GA DIGITAL WEB WORD PVT.LTD

Date: 30-Apr-2026

Offer Letter

Dear Shikha Kuril,

With reference to your personal interview, you are offered purely temporary position of **Library Associate** under **NIRF at INFLIBNET Centre** through our agency, for a period of 06 Months or till the project completion period whichever is earlier, extendable for the further period, depending upon your performance and exigency of work subject to the following terms and conditions:

1. You will be paid a fixed monthly consolidated remuneration of **Rs. 25,000/-/- Per Month** and no other allowances/perks/benefits will be admissible to you. You will be also be entitled for contributory EPF as per rule.
2. At the end of the period of your appointment, you will stand automatically relieved unless the period of appointment is extended and intimation to that effect is given to you in writing.
3. You will be posted at any of the Organization/Company, where your appointment will be temporary which shall neither vest in you any right to claim regular or permanent appointment in that Organization nor it will be obligatory on the part of Organization/Company to absorb you in a permanent position.
4. You can also terminate the services by giving one month notice or pay a sum equivalent to one month's remuneration in lieu of notice period.
5. You will not be allowed to take any leave during notice period.
6. You have to follow the working days/holidays/hours which are followed by the Organization/Company where you have been posted. The hours/days of working may, however, vary depending upon the circumstances and exigency of work.
7. At present you will be posted to work at, **INFLIBNET CETNRE, Infocity, Gandhinagar** but the appointment carries with it the liability to serve anywhere in India.
8. You will be granted 01 casual leave per month.
9. Please note that this offer is contingent upon verification of all educational and experience certificates on your date of joining. Failure to provide these documents or discrepancies found during verification may result in cancellation of this offer.
10. You are requested to submit medical Fitness Certificate issued by a competent Medical Authority of last 5 year of a Civil Hospital and Police Verification Certificate duly issued by the competent authority within two months from your joining date.
11. To complete the joining formalities, please bring your all original documents of educational qualification and experience along with one set of Xerox copy with passport size photo (01 Nos.) at the time of joining.

If this offer of appointment is acceptable to you on the aforesaid terms and conditions, you are requested to communicate your acceptance in writing as soon as you receive this offer of appointment.

Thanking you,

yours sincerely,

For, GA DIGITAL WEB WORD PVT LTD

Registered Office :- B/42, 1St Floor, Ajanta Towers, Above Deep Kamal Bajaj Showroom, Nr. Gujarat Vidhyapith, Income Tax Circle, Ashram Road, Ahmedabad – 380009.

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