

25.04.2022

Mr. Shivam Bajpai

Subject: Appointment Letter

Dear Mr. Shivam,

We are pleased to offer you the position of a **Mentor**, at **NLKVMIC Vishnupuri Branch**. We are confident that your knowledge, skills, and experience in this regard will prove to be valuable assets to our Group.

Your working hours will be 8:30 am to 3:30 pm subject to school calendar and timings will change according to school policy

Your employment will be governed by the following terms and conditions:

1. Appointment and Monthly Gross Salary (HOD)

Commencement date of appointment is **21st March, 2022**. You will be paid a monthly gross salary (including all perquisites and emoluments) as follows:
21st March, 22 to 31st March, 23 : 12,500/-

Security amount equivalent to one month salary shall be deducted in installments as follows:

Installments: $1250/- \times 10 = 12,500/-$ which will be deposited with us till last day of your working with us.

2. Working Hours

Working hours for this job profile is 7 hours in a day. We observe 6 days' working in a week. Working hours may vary as per policy of the organization.

3. Probation Period & Notice Period

You will be working on Probation period of 3 months. During probation period (3 month) your job can be terminated by giving 7 days' notice or notice pay in lieu of. On satisfactory completion of the probation period (3 months) this appointment may be terminated by giving 1 month notice or 1 month salary in lieu of notice period.

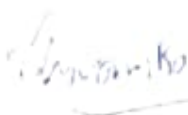
In case of resignation, you must give one months' notice in advance before leaving our organization or one months' salary in lieu of notice period. In absence of serving the notice period security shall be forfeited and no experience certificate shall be provided. This letter is binding for two years on Mr. Shivam Bajpai.

4. Leave

You will be governed by the current Annual Leave Policy of the employees which is as follows;

1. Festival (Notified) holidays as decided by the Management every year which are maximum 18 days.
2. 12 casual leaves in a year (6 planned + 6 unplanned). (only applicable on offline mode)
3. Summer Break : 15 days [without salary in probation period] – including Sundays.
4. Winter Break : 8 days [including Sundays]

Holidays might change as per the norms/ situations.



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