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

Dated: January 13, 2025

Sub: letter of Appointment.

Dear Mr. Manoj Singh,

Reference to your contract for providing services of service point on job basis for assignment at LNMIIT. We are pleased to extend your contract till 08/01/2026 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 are as follows:

BASIC	ALLOWANCE	TOTAL	12%	IN HAND	13%	CTC
9334	14739	24073	1120	22953	1213	25286

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.
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. In case of non-performance as per instruction from LNMIIT this agreement can be terminated with immediate effect.
9. You will be required to give one-month notice in advance before leaving else, proportionate salary will be forfeited.

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 **09/01/2025.** This offer is valid for 05 day beyond that it shall expire to execute.

Yours Sincerely,
for Industrial Consultants



NISHANT BHATNAGAR

Read, understood & accepted by

_____