



## Contract Offer

Dear Ms. Sujata Mukhopadhyay,

Our hiring team at Anodiam was excited to meet and get to know you over our past few interactions. It is my great pleasure to offer you a position at Anodiam in the role of Head of Science, Class VIII to XII. This fixed-term contract position will start on 01/September/2023 and continue till 31/December/2024. You shall be given subsequent notification if your contract with us, will roll over further.

On behalf of our human resources team, let me invite you to our induction session on the 27/August/2023, Sunday, at 3:00pm, at our office address "Anodiam, N-1/25, Patuli, Kol 94".

Please find the detail terms and conditions of this contract in annexure overleaf. Keep enlightening the lives of your students!

Thanks, regards and congratulations!

**Mr. Anirban Chakrabarty**  
**C.E.O.**

Date: 24/August/2023

Place: Kolkata

**Acceptance:** I hereby declare that I have gone through the detailed terms and conditions of this contract offer from Anodiam and completely accept the same in full. I consent Anodiam to make payments for my service at the end of each month through electronic transfers into my following bank account:

Full Name (As per Bank Account): \_\_\_\_\_

Bank Name: \_\_\_\_\_

Account Number: \_\_\_\_\_

IFSC Code: \_\_\_\_\_

Candidate Signature: \_\_\_\_\_

Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Place: \_\_\_\_\_



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## Annexure I: Terms & Conditions

1. **Roles and responsibilities:** As the Head of Science, Class VIII to XII, at Anodiam your roles and responsibilities will be as follows:
  - You shall remain responsible for mentoring and directing all teachers in the Commerce department for the following:
    - Ensuring highest quality standards in education delivery
    - Strategizing and realizing business growth of your department
    - Resolving all impediments towards above
  - You shall be teaching in classes allocated to you. Being part of our extremely quality focused institution, you are expected to provide educational services of the highest quality standards.
  - You shall be planning, creating and maintaining study materials and contents which will be provided to our students through the Anodiam app.
2. **Anodiam Policies:** As the Head of Science, Class VIII to XII, at Anodiam you need to abide by the follows policies:
  - Service Quality:  
[https://drive.google.com/file/d/1G\\_r3FHlBkVW\\_MlRk1pjXnWaGsl7cuwu9/view?usp=drive\\_link](https://drive.google.com/file/d/1G_r3FHlBkVW_MlRk1pjXnWaGsl7cuwu9/view?usp=drive_link)
  - Duty of Care:  
[https://drive.google.com/file/d/1hfySZSaXL6i4bUkUEeti6EmXvrap2TSS/view?usp=drive\\_link](https://drive.google.com/file/d/1hfySZSaXL6i4bUkUEeti6EmXvrap2TSS/view?usp=drive_link)
  - General Norms:  
[https://drive.google.com/file/d/1py8g-ml1CZNGLnQhjhyVZzBF\\_Oci3IG3/view?usp=drive\\_link](https://drive.google.com/file/d/1py8g-ml1CZNGLnQhjhyVZzBF_Oci3IG3/view?usp=drive_link)
  - Contract Renewal & Termination:  
[https://drive.google.com/file/d/1zDsPqdytCvrsidFRuwlRwIOcDfiSvVhz/view?usp=drive\\_link](https://drive.google.com/file/d/1zDsPqdytCvrsidFRuwlRwIOcDfiSvVhz/view?usp=drive_link)
  - Holidays and Leaves:  
[https://drive.google.com/file/d/15fp6MCw9pUoM4jl6p09Xdi6DMpdGX6Ky/view?usp=drive\\_link](https://drive.google.com/file/d/15fp6MCw9pUoM4jl6p09Xdi6DMpdGX6Ky/view?usp=drive_link)
  - Privacy & Security:  
[https://drive.google.com/file/d/1E236lx8Rxe3Rk1MN-Fz1MyyRX-9S3YQj/view?usp=drive\\_link](https://drive.google.com/file/d/1E236lx8Rxe3Rk1MN-Fz1MyyRX-9S3YQj/view?usp=drive_link)
  - Work Health & Safety:  
[https://drive.google.com/file/d/1hE466SmEsnU4FuPvb\\_zQBslMyWluEaFG/view?usp=drive\\_link](https://drive.google.com/file/d/1hE466SmEsnU4FuPvb_zQBslMyWluEaFG/view?usp=drive_link)

You will be briefed about the same in your induction. Further, you may seek constant help & guidance from respective managers in this regard.
3. **Identification Proof:** You are required to submit a copy of your **Aadhaar Card** as your identification proof.



## Annexture II: Payout Details

**Mentoring Fees:** As the Head of Science, Class VIII to XII, at Anodiam, you shall receive mentoring fees in INR (₹), according to the following tentative chart, on every month, for each class, having the respective number of students. Actual accounts may vary depending upon the classes you actually mentor, post management approval.

Course Name	Student Strength			
	50 Plus	20 Plus	10 Plus	5 Plus
XII - All Boards – Physics	1998	999	500	250
XII - All Boards - Chemistry	1998	999	500	250
XII - All Boards – Maths	1998	999	500	250
XII - All Boards – Biology	1998	999	500	250
XI - All Boards – Physics	1998	999	500	250
XI - All Boards - Chemistry	1998	999	500	250
XI - All Boards – Maths	1998	999	500	250
XI - All Boards – Biology	1998	999	500	250
ICSE - X – Maths	932	466	233	117
ICSE - X – Physics	932	466	233	117
ICSE - X – Chemistry	932	466	233	117
ICSE - X – Biology	932	466	233	117
ICSE - IX – Maths	932	466	233	117
ICSE - IX – Physics	932	466	233	117
ICSE - IX – Chemistry	932	466	233	117
ICSE - IX – Biology	932	466	233	117
ICSE - VIII – Maths	866	433	216	108
ICSE - VIII – Physics	866	433	216	108
ICSE - VIII – Chemistry	866	433	216	108
ICSE - VIII – Biology	866	433	216	108
WB - X - Physical Science	866	433	216	108
WB - X - Life Science	866	433	216	108
WB - X – Maths	866	433	216	108
WB - IX - Physical Science	866	433	216	108
WB - IX - Life Science	866	433	216	108
WB - IX – Maths	866	433	216	108
WB - VIII - Physical Science	799	400	200	100
WB - VIII – Maths	799	400	200	100
CBSE - X – Maths	932	466	233	117
CBSE - X - Science, Physics	799	400	200	100
CBSE - X - Science, Chemistry	799	400	200	100
CBSE - X - Science, Biology	799	400	200	100
CBSE - IX – Maths	932	466	233	117
CBSE - IX - Science, Physics	799	400	200	100



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CBSE - IX - Science, Chemistry	799	400	200	100
CBSE - IX - Science, Biology	799	400	200	100
CBSE - VIII – Maths	866	433	216	108
CBSE - VIII - Science - Physics, Chem	866	433	216	108
CBSE - VIII - Science, Biology	733	366	183	92

Table-1: Mentoring fees in ₹: Head for Science, Class VIII to XII

**Tuition fees:** As the Head of Science, Class VIII to XII, at Anodiam, at Anodiam, you shall receive tuition fees in INR (₹), according to the following tentative chart, on every month, for each class, having the respective number of students. Actual accounts may vary depending upon the classes you actually teach, post management approval.

Course Name	Student Strength			
	50 Plus	20 Plus	10 Plus	5 Plus
Class XII - All Boards - Science Stream - Maths	19800	9900	4950	2475
Class XI - All Boards - Science Stream - Maths	19800	9900	4950	2475
ICSE - Class IX – Maths	9240	4620	2310	1155
ICSE - Class VIII - Maths	8580	4290	2145	1073
WB - Class X – Maths	8580	4290	2145	1073
WB - Class IX – Maths	8580	4290	2145	1073
WB - Class VIII - Maths	7920	3960	1980	990
CBSE - Class X – Maths	9240	4620	2310	1155
CBSE - Class IX - Maths	9240	4620	2310	1155
CBSE - Class VIII - Maths	8580	4290	2145	1073

Table-2: Tuition fees in ₹: Head of Science, Class VIII to XII

**Income Tax Deduction Considerations:** The above payout figures are after payment of G.S.T. Income tax will not be deducted at source. You are personally responsible for your own Income Tax payment and submission of your Income Tax returns on your consolidated earnings after every financial year.



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