



---

## Offer Letter

**Ref: PM/ICN/0821**

**Name-Ms. Divya Sahu**

**Address-House No – 95  
Kotra Sultanabad – Bhopal.**

Dear Ms. Divya Sahu,

This has reference to your application and subsequent interview with us. We are now pleased to offer you the “**Executive Trainee**” position in the department “RAD Operation” for Application Development and support on the terms and conditions discussed with you personally and agreed by you. You will be initially posted at our office 18/9 Nagar Nigam Colony Berasia Road Bhopal, M.P. 462001 or at any location decided by the management. Your role in our organization with effect from 08<sup>th</sup> Aug 2021.

### Terms and Conditions

1. You are being appointed to the Position of “**Executive Trainee- Application Development and support**”. Your salary detail is as follow: -  
Basic Salary – 6100/  
HRA – 2880/  
Special Allowance – 3488/  
Transport Allowance – 2100/  
Total CTC – 14568/ (INR)
2. Our Office reporting time is morning 9:30am& evening 6.30pm.
3. Our working days are Monday to Saturday.
4. Without taking prior permission to HR you are not able to take leave. If found then management will deduct your 3 days salary. if you have done the same 3 times in a month then you will be terminated from your services and duties without giving prior notice.
5. In case your employment in the company ceases for any reason whatsoever, you will promptly return all documents, cost data, literature, drawings, records etc, in any form belonging to the company or relating to its businesses of which you may be in possession in your official capacity and you should not make or retain any copies thereof.

Registered office: - ICAN Foundation. (A non-Government Organization)  
S.No - 12614, Deed no- 1045/Token-12847/2015

18/9 Nagar Nigam Colony Berasia Road Bhopal, M.P. 462001  
**Phone: +91-7298177360**



6. Your compensation will be reviewed every month according to company policy. You will be initially placed at Patna but your services are transferable to any other offices of the company in India at the discretion of the company management.
7. You should note that the first months of your employment constitute a probationary period during which we can fully assess your suitability for this role and you can decide if you have made the right decision joining us.
8. You will abide by the rules & regulation of the company as may be in force from time to time.
9. During the probation period, the company may terminate your services without notice if your performance is not up to our expectations or for any other reason.
10. The company reserves the right to alter or modify its terms and conditions.
11. This is a position of continuous responsibility and does not entail payment of extra time or overtime.
12. In the event of any act or dishonesty, disobedience, causing damage/financial loss to the Company, insubordination, incivility, intemperance, irregularity in attendance, unauthorized absence, misconduct, conviction, neglect or upon loss of confidence in you or incompetence in the discharge of your duties or upon any breach of the above terms by you, your services would be terminated without giving any notice.
13. You have to serve 30days' notice period before leaving the organization.
14. Your future increments/ promotions shall be based, among other things, on your merits & performance and shall be at the absolute discretion of the management.
15. During your employment with the company, the service rules will govern your and regulations of the company currently in force or as introduced/ awarded from time to time.
16. You have been appointed on the presumption that the particulars furnished in your application/resume are correct. In the event the said particulars are found to be incorrect or that you have concluded or withheld some other relevant facts, your appointment with the company shall stand terminated/cancelled without any notice.

ICAN Foundation.

Authorized signatory

Registered office: - ICAN Foundation. (A non-Government Organization)  
S.No - 12614, Deed no- 1045/Token-12847/2015

18/9 Nagar Nigam Colony Berasia Road Bhopal, M.P. 462001  
**Phone: +91-7298177360**