

UNIVERSITY OF KERALA

SWARGARANI SCHOOL & PU COLLEGE

BANGALORE-98

APPOINTMENT LETTER & SERVICE AGREEMENT

Dear Miss. Amina Nassrin M.

With reference to your application dated 20<sup>th</sup> August and subsequent interview held on 27<sup>th</sup> August we are pleased to appoint you as English Teacher on probation with effect from 4<sup>th</sup> September in Swargarani School, Rajarajeshwari Nagar, Bangalore, in the consolidated salary of Rs. 35,000/- as per the following terms and conditions: -

1. You will be on probation for a period of one year from the date of your assuming duty and will be continued and confirmed if your overall performance during the tenure of your probation is found satisfactory to the Management, in respect of your teaching skill and moral character.
2. You will be required to execute a bond with the School Management with respect to the service Rules and code of conduct, prior to the acceptance of the appointment letter.
3. The Management of the school reserves the right to terminate your probation on one-month notice or one-month remuneration in lieu thereof during your probationary period. A similar notice for compensation in lieu thereof will have to be given by you, in case you decide to leave the school during your probationary period.
4. You will be fully loyal to the school and shall not indulge in activities which are despicable and derogatory to the Institution, bearing in mind that teaching is a noble profession and that there is no substitute for hard work and honest behavior.

# **KNSMSN**



**CENTRAL SCHOOL, KADAIKKODU**

E-mail: [kns.4edu@gmail.com](mailto:kns.4edu@gmail.com)

Ph. No: 0474-2484733



**AISWARYA T S**

**TEACHER**

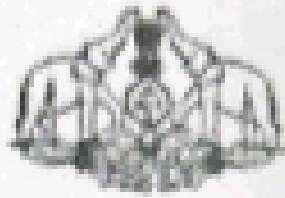
Address : Aiswarya Bhavan  
Karuvellil  
Edavattom

Ph : 9447923177



**Principal**

Card No : 131



**KERALA GOVERNMENT  
ADMINISTRATION OF JUSTICE-  
JUDICIARY**



**PEN : 990626**

**BAUDHIKA L S**

**Clerk**

**ADMINISTRATION OF JUSTICE-  
JUDICIARY**

**Valid upto : 08/10/2029**

**BUDDHA P S**

**Date of Issue : 08/10/2024**

**Residential Address**

**SHA SADANAM , NADUVILAKKARA , WEST  
KALLADA , Kollam.**

**ST. MARY'S**  
**ENGLISH MEDIUM**  
**PUBLIC SCHOOL**

Uliyakovil, Kollam 19

Ph : 0474 2732319 2732519

STAFF IDENTITY CARD



**ARATHY.S**

**MUSIC TEACHER**

ARATHY BHAVAN PERINAD  
ANCHALUMMOOD KOLLAM

Ph : 9207535964

*Principal*

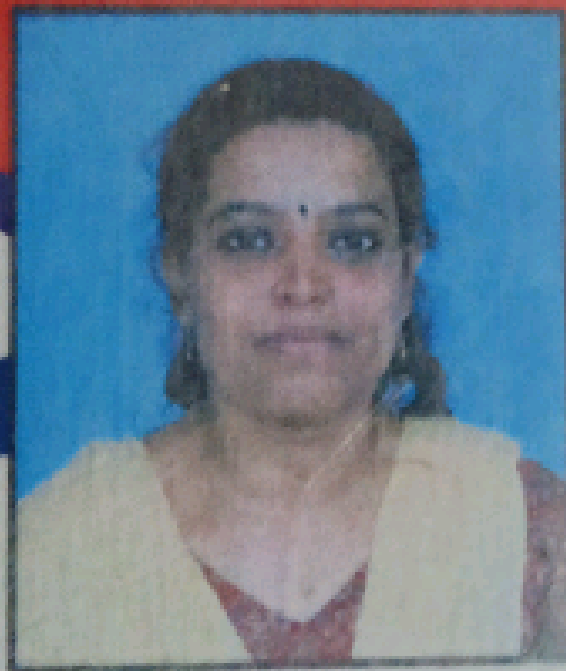


# CHRISTURAJA SCHOOL

Hata, Kushinagar, 274203

SESSION 2024-2025

## STAFF ID CARD



**LAKSHMI.G.**

**Father's Name** : Gopalakrishna Nair

**Designation** : ASSISTANT TEACHER

**ADDRESS.** : Christuraja School Building

**MOB :-** : 9847032127

**BLOOD GROUP** : A+Ve

*[Signature]*  
Principal's Signature

rrd



Gayathri M M

106078



# AUROBINDO VIDHYALAYA

## YOUR MODERN SCHOOL WITH ANCIENT VALUES

Affiliated to CBSE, New Delhi (Affiliation Number: 1930624)  
Alangiam Road, Dharapuram - 638 657, Tiruppur District. Contact: 04258 - 225577, 73738 85577

Date: 07 March, 2024

### Letter of Appointment

To  
Anakha P,  
Alumvila veedu,  
Poredam, Chadayamangalam,  
Kollam - 691534

Dear Ms. Anakha P,

Further to your application for employment, and the subsequent interview you had with us, we are pleased to appoint you on the following terms and conditions.

**Role: Teacher**

**Date of Joining: 20 May, 2024**

Your consolidated salary has been fixed at Rs.11000/- per month (plus food & accommodation) for full time employment.

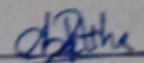
You have been appointed on a period of probation for one year after which your service will be confirmed based on your performance. During this period, you will perform the duties as per the role stated above and any other work necessary for the betterment of our school.

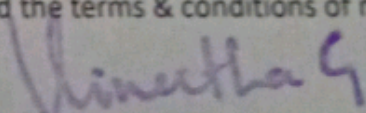
This appointment may be rescinded by either party by giving three month notice in writing or three month salary in lieu thereof.


Violation of any school rules & policies or any behavior or activity having a negative impact on our school or the members of the school, will result in immediate termination. If you agree to serve the school on the above conditions and abide by the school rules, kindly sign and return the copy of this letter to the undersigned.

We welcome you to our Aurobindo Vidhyalaya family and we hope that this will be the beginning of a long and rewarding career with us!

I agree to the above and I am happy to accept this offer. I have read and understood the terms & conditions of my employment at Aurobindo Vidhyalaya.

Employee signature & date: 

  
Correspondent

 **PressGaney**

**Associates India Private Limited**

L4, Ground Floor (Level -1), Tejaswini,  
Technopark, Trivandrum - 695581



**RUDRAKUMAR KUMAR**

Empl Id:1075





**TeamLease**™  
Putting India to Work



**Name : Nandhana Binu**

**Emp.Code : 3433366**

**Reported to : HDB Financial  
Services Ltd**

**(Teamlease  
Authorised Signature)**

**INSIGHT**  
AUTOMATIONS



**T.S. PRAMELA**  
(Office Admin)

**PRAVASI SEVAKENDRA , PRAVASIS LIMITED**

BUILDING NO .XV111/129/Maithanam, Varkala

W1/1301/4455/05/2024

Date: 29/10/2024

**LETTER OF RECOMMENDATION**

I have worked closely with **Ms. AMRITHAKRISHNA A S** for the past 15 months. While she worked as an office staff in **PRAVASISEVAKENDRA**. I have been consistently impressed by both her attitude towards her work and her performance on the job. Her interpersonal and communication skills have allowed her to develop productive working relationships with both clients and our staff. She is very well organized and keeps track of the details necessary to coordinate events of this kind and run an efficient office. She has the listening and interviewing skills necessary to extract information from our clients while performing financial assessments.

I volunteered to write this recommendation for **Ms. AMRITHAKRISHNA A S** because I am very grateful for her contributions to our office and very confident that she has the intelligence, work ethic, and communication skills to add value.



Saranya Ms

 **CURRICULUM VITAE**

**AMRUTHA KRISHNAN  
KANJIRAM THUNDIL  
PANAYIL P O  
NOORANAD  
ALAPPUZHA  
KERALA-INDIA  
PIN. 690504**



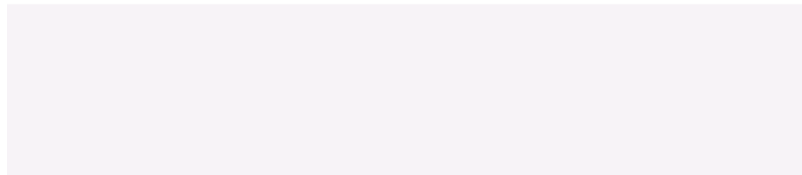
**Mob No : +91 7902936256/ 8921513920**

**Email : krishnanamrutha0@gmail.com**



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**Deepali A**

Emp ID : 905

Blood Group : B+ve



# calibehr<sup>®</sup>

PEOPLE · PROCESS · TECHNOLOGY



Anushka S Ramesh

Branch Relationship Executive

Employee Code : 252386  
Department : Staffing  
Gender : Female  
Date of Birth : 28-Feb-00  
Date of Joining : 06-Nov-23  
Date of Issue : 09-Nov-23  
Location : Thiruvananthapuram

Asale Service Provider for  
SBI Cards

**PROCEEDINGS OF THE SECRETARY St. DON BOSCO SCHOOL**  
**COMMITTEES: ALLADURG**

Present: Smt. DEEPA STEPHEN

Proc.No. ALD/001/2024



Sub: ESTT – Appointment of Teachers in the St. DON BOSCO SCHOOL ORDERS - Issued.

Ref: Application of the individual, Dt: 26/05/2024

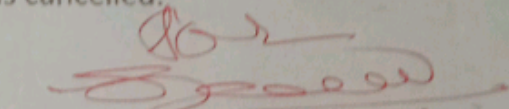
ORDER:

Sri MISS. AKSHAYA.S is here by

Appointed as a Teacher in the St. DON BOSCO SCHOOL, Alladurg, at the Scale of Rs.17000/-

This orders takes w.e.f. 26/05/2024 this appointment is purely temporary and the services of the candidate are liable to be terminated at any time without prior notice and assigning any reasons there for.

The candidates is hereby directed to join to duty within 3 days from the date of Receipt of this orders, failing which this orders stands cancelled.

  
CORRESPONDENT  
St. DON BOSCO SCHOOL  
ALLADURG  
26/05/2024  
St. Don Bosco School  
Alladurg

To,

The Candidate Sri MISS AKSHAYA

Copy to the Head Master St. DON BOSCO SCHOOL,  
ALLADURG.

**SHRESHTA**

**1st Floor, Khaders Annex, Ernakulam  
Aluva-1**



Seal

**ID CARD**

Name : Ammu.S. Pillai

Designation: Dieticians

Principal Employer: *for*

Dr Nairs Hospital

Asramam, Kollam-2

Mob: 8129844388

*[Handwritten Signature]*  
Sig







**ALMAS**

'Almas Treats; Almighty Heals'



**SWATHY S  
DIETITIAN**

Emp. No. : 4345  
Blood Gp : O+ve

Authd. Signator

**ALMAS HOSPITAL**

Kottakkal, Malappuram Dt., Kerala,

Pin-676 503, Tel: 0483 2809100

[www.almashospital.com](http://www.almashospital.com),

[mail@almashospital.com](mailto:mail@almashospital.com)

rrd



Devika.G

106082



**JYOTHIS**

GROUP OF INSTITUTIONS  
Spreading Value Based Education

**JYOTHIS  
CENTRAL SCHOOL**

Affiliated to CBSE, New Delhi - Affn. No. 930756

**MENAMKULAM**



**A+**

**LEKSHMI MANMADHAN**

**TGT**

Principal

**STAFF**

www.jyothiscentralschool.org e-mail: jyothisgroup@gmail.com

**EMPLOYMENT AGREEMENT**

This Employment Agreement (“Agreement”) is entered into on this **2nd day of December , 2024**,

**BY AND BETWEEN**

H & R Block (India) Private Limited, a company registered under The Companies Act,1956 and having its registered office at Module No. 211 N & 211 S, 11<sup>th</sup> Floor, Yamuna Building, SEZ Unit, Technopark Phase III, Kulathoor PO, Trivandrum - 695583, Kerala and its other office at 5<sup>th</sup> Floor, B Wing, Divyasree Trinity Block 4, Hitech City, Layout, Madhapur, Serlingampally, RangaReddy. Dist., Hyderabad, Telangana - 500081 (hereinafter referred to as “Company”, which term shall unless repugnant to the context thereof mean and include its successors and assigns) of the ONE PART.

**AND**

**Anupama A**, son/daughter of Anilkumar K having their residence at Ambadi House (Thenkara) Edavattom, Vellimon P.O;Kollam. Pincode:691511 (hereinafter referred to as “Employee”, which term shall unless repugnant to the context thereof mean and include his/her legal heirs, nominees, and permitted assigns) of the OTHER PART.

As the context may require, the Company and the Employee shall hereinafter be referred to severally as “Party” and collectively as “Parties”.

**WHEREAS:**

- A. The Company is, inter – alia, engaged in IT/ITES & tax support services.
- B. The Parties hereto desires to enter into this Agreement to define and set forth the terms and conditions of the employment of the Employee by the Company.

NOW THEREFORE, in consideration of mutual promise and covenants set forth in this Agreement and for other good and valuable consideration, the Parties agree as following:

**H & R BLOCK (INDIA) PRIVATE LIMITED**

CIN: U72900KL2006PTC061897

5th Floor, B Wing, DivyaSree Trinity,

Block 4, Hitech City Layout, Madhapur, Serlingampally Mandal,

Ranga Reddy Dist., Hyderabad, Telangana 500081.

Registered office address: Module No. 211 N &amp; 211 S, 11th Floor,

Yamuna Building, SEZ Unit, Technopark Phase III, Kulathoor PO, Trivandrum – 695583

Phone No: 0471 – 4151550 e-mail id: [info.hrbindia@hrblock.com](mailto:info.hrbindia@hrblock.com). Website: [www.hrblock.com](http://www.hrblock.com)**1. Start Date**

Your employment with the Company shall commence with effect from **2-December-2024** (“Date of Joining”) or such earlier date as agreed between you and the Company.

**2. Job Title**

You are being engaged as a “**Associate- Expat**” at Hyderabad office situated at 5<sup>th</sup> Floor, B Wing, Divyasree Trinity Block 4, Hitech City, Layout, Madhapur, Serlingampally, RangaReddy. Dist., Hyderabad, Telangana - 500081 and you will be expected to carry out duties appropriate to this appointment. The Company has a right to transfer you to any department, branch, or establishment under the same management or same principles, whether existing or to be set up in the future, inside or outside India, temporarily or permanently.



# AUROBINDO VIDHYALAYA

## YOUR MODERN SCHOOL WITH ANCIENT VALUES

Affiliated to CBSE, New Delhi (Affiliation Number: 1930624)  
Alangiam Road, Dharapuram - 638 657, Tiruppur District. Contact: 04258 - 225577, 73738 85577

Date: 07 March, 2024

### Letter of Appointment

To

Arathi S,  
B. R. Cottage, Venkulam,  
Edava post,  
Kollam- 695311

Dear Ms. Arathi S,

Further to your application for employment, and the subsequent interview you had with us, we are pleased to appoint you on the following terms and conditions.

**Role: Teacher**

**Date of Joining: 20 May, 2024**

Your consolidated salary has been fixed at Rs.13000/- per month (plus food & accommodation) for full time employment.

You have been appointed on a period of probation for one year after which your service will be confirmed based on your performance. During this period, you will perform the duties as per the role stated above and any other work necessary for the betterment of our school.

This appointment may be rescinded by either party by giving three month notice in writing or three month salary in lieu thereof.

Violation of any school rules & policies or any behavior or activity having a negative impact on our school or the members of the school, will result in immediate termination. If you agree to serve the school on the above conditions and abide by the school rules, kindly sign and return the copy of this letter to the undersigned.

We welcome you to our Aurobindo Vidhyalaya family and we hope that this will be the beginning of a long and rewarding career with us!

I agree to the above and I am happy to accept this offer. I have read and understood the terms & conditions of my employment at Aurobindo Vidhyalaya.

Employee signature & date: Arathi S 7/3/2024

Vinetha G  
Correspondent

# Sreenethra

eye care



**Vidya Sreekumar**  
Front Office Executive

EMP CODE: SNTVM000

Bakery Junction, Mandavanam Road,  
Thiruvananthapuram. Ph: 0471-2322322

**SACO**

Specialized centre for ophthalmic care



**കൊല്ലം ജില്ലാ മെഡിക്കൽ ഓഫീസറുടെ(ഹോമിയോപ്പതി വകുപ്പ്)നടപടിക്രമങ്ങൾ**

വിഷയം:- ഹോമിയോപ്പതി വകുപ്പ് - ജീവനക്കാരുടെയും ഫാർമസിസ്റ്റ് തസ്തികയിൽ ദിവസവേതനാടി സ്ഥാനത്തിൽ ഉദ്യോഗാർത്ഥിയെ നിയോഗിച്ചുകൊണ്ട് ഉത്തരവ് പുറപ്പെടുവിക്കുന്നു.

- പരാമർശം:-
- 1) സ.ഉ.(പി)നം.29/2024/ധന. തീയതി. 11/02/2021
  - 2) ഈ ഓഫീസിൽ നിന്നും 03/08/2023-ൽ പ്രസിദ്ധീകരിച്ചിട്ടുള്ള ദിവസവേതന ഫാർമസിസ്റ്റുമാരുടെ റാങ്ക് ലിസ്റ്റ്.
  - 3) കല്ലുവാതുക്കൽ സർക്കാർ ഹോമിയോ ഡിസ്പെൻസറി ചീഫ് മെഡിക്കൽ ഓഫീസറുടെ അപേക്ഷ.

**ഉത്തരവ് നം.ഡിഎം2/276/2023-എ തീയതി.06/07/2024**

ചുവടെ പറയുന്ന പട്ടിക പ്രകാരമുള്ള ഉദ്യോഗാർത്ഥിയെ അവരുടെ പേരിന് നേരെ സൂചിപ്പിച്ചിരിക്കുന്ന സ്ഥാപനത്തിൽ പ്രതിദിനം ₹780/- നിരക്കിൽ പ്രതിമാസം ₹21,060/-ൽ കവിയാത്ത വിധം ഹോമിയോപ്പതി ഡയറക്ടറുടെ അംഗീകാരത്തിനും നിലവിലുള്ള സർക്കാർ മാർഗ്ഗനിർദ്ദേശങ്ങൾക്കും അനുബന്ധ നിബന്ധനകൾക്കും വിധേയമായി ദിവസവേതനാടിസ്ഥാനത്തിൽ താല്പാലികമായി നിയോഗിച്ചുകൊണ്ട് ഉത്തരവാകുന്നു.

ക്രമ നം.	ഉദ്യോഗാർത്ഥിയുടെ പേരും മേൽവിലാസവും	നിയോഗിക്കപ്പെട്ട സ്ഥാപനം	കാലയളവ്	പകരം നിയമനം നടത്തുന്നതിന്റെ കാരണം
1	റസ്മിയ റഹിം ചീറവിള കിഴക്കിൽ ചീരകാവ് (പി.ഒ) എഴുകോൺ, കൊല്ലം	സർക്കാർ,ഹോമിയോ ഡിസ്പെൻസറി കല്ലുവാതുക്കൽ	07/07/2024 മുതൽ 90 ദിവസത്തേക്ക്	ഫാർമസിസ്റ്റ് കാവ്യ ചന്ദ്രൻ അവധിയിൽ പ്രവേശിക്കുന്നത് മൂലമുണ്ടായ ഒഴിവ്


**നിബന്ധനകൾ**

1. ഉദ്യോഗാർത്ഥി ഈ ഉത്തരവ് കൈപ്പറ്റി 3 ദിവസങ്ങൾക്കകം ജോലിയിൽ പ്രവേശിക്കേണ്ടതാണ്.
2. ഉദ്യോഗാർത്ഥി ജോലിയിൽ പ്രവേശിക്കുന്ന ദിവസം മുതൽ 90 ദിവസത്തേക്കോ, സ്ഥിരം ജീവനക്കാരൻ ജോലിയിൽ പ്രവേശിക്കുന്നതുവരെയോ ഏതാണോ ആദ്യം അതുവരെ മാത്രമായിരിക്കും ഈ നിയമനം.
3. ദിവസവേതന നിരക്ക് പ്രകാരമുള്ള വേതനത്തിനപ്പുറമെ മറ്റ് യാതൊരു സേവനാനുകൂല്യങ്ങൾക്കും നിയോഗിക്കപ്പെട്ടയാൾക്ക് അർഹതയുണ്ടായിരിക്കുന്നതല്ല.
4. നിയോഗിക്കപ്പെട്ടയാൾക്ക് വീക്കിലി ഓഫീസോ മാറ്റമെങ്കിലും അന്തിമുള്ള അവധികൾക്കോ അർഹതയുണ്ടായിരിക്കുന്നതല്ല.
5. നിയോഗിക്കപ്പെട്ടയാൾ സ്ഥാപനമേധാവിയിൽ നിർദ്ദേശാനുസരണം വ്യക്തി നിർവ്വഹിക്കേണ്ടതാണ്.
6. സ്ഥാപനത്തിന്റെ സർവ്വേയിന് കളങ്കം വരുത്തുന്ന പ്രവൃത്തികൾ പൊരുത്തപ്പെടുകയും, അച്ചടക്കരാഹിത്യം കൃത്യവിലോപം തുടങ്ങിയ എന്തെങ്കിലും വീഴ്ചകൾ നിയോഗിക്കപ്പെട്ടയാളിൽ നിന്നുണ്ടായതായി

7. ഈ ഓഫീസിൽ തെറ്റായ വിവരങ്ങൾ ലഭ്യമായതെന്ന് പിന്നീട് ബോധ്യപ്പെട്ടാൽ ഉടൻതന്നെ ജോലിയിൽ നിന്നും സ്വീകരിക്കുന്നതുമായിരിക്കും.
8. നിയോഗിക്കപ്പെട്ടയാൾ ജോലിയിൽ സ്ഥാപനമേധാവികൾ യഥാസമയം ഈ ഓഫീസിൽ റിപ്പോർട്ട് ചെയ്യേണ്ടതാണ്.

യാതൊരു മുന്നറിയിപ്പും കൂടാതെ ഉടൻ തന്നെ ജോലിയിൽ നൽകിയോ വ്യാജരേഖകൾ ഹാജരാക്കിയോ ആണ് നിയമനം നിയോഗിക്കപ്പെട്ടയാളെ യാതൊരു മുന്നറിയിപ്പും കൂടാതെ നീക്കം ചെയ്യുന്നതും അയാൾക്കെതിരെ നിയമനടപടികൾ പ്രവേശിക്കുന്നതും വിടുതൽ ചെയ്യുന്നതുമായ വിവരങ്ങൾ ഈ ഓഫീസിൽ റിപ്പോർട്ട് ചെയ്യേണ്ടതാണ്.



  
 ഡോ.സി.എസ്.പ്രദീപ് (PEN.429561)  
 ജില്ലാ മെഡിക്കൽ ഓഫീസർ(ഹോമിയോ)  
 കൊല്ലം

- പകർപ്പ്:-
1. മെഡിക്കൽ ഓഫീസർ, ജില്ലാ ഡി.ഒ, കല്ലുവാതുക്കൽ
  2. ബന്ധപ്പെട്ട ഉദ്യോഗാർത്ഥിക്ക്
  3. ഓഫീസ് കോപ്പി

**KWAS**

Klearwater Adults Service



**Kavya Anuraj**  
SENIOR CARE MANAGER

EMP. ID KWASEC105







# AUROBINDO VIDHYALAYA

## YOUR MODERN SCHOOL WITH ANCIENT VALUES

Affiliated to CBSE, New Delhi (Affiliation Number: 1930624)  
Alanglam Road, Dharapuram - 638 657, Tiruppur District. Contact: 04258 - 225577, 73738 85577

Date: 07 March, 2024

### Letter of Appointment

To

Arsha Baiju,  
Meeyannoor post,  
Pallimon Village,  
Kollam- 691537

Dear Ms. Arsha Baiju,

Further to your application for employment, and the subsequent interview you had with us, we are pleased to appoint you on the following terms and conditions.

**Role: Teacher**

**Date of Joining: 20 May, 2024**

Your consolidated salary has been fixed at Rs.12000/- per month (plus food & accommodation) for full time employment.

You have been appointed on a period of probation for one year after which your service will be confirmed based on your performance. During this period, you will perform the duties as per the role stated above and any other work necessary for the betterment of our school.

This appointment may be rescinded by either party by giving three month notice in writing or three month salary in lieu thereof.

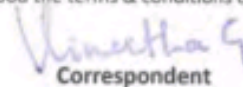
Violation of any school rules & policies or any behavior or activity having a negative impact on our school or the members of the school, will result in immediate termination. If you agree to serve the school on the above condition and abide by the school rules, kindly sign and return the copy of this letter to the undersigned.

We welcome you to our Aurobindo Vidhyalaya family and we hope that this will be the beginning of a long and rewarding career with us!

I agree to the above and I am happy to accept this offer. I have read and understood the terms & conditions of my employment at Aurobindo Vidhyalaya.

Employee signature & date:

  
07/03/2024

  
Correspondent

**OFFER LETTER**

<b>Name</b>	C Gayathri
<b>Function</b>	Sales
<b>Sub Function</b>	Sales Retail
<b>External Designation</b>	Relationship Officer
<b>Internal Designation</b>	Associate
<b>Hub Location</b>	Trivandrum(Kollam)
<b>Career Level</b>	CL8

Salary Head	Amount-INR	Monthly Salary	Brief Description of Component
A. Basic Salary	1,80,000	15,000	Annual basic salary
B. House Rent Allowance	73,742	6,145	House Rent allowance-Allowance granted to an employee to meet expenditure incurred on the payment of rent in respect of residential accommodation.This is 60% of Base Pay.There are tax benefits associated with HRA.
C. Statutory Bonus	36,000	3,000	As per payment of Bonus Act, 1965.
D. Conveyance allowance	-	-	10% of CTC is Conveyance Allowance or Balance Value which ever is less
E. Supplementary Allowance	-	-	Balance Value
F. ESIC	-	-	Employer contribution to the fund at the rate 3.25% of the gross salary
G. "Company" Contribution to Provident Fund	21,600	(1,800)	Mandatory social security/retiral benefit paid to the employee under the PF Act 1952.Both the employees and employer contribute to the fund at the rate of 12% of the basic wages, dearness allowance
H. Gratuity	8,658		Payment of Gratuity under Payment of Gratuity Act 1972. specifies that gratuity be paid to the employee @ 15 days for every year of completed service on basis of wages last drawn, exempted upto INR 2,000,000
I. Sum of Retirals	30,258		
<b>Total Annual Pay (A+B+C+D+E+F+I)**</b>	<b>3,20,000</b>	<b>22,345</b>	Monthly Salary Without TDS and Other Deduction

Head	Amount-INR	Brief Description of Component
Mobile Allowance	6,000	Monthly Rs 500 to be paid along with the Salary
Local Conveyance allowance	-	An amount upto Rs 2750 can be paid as reimbursement basis the input from ACT team.
<b>Total****</b>	<b>6,000</b>	

**Benefits - As per current policy**

<b>Hospitalization Cover</b>	300000
<b>Accident Coverage for SELF</b>	upto 2000000
<b>Group Term Life Insurance</b>	3000000

\*\* Subject to deductions for Employee's contribution to PF, ESIC, Professional Tax, Income Tax and other statutory/non statutory deductions that may be applicable.

Date: 18-05-2024

**To**  
**Ms. Arya U S Uthaman****Subject: Offer of engagement of as Junior Research Fellow – Microbiology under the project titled "Climate Change Mitigation using Rhizosphere Technology in Vadodara Gujarat" under Prof. Madhusudan Hiranman Fulekar, Sr. Professor, Parul University, Vadodara, Gujarat"- regarding**

Sir/Madam

Consequent upon your selection as **Junior Research Fellow** in the project entitled "Climate Change Mitigation using Rhizosphere Technology in Vadodara Gujarat" under Prof. Madhusudan Hiranman Fulekar, Sr. Professor, Parul University, Vadodara, Gujarat" in the Parul University, Vadodara, Gujarat, I am directed to convey the approval of the Competent Authority for offering you an engagement as **Junior Research Fellow** against lump sum amount of Stipend of **Rs. 25000/- p. m.** The engagement will be for the tenure and project and extension will be subject to further vacancy and Management's decision.

The engagement will be subject to the following terms and conditions:

- 1) You are requested to furnish an undertaking to the effect that no criminal proceedings are either pending or contemplated against you in any Court of Law.
- 2) Upon accepting the offer for the present assignment, your reporting officer will be the Principal Investigator of the project. You will report to the Principal Investigator for joining, working, training and research, leave sanction and other project related activities.
- 3) The engagement is purely on for the tenure and project and the Management reserves the right to dispense with your services at any time without assigning any reasons.
- 4) The present assignment is for tenure and duration of the project subsequently extension will be subject to further vacancy and Management's decision.
- 5) The engagement will get automatically cease to be on present/extended assignment or completion of the aforesaid project activities, whichever is earlier.

6) The engagement can be terminated at any time by giving one-month notice on either side. Your contract can be terminated forthwith or before expiry of the notice period by making payment of a sum equivalent to one-month stipend. However, you will not be permitted to surrender one-month stipend in lieu of the period of notice of unexpired portion thereof and you will be required to serve the full period of notice.

7) You will be normally posted at the study site; however, you may be temporarily posted to other study sites in the interest of project work.

8) You will not be entitled to any allowance.

9) No travelling and/ or daily allowance will be admissible either for joining the assignment or on expiry of the engagement. However, while travelling in connection with the assigned work during the period of engagement, you will be entitled to draw TA/DA as per University norms.

10) Leave Provisions:

a) Annual leave: 22 days per annum on Pro-rata basis (10 days' Casual leave, 10 days SL and 2 days Restricted Holiday as per GOI rules

b) On termination from the service, you will not be entitled to carry forward of leave or to the benefit of encashment of any leave.

11) You will not be entitled for any terminal benefit after completion of project period or otherwise.

12) You will not divulge any information gathered or outcome of research work during the period of your assignment to anyone who is not authorized to have the same.

13) The service will not confer any right for further assignment.

In case you are willing to accept the aforesaid conditions of offer of engagement, you are directed to report for duty to Principal Investigator before **03 June 2024**, failing which the offer shall stand automatically cancelled. A copy of this letter duly signed by you in token of acceptance of aforesaid terms and conditions should also be furnished to this office along with joining report.

HR TAD/B/PR-43784/OFP-1466/2023-24

06 February 2024

***Hearty Welcome!***

Dear Amritha B S ,

We are truly delighted to welcome you on board to our prestigious institution, that has been a trusted brand in Indian Banking. We believe that our vision to build the Most Admired Bank will provide you with exciting opportunities and challenges to explore new frontiers in your career. As a franchise growing from Presence to Prominence to Dominance over the past decades, aspiring to scale greater heights with you, we do believe that your journey with us will be a fruitful and enriching one with more purpose, continuous learning and growth.

To ensure a smooth onboarding, we have taken care of all arrangements. For any additional assistance, please feel free to reach us at [postings@federalbank.co.in](mailto:postings@federalbank.co.in).

The particulars of the offer of appointment are enclosed with this letter. We eagerly await the start of this shared journey and extend our best wishes on your new role

Yours Sincerely,



**Sabeena Shaji A**  
**Vice President (HR)**

To

Ms. Amritha B S  
Baiju Nivas  
Anakunnam  
Pallickal.P.O  
Thiruvananthapuram, Kerala-695604

**Offer of appointment to Ms. Amritha B S. as Probationary Officer in Scale I**

You have been selected for appointment in the Bank as Probationary Officer in Junior Management Grade in Scale I on the basis of your competitive performance in the selection process.

**Place of Posting/ Date of Joining**

Your initial place of posting will be at Branch/Office: **Operations Department** situated at Parackal Towers, Parur Junction, Thottakkatukara, Aluva, Ernakulam-683102. You will have to join Branch/Office: Operations Department on 27/02/2024 after completion of the orientation programme. Non-reporting to the assigned Branch/Office on the above date without obtaining prior approval will render the appointment invalid.

**Pre Induction e-Learning & Orientation programme**

As part of continuous learning approach, Bank will be conducting a pre-induction self-learning programme which will help you to understand basic banking functions and concepts. Completing this e-learning programme is a pre-requisite for joining the Induction/Orientation programme, details of which will be intimated to you in due course by Federal Academy of Career Excellence (FACE).

Please report at Federal Academy of Career Excellence (FACE), Federal Heights, Bye Pass Junction, Aluva - 683 101, Kerala on 19/02/2024 before 09.00 a.m., for a five-day orientation programme from 19/02/2024 to 23/02/2024. The appointment will be effective from the date of commencement of the orientation programme. On completion of the orientation programme on 23/02/2024 at 06.00 p.m, you will have to report for duty on 27/02/2024 at the Branch/Office to which you are posted. This is a residential programme and accommodation will be provided at Federal Academy of Career Excellence (FACE) from 18/02/2024 onwards. The offer of appointment will be valid only up to 19/02/2024.

**Remuneration**

You will be on a pay scale of ₹ 36000-1490 /7-46430-1740 /2-49910-1990 /7-63840 as applicable to Officers in Scale I of the Bank. The total monthly emoluments eligible to be received by an Officer in Scale I with Basic Pay ₹ 36000/- at Aluva would be as follows:

Particulars	Amount (Rs.)
Basic Pay	36000.00
Special Allowance	5904.00
Dearness Allowance	20618.69
HRA (Leased Accommodation)	15150.00
Learning Allowance	600.00
City Compensatory Allowance/Location Allowance	1400.00
Total	79672.69

- Amount of leased accommodation will vary according to the place of posting. Those who are not availing the leased accommodation/quarters facility are eligible for HRA at the rate of 7% to 9% of Basic Pay depending upon the place of posting.
- City Compensatory Allowance (CCA)/Location allowance would be payable at specified centres and would change depending upon the place of posting. Detailed monthly emoluments /allowances is annexed.

During the period of probation/on confirmation in service, you will also be eligible for the facility of fixed conveyance allowance or cost of fuel on declaration, reimbursement of hospitalisation expenses, medical aid, reimbursement of entertainment expenses, reimbursement of cost of cleansing materials, closing allowance, Digital Promotion allowance, reimbursement of cost of brief case / office bag (on confirmation), reimbursement of cost of newspapers (after completion of one year of probation), reimbursement of cost of visiting cards (on confirmation), club allowance (on confirmation), reimbursement of mobile phone bills (after completion of one year

**പുനലുർ ജില്ലാ വിദ്യാഭ്യാസ ഓഫീസുടെ നടപടിക്രമം**

(ഹാജർ : മിനിഷ്റ്റർ)  
(പെൻ:286211)

- വിഷയം : പൊവി-എയ്ഡഡ്-സെക്കൻഡറി-നിയമനാംഗീകാരം - ശ്രീമതി ബി പൂജ ലക്ഷ്മി, എച്ച് എസ് ടി (ഫിസിക്കൽ സയൻസ്), എം എം എച്ച് എസ് നിലമേൽ . - നിയമനത്തിന് ആയ 22/07/2021 മുതൽ തന്നെ താൽക്കാലികമായി നിയമനാംഗീകാരം നൽകി ഉത്തരവാകുന്നത് - സംബന്ധിച്ച്
- സൂചന : 1. ഈ കാര്യവയത്തിലെ ഉത്തരവ് നമ്പർ B4/29980/2021 തീയതി 17/09/2021
- 2. കൊല്ലം വിദ്യാഭ്യാസ ഉപ ഡയറക്ടറുടെ 23/11/2021 തീയതിയിലെ B6/214915/2021 നമ്പർ ഉത്തരവ്
- 3. 24/03/2023 തീയതിയിലെ സർക്കാർ ഉത്തരവ് (കെ) നം.29/2023
- 4. പൊതു വിദ്യാഭ്യാസ ഡയറക്ടറുടെ 17/06/2023 തീയതിയിലെ എച്ച്2/295299/2021 നമ്പർ ഉത്തരവ്
- 5.ധനകാര്യ(പി.എഫ്) വകുപ്പിന്റെ 04/08/2022 ലെ പി.എഫ്-1/37/2022-ധന(2124126)നം.കത്ത
- 6.സർക്കാർ ഉത്തരവ് (സാധാ)നം.4816/2023/GEDN തീ. 23/08/2023

**ഉത്തരവ് നമ്പർ B4/52616/2023 തീയതി 26/08/2023**

എം എം എച്ച് എസ് നിലമേൽ സ്കൂളിലെ എച്ച് എസ് ടി (ഫിസിക്കൽ സയൻസ്) അധ്യാപികയായിരുന്ന ശ്രീമതി മിനി കെ ജോണിനെ 01/04/2021 തീയതി പ്രാബല്യത്തിൽ പ്രമാണ്യാപികയായി നിയമിച്ച ഒഴിവിൽ മാനേജർ ശ്രീമതിബിപൂജ ലക്ഷ്മിയെ 22/07/2021 തീയതി മുതൽ എച്ച് എസ് ടി ഫിസിക്കൽ സയൻസ് ഒഴിവിൽ നിയമിച്ച അംഗീകാരത്തിനായി അപേക്ഷ സമർപ്പിച്ചിരുന്നു. ടി നിയമനം സമർപ്പിക്കുന്നതിൽ കാലതാമസം നേരിട്ടതിന്റെ അടിസ്ഥാനത്തിൽ ടി നിയമനം ഈ കാര്യവയത്തിലെ ഉത്തരവ് നമ്പർ B4/29980/2021 തീയതി 17/09/2021 പ്രകാരം നിരസിച്ചതിനെതിരെ മാനേജർ കൊല്ലം വിദ്യാഭ്യാസ ഉപഡയറക്ടർക്കു അപ്പീൽ സമർപ്പിക്കുകയും ആയതു ഉത്തരവ് നമ്പർ B6/214915/2021 തീയതി 23/11/2021പ്രകാരം ടി യാരിയുടെ നിയമന ഫയൽ സമർപ്പിക്കുവാൻ ഉണ്ടായ കാലതാമസം മാപ്പാക്കി ഉത്തരവായിരുന്നു.

സർക്കാർ ഉത്തരവ് (കെ)29/2023 തീ. 24/03/2023,പൊതു വിദ്യാഭ്യാസ ഡയറക്ടറുടെ 17/06/2023 തീയതിയിലെ എച്ച്2/295299/2021/ഡി.ജി.ഇ. എൻ ഉത്തരവുകൾ പ്രകാരം 18/11/2018 മുതൽ 08/11/2021 വരെ ഉണ്ടായിട്ടുള്ള ഒഴിവുകളിൽ 08/11/2021 ശേഷം നിയമിക്കപ്പെട്ട ആളാണെങ്കിലും ടിയാൾക്ക് താൽക്കാലിക നിയമനംഗീകാരം നൽകാവുന്നതാണ്. ശ്രീമതി മിനികെ ജോൺ-ൻറെ സ്ഥാനക്കയറ്റ നിയമനം അംഗീകരിച്ചിട്ടുള്ളതിനാൽ തസ്തിക വ്യവസ്ഥാപിതമാണ്. മാനേജർ സമന്വയയിൽ സമർപ്പിച്ചിരിക്കുന്ന അധ്യാപകരുടെ നിയമനങ്ങളുടെ അടിസ്ഥാനത്തിൽ കാറ്റഗറി 2 പ്രകാരം 1 തസ്തിക ഒന്നരശേഷിവിഭാഗക്കാർക്കായി മാറ്റിവെക്കേണ്ടതുണ്ട്. മാനേജർ സമർപ്പിച്ച റിക്യൂസിഷൻ ഫോമും കൈപ്പറ്റ് രസീതുകളും പരിശോധിച്ചതിൽ നിന്നും മാറ്റിവെച്ചിരിക്കുന്ന ഒഴിവ് 2016 വർഷത്തെ തസ്തിക നിർണ്ണയ ഉത്തരവ് പ്രകാരം അനുവദിച്ചിട്ടുള്ള എച്ച്.എസ്.റ്റി (ഇംഗ്ലീഷ്) തസ്തികയാണ്.

സർക്കാർ ഉത്തരവ് (കെ)29/2023 തീ. 24/03/2023 , H2/292953/2021/DGE -തീയതി -31-03-2023 സർക്കുലർ എന്നിവയുടെ അടിസ്ഥാനത്തിൽ ഓരോ എയ്ഡഡ് സ്കൂളുകളിലും/മാനേജ്മെന്റിലും ഒന്നരശേഷിക്കാരായ ഉദ്യോഗാർത്ഥികളെ നിയമിക്കുന്നതിനായി ഒഴിവുകൾ മാറ്റി വയ്ക്കേണ്ടതും, അങ്ങനെ ഒഴിവ് മാറ്റി വെച്ചിട്ടുള്ള സാഹചര്യത്തിൽ 18/11/2018 മുതൽ 08/11/2021 വരെ നിയമിതരായ ഉദ്യോഗാർത്ഥികൾക്ക് താൽക്കാലികമായി നിയമനാംഗീകാരം നൽകാവുന്നതും ഒന്നരശേഷി ഉദ്യോഗാർത്ഥി സ്കൂളിൽ വന്ന ജോയിൻ ചെയ്യുന്ന മുറയ്ക്ക് ആയതു സ്ഥിരമാക്കി നൽകാവുന്നതുമാണ്.

മേൽ സാഹചര്യത്തിൽ ശ്രീമതിബിപൂജ ലക്ഷ്മിയെ 22/07/2021 തീയതി മുതൽ എച്ച് എസ് ടി ഫിസിക്കൽ സയൻസ് ഒഴിവിൽ നിയമിച്ച മാനേജറുടെ നടപടി കെ.ഇ.ആർ. അധ്യായം 14എ ചട്ടം8(2) ൽ നിക്ഷിപ്തമായ അധികാരം ഉപയോഗിച്ച് 22/07/2021 തീയതി മുതൽ സൂചന (1) മുതൽ (4) വരെയുള്ള ഉത്തരവുകളുടെ അടിസ്ഥാനത്തിൽ (41300-87000) ശമ്പള സ്കെയിലിൽ താൽക്കാലികമായി അംഗീകരിച്ച് ഉത്തരവാകുന്നു .

ഈ ഉത്തരവ് തീയതി വരെയുള്ള ശമ്പള കടിശിക സൂചന (5) ഉത്തരവ് പ്രകാരം ടിയാരിയുടെ കെ.എ.എസ്.ഇ.പി.എഫ് അക്കൗണ്ടിൽ നിക്ഷേപിക്കേണ്ടതാണ്.



Signature Valid  
Digitally signed by Mini L  
Reason: I am the Approver  
Date : 26/08/2023 05:44 PM

ജില്ലാ വിദ്യാഭ്യാസ ഓഫീസർ  
പുനലുർ

- സ്വീകർത്താവ്
- മാനേജർ, എം എം എച്ച് എസ് നിലമേൽ
- പകർപ്പ്
- 1) പ്രധാനാധ്യാപകൻ,എം എം എച്ച് എസ് നിലമേൽ
- 2) ശ്രീമതി ബി പൂജ ലക്ഷ്മി (മാനേജർ മുഖേന)
- 3) കരുതൽ ഫയൽ



**Muthoot Fincorp Ltd.**  
Muthoot Centre, TC No.27/3022, Punnem Road, Trivandrum,  
Kerala-695 001, 0471 4911430,400

Pay Slip for the month of October 2024  
All amounts are in INR

<b>Emp Code</b> : MP10140641 <b>Emp Name</b> : Athira Anil <b>Department</b> : CREDIT <b>Business Role</b> : BRANCH CREDIT OFFICER <b>Designation</b> : SENIOR EXECUTIVE <b>Gender</b> : F <b>DOB</b> : 25 May 2001 <b>DOJ</b> : 05 Jun 2024 <b>Payable Days</b> : 31.00 <b>LWP</b> : 0.00	<b>Arrear Day(s)</b> : 0.00	<b>Location</b> : SOUTH KERALA <b>IFSC Code</b> : SBIN0070491 <b>Bank A/c No.</b> : 37100185336 (STATE BANK OF INDIA) <b>PAN</b> : FILPA3291R <b>PF No.</b> : <b>PF UAN.</b> : 102085278067 <b>ESI No.</b> : 4810619194 <b>Branch</b> : KOLLAM					
Earnings				Deductions			
Description	Rate	Monthly	Arrear	Total	Description	Amount	
BASIC	9000.00	9000.00	0.00	9000.00	PF	1080.00	
HRA	4500.00	4500.00	0.00	4500.00	ESI	168.00	
Special Allowance	6253.00	6253.00	0.00	6253.00	PROF. TAX	450.00	
SULB LAP INCENTIVE		2535.00	0.00	2535.00	Emp LWF	50.00	
<b>GROSS EARNINGS</b>	<b>19753.00</b>	<b>22288.00</b>	<b>0.00</b>	<b>22288.00</b>	<b>GROSS DEDUCTIONS</b>	<b>1748.00</b>	
<b>Net Pay : 20540.00 (TWENTY THOUSAND FIVE HUNDRED FORTY ONLY)</b>							
<b>Income Tax Worksheet for the Period April 2024 - March 2025 (Proposed Investments)</b>							
*You have opted tax option without investment							
Description	Gross	Exempt	Taxable	Deduction Under Chapter VI-A		Taxable HRA Calculation	
BASIC	88219.00	0.00	88219.00	Investments u/s 80C		Rent Paid	0.00
HRA	44110.00	0.00	44110.00			From	
Special Allowance	61293.00	0.00	61293.00			To	
SULB LAP INCENTIVE	2535.00	0.00	2535.00			1. Actual HRA	0.00
<b>Gross</b>	<b>196157.00</b>	<b>0.00</b>	<b>196157.00</b>	<b>Total Ded Under Chapter VI-A 0.00</b>		2. 40% or 50% of Basic	0.00
<b>Tax Working</b>						3. Rent - 10% Basic	0.00
Standard Deduction			75000.00			Least of above is exempt	0.00
Previous Employer Taxable Income			0.00			<b>Taxable HRA</b>	<b>0.00</b>
Previous Employer Professional Tax			0			<b>TDS Deducted Monthly</b>	<b>Amount</b>
Professional Tax			0			June-2024	0.00
Under Chapter VI-A			0.00			July-2024	0.00
Any Other Income			0.00			August-2024	0.00
Taxable Income			121160.00			September-2024	0.00
Total Tax			0.00			October-2024	0.00
Tax Rebate u/s 87a			0.00			Tax Deducted on Perq.	0.00
Surcharge			0.00			<b>Total</b>	<b>0.00</b>
Tax Due			0.00				
Health and Education Cess			0.00				
<b>Net Tax</b>			<b>0.00</b>				
Tax Deducted (Previous Employer)			0.00				
Tax Deducted on Perq.			0.00				
Tax Deducted on Any Other Income.			0.00				
Tax Deducted Till Date			0.00				
Tax to be Deducted			0.00				
Tax per month			0.00				
Tax on Non-Recurring Earnings			0.00				
<b>Tax Deduction for this month</b>			<b>0.00</b>	<b>Total Any Other Income</b>			
<b>Disclaimer: This is a system generated payslip, does not require any signature.</b>							

Government of India  
Department of Posts, India

Office of the SP - Changanacherry Division Division, Changanacherry

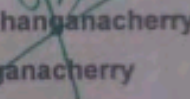
**ORDER OF ENGAGEMENT**

**B2/KAPPADU**

**DATED AT CHANGANASSERY THE 05.02.2024**

1. Shri/Smt/Ms SHILA KUMARI J S Son / daughter of  
shri. SIVAN PILLAI Whose date of Birth is 12/06/2000 and  
belongs to EWS Not EWS category / selected against EWS Category is  
hereby engaged as GDS BPM, Kappadu BO 16/05/2023 in account  
with / under Kalaketty SO/Kanjirapally HO on regular basis with  
effect from dated 16.05.2023 AN/FN in the TRCA scale of 12000  
He/She shall be paid such allowances as admissible from time to time.

2. Shri/Smt/Ms SHILA KUMARI J S Son / daughter of  
Shri. SIVAN PILLAI should clearly understand that his/her engagement  
shall be governed by the Department of Posts, Gramin Dak Sevak (Conduct and  
Engagement) Rules, 2020 as amended from time to time.

  
SP - Changanacherry Division, Chang  
Changanacherry  
Changanacherry

A copy of this memo is issued to:

- I. The candidate SHILA KUMARI J S  
Avittam, Nilamel, EASTKALLADA, EASTKALLADA, 691502
- II. PF of the candidate
- III. Postmaster /SPM/~~SPM~~ Kalaketty SO/Kanjirapally HO /Kappadu BO
- IV. Divisional Office Changanacherry for information
- V. The ASP, Kanjirapally Sub Division  
for information.





**Aashika A** Sep 26

to bcc: me ▾



Dear Aspirant,

Please find below the offer confirmation from Medcode Services!!

Congratulations on your selection in our organization. It gives us great pleasure to welcome you to the MEDCODE Family.

Further to the personal discussion you had with us ,we are pleased to offer you the position of **"Consultant- Coding Services"**.

As confirmed by you, we have mentioned your Joining date as **1st Oct 2024** and your reporting time is **9.00 AM**.

We require your acceptance through email at the earliest (within 24 hours).

You are requested to share the below documents.

