



Contract Offer

Dear Mr. Subrata Ghosh,

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 Competitive Circuit, NEET & IIT-JEE (Mains & Advanced). 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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N-1/25 Patuli, Kolkata 700094



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Annexure I: Terms & Conditions

- 1. Roles and responsibilities:** As the Head of Competitive Circuit, NEET & IIT-JEE (Mains & Advanced), 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 Competitive Circuit, NEET & IIT-JEE (Mains & Advanced), 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
 - Duty of Care:
https://drive.google.com/file/d/1hfySZSaXL6i4bUkUEti6EmXvrap2TSS/view?usp=drive_link
 - General Norms:
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
 - Holidays and Leaves:
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
 - Work Health & Safety:
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.



Annexure II: Payout Details

Mentoring Fees: As the Head of Competitive Circuit, NEET & IIT-JEE (Mains & Advanced), 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
NEET & IIT-JEE Physics	2664	1332	666	333
NEET & IIT-JEE Chemistry	2664	1332	666	333
IIT-JEE Maths	2664	1332	666	333
NEET Biology	2664	1332	666	333

Table-1: Mentoring fees in ₹: Head of Competitive Circuit, NEET & IIT-JEE (Mains & Advanced)

Tuition fees: As the Head of Competitive Circuit, NEET & IIT-JEE (Mains & Advanced), 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
NEET & IIT-JEE Chemistry	26400	13200	6600	3300

Table-2: Tuition fees in ₹: Head of Competitive Circuit, NEET & IIT-JEE (Mains & Advanced)

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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