Date: 13th Sep, 2021

Ms Nidhi Jain
A-8, Flat No. 101,
Second Floor, Ansh Appts.
Jagatpura, Jaipur – 302033

APPOINTMENT LETTER

Dear Ms Jain,

With reference to your application and the subsequent discussion you had with us, we are pleased to appoint you as **"Senior Executive – Program Management Centre"** in our organization at our Jaipur Campus, on the following terms and conditions:

1. That you will be designated as **Senior Executive – Program Management Centre** under grade **E2.**
2. That this Appointment Letter will be effective from **13-Sep-2021,** i.e. your date of joining.
3. That you will be paid Basic Salary of **Rs. 21,446/- (Rupees Twenty One Thousand Four Hundred & Forty Six only**) per month.
4. That you will be eligible for allowances and perquisites as applicable under the rules of the organization.
5. That you will be governed by the rules and regulations of the organization framed from time to time.
6. That this agreement can be terminated at any time by giving One month's notice from either side or basic salary in lieu. Thereof without assign any reason thereof.
7. That you will be liable to be posted / transferred to any of its sister Institutes / its other offices / corporate office of parent society at the discretion of the management. At such posting, you shall be governed by rules/ regulations and, by–laws, working conditions and terms of service applicable to such establishment / institutes /offices, you are transferred to.
8. That this appointment letter is based on the information furnished in your application (Bio Data) for employment and during the interview you had with us. If, at any time in future it comes to light that nay of the information is incorrect or any relevant information has been withheld, then your employment is liable to be terminated without notice. The address mentioned in the application form shall be deemed to be correct address for sending you all the communications, unless got changed by proper written intimation and address proof.
9. That you shall not while in services with the company directly or indirectly, whether alone or in association with others, in any capacity whatsoever, and whether or your benefit or the benefits of the third party or to the detriment of the company, do any or all the following –
   (a) Engage in the business of any client or self.
   (b) Engage in, participate in, invest in provide or attend to provide any conflicting services.
10. That you shall give a written declaration of the existing engagement /business relationship, direct or indirect of any family member /blood relation with the company or any of its association or group companies/ societies/ organization. The relationship may be in the form

of being an owner, director, employee or company which is a supplier, customer, buyer, agent, and contractor, service provider to the institute or its group companies/organization.

11. That you will work with a high standard of initiative, efficiency and economy and shall not undertake any other direct/indirect business or work, honorary or remunerative.
12. That during the employment period and subsequently, you will treat all information, files and documents, brochures publications, and publicity material of the office/ Institutions as totally confidential.
13. That in case you decide to resign, irrespective of clause 6 above, you will ensure that you do not leave without satisfactory completion of your duties and other commitments to the organization.

Please sign and return the duplicate copy of this letter as a token of your acceptance of the terms and conditions of the employment.

We welcome you to the Jaipuria, Jaipur family and look forward to a mutually beneficial relationship.

With best wishes,

Prabhat Pankaj

(Dr. Prabhat Pankaj)
Director

ACKNOWLEDGEMENT

I hereby confirm the acceptance of the offer of appointment on the terms and conditions stipulated above. I shall join duty on or before 13/09/2021.

Name : Nidhi Jain

Signature: Nidhi Jain

Address: A-8, Flat NO-101, 2nd Floor, Ansh Appt, Next to Bhavya Floors, Near Mahima Panorama, Jagatpura, Jaipur.

Date : 8/09/2021.

Annexure A

Name of Employee: **Ms Nidhi Jain**
Designation: **Senior Executive – Program Management Centre**
Date of Joining: **13-Sep-2021**
Location: **Jaipur**
Grade : **E2**

Element wise Break Up of Compensation		
Sr. No.	**Earnings**	**Amount (Monthly) In Rs.**
1	Basic Salary	21,446/-
2	HRA	5,362/-
3	Conveyance Allowance	2,000/-
Total (A)		**28,808/-**
	Others	
1	LTA (4.16 % of Basic)	892/-
2	Medical Allowance	500/-
3	Employer Contribution to PF	1,800/-
Total (B)		**3,192/-**
CTC (C = A+B)		**32,000/-**
Deduction (PF) (D)		**3,600/-**
Net Salary (C-D)		**28,400/-**

*Deduction as per Institute's & Govt. Rule
** Annual CTC Rs 3.84 Lakh