

14<sup>th</sup> July, 2022

**Ms. Saloni Arora**  
**3A, Shivohum, Bhagwati Sadan,**  
**Sector 12, Gurgaon**

Dear Saloni,

Following your personal interview and the various interactions you have had with us; Pathways School Gurgaon is pleased to offer you a position as enumerated herein;

- Designated position : **PYP Tutor - English**
- Expected date of joining : **18th July 2022**
- Contract valid upto : **30<sup>th</sup> June 2025** (renewable for further period by mutual consent)

Please accord your acceptance to this appointment terms and conditions by signing and submitting a copy of this Letter of Offer.

You are advised to submit the following documents complete in all respects within 7 days from the date of this letter; failing which, this Letter of Offer may be withdrawn without any further recourse to you.

- Signed copy of your Resume
- Authenticated copies of all academic certificates
- 3 passport size photographs for ID card and for file.
- Proof of Current and Permanent address (Passport, Aadhar, Electricity Bill, Post Paid phone Bill etc.)
- Identity Proof (Passport, Aadhar)
- Copy of Birth Certificate (Passport or any such document)
- PAN Card Copy (for Indian Nationals)
- Relieving letter and service certificate from the previous employer, if currently working
- Names and contact details of three referees
- Police Clearance Certificate (PCC)

Your appointment is subject to the following:

- Your being found medically fit for employment.
- The relieving and/or resignation acceptance letter from your last organization has to be submitted on your joining the school.
  - Any extension of the same will require a formal approval from the School Director and/or the HR Head which in case should happen before disbursement of your first month salary.
- Proper submission of all the testimonials - Educational, Experience, Compensation/salary etc. as required for verification,

- Your reference checks, clearance from your last organization, our antecedent verifications are found in order and satisfactory
- Satisfactory report in respect of our due diligence checks which includes your references, antecedents, our verifications etc.

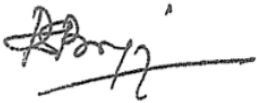
Please note that, this appointment is based on the information furnished by you in your resume and during the interaction you have had with us. If, at any time in future, it comes to light that any of this information is incorrect or any relevant information has been withheld, then your employment is liable to be terminated without notice.

All matters pertaining to your appointment and compensation are strictly confidential and it should be treated as such. Any tax liability arising out of your compensation and or any impact on the take Home Salary due to reconfiguration of your TCTI should be borne by you and it will be as per the prevailing Income Tax rules and the Organization Compensation Policy.

A detailed Employment Contract will be issued on your joining us.

I look forward to welcoming you at **Pathways School Gurgaon**.

Yours sincerely,



**(Capt. Rohit Sen Bajaj)**  
**SCHOOL DIRECTOR**

Copy to: Finance



## CONTRACT CONDITIONS

The Contract conditions are illustrated in detail in the Staff Handbook of Pathways School, unit of Sarla Holdings (P) Ltd. This is a dynamic document and the amendments/ additions/ deletions/ revisions that may be done time to time shall come into force immediately upon doing so. As a ready reference some broad conditions pertaining to contract offer to **Ms. Saloni Arora** are being provided hereunder:

- |    |   |  |
|----|---|--|
| a) | <b>Designation offered</b>  | <b>PYP Tutor - English</b>   |
| b) | <b>All-inclusive TCTI<br/>(Total Cost To Institution) package</b> | Rs 45,000/- per month (Subject to Income Tax Computation).   |
| c) | <b>Proposed date of entry</b>                                     | 18 <sup>th</sup> July 2022   |
| d) | <b>Expiry of the contract</b>                                     | “30 <sup>th</sup> June 2025”   |
| e) | <b>Nature of contract</b>   | Teaching (Academic) – Non-Resident   |
| f) | <b>Eligibility of student vacations</b>                           | Yes, subject to policies/guidelines laid down in Staff Handbook and/or as directed by the School Director.   |
| g) | <b>Leave with Pay</b>   | Casual/Sick Leave: 7 days per year (Subject to School Leave Policy with amendments/additions/deletions/revisions that may be made from time to time)   |
| h) | <b>Other Facilities/Perks</b>                                     | <ul style="list-style-type: none"><li>• Meals on Campus while on duty</li><li>• Mediclaim (Hospitalization and Personal Accident Insurance) for self.</li><li>• Free transport from the nearest school pickup point.</li><li>• Contract Renewal Ex-Gratia payment.</li><li>• 100% Waiver of “Composite Fee” of the respective grade for children studying at Pathways, if applicable (Pre-Nur onwards). All other charges/ levies/ expenses such as IT Fee, Examinations Fee (if applicable), Charges for Uniform, Excursions, Camps, Books, and Stationery etc. will be chargeable as applicable.</li></ul> |
| i) | <b>Deductibles</b>  | <ul style="list-style-type: none"><li>• Tax Deducted at Source (TDS) as per rules for salaries</li><li>• Provident Fund as per rules.</li><li>• Any other statutory deductions</li></ul>   |

