



KARIM CITY COLLEGE

A MUSLIM MINORITY INSTITUTION
RUN AND MANAGED BY KARIM'S TRUST
JAMSHEDPUR - 831001

Permanently Affiliated to Kolhan University, Chaibasa, Jharkhand (INDIA)
NAAC Re-accredited Institution

Principal (O) : 2431778

Fax : 2430495

Website : www.karimcitycollege.org

e-mail : office@karimcitycollege.org

Date - 07.09.21

Ref. No.....

Date.....

Placement Cell

Kotak Mahindra Life Insurance Company Ltd. (Selection list)

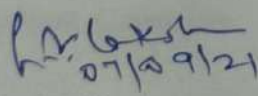
Three students of B. Com Hons, selected by Kotak Mahindra Life Insurance Company Ltd. as **Graduate Trainee**. The details of online placement drive was as below:

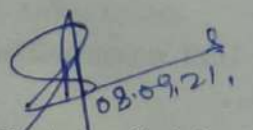
College Name	Drive Date	PPT Attendees	Online Test Attendees	Online Test Cleared	HR Round cleared	L1 Round Cleared	Final round cleared	Offered	Offer Accepted
KC College	20/8/21	80	50	37	13	7	3	3	3

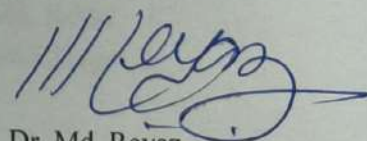
The selected candidates are:

S. No.	Name of Students	College Roll No	Mobile No.
1	Ashwini Kumar Singh	BCFIN18366	9234590392
2	Shashank Kumar	BCFIN18496	7903058752
3	Devnanand Sona	BCFIN18584	9334532909

We congratulate the selected students and wish them for a bright career ahead.


07/09/21
Dr. G. Vijayalakshmi
Placement Coordinator


08.09.21
Dr. Anwar Shahab
Chief Coordinator EEU


Dr. Md. Reyaz
Prof-in-charge

Phone: 2423863, 2440206, 2437386, 2440463, 2431779



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Ref. No.....Notice.....

Date 10.08.21.....

Placement Cell, Karim City College

Kotak Life Insurance Pvt Ltd. (an 100% subsidiary of Kotak Mahindra Bank) is now a leading player and the fastest growing company in the Insurance sector, are looking for future leaders who can join as **Graduate Trainees**.

The students will be exposed to an internship of 3 months at Kotak Branch, after successful completion of which students will be absorbed as Deputy Managers at Kotak Mahindra Life Insurance Pvt. Ltd.

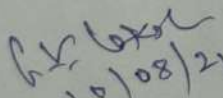
For reference, here attached the Job Description and Remuneration Package being offered this year. (File Name: GT Campus Invite, pdf)

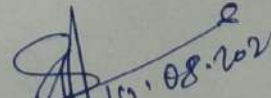
Some important points are as below:

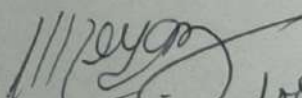
- **Students(no standing arrears) from UG 2021 pass out**
- **Pre-Placement talk.**
- **The drive day will consist of a presentation to the students, followed by behavioral and cognitive test and an HR interview round via Zoom.**

All interested students are required to provide their details as required by company via following given link.

<https://forms.gle/LBeePZ2E35VuW3WQ6>


10/08/21
Dr. G. Vijayalakshmi
Placement Coordinator


10.08.2021
Dr. Anwar Shahab
Chief Coordinator EEU


10/08/21
Dr. Md. Reyaz.
Prof-in-Charge



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Sent

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Meet

New meeting

Join a meeting

Hangouts

Sign in

Signing in will sign you in to Hangouts
across Google
[Learn more](#)

KC College drive details Inbox x

Kunaljeet.SinghRoy@kotak.com

to me, Sourav.Bhattacharjee, Sharmeen.Nawaz, Shankar.Prem

Dear Ma'am,

These are the details of the drive done at KC College:

College Name	Drive Date	PPT Attendees	Online Test Attendees	Online Test Cleared	HR Round cleared	L1 Round Cleared	Final round cleared	Offered	Offer Accepted
KC College	20/8/21	80	50	37	13	7	3	3	3

The selected candidates are:

1. Ashwini Kumar Singh
2. Shashank Kumar
3. Devnanand Sona

The signed offer letters of the selected students have been attached.

We look forward to associate with Karim City College for our future placement drives.

From: G Vijayalakshmi [<mailto:vijayag5410@gmail.com>]

Sent: Friday, September 3, 2021 9:53 PM

"2nd of September, 2021"

"Ashwini Kumar Singh"

"Karim City College"

Sub: Appointment Letter for Internship

Dear "Ashwini Kumar Singh",

Congratulations!

At Kotak Mahindra Life Insurance Company Limited (formerly known as Kotak Mahindra Old Mutual Life Insurance Limited), hereinafter referred to as the "Company" we believe in building strong, enriching and long-term careers for our people and soon you'll be a part of all this energy. We're happy to let you know that you've been selected as a Graduate Trainee for internship with the Company, Sales-Kotak Agency Department at "KLI - Jamshedpur 1 - Roshan Tower/ Ranchi" with effect from "7th of September, 2021". Your base branch will be communicated post joining.

This letter is an agreement between you and the Company that you will uphold all that we stand for and strive towards the fulfillment of the Company's goals.

Duration:

The duration of the internship is 3 months starting from your Date of Joining (DOJ) at the end of which you will be undergoing an assessment.

Stipend:

An amount of INR 14,000/- per month will be awarded to you as Stipend.

Pre-Placement Offer:

Based on the results of the assessment, the Company, at its sole discretion, may choose to absorb you as a full-time employee as a **Graduate Trainee**.

Terms and conditions of Internship ("T&Cs")

- (i) You will perform such duties as are assigned to you by the Company from time to time relating to the position of Intern to which you are now appointed.

- (ii) You will faithfully observe and be governed by the Company's rules and regulations on matters such as working hours, festival / public holidays, weekly offs and any other facilities / amenities, mode of recording your attendance, safety and security requirements, medical fitness, personal identification, etc. and operate with due regard to the highest professional standards / ethics, in all your transactions. You may be required to work on staggered timings / shifts, the timings for which may be altered from time to time.
- (iii) Since the nature of your work may require you to handle confidential information, you shall not at any time during your internship, without the consent of the Company in writing, divulge, directly or indirectly, any knowledge, information or documents whether relating to Company's processes, operations, procedures, transactions or not, acquired by you in the course of your internship concerning the business or affairs of the Company or its associates or clients and which are in the nature of a trade secret or secret in other respects the disclosure of which will cause harm to the Company, its associates or clients. Breach of this condition on your part shall render your service liable for immediate termination and you shall be liable for any other / additional legal action as the Company may deem fit.
- (iv) While dealing with the potential customer, or customer, over phone, you shall ensure that you comply with all the procedures as laid down under the TRAI Act/Regulations/Rules/Notifications/Circulars and shall not violate the National Do not Call Registry (NDNC Registry) and the Company's Do not Call Registry established for curbing Unsolicited Commercial Communication (UCC). You shall make calls to the potential customer/s or customer/s only from our branch numbers registered with NDNC Registry. However, in the event of any breach or violation thereof, you shall be solely liable for the consequences thereof, and that you shall also fully indemnify the Company in the event of any liability falling on the Company on account of your breach.
- (v) You must use all official equipment, tools, materials, supplies, and work time only for Company's legitimate business interests. You must use and maintain Company's property and resources efficiently and with due care and diligence.
- (vi) You are expected to report for internship on time and be regular in your attendance. You should perform your job responsibilities during working hours. Tardiness, absenteeism and loafing during work hours are frowned upon.
- (vii) The use or possession of alcohol, illegal drugs, and other controlled substances in the workplace and being under the influence of these substances on the job and during working hours is strictly prohibited.
- (viii) Please note that this internship is not an employment. It is merely a privilege extended to you and the same may be withdrawn by the Company, at its discretion, without any prior notice.

INFORMATION SECURITY - ACCEPTABLE USAGE POLICY

- You shall maintain the confidentiality of passwords and not allow others to perform any activity using your user ID and shall not write down passwords.
- You shall always lock the system using CTRL+ALT+DEL+ENTER or Windows + L, before leaving it unattended.
- You shall always report the loss of your IT hardware / Desktop / Laptop immediately to the reporting head and IT Service Desk and shall lodge an FIR at the police station.
- You shall agree to abide by the Information security policy changes as advised from time to time.
- You shall not install or distribute any unlicensed software.
- You shall not send or forward unsolicited emails to a large number of users which can be considered as mail spamming.
- You shall not send emails containing any document, software or other information protected by copyright, privacy or disclosure regulation.
- You shall not, either during or after your internship with the Company, divulge or utilize any confidential information belonging to the Company. This includes confidential information on processes and the Company's businesses and Customer Information, which may come to his/her knowledge during employment.
- You shall promptly report all violations of the information security policies and security incidents of the Company to kli.infosec@kotak.com.

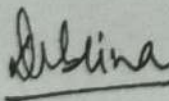
The Company is committed to provide a work environment that is free of inappropriate behavior of all kinds and harassment on account of age, physical disability, marital status, race, religion, caste, sex, sexual orientation or gender identity.

You are requested to send us a copy of this Letter that is signed and dated by way of acceptance of the terms and conditions contained therein.

We look forward to your having a fruitful internship with us.

Yours faithfully,

For Kotak Mahindra Life Insurance Company Limited.



Deblina Bhattacharjee (Zonal HR - East)

If you'd like to know more, do get in touch with us at "kunaljeet.singhroy@kotak.com" we'll be happy to guide you. We wish you luck and look forward to partnering with you on this journey of growth, learning and celebration.

Say No to Jobs. Let's talk Careers for Life!

Declaration by the Intern

I accept the offer and the terms and conditions mentioned in this letter.

I accept the above terms

Ashwini Kumar Singh

3/09/2021

(Full Name)

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"2nd of September, 2021"

"Shashank Kumar"

"Karim City College"

Sub: Appointment Letter for Internship

Dear "Shashank Kumar",

Congratulations!

At Kotak Mahindra Life Insurance Company Limited (formerly known as Kotak Mahindra Old Mutual Life Insurance Limited), hereinafter referred to as the "Company" we believe in building strong, enriching and long-term careers for our people and soon you'll be a part of all this energy. We're happy to let you know that you've been selected as a Graduate Trainee for internship with the Company, Sales-Kotak Agency Department at "KLI - Jamshedpur 1 - Roshan Tower/ Ranchi" with effect from "7th of September, 2021". Your base branch will be communicated post joining.

This letter is an agreement between you and the Company that you will uphold all that we stand for and strive towards the fulfillment of the Company's goals.

Duration:

The duration of the internship is 3 months starting from your Date of Joining (DOJ) at the end of which you will be undergoing an assessment.

Stipend:

An amount of INR 14,000/- per month will be awarded to you as Stipend.

Pre-Placement Offer:

Based on the results of the assessment, the Company, at its sole discretion, may choose to absorb you as a full-time employee as a Graduate Trainee.

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- (i) You will perform such duties as are assigned to you by the Company from time to time relating to the position of Intern to which you are now appointed.

- 25
- (ii) You will faithfully observe and be governed by the Company's rules and regulations on matters such as working hours, festival / public holidays, weekly offs and any other facilities / amenities, mode of recording your attendance, safety and security requirements, medical fitness, personal identification, etc. and operate with due regard to the highest professional standards / ethics, in all your transactions. You may be required to work on staggered timings / shifts, the timings for which may be altered from time to time.
 - (iii) Since the nature of your work may require you to handle confidential information, you shall not at any time during your internship, without the consent of the Company in writing, divulge, directly or indirectly, any knowledge, information or documents whether relating to Company's processes, operations, procedures, transactions or not, acquired by you in the course of your internship concerning the business or affairs of the Company or its associates or clients and which are in the nature of a trade secret or secret in other respects the disclosure of which will cause harm to the Company, its associates or clients. Breach of this condition on your part shall render your service liable for immediate termination and you shall be liable for any other / additional legal action as the Company may deem fit.
 - (iv) While dealing with the potential customer, or customer, over phone, you shall ensure that you comply with all the procedures as laid down under the TRAI Act/Regulations/Rules/Notifications/Circulars and shall not violate the National Do not Call Registry (NDNC Registry) and the Company's Do not Call Registry established for curbing Unsolicited Commercial Communication (UCC). You shall make calls to the potential customer/s or customer/s only from our branch numbers registered with NDNC Registry. However, in the event of any breach or violation thereof, you shall be solely liable for the consequences thereof, and that you shall also fully indemnify the Company in the event of any liability falling on the Company on account of your breach.
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- You shall not send emails containing any document, software or other information protected by copyright, privacy or disclosure regulation.
- You shall not, either during or after your internship with the Company, divulge or utilize any confidential information belonging to the Company. This includes confidential information on processes and the Company's businesses and Customer Information, which may come to his/her knowledge during employment.
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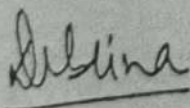
The Company is committed to provide a work environment that is free of inappropriate behavior of all kinds and harassment on account of age, physical disability, marital status, race, religion, caste, sex, sexual orientation or gender identity.

You are requested to send us a copy of this Letter that is signed and dated by way of acceptance of the terms and conditions contained therein.

We look forward to your having a fruitful internship with us.

Yours faithfully,

For Kotak Mahindra Life Insurance Company Limited.



Deblina Bhattacharjee (Zonal HR - East)

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If you'd like to know more, do get in touch with us at "kunaljeet.singhroy@kotak.com" we'll be happy to guide you. We wish you luck and look forward to partnering with you on this journey of growth, learning and celebration.

Say No to Jobs. Let's talk Careers for Life!

● Declaration by the Intern

I accept the offer and the terms and conditions mentioned in this letter.

I accept the above terms

Shashank Kumar
(Full Name)



"2nd of September, 2021"

"Devanand Sona"

"Karin City College"

Sub: Appointment Letter for Internship

Dear "Devanand Sona",

Congratulations!

At Kotak Mahindra Life Insurance Company Limited (formerly known as Kotak Mahindra Old Mutual Life Insurance Limited), hereinafter referred to as the "Company" we believe in building strong, enriching and long-term careers for our people and soon you'll be a part of all this energy. We're happy to let you know that you've been selected as a Graduate Trainee for internship with the Company, Sales-Kotak Agency Department at "KLI - Jamshedpur 1 - Koshan Tower/ Ranchi" with effect from "7th of September, 2021". Your base branch will be communicated post joining.

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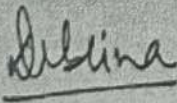
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We look forward to your having a fruitful internship with us.

Yours faithfully,

For Kotak Mahindra Life Insurance Company Limited.



Deblina Bhattacharjee (Zonal HR - East)

(3)

If you'd like to know more, do get in touch with us at "kunaljeet.singhiroy@kotak.com" we'll be happy to guide you. We wish you luck and look forward to partnering with you on this journey of growth, learning and celebration.

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Declaration by the Intern

I accept the offer and the terms and conditions mentioned in this letter.

I accept the above terms

Devanand Sena
(Full Name)