



**MAR ATHANASIOS COLLEGE FOR ADVANCED STUDIES TIRUVALLA
(MACFAST)**



MACFASTTM
Igniting wisdom since 2001

Offer Letter 2020-21

MAR ATHANASIOS COLLEGE FOR ADVANCED STUDIES TIRUVALLA (MACFAST)

Tiruvalla, Pathanamthitta, Kerala 689 101





PRIVATE AND CONFIDENTIAL

Reference No. - 1384047002

Applicant ID - 4345441

30-Mar-2021

Anju John

Dear Anju,

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

Please find enclosed the job offer letter. Kindly note, that the offer of appointment is subject to you having fulfilled the requirements of successful completion of the degree programme within the timeline- which is the basic requirement of your eligibility. In an event, where the laid out requirements are not met within the stipulated timeline, this offer shall be withdrawn, cancelled and stand revoked which please take a note of.

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

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

E-Mail Address : icicicareers@icicibank.com

Telephone No. : 022-71872500

Yours sincerely,

ICICI Bank HR Team

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

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

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

Remuneration Details
Name : Anju John

Position: Assistant Manager

Group: RETAIL BANKING GROUP

	Assistant Manager	
	Monthly	Annual
Basic	7000	84,000
HRA	3,500	42,000
Supplementary Allowance *	12,000	1,44,000
Superannuation Allowance **	1050.00	12,600
Total	23,550	2,82,600
Retirals		
Retirals (PF, Gratuity) ***	2,383	28,596
Total CTC	25,933	3,11,196
Performance Linked Retention Pay #	2,250	27,000
Total (Incl PLRP)	28,183	3,38,196

* Supplementary allowance will include Conveyance / Travel allowance, LTA, Medical, Canteen and any other allowance

*** You will be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy

#Please note that there is no guaranteed performance linked retention pay, subject to however provisions of the payment of Bonus Act 1965, wherever applicable.

Date: 30-Mar-2021

Digitally signed by AMIT ANAND

Date: 2021.03.30 20:26:22 +05:30

Reason: Offer Letter

Location: Mumbai



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

Tel.: (91-22) 2653 1414
Fax: (91-22) 2653 1122
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Regd. Office : ICICI Bank Tower,
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Old Padra Road,
Vadodara 390 007, India.



PRIVATE AND CONFIDENTIAL

Reference No. - 1384047008

Applicant ID - 4345956

30-Mar-2021

Anju Prakash

Dear Anju,

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

Please find enclosed the job offer letter. Kindly note, that the offer of appointment is subject to you having fulfilled the requirements of successful completion of the degree programme within the timeline- which is the basic requirement of your eligibility. In an event, where the laid out requirements are not met within the stipulated timeline, this offer shall be withdrawn, cancelled and stand revoked which please take a note of.

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Telephone No. : 022-71872500

Yours sincerely,

ICICI Bank HR Team

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ICICI Bank Towers
Bandra-Kurla Complex
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Tel.: (91-22) 2653 1414
Fax: (91-22) 2653 1122
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CIN.: L65190GJ1994PLC021012

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



Remuneration Details

Name : Anju Prakash

Position: Assistant Manager

Group: RETAIL BANKING GROUP

	Assistant Manager	
	Monthly	Annual
Basic	7000	84,000
HRA	3,500	42,000
Supplementary Allowance *	12,000	1,44,000
Superannuation Allowance **	1050.00	12,600
Total	23,550	2,82,600
Retirals		
Retirals (PF, Gratuity) ***	2,383	28,596
Total CTC	25,933	3,11,196
Performance Linked Retention Pay #	2,250	27,000
Total (incl PLRP)	28,183	3,38,196

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Date: 30-Mar-2021

Digitally signed by AMIT ANAND

Date: 2021.03.30 20:27:16 +05:30

Reason: Offer Letter

Location: Mumbai

ICICI Bank Limited

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

Tel.: (91-22) 2653 1414

Fax: (91-22) 2653 1122

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CIN.: L65190GJ1994PLC021012

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Old Padra Road,
Vadodara 390 007, India.



PRIVATE AND CONFIDENTIAL

Reference No. - 1384054286

Applicant ID - 4345298

05-Apr-2021

BIBIN BABU

Dear BIBIN,

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

Please find enclosed the job offer letter. Kindly note, that the offer of appointment is subject to you having fulfilled the requirements of successful completion of the degree programme within the timeline- which is the basic requirement of your eligibility. In an event, where the laid out requirements are not met within the stipulated timeline, this offer shall be withdrawn, cancelled and stand revoked which please take a note of.

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Yours sincerely,

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

Remuneration Details
Name : BIBIN BABU

Position: Assistant Manager

Group: RSPPG

	Assistant Manager	
	Monthly	Annual
Basic	7000	84,000
HRA	3,500	42,000
Supplementary Allowance *	10,000	1,20,000
Superannuation Allowance **	1050.00	12,600
Total	21,550	2,58,600
Retirals		
Retirals (PF, Gratuity) ***	2,383	28,596
Total CTC	23,933	2,87,196
Performance Linked Retention Pay #	2,250	27,000
Total (incl PLRP)	26,183	3,14,196

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Date: 05-Apr-2021



PRIVATE AND CONFIDENTIAL

Reference No. - 1384047009

Applicant ID - 4344429

30-Mar-2021

CHRISTIN TITUS

Dear CHRISTIN,

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

Please find enclosed the job offer letter. Kindly note, that the offer of appointment is subject to you having fulfilled the requirements of successful completion of the degree programme within the timeline- which is the basic requirement of your eligibility. In an event, where the laid out requirements are not met within the stipulated timeline, this offer shall be withdrawn, cancelled and stand revoked which please take a note of.

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

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Yours sincerely,

ICICI Bank HR Team

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CIN.: L65190GJ1994PLC021012

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



Remuneration Details

Name : CHRISTIN TITUS

Position: Assistant Manager

Group: RETAIL BANKING GROUP

	Assistant Manager	
	Monthly	Annual
Basic	7000	84,000
HRA	3,500	42,000
Supplementary Allowance *	12,000	1,44,000
Superannuation Allowance **	1050.00	12,600
Total	23,550	2,82,600
Retirals		
Retirals (PF, Gratuity) ***	2,383	28,596
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Date: 30-Mar-2021

Digitally signed by AMIT ANAND

Date: 2021.03.30 21:04:22 +05:30

Reason: Offer Letter

Location: Mumbai

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

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

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



PRIVATE AND CONFIDENTIAL

Reference No. - 1384047010

Applicant ID - 4344087

30-Mar-2021

DIVYA BINU

Dear DIVYA,

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

Please find enclosed the job offer letter. Kindly note, that the offer of appointment is subject to you having fulfilled the requirements of successful completion of the degree programme within the timeline- which is the basic requirement of your eligibility. In an event, where the laid out requirements are not met within the stipulated timeline, this offer shall be withdrawn, cancelled and stand revoked which please take a note of.

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Telephone No. : 022-71872500

Yours sincerely,

ICICI Bank HR Team

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

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

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



Remuneration Details

Name : DIVYA BINU

Position: Assistant Manager

Group: RETAIL BANKING GROUP

	Assistant Manager	
	Monthly	Annual
Basic	7000	84,000
HRA	3,500	42,000
Supplementary Allowance *	12,000	1,44,000
Superannuation Allowance **	1050.00	12,600
Total	23,550	2,82,600
Retirals		
Retirals (PF, Gratuity) ***	2,383	28,596
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Date: 30-Mar-2021

Digitally signed by AMIT ANAND

Date: 2021.03.30 21:04:49 +05:30

Reason: Offer Letter

Location: Mumbai

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

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

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



PRIVATE AND CONFIDENTIAL

Reference No. - 1384049252

Applicant ID - 4346928

01-Apr-2021

Febin Samuel Eapen

Dear Febin,

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

Please find enclosed the job offer letter. Kindly note, that the offer of appointment is subject to you having fulfilled the requirements of successful completion of the degree programme within the timeline- which is the basic requirement of your eligibility. In an event, where the laid out requirements are not met within the stipulated timeline, this offer shall be withdrawn, cancelled and stand revoked which please take a note of.

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Telephone No. : 022-71872500

Yours sincerely,

ICICI Bank HR Team

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

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Fax: (91-22) 2653 1122
Website www.icicibank.com
CIN.: L65190GJ1994PLC021012

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

:2:

Reference No. - 1384049252

Febin Samuel Eapen

- **Notice Period:** In case you decide to leave the Bank's services during probation period or after confirmation, you will be required to give thirty days' notice. The Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the gross salary for the notice period so reduced/waived off.

After confirmation, your services would be liable to be terminated by the Bank, by giving thirty days' notice or on payment of thirty days' gross salary in lieu of the notice period.

- **Transfer:** The Bank shall have the right to transfer/depute you to any of its offices or ICICI group companies in India and abroad.
- **Joining Competitor:** In the event of termination of your services by the Bank or your resignation from the services of the Bank, you shall not join any Banking or Financial Services Company for a period of six months from the date of resignation/termination.
- Please note that during the course of your services with the Bank or in the event of cessation of your services in future, due to any reason whatsoever, you shall, for a period of six months from the date of such cessation, directly or indirectly, either on your own accord or on behalf or in conjunction with any other person/s, firm or company refrain/desist from canvassing or soliciting or attempting to or inducing any employee(s)/business associate(s) to leave their current employment with the Bank/Group Companies/Business Partners to join the services of your new employer/firm/company or any other competitor of the Bank/Group Companies/Business Partners. Any act in contravention of the above provision shall entail initiation of appropriate action as deemed fit by the Bank.
- Please note that during the course of your services with the Bank you cannot be a member of any anti-social/national outfits or of any outfit which is declared as banned by the Government. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.

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

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Fax: (91-22) 2653 1122
Website www.icicibank.com
CIN.: L65190GJ1994PLC021012

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

Remuneration Details
Name : Febin Samuel Eapen

Position: Assistant Manager

Group: RETAIL BANKING GROUP

	Assistant Manager	
	Monthly	Annual
Basic	7000	84,000
HRA	3,500	42,000
Supplementary Allowance *	10,000	1,20,000
Superannuation Allowance **	1050.00	12,600
Total	21,550	2,58,600
Retirals		
Retirals (PF, Gratuity) ***	2,383	28,596
Total CTC	23,933	2,87,196
Performance Linked Retention Pay #	2,250	27,000
Total (incl PLRP)	26,183	3,14,196

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Date: 01-Apr-2021

Digitally signed by AMIT ANAND

Date: 2021.04.01 19:36:35 +05:30

Reason: Offer Letter

Location: Mumbai

ICICI Bank Limited

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

Tel.: (91-22) 2653 1414

Fax: (91-22) 2653 1122

 Website www.icicibank.com

CIN.: L65190GJ1994PLC021012

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



PRIVATE AND CONFIDENTIAL

Reference No. - 1384047235

Applicant ID - 4343982

01-Apr-2021

JOJIS JOSEPH

Dear JOJIS,

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

Please find enclosed the job offer letter. Kindly note, that the offer of appointment is subject to you having fulfilled the requirements of successful completion of the degree programme within the timeline- which is the basic requirement of your eligibility. In an event, where the laid out requirements are not met within the stipulated timeline, this offer shall be withdrawn, cancelled and stand revoked which please take a note of.

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Telephone No. : 022-71872500

Yours sincerely,

ICICI Bank HR Team

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

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

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

Remuneration Details
Name : JOJIS JOSEPH

Position: Assistant Manager

Group: RETAIL BANKING GROUP

	Assistant Manager	
	Monthly	Annual
Basic	7000	84,000
HRA	3,500	42,000
Supplementary Allowance *	12,000	1,44,000
Superannuation Allowance **	1050.00	12,600
Total	23,550	2,82,600
Retirals		
Retirals (PF, Gratuity) ***	2,383	28,596
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Total (incl PLRP)	28,183	3,38,196

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Date: 01-Apr-2021

Digitally signed by AMIT ANAND

Date: 2021.04.01 10:10:10 +05:30

Reason: Offer Letter

Location: Mumbai

ICICI Bank Limited

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

Tel.: (91-22) 2653 1414

Fax: (91-22) 2653 1122

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Vadodara 390 007, India.



PRIVATE AND CONFIDENTIAL

Reference No. - 1384047242

Applicant ID - 4346165

01-Apr-2021

Justin Samuel

Dear Justin,

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

Please find enclosed the job offer letter. Kindly note, that the offer of appointment is subject to you having fulfilled the requirements of successful completion of the degree programme within the timeline- which is the basic requirement of your eligibility. In an event, where the laid out requirements are not met within the stipulated timeline, this offer shall be withdrawn, cancelled and stand revoked which please take a note of.

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Yours sincerely,

ICICI Bank HR Team

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CIN.: L65190GJ1994PLC021012

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

Remuneration Details
Name : Justin Samuel

Position: Assistant Manager

Group: RETAIL BANKING GROUP

	Assistant Manager	
	Monthly	Annual
Basic	7000	84,000
HRA	3,500	42,000
Supplementary Allowance *	12,000	1,44,000
Superannuation Allowance **	1050.00	12,600
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Retirals		
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Date: 01-Apr-2021



PRIVATE AND CONFIDENTIAL

Reference No. - 1384046487

Applicant ID - 4344338

05-Apr-2021

Lovis Mathew

Dear Lovis,

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

Please find enclosed the job offer letter. Kindly note, that the offer of appointment is subject to you having fulfilled the requirements of successful completion of the degree programme within the timeline- which is the basic requirement of your eligibility. In an event, where the laid out requirements are not met within the stipulated timeline, this offer shall be withdrawn, cancelled and stand revoked which please take a note of.

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



Remuneration Details

Name : Lovis Mathew

Position: Assistant Manager

Group: RETAIL BANKING GROUP

	Assistant Manager	
	Monthly	Annual
Basic	7000	84,000
HRA	3,500	42,000
Supplementary Allowance *	10,000	1,20,000
Superannuation Allowance **	1050.00	12,600
Total	21,550	2,58,600
Retirals		
Retirals (PF, Gratuity) ***	2,383	28,596
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Date: 05-Apr-2021

Digitally signed by AMIT ANAND

Date: 2021.04.06 00:58:37 +05:30

Reason: Offer Letter

Location: Mumbai

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ICICI Bank Towers
Bandra-Kurla Complex
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PRIVATE AND CONFIDENTIAL

Reference No. - 1384057872
Applicant ID - 4344354

30-Mar-2021

Simi Monachan

Dear Simi,

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

Please find enclosed the job offer letter. Kindly note, that the offer of appointment is subject to you having fulfilled the requirements of successful completion of the degree programme within the timeline- which is the basic requirement of your eligibility. In an event, where the laid out requirements are not met within the stipulated timeline, this offer shall be withdrawn, cancelled and stand revoked which please take a note of.

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Telephone No. : 022-71872500

Yours sincerely,

ICICI Bank HR Team

Simi

ICICI Bank Limited
ICICI Bank Towers
Andra-Kuria Complex
Mumbai 400 051, India

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Fax: (91-22) 2653 1122
Website www.icicibank.com
CIN: L55190GJ1994PLC021012

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

Remuneration Details
Name : Simi Monachan

Position: Assistant Manager

Group: RETAIL BANKING GROUP

	Assistant Manager	
	Monthly	Annual
Basic	7000	84,000
HRA	3,500	42,000
Supplementary Allowance *	12,000	1,44,000
Superannuation Allowance **	1050.00	12,500
Total	23,550	2,82,600
Retirals		
Retirals (PF, Gratuity) ***	2,383	28,596
Total CTC	25,933	3,11,196
Performance Linked Retention Pay #	2,250	27,000
Total (incl PLRP)	28,183	3,38,196

* Supplementary allowance will include Conveyance / Travel allowance, LTA, Medical, Canteen and any other allowance

*** You will be eligible for Retirement Benefits of the Bank, namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy

#Please note that there is no guaranteed performance linked retention pay, subject to however provisions of the payment of Bonus Act 1965, wherever applicable.

Date: 30-Mar-2021

Digitally signed by AMIT ANAND

Date: 2021.03.30 18:25:31 +05:30

Reason: Offer Letter

Location: Mumbai


ICICI Bank Limited

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

Tel.: (91-22) 2653 1414

Fax: (91-22) 2653 1122

Website www.icicibank.com

CIN: L66190GJ1994PLC021012

Regd. Office : ICICI Bank Tower,

Near Chakli Circle,

Old Padra Road,

Vadodara 390 007, India.



PRIVATE AND CONFIDENTIAL

Reference No. - 1384047253

Applicant ID - 4344897

19-Apr-2021

Siva Prakash

Dear Siva,

We are pleased to make you an offer of appointment as Assistant Manager in ICICI Bank. You will be placed in Branch Banking at CHENNAI_CIT_NAGAR_BR.

Kindly note, that the offer of appointment is subject to you having fulfilled the requirements of successful completion of the degree programme within the timeline- which is the basic requirement of your eligibility. In an event, where the laid out requirements are not met within the stipulated timeline, this offer shall be withdrawn, cancelled and stand revoked which please take a note of.

The details of your remuneration and benefits are given in Annexure.

The following are the terms and conditions of the appointment.

Commencement/Term:

- You shall be required to join the Bank on or before 24-Apr-2021.
- You will be on probation for a period of one year or such extended period as may be decided by the Bank based on your performance during the probation period.
- On satisfactory completion of your probation period, including that of extended period, if any, you will be confirmed in the services of the Bank in writing.

Other Terms and Conditions of Service:

- a) Professional Ethics & Confidentiality:** While you are in the services of the Bank, you are not permitted to carry on any business or profession or enter, for any part of your time, in any capacity, the services of, or be employed by or engaged with any other firm, company or person. You will devote your whole time and attention to your office work to promote the interest of the Bank. You will not divulge details like your compensation structure (CTC), performance rating, performance bonus amount, increment, etc. and will not divulge to any person or utilize any of the Bank's secrets or other related information (which you may possess by reason of your association with the Bank) with any external agencies, press etc. outside the Bank. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- b) IT Security Practice & Procedures:** While you are in the services of the Bank, you will adhere to the IT Security Practice & Procedures as prescribed by ICICI Bank. Any instance/s of violation or any attempted violation of the aforesaid IT Security Practices and Procedures on your part shall result in disciplinary action.

ICICI Bank Limited
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CIN.: L65190GJ1994PLC021012

Regd. Office : ICICI Bank Tower,
Near Chakli Circle,
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:2:

Reference No. - 1384047253

Siva Prakash

- **Notice Period:** In case you decide to leave the Bank's services during probation period or after confirmation, you will be required to give thirty days' notice. The Bank in its sole discretion can decide to waive off/reduce the notice period depending upon the exigencies. In such case, you would be required to pay to the Bank the gross salary for the notice period so reduced/waived off.

After confirmation, your services would be liable to be terminated by the Bank, by giving thirty days' notice or on payment of thirty days' gross salary in lieu of the notice period.

- **Transfer:** The Bank shall have the right to transfer/depute you to any of its offices or ICICI group companies in India and abroad.
- **Joining Competitor:** In the event of termination of your services by the Bank or your resignation from the services of the Bank, you shall not join any Banking or Financial Services Company for a period of six months from the date of resignation/termination.
- Please note that during the course of your services with the Bank or in the event of cessation of your services in future, due to any reason whatsoever, you shall, for a period of six months from the date of such cessation, directly or indirectly, either on your own accord or on behalf or in conjunction with any other person/s, firm or company refrain/desist from canvassing or soliciting or attempting to or inducing any employee(s)/business associate(s) to leave their current employment with the Bank/Group Companies/Business Partners to join the services of your new employer/firm/company or any other competitor of the Bank/Group Companies/Business Partners. Any act in contravention of the above provision shall entail initiation of appropriate action as deemed fit by the Bank.
- Please note that during the course of your services with the Bank you cannot be a member of any anti-social/national outfits or of any outfit which is declared as banned by the Government. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.

Reference No. - 1384047253

Siva Prakash

- Please note that while joining the services of the Bank and during the course of your services with the Bank, you would be required to notify the Bank immediately with details of civil or criminal case/s instituted against you in any Court of Law or any complaint/show cause notice /prosecution with/by any Police Station or by any statutory authority, as also you will notify any outcome of such complaint like filing of Chargesheet /Arrest/Conviction/Acquittal/Discharge. Any act in breach of this term would entail initiation of appropriate action as deemed fit by the Bank.
- The Bank expects resolution of issue/s relating to your employment, if any, within the framework internally, at all times during your service period and even after cessation of service due to any reason whatsoever. As such please note that any attempt to bring any outside influence - directly or indirectly - upon any authority to further your interest/s in respect of matters pertaining to your services with the Bank would amount to breach of employment contract leading to initiation of appropriate action.
- Please note that during the course of your services with the Bank, you will not take part in any demonstration/agitation against the Bank and its official/s for or on behalf of any external bodies/political outfits- either as a member or as a sympathizer. Any act in contravention of the above would be treated as prejudicial to the interest and reputation of the Bank leading to initiation of appropriate action.
- **Termination of Employment:** Your services with the Bank are liable to be terminated:
 - Without assigning any reason and without giving any notice during probation period and after confirmation by giving thirty days' notice or on payment of thirty days' gross salary in lieu of the notice period and at any time during your services with the Bank in the event of
 - a) Any breach of the conditions mentioned in this letter on your part
 - b) You not successfully completing the degree programme within the stipulated timeline during the current academic year and non-submission of your certificate and mark sheet within 3 months of result announcement
 - c) Any incorrect information furnished by you like:
 - Mismatch in your previous employment data even for a day
 - Mismatch in your previous pay slip
 - Fake qualification certificates etc; and
 - d) Suppression of any material information by you.
 - e) Any breach of the Rules and Regulations of the Bank as applicable/may be made applicable to you from time to time.

Reference No. - 1384047253

Siva Prakash

• General:

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

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

Yours sincerely,

Amit Anand
Business HR Manager

Digitally signed by AMIT ANAND
Date: 2021.04.19 16:44:39 +05:30
Reason: Offer Letter
Location: Mumbai

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

Signature of Applicant

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

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

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

:5:

Reference No. - 1384047253

Siva Prakash

Annexure:

Remuneration:

- Your Base Salary will be Rs. 84,000/- (Rupees Eighty Four Thousand only) per annum.
- You will eligible for the Performance Linked Retention Pay, as per the policy of the Bank. Please note that there is no guaranteed performance bonus, subject to however provisions of the Payment of Bonus Act 1965, wherever applicable. The performance linked Retention pay would be payable to an employee only if the employee on the day of payout is on the rolls of the bank and he/she has not resigned and / or is serving notice period.

Supplementary Allowances:

- You will be eligible for a Supplementary Allowance of Rs. 1,44,000/- (Rupees One Lakh Forty Four Thousand only) per annum. Supplementary allowance will include –Conveyance / Travel Allowance, LTA, Medical Reimbursement, Canteen and any other allowance. All the components of supplementary allowance are subject to limits and rules prescribed by Income tax act and policies of the bank.
- You will be eligible for HRA of Rs. 42,000/- (Rupees Forty Two Thousand only) per annum.
- The composition of supplementary allowance can be decided once in a year. The unexercised amount of the supplementary allowance will be paid to the employee subject to deduction of tax at source.

Superannuation Allowances:

- You will be eligible for a Superannuation Allowance of Rs. 12,600/- (Rupees Twelve Thousand Six Hundred only) per annum.

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CIN.: L65190GJ1994PLC021012

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



:6:

Reference No. - 1384047253

Siva Prakash

Benefits:

- Comprehensive Mediclaim Coverage for you and your immediate family up to Rs.400,000/- (Rupees Four Lakh only) per annum. Your immediate family includes yourself, your spouse and dependent children. You will also be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy.
- The salary and perquisites including supplementary allowance are subject to limits and rules prescribed by the Income Tax Act / Rules and policies of the Company.
- Maternity leave benefits as defined under the Maternity Benefit (Amendment) Act, 2017 are offered to eligible women employees by the Bank. Details of all types of leaves including the Maternity leave benefits offered to employees and eligibility criteria for availing such benefits are notified by the Bank under "Employee Benefit Policies" available on the Bank's intranet which will be accessible upon joining the Bank.

Digitally signed by AMIT ANAND
Date: 2021.04.19 16:44:39 +05:30
Reason: Offer Letter
Location: Mumbai

Signature of Applicant

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

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

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Near Chakli Circle,
Old Padra Road,
Vadodara 390 007, India.



JOINING FORMALITIES

The process to join the Bank is by way of completing the online joining formalities. You are required to complete the online joining formalities within 5 days from the date of accepting offer letter. Please note that completion of online joining formalities is a mandatory process.

The login credentials are provided below:

URL: <https://www.icicicareers.com/Careers/CP/CandidateLogin.aspx>

Username: Registered email id or Applicant id

Password: Which has been already communicated to you through registered email id. In case, you do not remember the password, please use "forgot password" option to generate a new password.

Following documents (xerox copies) are required to be uploaded:

- 1) Self-attested copies of educational certificates and marksheets (Xth/XIth/ Graduation/ Post graduation)
- 2) Work Experience Document
 - a. Resignation accepted letter from current organization
 - b. Relieving letter from two previous employers or companies worked in last five years whichever is higher
- 3) Passport size Photograph (against Red background)
- 4) Address proof (Passport/Voter id/Ration card)
- 5) PAN Card

Please note that you are required to attend Induction program (I-Banker) on your date of joining. You shall be communicated about the date, time and venue for induction program (I-Banker) by your Recruitment Manager.

ICICI Bank Limited
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CIN.: L65190GJ1994PLC021012

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



Remuneration Details

Name : Siva Prakash

Position: Assistant Manager

Group: RETAIL BANKING GROUP

	Assistant Manager	
	Monthly	Annual
Basic	7000	84,000
HRA	3,500	42,000
Supplementary Allowance *	12,000	1,44,000
Superannuation Allowance **	1050.00	12,600
Total	23,550	2,82,600
Retirals		
Retirals (PF, Gratuity) ***	2,383	28,596
Total CTC	25,933	3,11,196
Performance Linked Retention Pay #	2,250	27,000
Total (incl PLRP)	28,183	3,38,196

* Supplementary allowance will include Conveyance / Travel allowance, LTA, Medical, Canteen and any other allowance

*** You will be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy

#Please note that there is no guaranteed performance linked retention pay, subject to however provisions of the payment of Bonus Act 1965, wherever applicable.

Date: 19-Apr-2021

Digitally signed by AMIT ANAND

Date: 2021.04.19 16:44:39 +05:30

Reason: Offer Letter

Location: Mumbai

ICICI Bank Limited

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

Tel.: (91-22) 2653 1414

Fax: (91-22) 2653 1122

Website www.icicibank.com

CIN.: L65190GJ1994PLC021012

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



PRIVATE AND CONFIDENTIAL

Reference No. - 1384047254

Applicant ID - 4344032

01-Apr-2021

Sumi Abraham

Dear Sumi,

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

Please find enclosed the job offer letter. Kindly note, that the offer of appointment is subject to you having fulfilled the requirements of successful completion of the degree programme within the timeline- which is the basic requirement of your eligibility. In an event, where the laid out requirements are not met within the stipulated timeline, this offer shall be withdrawn, cancelled and stand revoked which please take a note of.

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

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

E-Mail Address : icicicareers@icicibank.com

Telephone No. : 022-71872500

Yours sincerely,

ICICI Bank HR Team

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

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

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



Remuneration Details

Name : Sumi Abraham
Position: Assistant Manager
Group: RETAIL BANKING GROUP

	Assistant Manager	
	Monthly	Annual
Basic	7000	84,000
HRA	3,500	42,000
Supplementary Allowance *	12,000	1,44,000
Superannuation Allowance **	1050.00	12,600
Total	23,550	2,82,600
Retirals		
Retirals (PF, Gratuity) ***	2,383	28,596
Total CTC	25,933	3,11,196
Performance Linked Retention Pay #	2,250	27,000
Total (incl PLRP)	28,183	3,38,196

* Supplementary allowance will include Conveyance / Travel allowance, LTA, Medical, Canteen and any other allowance

*** You will be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy

#Please note that there is no guaranteed performance linked retention pay, subject to however provisions of the payment of Bonus Act 1965, wherever applicable.

Date: 01-Apr-2021

Digitally signed by AMIT ANAND

Date: 2021.04.01 18:18:12 +05:30

Reason: Offer Letter

Location: Mumbai

ICICI Bank Limited

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

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

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



PRIVATE AND CONFIDENTIAL

Reference No. - 1384054286

Applicant ID - 4429107

19-Apr-2021

TOJY THOMAS

Dear TOJY,

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

Please find enclosed the job offer letter. Kindly note, that the offer of appointment is subject to you having fulfilled the requirements of successful completion of the degree programme within the timeline- which is the basic requirement of your eligibility. In an event, where the laid out requirements are not met within the stipulated timeline, this offer shall be withdrawn, cancelled and stand revoked which please take a note of.

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

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

E-Mail Address : icicicareers@icicibank.com

Telephone No. : 022-71872500

Yours sincerely,

ICICI Bank HR Team

ICICI Bank Limited

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

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

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

Remuneration Details
Name : TOJY THOMAS

Position: Assistant Manager

Group: RSPPG

	Assistant Manager	
	Monthly	Annual
Basic	7000	84,000
HRA	3,500	42,000
Supplementary Allowance *	10,000	1,20,000
Superannuation Allowance **	1050.00	12,600
Total	21,550	2,58,600
Retirals		
Retirals (PF, Gratuity) ***	2,383	28,596
Total CTC	23,933	2,87,196
Performance Linked Retention Pay #	2,250	27,000
Total (incl PLRP)	26,183	3,14,196

* Supplementary allowance will include Conveyance / Travel allowance, LTA, Medical, Canteen and any other allowance

*** You will be eligible for Retirement Benefits of the Bank; namely Provident Fund and Gratuity, in accordance with the statutory requirements and/or, as per Bank policy

#Please note that there is no guaranteed performance linked retention pay, subject to however provisions of the payment of Bonus Act 1965, wherever applicable.

Date: 19-Apr-2021

Digitally signed by AMIT ANAND

Date: 2021.04.19 16:45:07 +05:30

Reason: Offer Letter

Location: Mumbai

ICICI Bank Limited

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

Tel.: (91-22) 2653 1414

Fax: (91-22) 2653 1122

 Website www.icicibank.com

CIN.: L65190GJ1994PLC021012

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



Offer Letter

Name: Bright Binu Thomas

Date: Wednesday, December 15, 2021

Dear Mr. Bright Binu Thomas ,

We are glad to inform you that you have been selected for the position of **Business Development Trainee - Sales** in our organization with the Business Development Team for a period of **6 weeks**, with an opportunity to be offered a permanent position of Business Development Associate at the end of the training period, based upon the following terms and conditions.

The first 2 weeks of this training will be classroom training at the Joining Location itself. It will then be followed by 4 weeks of "On-the-Job Training (OJT)", to be conducted at the OJT Training Location. Upon successful completion of the training and post your conversion, you will be posted in the Role Location as a Business Development Associate.

1. Employment Details:

Department: Business Development (51000000)
Designation: Business Development Trainee - Sales
Reporting Manager: Rahul Raj (TNL201605108)
Reporting Time: 9:30 AM
Joining Location: Byjus Bangalore - IBC Knowledge Park - Bhavani Nagar, Near Dairy Circle, Bannerghatta Main Road, Bengaluru-560029, Karnataka
OJT Training Location: Byjus - Bangalore
Role Location: IBC Knowledge Park, Bangalore

2. Date of Joining: Your appointment becomes effective from the date of joining the services of the Company, which date shall be no later than **Tuesday, December 21, 2021**. Your work location after conversion to the role of Business Development Associate would be **IBC Knowledge Park, Bangalore** or any other location as may be assigned by the Company. The Company reserves the right to transfer you to any location, as the Company may deem fit, from time to time.

3. Term: The term of this Agreement would be for a period of 1.5 months (approximately), commencing from your date of joining. This Agreement will automatically expire upon the completion of this term unless terminated earlier as per the provisions of Clause 12 of this Agreement.

4. Extension of Agreement: In case of a business requirement, this agreement may be extended by another 2 weeks (over above the 1.5 months) as mentioned in Clause 3. You shall be intimated by suitable means, as the Company deems fit. The decision of the Company, in this matter shall be final.

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

6. Offer of Permanent Position: It shall not be obligatory on the part of the Company to offer a permanent position to you on expiry of this

Agreement. This offer of employment will be subject to the satisfactory performance during training and also subject to production of necessary documents including educational and professional certificates and may be rescinded in the event such necessary documents are not provided to the Company. Upon satisfying the above conditions, conversion to the role of BDA will be done with a compensation of 10LPA (7LPA fixed + 3LPA variable) for the role of BDA - Direct Sales. However, the Company may at its sole discretion and its business requirements may decide not to extend an offer of employment. Moreover, if the Company finds that you have achieved your training target through improper means resulting in the reduction of your achieved revenue, the Company will have the right to terminate your employment even after the permanent position has been offered.

7. Cost to the Company: Your compensation is INR 25000 per month. You are also eligible for a performance pay up to INR 2,00,000/- based on your individual targets and performance numbers during your training period.

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

- (a) Provident Fund;
- (b) Income tax deducted at source at the rates applicable;
- (c) Employment / professional taxes;
- (d) Dues to Company including loans and advances; or
- (e) Any other applicable statutory deductions

The income tax liability with regards to your salary and perks will be your liability, and will be governed by the applicable tax laws of the country as applicable from time to time.

9. Expense Reimbursement: In addition to the aforementioned salary, you shall be paid the expenses incurred by you on behalf of the Company or its clients as authorized, in connection with the duties executed by you, and upon presenting supporting vouchers/documents. The Expense Policy applicable to you will be shared with you on joining.

10. Company Policies: You will be governed by the Company's policies, regulations and procedures on the office timings, anti-sexual harassment, leave, travel, transfers, misconduct, etc., presently in force or as introduced/amended from time to time. You are eligible for leave as per the Company's leave policy, which can be viewed under 'Policies' tab in your 'Employee Service Platform Account' and/or the 'Employee's Handbook' provided to you.

11. Leaves: You will be entitled to get 1 casual leave/sick leave per month. Employees whose date of joining service falls between 1st to the 15th of a month are entitled to get the leave credit for that month. Employees whose date of joining service falls between 16th to the end of the month are not entitled for the leave credit for that month.

12. Absence from duty: When an employee takes off from duty without prior leave approval or proper intimation under certain unavoidable circumstances, then those day/days will be treated as absence from duty. The days of absence will be treated under loss of pay. The employee has to report to his / her department head on rejoining duty from absence and provide valid reasons for absence in writing before taking up work again. If an employee is absent from duty for more than 2* days (including paid and unpaid leaves / consecutive or cumulative), training will be discontinued without any notice.

*(*In case, where this agreement is extended, as per Clause 4 of this agreement, need to be read as 3 days, with no change to terms and conditions of Clause 12.)*

13. Termination: Subject to Clause 3, your services may be terminated in the following manner:

- a) The Company will be entitled to terminate your services by giving you 48 hours' notice in writing, or by payment of 48 hours' salary in lieu of such notice. In the event you desire to leave the services of the Company, you will be required to give the Company 48 hours' notice in writing or 48 hours' salary in lieu of such notice.
- b) In the event of termination on disciplinary grounds including but not limited to embezzlement, fraud, gross negligence, willful misconduct, or a material violation of Company policies or you are found to be absconding from the services of the Company or for any other reasons causing grievous loss / damage / disrepute to the Company / associates, your termination will be immediate and without any notice or compensation.
- c) In the event of your resignation from the services of the Company, you will be required to give the Company 48 hours' written notice. The notice period has to be served in full, unless otherwise agreed by the Company in writing. In case of failure to give the above notice period, the Company shall have the right to deduct the salary in lieu of the notice period and you will not be eligible to be hired by the Company in

future. You shall, on ceasing to be an employee of the Company for any reason and in addition to the obligations under the Non-Disclosure and Confidential Information Agreement, forthwith return all Company properties, movable and immovable, including all Company information and data in any form, files, reports, memoranda, software, credit cards, door and file keys, computer access codes, laptops, desktops, and such other property which you received or in possession or prepared in connection with your employment with the Company.

14. Confidential Information: As an employee, you may come in to possession of information confidential to the Company and agree to keep confidential, Company's proprietary and confidential information obtained at any time during the period of your employment in the Company. Confidential information includes, and is not limited to; course materials, videos, financial documents and other relevant documents. You shall not disclose such Confidential Information to any person. You shall not make any copies of the Confidential Information. You shall not disclose, reproduce or use any Confidential Information for any purpose except solely in connection with your performance in company. Your obligations with respect to confidentiality shall be more fully detailed under the Non-Disclosure and Confidential Information Agreement executed by you with the Company and you shall at all times be bound by the provisions laid therein.

15. Intellectual Property Rights: All the intellectual property rights in the material developed by you, class material and related documents shall at all times remain the property of the Company. You shall provide all assistance and execute all deeds and documents required to vest the intellectual property rights with the Company. In the event any of the intellectual property rights are not assignable under applicable laws, you shall provide exclusive, transferable, assignable, royalty-free right in such intellectual property in perpetuity to the Company. You shall not assert any right, title and interest over such intellectual property rights.

16. Indemnity: You hereby agree to indemnify and keep indemnified and hold the Company harmless from and against any loss, claim, damage, costs, taxes, duties, additions, penalties, interest thereon or expenses of any kind, including reasonable attorney's fees, incurred/sustained or caused to be incurred/sustained by the Company on account of:

- a. Any act or omission by you;
- b. Contravention of any of the terms, conditions, covenants of this letter or the Non-Disclosure and Confidential Information Agreement;
- c. Any representation or warranty or information furnished to the Company found to be false;
- d. Violation/non-compliance with any laws/rules/regulations while rendering the services; and/or
- e. Failure to adhere to the standards/specifications/policies of the Company.

17. General Provisions:

- a. You are required to devote your entire time, attention and effort to the furtherance of the business of the Company and to continually develop your professional skills in the interest of the Company and yourself. You shall not, during your employment with the Company, directly or indirectly engage yourself in or devote any time or attention to any part-time employment or business or position of monetary interest, other than that of the Company. Further, you shall not divulge, communicate or pass any information in any form, related to any aspect of the Company to anyone outside the Company.
- b. You shall endeavor to uphold the good image of the Company and shall not by your conduct adversely affect the reputation of the Company and bring disrepute to the Company, in any manner whatsoever. You shall not conduct yourself in any manner amounting to breach of confidence reposed in you or inconsistent with the position of responsibility occupied by you. You shall at all times deal with the Company's money, material and documents with utmost honesty and professional ethics.
- c. Your individual remuneration is purely a matter between yourself and the Company and has been arrived at on the basis of our specific background and professional merit. The Company expects that you maintain this information and any future changes to your remuneration, as strictly personal and confidential.
- d. During the course of your employment, if you, at any time render yourself incompetent to perform your duties or if you should misconduct yourself or be disobedient, intemperate, irregular in attendance, commit breach of the terms of your employment or of any of the stipulations herein contained, the Company shall without prejudice to any of its rights under the terms herein contained, be entitled to terminate your employment forthwith without notice or payment in lieu of notice and deduct from your salary or other emoluments, if any, then due to you, including the amount of any damage that the Company may have sustained.
- e. You will keep the Company informed of any change in your residential address, your family status or any other personal particulars relevant to your employment, as and when the change occurs.
- f. You are required to sign a 'Non-Disclosure and Confidential Information Agreement' with the Company, prior to joining the services of the Company. Your employment with the Company shall be contingent upon you executing the said agreement.
- g. You will be subject to the Company's rules and regulations for the time being in force and as varied from time to time.

h. The Company will deduct taxes as appropriate and consistent with applicable tax laws and regulations. You will be responsible for your tax liabilities under all applicable tax laws and regulations.

i. This letter constitutes the complete understanding between you and the Company regarding the terms of your employment with the Company. This supersedes any and all other agreements, either written or oral, between you and the Company regarding your employment. Any modification of this letter will be effective only if it is in writing, signed by both parties.

j. All disputes arising herein shall be governed by the laws of India and the jurisdiction to entertain and try such dispute shall vest exclusively in the courts of Bangalore, Karnataka

The terms of your employment contract detailed above are strictly confidential and should be treated as privileged information between yourself and the Company. You are expected to maintain such information appropriately.

You are requested to signify your acceptance of the terms and conditions by signing and returning to us the duplicate copy of this letter.

We look forward to you joining us at the earliest. We are certain that you will find challenge, satisfaction and opportunity in your association with the Company.

You are requested to carry the below mentioned documents on your joining date

1. 10th Mark sheet
2. 12th Mark sheet
3. Graduation/Post Graduation Mark sheet-All semester mark sheet
4. Graduation/Post Graduation-Provisional Certificate/Course Completion Certificate
5. Resume
6. BYJU'S Offer Letter
7. Pan Card
8. Aadhaar Card
9. Voter ID/Passport/Driving License
10. Cancelled Cheque/Bank Statement/Bank Passbook
11. Passport Size Photograph
12. All current & previous companies relieving/experience letter(Only for experienced candidate)
13. Current/Last company's last three months' pay slips (Only for experienced candidate)

Yours sincerely,

Think & Learn Pvt. Ltd.

Accept Job Offer by signing below

Human Resource

Signature:

This is system generated offer letter and does not require authorized signature.

Date: 26 - 03 - 2021

To,
Ms. Nikila Mariam John

Heartiest Congratulations and a warm welcome to Medlounges Family.

We are pleased to make an offer on behalf of Pallichira Medlounges Healthcare Pvt. Ltd., on the following Terms & Conditions.

Designation: HR Assistant

Date of Joining: 01 - 04 - 2021

Place of Work: Pallichira Medlounges Healthcare Pvt. Ltd.

Total Compensation: Your gross salary is **17,000/-** Your individual remuneration is confidential and has been arrived at on the basis of your skills and professional merit. We expect you to maintain your salary information now and any changes made therein from time to time as personal and confidential.

Probation Period: You will be on evaluation stage for first one month and on probation for the next five months from date of joining (Subject to change according to the schedule).

Working week & Leave: Normal working hours are 9.00 AM to 5.30 PM Monday through Saturday (Subject to change according to the schedule).

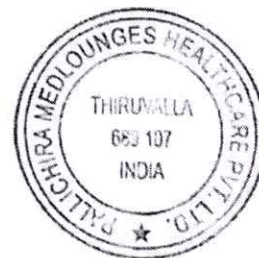
Termination & Resignation: The ending of your period of employment in Medlounges and the terms & conditions related to it will be as per our company's HR policy and will be subject to the discretion of the management.

If you are agreeing this offer, kindly return the same duly signed at the earliest. You will be signing a formal employment contract upon joining the company. If you require any additional information or clarification regarding the same please do not hesitate to contact us.

We hope that our association will be a long, fruitful and mutually rewarding one.

Yours Sincerely,
For Pallichira Medlounges Healthcare Pvt. Ltd

Dr. Joseph Thomas
Managing Director



OFFER ACCEPTANCE

I acknowledge that I have read, fully understand and accept all the terms and conditions mentioned in this offer letter and that I am voluntarily accepting this offer. I will be joining on.....

Date :
Place :

Signature :
Name :



Asianet Satellite Communications Private Ltd.

CIN No.U92132KL1992PLC006725

Registered & Corporate Office

2A, II Floor, Carnival Technopark, (Leela Infopark), Technopark,

Kazhakkootam, Karyavattom P.O., Trivandrum-695 581

Phone: 0471-2700244, Fax: 0471-2527878, Website: www.asianet.co.in

ASCPL/HRD/04/2021

17th April 2021

Mr. Harikrishnan R
Hari Bhavanam
Thottumugham P.O
South Mynagapally
Kollam- 690519

Dear Mr. Harikrishnan R,

With reference to your application and the subsequent meetings you had with us, we have pleasure to inform you that you have been selected as **"Management Trainee [Broadband Sales]"** in Asianet Broadband, a business unit of Asianet Satellite Communications Private Ltd on the following terms and conditions:

1. You should report for duty at Asianet Broadband, Surabhi Building, Behind HDFC Bank, Palarivattom, Kochi - 682025. Contact Person – Mr. Prasad B J, Regional Personnel Officer, Mob:8086011267.
2. The training will be for a period of one year only from the date of your joining. However the training period can be terminated at any time without assigning any reasons
3. It is specifically understood that you will not be eligible for any privilege / benefits or other allowances, which will be extended to the employees of the company. The training period in this establishment will not confer you any right to claim job either permanent or part-time in future.
4. You will be reporting to Business Development Manager (Broadband) and your location of posting shall be informed after the induction training.
5. You will be paid a stipend of Rs. 20,000/- (Twenty Thousand Only) per month during the period of training subject to statutory compliance deductions, if any.
6. Your working hours in the normal course will be from 9.30 AM to 5.30 PM with a lunch break for half an hour between 1.30 PM and 2.00 PM, which can be changed according to the convenience and exigencies of work purely at the discretion of the management.
7. You will be responsible for carrying out the job assigned to you, as part of the training, to the entire satisfaction of the management.

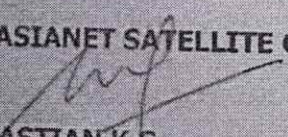


8. You will be punctual and regular in your duties and will not absent yourself without prior permission of the management.
9. Although your normal assignments will consist of duties assigned to you in the capacity of **Management Trainee [Broadband Sales]**, you will at any time be called upon to discharge any other duties which in the opinion of the Management is within your capacity to discharge and you will forthwith undertake to carry out those duties with diligence.
10. You are eligible for 12 (Twelve) days leave or absence only during the period of training.
11. You will work efficiently and diligently and to the best of your ability, devoting your whole time attention and carry out duties and work as assigned as part of the training and shall obey and comply with all lawful orders and directions given to you by the company authorities, and shall honestly, diligently and faithfully serve the company and use your utmost endeavor to promote the interest of the company.
12. This training is on the basis of information provided by you in the application and also at the time of interview. Original copies of your certificates, testimonials and previous employment records (if any) should be submitted along with the photocopies for verification. If any declarations given by you to the Company prove to be false or if you are found to have willfully suppressed any material information, you will be liable to be removed from training without any notice and other legal proceedings as company deems fit.

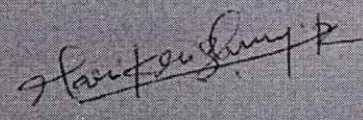
Please sign and return the duplicate copy of this order in token of having accepted the above terms and conditions.

We welcome you to Asianet family and look forward to a mutually beneficial association with us.

For **ASIANET SATELLITE COMMUNICATIONS PRIVATE LTD.,**


SEBASTIAN K.S
DY. VICE PRESIDENT [HR&IR]

I do hereby accept the offer as management trainee at Asianet communications and I'll be joining on May 3rd as mentioned in the offer letter


Harikrishnan R



Asianet Satellite Communications Private Ltd.

CIN No.U92132KL1992PLC006725

Registered & Corporate Office

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ASCPL/HRD/04/2021

17th April 2021

Ms. Amalu Velappan
Shanmugha Vilasom
Puthenpura P.O
Neendakara
Kollam

Dear Ms. Amalu Velappan,

With reference to your application and the subsequent meetings you had with us, we have pleasure to inform you that you have been selected as **"Management Trainee [Broadband Sales]"** in Asianet Broadband, a business unit of Asianet Satellite Communications Private Ltd on the following terms and conditions:

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7. You will be responsible for carrying out the job assigned to you, as part of the training, to the entire satisfaction of the management.

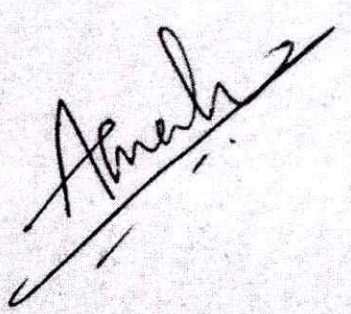
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Please sign and return the duplicate copy of this order in token of having accepted the above terms and conditions.

We welcome you to Asianet family and look forward to a mutually beneficial association with us.

For **ASIANET SATELLITE COMMUNICATIONS PRIVATE LTD.,**


SEBASTIAN K.S
DY. VICE PRESIDENT [HR&IR]

 I Accept this offer.



Asianet Satellite Communications Private Ltd.

CIN No.U92132KL1992PLC006725

Registered & Corporate Office

2A, II Floor, Carnival Technopark, (Leela Infopark), Technopark,

Kazhakkootam, Karyavattom P.O., Trivandrum-695 581

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ASCPL/HRD/04/2021

17th April 2021

Mr. Joel Joseph
Vazhackal House
Nellickamon P.O
Ranni
Pathanamthitta- 689674

Dear Mr. Joel Joseph,

With reference to your application and the subsequent meetings you had with us, we have pleasure to inform you that you have been selected as **"Management Trainee [Broadband Sales]"** in Asianet Broadband, a business unit of Asianet Satellite Communications Private Ltd on the following terms and conditions:

1. You should report for duty at Asianet Broadband, Surabhi Building, Behind HDFC Bank, Palarivattom, Kochi - 682025. Contact Person – Mr. Prasad B J, Regional Personnel Officer, Mob:8086011267.
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7. You will be responsible for carrying out the job assigned to you, as part of the training, to the entire satisfaction of the management.



8. You will be punctual and regular in your duties and will not absent yourself without prior permission of the management.
9. Although your normal assignments will consist of duties assigned to you in the capacity of **Management Trainee [Broadband Sales]**, you will at any time be called upon to discharge any other duties which in the opinion of the Management is within your capacity to discharge and you will forthwith undertake to carry out those duties with diligence.
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Please sign and return the duplicate copy of this order in token of having accepted the above terms and conditions.

We welcome you to Asianet family and look forward to a mutually beneficial association with us.

For **ASIANET SATELLITE COMMUNICATIONS PRIVATE LTD.,**


SEBASTIAN K.S
DY. VICE PRESIDENT [HR&IR]



Asianet Satellite Communications Private Ltd.

CIN No.U92132KL1992PLC006725

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Phone: 0471-2700244, Fax: 0471-2527878, Website: www.asianet.co.in

ASCPL/HRD/04/2021

17th April 2021

Ms. Anaina Varghese
Liya Villa
Kaipattoor
Pathanamthitta

Dear Ms. Anaina Varghese,

With reference to your application and the subsequent meetings you had with us, we have pleasure to inform you that you have been selected as **"Management Trainee [Broadband Sales]"** in Asianet Broadband, a business unit of Asianet Satellite Communications Private Ltd on the following terms and conditions:


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Please sign and return the duplicate copy of this order in token of having accepted the above terms and conditions.

We welcome you to Asianet family and look forward to a mutually beneficial association with us.

For **ASIANET SATELLITE COMMUNICATIONS PRIVATE LTD.,**


SEBASTIAN K.S
DY. VICE PRESIDENT [HR&IR]



Asianet Satellite Communications Private Ltd.

CIN No.U92132KL1992PLC006725

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ASCPL/HRD/04/2021

17th April 2021

Mr. Ayush Joseph Jacob
Amozacheril Thundiyl House
Beside Nedumpuram Christos Marthoma Church
Amichikary P.O
Thiruvalla -689112

Dear Mr. Ayush Joseph Jacob,

With reference to your application and the subsequent meetings you had with us, we have pleasure to inform you that you have been selected as **"Management Trainee [Broadband Sales]"** in Asianet Broadband, a business unit of Asianet Satellite Communications Private Ltd on the following terms and conditions:

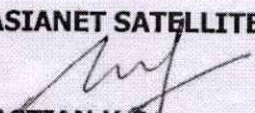
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Please sign and return the duplicate copy of this order in token of having accepted the above terms and conditions.

We welcome you to Asianet family and look forward to a mutually beneficial association with us.

For **ASIANET SATELLITE COMMUNICATIONS PRIVATE LTD.,**


SEBASTIAN K.S
DY. VICE PRESIDENT [HR&IR]

I do hereby accept the offer as Management trainee at Asianet communications as mentioned in the offer letter.



Ayush Joseph Jacob



Asianet Satellite Communications Private Ltd.

CIN No.U92132KL1992PLC006725

Registered & Corporate Office

2A, II Floor, Carnival Technopark, (Leela Infopark), Technopark,

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ASCPL/HRD/04/2021

17th April 2021

**Ms. Jamuna John
Karunya Bhavan
Yeroor P.O
Alanchery
Anchal
Kollam-691312**

Dear Ms. Jamuna John,

With reference to your application and the subsequent meetings you had with us, we have pleasure to inform you that you have been selected as **"Management Trainee [Broadband Sales]"** in Asianet Broadband, a business unit of Asianet Satellite Communications Private Ltd on the following terms and conditions:

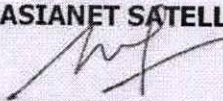
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12. This training is on the basis of information provided by you in the application and also at the time of interview. Original copies of your certificates, testimonials and previous employment records (if any) should be submitted along with the photocopies for verification. If any declarations given by you to the Company prove to be false or if you are found to have willfully suppressed any material information, you will be liable to be removed from training without any notice and other legal proceedings as company deems fit.

Please sign and return the duplicate copy of this order in token of having accepted the above terms and conditions.

We welcome you to Asianet family and look forward to a mutually beneficial association with us.

For **ASIANET SATELLITE COMMUNICATIONS PRIVATE, LTD.,**


SEBASTIAN K.S
DY. VICE PRESIDENT [HR&IR]



Asianet Satellite Communications Private Ltd.

CIN No.U92132KL1992PLC006725

Registered & Corporate Office

2A, II Floor, Carnival Technopark, (Leela Infopark), Technopark,

Kazhakkootam, Karyavattom P.O., Trivandrum-695 581

Phone: 0471-2700244, Fax: 0471-2527878, Website: www.asianet.co.in

ASCPL/HRD/04/2021

17th April 2021

Ms. Sona Elsa Zacharia
Kanniakonil House
Naduvelamuri
Thalavadi
Alappuzha

Dear Ms. Sona Elsa Zacharia,

With reference to your application and the subsequent meetings you had with us, we have pleasure to inform you that you have been selected as **"Management Trainee [Broadband Sales]"** in Asianet Broadband, a business unit of Asianet Satellite Communications Private Ltd on the following terms and conditions:

1. You should report for duty at Asianet Broadband, Surabhi Building, Behind HDFC Bank, Palarivattom, Kochi - 682025. Contact Person – Mr. Prasad B J, Regional Personnel Officer, Mob:8086011267.
2. The training will be for a period of one year only from the date of your joining. However the training period can be terminated at any time without assigning any reasons
3. It is specifically understood that you will not be eligible for any privilege / benefits or other allowances, which will be extended to the employees of the company. The training period in this establishment will not confer you any right to claim job either permanent or part-time in future.
4. You will be reporting to Business Development Manager (Broadband) and your location of posting shall be informed after the induction training.
5. You will be paid a stipend of Rs. 20,000/- (Twenty Thousand Only) per month during the period of training subject to statutory compliance deductions, if any.
6. Your working hours in the normal course will be from 9.30 AM to 5.30 PM with a lunch break for half an hour between 1.30 PM and 2.00 PM, which can be changed according to the convenience and exigencies of work purely at the discretion of the management.
7. You will be responsible for carrying out the job assigned to you, as part of the training, to the entire satisfaction of the management.




8. You will be punctual and regular in your duties and will not absent yourself without prior permission of the management.
9. Although your normal assignments will consist of duties assigned to you in the capacity of **Management Trainee [Broadband Sales]**, you will at any time be called upon to discharge any other duties which in the opinion of the Management is within your capacity to discharge and you will forthwith undertake to carry out those duties with diligence.
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For **ASIANET SATELLITE COMMUNICATIONS PRIVATE LTD.,**


SEBASTIAN K.S
DY. VICE PRESIDENT [HR&IR]



Asianet Satellite Communications Private Ltd.

CIN No.U92132KL1992PLC006725

Registered & Corporate Office

2A, II Floor, Carnival Technopark, (Leela Infopark), Technopark,

Kazhakkootam, Karyavattom P.O., Trivandrum-695 581

Phone: 0471-2700244, Fax: 0471-2527878, Website: www.asianet.co.in

ASCPL/HRD/04/2021

17th April 2021

Ms. Joice Elezabeth Johnson
Padinjareparambil House
Parumala P.O
Thiruvalla
Pathanamthitta-689626

Dear Ms. Joice Elezabeth Johnson,

With reference to your application and the subsequent meetings you had with us, we have pleasure to inform you that you have been selected as **"Management Trainee [Broadband Sales]"** in Asianet Broadband, a business unit of Asianet Satellite Communications Private Ltd on the following terms and conditions:


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We welcome you to Asianet family and look forward to a mutually beneficial association with us.

For **ASIANET SATELLITE COMMUNICATIONS PRIVATE LTD.,**



SEBASTIAN K.S
DY. VICE PRESIDENT [HR&IR]



Asianet Satellite Communications Private Ltd.

CIN No.U92132KL1992PLC006725

Registered & Corporate Office

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Kazhakkootam, Karyavattom P.O., Trivandrum-695 581

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ASCPL/HRD/04/2021

17th April 2021

Mr. Akhil P Anil
Pranavam
Vishaverserikara
Mannar P.O
Alappuzha -689622

Dear Mr. Akhil P Anil,

With reference to your application and the subsequent meetings you had with us, we have pleasure to inform you that you have been selected as **"Management Trainee [Broadband Sales]"** in Asianet Broadband, a business unit of Asianet Satellite Communications Private Ltd on the following terms and conditions:

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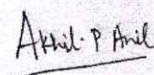
Please sign and return the duplicate copy of this order in token of having accepted the above terms and conditions.

We welcome you to Asianet family and look forward to a mutually beneficial association with us.

For **ASIANET SATELLITE COMMUNICATIONS PRIVATE LTD.,**


SEBASTIAN K.S
DY. VICE PRESIDENT [HR&IR]

I do hereby accept the offer as Management trainee at Asianet communications as mentioned in the offer letter.



Akhil P Anil



Asianet Satellite Communications Private Ltd.

CIN No.U92132KL1992PLC006725

Registered & Corporate Office

2A, II Floor, Carnival Technopark, (Leela Infopark), Technopark,
Kazhakkootam, Karyavattom P.O., Trivandrum-695 581

Phone: 0471-2700244, Fax: 0471-2527878, Website: www.asianet.co.in

ASCPL/HRD/04/2021

17th April 2021

Mr. Johns P Thomas
Prince Villa
Pulimoottil Mangalathil
Thirivalla
Pathanamthitta-689101

Dear Mr. Johns P Thomas,

With reference to your application and the subsequent meetings you had with us, we have pleasure to inform you that you have been selected as **"Management Trainee [Broadband Sales]"** in Asianet Broadband, a business unit of Asianet Satellite Communications Private Ltd on the following terms and conditions:

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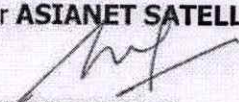


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We welcome you to Asianet family and look forward to a mutually beneficial association with us.

For **ASIANET SATELLITE COMMUNICATIONS PRIVATE LTD.,**


SEBASTIAN K.S
DY. VICE PRESIDENT [HR&IR]



Asianet Satellite Communication s Private Ltd.

CIN No.U92132KL1992PLC006725

Registered 6 Corporate Office

2A, II Floor, Carnival Technopark, (Leela Info#ark), Technopark,
Kazhakkootam, Karyavattom P.O., Trivandrum-695 581

Phone: 0471-2700244, Fax: 0471-2527878, Website: www.asianet.co.in

ASCPL/HRD/04/2021

17th April 2021.

Ms. Aleena Sara John
Sankaramangalam House
Vallamkulam East P.O
Thiruvalla
Pathanamthitta-689541

Dear Ms. Aleena Sara John,

With reference to your application and the subsequent meetings you had with us, we have pleasure to inform you that you have been selected as **"Management Trainee [Broadband Sales]"** in Asianet Broadband, a business unit of Asianet Satellite Communications Private Ltd on the following terms and conditions:


1. You should report for duty at Asianet Broadband, Surabhi Building, Behind HDFC Bank, Palarivattom, Kochi - 682025. Contact Person — Mr. Prasad B J, Regional Personnel Officer, blob:8086011267.
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We welcome you to Asianet family and look forward to a mutually beneficial association with us.

For **ASIANET SATELLITE COMMUNICATIONS PRIVATE LTD,**
ASIANET SATEL


BASTIAN K.S
SEBASTIAN It.S
DY. VICE PRESIDENT [HR&IR]

I do hereby accept the offer as Management trainee at Asianet Communications and I will be joining on may 3rd as mentioned in the offer letter



Aleena Sara John



Asianet Satellite Communications Private Ltd.

CIN No .U92132 KL1992P LC006725

Registered 6 Corporate Office

2A. II Floor. Carnival Technopark, (Leela Infogark), Technopark,

Kazhahko ottam, Karyavatt om P.O., Trivandrum- 695 581

Phone: 0471-270024 4, Fax: **0471-25278 78**, Website: www.asianet.co.in

ASCPL/HRD/04/2021

17th April 2021

Mr. Paul P Joy
Pulickal House
Rajakumari North
Idukki- 685619

Dear Mr. Paul P Joy,

With reference to your application and the subsequent meetings you had with us, we have pleasure to inform you that you have been selected as "Management Trainee [Broadband Sales]" in Asianet Broadband, a business unit of Asianet Satellite Communications Private Ltd on the following terms and conditions:

1. You should report for duty at Asianet Broadband, Surabhi Building, Behind HDFC Bank, Palarivattom, Kochi - 682025. Contact Person — Mr. Prasad BJ, Regional Personnel Officer, Mob: 8086011267.
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We welcome you to Asianet family and look forward to a mutually beneficial association with us.

For **ASIANET SATELLITE COMMUNICATIONS PRIVATE LTD.,**

ASIANET SATELLIT


SEBASTIAN K.S
DY. VICE PRESIDENT [HR&IR]

I do hereby accept the offer as Management trainee at Asianet Communications and I will be joining on may 3 rd as mentioned in the offer letter



Paul P Joy



Asianet Satellite Communications Private Ltd.

Registered & Corporate Office

2A, II Floor, Carnival Technopark, (Leela Infopark), Technopark,
Kazhakkootam, Karyavattam P.O., Trivandrum 695 581

Phone: 0471 2700244 Fax: 0471 2527878, Website: www.asianet.co.in

ASCPL/HRD/04/2021

17th April 2021

Mr. Allen V Philip
Vetticad Thekkekuttu House
Nalukody P.O
Changanassery
Kottayam- 686548

Dear Mr. Allen V Philip,

With reference to your application and the subsequent meetings you had with us, we have pleasure to inform you that you have been selected as **"Management Trainee [Broadband Sales]"** in Asianet Broadband, a business unit of Asianet Satellite Communications Private Ltd on the following terms and conditions:

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For **ASIANET SATELLITE COMMUNICATIONS PRIVATE LTD.,**

SEBASTIAN K.S
DY. VICE PRESIDENT [HR&IR]

I do hereby accept the offer as Management trainee at Asianet Communications and I will be joining on May 3rd as mentioned in the offer letter

Allen V. Philip


20/04/2021



Asianet Satellite Communications Private Ltd.

CIN No.U92132KL1992PLC006725

Registered & Corporate Office

2A, II Floor, Carnival Technopark, (Leela Infopark), Technopark,

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ASCPL/HRD/04/2021

17th April 2021

Mr. Rejin Varghese Mathew
Karimpil Rejin Villa
Amichakary P.O
Thiruvalla

Dear Mr. Rejin Varghese Mathew,

With reference to your application and the subsequent meetings you had with us, we have pleasure to inform you that you have been selected as **"Management Trainee [Broadband Sales]"** in Asianet Broadband, a business unit of Asianet Satellite Communications Private Ltd on the following terms and conditions:

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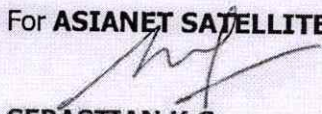


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12. This training is on the basis of information provided by you in the application and also at the time of interview. Original copies of your certificates, testimonials and previous employment records (if any) should be submitted along with the photocopies for verification. If any declarations given by you to the Company prove to be false or if you are found to have willfully suppressed any material information, you will be liable to be removed from training without any notice and other legal proceedings as company deems fit.

Please sign and return the duplicate copy of this order in token of having accepted the above terms and conditions.

We welcome you to Asianet family and look forward to a mutually beneficial association with us.

For **ASIANET SATELLITE COMMUNICATIONS PRIVATE LTD.,**


SEBASTIAN K.S
DY. VICE PRESIDENT [HR&IR]



Asianet Satellite Communications Private Ltd.

CIN No.U92132KL1992PLC006725

Registered & Corporate Office

2A, II Floor, Carnival Technopark, (Leela Infopark), Technopark,

Kazhakkootam, Karyavattom P.O., Trivandrum-695 581

Phone: 0471-2700244, Fax: 0471-2527878, Website: www.asianet.co.in

ASCPL/HRD/04/2021

17th April 2021

Mr. Nidhin Raju
Illathuparambil (H)
Neerattupuram
Alappuzha

Dear Mr. Nidhin Raju,

With reference to your application and the subsequent meetings you had with us, we have pleasure to inform you that you have been selected as **"Management Trainee [Broadband Sales]"** in Asianet Broadband, a business unit of Asianet Satellite Communications Private Ltd on the following terms and conditions:

1. You should report for duty at Asianet Broadband, Surabhi Building, Behind HDFC Bank, Palarivattom, Kochi - 682025. Contact Person – Mr. Prasad B J, Regional Personnel Officer, Mob:8086011267.
2. The training will be for a period of one year only from the date of your joining. However the training period can be terminated at any time without assigning any reasons
3. It is specifically understood that you will not be eligible for any privilege / benefits or other allowances, which will be extended to the employees of the company. The training period in this establishment will not confer you any right to claim job either permanent or part-time in future.
4. You will be reporting to Business Development Manager (Broadband) and your location of posting shall be informed after the induction training.
5. You will be paid a stipend of Rs. 20,000/- (Twenty Thousand Only) per month during the period of training subject to statutory compliance deductions, if any.
6. Your working hours in the normal course will be from 9.30 AM to 5.30 PM with a lunch break for half an hour between 1.30 PM and 2.00 PM, which can be changed according to the convenience and exigencies of work purely at the discretion of the management.
7. You will be responsible for carrying out the job assigned to you, as part of the training, to the entire satisfaction of the management.

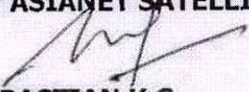


8. You will be punctual and regular in your duties and will not absent yourself without prior permission of the management.
9. Although your normal assignments will consist of duties assigned to you in the capacity of **Management Trainee [Broadband Sales]**, you will at any time be called upon to discharge any other duties which in the opinion of the Management is within your capacity to discharge and you will forthwith undertake to carry out those duties with diligence.
10. You are eligible for 12 (Twelve) days leave or absence only during the period of training.
11. You will work efficiently and diligently and to the best of your ability, devoting your whole time attention and carry out duties and work as assigned as part of the training and shall obey and comply with all lawful orders and directions given to you by the company authorities, and shall honestly, diligently and faithfully serve the company and use your utmost endeavor to promote the interest of the company.
12. This training is on the basis of information provided by you in the application and also at the time of interview. Original copies of your certificates, testimonials and previous employment records (if any) should be submitted along with the photocopies for verification. If any declarations given by you to the Company prove to be false or if you are found to have willfully suppressed any material information, you will be liable to be removed from training without any notice and other legal proceedings as company deems fit.

Please sign and return the duplicate copy of this order in token of having accepted the above terms and conditions.

We welcome you to Asianet family and look forward to a mutually beneficial association with us.

For **ASIANET SATELLITE COMMUNICATIONS PRIVATE LTD.,**


SEBASTIAN K.S
DY. VICE PRESIDENT [HR&IR]



Asianet Satellite Communications Private Ltd.

CIN No.U92132KL1992PLC006725

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ASCPL/HRD/04/2021

17th April 2021

Mr. Jithin Thomas Philip
Oonnukallil House
Thekkumkal P.O
Ayroor
Pathanamthitta-689614

Dear Mr. Jithin Thomas Philip,

With reference to your application and the subsequent meetings you had with us, we have pleasure to inform you that you have been selected as **"Management Trainee [Broadband Sales]"** in Asianet Broadband, a business unit of Asianet Satellite Communications Private Ltd on the following terms and conditions:

1. You should report for duty at Asianet Broadband, Surabhi Building, Behind HDFC Bank, Palarivattom, Kochi - 682025. Contact Person – Mr. Prasad B J, Regional Personnel Officer, Mob:8086011267.
2. The training will be for a period of one year only from the date of your joining. However the training period can be terminated at any time without assigning any reasons
3. It is specifically understood that you will not be eligible for any privilege / benefits or other allowances, which will be extended to the employees of the company. The training period in this establishment will not confer you any right to claim job either permanent or part-time in future.
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5. You will be paid a stipend of Rs. 20,000/- (Twenty Thousand Only) per month during the period of training subject to statutory compliance deductions, if any.
6. Your working hours in the normal course will be from 9.30 AM to 5.30 PM with a lunch break for half an hour between 1.30 PM and 2.00 PM, which can be changed according to the convenience and exigencies of work purely at the discretion of the management.
7. You will be responsible for carrying out the job assigned to you, as part of the training, to the entire satisfaction of the management.

8. You will be punctual and regular in your duties and will not absent yourself without prior permission of the management.
9. Although your normal assignments will consist of duties assigned to you in the capacity of **Management Trainee [Broadband Sales]**, you will at any time be called upon to discharge any other duties which in the opinion of the Management is within your capacity to discharge and you will forthwith undertake to carry out those duties with diligence.
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Please sign and return the duplicate copy of this order in token of having accepted the above terms and conditions.

We welcome you to Asianet family and look forward to a mutually beneficial association with us.

For **ASIANET SATELLITE COMMUNICATIONS PRIVATE LTD.,**



SEBASTIAN K.S
DY. VICE PRESIDENT [HR&IR]



Asianet Satellite Communications Private Ltd.

CIN No.U92132KL1992PLC006725

Registered & Corporate Office

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ASCPL/HRD/04/2021

17th April 2021

Mr. Christy John
Thattarazhikathu Veedu
Elamadu P.O
Ambalamukku
Ayur
Kollam-691533

Dear Mr. Christy John,

With reference to your application and the subsequent meetings you had with us, we have pleasure to inform you that you have been selected as **"Management Trainee [Broadband Sales]"** in Asianet Broadband, a business unit of Asianet Satellite Communications Private Ltd on the following terms and conditions:

1. You should report for duty at Asianet Broadband, Surabhi Building, Behind HDFC Bank, Palarivattom, Kochi - 682025. Contact Person – Mr. Prasad B J, Regional Personnel Officer, Mob:8086011267.
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4. You will be reporting to Business Development Manager (Broadband) and your location of posting shall be informed after the induction training.
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7. You will be responsible for carrying out the job assigned to you, as part of the training, to the entire satisfaction of the management.

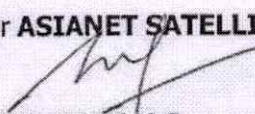


8. You will be punctual and regular in your duties and will not absent yourself without prior permission of the management.
9. Although your normal assignments will consist of duties assigned to you in the capacity of **Management Trainee [Broadband Sales]**, you will at any time be called upon to discharge any other duties which in the opinion of the Management is within your capacity to discharge and you will forthwith undertake to carry out those duties with diligence.
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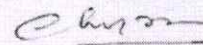
Please sign and return the duplicate copy of this order in token of having accepted the above terms and conditions.

We welcome you to Asianet family and look forward to a mutually beneficial association with us.

For **ASIANET SATELLITE COMMUNICATIONS PRIVATE LTD.,**


SEBASTIAN K.S
DY. VICE PRESIDENT [HR&IR]

I do hereby accept the offer as Management trainee at Asianet communications and I'll be joining on May 3rd as mentioned in the offer letter.


Christy John



Asianet Satellite Communications Private Ltd.

CIN No.U92132KL1992PLC006725

Registered & Corporate Office

2A, II Floor, Carnival Technopark, (Leela Infopark), Technopark,

Kazhakkootam, Karyavattom P.O., Trivandrum-695 581

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ASCPL/HRD/04/2021

17th April 2021

Mr. Sooryanarayanan K.R
Sreeragam
Cherumala
Mudiyoorkonam P.O
Pandalam
Pathanamthitta

Dear Mr. Sooryanarayanan K.R,

With reference to your application and the subsequent meetings you had with us, we have pleasure to inform you that you have been selected as **"Management Trainee [Broadband Sales]"** in Asianet Broadband, a business unit of Asianet Satellite Communications Private Ltd on the following terms and conditions:

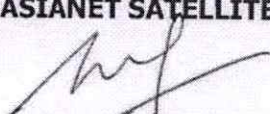
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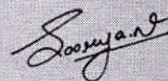
Please sign and return the duplicate copy of this order in token of having accepted the above terms and conditions.

We welcome you to Asianet family and look forward to a mutually beneficial association with us.

For **ASIANET SATELLITE COMMUNICATIONS PRIVATE LTD.,**


SEBASTIAN K.S
DY. VICE PRESIDENT [HR&IR]

I do hereby accept the offer as Management trainee at Asianet communications as mentioned in the offer letter





Asianet Satellite Communications Private Ltd.

CIN No.U92132KL1992PLC006725

Registered & Corporate Office

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Kazhakkootam, Karyavattom P.O., Trivandrum-695 581

Phone: 0471-2700244, Fax: 0471-2527878, Website: www.asianet.co.in

ASCPL/HRD/04/2021

17th April 2021

Mr. Arshit T.S
Sarangi House
Ullanor
Kulanada
Pandalam
Pathanamthitta

Dear Mr. Arshit T.S,

With reference to your application and the subsequent meetings you had with us, we have pleasure to inform you that you have been selected as **"Management Trainee [Broadband Sales]"** in Asianet Broadband, a business unit of Asianet Satellite Communications Private Ltd on the following terms and conditions:

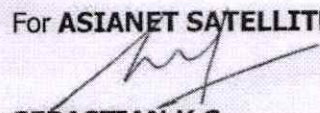
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Please sign and return the duplicate copy of this order in token of having accepted the above terms and conditions.

We welcome you to Asianet family and look forward to a mutually beneficial association with us.

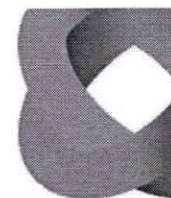
For **ASIANET SATELLITE COMMUNICATIONS PRIVATE LTD.,**


SEBASTIAN K.S
DY. VICE PRESIDENT [HR&IR]

I do hereby accept the offer as Management trainee at Asianet communications as mentioned in the offer letter.



Arshit T S



8 April 2021

Conditional Offer Letter

Roni Elizebeth Abraham
Nambumadathil (H), Kallissery P.O
Mazhukeer, Chengannur,
Chengannur, PIN: 689124

Dear Roni,

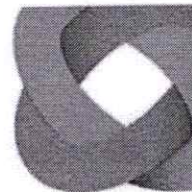
Further to the selection process you had with us, we are pleased to offer you an exciting career with Experion!

We shall notify you the schedule of your formal training, **Initial Learning Program (ILP)** once you complete your post graduate degree/diploma successfully. You will be eligible for a **stipend of INR 15,000 per month** during the training period of three months which will have Online Training and On-the-Job training components.

Successful completion of the **Initial Learning Program** and submission of **Provisional Certificate of your Post Graduation** from your Institution/University are the prerequisites to avail **Formal Employment Offer** from Experion.

The general terms and conditions of the **Employment Offer** are as follows:

1. On successful completion of the Initial Learning Program, you shall be appointed on probation for a period of 6 (six) months as **Associate Business Analyst** at grade **A1**.
2. Your remuneration on joining Experion shall be **INR 360,000/-** (Rupees Three Lakhs and Sixty Thousand only) per annum cost to the company.
3. You will be posted in any of our delivery locations (Thiruvananthapuram / Kochi / Bangalore) based on our project requirements at the time of joining the Company.



Kindly sign the copy of this letter indicating your acceptance of the above terms and conditions of this offer and return the same (soft copy) to us.

We welcome you to build an exciting career with Experion!

For Experion Technologies (I) Pvt. Ltd.,

A handwritten signature in black ink, appearing to read 'Jijo Joseph', written over a horizontal line.

Jijo Joseph
AGM – Human Resources

I, RONI ELIZEBETH ABRAHAM, acknowledge that I have read, understood and accept this Conditional Offer and other terms and conditions of employment as outlined therein, and agree to send the certificate copies of the qualifying examinations once I receive it from the University.

A handwritten signature in black ink, appearing to read 'Roni', written over a horizontal line.

Signature

10/04/2021

Date

OFFER LETTER

Dear Anaina,

Congratulations!!!

With reference to your application and subsequent interviews you had with us, we are pleased to offer you a position of **"Resource Specialist Trainee"** in **NewAgeSys Solutions (P) Ltd.**, subject to the following terms and conditions:

- During your training period, your stipend would be **Rs 27,500/-** (in- hand). You will also be eligible for incentives along with the mentioned stipend.
- You agree to give us a **2 years (twenty four months)** work commitment as we will be providing you with full ongoing training to make you an expert in Talent Acquisition. This will NOT affect your Salary Appraisal or Promotions.
- Your training period will be for **4 months**. The Management, however, will have the option of extending the training period if found necessary.
- Your First Performance Evaluation to make you permanent will be conducted after the training period.
- You will be working for only **five days** in a week (Monday through Friday).
- From the date of joining itself you can avail the public holidays as listed in the NewAgeSys Solutions' Holiday List.
- Your compensation package after successfully completing the training period would be decided based on your performance and it ranges from **Rs 30,000/- to Rs 32,000 /-** with annual CTC ranging from **Rs 4 Lakh to Rs 4.26 Lakh**.
- Detailed CTC structure example with a salary of Rs 31,000 is added in Annexure 1 for your reference.

After successful completion of your training period, i.e. after being made a Permanent Employee of NewAgeSys Solutions (P) Ltd, the following benefits can be availed:

- **Provident Fund:** You are eligible to participate in the Provident Fund scheme, wherein the employer will contribute 13% of the Basic pay and the employee will contribute 12% of the Basic pay.
- **Welfare Fund:** You are eligible for labour welfare benefits as set across by the state legislature.
- **Public Holidays:** As listed in our employment policy.

You are entitled for Employee benefits mentioned below after becoming the permanent employee of NewAgeSys

- **ESI:** Employees with Gross Salary less than Rs. 21,000 are entitled for ESI benefits per the labour rules.
- **Medical Insurance:** Employees with Gross Salary above Rs. 21,000 are entitled to medical insurance coverage as per the company policy terms and conditions.
- **Casual Leaves and Family Care Leaves** can be availed on successful completion of your training period, i.e. after being made a Permanent Employee of NewAgeSys Solutions (P) Ltd.

Additional Notes:

- Gratuity calculation period will be effective from the respective joining date.
- Casual Leaves & Optional leaves balances can be encashed (100%) at the end of every year
- Health insurance coverage is up to Rs 2 Lakh per year. 100% of employee premium is contributed by the company.
- You are also subject to the policies outlined in the Employee Handbook. (You will receive a copy.)

Kindly send us an email with your **Offer Acceptance** on or before the expiry of the offer validity which will end by **05: 00 PM** on **05th June 2021**.

We are excited to have you join our organization as a member of what we feel is a company that offers each employee an opportunity for personal and professional development. If you have any questions, please do not hesitate to contact me at hr2@newagesysindia.com. We look forward to working with you and hope you will find your employment a rewarding experience.

For NewAgeSys Solutions (P) Ltd.

Name: Anand Murali

Designation: Associate HR

Contact: 9995722859

Annexure 1
SALARY & CTC BREAKUP

Candidate Name	Ms. Anaina Varghese	
Department	SYS Team (Cochin Office)	
Designation	Resource Specialist Trainee	
COMPONENT	Monthly (Rs)	Annually (Rs)
Basic	11160	133920
HRA	4464	53568
Travel Allowance	1600	19200
Personal Allowance	9937	119244
Other Allowance	2500	30000
Advance Bonus	1339	16068
Total (A)	Rs.31,000	Rs.3,72,000
DEDUCTIONS		
Provident Fund (Employee Contribution)	1339	16068
Welfare Fund Contribution	20	240
Total Deduction (C)	Rs 1359	Rs 16308
NET PAY (A-C) (Net pay is subject to applicable Income Tax (TDS) as per the existing laws)	Rs 29,641	Rs 3,55,692
CTC STRUCTURE	Monthly (Rs)	Annually (Rs)
Salary (A)	31000	3,72,000
Provident Fund (Employer Contribution)	1451	17412
Welfare Fund Contribution	20	240
Leave Encashment	1033	12396
Medical Insurance	380	4560
Gratuity	537	6444
Total (B)	Rs 3421	Rs 41052
Total CTC (A+B)	Rs 34,421	Rs 4,13,052



KCM Appliances Pvt. Ltd.



1st July 2021
HR/KL/OL/2021/01/79

LETTER OF OFFER

Cherian T Mali
Pathanamthitta,

Dear Mr. Cherian T Mali,

This has reference to your application and the subsequent interviews you had with us. We are pleased to offer you the position of **Sales Officer - Trainee** in our organization at No. 42/45 E, Panachikkal Tower, Misiri, Narukara (P.O), Calicut Road, Manjeri, Malappuram District on the following terms and conditions.

1. You will be paid a Monthly Gross Salary of **Rs. 15,000/- (Rupees Fifteen Thousand only)**.
2. Your appointment is subject to your joining the services of the Company on or before **05/07/2021** and verification of your testimonials, receiving satisfactory reports from your references.
3. You will be given a Letter of Appointment after joining with detailed terms and conditions.
4. You will be on probation for a period of **6 (Six) months** from the date of joining service and this can be extended for a further period at the Company's discretion.
5. During the probationary period your services will be terminated with 1 (One) Month notice on either side.
6. Subject to the satisfactory completion of your probation period, initial or extended, as the case may be, your services will be confirmed in writing, until which time, your period of probation shall deemed to be extended.
7. You are requested to bring the following documents on joining.
Copies of the relevant certificates on Qualifications, Experience etc.
Relieving letter from last employer, Last drawn Pay slip etc.

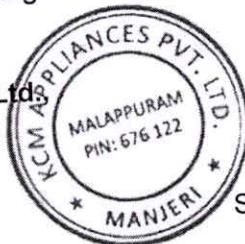
2 passport-size photographs

Please sign and return to us, within a week of receipt, the duplicate copy of this letter as token of your acceptance of the above terms and conditions.

We look forward to you joining our team and wish a mutually fruitful association.

For KCM Appliances Pvt. Ltd.


Nasarudheen Alungal
Vice President- HR & Administration



I have read and accepted the terms & conditions

Signature : _____

Date : _____



KCM Appliances Pvt. Ltd.



1st July 2021
HR/KL/OL/2021/01/78

LETTER OF OFFER

Jithin Thomas
Pathanamthitta,

Dear Mr. Jithin Thomas,

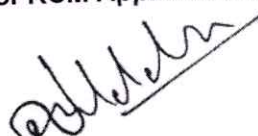
This has reference to your application and the subsequent interviews you had with us. We are pleased to offer you the position of **Sales Officer - Trainee** in our organization at No. 42/45 E, Panachikkal Tower, Misiri, Narukara (P.O), Calicut Road, Manjeri, Malappuram District on the following terms and conditions.

1. You will be paid a Monthly Gross Salary of **Rs. 15,000/- (Rupees Fifteen Thousand only)**.
2. Your appointment is subject to your joining the services of the Company on or before **05/07/2021** and verification of your testimonials, receiving satisfactory reports from your references.
3. You will be given a Letter of Appointment after joining with detailed terms and conditions.
4. You will be on probation for a period of **6 (Six) months** from the date of joining service and this can be extended for a further period at the Company's discretion.
5. During the probationary period your services will be terminated with 1 (One) Month notice on either side.
6. Subject to the satisfactory completion of your probation period, initial or extended, as the case may be, your services will be confirmed in writing, until which time, your period of probation shall deemed to be extended.
7. You are requested to bring the following documents on joining.
Copies of the relevant certificates on Qualifications, Experience etc.
Relieving letter from last employer, Last drawn Pay slip etc.
2 passport-size photographs

Please sign and return to us, within a week of receipt, the duplicate copy of this letter as token of your acceptance of the above terms and conditions.

We look forward to you joining our team and wish a mutually fruitful association.

For KCM Appliances Pvt. Ltd.


Nasarudheen Alungal
Vice President- HR & Administration



I have read and accepted the terms & conditions

Signature

Date

HO/HR/TA/3930481

Date:13/07/2021

Ms. Sona Elsa Zachariah,
Kanniakonil House Naduvelamuri, Thalavady PO Alappuzha

Dear Ms. Sona Elsa Zachariah,

Sub: Provisional Offer Letter

With reference to your application and further to the interview and/or subsequent discussion you had with us, we are pleased to offer you the position of **'Executive Trainee' - Grade 'B1'**.

By joining ESAF BANK, you will be part of a fast-paced and socially dedicated team that works together to provide 'Joy of Banking to Everyone'. Also, you are committing to the Bank's **vision** of being India's leading social Bank offers equal opportunities for the whole society through universal access and financial deepening, thus promoting financial inclusion, livelihood and economic development as a whole. In turn, Bank will be providing you with every opportunity to learn, grow and stretch to the highest level of your ability and potential.

The details of the offer are as follows, and shall be confidential.

You will be on training for a period of 12 months, which may be extended or regularized based on your performance and the successful completion of training will be followed by six months' probation. Your service in the Bank will be confirmed subject to your performance being satisfactory during the probationary period.

Your remuneration will be as follows:

1. Annual Salary would be Rs. 300000.0
2. Apart from the above, you will be eligible for Performance Incentive/ Pay as per Bank's policy, applicable to the Role/Grade.

The emoluments mentioned above are payable as per the policies of the bank, after effecting appropriate and applicable statutory deductions if any.

You shall be eligible for TA & DA and other payments as applicable to the grade, in line with the Bank's policy.

Your initial posting will be at any branch/office anywhere in Across India. However, the Bank reserves the right to transfer you to any Office / Department / Branch of the Bank, in India, that is in existence / or may come into existence at a future date, based on the Bank's business requirements.

You shall give the acceptance of the offer and of the above terms and conditions of employment on receipt of this letter. This offer letter is valid for 7 days from the date of this letter, for acceptance. This offer shall be effective from the date of your joining the Bank.

Your performance will be reviewed on a regular basis as per the performance parameters appropriate to the position mentioned. You will be governed by the rules, regulations and policies laid down by the **ESAF Bank** from time to time, and as applicable to your position.

Notwithstanding anything contained herein, if you are found to be indulging in any act of commission/omission that may be prejudicial to the interests of the Bank, violation of its code of conduct and/or policies, such act shall warrant disciplinary action, as deemed fit by the Bank.

Your appointment is subject to the necessary verifications / NOCs / receipt of Experience and Conduct certificate from your present/previous employers and receiving satisfactory references.

The terms and conditions set out in this letter of appointment constitute service conditions applicable to your employment in the Bank and in case of any dispute arising out of the same, the Courts at Thrissur will have exclusive jurisdiction.

You are requested to produce the documents as per the Annexure 1, at the time of joining. Please note that you

are required to join the Bank as per the date, agreed in our discussion.

We welcome you to ESAF Small Finance Bank and look forward to your valuable contribution in scaling **ESAF Bank** to greater heights.

Yours sincerely,



Dr. Jose AV
Head HR

Compensation Particular	Monthly	Annual
(A) Fixed Monthly Pay - EARNINGS		
Basic Pay	12400	148800.0
House Rent Allowance	2480	29760.0
Dearness Allowance	2000	24000.0
Conveyance Allowance	0	0.0
Medical Allowance	0	0.0
Periodicals / Self Development Allowance	0	0.0
Food allowance/Coupons	0	0.0
LTA	0	0.0
Special Allowance	4450	53396.0
Total (A)	21330	255956.0
Fixed Monthly Pay - DEDUCTIONS		
Provident Fund - Employee	1728	20736.0
Professional Tax	0	0.0
Charity Fund	124	1488.0
ESWT Fund Contribution	124	1488.0
ESWT Membership - Rs.1000/- **	0	0.0
Let Them Smile (Voluntary)	0	0.0
Staff Advance (if taken)	0	0.0
Death Fund	0	0.0
TDS	0	0.0
Total Recovery	1976	23712.0
Net Salary Credit to Bank A/c	19354	232244.0
(B) Annual Pay		
Bonus	583	7000.0
Total (B)	583	7000.0
Gratuity & Other Benefits (Employer Contribution)		
Provident Fund - Employer	1728	20736.0
Medical Insurance	667	8000.0
Leave Surrender	0	0.0
Gratuity	692	8308.0
Total (C)	3087	37044.0
Cost To Company (A+B+C)	25000	300000.0

1. Incentives are paid to Employees in Business Stream as approved from time to time
2. Performance Pay upto 10% of Gross will be paid to staff in other Streams based on Bank's, Department's and Individual's annual performance
3. Employees Deposit Linked Insurance Scheme on Normal Death.
4. Group Term Life Insurance (for spouse also)
5. Death Benefit from Staff Welfare Trust
6. Future Gratuity benefits.
7. ESAF CUG facility.
8. Car Component as per Car Policy of the Bank
9. Changes as per bank policy will be incorporated time to time

- . NB: 1. 1% of Basic salary will be deducted towards ESAF charity Fund meant for the charitable activities conducted by ESAF Society (eligible for 80G deduction under Income Tax Act)
2. 1% of Basic salary will be deducted towards ESAF Staff Welfare Fund meant for the employees of ESAF group
3. Applicable TDS will be effected on the salary.

ESAF SMALL FINANCE BANK LIMITED

RBI License no: MUM 124, CIN: U65990KL2016PLC045669

Registered & Corporate Office: ESAF Small Finance Bank Limited, Building No. VII/83/8, ESAF Bhavan,
Mannuthy, Thrissur- Palakad National Highway, Thrissur- 680 651, Kerala

Ph. No: 0487 7123456, 123457, Email: customercare@esafbank.com, www.esafbank.com

HO/HR/TA/3937981

Date:13/07/2021

Ms. Laxmi Prakash,
Maheswara vilasom ,parumala p.o ,Mannar, Pathanamthitta-689626,Kerala

Dear Ms. Laxmi Prakash,

Sub: Provisional Offer Letter

With reference to your application and further to the interview and/or subsequent discussion you had with us, we are pleased to offer you the position of **'Executive Trainee' - Grade 'B1'**.

By joining ESAF BANK, you will be part of a fast-paced and socially dedicated team that works together to provide 'Joy of Banking to Everyone'. Also, you are committing to the Bank's **vision** of being India's leading social Bank that offers equal opportunities for the whole society through universal access and financial deepening, thus promoting financial inclusion, livelihood and economic development as a whole. In turn, Bank will be providing you with every opportunity to learn, grow and stretch to the highest level of your ability and potential.

The details of the offer are as follows, and shall be confidential.

You will be on training for a period of 12 months, which may be extended or regularized based on your performance and the successful completion of training will be followed by six months' probation. Your service in the Bank will be confirmed subject to your performance being satisfactory during the probationary period.

Your remuneration will be as follows:

1. Annual Salary would be Rs. 300000.0
2. Apart from the above, you will be eligible for Performance Incentive/ Pay as per Bank's policy, applicable to the Role/Grade.

The emoluments mentioned above are payable as per the policies of the bank, after effecting appropriate and applicable statutory deductions if any.

You shall be eligible for TA & DA and other payments as applicable to the grade, in line with the Bank's policy.

Your initial posting will be at any branch/office anywhere in Across India. However, the Bank reserves the right to transfer you to any Office / Department / Branch of the Bank, in India, that is in existence / or may come into existence at a future date, based on the Bank's business requirements.

You shall give the acceptance of the offer and of the above terms and conditions of employment on receipt of this letter. This offer letter is valid for 7 days from the date of this letter, for acceptance. This offer shall be effective from the date of your joining the Bank.

Your performance will be reviewed on a regular basis as per the performance parameters appropriate to the position mentioned. You will be governed by the rules, regulations and policies laid down by the **ESAF Bank** from time to time, and as applicable to your position.

Notwithstanding anything contained herein, if you are found to be indulging in any act of commission/omission that may be prejudicial to the interests of the Bank, violation of its code of conduct and/or policies, such act shall warrant disciplinary action, as deemed fit by the Bank.

Your appointment is subject to the necessary verifications / NOCs / receipt of Experience and Conduct certificate from your present/previous employers and receiving satisfactory references.

The terms and conditions set out in this letter of appointment constitute service conditions applicable to your employment in the Bank and in case of any dispute arising out of the same, the Courts at Thrissur will have exclusive jurisdiction.

You are requested to produce the documents as per the Annexure 1, at the time of joining. Please note that you

are required to join the Bank as per the date, agreed in our discussion.

We welcome you to ESAF Small Finance Bank and look forward to your valuable contribution in scaling **ESAF Bank** to greater heights.

Yours sincerely,



Dr. Jose AV
Head HR

Compensation Particular	Monthly	Annual
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Basic Pay	12400	148800.0
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2. Performance Pay upto 10% of Gross will be paid to staff in other Streams based on Bank's, Department's and Individual's annual performance
3. Employees Deposit Linked Insurance Scheme on Normal Death.
4. Group Term Life Insurance (for spouse also)
5. Death Benefit from Staff Welfare Trust
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7. ESAF CUG facility.
8. Car Component as per Car Policy of the Bank
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2. 1% of Basic salary will be deducted towards ESAF Staff Welfare Fund meant for the employees of ESAF group
3. Applicable TDS will be effected on the salary.

ESAF SMALL FINANCE BANK LIMITED

RBI License no: MUM 124, CIN: U65990KL2016PLCC045669

Registered & Corporate Office: ESAF Small Finance Bank Limited, Building No. VII/83/8, ESAF Bhavan, Mannuthy, Thrissur- Palakad National Highway, Thrissur- 680 651, Kerala

Ph. No: 0487 7123456, 123457, Email: customercare@esafbank.com, www.esafbank.com

01 April, 2021

Ms. Joice Elizabeth Johnson

EMP ID: 304940

Padinjareparampil, Parumala P O, Kadapara,
Pathanamthitta,
Kerala - 689626.

SPI/AL/BKS/2020/1193

Dear Joice,

Offer of Appointment

With reference to your application and the subsequent interview you had with us, we are pleased to appoint you as **Subject Matter Expert- Finance** with effect from 01 April, 2021.

Terms and Conditions :

1. **Compensation :** Your cost to the Company would be **INR 25,600** per month and break-up details are as per **Annexure 1**.
2. You will be reporting to Team Lead and your essential facts of the job will be discussed and your progress will be monitored by your reporting authority.
3. **Transfer/Deputation :** Your initial place of posting/deputation will be at Chennai. However, you are liable to be transferred/deputed at any time on temporary or permanent basis to another department / establishment within the Group or under the same Management or post or place in any part of the World, where the Management may establish its office, later on. Upon such transfer/deputation, the rules and regulations of service applicable to such post or at the place of transfer/deputation, will become applicable to you.
4. **Probation :** You will be on probation, for a period of six months and after successful completion of which you may be considered for a permanent position or otherwise informed. Your probationary period will be assumed to have been extended until such time as you receive a letter offering you a permanent position. Mere completion of the probationary period or any extension thereof would neither entitle you to automatic confirmation nor any implied confirmation.
 - a. On completion of your probation period, your performance would be evaluated. Based on your performance, Management reserves the right to re-designate you.
 - b. In case of termination during the probation period, the Company is liable to give 15 Days prior notice and if you resign during the probation period, you are liable to give 15 Days notice.
 - c. In case you do not give sufficient notice, the Management reserves the right to take further suitable action against you.
 - d. During the probation period you are eligible for leave, strictly as per the leave policy of the Company.
5. **Termination after Confirmation :**
 - a. On successful completion of the probation period and upon our offering you a permanent employment, the employment shall be terminable by either party by giving 60 Days notice or payment of salary in lieu thereof. However, acceptance of salary in lieu of notice period is at the sole discretion of the Company.

- b. If you remain absent from work without any intimation and permission for a continuous period of five working days or more, you shall be deemed to have resigned, your employment with us, with effect from the day you completed 5 working days of such absence.
 - c. You cannot take any employment directly/indirectly with any of our clients or their affiliates, without written permission from SPi Technologies India Private Limited.
6. **Responsibility and Accountability :** You will be briefed about these separately upon your joining. You will have the responsibility to carry out duties for efficient and economical operation in the areas, which are being assigned to you now or subsequently.
 7. **Medical Fitness :** This offer of employment is subject to you being medically fit. You shall at any time subject yourself to medical examination as may be ordered by us to ascertain the state of your health and medical fitness to carry out your employment with us. If you are declared medically unfit on such medical examination or if you refuse to subject yourself to such medical examination as ordered by us, you shall be deemed to have voluntarily resigned.
 8. **Age of Retirement :** Please note that unless your services come to an end on account of resignation, termination or dismissal, or by any mode of separation you will retire on completion of 58 years of age.
 9. During your probation and after confirmation, you shall not undertake directly or indirectly any other business, work or public office on payment or otherwise except with prior approval in writing from the Management.
 10. You will be committed not to divulge any secret or valuable information, which is likely to damage the interests of the Company. All documents, specifications, reports, software etc. developed during your tenure with SPi Technologies India Private Limited will be Company's property and you will not be permitted to take them with you either while leaving your services or use thereafter.
 11. All properties of the Company including documents, magazines, books software, journals etc. are for exclusive use of the Company personnel within the Company premises and you shall not allow any outsider to use such property. In case you are authorized to take any Company property out of the Company premises, you shall be liable for any loss or damage to the same, while these are under your custody.
 12. You shall not be allowed to take out any material from the Company premises or bring into the premises any material without the written permission of the Management.
 13. The designation assigned to you is subject to change depending upon the nature of work assigned to you from time to time. Details of your remuneration should be treated as strictly personal and confidential and should not be shared with any other employee of the Company.
 14. Your monthly salary will be credited to your ICICI Bank Account, which the Company will facilitate to open at our office premises, if not available.
 15. Company will monitor and audit Internet access for the purposes of assuring system security, proper usage, and for performance impact. The employee has no rights of privacy in their use of the Internet and must adhere to the Internet Usage Policy set in the Company.
 16. You shall not disclose to any person, firm or corporation any trade, technical or technological secrets, any details of organization or business affairs, any names of past or present customers of the Company or its affiliates or any other information relating to the business or businesses or their affiliates.

17. The nature of job calls for shift work arrangements and under such circumstances you may be expected to work on shifts, as may be assigned, depending upon the projects.

18. Tax Liability :

- a. The taxability of allowances / reimbursements is to be considered in the light of the tax laws prevailing at the relevant time. In case, any tax has to be recovered from any of the reimbursements because of changes made by the Government, it will be recovered from your salary.
- b. Income tax, professional tax and all other statutory taxes shall be deducted from your pay, as applicable from time to time. However, it will be entirely your responsibility for payment of all other taxes.

19. You will work within the framework of the organizational structure, policies and directions as laid down by the Management. Other terms and conditions of your employment, which have not been exclusively dealt with or not covered under this offer of appointment will always be in accordance with the HR Manual, Policies of the Company, as applicable to you, existing at this point of time and /or amended, introduced, implemented from time to time.

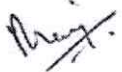
20. You shall notify any change in your residential address to the Company in writing within 7 days from the date of such change along with the proof, otherwise the residential address provided at the time of joining shall be considered as valid.

21. Any loss/ penalty/ fine incurred by the company due to any information given by you, which otherwise should not have been given by you due to any confidential agreement or contractual agreement entered into by you, will be made good to the Company by you.

This offer of appointment letter is not to be changed, corrected modified or terminated unless it is changed in writing, and signed by the parties hereto.

Please return the duplicate copy duly signed as a token of your acceptance of the terms of employment.

for SPi Technologies India Private Limited



Manoj P
Vice President – Human Resources

The above terms and conditions have been read, understood, accepted and I would abide by them.

Signature of Acceptance

Date :

Name : **Joice Elizabeth Johnson**

ANNEXURE 1

SALARY STRUCTURE

Name : Ms. Joice Elizabeth Johnson
Designation : Subject Matter Expert- Finance
Department : Authoring Solutions

Components	Per Month (INR)	Per Annum (INR)
Basic Pay	14300	171600
House Rent Allowance	7150	85800
Conveyance Allowance	1600	19200
Children's Education Allowance	200	2400
Medical Allowance	-	-
Miscellaneous Allowance	550	6600
Leave Travel Allowance	-	-
Gross Salary (A)	23800	285600
Add : Employer Contribution		
PF	1800	21600
ESIC	-	-
<i>Sub-Total (B)</i>	1800	21600
Total CTC (A+B)	25600	307200
Deductions : Employee Contribution		
PF	1800	21600
ESIC	-	-
<i>Sub-Total (C)</i>	1800	21600
Take Home (A-C)	22000	264000

** Subject to deduction of Income Tax if any

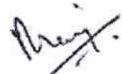
Mediclaime Insurance Coverage * INR 100,000 (Rupees One Lakh Only)

Accident Policy Coverage * INR 100,000 (Rupees One Lakh Only)

* As per company policy

Note: Contribution by the Employee towards the PF/ESI at the appropriate Contributory percentage.

for SPi Technologies India Private Limited



Manoj P

Vice President – Human Resources

I accept the above CTC structure breakup and I am aware that this is confidential and shall not disclose this information to others.

Signature of Acceptance with date



Offer Letter

Ms. Sreelakshmi H

Date: Monday, June 28, 2021

Welcome to BYJU'S!

Congratulations on your decision of partnering with us in our endeavor to change the face of education. We are pleased to offer you the position of Trainee - Order Assessment.

Offer Details:

Designation:	Trainee - Order Assessment.
Department:	Supply Chain (51000006)
Employment Type:	Trainee
Date of Joining:	Friday, July 23, 2021
Role Location:	IBC Knowledge Park, Bangalore
CTC per Annum:	350000 INR

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

1. Provident Fund
2. Income tax deducted at source at the rates applicable
3. Employment/Professional taxes
4. Dues to company including loans and advances
5. Or any other applicable statutory deductions

The income Tax liability with regards your salary and perks and will be governed by the tax laws of the country as applicable from time to time.

1. You will be governed by and agree to abide by the General Terms & Conditions of Service of the Company, as enclosed in Annexure A.
2. You will be governed by and agree to abide by the provisions of the company's Code of Conduct, copy of which is enclosed with this letter.
3. You are requested to carry necessary documents on your joining date, as enclosed in Annexure B.

You are requested to join the services of the Company not later than Friday, July 23, 2021, failing which you may please consider the offer to be withdrawn, unless an extension to the date of joining has been mutually agreed in writing.

Employment with Think & Learn Pvt Ltd is governed by the organisation employment policies as applicable, including satisfactory information from background checks post Joining.

We take this opportunity to thank you for the interest you have shown in our organization and look forward to welcoming you on-board for a fruitful career with us.

Please submit the signed copy of this offer letter on your date of joining. Yours

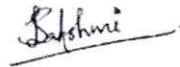
sincerely,

Think & Learn Pvt. Ltd.
below

Accept Job Offer by signing

Human Resource

Signature:



This is system generated offer letter and does not require authorised signature.

Annexure A

All Confidential information, Coaching Materials, Developed Material and Documentation of the Company including any information concerning the organization, business or finances of the Company or of any third party, any trade secret, software program, functional methodologies, business plans, strategies, students list, records, reports, memoranda which is confidential to the Company or which the Company is under an obligation to keep confidential or is of such type and nature that a reasonable person would regard as confidential.

The Employee acknowledges that the unauthorized use or disclosure of the Confidential Information will be prejudicial to the interest of the Company or the entities with which the Company has business relationship and may amount to invasion of privacy or a misappropriation or improper disclosure of trade secrets.

Code of Conduct: Think & Learn Pvt. Ltd., endeavors to follow the best possible standards in its governance and has high levels of transparency and integrity. As an employee or consultant, or as a business partner, we would like to inform you of our Ethical Standards Practice applicable to our employee relating to their dealings with you in various business transactions. We ask you to read, understand, and adhere to this practice and also ensure that others represent you do the same (applicable for vendors or consultant). All correspondence in this regard shall be kept confidential. In case of any clarification, please do not hesitate to contact us.

Business Conduct: Our basic premise in conduct of business: employee should do nothing that might discredit or embarrass the Company, its clients, or themselves as employee of the Company.

All Think & Learn Pvt. Ltd., employees are expected to act in accordance with the highest levels of personal and professional integrity, and ethical conduct. Honest conduct is that which is free from fraud or deception.

Annexure B

1. 10th Mark sheet
2. 12th Mark sheet
3. Graduation/Post Graduation Mark sheet–All semester mark sheet
4. Graduation/Post Graduation–Degree Certificate (Provisional Certificate/Course Completion Certificate for Trainees)

6. BYJU'S Offer Letter
7. Pan Card
8. Aadhaar Card (On Aadhaar, DOB should be in DD/MM/YYYY Format)
9. Voter ID/Passport/Driving License
10. Cancelled Cheque/Bank Statement/Bank Passbook
11. Passport Size Photograph
12. All current & previous companies relieving/experience letter(Only for experienced candidate)
13. Current/Last company's last three months' payslip(Only for experienced candidate)

This is system generated offer letter and does not require authorised signature



Offer Letter

Ms. Jamuna John

Date: Monday, June 28, 2021

Welcome to BYJU'S!

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

We are pleased to offer you the position of Trainee - Order Assessment.

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1. You will be governed by and agree to abide by the General Terms & Conditions of Service of the Company, as enclosed in Annexure A.
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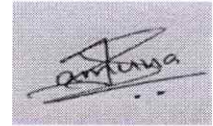
Yours sincerely,

Think & Learn Pvt. Ltd.

Human Resource

Accept Job Offer by signing below

Signature:



This is system generated offer letter and does not require authorised signature.

Annexure A

All Confidential information, Coaching Materials, Developed Material and Documentation of the Company including any information concerning the organization, business or finances of the Company or of any third party, any trade secret, software program, functional methodologies, business plans, strategies, students list, records, reports, memoranda which is confidential to the Company or which the Company is under an obligation to keep confidential or is of such type and nature that a reasonable person would regard as confidential.

The Employee acknowledges that the unauthorized use or disclosure of the Confidential Information will be prejudicial to the interest of the Company or the entities with which the Company has business relationship and may amount to invasion of privacy or a misappropriation or improper disclosure of trade secrets.

Code of Conduct: Think & Learn Pvt. Ltd., endeavors to follow the best possible standards in its governance and has high levels of transparency and integrity. As an employee or consultant, or as a business partner, we would like to inform you of our Ethical Standards Practice applicable to our employee relating to their dealings with you in various business transactions. We ask you to read, understand, and adhere to this practice and also ensure that others represent you do the same (applicable for vendors or consultant). All correspondence in this regard shall be kept confidential. In case of any clarification, please do not hesitate to contact us.

Business Conduct: Our basic premise in conduct of business: employee should do nothing that might discredit or embarrass the Company, its clients, or themselves as employee of the Company.

All Think & Learn Pvt. Ltd., employees are expected to act in accordance with the highest levels of personal and professional integrity, and ethical conduct. Honest conduct is that which is free from fraud or deception.

Annexure B

1. 10th Mark sheet
2. 12th Mark sheet
3. Graduation/Post Graduation Mark sheet–All semester mark sheet
4. Graduation/Post Graduation–Degree Certificate (Provisional Certificate/Course Completion Certificate for Trainees)
5. Resume

6. BYJU'S Offer Letter
7. Pan Card
8. Aadhaar Card (On Aadhaar, DOB should be in DD/MM/YYYY Format)
9. Voter ID/Passport/Driving License
10. Cancelled Cheque/Bank Statement/Bank Passbook
11. Passport Size Photograph
12. All current & previous companies relieving/experience letter(Only for experienced candidate)
13. Current/Last company's last three months' payslip(Only for experienced candidate)

This is system generated offer letter and does not require authorised signature

HRTAD/ Campus/Rec/2020-21

24 June 2021

SANJITH SAM VARGHESE
MBA
MACFAST, Thiruvalla

Dear Sir/ Madam,

Sub: Selection to the post of Officer in Junior Management Grade I for Branch Banking Role

Hearty Congratulations

We are happy to inform you that you have come out successful in the recruitment process conducted on 04/06/2021 for the post of **Officer in Junior Management Grade I for Branch Banking Role**. Accordingly, you are provisionally empanelled for absorption in Bank's service as Officer in Junior Management Grade I subject to detailed verification of documents submitted by you, background verification and other terms & conditions to be intimated separately. If at any stage it is found that you are ineligible for the applied post, your candidature is liable to be cancelled at any stage, without notice & compensation.

In this assignment you shall be placed in any of the Branches/Offices of the Bank as per administrative requirements. You will be on a probation period of two years from the date of joining and is expected to execute a Service Level Agreement for minimum period of two years.

We take this opportunity to welcome you to join our innovative and dynamic team for an excellent career. We are sure you will find the career at Federal Bank both enriching and challenging. The offer letter for appointment will be sent to you separately.

Once again hearty congratulations on your achievement. Wishing you all success and a wonderful life ahead..!

Warm Regards,

Vice President (HR)

**MACFAST**

Placement Officer <placement@macfast.org>

Fwd: Offer of Employment

Lakshmi prakash <lakshmiprakash.188@gmail.com>
To: placement@macfast.org

Thu, Jul 1, 2021 at 11:00 AM

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

From: **Lakshmi prakash** <lakshmiprakash.188@gmail.com>
Date: Thu, 24 Jun 2021, 10:51 am
Subject: Re: Offer of Employment
To: HR | Orell <hr@orell.in>
Cc: Orell Software <mail@orell.in>, MACFAST Placement Cell <nithin.mathews@macfast.org>

I accept the offer.

On Thu, 24 Jun 2021, 10:47 am HR | Orell, <hr@orell.in> wrote:

Dear Ms.Laxmi Prakash,

Congratulations..

Further to your final interview with us, we would like to formally offer you the position of Product Manager (Trainee) in Orell. In view of the current pandemic, your official date of joining will be intimated shortly.

As your university exams are still pending, you will be offered to be appointed as Trainee for the initial period with a monthly stipend of Rs.15,000 along with variables ranging from Rs.5000 to Rs.15,000 per month. Your official employment as Product Manager will begin immediately after your final examinations. Thereby you will be getting enrolled to our company payroll with a monthly salary of Rs.20,000 along with variables ranging from Rs.5,000 to Rs.15,000 per month for the first six months and Rs.25,000 to Rs.30,000 along with variables ranging from Rs.5,000 to Rs.20,000 thereafter. Kindly find the detailed CTC scale attached herewith.

This is a full time position and you will be on a probation period of 6 months from the date of your official appointment as an employee in Orell. We may consider your salary increment, incentives revision and confirmation and which solely depends on your consistent performance during the probation period.

All the procedures have been informed to you in advance during your final interview and we look forward to building a long lasting relationship with you.

We believe you will be an excellent addition to our team and are very much looking forward to having you on board.

Kindly send the confirmation through mail.

Thanks & Regards,

Human Resource Department

Contact: Tel: +91 484 4141 000, Mob: 9387614000

Oréll Techno Systems (India) Private Limited | Oréll Software Solutions Private Limited | Oréll FZC (UAE)

Regional Offices: Delhi | Mumbai | Kolkata | Bangalore | UAE

ISO 9001:2008 Certified

.....
DISCLAIMER:

This message is for the named addressee's use only. It may contain confidential, privileged, proprietary, or otherwise private information that may not be disclosed or used by anyone other than the addressee(s) and is intended for the designated individual or entity recipient(s) only. No one else may disclose, distribute, or otherwise use the contents of this message. Unauthorized use, disclosure, dissemination, duplication and/or distribution are strictly prohibited and may be unlawful. If you received this message in error, please immediately delete it and all copies of it from your system, destroy any hard copies of it and also notify us immediately by return e-mail to the sender. I just wanted to check if you have received my previous emails, skeptical about the spam filters. Oréll and/or any of its subsidiaries and/or affiliates each reserve the right to monitor all email communications through its networks. This Email has been scanned by Anti-Virus and Anti-Spam rules and has passed all the Security checks set by Oréll.

PRIVATE AND CONFIDENTIAL

Date: January 1, 2022

Ms. Achsah Saji
 Ucharukunnil, East Othara P.O.,
 Thiruvalla, Eraviperoor,
 Pathanamthitta, Kerala-689546

EMPLOYMENT AGREEMENT

Dear Achsah,

Further to the recent meetings and discussions you had with us, we are now pleased to offer you an appointment with **Outsourcepartners International Private Limited** ("the Company") to the position of **Associate - Operations at Band A1**, on the terms and conditions set out herein after:

1 EMPLOYMENT

- 1.1 Your effective date of joining shall be no later than : **January 3, 2022**
- 1.2 Notwithstanding the afore-said or anything to the contrary contained in this employment agreement or in the Letter of Intent ("LOI") and/ or notwithstanding your acceptance of the LOI or the employment offer, the Company, for any business or operational reasons whatsoever including without limitation any reason which is beyond the Company's control, or due to any unforeseen or unavoidable business circumstances, reserves the right to defer your date of joining to a later date to suit the business requirements. The Company will use reasonable endeavour to inform you at the earliest. *(Applicable for Band A only)*
- 1.3 Your employment with the Company is subject to:
- (i) The accuracy and authenticity of the testimonials, documents and information provided by you to the Company. The Company will get authenticity of aforesaid, and of the personal and employment details, provided by you to the Company, validated, either internally or through any external agency engaged by the Company, and by accepting this offer, you hereby agree that you have no objection, and you unconditionally consent, to the same and grant Company the authority and power to do so including to get background verification / checks conducted without any further reference or notice to you and to share the report/s including of any such background verification / checks with any of Company's advisors, attorneys or consultants or to produce, submit or file any such report/s before any court, tribunal, commission, enquiry officer, arbitrator/s, quasi-judicial authorities or government, statutory, labour and/or regulatory authorities or in response to any legal order, summon or notice or refer it and/or its details or contents in any show cause notice, charge sheet or legal / demand notice without any reference or notice to you and/or without your further or additional consent.
 - (ii) Your being free from any contractual or legal restrictions preventing you from accepting this offer or starting work on the above-mentioned date;
 - (iii) On our receiving two satisfactory references; and
 - (iv) Your fully and truly disclosing on your own behalf and, if married, on your spouse's behalf, full details of any external directorships held and any personal business interests including partnerships, proprietorships, shareholdings and trusteeships; involvement in any other business ventures, profession, vocation, occupation, etc. involving limited or unlimited liability; personal liabilities in connection with above-said activities; and involvement in other positions

Outsourcepartners International Private Limited

9th Floor, Building No. 2, Leela Infopark, Infopark SEZ, Kusumagiri P.O., Kakkanad, Kochi 682030 Kerala, India
 T: +91.484.408.6000 EXLservice.com

Registered Office: Tower 2D, Phase I, Vikas Telecom Limited SEZ, Vrindavan Tech Village, Devarabeesanahalli, Outer Ring Road, Bengaluru 560 103, Karnataka,
 India T: +91.80.4344.777

CIN: U74110KA2003PTC031647

Appendix 1

Name : Ms. Achsah Saji
 DOJ : January 3, 2022
 Designation: Associate - Operations
 Band : A1

Heads of Compensation :	Annual Compensation
Basic	174107
Provident Fund	20893
Total Fixed Compensation (A)	195000
<i>Cost of Other Benefits Provided by Company (Non - Monetary)</i>	
Transport	30000
Canteen	12600
Accident Insurance and Medclaim Premium	7200
Other Benefits (B)	49800
<i>Retirals</i>	
Gratuity	8375
Employers ESIC	5658
Other Retirals Benefits (C)	14033
Total CTC (A+B+C)	258833
You are required to give the BOA options in the Prescribed format	
*In case the Basic + DA is more than Rs. 15000, PF is optional and you have to give your option for the same. Coverage is mandatory for those who are already covered under PF Scheme.	
Performance bonus will be as per the EXL bonus policy, and would be paid based on company's / individual's performance	

1. Group Medical insurance coverage for self and dependents (Spouse and 2 children) and Group Personal Accidental coverage for self.
2. You shall be provided with benefits of Gratuity in accordance with applicable provisions of the Payment of Gratuity Act, 1972 as amended up-to-date

Outsourcepartners International Private Limited

9th Floor, Building No. 2, Leela Infopark, Infopark SEZ, Kusumagiri P.O., Kakkanad, Kochi 682030 Kerala, India
 T: +91.484.408.6000 EXLservice.com

Registered Office: Tower 2D, Phase I, Vikas Telecom Limited SEZ, Vrindavan Tech Village, Devarabeesanahalli, Outer Ring Road, Bengaluru 560 103, Karnataka,
 India T: +91.80.4344.777

CIN: U74110KA2003PTC031647



23rd July 2021

Reference No. NGA HR/Offer/2021/0150

Dear Tinsu,

Nanthavanam (H) Kakkudumon p.o
Ranny- Perunadu Pathanamthitta Dist.
Kerala, India, 689711

We refer to your application for the post of **Trainee Associate** and the subsequent interview and discussions held at our office in this regard.

Subject to your acceptance of the terms and conditions herein along with the prevailing applicable rules and policies of the Company, we hereby appoint you for the post of **Trainee Associate**. You are required to report for the said post at our office on **16th August 2021 at 9 AM**.

All formalities and requisites along with pre-joining conditions and formalities will be completed by you on the said date. This offer is conditional upon the Company receiving this offer letter duly countersigned by you thereby confirming your acceptance to adhere to all the terms and conditions herein along with applicable rules, policies etc. as may be framed by the Company from time to time.

This offer letter, duly countersigned by you, should be received by the Company on or before **26th July 2021**, failing which this offer will stand revoked and cancelled immediately, after which the Company will not be liable or responsible to you in any manner whatsoever. Notwithstanding the above, the Company may at its own sole discretion decide to extend the date of acceptance.

Our offer is subject to (i) cross verification of your references, which the Company will also be entitled to do so at any time after you have joined the Company (ii) background checks and verification (iii) confirmation and verification of the documents already submitted and/or to be submitted by you (iv) terms and conditions herein (v) conditions set as pre-requisite for this offer (vi) conditions agreed by as post-requisite after you joining the Company (vii) Rules and policies of the Company (viii) completion of positive reference check and submission of documents as mentioned in Annexure 1 herein and (ix) any other changes implemented and applicable to you by the Management.

Your countersignature on this offer letter will be treated as your acceptance and confirmation of the all the terms, conditions, obligations, compliances, powers and discretions of the Company etc.

Alight recently acquired the core outsourcing and consumer experience businesses of NGA HR. Throughout this document, any reference to "NGA", "NGA HR" or "we" should be interpreted as a reference to Alight (or its affiliated entities providing the services)

NGA_HR_TP_Offer Letter_Ver.7.1

Proprietary and Confidential to NGA HR India (P) Ltd (Alight Solutions)

Rev Date: 01.05.2021

Name	Tinsu Johnson	OP0301EL
Designation	Trainee Associate	
Effective date	16 August, 2021	
Salary Components	Characteristics	Annual Structure
Basic	Min Wage Fixed	181,440
DA	Fluctuates based on Consumer Price index	17,784
Total Fixed Pay		199,224
Gratuity *	4.81% of (Basic Salary + DA)	9,583
Provident Fund - Company's contribution	12% of Basic Salary	21,773
Statutory Bonus	As per the local labour laws	16,595
Medical Insurance	Self + Dependents	7,191
Accidental & Group Term Insurance	Fixed Amount	500
Total Salary including Benefits		254,866

*Subject to Payment as per Gratuity Act.

Alight recently acquired the core outsourcing and consumer experience businesses of NGA HR. Throughout this document, any reference to "NGA", "NGA HR" or "we" should be interpreted as a reference to Alight (or its affiliated entities providing the services)

NGA_HR_TP_Offer Letter_Ver.7.1

Rev Date: 01.05.2021

Proprietary and Confidential to NGA HR India (P) Ltd (Alight Solutions)

11-06-2021

Dear **Arshit T.S,**

Congratulations! We are extremely excited to extend an offer to you to join the young and vibrant team of Vedantu as a "**Academic Counselor**" in our **Team** at **Kochi**. We are sure your valuable experience and passion to excel will be of great value to Vedantu and will help Vedantu move faster towards its Global vision. We are looking forward to your date of joining on **01-07-2021**.

Your fixed remuneration would be INR 3,30,000 (Three Lakh Thirty Thousand Rupees only) per annum as per Annexure A.

You will be on probation for a period of three months from the Date of Joining.

This offer is valid until **01-07-2021**.

Your employment is contingent upon the Company receiving satisfactory references or background check results. Please note that in the event the Company is not satisfied with any of these items, the Company reserves the right to end this agreement of employment

- If any information or data furnished by you to the company, on the basis of which the offer of Employment was made to you, is found to be false, misleading or incomplete, or if you are found to have willfully suppressed any material information,
- If you are convicted by any court of an offence involving moral turpitude,
- If you are guilty of fraud.

Cheers!

Anand Prakash

Director & Co-founder

Vedantu Innovations Pvt. Ltd.

Annexure A

SALARY COMPUTATION		
Components	Per Annum	Per Month
Components Structure		
CTC as per offer	3,30,000	27,500
Employer Contribution to Provident Fund	21,600	1,800
NET CTC	3,08,400	25,700
Basic	1,80,000	15,000
HRA	72,000	6,000
Statutory Bonus	16,200	1,350
Sub Total A	2,68,200	22,350
Special Allowance	40,200	3,350
Sub Total B	40,200	3,350
Sub Total A And B	3,08,400	25,700
Deductions		
Provident Fund	21,600	1,800
PT	2,400	200
Total Deductions	24,000	2,000
Estimated Take Home	2,84,400	23,700

* TDS applicable as per Income Tax and other applicable law.



HDB Financial Services Limited
2nd Floor, Wilson House,
Old Nagardas Road,
Near Amboli Subway,
Andheri East, Mumbai - 400069
Tel. : 022 - 7945 5000
Email : hdb.hrcompliance@hdbfs.com
Web : www.hdbfs.com
CIN : U65993GJ2007PLC051028

September 22, 2021

Ref:HDBFS/21-22/HRIC48938/App/141284

Mr. Amalu Velappan,
Shannugh Vilasom,
Puthenthura,
Neendakara,
Kollam-691582

Dear Mr. Amalu Velappan,

LETTER OF APPOINTMENT

Further to your application and subsequent discussions for employment, HDB Financial Services Limited ("Company") is pleased to appoint you as JR. OFFICER - PROCESSING on the terms and conditions as set out below.

Your Total Salary per annum is set out as attached in Annexure A. All remuneration, benefits and perquisites will be taxed in accordance with the provisions of Income Tax Act, 1961 and any other enactments in force from time to time.

Terms and Conditions:

- a) You will be on probation for a period of 6 (six) months from the date of your employment. Subject to satisfactory performance during probation, your employment will be confirmed in writing. The Company shall have the absolute right to terminate your employment during the probation period by giving you 15 (fifteen) days' notice or salary in lieu thereof if your conduct, attendance, progress or performance is found to be unsatisfactory or for any other reason as the Company may in its sole discretion deem fit. If you wish to leave the employment with this Company during your probation period or post confirmation, you will mandatorily have to serve a minimum notice period of 1 (one) month or pay to the Company an amount equivalent to your 1 (one) month's salary in lieu of such notice period. It is clarified that, in the event of a termination of this Agreement by you, the decision whether or not to accept salary in lieu of the notice period will rest solely with the Company and you may be required to serve the applicable notice period instead of paying to the Company an amount equivalent to your salary in lieu thereof.
- b) Your appointment will be subject to the Company receiving satisfactory references and Contact Point verifications. You are required to furnish the name(s) of the references, who have supervised you in a professional capacity at some stage in your academic / professional career as may be required by the Company.
- c) Your duties and responsibilities will be explained to you on your joining the Company.
- d) Your initial place of posting will be at Karunagapally. You are initially assigned to services at our client premises, KARUNAGAPALLY. The Company reserves the right to change the duties assigned to you, transfer you, temporarily or permanently, to any other office / branch, subsidiary or associate of the Company or to any other place of business of the Company that is in existence or may come into existence at a future date. The Company further reserves the right to transfer you from one shift to another, depending upon the exigencies of work.

Registered Office : Radhika, 2nd Floor, Law Garden Road, Navrangpura, Ahmedabad-380 009.

Page 1 of 5

September 22, 2021

Ref:HDBFS/21-22/HRIC48938/App/141284

Ms. Amalu Velappan,
Shanmugh Vilasom,
Puthenthura,
Neendakara,
Kollam-691582

Dear Ms. Amalu Velappan,

LETTER OF APPOINTMENT

Further to your application and subsequent discussions for employment, HDB Financial Services Limited ("Company") is pleased to appoint you as JR. OFFICER - PROCESSING on the terms and conditions as set out below.

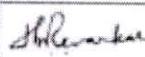
Your Total Salary per annum is set out as attached in Annexure A. All remuneration, benefits and perquisites will be taxed in accordance with the provisions of Income Tax Act, 1961 and any other enactments in force from time to time.

Terms and Conditions:

- a) You will be on probation for a period of 6 (six) months from the date of your employment. Subject to satisfactory performance during probation, your employment will be confirmed in writing. The Company shall have the absolute right to terminate your employment during the probation period by giving you 15 (fifteen) days' notice or salary in lieu thereof if your conduct, attendance, progress or performance is found to be unsatisfactory or for any other reason as the Company may in its sole discretion deem fit. If you wish to leave the employment with this Company during your probation period or post confirmation, you will mandatorily have to serve a minimum notice period of 1 (one) month or pay to the Company an amount equivalent to your 1 (one) months' salary in lieu of such notice period. It is clarified that, in the event of a termination of this Agreement by you, the decision whether or not to accept salary in lieu of the notice period will rest solely with the Company and you may be required to serve the applicable notice period instead of paying to the Company an amount equivalent to your salary in lieu thereof.
- b) Your appointment will be subject to the Company receiving satisfactory references and Contact Point verifications. You are required to furnish the name(s) of the references, who have supervised you in a professional capacity at some stage in your academic / professional career as may be required by the Company.
- c) Your duties and responsibilities will be explained to you on your joining the Company.
- d) Your initial place of posting will be at Karunagapally. You are initially assigned to services at our client premises, KARUNAGAPALLY. The Company reserves the right to change the duties assigned to you, transfer you, temporarily or permanently, to any other office / branch, subsidiary or associate of the Company or to any other place of business of the Company that is in existence or may come into existence at a future date. The Company further reserves the right to transfer you from one shift to another, depending upon the exigencies of work.

Registered Office : Radhika, 2nd Floor, Law Garden Road, Navrangpura, Ahmedabad-380 009.

Annexure A

HDB FINANCIAL SERVICES		Compensation Breakup	
Name	MS.AMALU VELAPPAN		
Role	Jr. Officer - Processing		
Grade	Grade-I		
Location	Karunagapally		
Annual Compensation Break up			HDBFS Monthly
Basic	1,38,960	11,580	
HRA	55,584	4,632	
PDA	37,056	3,088	
Provident Fund (Employer's contribution)	21,120	1,760	
Gross Salary (A)	2,52,720	21,060	
ESIC (Employer's contribution)-----(B)	7,527	627	
Gratuity------(C)	6,684	557	
Total Fixed Compensation (D=A+B+C)	2,66,931	22,344	
Note:			
This Offer is subject to positive Contact Point Verification, Reference checks & CIBIL/SAS check. Your consent for candidature of the company will be considered as consent for accessing your CIBIL report.			
Employee and Employer's contribution towards ESI will be 0.75% & 3.25% respectively			
Gratuity is as per "The Payment of Gratuity Act"			
You will be covered under Group Personal Accident Insurance as per policy of the Organization			
		Ref: HDBFS/21-22/HRIC48938/APP/141284	

I accept the terms and conditions as mentioned in the Appointment letter.

eSigned using Aadhaar
 E-signature ID: 130
 Amalu Velappan
 Date: 06-Sep-24 17:03:48 IST
 26/7

Ms.Amalu Velappan



INVESTNET
Empower your practice

Appointment Offer No : ENV-IO-HR-AO-2021-567
Appointment Offer dated : 13-Aug-2021

13-Aug-2021

Ashna Rajan

Kripalayam, Manalil,
Kizhakumkara, Ajanur P.O, Kanhangad,
Kasargod - 671531,
Kerala

Sub: - Appointment Offer

Dear Ashna,

After review of your impressive credentials and the interview, we are pleased to confirm that you have been selected for the post of **Associate Operations Analyst**. We are enclosing herewith your Appointment Offer dated **13-Aug-2021**. If you are accepting our offer, please send us your confirmation within 5 days. If no such confirmation is received on or before the said period, this offer shall stand void.

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

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

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

We are looking forward to a long standing relationship.

Yours Sincerely,

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

Santhosh Kumar E K
Vice President - Human Resources



13-Aug-2021

Ashna Rajan

Kripalayam, Manalil,
Kizhakumkara, Ajanur P.O, Kanhangad,
Kasargod - 671531,
Kerala

Dear **Ashna**,

Following your interview with us, we are pleased to offer and appoint you as **Associate Operations Analyst** in **Investnet Asset Management (India) Pvt. Ltd** (the "**Company**"), subject to your acceptance of the terms and conditions contained herein.

Terms and conditions of the Offer

1. Pre-requisites

- a) This appointment and continuance of your employment will be subject to your being medically fit and also subject to you clearing the background verification exercise undertaken by the company. A consent form is attached along with this offer letter. You are required to return a signed consent form for initiating the background verification.
- b) You will have to bring six copies of your latest passport size colour photographs, and the originals and one set of copies of all certificates on the joining date. Your appointment will be subject to verification of your certificates against the information provided by you in your resume and during the interview.

2. Posting

Your initial posting would be at any one of the offices Investnet Asset Management (India) Pvt. Ltd. in Trivandrum location. Your services are, however, liable to be transferred to any of our other offices or offices of our existing or future affiliates, clients or associates, in India or abroad, at the sole discretion of the Company.

In the event of you being transferred to any of our other offices or asked to work from remote location, then the said location/station will be considered as your work location. In such cases and in the event of you having to official visit our Trivandrum office, you will be paid travelling and other logistics expenses as per the company norms.

3. Reporting Date

You are requested to report at corporate office of the company situated at Investnet, TC 4/2035-1, Kowdiar post, Trivandrum, Kerala- 695003, India on **22-Sep-2021**.

4. Probationary Period

- a) You will be on probation for a period of six months from the actual date of your joining, which period may be extended by the Company depending on your performance. You will continue to be on probation unless and until you are expressly confirmed in the regular service of the Company. On successful completion of your probation, as may be judged by the Company, you may be confirmed, if your services are found satisfactory.
- b) Prior to your confirmation, if the Company in its opinion is not satisfied with your work and/or conduct, your probation shall be liable to termination without any notice or assigning any reason whatsoever.



5. Compensation

Your compensation details are as stated in Annexure 1

In addition to the monthly earning, you will be entitled to the company's medical assistance scheme for self, spouse and children. This scheme provides medical insurance cover up to Rs.3,00,000/- per annum for in-patient treatment subject to the conditions mentioned in the insurance cover.

6. Working Week & Leave

The normal working days and normal hours of work can be changed by the Company to suit the work and emergencies.

Holidays would be as per the list declared by the Company from time to time

As an employee of the Company you will be entitled to twelve days of annual leave, eight days of casual leave and six days of sick leave per annum. In addition, you will also be eligible for maternity / paternity leave.

7. Promotion

Promotions will be based on your performance, contribution and as per the rules and regulations of the Company.

8. Travel

You may be required to travel within India and overseas for the purpose of work and/or training whenever required by the Company and you will be required to remain outside India for such period as may be determined by the Company. All expenses including, flight tickets, hotel accommodation etc, that may be incurred in connection with such travel will be borne by the Company. You must have a valid passport while joining the Company and a copy of the passport must be deposited with the Company. Company will take responsibility for arranging travel visas and other formalities.

9. Minimum Period of Service

The minimum period of service is 2 years from the date of joining. You are also required to execute a service commitment agreement guaranteeing a sum of Rs. 50000/- (Rupees Fifty Thousand Only) to be payable to the Company in accordance with the terms and conditions of such contract. The above contract shall also be signed by one surety and should be your parent. A copy of the contract is attached hereto for your reference and understanding. The signing of this contract is mandatory before joining the company as per the company policy. There is no compulsion from our side to you or your surety executing this contract, you and your surety may read and understand the content, take legal assistance if necessary and only if you are ready to honour the terms and conditions therein you may sign the contract.

10. Notice Period & Termination of Employment

On the completion of the period of 2 years as agreed in the service agreement, the termination of employment shall be.

- After issuing a 90 days' notice by either side.
- For your resignation to be approved, you shall hand over the details of the work, data, documents, materials, and all other official properties entrusted to you, to the satisfaction of the Department Head/Manager authorized on this behalf. In the event of your failure to hand over any of the above, the management reserves the right to take appropriate action against you as deemed necessary and warranted by the circumstances.
- During the course of your employment, if your performance is not meeting the required standards, a Performance Improvement Plan (PIP) may be assigned to you and your employment could be terminated by the end of the PIP without an additional 3 months' notice pay if you are unable to meet the specific objectives and standards of performance set in the PIP.



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- If any charge of misconduct is proved against you, the management reserves the right to terminate your service without any notice or payment in lieu of notice period.

11. Regulations

- a) Your employment will be governed by, and you are bound to abide by, the decisions, directives, rules and regulations of the Company which may be notified from time to time. You are expected to devote your entire working time, energy, and attention exclusively to the work of the Company, and should not take up any other direct or indirect business or work, honorary or otherwise, while in employment with the Company, unless so permitted in writing by the Company.
- b) You are expected to work diligently, faithfully and to the best of your ability in serving the Company and to use the best of your endeavor to promote the interests of the Company and perform all duties that may be entrusted to you from time to time.
- c) You shall be responsible for the safe keeping of all Company property that is being used by you or left in your custody or charge and shall upon the request of the Company or termination of your service, whichever is earlier, deliver to the Company all the properties of the Company, in your custody or possession.
- d) All intellectual properties rights in, India and abroad, for the full term of such rights, in any "work" (as defined under the Copyright Act, 1957 and as amended from time to time) or in any other matter including but not limited to, documents, computer software and databases or papers, of any type including all improvements) conceived / created / made fully or in part (whether or not during regular office / business hours) by you during your period of employment with the Company, shall stand automatically vested in and be the sole and exclusive property of the Company and shall be disclosed in writing promptly to the Company. You shall also at the cost of the Company execute and register, all documents required, statutorily or otherwise by the Company, to further confirm the above ownership rights in favour of the Company.
- e) You shall execute the Security and Confidentiality Regulations of the Company with respect to protection of confidential information of the Company.
- f) You understand that if you are deputed on any work/assignment/project at locations specified by customers/company, you will gain extensive knowledge and information of customers' business and their specific requirements and skills by closely working with the customers, which would be of great value to the Company, and which knowledge, information and skills the Company would want to utilise on completion of such deputation. Customers in this context shall mean clients, business partners, business associates, subsidiaries, affiliates or any other legal entity or business unit with whom the Company has business relationship. Moreover, you also understand that the Company would be expending considerable cost for such deputation. Therefore, you agree that after completion of such deputation, you will share your experience and knowledge with the company.
- g) You shall at any times be liable for the disciplinary actions including warning, suspension, discharge and dismissal for unsatisfactory performance, causing damage/ financial loss to the Company, committing breach of any service conditions or misconduct such as irregular attendance, unauthorized absence, misbehavior, theft, misappropriation/ fraud, dishonesty, immorality, conviction, falsification of documents/ records or information given in your bio-data/ application for securing job in the Company or any undesirable acts which in the opinion of the Company is prejudicial and detrimental to the interest of the Company. Pending disciplinary action, you can be suspended from service.
- h) During your employment with Company and for a period of one (1) year immediately following termination of your employment, for any reason whatsoever, you shall not:



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- i) directly or indirectly, either on your own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member, office bearer or shareholder, own, operate, assist, take up employment in, participate in or be associated with, in India or elsewhere, any concern/entity that is engaged in developing, designing, producing, marketing, or selling, software products or services in competition with the Company, to the travel, transportation and logistics industry and such other industry the Company will serve in future;
 - ii) directly or indirectly contact, seek or accept employment with any third party (including past, present or prospective customers) that you have interacted with, or have provided any services to whether directly or indirectly during the course of your employment with the Company or solicit, entice, take away or attempt to contact, solicit, entice or take such third parties away from Company or in any way damage their business relationship with the Company; or
 - iii) directly or indirectly, either on your own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member or office bearer, directly or indirectly, contact, recruit, solicit or hire any of the employees of the Company, or induce or attempt to induce any employee of the Company to terminate his/her employment with, or otherwise cease or damage his/her relationship with the Company.
- j) This Appointment Offer is to be read in conjunction with the rules and regulations laid down by the Company from time to time. In the event any conflict arises between Appointment Offer and the rules and regulations laid down by the Company from time to time, such rules and regulations shall prevail.
 - k) The service conditions mentioned in this Appointment Offer are not subject to any amendments unless communicated by the authorized officer nominated by the Company for this purpose.
 - l) If any of the clauses or sub clauses of this Appointment Offer become invalid or be so judged, the remaining clauses or sub clauses shall be deemed severable and shall remain in full force and effect.
 - m) The Company reserves the right to initiate legal proceedings for any breach by you of any of terms of your employment.
 - n) This Appointment Offer shall be governed and construed in accordance with the laws of India.
 - o) In the event of any dispute between the parties hereto regarding or arising out of this Appointment Offer, the Courts in Trivandrum, Kerala, shall have the sole jurisdiction, to the exclusion of all other courts that may otherwise have had jurisdiction.

If you agree to these terms and conditions, kindly return the counterpart of this Appointment Offer enclosed herewith duly signed on all the pages within seven days of your receiving it. For any additional information or clarification on any of the above terms and conditions, please do not hesitate to contact us.

Yours Sincerely,

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

Santhosh Kumar E K
Vice President - Human Resources

ACCEPTANCE

I have read and understood the terms and conditions of the above Appointment Offer and I unconditionally accept the same without any reservations whatsoever. I have received the copy of the service commitment agreement.

Name and Signature

Ashna Rajan

Date: 15/08/2021

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

www.investnet.com

TC 4/2035 - 1, Kowdiar Post

Trivandrum, Kerala, India - 695003

CIN: U72200KL2001PTC015113



ANNEXURE-1

SALARY STRUCTURE			
Name	Ashna Rajan		
Role	Associate Operations Analyst		
Team	Portfolio Accounting Services		
Division	Operations		
Band	A		
Date of Joining (DD-Mmm-YYYY)	22-Sep-2021		
SALARY COMPONENTS		Per Month (Rs)	Per Annum (Rs)
Salary Components	Basic (40% of GP)	₹ 6000	₹ 72000
	DA (20% of GP)	₹ 3000	₹ 36000
	HRA (10% of GP)	₹ 1500	₹ 18000
	Special Allowance	₹ 4500	₹ 54000
	NPS (0% of Basic + DA)	₹ 0	₹ 0
	Meal Voucher	₹ 0	₹ 0
	Gross Pay	₹ 15000	₹ 180000
Benefits	Company's Contribution to PF	₹ 1800	₹ 21600
	Gratuity (4.81% of Basic + DA)	₹ 433	₹ 5196
	ESI (3.25% of GP)	₹ 488	₹ 5856
	Cost of Insurance	₹ 1036	₹ 12436
	Labor Welfare Fund (LWF)	₹ 20	₹ 240
	Total Earnings	₹ 3777	₹ 45328
Cost to Company		₹ 18777	₹ 225328
Note: Income tax and other deductions including PF, ESI, Professional Tax, Income Tax, TDS, Welfare Fund etc will be deducted as per the prevailing Act and rules.			
Insurance Cover	Sum Assured	Remarks	
Medical Insurance Cover	₹ 300000	Medical insurance cover applicable for Employee, Spouse & Upto 3 Children paid by the company and voluntary additional cover available for Parents & in-laws by paying additional premium. Accident & Life Insurance apply only to employees.	
Personal Accident Cover	₹ 500000		
Life Insurance Cover	₹ 2500000		

Investnet offers Flexible Benefits Option to customize your salary structure to suit your needs and to have higher tax savings. Please visit the payroll and benefits portal after you join to customize your salary components and to know more about all applicable allowances, benefits and privileges you are eligible for.



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Appointment Offer No : ENV-IO-HR-AO-2021-569
Appointment Offer dated : 17-Aug-2021

17-Aug-2021

Rejin Varghese Mathew
Karimpil Rejin Villa,
Amichakary P.O, Thiruvalla,
Pathanamthitta - 689112,
Kerala

Sub: - Appointment Offer

Dear Rejin,

After review of your impressive credentials and the interview, we are pleased to confirm that you have been selected for the post of **Associate Operations Analyst**. We are enclosing herewith your Appointment Offer dated **17-Aug-2021**. If you are accepting our offer, please send us your confirmation within 5 days. If no such confirmation is received on or before the said period, this offer shall stand void.

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

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

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

We are looking forward to a long standing relationship.

Yours Sincerely,

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

Santhosh Kumar E K
Vice President - Human Resources

17-Aug-2021

Rejin Varghese Mathew

Karimpil Rejin Villa,
Amichakary P.O, Thiruvalla,
Pathanamthitta - 689112,
Kerala

Dear Rejin,

Following your interview with us, we are pleased to offer and appoint you as **Associate Operations Analyst** in **Envestnet Asset Management (India) Pvt. Ltd** (the "**Company**"), subject to your acceptance of the terms and conditions contained herein.

Terms and conditions of the Offer

1. Pre-requisites

- a) This appointment and continuance of your employment will be subject to your being medically fit and also subject to you clearing the background verification exercise undertaken by the company. A consent form is attached along with this offer letter. You are required to return a signed consent form for initiating the background verification.
- b) You will have to bring six copies of your latest passport size colour photographs, and the originals and one set of copies of all certificates on the joining date. Your appointment will be subject to verification of your certificates against the information provided by you in your resume and during the interview.

2. Posting

Your initial posting would be at any one of the offices Envestnet Asset Management (India) Pvt. Ltd. in Trivandrum location. Your services are, however, liable to be transferred to any of our other offices or offices of our existing or future affiliates, clients or associates, in India or abroad, at the sole discretion of the Company.

In the event of you being transferred to any of our other offices or asked to work from remote location, then the said location/station will be considered as your work location. In such cases and in the event of you having to official visit our Trivandrum office, you will be paid travelling and other logistics expenses as per the company norms.

3. Reporting Date

You are requested to report at corporate office of the company situated at Envestnet, TC 4/2035-1, Kowdiar post, Trivandrum, Kerala- 695003, India on **22-Sep-2021**.

4. Probationary Period

- a) You will be on probation for a period of six months from the actual date of your joining, which period may be extended by the Company depending on your performance. You will continue to be on probation unless and until you are expressly confirmed in the regular service of the Company. On successful completion of your probation, as may be judged by the Company, you may be confirmed, if your services are found satisfactory.
- b) Prior to your confirmation, if the Company in its opinion is not satisfied with your work and/or conduct, your probation shall be liable to termination without any notice or assigning any reason whatsoever.

5. Compensation

Your compensation details are as stated in Annexure 1

In addition to the monthly earning, you will be entitled to the company's medical assistance scheme for self, spouse and children. This scheme provides medical insurance cover up to Rs.3,00,000/- per annum for in-patient treatment subject to the conditions mentioned in the insurance cover.

6. Working Week & Leave

The normal working days and normal hours of work can be changed by the Company to suit the work and emergencies.

Holidays would be as per the list declared by the Company from time to time

As an employee of the Company you will be entitled to twelve days of annual leave, eight days of casual leave and six days of sick leave per annum. In addition, you will also be eligible for maternity / paternity leave.

7. Promotion

Promotions will be based on your performance, contribution and as per the rules and regulations of the Company.

8. Travel

You may be required to travel within India and overseas for the purpose of work and/or training whenever required by the Company and you will be required to remain outside India for such period as may be determined by the Company. All expenses including, flight tickets, hotel accommodation etc, that may be incurred in connection with such travel will be borne by the Company. You must have a valid passport while joining the Company and a copy of the passport must be deposited with the Company. Company will take responsibility for arranging travel visas and other formalities.

9. Minimum Period of Service

The minimum period of service is 2 years from the date of joining. You are also required to execute a service commitment agreement guaranteeing a sum of Rs. 50000/- (Rupees Fifty Thousand Only) to be payable to the Company in accordance with the terms and conditions of such contract. The above contract shall also be signed by one surety and should be your parent. A copy of the contract is attached hereto for your reference and understanding. The signing of this contract is mandatory before joining the company as per the company policy. There is no compulsion from our side to you or your surety executing this contract, you and your surety may read and understand the content, take legal assistance if necessary and only if you are ready to honour the terms and conditions therein you may sign the contract.

10. Notice Period & Termination of Employment

On the completion of the period of 2 years as agreed in the service agreement, the termination of employment shall be.

- After issuing a 90 days' notice by either side.
- For your resignation to be approved, you shall hand over the details of the work, data, documents, materials, and all other official properties entrusted to you, to the satisfaction of the Department Head/Manager authorized on this behalf. In the event of your failure to hand over any of the above, the management reserves the right to take appropriate action against you as deemed necessary and warranted by the circumstances.
- During the course of your employment, if your performance is not meeting the required standards, a Performance Improvement Plan (PIP) may be assigned to you and your employment could be terminated by the end of the PIP without an additional 3 months' notice pay if you are unable to meet the specific objectives and standards of performance set in the PIP.

- If any charge of misconduct is proved against you, the management reserves the right to terminate your service without any notice or payment in lieu of notice period.

11. Regulations

- a) Your employment will be governed by, and you are bound to abide by, the decisions, directives, rules and regulations of the Company which may be notified from time to time. You are expected to devote your entire working time, energy, and attention exclusively to the work of the Company, and should not take up any other direct or indirect business or work, honorary or otherwise, while in employment with the Company, unless so permitted in writing by the Company.
- b) You are expected to work diligently, faithfully and to the best of your ability in serving the Company and to use the best of your endeavor to promote the interests of the Company and perform all duties that may be entrusted to you from time to time.
- c) You shall be responsible for the safe keeping of all Company property that is being used by you or left in your custody or charge and shall upon the request of the Company or termination of your service, whichever is earlier, deliver to the Company all the properties of the Company, in your custody or possession.
- d) All intellectual properties rights in, India and abroad, for the full term of such rights, in any "work" (as defined under the Copyright Act, 1957 and as amended from time to time) or in any other matter including but not limited to, documents, computer software and databases or papers, of any type including all improvements) conceived / created / made fully or in part (whether or not during regular office / business hours) by you during your period of employment with the Company, shall stand automatically vested in and be the sole and exclusive property of the Company and shall be disclosed in writing promptly to the Company. You shall also at the cost of the Company execute and register, all documents required, statutorily or otherwise by the Company, to further confirm the above ownership rights in favour of the Company.
- e) You shall execute the Security and Confidentiality Regulations of the Company with respect to protection of confidential information of the Company.
- f) You understand that if you are deputed on any work/assignment/project at locations specified by customers/company, you will gain extensive knowledge and information of customers' business and their specific requirements and skills by closely working with the customers, which would be of great value to the Company, and which knowledge, information and skills the Company would want to utilise on completion of such deputation. Customers in this context shall mean clients, business partners, business associates, subsidiaries, affiliates or any other legal entity or business unit with whom the Company has business relationship. Moreover, you also understand that the Company would be expending considerable cost for such deputation. Therefore, you agree that after completion of such deputation, you will share your experience and knowledge with the company.
- g) You shall at any times be liable for the disciplinary actions including warning, suspension, discharge and dismissal for unsatisfactory performance, causing damage/ financial loss to the Company, committing breach of any service conditions or misconduct such as irregular attendance, unauthorized absence, misbehavior, theft, misappropriation/ fraud, dishonesty, immorality, conviction, falsification of documents/ records or information given in your bio-data/ application for securing job in the Company or any undesirable acts which in the opinion of the Company is prejudicial and detrimental to the interest of the Company. Pending disciplinary action, you can be suspended from service.
- h) During your employment with Company and for a period of one (1) year immediately following termination of your employment, for any reason whatsoever, you shall not:



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- i) directly or indirectly, either on your own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member, office bearer or shareholder, own, operate, assist, take up employment in, participate in or be associated with, in India or elsewhere, any concern/entity that is engaged in developing, designing, producing, marketing, or selling, software products or services in competition with the Company, to the travel, transportation and logistics industry and such other industry the Company will serve in future;
 - ii) directly or indirectly contact, seek or accept employment with any third party (including past, present or prospective customers) that you have interacted with, or have provided any services to whether directly or indirectly during the course of your employment with the Company or solicit, entice, take away or attempt to contact, solicit, entice or take such third parties away from Company or in any way damage their business relationship with the Company; or
 - iii) directly or indirectly, either on your own account or as a partner, employee, consultant, advisor, agent, contractor, director, trustee, committee member or office bearer, directly or indirectly, contact, recruit, solicit or hire any of the employees of the Company, or induce or attempt to induce any employee of the Company to terminate his/her employment with, or otherwise cease or damage his/her relationship with the Company.
- j) This Appointment Offer is to be read in conjunction with the rules and regulations laid down by the Company from time to time. In the event any conflict arises between Appointment Offer and the rules and regulations laid down by the Company from time to time, such rules and regulations shall prevail.
 - k) The service conditions mentioned in this Appointment Offer are not subject to any amendments unless communicated by the authorized officer nominated by the Company for this purpose.
 - l) If any of the clauses or sub clauses of this Appointment Offer become invalid or be so judged, the remaining clauses or sub clauses shall be deemed severable and shall remain in full force and effect.
 - m) The Company reserves the right to initiate legal proceedings for any breach by you of any of terms of your employment.
 - n) This Appointment Offer shall be governed and construed in accordance with the laws of India.
 - o) In the event of any dispute between the parties hereto regarding or arising out of this Appointment Offer, the Courts in Trivandrum, Kerala, shall have the sole jurisdiction, to the exclusion of all other courts that may otherwise have had jurisdiction.

If you agree to these terms and conditions, kindly return the counterpart of this Appointment Offer enclosed herewith duly signed on all the pages within seven days of your receiving it. For any additional information or clarification on any of the above terms and conditions, please do not hesitate to contact us.

Yours Sincerely,

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

Santhosh Kumar E K
Vice President - Human Resources

ACCEPTANCE

I have read and understood the terms and conditions of the above Appointment Offer and I unconditionally accept the same without any reservations whatsoever. I have received the copy of the service commitment agreement.

Name and Signature

Rejin Varghese Mathew

Date: 19/08/2021

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

www.investnet.com

TC 4/2035 - 1, Kowdiar Post

Trivandrum, Kerala, India - 695003

CIN: U72200KL2001PTC015113

ANNEXURE-1

SALARY STRUCTURE			
Name	Rejin Varghese Mathew		
Role	Associate Operations Analyst		
Team	Portfolio Accounting Services		
Division	Operations		
Band	A		
Date of Joining (DD-Mmm-YYYY)	22-Sep-2021		
SALARY COMPONENTS		Per Month (Rs)	Per Annum (Rs)
Salary Components	Basic (40% of GP)	₹ 6000	₹ 72000
	DA (20% of GP)	₹ 3000	₹ 36000
	HRA (10% of GP)	₹ 1500	₹ 18000
	Special Allowance	₹ 4500	₹ 54000
	NPS (0% of Basic + DA)	₹ 0	₹ 0
	Meal Voucher	₹ 0	₹ 0
	Gross Pay	₹ 15000	₹ 180000
Benefits	Company's Contribution to PF	₹ 1800	₹ 21600
	Gratuity (4.81% of Basic + DA)	₹ 433	₹ 5196
	ESI (3.25% of GP)	₹ 488	₹ 5856
	Cost of Insurance	₹ 1036	₹ 12436
	Labor Welfare Fund (LWF)	₹ 20	₹ 240
	Total Earnings	₹ 3777	₹ 45328
Cost to Company		₹ 18777	₹ 225328
Note: Income tax and other deductions including PF, ESI, Professional Tax, Income Tax, TDS, Welfare Fund etc will be deducted as per the prevailing Act and rules.			
Insurance Cover	Sum Assured	Remarks	
Medical Insurance Cover	₹ 300000	Medical insurance cover applicable for Employee, Spouse & Upto 3 Children paid by the company and voluntary additional cover available for Parents & in-laws by paying additional premium. Accident & Life Insurance apply only to employees.	
Personal Accident Cover	₹ 500000		
Life Insurance Cover	₹ 2500000		

Envestnet offers Flexible Benefits Option to customize your salary structure to suit your needs and to have higher tax savings. Please visit the payroll and benefits portal after you join to customize your salary components and to know more about all applicable allowances, benefits and privileges you are eligible for.



Dear Anjana s,

Following on from our recent discussion, I am delighted to confirm the details we covered within our verbal offer with ICON Clinical Research Ltd:

Position Offered: Assistant Clinical Data Coord

Manager: Nivethitha Mohandoss

Based: India, Trivandrum

Salary: ₹225,000.00

Start Date: 02/28/2022

Benefits:

26 days (12 Personal Leave + 12 Vacation Leave + 12 Sick leave) + 14 statutory holidays

Target Bonus -Annually

Medical Insurance - Personal Accident cover: 2 x the employees CTC

Life Insurance Cover: 2 x employees CTC

Transport allowance - Commute provided to all staff to and from office, from designated pick up points

40 hours working week.

In your new role with us, you will have the opportunity to help our customers accelerate the development of drugs and devices that help save lives and improve the quality of lives around the world. Our ICON culture and core values, Accountability and Delivery, Collaboration, Partnership and Integrity are shared across the company.

As discussed and agreed upon at the time of your interview with ICON for the position of Assistant Clinical Data Coordinator, you are hereby advised that your appointment is subject to your agreement to serve ICON for a minimum period of 18 months under the following terms:

As a measure to ensure that the knowledge and expertise acquired by you as a part of the training provided is retained within the organization, you agree to serve ICON Clinical Research India Pvt. Ltd. for a minimum period of 18 months from your date of joining. If you terminate your employment prior to the completion of 18 months from your date of joining, you undertake to pay the company a sum of 2,00,000.00 INR towards training costs.

In the event of your leaving ICON, via resignation or termination due to under performance or misconduct as per the employee handbook, the training costs will need to be repaid to the company on the following basis:

0-12 months' service from the date of appointment 100% repayable.

13-18 months' service from the date of appointment 50% repayable.

All other terms of employment will remain as per your employment contract. All matters relating to this agreement are strictly confidential between you and the company, and should be treated as such.

Upon acceptance, you will receive an email from our third party background verification company, HireRight, asking you to follow a link to enter your information to start your debarment and background check. Please complete this request within 24 hours of receipt, delay completing this may affect your start date.

We hope that you are pleased to receive our verbal offer, please confirm by accepting the check box in Workday to formally accept and complete your personal information. When we receive this, your formal contract of employment/ offer letter will be sent to you.



We look forward to welcoming you aboard and in the meantime, if you have any questions, please do not hesitate to contact me via email or by phone.

Congratulations!

Sutapa Chakraborty



Dear Renjitha,

Following on from our recent discussion, I am delighted to confirm the details we covered within our verbal offer with ICON Clinical Research Ltd:

Position Offered: Assistant Clinical Data Coord

Manager: Nivethitha Mohandoss

Based: India, Trivandrum

Salary: ₹225,000.00

Start Date: 02/28/2022

Benefits:

25 days (12 Personal Leave + 12 Vacation Leave + 12 Sick leave) + 14 statutory holidays

Target Bonus -Annually

Medical Insurance - Personal Accident cover: 2 x the employees CTC

Life Insurance Cover: 2 x employees CTC

Transport allowance - Commute provided to all staff to and from office, from designated pick up points
40 hours working week.

In your new role with us, you will have the opportunity to help our customers accelerate the development of drugs and devices that help save lives and improve the quality of lives around the world. Our ICON culture and core values, Accountability and Delivery, Collaboration, Partnership and Integrity are shared across the company.

As discussed and agreed upon at the time of your interview with ICON for the position of Assistant Clinical Data Coordinator, you are hereby advised that your appointment is subject to your agreement to serve ICON for a minimum period of 18 months under the following terms:

As a measure to ensure that the knowledge and expertise acquired by you as a part of the training provided is retained within the organization, you agree to serve ICON Clinical Research India Pvt. Ltd. for a minimum period of 18 months from your date of joining. If you terminate your employment prior to the completion of 18 months from your date of joining, you undertake to pay the company a sum of 2,00,000.00 INR towards training costs.

In the event of your leaving ICON, via resignation or termination due to under performance or misconduct as per the employee handbook, the training costs will need to be repaid to the company on the following basis:

0-12 months' service from the date of appointment 100% repayable.

13-18 months' service from the date of appointment 50% repayable.

All other terms of employment will remain as per your employment contract. All matters relating to this agreement are strictly confidential between you and the company, and should be treated as such.

Upon acceptance, you will receive an email from our third party background verification company, HireRight, asking you to follow a link to enter your information to start your debarment and background check. Please complete this request within 24 hours of receipt, delay completing this may affect your start date.

We hope that you are pleased to receive our verbal offer, please confirm by accepting the check box in Workday to formally accept and complete your personal information. When we receive this, your formal contract of employment/ offer letter will be sent to you.



We look forward to welcoming you aboard and in the meantime, if you have any questions, please do not hesitate to contact me via email or by phone.

Congratulations!

Sutapa Chakraborty



APPOINTMENT LETTER

28 October, 2021

Dear **Margaret K Samuel,**

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

1. Place of Employment and Timing:

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

2. Compensation and Benefits:

1. Compensation. As compensation for services to be rendered pursuant to this letter, the Company shall pay you an annual basic salary of **Rs 112000**. Other allowances / reimbursements as due to you are detailed in Annexure I.
2. You will be provided with a Comprehensive Medical Insurance and will also be covered under the Group Personal Accident Insurance, while on Company business.
3. You will be provided with Retirement Benefits namely, Provident Fund and Gratuity, in accordance with the laws of the country, and/or, as per company policy.
4. Your compensation shall be reviewed on the basis of merit and will be at the sole discretion of the company.

3. Reimbursement of Expenses:

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

4. Leaves:

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

5. Term:

Employment period shall commence on **29 October, 2021** and you will be on probation for a period of six months from the date of your joining the company. During this time, your appointment is terminable by one month's notice by either party or one month's salary in lieu thereof:

1. You will be deemed to continue on probation until you are confirmed, and the confirmation is communicated to you in writing. After confirmation, your appointment is terminable by two months' notice by either party or two months' salary in lieu thereof. Wipro reserves the right to pay or recover salary in lieu of notice period. Further, the Company may, at its discretion relieve you from such date as it may Deem fit even prior to the expiry of the notice period given by you. However, if the management desires you to continue the employment during the notice period, you shall do so.
2. During the term of employment, your performance and suitability for the roles will be continuously monitored and evaluated. Given the nature of your role, which is dependent on customer requirement, you would have to clear assessments prescribed by Wipro from time to time. In the event you fail to meet the prescribed measurement criteria as defined for your Process/Function or there is no suitable role available for you based on company requirement, the company reserves the right to terminate your employment in accordance with the bench policy. If you remain absent from work without authorization or reasonable explanation for more than seven consecutive working days, it will be presumed that you are no longer interested in working for Wipro and have voluntarily abandoned your services. In such a case, your employment with Wipro will stand terminated. In the event of termination of employee's services arising out of integrity, misconduct & disciplinary proceedings, no notice will be required from the company's side. In such case, you will not be entitled to any statutory compensation

6. Retirement:

You will automatically retire on attaining the age of 58 years. You may be retired earlier if found medically unfit.

7. Confidentiality:

1. During the course of its business, the Company is required to keep confidential, the information about its Customers and itself and for that purpose to ensure the same from each employee assigned to perform services for the Company/its Customers and each employee who obtains or is in a position to obtain any information or materials.
2. During the normal course of business, it may be imperative to record / monitor all calls made by you in order to assess quality, as applicable. This clause by no means would impede upon your working ability / capacity and should be taken in light of company procedures and policies.
3. You shall therefore regard and preserve as confidential all information related to the business and activities of the Company as well as its Customers, their clients, suppliers and other entities with whom they do business which may be obtained by them from any source or may be developed as a result of any of the said agreements with the Company's Customers. You shall hold such information in trust and confidence for them and not disclose any such information to any person, firm or enterprise, or use any such information for your own benefit or the benefit of any other party, unless authorized by the Company.
4. You shall not directly or indirectly, engage or assist others to engage in, any activity or conduct that violates the provisions of this Clause.
5. You acknowledge that the information, observations and data concerning the Company and/or the Customers provided to you, is and shall continue to be the property of the Company and/or its Customer's, as the case may be and that you shall not be entitled to any right or license in relation to the said information, nor shall you copy, reproduce, publish, distribute, adapt, modify or amend any part thereof, without the prior written consent of the Company/the Customers, as the case may.
6. You are not a party to or aware of any agreement, obligation or restriction that prevents or prohibits you from complying with these obligations and you agree to take any other steps reasonably required and/or appropriate to ensure compliance with the obligations set forth herein.
7. You understand that if you threaten to or actually breach or fail to observe any of the obligations set forth in this Clause, Company will be subject to irreparable harm, which will not be adequately satisfied by damages and you therefore agree that the Company shall be entitled to injunctive relief and/or any other remedies permitted, to ensure and enforce your compliance with these obligations in the unlikely event you do not comply with them; provided, however, that no specification herein of any a particular legal or equitable remedy shall be construed as a waiver, prohibition or limitation of any legal or equitable remedies available to the Company.
8. You shall deliver to the Company upon cessation or termination of your employment, or at any other time the Company may request, all memoranda, notes,

plans, records, reports, computer tapes and software and other documents and data (and copies thereof) relating to the said, or the business of the Company or any affiliate or its Customers which you shall then possess or have under your control.

You agree that, notwithstanding the cessation or termination of your Employment, the confirmations and undertakings under this Clause shall always continue in full force and effect.

8. NONCOMPETE

In the course of your employment with Wipro you will be providing services to customers or clients of Wipro during which process you would be handling sensitive information including but not limited to information of key customers of Wipro, competitor information, customer sensitive information ('Confidential Information'). You acknowledge and recognize that Confidential Information available to you, if leaked, would cause irreparable harm to Wipro and its protection is of utmost importance to Wipro. You confirm that for a period of six (6) months after separation of your employment from Wipro (irrespective of the circumstances of or the reason for the separation), you will not accept any offer of employment from a customer or client with whom you have interacted or worked in a professional capacity representing Wipro during the six (6) months preceding the date of separation

9. Whilst employed by the company, you:

1. Will not engage in any external activities of a commercial nature
2. Will not engage in any activity of a non-commercial nature without prior written approval of the Company.
3. Will be required to effectively carry out all duties and responsibilities assigned to you by your supervisor and others authorized by the Company to assign such duties and responsibilities. Your performance will be subject to annual appraisal by your supervisor.
4. Will be required to apply and maintain the highest standards of personal conduct and integrity and comply with all Company policies and procedures.
5. You agree that you shall not directly or indirectly, share, discuss your compensation details, in full or part, with any person in or outside the organization other than those authorized to do so.
6. Will maintain best standards of personal health and should necessarily be medically fit to perform your duties

Other Provisions

1. **Language.** This appointment letter was originally drafted in the English language. If it is translated into any language other than English, the provisions of the original English language version shall control in the case of any asserted conflict in terms.
2. **Governing Law.** This appointment shall be governed by and interpreted in accordance with the laws of India.
3. You shall be governed by the "Service Agreement" as applicable to you

It is understood that your date of joining **Wipro Limited**, will not be later than **29 October, 2021** failing which this offer will automatically stand revoked without any further notice. Please sign and return the duplicate copy of this letter in token of your acceptance of the terms described in this letter.

We wish you a long and mutually beneficial association with us.

**Yours faithfully,
For Wipro Limited.**



Sandesh Kumar
General Manager - Talent Acquisition

I accept the terms of this letter.

Signature: E-Signature Signature

Date: E-Signature Date

Name: Margaret K Samuel

ANNEXURE I

Name	Margaret K Samuel
Designation	Associate
Date Of Joining	29 October, 2021
Level	AA
Basic	112000
House Rent Allowance	56000
Bonus	22400
WBP	63190
PF	21023
Gratuity	5387
Target Cost To Company (per Annum)	280000

ANNEXURE II

CONFLICT OF INTEREST

Wipro Limited has adopted a conflict of interest policy in respect of its employees. This policy is intended to avoid conflict between the personal interest of an employee and the interest of the company in dealing with the suppliers, customers and all other organizations or individuals doing or seeking to do business with Wipro.

Noted below are a few examples of 'conflict of interest':

1. For an employee or any dependent member of his family to have an interest in any organization, which has business dealings with the company, where there is an opportunity for preferential treatment to be given or received, except where such an interest comprises securities in widely held corporations which are quoted and sold on open market or the interest is not material.
2. For an employee or any dependent member of his family to buy, sell or lease any kind of property, facilities or equipment from or to the company or any affiliate or to any company, firm or individual who is or is seeking to become the contractor, supplier or customer, except with the knowledge and consent of top management.
3. For an employee to serve as an officer, director or in any other management capacity or as consultant of another company or organization doing or seeking to do business with the company or an affiliate except with the knowledge and consent of top management.
4. For an employee to use or release to a third party any data on decisions, plans, competitive bids or any other information concerning the company, which might be prejudicial to the interest of the company.
5. For an employee or any dependent member of his family to accept commission, a share in profits or other payments, loans (other than with established banking or financial institutions), services, excessive entertainment and travel or gifts of more than nominal value from any individual or organization, doing or seeking to do business with the company.

I have read and understood the above mentioned 'Conflict of Interest' policy and I declare that there is no 'Conflict of Interest' in my employment. If in future any conflict arises, I will inform top management.

ANNEXURE III

PERSONAL INFORMATION AS REQUIRED UNDER INFORMATION TECHNOLOGY ACT 2000

I **Margaret K Samuel**, confirm that I am voluntarily sharing my Personal Information with Wipro Limited ('Wipro') for the following purposes:

1. Validating my Curriculum Vitae and retaining records on the same for any future reference/verification
2. Processing my job application including background verification checks and medical checks
3. Employment-related actions including record keeping, processing compensation and benefits and any action required in the context of my employment with Wipro.

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

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

Name: Margaret K Samuel

Signature: E-Signature Signature

ANNEXURE IV

CONSENT FOR RANDOM OR REASONABLE SUSPICION DRUG TEST

I am aware that Wipro has a policy which stipulates that employees while at work cannot be under the influence of any narcotic drugs, psychotropic substances and/or alcohol so as to ensure a healthy work force. To ensure the adherence of this policy, Wipro might be required to collect specimen of employee's hair, urine, blood, or any other relevant bodily sample, as may be required (hereinafter the "Sample") and submit it for drug test screening (hereinafter "Test").

I hereby **Margaret K Samuel**, consent to allow Wipro Limited (hereinafter "Wipro") to collect Sample from me for the Test.

In furtherance of the above stated:

1. I understand that the Test shall be conducted on random basis without any prejudice to anyone.
2. I authorize Wipro to share the Sample with Wipro's authorized vendor for the purpose of processing the Sample and making the result available to Wipro.
3. I understand that Wipro provides adequate security measures to safeguard the information resultant from the Test and all other personal data associated with it.
4. I understand that neither Wipro nor any authorized third party under clause (3) above shall retain the data collected in respect of the Test for period no longer than as required for statutory purposes and the data shall be suitably destroyed thereafter.
5. I understand that Wipro is entitled to initiate suitable actions against me including but not limited to disciplinary action based on the Test results.
6. I understand that Wipro may notify and publish the information resultant or ancillary to the Test if obliged under law to do so.

Name: Margaret K Samuel

Signature: E-Signature Signature

Place: IN-Kolkata

Date: E-Signature Date

For more details please refer to the policies on **myWipro > App Store > Information > My Policies > India**



Dear Aparna,

Following on from our recent discussion, I am delighted to confirm the details we covered within our verbal offer with ICON Clinical Research Ltd:

Position Offered: Assistant Clinical Data Coord

Manager: Nivethitha Mohandoss

Based: India, Trivandrum

Salary: ₹225,000.00

Start Date: 02/28/2022

Benefits:

36 days (12 Personal Leave + 12 Vacation Leave + 12 Sick leave) + 14 statutory holidays

Target Bonus -Annually

Medical Insurance - Personal Accident cover: 2 x the employees CTC

Life Insurance Cover: 2 x employees CTC

Transport allowance - Commute provided to all staff to and from office, from designated pick up points
40 hours working week.

In your new role with us, you will have the opportunity to help our customers accelerate the development of drugs and devices that help save lives and improve the quality of lives around the world. Our ICON culture and core values, Accountability and Delivery, Collaboration, Partnership and Integrity are shared across the company.

Upon acceptance, you will receive an email from our third party background verification company, HireRight, asking you to follow a link to enter your information to start your debarment and background check. Please complete this request within 24 hours of receipt, delay completing this may affect your start date.

As discussed and agreed upon at the time of your interview with ICON for the position of Assistant Clinical Data Coordinator, you are hereby advised that your appointment is subject to your agreement to serve ICON for a minimum period of 18 months under the following terms:

As a measure to ensure that the knowledge and expertise acquired by you as a part of the training provided is retained within the organization, you agree to serve ICON Clinical Research India Pvt. Ltd. for a minimum period of 18 months from your date of joining. If you terminate your employment prior to the completion of 18 months from your date of joining, you undertake to pay the company a sum of 2,00,000.00 INR towards training costs.

In the event of your leaving ICON, via resignation or termination due to under performance or misconduct as per the employee handbook, the training costs will need to be repaid to the company on the following basis:

0-12 months' service from the date of appointment 100% repayable.

13-18 months' service from the date of appointment 50% repayable.

All other terms of employment will remain as per your employment contract. All matters relating to this agreement are strictly confidential between you and the company, and should be treated as such.

We hope that you are pleased to receive our verbal offer, please confirm by accepting the check box in Workday to formally accept and complete your personal information. When we receive this, your formal contract of employment/ offer letter will be sent to you.



We look forward to welcoming you aboard and in the meantime, if you have any questions, please do not hesitate to contact me via email or by phone.

Congratulations!

Sutapa Chakraborty



**MAR ATHANASIOS COLLEGE FOR ADVANCED STUDIES TIRUVALLA
(MACFAST)**

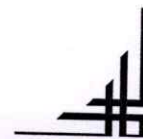
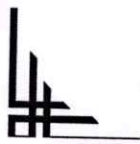


MACFASTTM
Igniting wisdom since 2001

2019-20

MAR ATHANASIOS COLLEGE FOR ADVANCED STUDIES TIRUVALLA (MACFAST)

Tiruvalla, Pathanamthitta, Kerala 689 101



HRTAD/ Campus/Rec/2020-21

24 June 2021

JAYADEV M
MCA
MACFAST, Thiruvalla

Dear Sir/ Madam,

Sub: Selection to the post of Officer In Junior Management Grade I for Branch Banking Role

Hearty Congratulations

We are happy to inform you that you have come out successful in the recruitment process conducted on 04/06/2021 for the post of **Officer In Junior Management Grade I for Branch Banking Role**. Accordingly, you are provisionally empanelled for absorption in Bank's service as Officer in Junior Management Grade I subject to detailed verification of documents submitted by you, background verification and other terms & conditions to be intimated separately. If at any stage it is found that you are ineligible for the applied post, your candidature is liable to be cancelled at any stage, without notice & compensation.

In this assignment you shall be placed in any of the Branches/Offices of the Bank as per administrative requirements. You will be on a probation period of two years from the date of joining and is expected to execute a Service Level Agreement for minimum period of two years.

We take this opportunity to welcome you to join our innovative and dynamic team for an excellent career. We are sure you will find the career at Federal Bank both enriching and challenging. The offer letter for appointment will be sent to you separately.

Once again hearty congratulations on your achievement. Wishing you all success and a wonderful life ahead.. !

Warm Regards,

Vice President (HR)



OFFER OF APPOINTMENT

Ref: HRD/2021/IND/Offer/974

Date: September 08, 2021

To,

Athira Krishnan

Kalapurakkal
Thaikallussery, Allapuzha,
kerala- 688526

Dear Athira,

This is with reference to the discussion we had with you in regards to a career with us. We are pleased to appoint you with Orion India Systems Private Limited (the "**Company**") on the terms and conditions detailed in this letter under **Annexure A** hereto.

1. DESIGNATION AND DATE OF JOINING:

You are appointed as Associate Engineer with the Company with effect from September 09, 2021 (the "**Effective Date**").

2. SALARY:

Your Salary will be as detailed under **Annexure C** to this letter (the "Salary").

3. DOCUMENTS:

On the date of appointment, you are required to furnish the documents as described under **Annexure B** to this letter.

4. DEDUCTIONS:

The Company shall be entitled to deduct from the Salary, the following amounts:

- Provident Fund;
- Income tax at source, at the rates applicable on your remuneration; and any other taxes or statutory dues/levies etc.;
- Employment / Professional tax; and
- All other dues from you to the Company such as, loans and advances given to you.

The Income Tax Liability with regards to your Salary and perks will be at your liability, and will be governed by the tax laws of the country where you are posted and as applicable from time to time.

5. OTHER TERMS AND CONDITIONS:

You shall be bound by the terms and conditions as set out under Annexure A hereto. We take this opportunity to welcome you to the Company and wish you a long and fruitful association with us.

Yours sincerely,

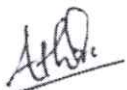
For Orion India Systems Private Limited

Narendra Kumar

Director

I hereby accept your offer of appointment as on the terms and conditions enclosed and will report for duty on

Signature



Athira Krishnan

Date: September 08, 2021

Name: Athira Krishnan
Designation: Associate Engineer
Location: Kochi

Compensation Structure	
Components	Amount (₹)
Basic	8,833.00
HRA	4,417.00
**Special Allowance	4,723.00
Conveyance Allowance	1,600.00
Education Allowance	200.00
Medical Allowance	1,250.00
Sub Total A	21,023.00
*PF Contribution (Employer)	1,060.00
Sub Total B	1,060.00
Total (A+B)	22,083.00
Monthly CTC	22,083.00
CTC (Fixed)	265,000.00
***CTC (Variable)	10,000.00
Total CTC (per annum)	275,000.00

Income Tax Benefit Options

Food Coupons (Optional)	2,000.00
LTA (Optional)	(5% of CTC)
Fuel Reimbursement and Driver's Salary (Optional)	As per policy

*The amount will be subject to applicable Statutory and Income Tax Deductions. Employee Contribution of PF will be deducted from the Gross Salary.

**Special Allowance is subject to change as per your choice of flexible benefit components.

***CTC (Variable) is to be paid out quarterly along with June, September, December, and March payroll subject to your active employment with Orion.

Yours sincerely,

For Orion India Systems Pvt. Ltd.

Narendra Kumar
Director

OFFER OF APPOINTMENT

Ref: HRD/2021/IND/Offer/983

Date: September 08, 2021

To,

Anoop Anthony

Kalathoor House,
Koilmuck , Pandankary P.O,
Edathua, Alappuzha
Kerala , Pin:689573

Dear Anoop,

This is with reference to the discussion we had with you in regards to a career with us. We are pleased to appoint you with Orion India Systems Private Limited (the "**Company**") on the terms and conditions detailed in this letter under **Annexure A** hereto.

1. DESIGNATION AND DATE OF JOINING:

You are appointed as **Associate Engineer** with the Company with effect from **September 09, 2021** (the "**Effective Date**").

2. SALARY:

Your Salary will be as detailed under **Annexure C** to this letter (the "Salary").

3. DOCUMENTS:

On the date of appointment, you are required to furnish the documents as described under **Annexure B** to this letter.

4. DEDUCTIONS:

The Company shall be entitled to deduct from the Salary, the following amounts:

- Provident Fund;
- Income tax at source, at the rates applicable on your remuneration; and any other taxes or statutory dues/levies etc.;
- Employment / Professional tax; and
- All other dues from you to the Company such as, loans and advances given to you.

The Income Tax Liability with regards to your Salary and perks will be at your liability, and will be governed by the tax laws of the country where you are posted and as applicable from time to time.

5. OTHER TERMS AND CONDITIONS:

You shall be bound by the terms and conditions as set out under Annexure A hereto. We take this opportunity to welcome you to the Company and wish you a long and fruitful association with us.

Yours sincerely,

For Orion India Systems Private Limited

Narendra Kumar
Director

I hereby accept your offer of appointment as on the terms and conditions enclosed and will report for duty on

Signature

A handwritten signature in black ink, appearing to read 'Anoop', written over a dashed line.

Anoop Anthony

ANNEXURE C

Date: September 08, 2021

Name: Anoop Anthony
Designation: Associate Engineer
Location: Kochi

Compensation Structure	
Components	Amount (₹)
Basic	8,833.00
HRA	4,417.00
**Special Allowance	4,723.00
Conveyance Allowance	1,600.00
Education Allowance	200.00
Medical Allowance	1,250.00
Sub Total A	21,023.00
*PF Contribution (Employer)	1,060.00
Sub Total B	1,060.00
Total (A+B)	22,083.00
Monthly CTC	22,083.00
CTC (Fixed)	265,000.00
***CTC (Variable)	10,000.00
Total CTC (per annum)	275,000.00

Income Tax Benefit Options

Food Coupons (Optional)	2,000.00
LTA (Optional)	(5% of CTC)
Fuel Reimbursement and Driver's Salary (Optional)	As per policy

*The amount will be subject to applicable Statutory and Income Tax Deductions. Employee Contribution of PF will be deducted from the Gross Salary.

**Special Allowance is subject to change as per your choice of flexible benefit components.

***CTC (Variable) is to be paid out quarterly along with June, September, December, and March payroll subject to your active employment with Orion.

Yours sincerely,

For Orion India Systems Pvt. Ltd.

Narendra Kumar

Director

OFFER CUM APPOINTMENT LETTER FOR FIXED-TERM EMPLOYMENT

Abdulla Noushad
Poonthonil kizhakkethil, Kurattiserry,
Mannar – 689622
KL
IN

Dear Abdulla,

On behalf of **Amazon Development Centre (India) Private Limited**, a company incorporated under the laws of India, having its registered office at # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road, Malleshwaram (W) Bangalore - 560 055. Karnataka India (hereinafter the "Company" or "Amazon India"), we are very pleased to issue this Offer cum Appointment Letter for Fixed-Term Employment (hereinafter the "Offer cum Appointment Letter") the position of **TR Analyst**

Your employment with the Company will be subject to your acceptance of this Offer cum Appointment Letter and the terms and conditions set forth hereinbelow. If you wish to accept employment with the Company, please convey your acceptance in the manner provided for by the Company. The offer of employment contained in this Offer cum Appointment Letter will expire if you have not accepted the same on or before **2 business days**.

Upon your acceptance of the offer herein, this Offer cum Appointment Letter shall form the employment contract that is a valid and binding agreement of employment between Amazon India and you, and you shall be bound by the terms and conditions stipulated herein below.

1. Date of Commencement

Your fixed-term employment with Amazon India will commence on **19-Jul-2021** and shall end as per the provisions contained in Section 14 herein below.

2. Probation

You shall be on probation for a period of 3 months ("Probation Period") from the date of joining. Your performance will be reviewed and evaluated at regular intervals during the Probation

1

REGISTERED OFFICE : # 26/1, Brigade Gateway, World Trade Centre, 10th Floor, Dr. Rajkumar Road,
Malleshwaram (W) Bangalore - 560 055. Karnataka India

Tel. : + 91 - 80 - 6787 3000, Fax : +91 - 80 - 3007 1031 / 33 CIN :
U72200KA2004FTC034233

OFFER OF APPOINTMENT

Ref: HRD/2021/IND/Offer/981

Date: September 08, 2021

To,

Archana Vijayan

Thundiyl house
elanthoor po
pathanamthitta
Pin code :689643

Dear Archana,

This is with reference to the discussion we had with you in regards to a career with us. We are pleased to appoint you with Orion India Systems Private Limited (the "Company") on the terms and conditions detailed in this letter under **Annexure A** hereto.

1. DESIGNATION AND DATE OF JOINING:

You are appointed as **Associate Engineer** with the Company with effect from **September 09, 2021** (the "Effective Date").

2. SALARY:

Your Salary will be as detailed under **Annexure C** to this letter (the "Salary").

3. DOCUMENTS:

On the date of appointment, you are required to furnish the documents as described under **Annexure B** to this letter.

4. DEDUCTIONS:

The Company shall be entitled to deduct from the Salary, the following amounts:

- Provident Fund;
- Income tax at source, at the rates applicable on your remuneration; and any other taxes or statutory dues/levies etc.;
- Employment / Professional tax; and
- All other dues from you to the Company such as, loans and advances given to you.

The Income Tax Liability with regards to your Salary and perks will be at your liability, and will be governed by the tax laws of the country where you are posted and as applicable from time to time.

5. OTHER TERMS AND CONDITIONS:

You shall be bound by the terms and conditions as set out under Annexure A hereto. We take this opportunity to welcome you to the Company and wish you a long and fruitful association with us.

Yours sincerely,

For Orion India Systems Private Limited

Narendra Kumar

Director

I hereby accept your offer of appointment as on the terms and conditions enclosed and will report for duty on

Signature



Archana Vijayan

ANNEXURE C

Date: September 08, 2021

Name: Archana Vijayan
Designation: Associate Engineer
Location: Kochi

Compensation Structure	
Components	Amount (₹)
Basic	8,833.00
HRA	4,417.00
**Special Allowance	4,723.00
Conveyance Allowance	1,600.00
Education Allowance	200.00
Medical Allowance	1,250.00
Sub Total A	21,023.00
*PF Contribution (Employer)	1,060.00
Sub Total B	1,060.00
Total (A+B)	22,083.00
Monthly CTC	22,083.00
CTC (Fixed)	265,000.00
***CTC (Variable)	10,000.00
Total CTC (per annum)	275,000.00

Income Tax Benefit Options

Food Coupons (Optional)	2,000.00
LTA (Optional)	(5% of CTC)
Fuel Reimbursement and Driver's Salary (Optional)	As per policy

*The amount will be subject to applicable Statutory and Income Tax Deductions. Employee Contribution of PF will be deducted from the Gross Salary.

**Special Allowance is subject to change as per your choice of flexible benefit components.

***CTC (Variable) is to be paid out quarterly along with June, September, December, and March payroll subject to your active employment with Orion.

Yours sincerely,

For Orion India Systems Pvt. Ltd.

Narendra Kumar

Director

OFFER OF APPOINTMENT

Ref: HRD/2021/IND/Offer/982

Date: September 08, 2021

To,

Layana Sasi

Kollampara
Edapariyaram P.O
Elanthoor
Pathanamthitta:689643

Dear Layana ,

This is with reference to the discussion we had with you in regards to a career with us. We are pleased to appoint you with Orion India Systems Private Limited (the "Company") on the terms and conditions detailed in this letter under **Annexure A** hereto.

1. DESIGNATION AND DATE OF JOINING:

You are appointed as Associate Engineer with the Company with effect from **September 09, 2021** (the "Effective Date").

2. SALARY:

Your Salary will be as detailed under **Annexure C** to this letter (the "Salary").

3. DOCUMENTS:

On the date of appointment, you are required to furnish the documents as described under **Annexure B** to this letter.

4. DEDUCTIONS:

The Company shall be entitled to deduct from the Salary, the following amounts:

- Provident Fund;
- Income tax at source, at the rates applicable on your remuneration; and any other taxes or statutory dues/levies etc.;
- Employment / Professional tax; and
- All other dues from you to the Company such as, loans and advances given to you.

The Income Tax Liability with regards to your Salary and perks will be at your liability, and will be governed by the tax laws of the country where you are posted and as applicable from time to time.

5. OTHER TERMS AND CONDITIONS:

You shall be bound by the terms and conditions as set out under Annexure A hereto. We take this opportunity to welcome you to the Company and wish you a long and fruitful association with us.

Yours sincerely,

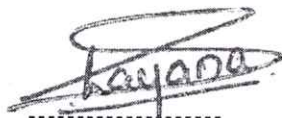
For Orion India Systems Private Limited

Narendra Kumar

Director

I hereby accept your offer of appointment as on the terms and conditions enclosed and will report for duty on

Signature



Layana Sasi

Date: September 08, 2021

Name: Layana Sasi
 Designation: Associate Engineer
 Location: Kochi

Compensation Structure	
Components	Amount (₹)
Basic	8,833.00
HRA	4,417.00
**Special Allowance	4,723.00
Conveyance Allowance	1,600.00
Education Allowance	200.00
Medical Allowance	1,250.00
Sub Total A	21,023.00
*PF Contribution (Employer)	1,060.00
Sub Total B	1,060.00
Total (A+B)	22,083.00
Monthly CTC	22,083.00
CTC (Fixed)	265,000.00
***CTC (Variable)	10,000.00
Total CTC (per annum)	275,000.00

Income Tax Benefit Options

Food Coupons (Optional)	2,000.00
LTA (Optional)	(5% of CTC)
Fuel Reimbursement and Driver's Salary (Optional)	As per policy

*The amount will be subject to applicable Statutory and Income Tax Deductions. Employee Contribution of PF will be deducted from the Gross Salary.

**Special Allowance is subject to change as per your choice of flexible benefit components.

***CTC (Variable) is to be paid out quarterly along with June, September, December, and March payroll subject to your active employment with Orion.

Yours sincerely,

For Orion India Systems Pvt. Ltd.

Narendra Kumar
 Director

OFFER OF APPOINTMENT

Ref: HRD/2021/IND/Offer/1011

Date: September 10, 2021

To,

Rijo T Thomas

Thankassery,
Chempumpuram,
Alappuzha,
Kerala-688505

Dear Rijo,

This is with reference to the discussion we had with you in regards to a career with us. We are pleased to appoint you with Orion India Systems Private Limited (the “Company”) on the terms and conditions detailed in this letter under **Annexure A** hereto.

1. DESIGNATION AND DATE OF JOINING:

You are appointed as **Associate Engineer** with the Company with effect from **September 13, 2021** (the “Effective Date”).

2. SALARY:

Your Salary will be as detailed under **Annexure C** to this letter (the “Salary”).

3. DOCUMENTS:

On the date of appointment, you are required to furnish the documents as described under **Annexure B** to this letter.

4. DEDUCTIONS:

The Company shall be entitled to deduct from the Salary, the following amounts:

- Provident Fund;
- Income tax at source, at the rates applicable on your remuneration; and any other taxes or statutory dues/levies etc.;
- Employment / Professional tax; and
- All other dues from you to the Company such as, loans and advances given to you.

The Income Tax Liability with regards to your Salary and perks will be at your liability, and will be governed by the tax laws of the country where you are posted and as applicable from time to time.

5. OTHER TERMS AND CONDITIONS:

You shall be bound by the terms and conditions as set out under Annexure A hereto. We take this opportunity to welcome you to the Company and wish you a long and fruitful association with us.

Yours sincerely,

For Orion India Systems Private Limited

Narendra Kumar

Director

I hereby accept your offer of appointment as on the terms and conditions enclosed and will report for duty on

Signature

A handwritten signature in black ink, appearing to read 'Rijo T Thomas', written over a dashed line.

Rijo T Thomas

ANNEXURE A

TERMS AND CONDITIONS OF THE APPOINTMENT

1. PROBATION & CONFIRMATION:

You will be on probation for a period of **Six (6) months** from the date of joining which may be reduced or extended, if considered necessary by the Company, at its discretion or based upon your overall performance during the probationary period. On completion of **Six (6) months** of probation, unless your employment is confirmed in writing, your probation period shall be deemed to be extended.

During the probationary period, your service can be terminated with one (1) month notice or salary in lieu of such notice, on either side.

Upon successful completion of your probation, you will be advised in writing of your confirmation as a regular employee of the company.

On confirmation, your services can be terminated upon three months' notice or three (3) months' salary in lieu of such notice, strictly based on the Company's decision.

2. PLACE OF WORK:

You will be initially posted in **Kochi** however, you are liable to be transferred / deputed in the same position or in an equivalent position to any country, wherever the Company has business interests. In the event your employment is transferred by the Company to a subsidiary or affiliated company, your employment with such company will, for the purpose of this offer of appointment, be considered as continued employment by the Company, unless and until you execute an agreement, substantially similar in substance to this offer of appointment, then in force in any such company for which you become employed.



3. EMPLOYMENT:

You hereby agree to work with the company for a minimum period of Twenty-Four (24) months from the Effective Date. After this period of Twenty-Four (24) months, in case, you decide to terminate your employment with the company, you agree to give a minimum notice of three (3) months after the expression of such intent to my higher authorities.

4. NON-COMPETE:

At the time you begin your employment and during the term of your employment by the Company, you will not, directly or indirectly engage in or become employed by or act on behalf of any other person, company or firm which is engaged in any business or activity similar to or competitive with that of, unless such employment/training has been approved by the Company in writing and signed by the appropriate authority of the Company.

5. INFORMATION FURNISHED REGARDING EMPLOYMENT:

This appointment is subject to your submitting relevant documents regarding your qualifications and past experience.

6. TERMINATION CLAUSE:

We are looking forward to a long and fruitful association, however in the event of unforeseen circumstances your employment with the Company can be terminated in the manner provided below:

- (a) The Company shall be entitled to terminate your services by giving three (3) months' written notice or salary in lieu of notice. In the event of termination on disciplinary grounds including but not limited to embezzlement, fraud, gross negligence, wilful misconduct, or a material violation of Company policies or any other reasons causing grievous loss / damage / disrepute to the Company / associates, your termination will be immediate and without any notice or compensation.
- (b) In the event of your resignation from the Company, the resignation will be accepted, subject to your giving the Company a notice period of three (3) months and proper handing over of your assigned responsibilities to the Company. You shall, on ceasing to be the employee of the



Company for any reason, forthwith return all Company properties, movable and immovable, including all Company information and data in any form, files, reports, memoranda, software, credit cards, door and file keys, computer access codes, laptops, desktops, and such other property which you received or in possession or prepared in connection with your employment with the Company.

The notice period has to be served in full, unless otherwise agreed by the Company in writing. It is clarified that you do not have the option to either adjust the notice period against any leave or pay compensation in lieu of the notice and the same shall be as per the discretion of the Company.

After being relieved from the Company, either after your termination or resignation, you agree that you will not join and/or work with any of the Company's current or previous business partners and/or clients for the next two (2) years from the date of being relieved from the Company.

7. COMPANY'S INTELLECTUAL PROPERTY RIGHTS:

All works such as development, modifications, improvisations in the form of programs, policies, studies, reports, manuals, products etc., carried out for the Company, with your involvement shall be the property of the Company. The intellectual property rights for such works shall be with the company and you will not have any claims on the same. Further you shall execute, acknowledge, make and deliver to the Company any and all instruments at any time, either during the term of employment or subsequently, which in the judgment of the Company may be necessary or desirable to vest in or secure for or maintain for the benefit of the Company adequate copyright, patent or design and other property rights in all jurisdictions with respect to any invention, claim or work including not limited to (i) copyright/patent/design applications; (ii) any other applications for securing, protecting or registering any property rights relating to such works; and (iii) powers of attorney, assignments, oaths or affirmations, supplemental oaths and sworn statements; and further agree to assist the Company as required to draft such instruments, to obtain and to enforce such rights.

The Company shall at all times have the right to access and monitor all data and e-mails created, sent / received or stored by you using Company facility and on Company's system, at any time, without giving you any prior notification. All such data and information shall be the property of the Company at all times.

8. COMPANY POLICIES:

You will be governed by the Company's policies, regulations and procedures on the office timings, leave, travel, transfers, misconduct, provident fund, bonus and ESI/medical reimbursement or/and other matters etc., presently in force or as introduced/amended from time to time. Further, during the Employment period you shall perform your duties with honesty, diligence, orderliness, obedience and faithfulness towards the Company.

9. CONFIDENTIAL INFORMATION:

You shall not, whether during your employment with the Company, or after termination of your employment, for any reason, directly or indirectly, disclose, use for yourself or use for or disclose to any person/entity any Confidential Information other than for the benefit of Company and in the course of performing your duties and responsibilities.

"Confidential Information" means all information or data made available to you (whether furnished orally, in writing, electronically or through any other form or medium and regardless of whether it is specifically marked or identified as confidential) or which directly or indirectly comes to your knowledge, concerning or relating to the Company, including all analyses, reports, studies, designs, technologies, customer information, ideas, methodologies, agreements and other documents whether prepared by the Company, its executives or a third party.

Without prejudice to the generality of the foregoing, you shall:

- i. keep confidential the Confidential Information and not disclose the same to any third party or use the same for your benefit or for the benefit (financial or otherwise) of any third party, except as expressly permitted by an agreement or except with the prior written consent of the Company;
- ii. protect the Confidential Information received with all reasonable care so as to ensure that the same does not fall into the hands of third parties or is not put to unauthorized use; and
- iii. not reproduce, copy or reverse engineer the Confidential Information except with the prior written consent of the Company. The provisions for the protection of the Confidential Information shall apply notwithstanding that you have in an unauthorized manner or inadvertently obtained access to or have otherwise come into possession of such Confidential Information.

The confidentiality obligations herein shall not prevent you from disclosing the Confidential Information if required by law or under the orders of any court of competent jurisdiction or other competent legal authority, provided that you give the Company notice of such intended disclosure and an opportunity to oppose the same. In order to secure or preserve the Confidential Information, the Company shall have the right at all times to deactivate, disable, remove or prevent access to any Company property, including computers, servers, computer networks, email accounts, databases, storage, and vehicles.

You acknowledge that all the Confidential Information shall remain the sole and absolute property of the Company or any third party, as applicable. You shall, at the time of leaving the services of the Company, return all the Confidential Information and other Company property in your possession.

The provisions of this Clause shall survive the termination of your employment for any reason whatsoever.

10. GENERAL RESPONSIBILITIES:

You shall during the period of employment:

- a) Diligently and faithfully carry out all instructions given to you from time to time;
- b) You shall not engage in any other trade, business, service or profession directly or indirectly during the continuance of your employment with the Company;
- c) Endeavor to uphold the good image of the Company and shall not by your conduct adversely affect the reputation of the Company and bring disrepute to the Company, in any manner whatsoever. You shall not conduct yourself in any manner amounting to breach of confidence reposed in you or inconsistent with the position of responsibility occupied by you. You shall deal with the Company's money, material and documents with utmost honesty and professional ethics; and
- d) You shall guard all trade secrets that you may come to possess during the tenure of your employment with us and shall not divulge any information at any time to anyone, which may be detrimental to the interests of the company.

While in the service of the Company you are expected to endeavor your best to contribute towards the interests of the Company and maintain confidentiality related with your post. Your individual Salary is purely a matter between yourself and the Company and has been arrived at on the basis of our specific background and professional merit. The Company expects that you maintain this information and any future changes to your Salary, as strictly personal and confidential.

11. GOVERNING LAWS AND JURISDICTION:

These terms and conditions shall be governed and construed in accordance with the laws of India. Any dispute arising hereunder shall be resolved at Mumbai, Maharashtra, India.

You acknowledge that this offer letter, represents the entire agreement between you and Company and that no verbal or written agreements, promises or representations that are not specifically stated in this offer, are or will be binding upon the Company.

Kindly note that, any action of yours, contrary to any of the abovementioned clauses shall render you liable to termination with immediate effect, notwithstanding any other terms and conditions or your appointment.

Please sign each page of this letter and return the duplicate of this letter as a token of acceptance of the terms of employment as set out herein before.

We will be proud to have you as a member of our team to enable us to achieve our professional goals and objectives.

ANNEXURE B
DOCUMENTS REQUIRED

A. Immediately (Scanned)

- UG/PG Degree certificates;
- Marks cards/transcripts;
- Experience and relieving letters from previous employers;
- Five (5) passport size photographs;
- Two (2) photocopies each of your educational certificates, experience certificates, last drawn salary slip and proof of your age;
- Please show the original of the above certificates for verification;
- A copy of your valid passport; and
- Address proof.

B. Training will be given for the specified skill set you have been employed for.

C. Employment Background Verification

The Company is committed to provide a safe and productive working environment. Therefore, as part of the hiring process you will be required to successfully complete an employment background verification prior joining. Please note that in the event of failure in background verification will result in withdrawal of your offer of employment.

ANNEXURE C

Date: September 10, 2021

Name: Rijo T Thomas
Designation: Associate Engineer
Location: Kochi

Compensation Structure	
Components	Amount (₹)
Basic	8,833.00
HRA	4,417.00
**Special Allowance	4,723.00
Conveyance Allowance	1,600.00
Education Allowance	200.00
Medical Allowance	1,250.00
Sub Total A	21,023.00
*PF Contribution (Employer)	1,060.00
Sub Total B	1,060.00
Total (A+B)	22,083.00
Monthly CTC	22,083.00
CTC (Fixed)	265,000.00
***CTC (Variable)	10,000.00
Total CTC (per annum)	275,000.00

Income Tax Benefit Options

Food Coupons (Optional)	2,000.00
LTA (Optional)	(5% of CTC)
Fuel Reimbursement and Driver's Salary (Optional)	As per policy

**The amount will be subject to applicable Statutory and Income Tax Deductions. Employee Contribution of PF will be deducted from the Gross Salary.*

***Special Allowance is subject to change as per your choice of flexible benefit components.*

****CTC (Variable) is to be paid out quarterly along with June, September, December, and March payroll subject to your active employment with Orion.*

Yours sincerely,

For Orion India Systems Pvt. Ltd.

Narendra Kumar
Director



Ref No: 7-OCT-CM-0041821

02-Nov-2021

Ms. CHITHIRA PRABHAKARAN
Edayantharath (H)
Thirunalloor P.O Cherthala, Alappuzha

Thirunalloor
Cherthala
Kerala
688541
INDIA

OFFER OF EMPLOYMENT

Dear Ms. CHITHIRA PRABHAKARAN

This is with reference to your application for employment and subsequent discussions we had with you. We, Muthoot Pappachan Technologies Ltd., have pleasure in offering you employment to serve as Probationer as per the terms and conditions as given below:-

Designation	: SOFTWARE ENGINEER TRAINEE
Grade	: B2
Department	: INFORMATION TECHNOLOGY
Branch	: THIRUVANANTHAPURAM HO(TECHNOPARK)
Location	: THIRUVANANTHAPURAM

Note: Your entity and/ or place of posting is subject to change at time based on the business requirement.

Kindly note the following

- I. Your Compensation details are as mentioned in **Annexure A**.
- II. Details of documents to be submitted on joining and brief of background verification are attached in **Annexure B**.
- III. Your appointment will be for a period of **12 Months** probation. The confirmation thereafter will be at the discretion of the Management. You may also be transferred to any location / department / grade / designation as deemed fit by the Management at any time.
- IV. You shall perform the duties assigned to you from time to time diligently and earnestly and shall not undertake any other employment or occupation or agency work during the training or employment period.
- V.

Muthoot Pappachan Technologies Ltd.

Your employment is subject to a probationary period as stated above. Your work performance and suitability for the position and organizational fitment will be reviewed over this time. During this period, should your work performance and suitability for the position be deemed to be unsatisfactory, then it is understood and acknowledged that the Management may terminate your engagement as Probationer. Moreover, the Management can terminate your appointment as a Probationer at any time during the probationary period or during the extended period of probation without Notice or payment in lieu of Notice and without assigning any reason.
- VI. You shall show utmost honesty and integrity in all your dealings and conduct yourself in a manner not detrimental to the interests of the Group and shall also maintain absolute secrecy regarding the affairs of the Group as well as of its customers. You shall be punctual in attendance and shall also maintain cordial relation with all the colleagues.



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- VII. If, you wish to resign from service early, you may do so by giving **90** days Notice of Resignation in writing and clearing of all dues. This is a binding obligation resting on you under the Group's service conditions, breach of which will compel the Management not to relieve you from service, besides initiating against you such other actions, including legal, as deemed fit and necessary.
- VIII. You should join duties at the latest by **24-Nov-2021**. In case you do not communicate your acceptance of the offer within four days of receipt of the offer or/and do not join duties on or before the date mentioned above, the offer contained in this letter shall stand automatically cancelled, unless specifically extended by the Group, in writing.
- IX. Kindly sign on all sheets of the offer letter as your acceptance of offer and the terms of employment as mentioned.
- X. This is an offer of appointment and upon your joining duties you will be issued a formal appointment letter, and your appointment shall be subject to the terms of this Offer and the Appointment Order, the Order prevailing over anything inconsistent.
- XI. Your appointment is subject to positive credential verification and, if any of the professional / personal credentials submitted by you during the time of employment is proved to be false during the period of employment, the Company reserves the right to terminate your services without any notice or salary in lieu of.

Feel free to mail Mr. BIJITH KUMAR B at bijith.kb@muthoot.com for your queries and clarifications.

Wish you all the best and looking forward to have a mutually beneficial association,

Yours sincerely,

For Muthoot Pappachan Technologies Ltd.



Suresh Kumar Sivaraj
CHIEF HUMAN RESOURCES OFFICER
HUMAN CAPITAL MANAGEMENT & DEVELOPMENT

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ANNEXURE - A

COMPENSATION SHEET

Name : Ms. CHITHIRA PRABHAKARAN **Period of Probation : 12 Months**
Designation : SOFTWARE ENGINEER TRAINEE **Grade : B2**
Department : INFORMATION TECHNOLOGY **Initial place of posting : THIRUVANANTHAPURAM HO (TECHNOPARK)**
Reporting To : SENIOR MANAGER **Reportees : Not Applicable**

Components	INR (Per Month)	INR (Per Annum)
Basic Salary + DA	9000/-	108000/-
House Rent Allowance	3600/-	43200/-



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Special Allowance	4920/-	59040/-
Gross Salary	17520/-	210240/-
Employer's Contribution to Retirement Benefits		
Employer's Contribution to PF	1080/-	12960/-
Fixed CTC	18600/-	223200/-
Performance Linked Variable Pay Component		
Variable Pay*		16800/-
Total Annual CTC		240000/-

Variable Pay as mentioned in the above table (Not an additional component):

You will be eligible for a performance bonus, subject to a maximum amount of Rs.16800/- (Sixteen Thousand Eight Hundred only) per year, which bonus will be calculated solely on the basis of your performance as may be assessed by the company and also the performance of the company during the 12 months of the respective financial year. The said bonus will be calculated on a prorata basis considering the months of your actual service in the respective financial year and will be paid after the completion of the respective financial year.

Notes

- Employee's contribution towards statutory schemes and contribution to non statutory welfare / employee benefit schemes (if any), will be deducted from the monthly salary of employee as applicable.
- Gratuity will be paid as per Payment of Gratuity Act, 1972.
- Income Tax declaration needs to be intimated to Finance Department immediately on joining based on which your income tax will be computed and deducted at source from monthly salary as applicable.
- Salary will be paid subject to deduction of income tax, professional tax and other deduction as governed by the relevant statutes / Group policy.
- If the Group decides to make any change in compensation structure / welfare scheme / benefit scheme in future as applicable to your grade / designation, the same will be binding on you.

For Muthoot Pappachan Technologies Ltd.,



Suresh Kumar Sivaraj
CHIEF HUMAN RESOURCES OFFICER
HUMAN CAPITAL MANAGEMENT & DEVELOPMENT

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ANNEXURE - B

A. Background Verification

As per our Group policy and part of selection/joining formalities, all selected candidates will undergo a thorough background verification of personal and professional credentials. The same will be done internally or through an external agency.

Upon your joining, you need to submit all the credentials and the same will be verified. Furthermore, you need to undergo medical fitness test by a Group prescribed physician at any time as per Group's requirement.



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Your appointment will be subject to satisfactory / positive report on all the below mentioned items. All photocopies submitted to be duly attested by Gazetted officer with office seal.

B. Documents to be submitted on joining

1. Proof of photo identity, residential address & educational qualifications

- **Photo Identity Proof :** PAN Card or Voters ID Card or Aadhar Card or Driving License or Bank Passbook with photograph
- **Proof of Date of Birth:** School Leaving Certificate or Birth Certificate or Passport or Aadhar Card or PAN Card or Driving license
- **Proof of residence address:** Passport or Electricity Bill [current] or Bank Statement or Passbook with reference of current residential address or Address endorsed by State / Central Gazetted Officers with official stamp
- **Proof of educational qualifications:** Final year mark sheet and Course certificate of Xth , XIIth and certification or diploma courses (if any) and final year mark sheet and Degree Certificate of Graduation, Post Graduation and higher qualification (if any)

2. Proof of previous work experience [Only for candidates with work experience]

- Experience Proof or Relieving letter or Offer / Appointment letter and last two pay slips or Latest increment / promotion or confirmation letter and last two pay slips or Resignation acceptance letter / mail and offer letter or latest increment / promotion / confirmation letter
Note: If experience is less than one year in the previous organization and if the total work experience is more than one year, then documentary proof from last two organizations should be provided. Otherwise, documentary proof from only last organization is required.

3. Other documents

- Copy of the offer letter duly signed.
- Copy of PAN Card.
- Form 16 or TDS Certificate.
- Medical certificate from a registered medical practitioner.
- Police verification certificate from the police station having jurisdiction over the area where candidate is residing . Six passport size photographs.

For Muthoot Pappachan Technologies Ltd.,



Suresh Kumar Sivaraj

CHIEF HUMAN RESOURCES OFFICER

HUMAN CAPITAL MANAGEMENT & DEVELOPMENT

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OL0041821

Ref No: 7-OCT-WB-0041805

02-Nov-2021

Ms. DIYA ELSA THOMAS
Muthuthottathil HouseThiruvalla
Bethany RoadThiruvalla
Thiruvalla
Thiruvalla
Kerala
689101
INDIA

OFFER OF EMPLOYMENT

Dear Ms. DIYA ELSA THOMAS

This is with reference to your application for employment and subsequent discussions we had with you. We, Muthoot Pappachan Technologies Ltd.. have pleasure in offering you employment to serve as Probationer as per the terms and conditions as given below:-

Designation	: SOFTWARE ENGINEER TRAINEE
Grade	: B2
Department	: INFORMATION TECHNOLOGY
Branch	: THIRUVANANTHAPURAM HO(TECHNOPARK)
Location	: THIRUVANANTHAPURAM

Note: Your entity and/ or place of posting is subject to change at time based on the business requirement.

Kindly note the following

- I. Your Compensation details are as mentioned in **Annexure A** .
- II. Details of documents to be submitted on joining and brief of background verification are attached in **Annexure B**.
- III. Your appointment will be for a period of **12 Months** probation. The confirmation thereafter will be at the discretion of the Management. You may also be transferred to any location / department / grade / designation as deemed fit by the Management at any time.
- IV. You shall perform the duties assigned to you from time to time diligently and earnestly and shall not undertake any other employment or occupation or agency work during the training or employment period.

Muthoot Pappachan Technologies Ltd.



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(Accepted: Signature & Date)

- V. Your employment is subject to a probationary period as stated above. Your work performance and suitability for the position and organizational fitment will be reviewed over this time. During this period, should your work performance and suitability for the position be deemed to be unsatisfactory, then it is understood and acknowledged that the Management may terminate your engagement as Probationer. Moreover, the Management can terminate your appointment as a Probationer at any time during the probationary period or during the extended period of probation without Notice or payment in lieu of Notice and without assigning any reason.
- VI. You shall show utmost honesty and integrity in all your dealings and conduct yourself in a manner not detrimental to the interests of the Group and shall also maintain absolute secrecy regarding the affairs of the Group as well as of its customers. You shall be punctual in attendance and shall also maintain cordial relation with all the colleagues.
- VII. If, you wish to resign from service early, you may do so by giving **90** days Notice of Resignation in writing and clearing of all dues. This is a binding obligation resting on you under the Group's service conditions, breach of which will compel the Management not to relieve you from service, besides initiating against you such other actions, including legal, as deemed fit and necessary.
- VIII. You should join duties at the latest by **24-Nov-2021**. In case you do not communicate your acceptance of the offer within four days of receipt of the offer or/and do not join duties on or before the date mentioned above, the offer contained in this letter shall stand automatically cancelled, unless specifically extended by the Group, in writing.
- IX. Kindly sign on all sheets of the offer letter as your acceptance of offer and the terms of employment as mentioned.
- X. This is an offer of appointment and upon your joining duties you will be issued a formal appointment letter, and your appointment shall be subject to the terms of this Offer and the Appointment Order, the Order prevailing over anything inconsistent.
- XI. Your appointment is subject to positive credential verification and, if any of the professional / personal credentials submitted by you during the time of employment is proved to be false during the period of employment, the Company reserves the right to terminate your services without any notice or salary in lieu of.

Feel free to mail Mr. BIJITH KUMAR B at bijith.kb@muthoot.com for your queries and clarifications.

Wish you all the best and looking forward to have a mutually beneficial association,

Yours sincerely,

For Muthoot Pappachan Technologies Ltd.

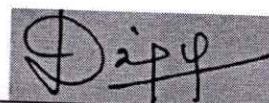


Suresh Kumar Sivaraj
CHIEF HUMAN RESOURCES OFFICER
HUMAN CAPITAL MANAGEMENT & DEVELOPMENT

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(Accepted: Signature & Date)

ANNEXURE - A

COMPENSATION SHEET

Name : Ms. DIYA ELSA THOMAS
Designation : SOFTWARE ENGINEER TRAINEE
Department : INFORMATION TECHNOLOGY
Reporting To : SENIOR MANAGER
Period of Probation : 12 Months
Grade : B2
Initial place of posting : THIRUVANANTHAPURAM HO (TECHNOPARK)
Reportees : Not Applicable

Components	INR (Per Month)	INR (Per Annum)
Basic Salary + DA	9000/-	108000/-
House Rent Allowance	3600/-	43200/-
Special Allowance	3060/-	36720/-
Gross Salary	15660/-	187920/-
Employer's Contribution to Retirement Benefits		
Employer's Contribution to PF	1080/-	12960/-
Fixed CTC	16740/-	200880/-
Performance Linked Variable Pay Component		
Variable Pay*		15120/-
Total Annual CTC		216000/-

Variable Pay as mentioned in the above table (Not an additional component):

You will be eligible for a performance bonus, subject to a maximum amount of Rs.15120/- (Fifteen Thousand One Hundred Twenty only) per year, which bonus will be calculated solely on the basis of your performance as may be assessed by the company and also the performance of the company during the 12 months of the respective financial year. The said bonus will be calculated on a prorata basis considering the months of your actual service in the respective financial year and will be paid after the completion of the respective financial year.

Notes

- Employee's contribution towards statutory schemes and contribution to non statutory welfare / employee benefit schemes (if any), will be deducted from the monthly salary of employee as applicable.
- Gratuity will be paid as per Payment of Gratuity Act, 1972.
- Income Tax declaration needs to be intimated to Finance Department immediately on joining based on which your income tax will be computed and deducted at source from monthly salary as applicable.
- Salary will be paid subject to deduction of income tax, professional tax and other deduction as governed by the relevant statutes / Group policy.
- If the Group decides to make any change in compensation structure / welfare scheme / benefit scheme in future as applicable to your grade / designation, the same will be binding on you.

For Muthoot Pappachan Technologies Ltd.,

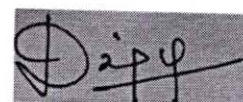


Suresh Kumar Sivaraj
CHIEF HUMAN RESOURCES OFFICER
HUMAN CAPITAL MANAGEMENT & DEVELOPMENT

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(Accepted: Signature & Date)

ANNEXURE - B

A. Background Verification

As per our Group policy and part of selection/joining formalities, all selected candidates will undergo a thorough background verification of personal and professional credentials. The same will be done internally or through an external agency.

Upon your joining, you need to submit all the credentials and the same will be verified. Furthermore, you need to undergo medical fitness test by a Group prescribed physician at any time as per Group's requirement. Your appointment will be subject to satisfactory / positive report on all the below mentioned items. All photocopies submitted to be duly attested by Gazetted officer with office seal.

B. Documents to be submitted on joining

1. Proof of photo identity, residential address & educational qualifications

- **Photo Identity Proof :** PAN Card or Voters ID Card or Aadhar Card or Driving License or Bank Passbook with photograph
- **Proof of Date of Birth:** School Leaving Certificate or Birth Certificate or Passport or Aadhar Card or PAN Card or Driving license
- **Proof of residence address:** Passport or Electricity Bill [current] or Bank Statement or Passbook with reference of current residential address or Address endorsed by State / Central Gazetted Officers with official stamp
- **Proof of educational qualifications:** Final year mark sheet and Course certificate of Xth , XIIth and certification or diploma courses (if any) and final year mark sheet and Degree Certificate of Graduation, Post Graduation and higher qualification (if any)

2. Proof of previous work experience [Only for candidates with work experience]

- Experience Proof or Relieving letter or Offer / Appointment letter and last two pay slips or Latest increment / promotion or confirmation letter and last two pay slips or Resignation acceptance letter / mail and offer letter or latest increment / promotion / confirmation letter
- Note: If experience is less than one year in the previous organization and if the total work experience is more than one year, then documentary proof from last two organizations should be provided. Otherwise, documentary proof from only last organization is required.

3. Other documents

- Copy of the offer letter duly signed.
- Copy of PAN Card.
- Form 16 or TDS Certificate.
- Medical certificate from a registered medical practitioner.
- Police verification certificate from the police station having jurisdiction over the area where candidate is residing
- Six passport size photographs.

For Muthoot Pappachan Technologies Ltd.,

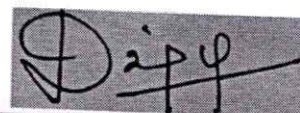


Suresh Kumar Sivaraj
CHIEF HUMAN RESOURCES OFFICER
HUMAN CAPITAL MANAGEMENT & DEVELOPMENT

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OL0041805



(Accepted: Signature & Date)

Ref No: 2-NOV-CM-0042431

03-Nov-2021

Ms. AMRITHA A
KumbampuzhathKuttemperoor P OMannar
KumbampuzhathKuttemperoor P OMannar
Mannar
Alappuzha
Kerala
689623
INDIA

OFFER OF EMPLOYMENT

Dear Ms. AMRITHA A

This is with reference to your application for employment and subsequent discussions we had with you. We, Muthoot Pappachan Technologies Ltd., have pleasure in offering you employment to serve as Probationer as per the terms and conditions as given below:-

Designation	: SOFTWARE ENGINEER TRAINEE
Grade	: B2
Department	: INFORMATION TECHNOLOGY
Branch	: THIRUVANANTHAPURAM HO(TECHNOPARK)
Location	: THIRUVANANTHAPURAM

Note: Your entity and/ or place of posting is subject to change at time based on the business requirement.

Kindly note the following

- I. Your Compensation details are as mentioned in **Annexure A**.
- II. Details of documents to be submitted on joining and brief of background verification are attached in **Annexure B**.
- III. Your appointment will be for a period of **12 Months** probation. The confirmation thereafter will be at the discretion of the Management. You may also be transferred to any location / department / grade / designation as deemed fit by the Management at any time.
- IV. You shall perform the duties assigned to you from time to time diligently and earnestly and shall not undertake any other employment or occupation or agency work during the training or employment period.
- V.

Muthoot Pappachan Technologies Ltd.

Your employment is subject to a probationary period as stated above. Your work performance and suitability for the position and organizational fitment will be reviewed over this time. During this period, should your work performance and suitability for the position be deemed to be unsatisfactory, then it is understood and acknowledged that the Management may terminate your engagement as Probationer. Moreover, the Management can terminate your appointment as a Probationer at any time during the probationary period or during the extended period of probation without Notice or payment in lieu of Notice and without assigning any reason.
- VI. You shall show utmost honesty and integrity in all your dealings and conduct yourself in a manner not detrimental to the interests of the Group and shall also maintain absolute secrecy regarding the affairs of the Group as well as of its customers. You shall be punctual in attendance and shall also maintain cordial relation with all the colleagues.



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- VII. If, you wish to resign from service early, you may do so by giving **90** days Notice of Resignation in writing and clearing of all dues. This is a binding obligation resting on you under the Group's service conditions, breach of which will compel the Management not to relieve you from service, besides initiating against you such other actions, including legal, as deemed fit and necessary.
- VIII. You should join duties at the latest by **24-Nov-2021**. In case you do not communicate your acceptance of the offer within four days of receipt of the offer or/and do not join duties on or before the date mentioned above, the offer contained in this letter shall stand automatically cancelled, unless specifically extended by the Group, in writing.
- IX. Kindly sign on all sheets of the offer letter as your acceptance of offer and the terms of employment as mentioned.
- X. This is an offer of appointment and upon your joining duties you will be issued a formal appointment letter, and your appointment shall be subject to the terms of this Offer and the Appointment Order, the Order prevailing over anything inconsistent.
- XI. Your appointment is subject to positive credential verification and, if any of the professional / personal credentials submitted by you during the time of employment is proved to be false during the period of employment, the Company reserves the right to terminate your services without any notice or salary in lieu of.

Feel free to mail Mr. BIJITH KUMAR B at bijith.kb@muthoot.com for your queries and clarifications.

Wish you all the best and looking forward to have a mutually beneficial association,

Yours sincerely,

For Muthoot Pappachan Technologies Ltd.



Suresh Kumar Sivaraj
CHIEF HUMAN RESOURCES OFFICER
HUMAN CAPITAL MANAGEMENT & DEVELOPMENT

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ANNEXURE - A

COMPENSATION SHEET

Name : Ms. AMRITHA A
Designation : SOFTWARE ENGINEER TRAINEE
Department : INFORMATION TECHNOLOGY
Reporting To : SENIOR MANAGER

Period of Probation : 12 Months
Grade : B2
Initial place of posting : THIRUVANANTHAPURAM HO (TECHNOPARK)
Reportees : Not Applicable

Components	INR (Per Month)	INR (Per Annum)
Basic Salary + DA	9000/-	108000/-
House Rent Allowance	3600/-	43200/-



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Special Allowance	3060/-	36720/-
Gross Salary	15660/-	187920/-
Employer's Contribution to Retirement Benefits		
Employer's Contribution to PF	1080/-	12960/-
Fixed CTC	16740/-	200880/-
Performance Linked Variable Pay Component		
Variable Pay*		15120/-
Total Annual CTC		216000/-

Variable Pay as mentioned in the above table (Not an additional component):

You will be eligible for a performance bonus, subject to a maximum amount of Rs.15120/- (Fifteen Thousand One Hundred Twenty only) per year, which bonus will be calculated solely on the basis of your performance as may be assessed by the company and also the performance of the company during the 12 months of the respective financial year. The said bonus will be calculated on a prorate basis considering the months of your actual service in the respective financial year and will be paid after the completion of the respective financial year.

Notes

- Employee's contribution towards statutory schemes and contribution to non statutory welfare / employee benefit schemes (if any), will be deducted from the monthly salary of employee as applicable.
- Gratuity will be paid as per Payment of Gratuity Act, 1972.
- Income Tax declaration needs to be intimated to Finance Department immediately on joining based on which your income tax will be computed and deducted at source from monthly salary as applicable.
- Salary will be paid subject to deduction of income tax, professional tax and other deduction as governed by the relevant statutes / Group policy.
- If the Group decides to make any change in compensation structure / welfare scheme / benefit scheme in future as applicable to your grade / designation, the same will be binding on you.

For Muthoot Pappachen Technologies Ltd.,



Suresh Kumar Sivaraj
CHIEF HUMAN RESOURCES OFFICER
HUMAN CAPITAL MANAGEMENT & DEVELOPMENT

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ANNEXURE - B

A. Background Verification

As per our Group policy and part of selection/joining formalities, all selected candidates will undergo a thorough background verification of personal and professional credentials. The same will be done internally or through an external agency.

Upon your joining, you need to submit all the credentials and the same will be verified. Furthermore, you need to undergo medical fitness test by a Group prescribed physician at any time as per Group's requirement.



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Your appointment will be subject to satisfactory / positive report on all the below mentioned items. All photocopies submitted to be duly attested by Gazetted officer with office seal.

B. Documents to be submitted on joining

1. Proof of photo identity, residential address & educational qualifications

- **Photo Identity Proof :** PAN Card or Voters ID Card or Aadhar Card or Driving License or Bank Passbook with photograph
- **Proof of Date of Birth:** School Leaving Certificate or Birth Certificate or Passport or Aadhar Card or PAN Card or Driving license
- **Proof of residence address:** Passport or Electricity Bill [current] or Bank Statement or Passbook with reference of current residential address or Address endorsed by State / Central Gazetted Officers with official stamp
- **Proof of educational qualifications:** Final year mark sheet and Course certificate of Xth , XIIth and certification or diploma courses (if any) and final year mark sheet and Degree Certificate of Graduation, Post Graduation and higher qualification (if any)

2. Proof of previous work experience [Only for candidates with work experience]

- Experience Proof or Relieving letter or Offer / Appointment letter and last two pay slips or Latest increment / promotion or confirmation letter and last two pay slips or Resignation acceptance letter / mail and offer letter or latest increment / promotion / confirmation letter
Note: If experience is less than one year in the previous organization and if the total work experience is more than one year, then documentary proof from last two organizations should be provided. Otherwise, documentary proof from only last organization is required.

3. Other documents

- Copy of the offer letter duly signed.
- Copy of PAN Card.
- Form 16 or TDS Certificate.
- Medical certificate from a registered medical practitioner.
- Police verification certificate from the police station having jurisdiction over the area where candidate is residing . Six passport size photographs.

For Muthoot Pappachan Technologies Ltd.,



Suresh Kumar Sivaraj

CHIEF HUMAN RESOURCES OFFICER

HUMAN CAPITAL MANAGEMENT & DEVELOPMENT

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OL0042431



CCS/EMP - 2351

December 15, 2021

Ms. Achsah Mariam Benny
Memana,
Elanthoor,
Elanthoor P.O.,
Pathanamthitta,
Kerala - 689643.

Sub: Appointment Letter

Dear Ms. Achsah

With reference to your application dated 10/11/2021 and the subsequent test, and interview held on 09/12/2021, we are glad to appoint you as **"Trainee Software Engineer"** w.e.f 15/12/2021 under the following terms and conditions.

1. Your initial posting will be at CCS Technologies, Infopark, Kochi and you will report to the "HOS". However, the Management shall have the right to transfer you from one section or unit or establishment to another in the same place or elsewhere, whether existing or to be started in future.
2. Your CTC (Cost To the Company) will be Rs. 25,000/- (Rupees Twenty-Five Thousand only) per Month. You will be eligible for PF, ESI, Bonus etc., as per rules of the Company. You will be eligible for bonus only after completion of 12 months of service in CCS. This excludes any performance based pay as may be announced from time to time. The breakup of your compensation is attached.
3. Income Tax provisions, Profession Tax and its applicability on remuneration would be borne by you. The Company shall however be responsible for withholding taxes on your behalf as per the prevailing provisions.
4. You will not be entitled to any other remuneration / benefits / amenities other than what is explicitly stated to you in your Appointment Letter. Further, if at a future date the Company introduces any new remuneration / facilities, makes modification or restructures the emolument structure, the present remuneration structure will also be suitably modified / amended.
5. You will be on probation till 14/06/2022 (6 Months) from the date of joining which may be extended, if found necessary.
6. If any information or declaration given by you to the Company proves to be false or if you are found to have willfully suppressed any material information, you will be liable to be discharged from the services of the Company without any notice or compensation.
7. While you are on probation, your services with the company may be terminated against two months notice from either side or salary in lieu of such notice.



8. On successful completion of the probationary period, you will be confirmed in the services of the Company.
9. Once you are confirmed, then your age of retirement will be 55 and your date of birth has been determined to be 12/Sep/1997, as per the official age proof furnished by you.
10. Your responsibility as **"Trainee Software Engineer"** is annexed separately.
11. After your confirmation, your services with the Company may be terminated against 3 months notice from either side or salary in lieu of such a notice. However, in case of misconduct or indiscipline, the Company reserves the right to terminate your services without any notice or salary in lieu of notice.
12. The Company may terminate your employment with the Company immediately upon summary notice if it is found that you have:
 - i. willfully disobeyed a lawful or reasonable order from the Company or the Company's Rules and Regulations applicable to you; or
 - ii. conducted yourself in any way that is inconsistent with the due and faithful discharge of your duties; or
 - iii. committed a crime involving moral turpitude (whether or not such crime was committed in connection with the Company's business) or committed any other act or omission involving theft, embezzlement, dishonesty, disloyalty or fraud with respect to the Company or any of its customers; or
 - iv. habitually neglected your duties; or
 - v. breached a fiduciary duty, were grossly negligent, or have committed willful misconduct with respect to the Company in connection with the performance of your duties; or
 - vi. committed any act which would entitle the Company to terminate your employment forthwith under applicable law; or
 - vii. Been found guilty of any other act of misconduct.
 - viii. All property of, or relating to, the Company as shall have been in your possession, including Company records and all documents containing Confidential Information or Proprietary Information of the Company and any letter of authority or power of attorney issued to you, shall be surrendered by you to someone duly authorised by the Company upon the termination of your employment.



13. In the unlikely event of your ill health, disability or inefficiency in work or for the loss of confidence in you by the Management, your services will be terminated by giving One months notice or salary in lieu of such notice.
14. As a confirmed employee, if you wish to resign from the services, you will have to provide Three (3) months (90 days) notice.
15. The notice period must run its full course and at the end of the notice period, the Company shall make payment in lieu of all unconsumed encashable leave, provided a minimum of twelve (12) months of service has been completed.
16. In case you have resigned and serving your notice period but the Company may in order to protect its business interest, decides to relieve you from employment prior to completion of notice period. In this event compensation is applicable with all benefits till the date of release of employment after adjusting leave accumulated to your account at that time.
17. Completion of serving the above mentioned Notice Period does not mean automatic release from employment. Release from the services of the Company will be done in writing only after the Company is satisfied regarding proper handover of all documents including return of Company assets, if any.
18. You shall not engage yourself, directly or indirectly, in any other business or employment honorary or remuneratory work of public office on payment or otherwise except with the prior written permission of the Management in each case. You shall devote whole time to the faithful and diligent performance of your duties and at no point of time engage either directly or indirectly, in any activity that competes with the interests of the Company or conflicts with your duties towards the Company.
19. During the course of employment, the company might invest in training, International travel or other enablement activities to impart specialized skills and knowledge to the employee, and this may come associated with a minimum period of continuity.
20. Monday through Friday, all full days are the normal working days, except for holidays declared by the company and the normal working hours will be from 9.00 a.m. to 6.00 p.m.
21. You shall be bound by such rules or orders or instructions as may be issued by the Management from time to time
 - a. This appointment and its continuance, is subject to your being found and remaining medically (physically & mentally) fit by the Company. Prescribed medical norms and the opinion of the Registered Medical Practitioner (as approved by the Company) shall be final in this regard.
 - b. In all other matters, including those not specifically covered in this letter you will be governed by the Code of Conduct and these Standing Orders, service