

Offer: The Bodhi Pedagogy Services LLP

Goa

Date: 14/04/2023

**Miss Nikita Mendes
Panaji, Goa**

Dear Nikita,

Subject: Letter of Offer

Thank you for exploring career opportunities with **The Bodhi Pedagogy Services LLP**. You have been successful in our initial selection process and we are pleased to make you an offer.

This offer is based on your profile and performance in the recruitment process. You have been selected for the position of **Faculty Member (Biology and science for High School), and Office admin**.

Your **Gross Salary** including all benefits during first 03 months i.e Training Period of working will be **Rs. 10,000/-** per month, as per the terms and conditions set out herein. The gross salary mentioned above is inclusive of the Variable Allowance becoming effective upon your joining the company.

With this Letter of offer we express our intention of inviting you to join our dynamic and growth oriented team from 20/05/2023 (tentative).

Yours Sincerely,

For The Bodhi Pedagogy Services LLP

**Alka Verma
Director**

Original Copy

COMPENSATION & BENEFITS

• **Basic Salary**

You will be eligible for a basic salary of Rs.10,000 per month during Training period of 03 months.

Your service will be regularized after evaluation of your performance during training period.

Your regular salary and allowance (if any) will be decided after evaluation of your performance during Training period which was already discussed.

Other Components – After Regularisation

• **Annual Retention**

10% of the total salary will be reserved by **The Bodhi Pedagogy Services LLP** as Annual Retention component. This amount will be released at the end of successful completion of 12 months of your service or as per mutual understanding.

TERMS AND CONDITIONS

1. Working Hours

Your working hours will be 10:00 am to 6:00 pm. However, these timings are liable to change if your services are required in shifts.

2. Compensation Structure/Salary components

The compensation structure/salary components are subject to change as per the compensation policy from time to time at its sole discretion.

3. Leave Policy

- a. The Employee is entitled to 01 (One) days of paid casual leaves in a month. In addition, the Employee will be entitled to public holidays mentioned under the Leave Policy of the Employer. No leave shall be granted for three consecutive days. Consecutive leave for three or more days will be treated as unpaid leave.
- b. Paid Casual leave will be only treated as paid leave if such permission is granted in advance by the employer.
- c. The Employee may not carry forward or encash any holiday to the next holiday year.

4. Alternative Occupation / Employment

During the period of your employment, you are not permitted to undertake any other employment, business, assume any public or private office, honorary or remunerative, without the prior written permission of Company.

5. Confidentiality Agreement

All the intellectual property rights relating to the work done or created by you including all material development, seminars and presentations, designing of marketing Material, Development of website, Information related to Students and colleges, Details of students applications & their SOP, LOR, passport details and other financial documents etc. during the course of this contract with the company solely and exclusively vest with the company in perpetuity and the company shall have the sole and exclusive right to utilize any or all of them.

6. Notice Period

If you wish to terminate your services, you have to give **30 calendar days** prior notice in writing.

7. Compliance to all clauses

You should fulfill all the terms and conditions mentioned in this letter of offer. Failure to fulfill one or more of the terms and conditions would entitle the Company to withdraw this offer letter at its sole discretion.

Kindly confirm your acceptance of the terms and conditions of employment herein before provided by signing and returning the duplicate copy of this letter.

Acceptance

I have gone through the aforesaid letter and have understood fully the contents and intends of the said letter. All the terms and conditions are fully satisfactory and acceptable to me, and they are binding on me.

Name:-
Place:-

Sign:-
Date:-

Original Copy