UNIVERSITY OF KERALA

कर्मणि व्यज्यते प्रज्ञा

കേരള സർവകലാശാല

FACULTY OF APPLIED SCIENCES AND TECHNOLOGY

The Senate of the University of Kerala hereby makes known that **Alan Roy** has been admitted to the Degree of Bachelor of Computer Applications, the candidate having been certified by duly appointed Examiners to be qualified to receive the same, and having been by them placed after passing the prescribed Examinations, in the **C** Grade for the Career Related First Degree Programme in **Computer Applications** under the Choice Based Credit and Semester system held in **April 2025**.

Given under the seal of the University

University Buildings

Thiruvananthapuram September 24, 2025

Vice Chancellor

0869479

VaDriDa

OFFER LETTER

To
Mr. Alan Roy
Valayaparambil Thirunallor P.O
Cherthala, Alappuzha-688541

Subject: Offer of Employment

Dear Alan Roy

We are pleased to offer you the position of **IT Executive** with **VaDriDa (OPC) Private Limited**, a company committed to delivering land and building valuations.

Your joining date will be **1ˢᵗ December 2025.**

This offer is extended to you under the following terms and conditions:

1. Appointment

You are appointed **as IT Executive** , reporting to the Manager/Director. You will be responsible for managing and developing the company's technological data and handling all duties related to the firm's technical operations.

2. Probation

You will be on a **probation period of three (3) months** from the date of joining. Upon successful completion and based on performance evaluation, your appointment may be confirmed.

3. Compensation

- **Basic Salary:** ₹ 15,000/- per month

4. Job Description and Responsibilities

1. **Manage and maintain all technical systems** used in the company, including applications, Excel-based tools, portals, and internal software.

2. **Troubleshoot technical issues** such as system breakdowns, application errors, or portal downtime, and ensure timely resolution.

3. **Monitor system performance** and ensure smooth functioning of all technology-related processes used for valuation and report drafting.

4. **Develop new ideas, tools, and techniques** to improve the efficiency and accuracy of the company's valuation process.

5. **Support the valuation team** by ensuring their systems, templates, and technical resources work without interruption.

6. **Handle all technology-related responsibilities** required for smooth functioning of the company's valuation services.

5. Leave Policy

- You are entitled to 12 days of paid leave per year.

- All leave requests must be communicated and approved in advance.

6. Termination / Notice Period

- Either party may terminate this employment by giving **Three (3) month's prior written notice** or salary in lieu thereof.

- The company reserves the right to terminate employment on grounds of misconduct, non-performance, or violation of policies.

7. Confidentiality G Compliance

- Ensure that client data is never misused or disclosed from your devices, and that all data is securely maintained without omission.

- You are expected to maintain strict confidentiality and comply with all organizational policies, legal requirements, and professional standards.

Acceptance

If you agree to the terms of this offer, kindly sign and return a duplicate copy of this letter as confirmation of your acceptance.

We look forward to welcoming you to our team and believe that your contribution will help strengthen VaDriDa (OPC) Pvt Ltd' s mission of value-driven professional service.

With best regards,

Name: SANJAY BABU
Designation: MANAGING DIRECTOR

I accept the above offer and confirm my joining.

Signature of Employee: _____

Name: Alan Roy

Date: 20-11-2025