**Dated: - 20 April 2019**

To,

**Ms. Shahana Parveen**

207/73, Chowdhary Gharhaiya Near Shiksha Bhawan

Behind Health quare

Lucknow- 226003

**Subject:- Appointment / Contract Letter**

Dear **Ms. Shahana Parveen**

We are happy to appoint you for a short term assignment as **“*Teacher*”** under the Project **“Coaching and Guidance centre for underprivileged children”** supported by IMESA for the period 1st May 2019 to 29th February 2020.

Your brief job descriptions are as follows:-

* This appointment is a purely temporary appointment
* You have to take care of the library cum reading room located in Lucknow
* You have to teach students from class II to Class VIII
* You have to attend the library cum reading room from 4:00pm to 8:00 pm ( Monday to Saturday)

The organization would provide its assistance & relevant information to you as and when required for Execution of the above responsibilities. You will be directly reporting and working under the overall guidance of Mr. Mohammed Javed Qureshi.

You will be paid a consolidated fee of Rs.3000/- payable at the end of the month, subject to satisfaction of secretary, TDS & other deductions shall be made as per the relevant laws.

In case of termination of this contract 30 days notice required by either side.

**HAMRAAH FOUNDATION Accepted**

**Authorized signatory Ms. Shahana Parveen**