Date: 20-01-2025

Shri Arun Kumar Singh
Chief Administrative Officer (Administration)
Management Development Institute
Mehrauli Rd, Block C, Sukhrali, Sector 17
Gurugram, Haryana 122007

Subject: Acceptance of the Offer for the Position of Business Development Officer - MDP

Dear Sir,

Referring the Letter no MDI/Admin/ 11/2025, I am writing to formally accept the offer for the position of Business Development Officer-MDP at Management Development Institute (MDI) Gurgaon. I am truly honoured to join such a prestigious institution and am enthusiastic about contributing to the institute's growth and success.

As discussed, I understand my responsibilities and look forward to collaborating with the team to drive impactful results.

I also confirm my understanding of the terms and conditions of employment as outlined in the offer letter. My anticipated joining date will be 7th March 2025, as agreed upon.

Thank you once again for this opportunity. Please let me know if there are any formalities or documents I need to complete prior to joining. I look forward to contributing to MDI Gurgaon's legacy and excellence.

Yours sincerely,

Udit 20/1/25

Udit Pratap Chauhan
Mobile- 7976445970

MDI GURGAON | Management Development Institute

AACSB ACCREDITED | ASSOCIATION AMBA ACCREDITED

Mr. Arun Kumar Singh
Chief Administrative Officer (Administration)

January 8, 2025

MDI/Admin./ 11 /2025

Mr. Udit Pratap Chauhan
H.No 23, Adchini Village,
Malviya Nager, South Delhi,
Delhi -110017
Mobile No.: 7976445970
Email ID: *spunkywarrior1990@gmail.com*

Sub: Offer of contract appointment to the position of Business Development Officer (MDP) on contract

Dear Mr. Udit Pratap Chauhan,

Greetings from Management Development Institute Gurgaon!

It was great to connect with you over the interview on **January 6, 2025**. The Selection Committee was very impressed with your credentials and achievements, and I am delighted to offer you the position of Business Development Officer (MDP) on contract at MDI Gurgaon.

We do not doubt that you shall excel and thrive on all fronts here at MDI, and I take the pleasure to welcome you to MDI on behalf of the entire MDI community. The terms and conditions related to employment here at MDI are listed in **Appendix I** to this letter. I would urge you to read them carefully and to clarify anything there that needs clarification by reaching out to me over email at caoadmin@mdi.ac.in or over the phone at 0124-4560535. I shall also be happy to answer any other queries you may have. We expect your joining date at MDI Gurgaon to be on or before **February 6, 2025.**

We at MDI keenly look forward to your arrival on our campus and a long and mutually beneficial association. Please bring all the original certificates of your academic qualifications, work experience, and a relieving letter from the present employer, along with a self-attested photocopy of each, at the time of joining the Institute. Please acknowledge receipt of this letter and return the second copy, duly signed, in token of your acceptance of the offer of appointment as aforesaid by **January 22, 2025**.

With best wishes.

Yours sincerely,

Arun Kumar Singh
Chief Administrative Officer (Admin.)

Terms and conditions of employment:

(a) You will be on a contractual engagement initially for one year, with the potential for extension based on performance.

(b) Your engagement is purely contractual and temporary in nature to carry out the temporary nature of fixed assignments for the term as mentioned above, the engagement shall automatically come to an end after the period specified above, and you will have no claim or right on the post thereafter.

(c) You will be paid a consolidated remuneration of Rs. 1,20,000 per month (Rupees one lakh twenty thousand per month). Inclusive of all, viz., gratuity, provident fund, medical facilities, leave encashment, leave travel allowance, etc., no other benefits will be applicable. Housing on campus will be considered if it is available. You will not be entitled to any other allowances, as they are applicable to the regular employees of the institute.

(d) You will be entitled to 30 days of paid leave (non-encashable) during the period of one year. You will be entitled to a weekly off as it is applicable to other employees of the institute.

(e) The contract can be terminated with one month's notice or pay in lieu thereof from either side.

(f) You will not undertake any outside assignments during the period of your service at the institute.

(g) You will not utilize the material gathered by you or supplied to you during your service with the Institute for any purpose other than that of the Institute's activities.

(h) The services can be utilized at any of the campuses/offices of MDI at the discretion of the competent authority.

(i) In the event the management decides to extend your services further, the same shall be done with a written communication to you. Unless extended via a specific written communication, your services shall not be required after the date mentioned above.

2. Your appointment will be subject to a satisfactory medical report by a medical officer approved by the Institute. Expenses for the medical examination shall be borne by the institute.

3. If the above terms and conditions are acceptable to you, please confirm by **January 22, 2025**, on receipt of this letter, and indicate the date by which you will join us. In case no confirmation is received by the institute, it will be presumed that you are not interested in joining MDI, and this offer may be treated as withdrawn. No further information will be given in this regard.

4. If at any time it is found that there is suppression of factual information, false declarations, etc., the appointment will be terminated forthwith without any reason.

5. Please acknowledge receipt of this letter and return the second copy, duly signed, in token of your acceptance of the offer of engagement as aforesaid.

ACCEPTANCE

I hereby agree to the above terms and conditions.

Date: 20/01/25

Name: UDIT PRATAP CHAUHAN

Signature: Udit