



MAR ATHANASIOS COLLEGE FOR ADVANCED STUDIES TIRUVALLA
(MACFAST)



MACFASTTM
Igniting wisdom since 2001

Offer Letter

2016-17

MAR ATHANASIOS COLLEGE FOR ADVANCED STUDIES TIRUVALLA (MACFAST)

Tiruvalla, Pathanamthitta, Kerala 689 101



U4ic INTERNATIONAL PVT. LTD.

Shed No.122, SIDCO Industrial Estate, Malumichampatty, Coimbatore - 641 050.

Coimbatore
31st March 2017

To

Silpa Ann Joseph
C/o Joseph Chapko,
Ragam textiles, MC Road
Thiruvalla, Pathanamthitta,
Kerala - 685584

Dear Ms. Silpa Ann Joseph,

We are pleased to offer the position of Management Trainee in U4ic International Pvt Ltd under VKC Group Division- 1. It is expected that you would join by 05th June 2017. This offer of appointment is provisional subject to completion of course and submission of degree certificates on or before 30th Nov 2017.

Your Place of posting will be decided after the successful completion of Management Trainee Program. A detailed appointment letter with broad terms and conditions of your employment and the list of document to be furnished would be issued at the time of joining. This offer is valid till 08th of June 2017, and for any extension in joining period, a written confirmation from VKC Group Division- 1 is required.

Fixed part of your CTC will be Rs. 3, 60,264/- p.a as detailed in Appendix A. Further, review of your performance and compensation would be done periodically in line with the Organization's policies. You shall be required to execute 2 years' service agreement with the Company, at the time of joining.


You will be on training for a period of one year from your date of joining. Based on performance review at the end of the one year, you would be confirmed into role of U4ic International Pvt Ltd. To confirm your acceptance to this offer, please sign on all the pages including the declaration at the last page of this offer and return to us the duplicate copy of the entire offer letter.

We look forward to a long and mutually beneficial relationship with you.

Yours faithfully,

U4ic International Pvt Ltd


Director


Initial of Employee



www.vkcgroup.com

Reg.Office: 7/313, NH-17, KOLATHARA PO, KOZHIKODE - 673655. CIN: U19200KL2014PTC037145

Phone: 0495-3020050, E-mail: u4ic@vkcgroup.com

U4ic INTERNATIONAL PVT. LTD.

Shed No.122, SIDCO Industrial Estate, Malumichampatty, Coimbatore - 641 050.

APPENDIX A

Name : Silpa Ann Joseph
Designation : Management Trainee
Company : U4ic International Pvt Ltd

COMPENSATION DETAILS

Cash Components	Monthly (Rs)	Annual (Rs)
Basic	13,000	156,000
House Rent Allowance	0	0
Transportation Allowance	1,600	19,200
Medical Reimbursement	0	0
Personal Allowance	2,500	30,000
Telephone Allowance	0	0
Compensatory Allowance	7,300	87,600
Annual Bonus*	1,560	18,720
Cash Components- Sub Total	25,960	3,11,520
Non Cash Benefits		
Insurance + Medi-claim	200	2,400
ESI Contribution	0	0
Non Cash Benefits Sub Total	200	2,400
Retrial Benefits		
Provident Fund (Employer's Contribution)	1,737	20,844
Gratuity	625	7,500
Accommodation*	1,500	18,000
Non Cash Components Sub Total	3,862	46,344
Total CTC	30,022	3,60,264

*The annual bonus shown is approximated based on past disbursements, the actual rate can vary and the disbursement is annual in nature.

*Accommodation allowance includes the shared accommodation provided by the company

U4ic International Pvt Ltd

Rajesh Kumar
Director

Initial of Employee _____



www.vkcgroupp.com

Reg. Office: 7/313, NH-17, KOLATHARA PO, KOZHIKODE - 673655. CIN: U19200KL2014PTC037145

Phone: 0495-3020050, E-mail: u4ic@vkcgroupp.com

U4ic INTERNATIONAL PVT. LTD.

Shed No.122, SIDCO Industrial Estate, Malumichampatty, Coimbatore - 641 050.

Coimbatore
31st March 2017

To

Anish Abraham
C/o K K Abraham,
Kayapurathu House,
Thiruvalla,
Kerala - 689102.

Dear Mr. Anish Abraham,

We are pleased to offer the position of Management Trainee in U4ic International Pvt Ltd under VKC Group Division- 1. It is expected that you would join by 05th June 2017. This offer of appointment is provisional subject to completion of course and submission of degree certificates on or before 30th Nov 2017.

Your Place of posting will be decided after the successful completion of Management Trainee Program. A detailed appointment letter with broad terms and conditions of your employment and the list of document to be furnished would be issued at the time of joining. This offer is valid till 08th of June 2017, and for any extension in joining period, a written confirmation from VKC Group Division- 1 is required.

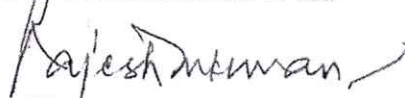
Fixed part of your CTC will be Rs. 3, 60,264/- p.a as detailed in Appendix A. Further, review of your performance and compensation would be done periodically in line with the Organization's policies. You shall be required to execute 2 years' service agreement with the Company, at the time of joining.

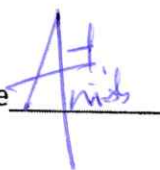
You will be on training for a period of one year from your date of joining. Based on performance review at the end of the one year, you would be confirmed into role of U4ic International Pvt Ltd. To confirm your acceptance to this offer, please sign on all the pages including the declaration at the last page of this offer and return to us the duplicate copy of the entire offer letter.

We look forward to a long and mutually beneficial relationship with you.

Yours faithfully,

U4ic International Pvt Ltd


Director

Initial of Employee 



www.vkcgroup.com

Reg. Office: 7/313, NH-17, KOLATHARA PO, KOZHIKODE - 673655. CIN: U19200KL2014PTC037145

Phone: 0495-3020050. E-mail: u4ic@vkcgroup.com

U4ic INTERNATIONAL PVT. LTD.

Shed No.122, SIDCO Industrial Estate, Malumichampatty, Colmbatore - 641 050.

APPENDIX A

Name : Anish Abraham
Designation : Management Trainee
Company : U4ic International Pvt Ltd

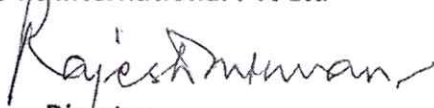
COMPENSATION DETAILS

Cash Components	Monthly (Rs)	Annual (Rs)
Basic	13,000	156,000
House Rent Allowance	0	0
Transportation Allowance	1,600	19,200
Medical Reimbursement	0	0
Personal Allowance	2,500	30,000
Telephone Allowance	0	0
Compensatory Allowance	7,300	87,600
Annual Bonus*	1,560	18,720
Cash Components- Sub Total	25,960	3,11,520
Non Cash Benefits		
Insurance + Medi-claim	200	2,400
ESI Contribution	0	0
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Provident Fund (Employer's Contribution)	1,737	20,844
Gratuity	625	7,500
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Non Cash Components Sub Total	3,862	46,344
Total CTC	30,022	3,60,264

*The annual bonus shown is approximated based on past disbursements, the actual rate can vary and the disbursement is annual in nature.

*Accommodation allowance includes the shared accommodation provided by the company

U4ic International Pvt Ltd


Director

Initial of Employee _____



www.vkegroup.com

Reg.Office: 7/313, NH-17, KOLATHARA PO, KOZHICODE - 673655. CIN: U19200KL2014PTC037145

Phone: 0495-2020050 Email: u4ic@vkegroup.com

U4iC INTERNATIONAL PVT. LTD.

Shed No.122, SIDCO Industrial Estate, Malumichampatty, Coimbatore - 641 050.

DECLARATION

By signing this agreement, I hereby acknowledge and agree that I have carefully read and understood the above agreement and accept the same unconditionally. I will make myself fully aware of, and be bound by, the rules and regulations of the Organization as amended from time to time. In particular, I declare that:

- a) I will furnish original copies of my certificates, testimonials and other necessary documents, not later than 30th November 2017.
- b) I will execute **2 years' service agreement** with the Company at the time of joining.
- c) I acknowledge and agree to the Organization reserving the right to get a background check conducted on me through a third party agency. In furtherance thereof, I authorize the Organization to collect and retain copies of my personal particulars (including educational certificates, copies of passport, driving license, PAN card, voter identification card) either directly or through a third party agency.
- d) There are no ongoing or pending criminal cases/ criminal liabilities on me.
- e) I am not in possession, in an unauthorized manner, of any confidential, sensitive or personal information/ data/ material of any other Organization or individual (collectively "Sensitive Data"). I shall not bring any Sensitive Data into **VKC Group Division-1** and shall not use any such Sensitive Data in an unauthorized manner, during or after my tenure with the Organization.
- f) I shall not commit, or cause to commit, any act or omission, which I believe to be illegal or against **VKC Group Division-1**. Code of Conduct.
- g) In the event of any willful or intentional misconduct, fraud, dishonesty or breach of confidentiality on my part, I will personally be liable to **VKC Group Division-1**. And/or its Customers.

I accept the above.

Name

Signature

Date



www.vkcgroup.com

Reg.Office: 7/313, NH-17, KOLATHARA PO, KOZHIKODE - 673655. CIN: U19200KL2014PTC037145

Phone: 0495 2030050 E-mail: u4ic@vkcgroup.com

DEPT: PERSONNEL**PER:HRD:TRG:27:2016-17****21.01.2017**

**Mr. /Ms. SAREENA RAHIM
C/O. Mr. ABDUL RAHIM V K
VALIYAVEETIL (H),
NADACKAL P.O.,
ERATTUPETTA,
KOTTAYAM- 686121**

Dear Sir/ Madam,

SUB: OFFER FOR APPOINTMENT IN THE BANK AS PROBATIONARY OFFICER

We are glad to inform you that you have come out successful in the Written Test, Group Discussion and Personal Interview held for the recruitment of Probationary Officers. You are therefore advised to report for the completion of joining formalities on **01.02.2017** at **10:00 AM** at your own expense at:

**THE SOUTH INDIAN BANK LTD.
BR/OFFICE: PERSONNEL DEPARTMENT
HEAD OFFICE, T B ROAD,
MISSION QUARTERS,
THRISSUR, PIN: 680001,
PH: 0487-2420020/2420058**

In case you do not report for the completion of joining formalities on **01.02.2017**, your selection for the post of Probationary Officer will stand nullified and your name will be removed from the select list.

Submission of original documents/ credentials

You are required to produce the following while reporting, on failure of which the offer given to you will be treated as withdrawn.

- a) Your educational qualification certificates and mark lists in original (X std onwards other than the final mark list / certificate of MBA/ PGDM/PGPM/PGDBM yet to be received by you) along with one self attested xerox copy thereof. You have to keep with you the attested copies of original certificates. The original certificates will be returned to you normally on your completion of **3 (Three)** years of active service in the Bank.
- b) Your SSLC/ Matriculation/ Higher Secondary Certificate for verifying the date of birth along with one self attested xerox copy of the respective page showing the date of birth.
- c) Relieving certificate from your present/previous employer, if you are/were employed.
- d) Two character certificates addressed to the Bank from two respectable persons of your place (such as: Principal of college/school, local MLA/MP, local body members, gazetted officers, preferably in their letter pad with official seal.)

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- e) Three latest passport size photographs.
- f) PAN Card, if available along with xerox copy (original will be returned after verification). In case you have no PAN Card at present immediate arrangements are to be made to get the PAN Card and to submit the same before **31.03.2017**.
- g) AADHAAR card with xerox copy (original will be returned after verification) along with any one of the photo ID proofs such as Voters ID/Driving License/Passport etc. with a xerox copy. (original will be returned after verification).
- h) A proof /certificate of Salary/Income of your parents & other earning members of your family from the concerned authorities.
- i) SC/ST candidates should produce caste certificate issued by a competent authority along with a self-attested xerox copy thereof.
- j) Statement about your medical history (in the format given as Annexure) and a certificate of fitness for employment in the bank from a doctor not below the rank of Civil Surgeon/ Chief Medical Officer of a Government Hospital. You are also required to produce all the medical reports, lab reports, ECG etc along with medical fitness certificate, without fail. **Medical fitness certificate from private hospitals will not be accepted.**

If it is later found that, you have made concealment of facts/reported false details in the Personal Statement form/ any other document/ certificate; you will be liable for termination from service without further notice. The medical reports/ fitness certificates submitted by you are liable to be re-examined or scrutinized by the Bank's doctor at Bank's discretion and your appointment in the bank is subject to your medical fitness for employment in the Bank as assessed by the Bank's doctor. You will be required to undergo medical examination by the doctor of Bank's choice, in case the doctor insists for a detailed medical examination, after analyzing the medical reports submitted by you.

It shall be distinctly understood that this offer of appointment is subject to your medical fitness, your passing with the prescribed qualification/ criteria (mentioned below) and submission of original documents/ credentials.

Also be informed that original certificates and mark sheets which are yet to be received from the university have to be submitted on or before **30.06.2017** failing which your appointment will be terminated. In case it is later found that you are not possessing the below mentioned qualification/criteria, you will be terminated from the service without prior notice.

Prescribed qualification/criteria:

1. X, XII & Graduation : Minimum of 60% marks
2. MBA/PGDM/PGPM/PGDBM : First chance pass with minimum 60% of marks in each semester/ trimester exam.
3. Age: Not over 25 years as on 31.12.2015 (i.e. those who were born earlier to **01.01.1991** are not eligible) Age relaxation of two years for candidates having minimum one year of work experience.

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Please note that if any information already submitted by you is found to be false or untrue or if any material information is suppressed, your service is liable to be terminated.

Execution of Bond

As per the terms and conditions of appointment, you have to execute an agreement to the effect that you will serve the Bank for a minimum period of **3 (three) years (Active service)** from the date of your joining the Bank. In case you leave the service of the Bank before the expiry of the said period, a sum of **Rs.1, 50,000/-** (Rupees One Lakh Fifty Thousand only) will have to be paid towards compensation and liquidated damages.

Apart from the above, if you leave or discontinue your service in the bank without giving notice of three months (continuous service without leave), you will have to pay three months Pay & Allowance, in lieu of the notice period.

Salary Package

You will be paid salary/allowances applicable to Probationary Officers (Scale I) in the Scale of Pay Rs. 23700- 980/7- 30560-1145/2- 32850- 1310/7- 42020.

Basic pay	:	Rs. 23,700/-
DA	:	As per IBA pattern. 47.80 % of Basic Pay (Dec'16).
Special Allowance	:	7.75% of Basic Pay + applicable DA thereon

HRA*

Rented Accommodation	:	Rs.4750/- to Rs.14250/- (Depending upon the place of posting)*
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Or

Fixed HRA	:	Minimum 7 % of Basic pay and Maximum 9 % of Basic pay *
Computer Allowance	:	Rs.1000/-
CCA*	:	Maximum Rs. 870/-
Hill & Fuel Allowance*	:	Maximum Rs. 2000/-

*As applicable & varies according to the place of posting

Apart from the above, you are also eligible for the annual medical aid and monthly reimbursement of the cost of newspaper, fixed conveyance allowance, entertainment allowance, etc as per the applicable rates.

Fresh sanction to be obtained for Rented HRA/Fixed HRA/ Fixed Conveyance.

On joining, you will be governed by the "Defined Contributory Pension Scheme" in terms of the joint note and amendments thereon from time to time. The said Pension Scheme will be as per the provisions of the New Pension System under Pension Fund Regulatory and Development Authority. 10 % of (Basic pay + DA) will be deducted monthly from the salary towards the pension fund. An equal amount will be contributed by the Bank.



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**The South Indian Bank Ltd, Personnel Department, Head Office, Mission Quarters,
Thrissur, KERALA – 680 001 , Phone: 91-487-2420420**

E-mail: careers@sib.co.in, CIN: L65191KL1929PLC001017 website : www.southindianbank.com

27th April, 2017

To,
Mr. Fouas Mohammad,
Eyas Manzil, Elamanoor P.O.,
Mannadu, Kerala - 691524
Tel.No:7736499023

Dear Fouas,

This has reference to the interview and discussions you had with us. We are pleased to appoint you as "Management Trainee". You would be on probation for a period of one year. On successful completion of probation period your services would be confirmed and you would be re-designated as "Career Development Executive".

Below your compensation details.

		(Amount in Rupees.)	
		Per Month	Per Annum
Basic Salary	:	22,900.00	2,74,800.00
House Rent Allowance	:	2,290.00	27,480.00
Transport Allowance	:	1,600.00	19,200.00
Telephone Allowance	:	500.00	6,000.00
Special Allowance	:	2,710.00	32,520.00
Daily Travel Reimbursement (Only for the days of field work @ Rs.150/-)	:	3,000.00	36,000.00
Performance Incentive (Payable based on the achievement of Monthly targets)	:	15,000.00	1,80,000.00
Performance cum Continuity Bonus (Annual) (Payable based on the achievement of targets for the year and continuity in the organization for at least 1 year)	:	2,500.00	30,000.00
Total: Rs. Six Lakh Six Thousand only p.a.	:	50,500.00	6,06,000.00

Regards,
Jaro Education

Anushka Ranadive
Sr. Manager

I agree to the above and attached terms & conditions Fouas Dated _____



Nevin Reji <nevinrejivarghese@gmail.com>

Offer Letter – Think & Learn (Byju's Learning)

2 messages

Onboarding <onboarding@byjus.com>

Wed, Jul 5, 2017 at 6:59 AM

To: vaisakh.vl@byjus.com

Cc: pravin@byjus.com

Hi,

We would like to congratulate you on getting selected for the Business Development Associate profile with Think & Learn (Byju's Learning App). We are pleased to inform you that your remuneration upon successful completion of your training will encompass a yearly fixed salary of 7 Lakh (INR). You will also be entitled for additional incentives and performance benefits. Your first phase with us will begin with training and we expect you to join us on July 10, 2017 for the same.

The details of your Training period are as follows

Date of Reporting: July 10, 2017.**Reporting Location:** Byjus (IBC Knowledge Park), IBC knowledge Park, 2nd floor, D Block, 4/1, Bannerghatta Main Rd, Bhavani Nagar, Bangalore, KA, India.**Reporting Time:** 10.00AM.**Reporting Manager:** Pravin Prakash**Training duration:** Up to 2 months.**Monthly Pay :** 25000 (INR)

Please upload your required documents in the link which is shared in the previous mail (Training initiation mail).

We look forward to an enduring relationship with you. If you have any queries regarding your offer of employment, please contact Vaisakh at 9739988288.

Regards,

HR Team

Please consider the environment before printing this mail

The information contained in this e-mail is private & confidential and may also be legally privileged. If you are not the intended recipient of this mail, please notify us, preferably by e-mail; and do not read, copy or disclose the contents of this message to anyone. Whilst we have taken reasonable precautions to ensure that any attachment to this e-mail has been swept for viruses, e-mail communications cannot be guaranteed to be secure or error free, as information can be corrupted, intercepted, lost or contain viruses. We do not accept liability for such matter or their consequences

Nevin Reji <nevinrejivarghese@gmail.com>
To: Nikhil Reji <nikhilrejivarghese@gmail.com>

Wed, Jul 5, 2017 at 7:18 AM

[Quoted text hidden]

Dear Sissi,

Congratulations!!

With reference to your application and subsequent interviews you had with us, we are pleased to give you the offer as "Resource Specialist Trainee" in NewAgeSys Solutions (P) Ltd. During your Training Period, your Salary would be ₹ 20,000/- without any deductions. Your Salary & CTC Break-up on successful completion of your Training Period will be as follows:

SALARY & CTC BREAK-UP		
SALARY BREAK-UP		
COMPONENT	Monthly (₹)	Annually (₹)
Basic	8000	96000
HRA	3200	38400
Travel Allowance	1600	19200
Other Allowance	7200	86400
Total	20,000.00	2,40,000.00
COMPANY' S CONTRIBUTION		
COMPONENT	Monthly (₹)	Annually (₹)
Provident Fund (12% of basic)	1069	12828
Welfare Fund Contribution	20	240
ESI	904	10848
Leave Encashment	1000	12000
Gratuity (4.81% of basic)	385	4620
Total CTC	₹ 23,378.00	₹ 2,80,536.00

You will also be eligible for incentives along with the mentioned salary.

Your Training period would be for a period of three months. You will be working for five days in a week. You can avail the benefit of Holidays as listed in NewAgeSys Solutions' Holiday List. Privilege leave, Provident fund, Health Insurance (coverage up to 4 lakhs), Welfare fund, Gratuity benefits could be availed after successful completion of your Training period. Your first performance evaluation would be conducted after the completion of the training period. You should give us 2 years (**twenty four months**) working commitment.

Please send us an email as an acknowledgment of receiving this offer, on or before the expiry of the offer validity. This offer is valid till **Monday, 10th April 2017**. We expect you to join our firm as soon as you finish your final exams.

Please feel free to contact me back for any queries on the below mentioned contact number.

For NewAgeSys Solutions (P) Ltd.

Rodney Oswin D'Cruz
Senior HR Executive
Contact: 7356-255-999

Dear Lekha,

Congratulations!!

With reference to your application and subsequent interviews you had with us, we are pleased to give you the offer as "Resource Specialist Trainee" in NewAgeSys Solutions (P) Ltd. During your Training Period, your Salary would be ₹ 20,000/- without any deductions. Your Salary & CTC Break-up on successful completion of your Training Period will be as follows:

SALARY & CTC BREAK-UP		
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NewAgeSys Solutions (P) Ltd.[®]

Solving Tomorrow's Problems Today

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Please send us an email as an acknowledgment of receiving this offer, on or before the expiry of the offer validity. This offer is valid till **Monday, 10th April 2017**. We expect you to join our firm as soon as you finish your final exams.

Please feel free to contact me back for any queries on the below mentioned contact number.

For NewAgeSys Solutions (P) Ltd.

Rodney Oswin D'Cruz
Senior HR Executive
Contact: 7356-255-999

PROVISIONAL OFFER LETTER

DOJ : 10-04-2017

Dear Candidate

Congratulations on your selection!!!

We are pleased to confirm that you have been selected for ICICI BANK to join them as SALES OFFICER after completion of your 15 days training program in Chennai.

You are expected to be present at our Training Campus at Chennai on 10-04-2017 by 10.00 am with the below documents and training fees.

- a) Date of birth proof certificate (copy of passport / birth certificate/ S.S.L.C) Two copies
 - b) Original Academic certificates (all from 10th to Higher education) / ID Proof / Address Proof / Photo ID.
 - c) 12 Passport size photographs (Recent)
2. This offer will be valid only provided you don't have any backlogs in your under graduation while joining.
3. Please sign the enclosed copy of this letter and return it to TVS Training & Services Ltd to indicate your acceptance of this offer.

We are confident that you will be able to make a significant contribution to the success of ICICI Bank and we look forward your joining and wishing you success with ICICI Bank.

Yours truly,

V.R. Sankar

V.R.Sankar
Head-Staffing Solutions



TVS TRAINING & SERVICES LIMITED

No.86E/2 2nd Main Road, Ambathur Industrial Estate - 600 058

Tel: 044 - 4246 6600 Fax: 044 - 2476 0808 web: www.tvsts.com



www.drizeesofttech.com

INTERNSHIP OFFER LETTER

03rd March 2017

Mr. Ginn Prasad

Kozhikunnathu House,

Puthenpeedika, Omalloor PO,

Pathanamthitta - 689647.

Dear Ginn Prasad,

Congratulations! With reference to your application and subsequent discussions with us, we are pleased to inform you that you have been selected for internship with Drizee Softtech for HR Recruitment as **HR Intern**.

We take this opportunity to applaud and appreciate your decision to join us. Your current working location will be at **Drizee Softtech, Cochin** and you are requested to report on **06th March, 2017** at **09.30 a.m.**

You would be serving an internship period of One (1) Month in Drizee during which your Stipend will be based on your performance, review and your Authorities' reports. As confirmation of your acceptance, please sign the duplicate copy of this Internship Offer Letter and submit the same to us during your joining.

Welcome onboard! We look forward to a mutually fruitful association.

With best regards,

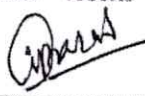
For Drizee Softtech



I accept the offer for internship and related terms and conditions. I will join by

6th March 2017

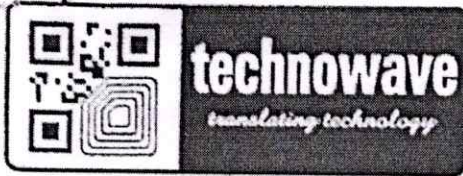
Name, Ginn Prasad

Signature, 

Date, 03-03-2017

ADDRESS

No. 36/240, 4th Floor, PDR Bhavan, Palliyil Lane, Foreshore Road,
Ernakulam Village, Cochin - 682016.

**TECHNOWAVE ID SYSTEMS (P) LIMITED**

XI-196-E, Manapurath Bldgs.

Padamughal, Kakkanad

Cochin, Kerala-682 021, India

Tel: +91 484 2425589, 2425863, 4069406

Fax: +91 484 2426934

E-mail: salesindia@technowavegroup.com

March 20, 2017

To,
Mr Amal T Jacob,
Kakrickal (H),
Alampally Estate
Pasuppara PO,
Idukki.

Dear Mr Amal,

Subject : Letter of Appointment.

With reference to your campus recruitment process and subsequent interview that you had with us, we have pleasure in offering you an appointment as Management Trainee in our organization on the following terms and conditions:

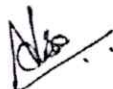
1. You will be appointed on **probation for a period of six months**. You will be imparted with comprehensive training on sales activity and **on the job training (OJT)** during the probation period. Performance of assigned duties and responsibilities under probation period shall be subject to evaluation by an appropriate authority. On satisfactory completion of probationary period, you will be confirmed in the service of the organization. If your work & conduct during this period is not satisfactory, the period of probation may be extended at the discretion of the management or your employment will be withheld.
2. Your remuneration structure will be as per the annexure A. We expect your Total monthly Gross salary to be Rs. 20,000 per month after confirmation of employment.
3. In addition to the gross salary, you will be entitled for incentives @ 1.5% on the revenue target given to you with desired profit margins that are pre-defined.
4. There are no revenue targets for the first 3 months as we consider it as training and prospect generation time. We expect a minimum business of Rs. 3 lakhs per month during probation (applicable only for 3 months) and Rs. 4 lakhs per month after confirmation of your employment.
5. The incentives are paid as per the incentive policy of the company. Incentives are settled annually. However, if the performance is consistent for 6 months with order backlogs for remaining period of the year, the same shall be settled quarterly as well.
6. You will be entitled for travel allowances at actual for kilometers above 50 km radius from your base location @ Rs 2 / kilometer
7. If your performance is outstanding, the benefits will be reviewed and enhanced time to time. The net benefits are purely based on your overall performance. In general, the performance appraisal is done in the month of April for all staff.
8. You will be required to serve the organization for a minimum period of Twenty Four months from the date of confirmed employment. So your total commitment shall be 30 months from the date of joining. If you fail to meet this commitment,

- you will refund the organization the entire amount of payment made to you during the training/ probation period besides reimbursement of all expenses incurred on account of your training with the organization. You are bound to execute an official bond to honour the commitment.
9. Though you are hired as a "Management Trainee", your official designation will be Sales Engineer as we wish to have a suitable designation to sell Technical products.
 10. Your primary responsibility will be to develop business in the designated territory of Kerala and outside for the selected solutions. This will include prospecting new customers, study the operation hurdles and suggest suitable solutions, prepare proposals, do presentations, manage marketing activities etc. in a structured way. You will work with a specific revenue target and your prime responsibility is to achieve the revenue target. Though your territory is within Kerala, you may be addressing customers outside Kerala as well if required.
 11. You will report to the Operations Head for all day to day activities but it can be changed to such other person /designation that may be decided by the management & communicated to you. You have to send periodical report of your activities in a prescribed format to your reporting person / officiating executive.
 12. The office hours will be from 9 a.m. to 1 p.m. and 2 p.m. to 6 p.m. from Monday to Friday and 9.a.m to 2 p.m. on Saturdays.
 13. You will be provided with a CRM login under organization's CRM software & you are required to update your activities in the CRM regularly. The entry into CRM is after every sales call and this will be done through the mobile app and detailed entries shall be done during any time of the day.
 14. On completion of your minimum period of the service, you will be at liberty to resign from the service of the company after giving 60 days notice or payment in lieu thereof for proper handover to the successor being recruited. In the event of resignation, the same has to be given with proper handover of Documentation, Source codes, Hardware Equipments to the concerned. In case of termination of your employment, the company will provide you 30 days notice.
 15. The company will expect you to work, in a very professional way, with a high standard of initiative, efficiency and economy. Self discipline and self development are key to your growth in this company.
 16. At all times, you will employ yourself in the business of the company and will not enter directly or indirectly into or engage in other employment service or speculation whatsoever.
 17. You will not give out any one, by word of mouth or otherwise, particulars or details of our processes, technical know-how, security arrangements, administrative and/or organizational matters of a confidential or secret nature which it may be your personal privilege to know by virtue of your being our employee.
 18. If it is found that any valuable information is been transferred, the company shall take necessary legal action.
 19. On probationary period organization reserve the right to terminate the employee without giving notice period. However employee deserves to give notice period of 30 days during probation by honouring the terms of clause 8 of this offer letter.
 20. You will not join any of our principals/suppliers, associate companies, competitors or clients for a period of One Year immediately after leaving the company. This will be a legal binding executed in the bond of service.
 21. The materials assigned you in connection with your job shall not be used for self / for others without written consent from the authority. You will be responsible for

- safekeeping and return in good condition and order of all organization property, which may be in your use, custody or charge.
22. You will be required to comply with all such rules & regulations as the organization from time to time.
23. You must not accept or give gifts & other benefits without prior approval from the concerned authorities. You should actively, but sensitively discourage others from offering personal benefits and asking for personal benefits.
24. If you accept the above terms and conditions, you are requested to return the duplicate copy of this letter of appointment duly signed by you in token of your acceptance and send us back on or before 25th March, 2017.
25. While reporting for duty, please bring the following items along with originals and Stamp paper for Rs 100 purchased in your name.
- Passport Size Photograph – 2 No
 - Originals of all certificate (returnable after verification)
 - Copy of address proof
 - Copy of ID proof
 - Copy of driving license (if any)

Thanking you and we wish you good luck.

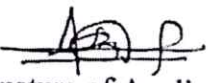
For Technowave ID Systems (P) Limited,


Asha Sebastian
Operations Manager



I accept the appointment and its terms and conditions. I shall report for duty on 10th April 2017.

Date: 24-03-2017.
Place: Thruvankulam.


Signature of Applicant



Oréll Technosystems (India) Pvt. Ltd.

HQ: 1st Floor, BCG Tower, Opp. CSEZ,
Seaport Airport Road, Kakkanad, Kochi - 682 037.
Tel : +91 484 4141 000 to 099 (100 Lines)
Fax : +91 484 4141 041, E-mail : info@orell.in
ISO 9001 : 2008 Certified Company

Date: 16/03/2017

HRD/OL/AD/2017/98

Offer Letter

To,
Ms. Sharan Mariam Varghese
Palayiparambil House,
Karakkal P.O.,
Thiruvalla.

Dear Ms. Sharan,

With reference to your interview, we are pleased to offer you the position of **Front Office Coordinator** within our Department of Administration. You will be on probation for initial six months. Your responsibilities will include all that has been communicated to you in-person by the management.

The offered position is full-time, beginning on **Monday March 27th 2017**. During the time of probation your initial salary will be **Rs.6000/- (Six Thousand Only)**. After successful completion of 6 months' probation the confirmation and increment to follow will again be solely based on your performance at the discretion of the management.

Further employment and upward revision of your remuneration will be subject to satisfactory completion of the period of training. Failure to complete a minimum of thirty (30) days and or one month of service will not entitle you for any compensation/salary/benefits during that period. During the period of training, you will not be entitled for any type of leave. Leave or absence if any during this period will be treated as loss-of-pay. While we are certain that you will find Oréll an exciting place to develop and advance your career we trust that your knowledge and skills will prove to be invaluable for the Company.

During the period of training, either party may terminate the contract by giving one month notice in lieu of notice. During your notice period, you shall handover all documents and materials relating to your work and ensure a smooth transition of your duties and responsibilities. If you fail to complete the handover during the notice period, the Company shall be fully entitled to require and compel you to stay one more month after the notice period has ended to complete the hand over failing which you will not be entitled for anything including the salary of the month.

Responsibilities:

- You will be responsible for all admin activities of Oréll as specified by the company.
- Need to support the Sales and marketing team, Technical Team & Accounts Department.

Competencies and skills:

- Should be able to handle all client calls.
- It is imperative that we maintain good work ethics and you are requested to abide by the Company policies and procedures set for controlled expenses.

Daily reporting to your Supervisor – You are expected to send in your report on the activities for the day, without fail, to your Supervisor. You will abide by the rules and regulations of the Company as may be in force from time to time and if any violation made would be subjected to the Disciplinary action.

Confidentiality:

You shall not disclose to any third party any confidential information obtained during your course of training unless expressly authorized by the Company. Confidential information for the purposes of this contract includes and is not limited to trade secrets, business plans, strategies, financial information and any other information that will affect the Company's competitive position. Your obligations to maintain confidentiality and secrecy shall apply after your employment until such time that the information is no longer confidential or has been made public by the Company.

This letter of offer is based on the information furnished in your application for employment and during the interviews you had with us. If, at any time in future, it comes to light that any of this information is incorrect or any relevant information has been withheld, then your employment is liable to be terminated without notice.

We welcome you to our organization and look forward to your contribution to the growth of the organization and yourself.

Kindly sign and return to us the duplicate copy of this letter as your acceptance.

Wish you all the best and happy selling!

Yours sincerely,

For Oréll Techno systems (India) Pvt. Ltd.

mishasoney

Human Resources Department

I do hereby acknowledge receipt of this letter and confirm my acceptance of the position offered.

Signature.....Sharan.....

Date.....16-03-2017.....

Name.....Sharan. Mariam. Vaghese.....

Place.....Thiruvalla.....

Mr. Sujith Kumar S
 Kizhakkeperambil House
 Venpala PO
 Thiruvalla 689 114

29.03.2017

Dear Mr. Sujith,

Subject : Letter of Appointment.

Further to the interview with us, we have pleasure in offering you an appointment as **Software Engineer** in our company on the following terms and conditions:

1. You will be appointed for training for a period of **Six Months**. On successful completion of your training period, you will be on probation for a period of next six months. You will be imparted with **on the job training (OJT)** during the probation period. On satisfactory completion of probationary period, you will be confirmed in the service of the company.
2. You will be entitled for a stipend of **Rs 10,000/-(Rupees Ten Thousand only)** during your training period.
3. Your remuneration structure will be as follows on successful completion of your training period.

Basic Salary	Rs.	6,000
HRA	Rs	1,500
CCA	Rs	1,500
Medical	Rs	1,500
Conveyance Allowance	Rs	1,500
Gross Salary	Rs.	12,000

4. If your work and conduct during this period is not satisfactory, the period of probation may be extended at the discretion of the management.
5. You will be required to execute a **bond** before joining the company under this letter of appointment, to serve the company for a minimum period of Thirty Months from the date of joining failing which you will refund the company the entire amount of payment made to you during the training/probation period besides reimbursements of all expenses incurred on account of your training with the company.
6. Upon confirmation, in addition to the gross salary, you will be entitled for incentives as per the incentive policy of the company.
7. If your performance is outstanding, the benefits will be reviewed and enhanced time to time. The net benefits are purely based on your overall performance.
8. You will be in charge of application development, testing and deployment of software applications. You will be responsible to look after the entire, systems study, documentation, design, development, testing and maintenance of software solutions. For technical support you will be assisted from our engineers based at Middle East Branches / Associate companies.

9. The office hours will be from 9 a.m. to 1 p.m. and 2 p.m. to 6 p.m. from Monday to Friday and 9.a.m to 2.00 p.m. on alternate Saturdays.
10. The company will expect you to work, in any section in which you are placed, with a high standard of initiative, efficiency and economy.
11. At all times, you will employ yourself in the business of the company and will not enter directly or indirectly into or engage in other employment service or speculation whatsoever.
12. You will not give out any one, by word of mouth or otherwise, particulars or details of our processes, technical know-how, security arrangements, administrative and/or organizational matters of a confidential or secret nature which it may be your personal privilege to know by virtue of your being our employee.
13. If it is found that any valuable information is been transferred, the company shall take necessary legal action.
14. You will have to send your daily activity sheet in prescribed format duly filled to the **Project Manager**.
15. On completion of your minimum period of the service bond, you will at liberty to resign from the service of the company after giving two month's notice or payment in lieu thereof. In the event of resignation, the same has to be given with proper handover of Documentation, Source codes, Hardware Equipments to the concerned. In case of termination of your employment, the company will provide you 30 days notice.
16. You will not join any of our Principals/Suppliers, Associate companies, competitors or clients for a period of one year after leaving the company.
17. The computers, Laptops, Mobile Devices, Software resources and related materials assigned you in connection with your job shall not be used for self / for others without written consent from the authority.
18. If You accept the above terms and conditions, you are requested to return the duplicate copy of this letter of appointment duly signed by you in token of your acceptance.
19. While reporting for duty, please bring the copies of your latest photograph in passport size, copy of certificates/ testimonials, address proof copy and driving licence and stamp paper of Rs 100/- purchased in your name.

Thanking you and we wish you good luck.

For Technoway Software Solution (P) Ltd.,

Sasidharan P I
Director

I accept the appointment and its terms and conditions. The original of this letter is in my possession.

Place:

Name: Mr. Sujith Kumar S

Date:

Sign: 

Ms. Lekshmi S Krishnan
 Kochumalayil Kizhakkethil Veedu
 Uliyakovil PO
 Kollam 691 019

29.03.2017

Dear Ms. Lekshmi,

Subject : Letter of Appointment.

Further to the interview with us, we have pleasure in offering you an appointment as **Software Engineer** in our company on the following terms and conditions:

1. You will be appointed for training for a period of **Six Months**. On successful completion of your training period, you will be on probation for a period of next six months. You will be imparted with **on the job training (OJT)** during the probation period. On satisfactory completion of probationary period, you will be confirmed in the service of the company.
2. You will be entitled for a stipend of **Rs 10,000/- (Rupees Ten Thousand only)** during your training period.
3. Your remuneration structure will be as follows on successful completion of your training period.

Basic Salary	Rs.	6,000
HRA	Rs	1,500
CCA	Rs	1,500
Medical	Rs	1,500
Conveyance Allowance	Rs	1,500
Gross Salary	Rs.	12,000

4. If your work and conduct during this period is not satisfactory, the period of probation may be extended at the discretion of the management.
5. You will be required to execute a **bond** before joining the company under this letter of appointment, to serve the company for a minimum period of Thirty Months from the date of joining failing which you will refund the company the entire amount of payment made to you during the training/probation period besides reimbursements of all expenses incurred on account of your training with the company.
6. Upon confirmation, in addition to the gross salary, you will be entitled for incentives as per the incentive policy of the company.
7. If your performance is outstanding, the benefits will be reviewed and enhanced time to time. The net benefits are purely based on your overall performance.
8. You will be in charge of application development, testing and deployment of software applications. You will be responsible to look after the entire, systems study, documentation, design, development, testing and maintenance of software solutions. For technical support you will be assisted from our engineers based at Middle East Branches / Associate companies.

9. The office hours will be from 9 a.m. to 1 p.m. and 2 p.m. to 6 p.m. from Monday to Friday and 9.a.m to 2.00 p.m. on alternate Saturdays.
10. The company will expect you to work, in any section in which you are placed, with a high standard of initiative, efficiency and economy.
11. At all times, you will employ yourself in the business of the company and will not enter directly or indirectly into or engage in other employment service or speculation whatsoever.
12. You will not give out any one, by word of mouth or otherwise, particulars or details of our processes, technical know-how, security arrangements, administrative and/or organizational matters of a confidential or secret nature which it may be your personal privilege to know by virtue of your being our employee.
13. If it is found that any valuable information is been transferred, the company shall take necessary legal action.
14. You will have to send your daily activity sheet in prescribed format duly filled to the **Project Manager**.
15. On completion of your minimum period of the service bond, you will at liberty to resign from the service of the company after giving two month's notice or payment in lieu thereof. In the event of resignation, the same has to be given with proper handover of Documentation, Source codes, Hardware Equipments to the concerned. In case of termination of your employment, the company will provide you 30 days notice.
16. You will not join any of our Principals/Suppliers, Associate companies, competitors or clients for a period of one year after leaving the company.
17. The computers, Laptops, Mobile Devices, Software resources and related materials assigned you in connection with your job shall not be used for self / for others without written consent from the authority.
18. If You accept the above terms and conditions, you are requested to return the duplicate copy of this letter of appointment duly signed by you in token of your acceptance.
19. While reporting for duty, please bring the copies of your latest photograph in passport size, copy of certificates/ testimonials, address proof copy and driving licence and stamp paper of Rs 100/- purchased in your name.

Thanking you and we wish you good luck.

For Technoway Software Solution (P) Ltd.,

Sasidharan P I
Director

I accept the appointment and its terms and conditions. The original of this letter is in my possession.

Place:

Name: Ms. Lekshmi S Krishnan

Date:

Sign:



March 25, 2017



Ref No: CAN014239

Mr. RIXON ROY

Kochuparambil House, Cherukol Po, Kozhenchery, Pathanamthitta,
Kozhenchery,
Kerala-689650.

Mob No.: 9656065181

Dear **Mr. RIXON ROY**,

SUB: EMPLOYMENT OFFER AS "PRODUCT EXECUTIVE"

This refers to your application & to the subsequent interview you had with us. In this connection, we are pleased to offer you the post of **"PRODUCT EXECUTIVE"** in the grade of **"OP2"** in our organization on the following terms and conditions.

1. Your Place of Posting will be at our **CHENGANNUR OFFICE** located at, 1ST FLOOR, ERATTUKULANGARA SHIBU SADANAM, MULAKKUZHA PO, CHENGANNUR, CHENGANNUR-689505 and your work place shall be at our **CHENGANNUR**.
2. You shall be responsible for growth & development of our **Commercial Vehicle Finance Business and Recovery** of the territory allotted to you.
3. You will report to **Branch Head** and shall carry out all assignments as delegated to you from time to time.
4. You will be paid a total remuneration of **Rs.1,21,176/- p.a.** The Break-up of which is enclosed.
5. You will be entitled for **VEHICLE REIMBURSEMENT of Rs.1500.00/-p.m. and PETROL REIMBURSEMENT Rs.4000.00/-p.m.** on Production of R.C. book along with driving license copy duly approved by Branch Head for official travel.
6. You will be also entitled for **TELEPHONE REIMBURSEMENT of Rs.750.00/-p.m.**
7. The above reimbursements such as **VEHICLE REIMBURSEMENT, PETROL REIMBURSEMENT and TELEPHONE REIMBURSEMENT** shall be withdrawn if there is any change in your responsibility and grade.
8. You will be entitled for performance based incentive as per company's policy, which will be released at the sole discretion of the management.
9. You will be entitled for Gratuity as per statutory rules.
10. You will be on **probation for a period of six months** effective from the date of joining. After successful completion of probation, you will be confirmed in the services of the Company.
11. You shall produce the following documents prior or on joining our organization.
 - a. 2 Passport Size Photos.
 - b. Xerox of Pan card & Aadhaar card (compulsory).
 - c. Copy of Address ID proof.
 - d. Proof of Educational Qualification (Original & Xerox Copy).
 - e. Relieving & Experience Letter from Current Employer.
 - f. Proof of Current Remuneration.
 - g. Driving License submission is mandatory for operations.

The offer is being made on the particulars of your qualifications, training, experience, age present or previous remuneration and benefits etc. furnished by you in your bio-data/ application for employment in our organization. Should any of the particulars furnished by you be found to be incorrect, and/or any of the documents/certificates submitted by you is found to be not genuine, your services shall liable to be terminated without any notice or notice pay in lieu of notice or any terminal benefits.

This Offer of Employment is valid for a period of 15 days only and the above specified documents are compulsorily required to be produced on joining, failing to which, your offer of employment stands cancelled and withdrawn automatically.

We will appreciate if you could send us a confirmation that these terms and conditions are acceptable to you and would join us at the earliest with intimation to **SHAJIN V-ASSISTANT MANAGER-shajin.v@stfc.in (on Contact No. 09037207287)**.

Please sign and return to us the duplicate copy of this letter as a token of your acceptance of this offer.

Best Wishes,

HR Department

**** This is a system generated letter & does not require signature.**


(Accepted)

Shriram Transport Finance Company Limited

HR & Infra Office: No.1-7, 1st Floor, A Wing, Aggarwal Trade Centre, Plot No.62, Sector-11, C.B.D. Belapur, Navi Mumbai-400 614, Tel.: +91 22 4114 9595, Fax: +91 22 4114 9596.
Registered Office: Mookambika Complex, 3rd Floor, No. 4, Lady Desika Road, Mylapore, Chennai-600 004, Tamil Nadu, India. Tel.: +91 44 2499 0356 | Fax: +91 44 2499 3272.
Website: www.stfc.in | Corporate Identity Number (CIN)-L65191TN1979PLC007874.



REMUNERATION DETAILS OF MR.RIXON ROY
(PRODUCT EXECUTIVE - OP2)

S.NO.	COMPONENTS	AMOUNT MONTHLY	AMOUNT YEARLY
1.	BASIC SALARY	4000.00	48000.00
2.	HOUSE RENT ALLOWANCE	1000.00	12000.00
3.	MEDICAL REIMBURSEMENT	1250.00	15000.00
4.	EDUCATION ALLOWANCE	200.00	2400.00
5.	OTHER ALLOWANCE	70.00	840.00
6.	TRANSPORT ALLOWANCE	1800.00	21600.00
	GROSS	8320.00	99840.00
7.	INSURANCE BENEFITS	250.00	3000.00
8.	PROVIDENT FUND	728.00	8736.00
9.	BONUS/EXGRATIA	800.00	9600.00
	CTC	10098.00	121176.00

NOTE:

1. Item on Sr.No. 1 to 6 shall be paid through salary.
2. Item on Sr.No. 7 shall be towards insurance benefits.
3. Item on Sr.No. 8 is company's contribution towards your Provident Fund.
4. Item on Sr.No. 9 as and when declared.

HR Department

(Accepted)

** This is a system generated letter & does not require signature.

Shriram Transport Finance Company Limited

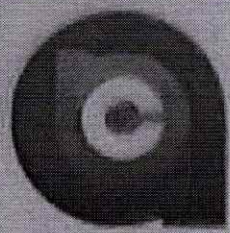
HR & Infra Office: No.1-7, 1st Floor, A Wing, Aggarwal Trade Centre, Plot No.62, Sector-11, C.B.D. Belapur, Navi Mumbai-400 614, Tel.: +91 22 4114 9595, Fax: +91 22 4114 9596.
Registered Office: Mookambika Complex, 3rd Floor, No. 4, Lady Desika Road, Mylapore, Chennai-600 004, Tamil Nadu, India. Tel.: +91 44 2499 0356 | Fax : +91 44 2499 3272.
Website : www.stfc.in | Corporate Identity Number(CIN)-L65191TN1979PLC007874.

wipro

Devika S

[REDACTED]
O+





AOIRE

BUSINESS CONSULTANTS PVT LTD

Creating Business Values



SREENATH P NAMBIAR

Software Engineer - SAP

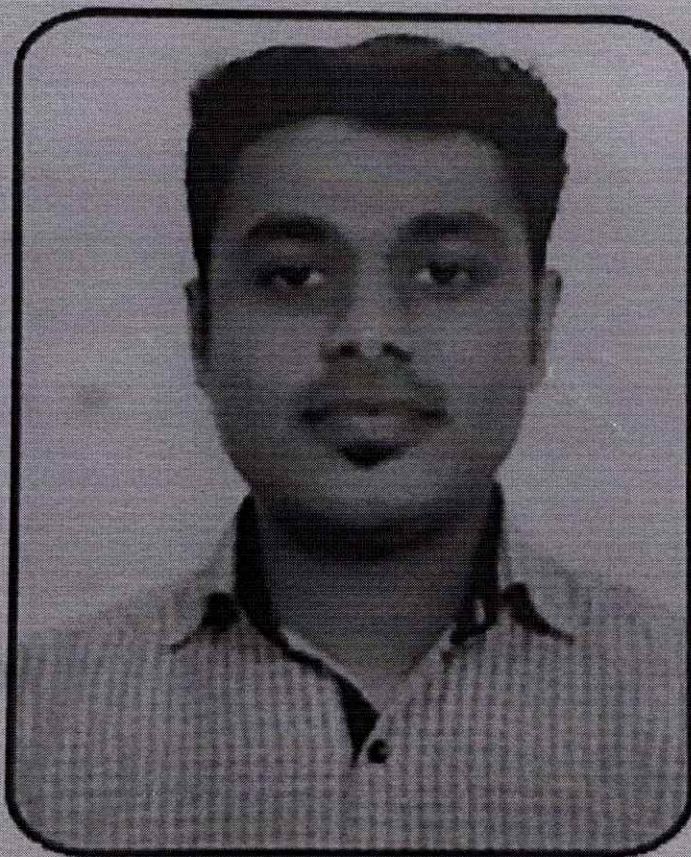
Emp Id : 100006

Blood Gp : A+ve

WWW.AOIREC.COM

THINKSYS

Engagements that work



Lijo Rajan

Emp. Id : 10421

Blood Group:AB+

Allianz 



Beena Devi Venkitta

189594

Blood Group : O-ve