



**TULIP**  
·LEARN · GROW · CHANGE·



Ministry of Housing  
and Urban Affairs  
Government of India



## Offer Letter

Dear Mr/Ms. GOPIKA M

We would like to congratulate you on being selected for The Urban Learning Internship Program as an intern to work and assist in the Department of Civil in Cochin Smart Mission Limited

We are pleased to offer you an internship for a period of Minimum 2 Months to Maximum 6 Months beginning 09-08-2022 to 09-02-2023.

During the internship you will be required to discharge the responsibilities allocated by the Cochin Smart Mission Limited in furtherance of your role. The Cochin Smart Mission Limited may also assign additional responsibilities as needed to promote effective learning. The offer is subject to the acceptance of the following terms:

### **Deliverables:**

In the course of the internship, you will be required to meet reporting requirements as directed by the reporting officer.

### **Stipend and Allowances:**

You will be paid a stipend of Rs. 6000 on a monthly basis.

You may be reimbursed for expenses incurred in completion of the assignments at the Cochin Smart Mission Limited discretion with prior approval

### **Workplace Conduct:**

You will be required to adhere to professional standards of workplace conduct.

### **Confidentiality and Deliverable Ownership:**

During the course of the internship, you may be given access to sensitive and privileged information in furtherance of the work. You will be required to maintain confidentiality of such information failing which the internship would stand terminated and you may be liable to legal action

The final ownership & responsibility of the reports, designs, tools and other intellectual property generated during the course of the internship will lie with the Cochin Smart Mission Limited. The Cochin Smart Mission Limited may allow use of such property for academic purposes on a case-to-case basis.

### **Disputes:**

The final ownership & responsibility of the reports, designs, tools and other intellectual property generated during the course of the internship will lie with the Cochin Smart Mission Limited. The Cochin Smart Mission Limited may allow use of such property for academic purposes on a case-to-case basis.

During the course of the internship, any dispute arising between you and Cochin Smart Mission Limited will be settled amicably in accordance with the law of the land.

If you agree to the above terms of the offer, please indicate acceptance of the offer letter and below undertaking to the undersigned.

Sincerely,

Cochin Smart Mission Limited

Date : 01/08/22



True Copy Requested  
*Joseph*  
Dr. JOSEPH THERATTIL  
Principal  
Jyothi Engineering College  
Cheruthuruthy - 679531



**TULIP**  
·LEARN · GROW · CHANGE·



**Ministry of Housing  
and Urban Affairs**  
Government of India

## Under Taking

I, GOPIKA M R/O Kerala, who is undergoing an internship at Cochin Smart Mission Limited, do hereby undertake on this the 09-08-2022, the following:

1. I will be present at the premises of the Cochin Smart Mission Limited or any other venue, as notified by the nodal officer/authorized officer of Cochin Smart Mission Limited, to undertake tasks assigned to me for the duration of the internship. I will communicate to the nodal officer/authorized officer should there be any reason or inability to be present.
2. I will communicate regularly with the said nodal officer/authorized officer on the progress of the tasks undertaken and furnish a monthly progress report to be evaluated by the said nodal officer/authorized officer.
3. I understand that any work products/IPR produced during the internship is a property of Cochin Smart Mission Limited and the terms of its use shall be decided at the discretion of the Cochin Smart Mission Limited.
4. I declare that, I will neither join in any coercive agitation/strike for the purpose of forcing the concerned authorities to solve any problem, but amicably resolve the same through the nodal officer or appropriate grievance redressal mechanisms.
5. I will adhere to workplace norms and abide by ethical standards followed in Cochin Smart Mission Limited. In the instance of a professional misdemeanour or misconduct I understand that the concerned authorities shall terminate my internship and may take appropriate legal recourse as provided under the law of land.
6. I declare that, I shall be solely responsible for any act/actions of disrepute and shall be liable for punishment as per the law of the land. I further understand that the Cochin Smart Mission Limited or concerned authorities shall in no way provide any legal support to me and will not be held responsible.
7. I declare that I have not been convicted or found guilty of any criminal offence or associated with or accomplice to an ongoing criminal investigation.

During the course of the internship, you may be given access to sensitive and privileged information in furtherance of the work. You will be required to maintain confidentiality of such information failing which the internship would stand terminated and you may be liable to legal action

8. I declare that I am not suffering from any serious/contagious ailment and/or psychiatric/psychological disorder which may hinder my performance as intern.
9. I further declare that, my internship shall be terminated forthwith at any stage, if I am found to be ineligible and/or the information provided by me are found to be incorrect or on grounds of misconduct etc. as came to the notice of Cochin Smart Mission Limited.
10. I hereby undertake to inform Cochin Smart Mission Limited and concerned authorities, about my changes in information submitted by me, in the application and any other documents, including changes contact details/addresses/phone nos. etc., from time to time.

Sincerely,

Date: 01/08/22  
Internship ID: INTERNSHIPGOV\_16067301925fc4c1d05ce70  
Name of Student: GOPIKA M

  
Dr. JOSE P THERATTIL  
Principal  
Jyothi Engineering College  
Cheruthuruthy - 679531



CONCEPT TO CREATION  
2445/12 CJD COMPLEX VINPY NAGAR  
PARAVATTAN THRISSUR KERALA 680005  
PH - 9947752916  
9061033916  
GST NO - 32DBXPK9978J1Z1

### Offer Letter

To  
Ms. Anjali Santo,

27-05-2023

Dear Anjali Santo,

With reference to the interview and discussions we had, we are pleased to inform you about your selection as "SITE ENGINEER" for a career opportunity with **Katpenter Project India Pvt Ltd.** and welcome you to join us in our Pursuit of Excellence.

Your expected date of joining is **15 June 2023** and remain on probation for a period of 3 months. Based on periodic reviews made, you shall be considered for confirmation in the services of the company.

Your formal appointment letter will be issued at the time of your joining, subject to receipt of various mandatory documents, as per list given below. You are requested to submit the following documents on the date of joining. Kindly bring the originals for verification.

- Aadhar card for proof of identity, proof date of birth and proof of address.
- Copies of academic certificates or all mark sheets.
- Pan Card, Bank A/C details with proof.
- Four passport size photographs.
- Experience certificate and relieving letter from the previous employer.

**PLEASE NOTE THAT: -**

- The offer letter will be null and void if not signed and returned within 2 days.
- The job offer is subjected to necessary approvals and successful reference check.
- Any claims based on alleged verbal promise by any authority in the organisation are not a part of this letter and will not be entertained in future.

**EMPLOYMENT: -**

The employee agrees that he or she will faithfully and to the best of their ability carry out the duties and responsibilities communicated to them by the employer. The employee shall comply with all company policies, rules and procedures at all times.





*Jose P Therattil*  
Dr. JOSE P THERATTIL  
Principal  
Jyothi Engineering College  
Cheruthuruthy - 679531

Name

Signature

I, Anjali Santo, accept the above terms and condition and will be joining on or before 15<sup>th</sup> June

  
 Rosalyn Thomas  
 Human Resource Coordinator  


proper dress code with identity card

There will be fine for employees, if they are not attending the weekly meeting & also not wearing

**FINE & PENALTIES:-**

There will be a 30 days of notice period for the employee for the resignation. The employee can't resign the work between the bond periods (6 months). After completing the notice period, the employee should return any employer belongings provided by the company (ID card, books, drawing files, helmet, sim card, tape)

**NOTICE PERIOD:-**

It is understood that the first 3 months of employment constitutes a probationary period. During this time, the employee is not eligible for paid time off or other benefits. During this time, the employer also exercises the right to terminate employment at any time without advanced notice.

**PROBATIONARY PERIOD:-**

Your take home will be 7000 - and the increment will be based on your performance after probation period

**REMUNERATION:-**

**POSITION:-** As a Site Engineer, it is the duty of the employee to perform all essential job functions and duties. From time to time, the employer may also add other duties within the reasonable scope of the employee's work.

2-445-12 OLD COMPLEX VADRA NAGAR  
 BABYATIAH THIRUVAI KERALA 690005  
 PH : 9447302945  
 9061031916  
 GST NO - 32DBXPK9978J171

KAPENTER



CONSENT TO CREATION

No. 6330 :AT: HR: 2023  
22<sup>nd</sup> February, 2023

**Ms.Sapna Ramachandran,**  
Puthukulangara House  
Chowannur P O  
Kunnamkulam  
Thrissur

Dear Ms.Sapna Ramachandran,

**Offer for apprenticeship training in KITCO (Civil Engineering)**

With reference to your interview, we advise that KITCO is prepared to offer you the above training on the following terms and conditions:

- Your training period will, strictly, be for a period of one year from the date of executing the contract of Apprenticeship.
- You will be given a stipend of Rs.12,000/- per month during the training period.
- Site allowance will be given in addition to the monthly stipend to those who are posted at work sites.
- Leave will be as laid down in the Apprenticeship Act.
- Your training will be governed by the terms and conditions under the Apprenticeship (Amendment) Act, 1973.
- You are not eligible for joining as Graduate Apprentice in KITCO, in case you are undergoing or have undergone apprenticeship elsewhere.

You are advised to come and report for duty on or before 27<sup>th</sup> February, 2023 at the KITCO Office, Kochi, if the above terms and conditions are acceptable to you. If so, the duplicate copy of this letter enclosed may be returned to us duly signed by you as token of your acceptance.

Please also bring original as well as self attested copies of the certificates as proof of age and qualification.

Yours faithfully,

  
**Renjith K K**  
Senior Officer - HR



  
**Dr. JOSE P THERATTIL**  
Principal  
Jyothi Engineering College  
Cheruthuruthy - 679531

True Copy Attested

KIN/II/1(iv)/2022-23

14<sup>th</sup> February 2023

Gopika Prasanth P  
Ambadi House  
Nediyiruppu P.O  
Kondotty  
Malappuram-673638  
Ph: 8606074112  
gopikaprasanthkp@gmail.com

Dear Ms. Gopika Prasanth P

**Sub: Appointment of Graduate Apprentice Trainee.**

Based on the interview conducted, we are pleased to offer you one year Apprenticeship from the date of joining as Graduate Apprentice (Civil Engineering) as per the Apprentice Act 1961 in our Organization. You are requested to report to the Junior Manager (PA), KINFRA Techno Industrial Park (K-TIP), Near Calicut University, Chelambra P.O, Kakkancherry, Malappuram District-673643 Ph: 0494-2401178 on or before 20.02.2023.

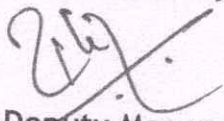
Your place of training is KINFRA Techno Industrial Park, Kakkancherry, Malappuram. Your location of Training is transferable to any of our projects or to any of our offices within Kerala State. You will be paid a stipend of Rs. 9,000/- (Rupees Nine Thousand Only) per month during the period of Apprenticeship Training.

You are requested to produce the original certificates for our verification at the time of joining for training.

You are also requested to register online in NATS (National Apprentices Training Scheme) before joining and submit the registration ID and password. If you are not able to register please do inform us through e-mail: [hr@kinфра.org](mailto:hr@kinфра.org).

Thanking you,

Yours faithfully,



Deputy Manager (P&A)



  
Dr. JOSE P. THERATTIL  
Principal  
Jyothi Engineering College  
Cheruthuruthy - 676531

True Copy Attested



KR.HR.HRD.03.GEN /GA/CIVIL/2022  
18.11.2022

Mr/Ms. ANJALI SURESH  
Email ID : anjaliskavil@gmail.com  
Roll No. : 6004

Dear candidate:

**Selection of Graduate Apprentice-Civil**

With reference to your application against our notification, subsequent interview and medical examination you had with us for the above apprenticeship, we are pleased to offer you apprenticeship training as **Graduate Apprentice (Civil)** under the Apprentices Act, 1961. You should report for the apprenticeship training at **8.15 AM on 1<sup>st</sup> December, 2022 (Thursday) at BPCL-Kochi Refinery, Ambalamugal, Ernakulam-682302, Kerala.**

Your training will be for a period of 12 months from the date of your engagement as Apprentice and during that period you will be paid a stipend of ₹ 25,000/- (Rupees twentyfive thousand only) per month. You will be required to execute a Contract of Apprenticeship with M/s. Bharat Petroleum Corporation Limited, Kochi Refinery. Please note that this apprenticeship training does not create any obligation at any time on either side in the matter of employment with us and it should not be construed as an offer of employment with the Corporation under any circumstances.

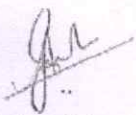
This offer is provisional and is subject to further verification of all your original certificates viz., Age, Qualification, Caste etc. If you have declared that you belong to Scheduled Caste or Scheduled Tribe or Other Backward Classes (non-creamy layer), the Caste/Tribe/OBC-NCL (as the case may be) certificate will be verified through proper channel and if the declaration is found to be false, your training will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of false certificates. This offer is also subject to your producing satisfactory proof of your proper release from your present employer, if you are presently employed. You may also note that at anytime, if your conduct is not found to be satisfactory during your engagement as Apprentice with the Corporation, the said engagement will be terminated immediately by the Corporation at its sole discretion without any notice or payment, thereof.

If the above terms and conditions are acceptable to you, you may please report for the apprenticeship training on **1<sup>st</sup> December, 2022**. You are required to bring the following at the time of joining:

- Original certificates in proof of age, qualifications, experience and Caste (SC/ST/OBC, if applicable).
- Two certificates from two Gazetted Officers (not relatives) of State or Central Government regarding your character and conduct (Format attached).
- Character and Antecedents verification certificate (in the prescribed format) obtained from the concerned Police Station House in whose jurisdiction you reside (Format attached).
- Attestation form in the prescribed format duly filled and certified by a Gazetted Officer (minimum two years' acquaintance) of Central or State Government. (Format attached-take printout of each page separately).
- Caste/community certificate in the prescribed format from recognized authority (for SC/ST/OBC category).
- 3 copies of latest passport size and 3 copies of stamp size colour photographs (in formal dress only). A soft copy of the passport size photograph and your signature (both in 'jpeg' format) should be available in your Mob.
- Photocopy of Aadhar Card.
- Photocopy of front page of Bank passbook, NEFT form duly signed by Branch Manager and Permanent Account Number copy.
- National Web Portal User ID and registration number.

We take this opportunity to welcome you to our Organization and wish you a fruitful training.

Very truly yours,  
For BPCL-Kochi Refinery

  
Anjoo John  
Chief Manager (HRD)



  
Dr. JOSE P THERATTIL  
Principal  
Jyothi Engineering College  
Cheruthuruthy - 679531

True Copy Attested

# KITCO Ltd.

(Estd. In 1972 by IDBI & Govt. of Kerala)

Regd. Office: MM Gardens, PB No: 1820, Church Landing Road,  
Near Kerala Fine Arts Hall, Ernakulam 682 016.  
E-mail: mail@kitco.in, Web: www.kitco.in

Regd. Office: Femith's, P.B. No: 4407, Puthiya Road, NH Bypass  
Vennala, Kochi 682 028, Kerala, India  
Tel : +91-484-4129000 / 6129000, Fax : +91-484-2805066  
E-mail: mail@kitco.in, Web: www.kitco.in

CIN : U74140KL1972GOI002425

No. <sup>3324</sup> :AT-02:HR:2022  
18<sup>th</sup> October, 2022

Mr. Ansary H  
Moopan Manzil,  
Nechur P O  
Palakkad - 678 722

Dear Mr. Ansary,

### Offer for apprenticeship training in KITCO (Civil Engineering)

With reference to your interview, we advise that KITCO is prepared to offer you the above training on the following terms and conditions:

- Your training period will, strictly, be for a period of one year from the date of executing the contract of Apprenticeship.
- You will be given a stipend of Rs.12,000/- per month during the training period.
- Site allowance will be given in addition to the monthly stipend to those who are posted at work sites.
- Leave will be as laid down in the Apprenticeship Act.
- Your training will be governed by the terms and conditions under the Apprenticeship (Amendment) Act, 1973.
- You are not eligible for joining as Graduate Apprentice in KITCO, in case you are undergoing or have undergone apprenticeship elsewhere.

You are advised to come and report for duty on 26<sup>th</sup> October, 2022 at the KITCO Office, Kochi, if the above terms and conditions are acceptable to you. If so, the duplicate copy of this letter enclosed may be returned to us duly signed by you as token of your acceptance.

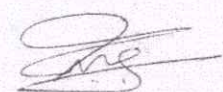
Please also bring original as well as self attested copies of the certificates as proof of age and qualification.

Yours faithfully,

  
Renjith K K  
Senior Officer - HR



Accepted,

Ansary 

  
Dr. JOSEPH THERATTIL  
Principal  
Jyothi Engineering College  
Cheruthuruthy - 679531

True Copy Attested

D:\C drive\HR\2022\Apprenticeship\appointment Order 15-10-2022\hr\ansary\_H1.doc



Thiruvananthapuram  
TC No: 16/839-1, Kochar Road, Jagathy, Thiruvananthapuram 695 014  
Tel: +91-471-2324462. Fax: +91-471 2324543

New Delhi  
No: B2/92, 9<sup>th</sup> Floor, Himalaya House, 23, KG Marg, New Delhi 110 001  
Tel: +91-11-41030081





CENTRE OF SCIENCE & TECHNOLOGY  
FOR RURAL DEVELOPMENT

Ayyanthole, Thrissur - 680 003, Kerala, India

Phone : 0487-2366388, 2365988, 2360788, 2364203

Fax : 0487 - 2366388

Email : costfordayanthole@gmail.com

No. COSTFORD/330/2022 dated 02.01.2023

Shri. Antony James  
Chirayath Manjiyil House,  
Paravattani, Ollukkara P.O  
Thrissur - 680 655

Sub : Offer of Appointment for the post of Site Engineer on Temporary basis

Dear Antony James,

We are pleased to inform that based on the interview held at COSTFORD Main Office on 17.12.2022, you are hereby offered the post as Site Engineer Trainee on temporary basis at a consolidated pay of Rs. 8750/- per month from the date of joining. You will be under the administrative control of Senior Project Director, COSTFORD, Main Centre. You will be on probation for 6 months and further continuance in the post will be only on satisfactory performance of your duties.

Your engagement shall be governed and regulated by the following terms and conditions and rules and regulations of COSTFORD approved by the COSTFORD, Governing Body, Managing Committee & General Body from time to time.

- You will be paid a consolidated remuneration of Rs 8750/- per month.
- All payment will be released on authorization of payment by the concerned controlling officer under whose supervision and direct control she has to work.
- You will work whole time observing normal working hours and follow the rules, regulations, discipline etc. of COSTFORD and ethics of the engineering professions
- While on tour, you will be entitled to TA/DA as per COSTFORD Rules.
- Remuneration will be subjected to deduction of income tax at sources u/s 192 of income tax act. However, if the officer is able to produce exemption from the concerned I. T. O no deduction will be made.
- You will be enrolled in statutory schemes like EPF/ESI and deductions as per rules and provisions thereof made from your remuneration.



*Joseph*  
Dr. JOSE P THERATTIL  
Principal  
Jyothi Engineering College  
Cheruthuruthy - 679531

True Copy Attested

True Copy Attested