

11/09/2020  
New Delhi



Ref: ICLEI SA / Goa/ 10092020

**Mr. Jalmesh Karapurkar**  
C/O Mr. Devidas Karapurkar  
Karapur, Sanquelim  
Goa 403403  
Phone: +91-8806772756

**Re: Offer of Employment with ICLEI South Asia**

**Dear Mr. Jalmesh Karapurkar,**

On behalf of ICLEI South Asia, we are pleased to offer you the position of “**City Associate**” in ICLEI South Asia, commencing on 15/09/2020, with the following terms and conditions:

1. Your position will include the following responsibilities:

Functional area:

- Work with Village Biodiversity Management Committees and Village Panchayats, Municipal Biodiversity Management Committees and Municipalities, State Biodiversity Board of Goa, and other government agencies and assist in project activities in 52 villages and 11 municipalities in Goa
- Develop and manage strong relationships with the local government and key stakeholders and partners in the community
- Undertake studies in the 52 villages and 11 municipalities to document existing biodiversity and ecosystem services and social diversity (as per the formats of PBR issued by Government of India)
- Assist in training BMCs and community members in biodiversity documentation
- Conduct PRAs and interviews in the villages for resource mapping and documenting traditional knowledge
- Assist in development of natural asset map through collection of GPS coordinates
- Assist in carrying out photo documentation of all components of biodiversity and social diversity
- Assist in compiling all information collected from the field and preparing PBR for 52 villages and 11 municipalities
- Provide support and assistance in all aspects related to organizing and executing project events such as training programmes and workshops
- Assist with developing and keeping project information updated on the ICLEI South Asia and related websites

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**ICLEI- South Asia**

C-3, Lower Ground Floor  
Green Park Extension  
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Fax: +91-11- 4974 7201  
E-mail : iclei-southasia@iclei.org

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53113 Bonn  
Germany

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<http://southasia.iclei.org/>

- Ensure close co-ordination with local governments/executing agencies, support provision of top quality services and facilitation of knowledge building and management
- Undertake project related travel, if required
- Provide project updates to managers or superiors on a regular basis
- You will also be responsible for other project work in Goa as and when required.

#### Work Management:

- Personally monitor and respond to e-mails, letters, telephone calls and all other communications in a professional and timely manner.
- Ensure appropriate reporting to managers and supervisors on a regular basis.

#### Communication and Overall Management:

- Develop and manage strong relationships with the city government and key stakeholders and partners in the villages and the municipalities.
- Manage ICLEI South Asia's efforts with stakeholders and partners at the local level.

#### Knowledge, Expertise and Self Development:

- Continue one's learning and growth, staying updated with current developments in relevant subject domains and management areas.
2. You will currently be posted at the ICLEI South Asia project office at Goa. You may be liable to be transferred to any other ICLEI South Asia office outside your current location, based on requirement.
  3. Your annual salary will be INR 3,00,000/- (Rupees Three Lakhs Only).
  4. You are required to work 40 hours per week i.e. 8 hours per day. Your working hours will be from 9.30 am to 6.00 pm or as mandated by the local authorities that you are working with.
  5. You will be on probation for a period of 3 months, which shall be regularized subsequently, subject to satisfactory performance. This contract stands valid for a period of one year from the date of joining. During the probationary period, this agreement can be terminated by either party giving the other 15 days' notice in writing or salary in lieu thereof without ascribing any reason.
  6. Unless the organization confirms your employment in written at the end of probationary period, your services with ICLEI South Asia will be deemed to continue on probation. However, if your performance is found satisfactory, your services will be retained.



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7. Post confirmation, this agreement can be terminated by either party giving the other thirty days' notice in writing or salary lieu of thereof without ascribing any reason.
8. The organization may terminate your services, either during the probationary period or after confirmation of employment, without notice on grounds of misrepresentation, fraud, insolvency, unsoundness of mind or conviction by a court of any offence involving moral turpitude, misconduct(s), mismanagement of the business of the company, inefficiency or breach of the terms and conditions herein specified.
9. In the event of abstaining yourself from work without permission for a period of 07 consecutive days including intervening holidays, you will be deemed to have abandoned your employment and thereby resulting in the termination of your services with immediate effect.
10. Upon agreeing to work for ICLEI South Asia, it is understood that you agree to abide by the principles, guidelines and conditions outlined in ICLEI South Asia's Operational Manual. This manual outlines organizational policies, operating procedures, conditions of employment, entitled leaves and administrative procedures, etc. You are expected to keep yourself abreast of the rules and regulations in existence at present or as may be framed by ICLEI South Asia from time to time.
11. You will render exclusive services to ICLEI South Asia and devote your full time and attention to your duties. During your employment with ICLEI South Asia you shall not engage in any work similar in nature to that of ICLEI South Asia, either honorary or otherwise.
12. Your job may entail extensive traveling on project work. You must **be flexible to the exigencies of work.**
13. Any reasonable expense properly incurred and duly authorized while on work or travel for ICLEI South Asia will be reimbursed according to the rules of the organization prevalent at that time. You are required to submit all reimbursable expense details as per official formats within 07 days of your return from travel.
14. **Organization Information, Results and Records, Communication:**
  - i. Under no circumstances, should you utilize or divulge to any person, information about the organization's matters, secrets or such other relevant details. In addition, it is understood that all data/ reports developed at ICLEI South Asia are the sole property of ICLEI South Asia and may not be used for purposes other than in support of work being undertaken by you on behalf of the organization's clients. All material produced while working with

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- ICLEI South Asia is the property of the organization and may not be taken with you should you leave the organization.
- ii. The employee has the right to access all open information systems of the organization (e.g. databases, central filing system, Intranet), while ensuring the integrity, security, and confidentiality of the organization. In case of remote access, any special rules set by ICLEI South Asia should be followed.
  - iii. Any documents created and results attained by ICLEI South Asia solely and/or jointly with other organizations/clients in fulfillment of the duties and tasks deriving from this employment contract are the full property of ICLEI South Asia and are only to be used for the purposes defined by ICLEI South Asia.
  - iv. All logos, tools, records and results compiled and generated during the employment with ICLEI South Asia must be handed over to the organization when the employment is terminated. No further use of this material by the employee is permitted after employment has ended.
  - v. All email and other user accounts (e.g. Google Apps, Skype, Twitter, Facebook) that include “ICLEI South Asia” in the user name and/or contact details, as well as any other email or user accounts generated for activities undertaken during your employment with ICLEI South Asia are for professional use only and must be handed over to the organization or deleted once employment has been terminated. The employee is not allowed to use any such media after termination of employment, except if permitted by the organization in writing.
  - vi. After employment has been terminated, the employee is obliged to update all his/her social media accounts and profiles on all portals (e.g. Facebook, Twitter, LinkedIn, Skype, Gmail, naukri.com, monster.com, etc.) in order to indicate that employment with ICLEI South Asia no longer exists.
  - vii. After the employment has been terminated or in the case of long absence of the employee from work, ICLEI South Asia has the right to access and use information found in any ICLEI South Asia owned email account, related online accounts and/or on any computer or information database owned by ICLEI South Asia.

## **15. Data Protection:**

- i. The employee may use, publish or allow access to classified personal data within the framework of his/her work for ICLEI South Asia as well as for its partners only for tasks associated with fulfillment of given assignments, duties or functions. Personal data are defined as any information about the personal and factual circumstances of a person.
- ii. Any violation of data confidentiality is a punishable offence.
- iii. Additionally, the employee of ICLEI South Asia may collect and store information concerning persons (including that of other employees), companies, institutions and organizations within the execution of his/her duties at ICLEI South Asia, only as long as their duty expressly demand it and the demands are legal. Stored

data (including written notes and files) with such information needs to be kept from reach of unauthorized persons within and outside of ICLEI South Asia. Respective security regulations are to be observed.

- iv. Any faults in data protection are to be reported to the Reporting **Supervisor / Admin. Manager and Executive Director.**
- v. This ruling will remain in force after the employment has ceased.

#### 16. **Secrecy:**

- i. The employee is bound to maintain secrecy regarding information which is not generally accessible to third parties and not to disclose confidential and/or business-related information of ICLEI South Asia that have become known to him/her in connection with duties and tasks under this employment.

#### 17. **Other provisions:**

- i. You will be responsible for the safe keeping and return in good condition and order all properties, furniture, documents, equipment, materials and such other items entrusted to your charge or under your care. The organization shall have the right to deduct the monetary value of such items from your dues and take such actions as it deems necessary, in the event of your failure to render proper and satisfactory account of the items given under your charge.
- ii. You will be required to maintain all safety measures, procedural standards and requirements as may be statutorily required and ensure that you do not imperil your life or that of your co-employees or the property of the organization due to acts of negligence or violation of safety requirements.
- iii. You will keep the management informed in writing of any change in your residential address. Otherwise all communication intended for you will be sent on the last address given by you and it shall be deemed to have been delivered to you and responsibility for non- receipt will be yours.

Wherever any dispute appears in respect of the aforesaid clauses, the provisions of the organization's terms and conditions of the service of the employee prevail and the same shall have an overriding effect on the aforesaid disputed clauses.

We look forward to your joining and contributing to our growth in ICLEI South Asia and to your own personal growth and long-term career. If you find the above terms to be acceptable, please sign in the space below and return a copy to the undersigned.

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Should you have any questions please feel free to discuss them with myself.

Yours truly,

**ICLEI – Local Governments for Sustainability, South Asia**



**Emani B V Kumar**  
Executive Director

I hereby declare that I have read, understood and agree to abide by the aforesaid terms and conditions of my employment.

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Name: **Mr. Jalmesh Karapurkar**

Date:



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