

LOYOLA COLLEGE OF SOCIAL SCIENCES THIRUVANANTHAPURAM



CRITERION 5- STUDENT SUPPORT AND PROGRESSION

5.2 STUDENT PROGRESSION

5.2.1 Average percentage of placement of outgoing students during the last five years

Complied offer Letters/Experience Certificates of the Selected Placed Students

Department of Sociology

Department of Social Work

Department of Personnel Management

Department of Counselling Psychology

LOYOLA COLLEGE OF SOCIAL SCIENCES THIRUVANANTHAPURAM



CRITERION 5- STUDENT SUPPORT AND PROGRESSION

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Department of Sociology



Project Team Leader
SDG-Vision Document

Jency Lawrence
Jessy Jency Cottage,
Mariyanadu, Puthucurichy P. O.,
Thiruvananthapuram - 695 303

Dear Ms. Jency Lawrence,

We are happy to utilise your service as Research Assistant for the project - Preparation of SDG Vision Document 2030 for the Government of Kerala. Your service is purely temporary and on a project basis for a period of 04 months with effect from November 01, 2021. The terms and conditions during the service period will be as follows;

1. You will be paid a consolidated amount of Rs. 25,000/- (Rupees twenty five thousand only) per month.
2. You will be based at Thiruvananthapuram and will have to travel based on project need.
3. During the period of the project, you shall abide by the rules and regulations of CMD
4. Your specific roles during the association with the above project include, but not limited to;
 - 1) Communication (drafting letters, mails, phone calls)
 - 2) Field level data collection
 - 3) Supporting role in the following activities;
 - a. Identify and review relevant literature
 - b. Data analysis
 - c. Design workshops
 - d. Organise workshops
 - e. Report writing
5. Apart from the specific roles and responsibilities, you are expected to carry out any other work assigned by the competent authority from time to time.

If the above mentioned terms and conditions are acceptable to you, you may sign the enclosed duplicate copy of the letter and return the same to us.

I agree to the terms and conditions mentioned above

Project Team Leader

(Jency Lawrence)



Kerala Gramin Bank

(A Government owned scheduled bank sponsored by Canara Bank)

Kerala's own Bank



കേരള ഗ്രാമീൺ ബാങ്ക്

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Head Office: KGB Towers, AK Road, Malappuram 676505 | Ph: 0483 2734332 |

Fax: 0483 2736987

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Ref :9/KGB/HR/RC/117/2020

Date : 26/06/2020

THE BRANCH MANAGER

KERALA GRAMIN BANK

ATTINGAL BRANCH

(Branch Address: Kerala Gramin Bank, Attingal Branch, Shine Complex, Near KSRTC Bus stand, Attingal, Attingal P.O, Thiruvananthapuram Dist., PIN - 695 101
Landline: 0470-2623930, Mob: 9400999324)

Sir/Madam,

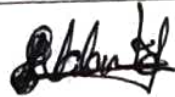
Sub: Joining of newly recruited Probationary Assistant Manager

Ref: Proceedings of the Chairman 9/KGB/110/2020/RC/HR Wing dated 20/06/2020.

Mr./Ms.NABIN K S whose photograph is affixed below has joined for duty as **Probationary Assistant Manager** at our KALLAMBALAM Branch on **26/06/2020**. He/She is allotted Staff No.: **7140** and has been posted to your Branch/Office. He/She is advised to report at your end on **29/06/2020**.

He/She will work there until further orders.

Signature of Mr/Ms.NABIN K S



Yours faithfully

GENERAL MANAGER

Copy to:

- **REGIONAL MANAGER, RO THIRUVANANTHAPURAM**
- **Mr/Ms. NABIN K S (7140), Prob. Assistant Manager**
- **EF**

RECRUITMENT CELL, HUMAN RESOURCES WING

PH: 0483-2733508, 9400999917



Citadel

RESIDENTIAL SCHOOL

AFFILIATED TO CBSE DELHI No. 030104

ETTICHUVADU P. O., RANNI - 689 675, Tel: 04735 200568, 200594,
E-mail: citadelschool@gmail.com
Website: www.citadelschoolranni.com

APPOINTMENT ORDER

Date: 01/06/2020

Ms. Catharine Jacob is appointed as a temporary teacher **Sociology** in the **Higher Secondary Section** under this management from **01/06/2020** to **31/03/2021**.

This appointment is subject to the Provisions of the Service Rules of the Citadel Residential School, Ranni, CBSE and such other rules or orders issued from time to time by the Management or other competent authority.



Fr. Kuriakose Ambazhathinal

Fr. Kuriakose Ambazhathinal
MANAGER

I agree to abide by the CBSE rules and Service rules & regulations of the Citadel Residential School, Ranni.

Catharine
Signature of Employee



Citadel

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Fr. Kuriakose Ambazhathinal

Fr. Kuriakose Ambazhathinal
MANAGER

I agree to abide by the CBSE rules and Service rules & regulations of the Citadel Residential School, Ranni.

Catharine
Signature of Employee

Regd / 40

വനിത ശിശുവികസന ഡയറക്ടറുടെ നടപടി ക്രമങ്ങൾ
(സാന്നിധ്യം: അനുപമ ടി വി, ഐഎഎസ്)

ഉത്തരവ് നമ്പർ : WCD/E3/ 8205/2021

തീരുവനന്തപുരം, തീയതി : 18/06/2021

വിഷയം :- വനിത ശിശുവികസന വകുപ്പ് - ജീവനക്കാര്യം - ഐസിഡിഎസ് സൂപ്പർവൈസർ (ജനറൽ ക്വാട്ട) പി.എസ്.സി. നിയമന ശുപാർശ - ഉദ്യോഗാർത്ഥികൾക്ക് നിയമനം നൽകി - ഉത്തരവ് പുറപ്പെടുവിക്കുന്നു.

പരാമർശം :- കേരള പബ്ലിക് സർവ്വീസ് കമ്മീഷൻ സെക്രട്ടറിയുടെ 07/04/2021ലെ RIC(1)2380/2021/GW നം.ശുപാർശ കത്ത്.

പരാമർശിത കത്ത് പ്രകാരം കേരള പബ്ലിക് സർവ്വീസ് കമ്മീഷൻ ഐ.സി.ഡി.എസ്. സൂപ്പർവൈസർ തസ്തികയിലേയ്ക്ക് (ജനറൽ ക്വാട്ട) നിയമന ശുപാർശ നൽകിയിട്ടുള്ള ചുവടെ പറയുന്ന ഉദ്യോഗാർത്ഥികളെ നിലവിൽ ഒഴിവുള്ള ഐസിഡിഎസ് പ്രോജക്ട് ഓഫീസിൽ Rs. 37400 - 79000 ശമ്പള സ്കെയിൽ ഐസിഡിഎസ് സൂപ്പർവൈസർ തസ്തികയിൽ നിയമിച്ചുകൊണ്ട് ഉത്തരവാകുന്നു.

ക്രമ നം.	ഉദ്യോഗാർത്ഥിയുടെ പേരും മേൽവിലാസവും	നിയമനം നൽകുന്ന കാര്യം	ഉദ്യോഗാർത്ഥി ജോലിക്ക് ഹാജരാകേണ്ട കാര്യം
24	NEETHU SHARON S SHARON VILLA MANGAD KOLLAM-691015	ഐ.സി.ഡി.എസ് പ്രോജക്ട് ഓഫീസ്, കോന്നി അഡീഷണൽ, പത്തനംതിട്ട	ശിശുവികസനപദ്ധതി ഓഫീസർ, ഐ.സി.ഡി.എസ് പ്രോജക്ട് ഓഫീസ്, കോന്നി അഡീഷണൽ, പത്തനംതിട്ട

1. ഉദ്യോഗാർത്ഥി ഈ ഉത്തരവ് കൈപ്പറ്റി 15 ദിവസത്തിനകം ചുവടെ ചേർക്കുന്ന അസ്സൽ രേഖകൾ സഹിതം ബന്ധപ്പെട്ട ഓഫീസർ മുമ്പാകെ ഹാജരായി ജോലിയിൽ പ്രവേശിക്കേണ്ടതാണ്.

- വിദ്യാഭ്യാസ യോഗ്യത തെളിയിക്കുന്നതിനുള്ള സർട്ടിഫിക്കറ്റ്
- ജനന തീയതി തെളിയിക്കുന്ന സർട്ടിഫിക്കറ്റ്
- ഒരു സിവിൽ സർജന്റെ റാങ്കിൽ കുറയാതെയുള്ള മെഡിക്കൽ ഓഫീസറിൽ നിന്നും ലഭിച്ച ശാരീരിക യോഗ്യത തെളിയിക്കുന്ന മെഡിക്കൽ സർട്ടിഫിക്കറ്റ്.
- ഒറിജിനൽ കമ്മ്യൂണിറ്റി സർട്ടിഫിക്കറ്റ്. (ഈ ഉത്തരവിലെ 8, 20, 28, 40, 48, 60, 68, 80, 88, 100, 108, 120, 128, 140, 148, 160, 168 എന്നീ ഉദ്യോഗാർത്ഥികൾക്ക് മാത്രം ബാധകം)
- സംസ്ഥാന സർവ്വീസിലെ 2 ഗസറ്റഡ് ഓഫീസർമാരിൽ നിന്നും സമ്പാദിച്ച നിശ്ചിത പ്രൊഫോർമയിലുള്ള സ്വഭാവ സർട്ടിഫിക്കറ്റ്.
- 6 മാസത്തിനകമുള്ള പാസ്പോർട്ട് സൈസ് ഫോട്ടോ.
- ഒറിജിനൽ ക്രിമീലെയർ സർട്ടിഫിക്കറ്റ് (ഈ ഉത്തരവിലെ 3, 5, 13, 16, 18, 21, 22, 23, 24, 25, 26, 30, 32, 34, 36, 38, 42, 50, 52, 54, 56, 58, 61, 62, 63, 64, 66, 70, 74, 76, 78, 82, 83, 84, 90, 94, 96, 97, 98, 101, 102, 104, 106, 112, 116, 118, 119, 122, 123, 124, 126, 132, 136, 137, 138, 142, 143, 150, 152, 154, 155, 156, 158, 161, 162, 164, 166, 172 എന്നീ ഉദ്യോഗാർത്ഥികൾക്ക് മാത്രം ബാധകം)

2. ഈ നിയമനം 1958ലെ കേരള സ്റ്റേറ്റ് ആന്റ് സബോർഡിനേറ്റ് സർവ്വീസ് റൂൾസ് 3(സി) അനുസരിച്ചാണ്. ടി നിയമത്തിലെ റൂൾ 9A (1) അനുസരിച്ച് ഈ നിയമനം പൂർണ്ണമായും താൽക്കാലികവും ഉദ്യോഗാർത്ഥിയുടെ സ്വഭാവത്തെയും പൂർവ്വചരിത്രത്തെയും കുറിച്ചുള്ള അന്വേഷണത്തിന് വിധേയവുമായിട്ടാണ്. ആയവ തൃപ്തികരമല്ലെങ്കിൽ മുൻകൂട്ടി അറിയിപ്പില്ലാതെ നിയമനം അവസാനിപ്പിക്കാനുള്ള അധികാരം വനിത ശിശു വികസന വകുപ്പ് ഡയറക്ടറിൽ നിക്ഷിപ്തമാണ്. ഉദ്യോഗാർത്ഥി ഒരു വർഷത്തിനുള്ളിൽ GPF, സ്റ്റേറ്റ് ലൈഫ് ഇൻഷുറൻസ്, ഗ്രൂപ്പ്



INDIAN INSTITUTE OF TECHNOLOGY MADRAS

IIT Post Office, Chennai – 600 036

Phone: (091) (44) 2257 4517 (off); (091) (44) 2257 6517 (res); Fax: (091)(44) 22574502

Mob: (091)9444262410 Email: rsanthosh@iitm.ac.in, rsantho@gmail.com

Dr. R. Santhosh
Assistant Professor
Department of Humanities and Social Sciences

20/1/2021

To Whomsoever It May Concern

This is to state that Mr. Aravind Lal worked with me as a Research Associate for a project titled "From Cell to Society: Reintegration of Released Prisoners in Kerala and Tamil Nadu" from February 2019 to July 2019. The study was sponsored by the National Human Rights Commission, New Delhi and was housed at IIT Madras. Aravind Lal was responsible for collecting data from fifty released prisoners through interview schedules from across Kerala. He also transcribed the interviews into English and helped in its analysis. Even though the data collection was challenging, Aravind Lal completed the work efficiently. I found him hardworking, sincere, systematic and proficient in his job and I wish him all the best in his future endeavours.

Santhosh

കോളേജ് വിദ്യാഭ്യാസ വകുപ്പ് സീനിയർ അഡ്മിനിസ്ട്രേറ്റീവ് ഓഫീസർ റുടെ നടപടിക്രമം

കോളേജ് വിദ്യാഭ്യാസ വകുപ്പ് - ജീവനക്കാര്യം - ആസ്ഥാന കാര്യലയത്തിൽ ക്ലാർക്ക് തസ്തികയിലെ ഒഴിവിൽ 19000 - 43600 രൂപ ശമ്പള സ്കെയിലിൽ നിയമനം നടത്തി ഉത്തരവാകുന്നു.

ഉത്തരവ് നം: C2/12819/2020/DCE, തിരുവനന്തപുരം.

തീയതി. 22.12.2020

പരാമർശം:- (1) 13/11/2020 ലെ കോട്ടയം ജില്ല പി.എസ്.സി ഓഫീസറുടെ നിയമന ശിപാർശ കത്ത് നമ്പർ കെ II(1) 1897/17(12)
(2) 19/11/2020 ലെ മലപ്പുറം ജില്ല പി.എസ്.സി ഓഫീസറുടെ നിയമന ശുപാർശ കത്ത് നമ്പർ എം.ആർ I(1) 3972/17(3)
(3) 23/11/2020 ലെ തൃശ്ശൂർ ജില്ല പി.എസ്.സി ഓഫീസറുടെ നിയമന ശുപാർശ കത്ത് നമ്പർ ആർ.ഐ I(3) 502/17(12)
(4) 24/11/2020 ലെ കൊല്ലം ജില്ല പി.എസ്.സി ഓഫീസറുടെ നിയമന ശുപാർശ കത്ത് നമ്പർ ക്യു.ആർ I(1) 145/17(7)
(5) 21.11.2020 ലെ കാസറഗോഡ് ജില്ല പി.എസ്.സി ഓഫീസറുടെ നിയമന ശുപാർശ കത്ത് നമ്പർ .KGD I (3) 1247 / 17 (II).

ഉത്തരവ്

1) കോളേജ് വിദ്യാഭ്യാസ വകുപ്പിൽ ആസ്ഥാനകാര്യലയത്തിൽ ക്ലാർക്ക് തസ്തികയിലെ ഒഴിവ് റിപ്പോർട്ട് ചെയ്തതിന്റെ അടിസ്ഥാനത്തിൽ പരാമർശപ്രകാരം ശിപാർശ ചെയ്ത ചുവടെ പേര് ചേർത്തിരിക്കുന്ന ഉദ്യോഗാർത്ഥിയെ 19000 - 43600 രൂപ ശമ്പള സ്കെയിലിൽ ക്ലാർക്ക് തസ്തികയിൽ കെ.എസ് & എസ്.എസ്.ആർ ഭാഗം II ചട്ടം 3 (സി), 9 (എ) (1), 10 (ബി) പ്രകാരം നിയമിച്ചുകൊണ്ട് ഉത്തരവാകുന്നു.

ക്രമ നമ്പർ	പേരും, മേൽവിലാസവും	ജനന തീയതി	വിദ്യാഭ്യാസ യോഗ്യത	തസ്തിക നിയമിക്കപ്പെടുന്ന സ്ഥാപനം
1	SIVAKUMAR M SREEBHAVAN HOUSE VALLICHIRA POST PALA , KOTTAYAM-686592 (LPE TURN)	13/04/1979	1. SSLC 2.LGS In Dairy Development Dept.	Directorate of Collegiate Education Vikasbhavan Thiruvananthapuram
2	BLESSY ROSE MATHEW TYPE 4-1/6, FOREST QUARTERS RAJIVE GANDHI NAGAR, VATTIYOORUKAVU P O THIRUVANANTHAPURAM 695013 (CHRISTIAN MALA ARAYAN)	06/09/1994	SSLC	Directorate of Collegiate Education Vikasbhavan Thiruvananthapuram



ഗവ: യു. പി. സ്കൂൾ തൃക്കുറ്റിശ്ശേരി
വാകയാട് പി.ഒ. 673614, കോഴിക്കോട് ജില്ല

ഫോൺ: 0496 2656820

താമരശ്ശേരി വിദ്യാഭ്യാസ ജില്ല, പേരാമ്പ്ര വിദ്യാഭ്യാസ ഉപജില്ല, ബാലുശ്ശേരി BRC

Email: hmgupsthrikkuttissery@gmail.com

Certify that Sri. Vishnu Prasad . V. P has
Worked as P O teacher from 12.06.2018 to 08.08.2018
in this school. His work and conduct are good during
this period.



Headmistress
Govt. J.P. School
Thrikkuttissery - 673614

ILAHYA ENGLISH SCHOOL. ATHOLI

(Recognized By Govt.Of Kerala)

Run By:-AINUL HUDA ORPHANAGE. KAPPAD

ATHOLI. PIN:673315. CALICUT DIST. E.mail:atholiies@gmail.com

Date 28-12-2015

EXPERIENCE CERTIFICATE

Certified that Sri.Vishnuprasad.V.P, Valam Puthussery Illam.Vakayad.P.O, was working as Primary Teacher in this School for the period from 10 th October 2011 to 28 th October 2015. His work and conduct for the period were good.




PRINCIPAL
ILAHYA ENGLISH SCHOOL
ATHOLI

AVITANALLUR A.L.P. SCHOOL

Perambra Educational Sub District- Thamarassery Educational District
AVITANALLUR (P.O.), NADUVANNUR (VIA), KOZHIKODE (DT.), PIN 673 614

Date: 01/12/2017..

സാക്ഷിപത്രം

വിഷ്ണു പ്രസാദ്.വി.പി എന്ന അധ്യാപകൻ 2017
ഒക്ടോബർ 3 മുതൽ 2017 നവംബർ 30 വരെ എ. എൽ
പി. സ്കൂൾ അവിടനല്ലൂരിൽ ഭരണമനുഷ്ഠിച്ചിട്ടുണ്ട് എന്ന്
സാക്ഷിപ്പെടുത്തുന്നു.



K.K. Gangedevar, Head
അധ്യാപകൻ ഇൻചാർജ്

ജിനരാജാസ് എ.എൽ.പി സ്കൂൾ-നടുവട്ടം

(Under the Management of VKC Charitable Foundation)

അരക്കിണി പി.ഒ, 673 028 പിൻ

Date: 21/12/2018

EXPERIENCE CERTIFICATE

Certified that Sri. VISHNU PRASAD. V. P
Valamputhussery illam, Vakayad (PO) was working as
Primary Teacher in this school for the period of
11th September 2018 to 21st December 2018. His work
and conduct for the period were Good.

Rosamma

Naduvolloor

ROSAMMA MATHEW
HEAD MISTRESS
JINARAJAS A.L.P. SCHOOL
NADUVATTOM, A.P.O. R.P.O.
KOZHIKODE - 673 028



GOVERNMENT HIGHER SECONDARY SCHOOL AVITANALLUR

AVITANALLUR (PO) NADUVANNUR (VIA) PIN-673614

E-mail:ghsavitanallur@gmail.com

This is to certify that Sri. VISHNU PRASAD.V.P has worked as LPSA in this school during the period from 07/02/2019 to 29/03/2019. His work and conduct were good during that period

Avitanallur

31/03/2019



Headmaster

HEADMASTER
GHSS.AVITANALLUR
AVITANALLUR-673614



ഗവ: യു. പി. സ്കൂൾ തൃക്കുറ്റിശ്ശേരി

വാകയാട് പി.ഒ. 673614, കോഴിക്കോട് ജില്ല

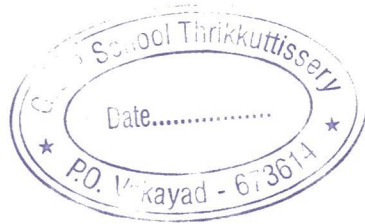
ഫോൺ: 0496 2656820

താമരശ്ശേരി വിദ്യാഭ്യാസ ജില്ല, പേരാമ്പ്ര വിദ്യാഭ്യാസ ഉപജില്ല, ബാലുശ്ശേരി BRC

Email: hmgupsthrikkuttissery@gmail.com

Certificate.

*Certified that Vishnuprasad V.P has Worked as
L P School Teacher on temporary basis at GUPS
Thrikkuttissery from 12/06/2019 to 25/9/19. His
conduct and character are good during the period.*



[Signature]

Headmistress
Govt. U.P. School
Thrikkuttissery - 673614

പോലീസ്



വകുപ്പ്

കേരളം

PROCEEDINGS OF THE COMMANDANT

മലബാർ സ്പെഷ്യൽ പോലീസ്, മലപ്പുറം

സാന്നിദ്ധ്യം : അബ്ദുൾ കരീം യു ഐ പി എസ്

വിഷയം : കേരള സായുധ സേനയിൽ (എം എസ് പി, ബറ്റാലിയൻ, മലപ്പുറം) "പോലീസ് കോൺസ്റ്റബിൾ" തസ്തികയിലേയ്ക്കുള്ള നിയമനം - നിയമന ഉത്തരവ് നൽകുന്നത് സംബന്ധിച്ച്

സൂചന : 1. കേരള പബ്ലിക് സർവീസ് കമ്മീഷൻ മലപ്പുറം ജില്ലാ ഓഫീസറുടെ 27.07.2019, 27.12.2019 എന്നീ തീയതികളിലെ MR III (2) 652/18 നമ്പർ നിയമന ശുപാർശ (562 അഡ്വൈസ്).
2. സായുധ സേനാ ആസ്ഥാനത്ത് നിന്നും 06-02-2020 നു ലഭിച്ച A5-405/2020/APB എന്ന നമ്പരിലുള്ള സന്ദേശം

ഉത്തരവ് നമ്പർ : A2-14978/2019/M തീയതി. 12-02-2020

കേരള സായുധ സേനയിൽ (എം എസ് പി ബറ്റാലിയൻ, മലപ്പുറം) "പോലീസ് കോൺസ്റ്റബിൾ" തസ്തികയിൽ നിയമനം നടത്തുന്നതിനുവേണ്ടി കേരള പബ്ലിക് സർവീസ് കമ്മീഷൻ മേൽ സൂചന പ്രകാരം ശുപാർശ ചെയ്ത ലിസ്റ്റിൽ ഉൾപ്പെട്ട താങ്കളെ, വൈദ്യ പരിശോധനയിലും പോലീസ് വെരിഫിക്കേഷനിലും നിയമനത്തിന് അനുയോജ്യനാണെന്ന് കണ്ടതിനാൽ എം എസ് പിയിൽ "പോലീസ് കോൺസ്റ്റബിൾ ട്രെയിനി" ആയി താത്കാലികമായി നിയമിച്ചു കൊണ്ടും, 9 മാസത്തെ അടിസ്ഥാന പരിശീലനത്തിന് നിയോഗിച്ചു കൊണ്ടും ഇതിനാൽ ഉത്തരവാകുന്നു.

ആയതിലേയ്ക്കായി 15.02.2020 നു രാവിലെ 09.00 മണിയ്ക്ക്, വയസ്, ജാതി, വിദ്യാഭ്യാസ യോഗ്യത എന്നിവ തെളിയിക്കുന്നതിനുള്ള അസ്സൽ രേഖകളും (എസ് എസ് എൽ സി ബുക്ക്, പ്ലസ് ടു സർട്ടിഫിക്കറ്റ്), പി എസ് സി അഡ്വൈസ് മെമ്മോ, വൺടൈം രജിസ്ട്രേഷൻ സർട്ടിഫിക്കറ്റ്, പരിശീലനം പൂർത്തിയാക്കി 5 വർഷം പോലീസ് കോൺസ്റ്റബിൾ ആയി സേവനം ചെയ്യുന്നതിന് തയ്യാറാണെന്ന് നിർദ്ദിഷ്ട മുദ്ര പത്രത്തിലുള്ള ബോണ്ട്, ബോണ്ടിനോടൊപ്പം 2 സർക്കാർ ജീവനക്കാരുടെ (ജാമ്യക്കാരുടെ) ശമ്പള സർട്ടിഫിക്കറ്റ് എന്നിവ സഹിതം മലപ്പുറം എം എസ് പി ആസ്ഥാനത്ത് ഹാജരാക്കേണ്ടതാണ്.

താങ്കളുടെ രക്ത ഗ്രൂപ്പ് നിർണ്ണയ സർട്ടിഫിക്കറ്റ്, കേരള പോലീസിന്റെ ഓഫീഷ്യൽ വെബ് സൈറ്റിൽ നിന്നും സ്പോർട് ഫോം 1 ഡൗൺ ലോഡ് ചെയ്തു പൂരിപ്പിച്ചത്, ലാൻഡഡ് പ്രോപ്പർട്ടി സ്റ്റേറ്റ്മെന്റ്, പാസ്പോർട്ട് സൈസ് ഫോട്ടോ (20 എണ്ണം), ബാങ്ക് പാസ്സ് ബുക്കിന്റെ ആദ്യ പേജിന്റെ പകർപ്പ്, പരിശീലനത്തിന് ആവശ്യമായ സാധനങ്ങൾ വാങ്ങിക്കുന്നതിന് 10,000 /- (പതിനായിരം രൂപ മാത്രം) എന്നിവയും കൈവശമുണ്ടായിരിക്കേണ്ടതാണ്. പരിശീലനകാലത്ത് ഭക്ഷണം മെസിൽ നിന്നും നൽകുന്നതാണ്. ആയതിനു മെസ്സ് അഡ്വാൻസ് ആയി 6,000/- (ആറായിരം രൂപ മാത്രം) രൂപ കൊണ്ടു വരേണ്ടതാണ്. പരിശീലനത്തിന് ഹാജരാകുന്നതിന് മുൻപായി സർക്കാർ ആശുപത്രിയിൽ നിന്നും ഹെൽപ്പറ്റിസ് ബീ , ചിക്കൻ പോക്സ് , ടി ടി എന്നിവയുടെ ആദ്യ ഡോസ് കുത്തിവയ്പ്പ് എടുക്കേണ്ടതാണ്.

പരിശീലന കാലയളവിൽ 22,200/- രൂപ നിരക്കിൽ പ്രതിമാസ സ്റ്റൈപ്പൻഡ് മാത്രമേ അർഹതയുണ്ടായിരിക്കുകയുള്ളൂ. പരിശീലനം വിജയകരമായി പൂർത്തിയാക്കിയവരെ നിലവിലുള്ള നിയമ പ്രകാരം ഈ ബറ്റാലിയനിൽ 22,200-48,000 എന്ന ശമ്പള സ്കെയിലിൽ താത്കാലികമായി "പോലീസ് കോൺസ്റ്റബിൾ" തസ്തികയിൽ നിയമിക്കുന്നതും, തുടർന്ന് ഒഴിവുകൾ വരുന്ന മുറയ്ക്ക് സീനിയോറിറ്റിക്ക് അനുസൃതമായി മലപ്പുറം/ കോഴിക്കോട് ജില്ലാ സിവിൽ പോലീസിലേയ്ക്ക് സ്ഥലംമാറ്റം അനുവദിക്കുന്നതുമായിരിക്കും. പരിശീലനം വിജയകരമായി പൂർത്തിയാക്കുന്ന തീയതിയുടെ അടുത്ത ദിവസം മുതൽ 3 വർഷ കാലയളവിനുള്ളിൽ രണ്ടു വർഷത്തെ പ്രോബേഷൻ കാലാവധി വിജയകരമായി പൂർത്തീകരിക്കേണ്ടതാണ്.

1958 ലെ കെഎസ് & എസ്എസ്ആറിലെ ജനറൽ റൂൾ 3(സി) യിലെ വ്യവസ്ഥകൾക്കനുസരിച്ചു നിയമനം തികച്ചും താത്കാലികവും, പിഎസ്സിയുടെ വെരിഫിക്കേഷന് വിധേയവുമായിരിക്കും. 14.12.2010 ലെ ഉദ്യോഗസ്ഥ ഭരണ പരിഷ്കാര വകുപ്പിൽ നിന്നുള്ള ജി.ഓ(പി) നം. 41(1)/2010 പി& എ ആർ ഡി എന്ന നമ്പരിലുള്ള സർക്കാർ ഉത്തരവിലെ വ്യവസ്ഥകൾ പ്രകാരം പിഎസ്സി വെരിഫിക്കേഷന് ശേഷം മാത്രമേ നിയമനം റദ്ദാക്കപ്പെടുകയുള്ളൂ.

ഏതെങ്കിലും സർക്കാർ വകുപ്പിൽ നിന്നോ, സർക്കാർ അർദ്ധ സർക്കാർ വകുപ്പിൽ നിന്നോ വിടുതൽ വാങ്ങി വരുന്നവർ "വിടുതൽ ഉത്തരവ്" (റിലീഫിംഗ് ഓർഡർ) നിർബന്ധമായും ഹാജരാക്കേണ്ടതാണ്. 01.04.2013 നു ശേഷം സർവീസിൽ പ്രവേശിക്കുന്ന കേരള സംസ്ഥാന ജീവനക്കാർക്ക്, 07.01.2013 ലെ ജി.ഓ(പി) നം.20/2013/ഫിൻ എന്ന നമ്പരിലുള്ള സർക്കാർ ഉത്തരവ് പ്രകാരമുള്ള ദേശീയ പെൻഷൻ പദ്ധതിയായിരിക്കും ബാധകമായിരിക്കുക

01.04.2013 നു മുൻപ് കേരള സർക്കാർ വകുപ്പുകളിലോ, സർക്കാർ ഉടമസ്ഥതയിലുള്ള ബോർഡുകളിലോ, കോർപ്പറേഷനുകളിലോ, സ്വയം ഭരണ സ്ഥാപനങ്ങളിലോ, എയ്ഡഡ് സ്ഥാപനങ്ങളിലോ ജോലിയിൽ പ്രവേശിച്ചു, കേരളസർവീസ് റൂൾ ഭാഗം III പ്രകാരമുള്ള പെൻഷൻ പദ്ധതി ബാധകമായിട്ടുള്ളവരും പ്രസ്തുത ജോലിയിൽ നിന്നും വിടുതൽ നേടി ഈ നിയമന ഉത്തരവ് പ്രകാരം ജോലിയിൽ പ്രവേശിക്കുന്നതുമായ ഉദ്യോഗാർത്ഥികൾ ധനവകുപ്പിന്റെ 14.07.2014



A2-14978/2019/M



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തിയതിയിലെ സ.ഉ(പി) നം.279/2014 പ്രകാരം നിലവിലുള്ള പെൻഷൻ പദ്ധതിയിൽ തുടരുന്നോ അഥവാ ദേശീയ പെൻഷൻ പദ്ധതിയാണോ സ്വീകരിക്കുന്നത് എന്നത് സംബന്ധിച്ച് ജോലിയിൽ പ്രവേശിച്ച് മൂന്ന് മാസത്തിനുള്ളിൽ ഒരു ഓഫ്ഷൻ സമർപ്പിക്കേണ്ടതുമാണ്.



12-02-2020

അബ്ദുൾ കരീം യു ഐ പി എസ്,
കമാണ്ടൻ്റ് (ic)

സ്വീകർത്താവ് : ഉദ്യോഗാർത്ഥികൾക്ക്



A2-14978/2019/M



5599b4

Loyola College of Social Sciences

(Affiliated to University of Kerala)

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Telephones: +91-471-2591018, 2592059, Telefax: 91-471-2591760

Email: lcsstvm@asianetindia.com Web: www.loyolacollegekerala.edu.in

Accredited (Third Cycle) with a CGPA of 3.72 on Four Point Scale at A Grade in 2014 by NAAC

G1/Soc. /3/18

Station: Thiruvananthapuram

Date : June 1, 2018

APPOINTMENT ORDER

Sub: Appointment of Guest Lecturer – reg.

Ref: 1. G.O. (Rt) No. 2731/2015/H.Edn. dated 19.10.2015

2. G.O. (Rt.) No: 1251/2015/H.Edn dated, Thiruvananthapuram, 30.05.2015

3. G.O. (Ms) No. 93/2018/H.Edn. dt. 09.05.2018

Ms. Terese Mary Chacko, Punchaputhussery house, Kizhakkambalam P.O., Njaralloor, Ernakulam - 683 562 is appointed as Guest Lecturer in Sociology on remuneration at the rate of Rs. 500/- per hour subject to a maximum of Rs. 25,000/- per month and posted at Loyola College of Social Sciences, Thiruvananthapuram.

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

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

Ms. Terese Mary Chacko is requested to report for duty before the Principal, Loyola College of Social Sciences, Thiruvananthapuram.



Karunathil

Manager

Loyola College of Social Sciences
Trivandrum- 695 017

To

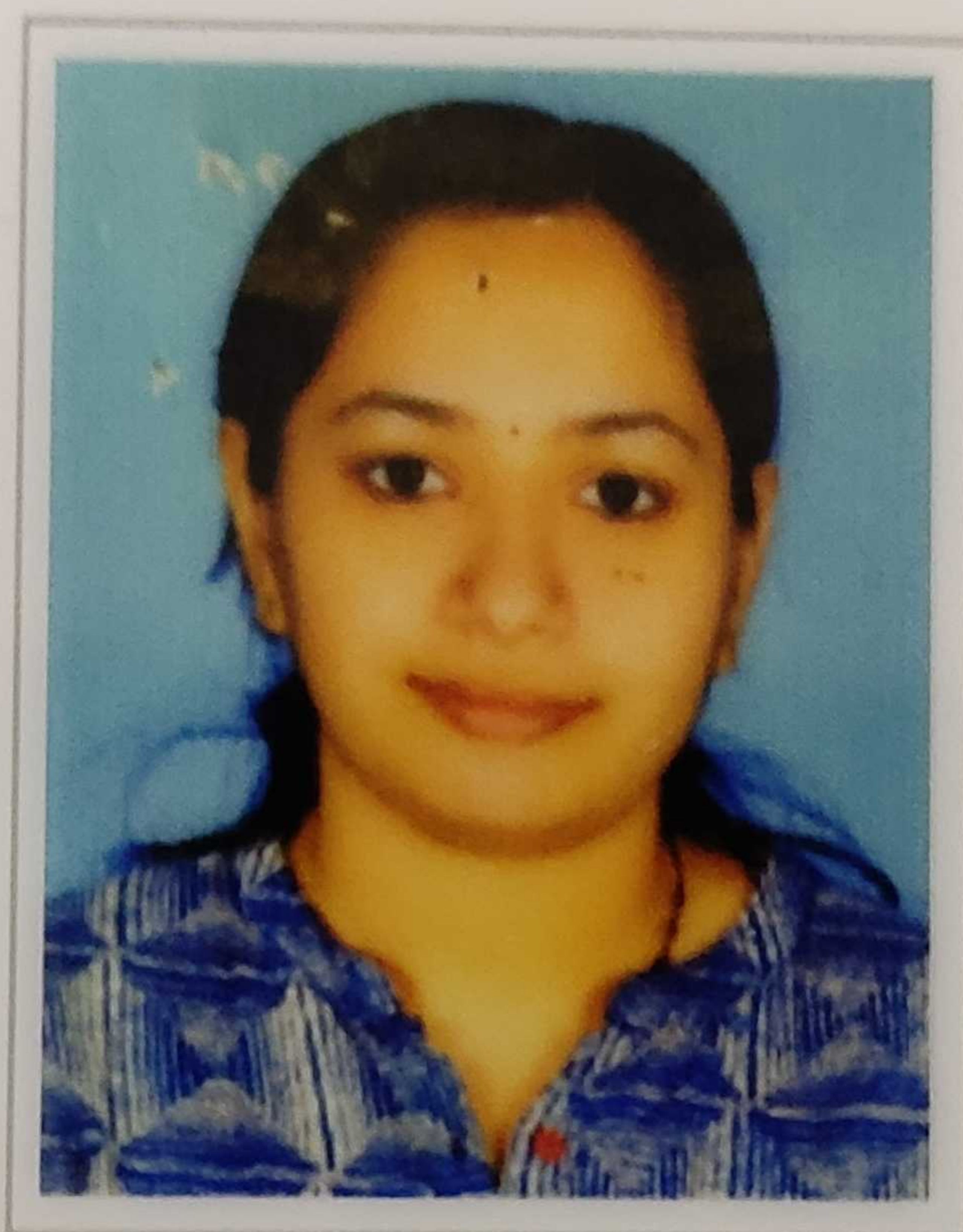
Ms. Terese Mary Chacko,
Punchaputhussery house,
Kizhakkambalam P.O.,
Njaralloor,
Ernakulam – 683 562

Copy to:-

1. The Principal, Loyola College of Social Sciences
2. The Director of Collegiate Education, Thiruvananthapuram
3. The Dy. Director of Collegiate Education, Kollam



CARMEL CMI
PUBLIC SCHOOL
VAZHAKULAM



SHINE MICHAELINA JOSE
TEACHER

J. D. Jose
Principal

www.carmelpublicschool.com



KERALA PUBLIC SERVICE COMMISSION

No. R1C(1)2380/2021/GW

Thiruvananthapuram
Date: 07.04.2021

From

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

To

13.SNEHALATHA P

Sir/Madam,

Sub: - Advice for appointment as ICDS Supervisor (General category) on Rs.25,600 – 56,700/- in Woman and Child Development Department.

You are informed that you have been advised for recruitment as ICDS Supervisor (from General category) on Rs.25,600 – 56,700/- in the above Department against BC Turn. The selection is subject to Rule 3(c) and 10 (b) of the Kerala State and Subordinate Service Rules, 1958.

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

Yours faithfully,

For Secretary,
Kerala Public Service Commission.

N.B. :- 1. If posting orders are not received from the above department within a period of 3 months from the date of this letter, the fact may be intimated to this office.

2 “ You are directed to produce original advice memo before the appointing authority at the time of Joining Duty ”

പോലീസ്



വകുപ്പ്

കേരളം

PROCEEDINGS OF THE COMMANDANT

മലബാർ സ്പെഷ്യൽ പോലീസ്, മലപ്പുറം

സാന്നിദ്ധ്യം : അബ്ദുൾ കരീം യു ഐ പി എസ്

വിഷയം : കേരള സായുധ സേനയിൽ (എം എസ് പി, ബറ്റാലിയൻ, മലപ്പുറം) "പോലീസ് കോൺസ്റ്റബിൾ" തസ്തികയിലേയ്ക്കുള്ള നിയമനം - നിയമന ഉത്തരവ് നൽകുന്നത് സംബന്ധിച്ച്

സൂചന : 1. കേരള പബ്ലിക് സർവീസ് കമ്മീഷൻ മലപ്പുറം ജില്ലാ ഓഫീസറുടെ 27.07.2019, 27.12.2019 എന്നീ തീയതികളിലെ MR III (2) 652/18 നമ്പർ നിയമന ശുപാർശ (562 അഡ്വൈസ്).
2. സായുധ സേനാ ആസ്ഥാനത്ത് നിന്നും 06-02-2020 നു ലഭിച്ച A5-405/2020/APB എന്ന നമ്പരിലുള്ള സന്ദേശം

ഉത്തരവ് നമ്പർ : A2-14978/2019/M തീയതി. 12-02-2020

കേരള സായുധ സേനയിൽ (എം എസ് പി ബറ്റാലിയൻ, മലപ്പുറം) "പോലീസ് കോൺസ്റ്റബിൾ" തസ്തികയിൽ നിയമനം നടത്തുന്നതിനുവേണ്ടി കേരള പബ്ലിക് സർവീസ് കമ്മീഷൻ മേൽ സൂചന പ്രകാരം ശുപാർശ ചെയ്ത ലിസ്റ്റിൽ ഉൾപ്പെട്ട താങ്കളെ, വൈദ്യ പരിശോധനയിലും പോലീസ് വെരിഫിക്കേഷനിലും നിയമനത്തിന് അനുയോജ്യനാണെന്ന് കണ്ടതിനാൽ എം എസ് പിയിൽ "പോലീസ് കോൺസ്റ്റബിൾ ട്രെയിനി" ആയി താത്കാലികമായി നിയമിച്ചു കൊണ്ടും, 9 മാസത്തെ അടിസ്ഥാന പരിശീലനത്തിന് നിയോഗിച്ചു കൊണ്ടും ഇതിനാൽ ഉത്തരവാകുന്നു.

ആയതിലേയ്ക്കായി 15.02.2020 നു രാവിലെ 09.00 മണിയ്ക്ക്, വയസ്, ജാതി, വിദ്യാഭ്യാസ യോഗ്യത എന്നിവ തെളിയിക്കുന്നതിനുള്ള അസ്സൽ രേഖകളും (എസ് എസ് എൽ സി ബുക്ക്, പ്ലസ് ടു സർട്ടിഫിക്കറ്റ്), പി എസ് സി അഡ്വൈസ് മെമ്മോ, വൺടൈം രജിസ്ട്രേഷൻ സർട്ടിഫിക്കറ്റ്, പരിശീലനം പൂർത്തിയാക്കി 5 വർഷം പോലീസ് കോൺസ്റ്റബിൾ ആയി സേവനം ചെയ്യുന്നതിന് തയ്യാറാണെന്ന് നിർദ്ദിഷ്ട മുദ്ര പത്രത്തിലുള്ള ബോണ്ട്, ബോണ്ടിനോടൊപ്പം 2 സർക്കാർ ജീവനക്കാരുടെ (ജാമ്യക്കാരുടെ) ശമ്പള സർട്ടിഫിക്കറ്റ് എന്നിവ സഹിതം മലപ്പുറം എം എസ് പി ആസ്ഥാനത്ത് ഹാജരാക്കേണ്ടതാണ്.

താങ്കളുടെ രക്ത ഗ്രൂപ്പ് നിർണ്ണയ സർട്ടിഫിക്കറ്റ്, കേരള പോലീസിന്റെ ഓഫീഷ്യൽ വെബ് സൈറ്റിൽ നിന്നും സ്പോർട് ഫോം 1 ഡൗൺ ലോഡ് ചെയ്തു പൂരിപ്പിച്ചത്, ലാൻഡഡ് പ്രോപ്പർട്ടി സ്റ്റേറ്റ്മെന്റ്, പാസ്പോർട്ട് സൈസ് ഫോട്ടോ (20 എണ്ണം), ബാങ്ക് പാസ്സ് ബുക്കിന്റെ ആദ്യ പേജിന്റെ പകർപ്പ്, പരിശീലനത്തിന് ആവശ്യമായ സാധനങ്ങൾ വാങ്ങിക്കുന്നതിന് 10,000 /- (പതിനായിരം രൂപ മാത്രം) എന്നിവയും കൈവശമുണ്ടായിരിക്കേണ്ടതാണ്. പരിശീലനകാലത്ത് ഭക്ഷണം മെസിൽ നിന്നും നൽകുന്നതാണ്. ആയതിനു മെസ്സ് അഡ്വാൻസ് ആയി 6,000/- (ആറായിരം രൂപ മാത്രം) രൂപ കൊണ്ടു വരേണ്ടതാണ്. പരിശീലനത്തിന് ഹാജരാകുന്നതിന് മുൻപായി സർക്കാർ ആശുപത്രിയിൽ നിന്നും ഹെൽപ്പറ്റിസ് ബീ , ചിക്കൻ പോക്സ് , ടി ടി എന്നിവയുടെ ആദ്യ ഡോസ് കുത്തിവയ്പ്പ് എടുക്കേണ്ടതാണ്.

പരിശീലന കാലയളവിൽ 22,200/- രൂപ നിരക്കിൽ പ്രതിമാസ സ്റ്റൈപ്പൻഡ് മാത്രമേ അർഹതയുണ്ടായിരിക്കുകയുള്ളൂ. പരിശീലനം വിജയകരമായി പൂർത്തിയാക്കിയവരെ നിലവിലുള്ള നിയമ പ്രകാരം ഈ ബറ്റാലിയനിൽ 22,200-48,000 എന്ന ശമ്പള സ്കെയിലിൽ താത്കാലികമായി "പോലീസ് കോൺസ്റ്റബിൾ" തസ്തികയിൽ നിയമിക്കുന്നതും, തുടർന്ന് ഒഴിവുകൾ വരുന്ന മുറയ്ക്ക് സീനിയോറിറ്റിക്ക് അനുസൃതമായി മലപ്പുറം/ കോഴിക്കോട് ജില്ലാ സിവിൽ പോലീസിലേയ്ക്ക് സ്ഥലംമാറ്റം അനുവദിക്കുന്നതുമായിരിക്കും. പരിശീലനം വിജയകരമായി പൂർത്തിയാക്കുന്ന തീയതിയുടെ അടുത്ത ദിവസം മുതൽ 3 വർഷ കാലയളവിനുള്ളിൽ രണ്ടു വർഷത്തെ പ്രോബേഷൻ കാലാവധി വിജയകരമായി പൂർത്തീകരിക്കേണ്ടതാണ്.

1958 ലെ കെഎസ് & എസ്എസ്ആറിലെ ജനറൽ റൂൾ 3(സി) യിലെ വ്യവസ്ഥകൾക്കനുസരിച്ചു നിയമനം തികച്ചും താത്കാലികവും, പിഎസ്സിയുടെ വെരിഫിക്കേഷന് വിധേയവുമായിരിക്കും. 14.12.2010 ലെ ഉദ്യോഗസ്ഥ ഭരണ പരിഷ്കാര വകുപ്പിൽ നിന്നുള്ള ജി.ഓ(പി) നം. 41(1)/2010 പി& എ ആർ ഡി എന്ന നമ്പരിലുള്ള സർക്കാർ ഉത്തരവിലെ വ്യവസ്ഥകൾ പ്രകാരം പിഎസ്സി വെരിഫിക്കേഷന് ശേഷം മാത്രമേ നിയമനം റദ്ദാക്കപ്പെടുകയുള്ളൂ.

ഏതെങ്കിലും സർക്കാർ വകുപ്പിൽ നിന്നോ, സർക്കാർ അർദ്ധ സർക്കാർ വകുപ്പിൽ നിന്നോ വിടുതൽ വാങ്ങി വരുന്നവർ "വിടുതൽ ഉത്തരവ്" (റിലീഫിംഗ് ഓർഡർ) നിർബന്ധമായും ഹാജരാക്കേണ്ടതാണ്. 01.04.2013 നു ശേഷം സർവീസിൽ പ്രവേശിക്കുന്ന കേരള സംസ്ഥാന ജീവനക്കാർക്ക്, 07.01.2013 ലെ ജി.ഓ(പി) നം.20/2013/ഫിൻ എന്ന നമ്പരിലുള്ള സർക്കാർ ഉത്തരവ് പ്രകാരമുള്ള ദേശീയ പെൻഷൻ പദ്ധതിയായിരിക്കും ബാധകമായിരിക്കുക

01.04.2013 നു മുൻപ് കേരള സർക്കാർ വകുപ്പുകളിലോ, സർക്കാർ ഉടമസ്ഥതയിലുള്ള ബോർഡുകളിലോ, കോർപ്പറേഷനുകളിലോ, സ്വയം ഭരണ സ്ഥാപനങ്ങളിലോ, എയ്ഡഡ് സ്ഥാപനങ്ങളിലോ ജോലിയിൽ പ്രവേശിച്ച, കേരളസർവീസ് റൂൾ ഭാഗം III പ്രകാരമുള്ള പെൻഷൻ പദ്ധതി ബാധകമായിട്ടുള്ളവരും പ്രസ്തുത ജോലിയിൽ നിന്നും വിടുതൽ നേടി ഈ നിയമന ഉത്തരവ് പ്രകാരം ജോലിയിൽ പ്രവേശിക്കുന്നതുമായ ഉദ്യോഗാർത്ഥികൾ ധനവകുപ്പിന്റെ 14.07.2014



A2-14978/2019/M

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തിയതിയിലെ സ.ഉ(പി) നം.279/2014 പ്രകാരം നിലവിലുള്ള പെൻഷൻ പദ്ധതിയിൽ തുടരുന്നോ അഥവാ ദേശീയ പെൻഷൻ പദ്ധതിയാണോ സ്വീകരിക്കുന്നത് എന്നത് സംബന്ധിച്ച് ജോലിയിൽ പ്രവേശിച്ച് മൂന്ന് മാസത്തിനുള്ളിൽ ഒരു ഓഫ്ഷൻ സമർപ്പിക്കേണ്ടതുമാണ്.



12-02-2020

അബ്ദുൾ കരീം യു ഐ പി എസ്,
കമാണ്ടൻ്റ് (ic)

സ്വീകർത്താവ് : ഉദ്യോഗാർത്ഥികൾക്ക്



A2-14978/2019/M



5599b4



KERALA PUBLIC SERVICE COMMISSION

No. RIC(1)2380/2021/GW

Thiruvananthapuram
Date: 07.04.2021

From

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

To

168.ATHIRA NARAYANAN

Sir/Madam,

Sub: - Advice for appointment as ICDS Supervisor (General category) on Rs.25,600 - 56,700/- in Woman and Child Development Department.

You are informed that you have been advised for recruitment as ICDS Supervisor (from General category) on Rs.25,600 - 56,700/- in the above Department against BC Turn. The selection is subject to Rule 3(c) and 10 (b) of the Kerala State and Subordinate Service Rules, 1958.

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

Yours faithfully,

For Secretary,
Kerala Public Service Commission.

- N.B. :- 1. If posting orders are not received from the above department within a period of 3 months from the date of this letter, the fact may be intimated to this office.
- 2 " You are directed to produce original advice memo before the appointing authority at the time of Joining Duty "



കേരള സംസ്ഥാന ശിശുക്ഷേമ സമിതി

തെയ്ക്കാട്, തിരുവനന്തപുരം-695 014, കേരളം, ഇന്ത്യ.

ഫോൺ : +91-471-2324932, 2324939, 2329932, ഫാക്സ് : +91-471-2321963,

ഇമെയിൽ : childwelfarekerala@gmail.com

വെബ്സൈറ്റ് : www.childwelfare.kerala.gov.in

നടപടിക്രമം

കേരള സംസ്ഥാന ശിശുക്ഷേമ സമിതി - ജനറൽ സെക്രട്ടറിയുടെ നടപടിക്രമം
സാന്നിദ്ധ്യം : അഡ്വ.ദീപക് എസ്.പി.

തിരുവനന്തപുരം - ദത്തെടുക്കൽ കേന്ദ്രം - ശ്രീ.ഹരി പ്രസാദ്.എച്ച്- യെ കരാർ അടിസ്ഥാനത്തിൽ സോഷ്യൽ വർക്കർ തസ്തികയിൽ നിയമിച്ചു കൊണ്ട് ഉത്തരവാകുന്നു.

നം:3129/അഡോപ്/2019/കേ.സം.ശി.ക്ഷേ.സ.

തീയതി: 04.01.2019

പരാമർശം: 17.12.2018-ൽ ഉദ്യോഗാർത്ഥിയുമായി നടന്ന കൂടിക്കാഴ്ച

ഉത്തരവ്

കേരള സംസ്ഥാന ശിശുക്ഷേമ സമിതിയുടെ ദത്തെടുക്കൽ കേന്ദ്രങ്ങളിലേക്ക് സോഷ്യൽ വർക്കറെ നിയമിക്കുന്നതിന് പരാമർശ പ്രകാരം 17.12.2018-ൽ കൂടിക്കാഴ്ച നടത്തുകയുണ്ടായി. അതിൽ രണ്ടാം റാങ്കുകാരനായ ശ്രീ.ഹരി പ്രസാദ്.എച്ച്, ടി.സി.48/663(2), AEWRA-28, Purakkamom, അമ്പലത്തറ, പുത്തൂർ പി.ഒ, തിരുവനന്തപുരം-695026-യെ സോഷ്യൽ വർക്കർ തസ്തികയിലേക്ക് കരാർ അടിസ്ഥാനത്തിൽ നിയമിച്ച് കൊണ്ട് ഉത്തരവാകുന്നു. സംസ്ഥാന ശിശുക്ഷേമ സമിതിയുടെ കീഴിൽ പ്രവർത്തിക്കുന്ന എല്ലാ ശിശുപരിപാലന കേന്ദ്രങ്ങളിലും ജോലി ചെയ്യുന്നതിനാണ് ഈ നിയമനം.

ആയതിനാൽ ശ്രീ.ഹരി പ്രസാദ്.എച്ച് ടി ഉത്തരവ് ലഭിച്ചയുടൻ തിരുവനന്തപുരം ശിശുക്ഷേമ സമിതി ജനറൽ സെക്രട്ടറി മുമ്പാകെ ജോലിക്കായി ഹാജരാകേണ്ടതാണ്.


അഡ്വ.ദീപക് എസ്.പി.
ജനറൽ സെക്രട്ടറി

ശ്രീ.ഹരി പ്രസാദ്.എച്ച്,
ടി.സി.48/663(2), AEWRA-28,
അമ്പലത്തറ,
പുത്തൂർ പി.ഒ,
തിരുവനന്തപുരം-695026

പകർപ്പ്: പ്രചാര/സൂപ്രണ്ട്/ എ1/എ2/അഡോപ്ഷൻ ഓഫീസ് /ഫയൽ



Loyola College of Social Sciences

(Affiliated to University of Kerala)

Sreekariyam, Thiruvananthapuram-695 017, Kerala, India

Telephones: +91-471-2591018, 2592059, Telefax: 91-471-2591760

Email: lcsstvm@asianetindia.com Web: www.loyolacollegekerala.edu.in

Accredited (Third Cycle) with a CGPA of 3.72 on Four Point Scale at A Grade in 2014 by NAAC

G1/Soc./4/18

Station: Thiruvananthapuram

Date : 19th September, 2018.

APPOINTMENT ORDER

Sub: Appointment of Guest Lecturer – reg.

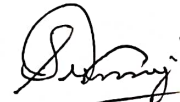
- Ref: 1. G.O. (Ms) No. 615/13/H.Edn. dated 12.09.2013
2. G.O (P) No. 602/2012/H.Edn. dated 28.11.2012
3. G.O. (Ms) No. 93/2018/H.Edn. dt. 09.05.2018
4. G.O. (Rt) No. 1293/2018/H.Edn. dated 04.07.2018

Ms. Reshma Antony R, TC 42/42-9, Kovilmaavani Veedu, SPTRA-74/1, Sreevaraham, Thiruvananthapuram-695009 is appointed as Guest Lecturer in the Dept. of Sociology on remuneration at the rate of Rs. 1,750/- per day subject to a maximum of Rs. 43,750/- per month and posted at Loyola College of Social Sciences, Thiruvananthapuram.

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

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

Ms. Reshma Antony R is requested to report for duty before the Principal, Loyola College of Social Sciences, Thiruvananthapuram.


Manager

Loyola College of Social Sciences
Trivandrum- 695 017

To

Ms. Reshma Antony R
TC 42/42-9, Kovilmaavani Veedu,
SPTRA-74/1, Sreevaraham,
Thiruvananthapuram-695009

Copy to:-

1. The Principal, Loyola College of Social Sciences
2. The Director of Collegiate Education, Thiruvananthapuram
3. The Dy. Director of Collegiate Education, Kollam



Loyola College

LOYOLA COLLEGE OF SOCIAL SCIENCES THIRUVANANTHAPURAM



CRITERION 5- STUDENT SUPPORT AND PROGRESSION

5.2 STUDENT PROGRESSION

5.2.1 Average percentage of placement of outgoing students during the last five years

Complied offer Letters/Experience Certificates of the Selected Placed Students

Department of Social Work



T S S S GOLDEN JUBILEE BUILDING
ARCHBISHOP'S HOUSE COMPOUND
P.B.No. 805, VELLAYAMBALAM,
THIRUVANANTHAPURAM - 695003
KERALA, INDIA.

TRIVANDRUM SOCIAL SERVICE SOCIETY

A Voluntary Agency for Participatory Development and Social Action

TRUSTEE

MOST REV. DR. SOOSA PAKIAM M.
ARCHBISHOP OF TRIVANDRUM

TSSS/30/VIII/1/26/Admin/ 2022

13/01/2022

ORDER

Ms. Anna George K., Kurisinkal (H), Thycal P.O, Ottamasserry, Cherthala, Alappuzha - 688530 is appointed as General project Co-ordinator w.e.f. 10/01/2022 subject to the following terms and conditions.

1. The appointment of Ms. Anna George K. Kurisinkal is purely on temporary basis for a period one year from the date mentioned above, which is liable to be extended further subject to the appraisal of her performance.
2. She will be paid a consolidated salary of Rs. 25,000/- p.m. + eligible T.A.
3. She will adhere to the rules and regulations laid down in the MOP of TSSS and will discharge all the duties and responsibilities entrusted to her scrupulously.

Fr. Sabbas Ignatius G.N.
Secretary, TSSS.

To

**Ms. Anna George K.,
Kurisinkal (H),
Thycal P.O,
Ottamasserry,
Cherthala,
Alappuzha – 688530**

Copy to :-

1. The Finance Officer, Archbishop's house, Vellayambalam
2. Rev. Sr. Justina, Accountant.
3. Mrs. Suja L.Das, Asst. Accountant
4. Administrative Officer
5. Personal file, Office copy



QUILON SOCIAL SERVICE SOCIETY



Estd : 1960

Reg. No. Q. 137/60

80G Registration

Fatima Road, Kollam - 691 013, Kerala, India.

Tel. No. 91-0474-2797438, 2797428

Mob. : +91 9895556035 Fax 0474-2790471

Email : info@qsss.org

qsss@rediffmail.com,

directorqsss@gmail.com

web: www.info@qsss.org

Please address all correspondence to the Secretary

President Most Rev. Dr. Paul Antony Mullassery
Bishop of Quilon
Secretary Fr. Alphonse S.
Executive Director

28-09-2021

Ms. Anna George K.
Kurisinkal House
Thycal P.O., Ottamassery
Cherthala, Alapuzha - 688 530

Dear Anna George,

In response to your application and subsequent interview at Q.S.S.S. on 22/09/2021 for the post of OFFICER - IN - CHARGE at QSSS - ANJANAM CHILDRE'S HOME for girls, we are pleased to inform you that you are selected and the post is offered to you on terms and conditions enclosed along with this letter of offer. You are instructed to go through the same and if acceptable to you, return a copy of this letter as having accepted the terms and conditions of employment.

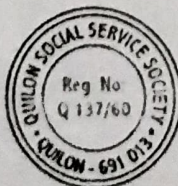
You will be provided an amount of Rs.25000/- (Rupees Twenty five thousand only) per mensem all inclusive and the employment will be on contract basis for a period of 12 months. Your contract will be further renewed based on your performance of the 12 months at the discretion of the Governing body of QSSS.

This offer letter and your acceptance will be subject to confirmation by Quilon Social Service Society. You will also be bound by the rules and regulations of Quilon Social Service Society.

We look forward for your early acceptance and cooperation,

Accepted

Anna George K.



yours faithfully

Fr. Alphonse. S
Director



THIRUVANANTHAPURAM BRANCH

INDIAN MEDICAL ASSOCIATION

President

Dr. Prasanth C V

Chandravasam, TC 7/1181-1
Chittattinkara, Vattiyoorkavu, TVM
Tel: 0471 2361581
Mob: 9447741581

pcv.care@gmail.com

Hon.Secretary

Dr SibyKurian Philip

Tc 13/1948, Kannamoola
Medical College Post
Trivandrum 695011
Mob: 9995551935

sibysworld@yahoo.com

Treasurer

Dr Sivaprasanth P

Gautham Villa,
Kanjirampara P.O,
Trivandrum 695030
Mob: 9387262648

drsivaprasanth308@gmail.com

08.01.2021

To

Anna George K

Kurisinkal (H) Thycal P.O. Ottamasserry
Cherthala, Alappuzha

Sub: Job Offer for the Post of Project Manager, M-Power

Dear Ms. Anna George K

With reference to your interview and discussion with Indian Medical Association Thiruvananthapuram, we have pleasure to inform you that your credentials are matching our requirements. Hence, we would like to offer the post of **Project Manager, M Power**. We expect you to join our organization from 11th January 2021. In case you have any difficulties, kindly let us know in advance. You are offered a consolidated pay of Rs.15000 per month.

The job reviews are generally done after 6 months and after a year before renewal of the contract for next year. In case there is a requirement to discontinue your role at IMA Thiruvananthapuram, either as a decision from your end or from our end, the expected notice period would be 1 month.

If you choose to accept this offer, kindly send an acceptance letter on or before 11th of January 2021. We look forward to working with you.

Please feel free to contact us if you need any further clarification.

Thanking you,

Dr Prasanth CV
President
IMAThruvananthapuram



IMA Building, Red cross Road, Thiruvananthapuram 695 035, Phone: 0471 2463514, 2575630,

Helpline No: 9495942200, (10 am to 8 pm)

For Ambulance: 9188100100

www.imatrivandrum.com

imatrivandrum@gmail.com

facebook.com/imatrivandrum

M Power Everyone Everywhere



CULTURAL ACADEMY FOR PEACE

Door No. 41/1964, First Floor, Piyolli Road, Ernakulam North, Cochin- 682018.

Tel: 0484 2369433, 0484 2385188; Email: culturalacademy@gmail.com,

Website: www.culturalacademy.org

Chairperson: Ms. Beena Sebastian

11-02-2021

APPOINTMENT ORDER

To,
Anju Cerin Mathew
Puthiottu House
Venkurinji PO
Manipuzha, Erumely
Kottayam, Kerala- 686510

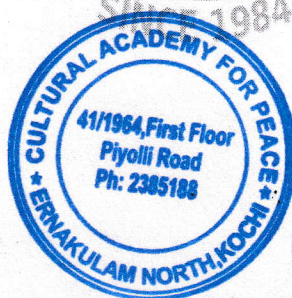
Dear Ms. Anju,

You are here by appointed as Communication Officer cum Social Worker at Cultural Academy for Peace.

Your appointment is from 25th January 2021, Wednesday. You are expected to adhere to the norms of the organization. And we wish you all the very best.

Regards,

Riya Disney
Administrative Officer
Cultural Academy for Peace



To

Ashwini Prasad
"Hareendram"
Kalatha-Alappuzha
688006

Dear Ashwini Prasad,

BREADS/Don Bosco Alapuzha is pleased to offer you a contract consultant in the position of **Facilitator cum Marketing Executive** of the project "Women Empowerment through Livelihood and Entrepreneurship (WELiVE)" at Don Bosco Alapuzha, with effect from *1st August 2020*. Your date of joining is *1st August 2020* and your place of posting is at Don Bosco Alappuzha, Kerala and you will be reporting to the Project Director.

Congratulations and welcome to Don Bosco Family!

The terms and conditions of your services as consultant with Don Bosco Alappuzha, Kerala are as follows.

1. **Period of Contract-** You are appointed as a consultant and will provide a consolidated remuneration. Your contract work is not eligible for any PF, ESI or any other statutory emoluments as it is considered only as a consultant work. You would be associated with our institution on a contract for period of one year with effect from your date of joining the organization. The contract may be renewed every year, if necessitated, by mutual consent, at the expiry of this period. You would be required to travel anywhere in the project area and outside depending up on the needs of the project.
2. **Remuneration/Incentives** – You would be paid an all-inclusive remuneration of *INR 15000* per month which includes the project specified travel expenses.
3. **Statutory Deductions** All payments to you under the terms of contract or subject to deductions at source under income tax act and any other enactments that may be in force from time to time. The organization will also be entitled to deduct from payment due to you, any dues payable by you to the organization.
4. **Probation-** you will be on probation for a period of three months from the date of you joining services. On completion of this period your performance will be reviewed and a confirmation letter will be issued. In case the performance is not satisfactory then either the probation period could be extended to another two months at the discretion of the project director.
5. **Notice Period-** In the event of resignation during the probation period you are required to give a day's notice. In the case of termination during probation period the organization will only give a day's notice. BREADS can terminate your consultant services, without assigning any reason whatsoever, by giving one month's notice. In the event the consultant desires to leave the services of the organization, you will be required to give the organization one-month notice in writing.

6. **Conflict of Interest-** during the tenure of this contract, you will not engage, either directly or indirectly, in any other business or professional activities, whether or not they may conflict with the activities, assigned to you under this appointment without the prior written consent of the competent authority in Don Bosco Alappuzha /BREADS Bangalore

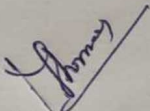
7. **Roles and responsibilities-** The roles and responsibility of your position is attached. You should study this document thoroughly and sign on it to endorse your agreement with the specified roles and responsibility. This document will be an inseparable part of the appointment letter.

8. **Child policy and child protection policy-** You should strictly follow the child policy and child protection policy of Don Bosco. You should sign one copy of the policy documents to endorse your agreement that you will follow the policy guide lines and procedures. The signed policy is also part of the appointment letter.

The terms and conditions of your appointment as a consultant are strictly confidential between you and Don Bosco Alappuzha/BREADS and may not be disclosed to or discussed with anyone. During the course of your contract with Don Bosco Alappuzha/BREADS, you will be bound by Don Bosco Alappuzha, Kerala/BREADS Employment Terms and Conditions and it is mandatory on your part to sign the terms conditions and accepting the same.

Please confirm that the above terms and conditions are acceptable to you and that you accept the appointment by signing a copy of this appointment letter. We welcome you to Don Bosco Alappuzha, Kerala and wish you a long rewarding career.

Fr. Joy Nedumparambil SDB
Executive Director, BREADS


Fr. Thomas Meckattuparambil SDB
Project Director, Don Bosco Alappuzha

I ASHWINI PRASAD.....hereby accept your offer as a consultant for the "Women Empowerment through Livelihood and Entrepreneurship (WELive) " project on The terms and conditions mentioned in the above letter of appointment.

Name: Ashwini Prasad

Signature: Ashwini

Date: 01/08/2020

Place: Alappuzha

CHILDLINE KOLLAM

(A Project of the Ministry of Women and Child Development, Government of India)



To,
Athira Wilson
Wilson Dale
Thundazhikom
Eravipuram PO
Kollam- 691011

Date: 28/8/2020

Subject: Appointment for the post of CHILDLINE Counselor

Dear Athira Wilson

We are pleased to offer you, the position of CHILDLINE Counselor with The Quilon Don Bosco Society on the following terms and conditions.

Date of Joining: 1/9/2020

Job Title: Counselor

Job Location: Childline Kollam, SN College Junction, Kollam 691001

Terms and Conditions

- Please sign the duly copy of the appointment letter signifying your acceptance.
- We welcome you to our organization and look forward to a fruitful collaboration.

With Best Wishes,

The Quilon Don Bosco Society Kollam



Fr. Sunny Uppan SDB

Director, CHILDLINE

- Occupational Therapy
- Speech Therapy
- Sensory Integration Therapy
- Behavioural Therapy
- Remedial Education Programme
- Play Therapy
- Social skills Training Programme

DATE: 30/10/2020

To

Dona Maria Kuriakose

Kakkanattukalayil H

Thellakom P.O

Kottayam

686630

Sub: Offer Letter

Dear Ms. Dona Maria Kuriakose

We have pleasure in appointing you as Social Worker in our centre from 02/11/2020. This appointment will be based on the following terms and conditions.

- You will be entitled to a consolidated salary of Rs.15, 000
- Your working hours will be 8.15 am to 5.15 pm from Monday to Saturday .

For Jewel Autism Centre



Ms. Blessen Elsa Mathew

Admin Executive



www.jewelautismcentre.com

Cheriyapally Hospital Buildings, Oppoottil Kavala
Kottayam - 686 001, Kerala, India. Tel : +91 9745451747, +91 9846565524
Email: jewelcentreforautism@gmail.com

To
Ms. Gayathri P Nair
Gangothri, Punchakkari,
Thiruvallom,
Thiruvananthapuram

Date: 08-08-2020

Sub: Job Offer for the Post of Medical Social Worker - Trainee

Dear Ms. Gayathri P Nair

With reference to your Interview and discussion with Pallium India, we have pleasure to inform you that your credentials are matching our requirements.

Hence we would like to offer a post of **Medical Social Worker-Trainee**. We expect you join our organization from **10th August 2020**. In case you have any difficulties kindly let us know in advance.

You are offered a consolidated pay of **Rs. 15,500** per month.

Please find below the job description for the above said post

Job Description

- Evaluate and devise plans of care for patients and families requiring palliative care, with particular attention to psycho-social and socio-economic issues.
- Be part of the inter-disciplinary palliative care team and contribute to the plan of care for patients and their families vis-à-vis:
 - Thorough and competent assessment of patient + family history
 - Current status, needs and concern
 - Follow-ups
 - Formulating plan of care in conjunction with the rest of the interdisciplinary team
 - Coordination with relevant government/ non-government social support agencies and facilitating access to their services
 - Providing bereavement support to families.
- Audit palliative patient care with the intent to identify problems, formulate possible solutions and bring these to the attention of the administration.
- Take part in on-going research activities or initiate needs-based research programs with the approval of scientific committee.
- Liaison with the appropriate government departments to access government pensions, subsidies and various schemes of assistance.

- Publish reports/data from audits or research programs with the objective of improved patient care
- Send regular updates to the reporting authority and other superior officials.
- Attend (first) and organize (later) educational programs on behalf of Pallium India.
- Maintain good relations with clients, donors, well-wishers and staff during telephone conversations, email contacts, personal contacts or any other.
- Any other roles and responsibilities assigned by the reporting authority.

You would be reporting to the Additional Director-TIPS. The reporting structure may be modified as per review, during later stages of the employment.

The job reviews are generally done after 6 months and after a year before renewal of the contract for next year. In case there is a requirement to discontinue your role at Pallium India, either as a decision from your end or from our end, the expected notice period would be 1 month.

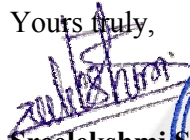
If you choose to accept this offer, kindly send an acceptance letter on or before **10th of August 2020**.

We look forward to working with you.

Please feel free to contact us, if you need any further clarifications.

Thanking you,

Yours truly,


Sreelekshmi S
HR-In charge,
Pallium India Trust



Project Offer Letter

Date : 16.06.2021
Ref No: Project/Trust/Delhi/002

Ms. Maria Teres Sebastian

You are hereby offered a post as **Project Coordinator** with CFI Charitable Trust based in Delhi w.e.f **20th July 2021** as per the below terms and conditions:-

1. Your project tenure will be for a period of 1-year training w.e.f 20th July 2021 till 19th July 2022 and the tenure may further renew/extend on mutually acceptable terms and appropriate assessment of performance thereafter.
2. You will be functionally reporting to **Ms. Belu George**, Head-Social Development.
3. During this period, you will draw a consolidated monthly sum of **Rs. 25,000/-** (Rupees Twenty Five Thousand only) for your services rendered to us. Salary breakup will be :
Basic: ₹. 12,500/-
Other allowances: ₹. 12,500/-
4. During this period you will be entitled for casual and sick leave on pro-rata basis.
5. You will be governed by the code of conduct presently in vogue which includes confidentiality of information and documents handled by you in the course of official work.
6. Your place of posting will be at **Delhi**. You could be transferred to any place in India where the Organization has similar openings.
7. You are expected to maintain high level of confidentiality of information & documents working at Delhi office as you may come across all sorts of information including personal & general and to restrain fully sharing the same without approval & authorization by the competent authority.
8. Your assignments may involve travelling to various locations within India and would be expected to abide by the travel instruction as per the Organization's Policy.
9. You are required to comply with all such rules and regulations as the Management may frame from time to time.
10. The tenure can be curtailed by either side with one-month notice or one month's salary in lieu of the notice period.
11. Your specific roles and responsibilities will be as per the Job Description attached herewith.

Ms Maria Teres Sebastian may please confirm acceptance of the terms and conditions by signing the print of this contract service and submit it to the below mentioned address or email on hr@caremail.in

HR Department
House No. 149 - Shankar Garden,
Ayodhya Extension, Ayodhya Bypass Road,
Piplani P.O. PIN – 462022, Bhopal. M.P

Declaration:

I have read and understood the above project offer and agree to undertake the duties and responsibilities assigned to me. I commit to abide by all the guidelines and directions of the Organization and the leadership at all times. I accept to be accountable for the results of my actions and be open to the reviews and feed-back by the leadership. I hereby accept to serve and do all that is required to see this role a success. I accept that any violation of CFI policies and activities that may cause harm to the organization will result in will result in disciplinary action including termination.

Name: _____

Signature: _____

Date: _____

Note: Please fill the prescribed forms (Conflict of Interest Policy, Confidentiality Agreement, Code of Conduct-Declaration Form, Child Protection Declaration Form and others) available in CFI soon after the joining. Self-attested copies of certificates, ID Proof and a recent passport size photograph may please be attached with the Employee Information Form and submit. All correspondences regarding your joining should be done through the HR Department of CFI

Date: 26 February 2021

To

Meera John
Gloria
Palathingal House
Velliparamba PO
Kozhikode 673008

Dear Meera,

This is to inform you that you are selected as **Case Worker (Social Worker)** in '**KAVAL**' Project (Psychosocial Care for Children in Conflict with Law) of **MANUSHA School of Social Research and HRD**. Your starting date at Manusha will be on **01 March 2021**. Your salary will be Rs.17,500/- per month. You will be provided with actual TA for field visits.

As a **Case Worker**, your job responsibilities will be executing the programmes of Kaval Project, supporting and conducting programmes along with the Co-ordinator such as individual counseling, home visits, Life Skill Education for the children, Parent Orientation programmes, group work, case work and documentation.

We look forward to welcoming you to our team.

Yours sincerely,

Dr. P.M. Mathew
Director
Manusha
+91-9447746972



T S S S GOLDEN JUBILEE BUILDING
ARCHBISHOP'S HOUSE COMPOUND
P.B.No. 805, VELLAYAMBALAM,
THIRUVANANTHAPURAM - 695003
KERALA, INDIA.

TRIVANDRUM SOCIAL SERVICE SOCIETY

A Voluntary Agency for Participatory Development and Social Action

TRUSTEE

MOST REV. DR. SOOSA PAKIAM M.
ARCHBISHOP OF TRIVANDRUM

TSSS/445/VIII/1/8/Admin/ 2021

03/11/2021

ORDER

Ms. Anju Cerin Mathew, Puthiottu House, Manipuzha, Venkuringi P.O., Erumaly, Kottayam, Kerala - 686510 is appointed as Project Co-ordinator w.e.f. 03/11/2021 subject to the following terms and conditions.

1. The appointment of Ms. Anju Cerin Mathew is purely on temporary basis for a period one year from the date mentioned above, which is liable to be extended further subject to the appraisal of her performance.
2. She will be paid a consolidated salary of Rs. 18,000/- p.m. + eligible T.A.
3. An amount equal to one month's salary will be deducted from her salary in 5 equal monthly installments as caution security which will be refunded to her on termination of her service from this organization.
4. She will adhere to all the rules and regulations laid down in the MOP of TSSS and will discharge all the duties and responsibilities entrusted to her scrupulously.

Fr. Sabbas Ignatius G.N.
Secretary, TSSS.

To

**Ms. Anju Cerin Mathew,
Puthiottu House,
Manipuzha, Venkuringi P.O.,
Erumaly, Kottayam,
Kerala - 686510**

Copy to : -

1. The Finance Officer, Archbishop's house, Vellayambalam
2. Rev. Sr. Justina, Accountant.
3. Mrs. Suja L.Das, Asst. Accountant
4. Administrative Officer
5. Personal file, Office copy

Teach For India 2021 Fellowship Commitment Form

1. Commitment to Educational Equity and Teach For India

a. I understand that as a Teach For India Fellow I **have made a commitment to ensure my students receive an excellent education**. I understand that to achieve this I must **fully engage in the training and development program** offered by Teach For India for the entire duration of the Fellowship – from May/June 2021 to June 2023. I understand that this commitment includes but is not limited to:

- Attending the mandatory summer training called Institute prior to teaching in my classroom.
- Attending all scheduled training and development sessions run by my manager and city team.
- Attending the mid-year retreat run by my city.
- Attending City Conferences and End of Year Retreat.
- Teaching the children towards our organisation goals to ensure access, attendance, well being, engagement, and learning towards academic goals.

b. I understand that by signing this form I am making a commitment to **a school and class of students in my placement city, to teach full-time for two years** from May/June 2021 to June 2023. I understand that this commitment includes but is not limited to:

1. Committing to the safety of children: Teaching and behaving in accordance with Teach For India's Child Protection Policy, Fellow Code of Conduct, Communication policy, Field Trip Policy at all times; inside and outside the classroom
2. Committing to ensuring the required instructional hours (minimum 6 hours): Teaching in the area, school, grade, and subject as allocated by Teach For India and maintaining expected instructional hours
3. Committing to ensuring access to technology and ability to drive learning in virtual settings through the blended learning format, which would include synchronous and asynchronous instruction
4. Committing to showing up prepared: Having a written plan for each lesson I am scheduled to teach, based on the curriculum used and preparing for all other required activities
5. Committing to attend all essential development opportunities: Attending, on time, all scheduled school days and other essential development opportunities
6. Committing to abide by the expectations of the placement school: Following all other expectations and procedures including administrative work and dress code, set by my school
7. Committing to ensuring integrity and accuracy of student data: Marking students' work on regular basis; ensuring integrity and accuracy of all data submitted
8. Committing to respectful and responsive interaction with all stakeholders: Treating all stakeholders with respect and responding in a timely manner
9. Teaching in the English language

2. Monthly Compensation

I understand that my monthly compensation will be INR 20,412 (CTC) for the duration of the Fellowship.

(This may vary depending on the sabbatical/corporate sponsorship offer of your company. In case you are eligible and are applying for the sabbatical partnership from your organisation, this monthly compensation of INR 20,412 from Teach For India will be null and void. You will then be entitled to compensation based on your agreement with your parent organisation).

3. Conditions of Offer

a. I understand that if I do not meet the commitments outlined in point 1 parts a and b at any point of the two-year Fellowship, the **offered place on the 2021 Fellowship may be withdrawn**.

b. I understand that Teach For India will be contacting the referees I provide as well as confirming my educational qualifications and/or employment history, and **that the offer of a place on the 2021 Fellowship and payment of compensation is conditional upon satisfactory completion of these checks**.

c. I confirm that I have **no undisclosed criminal record or knowledge of any undisclosed health concerns** (including physical and diagnosed mental health issues such as clinical depression, acute backache, etc.) which

TEACHFORINDIA

would impact my ability or suitability to work with children and which I have not previously mentioned. I **understand that failure to disclose such information could result in my place on the Fellowship being withdrawn, and no special consideration will be given at placement level with regard to the requests for change of area, school, grade or subject.**

d. I understand that to ensure successful induction into the Fellowship my **full attendance at campus is required at the mandatory Summer Institute Residential Training Program held in May/June 2021** (details regarding exact dates and logistics will be communicated after acceptance of our offer, by the end of February to be specific.)

e. I confirm that to the best of my current knowledge **I will have fully graduated college by May/June 2021 with no backlogs in any exams.** I understand that my place on the Fellowship is conditional upon my graduating college, and that if my situation changes and I will not have graduated by May/June 2021 I will inform Teach For India immediately. I will then accept Teach For India's decision based on the organisation's policy regarding this. Given the Fellowship is a full-time commitment, I will not take on any other job or certified study programs during the period of my Fellowship that might impact my performance and outcomes for students.

F. If eligible for a sabbatical with my current employer, **I will complete all the necessary formalities required to secure corporate sponsorship/a sabbatical before accepting this offer**, and if there are any concerns relating to this, I will inform Teach For India immediately.

g. I confirm that I will inform at the outset if I am pursuing a course or preparing for entrance exams along with the Fellowship and I understand that **I will not be allowed to miss school, essential development opportunities and trainings, compromise on deliverables and quality of lessons** to attend classes, exams, etc.

h. I confirm that if, because of extreme emergencies, I have to discontinue the Fellowship within the first two months after Institute then Teach For India reserves the right to withhold payment of stipend. In all other situations, I commit **to completing my academic year and giving at least 3 months notice if I foresee an unavoidable situation that may mean that I discontinue the Fellowship.**

The present offer letter is subject to the prevailing circumstances and TFI reserves its right to withdraw the same upon the happening of any incident, which would render the performance impossible by either party.

My signing this form is confirmation of my commitment to a school and class of students as well as to Teach For India.

I understand that upon receipt of this signed form Teach For India makes a commitment to a school to place a teacher with a class of students. **I understand that if I decide to withdraw from the Fellowship once I have made this commitment, my withdrawal could leave a class of students without a teacher at all.**

I therefore confirm that if I have concerns regarding my joining the program I will promptly email my assigned point of contact with Teach For India, or the Team directly on fellowship2021@teachforindia.org.

Rameez M Sydeek



To
Ms. Sandra Johnson
Thottathil (H),
Payam.P.O, Edoor,
Kannur -670704

Date: 08-08-2020

Sub: Job Offer for the Post of Medical Social Worker - Trainee

Dear Ms. Sandra Johnson

With reference to your Interview and discussion with Pallium India, we have pleasure to inform you that your credentials are matching our requirements.

Hence we would like to offer a post of **Medical Social Worker-Trainee**. We expect you join our organization from **12th August 2020**. In case you have any difficulties kindly let us know in advance.

You are offered a consolidated pay of **Rs. 15,500** per month.

Please find below the job description for the above said post

Job Description

- Evaluate and devise plans of care for patients and families requiring palliative care, with particular attention to psycho-social and socio-economic issues.
- Be part of the inter-disciplinary palliative care team and contribute to the plan of care for patients and their families vis-à-vis:
 - Thorough and competent assessment of patient + family history
 - Current status, needs and concern
 - Follow-ups
 - Formulating plan of care in conjunction with the rest of the interdisciplinary team
 - Coordination with relevant government/ non-government social support agencies and facilitating access to their services
 - Providing bereavement support to families.
- Audit palliative patient care with the intent to identify problems, formulate possible solutions and bring these to the attention of the administration.
- Take part in on-going research activities or initiate needs-based research programs with the approval of scientific committee.
- Liaison with the appropriate government departments to access government pensions, subsidies and various schemes of assistance.

- Publish reports/data from audits or research programs with the objective of improved patient care
- Send regular updates to the reporting authority and other superior officials.
- Attend (first) and organize (later) educational programs on behalf of Pallium India.
- Maintain good relations with clients, donors, well-wishers and staff during telephone conversations, email contacts, personal contacts or any other.
- Any other roles and responsibilities assigned by the reporting authority.

You would be reporting to the Additional Director-TIPS. The reporting structure may be modified as per review, during later stages of the employment.

The job reviews are generally done after 6 months and after a year before renewal of the contract for next year. In case there is a requirement to discontinue your role at Pallium India, either as a decision from your end or from our end, the expected notice period would be 1 month.

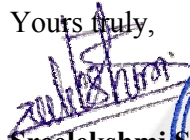
If you choose to accept this offer, kindly send an acceptance letter on or before **10th of August 2020**.

We look forward to working with you.

Please feel free to contact us, if you need any further clarifications.

Thanking you,

Yours truly,


Sreelekshmi S
HR-In charge,
Pallium India Trust





ജീവനും മലയാളം
Lifelihood Inclusion and Financial Empowerment

2nd Floor, PTC Towers, S.S Kovil Road, Thiruvananthapuram – Pin 695 001
Phone :0471-2335524, Website : www.lifemission.kerala.gov.in, E-mail : lifemissionkerala@gmail.com

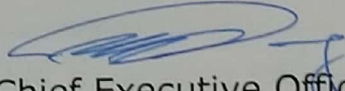
LF 10/2017/LIFE/ADMN

Date. 30.01.2021

CERTIFICATE OF INTERNSHIP

This is to certify that Miss. ANCY LAL, D/o Devalal C, Kareeth, Kavadithalackal, Karakulam P.O, Thiruvananthapuram has successfully completed her paid Internship in LIFE Mission State Office, Thiruvananthapuram from 19.02.2020 to 18.08.2020. During the period of Internship she was sincere and result oriented.




Chief Executive Officer
LIFE Mission

U.V.JOSE IAS
Chief Executive Officer



TRIVANDRUM SOCIAL SERVICE SOCIETY

A Voluntary Agency for Participatory Development and Social Action

T S S S GOLDEN JUBILEE BUILDING
ARCHBISHOP'S HOUSE COMPOUND
P.B.No. 805, VELLAYAMBALAM,
THIRUVANANTHAPURAM - 695003
KERALA, INDIA.

TRUSTEE

MOST REV. DR. SOOSA PAKIAM M.
ARCHBISHOP OF TRIVANDRUM

TSSS/29/VIII/1/25/Admin/ 2022

13/01/2022

ORDER

Ms. Ancy Lal, Kereeth, Kavadithalackal, Karakulam P.O., Thiruvananthapuram - 695564 is appointed as Project Co-ordinator w.e.f. 06/12/2021 subject to the following terms and conditions.

1. The appointment of Ms. Ancy Lal is purely on temporary basis for a period one year from the date mentioned above, which is liable to be extended further subject to the appraisal of her performance.
2. She will be paid a consolidated salary of Rs. 18,000/- p.m. + eligible T.A.
3. An amount equal to one month's salary will be deducted from her salary in 5 equal monthly installments as caution security which will be refunded to her on termination of her service from this organization.
4. She will adhere to all the rules and regulations laid down in the MOP of TSSS and will discharge all the duties and responsibilities entrusted to her scrupulously.

Fr. Sabbas Ignatius G.N.
Secretary, TSSS.

To

**Ms. Ancy Lal,
Kereeth,
Kavadithalackal,
Karakulam P.O.,
Thiruvananthapuram – 695564**

Copy to :-

1. The Finance Officer, Archbishop's house, Vellayambalam
2. Rev. Sr. Justina, Accountant.
3. Mrs. Suja L.Das, Asst. Accountant
4. Administrative Officer
5. Personal file, Office copy



DISTRICT WOMEN'S COUNCIL IDUKKI

Idukki Colony P.O., Pin - 685 602

Reg.No. (I) 26/84, Ph: 04862-236882 / 233094 / 236563

Mob: 9447253787 / 9497240126

Email: idwcidukki@yahoo.com

Website: www.idwc.in

President:

W/o Dist. Collector
Idukki
Painavu P.O.,
Pin - 685 603
Ph: 04862 233001

Vice President :

Adv. Mary Syriac
Perumana House
Kattappana P.O.,
Ph: 04868 272375
274875, 272575
Mob: 9495261378

Secretary :

Dr. Rosakutty Abraham
Chirackal Ajith Bhavan
Idukki Colony P.O.,
Pin: 685 602
Ph: 04862 235455
Mob: 9447253787
9497240126

Joint Secretary :

Mrs. Grace Antony
Maipan (H) Giriprabha
Idukki Colony P.O.,
Pin : 685 602
Ph: 04862 235307
Mob: 9446546577

Treasurer :

Mrs. Kumari Ravindranath
Karthika
Idukki Colony P.O.,
Pin: 685 602
Ph: 04862 235429
Mob: 9495216959

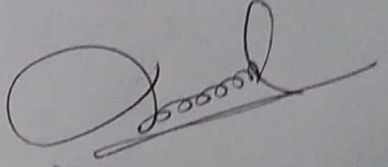
Date: 1.2.2021

CERTIFICATE

Certified that Smt. Annie Bose Edayodiyil House, Ponmudi was working in the Swadhar Greh, Idukki and Asraya Bhavan D V Shelter Home run by the District Women's Council Idukki as Counsellor for the Period from 1.2.2020 to 1.2.2021.

Her Character, conduct and performance were good.




SECRETARY
District Women's Council
Idukki
Idukki Colony P.O. - 685602

To
Archana Louis
Ayyaneth, Mary Sadanam
Agra 28c, Nalanchira
Thiruvananthapuram – 695015

You are appointed to the post of Collab Coordinator from **11 November 2019 to 31st March 2020** in the Kochi Childline Project. Childline is India's first 24-hour, toll free, emergency phone outreach services for children in need of care and protection linking them to long term services for their care and rehabilitation. Any child and concerned adult can call 1098 and access the CHILDLINE service any time of the day or night. The main objective of CHILDLINE 1098 is to reach out to every child in need of care and protection by responding to emergencies on 1098 and by physically reaching out to children.

This appointment is subject to the following terms and conditions:

1. SALARY

Your salary is Rs. 14,000.00

2. PROBATION

The appointment shall be initially on probation for a period of two months or any further periods as may be decided by Executives Director of Childline Collaborative Organisation who may confirm the services of probation on completion of the probation period. The Executive Director may dispense with the services of a probationer at any time during probationary period.

3. RECRUITMENT

This appointment letter is only for one year. Subject to renewal depending on your performance in accordance with the Childline Policies.

4. DUTIES AND RESPONSIBILITIES

Job Description:

- Undertake broad range of administrative process of monitoring and check the accuracy of the documentations (Reports, Weekly Minutes, Call Statistics & Intervention forms, movement register, travel sheet, Message book, Childline activities and attendance register) of the Childline
- To handle/ prepare yearly, monthly, weekly plans of the programs of Childline together with team members and provide details to the Director.
- Provide monthly, quarterly reports to DCPU and CIC
- To carry out any other necessary duties associated with the Don Bosco Sneha Bhavan, Palluruthy
- Ensure that all cases intervened as per legal provision and intervention protocols laid out by CIF
- Networking and advocacy with allied system for rescue and rehabilitation of the children in crisis who are found in district.
- Develop a monthly/quarterly plan and to ensure the implementation of child related activities

PI/HR/765/19

25th October 2019

To
Ms. Bincy Babu
Plavila Puthen Veedu,
Thamarakudy P.O.,
Kottarakkara,
Kollam-691531

EMPLOYMENT CONTRACT

THIS AGREEMENT is made as of the 25th day of October, 2019, between PALLIUM INDIA TRUST (Employer) a nationally registered charitable trust and having its principal place of activity at Trivandrum and Ms. Bincy Babu, Plavila Puthen Veedu, Thamarakudy P.O., Kottarakkara, Kollam-691531 Kerala.

WHEREAS the Employer desires to obtain the benefit of the services of the Employee, and the Employee desires to render such services on the terms and conditions mutually agreed as below w.e.f 30th September 2019.

Terms of Appointment

Title	: Medical Social Worker
Reports to	: Additional Director – TIPS
Type of appointment	: Full Time - Contract
Remuneration	: Rs. 16,000/- per month

Job Profile

1. Evaluate and devise plans of care for patients and families requiring palliative care, with particular attention to psycho-social and socio-economic issues.
2. Be part of the inter-disciplinary palliative care team and contribute to the plan of care for patients and their families vis-à-vis:
 - o Thorough and competent assessment of patient + family history
 - o Current status, needs and concern
 - o Follow-ups
 - o Formulating plan of care in conjunction with the rest of the interdisciplinary team
 - o Coordination with relevant government/ non-government social support agencies and facilitating access to their services
 - o Providing bereavement support to families.
3. Audit palliative patient care with the intent to identify problems, formulate possible solutions and bring these to the attention of the administration.
4. Take part in on-going research activities or initiate needs-based research programs with the approval of scientific committee.

VP XIII/80, Golden Hills, Venkode PO, Thiruvananthapuram - 695028
Tel: 0472-2586497, 2587497, 2587866 | info@palliumindia.org | www.palliumindia.org

5. Liaison with the appropriate government departments to access government pensions, subsidies and various schemes of assistance.
6. Publish reports/data from audits or research programs with the objective of improved patient care
7. Send regular updates to the reporting authority and other superior officials.
8. Attend (first) and organize (later) educational programs on behalf of Pallium India.
9. Maintain good relations with clients, donors, well-wishers and staff during telephone conversations, email contacts, personal contacts or any other.
10. Any other roles and responsibilities assigned by the reporting authority.

During the term of your employment with the organization,

1. Period of this contract is for 11 months and can be extended based on your performance and extension of project assigned.
2. Your place of employment shall be at the Pallium India, Trivandrum and is liable to be transferred to any place within in the Union of India on the discretion of the organization.
3. Your performance shall be evaluated during the first 6 months of your appointment with us and based on that, appropriate action will be taken.
4. TDS and other deductions as applicable shall be made while making payments.
5. You shall not engage in any employment or act in any way, which either conflicts with your duties and obligations to the organization.
6. You shall behave in the most decent manner benefiting the organization.
7. You shall obey the orders of your reporting officer and report any personal or professional concerns to your reporting officer.
8. You shall also perform, with consent from your reporting officer, other duties and responsibilities assigned by other superiors of the organization from time to time.
9. You are eligible for reimbursement of travelling expenses (Domestic) incurred during the course of discharging your duties/ responsibilities on behalf of the organization. Eligibility of travel and reimbursement will be as per the travel plan of the organization or as directed by your reporting authority.

Leave Details:

1. You are entitled to avail one CL per month in accordance with the HR Manual currently in force and as amended from time to time.
2. You shall inform your leave to your reporting officer and HR Manager, prior to availing it.
3. If you are absent from work for 3 consecutive working days, without taking prior approval from your reporting officer and HR manager, the Organization can terminate your employment without providing any notice or incurring any obligation or liability to pay any amount or dues to you.

Resignation/ Termination:

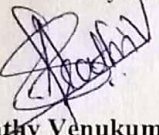
1. During the terms of your employment, in case there is a requirement to discontinue your role at Pallium India, either as a decision from your end or from our end, the expected notice period would be one month.
2. At the time of termination of the employment agreement, if there are any dues from you, the same may be adjusted against any monies due to you on account of salary, bonus or any other payment due to you from the Organization.

Please submit the following documents to the HR Department:

1. Two Recent Colour Passport Size Photographs
2. Copy of Academic Qualifications
3. Copy of an Identity & Address Proof
4. Copy of Experience/Relieving Letter

Please indicate your acceptance of this appointment by returning one set of this letter with your signature affixed in the last page.

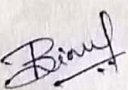
We welcome you to Pallium India.


Arathy Venukumar
Human Resource

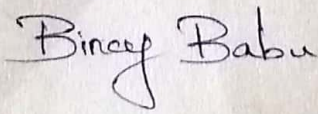

Manoj G S
CEO

Declaration

I accept the above offer of employment with PALLIUM INDIA. I have read and understood the above terms and conditions and I agree to abide by them.

Signature: 

Date: 19/03/2020

Name: 



Letter of Appointment

Date: 1st July 2021

To
Brilliant Maria Anto (Employee No: VLI-1003)
Rapuzha (H.) Karikkattoor Centre,
Kottayam, Kerala

Subject: Joining / transferring letter to India division of VERGE LEARNING

Hi Brilliant,

With reference to our general body meeting dated 25th June 2021, we are pleased to inform that we are offering your reporting station at our Kochi, Kerala Office with immediate effect. You may continue with all the Terms & Conditions of our contract signed on Oct 1st 2020 and in addition, function as Assistant in Administration for the India division in your job description.

We appreciate your contribution in our growth & expecting the same in the years to come.

Salary: Continue on the contract dated 1st Oct 2020; Indian Rupees equivalent to \$500 (USD Five Hundred Only) per month.

Contract period: Minimum of 3 years effective from the 1st of July 2021 of renewable type.

Working Hours: As scheduled at our Indian office. (Minimum of 40 hours in a week)

Leave policy: Please refer the Indian leave policy of our company.

Notice period clause: If the you desire to leave the company, you need to serve the notice period as per the policy & continue till you handover all your activities allocated.

Bonus: Eligible for annual bonus as per the company policy

Accommodation: Bachelor accommodation

Travel allowance: TA & DA on all business trips.

Medical allowance: Eligible for company medical insurance.

Sincerely,

Verge Learning – India

I accept the amendment of the contract dated 1st October 2020 & agree to abide by the company policies of Verge Learning – India.

Brilliant Maria Anto

Verge Learning International Pvt. Ltd.
Arushi Villas, Edappally, Ernakulam, Kerala

hr@learnwithverge.com
+91 89438 13445

PI/HR/766/19

25th October 2019

To
Ms. Elna Joseph
Kollamparambil (H),
Thariode P.O.,
Parathode,
Wayanad - 673575

EMPLOYMENT CONTRACT

THIS AGREEMENT is made as of the 25th day of October, 2019, between PALLIUM INDIA TRUST (Employer) a nationally registered charitable trust and having its principal place of activity at Trivandrum and Ms. Elna Joseph, Kollamparambil (H), Thariode P.O., Parathode, Wayanad – 673575, Kerala.

WHEREAS the Employer desires to obtain the benefit of the services of the Employee, and the Employee desires to render such services on the terms and conditions mutually agreed as below w.e.f 30th September 2019.

Terms of Appointment

Title	: Medical Social Worker
Reports to	: Additional Director – TIPS
Type of appointment	: Full Time - Contract
Remuneration	: Rs. 16,000/- per month

Job Profile

1. Evaluate and devise plans of care for patients and families requiring palliative care, with particular attention to psycho-social and socio-economic issues.
2. Be part of the inter-disciplinary palliative care team and contribute to the plan of care for patients and their families vis-à-vis:
 - Thorough and competent assessment of patient + family history
 - Current status, needs and concern
 - Follow-ups
 - Formulating plan of care in conjunction with the rest of the interdisciplinary team
 - Coordination with relevant government/ non-government social support agencies and facilitating access to their services
 - Providing bereavement support to families.
3. Audit palliative patient care with the intent to identify problems, formulate possible solutions and bring these to the attention of the administration.
4. Take part in on-going research activities or initiate needs-based research programs with the approval of scientific committee.

5. Liaison with the appropriate government departments to access government pensions, subsidies and various schemes of assistance.
6. Publish reports/data from audits or research programs with the objective of improved patient care
7. Send regular updates to the reporting authority and other superior officials.
8. Attend (first) and organize (later) educational programs on behalf of Pallium India.
9. Maintain good relations with clients, donors, well-wishers and staff during telephone conversations, email contacts, personal contacts or any other.
10. Any other roles and responsibilities assigned by the reporting authority.

During the term of your employment with the organization,

1. Period of this contract is for 11 months and can be extended based on your performance and extension of project assigned.
2. Your place of employment shall be at the Pallium India, Trivandrum and is liable to be transferred to any place within the Union of India on the discretion of the organization.
3. Your performance shall be evaluated during the first 6 months of your appointment with us and based on that, appropriate action will be taken.
4. TDS and other deductions as applicable shall be made while making payments.
5. You shall not engage in any employment or act in any way, which either conflicts with your duties and obligations to the organization.
6. You shall behave in the most decent manner benefiting the organization.
7. You shall obey the orders of your reporting officer and report any personal or professional concerns to your reporting officer.
8. You shall also perform, with consent from your reporting officer, other duties and responsibilities assigned by other superiors of the organization from time to time.
9. You are eligible for reimbursement of travelling expenses (Domestic) incurred during the course of discharging your duties/ responsibilities on behalf of the organization. Eligibility of travel and reimbursement will be as per the travel plan of the organization or as directed by your reporting authority.

Leave Details:

1. You are entitled to avail one CL per month in accordance with the HR Manual currently in force and as amended from time to time.
2. You shall inform your leave to your reporting officer and HR Manager, prior to availing it.
3. If you are absent from work for 3 consecutive working days, without taking prior approval from your reporting officer and HR manager, the Organization can terminate your employment without providing any notice or incurring any obligation or liability to pay any amount or dues to you.

Resignation/ Termination:

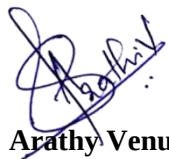
1. During the terms of your employment, in case there is a requirement to discontinue your role at Pallium India, either as a decision from your end or from our end, the expected notice period would be one month.
2. At the time of termination of the employment agreement, if there are any dues from you, the same may be adjusted against any monies due to you on account of salary, bonus or any other payment due to you from the Organization.

Please submit the following documents to the HR Department:

1. Two Recent Colour Passport Size Photographs
2. Copy of Academic Qualifications
3. Copy of an Identity & Address Proof
4. Copy of Experience/Relieving Letter

Please indicate your acceptance of this appointment by returning one set of this letter with your signature affixed in the last page.

We welcome you to Pallium India.



Arathy Venukumar
Human Resource



Manoj G S
CEO

Declaration

I accept the above offer of employment with PALLIUM INDIA. I have read and understood the above terms and conditions and I agree to abide by them.

Signature:

Date:

Name:



DM WIMS
Medical College & Hospital

DMWIMS/HR/TA/CONT/2021/C-306
06-12-2021

ID NO: 4708

Ms. Elna Joseph
Kollamparambil
Thaniode
Parathode
Wayanad
Wayanad - 673575

Fixed Term Contract
(Private & Confidential)

Dear Ms. Elna Joseph,

This refers to your application and the subsequent interviews and discussions you had with us. We are pleased to offer you an appointment as Executive in Guest Relation department and your appointment is for a period of eleven months, effective from your date of joining. Your appointment will be renewed if both parties are mutually agreeable. Your appointment will be on a limited period contract basis under Sec 2 00 (bb) of ID Act.

1. **Contract period:** Your Contract period is exclusively for a period of **Eleven Months** from your date of joining, i.e.; **06-12-2021**. Unless a specific written Agreement extending your Contract is issued to you, your Contract will stand terminated automatically on the expiry of the period fixed on **04-11-2022**.
2. **Health Check Up:** Upon commencement of Contract, you have to undergo a health check-up in our hospital and produce necessary certification before you start your Contract. You may also be required to undergo periodical / annual medical examination, if necessary, as may be stipulated by the Company. Your continuation in the Contract is always subject to your remaining medically fit and alert.
3. **Reporting:** You will be reporting to the HOD- Guest Relation.
4. **Credentials and Misrepresentation:** This Contract will come into effect only after verification of your credentials. If during the course of your Contract, any information furnished by you regarding your qualification, experience, age etc. is found to be incorrect or not true, you will be liable for termination of Agreement and for such action as is deemed fit.



DM Wayanad Institute of Medical Sciences, Naseera Nagar, Meppadi (P.O.), Wayanad,
Kerala, India-673577, Ph: +91-4936-287000, Fax: +91- 4936-287287,
E-mail: feedback@dmwims.com, www.dmwims.com

5. Attendance: Since the Attendance system is linked with payroll, it is mandatory that all persons should swipe on arrival and departure, every day as per the rules of this Institution. For this purpose you will be provided with an identity card and which should be surrendered on completion of Agreement period or on the direction issued by the management.
6. Salary package: You will be paid a consolidated salary of Rs.17,000/- (Rupees Seventeen Thousand Only) per month from the date of your Contract Agreement.

7. Other conditions:

- 1) During your contract period, your contract are subject to termination with one month's notice on either side. Such notice shall not be necessary when your services were dispensed with charge of misconduct or due to poor performance. No notice of resignation will be effective if it is given during the leave period and you will not be entitled to proceed on leave during the notice period.
- 2) You are eligible for only Casual leave as you are only a retainer and not an employee. However, benefits like leave, weekly off etc., shall be as may be decided by the competent authority or as is laid down in any rule applicable to retinees as the case may be sanctioned to you.
- 3) You are liable to be transferred at the discretion of the management from one post, department, or section to another, from one place to another and also from this company to another company/establishment belonging to the management or same Group of management whether at present existing or that may be established in future.
- 4) You are expected to participate very actively in all training programs, academic and teaching activities of the Organization.
- 5) You will be responsible for implementing Safety, infection control and quality policies in your area.
- 6) If the hospital has sustained any loss or damage which is directly or indirectly attributable to you, the hospital shall have the right to recover the same from you.
- 7) You are bound by the rules, standing orders and discipline of the company including those that may be framed and/ or enforced from time to time.
- 8) In case you absent yourself continuously for 7(seven) days or more it will be deemed that you left the Agreement on your own accord.



- 9) You shall not have any right or claim for employment either on a permanent or temporary basis, on the ground that you are on Contract Agreement with the company even if there is a vacancy which may suit for your qualification.

You may return the copy of this letter duly signed in token of your having understood and accepted the terms and conditions of this letter

We welcome you to DM WIMS family and wish you every success.

Yours truly

For DM WAYANAD INSTITUTE OF MEDICAL SCIENCE



Sangeetha Susan Prem
Senior Manager- Human Resources



I Read, Under stood & accepted:

Name: *Elina Joseph*

Signature: *[Signature]*

Date: *13/01/2022*

MEMORANDUM OF SERVICE CONTRACT

Post Title	CASE WORKER
Name of employee	MR JENIN KOSHY ABRAHAM
NGO	Foundation for Development Action (FDA)
Position	Case Worker
Project Title	Community Based Rehabilitation and Reintegration (CBRR) of Children in Need of Care and Protection (CNCP) through Psychosocial Approach – Saranabalyam KAVAL PLUS Project
Implementing Department	The Department of Women and Child Development (DWCD), Govt. of Kerala
Duty Station	Thiruvananthapuram
Project Year	2020-2021
Contract Duration	Three Months (Jan 2021 to March 2021) Initially

1. Project Background

India has a progressive record on legislation relating to human Rights including Child Right and Child Protection. The Juvenile Justice Act 2000 was enacted in keeping with the standard for child protection provided by the UN Convention on the Rights of the Child. India also have few other laws for the protection of the children like; The Immoral Trafficking (Prevention) Act 1956; Protection of Children from Sexual Offences Act 2012; Prohibition of Child Marriage Act 2006; The Rights of Children to Free & Compulsory Education Act 2009; Child & Adolescent Labour (Prohibition & Regulation) Act 1986; Bonded Labour System (Prohibition) Act 1976 and so on. However, with the existence of these acts and laws, children in India are still counted as vulnerable group and are still facing varied difficulties that affects their growth and development. Annual Survey 2018-19 on vulnerability mapping of children shows poverty and migration as major issues among children. Alcoholism, substance abuse and mental illness in family are also identified as some of the major difficulties faced by children. These difficulties will have profound and multidimensional impact on children, where their holistic growth and development in terms of physical and mental health, education, socialization etc will be affected. These children are vulnerable and enter the adult stream of the society and social roles without completing education or becoming financially and socially independent. Chances are higher that these children will get into multiple problems in their life. Many of these children faces difficulties such physical abuse, sexual abuse, discrimination, termination from education system, labelling and isolation. Thus, this will have severe impact on the bio-psychosocial function leading to poor quality of and family life. The chances that the cycle continues to the next generation is very high unless and until these families are supported. The state of Kerala also has witnessed two floods, one major in 2018 and the other less severe in 2019, followed by COVID-19 Pandemic which will also have a severe impact on the social economic conditions in the family setup. There can be situations where children becoming victims of the situations where their basic needs are not met. Many children will be forced to work or drop education in the situation where the families have limited job and sources of income. Investing in the welfare of the children by way of providing them a conducive environment for their growth and development would ensure a generation of productive citizen for the development of the country.

Considering the facts, it is highly essential to ensure the safety and security of children to prevent the occurrence of future untrodden events that affect the child's growth and development. There is a need to support these children through a community based supportive programme to reduce re-victimization as well as ensuring mainstreaming and to build up their potentials and lead a purposeful life without any sort of violence against them. Thus, was the emergence of project for the Children in need of care and protection in the state of Kerala.

MEMORANDUM OF CONTRACT

MEMORANDUM OF CONTRACT (MoC) made on **30-December-2020** between **Foundation for Development Action (FDA)** registered Non-Profit Development Organisation, Reg. No. P.188/08 and MR JENIN KOSHY ABRAHAM (herein referred to as ‘Incumbent’), whose address is Karumala (House), Mandiram P.O, Ranny, Pathanamthitta District, Kerala, Pincode: 689672, E-mail: jeninkoshyabraham96@gmail.com & Mobile No. 8157072629 (WhatsApp & Voice).

Following is the main conditions of service under contract with Foundation for Development Action herein referred to as ‘FDA’. This is provided as an overview to learn about nature of work for which the Incumbent is hired.

2. PROJECT APPROVAL

Government of Kerala represented by The Department of Women and Child Development has approved Community Based Rehabilitation and Reintegration (CBRR) of Children in Need of Care and Protection (CNCP) through Psychosocial Approach – Saranabalyam KAVAL PLUS Project for the period 01-11-2020 to 31-03-2021 vide. G.O. (Rt.) No. 328/2020/SJD dated Thiruvananthapuram 12.07.2020 and Order – ICPS-3/1194/20 dated 21.10.2020.

3. DURATION OF THE SERVICE CONTRACT

The contract period with the incumbent will come into effect on **FRIDAY 01-JANUARY-2021** and expire on **WEDNESDAY 31-MARCH-2021** subject to the performance of the Incumbent. The Contract is issued without any expectancy of extension or renewal. However, if an extension is mutually agreed upon, an additional period may be approved based on extension of the duration of the project by the Department of Women and Child Development (DWCD), Government of Kerala and performance of the Incumbent.

4. PROBATION PERIOD

Three months from date of joining will be treated as period of probation. Other terms and conditions of probation period as mentioned in the HR manual of the organization will apply here.

5. REMUNERATION

Monthly consolidated salary of Rs. 22,000/- (Rupee Twenty-Two Thousand only) will be paid to the Incumbent hired by FDA for accomplishing key functions narrated below.

6. KEY FUNCTIONS OF INCUMBENT

7. Daily management of KAVAL PLUS Project.
8. Prepare annual/monthly/weekly action plan.
9. Undertake home/family visits of CNCP.
10. Facilitate in conducting group work for CNCP.
11. Facilitate in conducting group for the parents of CNCP.
12. Provide psychosocial care services to the CNCP and her/his parents.
13. Undertake visits to various stakeholders’ offices (Government Departments / Agencies, Public Sector Undertakings, Non-Governmental Organization and other entities) for networking and linkages.
14. Prepare monthly progress reports – both programme and finance.
15. Prepare any other field reports/case studies/data as demanded by DCPU.
16. Prepare training reports (narrative) on a timely basis.
17. Participate in all capacity building training programmes.
18. Participate in all review and monitoring meetings.
19. Report to the Project Coordinator of KAVAL Project on a daily basis.

20. Report to the Executive Director FDA as and when required with the knowledge of PC Kaval Project.
21. Undertake any other project related works assigned by the PC Kaval Project / Executive Director FDA.

7. HOURS OF WORK

Standard working hours shall be from 10.00 am to 05.00 PM on general conditions. However there may be changes while the Incumbent is on field tour or unexpected entry of the activities of the project.

8. NATIONAL / PUBLIC HOLIDAYS

The Incumbent is entitled to avail all holidays observed by The Government of Kerala on a regular basis and as per special notification.

9. ANNUAL LEAVE

1 day will be accrued for each completed month of work. All annual leave must be taken within the period of the contract. Unused leave at the end of service is not commutable to cash. The Incumbent shall e-mail her/his leave application in prescribed format at least a day before the date of leave requisition.

10. SICK LEAVE

2 days of paid sick leave will be applicable for each completed month of work. Absence from duty for more than two consecutive working days must be supported by a medical certificate. Unused sick leaves at the end of contract period cannot be commuted into cash payment.

11. UNPUBLISHED AND CONFIDENTIAL

The Incumbent will not communicate to any person or to other entity external to FDA, any unpublished or otherwise confidential information, reports, photographs of project participants under the terms and conditions of this contract, except as authorized by FDA.

12. PERFORMANCE ASSESSMENT

The Incumbent agree to undergo Performance Assessment (PA) on the month prior to the expiry of her/his contract period.

13. DISCLOSURE

The Incumbent must disclose in written form to FDA any business or incumbent employment or other activity in which she/he may be engaged prior to or at any time in the course of the present contract.

14. TERMINATION

Either party may terminate this contract at any time, upon thirty (30) calendar days written notice to the other party in hard copy only. In the event of notice of termination, the Incumbent shall take immediate steps to bring the service to a prompt and orderly conclusion, including return of equipments and files etc to FDA.

15. STANDARD OF CONDUCT

The Incumbent shall neither seek nor accept instructions from any authority external to FDA, DWCD and ICPS in connection with the performance of its obligation under the Memorandum of Contract, except as authorized by FDA. Should any authority external to FDA seek to impose any instructions on the Agreement regarding the Incumbent's performance under the Agreement, the Incumbent shall promptly notify FDA and shall provide all reasonable assistance required by FDA. The Incumbent shall not take any action in respect of its performance of the Agreement or otherwise related to its obligations under the Agreement that may adversely affect the interest of FDA, and the Incumbent shall perform its obligations under the Agreement with the fullest regard of the interest of FDA.

The Incumbent agrees to comply with all standard laws, office decorum, rules and regulations (written or otherwise) bearing upon the performance of its obligations under the Agreement. Any misconduct or irregularities (financial or otherwise) observed on the part of the Incumbent shall lead to immediate termination from the contract without serving any notice.

The Incumbent acknowledges and agrees that any breach of any of the provisions hereof shall constitute breach of essential terms and conditions of the Agreement, which shall give rise to ground of termination of the Memorandum of Contract. In addition, nothing herein shall limit the right of FDA to refer to any alleged breach of the standard of conduct to the relevant State Authorities for appropriate legal action.

16.SETTLEMENT OF DISPUTES

Any claim or dispute between the parties relating to the interpretation or execution of the present Contract, or termination thereof, which cannot be settled amicably will be governed by the Indian law in force.

I have read and understood the detail of this “Memorandum of Contract” and agrees with the terms and conditions spelled out therein.

By,

By,

.....
RAMESH KRISHNAN

.....
MR JENIN KOZHY ABRAHAM

Executive Director
Foundation for Development Action

Karumala (House), Mandiram P.O, Ranny,
Pathanamthitta District, Kerala, Pincode: 689672

Date: 30-December-2020

30-December-2020

Copy to: -

- FDA file



T S S S GOLDEN JUBILEE BUILDING
ARCHBISHOP'S HOUSE COMPOUND
P.B.No. 805, VELLAYAMBALAM,
THIRUVANANTHAPURAM - 695003
KERALA, INDIA.

TRIVANDRUM SOCIAL SERVICE SOCIETY

A Voluntary Agency for Participatory Development and Social Action

TRUSTEE
MOST REV. DR. SOOSA PAKIAM M.
ARCHBISHOP OF TRIVANDRUM

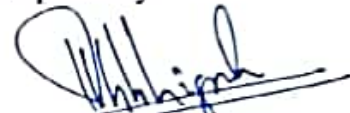
TSSS/444/VIII/1/7/Admin/ 2021

01/11/2021

ORDER

Ms. Meenu Rose Ebi, Kanjickal House, Kottamury P.O., Thrickodithanam, Changanaserry, Kottayam 686105 is appointed as General project Co-ordinator w.e.f. 01/11/2021 subject to the following terms and conditions.

1. The appointment of Ms. Meenu Rose Ebi is purely on temporary basis for a period one year from the date mentioned above, which is liable to be extended further subject to the appraisal of her performance.
2. She will be paid a consolidated salary of Rs. 28,000/- p.m. + eligible T.A.
3. She will adhere to the rules and regulations laid down in the MOP of TSSS and will discharge all the duties and responsibilities entrusted to her scrupulously.


Fr. Sabbas Ignatius G.N.
Secretary, TSSS.

To

Ms. Meenu Rose Ebi,
Kanjickal House,
Kottamury P.O., Thrickodithanam,
Changanaserry,
Kottayam- 686105

Copy to : -

1. The Finance Officer, Archbishop's house, Vellayambalam
2. Rev. Sr. Justina, Accountant.
3. Mrs. Suja L.Das, Asst. Accountant
4. Administrative Officer
5. Personal file, Office copy



DISTRICT WOMEN'S COUNCIL IDUKKI

Idukki Colony P.O., Pin - 685 602

Reg.No. (I) 26/84, Ph: 04862-236882 / 233094 / 236563

Mob: 9447253787 / 9497240126

Email: idwcidukki@yahoo.com

Website: www.idwc.in

President:

W/o Dist. Collector
Idukki
Painavu P.O.,
Pin - 685 603
Ph: 04862 233001

Vice President :

Adv. Mary Syriac
Perumana House
Kattappana P.O.,
Ph: 04868 272375
274875, 272575
Mob: 9495261378

Secretary :

Dr. Rosakutty Abraham
Chirackal Ajith Bhavan
Idukki Colony P.O.,
Pin: 685 602
Ph: 04862 235455
Mob: 9447253787
9497240126

Joint Secretary :

Mrs. Grace Antony
Maipan (H) Giriprabha
Idukki Colony P.O.,
Pin : 685 602
Ph: 04862 235307
Mob: 9446546577

Treasurer :

Mrs. Kumari Ravindranath
Karthika
Idukki Colony P.O.,
Pin: 685 602
Ph: 04862 235429
Mob: 9495216959

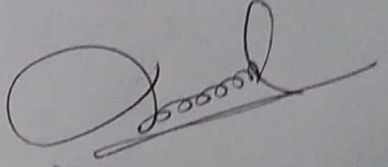
Date: 1.2.2021

CERTIFICATE

Certified that Smt. Annie Bose Edayodiyil House, Ponmudi was working in the Swadhar Greh, Idukki and Asraya Bhavan D V Shelter Home run by the District Women's Council Idukki as Counsellor for the Period from 1.2.2020 to 1.2.2021.

Her Character, conduct and performance were good.




SECRETARY
District Women's Council
Idukki
Idukki Colony P.O.- 685602

LOURDES MATHA CATHOLIC EDUCATIONAL SOCIETY
Lourdes Centre, PMG Jn, Thiruvananthapuram – 695 004
Phone: 0471- 2302481

Proceedings No: LMCES/ES/86 (11)/2019 dt. 31.10.2019

Sub: Lourdes Matha Catholic Educational Society – Establishment –
Appointment of Student Counsellor, Lourdes Matha College of Science
& Technology (LMCST) at Kuttichal – orders issued.

Ref: 1. Application received from Ms. Najima T R dt:31.10.2019
2. Interview held on 30th October 2019

The Management of the Lourdes Matha Catholic Educational Society has decided to appoint Ms. Najima T R as Student Counsellor in Lourdes Matha College of Science & Technology Kuttichal P. O, Thiruvananthapuram, with a Consolidated Pay of Rs: 18,000/- per month with effect from 1st November 2019. Her normal duty days are Monday to Friday.



Manager and Director

To

Ms. Najima T R
A1-Noor, Near Kandala Stadium
Kandala P O, Kattakada, TVPM
Kerala

Copy to

1. The Secretary
2. The Bursar
3. The Principal
4. The Establishment & Accounts Sections
5. The personal file



MOHANDAS COLLEGE
OF ENGINEERING AND TECHNOLOGY
(AN ISO 9001 : 2008 CERTIFIED INSTITUTION)
ANAD, NEDUMANGAD, THIRUVANANTHAPURAM - 695 544
Phone : 0472 - 2813039, 2802552, 2814578, 2814579, Fax : 0472-2814575
E-mail : mail@mcetonline.com Web : www.mcetonline.com
(AN INSTITUTION ACCREDITED BY NAAC)



No: E-Exp-17 /2017/MCET

Dated 05.08.2017

To whom it may concern

This is to certify that Ms. Bella Jose, D/o Late Jose Mathew, Vadakkal (H) Kunjikushy P.O, Idukki District 685606, has served Mohandas College of Engineering and Technology, where there are more than 1500 students undergoing their studies both in Undergraduate and Postgraduate programme, as Student Counselor from 01.09.2016 to 07.07.2017.

In addition to her normal duties she was acting as Associate Programme Officer of National Service Scheme of the institution. She was also one of the organizers of National Service Camp as part of her social work and has assist the Entrepreneurship Development Cell to impart training to the students.

During her employment with us she has been discharging her duties well. Her character and conduct are very good.


DIRECTOR



Adm. Off : 11/1234, YMR Junction, Nanthencode, Thiruvananthapuram - 695 003. Tel : 0471-2311332, 2310697, Fax : 0471-2310697

Mind Set For Learning

Private & Confidential
1st May 2021

No. 16, VOC, Main
Road, Kodambakkam,
Chennai - 600 024.

Tel.: (91-44) 2480 7000
(91-44) 4228 7000
E-mail : india@wvi.org

Ms. Sandra George
BETHEL, TC 10/1542 (5),
Pulickavilla Lane,
Vattiyoorkavu P.O,
Trivandrum, Kerala
Pincode-695013

Dear Sandra,

We are pleased to offer you the position of **Program Coordinator** on contract basis in **Programs Department** under **Operations division** based at **Thiruvananthapuram Baljyoti Project, South Zone, World Vision India**. This contract will not create any obligation written or implied, on the part of World Vision India to offer you further employment at the expiry of the contract period.

The following are the terms and conditions applicable to you:

1. Contract Period:

Your contract period will be from **5th May 2021 till 4th May 2022** and your appointment with us automatically ceases after the end date mentioned above.

2. Reporting to :

You will report to the Project Officer- Tiruvananthapuram Baljyoti Project, South Zone, World Vision India in all matters.

3. Medical fitness :

Your appointment & continuance in service will always be subject to your being found medically and mentally fit.

4. Salary:

Your monthly consolidated salary will be **Rs.22,094/-p.m.**

i.	Basic Salary	:	Rs.11,047/-p.m
ii.	HRA	:	Rs.5,524/-p.m
iii.	LTA	:	Rs.921/-p.m
iv.	Other Allowances	:	Rs.4,602/-p.m

5. Provident Fund:

You are eligible for PF as per the norms.

6. Working days/ hours:

You are expected to work for a minimum of 8 hours a day from Monday through Friday.

7. Holidays :

You are entitled to the following holidays :

New Year Day	Jan 1
Republic Day	Jan 26
Good Friday	Apr 15
May Day	May 1
Independence Day	Aug 15
Gandhi Jayanthi	Oct 2
Christmas Holidays	Dec 24 – 31

8. Leave :

You are eligible for the Any Purpose Earned Leave (APEL) of 36 working days per year (3 days per month) on pro-rata basis after completion of month only on application for the same.

9. Travel Eligibility:

You are eligible to travel as per your entitlement while on official duty.

10. Lodging & Boarding :

You will be paid boarding and lodging as per the existing rules during your approved official out station travel.

11. Termination of services:

- Your appointment stands automatically terminated at the expiry of the contract period. No notice of the same shall be given and you are not required to report for duty after the end date except for settlement of dues if any.
- Your services may be terminated at anytime during the tenure of the aforesaid period of the contract, by either party giving to the other one-month notice in writing or one-month pay in lieu thereof. However, no notice is required if the termination is on disciplinary grounds.
- Your appointment will automatically terminate in case of closure of project at an early date due to non-availability of funds or for any other reason.

12. Terminal Benefits :

On termination of your services, you will be paid one month basic salary for every completed year of service.

13. Other Terms and Conditions:

- You have been offered appointment based on the information & representations made by you in your application form and should the same be found false or untrue or facts concealed or suppressed by you, the management reserves the right to dispense your services without any notice or compensation in lieu thereof.
- You should not be engaged in any trade/business or be employed by any other organization for any consideration whatsoever while in the service of our organization.
- You will not at any time hereafter, without the consent in writing of the project management, except under legal process, divulge or make public any matter relating to the transactions of the project, which are of confidential in nature.

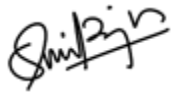
- You will be true and faithful in the project in all your accounts, dealings and transactions whatsoever and, shall at all times, when required, render a true and just account thereof to the project or to such persons as shall be authorized to receive the same.
- You are expected to adhere to the organization's Mission Statement, Core Values, Statement of Faith, Child and Adult Safeguarding Policy, Code of Conduct, Protection against Sexual Harassment Policy and Conflict of Interest in On Board HR Essentials. Any violation of the same may result in termination of the contract.

You are, requested to report for duty on **5th May 2021** failing which the offer of contract will be closed. Kindly sign the duplicate copy of this letter to signify your acceptance of all the above said terms and conditions, and return the same to us.

Wishing you all the very best.

Yours sincerely,

I hereby acknowledge that I have read
and understood the above terms & conditions and do
accept the same



SUNIL V N RAJU

Director – People and Culture

Annexure:

On Board HR Essentials

Signature

PI/HR/767/19

25th October 2019

To
Ms. Treesa Varghese
Kalathil (H),
Mammood P.O.,
Changanacherry
Kottayam - 686536

EMPLOYMENT CONTRACT

THIS AGREEMENT is made as of the 25th day of October, 2019, between PALLIUM INDIA TRUST (Employer) a nationally registered charitable trust and having its principal place of activity at Trivandrum and Ms. Treesa Varghese, Kalathil (H), Mammood P.O., Changanacherry, Kottayam - 686536, Kerala.

WHEREAS the Employer desires to obtain the benefit of the services of the Employee, and the Employee desires to render such services on the terms and conditions mutually agreed as below w.e.f 30th September 2019.

Terms of Appointment

Title	: Medical Social Worker
Reports to	: Additional Director – TIPS
Type of appointment	: Full Time - Contract
Remuneration	: Rs. 16,000/- per month

Job Profile

1. Evaluate and devise plans of care for patients and families requiring palliative care, with particular attention to psycho-social and socio-economic issues.
2. Be part of the inter-disciplinary palliative care team and contribute to the plan of care for patients and their families vis-à-vis:
 - o Thorough and competent assessment of patient + family history
 - o Current status, needs and concern
 - o Follow-ups
 - o Formulating plan of care in conjunction with the rest of the interdisciplinary team
 - o Coordination with relevant government/ non-government social support agencies and facilitating access to their services
 - o Providing bereavement support to families.
3. Audit palliative patient care with the intent to identify problems, formulate possible solutions and bring these to the attention of the administration.
4. Take part in on-going research activities or initiate needs-based research programs with the approval of scientific committee.

5. Liaison with the appropriate government departments to access government pensions, subsidies and various schemes of assistance.
6. Publish reports/data from audits or research programs with the objective of improved patient care
7. Send regular updates to the reporting authority and other superior officials.
8. Attend (first) and organize (later) educational programs on behalf of Pallium India.
9. Maintain good relations with clients, donors, well-wishers and staff during telephone conversations, email contacts, personal contacts or any other.
10. Any other roles and responsibilities assigned by the reporting authority.

During the term of your employment with the organization,

1. Period of this contract is for 11 months and can be extended based on your performance and extension of project assigned.
2. Your place of employment shall be at the Pallium India, Trivandrum and is liable to be transferred to any place within the Union of India on the discretion of the organization.
3. Your performance shall be evaluated during the first 6 months of your appointment with us and based on that, appropriate action will be taken.
4. TDS and other deductions as applicable shall be made while making payments.
5. You shall not engage in any employment or act in any way, which either conflicts with your duties and obligations to the organization.
6. You shall behave in the most decent manner benefiting the organization.
7. You shall obey the orders of your reporting officer and report any personal or professional concerns to your reporting officer.
8. You shall also perform, with consent from your reporting officer, other duties and responsibilities assigned by other superiors of the organization from time to time.
9. You are eligible for reimbursement of travelling expenses (Domestic) incurred during the course of discharging your duties/ responsibilities on behalf of the organization. Eligibility of travel and reimbursement will be as per the travel plan of the organization or as directed by your reporting authority.

Leave Details:

1. You are entitled to avail one CL per month in accordance with the HR Manual currently in force and as amended from time to time.
2. You shall inform your leave to your reporting officer and HR Manager, prior to availing it.
3. If you are absent from work for 3 consecutive working days, without taking prior approval from your reporting officer and HR manager, the Organization can terminate your employment without providing any notice or incurring any obligation or liability to pay any amount or dues to you.

Resignation/ Termination:

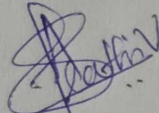
1. During the terms of your employment, in case there is a requirement to discontinue your role at Pallium India, either as a decision from your end or from our end, the expected notice period would be one month.
2. At the time of termination of the employment agreement, if there are any dues from you, the same may be adjusted against any monies due to you on account of salary, bonus or any other payment due to you from the Organization.

Please submit the following documents to the HR Department:

1. Two Recent Colour Passport Size Photographs
2. Copy of Academic Qualifications
3. Copy of an Identity & Address Proof
4. Copy of Experience/Relieving Letter

Please indicate your acceptance of this appointment by returning one set of this letter with your signature affixed in the last page.

We welcome you to Pallium India.


Arathy Venukumar
Human Resource



Declaration

I accept the above offer of employment with PALLIUM INDIA. I have read and understood the above terms and conditions and I agree to abide by them.

Signature:

Date:

Name:

Ref: ACNSMM/DEANRESEARCH/2020

Date: 14.10.2020

Ms. Rose Maria Siju

Punnapuzha(H) South Paravoor P.O,
Colony Stop Manakunnam,
South Paravoor Kanayannur,
Kerala-682307

Dear Ms. Rose Maria Siju

On behalf of the management I am pleased to offer you the position of **"Field Worker"** in the project "Study to Evaluate the effectiveness of BCG vaccine in reducing Morbidity and Mortality in Elderly individuals in COVID-19 hotspots in India". Your monthly stipendary allowance will be Rs.18,000/- (Rupees Eighteen Thousand only). This appointment is valid for a period of Nine Month's from 19th October 2020. On your joining you will have to sign a detailed employment agreement.

Joining date is October 19th 2020

With Best Wishes

In AMMA's Service,



Dr. Shantikumar V. Nair

Dean Research-Amrita Vishwa Vidyapeetham

Letter of Appointment - MATHEWSKUTTY SUNNY

4 messages

Chaitanya's Aryarjun Foundation <keralachaitanya@gmail.com>

Wed, 30 Oct, 2019 at 3:56 pm

To: mathewsthayil94@gmail.com

Cc: Antoney Augustine <anto_aug@rediffmail.com>, Arjun Roney <chaitanya.rony@gmail.com>

Chaitanya Institute for Mental Health

Khadi Machine, Pune

Sub: Letter of Appointment

Dear, MATHEWSKUTTY SUNNY

This refers to your application and subsequent interview with us on 30th October'19 at Chaitanya, Kerala. We are pleased to inform you that you have been selected for the post of Residential Psychiatric Social Worker with a commitment for 2 years.

Your date of commencement of Employment will be on or before **15th November 2019**. You should report to Anto Augustin (Project Co-ordinator) at CHAITANYA INSTITUTE FOR MENTAL HEALTH, Bhagat Puram, Srv.No.: 31/A, Kondhwa BK, Near Khadi Machine Chowk, Pune – 48. You are requested to contact Anto (09763130364) one day before reaching Pune.

You will be entitled to receive Gross Salary of 12,000/- and benefit of free food and accommodation during the period of your employment with us.

Please bring along the below listed documents:

- a. **Copy of the Letter of Appointment**
- b. **Original Academic Certificates** (all from 10th to Highest)
- c. **Photo and Address proof** certificate
- d. **2 Passport size photos**

Your employment would be subject to the terms and conditions, which will be issued to you on your joining date.

We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey. We assure you of our support for your professional development and growth.

For Chaitanya Institute for Mental Health

Cince K John

—

With regards...

Chaitanya: Centre for Psycho Social Rehabilitation, Cochin

0773-6900092, 09446517409

MATHEWS SUNNY <mathewsthayil94@gmail.com>

Sat, 2 Nov, 2019 at 6:31 pm

Kerala Institute of Local Administration

Centre for Human Resource Development, Kottarakara

E.T.C. (P.O) Kottarakara- 691 531 Kollam Kerala

Tel: 0474 -2454618,E-Mail: sirdkerala@gmail.com Web site : www.kilachrd@kila.ac.in

Certificate

To whomsoever it may concern

It is certified that Kum. Kavya Kumar K has been working as Research Assistant for the NIRD&PR funded Study titled “ *Panchayati Raj System- a study among women headed Panchayats in Kerala*” on contract basis in this institute from 17th October 2018 to 16th March 2019 .She has exhibited diligence and commitment to the work assigned to her and we really appreciate the work she has done .Moreover, Kum. Kavya Kumar has demonstrated excellent behaviour and attitude during her tenure and has been found to be sincere, reliable and a good team player.

We wish her all the very best for all future endeavours.



A handwritten signature in blue ink, appearing to be 'R. S. S.' or similar.

Regional Director

Regional Director
KILA-Centre for
Human Resource Development
Kottarakara



Estd: 1956

ST. JOSEPH'S COLLEGE

AUTONOMOUS College with Potential for Excellence Re accredited with A++ Grade

DEVAGIRI, CALICUT-673008, KERALA

Affiliated to the University of Calicut

Devagiri,
27.05.2020.

EXPERIENCE CERTIFICATE

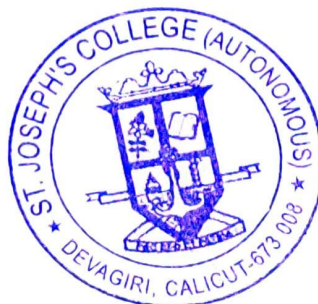
This is to certify that **Ms. Sanumol Catherine Scaria** had been working at St. Joseph's College (Autonomous), Devagiri, Calicut, Kerala, India as Assistant Professor in the Department of Social Work from 04 November 2019 to 04 May 2020 on contract basis. She was working 40 hours per week and during her tenure, we found her to be diligent, sincere and committed to her duties.

Envisioned by the CMI congregation and established in 1956, St. Joseph's College, Devagiri, is now one of the leading higher education institutions in South India and is affiliated to the University of Calicut. The college was recognized as a "Centre with Potential for Excellence" by the University Grants Commission in 2010. In 2016, Devagiri won the prestigious title "the first college in the country to get A++ Grade" under the latest grading pattern of National Assessment and Accreditation Council (NAAC) by scoring 3.76 out of 4 in the third cycle of accreditation.

We acknowledge her service for the institution with gratitude and wish her all the best in her future endeavours!

Director

FR. SUNIL M ANTONY
DIRECTOR
SELF FINANCING SECTION
ST. JOSEPH'S COLLEGE AUTONOMOUS DEVAGIRI
CALICUT-673 008



Principal

Principal
St. Joseph's College (Autonomous)
Devagiri, Calicut-673 008



DISTRICT MENTAL HEALTH PROGRAMME

Thiruvananthapuram

Certificate of Experience

Certified that Mr/Ms.....SUBHADRÀ.....P.S..... has worked in the Covid-19 Psycho Social Support Team under DMHP Thiruvananthapuram from18th September 2020..... to18th December 2020..... for providing Psycho Social Support to those in Covid-19 Quarantine /Isolation.

Date :



Nodal Officer.

ബഹു. വയനാട് ജില്ലാ ശിശു സംരക്ഷണ ഓഫീസറുടെ നടപടിക്രമം

(ഹാജർ : ശ്രീ പ്രജിത്ത് കെ കെ)

വിഷയം : വനിതാ ശിശുവികസന വകുപ്പ് - ഐ.സി.പി.എസ് - ജില്ലാ ശിശുസംരക്ഷണ യൂണിറ്റ്
- വയനാട് - ശരണ ബാല്യം റെസ്ക്യൂ ഓഫീസർ തസ്തികയിലേക്ക് ശ്രീ റ്റിന്റൂ എൻ.എസ്
- നെ കരാർ അടിസ്ഥാനത്തിൽ നിയമിച്ച് ഉത്തരവ് പുറപ്പെടുവിക്കുന്നു.

സൂചന : ബഹു.വനിതാ ശിശുവികസന ഡയറക്ടറുടെ 05/03/2019 തീയതിയിലെ
ഐസിപിഎസ്-5/1594/19 നമ്പർ ഉത്തരവ്.

ഉത്തരവ് നമ്പർ.ഡി.സി.പി.യു/ഡബ്ല്യു/273/19 തീയതി:12/02/2020

മേൽസൂചന പ്രകാരം സംയോജിത ശിശുസംരക്ഷണ പദ്ധതിയുടെ ജില്ലാഘടകമായ ജില്ലാ ശിശുസംരക്ഷണ യൂണിറ്റിൽ ശരണബാല്യം റെസ്ക്യൂ ഓഫീസർ തസ്തികയിൽ നിയമിതയായ റ്റൈംഡി പി.എം ടി തസ്തികയിൽ നിന്നും രാജിവെച്ച സാഹചര്യത്തിൽ റാങ്ക് ലിസ്റ്റിലെ രണ്ടാം സ്ഥാനക്കാരിയായ **ശ്രീ. റ്റിന്റൂ എൻ.എസ്**, നെല്ലിക്കുന്നേൽ വീട്, നെമേനുമുട്ടിൽ പി.ഒ, വയനാട് എന്ന താങ്കളെ ശരണബാല്യം റെസ്ക്യൂ ഓഫീസർ തസ്തികയിൽ പ്രതിമാസം 18,000/- (പതിനെട്ടായിരം രൂപ മാത്രം) നിരക്കിൽ നിയമിച്ചുത്തരവ് പുറപ്പെടുവിക്കുന്നു.

ഈ ഉത്തരവ് കൈപ്പറ്റി 7 ദിവസത്തിനകം താങ്കൾ ജില്ലാ ശിശുസംരക്ഷണ ഓഫീസർ മുന്മാകെ ജോലിയിൽ പ്രവേശിക്കേണ്ടതാണ്. അല്ലാത്തപക്ഷം ഈ നിയമനം നഷ്ടമാകുന്നതാണ്.

ശ്രീ. റ്റിന്റൂ എൻ.എസ് എന്ന താങ്കൾ ജോലിയിൽ പ്രവേശിക്കുന്നതിനു മുമ്പ് ഐഡന്റിഫിക്കേഷൻ സർട്ടിഫിക്കറ്റ്, യോഗ്യത തെളിയിക്കുന്നതിനുള്ള അസ്സൽ പ്രമാണങ്ങൾ, KSR Part -1 Rule 8 Appendix -1 പ്രകാരം ജില്ലാ ശിശുസംരക്ഷണ ഓഫീസറുമായികരാറിൽ ഏർപ്പെടേണ്ടതിലേക്കായി സ്വന്തം പേരിലെടുത്ത 200/- രൂപ മുദ്രപത്രം എന്നിവ സഹിതം ജില്ലാ ശിശുസംരക്ഷണ ഓഫീസർ മുന്മാകെ ഹാജരാക്കേണ്ടതാണ്



ജില്ലാ ശിശുസംരക്ഷണ ഓഫീസർ.
വയനാട്.

To

ശ്രീ റ്റിന്റൂ എൻ.എസ്.
നെല്ലിക്കുന്നേൽ വീട്,
നെമേനുമുട്ടിൽ പി.ഒ,
വയനാട്



Maximizing the potential within
A UNIQUE CENTRE FOR PSYCHO SOCIAL REHABILITATION
Lic. No:-162/2019-2020/B3/162/2019

MMRC/397EC/20
28.02.2020

TO WHOMSOEVER IT MAY CONCERN

MAX MINDS REHABILITATION CENTRE is a unique open centre in Kerala for psychosocial rehabilitation for psychiatric patients. Our sprawling campus with beautiful open spaces applies a totally different version of treatment in the sphere of mental health. We have residential care facilities for 100 patients with acute and chronic mental illness, de-addiction treatment, vocational rehabilitation services and facilities for half way homes are also available.

This is to certify that **MS. TINTU N. S** had worked as a **SOCIAL WORKER** in the center from **18.02.2019** till **16.02.2020**. During this tenure her major responsibilities include:-

- Case history work up & MSE
- Psychosocial rehabilitation services
- Individual, family psychotherapy & Group Therapy
- Social skills training and Cognitive Remediation training
- Conducting Psycho-education
- Attending academic sessions

She has been found to be with good clinical & professional skills in managing patients, establishes good relationship with patient and other health care professionals. She has also been punctual and accountable in her duties.

We wish success in all future endeavors.




PRAVEEN JOSEPH
DIRECTOR
MAX MINDS REHAB CENTER
ARAVANCHAL, PAYANNUR



Foundation for
DEVELOPMENT
ACTION
Thriving for Resilience

08129207788
07558849777
0472 2581014

info@fdaction.org
fdaction@gmail.com

www.fdaction.org

FDA/GA/201

Date: 03-Feb-2020

To Whom So Ever It May Concern

This is to certify that **MS. ANN MARY GEORGE**, Pallivathuckal, TC/1174 (02), Chempakasseri Lane, Pannavila, Powdikonam PO, Thiruvananthapuram had worked with us as Counsellor under project Recovery and Mainstreaming of Substance Abused Adolescents to School and Family supported by The Department of Women and Child Development, Government of Kerala with effect from 26-October-2018 to 31-December-2019 and drew a monthly salary of Rs. 15,000/- PM. She had also worked as Community Mobiliser in United Nations Development Programme (UNDP) supported School Safety Programme at Kollam district from 1-September-2019 to 15-January-2020. During the period of her stay with FDA, she had worked diligently and her conduct was good. I wish her good luck in her professional career.

Ramesh Krishnan

Executive Director

To

- 1) **MS. ANN MARY GEORGE**
Pallivathuckal, TC/1174 (02),
Chempakasseri Lane, Pannavila,
Powdikonam PO, Thiruvananthapuram- 695587

Copy to,

- 2) FDA file



www.fb.com/fdaction



www.twitter.com/fdaction



www.instagram.com/fdaction



श्री चित्रा तिरुनाल आयुर्विज्ञान और प्रौद्योगिकी संस्थान, त्रिवेन्द्रम
तिरुवनन्तपुरम - ६९५०११, केरल, इंडिया
SREE CHITRA TIRUNAL INSTITUTE FOR MEDICAL SCIENCES AND TECHNOLOGY, TRIVANDRUM
Thiruvananthapuram - 695 011, Kerala, India
(An Institute of National Importance under Govt. of India)

Grams : Chitramet, Phone : +91-471-2443152, Fax : +91-471-2550728 / 2446433, E-mail : sct@sctimst.ac.in, Website : www.sctimst.ac.in

P&A / II / PF 4484 / 2 / SCTIMST / 2020

30/01/2020

SERVICE / RELIEVING CERTIFICATE

1. Name : ANN MARY GEORGE
2. Designation : JUNIOR SOCIAL WORKER
Temporary
3. Dept./Div.Alloted : RECEPTION - HOSPITAL WING
4. Date Of Birth : 11/04/1995
5. Permanent Address : PALLIVATHUCKAL TC 10/1744(2)
CHEMPAKASSERI LANE, PANNANVILA
POWDIKONAM P O
THIRUVANANTHAPURAM - 695 587
6. Scale of pay : Consolidated
7. Actual pay on date : Rs. 30300 PER MONTH
8. Date of Joining service : 01/01/2020 FN
9. Date of Relieving : 30/01/2020 AN
10. Reason for leaving : Term of appointment is over
11. Remarks about work conduct & character : Good




ADMINISTRATIVE OFFICER
30/1/20



श्री चित्रा तिरुनाल आयुर्विज्ञान और प्रौद्योगिकी संस्थान, त्रिवेन्द्रम
तिरुवनन्तपुरम - ६९५०११, केरल, इंडिया
SREE CHITRA TIRUNAL INSTITUTE FOR MEDICAL SCIENCES AND TECHNOLOGY, TRIVANDRUM
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Grams : Chitramet, Phone : +91-471-2443152, Fax : +91-471-2550728/2446433, E-mail : sct@sctimst.ac.in, Website : www.sctimst.ac.in

P&A/II/PF 3931 / 10 / SCTIMST /2020

21/07/2020

SERVICE / RELIEVING CERTIFICATE

1. Name : ANN MARY GEORGE
2. Designation : JUNIOR SOCIAL WORKER
Temporary
3. Dept./Div.Alloted : RECEPTION - HOSPITAL WING
4. Date Of Birth : 11/04/1995
5. Permanent Address : PALLIVATHUCKAL TC 10/1744(2)
CHEMPAKASSERI LANE
POWDIKONAM P.O
PANNANVILA
THIRUVANANTHAPURAM - 695 587
6. Scale of pay : Consolidated
7. Actual pay on date : Rs. 30300 per month
8. Date of Joining service : 24/02/2020 FN
9. Date of Relieving : 21/07/2020 AN
10. Reason for leaving : Term of appointment is over
11. Remarks about work
conduct & character : Good



ADMINISTRATIVE OFFICER
21/7/20



श्री चित्रा तिरुनाल आयुर्विज्ञान और प्रौद्योगिकी संस्थान, त्रिवेन्द्रम
SREE CHITRA TIRUNAL INSTITUTE FOR MEDICAL SCIENCES AND TECHNOLOGY, TRIVANDRUM
THIRUVANANTHAPURAM - 695 011, KERALA, INDIA
(एक राष्ट्रीय महत्त्व का संस्थान, विज्ञान और प्रौद्योगिकी विभाग, भारत सरकार)
(An Institution of National Importance, Department of Science and Technology, Government of India)
टेलीफोन नं./Telephone No.: 0471-2443152 फैक्स/Fax: 0471-2446433, 2550728
ई-मेल/E-mail: sct@scitimst.ac.in वेबसाइट/Website: www.scitimst.ac.in

R&P Cell/61/5401/SCTIMST/2021

28/12/2021

Mr. Ekalavyan V.P.
ETRA 367, TC 81/2658 (1)
Thycadu WC Hospital
Thiruvananthapuram-695014.

Madam/Sir,

Sub: Offer of appointment as **Research Assistant (Temporary)** for the Project # 5401.

Ref: R&P Cell/61/5401/SCTIMST/2021: Interview held on 23/11/2021.

With reference to the above, you are offered appointment as **Research Assistant (Temporary)** for the **Project # 5401**, entitled "*Improvement of secondary prevention in stroke survivors by a primary health care approach in Kollam district*", subject to the following conditions:-

- 1 The post is purely temporary and is for a period of **Ten months** initially from the date of your joining or till completion of the project, whichever is earlier.
- 2 The post is full-time and non-practicing and you will be working as directed by the Project's *Principal Investigator* (PI).
- 3 You will be paid a consolidated remuneration of **₹20,000/-pm** (*Rupees Twenty thousand only per month*).
- 4 Please note that the Institute will not be responsible for delays in disbursing the salary consequent to any delay in releasing project fund by the sanctioning authority.
- 5 Except to the extent expressly provided by the Institute, the rules and orders issued by the Institute, with regard to the Project staff from time to time shall be applicable to you.
- 6 You will be eligible for leave as per rules applicable to project staff of the Institute.
 - *Casual Leave*: 15 days; and *Sick Leave*: 10 days, per year on *pro rata* basis.
- 7 You can seek termination of service on one month's notice or in lieu payment of one month's salary; the Institute can terminate your service without notice.
- 8 This being a temporary appointment in a project, the Institute will not, in any way, be responsible to offer you alternate employment on termination / completion of the above Project and you will not get any terminal benefits as applicable to the regular employees of the Institute.

If this offer is acceptable to you on the conditions stipulated above, you may return the duplicate copy of this offer duly signed and report for duty on **06/01/2022**.

At the time of joining you have to submit:

- a. Information in the prescribed proforma, supported by documentary evidence, wherever necessary. (Documents in **original** along with self attested copies)
- b. Relieving certificate from your present employer, if employed elsewhere.
- c. Your recent Passport-size colour photograph preferably with white background.
- d. Copy of your PAN
- e. COVID-19 Vaccination certificate or COVID-19 negative certificate (obtained within 48 hours prior to joining).



Yours faithfully,


Administrative Officer



श्री चित्रा तिरुनाल आयुर्विज्ञान और प्रौद्योगिकी संस्थान, त्रिवेन्द्रम
SREE CHITRA TIRUNAL INSTITUTE FOR MEDICAL SCIENCES AND TECHNOLOGY, TRIVANDRUM
THIRUVANANTHAPURAM - 695 011, KERALA, INDIA
(एक राष्ट्रीय महत्त्व का संस्थान, विज्ञान और प्रौद्योगिकी विभाग, भारत सरकार)
(An Institution of National Importance, Department of Science and Technology, Government of India)
टेलीफोन नं./Telephone No.: 0471-2443152 फैक्स/Fax: 0471-2446433, 2550728
ई-मेल/E-mail: sct@scitimst.ac.in वेबसाइट/Website: www.scitimst.ac.in

R&P Cell/61/5401/SCTIMST/2021

28/12/2021

Mr. Ekalavyan V.P.
ETRA 367, TC 81/2658 (1)
Thycadu WC Hospital
Thiruvananthapuram-695014.

Madam/Sir,

Sub: Offer of appointment as **Research Assistant (Temporary)** for the Project # 5401.

Ref: R&P Cell/61/5401/SCTIMST/2021: Interview held on 23/11/2021.

With reference to the above, you are offered appointment as **Research Assistant (Temporary)** for the **Project # 5401**, entitled "*Improvement of secondary prevention in stroke survivors by a primary health care approach in Kollam district*", subject to the following conditions:-

- 1 The post is purely temporary and is for a period of **Ten months** initially from the date of your joining or till completion of the project, whichever is earlier.
- 2 The post is full-time and non-practicing and you will be working as directed by the Project's *Principal Investigator* (PI).
- 3 You will be paid a consolidated remuneration of **₹20,000/-pm** (*Rupees Twenty thousand only per month*).
- 4 Please note that the Institute will not be responsible for delays in disbursing the salary consequent to any delay in releasing project fund by the sanctioning authority.
- 5 Except to the extent expressly provided by the Institute, the rules and orders issued by the Institute, with regard to the Project staff from time to time shall be applicable to you.
- 6 You will be eligible for leave as per rules applicable to project staff of the Institute.
 - *Casual Leave*: 15 days; and *Sick Leave*: 10 days, per year on *pro rata* basis.
- 7 You can seek termination of service on one month's notice or in lieu payment of one month's salary; the Institute can terminate your service without notice.
- 8 This being a temporary appointment in a project, the Institute will not, in any way, be responsible to offer you alternate employment on termination / completion of the above Project and you will not get any terminal benefits as applicable to the regular employees of the Institute.

If this offer is acceptable to you on the conditions stipulated above, you may return the duplicate copy of this offer duly signed and report for duty on **06/01/2022**.

At the time of joining you have to submit:

- a. Information in the prescribed proforma, supported by documentary evidence, wherever necessary. (Documents in **original** along with self attested copies)
- b. Relieving certificate from your present employer, if employed elsewhere.
- c. Your recent Passport-size colour photograph preferably with white background.
- d. Copy of your PAN
- e. COVID-19 Vaccination certificate or COVID-19 negative certificate (obtained within 48 hours prior to joining).



Yours faithfully,


Administrative Officer

**Government of India
Department of Posts, India**

Office of the Inspector of Postoffices, Parur Sub Division, Alwaye

OFFER OF ENGAGEMENT (PROVISIONAL)

No: 7

In response to the notification No. RECTT/50-1/DLGS/2020

Shri/Smt./Ms GILDA MANI Son / daughter of
Shri K.V.MANI Whose date of Birth is 05/03/1995 and belongs to
UR category /selected against UR Category is informed that, you have
been selected for provisional engagement as GDS ABPM/ Dak Sevak Kalady Plantation B.O
account with/ under Manjapra S.O/Aluva H.O with TRCA slab 10000

2. Shri/Smt./Ms GILDA MANI Son/daughter of Shri
K V MANI should clearly understand that his/her selection for
provisional engagement as GDS ABPM/ Dak Sevak Kalady Plantation B.O account
with Manjapra S.O/Aluva H.O shall be in the nature of a contract liable to
be terminated by him/her or by the undersigned by notifying the order in writing and that
his/her conduct and engagement shall be governed by the Department of Posts, Gramin Dak
Sevak (Conduct and Engagement) Rules, 2020 as amended from time to time.

3. Shri/Smt./Ms GILDA MANI is hereby informed that, you have to
produce all the documents in originals i.e. educational certificates and other documents such
as caste certificate, ex-Engagement certificate, persons with disability certificate, certificate of
date of birth etc. on the day of attending the office of undersigned for verification
through competent authority within 10 days of receipt of this letter failing which it is
presumed that, you are not interested to join the post of GDS ABPM/ Dak Sevak Kalady Plantation
and your name will be deleted from the selection list. Further, you will have no claim for
engagement as GDS ABPM/ Dak Sevak Kalady Plantation B.O

4. At the time of joining, you will have to give undertaking on bond paper of Rs.100/- that, you
have adequate independent means of livelihood for yourself and your family and other than the
TRCA(allowances) being paid to you by Govt.

5. The BPM will have to provide accommodation for Branch Post Office at Branch Office Village if the accommodation is not provided by Central Govt/State Govt/Gram Panchayat or any other local Body as per standard prescribed by Directorate order no.17-31/2016-GDS dated 25.06.2018 & 28.09.2018 (which has already been mentioned in notification **...RECTT/50-1/DLGS/2020**..... As per Rule 3-A(vii) of

GDS (Conduct and Engagement) Rules 2020, you should take up residence in Post Office village within a month of selection but before engagement as it is mandatory to you by these Rules. Failure to reside in place of duty for GDS BPM after engagement shall be treated as violation of conditions of engagements and liable for disciplinary action under Rule-10 of GDS (Conduct and Engagement) Rules, 2020 resulting in removal/dismissal from engagement.

5.1 Failure to reside within the delivery jurisdiction of the Post Office for other categories of Gramin Dak Sevaks after engagement shall be treated as violative of conditions of engagement and liable for disciplinary action under Rule 10 of the GDS (Conduct & Engagement) Rules, 2020 requiring removal/dismissal.

6. At present DARPAN devices are using Network Service Providers(NSPs) viz, Airtel, Voda-Idea & BSNL etc. for ensuring connectivity to Branch Post Offices. While providing accommodation for GDS BO, it should be ensured that, Network is available for any one of these NSPs.

7. You will have to furnish requisite Security Bond of Rs.1,00,000/- (Rs. One lakhs only) for five years by remitting requisite premium per annum and application in prescribed form to concerned Postal Co-Operative Society through Drawing and Disbursing Officer.



SNEHATHEERAM

REGISTERED CHARITABLE SOCIETY Q.19/03

MENTAL HEALTH CENTRE NO.23
PSYCHO-SOCIAL REHABILITATION CENTRE 17/13

VILAKUDY P.O., KOLLAM, KERALA, INDIA - 691508

DATE.....
10.01.2020

EXPERIENCE CERTIFICATE

To Whom It May Concern

This letter is to certify that **JAYALAKSHMI. J, Murali bhavan, Lakkattoor (PO), Kottayam, Kerala** was employed at **SNEHATHEERAM CHARITABLE SOCIETY** as **PSYCHIATRIC SOCIAL WORKER**.

JAYALAKSHMI.J commenced employment in the above mentioned position with our institution on **01.09.2019** until **10.01.2020**. She was found to be sincere, polite, Responsible, Dedicated and does her work with commitment towards her profession and maintains good relationship with the Inmates, Co-Workers. During this period, her exposures to various activities of the organization like office administration, public relation, psychiatric counselling, and occupational therapy. She is having a pleasing personality and possesses very good character and conduct. She has proved to be a good Social worker by her commitment and dedication to the field of Social work. The activities carried by her were outstanding.



Sr.ROSELIN,

Director cum Secretary.



SNEHATHEERAM

REGISTERED CHARITABLE SOCIETY Q.19/03

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Sr.ROSELIN,

Director cum Secretary.



K.C.M. HOSPITAL
L.S. P.O, NOORANAD
Alappuzha Dist, Kerala, Pin: 690 571

Tel: 0479 - 2382348, 2382848
email : kcmhnooranad@yahoo.co.in
kcmhospital@gmail.com
website: www.kcmhospital.org

Date: 16/12/19

EXPERIENCE CERTIFICATE

This is to certify that Mr.Jibin K Jose has worked here as a Psychiatric Social Worker from 01/11/2018 to 16/12/2019 in our Psychiatry department.

This is a Multi – Specialty hospital with departments of Medicine, General surgery, Obstetrics & Gynecology, Pediatrics, ENT, Orthopedics, Psychiatry, Clinical Psychology & Rehabilitation.

During this period he had ample opportunities to observe and participate in the treatment of all kinds of acute and chronic psychotic and neurotic disorders, epilepsy, alcoholism, drug addiction and rehabilitation program.

We have found him to be efficient, sincere and hard working. He used to maintain a cordial approach towards the patients, his colleagues and other staff members. He is responsible and reliable in his duties. I am sure that he will be an asset to the institution to which he may be appointed.

He has been actively involved in Counseling, Psycho education and other Activity therapies.

His character, conduct and work performance has been found good. He has been relieved from his duties of this institution on 16/12/19.

I wish him all success in future.

Sr. Elsitta Therese CMC
Msc (N), MBA
Administrator
KCM Hospital, Nooranad



Strictly Private & Confidential

Josukutty Kurian
144 Ivy house road
RM9 5RU
Dagenham

Westport Care Home
14-26 Westport Street
London E1 0RA

Tel: 0207 790 1222

Fax: 0207 423 9701

www.excelcareholdings.com

12th November 2021

Dear Josukutty Kurian

CONDITIONAL OFFER OF EMPLOYMENT – IHCA

Following your recent interview, I am pleased to offer you the following position based on a six-month probationary period.

Employment is subject to two satisfactory references, Certificate of Sponsorship (CoS) (where applicable and employment cannot begin until receipt of CoS from the Home Office), Disclosure & Barring Service (DBS) Check and Current DBS Update Registration, Qualifications / Professional memberships (where applicable) and Completed Health Questionnaire.

We also require evidence of Full vaccination against Covid-19 or Clinical exemption and you providing us with satisfactory evidence of that fact and agreement to receive any supplementary vaccinations and boosters related to Covid-19 as may be required and as advised by the Government or any public health authority as soon as that is possible to ensure that any COVID-19 vaccinations remain effective.

Company Name:	Ferrolake Ltd
Position:	I – HCA
Responsible to:	Home Manager
Location:	14-26 Westport Street, London, E1 0RA
Start Date:	To be confirmed once satisfactory checks have been received
Remuneration:	£9.70 per hour
Hours of work:	24.00 hrs
Holiday:	5.6 weeks per annum, pro-rated according to your start date. Your holiday year runs from your commencement date and ends 12 months thereafter.
Sick Pay:	If you are absent from work due to sickness or injury for four days or more, we will pay statutory sick pay provided you are eligible in terms of the current SSP regulations and have complied with all relevant rules relating to sickness absence and notification.
Pension:	We provide and contribute financially to an auto-enrolment pension scheme which you may be eligible to join. Eligibility is always subject to the rules of the pension scheme and HMRC Regulations currently in force. We will supply further written details of the pension scheme to you separately.

**Disciplinary Rules
And Procedures:**

The disciplinary rules and procedures that apply to your employment are shown separately and you must take the time to read and understand these.
Please speak to your line manager who will be able to advise.

Notice of termination to be given by Employer

- Under 1 month's service - Nil.
- 1 month up to successful completion of your probationary period - 1 week.
- On successful completion of probationary period but less than 5 years' service - 1 month.
- 5 years' service or more - 1 week for each completed year of service to a maximum of 12 weeks after 12 years

Notice of termination to be given by Employee

- Under 1 month's service - Nil.
- 1 month to successful completion of your probationary period - 1 week.
- On successful completion of your probationary period - 1 month.

I would be grateful if you could sign both copies of this offer letter (one copy to be retained by yourself) and return it to me, signifying your agreement to the above terms and acceptance of this offer.

Yours sincerely,

PP *Justine*

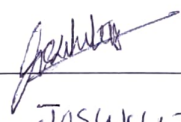

Denise Marks
Home Manager

I have read and understood the above terms of employment and wish to accept the position offered.

Signature of Acceptance: _____

Print Name: _____

Date: _____


JOSUKITTY KURIAN
12/11/2021



K.C.M. HOSPITAL
L.S. P.O, NOORANAD
Alappuzha Dist, Kerala, Pin: 690 571

Tel: 0479 - 2382348, 2382848
email : kcmhnooranad@yahoo.co.in
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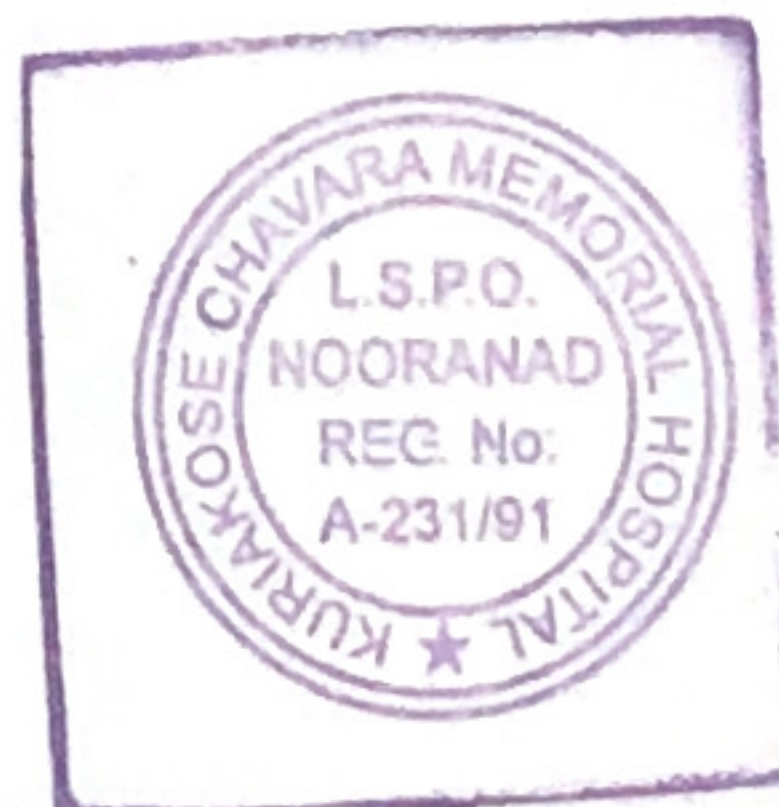
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His character, conduct and work performance has been found good. He has been relieved from his duties of this institution on 16/12/19.

I wish him all success in future.

Sr. Elsitta Therese CMC
Msc (N), MBA
Administrator
KCM Hospital, Nooranad



Private & Confidential

23/08/2021

Cinupriya Joy
By email: cinucpi@gmail.com



BAY OF PLENTY
DISTRICT HEALTH BOARD
HAUORA A TOI

Cnr Clarke St & 20th Ave
Private Bag 12024
Tauranga 3143
New Zealand
Phone 07 579 8000
Fax 07 571 5434

Dear Cinupriya,

I am delighted to advise that your application for the **permanent full time** position of Social Worker - MHSOP, reporting to the MHSOP Manager, Claire McGowan Blair, at Bay of Plenty District Health Board (BOPDHB), has been successful, based in Tauranga.

Your appointment is subject to the following conditions:

- ✓ BOPDHB receiving your completed and signed employment offer documents, prior to commencement of employment.
- ✓ BOPDHB Health & Safety Service health clearance being issued prior to your commencement.
- ✓ Submitting and continuing to supply a valid work visa/permit that enables you to work at BOPDHB.

(for Health Professionals Only)

- ✓ Providing and maintaining evidence that you are registered with a New Zealand Regulating Authority, hold a current practising certificate with that Authority and that your scope of practice enables you to undertake the duties of the position to which you have been appointed. (Please note - You must inform your manager immediately upon notification from your Regulating Authority of changes to your scope or conditions on practise).

- ✓ **NZ clearances**

A satisfactory NZ Police safety check clearance.

(Overseas candidates)

- ✓ Please provide current Police Certificates from your country of citizenship and any other countries that you have resided in the past 5 years. Useful information on police clearances is available on the New Zealand immigration Service's website at www.immigration.govt.nz.

The above documentation is required to be returned to pandc.admin@bopdhb.govt.nz before your commencement date. Please be aware that you are not able to commence employment at BOPDHB until all of the completed employment documentation has been received and a formal health clearance and NZ Police safety check clearance has been issued.

For Children's Worker Roles:

- Your appointment and continued employment is at all times conditional upon:
- The completion of a safety check and subsequent periodic safety checks as required by the Vulnerable Children Act 2014 and the Vulnerable Children (Requirements for Safety Checks of Children's Workers) Regulations 2015; and



- Those checks not disclosing any information that would mean your employment with BOPDHB would be inconsistent with our obligations under that Act.

Should the above conditions not be met prior to the agreed commencement date, or at any other time during your employment, this offer of employment may be withdrawn with immediate effect or, if employment has commenced, your employment may be terminated with immediate effect. In either case, you will not be entitled to any compensation or payment of notice.

Commencement:

Your intended commencement date is Monday, 13 September 2021, which will be confirmed once the above requirements have been completed and received.

Position Description:

Please find enclosed a position description which outlines your duties. These duties may be modified and updated by the Bay of Plenty District Health Board from time to time following consultation with you.

This offer is based on terms which are consistent with the District Health Boards/Public Service Association (PSA) Multi Employer Collective Agreement for Allied, Public Health and Technical Employees 7 December 2018 - 31 October 2020.

Information regarding PSA is available on their website via the following link:
<http://www.psa.org.nz>

Salary:

Your salary will be \$67,337 per annum pro-rated to hours worked, which is Step 4 of the Social Worker Salary scale within the PSA Public Health & Technical Collective Agreement, irrespective of whether you are covered by a Collective Agreement or by an Individual Agreement.

Hours:

Your hours of work will be 80 hours per fortnight – 1.0 FTE (full time equivalent), working Monday to Friday

Service:

If you are coming from another District Health Board and would like your service and leave entitlement transferred to your new employment please provide us with a verification from your current/most recent DHB, of salary, service and leave balances to enable us to check your eligibility.

This position is covered by the Collective Employment Agreement as listed:

District Health Boards/Public Service Association (PSA) Multi Employer Collective Agreement for Allied, Public Health and Technical Employees 7 December 2018 - 31 October 2020.

A copy of this agreement is available from our website www.bopdhb.govt.nz under A-Z Union Agreements on the Working Here section.

To date you have not advised that you are a member of the union that covers this position.

In accordance with Section 62 of the amended Employment Relations Act 2000, (effective 6 May 2019) requires that for the first 30 days of your employment with BOPDHB, your terms and conditions will comprise the terms and conditions of the PSA Public Health & Technical Collective Agreement which will be binding for those first 30 days as if you were a member of the union.

The Employment Relations Act 2000 also permits you and BOPDHB to agree on additional terms that are no less favourable than the PSA Public Health & Technical Collective Employment Agreement. Unless expressly recorded in this letter, no such additional terms have been agreed at this point.

At the conclusion of the first 30 days of your employment, if you have not joined the union, you will be able to negotiate and agree different terms with us. Otherwise you will remain on these same terms and conditions, on an IEA based on the PSA Public Health & Technical Collective Employment Agreement. If additional terms and conditions are agreed after the first 30 days, they must be recorded in writing and signed by both parties before they take effect.

Orientation:

BOPDHB requires all staff to undertake an organisational orientation. Your orientation details and confirmed commencement date will be sent to you once the requirements of this conditional offer have been met.

We encourage you to discuss this offer of employment and the proposed employment agreement and seek advice from your family, union, lawyer or someone else you trust.

Acceptance:

To complete your acceptance of this offer, please sign this letter with the required documents as attached, and return to pandc.admin@bopdhb.govt.nz no later than Monday, 6 September 2021.

If you have any questions regarding your start date, salary, or other commencement information, please contact me via Tauranga Hospital on 07 579 8000.

I look forward to your positive response and would like to take this opportunity to welcome you to the Bay of Plenty District Health Board team.

Yours sincerely,



Claire McGowan Blair
Manager
MHSOP
Tauranga Hospital

I, Cinupriya Joy , have had an opportunity to seek appropriate advice regarding this offer of employment, and I understand the terms of this offer of employment. I accept employment with BOPDHB on the terms described in this letter.

I understand that prior to my appointment and commencement being confirmed I need to:

✓

- ☐ return this offer letter signed by myself
- ☐ complete all other information and declarations as guided by the documentation enclosed with my offer pack
- ☐ have satisfactory Police Safety check
- ☐ provide evidence that I have New Zealand registration
- ☐ provide evidence of my eligibility to work at the BOPDHB
- ☐ provide all requested health records to Health & Safety Services and gain a full health clearance
- ☐ provide a copy of my current annual practising certificate to my manager

Signed: _____ Date: _____

NAME: Cinupriya Joy



Confirmation Letter

1st April 2021

Dear Ms. Kajal S Rahman,

We take this opportunity to thank you for your valuable contributions during the past 3 months.

We are pleased to inform you that you have completed your probationary period and are now a permanent employee of Ishanya India Foundation.

The terms and conditions of our employment are outlined below:

1. Salary

Your Fixed pay will be Rs. 18,000/- per month till May 2021 after which we may consider to increase based on your performance.

In case of a change in the format of your salary, it will be notified to you earlier.

2. Workplace & Timings

The work place is at Ishanya India Foundation, located at 769, 7th Main Road, 3rd Cross, J.P.Nagar II phase, Bangalore 560 078, or any other place that Ishanya deems necessary for discharge of duties.

Your timings will be full-time from 9:30 AM to 6:00 PM, Monday to Friday.

3. Notice Period

Permanent employees: The appointment may be terminated by either party by giving 2 months' notice.

(Note: The notice period is subject to completion of IEP/Academic plan. Whether to consider the notice period or completion of IEP/Academic plan is solely at the discretion of your reporting authority, the decision of which will be made at the time of resignation. You will also need to hand over the cases to your designated mentor as well

as your replacement along with observation reports, worksheets, IEP's/Academic plan and MoM with the parents).

Notice given just before and during a vacation period (of more than 8 days) will not be considered. It will however become applicable from the recommencement of working days, after the vacation.

Inability to fulfill the terms and conditions of the notice period may incur loss of pay and the organization is entitled to refuse providing an experience letter/relieving letter.

4. Service conditions

Following are the conditions of your services at Ishanya:

1. You will work with individuals with special needs and provide individualized attention for every session.
2. You will be required to work with dedication and commitment in teaching various skills/subjects to our students enrolled for various programs. We need you to work in co-ordination with other staff members of Ishanya to provide high quality education to all our students.
3. As part of your work with the students, you are expected to make initial observation, make Individualized Education Plan (IEP)/ Academic plan, attend lesson plan meetings, make required worksheets/plan activities as per the plan and record session details on a regular basis (make Observation Reports) as per the format given to you.
4. Also goals for IEP's/Academic plan are decided in a meeting with parents of the concerned child along with a designated mentor from Ishanya, which the educator has to attend compulsorily.
5. You are encouraged to maintain open communication with the staff of Ishanya as well as parents (during PTMs) about work done with your students.
6. As part of the Ishanya schedule, you are expected to provide prior notice of casual/sick leave that you will take. You will also make necessary arrangements such as reschedule your sessions and arrange for the necessary room/ facility on the alternative days. (Please refer to Leave Policy for more details).

(This policy is subject to change and any changes will be notified)

8. You are expected to compulsorily attend staff meetings which will be held once in a month.
9. Salary will be directly credited to the a/c by 10th of every month.

We look forward to having you on board, as a valuable member of our team, as we work towards making our society inclusive for individuals with special needs.

Kindly sign and return one copy of this letter, in token of your acceptance of the appointment.

Yours sincerely,

Kajal S

**Acceptance Signature
(Kajal S Rahman)**

Swathi

**Swathi Vellal Raghunandan
Founder & Director
Ishanya India Foundation
Center for Individuals with special needs**

769, 7th main, 3rd cross, JP Nagar 2 phase, Bangalore 560078
Phone: 9916977585/ 7349676668
Email: info@ishanya.xyz
Website: www.ishanya.xyz





Loyola College of Social Sciences

(Affiliated to University of Kerala)

Sreekariyam, Thiruvananthapuram-695 017, Kerala, India

Telephones: +91-471-2591018, 2592059, Telefax: 91-471-2591760

Email: lcsstvm@asianetindia.com Web: www.loyolacollegekerala.edu.in

Accredited (Third Cycle) with a CGPA of 3.72 on Four Point Scale at A Grade in 2014 by NAAC

19th February 2021

CERTIFICATE OF EXPERIENCE

This is to certify that Mr. Kannan G.S. had been working in Loyola College of Social Sciences, Trivandrum as Faculty (On Contract Basis) in the Department of Social Work from 3/6/2019 to 29/11/2019. Loyola College of Social Sciences, established in 1963 and affiliated to the University of Kerala, is a pioneering institution in Social Science education and research, offering postgraduate courses in Sociology, Social Work, Human Resource Management and Counselling Psychology. During his period of work at the institution, Mr. Kannan had engaged in formulating and delivering instructional curriculum for the Postgraduate students of Social Work and has collaborated with the academics of other disciplines in managing the co-curricular and extracurricular activities in the college. His character and conduct as a professional has been very good.

I wish Mr. Kannan all the very best for his future endeavours.

Fr. Sunny Kunnappallil S.J.

Manager.

Manager

Loyola College of Social Sciences

Trivandrum- 695 017



തിരുവനന്തപുരം ജില്ലാ കളക്ടറുടെ നടപടിക്രമങ്ങൾ

സാന്നിദ്ധ്യം : .കെ . ഗോപാലകൃഷ്ണൻ IAS , ജില്ലാ കളക്ടർ

വിഷയം : വനിതാ ശിശു വികസന വകുപ്പ് - ജില്ലാ ശിശു സംരക്ഷണ യൂണിറ്റ്- കരാർ വ്യവസ്ഥയിൽ സോഷ്യൽ വർക്കറെ നിയമിച്ച് ഉത്തരവ് പുറപ്പെടുവിക്കുന്നു.

പരാമർശം 1: സാമൂഹ്യ നീതി ഡയറക്ടറുടെ 12/1/2015- ലെ ICPS 5/8042/14 - നമ്പർ സർക്കുലർ

2 : 25/9/2019 -ന് നടത്തിയ അഭിമുഖം

3 : വനിതാ ശിശു വികസന വകുപ്പ് ഡയറക്ടറുടെ 19-11-2019 ലെ ICPS- 5/5328/19 നമ്പർ കത്ത്

ഉത്തരവ് നമ്പർ : ഡി.സി.പി.ഒ/റ/സി2/111/16 തീയതി: 26.11.2019

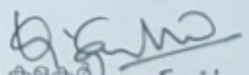
തിരുവനന്തപുരം ജില്ലയിലെ ജില്ലാ ശിശു സംരക്ഷണ യൂണിറ്റിലേക്ക് ഒഴിവുള്ള തസ്തികയിലേക്കുള്ള ജീവനക്കാരെ നിയമിക്കുന്നതിനായി പരീക്ഷ നടത്തുകയും പരീക്ഷാ മാർക്ക് അനുസരിച്ച് തയ്യാറാക്കിയ ഷോർട്ട് ലിസ്റ്റ് അനുസരിച്ച് 25.09.2019 ന് ടി ഉദ്യോഗാർത്ഥികളുടെ അഭിമുഖം നടത്തുകയുമുണ്ടായി. എഴുത്ത് പരീക്ഷയുടെയും അഭിമുഖത്തിന്റെയും അടിസ്ഥാനത്തിൽ റാങ്ക് ലിസ്റ്റ് തയ്യാറാക്കി. തസ്തികയുടെ റാങ്ക് ലിസ്റ്റിൽ ഒന്നാമതായി വന്ന താഴെ പറയുന്ന വ്യക്തിയെ പ്രതിമാസം 20,760/- (ഇരുപതിനായിരത്തി എഴുനൂറ്റി അറുപത് രൂപ) കൺസോളിഡേറ്റഡ് പേയിൽ കരാർ അടിസ്ഥാനത്തിൽ താത്ക്കാലികമായി ഒരു വർഷത്തേക്ക് നിയമിച്ച് കൊണ്ട് ഉത്തരവ് പുറപ്പെടുവിക്കുന്നു.

ക്രമ നമ്പർ	പേരും മേൽവിലാസവും	നിയമിക്കപ്പെടുന്ന സ്ഥാപനത്തിന്റെ പേര്
1	കിരൺ .സി.തെങ്ങമം ടി.സി.16/774-1,ഹവി വിലാസ് ജഗതി,തിരുവനന്തപുരം-695014	ജില്ലാ ശിശു സംരക്ഷണ യൂണിറ്റ്, പൂജപ്പുര,തിരുവനന്തപുരം

നിയമന ഉത്തരവ് ലഭിച്ച ഉദ്യോഗാർത്ഥി 14 ദിവസത്തിനകം ചുവടെ പറയുന്നരേഖകളുമായി പൂജപ്പുരയിലുള്ള ജില്ലാ ശിശു സംരക്ഷണ ഓഫീസർ മുൻപാകെ ജോലിക്ക് റിപ്പോർട്ട് ചെയ്യേണ്ടതാണ്.

1. 6 മാസത്തിനകം എടുത്ത രണ്ട് പാസ്റ്റ് പോർട്ട് സൈസ് ഫോട്ടോ
2. 2 ഗസറ്റഡ് ഓഫീസർമാരുടെ പരിചയ , സ്വഭാവ സർട്ടിഫിക്കറ്റ്
3. 200/- രൂപയുടെ മുദ്രപത്രം (ഉടമ്പടി വയ്ക്കുന്നതിലേക്കായി)




ജില്ലാ കളക്ടർ
തിരുവനന്തപുരം

K.GOPALAKRISHNAN IAS
DISTRICT COLLECTOR
THIRUVANANTHAPURAM

ബന്ധപ്പെട്ടവർക്ക്
പകർപ്പ്

1. വനിതാ ശിശു വികസന ഡയറക്ടർ
2. OC/SF



NAVEM

BY
KRISHNENDU

Get in touch

navem003@gmail.com
7736064346
Trivandrum, Kerala, India



Come be in a safe space...

Come dance your thoughts in a safe space

Come scribble your musings in a safe space

Come share your feelings in a safe space



About Krishnendu



Krishnendu is a Dance/Movement Therapy Practitioner, Classical Dancer & a Social Worker based in Trivandrum, Kerala who specialize in working with groups to address psycho-social issues using Expressive Art Therapy.

She has done her MSW with a specialization in Community Development & PGDCP from Loyola College of Social Sciences, Trivandrum.

She received her Diploma in Dance/Movement Psychotherapy from TISS, Mumbai & Kolkata Sanved.

Krishnendu is a Linneus-Palme Scholar under Ersta Skondal Bracke Hogskola, Stockholm. Currently pursuing BPA in Bharatanatyam to experiment with the Therapeutics of Indian Classical Dance forms.

After returning to Kerala, she has hosted & facilitated a handful of sessions to Introduce Expressive Art Therapy to different populations, meanwhile addressing issues like Suicide, Domestic Violence, Abuse and so on.

About Expressive Art Therapy

Expressive Art Therapy is a psychotherapy that uses dance, movement, music, art, drama, storytelling etc. to further physical, emotional, cognitive, mental & social well-being of individuals & groups in a safe space. It is a healing approach that helps in developing self-confidence, body awareness, self-love and manage real-time stress through engagement in experiential self-care activities.

We hold a therapeutic space where individuals explore mind-body connections through movement & process their emotions through art which in-turn enhances the relationship with self. This helps individuals to feel free & confident in their actions & interactions.

About Navem



'Navem' founded by Krishnendu aims at providing a safe and non-judgmental space for people to express and reflect using Expressive-art modalities (Dance, Drama, Music, Art & Storytelling)

Navem aims to create safe spaces within the community through group engagement, reflections & explorations which could grow bonds out of compassion & respect.

Navem provides individuals with a space of freedom to explore themselves in ways they would want.

NAVEM
NADI-RIVER
VEERU- ROOTS
MARAM- TREE

OUR SERVICES

INDIVIDUAL THERAPY

As in some cases Talk Therapy doesn't seem to work because they fail to acknowledge the psycho-somatic manifestations. We offer counselling along with experiential sessions which take into account the mind-body connections which in turn leave the client with a set of self-care tools in the long run.

GROUP THERAPY

Group therapy is often offered as per the request from Government or Private Institutions for emergency intervention in Shelter Homes for children & young adults who have faced an immediate loss of a group-mate through suicide or related issues.

Psycho-social development for young adults also come under this umbrella, delivered in an experiential session which is also fun!



REGULAR BATCHES

We have ongoing batches which have been up & running for more than 2 years now. We have both online & offline batches which meet once a week for our regular sessions. It works in the model of a support group of 4-6 individuals coming together to listen to each other. Each group is unique. A batch starts after a one-to-one need-assessment session, with which the facilitator pools in the prompts to be explored over the months.

This is a safe space for individuals who wish to explore their patterns of behaviors alongside like-minded or opposite individuals who hold space for each other. An hour devoted for self-care makes a heap of difference..

EXPRESSIVE ART THERAPY- HEALING WORKSHOP FOR SOCIAL WORK & PSYCHOLOGY STUDENTS

We conduct 4-day intensive workshops for students where we introduce Expressive Art modalities as an intervention in their respective subjects. It is also a space where they engage in their own personal journey of healing through sharing & reflecting on personal dilemmas.

OUR SERVICES

EXPERIENTIAL WORKSHOPS

We offer workshops as per requirements using Expressive Art Modalities.

-CHILDREN-

psycho-social care after traumatic experience, suicide prevention, life-skills, group bonding, conflict resolution, confidence building



-YOUNG ADULTS-

Value Science, confidence building, experiential learning, trauma healing, leadership training



-WOMEN-

Domestic violence support groups, self-care, wellness, trauma healing, stress -relief



-EDUCATORS-

De-stress & Mental Health check-in, Integrating Expressive Art-in-education, unlearning & relearning



-DETAINEES IN PRISON-

Stress-relief, self-exploration, relaxation

-STAFF & CARETAKER-

De-stressing, relaxation, self-care tools, group cohesion, conflict resolution, group bonding



-PEOPLE WITH MENTAL HEALTH ISSUES-

developing social skills, relaxation, self-love



-ELDERLY-

to induce movement vocabulary, fun & relaxation

Strictly Confidential

Date: 22nd November 2017

Leema Martin
Kurisunkal (H), Sreekandamangalam,
Muttathiparambu P.O, Cherthala, Kerala

Dear Leema,

Congratulations and Welcome to the Vedanta family!

We are pleased to extend you an Offer of employment ("**Offer**") with **Bharat Aluminium Company Limited** ("**Company**"), for the position of **Officer Trainee in M7 Grade**. We are excited at the prospect of your working with us and look forward to your joining us on or before 22nd November 2017 at the following address:

Bharat Aluminium Company Limited
Korba- 495684
Chhattisgarh

The terms and conditions contained herein ("**Terms of Employment**") must be read as part of the overall policies of the Company. Your employment with the Company is subject to satisfactory completion of Medical Examination (**Annexure B**), Background Verification and will be based on the below Terms of Employment:

1. Salary and Benefits

Your **Total Remuneration** is INR **7,95,000** /- (Rupees Seven Lakhs Ninety Five Thousand Only) per annum, which will be revised upon confirmation basis your performance. Complete details on compensation are available in the Term sheet (**Annexure A**).

2. Training and Probation

You will be on training for a period of 6 months from the date of joining. The Company may, at its discretion, on the basis of performance evaluation, extend the training by such period, as it may deem appropriate.

Post completion of the training, you will be on probation for a period of 6 (six) months. Your confirmation in the service of the company shall be subject to, amongst others, your performance being satisfactory during the training and the probation period. The Company may, at its discretion, extend the probation by such period, as it may deem appropriate.

At the end of probation period, the company will issue you a formal written confirmation letter.

3. Responsibilities:

- 3.1. You agree that you will perform your duties with due diligence, devotion and permitted discretion. You will perform, observe and conform to such duties, directions and instructions, assigned or communicated to you by the Company or on its behalf from time to time.
- 3.2. While in the employment of the Company, you shall not (without Company's prior written consent) directly or indirectly own, manage, control, participate in, consult with, render services to or engage in the business of any other business entity or other organizations (whether as an owner, employee, officer, director, agent, partner, consultant or otherwise) for any consideration, in cash or in kind or otherwise.

Annexure 1: Compensation Breakup

Set forth below is an outline of the management compensation terms and conditions by which the undersigned parties agree to abide. The existence, nature, terms and conditions of this agreement are strictly confidential and shall not be disclosed by candidate in any manner or form, directly or indirectly, to any person or entity without the company's consent.

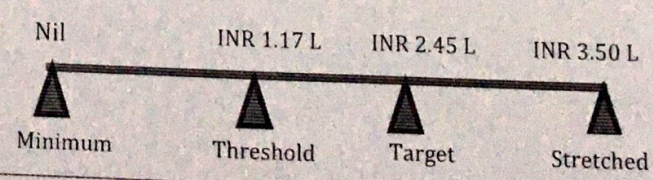
Date: 22nd November 2017

Name	Leema Martin
Company / Business Unit	Vedanta Limited
Position / Title	Officer Trainee
Training Period	6 Months
Probation Period	6 Months (M7)
Confirmation	Post 12 months

Compensation Scheme

I. Total Target Remuneration from Date of Joining

Fixed Pay			
#	Particulars	Amount (INR) Per Annum	Notes
I	Basic	1,67,700	Basic is paid on a monthly basis. Retirals are linked to this. Subject to tax.
II	House Rent Allowance ("HRA")	67,080	House Rent Allowance is paid on a monthly basis. HRA is provided to meet the cost of accommodation. HRA is calculated at 40% of the Basic pay. HRA is an allowance and is subject to income tax. The exemption on HRA is covered under Section 10 (13A) of the Income Tax Act and Rule 2A of the Income Tax Rules.
III	Personal Allowance	1,52,218	Personal Allowance is paid on a monthly basis. This element has no linkage to any component of compensation / retirals. Subject to tax.
IV	Statutory Bonus	33,540	Bonus is paid on a monthly basis and calculated at 20% of the Basic pay, subject to Income tax.
V	Uniform Allowance	12,000	Uniform Allowance is paid on a monthly basis. It is granted to meet the expenditure incurred on purchase or maintenance of uniform to wear during the performance of the duties of an office. It is taxable.
VI	Conveyance Allowance ("CA")	19,200	Conveyance Allowance is paid on a monthly basis. It is paid to meet the conveyance expense of an employee. CA is exempted U/S 10(14), rule 2BB up to Rs. 1600 /- per month.
VII	Vehicle Maintenance Allowance	21,600	Vehicle Maintenance Allowance is paid on a monthly basis. It is paid to meet the vehicle maintenance expense of an employee. It is taxable.

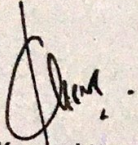
#	Particulars	Amount (INR) per annum	Remarks
VIII	Leave Travel Allowance ("LTA")	13,975	Leave Travel Allowance is a reimbursement for travel within India. It is governed by IT Act where one can claim tax exemptions twice in a block of four years and should be on Privilege leave for a minimum period of 5 days and this can be clubbed with weekly off or a paid holiday.
IX	Medical	15,000	Reimbursement of medical expenses actually incurred by an employee for his / her medical treatment or the treatment of any member of the family up to Rs. 15,000 per annum is not treated as a taxable perquisite upon submission of bills.
X	Provident Fund ("PF")	20,124	As per employee provident fund Act 1952, an employer is required to contribute minimum 12% of the Basic Salary to EPF. And equal amount will be deducted as employee contribution from monthly payroll.
XI	Gratuity	8,063	The employer will contribute 15 days basic for every completed year of service. This will be payable when the employee leaves / superannuates. The eligibility condition is minimum 5 years of service as per the payment of Gratuity Act 1972.
XII	Mediclaim Policy	14,500	Covered under insurance scheme as per company policy. Coverage as per floating policy. Maximum coverage as per policy is INR 6 Lacs. This component is not cashed out.
XII	Personal Accident Insurance	5,000	Covered under accident insurance scheme as per company policy. Coverage for self only. Maximum coverage as per policy is INR 10 Lacs. This component is not cashed out.
Fixed Pay		5,50,000	Sum of all above
Performance Pay Scheme (As currently applicable and subject to change as per company rules from time to time)			
Target Annual Performance Pay		2,45,000	The objective of Performance Pay Scheme is to incentivize employees to achieve specific Group/Business and/or financial and strategic predetermined goals, within the Group's/Business risk appetite. The evaluation on the performance measures will be done on completion of the financial year (April – March). The plan and payout is linked to achievement of business and individual targets. First year payout will be pro-rated basis date of joining. This policy is subject to management discretion and can be revised from time to time, payout is subject to tax. 
Total Target Remuneration		7,95,000	

The above Compensation and Benefits are subject to taxes, to be borne by the incumbent as per prevailing tax laws.

Other terms & conditions

1. 100% compliance of company's rules, regulations, code of conduct and Group Values
2. Production Incentive : You will be eligible for Production Incentive from Training Period onwards (in Business / Unit locations only) as per the Scheme in Vogue (subject to Company Policy) up to a maximum of INR 50,000 .This is not applicable in Corporate and Non Unit Locations.
3. Leave: As per Company policy.
4. You will be eligible for increment upon confirmation as per company policy.

For Bharat Aluminium Company Limited



**Major Kumud Kumar
Head HR - BALCO**

The provisions of this offer of employment have been read, are understood, and the offer is herewith accepted. I understand that my employment is contingent upon of fulfilling eligibility criteria and clearing medical fitness tests.

[NAME]

[SIGNATURE]

[DATE]



COSMOPOLITAN HOSPITALS Pvt. Ltd.

Post Graduate Institute of Health Science & Research

PATTOM, THIRUVANANTHAPURAM-695 004

Phone: +91-471-2521136, 2521100, 2521250/51/52/53 Fax: +91-471-2449188

CIN-U85110KL1979PTC003092



24.06.2021

Ms. Parvathy Chitran
Addl. Public Relations Officer

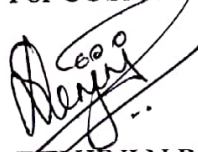
Dear Madam,

On expiry of your present period of appointment on 31.05.2021, the management is pleased to give you extension of service as Additional Public Relations Officer in this hospital on contract basis for a period of nine months w.e.f 01.06.2021 on the following terms and conditions.

1. Remuneration: A consolidated salary of Rs. 22,500/- (Rupees Twenty two thousand five hundred only) per month shall be paid to you during the period of appointment.
2. Working hours: Hospital working hours as fixed by the Management from time to time shall be applicable to you.
3. Other benefits: As applicable to the staff of this hospital.
4. Leave and such other facilities: During this period you will be eligible for "9" casual leave and "9" sick leave proportionately. You will not be eligible for any monetary or other benefits except the consolidated salary above mentioned.
5. General: You shall be governed by the Service and Conduct Rules of the Company.
6. Date of expiry of this appointment: This appointment shall be terminated by either side with one month's prior notice or payment of one month's pay and allowance admissible in lieu of notice by the management.

The original copy of this appointment order will be issued to you on receipt of the duplicate copy, sent herewith, duly accepted and returned by you.

Yours faithfully,
For COSMOPOLITAN HOSPITALS Pvt. Ltd.,


(RENJINI.N.R.)
MANAGER -HR



email : cosmopolitan@cosmopolitanhospitals.in

www.cosmopolitanhospitals.in



വയനാട് വിദ്യാഭ്യാസ ഉപഡയറക്ടറുടെ നടപടിക്രമം

(ഹാജർ: പ്രിന്റർമാർക്ക് കൈ)

വയനാട് വിദ്യാഭ്യാസം ഗോത്രബന്ധു പദ്ധതി വയനാട് ജില്ലയിലെ പ്രൈമറി ക്ലാസ്സുകൾ നിലവിലുള്ള സർക്കാർ/എയ്ഡഡ് സ്കൂളുകളിൽ പട്ടിക വർഗ്ഗ വിഭാഗത്തിൽപ്പെട്ട ഓൺലൈൻ റിപ്പോർട്ടിംഗ് നിർവ്വഹിക്കണമെന്നു സൂചന

1. സർക്കാർ ഉത്തരവ് നമ്പർ (സാധാ) നം. 229/2017 പള്ളംപറമ്പി തീയതി 24/7/2017.
2. സർക്കാർ ഉത്തരവ് നമ്പർ (സാധാ) 1209/2017 പള്ളംപറമ്പി തീയതി 12/7/2017.
3. വയനാട് ഐ.റ്റി.വി. പ്രൊജക്ട് ഓഫീസറുടെ 31/10/2018 ലെ നം. 2716/18 നമ്പർ കത്ത്.

ഉത്തരവ് നമ്പർ. എ3/6833/2018 തീയതി. 23/11/2018

വയനാട് ജില്ലയിലെ പ്രൈമറി ക്ലാസ്സുകളിൽ പഠിക്കുന്ന പിന്നോക്ക പട്ടികവർഗ്ഗ വിദ്യാർത്ഥികളുടെ വിദ്യാഭ്യാസ ഉന്നമനം ലക്ഷ്യമാക്കി പ്രൈമറി ക്ലാസ്സുകൾ ഉള്ള സർക്കാർ/എയ്ഡഡ് സ്കൂളുകളിൽ ഗോത്രബന്ധു പദ്ധതിയിൽ 241 ഓൺലൈൻ റിപ്പോർട്ടിംഗ് സൂചന 1-ലെ ഉത്തരവ് പ്രകാരം സർക്കാർ അനുമതി നൽകിയിട്ടുണ്ട്. പട്ടികവർഗ്ഗ വിദ്യാർത്ഥികളെ പൊതു വിദ്യാഭ്യാസ രംഗവുമായി ചേർത്തു നിർമ്മിക്കുന്നതിനും സ്കൂൾ പഠന കാലത്ത് കൊളിഞ്ഞു പോകാതെ നിലനിർത്തുന്നതിനുമായി സർക്കാർ ഐ.റ്റി.വി. സൂചന പദ്ധതിയായ ഗോത്രബന്ധുവിൽ പിന്നോക്ക ഗോത്രവർഗ്ഗ വിഭാഗങ്ങളായ അടിയർ, പണിയർ, ഈരളി, കാട്ടുനായ്ക്കൻ എന്നീ വിഭാഗങ്ങളിലെ വിദ്യാർത്ഥികൾ ഒന്നാം ക്ലാസിൽ പ്രവേശിക്കുമ്പോൾ പഠന പ്രവർത്തന നിർവ്വഹണത്തിൽ ഒന്നാം ക്ലാസിനെ അധ്യാപികക്കൊപ്പം നിന്ന് ഗോത്ര വർഗ്ഗ വിദ്യാർത്ഥികളെ സഹായിക്കുകയാണ് ഓൺലൈൻ റിപ്പോർട്ടിംഗ് പ്രധാന ചുമതലയായി നിശ്ചയിച്ചിട്ടുള്ളത്. നിലവിൽ വയനാട് ജില്ലയിൽ ഓൺലൈൻ റിപ്പോർട്ടിംഗ് നിലവിലുള്ള 14 വിദ്യാലയങ്ങളിലേക്ക് സൂചന 2-ലെ സർക്കാർ ഉത്തരവ് പ്രകാരം രജിസ്ട്രേഷൻ ബോർഡ് ശുപാർശ ചെയ്ത ഓൺലൈൻ റിപ്പോർട്ടിംഗ് നിയമിക്കപ്പെടേണ്ടവരുടെ പട്ടിക സൂചന 3 പ്രകാരം വയനാട് ഐ.റ്റി.വി. പ്രൊജക്ട് ഓഫീസർ നൽകിയിട്ടുണ്ട്.

മേൽ സാഹചര്യത്തിൽ വയനാട് ജില്ലയിലെ സർക്കാർ/എയ്ഡഡ് കോളേജ് പ്രൈമറി ക്ലാസ്സുകൾ ഉള്ള 241 സ്കൂളുകളിൽ ഓൺലൈൻ നിലനിൽക്കുന്ന 14 വിദ്യാലയങ്ങൾക്ക് താഴെ പറയുന്ന വ്യവസ്ഥകൾക്ക് വിധേയമായി ഓൺലൈൻ റിപ്പോർട്ടിംഗ് അനുവദിക്കുന്നതിനും സൂചന 1-ലെ വിദ്യാലയത്തിൽ നിയമിച്ചിരിക്കേണ്ട ഇതിനാൽ ഉത്തരവാകുന്ന

1. ഫെൻ്റർ കീഴ്ചരദാരുടെ നിയമനം തീർത്തും താൽക്കാലികവും ഭരണസമരങ്ങൾ പ്രകാരം
31 വയസ്സുള്ള കാര്യമുഖ്യവിഭാഗക്കാരായിരിക്കും.

2. ജോലിയിൽ പ്രവേശിക്കുന്ന തീയതി മുതൽ പ്രതിദിനം 750/- രൂപ നിരക്കിൽ പ്രതി
മാസം പരാവാധി 21900/- രൂപസ്കർക്കാർ നിശ്ചയിക്കുന്ന നിരക്കിൽ ഭരണസം
രക്ഷാസമരക്കാരനാണ്.

3. എല്ലാ സ്കൂൾ പ്രവർത്തി ദിവസങ്ങളിലും ഫെൻ്റർ കീഴ്ച ജോലിക്ക്
ഹാജരാകേണ്ടതാണ്.

4. സ്കൂൾ പ്രധാനധ്യാപകൻ ഫെൻ്റർ കീഴ്ചരുടെ പ്രതിമാസ ഹാജർ പട്ടിക കോണുര
വിയം അനുവദിക്കുന്നതിനായി സാക്ഷ്യപ്പെടുത്തി ബന്ധപ്പെട്ട പട്ടികവാർഡ് വികസന
വകുപ്പ് ഓഫീസർക്ക് (ട്രൈബൽ ഡെവലപ്മെന്റ് ഓഫീസർ ബന്ധുരതി/മാനന്തവാടി
ഐ.റ്റി.ഡി.പി ഓഫീസർ കൽപ്പറ്റ) നൽകേണ്ടതാണ്.

5. ഫെൻ്റർ കീഴ്ചരദാരുടെ ചുമതലകൾ ഈ ഉത്തരവിൻ്റെ അനുബന്ധം ഒന്ന് ആര
ജ്ഞാപിപ്പിക്കുക കർശനമായി നിർവ്വഹിക്കുന്നു എന്ന് പ്രധാനധ്യാപകർ തിരി
വരുത്തേണ്ടതാണ്.

6. ഫെൻ്റർ കീഴ്ചരുടെ ഒരു ദിവസത്തെ പ്രവർത്തനങ്ങളുടെ മാതൃക അനുബന്ധം
ആയി ഉള്ളടക്കം ചെയ്യുന്നു.

ഫെൻ്റർ കീഴ്ച തയ്യാറാക്കി സൂക്ഷിക്കേണ്ട രേഖകൾ അനുബന്ധം 3 ആ
ജ്ഞാപിപ്പിക്കുന്നു.

ഫെൻ്റർ കീഴ്ചർക്ക് ആവശ്യമായ പരിശീലനം വയനാട് ഡയറ്റ്, എസ്.എസ്.
മുഖന നൽകുന്നതാണ്.

ഫെൻ്റർ കീഴ്ചരായി നിയമിക്കപ്പെടുന്നവർ സ്കൂൾ പ്രധാനധ്യാപകൻ്റെ നിർ
ദ്ദേശം ചുമതലകൾ നിർവ്വഹിക്കുന്നില്ലെന്ന് ഹെഡ്മാസ്റ്റർ റിപ്പോർട്ട് ചെയ
കഴിയാതെ ഫെൻ്റർ കീഴ്ചരുടെ ഭരണസം അവസാനിപ്പിക്കുന്നതാണ്.

ക്രമ നമ്പർ	പേര്, വിലാസം	ജനന തീയതി	ജാതി	വിദ്യാഭ്യാസ യോഗ്യത	നിയമനം നൽകി വിദ്യാലയം
1	പ്രീത കെ നെല്ലിക്കൽ കോളനി ഏഴേച്ചാം (പി.ഒ) പന്മരം 670721	19/04/93	പണിയ	ബി എഡ്	എൽ എൽ പി എസ് ഒട്ടക്കോടി

ഉള്ളടക്കം അനുബന്ധം-1
അനുബന്ധം-2
അനുബന്ധം-3



വിദ്യാഭ്യാസ ഉപഡയറക്ടർ
വയനാട്

ചെൻ്റർ ടീച്ചർമാർക്ക്

സ്കൂൾ ഹെഡ്മാസ്റ്റർമാർക്ക്-(വിദ്യാഭ്യാസ യോഗ്യത, തിരിച്ചറിയൽ രേഖ എന്നീ വയുടെ പകർപ്പുകൾ വിദ്യാലയത്തിൽ സൂക്ഷിക്കേണ്ടതാണ്)

പകർപ്പ് 1) പ്രൊജക്ട് ഓഫീസർ, ഐ.റ്റി.ഡി.പി വയനാട്

2) ഉപജില്ലാ വിദ്യാഭ്യാസ ഓഫീസർ ബദത്തരി, വൈത്തിരി, മാനന്തവാടി

3) കരുതൽ ഫയൽ



Maximizing the potential within
A UNIQUE CENTRE FOR PSYCHO SOCIAL REHABILITATION
Lic.No. : B3-381/2018

MMRC/128EC/19

26th APRIL 2019

TO WHOMSOEVER IT MAY CONCERN

MAX MINDS REHABILITATION CENTRE is a unique open centre in Kerala for psychosocial rehabilitation for psychiatric patients. Our sprawling campus with beautiful open spaces applies a totally different version of treatment in the sphere of mental health. We have residential care facilities for 100 patients with acute and chronic mental illness, de-addiction treatment, vocational rehabilitation services and facilities for half way homes are also available.

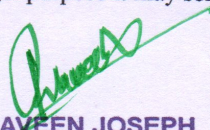
This is to certify that **Mr. SHINE AUGUSTINE** is working as a **SOCIAL WORKER** in the center from 6th **September 2017** and is still continuing. During this tenure his major responsibilities include :-

- Case history work up & MSE
- Psychosocial rehabilitation services
- Individual, family psychotherapy & Group Therapy
- Social skills training and Cognitive Remediation training
- Conducting Psycho-education
- Attending academic sessions

He has been found to be with good clinical & professional skills in managing patients, establishes good relationship with patient and other health care professionals. He has also been punctual and accountable in his duties.

This certificate is being issued upon his request for whatever legal purpose it may serve him.




PRAVEEN JOSEPH
DIRECTOR
MAX MINDS REHAB CENTER
ARAVANCHAL, PAYANNUR

18/09/2020

Shine Augustine
18B Gibson Street
Fenton park
Rotorua



Geneva
Healthcare

Level 2, 139 Quay Street,
Auckland 1010
Box 106 339, Auckland 1143,
New Zealand
E info@genevahealth.com
T +64 (0)9 353 5200
T +64 (0)9 353 5201
www.genevahealth.com

Dear Shine,

Geneva Healthcare is pleased to confirm your appointment to the position of **Support Worker** with our Community Living Service. This position is on a **Permanent** basis. As discussed, the details of your employment and remuneration are reflected below;

- **Wage:** \$25.50 per hour in line with Pay Equity, plus **accrued annual holidays**.
- **Place of work:** Rotorua
- **Hours of work:** 1.0 FTE - 40 Minimum hours per week on a rostered basis

Geneva Healthcare has both Individual Employment Agreements and Collective Employment Agreements with PSA and ETU covering your position.

During the first 30 days of employment with us, the attached Collective Employment Agreement (CEA) will cover you. After this time, you may choose whether you wish to be on an individual agreement or join either of the unions and be covered by their collective agreement. Your recruiter can give you further information about union membership if required.

Collective employment agreement

The work you will do is covered by a collective employment agreement between Geneva Healthcare and Etu/PSA. A copy of the collective agreement is attached. I understand that you're not a member of Etu/PSA. It is your choice whether or not you join a union but if you want to be employed on the collective employment agreement, then you must join Etu/PSA. If you join the union then you would automatically be covered by the collective agreement. If you want to join, you can contact the union on;

- PSA - www.psa.org.nz/whyjoin or 0508 367 772
- Etu - <https://www.etu.nz/join/> or 0800 186 466

Individual employment agreement

If you choose not to join the union, you won't be employed on the collective employment agreement, you will be employed on an individual employment agreement based on the terms and conditions of the collective employment agreement.

You can discuss this offer of employment, and the proposed employment agreement, and seek advice from your family, union, lawyer, or someone else you trust. If you would like information about your employment rights, see www.employment.govt.nz or phone the Ministry of Business, Innovation and Employment's free information line on 0800 20 90 20.

Shine Augustine
20/09/20

If there is anything in this offer of employment that you are unclear about, disagree with, you don't understand or you want to discuss, please contact me.



Geneva
Healthcare

Acceptance of employment offer

If you agree with the proposed terms and conditions and want to accept this offer of employment, please sign a copy of this letter and the Collective employment agreement and return these to me by (21/09/2020). If I don't receive a signed copy of this letter and employment agreement by 5PM on that date, this offer of employment will be automatically withdrawn and you will not be able to accept it.

Level 2, 139 Quay Street,
Auckland 1010
Box 106 339, Auckland 1143,
New Zealand
E info@genevahealth.com
T +64 (0)9 353 5200
T +64 (0)9 353 5201
www.genevahealth.com

Welcome to the team, I look forward to working with you.

Kind Regards,

Rachelle Aguilar
Recruitment Consultant
0800 266 577 ext 9561
rachellea@genevahealth.com

Signature:
Printed Name: SHINE AUGUSTINE
Date: 20/09/2020



1st March 2018

Ms Kripa Elizabeth Sunny
Childline Contact Centre, Chennai
Chennai

Dear Ms Kripa,

Sub: Appointment Letter of CHILDLINE Contact Officer (CCO)
at CHILDLINE Contact Centre (CCC), Chennai

We are pleased to appoint you as CHILDLINE Contact Officer (CCO), to work at the CHILDLINE Contact Centre (CCC), **Chennai** a project of CHILDLINE India Foundation, Mumbai.

1. Your contract of employment will be from **12th February 2018 to 31st March 2019**.
2. The position of CCO assigned to you, requires you to attend to incoming 1098 calls at CCC, make outgoing calls to CHILDLINE Intervention Units (IUs), where any kind of intervention is needed, follow up with IUs for case documentation, receive reports from IUs on cases received by them during their routine Outreach activities and perform all assignments as assigned to you by CCC Operations Manager. Over and above, we are confident you shall also perform all tasks assigned to you from time to time.
3. Your contractual remuneration is fixed as **Rs. 14,642/-** per month as salary plus **Rs.2,500/- p.m.** as Outstation Allowance. **Total Rs.17,142/- p.m.**
4. You shall be on contract for a period mentioned above, placed at the **TCS campus at Chennai**. We are sure you shall follow all the rules and regulations laid down by TCS and CHILDLINE India Foundation.
5. The PL earned by you from your previous contract with us at CCC maybe availed during the term of this contract, subject to rules.
6. You shall report to the team leader/Supervisor or CCC, Operations Manager/Asstt. Operation Manager in case of absence of the Team Leader. You are requested to coordinate for your floor timings and other relevant operational aspects with the CCC Floor Coordinator. In the performance of your duties you will interact with relevant personnel, and we are sure your co-operation shall be provided to them. We shall guide you through protocols as defined in the CCC Operational rules for interaction with them.
7. For the purpose of discipline, you will be governed by such rules and regulations as may be applicable to the Foundation's employees from time to time.
8. Under the unfortunate circumstances of separation, the termination of service can be at one month's notice on either side. However, in case of transgressing discipline, duty or probity we reserve the right to offer you a month's salary toward immediate dismissal.

Robinson
P



PAYSLIP OCTOBER 2021

VINAM SOLUTIONS PVT LTD

UNIT 5, IT BUILDING KSITIL SPECIAL
ECONOMIC ZONE, GOVERNMENT CYBERPARK,
KOZHIKODE - 673016, KERALA 673016
KOZHIKODE CYBERPARK 673016

RAGIN MARY TOMS

EMPLOYEE NUMBER	DATE JOINED	DEPARTMENT	DESIGNATION
1235	03 Aug 2020	Human Resources	Employee Experience Man...
PAYMENT MODE	PAN	UAN	PF NUMBER
Cheque	DMIPR0452J	101259509616	NA

SALARY DETAILS

ACTUAL PAYABLE DAYS	TOTAL WORKING DAYS	LOSS OF PAY DAYS	DAYS PAYABLE
31	31	0	31
EARNINGS		TAXES & DEDUCTIONS	
Basic	14,700.00	Labour Welfare	20.00
Conveyance Allowance	1,600.00	PF Contribution	3,600.00
HRA	2,800.00	Professional Tax	208.00
Medical Allowance	1,125.00	Total Deductions (C)	3,828.00
DA	14,000.00		
Special Allowance	11,281.00		
Reimbursement	5,250.00		
Total Earnings (A)	50,756.00		
Net Salary Payable (A - C)		46,928	

കൊല്ലം ജില്ലാ മെഡിക്കൽ ഓഫീസറുടെ(ആരോഗ്യം)നടപടിക്രമം

വിഷയം :- ആരോഗ്യവകുപ്പ് - സമഗ്ര മാനസികാരോഗ്യ പരിപാടി - കരാർ വ്യവസ്ഥയിൽ

താൽക്കാലിക നിയമനം നൽകി ഉത്തരവ് പുറപ്പെടുവിക്കുന്നു.

പരാമർശം:-1) സർക്കാർ ഉത്തരവ് നം.2086/2012/എച്ച് &എഫ്.ഡബ്ല്യൂ.ഡി

തിരുവനന്തപുരം. തീയതി.26.06.2012

2) ആരോഗ്യവകുപ്പ് ഡയറക്ടറുടെ ഉത്തരവ് നം.എം.സി2/39577/12/

തീയതി.18.02.2013

3) ഈ ഓഫീസിന്റെ ഇതേ നമ്പർ ഉത്തരവ് തീയതി. 04.04.2020. 31.03.2021.

02.04.2021, 15.05.2021

4) 30.03.2021, 15.05.2021 തീയതികളിൽ കൂടിയ ജില്ലാ മെന്റൽ ഹെൽത്ത്

ഇംപ്ലിമെന്റിംഗ് കമ്മിറ്റി തീരുമാനം

5) ജില്ലാ മെന്റൽ ഹെൽത്ത് നോഡൽ ഓഫീസറുടെ കത്ത് നം. 82/21/

തീയതി. 14.05.2021

ഉത്തരവ് നം.സി3-1247/2013(1)/ജി.മെ.ആ (ആരോഗ്യം),തീയതി.27.05.2021

ജില്ലാ മാനസികാരോഗ്യ പരിപാടിയുടെ ഭാഗമായുള്ള സമഗ്ര മാനസികാരോഗ്യ പരിപാടിയിൽ കരാർ വ്യവസ്ഥയിൽ താൽക്കാലിക നിയമനം നൽകിയിരുന്ന കരാർ ജീവനക്കാരുടെ കരാർ സേവന കാലാവധി 31.03.2021-ന് പൂർത്തിയായതിനാൽ ടി കരാർ ജീവനക്കാരെ 31.03.2021-ന് കരാർ സേവനത്തിൽ നിന്നും നീക്കം ചെയ്തിരുന്നു. തെരഞ്ഞെടുപ്പ് പെരുമാറ്റച്ചട്ടം നിലനിന്നിരുന്നതിനാൽ ടി ജീവനക്കാരെ അവരുടെ പെർഫോമൻസ് അപ്രൈസലിന്റെ അടിസ്ഥാനത്തിൽ പുനർ നിയമനം നൽകുന്നതിന് കഴിയാത്ത സാഹചര്യമായിരുന്നതിനാൽ CMHP പ്രവർത്തനങ്ങൾക്ക് തടസ്സം സൃഷ്ടിക്കാതിരിക്കുന്നതിനായി ജില്ലാ മെന്റൽ ഹെൽത്ത് ഇംപ്ലിമെന്റിംഗ് കമ്മിറ്റിയുടെ 30.03.2021-ലെ തീരുമാന പ്രകാരം ടി ജീവനക്കാർക്ക് 02.04.2021 മുതൽ 15.05.2021 വരെ CMHP യിൽ തുടർച്ചാന്നമതി നൽകി ഉത്തരവായിരുന്നു. 15.05.2021-ന് ടി ജീവനക്കാരെ താൽക്കാലിക സേവനത്തിൽ നിന്നും വിടുതൽ ചെയ്തിട്ടുള്ളതുമാണ്.

ടി താൽക്കാലിക ജീവനക്കാരുടെ പെർഫോമൻസ് അപ്രൈസൽ പരിശോധിച്ച് അതിന്റെ അടിസ്ഥാനത്തിൽ ടി ജീവനക്കാരെ തന്നെ 17.04.2021 മുതൽ 31.03.2022 വരെ CMHP യിൽ കരാർ വ്യവസ്ഥയിൽ നിയമിക്കുന്നതിന് 15.05.2021-ന് ഈ ഓഫീസിൽ വെച്ച് കൂടിയ ജില്ലാ മെന്റൽ ഹെൽത്ത് ഇംപ്ലിമെന്റിംഗ് കമ്മിറ്റി തീരുമാനമെടുത്തിട്ടുള്ളതാണ്. ഇതിൻ പ്രകാരം ടി ജീവനക്കാരുടെ പെർഫോമൻസ് അപ്രൈസൽ ജില്ലാ നോഡൽ ഓഫീസർ തുടർ നിയമനത്തിനുള്ള ശുപാർശയോടെ സമർപ്പിച്ചിട്ടുള്ളതും ആയത് പരിശോധിച്ച് ടി ജീവനക്കാരുടെ നാളിതുവരെയുള്ള സേവനം തൃപ്തികരമാണെന്ന് ബോധ്യപ്പെട്ടിട്ടുള്ളതുമാണ്.

ആകയാൽ ചുവടെ പേര് പറയുന്ന താൽക്കാലിക ജീവനക്കാരെ അവരുടെ പേരിന് എതിരെ പറഞ്ഞിരിക്കുന്ന തസ്തികകളിൽ മുൻകാല പ്രബല്യത്തിൽ 17.04.2021 മുതൽ 31.03.2022 വരെ ചുവടെപ്പറയുന്ന നിബന്ധനകൾക്ക് വിധേയമായി CMHP യിൽ കരാർ വ്യവസ്ഥയിൽ താൽക്കാലിക നിയമനം നൽകി ഇതിനാൽ ഉത്തരവാകുന്നു.

മുദ്രപുറം

ക്രമ നമ്പർ	പേരും മേൽ വിലാസവും	തസ്തിക	പ്രതിമാസ വേതനം
1.	ശ്രീമതി. അഞ്ജു.ജി.ആർ കിഴക്കുത്ത് തെക്കതിൽ തൃക്കോവിൽവട്ടം മുഖത്തല.പി.ഒ. കൊല്ലം	പ്രോജക്ട് ഓഫീസർ കമ്മ്യൂണിറ്റി റീ ഹാബിലിറ്റേഷൻ	28955/-
2.	ശ്രീമതി.അൻസി.ബി.കൈരളി റോസാമിസ്റ്റിക് (ആരൂഡം) ഒഴുക്കുതോട്, മരുത്തടി.കൊല്ലം	പ്രോജക്ട് ഓഫീസർ. സ്കൂൾ മെന്റൽ ഹെൽത്ത്	28955/-
3.	ശ്രീ.ശ്രീജിത്ത്.ജി.എസ് ശ്രീഭവനം,എഴുകോൺ.പി.ഒ. കൊല്ലം	സ്റ്റാഫ് നേഴ്സ് കമ്മ്യൂണിറ്റിറിഹാബിലിറ്റേഷൻ	30385/-
4.	ശ്രീമതി.അനുശ്രീ.ബി ഔരത്ത് ശേരിൽതോടിന് വടക്ക് ചവറ.പി.ഒ	സ്റ്റാഫ് നേഴ്സ് പകൽവീട് വള്ളിക്കാവ്	30385/-
5.	ശ്രീ.അനിൽ രാജ്.കെ.ആർ അശ്വതി, അവന്തർ കൊട്ടാരക്കര	സ്റ്റാഫ് നേഴ്സ് പകൽവീട്.മുഖത്തല	30385/-
6.	ശ്രീമതി.നജ്മ ബീവി.ആർ ഷമീസ് മൻസിൽ ചെറിയ വെളിനെല്ലൂർ .പി.ഒ	സ്റ്റാഫ് നേഴ്സ് പകൽ വീട്. വെളിനെല്ലൂർ	30385/-
7.	ശ്രീമതി.ലത.കെ ആറ്റുപുറത്ത് തെക്കതിൽ മൺട്രോതുരുത്ത് പട്ടംതുരുത്ത്.പി.ഒ	അറ്റൻഡർ പകൽവീട്. മുഖത്തല	18030/-
8.	ശ്രീ. രാജേഷ്.ആർ രാജേഷ് ഭവൻ വെളിലത്താഴം. ഡീസന്റ് ജംഗ്ഷൻ. കൊല്ലം	അറ്റൻഡർ പകൽവീട്. വള്ളിക്കാവ്	18030/-
9.	ശ്രീ.ശരത്.എസ് ശ്രീ .ശൈലം, കോട്ടയ്ക്കുക പെരിനാട്	അറ്റൻഡർ പകൽവീട്. വെളിനെല്ലൂർ	18030/-

നിബന്ധകൾ

- 1) കരാർ നിയമന കാലയളവ് യാതൊരു വിധ സർക്കാർ ആനുകൂല്യങ്ങൾക്കും പരിഗണിക്കുന്നതല്ല.
നിലവിലുള്ള സർക്കാർ ഉത്തരവുകൾക്ക് വിധേയമായി വേതനം നൽകുന്നതായിരിക്കും.
- 2) സേവനം തൃപ്തികരമല്ല എന്ന് തോന്നുന്ന പക്ഷം കരാർ മുന്നറിയിപ്പ് കൂടാതെ
ചെയ്യുന്നതായിരിക്കും.
- 3) നിയമനം ലഭിച്ച വ്യക്തി 200/- രൂപയുടെ മുദ്രപത്രത്തിൽ കരാർ വയ്ക്കേണ്ടതാണ്.

മുദ്രപത്രം



TRINITY LYCEUM

I.C.S.E./I.S.C.

AFFILIATED TO THE COUNCIL FOR THE INDIAN SCHOOL CERTIFICATE EXAMINATIONS, NEW DELHI
AFFILIATION NO. KE 021

30-01-2019

TO WHOMSOEVER IT MAY CONCERN

This is to certify that Ms. Ancy B Kairali, joined as the staff of Trinity Lyceum since December 2017, as a School Counsellor and Social Worker. I wish her all success.



Rev. Dr. Silvie Antony
PRINCIPAL

Rev. Dr. Silvie Antony
Principal
TRINITY LYCEUM, KOLLAM-13
KERALA

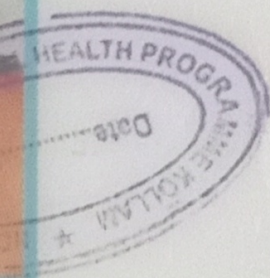


GOVERNMENT OF KERALA

HEALTH SERVICES DEPARTMENT

DISTRICT MENTAL HEALTH PROGRAMME

DISTRICT HOSPITAL, KOLLAM



ANCY B KAIRALI

Project Officer & Counselor

Signature of Holder

Signature of
Nodal officer



SANTHIGRAM
ശാന്തിഗ്രാമം | शान्तिग्राम
Voluntary Organisation for Social Transformation



Reg. No.TVM/1230/1987 | NGO Darpan UID, No. KL/2017/0162450 | FCRA 052910239 | 12A, & 80G under IT Act 1961
Chappath, Kazhuvur P.O., Pulluvila – 695 526, Thiruvananthapuram, Kerala, India, Phone: 0471-2269780, 9072302707, 9497004409, Email: santhigramkerala@gmail.com | www.santhigram.org

No. SG/115/35/2020-21

28 December 2020

APPOINTMENT LETTER

To

Ms. ANU JAYA MATHEW

Thazheparampil House, Punnackadu P.O

Kozhencherry, Pathanamthitta

Sub: Appointment of **Ms. ANU JAYA MATHEW** as the **Coordinator** w.e.f. **1st January 2021** under the Community based Rehabilitation (CBR) of Survivors of Child Sexual Abuse (CSA) – regarding

Ref: Your application dated 13/12/2020

Dear Ms. ANU JAYA MATHEW

We are happy to inform that you are selected for the post Coordinator, Community Based Rehabilitation (CBR) of Survivors of Child Sexual Abuse (CSA), implemented by the Government of Kerala through The Department of Women and Child Development. The project has been implementing working partnership with SANTHIGRAM.

Your selection for the above post is approved by the management of SANTHIGRAM based on the following conditions.

1. Your appointment for this post is for a period of 8 months or for the completion date of the project whichever is earlier. Periodical performance assessment will be conducted and the continuation of the post will be purely based on your commitment, efficiency and achievements of the targets in the stipulated period of time and the quality of your services entrusted with you and the outputs made out of your service.
2. You should consult and get approval from the Director before making any endorsements on behalf of SANTHIGRAM or CBR of Survivors of CSA otherwise it will be nullified. You are liable to prepare and submit reports as and when required at different levels.
3. Necessary guidance, training and capacity building for achieving the targets will be provided by SANTHIGRAM with the support of Project Partners or any other agencies and your participation for such training and capacity building programs is mandatory.
4. You are only eligible for a consolidated salary payment of Rs. 25000/- (Twenty Five Thousand Rupees only) per month for your services and you are not eligible for any other benefits or remuneration whatsoever under this appointment. However the management can consider any incentives or additional benefits if the targets and assignments achieved well in advance and satisfactory outputs generated out of your services in the tenure and it is solely the discretion of the management.

5. You are eligible for take leave for 12 days per annum and continuous absent will not be entertained. All the systems and procedures regarding the staff management of SANTHIGRAM should be followed in this post too.
6. At least fifteen days prior notice is required if you are not interested to continue the assignment entrusted to you under this project. You are also responsible for handover all the documents or any other properties whether hard or soft in nature and knowledge transfer to your successor or to the Director of SANTHIGRAM.
7. The Coordinator is liable to report in time all the matters concerned with the project to the Director SANTHIGRAM directly or the person designated for the same and their directions and guidance should be adhered.

You are requested to report the undersigned on **1st January 2021** before 11:00 am, if you are agree with the above terms and conditions. If you fail to follow this instruction your application and posting order stands invalid without any further notice. You are also directed to file attested copies of all your certificates in the time of joining with the organization.

Wish you all the best and yours sincerely

L. Pankajakshan

Director, SANTHIGRAM

I have read and understood the terms and conditions of the assignment and acknowledge receipt of the above letter. I offer to do my best to fulfill the requirements related to the project implementation and comply with the directions given.

Name and dated signature



PALLAVI R

Assistant Professor
School of Social Work



MARIAN COLLEGE
KUTTIKKANAM

(AUTONOMOUS)

MAKING COMPLETE

Ref. ESAF/HR/Offer Letter/274/2020

To
Ms. Prasieja J K
Jayabhavan
Thottumkara North
Mayyanad P O
Kollam-691 303

Dear Ms. Prasieja,

With reference to your application and the subsequent interviews conducted, we are pleased to offer you the position of Project Officer - Livable Cities Project, under the following terms and conditions:

Designation : Project Officer (Livable Cities Project)
Reporting : Ms. Manju George - Sr. Manager
Date of joining : 01-02-2020
Salary : INR.20,778 /- per month (Cost to the Organization)

You will be eligible for reimbursement of travelling expenses as per the norms of the Company. The present term of office is for a period of six months following which a review will be conducted to assess your performance and to modify this arrangement, if necessary. This arrangement may be terminated by either party upon notice in writing one month in advance.

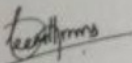
You are requested to produce the following documents at the time of joining:

1. Passport size photograph – 2 Nos.
2. Attested copy of Aadhar/Voter ID
3. Attested copies of testimonials proving qualification, experience, etc.

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

We look forward to your valuable contribution towards taking ESAF to greater heights.

With Best Wishes



Beena George
Director-Corporate Services



20.01.2020

EVANGELICAL SOCIAL ACTION FORUM

Registered under the Travancore-Cochin Literary, Scientific and Charitable Societies Registration Act of 1955 vide Reg. No. 109/1992
Regd. Office: Viswas Bhavan, Kundukulam Road, Mannuthy P.O. Thrissur. 680 651, Kerala, India.
Ph: +91 487 2371472 E-mail: esafhq@esaf.in www.esafindia.org

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Jayabhavan
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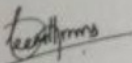
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NATIONAL DOMESTIC WORKERS WELFARE TRUST

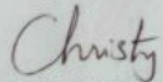
(Regd. No. E-17253 - (Mumbai))

104, St. Mary's Apartment, Nesbit Road, Mazgaon, Mumbai - 400 010.

Tel.: (91-22) 2378 0903 / 2370 2498 ● Fax : (91-22) 2377 1131 ● E-mail : jeanne@bom8.vsnl.net.in

Whomever It May Concern

This is to certify that Ms. Prasieja J.K had been working as Communication Officer in National Domestic Workers Welfare Trust from 6.10.2016 to 17.3.2017 . During her tenure she was doing the task of compiling the reports, designing project proposals and was following up with the donors. She is committed for the cause of domestic workers.



Sr.Christin Mary

National Coordinator

Mumbai

17.3.2017

Employee:	Roy Joseph	
Employee No.:	TBC	
Position Title:	CSW	
Reports to:	Service Manager	
Division:	Disability	
Location:	Kapiti branch area	
Employment Type:	Permanent full-time	
Guaranteed/Contracted Hours of Work:	No less than 64 hours per fortnight	
NZQA Qualification Level: (or equivalent)	4	
Level / Step:	Level 4	
Remuneration:	Hourly Rate	\$25.50
	KiwiSaver ¹	3% of gross earnings

Additional Terms & Conditions:

30 Day Union Coverage

For the first 30 days of your employment you will automatically be covered by the terms and conditions outlined in the Collective Agreement (CA). If you choose to join the union you will continue to be covered by the full terms and conditions in the CA. If you choose not to join the union, you will continue on the same terms and conditions as the CA and your Individual Schedule, unless other arrangements are mutually agreed. As a non-union member any sections of the CA pertaining to union members only will not apply.

Training & Qualifications

Our service contracts with funders require our employees to complete the required training to receive a minimum accreditation of Level 2, NZQA qualification within 12 months of commencing employment with us. This includes the requirement for you to complete your induction and orientation into the Company (including Health & Safety) upon commencement.

Active participation in regular ongoing training is required, to ensure you are safe and that you can assist and support our clients, in a safe way. A range of training support will be provided to you to help you achieve the required accreditation and to support you in your ongoing personal and career development. If you do not complete the required training and receive accreditation within the required timeframe, this may impact on your ongoing employment.

Motor Vehicle

You may be required to drive both company vehicles (including pool vehicles) and/or use your own private vehicle for business purposes. You acknowledge that it is a condition of your employment that you must have a valid driver licence of the relevant class and comply with all HealthCare NZ vehicle policies and comply with all relevant traffic laws. A copy of your driver's licence, plus ongoing evidence of warrant of fitness and insurance certificates for your private vehicle, are to be provided to your manager upon request. Mileage undertaken in your own private vehicle for business purposes (not commuting) will be reimbursed

at the rates specified in HealthCare NZ's travel policy. You agree to pay promptly any parking or traffic fines incurred while you are using the vehicle, or while it is parked at your home. You acknowledge that you are required to declare to your manager if there are any changes to your driver's licence status. You also accept that your employment may be terminated without notice should a check show that your licence is not valid, you fail to obtain a full licence within the given period, or if you are unable to meet the requirements of the role with regards to vehicle use.

Use of Kahu

Kahu is an electronic time recording app that HealthCare NZ uses, it allows employees to easily complete timesheets and have visibility of their roster.

All Support Workers employed by HealthCare NZ from 15th April 2019 are required to use Kahu, if it is available in their location. It is a requirement of your role to have a mobile phone that meets the minimum device requirements for using Kahu. We recommend an Android Phone using Software Version 5.0 or later, or an iPhone using Software Version 7.0 or later.

You will receive an allowance of \$2.50 per week for using the App on your personal phone.

Effective Date: 01 June 2020

HealthCare NZ follows the KiwiSaver Scheme legislative guidelines. The KiwiSaver Employer Contribution is calculated at 3% of base salary. This amount is not payable as salary if you choose not to participate in KiwiSaver or are ineligible to participate in the scheme

Employee Declaration:

I acknowledge that I have received a copy of the Collective Agreement (CA) and this Schedule and have been provided reasonable opportunity to seek independent advice. I have read, understand and accept the terms and conditions contained within the CA and those noted above.



Roy Joseph



Ted delos Reyes
Amarender Singh



GOVERNMENT OF KERALA

WOMEN AND CHILD DEVELOPMENT DEPARTMENT

ICDS Office, Sankaramangalam, Chavara, Kollam, Kerala-691583, India
Email-icdschavara@gmail.com, Ph: 0476-2680719

TO WHOMSOEVER IT MAY CONCERN

This is to certify that Mrs. Sharika R, D/o Shri R. Rameshan, Sarigama, Maruthadi P O, Kollam-691003 has been working with **Integrated Child Development scheme (ICDS)**, under the **Department of Women and Child Development**, India as per the Order No-C-852/2015(1) (dated 25/7/2019) since 5th August 2019 to 4th August 2020 as contract staff. She was designated as **Psycho Social School Counsellor** at Government Araya Seva Higher secondary School, Government High School, Uliyanad, Kerala and nearby Anganwadi centres full time (42 Hours per week) with an annual honorarium of INR 211,800/-

During this tenure she was responsible for the following:

- Identifying the adolescent problem which are social, religious and economic specific in the schools.
- Counselling to children on psychological and social problems.
- Equipping the children to manage the stress and strain among them.
- Equipping them to face the problems of sexual abuse, domestic violence and gender difference.
- Making them to understand their emotional and physical changes coming out during the adolescent period.
- Psychological support to the victims of domestic violence.
- Supporting the students to maintain absolute reproductive health.
- Pre-examination and post result counselling.
- Life skill education.
- Emotional guidance by counselling and changing to a matured person with good mental health.
- Freeing the adolescent from the ill effect of alcoholism, drug addiction and related diseases.
- Individual and small group counseling.
- Referrals.
- Counselling for parents.
- Awareness classes for beneficiaries (parents, adolescent girls) of Anganwadi centres on relevant topics.
- Tele counselling to address mental health needs of the people during the COVID-19 pandemic.

During this period, we have found her to be motivated, diligent and committed. She works well in teams and exhibits good character and conduct. If you have further questions regarding Mrs. Sharika's employment with us you may contact us at (icdschavara@gmail.com)



ശ്രീമദ്ഭാരതം പദ്ധതി ഓഫീസർ
CHIL.D DEVELOPMENT PROJECT OFFICER
CHAVARA



July 26, 2017

TO WHOMSOEVER IT MAY CONCERN

This is to certify that Ms. Sharika R., D/o Shri. R. Rameshan, Sarigama, Maruthady, Kollam-3 was engaged as Project Assistant in Centre for Management Development (CMD), Thiruvananthapuram from 16th January to 24th July, 2017. During this period, she was involved mainly in the following projects:

- Soft Skill and Communicative English Training Programme of NORKA ROOTS
- Pre-Departure Orientation Programme of NORKA ROOTS

As a member of the respective team, the major responsibilities entrusted with her were co-ordination of the programmes, preparation of course material for soft skill and communicative English training programme, handling of sessions on communicative English and documentation of the programme.

During the period at CMD, we have found her to be motivated, diligent and committed. She works well in teams and exhibits good character and conduct.



Deviya
Programme Co-ordinator



GOVERNMENT OF KERALA

WOMEN AND CHILD DEVELOPMENT DEPARTMENT

ICDS Office, Sankaramangalam, Chavara, Kollam, Kerala-691583, India
Email-icdschavara@gmail.com, Ph: 0476-2680719

TO WHOMSOEVER IT MAY CONCERN

This is to certify that Mrs. Sharika R, D/o Shri R. Rameshan, Sarigama, Maruthadi P O, Kollam-691003 has been working with **Integrated Child Development scheme (ICDS)**, under the **Department of Women and Child Development**, India as per the Order No-C-852/2015(1) (dated 25/7/2019) since 5th August 2019 to 4th August 2020 as contract staff. She was designated as **Psycho Social School Counsellor** at Government Araya Seva Higher secondary School, Government High School, Uliyanad, Kerala and nearby Anganwadi centres full time (42 Hours per week) with an annual honorarium of INR 211,800/-

During this tenure she was responsible for the following:

- Identifying the adolescent problem which are social, religious and economic specific in the schools.
- Counselling to children on psychological and social problems.
- Equipping the children to manage the stress and strain among them.
- Equipping them to face the problems of sexual abuse, domestic violence and gender difference.
- Making them to understand their emotional and physical changes coming out during the adolescent period.
- Psychological support to the victims of domestic violence.
- Supporting the students to maintain absolute reproductive health.
- Pre-examination and post result counselling.
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- Emotional guidance by counselling and changing to a matured person with good mental health.
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ശ്രീമദ്ഭാരതീയ പദ്ധതി ഓഫീസർ
ചാവരം
CHILD DEVELOPMENT PROJECT OFFICER
CHAVARA

दि डेल व्यू

(A DEVELOPMENT ORGANISATION)
REG. NO. 96/1978 Under the Travancore-Cochin Literary,
Scientific and Charitable Societies Registration Act XIII of 1955
Income Tax Registration under Section 12A(a) of the I.T. Act 1961
Exemption u/s 80G (5) of the Income Tax Act 1961



ദി ഡെയിൽ വ്യൂ

THE DALE VIEW

H.O. PUNALAI P.O., POOVACHAL, PIN - 695575
THIRUVANANTHAPURAM, KERALA, INDIA
PHONE : 0472-2882163, 9446173063
FAX : 0472-2852394
E-Mail : ngodaleview@gmail.com
Web : www.daleview.in
ALL CORRESPONDENCE TO THE DIRECTOR

Chairperson
Prof. N. PANKAJAKSHY (Rtd)

Director
C. CHRISTUDAS

Date.....

Appointment Letter

14th November, 2016

Dear Miss. Anjali U S,

With reference to your application and subsequent interview with us, we are pleased to appoint you as Counselor in our **Shelter Home for the Victims of Domestic Violence** of our organization on the following terms and conditions

Project Term:

Date of Joining: 14th November 2016

Salary Your Salary will be 10,500/- (Ten Thousand and Five Hundred only) the details of which is been given in the Annexure attached below

Place/Transfer: Your present place of work will be at Punalai, Trivandrum.

Probation/Confirmation: You will be on a Probation period for the Six months. Based on your performance your services will be confirmed with the Project after five months. The period of your work with us only on the basis of the sanctions received from the Kerala State Social Welfare Board, Govt. of Kerala

During the probation period your services can be terminated with seven days notice on either side and without any reasons whatsoever. If your services are found satisfactory during the probation period, you can continue in the present position and thereafter your services can be terminated on one month's notice on either side. Absence for a continuous period of five days without prior approval of your superior, (including overstay on leave / training) would result in your losing lien on the service and the same shall automatically come to an end without any notice or intimation

Leave: You will be eligible to the leave benefits according to the Dale View's Leave Rules upon confirmation

During the period of your employment with the Dale View, you will devote full time to the work of the Dale View. Further, you should not take up any other employment or assignment or any office, honorary or for any consideration in cash or in kind or otherwise, without the prior written permission of The Project Director



1. You should not (except in the normal course of the Dale View's project) publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the Dale View's projects or to any matter with which the Dale View may be concerned, unless you have previously applied to and obtained the written permission from the Project Director.
2. You will be required to maintain utmost secrecy in respect of Project Beneficiaries, their personal details and any documents which is of the nature of confidentiality.
3. You will be required to comply with all such rules and regulations as of the Dale View, which maybe framed from time to time.
4. If at any time in our opinion, which is final in this matter you are found non- performer or guilty of fraud, dishonest, disobedience, disorderly behavior, negligence, indiscipline, working against NGO, absence from duty without permission or any other conduct considered by us deterrent to our interest or of violation of one or more terms of this letter, your services may be terminated without notice and on account of reason of any of the acts or omission the institution shall be entitled to recover the damages from you.
6. You should not accept any present, commission or any sort of gratification in cash or kind from any person, party or firm and if you are offered any, you should immediately report the same to the Management
7. This appointment letter is being issued to you on the basis of the information and particulars furnished by you in your application (including bio-data), at the time of your interview and subsequent discussions. If it transpires that you have made a false statement (or have not disclosed a material fact) resulting in your being offered this appointment, the Management may take such action as it deems fit in its sole discretion, including termination of your employment.
8. You will be responsible for safekeeping and return in good condition of all Dale View's property, which may be in your use, custody or charge.

We welcome you to The Dale View family and look forward to a fruitful collaboration.

With best wishes,

For The Dale View

DIPIN DAS

Project Co-ordinator

For, C. Christudas
Director
The Dale View



Sherin Wilfred
33 Paygrove Lane
Longlevens
Gloucester
Gloucestershire
GL2 0BA

Children's Recruitment
4th Floor Block 5
Shire Hall
Gloucester
GL1 2TG
Tel: 01452 425158

email: cswrecruitment@gloucestershire.gov.uk
www.gloucestershire.gov.uk

Private & Confidential

Please ask for: Michelle Badham

Date: 27th October 2020

Job Reference: 6/SW/00/000

Dear Sherin,

**Post Title: Children's Social Worker – Fixed Term for 3 years
Children's Social Care**

Further to your recent interview, I am pleased to offer you the above post on the following terms and conditions:

If you wish to accept this post please return this letter signed and with the supporting documentation within 7 days of this letter.

- I. The grade of the post is Grade 8, salary point 27 currently £31,347 per annum (pro rata if part time). Progression through the grade is normally by incremental increases subject to you fully meeting the requirements of the job as set out in the salary progression scheme as amended from time to time.
- II. We will pay a one off welcome payment of £3000. The welcome payment will be split into two payments. 50% will be paid with your first salary payment and the remaining 50% on successful completion of your probationary period. If you leave the employment of the Council within two years of your start date, you will be asked to repay the full amount. Welcome payments are pro rata to part-time hours.



- III. Your appointment is subject to you successfully obtaining a Tier 2 visa, providing you with the right to live and work in the UK. We offer three-year visa sponsorships and your contract end date will coincide with the expiration of your visa. Should your visa be revoked at any point during this period, your contract will be terminated accordingly.
- IV. Sponsorship of your Visa for this fixed-term appointment is on the condition that you are able to provide evidence that your passport (and therefore your visa) will be valid for the duration of the appointment – namely three years.
- V. Your appointment is also subject to successfully registering with Social Work England. It is important that your registration number is provided as soon as possible for us to assign your certificate of sponsorship.
- VI. This contract may be terminated earlier than three years from date of appointment by either party on issue of two months notice.
- VII. The hours of the post will be 37 per week.
- VIII. This appointment will be subject to a six month probationary period during which your suitability for continued employment will be assessed. Should you pass your probation, you will move up to the next salary scale point on your grade.
- IX. On successful completion of 12 months employment you may be eligible to receive retention payments that are in force at the time. Currently the retention payments for the Social Worker role is at £2,000. If you leave the employment of the Council within two years of your start date, you will be asked to repay the full amount. Retention payments are pro rata to part-time hours.
- X. Welcome and retention payments are subject to the normal tax and NI deductions.
- XI. Your annual leave entitlement will be 24.5 days in a full year (pro-rata in hours for part time staff) this will increase to 29.5 days after five years continuous service.
- XII. The council has the right to transfer you either temporarily or permanently to any other work location within the administrative boundaries of the County Council. You may also be required to work at or from home on such occasions and for such periods as may be reasonably required from time to time by the Council.



- XIII. The job profile indicates the duties and responsibilities you will be required to carry out. However, this is not an exhaustive list; other duties and responsibilities in connection with the job role will be required and the make up of duties and responsibilities within the job role will vary from time to time.
- XIV. The Council operates a Travel Allowance Scheme in which the reimbursement of approved business mileage will be in accordance with the Council's mileage rates. These rates, which mirror the HMRC mileage allowance payments, will be reviewed annually.
- XV. The Council offers assistance with relocation expenses, up to £8,000 subject to certain eligibility criteria being met. Please find attached the policy which outlines this criteria and the process for claiming back approved expenses.
- XVI. Other terms and conditions will be included in the Statement of Particulars of Employment, which will be sent to you once the appointment is finalised.

RECRUITMENT CHECKS

This appointment is conditional on the satisfactory completion of the following recruitment checks:

- Satisfactory medical clearance
- Satisfactory references
- Satisfactory background checks where applicable (including DBS, SC or International Checks)
- Verification of your employment history for the past three years
- Verification of gaps of six months or more for the last three years
- Original documentation of your qualifications as set out under the essential criteria of the job profile
- Completion of the bank details form
- Original documentation of your photocard driving licence.
- Original documentation showing your national insurance number
- Original documentation demonstrating your right to work in the UK (ref.III)
- Original registration certification with Social Work England (ref. IV)

This appointment is subject to the National Scheme & Conditions of Service for Local Government Services (the 'Green Book') and such local terms and conditions of the council as may be in force from time to time.

For your information, when you commence employment, you should have access to the council's intranet (known as staffnet). This holds the employment handbook which includes policies and procedures for all staff (excluding teachers) and information on pay and conditions. Information is regularly added or updated so you should check staffnet periodically to ensure you are aware of any developments.

For your information and retention, I have enclosed a copy of the Council's Employee Privacy Notice, in line with the General Data Protection Regulation. The Council collects and processes personal data relating to its employees to manage the employment relationship. The organisation is committed to being fair, lawful and transparent about how it collects and uses that data and to meeting its data protection obligations.

I have enclosed a copy of the Council's Code of Conduct and Confidential Reporting Procedure (Whistle-blowing) for Employees, which gives guidance on how the Council and the public in general expects all employees to behave. I also enclose a copy of the Council's Data Protection Policy which outlines your responsibilities when handling personal information. Please sign and date the statement at the bottom of this letter to confirm that you have read and will adhere to these policies, and return it to me.

I have enclosed an information pack for the Local Government Pension Scheme. You should be aware that you will automatically be brought into the scheme, unless you wish to make other pension arrangements. Your employee contribution rate for the scheme will be based on your whole-time equivalent pay. Information on the contribution rates is included in the pensions pack and we strongly recommend that you read this. If you require any information about your contribution rate, please speak to your Business Service Centre, Employee Administration contact. If you require any further information about the pension scheme, please speak to the Pensions Section on 01452 328888.



If you wish to accept this offer, please sign and date the statement at the bottom of this letter and return one copy of this letter to me. The other copy is for your retention.

Please do not hesitate to ring the above number if you have any queries.

Yours sincerely,

Glewells

Gabrielle Wells
Recruitment and Retention Adviser

Post Title: Social Worker – Fixed Term for 3 years
Children's Social Care

I accept this offer of appointment, which I agree is subject to satisfactory completion of all relevant recruitment checks as set out in the terms of this letter.

Signed: *Sherin Wilfred* Dated: *28th October 2020*

Code of Conduct and Confidential Reporting Procedure (Whistle-blowing) for Employees and Data Protection Policy

Name: *SHERIN WILFRED*

Position title:

I hereby confirm that I have received and read the Code of Conduct and Confidential Reporting Procedure (Whistle-blowing) and Data Protection Policy for employees and I agree to adhere to the Code and Policy.

Signed: *Sherin Wilfred*

Date: *28th October 2020*



Regd / 140

വനിത ശിശുവികസന ഡയറക്ടറുടെ നടപടി ക്രമങ്ങൾ
(സാന്നിധ്യം: അനുപമ ടി വി, ഐഎഎസ്)

ഉത്തരവ് നമ്പർ : WCD/E3/ 8205/2021

തീരുവനന്തപുരം, തീയതി : 18/06/2021

വിഷയം :- വനിത ശിശുവികസന വകുപ്പ് - ജീവനക്കാര്യം - ഐസിഡിഎസ് സൂപ്പർവൈസർ (ജനറൽ ക്വാട്ട) പി.എസ്.സി. നിയമന ശുപാർശ - ഉദ്യോഗാർത്ഥികൾക്ക് നിയമനം നൽകി - ഉത്തരവ് പുറപ്പെടുവിക്കുന്നു.

പരാമർശം :- കേരള പബ്ലിക് സർവ്വീസ് കമ്മീഷൻ സെക്രട്ടറിയുടെ 07/04/2021ലെ RIC(1)2380/2021/GW നം.ശുപാർശ കത്ത്.

പരാമർശിത കത്ത് പ്രകാരം കേരള പബ്ലിക് സർവ്വീസ് കമ്മീഷൻ ഐ.സി.ഡി.എസ്. സൂപ്പർവൈസർ തസ്തികയിലേയ്ക്ക് (ജനറൽ ക്വാട്ട) നിയമന ശുപാർശ നൽകിയിട്ടുള്ള ചുവടെ പറയുന്ന ഉദ്യോഗാർത്ഥികളെ നിലവിൽ ഒഴിവുള്ള ഐസിഡിഎസ് പ്രോജക്ട് ഓഫീസിൽ Rs. 37400 - 79000 ശമ്പള സ്കെയിൽ ഐസിഡിഎസ് സൂപ്പർവൈസർ തസ്തികയിൽ നിയമിച്ചുകൊണ്ട് ഉത്തരവാകുന്നു.

ക്രമ നം	ഉദ്യോഗാർത്ഥിയുടെ പേരും മേൽവിലാസവും	നിയമനം നൽകുന്ന കാര്യലയം	ഉദ്യോഗാർത്ഥി ജോലിക്ക് ഹാജരാകേണ്ട കാര്യലയമേധാവി
50	REHINA M PONNUNADA THEKKARA KARUMKULAM PUTHIYATHURA P O TRIVANDRUM-695526	ഐ.സി.ഡി.എസ് പ്രോജക്ട് ഓഫീസ്, കറ്റിപ്പറം, മലപ്പുറം	ശിശുവികസനപദ്ധതി ഓഫീസർ, ഐ.സി.ഡി.എസ് പ്രോജക്ട് ഓഫീസ്, കറ്റിപ്പറം, മലപ്പുറം

1. ഉദ്യോഗാർത്ഥി ഈ ഉത്തരവ് കൈപ്പറ്റി 15 ദിവസത്തിനകം ചുവടെ ചേർക്കുന്ന അസ്സൽ രേഖകൾ സഹിതം ബന്ധപ്പെട്ട ഓഫീസർ മുമ്പാകെ ഹാജരായി ജോലിയിൽ പ്രവേശിക്കേണ്ടതാണ്.

- വിദ്യാഭ്യാസ യോഗ്യത തെളിയിക്കുന്നതിനുള്ള സർട്ടിഫിക്കറ്റ്
- ജനന തീയതി തെളിയിക്കുന്ന സർട്ടിഫിക്കറ്റ്
- ഒരു സിവിൽ സർജന്റെ റാങ്കിൽ കുറയാതെയുള്ള മെഡിക്കൽ ഓഫീസറിൽ നിന്നും ലഭിച്ച ശാരീരിക യോഗ്യത തെളിയിക്കുന്ന മെഡിക്കൽ സർട്ടിഫിക്കറ്റ്.
- ഒറിജിനൽ കമ്മ്യൂണിറ്റി സർട്ടിഫിക്കറ്റ്. (ഈ ഉത്തരവിലെ 8, 20, 28, 40, 48, 60, 68, 80, 88, 100, 108, 120, 128, 140, 148, 160, 168 എന്നീ ഉദ്യോഗാർത്ഥികൾക്ക് മാത്രം ബാധകം)
- സംസ്ഥാന സർവ്വീസിലെ 2 ഗസറ്റഡ് ഓഫീസർമാരിൽ നിന്നും സമ്പാദിച്ച നിശ്ചിത പ്രൊഫോർമയിലുള്ള സ്വഭാവ സർട്ടിഫിക്കറ്റ്.
- 6 മാസത്തിനകമുള്ള പാസ്പോർട്ട് സൈസ് ഫോട്ടോ.
- ഒറിജിനൽ ക്രിമീലെയർ സർട്ടിഫിക്കറ്റ് (ഈ ഉത്തരവിലെ 3, 5, 13, 16, 18, 21, 22, 23, 24, 25, 26, 30, 32, 34, 36, 38, 42, 50, 52, 54, 56, 58, 61, 62, 63, 64, 66, 70, 74, 76, 78, 82, 83, 84, 90, 94, 96, 97, 98, 101, 102, 104, 106, 112, 116, 118, 119, 122, 123, 124, 126, 132, 136, 137, 138, 142, 143, 150, 152, 154, 155, 156, 158, 161, 162, 164, 166, 172 എന്നീ ഉദ്യോഗാർത്ഥികൾക്ക് മാത്രം ബാധകം)

2. ഈ നിയമനം 1958ലെ കേരള സ്റ്റേറ്റ് ആന്റ് സബോർഡിനേറ്റ് സർവ്വീസ് റൂൾസ് 3(സി) അനുസരിച്ചാണ്. ടി നിയമത്തിലെ റൂൾ 9A (i) അനുസരിച്ച് ഈ നിയമനം പൂർണ്ണമായും താൽക്കാലികവും ഉദ്യോഗാർത്ഥിയുടെ സ്വഭാവത്തെയും പൂർവ്വചരിത്രത്തെയും കുറിച്ചുള്ള അന്വേഷണത്തിന് വിധേയവുമായിട്ടാണ്. ആയവ തൃപ്തികരമല്ലെങ്കിൽ മുൻകൂട്ടി അറിയിപ്പില്ലാതെ നിയമനം അവസാനിപ്പിക്കാനുള്ള അധികാരം വനിത ശിശു വികസന വകുപ്പ് ഡയറക്ടറിൽ നിക്ഷിപ്തമാണ്. ഉദ്യോഗാർത്ഥി ഒരു വർഷത്തിനുള്ളിൽ GPF, സ്റ്റേറ്റ് ലൈഫ് ഇൻഷുറൻസ്, ഗ്രൂപ്പ് ഇൻഷുറൻസ് എന്നിവയിൽ നിർബന്ധമായും വരിക്കാരാകേണ്ടതാണ്. ഉദ്യോഗാർത്ഥി ജോലിയിൽ പ്രവേശിച്ചാൽ ഉടൻ തന്നെ നാഷണൽ പെൻഷൻ സിസ്റ്റത്തിൽ അംഗമാകേണ്ടതാണ്.

I/19744/2021



സാമൂഹ്യനീതിവകുപ്പ് ഡയറക്ടറുടെ നടപടി ക്രമങ്ങൾ

(ഹാജർ: എം അഞ്ജന ഐ എ എസ്)

ഉത്തരവ് നം. : SJD/4335/2021- E7

തിരുവനന്തപുരം,
തീയതി. 01/11/2021

വിഷയം: സാമൂഹ്യനീതി വകുപ്പ് - പ്രൊബേഷൻ & ആഫ്റ്റർ കെയർ സിസ്റ്റം - നേർവഴി പദ്ധതി - പ്രൊബേഷൻ അസിസ്റ്റന്റ്മാരെ - കരാർ അടിസ്ഥാനത്തിൽ നിയമനം നൽകി ഉത്തരവ് പുറപ്പെടുവിക്കുന്നു.

പരാമർശം : 1.കോട്ടയം ജില്ലാ പ്രൊബേഷൻ ഓഫീസർ സമർപ്പിച്ച 26/10/2021 തീയതിയിലെ ഡിപിഒ/കെ/78/2019 നം. കത്ത്

2.തിരുവനന്തപുരം ജില്ലാ പ്രൊബേഷൻ ഓഫീസർ സമർപ്പിച്ച 26/10/2021 തീയതിയിലെ ഡിപിഒ/ടി/266/2021 നം. കത്ത്

പ്രൊബേഷൻ ഓഫ് ഒഫൻഡേഴ്സ് ആക്ട് ആധുനികവൽക്കരിക്കുകയും ശാക്തീകരിക്കുകയും നടപ്പാക്കുന്നതിന്റെ ഭാഗമായി രൂപീകരിച്ചിട്ടുള്ള നേർവഴി പ്രോജക്റ്റിൽ 14 പ്രൊബേഷൻ അസിസ്റ്റന്റ്മാരെ പ്രൊബേഷൻ ആഫീസുകളിൽ ഒരു വർഷത്തേക്ക് കരാറടിസ്ഥാനത്തിൽ നിയമിച്ചിരുന്നു. നിലവിൽ കോട്ടയം, തിരുവനന്തപുരം ജില്ലയിൽ പ്രസ്തുത ജീവനക്കാർ രാജിവെച്ച സാഹചര്യത്തിൽ ടി തസ്തിക ഒഴിഞ്ഞ് കിടക്കുകയാണ്. കോട്ടയം ജില്ലയുടെ പ്രൊബേഷൻ അസിസ്റ്റന്റ് റാങ്ക് ലിസ്റ്റിൽ നിന്നും റാങ്ക് നമ്പർ 4 വരെ നിയമന ഉത്തരവ് നൽകിയിട്ടുണ്ടെന്നു സൂചന (1) പ്രകാരം അറിയിച്ചിട്ടുണ്ട്. ആയതിനാൽ അഞ്ചാം റാങ്ക്കാരിയ്ക്ക് നിയമന ഉത്തരവ് നൽകാവുന്നതാണ്. തിരുവനന്തപുരം ജില്ലയുടെ പ്രസ്തുത ലിസ്റ്റിൽ നിന്നും റാങ്ക് നമ്പർ 4 വരെ നിയമന ഉത്തരവ് നൽകിയിട്ടുണ്ടെന്നു സൂചന (2) പ്രകാരം അറിയിച്ചിട്ടുണ്ട്. ആയതിനാൽ അഞ്ചാം റാങ്ക്കാർക്ക് നിയമന ഉത്തരവ് നൽകാവുന്നതാണ്.

മേൽ സാഹചര്യത്തിൽ തിരുവനന്തപുരം, കോട്ടയം ജില്ലകളിലെ പ്രൊബേഷൻ അസിസ്റ്റന്റ് തസ്തികയിലേക്ക് ചുവടെ പറയുന്നവിധം കരാർ വ്യവസ്ഥയിൽ നിയമനം അനുവദിച്ചു ഉത്തരവ് പുറപ്പെടുവിക്കുന്നു. ടി ജീവനക്കാരുടെ പ്രതിമാസ വേതനം 29,535/- രൂപയായി (ഇരുപത്തിയൊമ്പതിനായിരത്തി അഞ്ഞൂറ്റി മുപ്പത്തിയഞ്ച് രൂപ മാത്രം) നിശ്ചയിച്ചു ഉത്തരവ് പുറപ്പെടുവിക്കുന്നു.

ക്രമ നം	റാങ്ക് നം	ജില്ല	പേരും മേൽവിലാസവും
1	5	കോട്ടയം	Jintumol Baby Parathodu(H), Eruvuchira.P.O, Thottackad, Kottayam- 686 539
2	5	തിരുവനന്തപുരം	Vishnu V I

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			'Uthradam', Kanyakulangara, Vembayam.P.O, Trivandrum- 695 615
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മേൽ പട്ടികയിൽ പേര് ചേർത്തിട്ടുള്ള ഉദ്യോഗാർത്ഥികൾ ചുവടെ പറയുന്ന നിബന്ധനകൾക്ക് വിധേയമായി കരാർ വ്യവസ്ഥയിൽ നിയമിച്ച് ഉത്തരവാകുന്നു. ടി ജീവനക്കാർ അതാത് ജില്ലയിലെ പ്രോബേഷൻ ഓഫീസുകളിൽ ജോലിയിൽ പ്രവേശിക്കേണ്ടതാണ്.

1.ഉദ്യോഗാർത്ഥികൾ ജോലിയിൽ പ്രവേശിച്ചാൽ ഉടൻ തന്നെ 200/- രൂപയുടെ മുദ്രപത്രത്തിൽ പ്രോബേഷൻ ഓഫീസുമായി ഉടമ്പടിവെയ്ക്കേണ്ടതാണ്.

2.കരാർ നിയമനം തികച്ചും താൽക്കാലികവും ഇതുമായി ബന്ധപ്പെട്ടു നിലവിലുള്ള സർക്കാർ ഉത്തരവുകൾക്കും ഭാവിയിൽ ഉണ്ടാകാവുന്ന നിബന്ധനകൾക്കും വിധേയമായിരിക്കും.

3.ഉദ്യോഗാർത്ഥികളുടെ സേവനം തൃപ്തികരമല്ലാത്ത പക്ഷം ടിയാളുകളുടെ കരാർ അവസാനിപ്പിക്കുന്നതിനുള്ള പൂർണ്ണ അധികാരം വകുപ്പ് ഡയറക്ടറിൽ നിക്ഷിപ്തമായിരിക്കും.

4.വകുപ്പ് സമയബന്ധിതമായി ഏൽപ്പിക്കുന്ന ഏതു ചുമതലകളും നിർവ്വഹിക്കുന്നതിനു ടി ഉദ്യോഗാർത്ഥികൾ ബാധ്യസ്ഥരായിരിക്കും.

മേൽ പറയുന്ന ഉദ്യോഗാർത്ഥികൾ നിയമന ഉത്തരവ് കൈപ്പറ്റി 5 ദിവസത്തിനകം ചുവടെ പറയുന്ന ഒറിജിനൽ രേഖകൾ സഹിതം അതാത് ജില്ലകളിലെ പ്രോബേഷൻ ഓഫീസുകളിൽ റിപ്പോർട്ട് ചെയ്യേണ്ടതുമാണ്.

1.ജനനതീയതി തെളിയിക്കുന്ന സർട്ടിഫിക്കറ്റ് (ഒറിജിനൽ)

2.യോഗ്യതസർട്ടിഫിക്കറ്റുകൾ

3.തിരിച്ചറിയൽ രേഖ (ഒറിജിനൽ)

4.പാസ്പോർട്ട് സൈസ് ഫോട്ടോ (2 എണ്ണം)

മേൽ പറഞ്ഞ സർട്ടിഫിക്കറ്റുകളുടെ ഗസറ്റഡ് ഓഫീസർ സാക്ഷ്യപ്പെടുത്തിയ പകർപ്പും ഹാജരാക്കേണ്ടതാണ്. ഉദ്യോഗാർത്ഥികൾ നിയമന ഉത്തരവ് പ്രകാരം നിർദ്ദിഷ്ട സമയപരിധിക്കുള്ളിൽ ജോലിയിൽ പ്രവേശിക്കേണ്ടതാണ്. ഉദ്യോഗാർത്ഥികളുടെ ഒറിജിനൽ സർട്ടിഫിക്കറ്റ് പരിശോധനയിൽ അയോഗ്യരായി കണ്ടെത്തുന്ന പക്ഷം നിയമന ഉത്തരവ് റദ്ദ് ചെയ്യുന്നതാണ്. നിർദ്ദിഷ്ട സമയ പരിധിക്കുള്ളിൽ ജോലിയിൽ പ്രവേശിക്കാത്ത ഉദ്യോഗാർത്ഥികളെ നിയമന നടപടികളിൽ നിന്നും ഒഴിവാക്കുന്നതാണ്.

M ANJANA I A S
സാമൂഹ്യനീതിവകുപ്പ് ഡയറക്ടർ

I/19744/2021

ബന്ധപ്പെട്ട ഉദ്യോഗാർത്ഥികൾക്ക്

പകർപ്പ്:

1. ഡയറക്ടറുടെ സി എ
2. അഡ്മിനിസ്ട്രേറ്റീവ് ഓഫീസർ , DSJO ,കോട്ടയം,തിരുവനന്തപുരം
3. സി-2 സീറ്റ്
4. പ്രൊബേഷൻ ഓഫീസർ, തിരുവനന്തപുരം, കോട്ടയം
- 5 സ്റ്റോക്ക് ഫയൽ

ഉത്തരവിൻ പ്രകാരം
Hani Imath
സൂപ്രണ്ട്



QUILON SOCIAL SERVICE SOCIETY

Reg. No. Q. 137/60
80G Registration
Fatima Road, Kollam - 691 013, Kerala, India.

Tel. No. 91-0474-2797438, 2797428
Mob. : +91 9895556035 Fax 0474-2790471
Email : info@qsss.org
qsss@rediffmail.com,
directorqsss@gmail.com
web: www.info@qsss.org

Please address all correspondence to the Secretary

President **Most Rev. Dr. Paul Antony Mullassery**
Bishop of Quilon
Secretary **Fr. Alphonse S.**
Executive Director

01-03-2021

Mrs. Saranya P
Pottakkat
Muchukunnu
P.O., Koyilandi, Kozhikode

Dear Saranya,

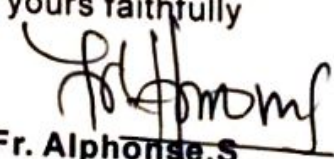
in response to your application and subsequent interview at Q.S.S.S. on **15-02-2021** for the post of OFFICER - IN-CHARGE at QSSS -ANJANAM CHILDREN'S HOME for girls, we are pleased to inform you that you are selected and the post is offered to you on terms and conditions enclosed along with this letter of offer. You are instructed to go through the same and if acceptable to you, return a copy of this letter as having accepted the terms and conditions of employment.

You will be provided an amount of **Rs. 25000/-** (Rupees Twenty five Thousand only) per mensem all inclusive and the employment will be on contract basis for a period of 12 months. Your contract will be further renewed based on your performance of the 12 months at the discretion of the Governing body of QSSS

This offer letter and your acceptance will be subject to confirmation by Quilon Social Service Society. you will also be bound by the rules and regulations of Quilon Social Service Society

We look forward for your early acceptance and co operation

yours faithfully


Fr. Alphonse S.
Director

Regd IAO

വനിത ശിശുവികസന ഡയറക്ടറുടെ നടപടി ക്രമങ്ങൾ
(സാമ്പത്തിക: അനുബന്ധം ടി വി, ഐഎഎസ്)

ഉത്തരവ് നമ്പർ : WCD/E3/ 8205/2021

തിരുവനന്തപുരം, തീയതി : 18/06/2021

വിഷയം :- വനിത ശിശുവികസന വകുപ്പ് - ജീവനക്കാര്യം - ഐസിഡിഎസ് സൂപ്പർവൈസർ (ജനറൽ ക്വാട്ട) പി.എസ്.സി. നിയമന ശുപാർശ - ഉദ്യോഗാർത്ഥികൾക്ക് നിയമനം നൽകി - ഉത്തരവ് പുറപ്പെടുവിക്കുന്നു.

പരാമർശം :- കേരള പബ്ലിക് സർവ്വീസ് കമ്മീഷൻ സെക്രട്ടറിയുടെ 07/04/2021ലെ RIC(1)2380/2021/GW നം.ശുപാർശ കത്ത്.

പരാമർശിത കത്ത് പ്രകാരം കേരള പബ്ലിക് സർവ്വീസ് കമ്മീഷൻ ഐ.സി.ഡി.എസ്. സൂപ്പർവൈസർ തസ്തികയിലേയ്ക്ക് (ജനറൽ ക്വാട്ട) നിയമന ശുപാർശ നൽകിയിട്ടുള്ള ചുവടെ പറയുന്ന ഉദ്യോഗാർത്ഥികളെ നിലവിൽ ഒഴിവുള്ള ഐസിഡിഎസ് പ്രോജക്ട് ഓഫീസിൽ Rs. 37400 - 79000 ശമ്പള സ്കെയിൽ ഐസിഡിഎസ് സൂപ്പർവൈസർ തസ്തികയിൽ നിയമിച്ചുകൊണ്ട് ഉത്തരവാകുന്നു.

ക്രമ നം	ഉദ്യോഗാർത്ഥിയുടെ പേരും മേൽവിലാസവും	നിയമനം നൽകുന്ന കാര്യമായും	ഉദ്യോഗാർത്ഥി ജോലിക്ക് ഹാജരാകേണ്ട കാര്യമായുമേധാവി
20	GREESHMA GOPALAN ALANKANDY HOUSE EDATHANA POROOR WAYANAD POST WAYANAD 670644	ഐ.സി.ഡി.എസ് പ്രോജക്ട് ഓഫീസ്, മാനന്തവാടി, വയനാട്	ശിശുവികസനപദ്ധതി ഓഫീസർ, ഐ.സി.ഡി.എസ് പ്രോജക്ട് ഓഫീസ്, മാനന്തവാടി, വയനാട്

1. ഉദ്യോഗാർത്ഥി ഈ ഉത്തരവ് കൈപ്പറ്റി 15 ദിവസത്തിനകം ചുവടെ ചേർക്കുന്ന അസ്സൽ രേഖകൾ സഹിതം ബന്ധപ്പെട്ട ഓഫീസർ മുന്പാകെ ഹാജരായി ജോലിയിൽ പ്രവേശിക്കേണ്ടതാണ്.

1. വിദ്യാഭ്യാസ യോഗ്യത തെളിയിക്കുന്നതിനുള്ള സർട്ടിഫിക്കറ്റ്
2. ജനന തീയതി തെളിയിക്കുന്ന സർട്ടിഫിക്കറ്റ്
3. ഒരു സിവിൽ സർജന്റെ റാങ്കിൽ കുറയാതെയുള്ള മെഡിക്കൽ ഓഫീസറിൽ നിന്നും ലഭിച്ച ശാരീരിക യോഗ്യത തെളിയിക്കുന്ന മെഡിക്കൽ സർട്ടിഫിക്കറ്റ്.
4. ഒറിജിനൽ കമ്മ്യൂണിറ്റി സർട്ടിഫിക്കറ്റ്. (ഈ ഉത്തരവിലെ 8, 20, 28, 40, 48, 60, 68, 80, 88, 100, 108, 120, 128, 140, 148, 160, 168 എന്നീ ഉദ്യോഗാർത്ഥികൾക്ക് മാത്രം ബാധകം)
5. സംസ്ഥാന സർവ്വീസിലെ 2 ഗസറ്റഡ് ഓഫീസർമാരിൽ നിന്നും സമ്പാദിച്ച നിശ്ചിത പ്രൊഫോർമയിലുള്ള സ്വഭാവ സർട്ടിഫിക്കറ്റ്.
6. 6 മാസത്തിനകമുള്ള പാസ്പോർട്ട് സൈസ് ഫോട്ടോ.
7. ഒറിജിനൽ ക്രിമിലെയർ സർട്ടിഫിക്കറ്റ് (ഈ ഉത്തരവിലെ 3, 5, 13, 16, 18, 21, 22, 23, 24, 25, 26, 30, 32, 34, 36, 38, 42, 50, 52, 54, 56, 58, 61, 62, 63, 64, 66, 70, 74, 76, 78, 82, 83, 84, 90, 94, 96, 97, 98, 101, 102, 104, 106, 112, 116, 118, 119, 122, 123, 124, 126, 132, 136, 137, 138, 142, 143, 150, 152, 154, 155, 156, 158, 161, 162, 164, 166, 172 എന്നീ ഉദ്യോഗാർത്ഥികൾക്ക് മാത്രം ബാധകം)

2. ഈ നിയമനം 1958ലെ കേരള സ്റ്റേറ്റ് ആന്റ് സബോർഡിനേറ്റ് സർവ്വീസ് റൂൾസ് 3(സി) അനുസരിച്ചാണ്. ടി നിയമത്തിലെ റൂൾ 9A (1) അനുസരിച്ച് ഈ നിയമനം പൂർണ്ണമായും താൽക്കാലികവും ഉദ്യോഗാർത്ഥിയുടെ സ്വഭാവത്തെയും പൂർവ്വചരിത്രത്തെയും കുറിച്ചുള്ള അന്വേഷണത്തിന് വിധേയവുമായിട്ടാണ്. ആയവ തൃപ്തികരമല്ലെങ്കിൽ മുൻകൂട്ടി അറിയിപ്പില്ലാതെ നിയമനം അവസാനിപ്പിക്കാനുള്ള അധികാരം വനിത ശിശു വികസന വകുപ്പ് ഡയറക്ടറിൽ നിക്ഷിപ്തമാണ്. ഉദ്യോഗാർത്ഥി ഒരു വർഷത്തിനുള്ളിൽ GPF, സ്റ്റേറ്റ് ലൈഫ് ഇൻഷുറൻസ്, ഗ്രൂപ്പ്



കേരള സംസ്ഥാന ശിശുക്ഷേമ സമിതി

തെയ്ക്കാട്, തിരുവനന്തപുരം-695 014, കേരളം, ഇന്ത്യ.

ഫോൺ : +91-471-2324932, 2324939, 2329932, ഫാക്സ് : +91-471-2321963,

ഇമെയിൽ : childwelfarekerala@gmail.com

വെബ്സൈറ്റ് : www.childwelfare.kerala.gov.in

നടപടിക്രമം

കേരള സംസ്ഥാന ശിശുക്ഷേമ സമിതി - ജനറൽ സെക്രട്ടറിയുടെ നടപടിക്രമം
സാന്നിധ്യം : അഡ്വ.ദീപക് എസ്.പി.

തിരുവനന്തപുരം - ദത്തെടുക്കൽ കേന്ദ്രം - ശ്രീ.വിഷ്ണു വി.ഐ- യെ കരാർ അടിസ്ഥാനത്തിൽ സോഷ്യൽ വർക്കർ തസ്തികയിൽ നിയമിച്ചു കൊണ്ട് ഉത്തരവാകുന്നു.

നം: 3129/അഡോപ്/2018/കേ.സം.ശി.ക്ഷേ.സ.

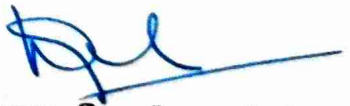
തീയതി: 04.01.2019

പരാമർശം: 17.12.2018-ൽ ഉദ്യോഗാർത്ഥിയുമായി നടന്ന കൂടിക്കാഴ്ച

ഉത്തരവ്

കേരള സംസ്ഥാന ശിശുക്ഷേമ സമിതിയുടെ ദത്തെടുക്കൽ കേന്ദ്രങ്ങളിലേക്ക് സോഷ്യൽ വർക്കറെ നിയമിക്കുന്നതിന് പരാമർശ പ്രകാരം 17.12.2018-ൽ കൂടിക്കാഴ്ച നടത്തുകയുണ്ടായി. അതിൽ ഒന്നാം റാങ്കുകാരനായ ശ്രീ.വിഷ്ണു.വി.ഐ, ഉത്രാടം, കന്യാകുളങ്ങര, വെമ്പായം, തിരുവനന്തപുരം-695615-നെ ദത്തെടുക്കൽ കേന്ദ്രത്തിലെ സോഷ്യൽ വർക്കർ തസ്തികയിലേക്ക് കരാർ അടിസ്ഥാനത്തിൽ നിയമിച്ച് കൊണ്ട് ഉത്തരവാകുന്നു. സംസ്ഥാന ശിശുക്ഷേമ സമിതിയുടെ കീഴിൽ പ്രവർത്തിക്കുന്ന എല്ലാ ശിശുപരിപാലന കേന്ദ്രങ്ങളിലും ജോലി ചെയ്യുന്നതിനാണ് ഈ നിയമനം.

ആയതിനാൽ വിഷ്ണു.വി.ഐ ടി ഉത്തരവ് ലഭിച്ചയുടൻ തിരുവനന്തപുരം ശിശുക്ഷേമ സമിതി ജനറൽ സെക്രട്ടറി മുമ്പാകെ ജോലിക്കായി ഹാജരാകേണ്ടതാണ്.


അഡ്വ.ദീപക് എസ്.പി.
ജനറൽ സെക്രട്ടറി

വിഷ്ണു.വി.ഐ,
ഉത്രാടം,
കന്യാകുളങ്ങര,
വെമ്പായം-695615
തിരുവനന്തപുരം

പകർപ്പ്: (ഔദ്യോഗിക/സുപ്രണ്ട്/ എ1/എ2/അഡോപ്ഷൻ ഓഫീസ്/ഫയൽ)



المدرسة الهندية الثانوية THE INDIAN HIGH SCHOOL

■ P O Box 106, Dubai, U.A.E.

PROVISIONAL APPOINTMENT LETTER

Dear **Ms. Viswathi Sushama Bhadran**

With reference to your application and subsequent interview, we are pleased to inform you that you have been selected to work as:

Designation : **M.E.P TEACHER**
Basic Salary : AED.2000 /-
Allowance : AED.2700/-
Total Salary : **AED 4700/-**
Salary after probation : AED **5200/-**

Transportation : Company shall provide your transport facility from residence to worksite, and return

Other conditions and benefits:

Probation : 6 months from the date of joining
Period of contract : 2 years renewable after every 2 years subject to your performance
Extra Payment : Any extra payment will be calculated only on Over and above working hours
Posting : United Arab Emirates
Probation : 6 months from the date of joining
Increment : Once in every two years based on performance and Efficiency grading.
Increment as a Special case could be also given every year provided the Management approves.
Leave : 60 days paid vacation (During school break) leave every year after completion of one year service
Airfare : Free air passage economy ticket once in two years for self only – (Mumbai or Delhi)
Working hours : 6 hours per day, 5 days a week (Sunday to Thursday) and also on Saturdays & special School functions based on requirements arising due to examination and trainings.



المدرسة الهندية الثانوية THE INDIAN HIGH SCHOOL

■ P O Box 106, Dubai, U.A.E.

Gratuity

: Below 2 Years – no gratuity

1st – 5th yrs. – 21 days on basic pay per year;

6th year onwards – 30 days on basic pay, per year

The School will process documentation and residence visa necessary for your work permit, subject to the approval of the Ministry of Education and Labor, other rules and regulation applies according to UAE laws.

However, it may be noted that your appointment with us is subject to our getting employment visa for you. Furthermore, in case you resign before the expiry of our initial employment contract, visa and labour card charges shall be payable by you.

Please hand over second copy of this letter duly signed by you as token of acceptance. You should not resign from your present post till your employment visa is approved by U.A.E. and the employer will not be liable for any cost incurred.

Yours Faithfully,

The Indian High School

Accepted by:

DR.ASHOK KUMAR

Chief Executive Officer

**Name : Viswathi Sushama
Bhadran**

Signature over Printed

Personal & Confidential

Date: 18th February 2020

Mr. Vivek Mathew Thomas

Employee ID: **1094107**

Executive - International Patient Services

Department of International Patient Services

Apollo Main Hospital

Dear **Vivek,**

Sub: Letter of Confirmation

Our thrust on Innovation - Clinical, Digital, Technology, Procedure and Process - gives us an edge in rendering invaluable patient care. We remain equally steadfast in our aim of bringing superior healthcare within the reach of all individuals no matter where they come from or what their background is.

At Apollo Hospitals, we constantly stride to push boundaries by sharing and collaborating to make quality healthcare more accessible and affordable. It is our strong belief that we have built a well-diversified and responsive business model, which has stood the test of sometimes challenging and changing external environment. This paved way for positioning Apollo as the health care leader in the Country.

Consequent to the review of your performance during your service under probation, we have the pleasure in informing you that your services are being confirmed as **Executive - International Patient Services** with effect from **1st January 2020**.

We firmly believe that our people are the ones who create our success and your sincere efforts in pursuit of our goals has not wavered a bit through this eventful and challenging journey. In recognition of your performance during your probation period from January 2019 to December 2019, we are happy to inform that your compensation (Cost to Company) has been revised from **Rs.289470/-** (Rupees Two Lakhs Eighty Nine Thousand Four Hundred Seventy Only) per annum to **Rs.318414/-** (Rupees Three Lakhs Eighteen Thousand Four Hundred Fourteen Only) per annum with effect from **1st January 2020**. The revised compensation breakup is attached as "**Annexure A**".

You will also be paid a sum of **Rs.28947/-** (Rupees Twenty Eight Thousand Nine Hundred Forty Seven Only) as Performance Bonus for the period from January 2019 to December 2019. This amount will be disbursed to you after the deduction of appropriate Income tax.

Your next review for increment will be on 01st July 2020.

The revised remuneration that has been offered is taking your performance, the Organizational performance, and other related factors into consideration. The subject of compensation is confidential and any discussion or disclosure of your compensation with any employee other than your Departmental Head or HR will be considered as a breach of agreement by you.



Page 1 of 2

Finally, I would like to take this opportunity to thank you for all your hard work, and your contribution to the success of our organization. Our Chairman, Ms. Preetha, Ms. Suneeta, Ms. Shobana, Ms. Sangita and I congratulate and wish you the very best for a rewarding year ahead.

With best wishes,



S V Kiran
Senior Vice President & Head - HR
Hospitals Division

Note: The above mentioned revision will be effected based on the receipt of the acknowledgement of this letter and the same can be forwarded to your Unit HR Head.

"Annexure A"**Compensation Package Details**

Employee ID No. : 1094107				
Employee Name : Mr. Vivek Mathew Thomas				
Department : International Patient Services				
Unit : Apollo Main Hospital				
	Existing w.e.f : 01-Jan-2019		Revised w.e.f : 01-Jan-2020	
Designation:	Executive - International Patient Services		Executive - International Patient Services	
Grade:	12		12	
Salary Components	Per Month (Rs.)	Per Annum (Rs.)	Per Month (Rs.)	Per Annum (Rs.)
Basic Salary	12696	152352	13661	163932
House Rent Allowance	3174	38088	5838	70056
Telephone Allowance	500	6000	500	6000
Other Allowance	1428	17136	0	0
Total Gross Salary (A)	17798	213576	19999	239988
Allowances Breakup				
Special Allowance	3000	36000	3000	36000
Total Allowances (B)	3000	36000	3000	36000
Statutory / Benefit Components				
Provident Fund (Employer's Contribution)	1524	18288	1639	19668
ESIC (Employer's Contribution)	988	11856	0	0
Medi Claim Premium	0	0	427	5124
Leave Travel Allowance	229	2750	229	2750
Statutory Minimum Bonus	583	7000	583	7000
Gratuity	0	0	657	7884
Total Benefits (C)	3324	39894	3535	42426
Cost to Company (A+B+C)	24122	289470	26534	318414

- Note:** 1. The Gratuity component was not depicted in your existing CTC previously. The Payment of Gratuity will be subject to the provisions of The Gratuity Act 1972.
2. As a part of your employment benefit, you are eligible to avail the benefit of subsidized food provided to the Employees by the Company and it is hereby clarified that there will not be any compensation for not exercising this option.

Standard Terms & Conditions:

- ❖ Individual compensation structure is subject to change without affecting emoluments adversely.
- ❖ Applicable Tax is to be borne by the employee.
- ❖ It is expected that individual compensation package should not be shared with other employees or business associates.
- ❖ Whenever ESIC would get applicable, Group Mediclaim would not be applicable.
- ❖ When an employee ceases to get covered under ESIC, then Group Mediclaim would become applicable.
- ❖ Statutory Bonus will be paid annually during the month of Diwali festival, as per the rules.

For Apollo Hospitals Enterprise Limited,

S V Kiran
Senior Vice President & Head - HR
Hospitals Division

**Acceptance**

I have read and understood the terms and conditions mentioned in this Compensation Package Details Annexure and I hereby confirm unconditional acceptance of the same.

Signature: _____

Date: _____

Chairperson

Prof. N. PANKAJAKSHY (Rtd)

C. CHRISTUDAS

Date

30th June 2017

EXPERIENCE CERTIFICATE

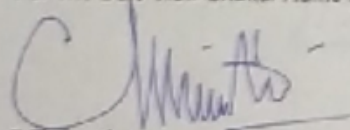
TO WHOMSOEVER IT MAY CONCERN

This is to certify that Miss. Anjali U.S residing at, Gangadarsan, Kuruvilkkadu, Mattiyoorhary P.O.,
Trivandrum was working with us as Counsellor in our Shelter Home for the Victims of Domestic
Violence which is sponsored by Kerala State Social Welfare Board, Government of Kerala from
14.11.2016 to 30.06.2017.

During her tenure with us we found her to be quite hardworking, sincere, who is motivated, duty
bound, a highly committed team player with strong conceptual knowledge and result oriented.

We wish her success in her future endeavors and ambitions.

For The Dalu View Shelter Home for the Victims of Domestic Violence



C. Christudas
Director
The Dalu View



Chairperson

Prof. N. PANKAJAKSHY (Rtd)

Director

C. CHRISTUDAS

Date:

Appointment Letter

14th November 2016

Dear Miss. Anjali U S,

With reference to your application and subsequent interview with us, we are pleased to appoint you as Counselor in our **Shelter Home for the Victims of Domestic Violence** of our organization on the following terms and conditions.

Project Term:

Date of Joining: 14th November 2016

Salary Your Salary will be 10,500/- (Ten Thousand and Five Hundred only) the details of which is been given in the Annexure attached below.

Place/Transfer: Your present place of work will be at Punalai, Trivandrum.

Probation/Confirmation: You will be on a Probation period for the Six months. Based on your performance your services will be confirmed with the Project after five months. The period of your work with us only on the basis of the sanctions received from the Kerala State Social Welfare Board, Govt. of Kerala.

During the probation period your services can be terminated with seven days notice on either side and without any reasons whatsoever. If your services are found satisfactory during the probation period, you can continue in the present position and thereafter your services can be terminated on one month's notice on either side. Absence for a continuous period of five days without prior approval of your superior, (including overstay on leave / training) would result in your losing lien on the service and the same shall automatically come to an end without any notice or intimation.

Leave: You will be eligible to the leave benefits according to the Dale View's Leave Rules upon confirmation.

During the period of your employment with the Dale View, you will devote full time to the work of the Dale View. Further, you should not take up any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of The Project Director.



1. You should not (except in the normal course of the Dale View's project) publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the Dale View's projects or to any matter with which the Dale View may be concerned, unless you have previously applied to and obtained the written permission from the Project Director.
2. You will be required to maintain utmost secrecy in respect of Project Beneficiaries, their personal details and any documents which is of the nature of confidentiality.
3. You will be required to comply with all such rules and regulations as of the Dale View, which maybe framed from time to time.
4. If at any time in our opinion, which is final in this matter you are found non- performer or guilty of fraud, dishonest, disobedience, disorderly behavior, negligence, indiscipline, working against NGO, absence from duty without permission or any other conduct considered by us deterrent to our interest or of violation of one or more terms of this letter, your services may be terminated without notice and on account of reason of any of the acts or omission the institution shall be entitled to recover the damages from you.
6. You should not accept any present, commission or any sort of gratification in cash or kind from any person, party or firm and if you are offered any, you should immediately report the same to the Management.
7. This appointment letter is being issued to you on the basis of the information and particulars furnished by you in your application (including bio-data), at the time of your interview and subsequent discussions. If it transpires that you have made a false statement (or have not disclosed a material fact) resulting in your being offered this appointment, the Management may take such action as it deems fit in its sole discretion, including termination of your employment.
8. You will be responsible for safekeeping and return in good condition of all Dale View's property, which may be in your use, custody or charge.

We welcome you to The Dale View family and look forward to a fruitful collaboration.

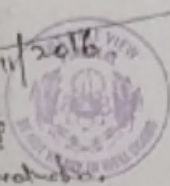
With best wishes,

For The Dale View

Dipin DAF

Project Co-ordinator

For C. Christudas
Director
The Dale View



Chairperson

Prof. N. PANKAJAKSHY (Rtd)

C. CHRISTUDAS

Date

30th June 2017

EXPERIENCE CERTIFICATE

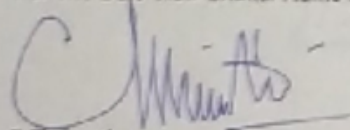
TO WHOMSOEVER IT MAY CONCERN

This is to certify that Miss. Anjali U.S residing at, Gangadarsan, Kuruviladady, Mattiyoorhary P.O.,
Trivandrum was working with us as Counsellor in our Shelter Home for the Victims of Domestic
Violence which is sponsored by Kerala State Social Welfare Board, Government of Kerala from
14.11.2016 to 30.06.2017.

During her tenure with us we found her to be quite hardworking, sincere, who is motivated, duty
bound, a highly committed team player with strong conceptual knowledge and result oriented.

We wish her success in her future endeavors and ambitions.

For The Dalai View Shelter Home for the Victims of Domestic Violence



C. Christudas
Director
The Dalai View





JYOTHI JEEVA POORNA TRUST ARCHANA WOMEN'S CENTRE

ETTUMANOOR P.O., VETTIMUKAL, KOTTAYAM, KERALA, INDIA 686631

Ph : 91 481 2533694, Director : 9447351806

Web : www.archanawomencentre.com, E-mail : archanajjpt@gmail.com

31-12-2016

TO WHOM IT MAY CONCERN

This is to certify that Mr. Anurenj P. Kumar has been working with our organization as Project Officer from August 19 to 31st December 2016. He was in charge of organizing an International Seminar on Successful Ageing – a New Horizon in Social Gerontology, which was conducted on 27-28 of December.

He showed good capacity to organizing and conducting this programme. He is calm and composed and has a solid personality. He is trust worthy, hard working and intelligent. He has good capacity to make decisions and assume responsibilities. In this short time he has manifested that he is a good team worker. He did his job very efficiently getting the appreciation of all.

I wish him success in his career anywhere.

THRESIAMMA MATHEW

Director





**World Health
Organization**

India

CONTRACTOR

Valid upto 31-Dec-2021



Mr Kumar, Anurenj P

Regd / No

വനിത ശിശുവികസന ഡയറക്ടറുടെ നടപടി ക്രമങ്ങൾ
(സാന്നിധ്യം: അനുപമ ടി വി, ഐഎഎസ്)

ഉത്തരവ് നമ്പർ : WCD/E3/ 8205/2021

തിരുവനന്തപുരം, തീയതി : 18/06/2021

വിഷയം :- വനിത ശിശുവികസന വകുപ്പ് - ജീവനക്കാര്യം - ഐസിഡിഎസ് സൂപ്പർവൈസർ (ജനറൽ ക്വാട്ട) പി.എസ്.സി. നിയമന ശുപാർശ - ഉദ്യോഗാർത്ഥികൾക്ക് നിയമനം നൽകി - ഉത്തരവ് പുറപ്പെടുവിക്കുന്നു.

പരാമർശം :- കേരള പബ്ലിക് സർവ്വീസ് കമ്മീഷൻ സെക്രട്ടറിയുടെ 07/04/2021ലെ RIC(1)2380/2021/GW നം.ശുപാർശ കത്ത്.

പരാമർശിത കത്ത് പ്രകാരം കേരള പബ്ലിക് സർവ്വീസ് കമ്മീഷൻ ഐ.സി.ഡി.എസ്. സൂപ്പർവൈസർ തസ്തികയിലേയ്ക്ക് (ജനറൽ ക്വാട്ട) നിയമന ശുപാർശ നൽകിയിട്ടുള്ള ചുവടെ പറയുന്ന ഉദ്യോഗാർത്ഥികളെ നിലവിൽ ഒഴിവുള്ള ഐസിഡിഎസ് പ്രോജക്ട് ഓഫീസിൽ Rs. 37400 - 79000 ശമ്പള സ്കെയിൽ ഐസിഡിഎസ് സൂപ്പർവൈസർ തസ്തികയിൽ നിയമിച്ചുകൊണ്ട് ഉത്തരവാകുന്നു.

ക്രമ നം.	ഉദ്യോഗാർത്ഥിയുടെ പേരും മേൽവിലാസവും	നിയമനം നൽകുന്ന കാര്യാലയം	ഉദ്യോഗാർത്ഥി ജോലിക്ക് ഹാജരാകേണ്ട കാര്യാലയമേധാവി
39	ARYA GOPINATH G M VAISAKH PAKALKURI, PALLICKAL THIRUVANANTHAPURAM PIN-695604	ഐ.സി.ഡി.എസ് പ്രോജക്ട് ഓഫീസ്, ഭരണിക്കാവ്, ആലപ്പുഴ	ശിശുവികസനപദ്ധതി ഓഫീസർ, ഐ.സി.ഡി.എസ് പ്രോജക്ട് ഓഫീസ്, ഭരണിക്കാവ്, ആലപ്പുഴ

1. ഉദ്യോഗാർത്ഥി ഈ ഉത്തരവ് കൈപ്പറ്റി 15 ദിവസത്തിനകം ചുവടെ ചേർക്കുന്ന അസ്സൽ രേഖകൾ സഹിതം ബന്ധപ്പെട്ട ഓഫീസർ മുമ്പാകെ ഹാജരായി ജോലിയിൽ പ്രവേശിക്കേണ്ടതാണ്.

- വിദ്യാഭ്യാസ യോഗ്യത തെളിയിക്കുന്നതിനുള്ള സർട്ടിഫിക്കറ്റ്
- ജനന തീയതി തെളിയിക്കുന്ന സർട്ടിഫിക്കറ്റ്
- ഒരു സിവിൽ സർജന്റെ റാങ്കിൽ കറയാതെയുള്ള മെഡിക്കൽ ഓഫീസറിൽ നിന്നും ലഭിച്ച ശാരീരിക യോഗ്യത തെളിയിക്കുന്ന മെഡിക്കൽ സർട്ടിഫിക്കറ്റ്.
- ഒറിജിനൽ കമ്മ്യൂണിറ്റി സർട്ടിഫിക്കറ്റ്. (ഈ ഉത്തരവിലെ 8, 20, 28, 40, 48, 60, 68, 80, 88, 100, 108, 120, 128, 140, 148, 160, 168 എന്നീ ഉദ്യോഗാർത്ഥികൾക്ക് മാത്രം ബാധകം)
- സംസ്ഥാന സർവ്വീസിലെ 2 ഗസറ്റഡ് ഓഫീസർമാരിൽ നിന്നും സമ്പാദിച്ച നിശ്ചിത പ്രൊഫോർമയിലുള്ള സ്വഭാവ സർട്ടിഫിക്കറ്റ്.
- 6 മാസത്തിനകമുള്ള പാസ്പോർട്ട് സൈസ് ഫോട്ടോ.
- ഒറിജിനൽ ക്രിമീലെയർ സർട്ടിഫിക്കറ്റ് (ഈ ഉത്തരവിലെ 3, 5, 13, 16, 18, 21, 22, 23, 24, 25, 26, 30, 32, 34, 36, 38, 42, 50, 52, 54, 56, 58, 61, 62, 63, 64, 66, 70, 74, 76, 78, 82, 83, 84, 90, 94, 96, 97, 98, 101, 102, 104, 106, 112, 116, 118, 119, 122, 123, 124, 126, 132, 136, 137, 138, 142, 143, 150, 152, 154, 155, 156, 158, 161, 162, 164, 166, 172 എന്നീ ഉദ്യോഗാർത്ഥികൾക്ക് മാത്രം ബാധകം)

2. ഈ നിയമനം 1958ലെ കേരള സ്റ്റേറ്റ് ആന്റ് സബോർഡിനേറ്റ് സർവ്വീസ് റൂൾസ് 3(സി) അനുസരിച്ചാണ്. ടി നിയമത്തിലെ റൂൾ 9A (i) അനുസരിച്ച് ഈ നിയമനം പൂർണ്ണമായും താൽക്കാലികവും ഉദ്യോഗാർത്ഥിയുടെ സ്വഭാവത്തെയും പൂർവ്വചരിത്രത്തെയും കുറിച്ചുള്ള അന്വേഷണത്തിന് വിധേയവുമായിട്ടാണ്. ആയവ തൃപ്തികരമല്ലെങ്കിൽ മുൻകൂട്ടി അറിയിപ്പില്ലാതെ നിയമനം അവസാനിപ്പിക്കാനുള്ള അധികാരം വനിത ശിശു വികസന വകുപ്പ് ഡയറക്ടറിൽ നിക്ഷിപ്തമാണ്. ഉദ്യോഗാർത്ഥി ഒരു വർഷത്തിനുള്ളിൽ GPF, സ്റ്റേറ്റ് ലൈഫ് ഇൻഷുറൻസ്, ഗ്രൂപ്പ് ഇൻഷുറൻസ് എന്നിവയിൽ നിർബന്ധമായും വരിക്കാരാകേണ്ടതാണ്. ഉദ്യോഗാർത്ഥി ജോലിയിൽ പ്രവേശിച്ചാൽ ഉടൻ തന്നെ നാഷണൽ പെൻഷൻ സിസ്റ്റത്തിൽ അംഗമാകേണ്ടതാണ്.

ഉദ്യോഗാർത്ഥി ജോലിയിൽ പ്രവേശിക്കുന്ന തീയതി മുതൽ തുടർച്ചയായുള്ള മൂന്ന് വർഷക്കാലയളവിനുള്ളിൽ രണ്ട് വർഷം പ്രൊബേഷനിൽ ആയിരിക്കും.

(ഒപ്പ്)
വനിത ശിശു വികസന ഡയറക്ടർ

ബന്ധപ്പെട്ട ഉദ്യോഗാർത്ഥിക്ക്
(രജി. വിത്ത് എ.ഡി.)

ഉത്തരവിൻ പ്രകാരം

സുപ്രഭു

2

THE INDIAN COMMUNITY SCHOOL

P.O. Box : 5901 Safat 13060 Safat, Kuwait
Senior Bldg. No. 1 : 25629583 - Fax : 25652308
Junior Bldg. No. 2 : 25613344 - Fax : 25658728
Khaitan Bldg. No.3 : 24717192 - Fax : 24717193
Amman St. Bldg. No. 4 : 25624267 - Fax : 25624397



المدرسة الهندية الشعبية الخاصة

ص.ب : ٥٩٠١ الصفاة الكويت - الصفاة 13060
مبنى رقم ١ : ٢٥٦٢٩٥٨٣ - فاكس : ٢٥٦٥٢٣٠٨
مبنى رقم ٢ : ٢٥٦١٣٣٤٤ - فاكس : ٢٥٦٥٨٧٢٨
مبنى رقم ٣ : ٢٤٧١٧١٩٢ - فاكس : ٢٤٧١٧١٩٣
مبنى رقم ٤ : ٢٥٦٢٤٢٦٧ - فاكس : ٢٥٦٢٤٣٩٧

Ref. : _____

Date : 3 February 2019

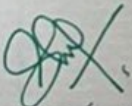
المرجع : _____

التاريخ : _____

TO WHOMSOEVER IT MAY CONCERN

This is to certify that Mrs. Bella Jose (Staff No- T1362) was employed as a teacher at the Pre Primary Level in this institution from 27/08/2018 to 31/12/2018.

I wish her all the best in her future endeavors.


Sherfy Dennis
Principal
ICSK - Junior





HOLY FAMILY CONVENT MATRICULATION HR. SEC. SCHOOL

(Recognised by the Govt. of Tamil Nadu)

A CHRISTIAN MINORITY, ISO 9001:2015 CERTIFIED INSTITUTION

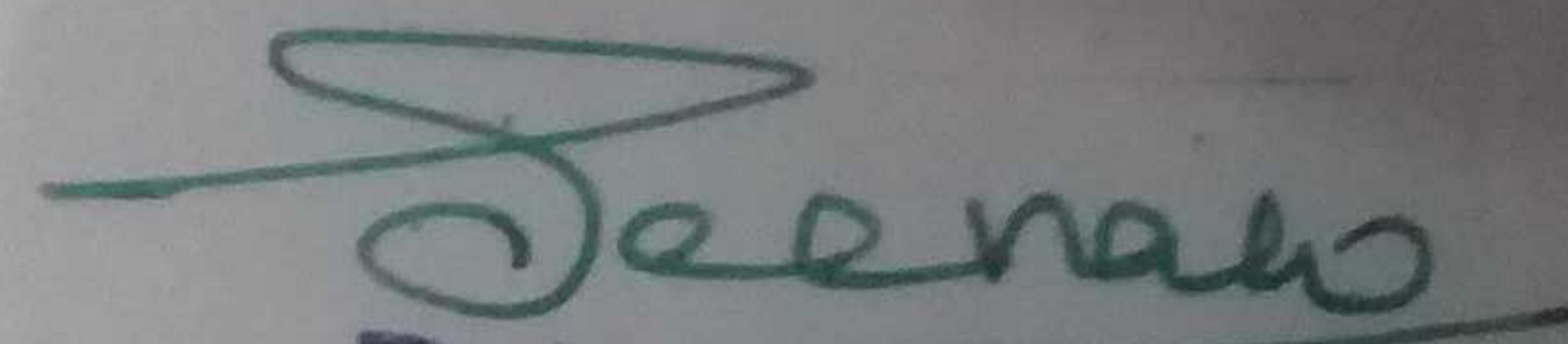
Door No.62, Medavakkam Main Road, Keelkattalai, Chennai - 600 117.

Phone : 2247 3800

SERVICE CERTIFICATE

Date : 28.2.19

This is to certify that Ms. Femi Ferdinand was working as a Student Counsellor in Holy Family Convent Mat. Hr. Sec. School from 1.6.2018 to 28.2.2019. She is relieved from service on 28.2.19. Her performance during this period was good. She is an efficient and sincere person. I wish her all the best in her future endeavors.


Principal 28/2/19
HOLY FAMILY CONVENT
MAT. HR. SEC. SCHOOL,
Keelkattalai, Chennai - 117.



Date: 26/05/2020

EXPERIENCE CERTIFICATE

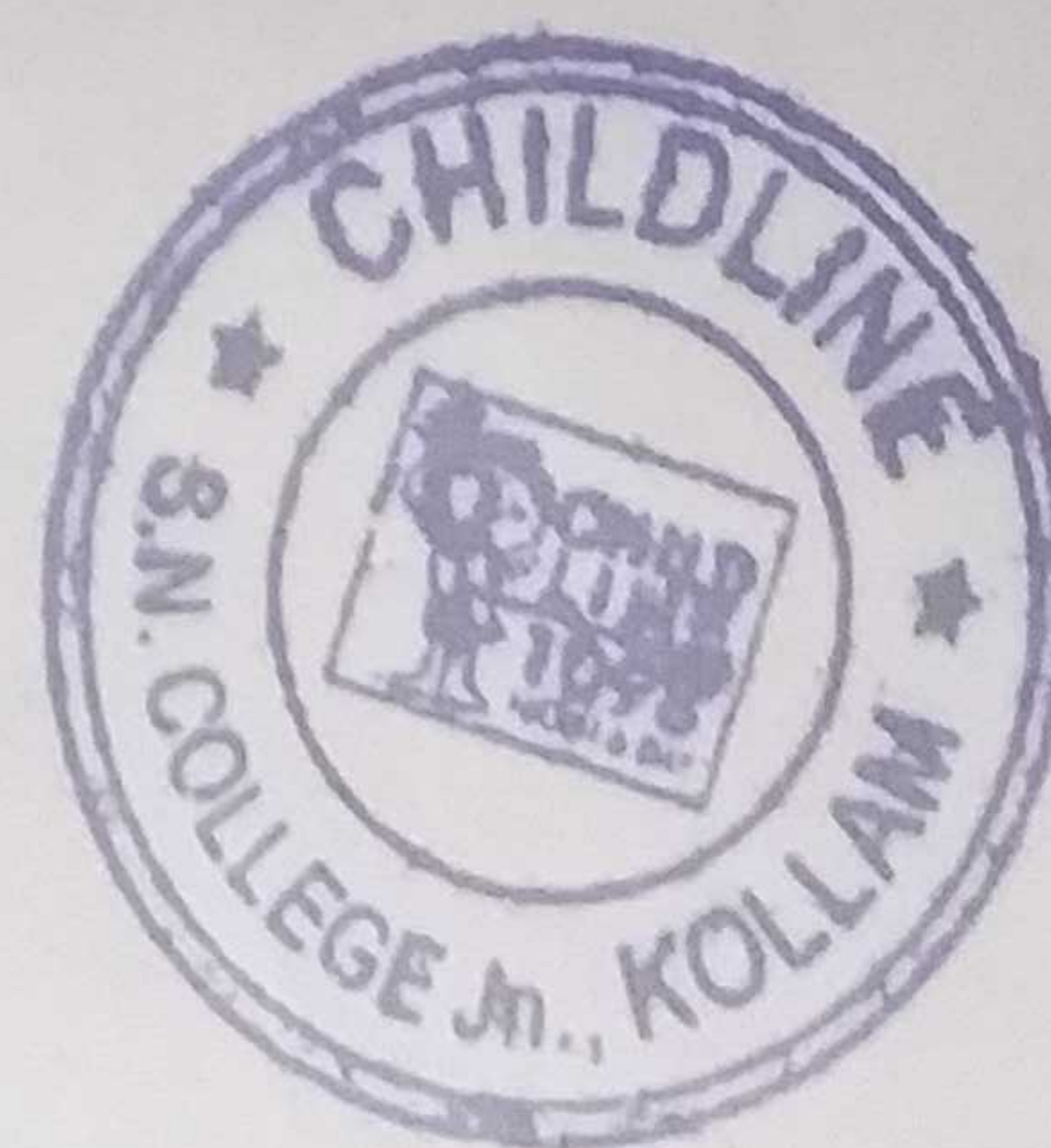
TO WHOM-SO-EVER IT MAY CONCERN

It is our pleasure to write on behalf of Miss. Femi Ferdinand who has worked with CHILDLINE Kollam (A Project of the Ministry of Women and Child Development, Govt. of India under Quilon Don Bosco Society Kollam) in the capacity of Counsellor from 1st March 2019 to 30th April 2020

During this tenure of her work Miss. Femi Ferdinand involved in her work dedicated. We found her pretty active in whatever task we have provided her. She has the motivation to take initiatives and we are gratified that she had been helpful in the advancement of our organization.

We wish her all the best in her future endeavor.

Sunny Thomas Uppan
Director, CHILDLINE Kollam
SNC Junction, Kollam - 691001



Date: - 24th October 2016

Ms Milumol Mathew

Childline Contact Centre, Chennai
Chennai

Dear Ms Milumol

**Sub: Appointment Letter of CHILDLINE Contact Officer (CCO)
at CHILDLINE Contact Centre (CCC), Chennai**

We are pleased to appoint you as CHILDLINE Contact Officer (CCO), to work at the CHILDLINE Contact Centre (CCC), **Chennai** a project of CHILDLINE India Foundation, Mumbai.



1. Your contract of employment will be from 27th Sept. 2016 to 31st March 2017.
2. The position of CCO assigned to you, requires you to attend to incoming 1098 calls at CCC, make outgoing calls to CHILDLINE Intervention Units (IUs), where any kind of intervention is needed, follow up with IUs for case documentation, receive reports from IUs on cases received by them during their routine Outreach activities and perform all assignments as assigned to you by CCC Operations Manager. Over and above, we are confident you shall also perform all tasks assigned to you from time to time.
3. Your contractual remuneration is fixed as Rs. **15,674/-** only per month (Rs. Fifteen Thousand Six Hundred & Seventy Four) as salary. **Plus Rs.2,500/- p.m. being Outstation Allowance. Total Rs.18,174/-.**
4. You shall be on contract for a period mentioned above, placed at the TCS campus at Chennai. We are sure you shall follow all the rules and regulations laid down by TCS and CHILDLINE India Foundation.
5. The PL earned by you from your previous contract with us at CCC maybe availed during the term of this contract, subject to rules.
6. You shall report to the team leader/Supervisor or CCC, Operations Manager/Asstt. Operation Manager in case of absence of the Team Leader. You are requested to coordinate for your floor timings and other relevant operational aspects with the CCC Floor Coordinator. In the performance of your duties you will interact with relevant personnel, and we are sure your co-operation shall be provided to them. We shall guide you through protocols as defined in the CCC Operational rules for interaction with them.
7. For the purpose of discipline, you will be governed by such rules and regulations as may be applicable to the Foundation's employees from time to time.
8. Under the unfortunate circumstances of separation, the termination of service can be at one month's notice on either side. However, in case of transgressing discipline, duty or probity we reserve the right to offer you a month's salary toward immediate dismissal.

P. Anjali

A project of the Ministry of Women and Child Development in partnership with State Governments, NGOs and Corporate Sector

CHILDLINE India Foundation

406, Sumer Kendra, 4th Floor, Pandurang Budhkar Marg, Worli, Mumbai 400 018.

Tel.: +91-22-24901098 / 24911098 / 24821098 / 24952610 / 24952611. Fax: 91-22-2490 3509
email : dial1098@childlineindia.org.in Website : www.childlineindia.org.in

Donations are exempt under section 80 G (50%) and under section 35 AC (100%) of Income Tax Act

We are confident that you will carry out your obligations, under this contract to the best of your ability as also to our entire satisfaction.

We look forward to a long and fruitful association with you and hope you can contribute to the growth of the CIF mandate of child protection and your own growth. Kindly sign a copy of this letter in token of your acceptance.

With regards

P. Anjaiah



Dr. Anjaiah Pandiri
Executive Director
Childline India Foundation

A handwritten signature in blue ink, consisting of several loops and strokes, positioned above a horizontal line.

Signature of Employee

1 April 2017

Milumol Mathew,

CHILDLINE Contact Officer (CCO)

Tek-tower, Chennai,

Subject: Contract Extension

Dear **Milumol Mathew,**

This letter is with reference to the Contract letter that was issued to you on **27th September 2016**.

We are pleased to inform you that your contract as a **CHILDLINE Contact Officer (CCO)** has **been extended till 31st March 2018**.

Your revised remuneration for the above period will be **Rs.16,662 /- + Allowance Rs.2,500/- and a Total Rs.19,162 /- per month**.

Revised terms and conditions attached along with this letter.

For CHILDLINE India Foundation

A handwritten signature in blue ink, appearing to read "Mahasweta Majumdar".

Head - Finance & Admin
Mahasweta Majumdar



Accepted

LOYOLA COLLEGE OF SOCIAL SCIENCES THIRUVANANTHAPURAM



CRITERION 5- STUDENT SUPPORT AND PROGRESSION

5.2 STUDENT PROGRESSION

5.2.1 Average percentage of placement of outgoing students during the last five years

Complied offer Letters/Experience Certificates of the Selected Placed Students

Department of Personnel Management



Offer: Human Resource

Ref: TCSL/DT20207488649/Mumbai

Date: 27/02/2021

Mr. Rahul A

Sree Pankaj, Apra 120, Chackai, Pettah P.O, TrivandrumPullilane Residents Association,
International Airport,
Trivandrum-695024,
Kerala.
Tel# 91-8281963635

Dear Rahul A,

Sub: Letter of Offer

Thank you for exploring career opportunities with TATA Consultancy Services Limited (TCSL). You have successfully completed our initial selection process and we are pleased to make you an offer of employment.

This offer is based on your profile and performance in the selection process. You have been selected for the position of **Management Trainee** in Grade **Y**. You will be a part of the application development and maintenance projects across any of the business units of TCSL.

Your gross salary including all benefits will be **₹5,79,430/-** per annum, as per the terms and conditions set out herein. Annexure 1 provides break-up of the compensation package.

Kindly confirm your acceptance of this offer online through the option 'Accept Offer letter'. If not accepted within 7 Days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

After you accept this offer you will be given a joining letter indicating the details of your joining date and initial place of posting. The Joining letter will be issued to you only upon successful completion of your academic course, you meeting the TCS eligibility criteria. You will also be issued a letter of appointment at the time of your joining after completing joining formalities as per company policy. Your offer is subject to a positive background check.

COMPENSATION AND BENEFITS

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TCSL/DT20207488649

1

TATA CONSULTANCY SERVICES

Tata Consultancy Services Limited

Yantra Park, Opp. Voltas HRD Trg. Center, Subhash Nagar, Pokhran Road No 2, Thane (West) 400 601 India

Tel: 91 22 6778 2000/2222 Fax: 91 22 6778 2190 Website: www.tcs.com

Registered Office Nirmal Building, 9th Floor, Nariman Point, Mumbai 400 021

TCS Careers Serviceline: 1800 209 3111 Email: careers@tcs.com



Basic Salary

You will be eligible for a basic salary of ₹15,000/- per month.

BOUQUET OF BENEFITS (BoB)

Bouquet of Benefits offers you the flexibility to design this part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis.

The components under Bouquet of Benefits are listed below. The amounts given here for each of the components below are as per pre-defined structure. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL. To design your Bouquet of Benefits, you may access the link to BoB in the "Employee Self Service" link on "Ultimatix", the internal portal of TCSL. Taxation will be governed by the Income Tax rules. TCSL will be deducting tax at source as per income tax guidelines.

House Rent Allowance (HRA)

Your HRA will be ₹6,000/- per month. While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA.

Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to one month's basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary. To avail income tax benefits, you need to apply for a minimum of three days of leave and submit supporting travel documents.

Personal Allowance

You will be eligible for a monthly personal allowance of ₹17,456/- per month. This component is subject to review and may change as per TCSL's compensation policy.

Food Card

You will be eligible for a Food Card. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias. As per the Pre-Defined structure you will be eligible for a Food Card with an amount of ₹500/- being credited to this card per month. However you may want to re-distribute the BoB amount between the components as per your tax plan, once you join TCSL.

PERFORMANCE PAY

Monthly Performance Pay

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You will receive a monthly performance pay of ₹2,700/-. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.

Quarterly Variable Allowance

Your variable allowance will be ₹2,000/- per month, and will be paid at the closure of each quarter based on the performance of the company and your unit and to the extent of your allocation to the business unit.

Quarterly Variable Allowance is subject to review on your first anniversary and may undergo a change based on the actual performance of the Company, your business unit and your own ongoing individual performance. The payment is subject to your being active on the company rolls on the date of announcement of Quarterly Variable Allowance.

This Pay shall be treated as productivity bonus in lieu of statutory profit bonus.

CITY ALLOWANCE

You will be eligible for a City Allowance of ₹200/- per month. This allowance is fully taxable, is specific to India and linked to your base branch. It is subject to review and will be discontinued while on international assignments.



OTHER BENEFITS

Health Insurance Scheme

TCSL brings the benefit of health insurance cover to you and your dependants under the company's Health Insurance Scheme(HIS).

HIS offers the following benefits:

1. Basic Cover

- i. Entitlement - Includes domiciliary expenses up to ₹6,000/- per insured person per annum and basic hospitalization expenses up to ₹2,00,000/- per insured person per annum.
- ii. Premium - Basic premium for self, spouse and three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.

2. Higher Hospitalisation

Coverage under Higher Hospitalisation is mandatory. Under this scheme, you and your enrolled dependents will be automatically covered under Higher Hospitalisation benefits.

- i. Entitlement - You and your enrolled dependants will be entitled for ₹12, 00,000/- as a family floater coverage towards hospitalisation expenses, over and above the individual basic coverage.
- ii. Premium - For Higher Hospitalisation, a part of the premium will be recovered from your salary and the differential premium will be borne by TCSL.

Maternity Leave

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother, may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer TCS India Policy - Maternity Leave.

Loans

You will be eligible for loans, as per TCSL's loan policy.

Tata Sons and Consultancy Services Employees' Welfare Trust (TWT)

You will become a member of the TWT, on completion of continuous association of one year from the date of joining TCSL. A nominal annual membership fee of ₹250/- will be recovered from you for the same. The Trust provides financial assistance by way of grants/ loans in

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accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service.

Professional Memberships

You will be eligible for reimbursement of expense-s towards professional membership as per TCSL's policy.

RETIRALS

Provident Fund

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month as per the provisions of the said Act.

Gratuity

You will be entitled to gratuity as per the provisions of the Gratuity Act, 1972.

TERMS AND CONDITIONS

1. Relevant Experience

As per the recommendation of our management review panel, out of your total experience, 0.47 years are being considered to be relevant to the business of our organization.

At the time of Induction, your experience from date of management review by TCSL (while in service with current employer) till the date of relieving from your current employment will be added to your total and relevant experience subject to signing of declaration to that effect followed by validation of relevance of your experience during Background Check process.

2. Aggregate Percentage Requirements

Your appointment will be subject to your scoring minimum aggregate (aggregate of all subjects in all semesters) marks of 60% or above (or equivalent CGPA as per the conversion formula prescribed by the Board / University) in the first attempt in each of your Standard Xth, Standard XIIth, Diploma (if applicable) and highest qualification (Graduation/ Post Graduation as applicable) which includes successful completion of your final semester/year without any pending arrears/backlogs. As per the TCSL eligibility criteria, marks/CGPA obtained during the normal duration of the course only will be considered to decide on the eligibility.

As communicated to you through various forums during the recruitment process, your appointment is subject to completion of your course within the stipulated time as specified



by your University/Institute and as per TCSL selection guidelines.

It is mandatory to declare the gaps/arrears/backlogs, if any, during your academics and work experience. The management reserves the right to withdraw/revoke the offer/appointment at any time at its sole discretion in case any discrepancy or false information is found in the details submitted by you.

3. Disclaimer

Candidates who have applied to TCSL and who have not been successful in clearing the TCSL selection process are not eligible to re-apply to TCSL within six months from the date on which the candidate had attended such selection Test and/or Interview. In case you are found to have re-applied to TCSL within six months of previous unsuccessful attempt, the management reserves the right to revoke/withdraw the offer/appointment, without prejudice to its other rights.

4. Training Period

You will be required to undergo class room and on the job training in the first twelve months (including the TCS Xperience Programme as set out herein below), during which period you will be appraised for satisfactory performance during/after which TCSL would normally confirm you. This confirmation will be communicated to you in writing.

If your performance is found unsatisfactory during the training period, the company may afford you opportunities to assist you and enable you to improve your performance. If your performance is still found unsatisfactory, TCSL may terminate your traineeship forthwith.

However, TCSL may even otherwise at its sole discretion terminate the traineeship any time if your performance is not found satisfactory. The terms and conditions of the training will be governed by TCSL's training policy. TCSL reserves the right to modify or amend the training policy.

If you remain unauthorizedly absent for a consecutive period of 10 days during the training programme, you shall be deemed to have abandoned your traineeship and your name will automatically stand discontinued from the list of TCS Xperience trainees without any further intimation/separate communication to you.

5. Working Hours

Your working hours are governed by applicable law. You may be required to work in shifts and/or over time depending upon the business exigencies as permitted by law.

6. Mobility

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TCSL reserves the right to transfer you at any of its offices, work sites, or associated or affiliated companies in India or outside India, on the terms and conditions as applicable to you at the time of transfer.

7. Compensation Structure / Salary components

The compensation structure/salary components are subject to change as per TCSL's compensation policy from time to time at its sole discretion.

8. Increments and Promotions

Your performance and contribution to TCSL will be an important consideration for salary increments and promotions. Salary increments and promotions will be based on TCSL's Compensation and Promotion policy.

9. Alternative Occupation / Employment

Either during the period of your traineeship or during the period of your employment as a confirmed employee of TCSL, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of TCSL.

10. Confidentiality Agreement

As part of your acceptance of this appointment as an employee with TCS you are required to maintain strict confidentiality of the intellectual property rights protected information and other business information of TCS and its clients which may be revealed to you by TCS or which may in the course of your engagement with TCS come your possession or knowledge unless specifically authorized to do so in writing by TCS. This Confidentiality Clause shall survive the termination or earlier determination of this Appointment. The detailed Confidentiality related terms and conditions are set out in Annexure 3.

11. Overseas International Assignment Agreement

If you are on international assignment, you will be covered by the TCS India Policy-International Assignments (from India to other Countries) from the date of placement for an international assignment. Accordingly, you will be required to sign the Overseas International Assignment Agreement/s and any other applicable related documents pertaining to the international assignment for which you are being placed. In case of every international assignment that exceeds 30 days, you will be required to serve TCSL as per the Notice Period clause mentioned below.

This is to ensure that the knowledge and information gained by you during your assignment is shared and available to TCSL and its associates. This transfer of knowledge and information is essential for TCSL to continue to serve its clients and customers better. If you are deputed internationally for training, you will be required to



sign an agreement to serve TCSL for a minimum period of 6 months on completion of training.

12. Terms and Conditions

The above terms and conditions are specific to India and there can be changes to the said terms and conditions in case of deputation on international assignments.

13. TATA Code of Conduct

You are required to sign the TATA Code of Conduct and follow the same in your day-to-day conduct as an associate of TCSL.

14. Notice Period

In an event if the traineeship is discontinued/terminated no notice or payment in lieu thereof shall be payable by TCSL. Upon Confirmation, during your tenure with TCSL, either you or TCSL can terminate the appointment by giving 90 calendar days' written notice or three months' basic salary in lieu of the notice. If your services, behavior and/ or performance are not found satisfactory, TCSL may terminate your services by giving notice as mentioned herein above.

If you are covered under International Assignment Agreement, either you or TCSL can terminate the traineeship/appointment by giving 90 calendar days written notice as set out in the Separation Policy of TCSL. TCSL reserves the right if it is in the interest of the business and current assignment, to ask you to complete your notice period.

15. Retirement

You will retire from the services of TCSL on reaching your 60th birthday as per the proof of age submitted by you at the time of joining.

16. Pre-employment Medical Certificate

You are required to submit a Medical Certificate of Fitness (in the format prescribed by TCSL) which needs to be verified by a registered medical practitioner having a minimum qualification of MBBS to the Induction Coordinator.

17. Employment of Non Indian Citizens

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and / or any other permissions and / or documentation as prescribed by the Government of India.

18. Background Check

Your association with TCSL will be subject to a background check in line with TCSL's background check policy. A specially appointed agency will conduct internal and external



background checks. Normally, such checks are completed within one month of joining. If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of traineeship/service without notice.

19. Submission of Documents

Please note that you should initiate and complete the upload of mandatory documents on the nextstep portal as soon as the offer letter is accepted (subject to availability of the documents)

Please carry the below listed Original Documents for verification on your joining day.

- Permanent Account Number (PAN) Card
You are required to submit a copy of your PAN card along with other joining forms, immediately on joining. As per Indian Income Tax rules, the PAN number is a mandatory requirement for processing salary.
 - Aadhaar Card
 - Standard X and XII/Diploma mark sheets & Certificate
 - Degree certificate/Provisional Degree Certificate and mark sheets for all semesters of Graduation
 - Degree certificate and mark sheets for all semesters of your Post Graduation (if you are a Postgraduate)
 - Overseas Citizenship of India (applicable if you are not an Indian Nationality). For Sri Lankan Refugee, a Refugee Identity card along with Work Permit is required
 - Birth Affidavit on Rs100 stamp paper, if Birth Certificate not in English
 - Any other affidavits on Rs100 stamp paper if applicable (name affidavit for multiple names, signature affidavits, address affidavits etc.)
 - Passport / Acknowledgement letter of passport application
 - Gap/Break in career affidavit on Rs100 stamp paper, if gap is more than 6 months
 - 4 passport sized photographs
 - Medical Certificate (Should be made on the format provided by TCS along with the Joining letter)
 - An affidavit/notarized undertaking (Non-Criminal Affidavit, should be made on the format provided by TCSL) stating :
 - *There is no criminal offence registered/pending against you
 - *There is no disciplinary case pending against you in the university
 - If you were employed, a formal Relieving letter & Experience letter from your previous employer
- The original documents will be returned to you after verification.

In addition to the above original documents, Please carry Xerox copies of the below documents



- *PAN Card (Permanent Account Number)
- *Aadhaar Card (Not applicable for Nepal & Bhutan Citizenship)
- *Passport
- *NSR E-Card

20. TCS Xperience Program

On joining TCSL, you will be given the benefit of formal training (TCS Xperience Program) at our offices, as identified, for such period as TCSL may decide.

The said training forms a critical part of your employment with TCSL and is an ongoing process. TCSL continues to make investment on training and continuing education of its professionals. This will be of immense value to you as a professional and a large part of the ownership and commitment has to come from you.

As TCSL progresses with these initiatives, monitoring performance will be an ongoing process and a formal evaluation will be carried out during the training. The evaluation criteria which will be very transparent will be used as a basis for allocating people to projects/roles. We would request that the training be taken very seriously to enable you to add maximum value to your professional and personal growth.

21. Letter of Appointment

You will be issued a letter of appointment at the time of your joining and after completing joining formalities as per TCSL policy.

22. Rules and Regulations of the Company

Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of TCSL as applicable to you and the changes therein from time to time. The changes in the Policies will automatically be binding on you and no separate individual communication or notice will be served to this effect. However, the same shall be communicated on internal portal/Ultimatix.

23. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions and/or failure to clear one or more tests successfully would entitle TCSL to withdraw this offer letter anytime at its sole discretion.

24. Data Privacy Clause:

(a) Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience,



medical history, skillset, proficiency and certifications, job profile and your career aspirations.

(b) It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

(c) After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

(d) For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services.

(e) As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

(f) In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

**Withdrawal of Offer**

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in this employment and this offer will be automatically withdrawn.

Post acceptance of TCSL Offer letter if you fail to join on the date provided in the TCSL Joining letter, the offer will stand automatically terminated at the discretion of TCSL. We look forward to having you in our global team

Yours Sincerely,

For TATA Consultancy Services Limited

K Ganesan
Global Head Talent Acquisition & AIP



[Click here](#) or use a QR code scanner from your mobile to validate the offer letter

Encl: Annexure 1: Benefits and Gross Salary
Annexure 2: List of TCS Xperience Centres
Annexure 3: Confidentiality and IP Terms



GROSS SALARY SHEET

Annexure 1

Name	Rahul A
Designation	Management Trainee
Institute Name	Loyola College Of Social Sciences, Trivandrum

Table 1: Compensation Details (All Components in INR)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	15,000	1,80,000
Bouquet Of Benefits #	25,206	3,02,472
2) Performance Pay		
Monthly Performance Pay	2,700	32,400
Quarterly Variable Allowance*	2,000	24,000
3) Annual Components/Retirals		
Health Insurance***	NA	7,900
Provident Fund	1,800	21,600
Gratuity	721	8,658
Total of Annual Components & Retirals	2,522	38,158
4) City Allowance	200	2,400
TOTAL GROSS	47,628	5,79,430

Refer to Table 2 for TCSL defined Structure. In case, you wish not to restructure your BoB, TCSL defined Structure as given in Table 2 will be applicable.

*** For HIS - Note that Rs. 7900 if the employee is Single. If the employee is married or married with Children then Rs. 3,900/- per beneficiary needs to be added to the above mentioned amount.

Table 2: TCSL defined structure for BoB (All Components in INR)

Component Category	Monthly	Annual
House Rent Allowance	6,000	72,000
Leave Travel Assistance	1,250	15,000
Food Card	500	6,000
Personal Allowance	17,456	2,09,472
GROSS BOUQUET OF BENEFITS	25,206	3,02,472



Annexure 2

Ahmedabad TCS XP HR Lead Tata Consultancy Services, Garima Park,IT/ITES SEZ,Plot # 41, Gandhinagar - 382007	Bangalore TCS XP HR Lead Tata Consultancy Services, Gate 1, No 42, Think campus, Electronic City phase II, Bangalore - 560100,Karnataka
BUBANESHWAR TCS XP HR Lead Tata Consultancy Services, Training Lab Venue:-Barabati, IRC Block, Ground Floor, Tata Consultancy Services Limited, (UNIT-II) - BARBATI SEZ, IT/ITES SPECIAL ECONOMIC ZONE (SEZ),PLOT NO. 35, CHANDAKA INDUSTRIAL ESTATE, PATIA, Bhubaneswar - 751024	Chennai TCS XP HR Lead Tata Consultancy Services, 415/21-24, Kumaran Nagar, Old Mahabalipuram Rd, TNHB, Sholinganallur, Chennai, Tamil Nadu 600119
DELHI – Gurgaon TCS XP HR Lead Tata Consultancy Services, Block C, Kings Canyon, ASF Insignia, Gurgaon - Faridabad Road, Gawal Pahari, Gurgaon - 122003, Haryana	DELHI – Noida TCS XP HR Lead Tata Consultancy Services, Plot No. A-44 & A-45,Ground, 1st to 5th Floor & 10th floor, Glaxy Business Park, Block - C & D, Sector - 62, Noida - 201 309,UP
Guwahati TCS XP HR Lead Tata Consultancy Services, 5th Floor, NEDFi House,G.S. Road, Dispur,Guwahati - 781006,Assam	Hyderabad TCS XP HR Lead Tata Consultancy Services, Q City, Nanakramguda, Hyderabad
INDORE TCS XP HR Lead Tata Consultancy Services, IT/ITES SEZ, Scheme No. 151 & 169-B, Super Corridor, Village Tigariya Badshah & Bada Bangarda, Tehsil Hatod, Indore - 452018, Madhya Pradesh	KOLKATA TCS XP HR Lead Tata Consultancy Services Limited, Ecospace 1B building, 2nd Floor, Plot - IIF/12 ,New Town, Rajarhat, Kolkata - 700160,West Bengal OR Auditorium,2nd Floor, Wanderers Building,Delta Park - Lords
KOCHI TCS XP HR Lead Tata Consultancy Services, TCS centre, Infopark Road Infopark Campus, Infopark , Kakkanad, Kerala 682042	MUMBAI TCS XP HR Lead Tata Consultancy Services, Yantra Park, Pokharan Road Number 2, TCS Approach Rd, Thane, West, Thane, Maharashtra 400606
NAGPUR TCS XP HR Lead Tata Consultancy Services Limited, Mihan-Sez, Nagpur, Telhara, Maharashtra 441108,	PUNE TCS XP HR Lead Tata Consultancy Services, Plot No. 2 & 3, MIDC-SEZ, Rajiv Gandhi Infotech Park, Hinjewadi Phase III, Pune - 411057,Maharashtra
Trivandrum TCS XP HR Lead Tata Consultancy Services, Peepul Park, Technopark Campus ,Kariyavattom P.O. Trivandrum - 695581, India	



Annexure 3

Confidentiality and IP Terms and Conditions

Confidentiality and IP Terms and Conditions - Annexure 3:

1. Confidential Information

"Confidential Information" shall mean all Inventions and Know-how, information and material of TCS (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

(a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate's association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,

(b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS).

(c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,

(d) Customer and prospective customer lists, and

(e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.



2. Associate's Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with either directly or indirectly the Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with or need under TCS, any Confidential Information. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or prosecuting any such applications. Associate hereby expressly waives any "artist's rights" or "moral rights", which Associate might otherwise have in such intellectual property rights.



4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. Use of third party material

Associate expressly agrees that it shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS, use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorised by TCS or without having proper authorisation or license or approval of the respective owner of such intellectual property rights.

6. Security policies and Guidelines.

Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

7. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

8. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.



9. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of this Agreement by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

10. General

(a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.

(b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or may claim or liability of any party including that of surety, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1999 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.

(c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.

(d) This Confidentiality clause along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay or omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.



(e) This Confidentiality clause may not be amended except in writing signed by authorized representatives of both parties.

(f) The obligations of Associate in terms of this Confidentiality clause shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

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Appointment Letter

Date : 14-06-2021

To,

Nanma Manoj

Tc 49/64 (2), "Nanma", PRA 32, Kamaleswaram, Manacaud P.O

Thiruvananthapuram, Thiruvananthapuram

Kerala, Pin-695009

Dear Nanma Manoj,

Sub : Appointment Letter

This letter conveys the detailed terms and conditions of your employment. If you are agreeable to our terms and conditions, please signify your assent by signing the duplicate of this letter and returning the same to us.

1. Position & Date of Joining :

Based on your representations during the interviews and subject to background verification, we are pleased to confirm your appointment as Senior Associate-HR Services, with Allianz Services Private Limited, with effect from 14-06-2021.

2. Duties :

You will be required to serve in the assigned position or in such other positions as may be assigned to you from time to time. You shall diligently, faithfully and to the best of your abilities perform the duties and services related to the position assigned to you as well as such additional or different duties and services commensurate with your position as you may be directed to perform by the Company from time to time, to the satisfaction of the Company.

3. Location, Travel & Transfer :

(a) You will initially be based at our offices at Allianz, 2nd Floor, Bhavani, Technopark, Trivandrum, Kerala, India - 695 581.

(b) The Company provides services to other Allianz Group companies worldwide. Therefore, during your employment, you shall, whenever required by the Company, undertake travel in India and / or overseas, to perform your duties as the Company may require from time to time. The Company will make reasonable efforts to provide you with an advance notice of any such need for travel and take into account your personal circumstances as may be feasible given business exigencies. The Company shall pay and/or reimburse you for any such travel and other expenses undertaken as per the policy of the Company in this regard.

(c) The Company may, in its sole discretion, transfer you from time to time to any other location or branch of the Company or any of its holding company, subsidiaries, associates or affiliate companies or depute you to work onsite at a customer's premises, either in India or abroad, without any extra remuneration. In the event of a transfer or such deputation, your existing terms and conditions of employment will continue to apply unless otherwise modified in writing. In addition, you will be required to abide by the policies and procedures applicable at the work location/s.

4. Hours of Work :

The hours we work closely reflect our customer needs and may be modified from time to time to suit the exigencies of business. You shall conform to such hours of work, including working in shift, as required for the proper discharge of your duties as may be fixed by the Company from time to time. The Company reserves the right to modify your hours of work or your shift, based on business exigencies and will give you advance notice if we need to change your hours of work or shift.

5. Leave and Attendance :

You will be entitled to leave and paid holidays in accordance with the Company policy as applicable from time to time. Any absence without due authorisation in accordance with the procedure prescribed by the Company shall be treated as unauthorised absence or absconding, which is a wilful misconduct. Upon termination of your employment, you will be entitled to encashment of any accrued leave in accordance with the Company's policy in this regard as applicable then.

Subject to applicable law, should any disciplinary action be pending against you at the time of termination of your employment, the Company reserves the right not to make any payment on account of accrued leave. You will be required to register your daily attendance on the Company provided Leave management system. All your attendance/Leaves should be updated / regularized on or before the 20th of every month. Any default in regularizing your attendance/leave may lead to deduction in Paid Leaves and further to Loss of Pay.

6. Probation :

You will be on probation for a period of six (6) months from the date of your joining mentioned at clause 1 of this Letter. During your probation, your employment is provisional and subject to successful completion of your probation and background verification.

During this period, your performance will be reviewed by your line manager and you are expected to demonstrate the technical and functional skills (as applicable) associated with your position together with the core values of the Company including but not limited to, cooperation, teamwork and positive attitude. Failure to perform as expected may result in the termination of your employment or extension of your probation period for a further period of three (3) months.

If you successfully complete your probation at the first instance or after an extension, you will be confirmed to be a permanent employee of the Company and such confirmation will be communicated to you through a formal written communication viz email or intimation letter conveyed through the employee portal and does not require an acknowledgement of any sort from the employee. Any extension of probation or termination will also be communicated to you in writing. In case such a communication of confirmation, termination or extension is not received within 30 days of such confirmation, termination or extension is due, then the employee shall be deemed to be a permanent employee from the date of such confirmation is due.

7. Exclusive Employment :

During your employment with the Company, you shall devote your full time, efforts and attention exclusively to the business and affairs of the Company and shall not, without the prior written consent of the Company (consent, which may be withheld at the sole discretion of the Company), engage, directly or indirectly, for monetary benefit or without monetary benefit, either as an employee, consultant or in other capacity whatsoever in any other occupation, trade or business or undertake any other employment, either on a part-time, consulting or full-time basis and whether during or after normal business hours.

8. Remuneration :

(a) Your total employment Cost to Company(CTC) will be Rs. 380000(Rupees Three Lakh Eighty Thousand) per annum. The details of your package are in Annexure I. Your remuneration will be subject to revision as per the Company's compensation policies and guidelines in effect from time to time.

(b) You will be eligible to participate in the Company's employee benefit Plans as are generally made available to similarly situated employees of the Company, subject in each case to the terms and conditions of the Plan in question. Details of these Plans are available in

<https://allianzindia-srv1.web.allianz/techcc/mypages/emportal.html>

(c) Deductions will be made from your salary in accordance with applicable laws and for contributions to employee benefits schemes as may be applicable from time to time (e.g. provident fund, ESI).

(d) The Company may make deductions from your salary in accordance with applicable law, including any amount due as per Clause 18(b) and any other monies due from you to the Company.

(e) All amounts payable to you shall be subject to deduction of tax at source as per applicable law from time to time. Full details of these Plans are available in Allianz My page portal. You should obtain your own tax advice regarding your remuneration from the Company and you will be responsible for compliance with all tax laws, including filing of your personal tax returns.

9. Code of Conduct & Policies :

You shall at all times comply with and be subject to such Apex policies, rules, regulations, guidelines, Code Of Conduct and procedures of the company that are in force from time to time and these policies etc. shall form part and parcel of your terms of employment with the Company

The policies etc. are available at the following internal intranet page :

<https://intranet.allianz.com.awin/communities/docs/DOC-35203>

The policies may be amended from time to time. Amendments to policies are communicated via electronic mail notifications in general and does not require intimation to you personally. You are required to be abreast of any amendments thereof and comply to the same. The amendment notification, shall become effective when so notified.

10. No Conflict of Interest & Relationship with Directors :

(a) By joining employment, you are deemed to confirm that the performance of your obligations hereunder does not and will not constitute a breach of, or conflict with the terms or provisions of, any agreement or understanding to which you are a party (including, without limitation, any other employment or noncompetition agreement).

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(b) During your employment with the Company you are not to undertake any activity that could be in conflict, or could potentially be seen as conflicting with, the Company's interests or could adversely influence your judgment, objectivity or loyalty to the Company, and in the event of any situation that could lead to a conflict or potential conflict of interest, you should divulge the same to the Company immediately.

(c) You confirm that you are not a "relative" of any of the Directors of the Company in terms of Section 2(77) The Companies Act, 2013, or if you are a "relative" or should you become a "relative" at any time during your employment with the Company, you have or will inform the Company of the same in writing within 7 days of becoming so.

(d) Any conflict either direct or indirect, potential or actual will require written approval from the company and it is your duty to declare such conflicts (through the Conflict of Interest Management Tool) immediately on such occasion when such a conflict arises and comes to your notice, at any time during your employment with the company. For more details on Conflict of Interest, you may read the Conflict of Interest Guideline in the Corporate Rules Book (local Guidelines) and adhere to its requirements during the course of your employment with the Company.

11. Non-Solicitation :

(a) During your employment with the Company and for a period of 1 year thereafter, you will not, directly or indirectly, individually or on behalf of any other person, firm, corporation or other entity, solicit, aid or induce any employee of the Company to leave such employment in order to accept employment with or render services to, or with any other person, firm, corporation or other entity or take any action to materially assist or aid any other person, firm, corporation or other entity in identifying or hiring any such employee.

(b) During your employment with the Company and for a period of 1 year thereafter, you will not, directly or indirectly, individually or on behalf of any other person, firm, corporation or other entity, solicit, aid, entice or induce any customer or potential customer of the Company away from the Company or assist or aid any other persons or entity in identifying or soliciting, enticing etc. any such customer.

(c) The obligations contained in this clause shall survive the termination of your employment with the Company and shall be fully enforceable thereafter in accordance with the terms thereof.

12. Confidentiality :

(a) You shall at all times hold in the strictest confidence, and not use, except for the benefit of the Company, any confidential information of the Company. You will not disclose any confidential information of the Company to any third party without written authorization from the Company. Unauthorized disclosure or use of the Company's confidential information constitutes a serious misconduct and the Company will be entitled to take appropriate disciplinary action against you including termination of service. Any unauthorized use or disclosure of the Company's confidential information will also cause irreparable damage to the Company for which compensation in money alone would not afford adequate relief and therefore, the Company will be entitled, to obtain injunctive relief to protect its rights in addition to any and all other remedies available to it at law or in equity. The Company's confidential information means any non-public information that relates to the actual or anticipated business of the Company or its affiliates, including but not limited to the Company's or an affiliates trade secrets or know-how, information regarding the Company's or an affiliates products or services and markets, customer lists and customers, research, software, developments, inventions, processes, formulas, technology, designs, drawings, engineering, hardware configuration information, marketing, finances and other business information and shall also be deemed to include Third Party Confidential Information (as defined below); provided, however Company confidential information will not include any information to the extent the same has become publicly known and made generally available through no wrongful act of yours or of others.

(b) The Company has received and in the future will receive from third parties associated with the Company, e.g., the Company's customers, suppliers, licensors, vendors, licensees etc. their confidential or proprietary information ("Third Party Confidential Information"). By way of example, Third Party Confidential Information may include third parties practices or processes, their technology, their requirements, information related to the business conducted between the Company and such third parties and personal data of the customers of such third parties. The Company is under a contractual obligation to protect such Third Party Confidential Information against unauthorised use or disclosure.

Therefore, you shall at all time, hold in the strictest confidence, and not to use or to disclose to any third party any Third Party Confidential Information, except as necessary in carrying out your work for the Company consistent with the Company's agreement with the relevant third party. Any unauthorized use or disclosure of Third Party Confidential Information by you will cause the Company to be in breach of its contract with its customer/s and may lead to legal action against you by the Company and/or the concerned third party.

(c) During your employment with the Company, you should not improperly use, disclose, or induce the Company to use any proprietary information or trade secrets of any former employer or other person or entity. You should not bring onto the premises of the Company or transfer onto the Company's systems any confidential information, proprietary information or trade secrets belonging to any such employer, person or entity unless consented to in writing by both Company and such employer, person or entity.

(d) The obligations in this clause shall survive the termination of your employment.

13. Data secrecy pursuant to data protection laws :

You undertake to maintain data secrecy pursuant to Section 5 of the German Data Protection Act (BDSG), for jurisdictions outside Germany adapted to local mandatory DP Laws, even following the termination of your activities. If you work for more than one Allianz company, this obligation also applies in respect of their relationship with each other.

14. Your Data :

Your personal data or information (including any sensitive personal data) that you provide to the Company will be used by the Company solely in connection with your employment and matters related thereto. In this connection, the Company may disclose your data / information to third party service providers engaged by the Company subject to suitable non-disclosure agreements. In the event the Company intends to use your personal data / information for any other purpose, it shall do so only with your consent. As required by law, we will use reasonable security practices and procedures to protect your personal information from unlawful disclosure.

15. Anti corruption and Bribery :

Allianz has zero tolerance towards corruption and or bribery. You shall not offer or receive any illegal / illegitimate payments, gifts, discounts, commissions, invitations or benefits, be it monetary or otherwise to/from Government officials, representatives of public authorities or any employee or representative acting on behalf of any third party in the course of your employment, for or on behalf of the Company. However, in the course of business, any gifts or offers received must be reported to the Line manager and the Compliance officer. Breach of this clause will be termed as violation of Allianz compliance rules and Regulations and shall lead to termination by the Company without prior notice or compensation.

16. Intellectual Property Rights :

All intellectual property rights, in India and abroad, for the full term of such rights and renewals thereof, in any "work" (as defined under the Indian Copyright Act, 1957 as amended from time to time), invention, original work of authorship, design, discovery, ideas, techniques, machines, methods, processes, uses, products, developments, concepts, devices, codes, configurations of any kind of trademarks or trade secrets, and improvements made to any of the above, including but not limited to computer software, whether or not patentable or registrable under patent, copyright or other laws, conceived or created or reduced to practice, fully or in part, whether during business hours or otherwise and whether alone or in conjunction with others, by you during your employment with the Company (collectively "Inventions"), shall be disclosed in writing to the Company immediately on such conception, creation or practice and shall stand automatically vested in and be the sole and exclusive property of the Company.

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To the extent that any such intellectual property does not so vest automatically in the Company, you hereby agree that all your right, title and interest in the same shall stand automatically assigned to the Company on conception, creation or practice, generally and without any limitation, for the whole term thereof throughout the whole world. You hereby undertake to execute and register any necessary documents, and do whatever else may be necessary as may be determined by the Company in its discretion, at the cost of the Company, even after your employment has ended to further confirm the above ownership rights in favour of the Company. To the maximum extent permitted by law, you also explicitly waive all moral rights in your contribution to the Inventions. The decision whether or not to commercialize or market any Inventions is within the Company's sole discretion and for the Company's sole benefit and that no royalty or other consideration will be due to you as a result of the Company's efforts to commercialize or market any such Inventions.

17. Retirement :

(a) On attaining the age of 60 years, you are liable to be superannuated/ retire from the services of the Company. The Company may at its sole discretion, extend your service period or require you to retire at any age after attaining the age of 60 without assigning any reason whatsoever.

(b) Your date of birth as mentioned in the self-certified copy of the PAN / Aadhar / Driving license / Passport submitted on the records of the Company shall be binding and conclusive.

18. Termination & Resignation :**a) Termination**

1. Your employment shall terminate with immediate effect on the last day of the month in which you attain the age of retirement.

2. Your employment may be terminated forthwith by written notice by the Company, on the basis of medical advise it deems acceptable, that you have become physically or mentally disabled, challenged or incapacitated for a continuous period of 1 year to such an extent that you are unable to perform your duties hereunder.

3. Your employment may be terminated forthwith by the Company:

(i) If you are found guilty of any misconduct in accordance with the Company's policy in this regard;

(ii) If you display continuing unsatisfactory conduct or poor performance of your duties;

(iii) If you are in breach of any of the terms and conditions of your employment, including the terms of this letter, your offer letter or any of the policies, rules, regulations, guidelines, codes of conduct and procedures policies, guidelines or codes of conduct of the Company as may be applicable to you;

(iv) If any information or data furnished by you to the Company, on the basis of which the offer of employment was made to you, is found to be false, misleading or incomplete, or if you are found to have wilfully suppressed any material information;

(v) If you are convicted by any Court of an offence involving moral turpitude;

(vi) If you are guilty of fraud, dishonesty or gross negligence in performing your duties;

(vii) If you act in a manner (whether in the course of your duties or otherwise) which is likely to bring you or the Company into disrepute or prejudice the interests of the Company; or

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(viii) On any other grounds on which your employment may be terminated as per applicable law.

4. During your probation, you may be discharged from the Company's services at any time with thirty (30) days' prior notice or salary in lieu thereof, without assigning any reason.

5. Subsequent to Confirmation of your Services on successful completion of Probation, your employment may be terminated by the Company at any time for any reason not covered under Sr. 18.1, 18.2 and 18.3 above, by giving an advance notice in writing of ninety (90) days or making a payment of gross salary in lieu of such notice or any part of such notice that is not served.

b) Resignation

1. You may terminate the employment at any time by giving the Company an advance notice as specified in Clause 18(a)(4) and 18(a)(5) above, provided that you may make payment of gross salary in lieu of such notice or any part of such notice that is not served. However, the Company reserves the right to accept or reject your proposal based on business requirements. The termination will take effect at the end of the notice period. Irrespective of whether or not you have requested any specific date on which you are relieved from employment, the Company reserves the right, at its sole discretion, to relieve you from employment on any date during the notice period by waiving the notice period in full or part and paying pro rata gross salary for the notice period/ balance notice period waived and you will be relieved from employment on the date with effect from which the Company has waived the notice. The Company is not obliged to accept your resignation once any disciplinary procedure is initiated against you.

2. In the event of any failure on your part to provide the Company with the advance notice in writing of 90 days or make payment of the gross salary in lieu of such notice period or any part of such notice period that is not served as specified in Clause 18(b)(1), the Company shall have the right to deduct such gross salary payable by you in lieu of such notice period from any amounts due and payable to you by the Company including the full and final settlement amount.

c) Consequences of Termination or Resignation

On termination or Resignation of your employment for any reason whatsoever:

1. you must return to the Company all Company property that is in your possession or control, including identity cards and other company assets;
2. you must return or destroy or permanently delete any documents (including in electronic form) in your possession or control that contains any confidential information of the Company or any Third Party Confidential Information;
3. you must immediately repay any outstanding amounts due from you to the Company and hereby authorise the Company to deduct from any monies due to you from the Company the monies owed by you to the Company; and
4. strictly comply with all continuing obligations under these terms including obligations of confidentiality.

19. Assignment :

All of your rights and obligations hereunder are personal to you and shall not be transferred or assigned by you at any time without the Company's written permission. The Company shall have the right to assign its rights and/or obligations under this Agreement to any entity that assumes the Company's obligations hereunder in connection with any sale or transfer of all or a substantial portion of the Company's assets to such entity.

20. Address and Status :

You shall advise the Company of the address to which communications to you should be sent by registered post acknowledgement due. All notices and other communication sent to you at such address shall be deemed to have been properly sent by us and received by you on the day of actual receipt. You shall keep the Company informed of changes, if any, in respect of your address and also of any change in your marital status. Your address / status as the latest advised by you to the Company in writing shall be maintained on record

21. Warranty :

You represent and warrant to the Company that the terms and conditions of your employment are legal, valid and binding upon you and acceptance of the same by you and the performance of your obligations pursuant to your employment by the Company does not and will not constitute a breach of, or conflict with the terms or provisions of, any agreement or understanding to which you are a party (including, without limitation, any other employment agreement/s).

22. Indemnity :

You will indemnify the Company against any loss or damage which the Company suffers due to any wrongful acts, negligence and/or gross dereliction of duties on your part. Such indemnity obligation shall be without prejudice to the right of the Company to take disciplinary action or to seek other remedies which the Company may have under law.

23. Severability :

If any provision of the terms of your employment are held to be invalid or unenforceable by any court of competent jurisdiction, the remainder of the terms, other than that portion determined to be invalid or unenforceable, shall be unaffected thereby and each valid provision of the terms shall be enforced to the fullest extent permitted by law.

24. Governing Law & Jurisdiction :

The laws of India shall govern the terms of your employment with the Company. Any dispute arising out of this Letter shall be subject to exclusive jurisdiction of the courts of law in the city of your current work location.

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25. Monitoring :

The Company's office systems, including telephone and IT systems are primarily for business purposes. You should not use these systems for sending and receiving private personal messages.

You should bear in mind that, for business reasons, your use of office systems including the Telephone and IT systems will be monitored. You should also be aware that other members of the company have both access to your system and the data stored and may oversee what you are doing.

All e-mail messages are the property of the Company. Persons authorized by the Company have the right to read e-mails.

You hereby acknowledge that the system provides the capability for other people to monitor e-mail, World Wide Web and other communications traffic. The Company reserves the right to monitor e-mails and any other data held on its IT systems, including workstations and laptops owned by the Company.

Please sign and return a copy of this Letter as your acknowledgement of receipt and acceptance

We take this opportunity to welcome you to the organization and look forward to having you on board as a part of the Company.

For Allianz Services Private Limited,



Savitha Pillai
Lead-HR Business Partner



Jison John
Managing Director

Acknowledgement and Acceptance

I have read and fully understood all the terms and conditions contained in this Appointment Letter. I hereby sign the duplicate of this Letter as a token of any acceptance of the terms and conditions in total and confirm that they are binding on me.

Signature :

Date :

Name :

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Annexure - I

Name : Nanma Manoj
 Grade : AGS 6
 Designation : Senior Associate-HR Services

Components	Monthly (INR)	Annual (INR)
Base Pay		
Basic	8132	97584
Co's contribution to PF	1800	21600
Gratuity	391	4694
Choice pay		
Food Coupons	2500	30000
LTA	677	8129
Medical Expenses	1250	15000
Transport	1600	19200
HRA	3253	39034
Statutory Bonus*	583	7000
Other allowance	9972	119664
Gross	30159	361905
Variable pay		
Annual Bonus **	1508	18095
Final CTC	31667	380000

*Statutory Bonus will be paid in April

**The Annual Bonus Scheme is paid out at the company's sole discretion based on both the company and individual performance. Only those employees who joined the organization on or before 30th September of a year and continue to be on company rolls on the last day of March in the subsequent year (i.e. the year of payment) are eligible for Bonus.

Employees who have resigned and are serving notice as on the last day of March (in the year of payment) are also not eligible for this bonus scheme. Annual Bonus is usually paid in the month of April.

Increments are paid out in April for the employees who joined on or before 30th September of the previous year and will be at the discretion of the company, based on individual performance as well as company performance, business outlook and other relevant factors.

Explanation of Compensation

Components	Description
1. Base Pay	The fundamental salary component to which many other compensation components are linked.
2. Retirals	These elements of compensation are not paid out until later when certain conditions are met.
2.1 Provident Fund (PF)	12% of monthly wage to a maximum of INR 1800/-.
2.2 Gratuity	4.8% of Basic Salary, which is included as a part of your Annual Remuneration denotes the company's contribution to the Gratuity Fund based on actuarial calculations. You are not entitled to this amount as a cash component as this is intended to be a retiral benefit. Gratuity is payable to you as per the Payment of Gratuity Act, 1972, on cessation of your employment after at least 5 years of continuous service with the Company.
3. Choice pay	Choice Pay allows employees to choose a benefit basket that suits their needs. For certain elements, employees may avail of tax exemptions as per prevailing tax laws. The elements are listed below.
3.1 Leave Travel Allowance	LTA can be used for up to a maximum of economy class airfare or First Class Train fare twice during a 4 year block period as per Income tax rules.
3.2 Medical Expenses	Rs. 15,000/- per annum. To be used for medical expenses.
3.3 Food Coupons	Upto a Maximum of Rs. 2500/- per month.
3.4 Transport	Maximum Rs. 1600/- per month. To be used for vehicle expenses.
3.5 House Rent Allowance	Maximum 40% of Basic Salary per annum. To be used for house rent.
3.6 Statutory Bonus	Statutory Bonus is payable as per the provisions of the Payment of Bonus Act, 1965 to eligible employees.
3.7 Other allowance	Remaining of Choice Pay funds and is a taxable amount.
3.8 Annual Bonus	The Annual Bonus Scheme is paid out at the company's sole discretion based on both the company and individual performance.

For detailed information please refer to Company policies, which are subject to change from time to time.

agreement.
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letter
You shall not during the course of your fixed term contract with the hospital or at any time thereafter, divulge or disclose to any person, or make use for your own purpose or for any other purpose other than that of the hospital, any information or knowledge obtained by you during your fixed term contract the business or affairs of the hospital including development, process reports and reporting system and you will during the course of your fixed term contract hereunder also use your best endeavor to prevent any other person from doing so.

18. Use of hospital resources for personal use is strictly prohibited. This includes usage of computer resources, information, internet service, and working time of the hospital for any personal use.
19. You shall not accept or demand any present, commission or any sort of gratification in cash or kind from any person, party or firm or Hospital having dealing with the hospital and if you are offered any, you should immediately report the same to the Management.
20. This fixed term contract is made based on your proficiency on technical/professional skills and information that you have declared to possess as per your application dated 21 December 2019 for employment and your ability to handle any assignment/job independently. In case at a later date any of your declarations /particulars and documents furnished regarding your qualification, previous experience, age etc. are found to be incorrect, not true, misleading, misrepresented or your performance is not up to the mark or falls short of the minimum standards set by the hospital, your fixed term contract shall be terminated forthwith without any notice or compensation.
21. You shall be personally liable for any act of willful and intentional loss, damage or harm to the hospital, its clients, patients, by standers, consultants and its employees. Any act or omission or commission from your side that might affect or cause serious risk to the health safety and life of the patient / person in and during the course of performance of the role and responsibilities contained in this fixed term engagement offer shall be treated as a misconduct and suitable disciplinary action as deemed fit shall be initiated.
22. The above terms and conditions are based on the hospital's policy, procedures and other rules currently applicable in India and are subject to amendments from time to time. In all matter including those not specifically covered herein you will be governed by the rules and regulations of the hospital in force and as laid down from time to time.
23. Common notices applicable to all Rajagiri employees in general, shall be posted on the designated notice board of the Hospital or sent to the declared address and all such notices would be deemed to be read and understood and accepted, by you in your role as a fixed term contract engagement.
24. You have to undergo a health check-up in our hospital / nominated hospital. This fixed term contract is subject to your being medically found fit. You may also be required to undergo periodical / annual medical examination, if necessary, as may be stipulated by the Hospital. Your fixed term contract engagement and continuation in the contract is always subject to your remaining medically fit.



exigencies, you are bound to do overtime work as and when directed by the management. It is mandatory that you shall mark your attendance on arrival and departure, every day as per the rules of the Hospital.

9. You shall be eligible for Casual/ Sick Leave as per leave policy. For availing eligible leave, leave letter should be given in advance by the individual staff and prior sanction has to be obtained except in case of exceptional emergency situations.
10. You shall be governed by the Employee Service Rules and Hospital Hand book or other rules and regulations and service conditions of the hospital that may be in force or those that are framed from time to time by the hospital. This will include entitlement of leave / holidays. You shall be liable to adhere to all the terms and conditions as detailed therein and if there is any breach of the same or nonconformance of the contractual obligation or the terms and conditions laid down in this agreement, your fixed term engagement with us can be terminated without any notice. Notwithstanding any terms and conditions as stipulated herein, or as referred elsewhere, the hospital reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interest.
11. Unauthorized absence or absence without permission from duty for a continuous period of 5 days would mean that you have voluntarily abandoned the fixed term contract engagement. In such case your fixed term contract engagement shall automatically come to an end without any notice of termination of contract.
12. You shall keep us informed of any change in your residential address, your family status or any other relevant particulars as required. You would also let us know the name and address of your legal heir/nominee. All communication issued to you in your declared address will be deemed to be correct and communication served and received by you.
13. Any act of bigamy or polygamy will be treated as a serious misconduct making you liable for withdrawal of fixed term contract.
14. You shall turn out for duty at the hospital / work place in the prescribed uniform issued to you, washed and pressed daily and if no uniform is issued, in semi-formal dress.
15. You will hold yourself in readiness for any training at any place whenever required. Kindly note that refusal to participate in a training programme during the period of fixed term engagement with us would be deemed as a misconduct and would lead to suitable disciplinary action as deemed fit including termination of your fixed term contract.
16. If during the period of your fixed term contract engagement with us you achieve any invention, process improvement, operational improvement, or other process/method likely to result in more efficient operation of any of the activities of the hospital, the hospital shall be entitled to use, utilize such improvement and you shall assign all rights thereof to the hospital for the purpose of seeking any patent rights or for any other purpose. The hospital shall have the sole ownership rights of all the intellectual property rights that you may create during the tenure of association with the hospital including but not limited to the creative concept that you may develop during your association with the hospital.

25. You shall work at high standards of initiative, creativeness, efficiency and economy organization. The nature of work and responsibilities shall be assigned and explained to you by senior from time to time. You shall report to Head of Department or any other superior nominal.
26. Your contract of engagement can be terminated by serving a notice of two calendar months on either side or on payment of two months emoluments in lieu of notice. However, the Hospital reserves the right to relax the same and withdraw the contract on a date prior to expiry of the stipulated notice period.
27. In the event of your leaving the fixed term contract engagement with the hospital either on termination or your deciding to leave our association of your own or for any other reason, you will be obliged to account for and return any property including cash if any in your custody or due from you and all books and records of the company in your possession. Your failure to comply with the same shall give the right to the organization to withhold your contract remuneration and property apart from any other action which the organization shall deem fit to initiate against you in the matter.
28. By signing the duplicate copy of this contract of engagement, it shall be understood that you have read and understood all terms and conditions referred to herein and you accept the same in full. If you so accept the terms and conditions mentioned above, please sign and return duplicate copy of this letter in token of your acceptance.
29. The language of communication for all written instruments, notices and documents by the Hospital shall be in English.

For **Rajagiri Healthcare and Education Trust,**



Fr. Johnson Vazhapilly CMI
Executive Director & CEO



I, **Ms Chinnu Maria Michael** do hereby confirm that I have clearly read and understood all the terms and conditions mentioned to in this fixed term employment agreement, and also received a copy of each of Employee Service Rules and Hospital Handbook, and all my doubts and clarifications explained and detailed by the HR department to my satisfaction and clear understanding in the language I am comfortable with. I hereby confirm unconditional acceptance of the same and assure strict compliance.

Full Name: Ms Chinnu Maria Michael

Signature



**Rajagiri
Hospital**

(A unit of Rajagiri Healthcare And Education Trust)



FIXED TERM EMPLOYMENT

Ms Chinnu Maria Michael
Narikkattu House
Kadanad P.O., Pala
Kottayam, Kerala- 686653

Dear Ms Chinnu Maria Michael,

Further to your application dated 21 December 2019 and subsequent interview you had with us on 2 December 2019 we are pleased to engage your services on a Fixed Term Assignment for a period of twelve months effective from 01 January 2020, as **Junior Executive** in the **Department of Operations** at Rajagiri Hospital, Chunangamvely, subject to the following terms and conditions.

You will be based at Rajagiri Hospital, Chunangamvely, Aluva.

Your Fixed Term employment with us shall be governed by the Terms & Conditions mentioned below:

1. Your engagement with us shall be specifically for a period of twelve months effective from 01-01-2020 or the date of reporting for duty, whichever is earlier as mutually agreed.
2. You shall report to the HOD of the department or any other person that the Management may at their sole and absolute discretion, designate from time to time.
3. Your monthly contract remuneration shall be as detailed in the Annexure I. Applicable statutory and other deductions as per the prevailing laws/government regulations including income tax shall apply.
4. As a policy, we expect confidentiality of the compensation offered and do not encourage any comparison.
5. You shall not be entitled to any other benefits as applicable to regular employees of the organization.
6. By virtue of this engagement you shall not have any claim for regular employment with us. Hospital reserves the right to transfer you on deputation/ assignment to any departments/ section/ location.
7. While in Fixed Term employment with Rajagiri Hospital, you will not be permitted to work for any other firm or persons in any capacity, either full-time or part-time, or in any way be associated with any firm or persons as Advisor, Director, Partner, whether paid or not for your services, without the prior written permission of the Management.
8. You shall be governed by the working hours / holidays of the hospital either in the general shift or in shifts as per the timing notified from time to time applicable to your category. In the case of



Strictly Confidential

Date: 25th November, 2019

Merin Jacob
Kanamkambil (H), Padappengad PO
Balesugiri, Kannur, Kerala- 670581

Dear Merin,

Congratulations and Welcome to the Vedanta family!

We are pleased to extend you an Offer of employment ("Offer") with **Vedanta Limited, Lanjigarh**, for the position of **Officer Trainee in M7 Grade**. We are excited at the prospect of your working with us and look forward to your joining us on or before **25th November, 2019** at the following address:

Vedanta Limited
Lanjigarh
Kalahandi
Odisha - 766027

The terms and conditions contained herein ("**Terms of Employment**") must be read as part of the overall policies of the Company. Your employment with the Company is subject to satisfactory completion of Medical Examination (**Annexure B**), Background Verification and will be based on the below Terms of Employment:

1. Salary and Benefits

Your **Total Target Remuneration** is **INR 7,95,000 /-** (Rupees Seven Lakhs Ninety Five Thousand Only) per annum, which will be revised upon confirmation basis your performance. Complete details on compensation are available in the Term sheet (**Annexure A**).

2. Training and Probation

You will be on training for a period of 6 months from the date of joining. The Company may, at its discretion, on the basis of performance evaluation, extend the training by such period, as it may deem appropriate.

Post completion of the training, you will be on probation for a period of 6 (six) months. Your confirmation in the service of the company shall be subject to, amongst others, your performance being satisfactory during the training and the probation period. The Company may, at its discretion, extend the probation by such period, as it may deem appropriate.

At the end of probation period, the company will issue you a formal written confirmation letter.

3. Responsibilities:

3.1. You agree that you will perform your duties with due diligence, devotion and permitted discretion. You will perform, observe and conform to such duties, directions and instructions, assigned or communicated to you by the Company or on its behalf from time to time.

3.2. While in the employment of the Company, you shall not (without Company's prior written consent) directly or indirectly own, manage, control, participate in, consult with, render services to or engage in the business of any other business entity or other organizations (whether as an owner, employee, officer, director, agent, partner, consultant or otherwise) for any consideration, in cash or in kind or otherwise.

Without prejudice to this provision, you confirm that you have declared to the Company all of your business interests existing at the date on which your employment commences, whether or not they are similar to or in conflict with the business of the Group Companies (including the Company). If these interests change during the term of your employment, you will promptly notify the Company.

You shall not use Company's resources for other commercial activities or for any personal gain. Breach of this condition shall lead to immediate termination of your employment by the Company without any notice or compensation.

3.3. All information, data and knowledge regardless of form, generated in the performance of or delivered during employment, as well as any information provided to you by the Company, shall be and remain the sole property of the Company. You shall not divulge the same in any manner whatsoever or use it for your benefit or for the benefit of any other person. You shall sign all consents that may be required in that connection.

3.4. As far as the Company is not already by law the owner of the Intellectual Property Rights arising in respect of any and all works created, you hereby assign to the Company and/or its affiliates, all Intellectual Property Rights arising in respect of any and all works created, compiled and/or devised by you in the course of and scope of your employment with the Company pursuant to this agreement. By virtue of this agreement, any Intellectual Property rights which come into existence in the future in respect of any such work created, compiled and/or devised by you in the course and scope of your employment with the Company, shall vest in the Company and/or its affiliates upon their coming into existence.

For the purpose of this clause, Intellectual Property Rights shall include any Trademark, Trade Name or Service Mark, any Patent, registered design, copyright, design right, topography right, application to register any of the aforementioned rights, trade secrets, any right in unpatented know-how, any right of confidence and any other intellectual or industrial property rights of any nature whatsoever in any part of the world, including any license rights and the right to take legal action. In connection with any such Intellectual property, you agree to furnish Company with information sufficient to file and prosecute any applications and will execute all documents incident to such filing and prosecution.

3.5. You shall not have any right to use, in any manner whatsoever, any IPR (i.e. copyright / trade name / label mark / trademark etc.), in part or in full belonging to the Company, whether registered or not. At the time of termination of employment, you shall return to the Company all materials as well as information in respect of intellectual property rights of the Company and return the Confidential Information, including any copies or reproductions thereof and shall not use it further for other company or for your personal purpose.

4. Leave Policy:

4.1. The Company's leave policy shall apply to your employment and may be modified by the Company at any time, in its sole discretion, upon notice to you. The Leave Travel Allowance (LTA) mentioned in Annexure - 1 will be paid to you post tax deduction in the first year. You will be able to claim tax benefit on LTA post your confirmation.

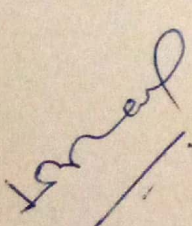
5. Background Checks - Credential Verification:

5.1. You acknowledge and agree that the Company may at its discretion conduct background checks and reference checks prior to or after your expected date of joining to validate the information and documents furnished by you, in particular your identity, the address provided by you, your education details and details of your prior work experience, if any, and to conduct any checks as required. If, at any time, the Company is not satisfied, in its sole discretion, with the outcome of any of the checks, the Company reserves the right to take appropriate action including withdrawal of this offer or termination of your employment as it may deem fit. You acknowledge and agree that the Company has offered you employment based on the specific information and records furnished by you.

6. General:

- 6.1. You shall be governed by the Service Rules & Regulations and policies of the Company that are in force or will be introduced and /or modified from time to time. Any amendment or modification thereto shall be binding on you.
- 6.2. It is enjoined upon you to comply with all relevant and applicable laws and policies & professional standards of the Company (as may be amended from time to time), including Occupational Health or Safety Policies, Business Ethics Policy, Code of Conduct and shall perform your services in a professional manner.
- 6.3. You acknowledge and agree that during your employment with the Company, you may be assigned, transferred or deputed to offices, departments or units of the Company or any of the Group Companies, whether in India or abroad at the discretion of the Company.
- 6.4. You may be required to travel, whether in India or overseas, in connection with your employment with the Company upon short notice to you for which you will be reimbursed travel expenses as per the Company policy applicable to you.
- 6.5. You shall communicate to the Company any change in your communication address as well as personal status. All communication sent to you in the normal course to the address given by you shall be deemed to have been received by you.
- 6.6. You shall indemnify and keep the Company indemnified and harmless from and against all claims by any third party for loss, damage, expenses arising out of any infringement by you of third party's Intellectual Property Rights.
- 6.7. You agree that during the term of employment and for a period of twelve months after the termination of your employment, you shall not in any way, directly or indirectly:
 - (a) Induce or attempt to induce any employee of the Company to quit employment with the Company.
 - (b) Otherwise interfere with or disrupt Company's relationship with its employees.
 - (c) Solicit, entice, or hire any employee of the Company
- 6.8. Notwithstanding anything contained in this offer letter to the contrary, you shall be required to produce your post-graduation final year result to the Company within 3 months of joining. In case you fail to produce the said result within the specified period or fail to secure at least 60% on an average for your entire post-graduation, your employment shall terminate at the end of 3 months from joining or at the end of the calendar month in which such result is received by the Company, as the case may be.

7. Confidentiality:

- 
- 7.1. You agree, as part of your employment hereunder, you will have access, directly or indirectly, to certain Confidential Information of the Company and its affiliates and their employees. During the term of your employment and thereafter, you shall (a) hold the Confidential Information in the strictest confidence; (b) not disclose or use or attempt to use or disclose, the Confidential Information, except as expressly permitted by the Company; (c) not disclose or divulge the Confidential Information to or for the benefit of any third person or entity without prior authorization of the Company; (d) give prompt notice to the Company of any actual or attempted unauthorized use or disclosure of the Confidential Information. Your obligations under this Section shall remain in effect and survive any termination or expiration of your employment or these Terms of Employment.
 - 7.2. "Confidential Information" means any proprietary or confidential information of the Company (provided to you by the Company or on the behalf of Company and its affiliate and their employees), business information or plans, technical data, business strategies, trade secrets or know-how, in any media of the Company, whether oral or written or in electronic format, and whether marked as confidential or proprietary or not, including but not limited to, the Terms of Employment, research, projects or

opportunities, proposals, sales and profit figures, finances, personnel information and internal publications. Confidential Information shall not include information which is publicly available. Any breach of the obligations under this section shall amount to misconduct.

8. Notice Period

8.1. During your employment with the Company, discontinuation of service may happen at the discretion of the Company or the employee, by giving one-month notice in writing during the training or the probation period and a two month prior written notice post your confirmation. The Company however, reserves the right to pay or recover basic salary in lieu of the notice period. Further, the Company may at its sole discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period.

9. Retirement

9.1. You will retire from the service of the Company on attaining the superannuation age of 58 years. The date of birth as recorded at the time of employment will be reckoned for this purpose.

10. Termination of Employment

10.1. Notwithstanding anything contained hereinabove, your employment may be terminated summarily, with or without notice, or payment of any kind in lieu of notice, at any time for gross misconduct or submission of false/incorrect information or as provided in Clause 5.1 above. Generally, this includes any fundamental breach of any contract, or conduct which brings the Company into disrepute. Gross misconduct includes (but is not limited to), failure to obey a reasonable orders/instructions issued by an authorized representative of the Company, serious breach of safety rules, theft, fraud, sexual harassment, being under the influence of alcohol or drugs during working hours, unauthorized absence in breach of the Company leave policy, misuse of the Company's confidential Information, breach of ethical or other policies of the Company, engaging in discriminatory behavior, any act of disobedience, dishonesty, incivility, insobriety, or of any act or omission, conduct or commission or irregularity, whether during the course of employment or otherwise which in the opinion of the Company is detrimental to its interests.

11. Non-Compete

11.1. During the term of your employment and for atleast one (1) year thereafter, you will not, directly or indirectly, either alone or jointly with or as manager, agent, consultant or employee of any person, firm or company, engage yourself in any activity or business which works or result in a direct or indirect competition with the business of the Company.

12. Jurisdiction

12.1. Any disagreement or claim arising out of or relating to this agreement, the breach thereof or its termination will be settled by following Indian contract and arbitration laws and shall be subject to exclusive jurisdiction of courts at Bhawanipatna.

13. Joining Documents

13.1. At the time of joining you are required to submit the following documents:

- (a) Copies of certificates in support of your educational / professional qualifications, experience, date of birth and other testimonials with authenticated copies thereof.
- (b) Valid Proof of Address (Passport, Aadhar card, DL)

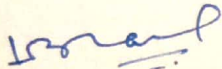
- (c) PAN Card copy / PAN Application Acknowledgement copy (In case you do not have a PAN card, please make arrangements immediately to procure one as per Government of India regulations and give it to us within 30 days of joining)
- (d) Five copies of your recent passport size photographs.
- (e) Medical Fitness Certificate (along with all medical reports) from an approved Medical Practitioner. Refer **Annexure -B** for details.

14. The Company reserves its right to amend its policies (including the Terms of Employment) as may be deemed necessary. The revised policies and terms of employment will supersede the terms and conditions of the Offer.

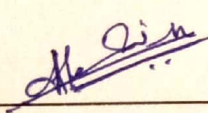
We welcome you to the Vedanta family and wish you a rewarding and successful career.

Best Wishes.

For Vedanta Limited, Lanjigarh



Hemant Kumar Bhatia
Dy. Chief People Officer

Signed : 
Name : Merin Jacob
Date : 25/11/2019
Date of Joining : 25/11/2019

Annexure 1: Compensation Breakup

Set forth below is an outline of the management compensation terms and conditions by which the undersigned parties agree to abide. The existence, nature, terms and conditions of this agreement are strictly confidential and shall not be disclosed by candidate in any manner or form, directly or indirectly, to any person or entity without the company's consent.

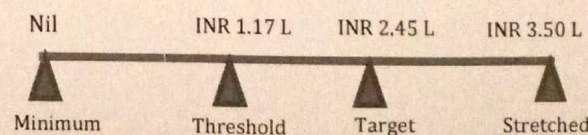
Date: 25th November, 2019

Name	Merin Jacob
Company / Business Unit	Vedanta Limited
Position / Title	Officer Trainee
Training Period	6 Months
Probation Period	6 Months (M7)
Confirmation	Post 12 months

Compensation Scheme

I. Total Target Remuneration from Date of Joining

Fixed Pay			
#	Particulars	Amount (INR) Per Annum	Notes
I	Basic	1,67,700	Basic is paid on a monthly basis. Retirals are linked to this. Subject to tax.
II	House Rent Allowance ("HRA")	67,080	House Rent Allowance is paid on a monthly basis. HRA is provided to meet the cost of accommodation. HRA is calculated at 40% of the Basic pay. HRA is an allowance and is subject to income tax. The exemption on HRA is covered under Section 10 (13A) of the Income Tax Act and Rule 2A of the Income Tax Rules.
III	Personal Allowance	1,52,218	Personal Allowance is paid on a monthly basis. This element has no linkage to any component of compensation / retirals. Subject to tax.
IV	Statutory Bonus	33,540	Bonus is paid on a monthly basis and calculated at 20% of the Basic pay, subject to Income tax.
V	Uniform Allowance	12,000	Uniform Allowance is paid on a monthly basis. It is granted to meet the expenditure incurred on purchase or maintenance of uniform to wear during the performance of the duties of an office. It is taxable.
VI	Conveyance Allowance ("CA")	19,200	Conveyance Allowance is paid on a monthly basis. It is paid to meet the conveyance expense of an employee. CA is exempted U/S 10(14), rule 2BB up to Rs. 1600 /- per month.
VII	Vehicle Maintenance Allowance	21,600	Vehicle Maintenance Allowance is paid on a monthly basis. It is paid to meet the vehicle maintenance expense of an employee. It is taxable.

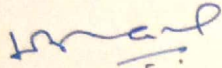
#	Particulars	Amount (INR) per annum	Remarks
VIII	Leave Travel Allowance ("LTA")	13,975	Leave Travel Allowance is a reimbursement for travel within India. It is governed by IT Act where one can claim tax exemptions twice in a block of four years and should be on Privilege leave for a minimum period of 5 days and this can be clubbed with weekly off or a paid holiday.
IX	Medical	15,000	Reimbursement of medical expenses actually incurred by an employee for his / her medical treatment or the treatment of any member of the family up to Rs. 15,000 per annum is not treated as a taxable perquisite upon submission of bills.
X	Provident Fund ("PF")	20,124	As per employee provident fund Act 1952, an employer is required to contribute minimum 12% of the Basic Salary to EPF. And equal amount will be deducted as employee contribution from monthly payroll.
XI	Gratuity	8,063	The employer will contribute 15 days basic for every completed year of service. This will be payable when the employee leaves / superannuates. The eligibility condition is minimum 5 years of service as per the payment of Gratuity Act 1972.
XII	Mediclaim Policy	14,500	Covered under insurance scheme as per company policy. Coverage as per floating policy. Maximum coverage as per policy is INR 6 Lacs. This component is not cashed out.
XII	Personal Accident Insurance	5,000	Covered under accident insurance scheme as per company policy. Coverage for self only. Maximum coverage as per policy is INR 10 Lacs. This component is not cashed out.
Fixed Pay		5,50,000	Sum of all above
Performance Pay Scheme (As currently applicable and subject to change as per company rules from time to time)			
Target Annual Performance Pay		2,45,000	The objective of Performance Pay Scheme is to incentivize employees to achieve specific Group/Business and/or financial and strategic predetermined goals, within the Group's/Business risk appetite. The evaluation on the performance measures will be done on completion of the financial year (April – March). The plan and payout is linked to achievement of business and individual targets. First year payout will be pro-rated basis date of joining. This policy is subject to management discretion and can be revised from time to time, payout is subject to tax.  The diagram shows a horizontal line with four points marked by triangles. Above the line, from left to right, are the values: Nil, INR 1.17 L, INR 2.45 L, and INR 3.50 L. Below the line, from left to right, are the labels: Minimum, Threshold, Target, and Stretched.
Total Target Remuneration		7,95,000	

The above Compensation and Benefits are subject to taxes, to be borne by the incumbent as per prevailing tax laws.

Other terms & conditions

1. 100% compliance of company's rules, regulations, code of conduct and Group Values
2. Production Incentive : You will be eligible for Production Incentive from Training Period onwards (in Business / Unit locations only) as per the Scheme in Vogue (subject to Company Policy) up to a maximum of INR 50,000 .This is not applicable in Corporate and Non Unit Locations.
3. Leave: As per Company policy.
4. You will be eligible for increment upon confirmation as per company policy.

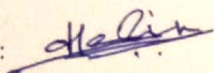
For Vedanta Limited, Lanjigarh



Hemant Kumar Bhatia
Dy. Chief People Officer

The provisions of this offer of employment have been read, are understood, and the offer is herewith accepted. I understand that my employment is contingent upon of fulfilling eligibility criteria and clearing medical fitness tests.

NAME: Merin Jacob

SIGNATURE: 

DATE: 25/11/2019

Annexure B: Medical Fitness Test

As part of the Pre-employment medical examination, you are required to undergo following medical fitness tests from a certified medical practitioner of your choice and submit a report to us at the time of reporting:

1. Physical Examination, vision, eye (colour blindness test), dental check up
2. HB, WBC total & Diff Count
3. ESR
4. Blood Sugar AC & PC
5. Fasting Lipid Profile
6. Ser. Creatinine
7. LFT
8. Urine Routine Examination
9. Chest X-ray PA View
10. ECG and TMT
11. Audiometry Test
12. Spirometry Test

- In case you undergo Medical Fitness tests by a certified Medical Practitioner of your choice, your submitted reports will be considered valid only once verified by our Company CMO / MO.
- You may also be required to undergo medical examination from our referred hospital at the time of joining
- The decision of our Company CMO/MO will be considered as Final.
- The medical charges for above will be reimbursed to you as per the Company Policy at the time of your joining on production of original bills. If declared medically unfit, the original bills can be sent to us for reimbursement.



EYGBS (India) LLP
3rd Floor, Tower 'C',
RMZ Infinity, Old Madras Road,
Benniganahalli, K.R. Puram,
Bangalore - 560016
Karnataka , India

Tel: +91 080 6681 3000
Fax: +91 080 6681 3334
ey.com

22 September, 2021

**Mr Ramesh S
Remanika, JNRA 50, Janasakhi Nagar,
Pongummoodu, MCPO,
Trivandrum,
Kerala - 695001**

**Contact No: 7558004564
Email: rameshsisupalan@gmail.com**

Dear **Ramesh** ,

Subject: Offer letter

With reference to your application and the subsequent interview you had with us, we are pleased to make this offer to you on a fixed term contract in "EYGBS (India) LLP "(the " Firm") subject to the following terms and conditions:

1. CONTRACT PERIOD AND POSITION:

The period of contract is fixed for a period of 3 months starting from 27 September, 2021 and ends on 27 December, 2021. You will be offered the position of Consultant in the Firm. While serving the Firm in this position, you will report to, and receive direction from the reporting manager or as may be communicated to you from time to time.

2. DUTIES :

You will perform duties and services as required in relation to the affairs of the Firm as may be assigned to you from time to time. During the term of your contract with the Firm, you shall (a) faithfully and diligently perform your duties, (b) use your best endeavours to promote the business interest of the Firm, (c) devote your full time, attention and efforts to serve the Firm, and (d) not directly or indirectly engage or be interested in any activity, which competes with the Firm or conflicts with your duties to the Firm.

3. WORKING HOURS:

You will be required to work in flexible working hours. It is expressly made clear herein that your applicable timings of work would be as decided and notified to you by the Firm, and by accepting this contract, you would be deemed to have given your consent to work in flexible timings. The Firm reserves the right to alter the work timings from time to time. In view of your position in the Firm, you shall effectively perform to ensure results and you will be expected to work beyond the agreed working hours to achieve the results, whenever your job so requires.

4. COMPENSATION AND DETAILS

You shall be paid a fixed compensation of INR 27,778/- per month. The compensation will be apportioned according to the total number of hours worked. The compensation will be subject to applicable taxes and will be paid to you after deduction of income tax and other applicable taxes at source. It is a condition of your service



that you shall abide by the Firm's policy maintaining the strictest confidentiality of the compensation you receive from the Firm. Please refer to Annexure B for your detailed compensation package.

5. TRANSFERABILITY :

Your initial place of posting will be Trivandrum. The Firm reserves the right to transfer you to any other location in India and/or to any other entity affiliated or associated with the Firm.

6. CONFIDENTIALITY :

You shall keep and maintain strict confidentiality of all information and data that may come to your possession or knowledge by virtue of this engagement and shall not disclose or divulge any such information or data, without prior written consent of an authorised officer of the Firm, except as required in normal course of the work. You shall at all times, whether during or after the termination of your engagement, act with utmost fidelity and shall not disclose or divulge any such information to third parties or make use of such information for your own benefit or otherwise how so ever. You will not reproduce, store in a retrieval system or transmit in any form or by any means - electronic, mechanical, photocopying, recording, scanning or otherwise - any copyrighted material or other confidential or proprietary material, which is the property of the Firm or of its clients, for your own benefit or for the benefit of any third party, either during the term of this engagement or thereafter. Upon termination of this engagement, you will immediately return and surrender to the Firm, all data, information, files, books, magazines, reports, documents, manuals, audio and video tapes, floppies and discs and any other knowledge databases entrusted to you in the course of the contract and shall not retain any copy thereof in any form whatsoever. The Firm reserves the right to alter the confidentiality agreement from time to time, as and when required.

7. INTELLECTUAL PROPERTY :

All intellectual property rights in any work or material developed by you during the course of this engagement shall belong to and be the property of the Firm. You shall assign and transfer in favour of the Firm all intellectual property rights in such works or materials and shall execute such deeds and documents, as the Firm may require, to effectually vesting in the Firm any and all intellectual property rights and benefits in such works or materials. In performance of your duties and responsibilities, you shall not use or infringe any intellectual properties or rights of any other parties.

8. LEAVE :

You will be entitled to leaves in accordance with the leave rules of the Firm. The Firm reserves the right to alter the policy from time to time and the Policy in effect for the time being shall be applicable to you.

9. PROVIDENT FUND:

You will participate in the Firm's Provident Fund as may be applicable in the Firm.

10. NOTICE PERIOD; TERMINATION :

- a. The contract can be terminated either by the Firm or by you, by giving the required notice of one month, in writing to the other party, without assigning any reasons thereof. The Firm reserves the right to pay or recover gross compensation as applicable, in lieu of the notice period. However, the Firm retains the right to terminate your employment, without giving any notice or pay in lieu of notice,



in case of any wrongful declaration, misconduct, fraud or misappropriation of funds or breach of any terms of service or Firm.

- b. If termination is initiated by you, the Firm may, at its discretion, relieve you at a date it may deem fit, even before expiration of the notice period, without any liability to compensate you for the remaining notice period.
- c. During the notice period, however, you shall cooperate with the Firm in ensuring smooth and proper hand-over of your responsibilities, failing which the Firm shall be authorized to withhold or forfeit your dues.
- d. The Firm may also terminate/suspend your services at its discretion at any time immediately upon written notice to you if it has been alleged and prima facie established through preliminary internal enquiry (to be completed within 30 days of date on which the said allegation has been first notified to your reporting manager save and except delayed due to events beyond control) that you have committed (i) any heinous criminal act or any offense involving moral turpitude (the term "moral turpitude" includes crimes having an inherent quality of baseness, vileness, or depravity with respect to a person's duty to the society in general such as rape, forgery, theft, solicitation, etc.), (ii) sexual harassment (adjudicated guilty as per the Firm's policy and local laws) or (iii) other act that threatens or likely to damage Firm's reputation.
- e. We also expect that you voluntarily disclose details of any of the above acts to the Firm at the time of joining or during your service with the Firm, as applicable, based on which the Firm may terminate/suspend your services at its discretion at any time immediately upon written notice to you.
- f. Your performance during the internship is subject to periodic reviews by your reporting manager. In the event that your performance during the Internship does not meet the EY standards as defined post the training or in the event of any breach of the Code of Conduct, and/or any disciplinary issues, you will be liable for action as applicable including but not limited to termination of this internship and revocation of the final job offer already extended to you, if any. The Firm reserves the right to take action in accordance with the policies of the Firm.

11. PAST RECORD:

If any information or declaration given by you to the Firm proves to be false or if you are found to have willfully suppressed any material information, you will be liable to be discharged from the services of the Firm, without any notice or compensation.

12. RULES AND REGULATIONS:

You shall abide by the Rules and Regulations of the Firm in effect from time to time or as the Firm may communicate from time to time.

13. EMPLOYMENT VERIFICATION :

Your qualifications and contract will be subject to a background check, which will be conducted by such agency/firm/establishment, whose services are contracted by the Firm, from time to time. The verification will include authentication of any factual or historical information provided by you, related to past and present data such as reference details, previous employment details, educational credentials and criminal records, etc. You are required to give your consent, by signing the background verification declaration in such a manner as may be required by the Firm. In the event that you fail to submit the documents sought by the Firm within the stipulated timeline or if any information provided by you to the Firm proves to be false or if you are found to have willfully withheld any information, the Firm reserves the right to revoke and/ or terminate this contract of employment, without any notice or compensation.



14. SUBMISSION OF DOCUMENTS:

You will be expected to mandatorily submit relevant documents as stated in Annexure A at the time or prior to joining the Firm. In the event that you do not submit the relevant documents within the stipulated time period, the Firm reserves the right to revoke and/ or terminate this contract without any notice or compensation.

Please acknowledge your acceptance of these terms and conditions of employment by signing the duplicate copy of this letter and submitting the same to us for the Firm's records.

Thanking you.
Yours faithfully,
for **EYGBS (India) LLP**

Signed By : DIVYA PARIHAR
Reason : Offer Letter
Location : Bangalore
Date: 22-09-2021 17:37:54

Authorized Signatory

I hereby accept the offer and terms and conditions of contract set forth above.

Signed:  _____ Date: 9/22/2021
Ramesh S

Name: _____



Annexure A

Dear **Ramesh**,

Please refer to the discussion that you had with us. Please note that you have to submit the following documents on the date of joining (it is mandatory to carry all documents & information listed below).

SN	Documents to be submitted on the Date of Joining	Tick Y/N
1	2 passport size photographs (the background of the photographs should be white)	
2	Photocopy of the Permanent Account Number (PAN) - submission of PAN detail is mandatory.	
3	Passport / Voters ID / Ration Card / Driving License (Photocopy any one of these)	
4	Photo Copy of the Aadhar card- Submission of Aadhaar details and photocopy is mandatory to remit Provident Fund contributions.	
5	Photocopies of 10 th , 12 th / PUC, Graduation, Post graduation - marks cards of all years/semesters have to be submitted, (If awaiting results please submit all previous semester mark sheets, along with a copy of your last semester result print out from the internet or college result sheet)	
6	Experience certificate / relieving letter of your last employer, if applicable. Resignation acceptance letter will be accepted; however within 30 days of joining the relieving letter should be submitted.	
SN	Keep the below mentioned details handy (no proofs/documents required)	
1	You should be aware of your blood group	
2	Name, address and telephone number of two references - excluding relatives. Employees with prior work experience - one of the ref has to be from the previous organization).	



Annexure B

Name	Ramesh S		
Rank	5	Service Line: GDS TSS-Recruiting MENA-KT	
Contract Period	From		To
	27 September, 2021		27 December, 2021

COMPONENTS	Per Month (INR)	Annual (INR)
Basic Salary	11,111	1,33,334
House Rent Allowance (HRA)	5,556	66,667
Advanced Statutory Bonus	2,220	26,640
Transport Assistance	1,600	19,200
Other allowance including flexible	5,491	65,895
Employer's Provident Fund (PF) contribution	1,800	21,600
Total Cost to Firm (CTC)	27,778	3,33,336

Benefits (Estimated value)		
Insurance premium 3 (Group Medical + Group Personal Accident + Group Term Life)		1,851
Total of Benefits		1,851

Definition of standard working hours: The above compensation is for having worked 9 hours a day. The compensation will be apportioned according to the total number of hours worked.

Insurance benefits

Benefit Type	Benefit Value	Features
Group Medical Insurance	INR 1,00,000	Floater cover for self. The premium stated is the maximum amount paid/incurred by the Firm, and is subject to change every year post renewal.
Group Personal Accident Insurance	INR 3,00,000	For self, as per policy, is being paid/incurred by the Firm on your behalf. The premium stated above is the maximum amount paid/incurred by the Firm, and is subject to change every year post renewal of insurance policy.
Group Term Life Insurance	INR 3,00,000	For self, as per policy, is being paid/incurred by the Firm on your behalf. The premium stated above is the maximum amount paid/incurred by the Firm, and is subject to change every year post renewal of insurance policy.

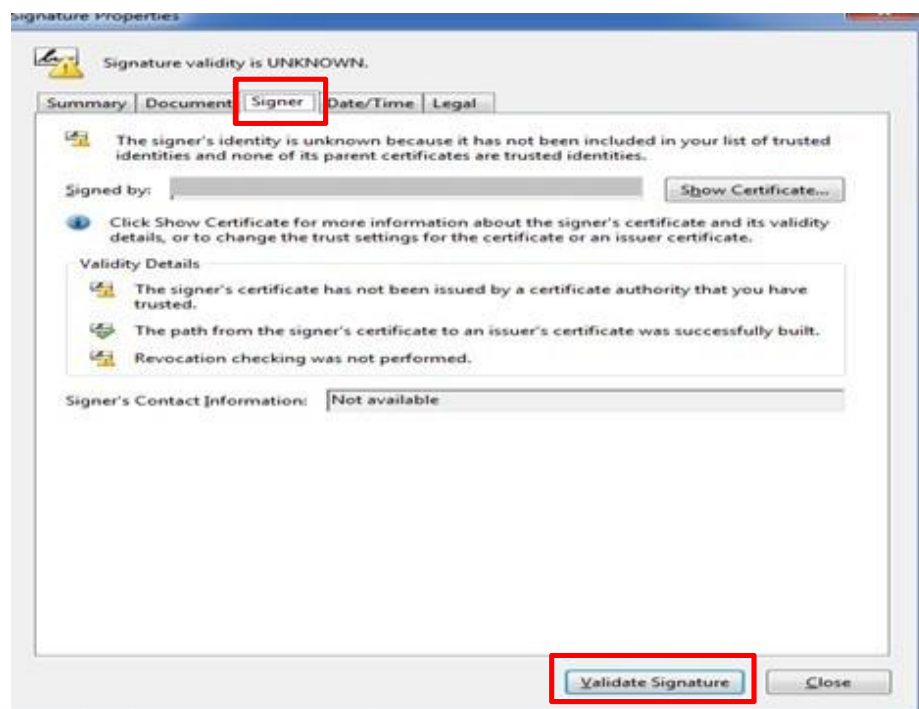


Steps to be followed for digital signature validation:-

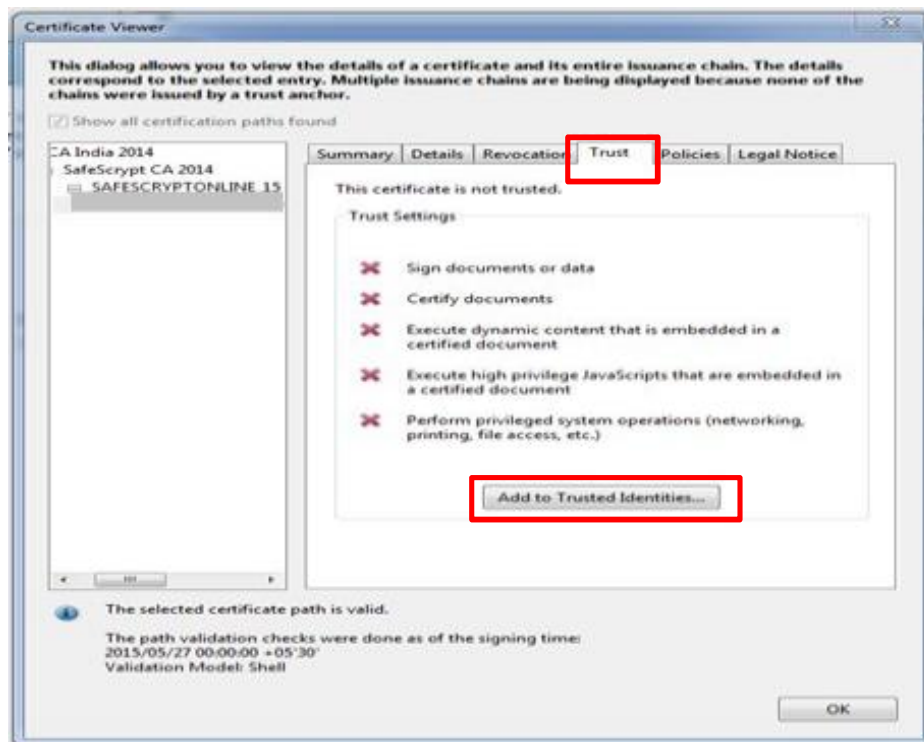
- Click on the digital signature (*which has the question mark*)
- Click on 'Signature properties'



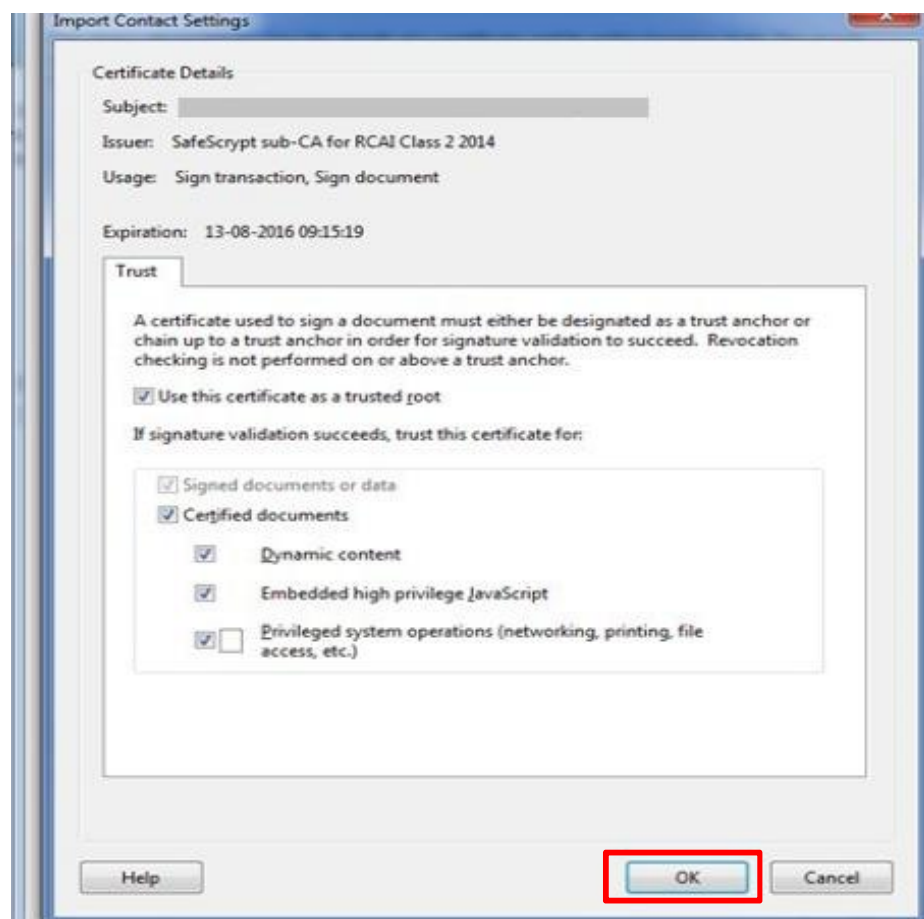
- Click on 'Signer Tab' and click on 'Validate Signature'



- Go to 'Trust' tab and click on 'Add to Trusted Identities'



Click on 'OK' and close the file



Digital signature once validated, a green tick will appear on your offer letter

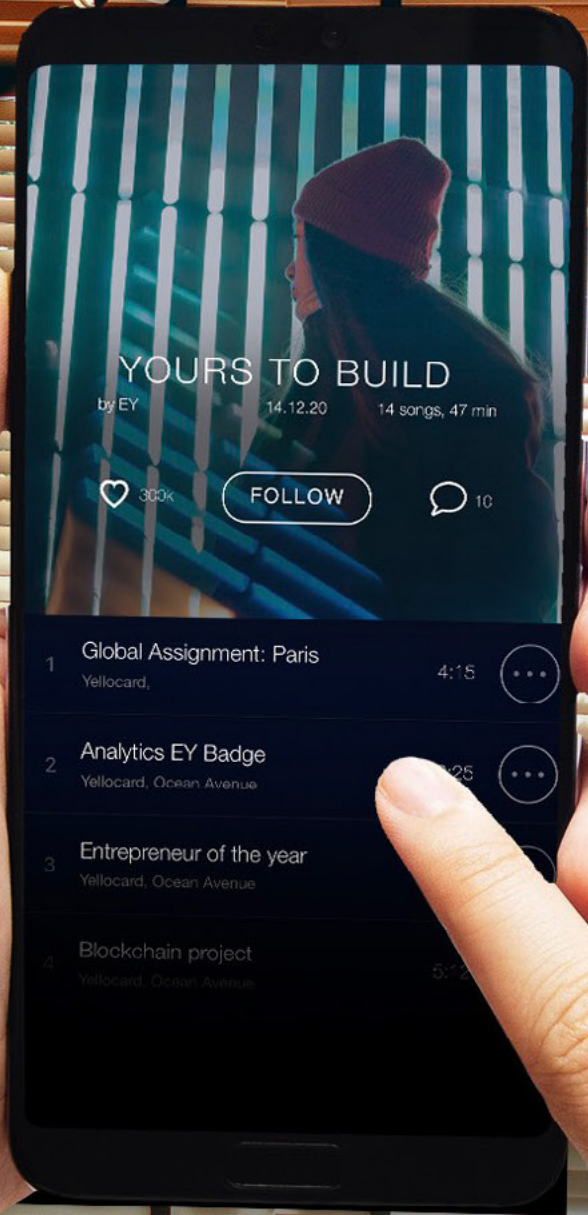
Signature valid

Signed by : SHANTHARAM Y. DOUBBILISHETTY
Date : 17-Nov-2017 16:44:23
Location : Bangalore



What if you could personalize your career like you do your playlists?

A career as unique as you are.
It's yours to build.



The better the question.
The better the answer.
The better the world works.

EY
Building a better
working world

Getting started at EY



EY overview

At EY, our purpose is building a better working world. The insights and quality services we provide help build trust and confidence in the capital markets and in economies the world over.

In a world that's changing faster than ever, our purpose acts as our “North Star”, guiding more than 300,000 EY people – providing the context and meaning for the work we do every day. We help digital pioneers fight data piracy; guide governments through cash flow crises; unlock new medical treatments with data analytics; and pursue high-quality audits to build trust in financial markets and business.

In other words, we are working with entrepreneurs, companies, and entire countries to help solve their most pressing challenges.

28 regions | 150 countries

300,000 professionals

3 geographic areas
Americas; Europe, Middle East
India and Africa (EMEIA); Asia-Pacific

“
The EY organization is a place where aspirations are nurtured, guidance is provided and ambitions achieved.”



Shahid Azam
Legal,
EY Global Delivery Services,
United Kingdom.

NextWave strategy



About NextWave

The EY organization today is in a great place. But the world is changing faster than ever, and we have to adapt to continue to thrive. Our ambition is to help create long-term value as the world's most trusted, distinctive professional services organization.

With the launch of NextWave, our strategy, we made a commitment to drive deeper engagement around our purpose. NextWave, inspired by the S-curve cycle of innovation, will empower us to find new S-curves to create long-term value for EY clients, EY people and society. It will help build a better working world. We will build on the strength of the past but also recognize the importance of capturing the "next".

Our four strategic pillars provide us with practical direction and address the most important areas we must focus on to compete and win: clients, people, data and technology, and global integration and teaming. And, our strategic initiatives underpin our pillars.

Our new strategy will propel us forward, allowing us to fulfil our purpose and achieve our ambition.

EY values

We are:

- ▶ People who demonstrate integrity, respect and teaming
- ▶ People with energy, enthusiasm and the courage to lead
- ▶ People who build relationships based on doing the right thing

“

EY is an ambitious organization that thinks long-term and enables its leaders to be bold and brave while giving its people the comfort to innovate and contribute to the wider community.



Christophe Bilos
Global Services-IT
EY Global Delivery Services Poland.

EY awards



Global recognition

EY professionals work hard every day to help build a better working world for clients, EY people and our communities. A collection of recent awards and accolades below.

FORTUNE magazine's "100 Best Companies to Work For®"

For the 22nd consecutive year, Ernst & Young LLP appears on FORTUNE magazine's "100 Best Companies to Work For" list.

Best Workplaces in Consulting and Professional Services

For the fourth year in a row, Ernst & Young LLP has been named one of the 2020 Best Workplaces for Consulting and Professional Services.

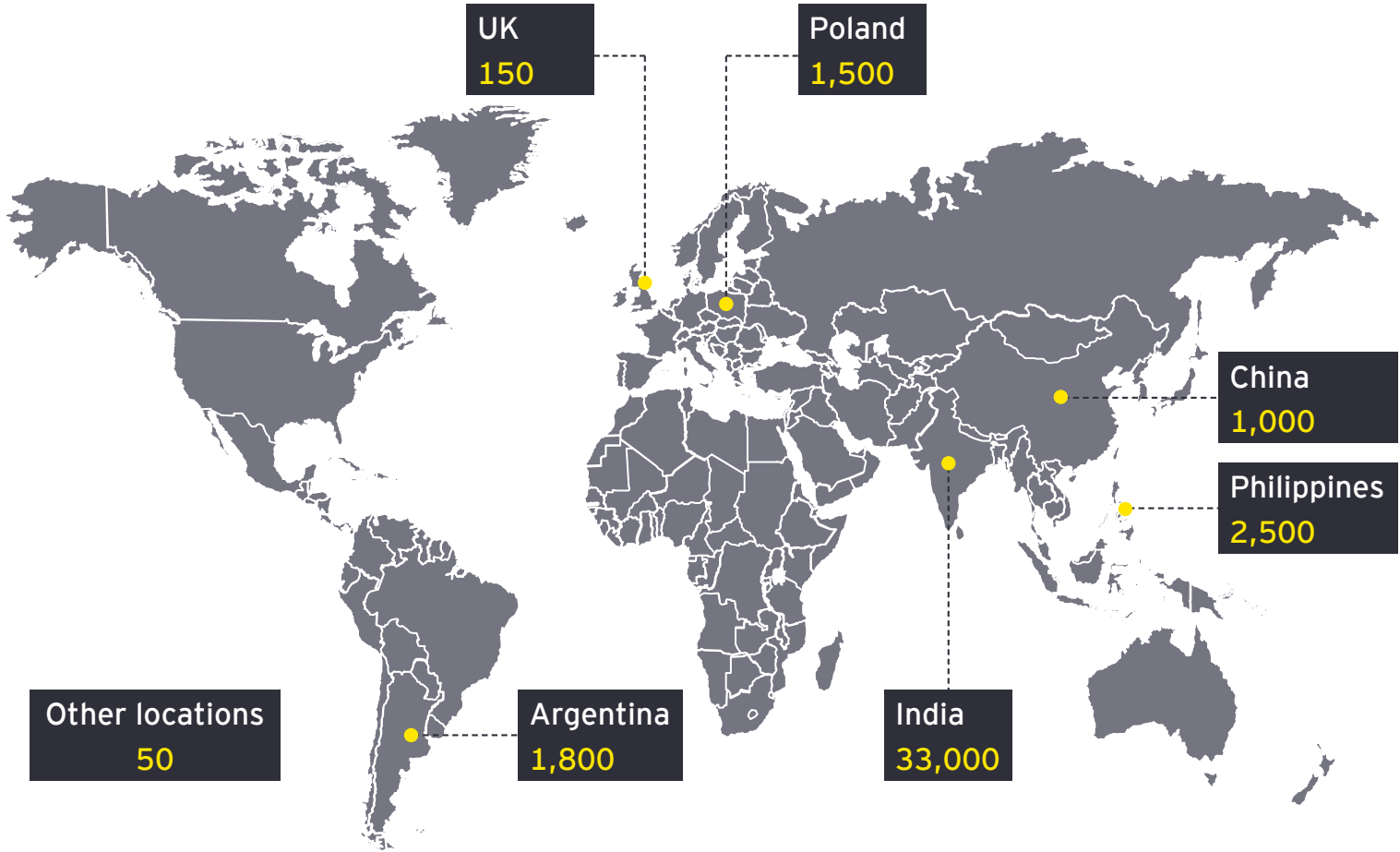
Best Employers: Excellence in Health and Well-being

Ernst & Young LLP has been named one of the Best Employers: Excellence in Health and Well-being.

Diversity Best Practices Leading Inclusion Index

Ernst & Young LLP has been recognized for the fourth year in a row, acknowledging our best-in-class diversity and inclusion practices.

EY Global Delivery Services



EY Global Delivery Services overview

Global Delivery Services is one of EY’s greatest global assets – service delivery centers that provide high-quality services at a competitive cost for all of EY’s client serving and enablement teams.

With a footprint across all areas, EY people provide leading-class services at an industrial scale.

Every day, we combine our subject matter knowledge/experience with technology and automation skills, to develop new solutions that deliver greater value.

When EY teams partner with us, they unlock a talent pool that wins works, impresses clients, provides fresh insight and improves margin.

- 6 locations
- 16 cities
- 15 services
- 18 years of existence
- 18 language capabilities
- over 40,000 professionals

“EY is a purpose led organization that provides a contemporary, innovative and entrepreneurial approach. There is a true sense of belonging, value, respect and involvement at each level. I am glad to be a part of this company and an awesome team!”



Vighnesha Adiga
Knowledge,
EY Global Delivery Services India.

Global Delivery Services awards



Industry recognition

At EY Global Delivery Services, excellence is a way of life. Respected organizations have recognized our efforts towards building a better working world. Some of our recent wins.

UiPath award

Jury recognition award in “Excellence in IT Operations Automation”.

World HRD Congress award

Best Leadership Development Program for Top Management Diversity Impact Award for continuous innovation in HR strategy at work.

Working Mother and Avtar group

2020 Top 10 Best Company for Women in India
2020 Champion of Inclusion in Most Inclusive Companies Index (MICI).

DivHERsity award

Top 5 Companies in DivHERsity (Large Enterprises)

Top 5 Most Innovative Practices – DivHERsity Policies

Top 5 Most Innovative Practices – Women L&D Programs

Our services



Client services

EY Global Delivery Services Client services works as an extension of client-serving EY engagement teams.

The teams provide quality services at an effective cost that help EY clients remain competitive in the marketplace and improve gross margin.

- Assurance
- Consulting
- Tax
- Strategy and Transactions
- Knowledge

“

Inspired by true leaders who lead by example, I’ve the exposure to work on many cutting–edge tools and technologies, drive innovation and explore new ideas.



Anzy Meerasahib
Consulting,
EY Global Delivery Services India.

Our services



Enablement services

EY Global Delivery Services Enablement Services provide support to Client Services teams to reduce indirect costs, drive operating efficiencies and improve productivity.

Global Delivery Services also supports EY Client Technology, Enterprise Workplace Technology and Information Security teams.

It is at the center of our internal automation journey. Global Delivery Services Automation Central has been established to help deliver all of EY internal automation requirements, and has a global remit to support automation for use in service lines and enablement functions.

- Administration and Workplace Services
- Creative Agency Services
- Finance and Accounting Services
- Learning Solution Services
- Market Services
- Procurement Services
- Risk Management Services
- Talent Services

“

It has been a wonderful experience working with EY Global Delivery Services as it gives you the opportunity to grow, learn, and develop your skills.



Clareena S Serrao
Talent,
EY Global Delivery Services India.

EY Badges and Tech MBA



EY Badges

EY Badges, a learning and development initiative, helps you to own your career by letting you earn digital credentials in skills that differentiate you in the market, in areas like technology, leadership and business.

Badges also open a world of possibilities for EY clients by strengthening EY teams with new and evolving skills that will help businesses solve their toughest challenges.

The EY organization is the first professional services organization to offer a program of this nature globally. There are 5 levels of badges – Learning, Bronze, Silver, Gold and Platinum – each requiring a varying combination of learning and experiences.



Tech MBA

The EY organization is now offering a first-ever fully accredited corporate MBA, regardless of role or position, for free to all EY 40,000-plus professionals.

To earn the EY tech MBA by Hult, people must complete 16 badges spanning technology, leadership and business topics as well as three pillar papers and a final capstone project.

The EY tech MBA, offered in association with Hult International Business School, is helping our people develop both the mindset and skillset to navigate the challenges ahead.

“

EY Badges offer the virtual learning model to build transformative mindset and technology skillsets.



Prashanna Sunder R B
Talent,
EY Global Delivery Services India.

Total Rewards



Rewards and recognition

Our Total Rewards philosophy is based on being competitive in the markets where we operate, through a healthy mix of Total Rewards offerings which range from short-term to long-term rewards and market relevant tangible and intangible benefits attuned to the location context. We help a culture of high performing teams through robust reward and recognition programs.

Compensation

Represents the pay mix of fixed, variable pay and other adjustments if any. The fixed/ base pay determined through comparative benchmarks for similar roles to industry. The variable pay is applicable year-on-year.

Benefits

With multigeneration workforce at Global Delivery Services, we have now moved beyond providing just health insurance to our people.

EY professionals benefits package is inclusive of:

- Workplace experiences
- Awards and recognition
- Flexible working
- Enhanced insurance coverage
- Lifestyle discounting platforms
- Leave and vacation
- Gratuity, etc..

We believe in creating and building a culture of appreciation, recognition, belongingness and inclusivity amidst EY professionals.

“
This is my eighth year with the EY organization and since I joined, I feel I belong to a big family, which, allows me to grow professionally in a collaborative, inclusive and innovative environment.



Paula Jaroslavsky
Brand, Marketing and Communications,
EY Global Delivery Services Argentina.

Building our communities



EY Ripples

At EY, our purpose is to build a better working world. Through global corporate responsibility program – EY Ripples – we have created a platform for EY people to have an exceptional experience – a transformative one – to become the leaders they want to be and the world needs.

At EY Global Delivery Services, we are aligning with the EY Ripples commitment to positively impact 1 billion lives by the end of 2030, supporting various UN Sustainability Development Goals.

With over 40,000 professionals across six locations, EY Global Delivery Services encourages the people to use their skill, knowledge and experience to make a positive impact on the community and environment.

Ripples has three focus areas:

Supporting the next generation workforce:

Supporting young and underserved people to develop the mindsets and skills they’ll need to find and sustain meaningful work.

Working with impact entrepreneurs:

Helping small scale businesses that purposefully drive progress towards Sustainable Development Goals.

Improving environmental sustainability:

Driving adoption of behaviors, technologies and business models that protect and regenerate the environment while unlocking economic opportunity.

“

At EY Global Delivery Services, we have a culture of trust which ensures that we are treated with fairness, respect and honesty.



Jason Z Sun
Assurance,
EY Global Delivery Services China.

Diversity and inclusiveness



Driving D&I agenda

Diversity is about differences. At EY, we think broadly about differences, which include nationality, background, education, gender, ethnicity, generation, age, working and thinking styles, religious background, sexual orientation, abilities, experiences, and technical skills. There are also differences according to geography, service line, sector and function.

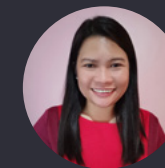
Inclusiveness is about leveraging these differences to achieve better business outcomes. It is about creating an environment where EY people feel and are valued – where they feel they belong and contribute their personal best in every encounter.

We believe that only the high-performing teams that leverage the power of different perspectives and backgrounds will succeed in the fast-changing environment brought by globalization.

These teams are both diverse and inclusive, able to invite and learn from other perspectives. Our ability to include various viewpoints into our mindsets, behaviors and operations is fundamental to driving innovation, building strong relationships and providing the suitable approaches for EY clients.

“

At EY Global Delivery Services, it is our collective effort to help ensure that everyone experiences a sense of belonging. We leverage the differences of our people to help us achieve our purpose of building a better working world.



Sheila R Pepito
Global Procurement,
EY Global Delivery Services Philippines.

EY | Building a better working world

EY exists to build a better working world, helping to create long-term value for clients, people and society and build trust in the capital markets.

Enabled by data and technology, diverse EY teams in over 150 countries provide trust through assurance and help clients grow, transform and operate.

Working across assurance, consulting, law, strategy, tax and transactions, EY teams ask better questions to find new answers for the complex issues facing our world today.

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Date: 09.08.2017

Mr. Anandhakrishnan.K.M
Kadukutty House,
Kizhuthani, Thanishery P.O,
Pin: 680701, Kerala

Dear Mr. Anandhakrishnan.K.M,

Congratulations and Welcome to the Vedanta family!

We are pleased to extend you an Offer of employment ("Offer") with Sterlite Copper, a unit of Vedanta Limited, for the position of **Officer Trainee in M7 Grade**. We are excited at the prospect of your working with us and look forward to your joining us on or before 16.08.2017 at the following address:

Sterlite Copper,
A Unit of Vedanta Limited,
SIPCOT Industrial Complex,
Madurai Bypass Road,
T.V. Puram Post, Tuticorin – 628 002.

The terms and conditions contained herein ("Terms of Employment") must be read as part of the overall policies of the Company. Your employment with the Company is subject to satisfactory completion of Medical Examination (Annexure B), Background Verification and will be based on the below Terms of Employment:

1. Salary and Benefits

Your **Total Target Remuneration** is INR 7,95,000 /- (Rupees Seven Lakhs Ninety-Five Thousand Only) per annum, which will be revised upon confirmation basis your performance. Complete details on compensation are available in the Term sheet (Annexure A).

2. Training and Probation

You will be on training for a period of 6 months from the date of joining. The Company may, at its discretion, on the basis of performance evaluation, extend the training by such period, as it may deem appropriate.

Post completion of the training, you will be on probation for a period of 6 (six) months. Your confirmation in the service of the company shall be subject to, amongst others, your performance being satisfactory during the training and the probation period. The Company may, at its discretion, extend the probation by such period, as it may deem appropriate.

At the end of probation period, the company will issue you a formal written confirmation letter.

3. Responsibilities:

3.1. You agree that you will perform your duties with due diligence, devotion and permitted discretion. You will perform, observe and conform to such duties, directions and instructions, assigned or communicated to you by the Company or on its behalf from time to time.

3.2. While in the employment of the Company, you shall not (without Company's prior written consent) directly or indirectly own, manage, control, participate in, consult with, render services to or engage in the business of any other business entity or other organizations (whether as an owner, employee, officer, director, agent, partner, consultant or otherwise) for any consideration, in cash or in kind or otherwise.

Without prejudice to this provision, you confirm that you have declared to the Company all of your business interests existing at the date on which your employment commences, whether or not they are similar to or in conflict with the business of the Group Companies (including the Company). If these interests change during the term of your employment, you will promptly notify the Company.

Vedanta Limited

Sterlite Copper: SIPCOT Industrial Complex, Madurai Bypass Road, Thoothukudi (Tamil Nadu) - 628 002
T : +91-461 424 2591 F: +91-461 424 2829 | Website: www.vedantalimited.com

Registered Office: 1st Floor, 'C' Wing, Unit 103, Corporate Avenue, Atul Projects, Chakala, Andheri (E), Mumbai (Maharashtra) - 400 093
CIN: L13209MH1965PLC291394

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You shall not use Company's resources for other commercial activities or for any personal gain. Breach of this condition shall lead to immediate termination of your employment by the Company without any notice or compensation.

- 3.3. All information, data and knowledge regardless of form, generated in the performance of or delivered during employment, as well as any information provided to you by the Company, shall be and remain the sole property of the Company. You shall not divulge the same in any manner whatsoever or use it for your benefit or for the benefit of any other person. You shall sign all consents that may be required in that connection.

- 3.4. As far as the Company is not already by law the owner of the Intellectual Property Rights arising in respect of any and all works created, you hereby assign to the Company and/or its affiliates, all Intellectual Property Rights arising in respect of any and all works created, compiled and/or devised by you in the course of and scope of your employment with the Company pursuant to this agreement. By virtue of this agreement, any Intellectual Property rights which come into existence in the future in respect of any such work created, compiled and/or devised by you in the course and scope of your employment with the Company, shall vest in the Company and/or its affiliates upon their coming into existence.

For the purpose of this clause, Intellectual Property Rights shall include any Trademark, Trade Name or Service Mark, any Patent, registered design, copyright, design right, topography right, application to register any of the aforementioned rights, trade secrets, any right in unpatented know-how, any right of confidence and any other intellectual or industrial property rights of any nature whatsoever in any part of the world, including any license rights and the right to take legal action. In connection with any such Intellectual property, you agree to furnish Company with information sufficient to file and prosecute any applications and will execute all documents incident to such filing and prosecution.

- 3.5. You shall not have any right to use, in any manner whatsoever, any IPR (i.e. copyright / trade name / label mark / trademark etc.), in part or in full belonging to the Company, whether registered or not. At the time of termination of employment, you shall return to the Company all materials as well as information in respect of intellectual property rights of the Company and return the Confidential Information, including any copies or reproductions thereof and shall not use it further for other company or for your personal purpose.

4. Leave Policy:

- 4.1. The Company's leave policy shall apply to your employment and may be modified by the Company at any time, in its sole discretion, upon notice to you. The Leave Travel Allowance (LTA) mentioned in Annexure - 1 will be paid to you post tax deduction in the first year. You will be able to claim tax benefit on LTA post your confirmation.

5. Background Checks - Credential Verification:

- 5.1. You acknowledge and agree that the Company may at its discretion conduct background checks and reference checks prior to or after your expected date of joining to validate the information and documents furnished by you, in particular your identity, the address provided by you, your education details and details of your prior work experience, if any, and to conduct any checks as required. If, at any time, the Company is not satisfied, in its sole discretion, with the outcome of any of the checks, the Company reserves the right to take appropriate action including withdrawal of this offer or termination of your employment as it may deem fit. You acknowledge and agree that the Company has offered you employment based on the specific information and records furnished by you.

6. General:

- 6.1. You shall be governed by the Service Rules & Regulations and policies of the Company that are in force or will be introduced and /or modified from time to time. Any amendment or modification thereto shall be binding on you.

Vedanta Limited

Sterlite Copper: SIPCOT Industrial Complex, Madurai Bypass Road, Thoothukudi (Tamil Nadu) - 628 002
T : +91-461 424 2591 F : +91-461 424 2829 | Website: www.vedantalimited.com

Registered Office: 1st Floor, 'C' Wing, Unit 103, Corporate Avenue, Atul Projects, Chakala, Andheri (E), Mumbai (Maharashtra) - 400 093
CIN: L13209MH1965PLC291394



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- 6.2. It is enjoined upon you to comply with all relevant and applicable laws and policies & professional standards of the Company (as may be amended from time to time), including Occupational Health or Safety Policies, Business Ethics Policy, Code of Conduct and shall perform your services in a professional manner.
- 6.3. You acknowledge and agree that during your employment with the Company, you may be assigned, transferred or deputed to offices, departments or units of the Company or any of the Group Companies, whether in India or abroad at the discretion of the Company.
- 6.4. You may be required to travel, whether in India or overseas, in connection with your employment with the Company upon short notice to you for which you will be reimbursed travel expenses as per the Company policy applicable to you.
- 6.5. You shall communicate to the Company any change in your communication address as well as personal status. All communication sent to you in the normal course to the address given by you shall be deemed to have been received by you.
- 6.6. You shall indemnify and keep the Company indemnified and harmless from and against all claims by any third party for loss, damage, expenses arising out of any infringement by you of third party's Intellectual Property Rights.
- 6.7. You agree that during the term of employment and for a period of twelve months after the termination of your employment, you shall not in any way, directly or indirectly:
- (a) Induce or attempt to induce any employee of the Company to quit employment with the Company.
 - (b) Otherwise interfere with or disrupt Company's relationship with its employees.
 - (c) Solicit, entice, or hire any employee of the Company

7. Confidentiality:

- 7.1. You agree, as part of your employment hereunder, you will have access, directly or indirectly, to certain Confidential Information of the Company and its affiliates and their employees. During the term of your employment and thereafter, you shall (a) hold the Confidential Information in the strictest confidence; (b) not disclose or use or attempt to use or disclose, the Confidential Information, except as expressly permitted by the Company; (c) not disclose or divulge the Confidential Information to or for the benefit of any third person or entity without prior authorization of the Company; (d) give prompt notice to the Company of any actual or attempted unauthorized use or disclosure of the Confidential Information. Your obligations under this Section shall remain in effect and survive any termination or expiration of your employment or these Terms of Employment.
- 7.2. "Confidential Information" means any proprietary or confidential information of the Company (provided to you by the Company or on the behalf of Company and its affiliate and their employees), business information or plans, technical data, business strategies, trade secrets or know-how, in any media of the Company, whether oral or written or in electronic format, and whether marked as confidential or proprietary or not, including but not limited to, the Terms of Employment, research, projects or opportunities, proposals, sales and profit figures, finances, personnel information and internal publications. Confidential Information shall not include information which is publicly available. Any breach of the obligations under this section shall amount to misconduct.

8. Notice Period

- 8.1. During your employment with the Company, discontinuation of service may happen at the discretion of the Company or the employee, by giving one-month notice in writing during the training or the probation period and a two month prior written notice post your confirmation. The Company however, reserves the

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right to pay or recover basic salary in lieu of the notice period. Further, the Company may at its sole discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period.

9. Retirement

9.1. You will retire from the service of the Company on attaining the superannuation age of 58 years. The date of birth as recorded at the time of employment will be reckoned for this purpose.

10. Termination of Employment

10.1. Notwithstanding anything contained hereinabove, your employment may be terminated summarily, with or without notice, or payment of any kind in lieu of notice, at any time for gross misconduct or submission of false/incorrect information or as provided in Clause 5.1 above. Generally, this includes any fundamental breach of any contract, or conduct which brings the Company into disrepute. Gross misconduct includes (but is not limited to), failure to obey a reasonable orders/instructions issued by an authorized representative of the Company, serious breach of safety rules, theft, fraud, sexual harassment, being under the influence of alcohol or drugs during working hours, unauthorized absence in breach of the Company leave policy, misuse of the Company's confidential Information, breach of ethical or other policies of the Company, engaging in discriminatory behavior, any act of disobedience, dishonesty, incivility, insobriety, or of any act or omission, conduct or commission or irregularity, whether during the course of employment or otherwise which in the opinion of the Company is detrimental to its interests.

11. Non-Compete

11.1. During the term of your employment and for atleast one (1) year thereafter, you will not, directly or indirectly, either alone or jointly with or as manager, agent, consultant or employee of any person, firm or company, engage yourself in any activity or business which works or result in a direct or indirect competition with the business of the Company.

12. Jurisdiction

12.1. Any disagreement or claim arising out of or relating to this agreement, the breach thereof or its termination will be settled by following Indian contract and arbitration laws and shall be subject to exclusive jurisdiction of courts at Tuticorin

13. Joining Documents

13.1. At the time of joining you are required to submit the following documents:

- (a) Copies of certificates in support of your educational / professional qualifications, experience, date of birth and other testimonials with authenticated copies thereof.
- (b) Valid Proof of Address (Passport, Aadhar card, DL)
- (c) PAN Card copy / PAN Application Acknowledgement copy (In case you do not have a PAN card, please make arrangements immediately to procure one as per Government of India regulations and give it to us within 30 days of joining)
- (d) Five copies of your recent passport size photographs.
- (e) Medical Fitness Certificate (along with all medical reports) from an approved Medical Practitioner. Refer Annexure -B for details.

14. The Company reserves its right to amend its policies (including the Terms of Employment) as may be deemed necessary. The revised policies and terms of employment will supersede the terms and conditions of the Offer.

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We welcome you to the Vedanta family and wish you a rewarding and successful career.

Best Wishes.

For Vedanta Limited

✓ Sonica Muraleedharan
Head HR

Offer Accepted.

Signed : *Anandhakrishnan*
Name : Anandhakrishnan. k.m
Date : 16-08-2017
Date of Joining : 16-08-2017

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sterlite copper**Annexure 1: Compensation Breakup**

Set forth below is an outline of the management compensation terms and conditions by which the undersigned parties agree to abide. The existence, nature, terms and conditions of this agreement are strictly confidential and shall not be disclosed by candidate in any manner or form, directly or indirectly, to any person or entity without the company's consent.

Date: 09.08.2017

Name	Mr. Anandhakrishnan.K.M
Company / Business Unit	Vedanta Limited / Sterlite Copper
Position / Title	Officer Trainee
Training Period	6 Months
Probation Period	6 Months (M7)
Confirmation	Post 12 months

Compensation Scheme**I. Total Target Remuneration from Date of Joining**

Fixed Pay			
#	Particulars	Amount (INR) Per Annum	Notes
I	Basic	1,67,700	Basic is paid on a monthly basis. Retirals are linked to this. Subject to tax.
II	House Rent Allowance ("HRA")	67,080	House Rent Allowance is paid on a monthly basis. HRA is provided to meet the cost of accommodation. HRA is calculated at 40% of the Basic pay. HRA is an allowance and is subject to income tax. The exemption on HRA is covered under Section 10 (13A) of the Income Tax Act and Rule 2A of the Income Tax Rules.
III	Personal Allowance	1,52,218	Personal Allowance is paid on a monthly basis. This element has no linkage to any component of compensation / retirals. Subject to tax.
IV	Statutory Bonus	33,540	Bonus is paid on a monthly basis and calculated at 20% of the Basic pay, subject to Income tax.
V	Uniform Allowance	12,000	Uniform Allowance is paid on a monthly basis. It is granted to meet the expenditure incurred on purchase or maintenance of uniform to wear during the performance of the duties of an office. It is taxable.
VI	Conveyance Allowance ("CA")	19,200	Conveyance Allowance is paid on a monthly basis. It is paid to meet the conveyance expense of an employee. CA is exempted U/S 10(14), rule 2BB up to Rs. 1600 /- per month.
VII	Vehicle Maintenance Allowance	21,600	Vehicle Maintenance Allowance is paid on a monthly basis. It is paid to meet the vehicle maintenance expense of an employee. It is taxable.

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#	Particulars	Amount (INR) per annum	Remarks
VIII	Leave Travel Allowance ("LTA")	13,975	Leave Travel Allowance is a reimbursement for travel within India. It is governed by IT Act where one can claim tax exemptions twice in a block of four years and should be on Privilege leave for a minimum period of 5 days and this can be clubbed with weekly off or a paid holiday.
IX	Medical	15,000	Reimbursement of medical expenses actually incurred by an employee for his / her medical treatment or the treatment of any member of the family up to Rs. 15,000 per annum is not treated as a taxable perquisite upon submission of bills.
X	Provident Fund ("PF")	20,124	As per employee provident fund Act 1952, an employer is required to contribute minimum 12% of the Basic Salary to EPF. And equal amount will be deducted as employee contribution from monthly payroll.
XI	Gratuity	8,063	The employer will contribute 15 days basic for every completed year of service. This will be payable when the employee leaves / superannuates. The eligibility condition is minimum 5 years of service as per the payment of Gratuity Act 1972.
XII	Mediclaime Policy	14,500	Covered under insurance scheme as per company policy. Coverage as per floating policy. Maximum coverage as per policy is INR 6 Lacs. This component is not cashed out.
XII	Personal Accident Insurance	5,000	Covered under accident insurance scheme as per company policy. Coverage for self only. Maximum coverage as per policy is INR 10 Lacs. This component is not cashed out.
Fixed Pay		5,50,000	Sum of all above
Performance Pay Scheme (As currently applicable and subject to change as per company rules from time to time)			
Target Annual Performance Pay		2,45,000	The objective of Performance Pay Scheme is to incentivize employees to achieve specific Group/Business and/or financial and strategic predetermined goals, within the Group's/Business risk appetite. The evaluation on the performance measures will be done on completion of the financial year (April – March). The plan and payout is linked to achievement of business and individual targets. First year payout will be pro-rated basis date of joining. This policy is subject to management discretion and can be revised from time to time, payout is subject to tax. Nil INR 1.17 L INR 2.45 L INR 3.50 L Minimum Threshold Target Stretched
Total Target Remuneration		7,95,000	

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The above Compensation and Benefits are subject to taxes, to be borne by the incumbent as per prevailing tax laws.

Other terms & conditions

1. 100% compliance of company's rules, regulations, code of conduct and Group Values
2. Production Incentive : You will be eligible for Production Incentive from Training Period onwards (in Business / Unit locations only) as per the Scheme in Vogue (subject to Company Policy) up to a maximum of INR 50,000 .This is not applicable in Corporate and Non Unit Locations.
3. Leave: As per Company policy.
4. You will be eligible for increment upon confirmation as per company policy.

For Vedanta Limited

Sonica Muraleedharan
Head HR

The provisions of this offer of employment have been read, are understood, and the offer is herewith accepted. I understand that my employment is contingent upon of fulfilling eligibility criteria and clearing medical fitness tests.

[NAME] Anandha krishnan . k . M
[SIGNATURE]
[DATE] 16-08-2017

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CIN: L13209MH1965PLC291394



WELCOME CIRCULAR



Anandhakrishnan K M

HR Business Partner- East

Howrah

We are delighted to welcome **Anandhakrishnan K M**, who has joined us as HR Business Partner- East. He will report to Rajnish Upadhyay, HR Business Partner and will operate out of Howrah.

Anandhakrishnan hails from Thrissur, Kerala and has completed his Masters in Human Resource Management from Loyola College of Social Sciences. Prior to joining VTI, he has worked at Hindustan Zinc Ltd., Udaipur and at Sterlite Copper Ltd., Tamilnadu. His hobbies include travelling and cooking. Anandha is fluent in four different languages and is known for his approachable nature.

Let us welcome Anandhakrishnan K M, to the VECV family and wish him a long and successful association.

He can be reached out at 7012883532 / anandhakrishnankm@volvo.in

Human Resources

April 5, 2021



OFFER LETTER

To,
Jash Jabbar
Jash Land
Parayil
Edava

23/08/2017

Dear Jash ,

Sub : Offer of Employment - Insurance Operations Specialist at ACIS - A company of Allianz

Further to our recent meetings and discussions, we are pleased to offer you the position of Insurance Operations Specialist with ACIS - A company of Allianz subject to the following terms & conditions.

1. Date of Joining :

Subject to your acceptance of these terms, your employment will commence on or before 30-Aug-2017. On your date of joining employment you should report at 2nd floor, Bhavani, Technopark, Trivandrum Kerala at 9.30 AM

2. Location :

Your initial employment location will be our office at Technopark, Trivandrum, Kerala. The Company may transfer you to other locations from time to time.

3. Cost to company :

Your total employment Cost to Company (CTC) will be INR 220000 (Rupees Two Lakh Twenty Thousand) per annum. Please refer to Annexure I for details.

You will be eligible to participate in the Company's employee benefit Plans as are generally made available to similarly situated employees of the Company, subject in each case to the terms and conditions of the Plan in question. Full details of these Plans will be provided when you join employment. All amounts payable to you shall be subject to deduction of tax at source as per applicable law from time to time. Deductions will also be made in accordance with other applicable laws and for contributions to employee benefits schemes as may be applicable from time to time (e.g. provident fund, ESI). Your remuneration will be subject to revision as per the Company's compensation policies and guidelines in effect from time to time.

4. Probation :

You will be on probation for a period of 6 months from the date of your joining employment. During your probation, your employment is provisional and subject to successful completion of your probation. During this period, your performance will be reviewed by your line manager and you are expected to demonstrate the technical and functional skills (as applicable) associated with your position together with the core values of the Company including but not limited to, cooperation, teamwork and a positive attitude. Failure to perform as expected may result in the termination of your employment or extension of your probation period for a further period of 3 months. If you successfully complete your probation, you will be deemed to be a permanent employee of the Company and will be communicated to you through formal written communication. Any extension of probation or termination will be communicated to you in writing.

OFFER LETTER

5. Notice Period :

While you are on probation, you may resign from the services of the Company by giving the Company prior written notice of 30 days or salary in lieu thereof. Once your services with the Company are confirmed, you may resign from the services of the Company by giving the Company prior written notice of 90 days or salary in lieu thereof. However, the Company reserves the right to accept or reject your proposal based on business requirements.

During your probation, you may be discharged from the Company's services at any time with 30 days prior notice or salary in lieu thereof, without assigning any reason. Upon confirmation, the Company may terminate your employment at any time after providing you 90 days advance notice or payment of salary in lieu thereof.

6. Pre - Conditions :

This offer, and should you accept this offer, your continued employment with the Company, are subject to and conditional on the following:

- a) All the facts mentioned in your resume and stated during other discussions with the Company during the interview process being true and correct;
- b) Verification of the original documents listed in Annexure II. (Please bring the originals of these on your date of joining work); and
- c) The Company receiving satisfactory references and/or background check results as the Company may seek in its discretion. The Company may undertake a background and/or verification check prior to or at any time subsequent to your joining employment and may engage the services of a third party agency to undertake the same.

The Company may disclose your personal information to such agency solely for the purpose of undertaking the necessary verification on behalf of the Company.

Please note that in the event the Company is not satisfied with any of these items, the Company reserves the right to withdraw this offer or rescind your employment contract with the Company. If at any time during your employment, any of the facts or documents submitted by you are found to be false, your services are liable to be terminated immediately without any notice or compensation. The Company assures you that any personal data and information collected from you will be used only in connection with this offer and your employment with the Company (should you accept this offer) and shall be protected from unlawful disclosure in accordance with the Information Technology Act, 2000 as amended from time to time.

7. Other Terms and Conditions of Employment :

This is a full time position and you will be required to devote the whole of your time and efforts to your employment with the Company. On joining employment, you will be required to sign and agree to be bound by the standard terms and conditions of employment of the Company. In addition to these terms, your employment will also be governed by all applicable rules, regulations and policies of the company that are in force from time to time.

Private & Confidential

OFFER LETTER

8. No Conflict :

If you accept this offer, you will be confirming that you are not party to any agreement or arrangement which in any way restricts, prohibits or debars you from accepting the offer made by the Company including but not limited to any non-compete, non-disclosure or restrictive agreement or terms and that you will have no continuing obligations or restrictions which will apply to you from the date of commencement of your employment with the Company or if you are so bound, that will honour such covenants and agreements.

This offer will remain open for a period of five working days. If this offer is acceptable to you, please confirm your acceptance in writing via electronic mail to your recruiter on or before 29-Aug-2017. If no such intimation of acceptance is received on or before the said date, this offer shall stand automatically withdrawn.

Should you have any questions with regard to this offer, please do not hesitate to contact Allianz Human Resources Team at HROperations@allianzcornhill.co.in

We hope you will find this offer acceptable and look forward to you joining the Company.

For Allianz India ,



Saji Zacharia
Head of Human Resource

Annexure - I

Name : Jash Jabbar
 Grade : G3
 Designation : Insurance Operations Specialist

Components	Monthly (INR)	Annual (INR)
Base Pay		
Basic	6500	78000
Co's contribution to PF	780	9360
Gratuity	313	3752
Choice pay		
Food Coupons	2500	30000
LTA	541	6497
Medical Expenses	1250	15000
Transport	1600	19200
HRA	2600	31200
Statutory Bonus *	583	7000
Other allowance	793	9515
Gross	17460	209524
Variable pay		
Annual Bonus **	873	10476
Final CTC	18333	220000

*Statutory Bonus will be paid in April

**The Annual Bonus Scheme is paid out at the company's sole discretion based on both the company and individual performance. Only those employees who joined the organization on or before 30th June of a year and continue to be on company rolls on the last day of March in the subsequent year (i.e. the year of payment) are eligible for Bonus.

Employees who have resigned and are serving notice as on the last day of March (in the year of payment) are also not eligible for this bonus scheme. Annual Bonus is usually paid in the month of April.

Increments are paid out in April for the employees who joined on or before 30th September of the previous year and will be at the discretion of the company, based on individual performance as well as company performance, business outlook and other relevant factors.

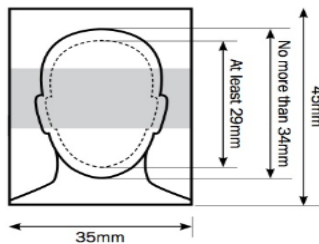
Explanation of Compensation

Components	Description
1. Base Pay	The fundamental salary component to which many other compensation components are linked.
2. Retirals	These elements of compensation are not paid out until later when certain conditions are met.
2.1 Provident Fund (PF)	12% of Basic Salary is contributed to the Provident Fund.
2.2 Gratuity	4.8% of Basic Salary, which is included as a part of your Annual Remuneration denotes the company's contribution to the Gratuity Fund based on actuarial calculations. You are not entitled to this amount as a cash component as this is intended to be a retiral benefit. Gratuity is payable to you as per the Payment of Gratuity Act, 1972, on cessation of your employment after at least 5 years of continuous service with the Company.
3. Choice pay	Choice Pay allows employees to choose a benefit basket that suits their needs. For certain elements, employees may avail of tax exemptions as per prevailing tax laws. The elements are listed below.
3.1 Leave Travel Allowance	LTA can be used for up to a maximum of economy class airfare or First Class Train fare twice during a 4 year block period as per Income tax rules.
3.2 Medical Expenses	Rs. 15,000/- per annum. To be used for medical expenses.
3.3 Food Coupons	Upto a Maximum of Rs. 2500/- per month.
3.4 Transport	Maximum Rs. 1600/- per month. To be used for vehicle expenses.
3.5 House Rent Allowance	Maximum 40% of Basic Salary per annum. To be used for house rent.
3.6 Statutory Bonus	Statutory Bonus is payable as per the provisions of the Payment of Bonus Act, 1965 to eligible employees.
3.7 Other allowance	Remaining of Choice Pay funds and is a taxable amount.
3.8 Annual Bonus	The Annual Bonus Scheme is paid out at the company's sole discretion based on both the company and individual performance.

Annexure - II

Following are the mandatory list of original documents you will need to produce on the date of Joining. An electronic version of these documents will be required to be submitted for our background verification agency, who will contact you for initiating background verification process

1. Educational Certificates and marklists (10th, +2, Graduation) (Original and 1 Copy)
2. Experience Certificate from past employer(s) (Original and 1 Copy)
3. Relieving letter from the past employer(s)(Original and 1 copy)
4. Pan Card (Original and 1 Copy) or copy of Form 49A if the PAN Card is not available. It is mandatory to have Permanent Account No. for all salaried employees.
5. Pay Slips from last employer – Last 3 months
6. Address Proof (any of these): Passport, Driving License, Ration Card, Voter –ID, Rental Agreement. (Original and 1 Copy)
7. Aadhaar Card (1 Copy & Original). Aadhaar Card is mandatory for Statutory Benefits (PF /ESI).
8. Universal Account Number (UAN) & Employee State Insurance (ESI)Number, if you have received them from your Previous Employer.
9. Three passport size photographs with 35mm Width and maximum 45mm height with white background.



November 9, 2020

SÜD-CHEMIE INDIA PVT. LTD.

Mr. Kasyap Nair M R
Kanduvelikkunnil Veedu,
Karimpinpuzha PO, Kottarakkara,
Kollam – 691 507

Regd. Office & Works:
Edayar Industrial Development Area
P.O. Binanipuram
Kochi 683 502, Kerala, India.
Tele : 0484 6646 000
Fax : 0484 6646 0099
E-mail: cochin@sud-chemie-india.com
www.sud-chemie-india.com
CIN: U24299KL1969PTC002217

Considering your request and based on the discussions you had with us, we are pleased to engage you as a **Trainee (HR)** in our organisation under the '*Certified Standing Orders of the Company*' for a period of **one year** from **9th November 2020** on the following terms.

1. Your training will be for a period of **one year** from **9th November 2020** to **8th November 2021**, after which it will automatically come to an end. Since the training is purely for you to learn and acquire skills for your future employment, you will neither have any right nor a lien on the job held by you.
2. You will be paid a stipend of of Rs.10,000/- (Rupees Ten thousand only) per month – prorated to your attendance.
3. You will be paid an amount of Rs. 5,000/- (Rupees five thousand only) towards conveyance expenses.
4. You will also be eligible for -
 - (i) Statutory coverage under ESI and PF
 - (ii) Canteen facility subject to conditions.
5. Contribution towards ESI & PF as applicable will be deducted from the above amount.
6. You will not be entitled for any other allowances, benefits and privileges applicable to the regular employees of the company.
7. You shall follow the timings applicable at our Edayar Unit.
8. You will be bound by the rules, regulations and office orders in force and framed from time to time in relation to the training with us. If you commit any misconduct during the training period, we reserve the right to terminate the training offered to you without any notice.
9. During your tenure with the company and thereafter you shall not disclose or discuss any information relating to administration, planning, technical data, design factors, sales and service to the competitors or potential competitors or persons engaged in similar business nor will you use it for any purpose except that of the company.

2.

LOYOLA COLLEGE OF SOCIAL SCIENCES THIRUVANANTHAPURAM



CRITERION 5- STUDENT SUPPORT AND PROGRESSION

5.2 STUDENT PROGRESSION

5.2.1 Average percentage of placement of outgoing students during the last five years

Complied offer Letters/Experience Certificates of the Selected Placed Students

Department of Counselling Psychology



SREE CHITRA TIRUNAL INSTITUTE FOR MEDICAL SCIENCES & TECHNOLOGY

THIRUVANANTHAPURAM—695 011, INDIA.

(An Institute of National Importance under Govt. of India)

Phone—(91)0471—2443152 Fax—(91)0471—2446433, 2550728

Email-set@setimst.ac.in Web site—www.setimst.ac.in

P&A.V/430/APMS/ SCTIMST/2020

Dated: 23.09.2020

MS.ANEESHA JOSEPH

ANEESHA COTTAGE

TC-32/897(2)

VETTUCADU

THIRUVANANTHAPURAM-695007

Sir/Madam,

Sub: Offer of appointment as Apprentice in Patient Management Services

With reference to the written test you had on **21.09.2020**, the Institute is pleased to take you as a **Apprentice in Patient Management Service** effective from the date of your joining under the following terms and conditions:

1. The period of apprenticeship/training is fixed for a period of one year and the Institute shall have the right to terminate the apprenticeship/training at any time without notice or without assigning any reasons. However, on expiry of periods of training/ apprenticeship, the same shall stand automatically terminated.

2. During the period of your training/apprenticeship you will be paid an apprentice allowance/stipend of **Rs.9000/-PM (Consolidated)**.

3. You shall undergo apprenticeship/training in the Hospital Wing of the Institute at present, and the Institute has the right to transfer/post you in any other department/section, at its discretion at any place and at any time.

4. As you are only an apprentice/trainee and not an employee/worker of the establishment, you are not entitled to any benefit or privilege available to the employees/workers of the Institute. But it is up to the Institute to allow you to avail such of the benefits or privileges, like leave facilities, holidays, canteen etc, if any, which they deem fit in your case and it is specifically understood that your having been allowed such privileges or benefit will not confer on you any claim for the same as of right or otherwise and the same will not change your status/position as apprentice/trainee and you will continue to be only an apprentice/trainee.

5. If and when any information furnished by you for apprenticeship/training, regarding qualification previous experience and employment etc., is found to be not correct your apprenticeship/training is liable to be terminated forthwith.

6. You shall be prepared to undergo practical/theoretical classes, if and when conducted, in order to equip yourself with sufficient knowledge in trade/job.

7. You will be deployed on any shifts and on holidays and you shall be prepared to work even during night shifts.

8. You shall devote yourself completely and whole-heartedly to your training/apprenticeship and you are expected to observe strict secrecy of any possible knowledge of the various activities/process in the establishment or of matters connected herewith.

9. Your aptitude and interest for the job and your behavior both inside and outside the establishment premises will be closely watched and any misconduct on your part will entail termination of apprenticeship/training.

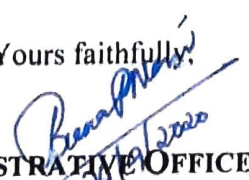
10. You are expected to follow the rules of discipline in the Institute and behave in a manner conducive to the best interest of the Institute.

11. The appointment will further be subject to producing the following at the time of joining duty:

- Documents in original with self attested true copies.
- One copy of your recent passport size color photograph.

If this offer of appointment is acceptable to you on the conditions stipulated above, you are requested to intimate your acceptance **immediately** and report for duty/medical examination **on or before 05.10.2020**. In case you fail to intimate your acceptance within the stipulated time, this offer of appointment will stand cancelled without any further reference to you.

Yours faithfully,


ADMINISTRATIVE OFFICER
(for Director)



श्री चित्रा तिरुनाल आयुर्विज्ञान और प्रौद्योगिकी संस्थान, त्रिवेन्द्रम

तिरुवनन्तपुरम - ६९५०११, केरल, इंडिया

SREE CHITRA TIRUNAL INSTITUTE FOR MEDICAL SCIENCES AND TECHNOLOGY, TRIVANDRUM

Thiruvananthapuram - 695 011, Kerala, India

(An Institute of National Importance under Govt. of India)

Grams : Chitramet, Phone : +91-471-2443152, Fax : +91-471-2550728 / 2446433, E-mail : sct@sctimst.ac.in, Website : www.sctimst.ac.in

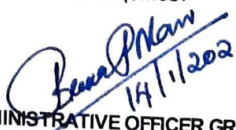
P&A / II / PF 4820 / 5 / SCTIMST / 2021

14/01/2021

SERVICE / RELIEVING CERTIFICATE

- | | |
|---------------------------------------|--|
| 1. Name | : ANEESHA JOSEPH |
| 2. Designation | : APPRENTICE IN PATIENT MANAGEMENT SERVICE
Apprentice Trainee |
| 3. Dept./Div.Alloted | : RECEPTION - HOSPITAL WING |
| 4. Date Of Birth | : 23/03/1997 |
| 5. Permanent Address | : ANEESHA COTTAGE
TC-32/897(2)
VETTUCADU
THIRUVANANTHAPURAM-695 007 |
| 6. Scale of pay | : Stipend |
| 7. Actual pay on date | : Rs. 9000 |
| 8. Date of Joining service | : 24/09/2020 FN |
| 9. Date of Relieving | : 23/12/2020 AN |
| 10. Reason for relieving | : ON PERSONAL GROUNDS |
| 11. Remarks about conduct & character | : GOOD |
| 12. Remarks about work | : During the period, she was trained in patient care services such as assisting in the processing of socioeconomic assessment of patients, managing information desk, directing them to respective divisions and answering both direct and telephonic enquiries. |

13. Other Remarks (if any)


ADMINISTRATIVE OFFICER GR.I





श्री. त्रि. तिरुनाल आयुर्विज्ञान
र प्रौद्योगिकी संस्थान
तिरुवनन्तपुरम - ११

REF: (ITRA TIRUNAL INSTITUTE FOR
EDIC/ SCIENCES AND TECHNOLOGY
HIRUVANANTHAPURAM - 11

Insitu of National Importance under Govt. of India



ANEESHA JOSEPH

PRELICE IN PATIENT MANAGEMENT
SERVICE

Code : 4820

Valid Upto : 23-SEP-2021



First Floor, Rams Building, Kottamukku
Kollam, Kerala, INDIA- 691013

0474 2767726, 2767736
+91 9446010728

www.pranaah.org
pranaahwellness@gmail.com



19.04.2021

TO WHOMSOEVER IT MAY CONCERN

*This is to certify that **Ms. Anju Carmel OS**, was working as a Consultant Psychologist at our Counselling division at Kollam. She shows good experience in Counseling. She has been working in our centre from 1/10/2020 to 16/04/2021. She has been involved in counseling sessions especially she is found to be good in family counseling.*

We found her to be hardworking, committed and efficient. Her character and conduct are excellent. We wish all the success in her future endeavors.

For



Pranaah Holistic Health Care Pvt. Ltd
Mrs Fiji Infanta - Administrator



ANNEXURE 11

HINDUSTAN LATEX FAMILY PLANNING PROMOTION TRUST

JOINING REPORT

Instructions:

- 1.Fill the form furnishing all relevant information against all questions asked.
- 2.The form is required to be submitted to the HR Department at the project site.
- 3.Please attach the attested Photostat copies of the certificates or testimonial in support of your age, qualification, experience and salary.

Name	: Anju Carmel O.S	Employee No.	:
		(To be filled by HR dept.)	
Date of Joining	:18/05/2021	Reporting Time	: 10:30am-12:30pm
Date of Birth	: 22/08/1996	Designation	: Psychologist
Father's Name	: Peter Shelton O.G	Reporting Manager	– Lijo
Place of Posting	: Second Innings Home Kollam.		

Address for Communication: Odathakkal House,
Thekkevila P.O, Kollam 691016
Mob: 8089901730 ; 9188451730 (whatsapp)
E-mail id: anjucarmel5@gmail.com

Permanent Address: Odathakkal House,
Thekkevila P.O, Kollam 691016
Mob: 8089901730 ; 9188451730 (whatsapp)
E-mail id: anjucarmel5@gmail.com



HLFPPT

Sex : Female
Marital Status : Unmarried
Date of Wedding : Nil
No. of Children : Nil
Blood Group : A+
PAN No. : Nil

Personal Family Details:

S.No	Name	Date of Birth	Age	Relationship	Occupation Pls. Specify	Whether Dependent or not
1	Peter Shelton O.G	26/07/1958	62	Father	Workshop	Dependant
2	Pearly Shelton	01/11/1964	56	Mother	House-wife	Dependant
3	Pressillia Megha O.S	25/04/1988	33	Sister	Teacher	Not dependant

Emergency Contact Details (Local)	Emergency Contact Details (Permanent)
Father – 9447071730 Mother – 9526957655	Father – 9447071730 Mother – 9526957655

Bank Details

Name of Bank	Branch	Account No.
State Bank Of India	Beach Road, Kollam	39728842068

Details of previous employer:

Name of the last Organization & Address	Your Designation	Reporting Manager (Name with Designation)	Last date of service with previous organization
Pranaah Holistic Health Care Center Lekshminada , Kollam.	Psychologist	Mrs.Fifi Infanta Administrator	16/04/2021

PF Account No. of the last organization: Nil

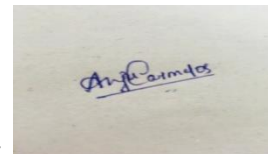
PF Universal Account No. (UAN) : Nil

DECLARATION:

I, Anju Carmel O.S daughter of ,Peter Shelton O.G solemnly declare that the information furnished by me is true to the best of my knowledge and that I'll inform the Human Resource Department ,HLFPPT regarding any change in the above information within one week from the time of its change.

Date: 18/05/2021

Signature:



Place: Kollam

Name: Anju Carmel O.S



GAYATHRY S
PSYCHOLOGIST

Pranaah Holistic Health Care Pvt Ltd

Old Ram's Hospital, Lekshminada, Kollam
Kerala, India- 691013

Tel. 0474 2767726, 2767736
www.pranaah.org

DearCandidate,

Greetings from the Dale View!!!

Thank you for Applying for the Job openings with The Dale View. We value your interest in joining with the team of professionals in The Dale View Group.

I am delighted to inform you that you have been cleared the initial Screening and the selection panel is keen to interviewing you for the Next Level.

This letter is to confirm your interview for the position Counsellor. Your Written Test and Personal interview has been scheduled for 21-01-2021 (Thursday) 10am at The Dale View TG Suraksha Office, TC-13/456, Fair Light, Miranda Jn, Vanchiyoor P.O., Trivandrum.

Note: *You needs to carry original certificates with 1 copy of each certificates, 1 copy of your Resume, ID Proof, Hard copy of this letter and other docs the candidates need to carry the particular interview.*

All the very best in advance..!!!!!!

With regards

Dipin Das C.S
Project Director
Dale View TG Suraksha

For any assistance please call 85 47 57 58 84 or 97 465 45 139

മനഃകുറേസ്സ് സാധ്യതകളുടെ മഹാസാഗരം ആണ്. നന്മകളുടെയും, ചിന്തകളുടെയും, കൗടുകങ്ങളുടെയും, നവോത്ഥാനത്തിന്റെയും, സേവനങ്ങളുടെയും ഇതിഭിടം.

എന്നാൽ ഇവിടെ ജീവിതസാഹചര്യങ്ങളും, ശൈലികളും, തത്വചിന്തകളുടെ വ്യവസ്ഥാപിതത, ഉപയോഗവും, സ്വാർത്ഥവും കൂടാതെ ബന്ധങ്ങളുടെ ശൈലിയും, വ്യക്തികളുടെയും സമൂഹത്തിന്റെയും മാനസികാവസ്ഥയെ സാമയം ബാധിക്കുന്നു.

കുടുംബങ്ങളുടെയും സമൂഹത്തിന്റെയും ഈ ആവശ്യങ്ങൾ തീർപ്പാക്കിത്തന്നെ ആലുവയ്ക്ക് അടുത്തുള്ള നീറക്കോട് ഗ്രാമത്തിന്റെ ശാന്തമായ അന്തരീക്ഷത്തിൽ തീർപ്പാക്കിയ സൗകര്യം സജ്ജമാക്കിയിരിക്കുന്നു. മാനസിക ആരോഗ്യം സംരക്ഷിച്ച് പരിശീലനം നേടിയിട്ടുള്ള സൈക്കോളജിസ്റ്റുകളുടെ നേതൃത്വത്തിൽ 'സൈക്കോളജിക്കൽ & കൗൺസിലിംഗ് സെന്റർ' പ്രവർത്തനം ആരംഭിച്ചിരിക്കുന്നു.



Our Services

Training & Short term Courses in:

- School Counseling & Guidance
- Stress & Anger management,
- Life skill Development
- Adolescent Development programme
- Handling the issues related to Cyber Addiction and mismanagement
- Psycho Spiritual Integration Retreat
- Teen Orientation Programme
- Marriage Preparation
- Personality Development Programme

Psychological Interventions

- Individual Therapy
- Family Therapy
- Couple Therapy
- Addiction Counseling
- Premarital Counseling
- Career Guidance
- Trauma Care
- Geriatric Counseling
- Psychological First Aid

Psychological Testing & Assessments

- Intelligence Test (I.Q. Testing & Screening)
- Psychodiagnostic Assessments
- Neuro Psychological Assessments
- Personality Tests,
- Aptitude Tests
- Learning Disability (LD)
- ADHD, Autism Screening
- Addiction Testing & Screening



OUR TEAM

Dr. Sr. Teslin Joseph SH
(Clinical & Neuro Psychologist)
PhD (Clinical Psychology), M. Phil (Medical & Social Psychology),
Post-Doctoral MS (Psychopharmacology), Post-Doctoral Fellowship in Neuro Psychology (USA)

Sr. Julie Elizebeth SH
(Clinical Psychologist)
Research Scholar, M. Phil (Clinical Psychology),
M.Sc. (Clinical Psychology)

Dr. Sr. Nancy George SH
(Counselling Psychologist)
PhD (Counselling Psychology), M.A (Counselling Psychology), PG Diploma (Clinical Psychology)

Dr. Sr. Aleena Jose SH
(Counselling Psychologist)
PhD (Counselling Psychology), M.A. (Guidance & Counselling)

Sr. Lins Rose SH
(Psychologist), M.Sc. Counselling Psychology

Sr. Lins Rose SH
(Psychologist), M.Sc. Counselling Psychology

Director
Sr. Elseena Alanickal SH

Our Guidance and Support
Sacred Heart Congregation, Idukki Navajyothi Province

OUR VISION

Transformation of Human Minds towards Holistic growth.

OUR MISSION

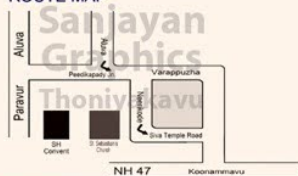
To enhance quality of life of individual, family and society through preparation, prevention, and intervention of mental health related issues.

To provide advanced neuro cognitive and clinical services for the psychosocial needs of individuals in a wider community.

To promote effective functioning of children, adolescence and youth in crisis.



ROUTE MAP



metanvia

മെറ്റുവോ- ഒരു മൂലധാനം

മനസ്സിന്റെ ജ്ഞാനസാധനങ്ങളെ കണ്ടെത്തി ശുഭനിലവാരമുള്ള ജീവിതത്തിനും വ്യക്തിത്വ വികസനത്തിനും ഉള്ള വിശദീകരണം (PREPARATION)

മനസ്സിന്റെ അവസ്ഥകളെ ആധുനിക ശാസ്ത്രീയ മാർഗ്ഗങ്ങളുപയോഗിച്ച് വിശകലനം ചെയ്ത് വ്യക്തികളിലെ, പ്രത്യേകിച്ച് കുട്ടികളിലെ രോഗ സാധ്യതകളും സ്വഭാവ വൈകല്യങ്ങളും തടയുന്നതിനും മെച്ചപ്പെട്ട ജീവിതം ഒരുക്കുന്നതിനുള്ള മാർഗ്ഗം

(PREVENTION)

നഷ്ടപ്പെട്ട മാനസിക ആരോഗ്യം വീണ്ടെടുക്കാൻ കുട്ടികൾക്കും മുതിർന്നവർക്കും വിശദമായ ചികിത്സാ വിധികളുടെ സാധ്യത (INTERVENTION)



Special Intervention and Treatment for:

Stress, Anxiety, Depression, Relationship issues, Alcohol/drugs, Sleep, Sexual assault, Body image issues, Social media addiction, Grief, Developmental Crisis, Learning difficulties.

We provide Counseling and Guidance Services to Schools, Colleges and other Educational and Industrial institutions.

Sanjayan metanvia

MIND EMPOWERING THERAPY -
A NEURO ORGANIC INTEGRAL APPROACH



SACRED HEART CENTRE FOR MENTAL HEALTH

SH Convent, Neericode, Aluva, 683511
Major Archeparchy of Ernakulam - Angamaly

☎ 9526744928
☎ 7736083218
✉ metanoiash2020@gmail.com

**BEST BEHAVIORAL THERAPIST
2020 - 2021**

Presented to

AARDRA MADHUSOODHANAN



*In appreciation for her Outstanding Contribution and Excellent
towards the Behavioral treatment for Children with special needs*

By

alfa

Pediatric Rehabilitation and
Child Development Centre

Caring Lives & Binding Moments

PATHADIPALAM, KOCHI-33,
www.alfaprc.com

This is to certify that **Aardra Madhusoodanan** worked as a **PSYCHOLOGIST (Behavioral Therapist)** in **Alfa Play and Learning Development Centre Thiruvananthapuram**, a sub center of **Alfa Pediatric Rehabilitation Centre at Kalamassery, Kochi** from **1st January 2020 to 21st February 2021**.

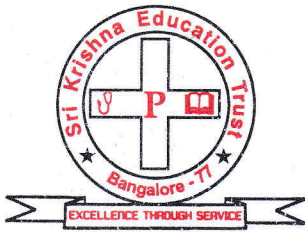
Alfa Pediatric Rehabilitation Centre is a rehabilitation Centre which gives specialized care to children with special needs and stricken with early developmental delay, Cerebral Palsy, Autism, intellectual disability, Down syndrome and multiple disabilities like Muscular Dystrophy, Spina-Bifida or other orthopedic problems. The centre is more focused on early interventions and multidisciplinary approaches. Alfa have a strong rehabilitation team of experts from fields like physiotherapy, Speech and Language Pathology, Occupational Therapy, Remedial and Special Education, Pediatric Psychology and Pediatric Neurology.

During her tenure, she has got very good exposure by interacting with various rehabilitation experts, special children and their parents. With focused effort and committed work, she could make positive results in children with special needs which made her as the **Best Performing Psychologist (Behavioral Therapist)** of Alfa Pediatric Rehabilitation Centre in 2020 to 2021.

Ms. **Aardra Madhusoodanan** found to be having a very good attitude and she is hardworking and sincere in her duties. Her commitment towards the work is excellent. We are sure that she will be an asset to any institution.

Alfa wish her all the best in her future endeavors.

Regards,



SRI KRISHNA EDUCATION TRUST (R)
PRESIDENCY SCHOOL OF NURSING
PRESIDENCY COLLEGE OF NURSING

Recognised by the Government of Karnataka
Affiliated to Rajiv Gandhi University of Health Sciences, Bangalore
Approved by Karnataka Nursing Council & Indian Nursing Council

PSCN/2020-21/356

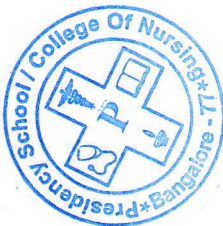
Date:30/06/2021

CERTIFICATE

(To whomsoever it may concern)

This is to certify that **Ms. ANAGHA SURESH** has worked as **Counsellor** with this institution with effect from **01/12/2019** to **30/06/2021**. She worked in this institution on contract basis during the period of her service. She is hard working and fully dedicated to her profession. She has enormous capacity to dispose the task assigned to her promptly in time.

During her association with our institution, her conduct was exemplary. I wish her all the very best in her future endeavors.



Deakhs
PRINCIPAL
Presidency School & College of Nursing
1, Aishwarya Comfort, Hanumanthanagar
Bileshivale, Doddagubbi Post
Bangalore - 560 077



KERALA INSTITUTE OF MEDICAL SCIENCES
P.B. No.1, Anayara P.O., TVM-29 Phone: 2447575

Name : **NISHA R K**

Desig: **Counselor/Remedial Tutor**
Holistic Medicine

Emp ID : 13241

Authorised Signatory



KVM INTEGRATED REHABILITATION CENTRE FOR ADDICTS (IRCA)

(Sponsored by: Ministry of Social Justice and Empowerment, Govt. of India)
KVM Trust, Cherthala-688524, Kerala, India
Ph No. 0478-2810980, 2822478

01/07/2021

Mrs. Sruthy S Kumar
Dhatrinilayam
Thirumalabhagam P.O
Thuravoor
Alappuzha District

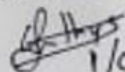
APPOINTMENT ORDER

With reference to your application and interview we had with you, we are pleased to inform you that you are selected for the post of **Counselor** in our KVM Integrated Rehabilitation Centre for Addicts (IRCA), KVM Trust as per the following terms and conditions.

- You will be entitled to a monthly consolidated pay of ₹ 17500/- (Rupees Seventeen thousand Five Hundred only) per month.
- Income tax, professional tax etc will be deducted from your salary as per rules.
- Your duties and responsibilities will be as instructed by the Director, KVM Trust.
- Your appointment will initially be a period of one year during which you will be on probation. On completion of one year, you can be issued a confirmation letter, in the absence of which your probation is presumed to be extended for one more year.
- You shall abide by the rules and regulations of the Trust as modified from time to time.
- In case you decide to quit the job, you shall give two calendar months notice otherwise you will lose one month salary.
- You shall not be permitted to leave the organization before the completion of one year.
- The management reserves the right to terminate your services by issuing a months notice if your services are not up to the mark.
- You shall abide by the duty timings & leave rules as applicable, which can be known on contacting the Trust office.

This appointment order is issued in duplicate. Please sign and return one copy as token of your acceptance.

SRUTHY S. KUMAR


1/07/2021

I accept the terms and conditions
Name & Signature with date


SECRETARY
KVM TRUST



shalom Institute of
Mental Health & Research



ALEENA BIJU VARGHESE
Mental Health Practitioner

A handwritten signature in black ink, appearing to read 'Aleena Biyu Varghese'.

Issuing Authority

Address :

Vazhukkappara, Kinavallur,
Parali, Palakkad - 678 612
Tel : 0491-2858449 / 2858370

Residential Address :

KIZHAKKEKUTTU, CHERAYA P.O
KONGAD, PALAKKAD - 678 631

D.O.B. : 29 May 1998

D.O.J. : 15 Sep 2020

BLD Group :





**KARUNASAI DE ADDICTION AND
MENTAL HEALTH RESEARCH INSTITUTE**



Name : Gokul . P.G

Emp Code : 224

Dept : MEDICAL

Post : Psychologist

Phone No : +91 8086715626

[Signature]
Director



QUILON SOCIAL SERVICE SOCIETY



Estd : 1960

Reg. No. Q. 137/60

80G Registration

Fatima Road, Kollam - 691 013, Kerala, India.

Tel. No. 91-0474-2797438, 2797428
Mob. : +91 9895556035 Fax 0474-2790471
Email : info@qsss.org
qsss@rediffmail.com,
directorqsss@gmail.com
web: www.info@qsss.org

Please address all correspondence to the Secretary

President **Most Rev. Dr. Paul Antony Mullassery**
Bishop of Quilon
Secretary **Fr. Alphonse S.**
Executive Director

01-03-2021

Mrs. Saranya P
Pottakkat
Muchukunnu
P.O., Koyilandi, Kozhikode

Dear Saranya,

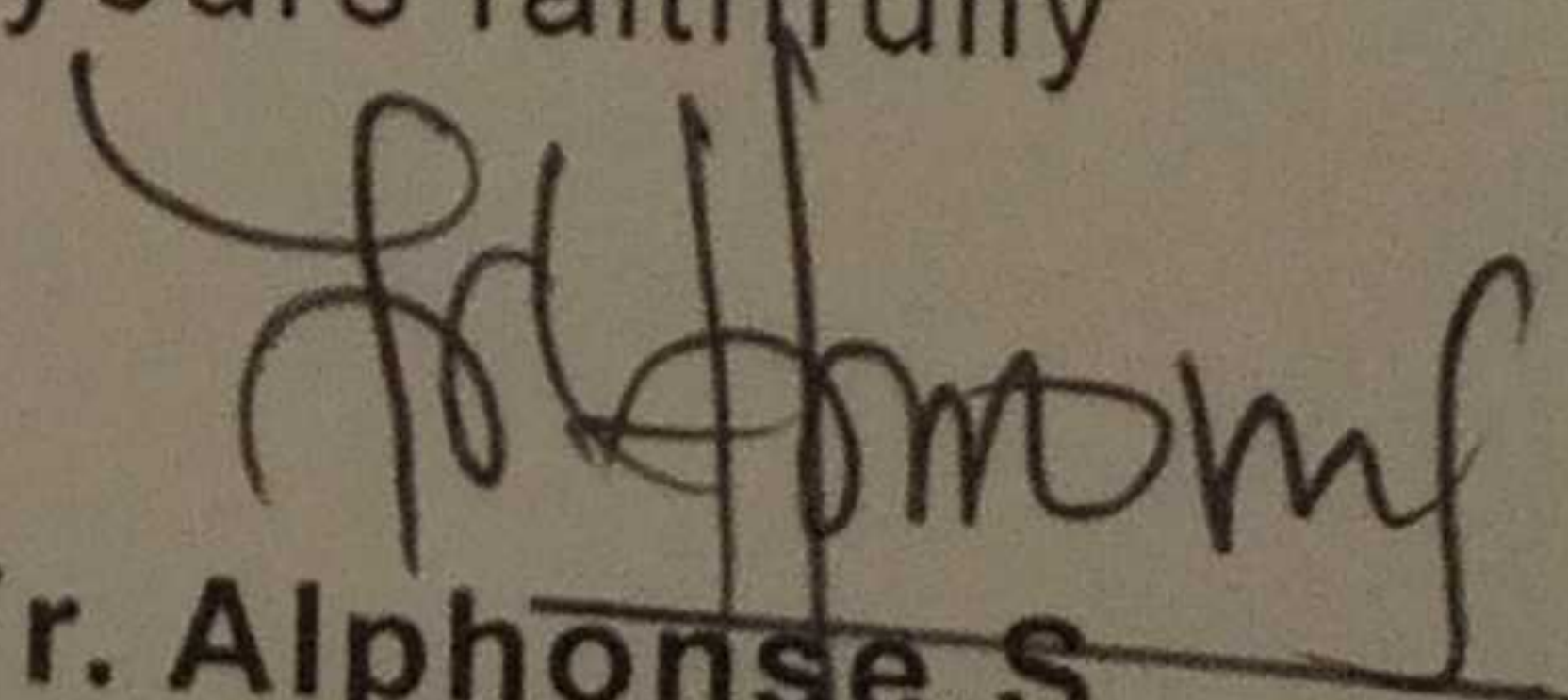
in response to your application and subsequent interview at Q.S.S.S. on **15-02-2021** for the post of OFFICER - IN-CHARGE at QSSS -ANJANAM CHILDREN'S HOME for girls, we are pleased to inform you that you are selected and the post is offered to you on terms and conditions enclosed along with this letter of offer. You are instructed to go through the same and if acceptable to you, return a copy of this letter as having accepted the terms and conditions of employment.

You will be provided an amount of **Rs. 25000/-** (Rupees Twenty five Thousand only) per mensem all inclusive and the employment will be on contract basis for a period of 12 months. Your contract will be further renewed based on your performance of the 12 months at the discretion of the Governing body of QSSS

This offer letter and your acceptance will be subject to confirmation by Quilon Social Service Society. you will also be bound by the rules and regulations of Quilon Social Service Society

We look forward for your early acceptance and co operation

yours faithfully


Fr. Alphonse S.
Director

FRANSISCAN CHARITABLE SOCIETY KATTAPPANA

Reg. No: IDK/TC/227/2013

Tel: +91-468-250192

Assisi Snehashram, Kattappana. 685511, Idukki Dist, Kerala

Date:.....

Experience Certificate

This is to certify that **CONSULTING PSYCHOLOGIST, Mr. JUDE.S** was working at **Assisi Snehashram** from **01/08/2019 to 26/12/2020**.

During this period, his services were found to be satisfactory in carrying out the following duties:-

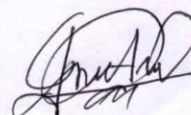
- Provides individual as well as group counseling services in various schools, industries, to assist individuals in achieving more effective personal, social, educational, and also vocational adjustments.
- Collect data about individuals through the use of interviews, case history plus observational techniques.
- Select and interpret psychological tests designed to assess individual intelligence, aptitude, abilities, and additional interests, applying knowledge of statistical analysis.
- Evaluate data to identify causes of problems individuals to define advisability of counseling or refer to other specialties or institutions.
- Conducts counseling or therapeutic interviews to assist individuals to gain insight into personal problems, define goals, and also plan action reflecting interests.
- Follows up results of counseling to define reliability and validity of treatment used.
- Engaged in research to develop as well as improve diagnostic counseling techniques and administer psychological tests.

We wish him all the best in his future endeavors.

Place:

Date

The Director,



Assisi Snehashram,
Franciscan Charitable Society,
Erupathekkar,
Kattappana-685511



CADRRE/HRD/2017
17/08/2017

Girinath G S
Sreelekshmi,
Kariyam,
Sreekaryam P.O,
Thiruvananthapuram – 695 017

Dear Girinath,

Subject: Letter of Appointment

With reference to your application and subsequent interviews, we are pleased to appoint you as **Psychologist and Special Educator** with effect from your **date of joining** based on the terms and conditions mentioned in this Letter of Appointment.

1. Probation:

- You will be on probation for a period of **twelve (12) months** from the date of your joining. On completion of this period, you may be confirmed to the regular service of the Organization if your services are found satisfactory. You will continue to be on probation till you are explicitly communicated in writing about your confirmation.
- During the probation period, your performance will be assessed and only on satisfactory completion in the opinion of the Organization, of your initial or extended probationary period, you will be confirmed in writing to the regular service of the CADRRE on such terms and conditions as decided by the Organization.
- Notwithstanding anything contained herein, prior to your confirmation, if the Organization in its opinion is not satisfied with your work and/or conduct, your services shall be liable to termination without any notice or assigning any reason whatsoever.

2. Place of Posting:

You will initially be posted at **CADRRE, Thiruvananthapuram**. Your services are, however, liable to be transferred or deputed to any of our offices / divisions, at any time anywhere in India without any additional remuneration.

3. Working hours and Holidays:

- The normal working days per week and working hours per day are from Monday to Saturday and from 8.30 A.M to 4.30 P.M. respectively, with a lunch break of 30 minutes. The normal working days and normal hours of work can be changed by the Organization to suit the exigencies of work and emergencies.
- Holidays would be as per the holiday list announced by the Organization from time to time.
- As a permanent employee of the Organization you will be entitled to sick leave and privilege leave as per the leave policy.

4. Duties, Responsibilities and Service Conditions:

- The Organization will expect you to work with the highest level of commitment, ownership and integrity in the role you are assigned to.
- Your employment will be governed by, and you are bound to abide by, the decisions, directives, rules and regulations of the Organization, which may be notified from time to time. You are expected to devote your entire working time, energy, and attention exclusively to the work of the CADRRE, and you should not take up any other



Centre for Autism and other Disabilities Rehabilitation, Research & Education
(A not-for-profit institution)

REGD. OFFICE: B-6 Jawahar Nagar Trivandrum 695 003 India
Phone: +91-471-2726989 Email: contact@cadre.org www.cadre.org

Any notice that may be required to be given to you by the Organization shall be deemed to be duly and properly given if hand delivered to you personally, or sent by registered post to your address as per the records available with the Organization or delivered/ acknowledged by e-mail to your personal id.

10. Other Rules & Regulations:

- a) The rules and regulations of the Organization as applicable from time to time shall govern your appointment.
- b) This Letter of Appointment, the Confidentiality Agreement, and the Service Conditions Agreement (if any) to be entered into between you and the Organization, comprise the totality of all contractual relations between the Organization and you. This Letter of Appointment, the Confidentiality Agreement, and the Service Conditions Agreement (if any) replace all previous offers, promises, letters and agreements in verbal or written form between the parties. No alteration in the terms of this Letter of Appointment shall be binding unless made in writing and signed by both the parties.
- c) You are required to submit 4 copies of your recent passport size photographs as well as copies of certificate, for proof of age, testimonials and relevant mark sheets to the competent authority.
- d) Your appointment is being made on the basis of the information and details given by you in your application for employment and otherwise. Notwithstanding anything contained herein, if at any time, any information or details given by you is found incorrect or false, your services will be liable for termination without any notice, salary in lieu of notice or compensation. No charge sheet or disciplinary action will be necessary.
- e) Organization desires to employ you because of your knowledge and experience, your personal traits and skills. Organization does not want to improperly access confidential business information of your previous employer/s. Therefore, you understand and agree that as a mandatory condition of your employment with the Organization, you undertake that you do not breach any non-compete clause (if any) agreed with your previous employer/s.
- f) You shall not, during your employment with the Organization, improperly use or disclose any proprietary information or trade secrets of any former employer or other person or entity and you shall not bring into the premises of the Organization any unpublished document or proprietary information belonging to any such employer, person or entity unless consented to in writing by such employer, person or entity and shall not disclose or use any conditional business information of any previous employer/s that you have a duty to retain as confidential.
- g) You agree to indemnify Organization against any and all claims, actions, loss or damages sustained by Organization as a consequence of your breaching any restrictions which you are or may be bound by/towards your previous employer/s. Any violation of this requirement will result in corrective action, up to and potentially including termination of employment.
- h) By accepting this employment you confirm that you are able to accept this job and carry out the work that it would involve (including interacting with clients and potential clients of the Organization) without breaching any legal restrictions on your activities, such as restrictions imposed by a current or former employer.
- i) This Letter of Appointment shall be governed and construed in all respects in accordance with the laws of Republic of India.
- j) In case any dispute arises relating to this Letter of Appointment or any of the terms contained herein, the dispute shall be referred to and settled by Arbitration by a sole arbitrator to be nominated/appointed by the Organization in consultation with you. The parties shall not approach any court of law till such arbitration has concluded. The Arbitration proceedings shall be in accordance with the Indian Arbitration and conciliation Act, 1996. The venue of Arbitration proceedings shall be Thiruvananthapuram. However, the Organization shall be entitled to approach Courts of law, in relation to any breach, threatened breach or anticipated breach of Intellectual Property Rights.
- k) The parties hereby agree to submit to the exclusive jurisdiction of the courts in Thiruvananthapuram, India, for initiating any legal action for enforcing any terms and conditions of this Letter of Appointment.
- l) If any of the clauses or sub clauses of this Letter of Appointment become invalid or be so judged, the remaining clauses or sub clauses shall be deemed severable and shall remain in full force and effect.



7. Disciplinary action:

- a) You shall at any time be liable for the disciplinary actions including warning, suspension, discharge and dismissal for unsatisfactory performance, causing damage/ financial loss to the Organization, indiscipline, committing breach of any service conditions or misconduct such as irregular attendance, unauthorized absence, negligent action or omission, misbehavior, theft, misappropriation/ fraud, dishonesty, immorality, conviction, falsification of documents/ records or information given in your bio-data/ application for securing job in the Organization or any undesirable acts which in the opinion of the Organization is prejudicial and detrimental to the interest of the Organization.
- b) Pending disciplinary action, you can be suspended from service.

8. Salary:

Your salary will consist of fixed salary of Rs.10,000 plus Rs.500 / day for the number of days you are present at the Institution subject to a maximum of 25 days a month, which works out to Rs. 22,500/ month (Rupees Twenty two thousand five hundred Only). Your increments in salary will be subject to and on the basis of your performance as will arise out of the Performance Appraisal conducted periodically and as decided by the Organization from time to time.

9. Termination of Service:

- a) The employment may be terminated at any time by either party; by giving fifteen (15) days' notice (if during probation period), and thirty (30) days' notice (if after confirmation) OR by payment of salary (last drawn Salary calculated on a monthly basis less employer's share of monthly contribution to PF) in lieu of such applicable notice period, subject to the following conditions:
 - i. Organization may terminate this Letter of Appointment by giving you notice without assigning any reason whatsoever, either with immediate or partial effect, by payment of salary in lieu of the applicable notice period. However, this Section 9(a) I shall not be applicable to termination under section 9 (b).
 - ii. Your right to terminate this Letter of Appointment shall be subject to you fulfilling your obligations under the Service Conditions Agreement, if any.
- b) Notwithstanding anything contained above, the Organization reserves the right to terminate your employment with the Organization:
 - i. by giving one (1) months' notice if you become unfit for work or are unable to discharge your duties or are negligent or irregular or inefficient in the discharge of your duties;
 - ii. with immediate effect, if you commit a breach of any of the covenants and obligations to be observed and performed by you under these presents or in relation to the service under these presents or rules and regulations of the Organization notified from time to time;
 - iii. With immediate effect, if you are guilty of misconduct as judged by the Organization or fail to carry out all orders and instructions issued to you.
 - iv. With immediate effect, if you are convicted for any criminal offence.

All notices, requests or other communications by the terms hereof required or permitted to be given by you to the Organization shall be given in writing by personal delivery or by registered mail, addressed or delivered to the Organization at the below mentioned registered office address or to the address which may be changed from time to time:

Hon. Director,
CADRRE,
B-6, Jawahar Nagar,
Thiruvananthapuram 695003,
India



Centre for Autism and other Disabilities Rehabilitation, Research & Education
(A not-for-profit institution)

REGD. OFFICE: B-6 Jawahar Nagar Trivandrum 695 003 India
Phone: +91-471-2726989 Email: contact@cadrrr.org www.cadrrr.org



- m) If you agree to accept this Letter of Appointment on the above terms and conditions, sign and return the counterpart of this Letter of Appointment enclosed herewith duly signed on all pages.

Yours truly
for CADRRE

G Vijaya Raghavan
Hon. Director

Acceptance of the appointment letter

I have read and understood the terms and conditions of the above Letter of Appointment and I unconditionally accept the same without any reservations whatsoever.

Signature

Name:

GURINATH G S



DON BOSCO ARTS & SCIENCE COLLEGE

(Approved by Govt. of Kerala - Affiliated to Kannur University)

Angadikadavu P.O., Kannur Dt., Kerala - 670 706

Telefax : 0490 - 2427030, 2422213

Web: www.donbosco.ac.in E-mail: dbascoffice@gmail.com

Ph: 0490 - 2426014, 2426557 Mob: 09961200787

Ref: DBASC/AO/2021-22

Date: 12-07-2021

To,

Dyna Scaria
Nagamattathil House
Thiruvonappuram P.O.
Kannur - 670673

OFFER OF APPOINTMENT

With reference to your application and on the basis of the interview held on 06-07-2021 you have been appointed as Assistant Professor in the Department of Psychology on probation for a period of one year, from 12-07-2021 to 11-07-2022, for a consolidated salary of Rs. 16,700/- per month all inclusive. Your appointment is purely temporary and your service may be terminated at the discretion of the management at any time during academic year or at the end of the academic year. Since the post is temporary you have no claim for continued service or any other benefits. The rules and regulations of this institution are enclosed here with for your perusal. You are expected to go through each of the rules before accepting the offer. The Management may consider for future appointment at a later date, if vacancies exists and if your conduct and services are satisfactory. You will be governed by the Service Rules and Codes of conduct for teachers as applicable to your category of employees.

If the conditions of appointment and the regulations of our institution are acceptable to you, you may give the letter of acceptance and report to duty on 12-07-2021.

With best wishes,

Dr. Fr. Biju J. Nellissery
Manager

Don Bosco Arts & Science College



MANAGER
DON BOSCO ARTS & SCIENCE COLLEGE
ANGADIKADAVU-670706
KANNUR DIST

Declaration

I have read and fully understood the terms and conditions as contained in my letter of appointment. I agree to abide by them and in acceptance of the terms and conditions I sign this appointment letter.

(Signature of Employee)

Date: 12/07/2021

Name of the Employee: DYNNA SCARIA

Ref No: S.B.Sc/4811/2019(iii)

12/12/2019

EXPERIENCE CERTIFICATE

This is to certify that **Ms.Dyna Scaria** residing at Nagamattathil (H), Thondiyil P.O, Peravoor, Kannur – 670673 has worked as **Counselling Psychologist** on contract basis at Mangattuparamba Campus of Kannur University from **27th December 2018 to 31st May 2019**.



Head of the Department

School of Behavioural Sciences
Head of the Department
School of Behavioural Sciences
Kannur University
Kannur University Campus P.O
Kannur, Kerala, Pin- 670 567

To

Ms.Dyna Scaria
Nagamattathil (H)
Thondiyil P.O
Peravoor
Kannur – 670673



National Health Mission-Arogyakeralam

ദേശീയ ആരോഗ്യ ദൗത്യം - ആരോഗ്യകേരളം

1st Floor, Mampra Heights-II
Near District Co-operative Bank
Pathanamthitta - 689 645

മാമ്പ്ര ഹൈറ്റ്സ്-II, ഒന്നാം നില
ജില്ലാ സഹകരണബാങ്കിനു സമീപം
പത്തനംതിട്ട - 689 645

E-mail : dpmptanew@gmail.com

Phone: +91 9188415676

No. 4712/2020

CERTIFICATE

This is to certify that **Ms. Remya Remesh**, Kottamadathil House, Ayathil, Elavumthitta P.O., Pathanamthitta 689 625 has worked as Counselor in Pariraksha Project from 11.07.2019 to 30.11.2020 under District Health & Family Welfare Society, Arogyakeralam, Pathanamthitta on contract basis. Her roles and responsibilities included providing psychosocial support to persons recovering from natural disasters and providing counseling support to school going adolescent children. With the confirmation of COVID-19 cases in the district, her role also included telecounseling of persons on quarantine.

Her conduct & character were good.

Pathanamthitta
03.12.2020




District Program Manager,
Arogyakeralam-Pathanamthitta

Approval Valid

Digitally Approved By
Dr. Abey Suman
Date: 03.12.2020
Reason: Approved

The document is digitally approved. Hence signature is not needed.

ആരോഗ്യകേരളം - ഐശ്വര്യകേരളം