



Contract Offer

Dear Ms. Debolina Sen,

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 Humanities. 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 Humanities, 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 Humanities, 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/1hfySZSaXL6i4bUkUEeti6EmXvrap2TSS/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.



Annexture II: Payout Details

Mentoring Fees: As the Head of Humanities, 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
ISC - XII – English	1332	666	333	167
ISC - XII – Bengali	1332	666	333	167
ISC - XII – Hindi	1332	666	333	167
ISC - XII – History	1332	666	333	167
ISC - XII – Geography	1332	666	333	167
ISC - XII - Political Science	1332	666	333	167
ISC - XII – Sociology	1332	666	333	167
ISC - XII – Philosophy	1332	666	333	167
ISC - XII – Psychology	1332	666	333	167
ISC - XI – English	1332	666	333	167
ISC - XI – Bengali	1332	666	333	167
ISC - XI – Hindi	1332	666	333	167
ISC - XI – History	1332	666	333	167
ISC - XI – Geography	1332	666	333	167
ISC - XI - Political Science	1332	666	333	167
ISC - XI – Sociology	1332	666	333	167
ISC - XI – Philosophy	1332	666	333	167
ISC - XI – Psychology	1332	666	333	167
ICSE - X – English	932	466	233	117
ICSE - X – Bengali	799	400	200	100
ICSE - X – Hindi	799	400	200	100
ICSE - X – Geography	932	466	233	117
ICSE - X – EVS	799	400	200	100
ICSE - X - Hist Civics	799	400	200	100
ICSE - IX – English	932	466	233	117
ICSE - IX – Bengali	799	400	200	100
ICSE - IX – Hindi	799	400	200	100
ICSE - IX – Geography	932	466	233	117
ICSE - IX – EVS	799	400	200	100
ICSE - IX - Hist Civics	799	400	200	100
ICSE - VIII – English	866	433	216	108
ICSE - VIII – Bengali	733	366	183	92
ICSE - VIII – Hindi	733	366	183	92
ICSE - VIII – Geography	866	433	216	108



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ICSE - VIII – EVS	733	366	183	92
ICSE - VIII - Hist Civics	733	366	183	92
WB - XII – English	1332	666	333	167
WB - XII – Bengali	1332	666	333	167
WB - XII – Hindi	1332	666	333	167
WB - XII – History	1332	666	333	167
WB - XII – Geography	1332	666	333	167
WB - XII - Political Science	1332	666	333	167
WB - XII – Sociology	1332	666	333	167
WB - XII – Philosophy	1332	666	333	167
WB - XII – Psychology	1332	666	333	167
WB - XI – English	1332	666	333	167
WB - XI – Bengali	1332	666	333	167
WB - XI – Hindi	1332	666	333	167
WB - XI – History	1332	666	333	167
WB - XI – Geography	1332	666	333	167
WB - XI - Political Science	1332	666	333	167
WB - XI – Sociology	1332	666	333	167
WB - XI – Philosophy	1332	666	333	167
WB - XI – Psychology	1332	666	333	167
WB - X – English	866	433	216	108
WB - X – Bengali	733	366	183	92
WB - X – History	733	366	183	92
WB - X – Hindi	733	366	183	92
WB - X – Geography	866	433	216	108
WB - IX – English	866	433	216	108
WB - IX – Bengali	733	366	183	92
WB - IX – Hindi	733	366	183	92
WB - IX – History	733	366	183	92
WB - IX – Geography	866	433	216	108
WB - VIII – English	799	400	200	100
WB - VIII – Bengali	666	333	167	83
WB - VIII – Hindi	666	333	167	83
WB - VIII – History	666	333	167	83
WB - VIII – Geography	799	400	200	100
CBSE - XII – English	1332	666	333	167
CBSE - XII – Bengali	1332	666	333	167
CBSE - XII – Hindi	1332	666	333	167
CBSE - XII – History	1332	666	333	167
CBSE - XII – Geography	1332	666	333	167
CBSE - XII - Political Science	1332	666	333	167
CBSE - XII – Sociology	1332	666	333	167



CBSE - XII – Philosophy	1332	666	333	167
WB - XII – Psychology	1332	666	333	167
CBSE - XI – English	1332	666	333	167
CBSE - XI – Bengali	1332	666	333	167
CBSE - XI – Hindi	1332	666	333	167
CBSE - XI – History	1332	666	333	167
CBSE - XI – Geography	1332	666	333	167
CBSE - XI – Political Science	1332	666	333	167
CBSE - XI – Sociology	1332	666	333	167
CBSE - XI – Philosophy	1332	666	333	167
WB - XI – Psychology	1332	666	333	167
CBSE - X – English	932	466	233	117
CBSE - X – Bengali	799	400	200	100
CBSE - X – Hindi	799	400	200	100
CBSE - X - SST - Hist, Geog, Eco, Civics	799	400	200	100
CBSE - IX – English	932	466	233	117
CBSE - IX – Bengali	799	400	200	100
CBSE - IX – Hindi	799	400	200	100
CBSE - IX - SST - Hist, Geog, Eco, Civics	799	400	200	100
CBSE - VIII – English	866	433	216	108
CBSE - VIII – Bengali	733	366	183	92
CBSE - VIII – Hindi	733	366	183	92
CBSE - VIII - SST - Hist, Geog, Eco, Civics	733	366	183	92
IELTS	1332	666	333	167
TOEFL	1332	666	333	167
PTE	1332	666	333	167
GRE	1332	666	333	167

Table-1: Mentoring fees in ₹: Head of Humanities

Tuition fees: As the Head of Humanities, 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
ISC - XII – Geography	13200	6600	3300	1650
ISC - XII – Philosophy	13200	6600	3300	1650
ISC - XII – Psychology	13200	6600	3300	1650
ISC - XI – Geography	13200	6600	3300	1650



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ISC - XI – Philosophy	13200	6600	3300	1650
ISC - XI – Psychology	13200	6600	3300	1650
ICSE - X – Geography	9240	4620	2310	1155
ICSE - IX – Geography	9240	4620	2310	1155
ICSE - VIII – Geography	8580	4290	2145	1073
WB - XII – Geography	13200	6600	3300	1650
WB - XII – Philosophy	13200	6600	3300	1650
WB - XII – Psychology	13200	6600	3300	1650
WB - XI – Geography	13200	6600	3300	1650
WB - XI – Philosophy	13200	6600	3300	1650
WB - XI – Psychology	13200	6600	3300	1650
WB - X – Geography	8580	4290	2145	1073
WB - IX – Geography	8580	4290	2145	1073
WB - VIII – Geography	7920	3960	1980	990
CBSE - XII – Geography	13200	6600	3300	1650
CBSE - XII – Philosophy	13200	6600	3300	1650
WB - XII – Psychology	13200	6600	3300	1650
CBSE - XI – Geography	13200	6600	3300	1650
CBSE - XI – Philosophy	13200	6600	3300	1650
WB - XI – Psychology	13200	6600	3300	1650
CBSE - X - SST - Hist, Geog, Eco, Civics	7920	3960	1980	990
CBSE - IX - SST - Hist, Geog, Eco, Civics	7920	3960	1980	990
CBSE - VIII - SST - Hist, Geog, Eco, Civics	7260	3630	1815	908
IELTS	13200	6600	3300	1650
TOEFL	13200	6600	3300	1650
PTE	13200	6600	3300	1650
GRE	13200	6600	3300	1650

Table-2: Tuition fees in ₹: Head of Humanities



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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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