UNIVERSITY OF KERALA

UNIVERSITY OF KERALA

THRUVANANTHAPURAM

SWARGARANI SCHOOL& PU COLLEGE

BANGALORE-98

APPOINTMENT LETTER & SERVICE AGREEMENT

Dear Miss. Amina Wassin m.

CIN LA

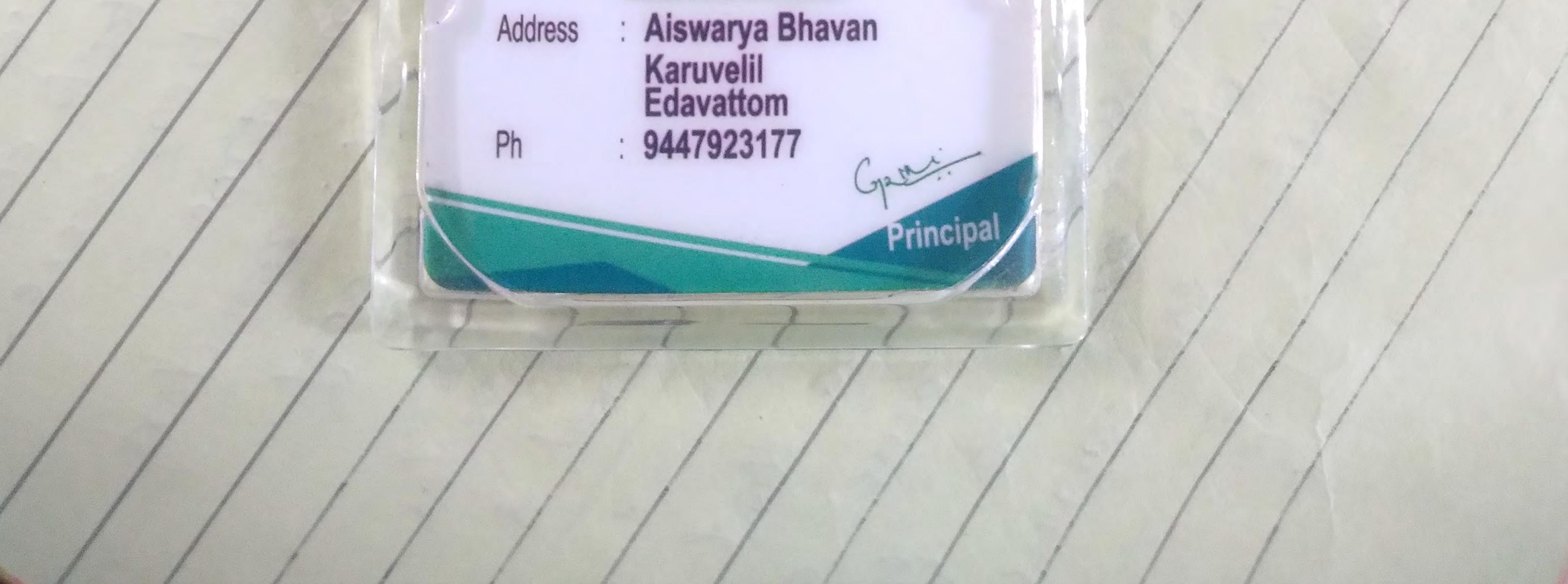
With reference to your application dated 20^{th} Augustand subsequent interview held on 24^{th} Augustwe are pleased to appoint you as <u>English</u> <u>Jeachern</u> on probation with effect from 4^{th} <u>Sequenties</u> Swargarani School, Rajarajeshwari Nagar, Bangalore, in the consolidated salary of R/. <u>351000</u> as per the following terms and conditions: -

- 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.
- 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.





Address







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.

Phone Date of Birth Blood group PAN Driving License

: 8086086123

: 14/06/2001

: 0+

: **BQXPB9810M**

Employee Signature

Sit. Sa

1. The holder of this card is responsible for its safe keeping.

- The holder while on duty must produce this card on demand by security staff or any other officer authorised by the Govt.
- Loss or theft of this card must be immediately reported to the Sccurity/Authorised Signatory.
- 4. A charge will be levied for issue of a new card.
- 5. This card is non-transferable and must be surrendered immediately upon retirement or cessation of employment.

ST. MARY'S ENGLISH MEDIUM PUBLIC SCHOOL

Uliyakovil, Kollam 19 Ph: 0474 2732319 2732519

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ARATHY.S

Trincipo

MUSIC TEACHER ARATHY BHAVAN PERINAD ANCHALUMMOOD KOLLAM

Ph: 9207535964





AUROBINDO VIDHYALAYA MODERN SCHOOL WITH ANCIENT VALUES

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

Date: 07 March, 2024

Letter of Appointment

Anakha P. Aluminia veedu, Poredam, Chadayamangalam, ×01200-691534 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



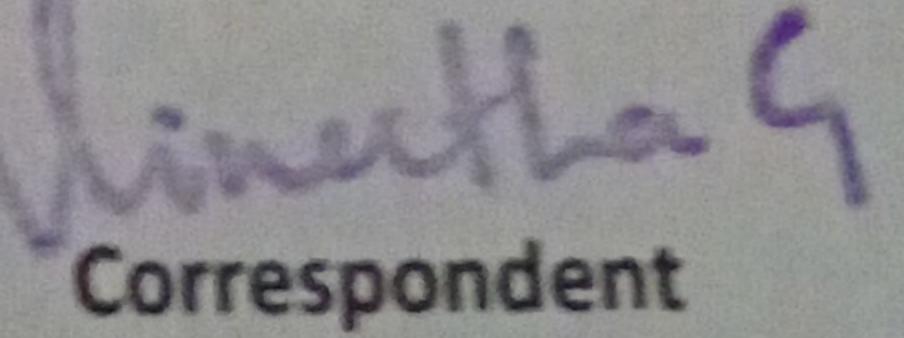
Your consolidated salary has been fixed at Rs.11000/- per month (plus food & accommodation) for full time lemployment

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 ewarding career with us!
- agree to the above and I am happy to accept this offer. I have read and understood the terms & conditions of my mployment at Aurobindo Vidhyalaya.
- nployee signature & date: ______



Email: info@aurobindovidhyalaya.edu.in

aurobindovidhyalaya@gmail.com

web: www.aurobindovidhyalaya.edu.in

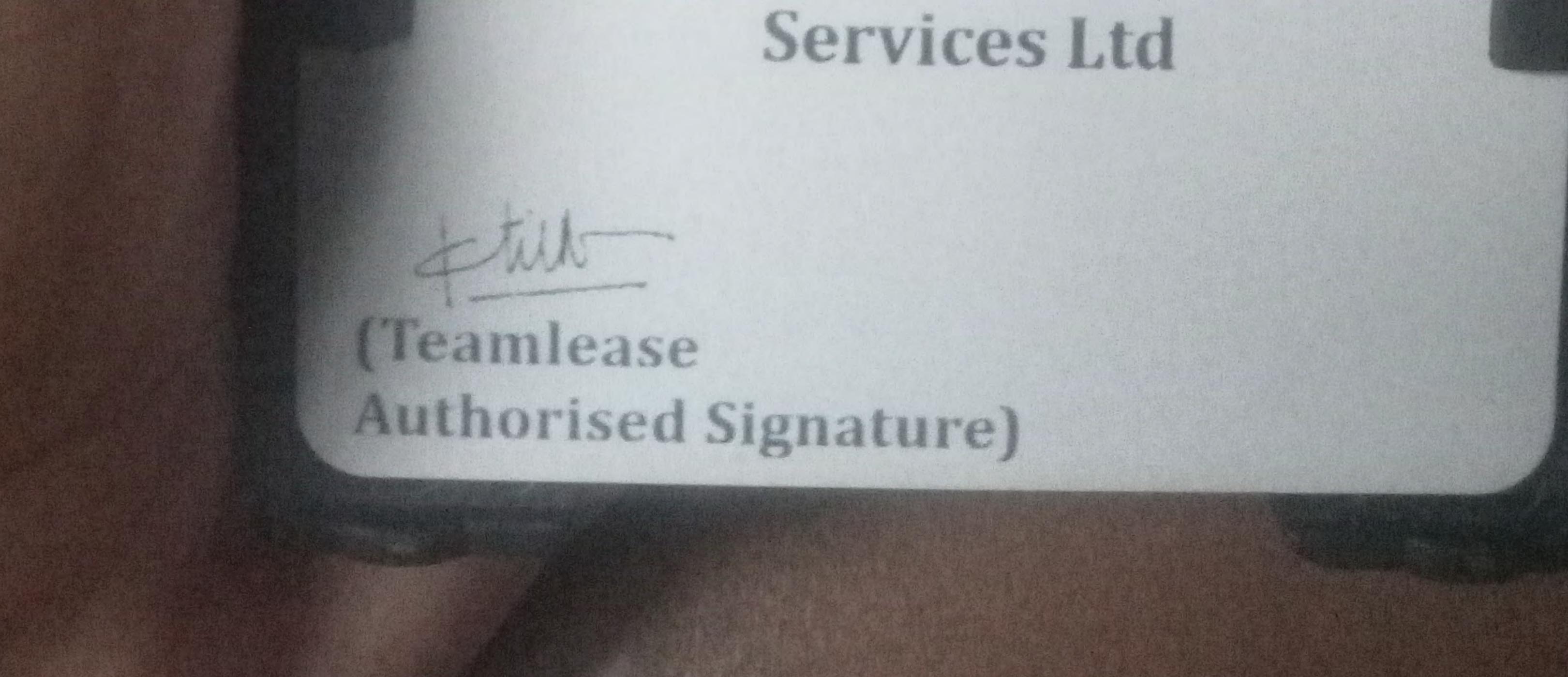




Nandhana Binu ame *

p.Code : 3433366

puted to : HDB Financial





Address : Thodiyil Veedu, TRAC-27, Thekkevila P.O., Kollam - 691016

Mob. :+91 9778124006 Blood Group : O+ve

HR Manager Issuing Authority :



ESI Road, Asramam, Kollam, Kerala Helpline 91 7025920001, 7025920004 E-mail - insightautomations@yahoo.in www.insightautomations.in

Banglore | Tamilnadu | Hyderabad

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



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



Mob No : +91 7902936256/ *8921513920* Email :krishnanamrutha0@gmail.com

RESPONSIBILITIES AS TEACHER

- Preparing a delivering engaging music lesson to students from different background, who all have different interests and abilities.
- Monitoring students performing and adjusting teaching strategies and techniques for improve content delivery
- ✤ Handled online co-curricular activities.
- ✤ Hands-on learning on performance based assessment experience
- ✤ Immense ability to meet and maintain punctuality and attendance
- ✤ Prepare students for stage performance
- Mentor students to improve their singing skills
- ✤ Communicating students issues to parents and the authorities

CERTIFICATIONS

- ✤ Got first prize for Carnatic Music and light music in the School kalolsavam
- ✤ Got A GRADE for Padyamchollal and Ashtapathi in the School kalolsavam
- ✤ Got certificate of appreciation in SANKARA NARAYANA SASTHREEYA SANGEETHOTSAVAM
- ♦ Got Award of **RAJYA PURASKAR** in **THE BHARATH SCOUTS AND GUIDES**

PERSONAL PROFILE

Father's Name	:	RADHAKRISHNAN R
Date of Birth	:	14.12.1999
Religion	:	Hindu
Gender	:	Female
Nationality	:	Indian
Marital Status	:	Single
Languages Known	:	English, Malayalam & Hindi
Permanent Address	:	Same as above

EDUCATIONAL QUALIFICATION

COURSE	SCHOOL/	BOARD/	YEAR OF
	INSTITUTION	UNIVERSITY	PASSING
SSLC	CBMHSS	Govt of Kerala	2016
	Nooranad		
PLUSTWO	Govt SVHSS	Board of Higher	2018
	kudasanad	Secondary	
		Examination	
BA MUSIC	Sree Narayana	University of Kerala	2021
	College for women,		
	kollam		
MA MUSIC	Department of	University of Kerala	2023
	Music, Vazhuthacaud		

***** K TET QUALIFIED

EXPERIENCE DETAILS

- Home tuitions and online classes for 2 years
- ✤ Teaching on a private institute

PERSONAL STRENGTHS

- Communication Interpersonal Skills –verbal, Problem-solving and listening Skills in any administrative role.
- Service having a client focus approach skills including patience, attentiveness and a positive language

- Organization Helping others, organising a to- do east. Prioritizing tasks by the deadline for improving time management
- ◆ Management Management skills to direct others and review others performance.

HOBBIES AND INTERESTED

- Singing and listening Music
- Reading Books
- Travelling

PASSPORT DETAILS

Passport No	:	Y6583457
Place of Issue	:	Cochin
Date of Issue	:	30.06.2023
Date of Expiry	:	29.06.2033

DECLARATION

I hereby declare that the above mentioned information is true to best of my knowledge. And I here the responsibility for the correctness of above mentioned particulars.

AMRUTHA KRISHNAN

Place : Nooranad Date :





Disha

LEKSHMIS J

MENTOR

Email

indheevaram888@gmail.com

Phone +91 9495848395

Address

Disha Academy Trivandrum







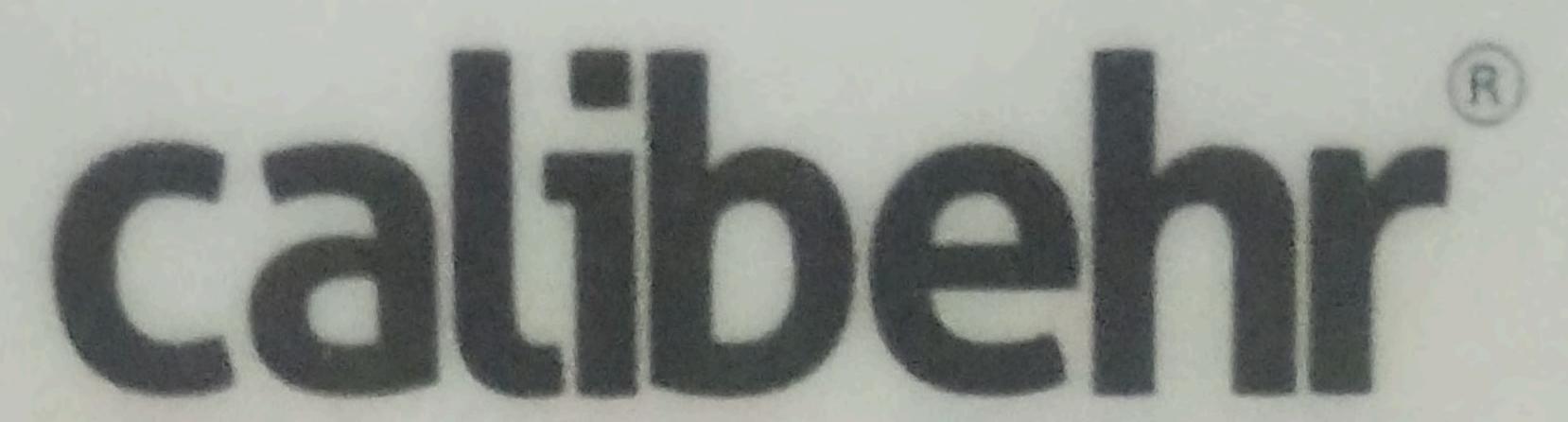


Deepali A

Emp ID : 905 Blood Group : B+ve







PEOPLE . PROCESS . TECHNOLOGY



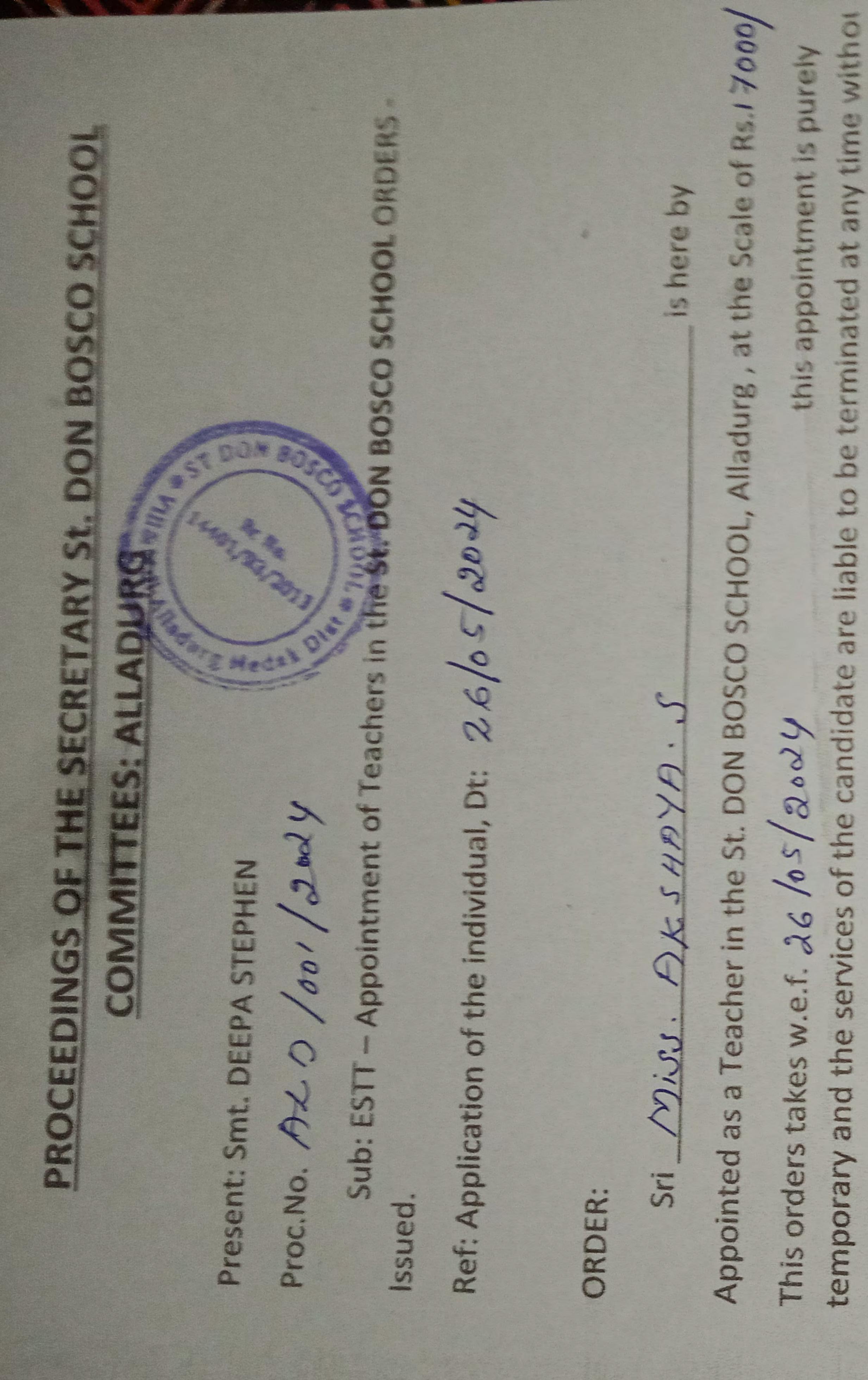


Anushka S Ramesh Branch Relationship Executive

Employee Code : Department : Gender : Date of Birth : Date of Joining : Date of Issue : Location :

- : 252386
- : Staffing
- : Female
- : 28-Feb-00
- : 06-Nov-23
- : 09-Nov-23
- : Thiruvananthapuram

Asale Service Provider for SBI Cards



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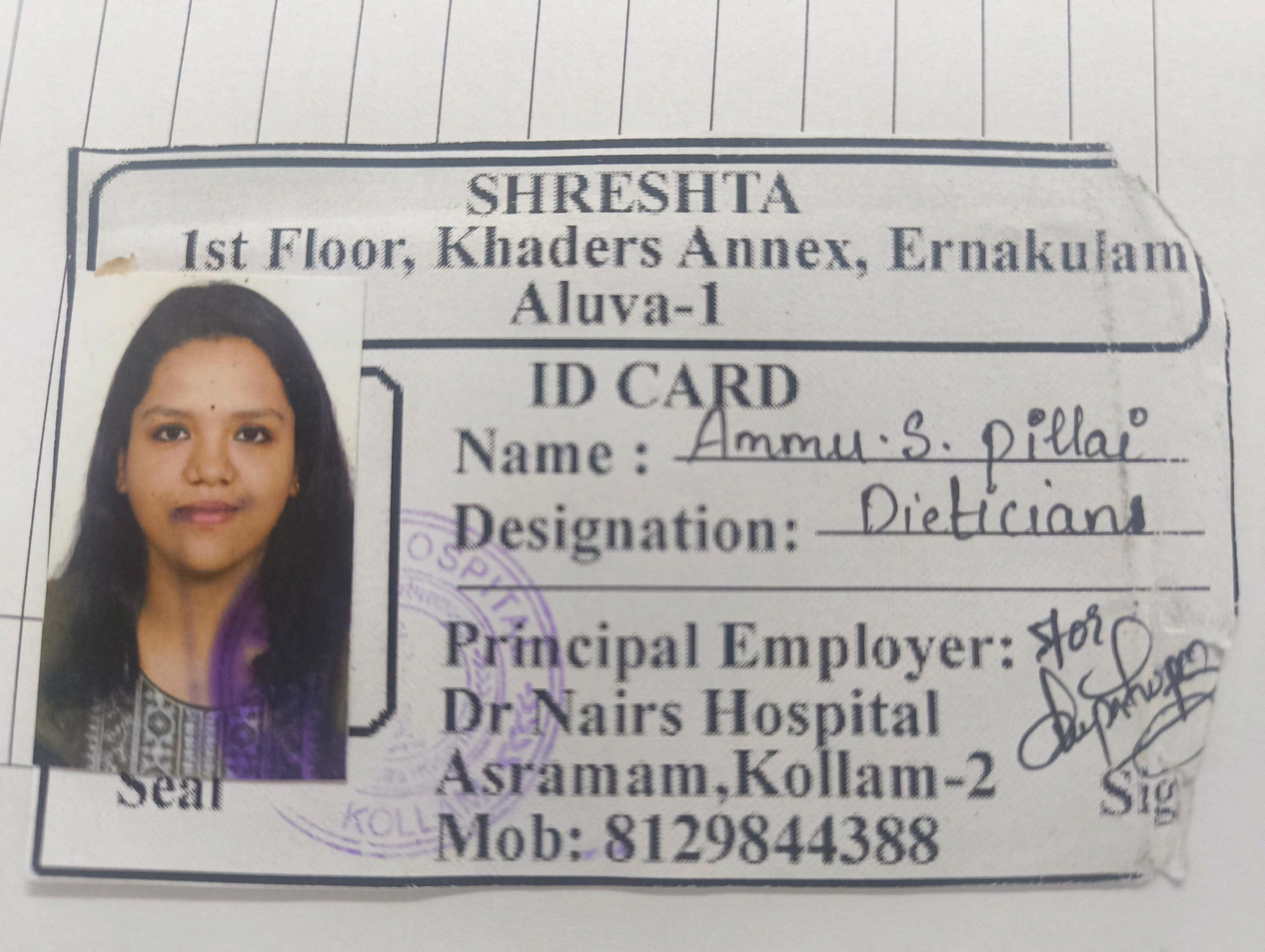
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WITHOU of Rs.17000 this appointment is purely any time at the scale erminated at urg to liable are S for there candidate BOS 5 200 any reasons 00 3 Appointed as a Teacher in the St. I Appointed as a Teacher in the St. I This orders takes w.e.f. 26/05/36temporary and the services of the prior notice and assigning any rea

3 days from the date -47 duty 10 join to ected.

CORRESPONDENT (). ALLADORGY. MINUTE CIE d St. Car nds sta SL 90 D this Receipt of this orders, failing wh 5 51 Candidate Sri To, The Candida Copy to the I ALLADURG. A Stand of the disk of the disk of the stand of the stand

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JYOTHIS GROUP OF INSTITUTIONS SPREAME VALUE BASED FORCESON JYOTHIS DECOMPOSED VALUE BASED FORCESON CENTRAL SCHOOL Affiliated to CBSE, New Delhi - Affn. No. 930756 MENAMKULAM





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, 11th Floor, Yamuna Building, SEZ Unit, Technopark Phase III, Kulathoor PO, Trivandrum - 695583, Kerala and its other office at 5th 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, Hitec City Layout, Madhapur, Serilingampally Mandal, Ranga Reddy Dist., Hyderabad, Telangana 500081. Registered office address: Module No. 211 N & 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. Website: 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 5th 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 ANCIENT VALUES YOUR MODERN SCHOOL WITH

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

Date: 07 March, 2024

to

the

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: 110 7 3 2023

Correspondent

Email: info@aurobindovidhyalaya.edu.in

aurobindovidhyalaya@gmail.com

web: www.aurobindovidhyalaya.edu.in







കൊല്ലം ജില്ലാ മെഡിക്കൽ ഓഫീസറ്റടെ(ഹോമിയോപ്പതി വകപ്പ്)നടപടിക്രമങ്ങൾ

വിഷയം:– ഹോമിയോപ്പതി വകപ്പ് – ജീവനക്കാര്യം – ഫാർമസിസ്റ്റ് തസ്തികയിൽ ദിവസവേതനാടി സ്ഥാനത്തിൽ ഉദ്യോഗാർത്ഥിയെ നിയോഗിച്ച് കൊണ്ട് ഉത്തരവ് പുറപ്പെട്ടവിക്കുന്നു.

പരാമർശം:- 1) സ.ഉ.(പി)നം,29/2021/ധന. തീയതി, 11/02/2021

- ഈ ഓഫീസിൽ നിന്നും 03/08/2023-ൽ പ്രസിദ്ധീകരിച്ചിട്ടുള്ള ദിവസവേതന ഫാർമസിസ്റ്റമാരുടെ റാങ്ക് ലിസ്റ്റ്.
- കല്ലവാഇക്ക്ൽ സർക്കാർ ഹോമിയോ ഡിസ്പെൻസറി ചീഫ് മെഡിക്കൽ ഓഫീസറ്റടെ അപേക്ഷ.

ഉത്തരവ് നം.ഡിഎം2/276/2023–എ1 തീയതി.06/07/2024

ച്ചവടെ പറയുന്ന പട്ടിക പ്രകാരമുള്ള ഉദ്യോഗാർത്ഥിയെ അവങ്ങടെ പേരിന് നേരെ സൂചിപ്പിച്ചിരിക്കുന്ന സ്ഥാപനത്തിൽ പ്രതിദിനം ₹780/- നിരക്കിൽ പ്രതിമാസം ₹21,060/-ൽ കവിയാത്ത വിധം ഹോമിയോപ്പതി ഡയറക്ടറ്റടെ അംഗീകാരത്തിനും നിലവിലുള്ള സർക്കാർ മാർഗ്ഗനിർദ്ദേശങ്ങൾക്കും അനുബന്ധ നിബന്ധനകൾക്കും വിധേയമായി ദിവസവേതനാടിസ്ഥാനത്തിൽ താല്ലാലികമായി നിയോഗിച്ചുകൊണ്ട് ഉത്തരവാകന്നു.

ക്രമ	ഉദ്യോഗാർത്ഥിയുടെ	നിയോഗിക്കപ്പെട്ട	കാലയളവ്	പകരം നിയമനം
നം	പേരും മേൽവിലാസവും	`സ്ഥാപനം		നടത്തുന്നതിന്റെ കാരണം
1	റസ്മിയ റഹിം ചിറവിള കിഴക്കതിൽ ചീരങ്കാവ് (പി.ഒ) എഴകോൺ, കൊല്ലം	സർക്കാർ,ഹോമിയോ ഡിസ്പെൻസറി കല്ലുവാതുക്കൽ	07/07/2024 മുതൽ 90 ദിവസത്തേക്ക്	ഫാർമസിസ്റ്റ് കാവ്യ ചന്ദ്രൻ അവധിയിൽ പ്രവേശിക്കുന്നത് മലലുണ്ടായ ഒഴിവ്

നിബന്ധനകൾ

- 1. ഉദ്യോഗാർത്ഥി ഈ ഉത്തരവ് കൈപ്പറ്റി 3 ദിവസങ്ങൾക്കകം ജോലിയിൽ പ്രവേശിക്കേണ്ടതാണ്.
- ഉദ്യോഗാർത്ഥി ജോലിയിൽ പ്രവേശിക്കുന്ന ദിവസം മുതൽ 90 ദിവസത്തേക്കോ, സ്ഥിരം ജീവനക്കാരൻ ജോലിയിൽ പ്രവേശിക്കുന്നതുവരെയോ ഏതാണോ ആദ്യം അതുവരെ മാത്രമായിരിക്കും ഈ നിയമനം.
- ദിവസവേതന നിരക്ക് പ്രകാരമുള്ള വേതനത്തിനല്ലാതെ മറ്റ് യാതൊര്ദ സേവനാനുകല്യങ്ങൾക്കം നിയോഗിക്കപ്പെട്ടയാൾക്ക് അർഹതയുണ്ടായിരിക്കുന്നതല്ല.
- നിയോഗിക്കപ്പെട്ടയാൾക്ക് വീക്കിലി ഓഫീനോ മറ്റേതെങ്കിലും തരത്തിലുള്ള അവധികൾക്കോ അർഹതയുണ്ടായിരിക്കുന്നതല്ല.
- 5. നിയോഗിക്കപ്പെട്ടയാൾ സ്ഥാപനമേധാവിയുടെ നിർദ്ദേശാനുസരണം ഡ്യൂട്ടി നിർവ്വഹിക്കേണ്ടതാണ്.
- 6. സ്ഥാപനത്തിന്റ സൽപ്പേരിന് കളങ്കം വരുത്തുന്ന പ്രവൃത്തികൾ പെരുമാറ്റദ്ദഷ്യം, അച്ചടക്കരാഹിത്യം കൃത്യവിലോപം തുടങ്ങിയ എന്തെങ്കിലും വീഴ്ചകൾ നിയോഗിക്കപ്പെട്ടയാളിൽ നിന്നുണ്ടായതായി

മേലുദ്യോഗസ്ഥർക്ക് ബോദ്ധ്യപ്പെട്ടാൽ യാതൊരു മുന്നറിയിപ്പം കൂടാതെ ഉടൻ തന്നെ ജോലിയിൽ നിന്നും നീക്കം ചെയ്യുന്നതായിരിക്കും.

- 7. ഈ ഓഫീസിൽ തെറ്റായ വിവരങ്ങൾ നൽകിയോ വ്യാജരേഖകൾ ഹാജരാക്കിയോ ആണ് നിയമനം ലഭ്യമായതെന്ന് പിന്നീട് ബോദ്ധ്യപ്പെട്ടാൽ നിയോഗിക്കപ്പെട്ടയാളെ യാതൊരു മുന്നറിയിപ്പം കൂടാതെ ഉടൻതന്നെ ജോലിയിൽ നിന്നും നീക്കം ചെയ്യുന്നതും അയാൾക്കെതിരെ നിയമനടപടികൾ സ്വീകരിക്കുന്നതുമായിരിക്കും.
- 8. നിയോഗിക്കപ്പെട്ടയാൾ ജോലിയിരു പ്രവേശിക്കുന്നതും വിടുതൽ ചെയ്യുന്നതുമായ വിവരങ്ങൾ സ്ഥാപനമേധാവികൾ യഥാസമയം ഈ ഓഫീസിൽ റിപ്പോർട്ട് ചെയ്യേണ്ടതാണ്.



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

പകർപ്പ്.-

- 1. മെഡിക്കൽ ഓഫീസർ, ജി.എച്ച്.ഡി, കില്ലവാതുക്കൽ
- 2. ബന്ധപ്പെട്ട ഉദ്യോഗാർത്ഥിക്ക്
- 3. ഓഫീസ് കോപ്പി



Klearwater Adults Service



Kavya Anuraj SENIOR CARE MANAGER

EMP. ID KWASEC105



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: ______

Correspondent



OFFER LETTER

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

	Salary Head	Amount-INR	Monthly Salary	Brief Description of Component
Α.	Basic Salary	1,80,000	15,000	Annual basic salary
В.	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
Н.	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		
	Total Annual Pay (A+B+C+D+E+F+I)**	3,20,000	22,345	Monthly Salary Without TDS and Other Deduction

Head A	mount-INR	Brief Description of Component
Mobile Allowance	6,000	Monthly Rs 500 to be paid along with the Salary
Local Conveyance allowanc	e -	An amount upto Rs 2750 can be paid as reimbursement basis the input from ACT team.
Total****	6,000	

Benefits - As per current policy			
Hospitalization Cover	300000		
Accident Coverage for SELF	upto 2000000		
Group Term Life Insurance	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.

Canara HSBC Life Insurance Company Limited (formerly known as Canara HSBC Oriental Bank of Commerce Life Insurance Company Limited) 139 P, Sector-44, Gurugram-122003, Haryana, India. T +91 0124-4535500 | F +910124-4535099 www.canarahsbclife.com





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 RhizosphereTechnology in Vadodara Gujarat" under Prof. Madhusudan Hiraman 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 Hiraman 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 Jump 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:

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.

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.

The engagement will get automatically cease to be on present/extended assignment or completion of the aforesaid project activities, whichever is earlier.

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.

You will not be entitled to any allowance.

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:

Annual leave: 2.2 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.

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.

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.

Assistant Registrar Parul University

FEDERAL BANK

06 February 2024

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

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**.

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

> The Federal Bank Ltd, HR Talent Acquisition & Deployment, Federal Towers, P O Box No.103, Aluva, Kerala, India 683101 E-mail: postings@federalbank.co.in; Phone: 0484-2634123

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 prerequisite 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

of probation), leave travel concession, transfer compensation, privilege leave, sick leave, casual leave, sabbatical leave, benefits under Maternity Benefit Act, 1961 etc., subject to the rules in force and as amended, altered or added from time to time. On confirmation and on completion of stipulated period of service, you would also be eligible for various staff loans prevailing in the Bank, including housing loan, vehicle loan, Interest free furniture loan, computer loan, overdraft, demand loan, Interest free festival advance, etc., subject to the rules in force and as amended, altered or added from time to time.

Learning Plan for Probationers

During the probation period, you will be enrolled for various Learning and Certification programs consisting of selfpaced E-learning modules, Webinar training, assessments etc. The detailed learning schedule, passing scores, and associated timelines will be intimated in due course by HR-Talent Development & Training Division. Your confirmation in the service of the Bank will be subject to timely and successful completion of the Internal Certification program, besides your performance ratings. Delays/failure to complete the learning schedule within specified timelines, will result in your probation getting extended. Probationers who complete the Internal Certification program within timelines, secure high performance ratings, and those who are able to secure approved external certifications during the probation period, as specified by the Bank/RBI, will be confirmed in the services of the Bank ahead of the normal probation period.

Probation/ Confirmation

Your appointment will be on probation for a period of two years. The period of probation will be counted for calculating the period of permanent service and for the purpose of granting increments. The period of probation is liable to be extended, if the Officer has not satisfactorily completed the initial period of probation.

During the period of probation including the period of extension, if any, if Bank is of the opinion that you are not fit to be confirmed in the service of the Bank, your service will be terminated forthwith, without notice or any compensation in lieu of notice. During the period of probation, you are not expected to involve directly or indirectly in the activities of any trade union of Officer/non- Officer Staff of the Bank or of any other Bank or of other organization.

Joining formalities

At the time of joining the Orientation Programme, you will have to submit the following papers/ certificates/ documents:

- a. Originals of SSC/SSLC/Matriculation Book/Certificate, final certificates of Graduation, final certificate and semesters / yearly marklists of Post Graduation (Qualifying Examination). The candidate should also submit the document substantiating the conversion of credit based (CGPA) system into equivalent percentage for their Post Graduate and Graduate course (if applicable) at the time of joining the Bank. These certificates (Secondary Marklist, Secondary Passing Certificate, Graduation and Post Graduation Certificate) will be kept under the custody of the Bank and will be released to the candidate on completion of 2 years of service in the Bank.
- b. Originals of all the documents, certificates and marklists of all semester examinations/ yearly examinations evidencing date of birth (Secondary Certificate) and academic/ professional qualification should be uploaded in the Fed Recruit mobile application.
- c. Statement about your medical history and a certificate of fitness for employment in the Bank, from a Doctor not below the rank of Civil Surgeon/ Chief Medical Officer of a Government Hospital, in the Bank's format (Click here to download the format:<u>https://bit.ly/3dUGJd6</u>). Medical certificate from Private Hospitals will not be accepted. You are required to produce all the medical reports, lab reports, ECG etc along with medical fitness certificate.
- d. Satisfactory discharge certificate and experience certificate from the previous employer/s, if any.

- e. A certificate about your character/conduct recently issued (within 6 months) by the Principal of the College/Institute last attended by you. Alternatively, two character certificates recently issued by Gazetted Officers/ respected persons.
- f. A declaration of fidelity & secrecy, a declaration of place of domicile and a statement of assets and liabilities, as per the format (Click here to download the format <u>https://bit.ly/2C2Tzsx</u>) .Hard copy of the documents should be submitted on the joining day.
- g. One copy of your latest passport size photograph.
- h. Self attested copies of any two of (i) PAN Card (ii) Voter's ID (iii) Aadhar Card (iv) Passport and (v) Driving License(Originals needs to be produced for verification).
- i. Certificate of completion of pre-induction training programme.
- j. As part of on-boarding process, you should submit all the necessary documents through Fed Recruit mobile application as and when you are instructed to do so.

It shall be distinctly understood that this offer of appointment is subject to your medical fitness for employment in the Bank, satisfactory background check and submission of the certificates/documents as stipulated above, to the satisfaction of the Bank. The medical reports/fitness certificate submitted by you are liable to be re-examined/scrutinized by Bank's Doctor and your appointment in the Bank will be subject to your medical fitness for employment in the Bank as assessed by the Bank's Doctor. You are required to undergo physical medical examination by Bank's Doctor, in case the Doctor insists for a detailed medical examination, after analyzing the medical reports submitted by you. At any stage, if you are found not satisfying the eligibility norms, your candidature is liable to be cancelled without notice. Also be understood that any misrepresentation/hiding of facts in the application/personal data/any other documents/certificates is sufficient cause for termination of your service, without notice and compensation.

The offer of appointment is subject to your fulfilment of eligibility criteria stipulated by the Bank for being appointed in the Bank as Probationary Officer as specified in the advertisement of the selection process. You will have to submit originals of all the documents/certificates/marklists in proof of having fulfilled the eligibility criteria at the time of joining, failing which, you will not be permitted to join the Bank.

In your case, the minimum eligibility criteria in respect of educational qualification for being appointed in the Bank as Probationary Officer is a Post-Graduation with 60% marks in any discipline and you should have passed SSC or equivalent exam. Plus 2 or equivalent exam and graduation with 60% marks. The minimum eligibility of 60% (for UG & PG courses) will be assessed based on the prevailing practice followed by the University/Institution. Also you should have passed SSC or equivalent exam, plus 2 or equivalent exam and graduation with 60% marks. You are required to submit all the semester marklists, certificates, provisional certificate / final certificate, etc of such educational qualification at the time of joining the Bank in proof of having passed the examinations with required percentage of marks, failing which, you will not be permitted to join the Bank. For those who pursuing the final year of Post-Graduation degree should complete the course during the academic year 2022-23 and will have to submit the certificates and marklists in proof of having passed the final year/semester examination, attempted in the first chance itself, with 60% of marks. The minimum eligibility of 60% (for UG & PG courses) will be assessed based on the prevailing practice followed by the University/Institution. In case the result of final year/semester examination is not published, you will have to submit the certificates and marklists in proof of having passed the final year/semester examination, attempted in the first chance, with required percentage of marks within a maximum period of 5 months from the date of joining the Bank in conformity with the minimum eligibility criteria in respect of educational gualification as stipulated by the Bank, failing which you are liable to be removed from the services of the Bank without any notice or communication, treating the appointment as cancelled. However, in case of willful default in submission of certificates/marklists within the stipulated period, even after publication of result of the qualifying examination, your service is liable to be terminated and you are liable to remit the monetary compensation/notice pay. At any stage, if you are found not satisfying the eligibility norms, your candidature is liable to be cancelled without notice and compensation.

Other Benefits

You will be required to enroll yourself as a member of The Federal Bank Officers' Medical Welfare Fund from the date of joining the Bank and deduction to the Fund at applicable rate will be made from your salary, as per the rules prevailing in the Bank at present and as amended, altered or added from time to time.

You shall contribute to the Welfare Scheme (Diya) to support the family of deceased employees of the Bank, from the date of joining the Bank and contributions to the Scheme at applicable rate will be made from your salary, as per rules prevailing in the Bank at present and as duly amended, altered or added from time to time.

You will be covered under the "Defined Contributory" Pension Scheme as applicable for the Bank employees in line with the National Pension System.

You will be enrolled as a member of the Group Term Assurance Plan from the date of next annual renewal of the Policy by the Bank. The eligibility for enrollment in the Scheme will be subject to the terms, conditions, exceptions etc; as applicable under Group Term Assurance Plan at that time and as amended, altered or added from time to time.

On confirmation in Bank's service, you will be entitled to all other privileges enjoyed by other permanent members of Officers' cadre. You will be bound by all the conditions of service as applicable to Officers of the Bank as amended, altered or added from time to time. You will be subject to all the liabilities cast upon other permanent members of Officers' cadre.

Resignation

If you are desirous of resigning from the service during the period of probation, you should give three months' notice in writing to the Bank or you would be liable to pay to the Bank three months' pay and allowances in lieu of notice, at the sole discretion of the Bank. In addition to this, you should pay an amount of ₹ 50,000/- as compensation, if such resignation is within 2 years of service in the Bank. If you are desirous of resigning from the service after confirmation in the service of the Bank, you should give three month's notice in writing to the Bank or you would be liable to pay to the Bank three month's pay and allowances in lieu of notice, at the sole discretion of the Bank. However, the Bank reserves its right to relieve you from the service of the Bank on any day before the expiry of three months' notice period, stipulated as above, considering its organizational/business interest and administrative exigency.

You are also required to pay an amount of ₹ 50,000/- as compensation amount and applicable notice pay as stated above to the Bank, if you ceased to be in the service of the Bank consequent to termination of service within 2 years of service. You are required to execute an agreement in stamp paper (which will be made available by the Bank) of appropriate value at the time of joining the Bank agreeing to the above terms and conditions of the appointment in respect of compensation amount /notice pay etc.

The compensation amount of ₹ 50,000/- mentioned above is the fair value of the minimum cost that will be incurred by the Bank if an employee quits the Bank before the stipulated minimum period of service.

General

You are liable to be transferred during the period of probation and also thereafter, as found expedient by the Bank at any time to any of the existing Branches/Offices in India or abroad or Subsidiaries or to the new Branches/Offices/ Subsidiaries of the Bank to be opened in future.

As per the administrative requirements, Bank may allot any duties to you from time to time and your designation will accordingly be changed depending upon the nature of work. You are advised to adhere to the acceptable levels of decorum at workplace even during the Induction/Orientation programme by way of presentable attire [business

casual, smart casual, business attire] and professional etiquettes representing the image and reputation of the Bank.

You are required to strictly adhere to the Code of Ethics and Business Conduct, Acceptable Use Policy and Social Media Policy of the Bank as updated from time to time.

The terms of this offer letter are to be considered and interpreted individually and distinctly.

You will be eligible for actual travelling expenses (subject to a maximum of 02nd AC Train fare) from your place of domicile to FACE and FACE to the place of posting.

Sabeena Shaji A Vice President (HR)

I, Amritha B S , accept and confirm the above terms and conditions. Place: Date: 07 February 2024

(Signature of the Candidate)

<u>Annexure</u>

Compensation Particular	Monthly	Annual
Basic Pay	36000.00	432000.00
Special Allowance	5904.00	70848.00
Dearness Allowance	20618.69	247424.28
HRA (Leased Accommodation)	15150.00	181800.00
Learning Allowance	600.00	7200.00
City Compensatory Allowance/Location Allowance	1400.00	16800.00
Gross Salary (Monthly)	79672.69	956072.28
Allowances (Monthly)		
Cleansing Allowance	1200.00	14400.00
Fuel Reimbursement(Four Wheeler)	9450.00	113400.00
Entertainment Expenses	2600.00	31200.00
Gross Allowances (Monthly)	13250.00	159000.00
Allowances (Annual)		
Medical Aid	-	10300.00
Vehicle Maintenance Allowance	-	4300.00
Digital Promotion	-	2600.00
Closing Allowance	-	3000.00
Leave Encashment (Annual)	-	11233.78
Gross Allowances (Annual)	-	31433.78
Total Fixed Pay	95542.17	1146506.07
Others		
Leave Encashment (30 days, once in 4 years)	-	16850.67
LFC (Once in 4 years)	-	8664.00
Employers Contribution to NPS (Monthly)	7484.90	89818.85
Exgratia*	-	44000.00
Annual CTC	108819.97	1305839.59

*Will vary according to the profit position of the Bank.

@ Leased accommodation amount will be credited to Lessor's account only (leased accommodation eligibility ranges from ₹8750/- to ₹ 26450/- depending upon the place of posting. At Aluva it is ₹ 15150/-)

You will be eligible for monthly Conveyance (Fuel Reimbursement) allowance as follows;

a) 90 litres of petrol/diesel for four-wheeler vehicle registered in your name and used by you at your workplace **OR**

b) 55 litres of petrol for two- wheeler vehicle registered in your name and used by you at your workplace **OR**

c) Fixed conveyance of ₹ 3500/-

Other Allowances

Cost of brief case / office bag (on confirmation)- ₹ 5250/- (once in 3 years)

Reimbursement of cost of newspapers - ₹ 600/- p.m (after completion of one year of probation)

Eligibility for reimbursement of mobile phone bills ranges from ₹ 1250/- to ₹ 2500/- p.m depending upon the job role and place of posting (after completion of one year of probation).

പ്പനലൂർ ജില്ലാ വിദ്യാഭ്യാസ ഓഫീസറുടെ നടപടിക്രമം

(ഹാജർ : മിനി.എൽ) (പെൻ:286211)

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

ഉത്തരവ് നമ്പർ B4/52616/2023 ത.തി.തീയതി 26/08/2023

എം എം എച് എസ് നിലമേൽ സ്കൂളിലെ എച് എസ് ടി (ഫിസിക്കൽ സയൻസ്) അദ്ധ്യാപികയായിരുന്ന ശ്രീമതി മിനി കെ ജോണിനെ 01/04./2021 തീയതി പ്രാബല്യത്തിൽ പ്രഥമാദ്ധ്യാപികയായി നിയമിച്ച ഒഴിവിൽ മാനേജർ ശ്രീമതി.ബി.പൂജ ലക്ഷ്മിയെ 22/07/2021 തീയതി മുതൽ എച് എസ് ടി ഫിസിക്കൽ സയൻസ് ഒഴിവിൽ നിയമിച്ചു അംഗീകാരത്തിനായി അപേക്ഷ സമർപ്പിച്ചിരുന്നു. ടി നിയമനം സമർപ്പിക്കുന്നതിൽ കാലതാമസം നേരിട്ടതിന്റെ അടിസ്ഥാനത്തിൽ ടി നിയമനം ഈ കാര്യാലയത്തിലെ ഉത്തരവ് നമ്പർ B4/29980/2021 തീയതി 17/09/2021 പ്രകാരം നിരസിച്ചതിനെതിരെ മാനേജർ കൊല്ലം വിദ്യാഭ്യാസ ഉപഡയറെക്ടർക്ക അപ്പീൽ സമർപ്പിക്കുവാൻ ഉണ്ടായ കാലതാമസം മാപ്പാക്കി ഉത്തരവായിരുന്നു.

സർക്കാർ ഉത്തരവ് (കൈ)29/2023 തീ. 24/03/2023,പൊഇ വിദ്യാഭ്യാസ ഡയറക്ടറ്റടെ 17/06/2023 തീയതിയിലെ എച്ച്.2/295299/2021/ഡി.ജി.ഇ, എന്നീ ഉത്തരവുകൾ പ്രകാരം 18/11/2018 മുതൽ 08/11/2021 വരെ ഉണ്ടായിട്ടുള്ള ഒഴിവുകളിൽ 08/11/2021 ശേഷം നിയമിക്കപ്പെട്ട ആളാണെങ്കിലും ടിയാൾക്ക് താൽക്കാലിക നിയമനംഗീകാരം നൽകാവുന്നതാണ്. ശ്രീമതി മിനി.കെ ജോൺ–ൻറെ സ്ഥാനക്കയറ്റ നിയമനം അംഗീകരിച്ചിട്ടുള്ളതിനാൽ തസ്തിക വ്യവസ്ഥാപിതമാണ്. മാനേജർ സമമ്പയയിൽ സമർപ്പിച്ചിരിക്കുന്ന അദ്ധ്യാപകരുടെ നിയമനങ്ങളുടെ അടിസ്ഥാനത്തിൽ കാറ്റഗറി 2 പ്രകാരം 1 തസ്തിക ഭിന്നശേഷിവിഭാഗക്കാർക്കായി മാറ്റിവെക്കേണ്ടതുണ്ട്. മാനേജർ സമർപ്പിച്ച റിക്യൂസിഷൻ ഫോമും കൈപ്പറ്റ് രസീത്രകളും പരിശോധിച്ചതിൽ നിന്നും മാറ്റിവെച്ചിരിക്കുന്ന ഒഴിവ് 2016 വർഷത്തെ തസ്തിക നിർണ്ണയ ഉത്തരവ് പ്രകരം അന്വദിച്ചിട്ടുള്ള എച്ച്.എസ്.റ്റി (ഇംഗ്ലീഷ്) തസ്തികയാണ്.

സർക്കാർ ഉത്തരവ് (കൈ)29/2023 തീ. 24/03/2023 , H2/292953/2021/DGE -തീയതി –31–03–2023 സർക്കലർ എന്നിവയുടെ അടിസ്ഥാനത്തിൽ ഓരോ എയ്ഡഡ് സ്കൂളുകളിലും/മാനേജ്മെന്റിലും ഭിന്നശേഷിക്കാരായ ഉദ്യോഗാർത്ഥികളെ നിയമിക്കുന്നതിനായി ഒഴിവുകൾ മാറ്റി വയ്കേണ്ടതും, അങ്ങനെ ഒഴിവ് മാറ്റി വെച്ചിട്ടുള്ള സാഹചര്യത്തിൽ 18/11/2018 മുതൽ 08/11/2021 വരെ നിയമിതരായ ഉദ്യോഗാർത്ഥികൾക്ക് താൽക്കാലികമായി നിയമാനാംഗീകാരം നൽകാവുന്നതും ഭിന്നശേഷി ഉദ്യോഗാർത്ഥി സ്കൂളിൽ വന്നു ജോയിൻ ചെയ്യുന്ന മുറയ്ക്ക് ആയതു സ്ഥിരമാക്കി നൽകാവുന്നതുമാണ്.

മേൽ സാഹചര്യത്തിൽ ശ്രീമതി.ബി.പ്ലജ ലക്ഷ്മിയെ 22/07/2021 തീയതി മുതൽ എച് എസ് ടി ഫിസിക്കൽ സയൻസ് ഒഴിവിൽ നിയമിച്ച മാനേജറ്റടെ നടപടി കെ.ഇ.ആർ. അധ്യായം 14എ ചട്ടം8(2) ൽ നിക്ഷിപ്തമായ അധികാരം ഉപയോഗിച്ച് 22/07/2021 തിയതി മുതൽ സൂചന (1) മുതൽ (4) വരെയുള്ള ഉത്തരവുകളുടെ അടിസ്ഥാനത്തിൽ (41300–87000) ശമ്പള സ്കെയിലിൽ താൽക്കാലികമായി അംഗീകരിച്ച് ഉത്തരവാകന്ത .

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



Signature Valid Digitally signed by Mini L Reason : Document Approved Date : 26/08/2023 03:44 PM

ജില്ലാ വിദ്യാഭ്യാസ ഓഫീസർ

പുനലൂർ

സ്വീകർത്താവ്

മാനേജർ, എം എം എച് എസ് നിലമേൽ

പകർപ്പ്

- 1) പ്രധാനാദ്ധ്യാപകൻ,എം എം എച് എസ് നിലമേൽ
- 2) ശ്രീമതി ബി പൂജ ലക്ഷ്മി (മാനേജർ മുഖേന)
- 3) കരുതൽ ഫയൽ



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

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

Emp Name : Athira Ani Department : CREDIT Business Role: BRANCH O Designation : SENIOR E) Gender : F DOB : 25 May 20 DOJ : 05 Jun 20 Payable Days : 31.00 LWP : 0.00	REDIT OFFICE KECUTIVE 24 E	R Earnings Rate	Monthly	Arrear Day	Total	PAN PF No. PF UAN. ESI No. Branch	e No.	: SOUTH KERALA : SBIN0070491 : 37100185336 (STATE BA : FILPA3291R : 102085278067 : 4810619194 : KOLLAM Deductions rescription		NDIA) ount
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HRA Special Allowance		4500.00 6253.00	4500.00 6253.00	0.00 0.00	4500.00	PROF. TAX				168.00 450.00
SULB LAP INCENTIVE		0255.00	2535.00	0.00		Emp LWF				450.00
GROSS EARNINGS	6 1	9753.00	22288.00	0.00	22288.00		ROS	SS DEDUCTIONS		1748.00
			.00 (TWENTY			1				
In	come Tax W		t for the Peri You have opte	•		•	ро	sed Investments)		
Description	Gross	Exempt			tion Under C		A	Taxable HRA C	alculatio	on
BASIC	88219.00	0.			ents u/s 80C	;		Rent Paid		0.00
HRA Special Allowance	44110.00 61293.00	0. 0.						From To		
SULB LAP INCENTIVE	2535.00	0.0						1. Actual HRA 2. 40% or 50% of Basic 3. Rent - 10% Basic		0.00 0.00 0.00
Gross	196157.00	0.	00 196157.0		d Under Cha	ntor VI A O	~~	Least of above is exempt Taxable HRA		0.00 0.00
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Standard Deduction Previous Employer Taxable Previous Employer Professi Professional Tax Under Chapter VI-A Any Other Income Taxable Income Total Tax Tax Rebate u/s 87a Surcharge Tax Due Health and Education Cess			75000.00 0.00 0.00 0.00 121160.00 0.00 0.00 0.00 0.00 0.00 0.00 0.)))))))))))))))))))				TDS Deducted Monthly Month June-2024 July-2024 August-2024 September-2024 October-2024 Tax Deducted on Perq. Total		Amount 0.00 0.00 0.00 0.00 0.00 0.00 0.00

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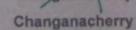
Government of India Department of Posts, India

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
shriSIVAN PILLAL Whose date of Birth is
belongs to
hereby engaged as GDS BPM,Kappadu BO 16/05/2023 in account
with / under
effect from dated
He/She shall be paid such allowances as admissible from time to time.

> SP - Changanacherry Division, Chang Changanacherry



- A copy of this memo is issued to:
- 1. The candidate SHILA KUMARI J.S
 - Avittam, Nilamel, EASTKALLADA, EASTKALLADA, 691502
- II. PF of the candidate

- III. Postmaster /SPM/BenKalaketty SO/Kanjirapally HO/Kappadh BO
- IV. Divisional Office.......Changanacherry......for information
- V. The A3P, Kensfinepally and Divisions.



⁴⁶ 11:52 🛇

이 🛈 끊일 🔶 80% 🛄



Aashika A Sep 26 to bcc: me ~

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Dear Aspirant,

Please find below the offer confirmation from Medcode Services!!

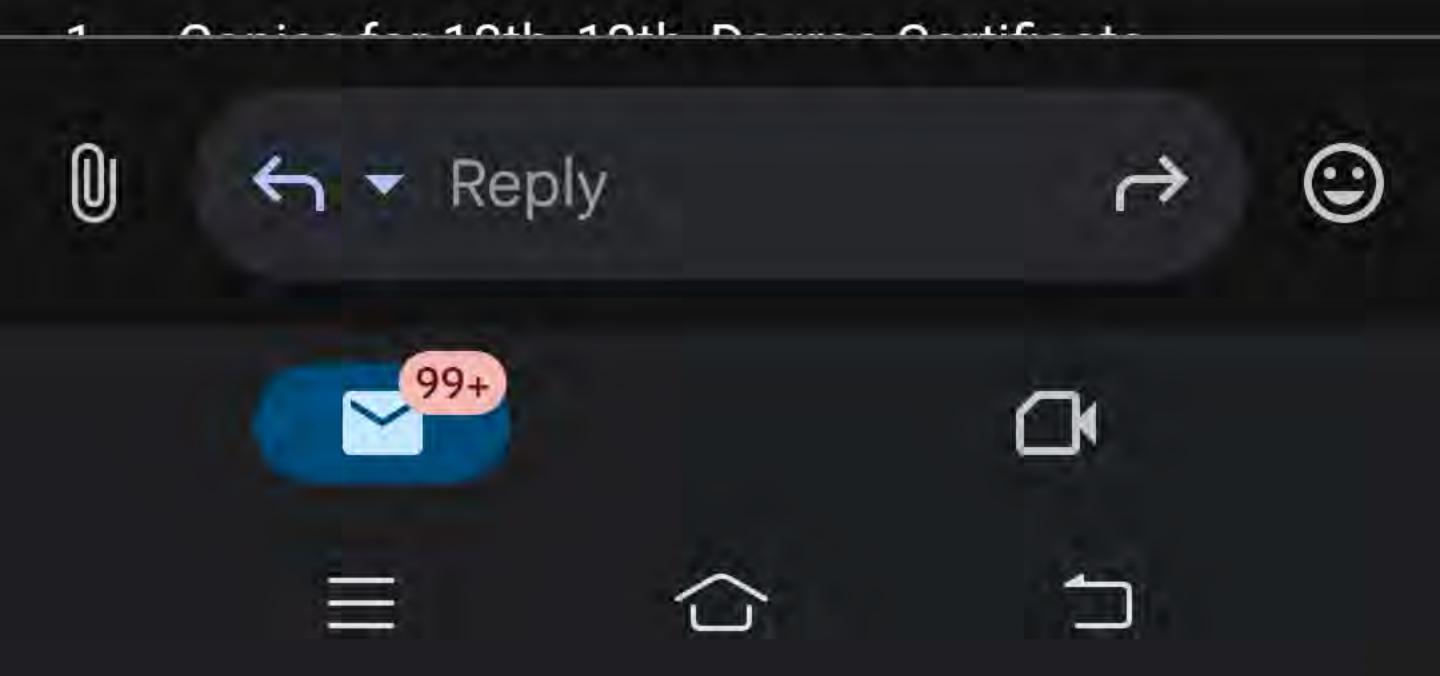
Congratulations on your selection in our organization. It gives us great pleasure to welcome you to the MEDCODE Family.

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.



View Employee



SKYWAYS GROUP SANDRA.S ▼

JTE THAT AS PER GST NOTIFICATION

VIEW EMPLOYEE

HOME (/INDEX.PHP) / EMPLOYEES (/INDEX.PHP?R=EMPLOYEE%2FINDEX) / SANDRA S

DASHBOARD (/INDEX.PHP?R=SITE%2FINDEX)

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	DATE OF JOINING	JUL 20, 2024
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AIR SHIPMENT TEMPLATE	DEPARTMENT	AIR IMPORTS
	DESIGNATION	TRAINEE
	PAN NO.	AADDS1234A
	EMPLOYEE ADDRESS	ATHARA MUKALIL, VEEDU KANJIRACODE KUNDARA, MULAVANA, P.O KOLLAM KERELA -691503
	EMPLOYEE MOBILE	7559072002
	EMPLOYEE EMAIL	S.SANDRA@SKYWAYS-GROUP.COM
	EXTENSION NO.	
	LAND LINE NO.	
	MADITAL STATUS	UN-MARRIED
	MARITAL STATUS	

E-INVOICING

AIR SHIPMENT TEMPLATE

View Employee

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SANDRA.S -	EMERGENCY CONTACT RELATION	FATHER
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OFFICE TIME(IN COMING)	09:30:00
GRACE 15 MINUTES - DAYS	10

View Employee

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SKYWAYS GROUP SANDRA.S 🗸

GRACE 45 MINUTES - DAYS

DATE OF RESIGN

HEALTH CARD

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AIR SHIPMENT TEMPLATE



The Care Staff Consulting Limited

Personal Data Usage Consent Form

I give consent to The Care Staff Consulting Limited to use my personal data for all purpose related to my employment with the The Care Staff Consulting Limited but not limited to legitimate human resources management,suitable agency staff job funding,business management,DBS checks,payroll processing,accounting reasons including HMRC tax deductions etc as per the TCS data protection policy. I understand that I have access to TCS Data Protection Policy document.

I give consent The Care Staff Consulting Limited to contact my referees I have mentioned in the application form to obtain a full reference regarding my previous employment.

I hereby provide consent for my personal file (which could include special categories of personal data under Data Protection Laws) to be shared with any clients of The Care Staff Consulting Limited (for whom The Care Staff Consulting Limited acts as a provider of agency workers) and their third party auditors for the purposes of my deployment. Data will include (but is not limited too): References and Employment History; Criminal Record Checks; Identity and Right to Work; Professional Registration and Qualifications, Training,Fitness to Work and anyother information relevant as part of my registration including Payslips; Application and Interview Forms.

I acknowledge that my information may be passed on to and / or verified with third party organisations throughout the course of the audit. Finally, I consent to the third party Auditors contacting me in order to further verify information presented during the courseof audit.



Key Information Document

This document sets out key information about your relationship with us, including details about pay, holiday entitlement and other benefits.

Further information can be found at <u>www.thecarestaff.com</u> and the following documents you received from us

- Agency worker Hand book
- The Care Staff Consulting Limited Terms and Conditions
- https://www.gov.uk/government/publications/providing-a-key-information-document-for-agency-workers-guidance-foremployment-businesses

The Employment Agency Standards (EAS) Inspectorate is the government authority responsible for the enforcement of certain agency worker rights. You can raise a concern with them directly on 020 7215 5000 or through the Acas helpline on 0300 123 1100, Monday to Friday, 8am to 6pm.

Note: Although your rate of pay may change on each assignment, the minimum rate of pay is used as an example in this document. Your actual rate of pay per assignment will be issued to you via our worker app.

GENERAL INFORMATION

Your Name	
Name of employment business:	The Care Staff Consulting Limited
Your employer (if different from the employment business):	N/A
Type of contract you will be engaged under:	Temporary (Agency worker)
Who will be responsible for paying you (if different from your employer):	N/A
How often you will be paid:	Weekly
Expected or minimum rate of pay:	£10.42 per hour
Deductions from your pay required by law:	PAYE, NIC and Pension
Any other deductions or costs from your pay (to include amounts or how they are calculated):	N/A
Any fees for goods or services:	N/A
Holiday entitlement and pay:	12.07% of your hourly pay will be accrued as holiday pay and will be paid out upon receipt of annual leave request form as long as you have accrued enough holiday pay. Any unclaimed holiday pay will be paid out at end of the financial year.
Additional benefits:	

EXAMPLE PAY

Example rate of pay based on 40 hour work per week (based on £10.42 per hour):	£416.8
Deductions from your wage required by law:	PAYE: £30.81 National Insurance: £21.01
Any other deductions or costs from your wage:	Pension: £20.84
Any fees for goods or services:	
Example net take home pay:	£344.14



TCS Staff Terms & Conditions

Nurses and HCAs



Contract for services

Note: Please read, sign and return this document to The Care Staff Consulting Limited's head office. This contract will be kept in your employee files. You are advised to keep a copy of this document for your reference.

This service agreement is made between "The Care Staff Consulting Limited (Registered Number 09081982) 13 Orwell House, Cowley Road, Cambridge CB4 0PP."

(Referred in this document as "The Care Staff Consulting Limited")

And

Name of the Agency Worker	Priyanka Sunilkumar Preetha
	Bertrend Russell Tower, Wivenhoe Park, Colchester, Essex, CO4 3SQ

(Referred in this document as the "Agency Worker")

1. The Contract

- 1.1 These Terms constitute a contract for services between The Care Staff Consulting Limited and the Agency Worker and govern all Assignments undertaken by the Agency Worker. However, no contract shall exist between The Care Staff Consulting Limited and the Agency Worker between Assignments.
- 1.2 For the avoidance of doubt, these Terms shall not give rise to a contract of employment between The Care Staff Consulting Limited and the Agency Worker. The Agency Worker is engaged as a worker, although The Care Staff Consulting Limited is required to make statutory deductions from his remuneration in accordance with clause 4.1.
- 1.3 By commencing work under an Assignment the Agency Worker confirms his agreement to provide his services in accordance with these Terms.
- 1.4 No variation or alteration of these Terms shall be valid unless the details of such variation are agreed between The Care Staff Consulting Limited and the Agency Worker and set out in writing and a copy of the varied terms is given to the Agency Worker, no later than the end of the fifth business day following the day on which such varied terms were agreed, stating the date on or after which such varied terms shall apply.
- 1.5 These Terms supersede any and all other previous agreements and arrangements (if any) whether written, oral or implied between the parties relating to the services to be provided by the Agency Worker under an Assignment.
- 1.6 The Client can enforce such provisions of the Terms as are expressed for the benefit of the Client pursuant to the Contracts (Rights of Third Parties) Act 1999. Subject to this clause 2.6 a person who is not a party to the Terms has no right under the Contracts (Rights of Third Parties) Act 1999 to enforce any term of the Terms but this does not affect any right or remedy of a third party which exists or is available apart from that Act. Notwithstanding that the Client has the benefit of certain provisions of the Terms the Client's consent shall not be needed in respect of any variation of the terms of the Terms.

2. Assignments

- 2.1 The Care Staff Consulting Limited will endeavor to obtain suitable Assignments for the Agency Worker. The Agency Worker shall not be obliged to accept an Assignment offered by The Care Staff Consulting Limited. The failure by The Care Staff Consulting Limited to offer suitable Assignments to the Agency Worker shall not give rise to any liability on the part of The Care Staff Consulting Limited. If the Agency Worker accepts an Assignment he confirms that he is willing to work in the position the Client seeks to fill.
- 2.2 The Agency Worker acknowledges that the nature of temporary work means that there may be periods when no suitable work is available and agrees that suitability shall be determined solely by The Care Staff Consulting Limited and that The Care Staff Consulting Limited shall incur no liability to the Agency Worker should it fail to offer opportunities to work in the above category or in any other category; and that no contract shall exist between the Agency Worker and The Care Staff Consulting Limited during periods when the Agency Worker is not working on an Assignment.
- 2.3 At the same time as an Assignment is offered to the Agency Worker, The Care Staff Consulting Limited shall inform the Agency Worker of the identity of the Client, the date the Assignment is to commence and the duration or likely duration of the work and the rate of remuneration that will be paid. The specific details of the Assignment shall be described in Clause 1 of these Terms.
- 2.4 Where such information is not given in paper form or by electronic means it shall be confirmed by such means by the end of the third business day (excluding Saturday, Sunday and any public or Bank holiday) following verbal confirmation of the Assignment being made to the Agency Worker save where the Agency Worker is being offered an Assignment in the same position as one in which the Agency Worker had previously been supplied within the previous five business days and such information has already been given to the Agency Worker.
- 2.5 For the purpose of calculating the average number of weekly hours worked by the Agency Worker on an Assignment, the start date for the relevant averaging period under the Working Time Regulations 1998 shall be the date on which the Agency Worker commences the Assignment.
- 2.6 The Agency Worker shall return in good working condition any equipment provided by the Client or at its direction, failing which the Agency Worker shall be liable to pay the full replacement cost thereof. The Agency Worker shall not be permitted to utilize any of the Client's equipment for personal use, unless otherwise agreed with the Client and The Care Staff Consulting Limited. In the event the Agency Worker provides any equipment it shall ensure that such equipment is in good working order, fit for purpose and complies with any relevant health and safety testing requirements.

3. Remuneration

- 3.1 The Care Staff Consulting Limited shall pay to the Agency Worker the remuneration as agreed at the time of the assignment, which shall not be less than the national minimum wage and national living wage. The actual rate will be notified on a per Assignment basis, for each hour (to the nearest quarter hour) or day worked during an Assignment to be paid weekly in arrears, subject to deductions in respect of PAYE Income Tax pursuant to Ss44 to 47 of the Income Tax (Earnings and Pensions) Act 2003 and Class I National Insurance Contributions and any other deductions which The Care Staff Consulting Limited may be required by law to make or any sums due from the Agency Worker to The Care Staff Consulting Limited in respect of any over-payments and/or cost of repairing damage to the Client's property. Regarding Bank Holiday rates, where possible The Care Staff Consulting Limited will advise the Agency Worker prior to working the bank holiday.
- 3.2 Subject to clause 5 (regarding statutory leave) and any other statutory entitlement under the relevant legislation, the Agency Worker is not entitled to receive payment from The Care Staff Consulting Limited or clients for time not spent on an Assignment, whether in respect of illness or absence for any other reason unless otherwise agreed.
- 3.3 Notwithstanding any agreement to the contrary, any expenses incurred by the Agency Worker during performance of the Assignment shall be at the Agency Worker's own cost.
- 3.4 Where expenses are payable to the Agency Worker, they must be agreed in advance by the Client, supported by valid documentation and invoiced to The Care Staff Consulting Limited, separately, within 60 days of being incurred. For the avoidance of doubt, The Care Staff Consulting Limited shall have no liability for expenses claimed 60 days after being incurred.
- 3.5 The Agency Worker agrees and acknowledges that timesheets submitted at any time following the termination of the assignment shall only be paid once verified by the client.

3.6 In the event of any over-payment by The Care Staff Consulting Limited to the Agency Worker, the Agency Worker shall immediately upon demand repay all outstanding amounts due to The Care Staff Consulting Limited.

4. Timesheets

- 4.1 At the end of each week of an Assignment (or at the end of the Assignment where an Assignment is for a period of less than 1 week or is completed before the end of a week) the Agency worker shall deliver to The Care Staff Consulting Limited an authorised The Care Staff Consulting Limited timesheet duly completed to indicate the number of hours worked by the Agency worker during the preceding week signed by an authorised representative of the Client. Timesheets must be submitted within 30 days of the assignment.
- 4.2 Subject to the Agency worker complying with the provisions of this clause 4 The Care Staff Consulting Limited shall pay the Agency worker for all hours worked regardless of whether The Care Staff Consulting Limited has received payment from the Client for those hours.
- 4.3 Where the Agency worker fails to submit a properly authenticated timesheet The Care Staff Consulting Limited shall, in a timely fashion, conduct further investigations into the hours claimed by the Agency worker and the reasons, if any, that the Client has refused to sign a timesheet in respect of those hours. This may delay any payment due to the Agency worker.
- 4.4 The Care Staff Consulting Limited has the right to withhold payment where the Agency worker has not complied with the relevant legal compliance requirements of the client.

5. Holiday Pay

- 5.1 For the purposes of calculating entitlement to leave under this clause, the leave year commences on 1 January of each year. If the Agency Worker commences or finishes a continuous period of Assignments during a leave year, leave will be calculated as a proportion of the leave year.
- 5.2 Under the Working Time Regulations 1998, the Agency Worker is entitled to 28 days paid leave per complete leave year (inclusive of bank and public holidays). The Care Staff Consulting Limited leave runs between 1st January and 31st December. In respect of the first 12 months of a continuous period of Assignments the entitlement to leave will accrue at the rate of 1/12 of the annual leave entitlement for each month worked. All entitlement to leave must be taken during the course of the leave year in which it accrues and none may be carried forward to the next leave year. For the avoidance of doubt, where any accrued leave has not been taken in accordance with this clause 5, the Agency Worker hereby forfeits any outstanding amounts due. If at the end of a continuous period of Assignments, the Agency Worker has been paid in respect of holiday taken in excess of his accrued, and agrees that The Care Staff Consulting Limited shall be entitled to deduct from any sums which may be owed to the Agency Worker the amount of any holiday pay which is due to be repaid to The Care Staff Consulting Limited pursuant to this clause 5.2.
- 5.3 The amount of the payment to which the Agency Worker is entitled in respect of such leave is calculated in accordance with and in proportion to the number of hours which he works on Assignments, and for each hour worked the Agency Worker will accrue a holiday accrual of 12.07% of his hourly pay. The Agency Worker shall be paid for such leave when taken, subject to sufficient holiday pay having accrued. Holiday leave can only be taken in full days.
- 5.4 Where the Agency Worker wishes to take any leave to which he is entitled, he should notify The Care Staff Consulting Limited in writing of the dates of his intended absence. The amount of notice which the Agency Worker is required to give should be at least twice the length of the period of leave that he wishes to take. Unless The Care Staff Consulting Limited informs the Agency Worker in writing that it is not possible for him to take leave on the specified dates, the Agency Worker shall be entitled to take his notified leave entitlement. For the avoidance of doubt, any leave to which the Agency Worker is entitled should be taken outside of normal rest days. In respect of the first 12 months of a continuous period of Assignments the Agency Worker may only take such leave as has accrued in accordance with clause 5.2 above.
- 5.5 Where a Bank Holiday or other public holiday falls during an Assignment the Agency Worker shall not work (unless required to do so by the Client) on that day and the public holiday shall count as part of the Agency Worker's paid annual leave entitlement. Where the Client has a closedown/shutdown and this falls during an Assignment, the Agency Worker shall not work on that day or days (unless required by the Client to do so) and the closedown shall count as part of the Agency Worker's paid annual leave entitlement.
- 5.6 None of the provisions of this clause regarding the statutory entitlement to paid leave shall affect the Agency Worker's status as a worker
- 5.7 The Agency Worker may be eligible for Statutory Sick Pay provided that he meets the relevant statutory criteria.

Agreement

I here by declare that

- 1. **V** I have received, read and understood the TCS Staff Handbook.
- 2. I have received, read, understood and agree to the TCS Data Usage Consent form which outlines how TCS may use my personal data.
- 3. I have received, read and understood Key Information Document regarding my pay and other benefits related to my employment with TCS.
- 4. VI have received, read and understood the terms and Conditions as a PAYE agency worker staff with TCS.

	For The Care Staff Consulting Limited	For The Agency Worker
Name	Ravi Manya M	Priyanka Sunilkumar Preetha
Signature	RM	PRIYANKA
Designation	Director	HCA
Date	16/04/2024	16/04/2024

For The Care Staff Consulting Limited Director (RM)

For The Agency Worker Priyanka Sunilkumar Preetha(PRIYANKA) HCA