



## Contract Offer

Dear Ms. Hema Sharma,

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 Consultant-Teacher. 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 29/August/2023, Tuesday, at 4:00pm, 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: 28/August/2023

Place: Kolkata

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**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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## Annixture I: Terms & Conditions

1. **Roles and responsibilities:** As the Consultant-Teacher, at Anodiam your roles and responsibilities will be as follows:
  - 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 Consultant-Teacher, 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/1hfySZSaXL6i4bUkUEti6EmXvrap2TSS/view?usp=drive\\_link](https://drive.google.com/file/d/1hfySZSaXL6i4bUkUEti6EmXvrap2TSS/view?usp=drive_link)
  - General Norms:  
[https://drive.google.com/file/d/1py8g-ml1CZNGLnQhjhyVZzBF\\_Oci3lG3/view?usp=drive\\_link](https://drive.google.com/file/d/1py8g-ml1CZNGLnQhjhyVZzBF_Oci3lG3/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.



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## Annexture II: Payout Details

**Tuition fees:** As the Consultant-Teacher, 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 - Hindi	13200	6600	3300	1650
ISC - XI - Hindi	13200	6600	3300	1650
ICSE - X - Hindi	7920	3960	1980	990
ICSE - IX - Hindi	7920	3960	1980	990
ICSE - VIII - Hindi	7260	3630	1815	908
WB - XII - Hindi	13200	6600	3300	1650
WB - XI - Hindi	13200	6600	3300	1650
WB - X - Hindi	7260	3630	1815	908
WB - IX - Hindi	7260	3630	1815	908
WB - VIII - Hindi	6600	3300	1650	825
CBSE - XII - Hindi	13200	6600	3300	1650
CBSE - XI - Hindi	13200	6600	3300	1650
CBSE - X - Hindi	7920	3960	1980	990
CBSE - IX - Hindi	7920	3960	1980	990
CBSE - VIII - Hindi	7260	3630	1815	908

Table-2: Tuition fees in ₹: Consultant-Teacher

**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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