

NLSPL/AL/19-20/1478

May 13, 2019

Ms. Gunjan Mukherjee
7th Pally, Prof. Colony,
Bolpur, Birbhum,
Pin – 731204
Emp Code: EMP1823

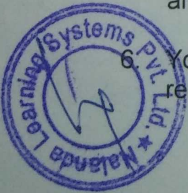
Subject: Appointment Letter

Dear Ms. Gunjan,

With reference to your application and interview you had with us, we are pleased to appoint you for the post of **Mentor (Grade A2)** at our **Nagerbazar** Centre. Your appointment in the company is effective from **April 25, 2019**.

The terms and conditions of this appointment, which have already been discussed and accepted by you are enumerated below:

1. You shall be paid remuneration as per Annexure – 1 which will include all allowances and benefits. TDS and other deductions will be affected from your salary in your case as required under the relevant act.
2. You will be on probation for an initial period of six months from the date of your joining. If you are not confirmed on or before the expiry of probationary period mentioned above, your probation will be deemed to have been extended even though no information is given to you in writing to that effect. During the initial probationary period and extended probationary period the Company can terminate your service at any point of time at its own discretion without any notice or without any compensation in lieu of thereof. You can leave the company during probation period with fifteen days' notice or by paying Rs 10000/ lieu thereof.
3. After confirmation company can terminate your services by giving one month's notice or by paying one-month latest Basic salary in lieu thereof. vice versa after confirmation you can also leave the company by serving one-month notice or by paying one-month latest basic salary in lieu thereof.
4. You are liable to be transferred to any section, department, Branch, Office, Establishment or any of its subsidiary companies or of concerns in which the Company has substantial interest in terms of ownership or Management. In case you fail to report the place of transfer within the prescribed period as mentioned in transfer letter your job may be terminated by company without any compensation and notice.
5. You will be governed by the existing leave rules and regulations of the Company or with leave rules amended from time to time by the company.



You will be retired from the services of the company on achieving 60 years of age as per office records of the company.

Nalanda Learning Systems Pvt. Ltd.

AB-2, Sector - 1, Salt Lake, Kolkata - 700064 (W.B)

Phone : +91-33-4003 0971, Telefax : 4003 0972

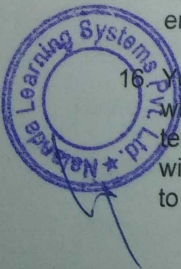
Email: info@littlelaureates.com, web:www.littlelaureates.com

CIN No. : U74999WB2011PTC164449

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7. You will not either during or after your employment with us divulge or utilize any confidential information belonging to the company which may have come to your knowledge and you shall both during and after your employment take all reasonable precautions to keep all such information secret. You will not receive any cash/ cheque or any proceeds of the company from any clients, Customers or parents .in your personal beneficiary account or in the account of your relatives and friends.
8. You will not hire any employee of Nalanda Learning Systems Private limited and also you will not admit any students of Nalanda Learning systems private limited in any other school within a period of one year from the date of leaving the services of our company. In case company found that you are involved in such business dealing and activities within a period of one year from the date of leaving our organization your such business dealing and activities will be treated as illegal and company may claim compensation from you.
9. If, at any time in our opinion, which is final in this matter, you are found guilty of dishonesty, disobedience, disorderly behavior, Negligence, Indiscipline, convicted in any criminal proceeding, absence from duty without any permission for more than five days or any conduct considered by us detrimental to our interest or violation of one or more terms of this letter, your service may be terminated without any notice and legal measures may be taken against you.
10. You will keep us informed of any change in your residential address, contact number and civil status.
11. You will be responsible for the safe- keeping and return in good condition and order, of all our property, documents, brochures, books, presentations, reports, Mobile, sim, laptop, dongle or any other assets and documents of the company which may be in your use, custody or charge. Any damage done to our assets or documents in your custody or charge the same loss will be adjusted with your salary or full and final settlement. Or will be realized by other means.
12. You will abide by the staff rules, regulations and policies applicable to you which are in force for the time being or may be framed time to time by the company.
13. You are required to engage yourself exclusively in the work assigned by NLSPL and shall not take up any independent or individual assignments (whether the same is part time or full time, or in an advisory capacity or otherwise). You are prohibited from associating from any activity that creates or appears to create a conflict between your personal interest and business interest of NLSPL.
14. You are not authorized to make any financial commitment on behalf NLSPL (donation, subscription, advertisement, purchase etc.) to any person or Company without the prior written approval of NLSPL. Any individual violating it would have to take personal liability to clear the dues and/or it would be considered as a criminal offence which is subject to legal charges.
15. No official information, emails, documents & files should be copied or transmitted outside of the NLSPL premises, without express approval of NLSPL. Doing anything of this nature might result in violation of copyright laws and can lead to disciplinary action up to and including termination of employment as well as legal action both civil and criminal.
16. You will not join any of our competitor or will not be associated with any industry in same operations which is similar to that of NLSPL in any capacity within a period of one year from the date of your termination / resignation. In case it is found that you have joined our competitor or same industry within a period of one year from the date of your leaving the company, the management has a right to take legal action and can claim compensation from you.



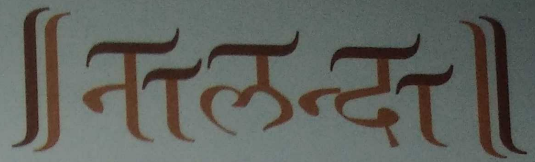
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17. In consideration of the opportunities, training and access to new techniques and knowhow that will be made available to you, you will be required to maintain top confidentiality for the same. Therefore, you will ensure us that you will maintain secret and confidential all information.
18. During your tenure with the NLSPL you shall disclose- and assign to NLSPL as its exclusive property, all developments developed or conceived by you solely or jointly with others that are related to the NLSPL's business or that results from work that you perform for the NLSPL or using the NLSPL's equipment, supplies or facilities.
19. Your job profile shall be given to you on your joining the organization which will outline key responsibilities. You may be given additional responsibilities by superiors as well as by management. Your job profile is liable to change from time to time at the discretion of the management.
20. If you leave our organization without proper hand over of your official charge to company authorized person, the management has a right to adjust a sum of Rs 10000/ from your salary or from your full and final settlement towards compensation.
21. If it is found that you are providing private tuition to any students of Little laureates, the company has a right to deduct a sum of Rs 25000/ from your salary / full and final settlement towards compensation.
22. You will act to protect the students in your custody from any physical injury, emotional disability and sexual exploitation. In case you fail to do so you will be held responsible and liable for compensation and appropriate punishment as required under the relevant act.
23. You will submit a character certificate from your local councilor along with accepted copy of this letter.

This letter is being sent to you in duplicate. If you accept the terms and conditions as mentioned above in the appointment letter and attached annexure 1, please sign the duplicate copy of this letter and annexure 1 as a token of acceptance of the same in the space provided below and return the same to us for our office records. The original is for retention by you.

After perusal of the contents made in this letter I do hereby declare that I will maintain and or abide the terms as mentioned above if not the company may take legal actions against me.

We welcome you as a member of our organization and look forward to many years of useful association.

Yours faithfully,
For Nalanda Learning Systems Pvt. Ltd.,


Timir Mukherjee
Director

I accept the above terms and conditions

Name _____

Signature _____

Date _____

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