

DATE: 16/03/2023

CAMPUS PLACEMENT DRIVE- 2023



Placement Cell

CAMPUS PLACEMENT DRIVE

March 16, 2023



Allianz@ 9:30 am

ICICI Life@ 1:30 pm

NaNa's Montessori@1:30 pm

GICE@ 1:30 pm

Kindly report to Gallery 4 at 9:15am

Faculty Coordinators
Dr. Raj Sree M S
Dr. Shalini Harilal

Principal
Dr. Reshmi R Prasad



Reshmi
Principal
All Saints' College
Thiruvananthapuram

Report

On 6 March 2023, the college placement cell organized a campus recruitment drive for final year students. The companies participated were Allianz, ICICI Life, NaNa's Montessori and GICE.

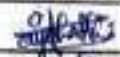




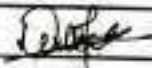




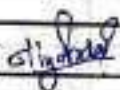






20 students were recruited by Allianz, Techno Park after three rounds of interviews. 14 students were selected by GICE after conducting a written test and personal interview.

Allianz Interview Highlights



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All Saints' College
Thiruvananthapuram

ALLIANZ INTERVIEW

NAME	CLASS	SIGNATURE
Aayisha A K	S6 TTM	
Niranjana Sudeer	S6 Zoology	
Anasooya V S	S6 TTM	
Catharin Clement	S6 TTM	
Jasmin R J	S6 TTM	
Ritika Anna Mathew	S6 TTM	
Abinaya	S6 TTM	
Devika Praveen	S6 CE	
Parvathy Venugopal	S6 PHY	
Lekshmi	S6 CE	
Ancy C A	S6 ECO	
Divya S	S6 FIN	
Mekha S R	S6 LIT	
Sandra S	S6 LIT	
Ashna Boban	S6 LIT	
Nandana C	S6 LIT	
Arya Sujith	S6 LIT	
Navya B S	S6 LIT	
Linda Ruby	S6 TTM	
Liyanda James	S6 TTM	
Shalu Sony	S6 TTM	
Jahnavi Subhash	S6 TTM	
Noorjahan	S6 TTM	
Jency Jayan	S6 TTM	
Ishita Kamal	S6 TTM	
Sreelakshmi Jyothiprakash	S6 TTM	
Gowni B M	S6 TTM	
Aswathy Anil	S6 TTM	
Sreelekshmi T S	S6 TTM	
Sujitha S	S6 TTM	
Veena UV	S6 TTM	
Aosshna Ajay	S6 Maths	
Ashida Fathima	S6 CE	
Alshifa Latheef	S6 PHY	



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Jenita	S6 CE	<i>[Signature]</i>
Gouri Surendran	S6 CE	<i>[Signature]</i>
Shibina Shehzadi	S6 PHY	<i>[Signature]</i>
Shalini	S6 GHEM	
Aavani Vinod	S6CE	<i>[Signature]</i>
Varada M A	S6CE	<i>[Signature]</i>
Krishna A	S6 CE	
Sona K Alex	S6 CE	<i>[Signature]</i>
Queen Mary Israd	S6 CE	<i>[Signature]</i>
Hima M A		<i>[Signature]</i>
Nikhitha C S	S6 CE	<i>[Signature]</i>
Ananthalakshmi MS	S4 MA English	<i>[Signature]</i>
Gouri BS	S4 MA English	<i>[Signature]</i>
Sivapriya M S	S4 MA English	<i>[Signature]</i>
Devi Krishna D	S4 MA English	<i>[Signature]</i>
Anakha V Ajith	S6 Maths	<i>[Signature]</i>
RASHIDA R	S6 B Sc. Mathematics	<i>[Signature]</i>
Aleena Melvon	S4 MA English	<i>[Signature]</i>
Vaishakhi Anil	S4 MA English	<i>[Signature]</i>
Noufia S N	S6 Mathematics	<i>[Signature]</i>
Jeena Jayakumar	S6 CE	<i>[Signature]</i>
Sandra Edward	S6 CE	<i>[Signature]</i>
Donna Susan Thomas	S6 Lit	<i>[Signature]</i>
Midhuna Madhu AM	S6 Lit	<i>[Signature]</i>
Aavani M Gireesh	S6 B.Com Finance	<i>[Signature]</i>
Vaishnavi Vijayakumar	S6 B.Com Finance	<i>[Signature]</i>
shalini R D	S6 Bsc Chemistry	<i>[Signature]</i>
Devika A R	S6 Bsc Chemistry	
Shilpa Sajeev	S6 BSc Mathematics	<i>[Signature]</i>
Shaniya Shibu Lopez	S4 MA English	<i>[Signature]</i>
Mary Ancilla Eappachan	S6 BA CE	
Arya Sujith	S6 English Literature	
Lakshmi Hareesh	S6 BA English literature	<i>[Signature]</i>
Krishnapriya S	S6 CE	<i>[Signature]</i>
Megha M Santhosh	S6 ZOO	
Ashida fathima JS	S6 BA CE	



[Signature]
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Riya Mary Mathew	S4 MA English Literature	
Mischelle Sarah Gladson	S6 BSc Mathematics	Mischelle
Architha.k	S6 Bsc Chemistry	Architha
Aparna M	S6 Mathematics	Aparna
Malavika S	S6 Bcom Finance	Malavika
Devanandha A V	S6 Bsc Zoology	
Ganga H.R	S6 Bsc Zoology	
Geethu V Nair	S6 BSc Botany	Geethu V Nair
Gopika Krishna S.S	S6 BSc Physics	
Felsa Ann	S6 Bsc Physics	Felsa
Fabiha H	S6 BSc Chemistry	Fabiha
Refela N	S6 Bsc chemistry	Refela
Keerthi K Nair	S6 Bsc chemistry	Keerthi K Nair
Sumi Antony	S6 Bsc chemistry	Sumi Antony
Viji Nichotious	S6 Bsc chemistry	Viji
Afna Arifi J	S6 Bsc Botany	Afna
Navya V Joy	S6 BA Economics	Navya
Nikita Maria Mari	S6 B.Com Finance	Nikita
Soojiya. M	S6 BSc Zoology	
Sreelekshmi T S	S6 B.COM TTM	
Andrea Ainel	S6 Bcom Finance	Andrea
Sneha Sunil	S6 Bcom Finance	
Malavika Anil	S6 Mathematics	
Sam Rojiya S	S6 Mathematics	
A A Anushna	S 6 chemistry	
Akshaya M S	S 6 English Literature	Akshaya
Anagha A s	S4 MCom	
D Karthika	S4 Mcom	
Fathima M.S	S4 Mcom	
Devika I.S	S4 Mcom	
Ganga SL	S6 English Literature	Ganga
Berin Franklin	S6 English literature	Berin
Anjana Anil	S6 English literature	Anjana
Aleena A. J	S6 English literature	Aleena
Shalu S	S6 Bsc. Chemistry	
Hiba S R	S4 Mcom	



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Jomol Joy	S4 MA English	<i>[Signature]</i>
B. Meenakshi	S6 BA English Literature	<i>[Signature]</i>
Vineetha Albert	S6 Bsc Mathematics	<i>[Signature]</i>
Arya Antony	S6 Communicative English	<i>[Signature]</i>
Rethan Robert R D	S4 mcom	
Anna Abel	S6 Communicative English	
Anju Krishna J	S6 BSc Mathematics	<i>[Signature]</i>
Aarya Krishna J	S6 BSc Mathematics	<i>[Signature]</i>
Ananya A S	S6 English Literature	
Apame A S	S6 English Literature	
Suraja J S	S6 BA English Literature	
Christena Thomas	S6 B.Com Finance	
Aayisha A	S6 B.Com Finance	
Gopika Krishna S	S6 BSc Mathematics	<i>[Signature]</i>
Taletha Lisa John	S6 BSc mathematics	<i>[Signature]</i>
Tania Lazer	S6 BSc Mathematics	<i>[Signature]</i>
Fathima Minnath A S	S6 BA Economics	
Varalekshmi G	S6 BA Economics	
Alpha Xavier	S6 BSc chemistry	<i>[Signature]</i>
Meenakshi Mohan U	DC 3 Economics	<i>[Signature]</i>
Malavika R S	DC 3 Economics	<i>[Signature]</i>
Sneha Shibu	DC 3 Botany	<i>[Signature]</i>
Athira j Victor	DC 3 CE	<i>[Signature]</i>



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Thiruvananthapuram-2

16/03/2023
Thursday

Albanz P. list

LEKSHMINIVARAN P	56 COMM ENGLISH	<u>Relu</u>
Jenita Nesaraju	56 Comm. English	Relu
Aavani M Gireesh	56 B Com Finance	<u>Relu</u>
Vineetha Albert	56 BSc Maths	<u>Relu</u>
Michelle Sarah Gladson	56 BSc Maths	<u>Michelle</u>
Aparna M	BSc Maths	<u>Relu</u>
Taletha Lisa John	BSc Maths	<u>Taletha</u>
Aachitha K	BSc Chemistry	<u>etorell</u>
Shalini R.D	BSc chemistry	<u>Shalini</u>
Sivapriya M.S	MA English	<u>Sivapriya MS</u>
Vaishakhi Anil	MA English	<u>Relu</u>
Devika Praveen	56 Comm. English	<u>Relu</u>
Malavika S	56 B. Com Finance	<u>Malavika</u>
Noutinga S N	56 BSc Maths	<u>Noutinga</u>
Catharina		
Catharina Clement	56 B Com TIM	<u>Catharina</u>
Jenita Nesaraju	56 Comm. English	<u>Relu</u>
Krishna A	56 Comm. English	<u>Krishna</u>
Lakshmi Kameesh	56 English lit	<u>Relu</u>
Akshaya M S	56 English lit	<u>Relu</u>
Aanya Sujith	56 English lit	<u>Relu</u>



Relu
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Queen Mary Israd SG BA Comm. English
 Andrea Anne SG Bcom Finance
 Sneha Shibu SG Botany
 Nilanjana. Sudeer SG zoology
 Nikita Manvi Mani SG B-com finance
 Vaishnavi Vijayakumar SG Bcom FINANCE
 Melavika R.S SG Ba Economics
 Meenakshi Mohan SG Ba Economics
 Sandra Edward SG Comm. English
 Ganga. SL SG Eng Literature
 Divya Krishna D SG MA English Literature
 Ananthalakshmi SG MA English Literature
 Alena Melvon SG MA English Literature
 Joun B S SG MA English
 Shaniga Shibu SG MA English
 Jomol Joy SG MA English
 Aswathy Anil SG BIOM TTM
 Donna Susan Thomas SG BA English
 Alena A.J SG BA English
 Alpha Xavier SG B.Sc Chemistry
 Afna Arifi. J SG B.Sc Botany
 Ashida Pathima J.S SG B.A English

Quet
Andreasine
Sneha
Sudeer
Nikita
Vaishnavi
Melavika
Meenakshi
Sandra
Ganga
Divya
Ananth
Alena
Joun
Shaniga
Jomol
Aswathy
Donna
Alena
Alpha
Afna
Ashida



Reshma
 Principal
 All Saints' College
 Thiruvananthapuram



All Saints <careerallsaints2022@gmail.com>

Campus Hiring - Allianz

22 March 2023 at 12:58

Vijay, Vineed (Allianz Technology) <vineed.vijay1@allianz.com>
To: All Saints <careerallsaints2022@gmail.com>

Internal

Hello Dr.Raj Shri,

Greetings from Allianz!!! Hope you are doing well.

It was a pleasure to visit your campus for the placement drive. Thank you for your hospitality and the arrangement made was excellent.

From the students who have participated , the following are selected for the final round of interview, which will be held in our office campus.

SL No	Name	College	Pursuing course
1	Lakshmi Hareesh	All Saints' College	BA English and Literature
2	Malavika R S	All Saints' College	BA Economics
3	Vaishakhi Anil	All Saints' College	MA English and Literature
4	Devika Praveen	All Saints' College	BA Communicative English
5	Taletha Lisa John	All Saints' College	BSc. Mathematics
6	Aavani M Gireesh	All Saints' College	B.com Finance
7	Varada M A	All Saints' College	BA English and Communicative English
8	Alpha Xavier	All Saints' College	BSc Chemistry
9	Jenita Nesaraju	All Saints' College	BA Communicative English
10	Lekshmi Vijayan	All Saints' College	BA Communicative English
11	Vineetha Albert	All Saints' College	BSc. Mathematics
12	Sivapriya M S	All Saints' College	PG

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All Saints' College
Chiruvananthapuram

13	Mischelle Sarah Gladson	All Saints' College	BSc. Mathematics
14	Kirshna A	All Saints' College	BA Communicative English
15	Andrea Ainel	All Saints' College	B.com Finance
16	Aleena Melvon	All Saints' College	MA English

Please let me know their availability for the further rounds as well as joining.

[Quoted text hidden]

Reshma
Principal
All Saints' College
Thiruvananthapuram-7



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OFFER LETTER

To,

Krishna A

TRRA 179, Nadakkavu lane, Ambalamukku, Peroorkada P.O, Thiruvananthapuram.

Ambalamukku, Trivandrum

Kerala, Pin-695005

Date : 18-08-2023

Dear Krishna A.,

Sub : Offer of Employment - Associate-Customer Service

Further to our recent meetings and discussions, we are pleased to offer you the position of Associate-Customer Service subject to the following terms & conditions.

1. Date of Joining :

Subject to your acceptance of these terms, your employment will commence on or before 23-08-2023. In the current scenario, the Onboarding will be Virtual and the information related to the same will be sent to you before the joining date.

2. Location :

Your initial employment location will be our office at 3rd Floor Ganga, Phase III, Karyavattom P.O., Trivandrum, Kerala, India - 695581. 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 312000 (Rupees Three Lakh Twelve 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.



William & Sons Inc. **Trucking & Hauling**
 10000 Highway 101, Unit 10 • **Trucking & Hauling Terminals**
 Winnipeg, MB
 Tel: 204.781.8661, 204.781.8662 • Fax: 204.781.8663
 Cell: 204.781.8664 • Email: info@williamson.ca
 Website: www.williamson.ca

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T. M. S. P. College
Thiruvananthapuram-7

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.

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.

6. Pre - Conditions :

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.

Allen & Gervase Proulx Inc.
Manufacture 104, 4th Floor
Montréal, Québec H2T 1A6
Téléphone: 514 392-1111
Fax: 514 392-1111
E-mail: info@agproulx.com



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Thiruvananthapuram-7

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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.

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 20-08-2023. 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 get in touch with your point of contact in Talent Acquisition Team.

We hope you will find this offer acceptable and look forward to you joining the Company.

For Allianz Services Private Limited,



Surej Pillai
Group Manager-People Experience



Jison John
Managing Director



Annexure - I

Name : Krishna A
 Grade : AGS 5
 Designation : Associate-Customer Service

Components	Monthly (INR)	Annual (INR)
Base Pay		80122
Basic	6677	21600
Co's contribution to PF	1800	3854
Gratuity	321	
Choice pay		30000
Food Coupons	2500	6674
LTA	556	15000
Medical Expenses	1250	19200
Transport	1600	32049
HRA	2671	7000
Statutory Bonus*	583	81644
Other allowance	6804	297143
Gross	24762	
Variable pay		14857
Annual Bonus **	1238	312000
Final CTC	26000	

*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.



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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.

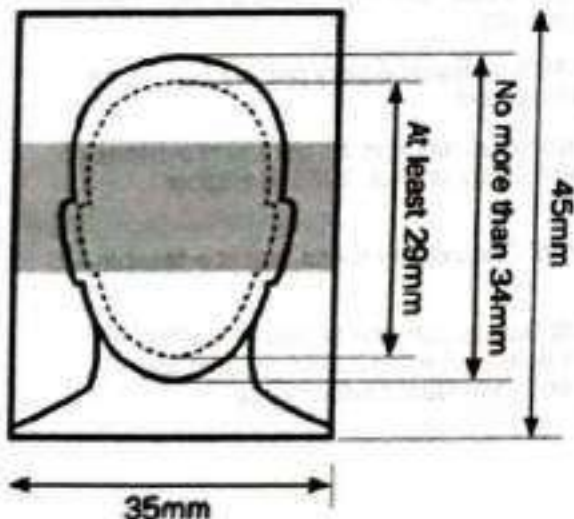


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Annexure - II

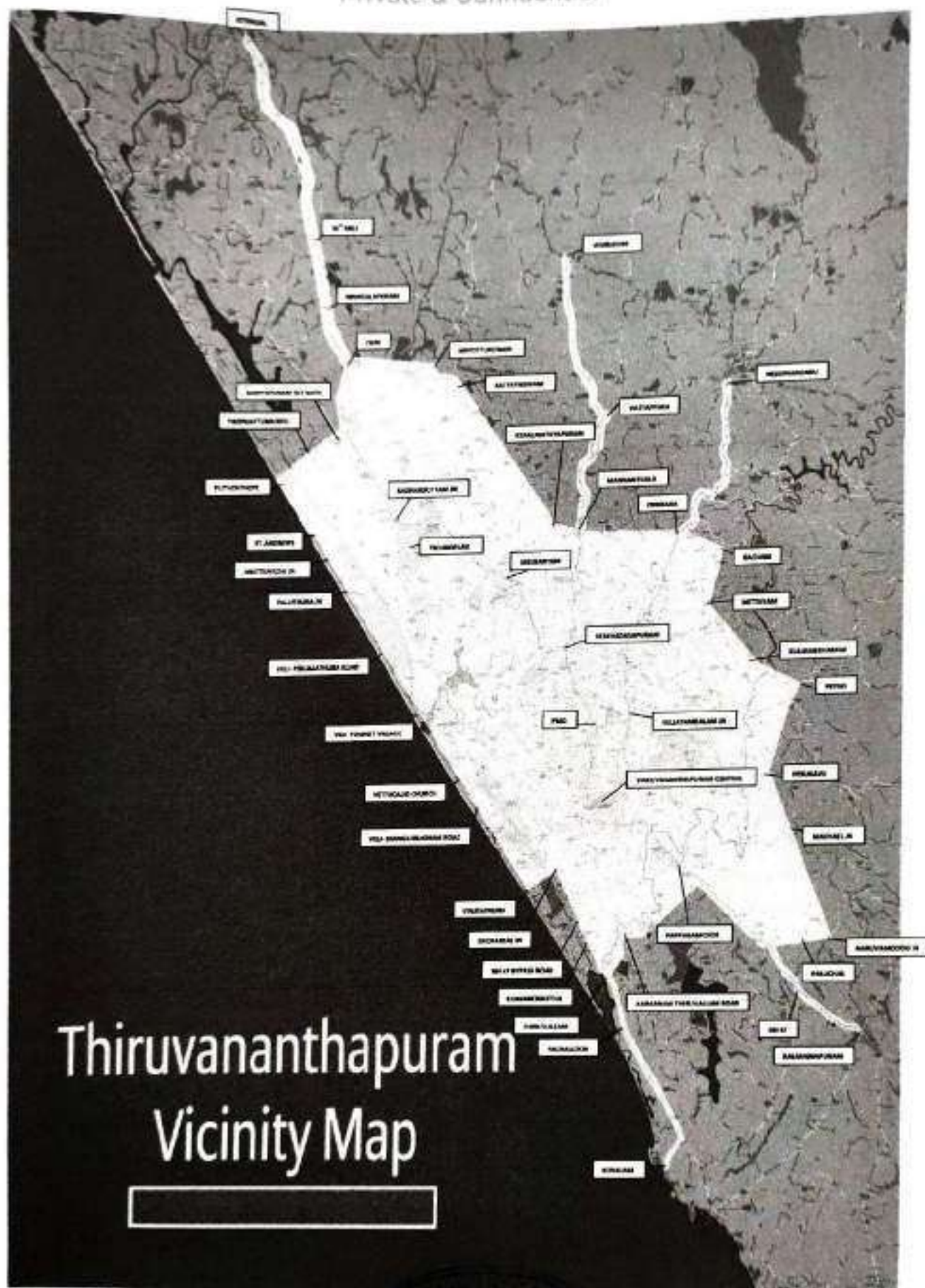
Following are the mandatory list of original documents you will need to produce on the date of Joining. An electronic version of these documents will be required to be submitted for our background verification agency, who will contact you for initiating background verification process

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 it from your Previous Employer.
9. Three passport size photographs with 35mm Width and maximum 45mm height with white background.



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Principal
 All Saints' College
 Thiruvananthapuram.

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OFFER LETTER

To,

Vineetha Albert

TC 71/761 Pranamam, Cheriathura, Vallakadvu PO ,TVM-8

Trivandrum, Trivandrum

Kerala, Pin-695008

Date : 14-08-2023

Dear Vineetha Albert,

Sub : Offer of Employment - Associate-Customer Service

Further to our recent meetings and discussions, we are pleased to offer you the position of Associate-Customer Service subject to the following terms & conditions.

1. Date of Joining :

Subject to your acceptance of these terms, your employment will commence on or before 16-08-2023. In the current scenario, the Onboarding will be Virtual and the information related to the same will be sent to you before the joining date.

2. Location :

Your initial employment location will be our office at 3rd Floor Ganga, Phase III, Karyavattom P.O, Trivandrum, Kerala, India - 695581. 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 312000 (Rupees Three Lakh Twelve 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.



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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.

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 16-08-2023. 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 get in touch with your point of contact in Talent Acquisition Team.

We hope you will find this offer acceptable and look forward to you joining the Company.

For Allianz Services Private Limited,



Surej Pillai
Group Manager-People Experience



Jison John
Managing Director




Principal
All Saints' College
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Annexure - I

Name : Vineetha Albert
 Grade : AGS 5
 Designation : Associate-Customer Service

Components	Monthly (INR)	Annual (INR)
Base Pay		
Basic	6677	80122
Co's contribution to PF	1800	21600
Gratuity	321	3854
Choice pay		
Food Coupons	2500	30000
LTA	556	6674
Medical Expenses	1250	15000
Transport	1600	19200
HRA	2671	32049
Statutory Bonus*	583	7000
Other allowance	6804	81644
Gross	24762	297143
Variable pay		
Annual Bonus **	1238	14857
Final CTC	26000	312000

*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.

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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.



Reshmi
Principal
All Saints' College
Thiruvananthapuram-7

Private & Confidential



Alliant Services Private Limited
 Multiple No 37A, 4th Floor, Georgia Building, Vengal Rao Nagar, Bangalore -
 Phase II
 Tel: +91-80-6622-8888 / 6622-8889
 City: 0227666250 / 02276661099
 Pincode: 560 041 BSKD 105
 Fax: +91-80-6622-8883
www.alliant.com



Reshmi
Principal
AR Saints' College
Thiruvananthapuram-7



Thiruvananthapuram
Kerala
India
2023-03-16(Thu) 10:44(am)



Thiruvananthapuram
Kerala
India
2023-02-22(Wed) 11:02(am)



Thiruvananthapuram
Kerala
India
2023-03-16(Thu) 11:04(am)



Thiruvananthapuram
Kerala
India
2023-03-16(Thu) 12:35(pm)

GICE Interview Highlights



Reshmi
Principal
All Saints' College
Thiruvananthapuram

GICE INTERVIEW

Shaniya Shibu Lopez	MA S4 LIT
Niranjana Sudheer	S6 ZOO
Arsha A S	S6 English Literature
Ananthalakshmi MS	MA S4 Eng Lit
Niranjana B S	MA S4 English literature
VINDHUJA AR	MA S4 English Lit
Archana S Nair	MA S4 English literature
Anita John	MA S4 English Literature
Gouri BS	MA S4 English literature
Devi Krishna D	MA S4 English literature
Aleena Melvon	MA S4 English Literature
Angel A. Chand	MA S4 English Literature
Architha k	S6 Chemistry
Anna Albert	MA S4 English Literature
Sanika B	MA S4 English Literature
Nandini S Gopal	MA S4 English Literature
Akhila U	MA S4 English Literature
Namithi. R	MA S4 English Literature
Riya Mary Mathew	MA S4 English literature
Shalini R D	bsc S6 Chemistry
Fathima Farhana T	S6 English literature
Jomol Joy	MA S4 English

Vineetha Albert	S6, BSc Mathematics
Jelva Ann	S6, Bsc Physics
Ureena U.V	S6, Bcom TTM
Sreelakshmi - T.S	S6, Bcom TTM
Ancy C.A	S6 BA Economics



Reshmi
Principal
All Saints' College
Thiruvananthapuram



GOAN INSTITUTE[®] INTERNATIONAL
CONSOCIATION OF EDUCATION Pvt. Ltd. [GICE]

[Educational Establishment for Excellent Education]

Date: 20.03.2023

To,

The Placement Officer

College: All Saint's College, Trivandrum

Dear Ma'am,

We express our gratitude for providing us an opportunity to conduct the Offline Recruitment in your esteemed organization.

As per the recruitment conducted, the below mentioned candidates have been shortlisted for the post of 'Skill Development Faculty' to GICE.

Kindly publish name of the shortlisted candidates and provide us the students' list who are proceeding further as soon as possible so that we share the details of training session.

Sl.No.	Shortlisted Candidates	Monthly Salary
1	Akhila .U	Rs 18500/-
2	Anna Albert	Rs 18000/-
3	Sanika .B	Rs 18500/-
4	Vindhuja A.R	Rs 19500/-
5	Nandini .S. Gopal	Rs 18000/-
6	Fathima Farhana .T	Rs 19000/-
7	Shaniya Shibu Lopez	Rs 19500/-
8	Vineetha Albert	Rs 20000/-
9	Ancy C.A.	Rs 19000/-
10	Veena U.V	Rs 18000/-
11	Jomol Joy	Rs 19500/-
12	Aleena Melvon	Rs 19500/-
13	Aswathy .B	Rs 20000/-
14	Gopika Krishna S.S	Rs 19500/-

Regards

For Goan Institute International Consociation of Education [GICE]

HR Department 0484-2801994, +91 9207700930

Email: gicerecruitment@gmail.com, www.gicenglisghgroup.com



Reshma
Principal
All Saints' College
Thiruvananthapuram



GOAN INSTITUTE[®] INTERNATIONAL

Consociation of Education Pvt. Ltd.

[GICE] [Educational Endeavour for Excellent Education]

Date: 06-June-2023

To,

Personal & Confidential

Name: Shaniya Shibu Lopez

Address: Nazarath, Chittoor, Chavara P.O., Kollam (Dist.)

Department: Training

SUB: LETTER FOR JOINING SUMMONS

With reference to your application, interview, discussion and demonstration class, we are pleased to offer you the assignment on the following terms and conditions.

- You will be designated as 'Skill Development Consultant Faculty', and your initial place of appointment will be in Kerala.
- The exact place of posting will be decided and intimated to you during the full-time training at Cochin.
- The nature of the job is to train School/ College students the skills such as Life skills and Soft skills, and the method of training is interactive.
- Your service schedule will commence on 1st June 2023 in the School/ College where you will have been posted after the successful completion of the 'In house training'.
- You will be on probation for a period of nine months from the date of joining in the School/ College.
- You will be remunerated the consultation fee for the service rendered by you as follows: Total consolidated remuneration per month: **Rupees Nineteen Thousand Five Hundred only.**
- Your efficiency will be reviewed and assessed periodically during your probation period.
- Upon satisfactory completion of the probation period, you will be entitled further assignments as per the requirements of the Institution.
- You are liable to be posted to any educational institution that may come under GICE's agreement and your services are transferable, if necessary.
- You need to follow the curriculum formulated by GICE. You are not allowed to carry the reference/course materials given by GICE to the school/college. You should be capable enough to handle the classes without using the printed reference materials. The preparations for the classes must be done in advance and carry only the self- prepared teaching notes.
- Any other languages other than English is not allowed in GICE office, School, and among GICE faculties. GICE have the authority to take any action with regard to the violation of this rule.
- You shall be fully responsible to hand over the GICE assets and materials received from GICE.
- You are required to maintain yourself in a state of physical/mental fitness all along the tenure with GICE and ensure Annual Medical Check-up. You are supposed to produce a 'Police Clearance Certificate', 'Medical Fitness Certificate' and 'Parent's/Guardian's Consent' for further admission procedure in accordance with the nature of the job of teaching and training the school/college students.

Manjooran Estate, Ground Floor, Edappally Junction, Cochin-682024, Kerala.

Tel: 0484-2801994, E-Mail: gicewds@ic@gmail.com

www.gicengroup.com www.facebook.com/goaninstitute

Reshmi
Principal

St. Anne's College
Thiruvananthapuram



GOAN INSTITUTETM INTERNATIONAL Consociation of Education Pvt. Ltd. [GICE] [Educational Establishment for Excellent Education]

- Your work schedule shall be from Monday to Saturday (both inclusive). In case the school/college assigned to you is having holidays during above schedule of work, you shall attend the assignments given to you during the holidays.
- You should not relinquish the post during the academic year (June 2023- March 2024)
- In case you need to relinquish the service of GICE due to any solemn reasons during the period of probation, GICE rules and regulations in the regard shall be applicable and the candidate is obliged to give GICE management a written notice of two months prior to the leaving date with a compensation equal to one month's remuneration.
- You have to work under the supervision and guidance of GICE authorities.
- You should not take up any other employment or get paid elsewhere without the explicit permission of GICE management.
- You can obtain the experience certificate only after the successful and satisfactory completion of the probation period of nine months, completing the resignation formalities and submitting the complete GICE assets and documents received from GICE.
- Dress convention: You should follow the dress code (uniform) including the hair style prescribed by GICE in the work places (school/college). Up on the absence of abiding by the above mentioned policy, GICE will be compelled to take appropriate punitive action against the violators. The uniform expenses must be borne by the candidate/employee.
- You will be asked to attend the regular training at least once/twice in a month at Cochin, Kerala from time to time as per the requirement.
- GICE is committed to provide you with suitable training, guidance, counseling and support to prepare you to enter and succeed in the Skill Development Consultant Faculty position. You should attend the training without fail.
- By accepting this offer you agree that you intend to successfully complete the training program, and understand that lack of improvement at any stage of the training program, or lack of acceptance into a required course due to an inability to meet the minimum entrance requirements will be reason for removal from the Skill Development Consultant Faculty position.
- You will take responsibility for gaining the skills required for the Skill Development Consultant Faculty position by the active participation in the daily, weekly, monthly appraisals and setting the objectives, discuss and resolve problems with your trainer as they arise, and complete training and assignments given time to time.
- Your remuneration, perks and leaves deduction details are mentioned in the comprehensive Terms and Conditions correspondence.

Welcoming you to GICE Family and wish you all the best for your career!

For Goan Institute International Consociation of Education [GICE]

Human Resource Manager / Chief Administrator

Ph. +91 9297700930

gicerecruitment@gmail.com

Candidate's Name & Sign



Reshmi
Principal
All Saints' College
Thiruvananthapuram

Manjooran Estate, Ground floor Edappally Junction, Cochin-682024, Kerala.

Tel. 0484-2801994 / Mail: giceworld@gmail.com

www.gicenglishgroup.com, www.facebook.com/goaninstitute



GOAN INSTITUTE INTERNATIONAL

Consociation of Education Pvt. Ltd.

[GICE] (Educational Institution for Excellent Education)

Date: 06-June-2023

To,

Name: Vindhya A.R

Personal & Confidential

Address: TBRA 105 A Harisree, Theli Bhagam, Thirumala P.O., Trivandrum

Department: Training

SUB: LETTER FOR JOINING SUMMONS

With reference to your application, interview, discussion and demonstration class, we are pleased to offer you the assignment on the following terms and conditions.

- You will be designated as 'Skill Development Consultant Faculty', and your initial place of appointment will be in Kerala.
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- The nature of the job is to train School/ College students the skills such as Life skills and Soft skills, and the method of training is interactive.
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- You are required to maintain yourself in a state of physical/mental fitness all along the tenure with GICE and ensure Annual Medical Check-up. You are supposed to produce a 'Police Clearance Certificate', 'Medical Fitness Certificate' and 'Parent's/Guardian's Consent' for further admission procedure in accordance with the nature of the job of teaching and training the school/college students.



GOAN INSTITUTE[®] INTERNATIONAL Consociation of Education Pvt. Ltd. [GICE] (Educational Establishment for Excellent Education)

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- Your remuneration, perks and leaves deduction details are mentioned in the comprehensive Terms and Conditions correspondence.

Welcoming you to GICE Family and wish you all the best for your career!

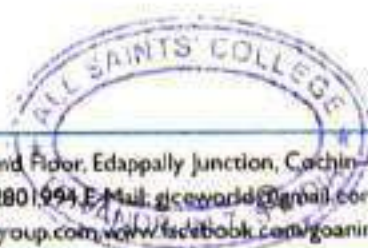
For Goan Institute International Consociation of Education [GICE]

Human Resource Manager / Chief Administrator

Ph. +91 9927700930

gicerecruitment@gmail.com

Candidate's Name & Sign



Reshmi
Principal
All Saints' College
Chiruvananthapuram

Manjooran Estate, Ground Floor, Edappally Junction, Cochin-682024, Kerala

Tel. 0484-2801994 E-Mail: giceworld@gmail.com

www.gicenglishgroup.com www.facebook.com/goaninstitute



All Saints College FW 101, Karkkalam, Thiruvananthapuram, Kerala 695008, India

Thiruvananthapuram

Kerala

India

2023-03-16(Thu) 01:39(pm)



32°C

90°F



ICICI Life Interview Highlights



Reshmi
Principal
All Saints' College
Thiruvananthapuram



Date : 07/02/2023

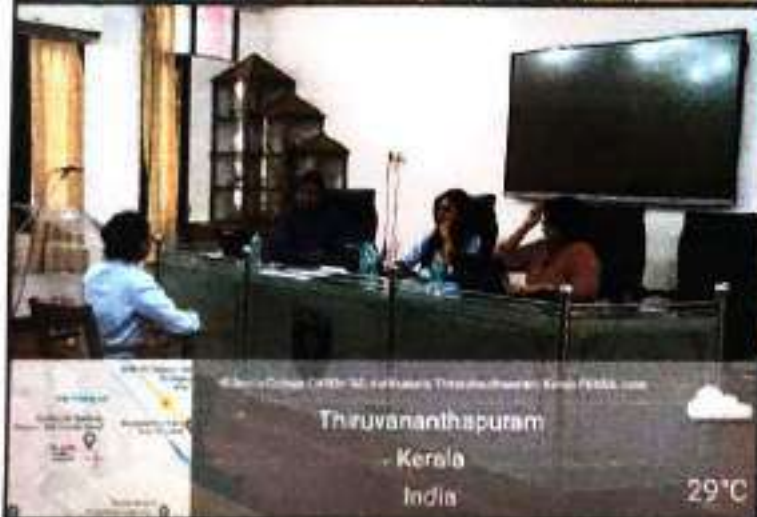
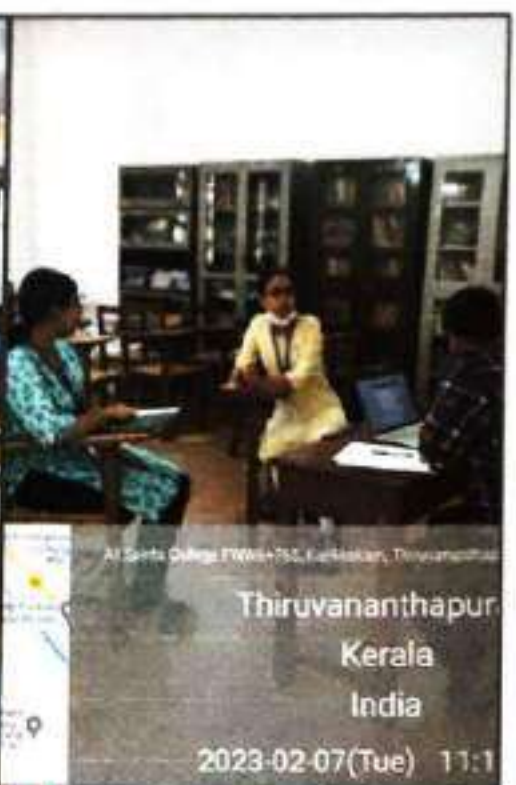
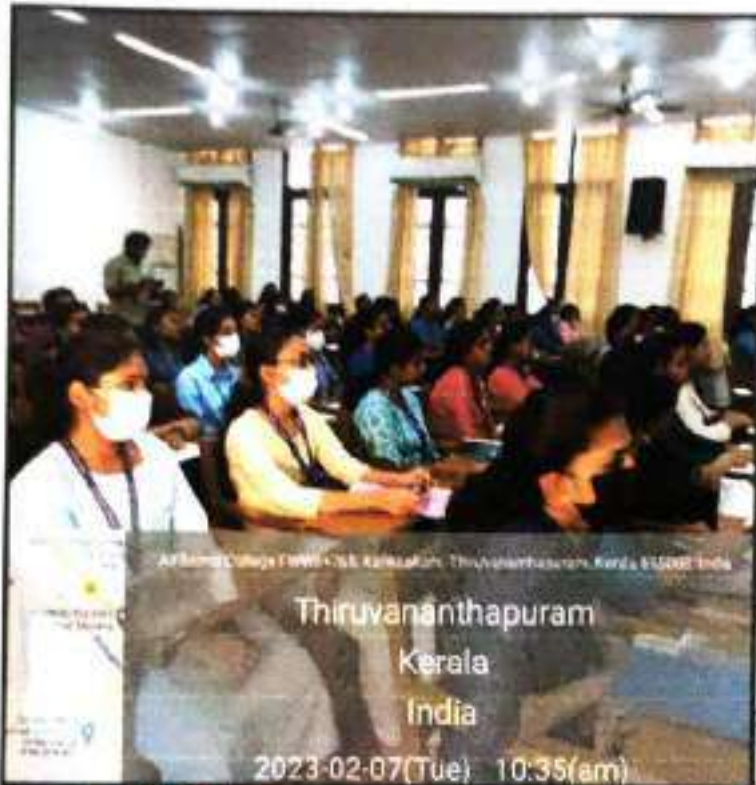


Reshmi
Principal
All Saints' College
Thiruvananthapuram

Report

Carerevenue, based on Technopark, Trivandrum and Infopark, Kochicame to the campus and recruited 28 students for the post of junior insurance analyst.

Carerevenue Interview Highlights



Reshmi
Principal
All Saints' College
Thiruvananthapuram

SHORTLISTED CANDIDATES FOR CARE REVENUE INTERVIEW
(07/02/2023)

Reg No	Roll Number	Examinee Name
66583	7907775821	GOWRI L
66584	9446333141	Varada M A
66592	8111975203	Merry Kalathil Jestus
66596	7025532005	Anjali S Menon
66597	9567792813	Ancy C A
66600	7356690069	Sona Francis
66602	9745455569	Akshaya M S
66605	9961949791	Rahitha Rajan P
66608	6238974633	SHERIN SALIM
66610	6238644062	Angel A Chand
66611	9778365560	Fibitha fredy
66612	9495642006	Vineetha Albert
66620	9207573115	Savitha p s
66622	7907829726	Midhuna Madhu AM
66623	9946188792	Jincy Johnson
66624	9747968380	Sreelekshmi. S
66626	9072468536	Sreelekshmi.P
66627	9645412425	Aavani Vinod
66629	8547845443	Gouri BS
66630	8848690763	Vaishakhi Anil
66635	8590184486	Asna Mol
66638	9497031751	Donna Susan Thomas
66641	9061169446	Anjana Anil
66642	9495540151	Aswathy And
66643	8547979452	Shwetha Franklin
66645	8606036132	Mischelle Sarah Gladson
66646	8547061046	Arunima A M
66651	6238072831	Sreelekshmi T S
66652	7510855067	SILPA RAJAN
66656	9809681276	Linda Ruby
66658	8592892822	Aleena Melvon
66659	7356193465	Keerthi k nair
66661	8921303256	Ann Maria Vinu
66662	7736256305	AARYAKRISHNA J
66663	7736256295	Anju Krishna J
66665	8921945435	Anakha R.P
66670	7591970402	Divya.s
66671	9567134931	Sivapriya M S
66672	7356501072	Niranjana Sudeer
66673	9633146498	Abinaya.A.B
66677	7994213729	Nigariga. R



Reshmi
Principal
All Saints' College
Thiruvananthapuram

66680	7034834069	Maneesha S
66682	9633532620	Riya Mary Mathew
66684	9020077555	Aosshna Ajay
66685	7736089622	AAVANI M GIREESH
66687	9061819744	Nikhitha C S
66689	8590554926	Alpha Xavier
66690	8590354065	Sreelakshmi Jyothiprakash
66691	8086501768	Shalu Sony
66692	9496616428	Queen Mary Iscrad
66694	9207768816	Jahnavi Subhash
66695	8281033075	Gowri BM
66697	8547795734	Tania Lazer
66698	9497429972	Ritika Anna Mathew
66705	7902633692	Gopika Ranjith
66706	9778303641	Viji Nichotious
66707	8078458881	Sumi Antony
66708	9778366365	Gouri Jyothish
66712	8943049970	Geethu V Nair
66713	9567158644	Preetha S B
66719	8590378094	Shalini R D
66723	9633082172	Taletha Lisa John
66724	8943105235	Sona K Alex
66726	9995224584	APARNA M
66730	9497712892	Krishna A
66731	9656715708	Aleena A J
66736	8590967935	Abhirami P V
66737	8547487543	Megha Sekhar. S
66738	9562746860	Refela N
66741	8590563897	Ananthalakshmi MS
66742	7356944031	ANDRIA SMONI DERIC
66743	9495003430	RASHIDA R
66744	6282140788	Lekshmi vijayan
66745	7736582354	Apama A S
66746	8921811822	Ganga SL
66747	9188672903	DIYA CHANDANA
66750	8848497630	Sandra Edward
66751	6282821356	VINDHUJA AR



Reshmi
Principal
All Saints' College
Thiruvananthapuram



All Saints <careerallsaints2022@gmail.com>

Campus Placement Final Select For CareRevenue -

1 message

mbibiy@carestack.com <mbibiy@carestack.com>

27 July 2023 at 17:17

To: careerallsaints2022@gmail.com, rajsreerenjith@gmail.com

Cc: Reshma Augustin <reshmaaugustin@carestack.com>

Hi Madam,

Please find the attached list of final select candidates from the college.

1 MERRY KALATHIL JESTUS	8111975203	merrikalathiljestus@gmail.com
2 Varada M A	9446333141	varadama02@gmail.com
3 AAVANI M GIREESH	917736089622	avaanigireesh@gmail.com
4 APARNA M	9995224584	aparnamalu1901@gmail.com
5 ANJANAANIL	9061169446	anjanaanil1807@gmail.com
6 ASWATHY ANIL		
7 RIYA MARY	9633532620	kaihaaramreenapa@gmail.com
8 JAHNAVI SUBHASH	9207768816	jahnavisubhash08@gmail.com
9 REFELAN	9562746860	referimn@gmail.com
10 SANDRA EDWARD	8848497630	sandraedward75@gmail.com
11 Ritika Anna Mathew	6282545542	ritikaannamathew@gmail.com
12 Sreelakshmi Jyothi Prakash	8590354065	sreelakshmiyothi@gmail.com
13 SHALINI R D	8590378094	dineshshalini078@gmail.com
14 Anjali S Menon	7025532005	arjalismenon23@gmail.com
15 AKSHAYA M S	9745455569	akshayasagar73@gmail.com

Reshma
 Reshma Augustin
 All Saints' College
 Thiruvananthapuram



16 SONA FRANCIS	7356690069	sonafranciz03@gmail.com
17 TALETHA LISA JOHN	9633082172	talethalsa23@gmail.com
18 Vineetha Albert	9495642006	vineethaalbert932002@gmail.com
19 VAISHAKHI ANIL	8848690763	vaishakhianil66@gmail.com
20 AOSSHNA AJAY	9020077555	FOR KOCJHI
21 ANAKHA R.P	8921945435	anakharp2000@gmail.com
22 ALEENA MELVON	85928 92822	aleena.melvon@gmail.com
23 MANEESHA. S	7034834069	maneeshasilvapillia@gmail.com
24 ALPHA XAVIER	8590554926	alpxav132@gmail.com
25 Sivapriya M S	9567134931	sivapriya13mini@gmail.com
26 Shalu Sony	8086501768	<u>shalusony08@gmail.com</u>
27 KRISHNAA	9497712892	krishnaaa2001@gmail.com
28 ALEENAA. J	9656715108	alinaanilaj24@gmail.com

Thanks & Regards,

Biby Mathew

Manager- HR

Tel: +91- 9895558267 (IN)

Email: mbiby@carestack.com

Web: www.carerevenue.com

Reshmi
Principal
All Saints' College
Thiruvananthapuram-7



22nd June 2023

Dear Sandra Edward,

Subject: Offer of Employment as Junior Insurance Claims Specialist

Congratulations on making the cut!!

Pursuant to your performance during our interview, we are excited about the prospect of you joining our team at **Good Methods Software Solutions Private Limited**. (Hereinafter referred to as "Company") and would like to offer you the position of **Junior Insurance Claims Specialist** on permanent rolls. We trust that your knowledge, skill, and expertise will prove to be among our most valued assets.

This offer of employment is valid up to **June 2024** and you are requested to kindly confirm your acceptance on or before 30th June 2023. You will be informed of your exact date of joining 2 weeks prior to the joining date.

Compensation and Benefits

Your basic salary and other allowances will be as per ANNEXURE A annexed hereto and shall be effective from the date of joining.

The remuneration will be subject to deductions of P.F., E.S.I.C., Income Tax and such other deductions as are applicable under the law. You shall also be entitled for Gratuity as per the provisions of the Payment of Gratuity Act, 1972 or subject to any other law in India for the time being in force. No other compensation or benefits will accrue or be demanded by you, and you acknowledge the sufficiency of such consideration and benefits paid.

Leave

You shall be entitled to leave as per Company policy. In case of your joining the Company in between the calendar year, you will be entitled to leave corresponding to the number of days you have worked in such year on a pro rata basis.

Confidentiality

- (a) During the course of your employment and thereafter you shall not at any time, unless with the consent of the company, disclose, divulge or make public any of the Confidential Information (as defined in the Employment Agreement) including any designs, processes, designs, financial information, drawings, trade secrets or other documents of the company that should not be disclosed, divulged or made public whether the same may be confided or become known to you in the course of your employment or otherwise. Neither shall you use any such Confidential Information for your personal benefit or for the benefit of others.

Intellectual Property

- (a) If during and in the course of your employment with us, you invent or cause to invent any technology, processes, formulae, programs, specifications, know-how regarding the manufacture and process of any product formulation, invention or any suggestion made by you about any name, mark, device, label, trade mark or trade name, patents etc., the same shall always remain the exclusive property of the Company and you hereby agree to waive all right or interest of



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whatsoever nature in the same, regardless of whether applications are filed for their protection or not. Neither shall you be entitled to apply for any trademark, patent or copyright over the same.

- (b) All such Intellectual Property discovered, developed or improved upon by you, whether alone or with any other person or persons shall be the sole property of the company irrespective of whether applications are filed for their protection or not and you agree to give your full cooperation in such registration by the Company. The Company has the sole right to exercise all ownership rights, including applying for a patent or copyright without your help, and you agree that if for any reason you are unable to provide your consent on documents necessary for establishment or protection of any proprietary rights and/or intellectual property rights, you designate company to execute all such documents on your behalf.

Termination

The Company may, in its sole discretion, terminate your services without any prior notice in the event:

- (a) You are found guilty of any breach of the provisions contained herein or present in the Employment Agreement, insubordination, insolence, gross negligence, dishonesty, embezzlement, or fraud.
- (b) You fail or refuse to carry out or perform your duties as may be assigned to you by the company from time to time.

General

* Our offer to you has been made based on information furnished by you at the time of the interview. The Company further reserves the right to carry out background checks on you either by itself or through agents/consultants appointed for this purpose at any time and your employment with the Company is subject to satisfactory clearance of such checks. However, if there is a discrepancy in the copies of the documents/certificates given by you as a proof in support of above or if any contradiction with regard to the information already furnished to us comes to our notice or if the background check proves to be unsatisfactory in the sole opinion of the Company, the Company reserves the right to cancel the Offer of Appointment without showing reasons therefore and without any further obligations whatsoever to you or anyone claiming through you in connection with the offer.

You shall further be required to enter and execute the company Employment Agreement as part of your acceptance of employment procedure.

As a new member of CareRevenue family we extend you a hearty welcome to our organization and wish you a long, successful, and mutually beneficial association!!

Yours Sincerely,

For **Good Methods Software Solutions Private Limited**

Ann Betty Kurian
Manager - HRBP



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Declaration:

This is to certify that I have gone through and understood all the provisions contained herein and I hereby accept and agree to abide by them.

Name in full:

Signature:

Date:

Place:



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ANNEXURE - A**Name: Sandra Edward****Designation: Junior Insurance Claims Specialist****Location: Trivandrum****TERMS OF REMUNERATION**

Particulars	Monthly	Annual
Basic Salary	₹ 15,000.00	₹ 1,80,000.00
Allowances		
HRA	₹ 0.00	₹ 0.00
Conveyance Allowance	₹ 2,500.00	₹ 30,000.00
Special Allowance	₹ 2,302.00	₹ 27,624.00
Gross Salary	₹ 19,802.00	₹ 2,37,624.00
Statutory Bonus	₹ 1,750.00	₹ 21,000.00
Employer's Contribution to PF	₹ 1,800.00	₹ 21,600.00
Employer's Contribution to LWF	₹ 50.00	₹ 600.00
Total Cost to Company	₹ 23,402.00	₹ 2,80,824.00
Deductions		
Employer's Contribution to PF	₹ 1,800.00	₹ 21,600.00
Employee's Contribution to PF	₹ 1,800.00	₹ 21,600.00
Employer's Contribution to LWF	₹ 50.00	₹ 600.00
Employee's Contribution to LWF	₹ 50.00	₹ 600.00
Net Salary	₹ 19,702.00	₹ 2,36,424.00

*If company transportation is opted, conveyance allowance will be deducted

Other Benefits:

- Medical Insurance for self and immediate family as per company policy.
- Food round the clock.
- Fun filled activities.

Medical Insurance Policy for Employee and the applicable terms and conditions:

- Employee and his/ her immediate family are insured for a sum of up to Rs.3 lakhs/ annum.
- The term "immediate family" refers to spouse and kids, and do not include dependent parents.
- The employee and their immediate family are covered under the policy from Day One.

More details will be made available during on-boarding.



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This is to certify that I have gone through and understood all the terms and conditions mentioned in the offer letter and I hereby accept and agree to abide by them:

Name in full:

Signature:

Date:

Place:



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Documents required to be submitted on the Date of joining.

At the time of joining, you are requested to submit **soft copies** of the following:

1. Certificates supporting your educational qualification along with marks sheet*
2. Schooling certificate (SSLC/ICSE) in support of your age
3. Your salary slips from the last three months*
4. Your relieving letter from your previous/present organization (if any)
5. Form 16 / Performa Form 16
6. 1 color passport size photographs
7. Latest passport
8. PAN Card.
9. Aadhar Card
10. Driving License
11. Voters ID
12. HDFC Bank account passbook (if any)



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EXHIBIT A
Contract Letter

This Statement of Work ("SOW") is entered into as on this **"28th Aug. 2023"** by and between **Speridian Technologies (P) Ltd** (Hereinafter referred to as "Speridian"/"Company") at **Technopark Campus, G2, Thejaswini, Trivandrum - 695581** and **Amrutha Sankar S** (Hereinafter referred to as "Contractor Personnel"/"Contingent Worker") at **Meenamkottu konathu veedu, Puravoorkkonam, Karakulam (PO) , Pincode - 695564** whose provisions hereby incorporated by reference and shall remain in full force and effect unless amended or excluded.

1. Services.

Contractor Personnel will provide complete End-to-End Solution and Services for Speridian on contract basis with following qualifications/experience:

- a) Scope: HRB Project / US Tax
- b) Date of Joining: 04th September 2023
- c) Contract Fee: Rs. Rs.18000/- per Month (TDS Deduction applicable as per income tax rule)
- d) Project Completion Bonus : Rs.50,000/- (as per the terms of the project bonus)
- e) Location of the Project: Trivandrum
- f) Special Incentive / Referral bonus / Other incentives will be paid based on management approval
- g) Term/ Tenure of the Contract: The initial term of this contract shall be till 30-Apr-2024 (depending on business and performance of Contingent Worker) from the Date of Joining herein above ("Initial Term") which shall be renewed/terminated at the sole option of Speridian.
- h) All Contractor Personnel under this SOW are authorized to provide Services in the Country.
- i) Shift: Rotational Shift
- j) Working days: 6 Days working in a week

2. Fees/Consulting Rate: Agreed Rate card model.

The contract fee would be in INR per month towards monthly services to be provided by the Contractor Personnel payable by 5th working day of each month after receiving Reporting/Client Manager approved Time Sheet. However, if the 5th falls on a holiday, fee will be paid on the next working day. TDS applicable as per the law will be withheld from the payments to be made under this Agreement.

As a Contingent Worker, you will not be qualified to participate in or to receive any other benefits that the Company may extend to its Employees including vacation, retirement, health care etc. Client /Company holidays are not applicable.

You shall update the time sheets in the respective portal. Any delay in this will result in a delay in payment of your fee. Eligible for one Leave per month



3. Training

- a) **Assessment Requirement:** During your initial period of employment, you will be required to undergo assessments to evaluate your performance, progress, and alignment with the skills and competencies required for your role within Speridian. These assessments may include evaluations, tests, projects, or any other methods the company deems appropriate.
- b) **Assessment Period:** The assessment period will be determined by the company and may vary based on the nature of the role and the complexity of the skills being assessed. The duration of the assessment period will be communicated to you.
- c) **Assessment Standards:** The assessment standards will be communicated to you before or at the commencement of the assessment period. These standards will specify the performance expectations and criteria that you are expected to meet.
- d) **Training Assessment:** During and upon completion of the training, your performance, progress, and understanding of the training content will be assessed. These assessments may include evaluations, tests, projects, or any other methods the company deems appropriate.
- e) **Training Outcomes:** Successful completion of the training and satisfactory performance in the training assessments are important factors in your overall performance evaluation. A positive outcome in the training assessment may lead to increased responsibilities, growth opportunities, or other benefits.
- f) **Termination in Case of Non-Performance:** In the event that you do not meet the required assessment standards within the specified assessment period/during your training period, Speridian reserves the right to terminate your employment with immediate effect. Termination in such cases will be at the discretion of the company.

4. Project Bonus

Project bonus of Rs.50,000/- will be released at the successful completion of the project.

- a) **Eligibility:** You should be involved in the project until it is completed. In the event that you resign before the completion of the project or if the company terminates you due to non-performance, you will not be eligible to receive the bonus.
- b) **TDS:** TDS Deduction applicable as per income tax rule.

5. Confidentiality Agreement.

Speridian shall enter into separate confidentiality agreement with the Contractor Personnel concerned and in the event of any breach of such confidentiality agreement; Speridian shall be entitled to forthwith terminate him/her with no further reference to such Contractor Personnel and/or the Contractor.

In the event of any failure of the Contractor Personnel to perform & deliver Services and follow the Rules & Regulations as expected by Speridian, the fact of non-performance or under



performance or breach of regulations shall be notified to Contractor Personnel leading to immediate termination with no pay on such notifications.

During the period of your Contract and thereafter, you will not divulge any trade secrets or confidential information to any third party (other than to the Directors of the Company or their authorized representatives) including your fees, any knowledge obtained by you concerning the business of the Company / Customers, whether relating to administration, accounting, research, development, production, manufacturing methods, agreements, customers, suppliers, patent matters or other relevant matters. This also covers any and all industrial and intellectual property rights, such as, without limitation, inventions, patent and copyrights made or originated during the duration of any customer project and twenty four months thereafter and falling within the scope of the customer activity will be the property of the Company or their customers.

During the period of the contract and a year thereafter, you are not eligible to join our Client as a direct employee or through other third party without obtaining a NOC from the Company.

6. Exclusivity of Services.

During the term of this SOW, the Contractor Personnel shall work solely and exclusively for Speridian to the exception of any other entity or organization. It is understood and agreed between the parties hereto that no employer-employee relationship shall subsist between Speridian and the Contractor Personnel.

7. Miscellaneous.

You will be governed by the code of conduct, discipline, rules and regulations as laid down by the Company from time to time and these will be deemed to form an integral part of this Contract. You will be on Contract from the date of your joining. Upon being so required by the Company, you shall make, sign and execute all deeds, documents and declarations as may be deemed necessary by Speridian Technologies (P) Ltd. and / or its Clients (including privacy and confidentiality agreements).

You shall keep the Company indemnified for any damages, which the Company or its Client may suffer due to any act / acts by you including breach of any terms of this agreement. Your signature below confirms that all information, written or oral, provided to us by you is accurate and complete. You are required to strictly maintain the secrecy of and ensure that you do not divulge or communicate in any manner, any information regarding your remuneration/Terms of Contract, to any other Employee/Contractor of the Company/Third Party except to your Speridian Reporting Manager/Finance/Ops.



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In the similar way, when deputed to work/interact at the Client site, you are expected to maintain full confidentiality regarding your remuneration, and are expected not to discuss or disclose the same to any member of the Client staff, in the interest of maintaining and promoting good and ethical functional business relations with our Clients.

Any absence for 3 consecutive business days without prior permission will be treated as unauthorized absence from the work. In such a case, the Company is entitled to terminate the contract and/ or seek compensation for any loss suffered by the Company or its Client due to such an absence.

8. The Company may terminate the Contract with or without cause under the following conditions.

a) With Cause: The Company may, immediately and without notice, terminate this contract with "Cause". The term "Cause" shall, as used in this Document, mean (1) the commission of a crime involving moral turpitude, theft, fraud or deceit. (2) conduct that has an adverse effect on the Company's reputation; (3) substantial or continued unwillingness or inability to perform duties assigned to the CONTRACTOR; (4) gross negligence or deliberate misconduct; (5) any material breach of terms and conditions specified in this agreement; or (6) Un-authorized absence from work for a period of three or more consecutive days without due consent or notifying your superior officer.

b) Termination of contract: Both Company and contingent worker can terminate the contract for any reasons, by giving at least Thirty days (30 days) advance notice. Upon termination of your Contract, you will return to the Company all papers documents and any assets which may at that time be in your possession, relating to the business or affairs of the Company/Client or any of its associates or branches and you will not retain any copies or extracts there from and obtain No-due clearances from the Client and Company during the exit formalities so the Full & Final Settlement can be processed within 30 working days.

This Letter of Contract is issued based on the particulars furnished by you in your CV and also the time of interview/discussions with us. Speridian has a well-defined Background Verification Process to establish genuineness of the information and documents furnished by you in the Contract Application Form and CV. In case any information furnished by you is found to be incorrect during the verification process, or at any time during your Contract with us, this Contract shall stand withdrawn automatically without pay/refund whichever is appropriate.

This Contract of Appointment is subject to Indian Laws and any legal proceedings, whatsoever shall be under the exclusive jurisdiction of Courts of Trivandrum, Kerala, India. If you agree to these terms and conditions, kindly return the counterpart of this Agreement enclosed herewith duly signed on all the pages within three days of you receiving it.


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For any additional information or clarification on any of the above terms and conditions, please do not hesitate to contact us.

Yours Sincerely,
For Speridian Technologies



Authorized Signatory

I have read and understood the terms and conditions of the above **contract** and I **unconditionally accept the same without any reservations whatsoever.**
Signed by:

Amrutha Sankar S
(Contractor Personnel)

Date:




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Certificate of Internship

Gayatri SS

In recognition of her outstanding performance in the "Content Writer" Internship programme offered by Wudinfyre Web Design LLC from February 2023 to April 2023.
We take this opportunity to thank her and wish her all the best in career.

Lidson Austin
Managing Partner



Musna Mony
Managing Director



Reshmi
Principal
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Thiruvananthapuram-7

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OFFER LETTER**To,**

Jenita Nesaraju

TC12/1680(2) , Ann-Jena Shalom , Kunnukuzhy , Vanchiyoar , P.O

Trivandrum, Trivandrum

Kerala

Date : 21-08-2023

Dear Jenita Nesaraju,**Sub : Offer of Employment - Associate-Customer Service**

Further to our recent meetings and discussions, we are pleased to offer you the position of Associate-Customer Service subject to the following terms & conditions.

1. Date of Joining :

Subject to your acceptance of these terms, your employment will commence on or before 23-08-2023. In the current scenario, the Onboarding will be Virtual and the information related to the same will be sent to you before the joining date.

2. Location :

Your initial employment location will be our office at 3rd Floor Ganga, Phase III, Karyavattom P.O, Trivandrum, Kerala, India - 695581. 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 312000 (Rupees Three Lakh Twelve 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.



OFFER LETTER**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.

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:

- All the facts mentioned in your resume and stated during other discussions with the Company during the interview process being true and correct;
- Verification of the original documents listed in Annexure II. (Please bring the originals of these on your date of joining work); and
- 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.

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 23-08-2023. 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 get in touch with your point of contact in Talent Acquisition Team.

We hope you will find this offer acceptable and look forward to you joining the Company.

For Allianz Services Private Limited,



Surej Pillai
Group Manager-People Experience



Jison John
Managing Director



Annexure - I

Name : Jenita Nesaraju
 Grade : AGS 5
 Designation : Associate-Customer Service

Components	Monthly (INR)	Annual (INR)
Base Pay		
Basic	6677	80122
Co's contribution to PF	1800	21600
Gratuity	321	3854
Choice pay		
Food Coupons	2500	30000
LTA	556	6674
Medical Expenses	1250	15000
Transport	1600	19200
HRA	2671	32049
Statutory Bonus*	583	7000
Other allowance	6804	81644
Gross	24762	297143
Variable pay		
Annual Bonus **	1238	14857
Final CTC	26000	312000

*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.



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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.

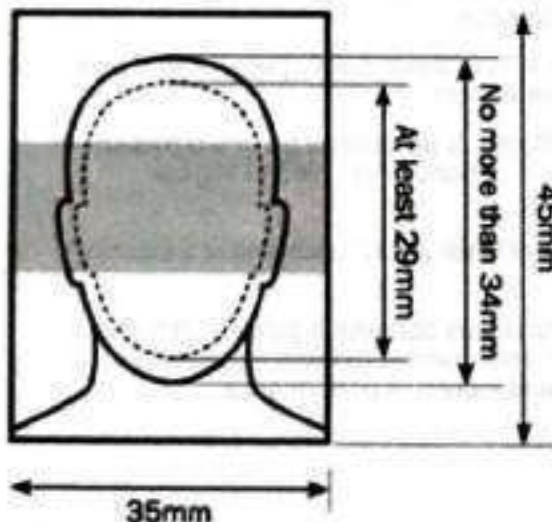


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Thiruvananthapuram.

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 it from your Previous Employer.
9. Three passport size photographs with 35mm Width and maximum 45mm height with white background.





Thiruvananthapuram Vicinity Map



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OFFER LETTER

To,

Aavani M Gireesh

Mini Cottage, Kariyam, Sreekariyam P.O

Trivandrum, Trivandrum

Kerala

Date : 11-07-2023

Dear Aavani M Gireesh,

Sub : Offer of Employment - Associate-Customer Service

Further to our recent meetings and discussions, we are pleased to offer you the position of Associate-Customer Service subject to the following terms & conditions.

1. Date of Joining :

Subject to your acceptance of these terms, your employment will commence on or before 12-07-2023. In the current scenario, the Onboarding will be Virtual and the information related to the same will be sent to you before the joining date.

2. Location :

Your initial employment location will be our office at 6th Floor Ganga, Phase III, Karyavattom P.O, Trivandrum, Kerala, India - 695581. 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 312000 (Rupees Three Lakh Twelve 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.



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OFFER LETTER

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.

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:

- All the facts mentioned in your resume and stated during other discussions with the Company during the interview process being true and correct;
- Verification of the original documents listed in Annexure II. (Please bring the originals of these on your date of joining work); and
- 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.



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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.

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 13-07-2023. 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 get in touch with your point of contact in Talent Acquisition Team.

We hope you will find this offer acceptable and look forward to you joining the Company.

For Allianz Services Private Limited,



Surej Pillai
Group Manager-People Experience



Jison John
Managing Director




Principal
All Saints' College
Thiruvananthapuram-7

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Annexure - I

Name : Aavani M Gireesh
 Grade : AGS 5
 Designation : Associate-Customer Service

Components	Monthly (INR)	Annual (INR)
Base Pay		
Basic	6677	80122
Co's contribution to PF	1800	21600
Gratuity	321	3854
Choice pay		
Food Coupons	2500	30000
LTA	556	6674
Medical Expenses	1250	15000
Transport	1600	19200
HRA	2671	32049
Statutory Bonus*	583	7000
Other allowance	6804	81644
Gross	24762	297143
Variable pay		
Annual Bonus **	1238	14857
Final CTC	26000	312000

*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.



Reshmi
 Principal
 All Saints' College
 Thiruvananthapuram

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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.



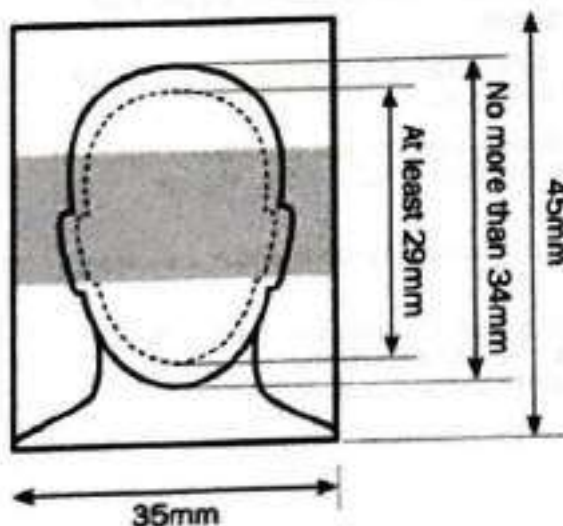
Reshmi
 Principal
 All Saints' College
 Thiruvananthapuram - 7

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Annexure - II

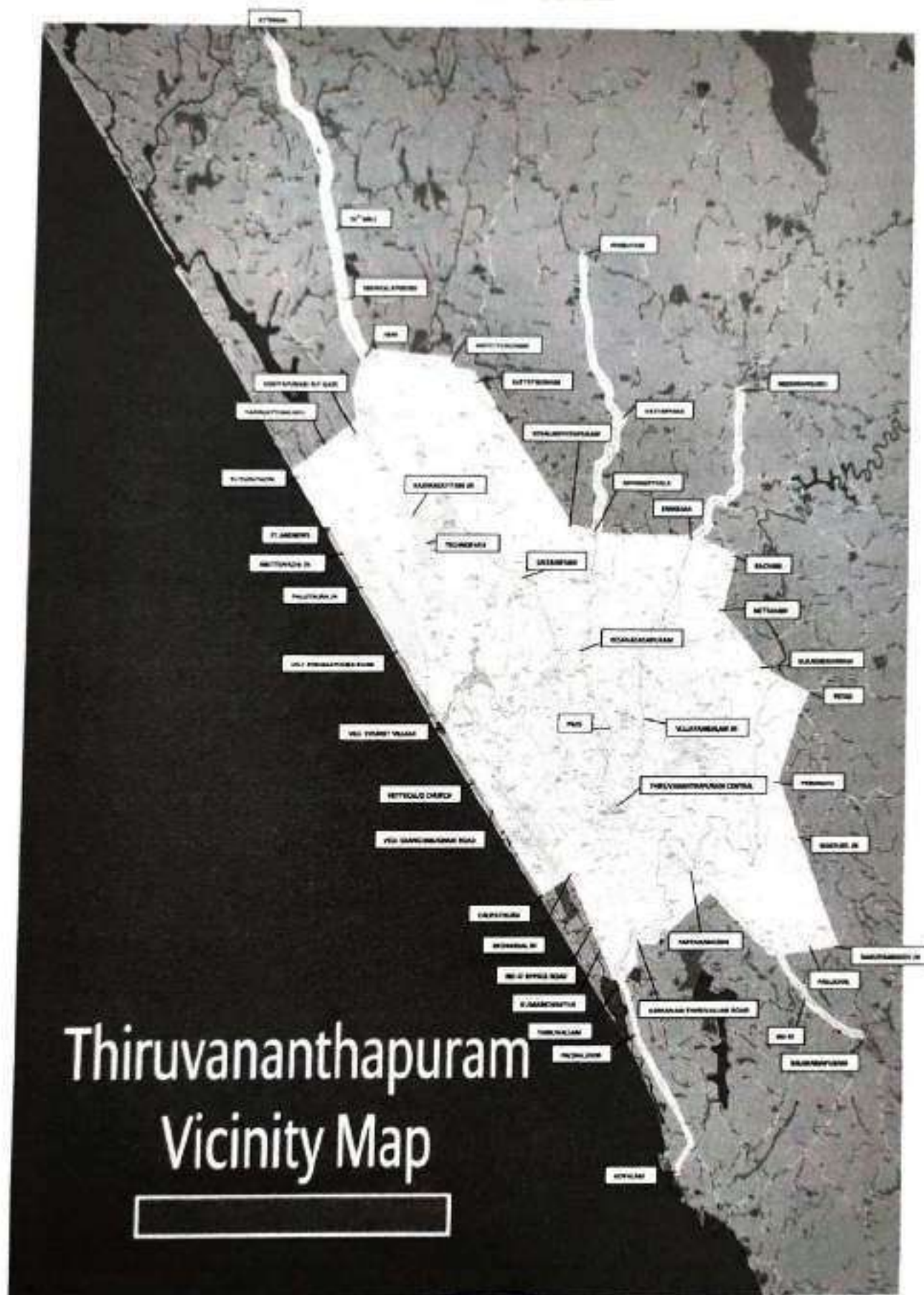
Following are the mandatory list of original documents you will need to produce on the date of Joining. An electronic version of these documents will be required to be submitted for our background verification agency, who will contact you for initiating background verification process.

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 it from your Previous Employer.
9. Three passport size photographs with 35mm Width and maximum 45mm height with white background.



Reshmi
 Principal
 All Saints' College
 Thiruvananthapuram - 695006

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Thiruvananthapuram Vicinity Map



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OFFER LETTER**To,**

Devika Praveen

Shreyas, PRA 46B Paravankunnu, Trivandrum

Trivandrum, Trivandrum

Kerala, Pin-695026

Date : 14-07-2023

Dear Devika Praveen,**Sub : Offer of Employment - Associate-Customer Service**

Further to our recent meetings and discussions, we are pleased to offer you the position of Associate-Customer Service subject to the following terms & conditions.

1. Date of Joining :

Subject to your acceptance of these terms, your employment will commence on or before 17-07-2023. In the current scenario, the Onboarding will be Virtual and the information related to the same will be sent to you before the joining date.

2. Location :

Your initial employment location will be our office at 6th Floor Ganga, Phase III, Karyavattom P.O, Trivandrum, Kerala, India - 695581. 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 312000 (Rupees Three Lakh Twelve 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.



Reshmi
Principal
All Saints' College
Thiruvananthapuram.

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OFFER LETTER**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.

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:

- All the facts mentioned in your resume and stated during other discussions with the Company during the interview process being true and correct;
- Verification of the original documents listed in Annexure II. (Please bring the originals of these on your date of joining work); and
- 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.



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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.

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 16-07-2023. 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 get in touch with your point of contact in Talent Acquisition Team.

We hope you will find this offer acceptable and look forward to you joining the Company.

For Allianz Services Private Limited,



Surej Pillai
Group Manager-People Experience



Jison John
Managing Director



Reshmi
Principal
All Saints' College
Thiruvananthapuram

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Annexure - I

Name : Devika Praveen
Grade : AGS 5
Designation : Associate-Customer Service

Components	Monthly (INR)	Annual (INR)
Base Pay		
Basic	6677	80122
Co's contribution to PF	1800	21600
Gratuity	321	3854
Choice pay		
Food Coupons	2500	30000
LTA	556	6674
Medical Expenses	1250	15000
Transport	1600	19200
HRA	2671	32049
Statutory Bonus*	583	7000
Other allowance	6804	81644
Gross	24762	297143
Variable pay		
Annual Bonus **	1238	14857
Final CTC	26000	312000

*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.



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Explanation of Compensation

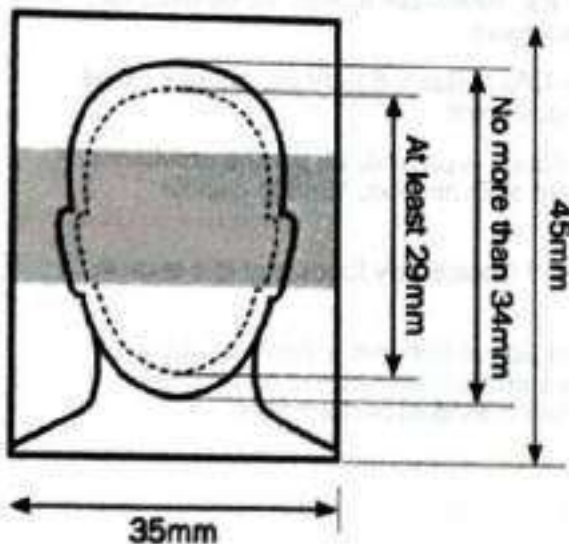
Components	Description
1. Base Pay	The fundamental salary component to which many other compensation components are linked.
2. Retirals	These elements of compensation are not paid out until later when certain conditions are met.
2.1 Provident Fund (PF)	12% of monthly wage to a maximum of INR 1800/-.
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.

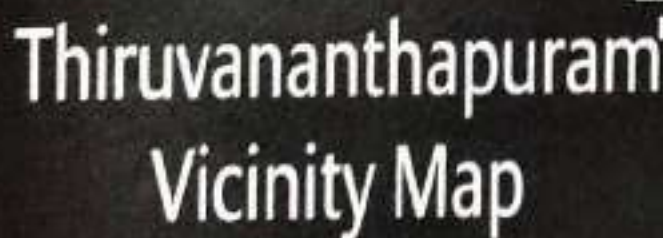


Annexure - II

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 it from your Previous Employer.
9. Three passport size photographs with 35mm Width and maximum 45mm height with white background.





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OFFER LETTER**To,**

Mischelle Sarah Gladson
Lovely Land, Puthenthope P.O, Trivandrum
puthenthope, Trivandrum
Kerala, Pin-695586

Date : 30-06-2023**Dear Mischelle Sarah Gladson,****Sub : Offer of Employment - Associate-Customer Service**

Further to our recent meetings and discussions, we are pleased to offer you the position of Associate-Customer Service subject to the following terms & conditions.

1. Date of Joining :

Subject to your acceptance of these terms, your employment will commence on or before 03-07-2023. In the current scenario, the Onboarding will be Virtual and the information related to the same will be sent to you before the joining date.

2. Location :

Your initial employment location will be our office at 3rd Floor Ganga, Phase III, Karyavattom P.O, Trivandrum, Kerala, India - 695581. 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 312000 (Rupees Three Lakh Twelve 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.



Reshmi
Principal
All Saints' College
Thiruvananthapuram-7

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OFFER LETTER**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.

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:

- All the facts mentioned in your resume and stated during other discussions with the Company during the interview process being true and correct;
- Verification of the original documents listed in Annexure II. (Please bring the originals of these on your date of joining work); and
- 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.



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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.

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 02-07-2023. 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 get in touch with your point of contact in Talent Acquisition Team.

We hope you will find this offer acceptable and look forward to you joining the Company.

For Allianz Services Private Limited,


Surej Pillai
Group Manager-People Experience


Jison John
Managing Director




Principal
All Saints' College
Thiruvananthapuram

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Annexure - I

Name : Mischelle Sarah Gladson
 Grade : AGS 5
 Designation : Associate-Customer Service

Components	Monthly (INR)	Annual (INR)
Base Pay		
Basic	6677	80122
Co's contribution to PF	1800	21600
Gratuity	321	3854
Choice pay		
Food Coupons	2500	30000
LTA	556	6674
Medical Expenses	1250	15000
Transport	1600	19200
HRA	2671	32049
Statutory Bonus*	583	7000
Other allowance	6804	81644
Gross	24762	297143
Variable pay		
Annual Bonus **	1238	14857
Final CTC	26000	312000

*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.



Reshan
 Principal
 All Saints' College

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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.



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1400 University Heights, Cleveland
 1400 W. 14th St. Flr. 3, Chicago, Illinois 60607-4202
 1400 W. 14th St. Flr. 3, Chicago, Illinois 60607-4202
 1400 W. 14th St. Flr. 3, Chicago, Illinois 60607-4202
 1400 W. 14th St. Flr. 3, Chicago, Illinois 60607-4202
 1400 W. 14th St. Flr. 3, Chicago, Illinois 60607-4202



Reshmi
Principal
All Saints' College
Thiruvananthapuram-7

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OFFER LETTER**To,**

Lekshmi Vijayan P

Kadappathala Nagar , house number 60 , Rajalakshmi , Golf Links Road , Kowdiyar P.O

Trivandrum, Trivandrum

Kerala

Date : 14-08-2023

Dear Lekshmi Vijayan P,**Sub : Offer of Employment - Associate-Customer Service**

Further to our recent meetings and discussions, we are pleased to offer you the position of Associate-Customer Service subject to the following terms & conditions.

1. Date of Joining :

Subject to your acceptance of these terms, your employment will commence on or before 16-08-2023. In the current scenario, the Onboarding will be Virtual and the information related to the same will be sent to you before the joining date.

2. Location :

Your initial employment location will be our office at 3rd Floor Ganga, Phase III, Karyavattom P.O, Trivandrum, Kerala, India - 695581. 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 312000 (Rupees Three Lakh Twelve 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.



Rashmi
Principal
All Saints' College
Thiruvananthapuram-7

Private & Confidential

OFFER LETTER**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.

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:

- All the facts mentioned in your resume and stated during other discussions with the Company during the interview process being true and correct;
- Verification of the original documents listed in Annexure II. (Please bring the originals of these on your date of joining work); and
- 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.



7. Other Terms and Conditions of Employment :

8. No Conflict :

We hope you will find this offer acceptable and look forward to you joining the Company.

[Signature]

Jason John
Managing Director

Private & Confidential

Annexure - I

Name : Lekshmi Vijayan P.
 Grade : AGS 5
 Designation : Associate-Customer Service

Components	Monthly (INR)	Annual (INR)
Base Pay		
Basic	6677	80122
Co's contribution to PF	1800	21600
Gratuity	321	3854
Choice pay		
Food Coupons	2500	30000
LTA	556	6674
Medical Expenses	1250	15000
Transport	1600	19200
HRA	2671	32049
Statutory Bonus*	583	7000
Other allowance	6804	81644
Gross	24762	297143
Variable pay		
Annual Bonus **	1238	14857
Final CTC	26000	312000

*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.



Reshma
 Principal
 All Saints' College
 Thiruvananthapuram.

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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.



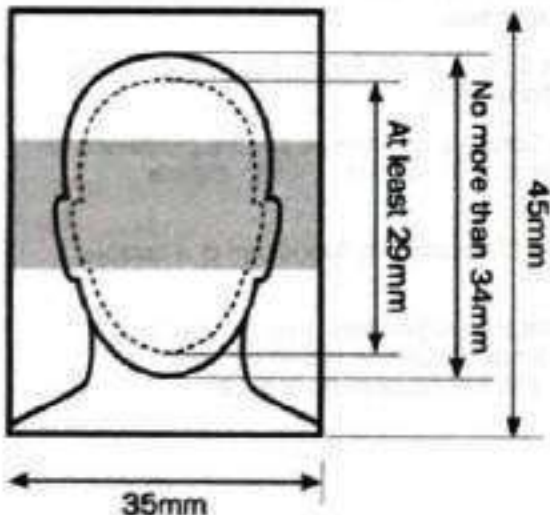
Reshmi
Principal
 All Saints' College
 Thiruvananthapuram

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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 it from your Previous Employer.
9. Three passport size photographs with 35mm Width and maximum 45mm height with white background.



Reshmi
 Principal
 All Saints' College
 Thiruvananthapuram.

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Thiruvananthapuram Vicinity Map

Adams Denzil Polony Limited
 Mosquito 104, 4th Floor, Ganga Overpass, Thiruvananthapuram
 Phone 8
 Thiruvananthapuram, Kerala, India - 695 011
 Fax: 0722 2381200/2381201
 Phone: +91 (0) 471 46-3 555
 Fax: +91 (0) 471 2730802
www.allianz.com



Reshmi
 Principal
 All Saints' College
 Thiruvananthapuram 7

10-10-2022

Sushmitha Vincent
Thottathuvilakam RC Street,
Balaramapuram,
Trivandrum Dt.
Pincode: 695501

Dear Sushmitha Vincent,

Letter of Appointment

With reference to our interview on 6th October 2022, campus recruitment, after review of your CV, and giving due weightage to the recommendation of Mdm Rajasree, Asst Professor, we are glad to inform you that you will be offered the post of **Consultancy Associate** with our Company *Virtuedge Management Services Private Limited*. You will be required to work with VMS Group entities - *VitalSource Knowledge Associates Pvt. Ltd.*, and *George A Kurian & Co. Chartered Accountants* as directed by Group Management.

Job Description for the above role of Consultancy, HR are already intimated to you, at time of applying for the job through the campus recruitment. An updated version will be provided to you on accepting Letter of Offer. You will be appointed after verification and submitting copies of all academic and experience certificate.

Specific roles:

1. **Checking maintenance of time sheets by trainees/staff/consultants including leave letters duly authorised** before or subsequent by Manager/Senior consultant
2. **Collecting and compiling E-diaries of each trainee, consultant or staff** on daily/alternate day basis, consolidate it and forward it to George Kurian, after review by Manager Savita. Purpose: to know about the days plan and work in progress or deliverables. [Deliverables should be obtained, or followed up with staff and forwarded, by staff, if I direct the staff to do so.
3. **Preparing Payroll** [in reasonable time] after month end, under direction of Savita, Manager [Kamal to assist with inputs from Tally accounts and related documentation.

Reshmi
Principal
All Saints' College
Thiruvananthapuram



4. **Obtaining details relevant to Staff sau**, e.g advances, deductions and allowances, advance tax, TDS, from Accounts department.
5. **Assisting Manager with consulting work** including Industry Specific and students training. [mainly CA George Kurian and Mdm Savita]
6. **CSR/ESG projects** participation and field work, especially in training
7. Any other work, if assigned by management.

uuu

Principal terms of the offer are as follows:

1. You will directly report to Mrs. Savitha Ravishankar, Assistant Manager - Assurance & Compliance Services
2. You will be on probation for a period of 4 to 6 months from date of joining [at the earliest subject to completion of formalities today]
3. During the probation period, you will be entitled to a
 - a. Stipend of Rs 7500 plus
 - b. Variable Performance incentives of Rs.2500 or higher, based on you active role in the All Saints VKA Industry specific workshops and CSR/ESG projects planned, primarily Women empowerment and career skill development.

[This will be purely based on VKA management discretion and is intended to encourage you to coordinate with college authorities and empower the regular course student for which a Whatsapp Group has been formed. This project will be under authorization of the Respected Principal and Mdm.Rajasree as representative]

-Benefits applicable to VMS Group staff in accordance with HR policies including Group Insurance and Staff welfare planned.

4. You are expected to prove your dedication and loyalty through respect for the management and seniors, who are involved in selfless service to clients, community society, national building and with focus on the underprivileged sections.

5. As we a boutique firm with diversified services to clients in India and overseas, we expect all our trainees and staff to be proactive, organized, English speaking, disciplined, coordinated in team work and responsible towards handling confidential client information entrusted or assigned to you as part of your job

Rashmi
Principal
All Saints' College
Thiruvananthapuram-7



role. Any breach of these will not be tolerated and could result in termination of services during the probation period.

6. Management reserves the right to relieve you of your responsibility without notice, for any anti-Group or anti-management activities.

7. If you wish to leave the Group at any time, you are expected to serve notice of 15 days without fail and after responsibly handing all work and documents handled.

8. You will carry out duties assigned to you and conduct yourself with trust and integrity while handling confidential client, group companies and our Company/ CA Firm office data when granted access to files, mails, databases and portals as may be required for assignments entrusted to them. These are purely proprietary material and the firm is in many cases, responsible for maintaining client/third party data confidentiality as per terms of project or service contracts.

On acceptance of the internship terms you hereby undertake that such office information and resources entrusted to you or provided access or documents/contents created by you [including all the documentation and client work assigned] will be maintaining and safeguarded to prevent risk of loss through negligent or unethical acts. You also hereby recognize and acknowledge that this is the property and right of VMS and Group entities and to be handled with utmost confidentiality and you shall not divulge or share such data input/outputs/drafts with any third party or fellow intern, except with prior permission in writing from the Principal CA/Director as this can result in even penal action in extreme and repeated cases.

If the above terms are acceptable to you, kindly acknowledge by returning a copy of this letter duly signed by you in acceptance.

Let's all join forces as we are a TEAM [Together Each Achieves More]

Best regards,

CA George Kurian

Project Initiator

VMS Group

Ph. No. 9971450851


Principal
All Saints' College
Thiruvananthapuram-7



Private & Confidential

OFFER LETTER

To,

Jenita Nesaraju

TC12/1680(2) , Ann-Jena Shalom , Kunnukuzhy , Vanchiyoor ,P.O

Trivandrum, Trivandrum

Kerala

Date : 21-08-2023

Dear Jenita Nesaraju,

Sub : Offer of Employment - Associate-Customer Service

Further to our recent meetings and discussions, we are pleased to offer you the position of Associate-Customer Service subject to the following terms & conditions.

1. Date of Joining :

Subject to your acceptance of these terms, your employment will commence on or before 23-08-2023. In the current scenario, the Onboarding will be Virtual and the information related to the same will be sent to you before the joining date.

2. Location :

Your initial employment location will be our office at 3rd Floor Ganga, Phase III, Karyavattom P.O, Trivandrum, Kerala, India - 695581. 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 312000 (Rupees Three Lakh Twelve 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.

Private & Confidential

OFFER LETTER

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.

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.

Private & Confidential

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.

8. No Conflict :

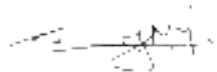
If you accept this offer, you will be confirming that you are not party to any agreement or arrangement which in any way restricts, prohibits or debars you from accepting the offer made by the Company including but not limited to any non-compete, non-disclosure or restrictive agreement or terms and that 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 23-08-2023. 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 get in touch with your point of contact in Talent Acquisition Team.

We hope you will find this offer acceptable and look forward to you joining the Company.

For Allianz Services Private Limited,



Surej Pillai
Group Manager-People Experience



Jison John
Managing Director

Private & Confidential

Annexure - I

Name : Jenita Nesaraju
 Grade : AGS 5
 Designation : Associate-Customer Service

Components	Monthly (INR)	Annual (INR)
Base Pay		
Basic	6677	80122
Co's contribution to PF	1800	21600
Gratuity	321	3854
Choice pay		
Food Coupons	2500	30000
LTA	556	6674
Medical Expenses	1250	15000
Transport	1600	19200
HRA	2671	32049
Statutory Bonus*	583	7000
Other allowance	6804	81644
Gross	24762	297143
Variable pay		
Annual Bonus **	1238	14857
Final CTC	26000	312000

*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.

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Explanation of Compensation

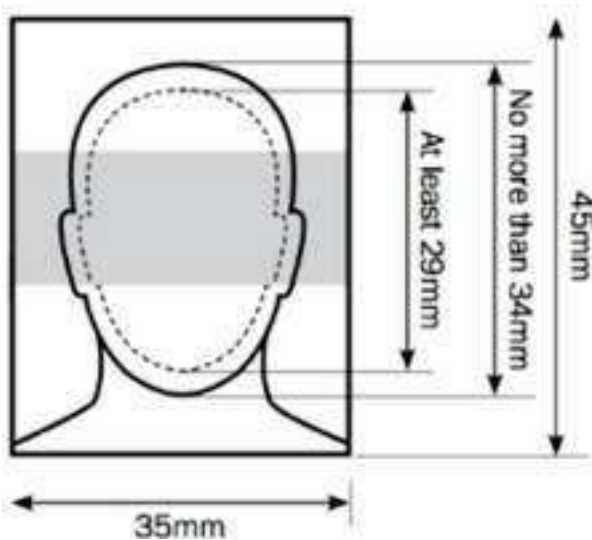
Components	Description
1. Base Pay	The fundamental salary component to which many other compensation components are linked.
2. Retirals	These elements of compensation are not paid out until later when certain conditions are met.
2.1 Provident Fund (PF)	12% of monthly wage to a maximum of INR 1800/-.
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.

Private & Confidential

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 it from your Previous Employer.
9. Three passport size photographs with 35mm Width and maximum 45mm height with white background.





22nd June 2023Dear **Varada M A**,**Subject: Offer of Employment as Junior Insurance Claims Specialist**

Congratulations on making the cut!!

Pursuant to your performance during our interview, we are excited about the prospect of you joining our team at **Good Methods Software Solutions Private Limited**. (Hereinafter referred to as "Company") and would like to offer you the position of **Junior Insurance Claims Specialist** on permanent rolls. We trust that your knowledge, skill, and expertise will prove to be among our most valued assets.

This offer of employment is valid up to **June 2024** and you are requested to kindly confirm your acceptance on or before 30th June 2023. You will be informed of your exact date of joining 2 weeks prior to the joining date.

Compensation and Benefits

Your basic salary and other allowances will be as per ANNEXURE A annexed hereto and shall be effective from the date of joining.

The remuneration will be subject to deductions of P.F., E.S.I.C., Income Tax and such other deductions as are applicable under the law. You shall also be entitled for Gratuity as per the provisions of the Payment of Gratuity Act, 1972 or subject to any other law in India for the time being in force. No other compensation or benefits will accrue or be demanded by you, and you acknowledge the sufficiency of such consideration and benefits paid.

Leave

You shall be entitled to leave as per Company policy. In case of your joining the Company in between the calendar year, you will be entitled to leave corresponding to the number of days you have worked in such year on a pro rata basis.

Confidentiality

- (a) During the course of your employment and thereafter you shall not at any time, unless with the consent of the company, disclose, divulge or make public any of the Confidential Information (as defined in the Employment Agreement) including any designs, processes, designs, financial information, drawings, trade secrets or other documents of the company that should not be disclosed, divulged or made public whether the same may be confided or become known to you in the course of your employment or otherwise. Neither shall you use any such Confidential Information for your personal benefit or for the benefit of others.

Intellectual Property

- (a) If during and in the course of your employment with us, you invent or cause to invent any technology, processes, formulae, programs, specifications, know-how regarding the manufacture and process of any product formulation, invention or any suggestion made by you about any name, mark, device, label, trade mark or trade name, patents etc., the same shall always remain the exclusive property of the Company and you hereby agree to waive all right or interest of

whatsoever nature in the same, regardless of whether applications are filed for their protection or not. Neither shall you be entitled to apply for any trademark, patent or copyright over the same.

- (b) All such Intellectual Property discovered, developed or improved upon by you, whether alone or with any other person or persons shall be the sole property of the company irrespective of whether applications are filed for their protection or not and you agree to give your full cooperation in such registration by the Company. The Company has the sole right to exercise all ownership rights, including applying for a patent or copyright without your help, and you agree that if for any reason you are unable to provide your consent on documents necessary for establishment or protection of any proprietary rights and/or intellectual property rights, you designate company to execute all such documents on your behalf.

Termination

The Company may, in its sole discretion, terminate your services without any prior notice in the event:

- (a) You are found guilty of any breach of the provisions contained herein or present in the Employment Agreement, insubordination, insolence, gross negligence, dishonesty, embezzlement, or fraud.
- (b) You fail or refuse to carry out or perform your duties as may be assigned to you by the company from time to time.

General

* Our offer to you has been made based on information furnished by you at the time of the interview. The Company further reserves the right to carry out background checks on you either by itself or through agents/consultants appointed for this purpose at any time and your employment with the Company is subject to satisfactory clearance of such checks. However, if there is a discrepancy in the copies of the documents/certificates given by you as a proof in support of above or if any contradiction with regard to the information already furnished to us comes to our notice or if the background check proves to be unsatisfactory in the sole opinion of the Company, the Company reserves the right to cancel the Offer of Appointment without showing reasons therefore and without any further obligations whatsoever to you or anyone claiming through you in connection with the offer.

You shall further be required to enter and execute the company Employment Agreement as part of your acceptance of employment procedure.

As a new member of **CareRevenue family we extend you a hearty welcome to our organization** and wish you a long, successful, and mutually beneficial association!!

Yours Sincerely,

For **Good Methods Software Solutions Private Limited**

Ann Betty Kurian

Manager - HRBP

Declaration:

This is to certify that I have gone through and understood all the provisions contained herein and I hereby accept and agree to abide by them.

Name in full:

Signature:

Date:

Place:

ANNEXURE – A**Name: Varada M A****Designation: Junior Insurance Claims Specialist****Location: Trivandrum****TERMS OF REMUNERATION**

Particulars	Monthly	Annual
Basic Salary	₹ 15,000.00	₹ 1,80,000.00
Allowances		
HRA	₹ 0.00	₹ 0.00
Conveyance Allowance	₹ 2,500.00	₹ 30,000.00
Special Allowance	₹ 2,302.00	₹ 27,624.00
Gross Salary	₹ 19,802.00	₹ 2,37,624.00
Statutory Bonus	₹ 1,750.00	₹ 21,000.00
Employer's Contribution to PF	₹ 1,800.00	₹ 21,600.00
Employer's Contribution to LWF	₹ 50.00	₹ 600.00
Total Cost to Company	₹ 23,402.00	₹ 2,80,824.00
Deductions		
Employer's Contribution to PF	₹ 1,800.00	₹ 21,600.00
Employee's Contribution to PF	₹ 1,800.00	₹ 21,600.00
Employer's Contribution to LWF	₹ 50.00	₹ 600.00
Employee's Contribution to LWF	₹ 50.00	₹ 600.00
Net Salary	₹ 19,702.00	₹ 2,36,424.00

*If company transportation is opted, conveyance allowance will be deducted

Other Benefits:

- Medical Insurance for self and immediate family as per company policy.
- Food round the clock.
- Fun filled activities.

Medical Insurance Policy for Employee and the applicable terms and conditions:

- A.Employee and his/ her immediate family are insured for a sum of up to Rs.3 lakhs/ annum.
- B.The term “Immediate family” refers to spouse and kids, and do not include dependent parents.
- C.The employee and their immediate family are covered under the policy from Day One.

More details will be made available during on-boarding.

This is to certify that I have gone through and understood all the terms and conditions mentioned in **the offer letter** and I hereby accept and agree to abide by them:

Name in full:

Signature:

Date:

Place:

Documents required to be submitted on the Date of Joining.

At the time of joining, you are requested to submit **soft copies** of the following:

1. Certificates supporting your educational qualification along with marks sheet*
2. Schooling certificate (SSLC/ICSE) in support of your age
3. Your salary slips from the last three months*
4. Your relieving letter from your previous/present organization (If any)
5. Form 16 / Performa Form 16
6. 1 color passport size photographs
7. Latest passport
8. PAN Card.
9. Aadhar Card
10. Driving License
11. Voters ID
12. HDFC Bank account passbook (if any)

22nd June 2023Dear **Sandra Edward**,**Subject: Offer of Employment as Junior Insurance Claims Specialist**

Congratulations on making the cut!!

Pursuant to your performance during our interview, we are excited about the prospect of you joining our team at **Good Methods Software Solutions Private Limited**. (Hereinafter referred to as "Company") and would like to offer you the position of **Junior Insurance Claims Specialist** on permanent rolls. We trust that your knowledge, skill, and expertise will prove to be among our most valued assets.

This offer of employment is valid up to **June 2024** and you are requested to kindly confirm your acceptance on or before 30th June 2023. You will be informed of your exact date of joining 2 weeks prior to the joining date.

Compensation and Benefits

Your basic salary and other allowances will be as per ANNEXURE A annexed hereto and shall be effective from the date of joining.

The remuneration will be subject to deductions of P.F., E.S.I.C., Income Tax and such other deductions as are applicable under the law. You shall also be entitled for Gratuity as per the provisions of the Payment of Gratuity Act, 1972 or subject to any other law in India for the time being in force. No other compensation or benefits will accrue or be demanded by you, and you acknowledge the sufficiency of such consideration and benefits paid.

Leave

You shall be entitled to leave as per Company policy. In case of your joining the Company in between the calendar year, you will be entitled to leave corresponding to the number of days you have worked in such year on a pro rata basis.

Confidentiality

- (a) During the course of your employment and thereafter you shall not at any time, unless with the consent of the company, disclose, divulge or make public any of the Confidential Information (as defined in the Employment Agreement) including any designs, processes, designs, financial information, drawings, trade secrets or other documents of the company that should not be disclosed, divulged or made public whether the same may be confided or become known to you in the course of your employment or otherwise. Neither shall you use any such Confidential Information for your personal benefit or for the benefit of others.

Intellectual Property

- (a) If during and in the course of your employment with us, you invent or cause to invent any technology, processes, formulae, programs, specifications, know-how regarding the manufacture and process of any product formulation, invention or any suggestion made by you about any name, mark, device, label, trade mark or trade name, patents etc., the same shall always remain the exclusive property of the Company and you hereby agree to waive all right or interest of

whatsoever nature in the same, regardless of whether applications are filed for their protection or not. Neither shall you be entitled to apply for any trademark, patent or copyright over the same.

- (b) All such Intellectual Property discovered, developed or improved upon by you, whether alone or with any other person or persons shall be the sole property of the company irrespective of whether applications are filed for their protection or not and you agree to give your full cooperation in such registration by the Company. The Company has the sole right to exercise all ownership rights, including applying for a patent or copyright without your help, and you agree that if for any reason you are unable to provide your consent on documents necessary for establishment or protection of any proprietary rights and/or intellectual property rights, you designate company to execute all such documents on your behalf.

Termination

The Company may, in its sole discretion, terminate your services without any prior notice in the event:

- (a) You are found guilty of any breach of the provisions contained herein or present in the Employment Agreement, insubordination, insolence, gross negligence, dishonesty, embezzlement, or fraud.
- (b) You fail or refuse to carry out or perform your duties as may be assigned to you by the company from time to time.

General

* Our offer to you has been made based on information furnished by you at the time of the interview. The Company further reserves the right to carry out background checks on you either by itself or through agents/consultants appointed for this purpose at any time and your employment with the Company is subject to satisfactory clearance of such checks. However, if there is a discrepancy in the copies of the documents/certificates given by you as a proof in support of above or if any contradiction with regard to the information already furnished to us comes to our notice or if the background check proves to be unsatisfactory in the sole opinion of the Company, the Company reserves the right to cancel the Offer of Appointment without showing reasons therefore and without any further obligations whatsoever to you or anyone claiming through you in connection with the offer.

You shall further be required to enter and execute the company Employment Agreement as part of your acceptance of employment procedure.

As a new member of **CareRevenue family we extend you a hearty welcome to our organization** and wish you a long, successful, and mutually beneficial association!!

Yours Sincerely,

For **Good Methods Software Solutions Private Limited**

Ann Betty Kurian

Manager - HRBP

Declaration:

This is to certify that I have gone through and understood all the provisions contained herein and I hereby accept and agree to abide by them.

Name in full:

Signature:

Date:

Place:

ANNEXURE – A**Name: Sandra Edward****Designation: Junior Insurance Claims Specialist****Location: Trivandrum****TERMS OF REMUNERATION**

Particulars	Monthly	Annual
Basic Salary	₹ 15,000.00	₹ 1,80,000.00
Allowances		
HRA	₹ 0.00	₹ 0.00
Conveyance Allowance	₹ 2,500.00	₹ 30,000.00
Special Allowance	₹ 2,302.00	₹ 27,624.00
Gross Salary	₹ 19,802.00	₹ 2,37,624.00
Statutory Bonus	₹ 1,750.00	₹ 21,000.00
Employer's Contribution to PF	₹ 1,800.00	₹ 21,600.00
Employer's Contribution to LWF	₹ 50.00	₹ 600.00
Total Cost to Company	₹ 23,402.00	₹ 2,80,824.00
Deductions		
Employer's Contribution to PF	₹ 1,800.00	₹ 21,600.00
Employee's Contribution to PF	₹ 1,800.00	₹ 21,600.00
Employer's Contribution to LWF	₹ 50.00	₹ 600.00
Employee's Contribution to LWF	₹ 50.00	₹ 600.00
Net Salary	₹ 19,702.00	₹ 2,36,424.00

*If company transportation is opted, conveyance allowance will be deducted

Other Benefits:

- Medical Insurance for self and immediate family as per company policy.
- Food round the clock.
- Fun filled activities.

Medical Insurance Policy for Employee and the applicable terms and conditions:

- A.Employee and his/ her immediate family are insured for a sum of up to Rs.3 lakhs/ annum.
- B.The term “Immediate family” refers to spouse and kids, and do not include dependent parents.
- C.The employee and their immediate family are covered under the policy from Day One.

More details will be made available during on-boarding.

This is to certify that I have gone through and understood all the terms and conditions mentioned in **the offer letter** and I hereby accept and agree to abide by them:

Name in full:

Signature:

Date:

Place:

Documents required to be submitted on the Date of Joining.

At the time of joining, you are requested to submit **soft copies** of the following:

1. Certificates supporting your educational qualification along with marks sheet*
2. Schooling certificate (SSLC/ICSE) in support of your age
3. Your salary slips from the last three months*
4. Your relieving letter from your previous/present organization (If any)
5. Form 16 / Performa Form 16
6. 1 color passport size photographs
7. Latest passport
8. PAN Card.
9. Aadhar Card
10. Driving License
11. Voters ID
12. HDFC Bank account passbook (if any)



GOAN INSTITUTE[®] INTERNATIONAL Consociation of Education Pvt. Ltd. [GICE] [Educational Establishment for Excellent Education]

Date: 06-June-2023

To,

Name: Shaniya Shibu Lopez

Personal & Confidential

Address: Nazarath, Chittoor, Chavara P.O., Kollam (Dist.)

Department: Training

SUB: LETTER FOR JOINING SUMMONS

With reference to your application, interview, discussion and demonstration class, we are pleased to offer you the assignment on the following terms and conditions.

- You will be designated as 'Skill Development Consultant Faculty', and your initial place of appointment will be in Kerala.
- The exact place of posting will be decided and intimated to you during the full-time training at Cochín.
- The nature of the job is to train School/ College students the skills such as Life skills and Soft skills, and the method of training is interactive.
- Your service schedule will commence on 1st June 2023 in the School/ College where you will have been posted after the successful completion of the 'In house training'
- You will be on probation for a period of nine months from the date of joining in the School/ College.
- You will be remunerated the consultation fee for the service rendered by you as follows: Total consolidated remuneration per month: **Rupees Nineteen Thousand Five Hundred only.**
- Your efficiency will be reviewed and assessed periodically during your probation period.
- Upon satisfactory completion of the probation period, you will be entitled further assignments as per the requirements of the Institution.
- You are liable to be posted to any educational institution that may come under GICE's agreement and your services are transferable, if necessary.
- You need to follow the curriculum formulated by GICE. You are not allowed to carry the reference/course materials given by GICE to the school/college. You should be capable enough to handle the classes without using the printed reference materials. The preparations for the classes must be done in advance and carry only the self- prepared teaching notes.
- Any other languages other than English is not allowed in GICE office, School, and among GICE faculties. GICE have the authority to take any action with regard to the violation of this rule.
- You shall be fully responsible to hand over the GICE assets and materials received from GICE.
- You are required to maintain yourself in a state of physical/mental fitness all along the tenure with GICE and ensure Annual Medical Check-up. You are supposed to produce a 'Police Clearance Certificate', 'Medical Fitness Certificate' and 'Parent's/Guardian's Consent' for further admission procedure in accordance with the nature of the job of teaching and training the school/college students.



GOAN INSTITUTE[®] INTERNATIONAL Consociation of Education Pvt. Ltd. [GICE] [Educational Establishment for Excellent Education]

- Your work schedule shall be from Monday to Saturday (both inclusive). In case the school/college assigned to you is having holidays during above schedule of work, you shall attend the assignments given to you during the holidays.
- You should not relinquish the post during the academic year (June 2023- March 2024)
- In case you need to relinquish the service of GICE due to any solemn reasons during the period of probation, GICE rules and regulations in the regard shall be applicable and the candidate is obliged to give GICE management a written notice of two months prior to the leaving date with a compensation equal to one month's remuneration.
- You have to work under the supervision and guidance of GICE authorities.
- You should not take up any other employment or get paid elsewhere without the explicit permission of GICE management.
- You can obtain the experience certificate only after the successful and satisfactory completion of the probation period of nine months, completing the resignation formalities and submitting the complete GICE assets and documents received from GICE.
- Dress convention: You should follow the dress code (uniform) including the hair style prescribed by GICE in the work places (school/college). Up on the absence of abiding by the above mentioned policy, GICE will be compelled to take appropriate punitive action against the violators. The uniform expenses must be borne by the candidate/employee.
- You will be asked to attend the regular training at least once/twice in a month at Cochin, Kerala from time to time as per the requirement.
- GICE is committed to provide you with suitable training, guidance, counseling and support to prepare you to enter and succeed in the Skill Development Consultant Faculty position. You should attend the training without fail.
- By accepting this offer you agree that you intend to successfully complete the training program, and understand that lack of improvement at any stage of the training program, or lack of acceptance into a required course due to an inability to meet the minimum entrance requirements will be reason for removal from the Skill Development Consultant Faculty position.
- You will take responsibility for gaining the skills required for the Skill Development Consultant Faculty position by the active participation in the daily, weekly, monthly appraisals and setting the objectives, discuss and resolve problems with your trainer as they arise, and complete training and assignments given time to time.
- Your remuneration, perks and leaves deduction details are mentioned in the comprehensive Terms and Conditions correspondence.

Welcoming you to GICE Family and wish you all the best for your career!

For Goan Institute International Consociation of Education [GICE]

Human Resource Manager / Chief Administrator

Ph. +91 9207700930

gicerecruitment@gmail.com

Candidate's Name & Sign



GOAN INSTITUTE[®] INTERNATIONAL Consociation of Education Pvt. Ltd. [GICE] [Educational Establishment for Excellent Education]

Date: 06-June-2023

To,

Name: Vindhuja A.R

Personal & Confidential

Address: TBRA 105 A Harisree, Theli Bhagam, Thirumala P.O., Trivandrum

Department: Training

SUB: LETTER FOR JOINING SUMMONS

With reference to your application, interview, discussion and demonstration class, we are pleased to offer you the assignment on the following terms and conditions.

- You will be designated as 'Skill Development Consultant Faculty', and your initial place of appointment will be in Kerala.
- The exact place of posting will be decided and intimated to you during the full-time training at Cochin.
- The nature of the job is to train School/ College students the skills such as Life skills and Soft skills, and the method of training is interactive.
- Your service schedule will commence on 1st June 2023 in the School/ College where you will have been posted after the successful completion of the 'In house training'
- You will be on probation for a period of nine months from the date of joining in the School/ College.
- You will be remunerated the consultation fee for the service rendered by you as follows: Total consolidated remuneration per month: **Rupees Nineteen Thousand Five Hundred only.**
- Your efficiency will be reviewed and assessed periodically during your probation period.
- Upon satisfactory completion of the probation period, you will be entitled further assignments as per the requirements of the Institution.
- You are liable to be posted to any educational institution that may come under GICE's agreement and your services are transferable, if necessary.
- You need to follow the curriculum formulated by GICE. You are not allowed to carry the reference/course materials given by GICE to the school/college. You should be capable enough to handle the classes without using the printed reference materials. The preparations for the classes must be done in advance and carry only the self- prepared teaching notes.
- Any other languages other than English is not allowed in GICE office, School, and among GICE faculties. GICE have the authority to take any action with regard to the violation of this rule.
- You shall be fully responsible to hand over the GICE assets and materials received from GICE.
- You are required to maintain yourself in a state of physical/mental fitness all along the tenure with GICE and ensure Annual Medical Check-up. You are supposed to produce a 'Police Clearance Certificate', 'Medical Fitness Certificate' and 'Parent's/Guardian's Consent' for further admission procedure in accordance with the nature of the job of teaching and training the school/college students.



GOAN INSTITUTE[®] INTERNATIONAL Consociation of Education Pvt. Ltd. [GICE] [Educational Establishment for Excellent Education]

- Your work schedule shall be from Monday to Saturday (both inclusive). In case the school/college assigned to you is having holidays during above schedule of work, you shall attend the assignments given to you during the holidays.
- You should not relinquish the post during the academic year (June 2023- March 2024)
- In case you need to relinquish the service of GICE due to any solemn reasons during the period of probation, GICE rules and regulations in the regard shall be applicable and the candidate is obliged to give GICE management a written notice of two months prior to the leaving date with a compensation equal to one month's remuneration.
- You have to work under the supervision and guidance of GICE authorities.
- You should not take up any other employment or get paid elsewhere without the explicit permission of GICE management.
- You can obtain the experience certificate only after the successful and satisfactory completion of the probation period of nine months, completing the resignation formalities and submitting the complete GICE assets and documents received from GICE.
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- You will be asked to attend the regular training at least once/twice in a month at Cochin, Kerala from time to time as per the requirement.
- GICE is committed to provide you with suitable training, guidance, counseling and support to prepare you to enter and succeed in the Skill Development Consultant Faculty position. You should attend the training without fail.
- By accepting this offer you agree that you intend to successfully complete the training program, and understand that lack of improvement at any stage of the training program, or lack of acceptance into a required course due to an inability to meet the minimum entrance requirements will be reason for removal from the Skill Development Consultant Faculty position.
- You will take responsibility for gaining the skills required for the Skill Development Consultant Faculty position by the active participation in the daily, weekly, monthly appraisals and setting the objectives, discuss and resolve problems with your trainer as they arise, and complete training and assignments given time to time.
- Your remuneration, perks and leaves deduction details are mentioned in the comprehensive Terms and Conditions correspondence.

Welcoming you to GICE Family and wish you all the best for your career!

For Goan Institute International Consociation of Education [GICE]

Human Resource Manager / Chief Administrator

Ph. +91 9207700930

gicerecruitment@gmail.com

Candidate's Name & Sign

Private & Confidential

OFFER LETTER

To,

Lekshmi Vijayan P

Kadappathala Nagar , house number 60 , Rajalakshmi , Golf Links Road , Kowdiyar P.O

Trivandrum, Trivandrum

Kerala

Date : 14-08-2023

Dear Lekshmi Vijayan P,

Sub : Offer of Employment - Associate-Customer Service

Further to our recent meetings and discussions, we are pleased to offer you the position of Associate-Customer Service subject to the following terms & conditions.

1. Date of Joining :

Subject to your acceptance of these terms, your employment will commence on or before 16-08-2023. In the current scenario, the Onboarding will be Virtual and the information related to the same will be sent to you before the joining date.

2. Location :

Your initial employment location will be our office at 3rd Floor Ganga, Phase III, Karyavattom P.O, Trivandrum, Kerala, India - 695581. 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 312000 (Rupees Three Lakh Twelve 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.

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OFFER LETTER

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.

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.

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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.

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 16-08-2023. 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 get in touch with your point of contact in Talent Acquisition Team.

We hope you will find this offer acceptable and look forward to you joining the Company.

For Allianz Services Private Limited,



Surej Pillai
Group Manager-People Experience



Jison John
Managing Director

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Annexure - I

Name : Lekshmi Vijayan P
 Grade : AGS 5
 Designation : Associate-Customer Service

Components	Monthly (INR)	Annual (INR)
Base Pay		
Basic	6677	80122
Co's contribution to PF	1800	21600
Gratuity	321	3854
Choice pay		
Food Coupons	2500	30000
LTA	556	6674
Medical Expenses	1250	15000
Transport	1600	19200
HRA	2671	32049
Statutory Bonus*	583	7000
Other allowance	6804	81644
Gross	24762	297143
Variable pay		
Annual Bonus **	1238	14857
Final CTC	26000	312000

*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.

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Explanation of Compensation

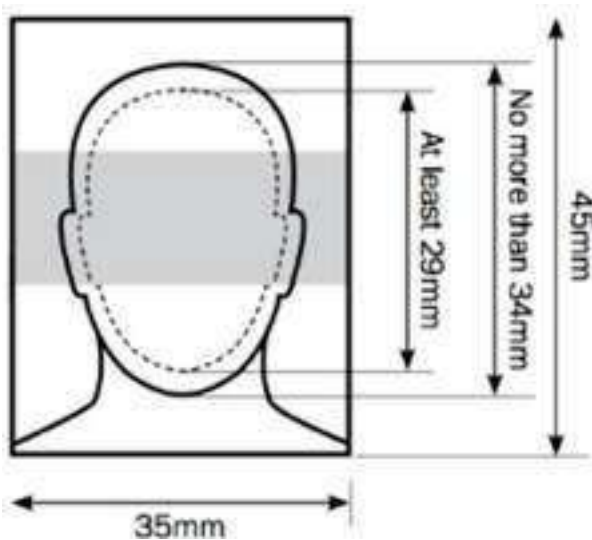
Components	Description
1. Base Pay	The fundamental salary component to which many other compensation components are linked.
2. Retirals	These elements of compensation are not paid out until later when certain conditions are met.
2.1 Provident Fund (PF)	12% of monthly wage to a maximum of INR 1800/-.
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.

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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 it from your Previous Employer.
9. Three passport size photographs with 35mm Width and maximum 45mm height with white background.





Private & Confidential

OFFER LETTER

To,

Mischelle Sarah Gladson
Lovely Land, Puthenthope P.O, Trivandrum
puthenthope, Trivandrum
Kerala, Pin-695586

Date : 30-06-2023

Dear Mischelle Sarah Gladson,**Sub : Offer of Employment - Associate-Customer Service**

Further to our recent meetings and discussions, we are pleased to offer you the position of Associate-Customer Service subject to the following terms & conditions.

1. Date of Joining :

Subject to your acceptance of these terms, your employment will commence on or before 03-07-2023. In the current scenario, the Onboarding will be Virtual and the information related to the same will be sent to you before the joining date.

2. Location :

Your initial employment location will be our office at 3rd Floor Ganga, Phase III, Karyavattom P.O, Trivandrum, Kerala, India - 695581. 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 312000 (Rupees Three Lakh Twelve 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.

Private & Confidential

OFFER LETTER

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.

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.

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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.

8. No Conflict :

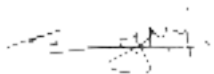
If you accept this offer, you will be confirming that you are not party to any agreement or arrangement which in any way restricts, prohibits or debars you from accepting the offer made by the Company including but not limited to any non-compete, non-disclosure or restrictive agreement or terms and that 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 02-07-2023. 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 get in touch with your point of contact in Talent Acquisition Team.

We hope you will find this offer acceptable and look forward to you joining the Company.

For Allianz Services Private Limited,



Surej Pillai
Group Manager-People Experience



Jison John
Managing Director

Private & Confidential

Annexure - I

Name : Mischelle Sarah Gladson
 Grade : AGS 5
 Designation : Associate-Customer Service

Components	Monthly (INR)	Annual (INR)
Base Pay		
Basic	6677	80122
Co's contribution to PF	1800	21600
Gratuity	321	3854
Choice pay		
Food Coupons	2500	30000
LTA	556	6674
Medical Expenses	1250	15000
Transport	1600	19200
HRA	2671	32049
Statutory Bonus*	583	7000
Other allowance	6804	81644
Gross	24762	297143
Variable pay		
Annual Bonus **	1238	14857
Final CTC	26000	312000

*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.

Private & Confidential

Explanation of Compensation

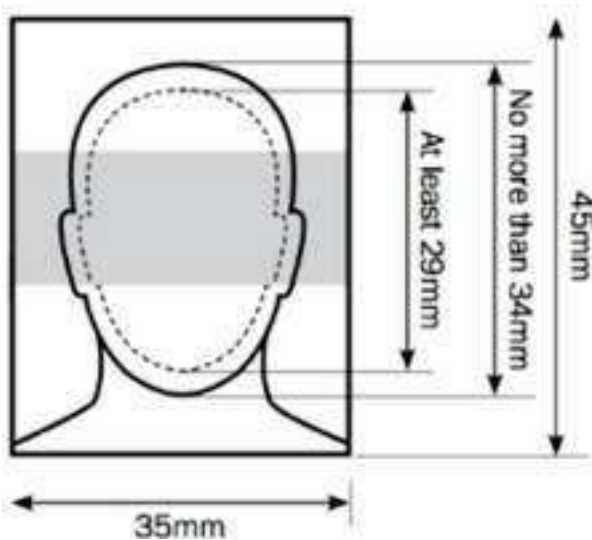
Components	Description
1. Base Pay	The fundamental salary component to which many other compensation components are linked.
2. Retirals	These elements of compensation are not paid out until later when certain conditions are met.
2.1 Provident Fund (PF)	12% of monthly wage to a maximum of INR 1800/-.
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.

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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 it from your Previous Employer.
9. Three passport size photographs with 35mm Width and maximum 45mm height with white background.





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OFFER LETTER

To,

Lekshmi Vijayan P

Kadappathala Nagar , house number 60 , Rajalakshmi , Golf Links Road , Kowdiyar P.O

Trivandrum, Trivandrum

Kerala

Date : 14-08-2023

Dear Lekshmi Vijayan P,

Sub : Offer of Employment - Associate-Customer Service

Further to our recent meetings and discussions, we are pleased to offer you the position of Associate-Customer Service subject to the following terms & conditions.

1. Date of Joining :

Subject to your acceptance of these terms, your employment will commence on or before 16-08-2023. In the current scenario, the Onboarding will be Virtual and the information related to the same will be sent to you before the joining date.

2. Location :

Your initial employment location will be our office at 3rd Floor Ganga, Phase III, Karyavattom P.O, Trivandrum, Kerala, India - 695581. 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 312000 (Rupees Three Lakh Twelve 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.

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OFFER LETTER

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.

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.

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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.

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 16-08-2023. 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 get in touch with your point of contact in Talent Acquisition Team.

We hope you will find this offer acceptable and look forward to you joining the Company.

For Allianz Services Private Limited,



Surej Pillai
Group Manager-People Experience



Jison John
Managing Director

Private & Confidential

Annexure - I

Name : Lekshmi Vijayan P
 Grade : AGS 5
 Designation : Associate-Customer Service

Components	Monthly (INR)	Annual (INR)
Base Pay		
Basic	6677	80122
Co's contribution to PF	1800	21600
Gratuity	321	3854
Choice pay		
Food Coupons	2500	30000
LTA	556	6674
Medical Expenses	1250	15000
Transport	1600	19200
HRA	2671	32049
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Other allowance	6804	81644
Gross	24762	297143
Variable pay		
Annual Bonus **	1238	14857
Final CTC	26000	312000

*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.

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Explanation of Compensation

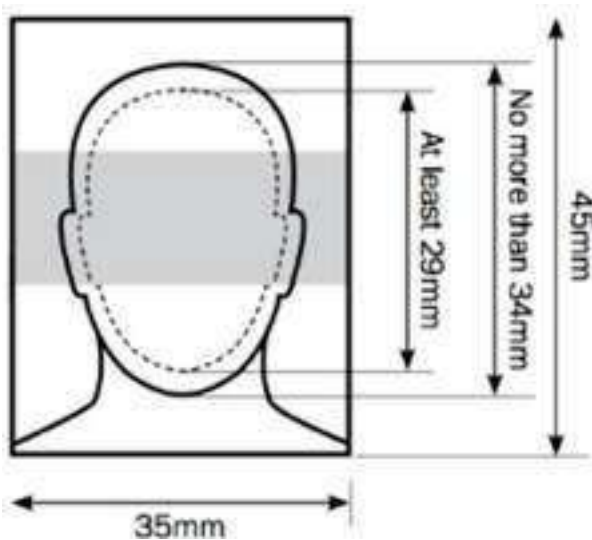
Components	Description
1. Base Pay	The fundamental salary component to which many other compensation components are linked.
2. Retirals	These elements of compensation are not paid out until later when certain conditions are met.
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2.2 Gratuity	4.8% of 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.
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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.
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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 it from your Previous Employer.
9. Three passport size photographs with 35mm Width and maximum 45mm height with white background.





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OFFER LETTER

To,
Devika Praveen
Shreyas, PRA 46B Paravankunnu, Trivandrum
Trivandrum, Trivandrum
Kerala, Pin-695026

Date : 14-07-2023

Dear Devika Praveen,

Sub : Offer of Employment - Associate-Customer Service

Further to our recent meetings and discussions, we are pleased to offer you the position of Associate-Customer Service subject to the following terms & conditions.

1. Date of Joining :

Subject to your acceptance of these terms, your employment will commence on or before 17-07-2023. In the current scenario, the Onboarding will be Virtual and the information related to the same will be sent to you before the joining date.

2. Location :

Your initial employment location will be our office at 6th Floor Ganga, Phase III, Karyavattom P.O, Trivandrum, Kerala, India - 695581. 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 312000 (Rupees Three Lakh Twelve 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.

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OFFER LETTER

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.

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.

Private & Confidential

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 :

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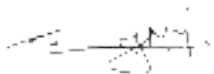
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Should you have any questions with regard to this offer, please do not hesitate to get in touch with your point of contact in Talent Acquisition Team.

We hope you will find this offer acceptable and look forward to you joining the Company.

For Allianz Services Private Limited,



Surej Pillai
Group Manager-People Experience



Jison John
Managing Director

Private & Confidential

Annexure - I

Name : Devika Praveen
 Grade : AGS 5
 Designation : Associate-Customer Service

Components	Monthly (INR)	Annual (INR)
Base Pay		
Basic	6677	80122
Co's contribution to PF	1800	21600
Gratuity	321	3854
Choice pay		
Food Coupons	2500	30000
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**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.

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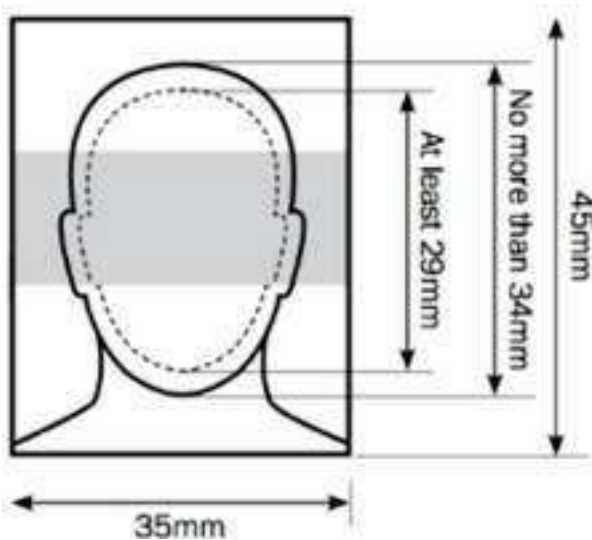
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3.8 Annual Bonus	The Annual Bonus Scheme is paid out at the company's sole discretion based on both the company and individual performance.

Private & Confidential

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)
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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.
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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 it from your Previous Employer.
9. Three passport size photographs with 35mm Width and maximum 45mm height with white background.





Private & Confidential

OFFER LETTER

To,

Aavani M Gireesh

Mini Cottage, Kariyam, Sreekariyam P.O

Trivandrum, Trivandrum

Kerala

Date : 11-07-2023

Dear Aavani M Gireesh,

Sub : Offer of Employment - Associate-Customer Service

Further to our recent meetings and discussions, we are pleased to offer you the position of Associate-Customer Service subject to the following terms & conditions.

1. Date of Joining :

Subject to your acceptance of these terms, your employment will commence on or before 12-07-2023. In the current scenario, the Onboarding will be Virtual and the information related to the same will be sent to you before the joining date.

2. Location :

Your initial employment location will be our office at 6th Floor Ganga, Phase III, Karyavattom P.O, Trivandrum, Kerala, India - 695581. 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 312000 (Rupees Three Lakh Twelve 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.

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OFFER LETTER

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.

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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;
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The Company may disclose your personal information to such agency solely for the purpose of undertaking the necessary verification on behalf of the Company.

Private & Confidential

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.

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 13-07-2023. 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 get in touch with your point of contact in Talent Acquisition Team.

We hope you will find this offer acceptable and look forward to you joining the Company.

For Allianz Services Private Limited,



Surej Pillai
Group Manager-People Experience



Jison John
Managing Director

Private & Confidential

Annexure - I

Name : Aavani M Gireesh
 Grade : AGS 5
 Designation : Associate-Customer Service

Components	Monthly (INR)	Annual (INR)
Base Pay		
Basic	6677	80122
Co's contribution to PF	1800	21600
Gratuity	321	3854
Choice pay		
Food Coupons	2500	30000
LTA	556	6674
Medical Expenses	1250	15000
Transport	1600	19200
HRA	2671	32049
Statutory Bonus*	583	7000
Other allowance	6804	81644
Gross	24762	297143
Variable pay		
Annual Bonus **	1238	14857
Final CTC	26000	312000

*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.

Private & Confidential

Explanation of Compensation

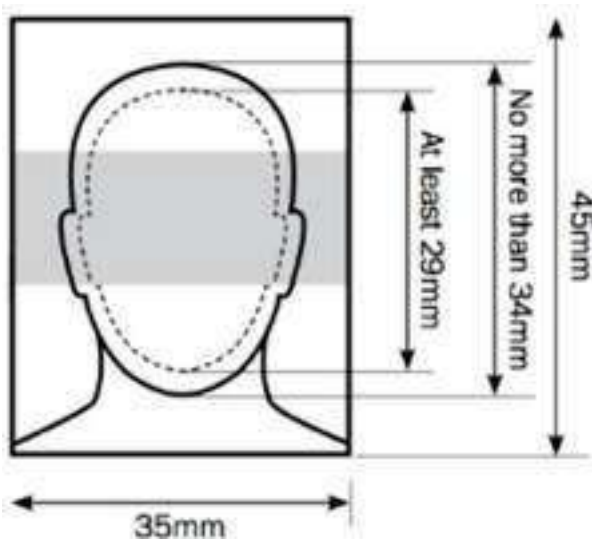
Components	Description
1. Base Pay	The fundamental salary component to which many other compensation components are linked.
2. Retirals	These elements of compensation are not paid out until later when certain conditions are met.
2.1 Provident Fund (PF)	12% of monthly wage to a maximum of INR 1800/-.
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.

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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 it from your Previous Employer.
9. Three passport size photographs with 35mm Width and maximum 45mm height with white background.





Private & Confidential

OFFER LETTER

To,

Krishna A

TRRA 179, Nadakkavu lane, Ambalamukku, Peroorkada P.O, Thiruvananthapuram.

Ambalamukku, Trivandrum

Kerala, Pin-695005

Date : 18-08-2023

Dear Krishna A,

Sub : Offer of Employment - Associate-Customer Service

Further to our recent meetings and discussions, we are pleased to offer you the position of Associate-Customer Service subject to the following terms & conditions.

1. Date of Joining :

Subject to your acceptance of these terms, your employment will commence on or before 23-08-2023. In the current scenario, the Onboarding will be Virtual and the information related to the same will be sent to you before the joining date.

2. Location :

Your initial employment location will be our office at 3rd Floor Ganga, Phase III, Karyavattom P.O, Trivandrum, Kerala, India - 695581. 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 312000 (Rupees Three Lakh Twelve 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.

Private & Confidential

OFFER LETTER

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.

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.

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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.

8. No Conflict :

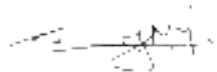
If you accept this offer, you will be confirming that you are not party to any agreement or arrangement which in any way restricts, prohibits or debars you from accepting the offer made by the Company including but not limited to any non-compete, non-disclosure or restrictive agreement or terms and that 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 20-08-2023. 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 get in touch with your point of contact in Talent Acquisition Team.

We hope you will find this offer acceptable and look forward to you joining the Company.

For Allianz Services Private Limited,



Surej Pillai
Group Manager-People Experience



Jison John
Managing Director

Private & Confidential

Annexure - I

Name : Krishna A
 Grade : AGS 5
 Designation : Associate-Customer Service

Components	Monthly (INR)	Annual (INR)
Base Pay		
Basic	6677	80122
Co's contribution to PF	1800	21600
Gratuity	321	3854
Choice pay		
Food Coupons	2500	30000
LTA	556	6674
Medical Expenses	1250	15000
Transport	1600	19200
HRA	2671	32049
Statutory Bonus*	583	7000
Other allowance	6804	81644
Gross	24762	297143
Variable pay		
Annual Bonus **	1238	14857
Final CTC	26000	312000

*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.

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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.

Private & Confidential

Explanation of Compensation

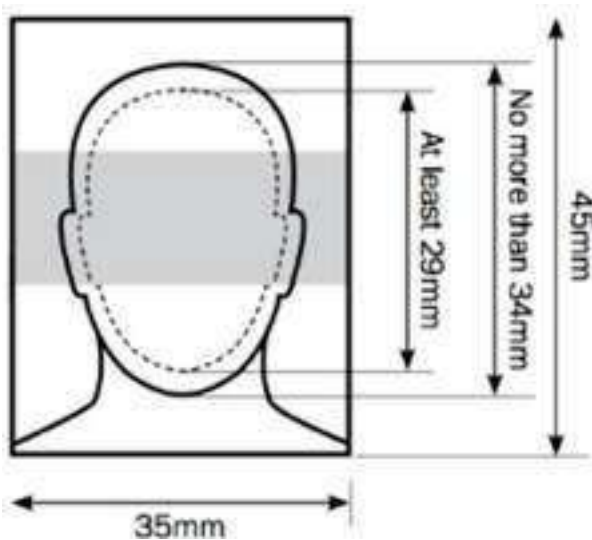
Components	Description
1. Base Pay	The fundamental salary component to which many other compensation components are linked.
2. Retirals	These elements of compensation are not paid out until later when certain conditions are met.
2.1 Provident Fund (PF)	12% of monthly wage to a maximum of INR 1800/-.
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.
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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.
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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.

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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 it from your Previous Employer.
9. Three passport size photographs with 35mm Width and maximum 45mm height with white background.





Private & Confidential

OFFER LETTER

To,

Jenita Nesaraju

TC12/1680(2) , Ann-Jena Shalom , Kunnukuzhy , Vanchiyoor ,P.O

Trivandrum, Trivandrum

Kerala

Date : 21-08-2023

Dear Jenita Nesaraju,

Sub : Offer of Employment - Associate-Customer Service

Further to our recent meetings and discussions, we are pleased to offer you the position of Associate-Customer Service subject to the following terms & conditions.

1. Date of Joining :

Subject to your acceptance of these terms, your employment will commence on or before 23-08-2023. In the current scenario, the Onboarding will be Virtual and the information related to the same will be sent to you before the joining date.

2. Location :

Your initial employment location will be our office at 3rd Floor Ganga, Phase III, Karyavattom P.O, Trivandrum, Kerala, India - 695581. 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 312000 (Rupees Three Lakh Twelve 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.

Private & Confidential

OFFER LETTER

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.

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.

Private & Confidential

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.

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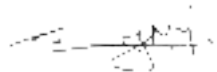
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We hope you will find this offer acceptable and look forward to you joining the Company.

For Allianz Services Private Limited,



Surej Pillai
Group Manager-People Experience



Jison John
Managing Director

Private & Confidential

Annexure - I

Name : Jenita Nesaraju
 Grade : AGS 5
 Designation : Associate-Customer Service

Components	Monthly (INR)	Annual (INR)
Base Pay		
Basic	6677	80122
Co's contribution to PF	1800	21600
Gratuity	321	3854
Choice pay		
Food Coupons	2500	30000
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Private & Confidential

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Private & Confidential

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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).
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