkumar, Kurathiyadan vilayil komalloor p.o chunakkara Alappuzha pin:690505	Commerce	2020	Mohamed Ahmed Amin Alkhaja	INR 468,879.32
2019-2020	Jithu R Rajeev, Palavilakizhakkathil ,Peroorkarazhma Charummood p o	Commerce	2020	Bregadier Meg & Centre, Bangalore	INR 660,000.00
2019-2020	Prince Varghese,kandathil house kottarukavu mavelikara P.O Alappuzha	Commerce	2020	Ruah Technologies and solution pvt Ltd, Chennai TamilNadu	INR 300,000.00
2019-2020	Kesu K Shaji,Kanakavilason, Paranthal PO Pandalam Pathanamthitta, Kerala	Commerce	2020	Mohamed Ahmed Amin Alkhaja	INR 480,000.00
2019-2020	Sandeep S A, Sreesylam, Neendoor, Pallippad P.O, Haripad, Alappuzha, 690512	MSc Chemistry	2020	Chemistry Teacher, Ministry of Education, UAE	INR 840,000.00
2019-2020	Akheesh Gopal S, Chempakathanal Ara,Mughakadu Lane, Anayara PO,695029	MSc Chemistry	2020	Junior Technical Associate, HLL Life Care Limited,Thiruvananthapuram	INR 212,000.00
2019-2020	SMT. ANJALI P.T PUTHUKATTIL, THYCATUSSERY P.O CHERTHALA,ALAPPUZHA - 688528	MSc Chemistry	2020	RESEARCH TINTERN !c !E_MtsrRy)-at HLL L\FEGARE LrMtrED, coRPoRATE RESEARGH & DEVELopMEi.tr CENTRE, AKKULAM,TRIVANDRUM - 6gs 017	INR 162,000.00
2019-2020	Midhila R, Ambadi, Chundavila Lane,Mannarakonam PO, Vattiyoor kavu	MSc Chemistry	2020	Junior Technical Associate, HLL Life Care Limited,Thiruvananthapuram	INR 212,000.00
2019-2020	SMT. SEEMA THOMAS MATTAPPALLIL VEEDU PUTHUPPADAPPU AYOOR P O, KOLLAM .691533	MSc Chemistry	2020	RESEARCH TINTERN !c !E_MtsrRy)-at HLL L\FEGARE LrMtrED, coRPoRATE RESEARGH & DEVELopMEi.tr CENTRE, AKKULAM, TRIVANDRUM - 6gs 017	INR 162,000.00
2019-2020	Mrs. Surya Somanathan,Sreeshvlam,Koippallikar aman a.Olaket tiampalam,ALAPPUZHA	MSc Chemistry	2020	Assistant Teacher, CHINMAYA VIDYALAYA,CHENGANNUR	INR 100,000.00
2019-2020	Aiswarya s Dharan, Arya nivas kozhuvallor po chegannur Alappuzhadistrict kerala pincode:689521	Commerce	2020	Code young global education, The Pearl, 1537, 5th Main Rd, Rajiv Gandhi Nagar, Sector 7, HSR Layout,Bengaluru, Karnataka 560102	INR 736,000.00
2019-2020	Jishnu raj,Vipanchika, Neduvaramcode p o Thuruthimel Cheriyanaad	Commerce	2020	Delco Marine engineering Cochin	INR 168,000.00



# SREE NARAYANA COLLEGE

CHENGANNUR, ALAPUZHA, KERALA

Aided College Affiliated to University of Kerala

(NAAC Accredited with Grade B)

## 5.2 Student Placement Supporting Documents 2019-20

**EMPLOYMENT AGREEMENT**

Date: 02<sup>nd</sup> Nov 2022  
Place: Ettimadai

Company Name: M/s. XL INTERIORS

Name of Employee: Ms. Amritha Raj

Starting Date: 02<sup>nd</sup> November 2022

Position: Interior Designer

Place of work: Home

**Training Period:** One month starting from the date of joining. In case of unsatisfactory performance or due to disciplinary issues, Employer can extend the probation for a maximum period of three more months.

**Total monthly Package:** INR 4,000 (Four Thousand Only). This package includes the total salary the employee receives on a monthly basis from the employer and accordingly includes extra allowances like house rent allowance, conveyance allowance, telephone allowance, medical allowance, food allowance or any such other allowances or other payments will be provided by the employer to the employee.

**Working Hours:** 9:30 am to 5:30 pm on Monday to Saturday which includes a one hour lunch break.

**Holidays:** Sunday is the weekly off day. The Employee will also be entitled for all public holidays, as announced by the authorities and applicable for the Private Sector companies.

XL INTERIORS, SBRA 21A, Society Road, Maradu, Ettimadai. Mail ID: xlinteriors@gmail.com, 952655333

*Amritha Raj*



*Jyothipriya M*



*Akhil S A*



*Jithu R Rajeev*



**APPOINTMENT LETTER**

Date : 15<sup>th</sup> January 2022  
Ref No : RTS/HR/20220119

Dear Prince Varghese,

We are pleased to offer you a position in our organization as "Associate Cyber Security Analyst". You will be based in our Chennai office located at LL/6, Thiruvalluvar Nagar, MCh Road, Andor, Chennai -16. Your date of joining is 15<sup>th</sup> January 2022.

You will be paid gross emoluments totaling a sum of **₹ 1,00,000/- (One Lakh Rupees Only)** per annum. **₹ 1,00,000/- (One Lakh Rupees Only)** per annum.

Your employment with us will be governed by the Terms & Conditions as detailed in Annexure - A. Your offer has been made based on information furnished by you. However, if there is a discrepancy in the copies of documents or certificates given by you as a proof of above, we retain the right to review our offer of employment.

Every moment, technology is changing the way we think, connect and live. At Ruah Tech we are so excited to onboard you on this journey that will make an impact and change the world for better. We are confident that your contribution will take us further in our journey towards becoming world leaders. We assure you of our support for your professional development and growth.

Yours truly,

**Benison Wilson**  
HR Manager  
Ruah Tech Solutions Pvt Ltd

*Prince Varghese*



*Kesu K Shaji*





Employment Contract - Special for non UAE National	عقد توظيف خاص لغير المواطنين
<p>This contract is being made on ____ of ____/____/2018 between the:</p> <p>Ministry of Education (First Party) Represented by HE Eng. Abdul Rahman Al Hammadi in his capacity as Undersecretary of Ministry of Education for Inspection and Support Services.</p> <p>And the Second party:</p> <ul style="list-style-type: none"> <li>Mr./Ms. Sandeep Sasikumar Ambapalil</li> <li>Nationality: Indian</li> <li>Holder of passport #: S0893554</li> <li>Address outside the country: India</li> </ul>	<p>أنه في يوم _____ الموافق _____ / _____ / 2018 م حرر هذا العقد بين كل من: وزارة التربية والتعليم الطرف الأول ويتمثلها سعادة المهندس/ عبد الرحمن الحمادي بصفته وكيل وزارة التربية والتعليم للرقابة والخدمات المساندة. وبين الطرف الثاني:</p> <ul style="list-style-type: none"> <li>السيد/السيدة: ساتديب ساسيكومار أمبباليل</li> <li>الجنسية: الهند</li> <li>جواز سفر رقم: S0893554</li> <li>العنوان خارج الدولة: الهند</li> </ul>
<p>The two parties agreed on the following:</p>	<p>وتم الاتفاق على ما يلي:</p>
<p><b>Clause 1:</b></p> <p>The Second Party shall be appointed by the First Party to work in:</p> <ul style="list-style-type: none"> <li>position of: Chemistry Teacher</li> <li>grade:1</li> <li>basic salary as: AED 7475 only,</li> <li>total salary as AED 16000 only including the following benefits (provided that the total salary of the employee including the benefits shall not exceed the upper limit set by the Cabinet Resolution in this regard).</li> </ul> <ul style="list-style-type: none"> <li>Medical insurance for employee, spouse and up to three children under 18 years old as per the applicable law.</li> <li>Relocation/ Repatriation economy class Tickets for employee, spouse and up to three children under 18 years old as per the applicable law.</li> </ul> <p>There will be no duality in payment of the same to the spouse of the employee who works for the Federal Government.</p>	<p><b>البند 1:</b></p> <p>يعلن بموجب هذا العقد الطرف الثاني لدى الطرف الأول للعمل:</p> <ul style="list-style-type: none"> <li>بوظيفة: معلم الكيمياء</li> <li>بالدرجة: الأولى</li> <li>براتب أساسي مقداره: 7475 درهم فقط</li> <li>وبراتب إجمالي مقداره: 16000 درهم متضمنا الامتيازات التالية (شريطة أن لا يتجاوز الراتب الإجمالي للموظف بما فيه الامتيازات ائداه المستف الأعلى المحدد بموجب قرار مجلس الوزراء في هذا الشأن).</li> </ul> <ul style="list-style-type: none"> <li>تأمين صحي للموظف وزوجه و3 أبناء لا تتجاوز أعمارهم عن 18 سنة وفق النظم المعمول بها.</li> <li>تذكرة سفر على الدرجة السياحية استقدام/ ترحيل للموظف وزوجه و3 أبناء لا تتجاوز أعمارهم عن 18 سنة وفق النظم المعمول بها.</li> </ul> <p>ويشترط عدم الإزدواجية في الصرف مع زوجه الآخر الذي يعمل في الحكومة الاتحادية.</p>

Rec/SPCT/ non UAE- Academic staff/2018

S0893554

*Sandeep*  
06.12.2018

Initial



<p><b>Clause 2:</b> The term of this contract shall be (two years) maximum as of ___/___/___ and ending on ___/___/20__ . The contract may be renewed for a similar term.</p>	<p><b>البند 2:</b> مدة هذا العقد (بحد أقصى سنتين) تبدأ من تاريخ _____ و تنتهي في _____ ويجوز تمديده لمدة مماثلة.</p>
<p><b>Clause 3:</b> The Second Party acknowledges that he/she has reviewed the Federal Law by Decree No 11 of 2008 concerning human resources in the Federal Government, as amended, the Executive Regulations thereof, and the Code of Ethics and Professional Conduct Document for Civil Service, declaring that he/she shall observe all duties and refrain from all the prohibited acts provided for therein and the decisions related thereto.</p>	<p><b>البند 3:</b> يقر "الطرف الثاني" بأنه قد اطّلع على المرسوم بقانون اتحادي رقم (11) لسنة 2008 بشأن الموارد البشرية في الحكومة الاتحادية وتعديلاته واللائحة التنفيذية ووثيقة مبادئ السلوك المهني وأخلاقيات الوظيفة العامة ووثيقة التسامح وبأنه سوف يلتزم بجميع الواجبات والامتناع عن المحظورات الواردة بها والقرارات ذات الصلة.</p>
<p><b>Clause 4:</b> The Second Party shall be obliged to implement all duties and responsibilities of the job as per the contract and annex or any other assignment related thereto.  Moreover, transferring the knowledge as per goals and key performance indicators is part of achievement certificate</p>	<p><b>البند 4:</b> يلتزم الطرف الثاني بتنفيذ جميع المهام والمسؤوليات المتعلقة بالوظيفة وفق العقد والملحق، أو أي مهام أخرى يكلف بها ذات صلة.  بالإضافة إلى نقل المعرفة وفق أهداف ومؤشرات أداء دوريه و تعتبر جزء لا يتجزأ من شهادة الانجاز الشهرية.</p>
<p><b>Clause 5:</b> The Second Party shall report to work at times and days set forth in the Executive Regulations of the Federal Law by Decree No 11 of 2008 concerning human resources in the Federal Government, as amended.</p>	<p><b>البند 5:</b> على "الطرف الثاني" الالتزام بمواعيد النوام الرسمي المقررة في اللائحة التنفيذية للمرسوم بقانون اتحادي رقم (11) لسنة 2008 م بشأن الموارد البشرية في الحكومة الاتحادية وتعديلاته.</p>
<p><b>Clause 6:</b> The Second Party shall undergo a six- month probation period as of the date of commencement, which may be extended for three months. The First Party may terminate the service of the Second Party during this period after serving a five working days notice. The Second Party may resign during the probation period after notifying the First Party by a similar notice on the date set for resignation.</p>	<p><b>البند 6:</b> يخضع "الطرف الثاني" لفترة اختبار مدتها ستة أشهر قابلة للتمديد لمدة ثلاثة أشهر أخرى، و "الطرف الأول" إنهاء خدمة "الطرف الثاني" خلالها بعد فترة إشعار لمدة خمسة أيام عمل، كما يجوز للموظف الاستقالة من وظيفته خلال فترة الاختبار بعد إخطار جهة عمله كتابيا خلال فترة إشعار مماثلة.</p>
<p><b>Clause 7:</b> Provisions of the leaves set forth in the Decree Law No. 11 of 2008 concerning human resources in the Federal Government, as amended, shall apply to the Second Party.</p>	<p><b>البند 7:</b> تسري على "الطرف الثاني" أحكام الإجازات المقررة في المرسوم بقانون رقم (11) لسنة 2008 بشأن الموارد البشرية في الحكومة الاتحادية وتعديلاته.</p>

Rac/SPCT/ non UAE- Academic staff/2018

50893554

*Sandeep*  
06-12-2018

Initial





<p><b>Clause 8:</b> The First Party has the right of not renewing this contract this contract, and may revoke it before its expiry date at any time provided that the Second Party shall be notified in writing one month prior to the date set for revocation. In this case, the First Party shall pay to the Second Party, an amount equivalent to the total salary for one month as a compensation for revoking the contract.</p>	<p><b>البند 8:</b> للطرف الأول الحق في عدم تجديد هذا العقد، كما يجوز له فسخه قبل انتهاء مدته في أي وقت شريطة إعطاء الطرف الثاني إشعاراً خطياً بذلك قبل شهر من التاريخ المحدد للفسخ، على أن يؤدي "الطرف الأول" في هذه الحالة" للطرف الثاني " قيمة راتب إجمالي عن مدة شهر تعويضاً عن فسخ العقد.</p>
<p><b>Clause 9:</b> The Second Party may resign by sending a resignation letter to First Party including a notice period of two months. The resignation shall be accepted unless the First Party takes the appropriate decision on the same and notifies the Second Party within 15 days of submitting the resignation.</p>	<p><b>البند 9:</b> يجوز "للطرف الثاني" أن يستقيل من وظيفته بطلب خطي يتضمن إخطار "الطرف الأول" بفترة إنذار (شهرين) وتعتبر الاستقالة مقبولة ما لم يتخذ الطرف الأول القرار المناسب بشأنها وإخطار الطرف الثاني خلال خمسة عشر يوماً من تقديمها.</p>
<p><b>Clause 10:</b> The reasons of service termination contained in Clause (101) of Human Resources in Federal Government and the Executive Regulations, shall apply to the Second Party.</p>	<p><b>البند 10:</b> تسري على الطرف الثاني أسباب انتهاء الخدمة الواردة بالمادة (101) من قانون الموارد البشرية ولائحته التنفيذية.</p>
<p><b>Clause 11:</b> This contract shall end by the expiry date thereof, unless the two parties agree on renewing it.</p>	<p><b>البند 11:</b> ينتهي العقد بنهاية مدته ما لم يتم الاتفاق بين الطرفين على تجديده كتابياً.</p>
<p><b>Clause 12:</b> The First Party shall pay the fees of the residency of the Second Party.</p>	<p><b>البند 12:</b> تتحمل جهة العمل تكاليف ورسوم الإقامة للموظف.</p>
<p><b>Clause 13:</b> The Second Party shall be entitled, on the expiry of service, to an end of service gratuity and cash reimbursement for his/her accumulated annual leaves according to the Decree Law No. 11 of 2008 concerning human resources in the Federal Government, as amended, the Executive Regulations thereof and the Cabinet Resolutions.  This contract has been issued in two originals, in Arabic and English. In case of any discrepancy, the Arabic version shall prevail.</p>	<p><b>البند 13:</b> يستحق الطرف الثاني عند انتهاء الخدمة مكافأة نهاية خدمة وبندل نقدي عن رصيد إجازاته السنوية طبقاً للمرسوم بقانون رقم (11) لسنة 2008 بشأن الموارد البشرية في الحكومة الاتحادية وتعديلاته واللائحة التنفيذية وقرارات مجلس الوزراء.  حرر هذا العقد من نسختين واحدة باللغة العربية والأخرى بالإنجليزية وفي حلة الاختلاف يمتد بالنص الوارد باللغة العربية.</p>

Rec/SPCT/ non UAE- Academic staff/2018

5089354

*Sandeep*  
06.12.2018

Initial



Signature:

First party

توقيع:

الطرف الأول

Eng. Abdul Rahman Al Hammadi  
Undersecretary of MOE Inspection & Support Services

المهندس/ عبدالرحمن محمد الحمادي  
وكيل وزارة التربية والتعليم للرقابة والخدمات المساندة

Date: / / 2018

التاريخ: 2018/ /

Second party

الطرف الثاني

Name: Sandeep Sasikummar Ambapallil

Position: Chemistry Teacher

Date: 06.10.2018

*Sandeep*  
06.12.2018

الاسم: سانديب ساسيكومار أمبالبيل

الوظيفة: معلم الكيمياء

التاريخ:

06.10.2018

Rec/SPCT/ non UAE- Academic staff/2018

S0893554

Initial



No.HLL/10-2714/2022-

22<sup>nd</sup> December, 2022

SHRI AKHEESH GOPAL S S  
CHEMPAKATHANAL ARA-16  
MUGHAKADU LANE, ANAYARA P O  
THIRUVANANTHAPURAM - 695029  
Ph : 8089770819

Dear Sir,

POSITION: **JUNIOR TECHNICAL ASSOCIATE (NATURAL PRODUCTS - CHEMISTRY)**

We have pleasure in welcoming you to the HLL Family, having been selected for the position of **JUNIOR TECHNICAL ASSOCIATE (NATURAL PRODUCTS - CHEMISTRY)**, on **FIXED TERM CONTRACT** basis.

Please report to the **MANAGER (HR), HLL LIFECARE LIMITED, HLL CORPORATE RESEARCH & DEVELOPMENT CENTRE, AKKULAM, THIRUVANANTHAPURAM - 695 017**, on or before **29<sup>th</sup> December, 2022**.

We look forward to have your whole-hearted involvement and participation in the growth and well-being of the organization.

The terms and conditions of your appointment are enclosed.

Yours faithfully,

**Dr.ROY SEBASTIAN  
VICE PRESIDENT (HR)**

Encl: As above

निम्नलिखित एवं संबद्धता कार्यालय:  
एचएलएल गवर्न, पुक्कुरा पो.ओ.  
तिरुवनन्थपुरम-695 017.  
केरल, भारत.  
दूरभाष : +91 471-2354949,  
2350761, 2350959  
वेबसाइट: www.lifecarehll.com

संकेतसंख्या: 425149केएस1906जीओआर00621

Corporate and Registered Office:  
H.L. Bhawan, Pooyappura PO,  
Thiruvananthapuram-695 012  
Kerala, India  
Tel: +91 471-2354949  
2350761, 2350959  
Website - www.lifecarehll.com  
CIN: I29R100KI1966001002821





**TERMS AND CONDITIONS OF APPOINTMENT AS  
JUNIOR TECHNICAL ASSOCIATE (NATURAL PRODUCTS - CHEMISTRY)**


1. This appointment is on contract basis and you are specifically taken for a period of **ONE YEAR** from the date of your joining duty. The period of contract may be reduced or extended at the sole discretion of the Company. Your engagement on contract basis will not confer on you any claim as of right or otherwise for consideration for regular employment in the Company.
2. During the contract period, You will be placed in the Scale of Pay of **Rs. 10000 - 20000**. You will start on a Basic Pay of **Rs. 10000.00** per month in the above scale plus other admissible allowances as applicable to the employees of your grade as per rules of the Company from time to time. The monthly pay & allowances admissible as on date is as under

Sl No	Pay Particulars	Amount (Rs per month)
1	Basic Pay	10000.00
2	DA (34.8% of BP)	3480.00
3	HRA (17% of BP)	1700.00
9	Perks (25% of BP)	2500.00
<b>TOTAL</b>		<b>17680.00</b>

You are also eligible for annual increment on completion of every 12 months of service subject to a minimum performance rating of "good".

Performance Rating	Rate of increment
Good & Very Good	3% of Basic Pay
Excellent	5% of Basic Pay

3. During the contract period, except during the first year of contract, your services are liable to be terminated at any time by giving one month notice or by paying one month salary in lieu thereof and if you require to leave the job you will have to give one month notice in advance or pay to the Company one month salary. During the first year of the contract either party can terminate the contract without serving one month notice.
4. You are also eligible for contribution to provident fund @ 12 % of the Basic Pay and DA every month.
5. For Medical Facilities, you and your dependent family members will be covered under the relevant provisions of the Employees State Insurance Act 1948.

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6. In addition to public holidays observed by the Company, you shall also be entitled to 12 days Casual Leave, 8 days Sick leave and 12 days Paid Leave during the calendar year. Paid Leave available in the credit may also be encashed at the end of the calendar year subject to a maximum of 12 days of the Basic Pay + DA towards leave encashment. The above leaves cannot be carried forward to the next calendar year. Leave entitlement and encashment shall be governed by the Company's leave policy and the policy on engagement of employees on fixed term contract, as applicable and may be modified from time to time.
7. You shall observe and fulfil all the instructions, directions and orders given by the employer as well as your superiors.
8. Your aptitude and interest for the job will be closely observed.
9. You shall devote your whole time and attention exclusively to the duties entrusted to you to the best of your power, ability and skill and shall not do any other work for any person or concern in any capacity, whether with or without any remuneration nor shall hold any private business.
10. You shall not disclose, divulge or make public or shall personally use for your gain any of the materials, processes, accounts, transactions, dealings, information etc., whether the same may be confined to you or may become known to you during the course of your service or otherwise.
11. In case you are employed, please bring a letter from your present employer stating that your resignation has been accepted and you are relieved.
12. You shall not seek or try to secure any other job or employment without previous written consent of the employer.
13. Your initial posting will be at **HLL LIFECARE LIMITED, HLL CORPORATE RESEARCH & DEVELOPMENT CENTRE, AKKULAM, THIRUVANANTHAPURAM - 695 017**. Your services are transferable from one place to another either in existence or that would come into existence.
14. At the time of reporting for duty you will have to produce the following documents:
  - a. Certificate of Fitness from the Competent Medical Authority viz., Staff Surgeon/Medical Officer of any recognised District General Hospital. The medical examination fee, if any, will be paid by you and it will not be re-imbursed by the Company.
  - b. Duty Report Form (enclosed) duly filled in and signed.

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- c. Six copies of recent passport size photographs duly signed on the front side with name written in block letters on the reverse.
- d. Attestation form in quadruplicate prescribed by the Ministry of Home Affairs, completely filled up and duly signed by you for verification of your character and antecedents.
- e. Original certificates along with attested copies of the following documents:
  1. Certificate of educational qualification / experience.
  2. Certificate of age / date of birth.
  3. Character and Conduct Certificate from two respectable persons.
  4. Candidates belonging to Scheduled Caste / Scheduled Tribe / Other Backward Classes should produce a Proper Community Certificate in original from the concerned Revenue Authorities.
15. This offer is subject to production of the originals (along with attested copies) of certificates proving your age, qualification, experience etc.
16. The Company's rules and regulations regarding Conduct, Discipline and Appeal will be applicable to you. (CDA Rule enclosed)
17. Other service conditions will be governed by the relevant rules and orders of the Company in force from time to time.
18. Communications to you in your above address will be deemed to be proper service of communication unless change of your address if any is intimated to the Company.

In case you agree to the aforesaid terms and conditions you may communicate your acceptance of the above offer within 5 days by returning the enclosed acceptance letter duly signed to the **MANAGER (HR), HLL LIFECARE LIMITED, HLL CORPORATE RESEARCH & DEVELOPMENT CENTRE, AKKULAM, THIRUVANANTHAPURAM - 695 017**. Please also indicate your date of joining immediately on receipt of this letter. In the event of your not accepting or having accepted, and failing to report for duty on or before **29<sup>th</sup> December, 2022**, it will be presumed that you are not interested in our offer and it would automatically stand cancelled without further reference to you.

**Dr.ROY SEBASTIAN**  
**VICE PRESIDENT (HR)**



Date:

**ACCEPTANCE LETTER**

From

AKHEESH GOPAL S S  
CHEMPAKATHANAL ARA-16  
MUGHAKADU LANE, ANAYARA P O  
THIRUVANANTHAPURAM - 695029

To

THE MANAGER (HR),  
HLL LIFECARE LIMITED,  
HLL CORPORATE RESEARCH & DEVELOPMENT CENTRE,  
AKKULAM, THIRUVANANTHAPURAM - 695 017

Dear Madam,

Sub: Appointment to the Post of Junior Technical Associate (Natural Products  
- Chemistry)

I hereby accept all the terms and conditions of the offer of appointment vide letter

No..... dated .....

I wish to intimate you that I will be joining for duty on.....

Yours faithfully,

(AKHEESH GOPAL S S)

No.HLL/10-2714/2022-

02<sup>nd</sup> August 2022

**SMT. ANJALI P.T**  
**PUTHUKKATTIL,**  
**THYCATTUSSERY P.O**  
**CHERTHALA, ALAPPUZHA - 688528**  
**PH : 9744594100**

Dear Madam,

**POSITION: RESEARCH INTERN (CHEMISTRY)**

With reference to the Written Test held on 13<sup>th</sup> July, 2021, we have pleasure to engage you as **RESEARCH INTERN (CHEMISTRY)** at **HLL LIFECARE LIMITED, CORPORATE RESEARCH & DEVELOPMENT CENTRE, AKKULAM, TRIVANDRUM – 695 017** on the following terms and conditions:

1. The duration of the **TRAINING** will be **THREE YEARS** from the date of reporting for training, which could be reduced at the discretion of the Company. Company has the right to reduce or increase the raining period at its discretion at any time.
2. During the training period, you will be paid a **Stipend of Rs.13500.00, Rs.15000.00 and Rs.18000.00 per month for the First Year, Second Year and Third Year respectively.** You will not be entitled to any other emoluments or allowances / benefits, available to the employees of the Company.
3. The Company reserves the right to relieve you from the training at any time without notice and without assigning any reason what so ever.
4. The above training will not confer on you any claim as of right or otherwise for consideration for regular employment in the Company.
5. The Company's rules and regulations regarding Discipline, Punctuality etc. will be applicable to you.
6. Your engagement is subject to your being found fit by a Registered Medical Practitioner not below the rank of an Assistant Surgeon and you will have to produce the certificate at the time of reporting for the training.

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*Anjali P.T*  
*HR*

निम्नलिखित एवं संबन्धित कार्यालय:  
एचएलएल भवन, पुनचुरा पी.ओ.  
तिरुवनंतपुरम - 695 012  
केरल, इंडिया.  
दूरभाष: +91 471-2354949,  
2350961, 2350959  
वेबसाइट : www.lifecarehll.com

Corporate & Regd. Office:  
HLL Shevan, Poojappura P.O.  
Thiruvananthapuram-695 012.  
Kerala, India  
Tel : +91-471-2354949  
2350961, 2350959  
Website:www.lifecarehll.com





: 2 :

7. You shall observe and fulfill all the instructions, directions and orders given by the employer as well as your superiors.
8. You shall devote yourself completely and whole-heartedly to your training.
9. Your conduct, attendance, proficiency in your training etc. will be closely watched and the Company reserves the right to relieve you from training even before completion of training for unsatisfactory performance also without notice.
10. At the time of reporting for training you will have to produce the following documents along with attested copies:
  - 10.1 Two copies of recent passport size photographs.
  - 10.2 Certificate of educational qualification / experience (along with attested or self-attested copies).
  - 10.3 Certificate of age / date of birth (along with attested copies).
  - 10.4 Character and Conduct Certificate from two respectable persons.
  - 10.5 Relieving Order from the previous / present employer, if applicable.
  - 10.6 Candidates belonging to Scheduled Caste / Scheduled Tribe / Other Backward Classes should produce a proper Community Certificate in original from the concerned Revenue Authorities.
11. If after engagement in any particular case the verification reveals that your claim was false, your training will be terminated forthwith.
12. In the normal course, you will be relieved from your training on completion of **THREE YEARS** from the date of your joining.

In case you agree to the aforesaid terms and conditions, you may communicate your acceptance of the above offer by duly affixing your signature in the enclosed duplicate copy and returning the same to the **GENERAL MANAGER (HR), HLL LIFECARE LIMITED, HLL CORPORATE RESEARCH & DEVELOPMENT CENTRE, AKKULAM, TRIVANDRUM- 695 017** and you may report for the training on or before **09<sup>th</sup> August, 2022** before the **GENERAL MANAGER (HR)** at the above address. In the event of your not accepting or having accepted and failing to report for the training at the specified date it will be presumed that you are not interested in our offer and it would automatically stand cancelled without further reference to you.

**MANAGER (HR)**



No.HLL/10-2714/2022-

22<sup>nd</sup> December, 2022

SMT. MIDHILA R  
AMBADI MVRA 80 CHUNDAVILA LANE  
MANNARAKONAM VATTYOORKAYU PO  
THIRUVANANTHAPURAM - 695013  
Ph : 8086012202

Dear Madam,

**POSITION: JUNIOR TECHNICAL ASSOCIATE (SYNTHETIC PRODUCTS)**

We have pleasure in welcoming you to the HLL Family, having been selected for the position of **JUNIOR TECHNICAL ASSOCIATE (SYNTHETIC PRODUCTS)**, on **FIXED TERM CONTRACT** basis.

Please report to the **MANAGER (HR), HLL LIFECARE LIMITED, HLL CORPORATE RESEARCH & DEVELOPMENT CENTRE, AKKULAM, THIRUVANANTHAPURAM - 695 017**, on or before **29<sup>th</sup> December, 2022**.

We look forward to have your whole-hearted involvement and participation in the growth and well-being of the organization.

The terms and conditions of your appointment are enclosed.

Yours faithfully,

**Dr.ROY SEBASTIAN**  
**VICE PRESIDENT (HR)**

Encl: As above

निर्वाहक एवं पंजीकृत कार्यालय:  
एचएलएल भवन, पुरमपुरा पी.ओ.  
थिरुवनन्तपुरम-695 012,  
केरल, भारत.  
दूरभाष : +91 471-2354949,  
7350961, 2350959  
वेबसाइट: www.lifecarehll.com

भारतसंख्या: ४25193केएस1962सीओएम032621

Corporate and Register Office:  
HLL Bhavan, Poojappura P.O.  
Thiruvananthapuram-695 012  
Kerala, India  
Tel: +91 471-2354949  
2350961, 2350959  
Website: www.lifecarehll.com

C.N. U25193KL1966GD-002621



**TERMS AND CONDITIONS OF APPOINTMENT AS  
JUNIOR TECHNICAL ASSOCIATE (SYNTHETIC PRODUCTS)**

1. This appointment is on contract basis and you are specifically taken for a period of **ONE YEAR** from the date of your joining duty. The period of contract may be reduced or extended at the sole discretion of the Company. Your engagement on contract basis will not confer on you any claim as of right or otherwise for consideration for regular employment in the Company.
2. During the contract period, You will be placed in the Scale of Pay of **Rs. 10000 - 20000**. You will start on a Basic Pay of **Rs. 10000.00** per month in the above scale plus other admissible allowances as applicable to the employees of your grade as per rules of the Company from time to time. The monthly pay & allowances admissible as on date is as under

Sl No	Pay Particulars	Amount (Rs per month)
1	Basic Pay	10000.00
2	DA (34.8% of BP)	3480.00
3	HRA (17% of BP)	1700.00
8	Perks (25% of BP)	2500.00
<b>TOTAL</b>		<b>17680.00</b>

You are also eligible for annual increment on completion of every 12 months of service subject to a minimum performance rating of "good".

Performance Rating	Rate of Increment
Good & Very Good	3% of Basic Pay
Excellent	5% of Basic Pay

3. During the contract period, except during the first year of contract, your services are liable to be terminated at any time by giving one month notice or by paying one month salary in lieu thereof and if you require to leave the job you will have to give one month notice in advance or pay to the Company one month salary. During the first year of the contract either party can terminate the contract without serving one month notice.
4. You are also eligible for contribution to provident fund @ 12 % of the Basic Pay and DA every month.
5. For Medical Facilities, you and your dependent family members will be covered under the relevant provisions of the Employees State Insurance Act 1948.

 ...2









Date:

**ACCEPTANCE LETTER**

From

MIDHILA R  
AMBADI MVRA 80 CHUNDAVILA LANE  
MANNARAKONAM VATIYOORKAVU PO  
THIRUVANANTHAPURAM - 695013

To

THE MANAGER (HR),  
HLL LIFECARE LIMITED,  
HLL CORPORATE RESEARCH & DEVELOPMENT CENTRE,  
AKKULAM, THIRUVANANTHAPURAM - 686 017

Dear Madam,

Sub: Appointment to the Post of Junior Technical Associate (Synthetic Products)

I hereby accept all the terms and conditions of the offer of appointment vide letter No..... dated .....

I wish to intimate you that I will be joining for duty on.....

Yours faithfully,

(MIDHILA R)



No.HLL/10-2714/2022-

02<sup>nd</sup> August 2022

**SMT. SEEMA THOMAS  
MATTAPPALLIL VEEDU  
PUTHUPPADAPPU  
AYOOR P O, KOLLAM - 691533  
PH : 7559918392**

Dear Madam,

**POSITION: RESEARCH INTERN (CHEMISTRY)**

With reference to the Written Test held on 13<sup>th</sup> July, 2021, we have pleasure to engage you as **RESEARCH INTERN (CHEMISTRY)** at **HLL LIFECARE LIMITED, CORPORATE RESEARCH & DEVELOPMENT CENTRE, AKKULAM, TRIVANDRUM – 695 017** on the following terms and conditions:

1. The duration of the **TRAINING** will be **THREE YEARS** from the date of reporting for training, which could be reduced at the discretion of the Company. Company has the right to reduce or increase the raining period at its discretion at any time.
2. During the training period, you will be paid a **Stipend of Rs.13500.00, Rs.15000.00 and Rs.18000.00 per month for the First Year, Second Year and Third Year respectively.** You will not be entitled to any other emoluments or allowances / benefits, available to the employees of the Company.
3. The Company reserves the right to relieve you from the training at any time without notice and without assigning any reason what so ever.
4. The above training will not confer on you any claim as of right or otherwise for consideration for regular employment in the Company.
5. The Company's rules and regulations regarding Discipline, Punctuality etc. will be applicable to you.
6. Your engagement is subject to your being found fit by a Registered Medical Practitioner not below the rank of an Assistant Surgeon and you will have to produce the certificate at the time of reporting for the training.

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*Seema Thomas*



: 2 :

7. You shall observe and fulfill all the instructions, directions and orders given by the employer as well as your superiors.
8. You shall devote yourself completely and whole-heartedly to your training.
9. Your conduct, attendance, proficiency in your training etc. will be closely watched and the Company reserves the right to relieve you from training even before completion of training for unsatisfactory performance also without notice.
10. At the time of reporting for training you will have to produce the following documents along with attested copies:
  - 10.1 Two copies of recent passport size photographs.
  - 10.2 Certificate of educational qualification / experience (along with attested or self-attested copies).
  - 10.3 Certificate of age / date of birth (along with attested copies).
  - 10.4 Character and Conduct Certificate from two respectable persons.
  - 10.5 Relieving Order from the previous / present employer, if applicable.
  - 10.6 Candidates belonging to Scheduled Caste / Scheduled Tribe / Other Backward Classes should produce a proper Community Certificate in original from the concerned Revenue Authorities.
11. If after engagement in any particular case the verification reveals that your claim was false, your training will be terminated forthwith.
12. In the normal course, you will be relieved from your training on completion of **THREE YEARS** from the date of your joining.

In case you agree to the aforesaid terms and conditions, you may communicate your acceptance of the above offer by duly affixing your signature in the enclosed duplicate copy and returning the same to the **GENERAL MANAGER (HR), HLL LIFECARE LIMITED, HLL CORPORATE RESEARCH & DEVELOPMENT CENTRE, AKKULAM, TRIVANDRUM- 695 017** and you may report for the training on or before **09<sup>th</sup> August, 2022** before the **GENERAL MANAGER (HR)** at the above address. In the event of your not accepting or having accepted and failing to report for the training at the specified date it will be presumed that you are not interested in our offer and it would automatically stand cancelled without further reference to you.

**MANAGER (HR)**





HARI OM I

Tel : 0479-2455053  
2450570

# CHINMAYA VIDYALAYA

(SENIOR SECONDARY)

CHINMAYA ROAD, THITTAMEL, CHENGANNUR - 689 121

Affiliation No. - 930312

School No: 75360

Ref No

Date

April 8, 2022

Mrs. Surya Somanathan  
Sreeshyam  
Koippalickaramana  
Olakettiampalam  
ALAPPUZHA

Madam:

Hari OM I

Sub: **Confirmation as Asstt. Teacher**

With reference to the interview and discussions we had with you on 8<sup>th</sup> April 2022, we are pleased to inform you that you are selected for the post of Asstt. Teacher (E.V.S.) with effect from 1<sup>st</sup> June 2022 for the year 2022-2023 i.e. from 1<sup>st</sup> June 2022 to 31<sup>st</sup> March 2023. You should pass the Central Teachers Eligibility Test (CTET) and report the same to the Management.

You are requested to pay an amount of Rs. 10,000/- (Rupees Ten thousand only) as Caution Money Deposit within one month from the date of this confirmation letter.

Kindly acknowledge receipt.

Yours faithfully

For **CHINMAYA VIDYALAYA, CHENGANNUR**

**ASHOK. C**  
**MANAGER**

Cc: The Principal  
Chinmaya Vidyalaya, Chengannur

Hi **Aishwarya**,

**CONGRATULATIONS!**

Subsequent to your successful interview with "Codeyoung" we are pleased to offer you an employment offer for the position of "**Marketing Executive**" in our organization. We welcome you to be a part of the Codeyoung family where we believe and practice in growing together. We take pleasure to inform you that your CTC will be INR.7,36,000 per annum (Seven Lakhs Thirty-Six Thousand Only)

We look to have you onboard with us effective - **1st October 2022**

Please take the time to review the offer letter. It includes important details about your compensation, benefits, and policies of our organization.

Kindly acknowledge the offer by no later than **26th October 2022**.

You are requested to confirm this offer by replying to this email as a token of acceptance. You are requested to share the below-mentioned documents before the time of joining:

1. All Educational certificates (photocopies)
2. Passport size photographs x 4 copies
3. Documents of proof of residence (Permanent & Current)
4. Pan Card & Aadhar Copy
5. Previous employment documents
6. Latest 3 months Payslips

**Thank you!**





# SREE NARAYANA COLLEGE

CHENGANNUR, ALAPUZHA, KERALA

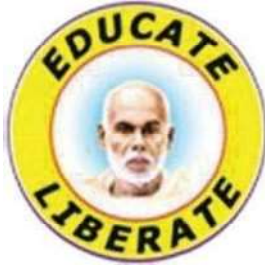
Aided College Affiliated to University of Kerala

(NAAC Accredited with Grade B)

## SN College, Chengannur

### 5.2.1 Placement of outgoing students (2018-2019)

Year	Name of student who has been placed	Program graduated from	Year of graduation	Name of the employer with contact details	Pay package at appointment(In INR per annum)
2018-2019	ANANDHU VENUGOPAL, Kaduvinalakal puthenveedu, Chathiyara, Thamarakkulam	BSc MATHEMATICS	2019	MALAYSIA, ringgit	INR 2,970,360.00
2018-2019	AJAY KRISHNAN, Anjali,Muthukattukara, Nooranad P O, Alappuzha	BScMATHEMAT ICS	2019	LPSA, Govt. U.P. School , KANNAMANGALAM; 28650	INR 264,000.00
2018-2019	Monisha C Mohan,Chiramodiyil, Kozhuvallur P. O Chengannur	B.Com	2019	Chengannur Block Panchayath	INR 288,480.00



# SREE NARAYANA COLLEGE

CHENGANNUR, ALAPUZHA, KERALA

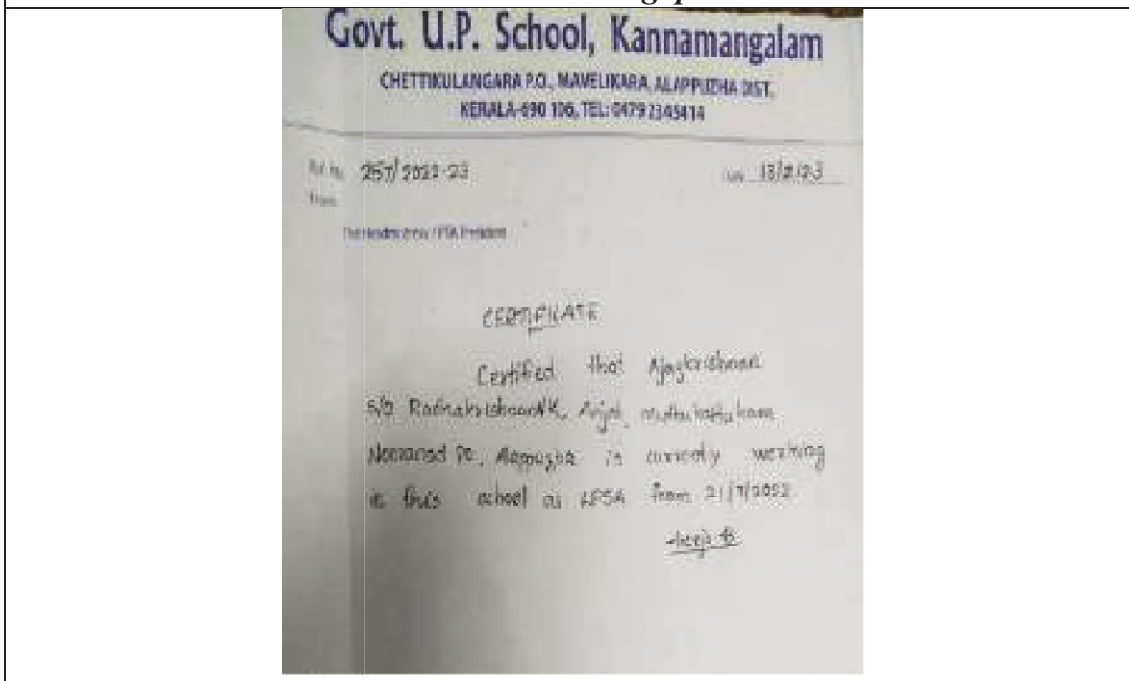
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## 5.2 Student Placement Supporting Documents 2018-19



*Anandhu Venugopal*



*Ajay Krishnan*

