

ESTD 1964

BASELIUS COLLEGE

K. K. Road, Kottayam, Kerala

E-mail: principal@baselius.ac.in

www.baselius.ac.in

NAAC 4th CYCLE



**5.1.4: Students benefitted
by guidance for competitive examinations
and
career counselling offered by the Institution
during the last five years**

Supporting Documents

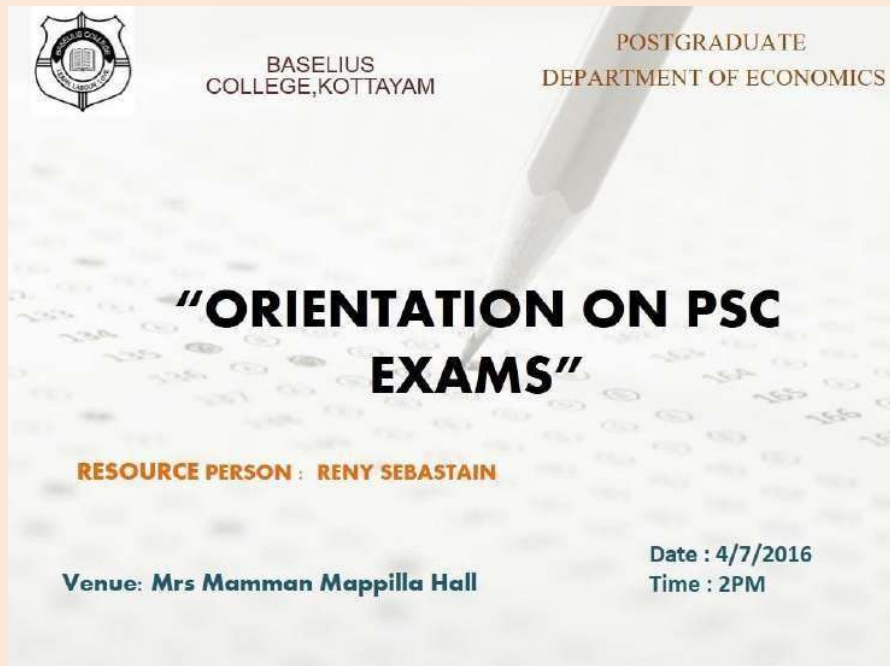
2016-17

2016-17

Orientation for PSC Exams

No. of Participants: 50

A PSC Orientation programme was conducted for Undergraduate students by the Department of Economics on 4/7/2016. The resource person for the same was Mrs. Reni Sebastian (Faculty, Brilliants Study Centre). Students were given an overview of PSC recruitment examinations and recruitment opportunities to the various administrative departments of the State of Kerala that UG students could avail.



Orientation for Competitive Exams

No. of Participants: 95

An orientation class for competitive exams was organised by Economics Department in association with TIME (Institute of Management), Kottayam on 4/7/2016. Prof. Shaju MJ, Head, Department of Economics welcomed the gathering and Krishna Bijulal, student representative, proposed vote of thanks

Orientation for IBPS

No. of Participants: 40

An orientation class for IBPS was held on 10/ 07/ 2016 by Mr. Ramanathan, Associate trainer of SB Global Education Resources Private Ltd. The purpose of this orientation class was to

create awareness among aspiring bank officials among our students about the working system of a bank and also on the mass of job opportunities existing in the current economy and the possibility of a great career in banking industry. The programme was organised by Department of Commerce for the students of the department.



IBPS training

No. of Participants: 43

Bank Recruitment Coaching for students of Bachelor of Commerce (SF) was organised by Department of Commerce on 14.7.2016. Mr. Jeswin, Faculty of TIME, Kottayam was the Resource Person .43 students of final year commerce class attended the programme.

Orientation on Professional Accounting

No. of Participants: 78

An Orientation class on “Professional Accounting” was organised by Department Commerce on 19/7/2016, Mr.Harikumar, Assistant Professor, Amal Jyothi College was the resource person.78 students of the Department of Commerce participated in the programme.

Talk on career aspects in Chemistry

No. of Participants: 152



A Talk on career prospects in Chemistry was organised by Department of Chemistry for the students of the department on 10/8/2016. Dr. Joseph T Moolayil, Associate Professor, Department of Chemistry, S H College Thevara, was the resource person. Undergraduate and Postgraduate students of the Department participated in the programme.

Class on Issues in Practical Accounting

No. of Participants: 112

A class on the topic “Qualities of an Accountant & Issues in Practical Accounting” was organized by Commerce Department on 15/8/2016 for the students of the Department. K B Somanathan was Chief Resource Person the Institute of Accountants, Kottayam. II B. Com and III B.Com students participated in the meeting.

Civil Service Foundation Course-Introduction Class

No. of Participants: 10

A Civil Service Foundation Course- Introduction Class was organized by Civil Service Cub on 6/10/2016 for civil service club members. The class was led by G.Mohanachandran, VIAS Civil Services Academy, Kottayam

Seminar on Demat and Mutual Fund trading

No. of Participants:15

Seminar related to Demat, Mutual Fund trading was organised by Department of Commerce. The class was led by Smt. Chitra Anantharaman, Deputy Director, ICSI-SIRC Chennai., Ms.Reeba & Ms. Anna Mathew. The seminar conducted on 19/10/2016 was highly beneficial for the student community as it helped them to know more about career options in mutual fund, and recent trends in mutual fund as an investment option.



Orientation Programme on Company Secretaryship

No. of Participants: 53

An orientation programme on company secretaryship was conducted by Department of Commerce on 25/10/2016. The leading Company Secretaries such as CS Anantharaman, CS Reeba Varghese and CS Anna Mathew led the sessions. 53 students of final year commerce class attended the meeting.

Orientation on CMA (USA)

No. of Participants: 40

An Orientation on CMA(USA) for B. Com students was led by Sri. Balachandran S, Vidyarapa School, Cochin on 4/11/2016.



Orientation on MBA Courses.

No. of Participants: 42

An Orientation class on MBA courses was organised on 12/11/2016 for students of Commerce and the session was led by Sri. Daniel John (Director) and Sri. Mufeed D.V, Global Institute of Integral Management Studies (GIIMS).

Orientation on ACCA

No. of Participants: 55

An Orientation class on ACCA was organised by Department of Commerce for the students of their Department. The session was led by Sri. Alex Tom Joseph, faculty of Logic School of Management on 12/1/2017.

Meeting and Interaction with Mr. Unice R. Ismail IAS

No. of Participants: 172

Meeting and Interaction with Mr. Unice R. Ismail IAS (2014 Batch IAS, West Bengal) was organised by the Civil Service Club in co-ordination with TRIADS Academy, Kottayam on 30/1/2017 for the members of Civil Service Club in the college. 172 students from various departments participated in the programme.

Civil Service Foundation Course : Introduction Class

No. of Participants: 10

Civil Service Foundation Course introductory Class was organised by Civil service club on 6/2/2017. Students were given an idea about UPSC Civil Services Examination.



Career Counselling for Botany Students

No. of Participants: 90

Career Counselling for students of Botany was organised by Department of Botany on 22/2/2017. Mr. Kiran Kumar, Director, Research World, Ernakulam was the resource person.

Career Guidance Workshop

No. of Participants: 48

To direct our students by pointing out varied and attractive career options, the career Guru, Prof. Tommy Cherian (Rtd. Vice Principal, St. Thomas College, Pala) was invited on 27/2/2017. The session was attended by P G Students and III year Degree students. He instilled a positive attitude in students by explaining the enticing career lines which the Malayalees usually never pay attention to. Students were greatly impressed and energized by his talk. Aswin K. Benzeer and Anagha Jayan of III BA English and Arya N. of II MA English voluntarily came forward to thank and give positive feedbacks of the class.

GUIDANCE FOR COMPETITIVE EXAMINATIONS

JAM Coaching Classes for B Sc Students

JAM Coaching Classes for B Sc Students was organised by the Department of Physics from 20/7/2017 onwards. 31 students of the department benefitted from the programme.

NET Coaching for M Sc Physics Students

NET Coaching class for M Sc Physics Students was held from February to March 2017. 9 students of M. Sc Physics attended the coaching class.

Three Day NET coaching for Students of the Department of Commerce

Three Day NET coaching for final year M Com students was organised from 18th January to 20th January 2017. 20 students attended the coaching class.

**5.1.4:
Campus Placement
Letters**

2016-17



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HRD/IMS/2T/11710278/17-18

Ms. Jinta Tom
Candidate ID: 11710278
Mathoor
Thottakad
Kottayam - 686539
Kerala
India
Ph: (91) 94951 81323

November 15, 2017

Dear Jinta,

Welcome to Infosys!

It is a time of transformation for us, under the direction of new leadership. In our renewed journey, learnability, our values and the deeply-held, trusted relationships with our clients continue to be the cornerstones of our organization.

We look forward to working with you and wish you success in your career with us.

Warm regards,

RICHARD LOBO
EVP - Head HR

INFOSYS LIMITED

CIN: L85110KA1981PLC013115

44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362

askus@infosys.com
www.infosys.com

Digitally signed by RICHARD LOBO
Date: 2017.11.15 13:32:51 +05:30
Reason: Offer Letter
Location: Bangalore



HRD/IMS/2T/11710278/17-18

Ms. Jinta Tom
Candidate ID: 11710278
Mathoor
Thottakad
Kottayam - 686539
Kerala
India
Ph: (91) 94951 81323

November 15, 2017

Dear Jinta,

Congratulations! We are delighted to make you an offer as **Operations Executive - Trainee** and your role is **Operations Executive** in the **IT Operations** Career Stream.

Here are the terms and conditions of our offer:

Joining date

Your scheduled date of employment with us will be **December 25, 2017**.

Location

Your location of training is **Mysore, India**. The location of posting (“work location”) would be communicated to you upon successful completion of training. You may be asked to relocate to any of our units, departments or the offices of our affiliates* and/or the offices of our customers, depending on business requirements. In such an event, your remuneration and other benefits shall be determined in accordance with the relevant Policies of the Company in that work location.

Please be advised that you, by accepting this offer, hereby give your irrevocable consent to the above.

** For the purpose of this agreement, “affiliate” means any entity that controls, is controlled by, or is under common control with the First Party. For purposes of this Agreement, “control” means possessing, directly or indirectly, the power to direct or cause the direction of the management, policies or operations of an entity, whether through ownership of voting securities, by contract or otherwise.*

Training Period

The training program will consist of classroom training and on-the-job training. The duration of the classroom training will be based on the business requirement. Your continued employment with the Company is subject to your meeting the qualifying criteria till the end of the training and Successful completion of the training

INFOSYS LIMITED
CIN: L85110KA1981PLC013115
44, Infosys Avenue
Electronics City, Hosur Road
Bangalore 560 100, India
T 91 80 2852 0261
F 91 80 2852 0362
askus@infosys.com
www.infosys.com

Probation and confirmation

You will be on probation for a period of twelve months from the date of completion of the training and your allocation to Unit. On successful completion of your probation, you will be confirmed as a permanent employee. Your confirmation is also subject to your submitting the documents required by the Company, details of which are enclosed in the Information Sheet in Annexure – III.

Leave

You are entitled to Earned Leave, right from your date of joining. You will be eligible for 15 working days of earned leave annually, for the first two years of your tenure with the Company. On completion of two years of service, subject to your confirmation as a permanent employee you will be eligible for 20 working days of leave annually.

Leave is credited on a quarterly basis. The leave eligibility shall begin in the quarter of your joining the Company, on a pro-rata basis. Leave year is the calendar year and not the fiscal year. An illustration with other relevant information have been given in the Information Sheet. The Company's Policies also provide for Maternity, Paternity and Bereavement Leave. Further details will be provided to you at the time of joining.

Increments and Promotions

Your growth and increase in salary will depend solely on your performance and contribution to the Company. Salary increases are normally given on an annual basis.

Transfer

Your services can be transferred to any of our units / departments situated anywhere in India or abroad. At such time compensation applicable to a specific location will be payable to you.

Agreement

Our offer to you as **Operations Executive** is subject to the execution of the Service Agreement. The Service Agreement details the scope, terms and conditions of your employment, the necessary training and the contractual obligations towards Infosys from the date of your joining and up to a period of 12 months from the date of allocation to a Practice Unit. The date of allocation to a Practice Unit is generally the first day of the subsequent month post completion of training. You will be required to complete the formalities on the Service Agreement at the time of joining. Please note, non-execution of the notarized Service Agreement will result in denial of employment with the Company.

You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condemnation of delay in submission of the same will be at the Company's discretion.

Passport & Driving License

It would be to your advantage to have a valid passport and a four-wheeler driving license at the time of joining duty. Our offer to you is subject to your having a valid passport or producing a proof of having applied for the same.

Compensation and Benefits

Salary

Your Total Gross Salary will be **INR 18,581** per month. The break-up of your salary has been provided in the Compensation Details sheet in Annexure – I.

Ex - Gratia / Bonus

You will be eligible for an Ex - Gratia/ Bonus payout which is calculated at **20%** of the sum of the (Basic Salary and Dearness Allowance) as mentioned in the Compensation Details sheet at Annexure – I of this letter. The mode of payment for Financial Year 2017-18 will be as follows:

95% of the bonus amount mentioned in the Compensation Details sheet will be paid out on a monthly basis. The balance amount will be paid out in the end of the financial year.

Basket of Allowances (BOA)

The Basket of Allowances will be paid to you as part of your salary every month. The components are as follows: House Rent Allowance, Leave Travel Allowance, Medical Allowance, Transport Allowance and Children's Education Allowance.

You have the flexibility of changing the amounts under each of the above mentioned heads, within your BOA, according to your preferences and income tax plans.

National Pension Scheme

We offer all our India based employees the option to contribute towards the National Pension Scheme. This is an optional retirement benefit introduced by the Government of India for all its citizens. It enables accumulation of retirement corpus during active employment with add-on tax breaks. Please refer to the Information Sheet at Annexure – III for more details.

Insurance

You will be eligible to participate in a Group Health Insurance Scheme. You may choose to enhance the coverage with other participatory optional health insurance plans (Platinum, Gold and Silver). You will be covered by default under the Standard Plan which provides you and your family (your spouse and two children up to the age of 22 years) with a cover of **INR 4,00,000** per annum.

You will be covered under the Group Life Insurance Scheme, managed by Infosys Welfare Trust which provides you with a total Life Insurance cover of **INR 6,200,000** of which **INR 3,200,000** is covered towards natural death, and **INR 3,000,000** towards an accidental death. All employees become members of Infosys Welfare Trust, by one-time payment of **INR 250** and fixed monthly contribution of **INR 200**. The details of the Scheme would be available to you when you join the Company.

Notice period

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training / employment can be terminated by the Company with one month notice or salary thereof. On confirmation, you will be required to give three months' notice or salary thereof in case you decide to leave our services, subject to the Company's discretion. Where circumstances make it necessary, the Company will have the discretion to relieve you only at the end of the three months' notice period. Similarly, the Company can terminate your services by giving three months' notice or salary thereof.

In the event you do not successfully complete your training, or you are involved in an act that constitutes misconduct, your training/employment can be terminated by the Company with immediate effect without notice

Background checks

The Company may, at its discretion, conduct background checks prior to or after your scheduled date of joining. You expressly consent to the Company conducting such background checks. Please see the "Offer Annexure for India" for the documents that you are required to submit in this regard.

The Company, at its discretion, may request further validation of the details provided by you. If the outcome of the background check is found to be unsatisfactory, we reserve the right, in our sole discretion, to withdraw this offer without notice nor compensation or to take any appropriate action against you, including, but not limited to termination of your employment.

When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, we may at our sole discretion, ask you for further information, to substantiate the details that you have earlier provided to us, before initiating appropriate action.

Please note that Infosys requires you to furnish a copy of your passport at the time of joining. If you are unable to do so, the Company will initiate a criminal background check, the cost of which will need to be borne by you.

Other terms and conditions

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization / entity engaged in any form of business activity without the consent of Infosys. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Our offer to you as an **Operations Executive** is conditional upon your having fully completed your graduation, without any active backlog papers and with a pass percentage not lesser than as specified in our campus recruitment programme 2016-2017. These eligibility criteria for the Role of an Operations Executive, has already been clearly communicated to you and your college during the selection process. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Infosys.



You will produce all marks sheets and other relevant documents, at least till the penultimate semester. All these proofs will need to be submitted on the day of joining. Further, you should have been declared as passed by the relevant examination authority. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

Based on the nature of your work and business requirements, you may be required to work on rotational shifts. If you are required to work on rotational shifts, you will be duly intimated of the change in your shift timings. During rotational shifts, you will continue to be bound by the provisions of the working hour policy of the Company. If the rotational shifts requires you to work night shifts, the policy on night shift allowance of the Company (if in force) will be made applicable to you.

You hereby acknowledge and agree to abide by all internal Policies of the Company, which you will be able to access, upon joining, on the intranet 'Sparsh'. These Policies cover various human resources and administrative topics and procedures. The Company reserves the right to change these Policies at anytime in its absolute discretion.

You shall be required to sign certain mandatory agreements, including but not limited to the Confidentiality, Intellectual Property Rights, the Code of Business Conduct and Ethics and your employment shall be governed by all the rules and regulations, as amended from time to time, of the Company as applicable to your employment with us. This offer is also conditional upon your acceptance and execution of the Non-Compete Agreement (Annexure II).

This offer of employment constitutes the entire agreement between you and the Company regarding the terms of your employment and it is the complete, final, and exclusive embodiment of your agreement with regard to this subject matter and supersedes any other promises, warranties, representations or agreements, whether written or oral. It is entered into without reliance on any promise or representation other than those expressly contained herein, and it cannot be modified or amended except in writing signed by an authorized officer of the Company.

If any of the terms or conditions of this offer are found to be illegal or unenforceable, such terms shall be treated as severable from the rest of the terms and conditions of this offer and the remaining terms and conditions shall continue in force.



This agreement shall be governed by the laws of India and you hereby agree to the exclusive jurisdiction of the courts in Bangalore, India.

Your employment will be governed by the rules, regulations and policies of the Company.

The terms of this offer letter shall remain confidential and are not to be disclosed to any third party.

As a token of your acceptance of this offer, please bring a duly signed duplicate copies of the letter and all the accompanying annexures, on the date of joining.

We welcome you to the Infosys family and wish you a rewarding career over the years to come.

Yours sincerely,

RICHARD LOBO
EVP - Head HR

I have read, understood and agree to the terms and conditions as set forth in this offer letter.

Date: _____, 20____

Sign your name

Print your name Location

Enclosures: Annexure - I (Compensation)

**ANNEXURE –I
(Compensation)**

COMPENSATION DETAILS (All figures in INR. per month)	
NAME	Ms. Jinta Tom
ROLE	Operations Executive
ROLE DESIGNATION	Operations Executive - Trainee
1. MONTHLY COMPONENTS	
BASIC SALARY	5580
FIXED DEARNESS ALLOWANCE (FDA)	1100
BASKET OF ALLOWANCES (HRA, LTA, Medical Allowance, Children's Education Allowance, Transport / Allowance, Miscellaneous Allowance)	9442
BONUS / EX-GRATIA (95% of the eligible amount (20% of (Basic + FDA)) being paid out on a monthly basis)	1269
MONTHLY GROSS SALARY	17,391

2. ANNUAL COMPONENT	
BONUS / EX-GRATIA - (Balance 5% will be paid out in the end of the financial year after adjusting the advance (95%) paid out on a monthly basis)	67

3. RETIRAL BENEFITS	
PROVIDENT FUND - 12% of (Basic + FDA)	802
GRATUITY - 4.81% of (Basic + FDA)*	321
FIXED GROSS SALARY (1+2+3)	18,581
TOTAL GROSS SALARY	18,581

OTHER BENEFITS				
Scheme	Eligible Amount in INR.	Interest	Monthly Instalments	Margin Money (To be borne by the employee)
SOFT LOAN	30,000 (With Security)	7%	24	Nil
	20,000 (Without Security)			
SALARY LOAN (Subject to submission of Trainee Agreement)	12,000	Nil	12	Nil

All the above benefits are as per Company's policies, which are subject to change from time to time. The disbursement of any loan / loan allowance is subject to the fulfilment of all criteria defined for the same to the satisfaction of the Company as per the relevant loan / loan allowance policy at that time.

* The gratuity amount set out above is an approximation. Your eligibility and the final pay out of any Gratuity amounts will be determined in strict accordance with the provisions of the Payment of Gratuity Act.

Employee State Insurance ("ESI") may be applicable to employees as per the applicable statutory regulations. If ESI is applicable, the employee and the employer will contribute towards ESI as per the provisions of the ESI Act, 1948.

Infosys Limited

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


From: "HR - TAD (Postings)" <postings@federalbank.co.in>

Date: 04-Jul-2017 6:54 PM

Subject: Offer of appointment as Probationary Officer (Please confirm your participation by return mail)

To: "tonyjose6896@gmail.com" <tonyjose6896@gmail.com>

Cc:

 FederalBank-Logo.png

**HR TALENT ACQUISITION &
DEPLOYMENT**

ruler

HR TAD/B/PR-36166/OFP-185/2017-18

04th July 2017

Hearty Welcome!

Dear Tony Jose,

It gives us immense pleasure to formally welcome you to be a part of this great institution, which has grown tremendously over the years and looking forward to conquer new heights in the years to come. We are sure that you would definitely want to build an enduring relationship with this institution, which will in turn offer you exciting and challenging career opportunities to grow and develop yourself.

We have made necessary arrangements for your smooth induction into our system. In case you need any clarifications or support from our end, please feel free to contact us at postings@federalbank.co.in.

The details of the offer of appointment made to you are annexed to this letter.

Wishing you all success,

Yours Sincerely,

**John P J
Deputy Vice President (HR)**

To

Shri. Tony Jose
Tony Jose
Tharayil House
Kongandoor PO
Ayarkunnam
Kottayam
Kerala-686564

**The Federal Bank Ltd, HR Talent Acquisition & Deployment, Federal Towers, P O Box No.103, Aluva, Kerala, India 683 101
E-mail: postings@federalbank.co.in ; Phone: 0484-2634123.2634313**

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

Place of Posting

Your initial place of posting will be intimated to you during the period of Orientation Programme.

Orientation programme/ Date of joining

Please report at Federal Knowledge & Development Centre (FKDC), Federal Heights, Bye Pass Junction, Aluva - 683 101, Kerala on 24th July 2017 before 09.00 a.m., for two weeks orientation programme from 24.07.2017 to 05.08.2017. The appointment will be effective from the date of commencement of the orientation programme. The programme is residential and Boarding/Lodging facilities will be provided by the Bank. On completion of the orientation programme on 05.08.2017 at 05.00 p.m, you will have to report for duty on 08.08.2017 at the Branch/Office to which you are posted. Accommodation will be provided at Federal Knowledge & Development Centre from 23.07.2017 onwards. The offer of appointment will be valid only up to 24.07.2017.

Remuneration

You will be on a pay scale of ` 23700-980/7-30560-1145/2-32850-1310/7-42020 as applicable to Officers in Scale I of the Bank. The total emoluments eligible to be received by an Officer in Scale I at Kochi initially, would be as follows:

Basic Pay	`	23700.00
Special Allowance	`	1836.75
Dearness Allowance	`	11645.00
Residential accommodation (lease)	`	12,000.00 ô
CCA	`	870.00 ö
Total	`	50051.75

ôAmount of leased accommodation will vary according to the place of posting. Those who are not availing the leased accommodation/quarters facility are eligible for HRA at the rate of 7% to 13.50% of Basic Pay depending upon the place of posting.

öCCA would be payable at specified centers and would change depending upon the place of posting.

During the period of probation/on confirmation in service, you will also be eligible for the facility of consolidated conveyance allowance or reimbursement of petrol/ diesel bills, reimbursement of hospitalization expenses, medical aid, reimbursement of entertainment expenses, reimbursement of cost of cleansing materials, closing allowance, reimbursement of cost of brief case/office bag (on confirmation), reimbursement of cost of newspapers (after completion of one year of probation), reimbursement of cost of visiting cards (on confirmation), club allowance (on confirmation), reimbursement of mobile phone bills (after completion of one year of probation), leave travel concession, transfer compensation, privilege leave, sick leave, casual leave, sabbatical leave etc., subject to the rules in force and as amended, altered or added from time to time. On confirmation and on completion of stipulated period of service, you would also be eligible for various staff loans prevailing in the Bank, including housing loan, vehicle loan, Interest free furniture loan, computer loan, overdraft, demand loan, Interest free festival advance, etc., subject to the rules in force and as amended, altered or added from time to time.

Probation/ Confirmation

Your appointment will be on probation for a period of two years. The period of probation will be counted for calculating the period of permanent service and for the purpose of granting increments. Your confirmation in the service of the Bank will be subject to passing of Periodic Assessment Test conducted by the Bank from time to time during the period of probation. The period of probation is liable to be extended, if the Officer has not satisfactorily completed the initial period of probation. During the period of probation, if your work, health, conduct or efficiency is found not satisfactory, your service is liable to be terminated at any time giving you one month notice or by paying one month's pay and allowances in lieu of notice. During the period of probation, you are not expected to involve directly or indirectly in the activities of any trade union of Officer/non- Officer Staff of the Bank or of any other Bank or of other organization.

Joining formalities

At the time of reporting for orientation programme, you will have to submit the following papers/ certificates/documents:

- a. Personal data form duly filled in.
- b. Originals of SSC/SSLC/Matriculation Book/Certificate and final certificates of Graduation and Post Graduation (Qualifying Examination). These certificates (Secondary Marklist, Secondary Passing Certificate, Degree and Post Graduation Certificate) will be kept under the custody of the Bank and will be released to the candidate on completion of 2 years of service in the Bank.
- c. Originals of all the documents, certificates and marklists of all semester examinations/ yearly examinations evidencing date of birth (Secondary Certificate) and academic/ professional qualification with two sets of self attested copies. In case the result of any of the previous semesters/years or final semester/year examination is not published at the time of joining the orientation programme, a certificate to that effect is to be produced from the College/University at the time of joining for the orientation programme.
- d. Statement about your medical history and a certificate of fitness for employment in the Bank, from a Doctor not below the rank of Civil Surgeon/ Chief Medical Officer of a Government Hospital, in the format attached. Medical certificate from Private Hospitals will not be accepted. You are required to produce all the medical reports, lab reports, ECG etc along with medical fitness certificate.
- e. Satisfactory discharge certificate and experience certificate from the previous employer/s, if any.
- f. A certificate about your character/conduct recently issued by the Principal of the College/Institute last attended by you. Alternatively, two character certificates recently issued by Gazetted Officers/ respectable persons.
- g. A declaration of fidelity & secrecy, a declaration of place of domicile and a statement of assets and liabilities, as per the enclosed formats.
- h. One copy of your latest passport size photograph.
- i. One copy of this Order duly signed by you for having accepted the terms and conditions specified herein.
- j. Original and two sets of self attested copies of PAN Card, Voter's ID, Aadhar Card, Passport, Driving License and Ration Card along with Background Check application (Format attached).

It shall be distinctly understood that this offer of appointment is subject to your medical fitness for employment in the Bank, satisfactory background check and submission of the certificates/documents as stipulated above, to the satisfaction of the Bank. At any stage, if you are found not satisfying the eligibility norms, your candidature is liable to be cancelled without notice. Also be understood that any misrepresentation/hiding of facts in the application/personal data/any other documents/certificates is sufficient cause for termination of your service, without notice and compensation. The medical reports/fitness

certificate submitted by you will be re-examined/scrutinized by Bank's Doctor and your appointment in the Bank will be subject to your medical fitness for employment in the Bank as assessed by the Bank's Doctor. You are required to undergo physical medical examination by Bank's Doctor, in case the Doctor insists for a detailed medical examination, after analyzing the medical reports submitted by you.

The offer of appointment is subject to your fulfillment of eligibility criteria stipulated by the Bank for being appointed in the Bank as Probationary Officer under campus recruitment. You are required to submit originals & copies of the marklists/certificates of all the previous year/semesters examinations at the time of joining for the orientation programme proving that you had passed all the previous year/semester examinations at the time of campus interview. In case the result of any of the semester examinations/final examination is published subsequently, but prior to joining the Bank, you are required to submit all the semester marklists, certificates, provisional certificate etc of such examinations at the time of joining the orientation programme in proof of having passed the examinations with required percentage of marks in the first attempt itself, failing which, you will not be permitted to join the orientation programme/ join the Bank. In case the result of any of the previous semesters/years or final semester/year examination is not published at the time of joining the Bank, a certificate to that effect is to be produced from the College/University at the time of joining the Bank.

In your case, the minimum eligibility criteria in respect of educational qualification for being appointed in the Bank as Probationary Officer through campus recruitment is a Post Graduation with minimum 60% marks. Also you should have passed SSC or equivalent exam, plus 2 or equivalent exam and graduation with 60% marks. In case the result of final year/semester examination is not published, you will have to submit the certificates and marklists in proof of having passed the qualifying examination with required percentage of marks in the first attempt itself within a maximum period of 5 months from the date of joining the Bank in conformity with the minimum eligibility criteria in respect of educational qualification as stipulated by the Bank, failing which you are liable to be removed from the services of the Bank without any notice or communication, treating the appointment as cancelled. However, in case of willful default in submission of certificates/ marklists within the above stipulated period, even after publication of result of the qualifying examination, your service is liable to be terminated and you are liable to remit the compensation amount / notice pay.

Other Benefits

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

You will be covered under the "Defined Contributory" Pension Scheme in line with the New Pension Scheme introduced to Central Government employees.

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

On confirmation in Bank's service, you will be required to enroll yourself as a member of the Group Term Assurance Plan. The eligibility for enrollment in the Scheme will be subject to the terms, conditions, exceptions etc; as applicable under Group Term Assurance Plan at that time and as amended, altered or added from time to time.

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

Resignation/ Termination

If you are desirous of resigning from the service during the period of probation, you should give two months' notice in writing to the Bank or you would be liable to pay to the Bank two months' pay and allowances in lieu of notice. In addition to this, you should pay an amount of ` 50,000/- as compensation, if such resignation is within 2 years of service in the Bank.

If you are desirous of resigning from the service after confirmation in the service of the Bank, you should give one month's notice in writing to the Bank or you would be liable to pay to the Bank one month's pay and allowances in lieu of notice.

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

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

General

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

As per the administrative requirements, Bank may allot any duties to you from time to time and your designation will accordingly be changed depending upon the nature of work.

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


John P J
Deputy Vice President (HR)

I, Tony Jose, accept and confirm the above terms and conditions.

Place:

Date:

(Signature of the Candidate)


Dr. BIJU THOMAS
PRINCIPAL
BASELIUS COLLEGE
KOTTAYAM

