I.C **Industrial Consultants**
140, Kishan Nagar, Shyam Nagar (Ext.)
Jaipur-302019
Phone no-: 0141-2292569 Mob -: 9413344311/9829393966.
E-mail bhatnagar.ic@gmail.com

Sub: Offer of Appointment.

Dear Mr. TARASHANKAR SHARMA,

Reference to your application and interview for providing services of service point on job basis for assignment at LNMIIT. We are pleased to offer you appointment for the post of Jr. Office Assistant in our organization on the following terms and conditions:

1. You will be paid in accordance to work order F.No. LNMIIT/Reg./Manpower Contract/58/2018-19 the schedule remunerations for job assignment is Rs 21,000/ CTC (cost to company) for 9 hours of duty in which 8 hours of working & 1 hour for lunch. It includes Basic, HRA, Bonus, other allowances and employer's share of Provident fund & ESI.

2. You will be hired on contract basis and shall be solely a contractual employee of **M/s Industrial Consultants** and will have no claim/ lien on The LNM Institute of Information Technology (LNMIIT).
3. You shall be covered under the provisions of Provident Fund Act and ESIC for the same you agree to submit the filled forms and self-attested supporting documents.
4. Besides the holidays as per the institute you will be entitled for 1 casual leave per month not exceeding 12 in a year calculated and carried forward up to a year after which any such leave shall lapse.
5. You will maintain secrecy of the information of the work of LNMIIT which may come to your knowledge during the course of association with us. This obligation of maintenance of secrecy in your assigned job shall continue even after your discontinuation with us.
6. You will adhere to orders and follow instructions given to you either from our office or by LNMIIT officials.
7. At time you may be required to work irregular hours, including Saturday and Sunday an appropriate time off will be considered for work performed outside normal operational hours.
8. This agreement is valid till 30th September 2024, our contract with LNMIIT and could be extended further as per assignment with LNMIIT.
9. In case of non-performance as per instruction from LNMIIT this agreement can be terminated with immediate effect.
10. You will be required to give one-month notice in advance before leaving failing to which could result in forfeiture of a month's salary.

We hope to have a fruitful association with you. This letter is issued in duplicate. A copy of which should be returned duly signed as a token of your acceptance. This agreement is effective from **11/03/2024 or your date of joining.** This offer is valid for 15 days beyond this offer shall expire to execute.

Read, understood & accepted by

Tarashankar Sharma
14-03-2024

Yours Sincerely,
for Industrial Consultants

INDUSTRIAL CONSULTANTS JAIPUR

NISHANT BHATNAGAR