

Date: 12/12/24

To Whom It May Concern

This is to certify that Ms. Bismi Boban is employed with Adv. Ashish Moothedath & Associates as a Legal Assistant from 30/10/2024 to Present. During her tenure with us, she demonstrated exceptional dedication and professionalism in all aspects.

As a Legal Assistant, her key responsibilities included:

Assisting attorneys with drafting and reviewing legal documents.

Conducting legal research and maintaining case files.

Coordinating communication with clients, courts and external agencies.

Ensuring compliance with legal procedures and deadlines.

Ms. Bismi Boban exhibited strong organizational skills, attention to detail, and a thorough understanding of legal procedures. She consistently worked effectively under pressure and upheld the highest standards of confidentiality and ethics. Her proactive approach and ability to adapt to evolving priorities significantly contributed to the firm's operations.

We thank Ms. Bismi Boban for her valuable contributions.

Yours Faithfully

Adv. Ashish M.G



ASHISH M.G
Advocate
Roll No. K/1179/1999
Thrissur-3

CCEA/240/2024

29-08-2024

To,

Fr. Jojo Arikkadan,
Christ Monastery,
Irinjalakuda,
Thrissur - 680125.

Sub: Appointment as Assistant Professor in the Department of Basic Science & Humanities,
Christ College of Engineering, Irinjalakuda, Thrissur.

Ref: Your application for the above post and the subsequent interview on 23-08-2024.

Dear Fr. Jojo,


The Management is pleased to appoint you as Assistant Professor in the Department of Basic Science & Humanities against a vacancy w.e.f 29-08-2024 under the following terms and conditions:

1. Designation: Assistant Professor in the Department of Basic Science & Humanities.
2. Salary: Your salary per month will be on a consolidated pay of Rs. 25000/- (Twenty five thousand only) for one year and on successful completion of one year, based on your performance and merit you will be paid as per AICTE 6th central pay commission as given below:
Basic Pay of Rs. 15600/- in the pay band of 15600-39100/-; Academic Grade Pay (AGP) of Rs. 6000/- DA @ 40%, HRA @ 5%, TA @ 5% and Interim Allowance @ 10% of total Basic Pay and Special Allowance wherever applicable.
3. Your appointment is subject to the conditions, rules and regulations prescribed by the AICTE and decided by the Management from time to time.
4. Your appointment will be effective from the actual date of joining duty.
5. You will be on probation for a period of two years from the date of joining.
6. Your performance will be assessed periodically, and based on that, your increments and further promotions will be considered.
7. You must serve for a minimum period of one academic year, if you decide to resign from our college, you must give three months' notice before leaving the job or pay three months' salary. You are bound to follow the rules pertaining to 'Resignation/Relieving' as is given in the current HR Policy available in the website of the institution.



8. In the event of resignation or termination, you are required to submit all relevant documents and course files related to the courses or labs you have taught. This submission is necessary for auditing and accreditation purposes and must be handed over to your Head of Department (HoD). In addition, you must submit a duly signed no-dues certificate before your official departure from the college.
9. Your final salary will be released only upon compliance with the conditions stated in Sections 8. An Experience Certificate can be issued only if you have completed a minimum period of one year of service.
10. You are expected to do all duties such as those connected with the admission of students to the College/Hostel, Placement of Students, Sports, PTA, Mentoring & Co-curricular & Extracurricular activities, assigned to you by superior authorities or management.
11. You are not allowed to take up any other employment, paid or otherwise, or pursue higher studies without the explicit permission of the Management of Christ College of Engineering.
12. The Management shall have the right to terminate your service by serving one month's notice or payment of one month's salary if your service is not satisfactory.
13. Further, in the event of willful neglect of duties or refusal to perform tasks assigned to you or found guilty of misconduct, the Management shall have the right to terminate your services without notice or payment of any compensation.
14. Upon joining, you are required to submit your original certificates for verification. Additionally, you must provide one set of self-attested copies of all certificates at the time of joining.


This letter is issued in duplicate. You are requested to sign, write your name, and date the document to indicate your acceptance of the conditions stated above. Please return one copy of the signed letter to the HR department.


Fr. John Paliakara CMI
EXECUTIVE DIRECTOR



I have read the terms and conditions mentioned above and accept the same. As a token of my acceptance of the terms and conditions, I hereby sign and deliver the duplicate copy of the appointment order.

Date: 29-08-2024

Signature of Candidate: 
Name and Address:

JOJO
christ Monastery,
Irinjalakuda,
Thirissur - 680125.

CC
1. Office
2. Accounts Section
3. Personal file

Mob: 94470 54887
98957 75751

Kalans[®]
FOOD INDIA

Issai Lic. No: 11320008000248
MSME No.: KL13A0001331
IEC No.: 1006007709
GSTIN: 32ABGPA2840K1Z3



Kalan's Food India

Nellayi P.O.-680305, Thrissur Dt., Kerala, India. Customer Care : 98957 75751
E-mail: kalansfood@gmail.com Web: www.kalansfood.com

(Mfrs & Exporters of Food Products)

Date: **25.09.2024**

This is certify that **Parvathy.N.R** currently employed with **KALANS FOOD INDIA**,
NELLAYI has been working with us since **09/04/2024** as an **Accountant**.

During this period, she has shown full sincerity, dedication, and hard work towards her
concerned job, which has helped in improving the management of the company.

Sincerely

K.P Antony

For Kalan's Food India

Proprietor



HOLY FAMILY A.U.P.SCHOOL

THADUKKASSERY

P.O.THADUKKASSERY. PARLI SUB DIST.

Ref. No.

Appointment Letter

Date. 27/9/2024.

To,

Miss. Nimmi Manoj
Chelapalath House

Thadukkassery (P.O)
Keralassery - 678641

Subject: Appointment letter as a teacher

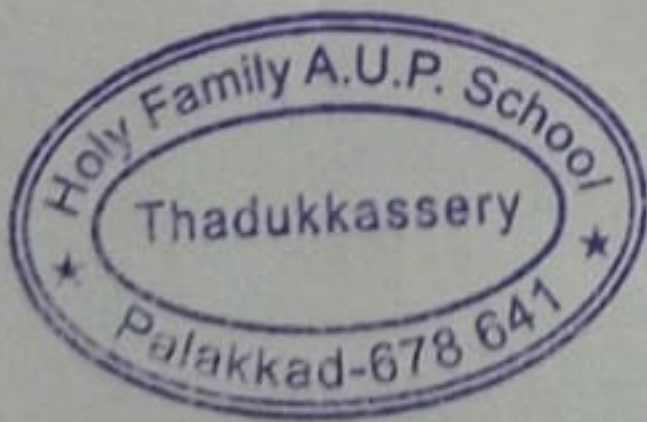
Dear Nimmi,

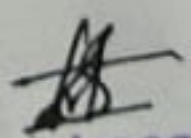
We are hereby pleased to inform that the management of Holyfamily A.U.P School, Thadukkassery offers you appointment as a teacher in our institution for 2024-25.

Best Regards,

Yours Faithfully
Sr. Sheeja Antony

Place: Thadukkassery
Date: 27/9/2024.




Headmistress
H.F.A.U.P.School
Thadukkassery
Palakkad-678 641