+91 9116378333
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DHARAV HIGH SCHOOL

Plot No. : R-7 & S-3, Sector-6, Vidhyadhar Nagar, Jaipur - 302039

DHS/HR/2023-24/97

Date: 17.11.23

Ms. Muskan Agrawal
116A/2D, Banshidhar Ji Ki Gali,
Gaitor Road, Bhrampuri, Jaipur 302002

Sub: Letter of Appointment

Dear Ms. Muskan Agrawal,

We are pleased to offer you a position as **"Assistant Manager - HR"** with Dharav High School, Jaipur with effect from **26.06.23.**

During your period of employment with this organization, you will be governed by the following Terms and Conditions:

TERMS AND CONDITIONS

1. That you are to give your entire time and attention to the work assigned to you during your employment with us, and you shall not accept any additional employment full time, part time or engage in any outside commercial activity. Your assignment of work may, at the option of the institution, be changed at any time depending upon the exigencies of the institution.

2. You will be on probation for a period of one year from the date of your joining which can be extended in case your performance is not found satisfactory. However you will be considered to continuing on probation until so confirmed in writing. In case your performance continues to be unsatisfactory even during the extended period of probation, your services shall be liable to termination without assigning any reason and without any notice or pay in lieu thereof.

3. You need to serve three months' notice or three months' salary in lieu of the notice period if you wish to leave the organization.

4. Notice period will be three months from either side after the completion of probation period.

5. Your one month's gross salary will be kept with us against the security deposit which will be incorporated with your full and final settlement.

6. That with reference to item 2, 3 and 4 you will not be entitled to any dues unless a clear relieving and clearance certificate has been obtained from the designated officer of the institution.

7. The appointment or its continuance is further subject to your remaining medically, physically and mentally fit. You will submit a medical examination report as and when considered and asked by the institution, failure to do so would be considered a gross misconduct entailing dismissal from services.

8. In case your services are found to be unsatisfactory or level of your commitment, dedication, behavior, attitude are not as per the organization requirement, your services may be terminated without giving any notice during the probation period. However it is obligatory on your part to discharge your duties to the satisfaction of the reporting officer or the designated executive of the institution.

9. That during your employment with this organization you shall not, without the prior written permission of the institution, publish or cause to be published any book, booklet, magazine, brochure or article therein or interact with the media in any form regarding the Institution.

10. You will refrain yourself from any commission based or brokerage-based business with any firm while you are employed with Dharav High School.

11. During the course of employment with us or afterwards you will not give to anyone by word of mouth or otherwise any particulars or details of administrative, and/ or technical organizational matters whether confidential, secret or otherwise which you acquire during the course of your employment with the institution

12. You may be transferred to work in any of the institution's offices, establishments anywhere in India or abroad.

13. That in case you fail to report to a transferred location or refuse to join at such location or tender your resignation within 30 days of such posting, you shall not be eligible for any notice period compensation as described here above.

14. That you will be governed by the rules and regulations of the institution, which are enforced from time to time.

15. In case at any point it is found that any documented information that has been furnished by you at the time of applying with the institution or thereafter during the tenure of your service is false then your services may be terminated without serving any notice period.

16. That your services may also be terminated without serving any notice period or salary in lieu of notice period in the event of misconduct, dishonesty, insubordination, negligence of duty, divulgence of institution secrets or any other act which is against the organization.

17. That if you absent yourself from work for a continuous period of 5 days without approved leave (including overstay of leave), for any reason or under any circumstances, it will be presumed that you do not wish to continue your services with

the institution any more. This will be treated as resignation & you will have to pay the salary as the case may be in lieu of the notice period.

18. That you will keep, maintain or cause to be mentioned, all files, documents and papers as also books of accounts, and keep proper account of particulars of all goods. Merchandise, articles and goods received or delivered upon credit or otherwise in the course of business, and will render at all-time faithful information concerning the said business and transactions entered therein of the institution, and furnish from time to time, the accurate details of all business dealings

19. That you will retire at the age of 58 years from the institution.

20. That you will be entitled for leave as per Leave Policy of the institution prevailing from time to time.

21. The institution reserves the right to interpret, add, modify, amend or withdraw any or all the rules from time to time as deemed fit, and such interpretation, addition, modification or amendment shall be final and binding upon, all employees.

22. You acknowledge and agree that you have had the opportunity to investigate fully the employment offered by Dharav High School and you have exercised due diligence investigating the subject employment offer. You therefore acknowledge that except as provided in this agreement, no representations of any kind have been made to you with respect to the nature of your work, the duration of your employment, your expected compensation, or any other conditions surrounding your employment by instant projects. If you misrepresent your skills or qualifications on your resume, Dharav High School reserves the right to terminate your employment at any time without any notice or compensation.

That in case of any dispute arising out of this appointment letter or subsequent employment thereafter the jurisdiction of courts shall be limited to Gurgaon only

With Best Wishes

Yours Sincerely

FOR DHARAV HIGH SCHOOL

Neeraj Agarwal
Sr. Administrator

I have read and understood the above terms and conditions, and I undertake to abide by them.

Place: Jaipur

Signature of the Employee

Note: Please sign the duplicate copy of the appointment letter as having read and understood, the above terms and conditions.

ANNEXURE - A

Name: Muskan Agrawal
Designation: Assistant Manager - HR
Date of joining: 26.06.23

Salary Break-Up (Monthly)

Particulars	**Rs. Per Month**
Basic	23923
HRA	11961
Conveyance	1600
Education Allowance	200
Special Allowance	2187
Gross Salary	**39871**
Employee EPF	2871
Net Take Home	**37000**
Employer EPF	3110
Total Cost to Company	**42981**

(Rupees Forty Two Thousand Nine Hundred Eighty One Only)

FOR DHARAV HIGH SCHOOL

Neeraj Agarwal
Sr. Administrator

The above Salary Break-Up is acceptable to me.

Place: Jaipur

Date: 18-11-23

Muskan Agrawal

Signature of the Employee

Annexure - B

Name: Muskan Agrawal
Designation: Assistant Manager - HR
Date of joining: 26.06.23

Responsibilities:

- Manage the complete Recruitment Cycle.
- Identification of Manpower Requirement.
- Manage complete salary negotiations with shortlisted candidates.
- Undertaking employee verification process before issue of offer letters.
- Designing KRA of the employees.
- Handling all the increment calculations and upgrading the salary structure.
- Maintaining attendance records leave and leave encashment.
- Making sure the upstream and downstream processes are in sync on the payroll cycle.
- Handling all the increment arrears, allowances, medical bills of the employees.
- Designing and conducting the orientation program at all levels.
- Explaining company policies and procedures to the new recruit.
- Managing the complete exit life-cycle.
- Helping the exiting employee with the required details for their full & final settlement.
- Making sure the relieving letter & bank transfers are completed within the given stipulated time.
- Arranging and reviewing exit analysis.
- Handling all kinds of queries and escalations.
- Managing employees' personnel files and records.
- Maintaining leave records and leave analysis.
- Handling Group Medical and Accidental Claims.
- Designing of various HR processes as per company norms.
- Managing HR Audits.
- Managing various Letters (Appointment/Offer/Transfer/Warning etc.)
- Completing all the joining forms related to statutory compliances i.e. PF & ESI.
- Handling the outsourced consultant and making appropriate check on various statutory compliance.

Time to time keeping in view your nature of work there may be changes in the roles and responsibilities to be carried out by you.

Neeraj Agarwal
Sr. Administrator

I have read and understood the responsibilities, and I undertake to abide by them.
Place: Jaipur
Date: 18-11-23

Muskan Agrawal
Signature of the Employee