** APPOINTMENT LETTER**

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| **ASTRATECHNOLOGIES** |
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**Neha Dated: 01-March-2015**

**B II/443 Madanpur khadar ,**

**Nearby Sarita Vihar, New Delhi - 110076**

**Mobile No- 08510827550wd**

**Email.Id -: 2nehasingh218@gmail.com**

Dear Neha,

We are pleased to inform you that based on your application and the subsequent interviews you had with us, we offer you the position of (**Back Ofiice & Purchase Department)** on contract basis up to 1 March 2016 on the following terms and conditions .The tenure of your contract of employment may be reduced if considered necessary or may be renewed on its expiry subjects to your satisfactory performance.

1. **EFFICATIVE DATE OF CONTRACT:**

The terms and conditions governing this appointment will be effective from the date of your joining. You are required to report for duty on or before **1 March 2015** If you fail to report for duty on or before **15 March 2014** this offer of appointment automatically stands withdrawn.

1. **PLACE OF POSTING:**

Your posting will be presently at ***Astra Technologies*** Corprate Office  **at 236, Basment, Sant Nagar East Of Kailash New Delhi - 110065**.

1. **SALARY/ ALLOWANCES AND BENEFITS:**

**The details of remuneration package are enclosed with this offer letter as “Annexure A”.**

1. **JOINING REPORT:**
2. At the time of joining, you are required to submit the joining report in the format enclosed as **“Annexure B”** duly filled in, along with the certificates in support of education, professional qualification, experience, date of birth, relieving letter from the immediate past employer, declaration on medical fitness etc., for verification together with one set of photocopies thereof and one passport size photograph for our records.
3. You are required to submit your joining report to UNIVERSAL EDUCARE, Faridabad through your reporting officer.
4. **PROBATION:**

You will be on probation for a period of Six Month from the date of joining, which may be extended or reduced at the discretion of the Management. Till the time you are intimated in writing regarding the successful completion of your probation, you will continue to be on

Probation.

1. **MEDICAL FITNESS:**

Your appointment is subject to your being declared and remaining medically fit by yourself. The Management may at its discretion get you medically examined by any certified medical practitioner during the period of your service .In case you found medically unfit to continue with job, you will lose your lien on the job. At the time of reporting self-declaration on medical fitness as in **“Annexure-C”** should be attached.

1. **CODE OF CONDUCT:**

You are expected to work high standards initiative, efficiency and economy. You will apply yourself diligently that faithfully to the work that may be assigned to you from time to time and will conform to such directions that will be given to you by your superiors.

1. **CONFLICT OF INTEREST:**

You will devote your entire time to the work assigned to you and will not undertake any work or business, honorary or with remuneration, except with the written permission of the Management in each case. Any contravention will attract termination of contract without any notice or compensation.

1. **COFIDENTIALITY:**

You will not divulge to any person , except with the specific authority of the Management , any information regarding the activities, technical know-how , security and administrative arrangements, organizational matters, and any information regarding the operations of “UNIVERSAL EDUCARE” which you may have had the privilege to know by virtue of your assignment. Your obligation to keep such information confidential will remain even after cessation or termination of your assignment.

1. **INTELLECTUAL PROPERTY RIGHTS:**

You will disclose to the Management forthwith any discovery, process or improvement made or discovered by you while in the service, and such discovery, process or improvement will belong absolutely to and be the sole and absolute property of the UNIVERSAL EDUCARE. If and when required to do so by UNIVERSAL EDUCARE , you will , at the expense of the Management , take out or apply for latter’s rights, privileges or protection as may be directed by the management in respect of any such discovery, process or improvement so that the benefit thereof will accrue to UNIVERSAL EDUCARE , and you will execute and do all instruments, acts, deeds and things, which may be required by the Management, for assigning, transferring or otherwise vesting the same and all benefits arising in respect thereof in favour of UNIVERSAL EDUCARE , as the Management may direct, as the sole beneficiary thereof.

You shall not have any claim or interest over any existing of future work creative/developed by you during the course of employment which is covered under the definition of the term, “I**ntellectual Property”** and the UNIVERSAL EDUCARE and its affiliates shall be the sole and absolute owner with all the rights to govern, use and assign it and the same shall be entitled to be registered in the name of the ASTRA TECHNOLOGIES and its affiliates.

1. **AUTHORISATION:**

You will not enter into any commitments or dealings on behalf of the Management to which you have no express authority, nor alter or be a party to any alteration of principle or policy of the UNIVERSAL EDUCARE.

1. **SAFEKEEPING OF THE PROPERTIES OF THE ORGANIZATION:**

You will be responsible for the safekeeping and return in good condition/order of all the properties of the ASTRA TECHNOLOGIES , which may be in your use, custody or charge. For the loss of any property of the ASTRA TECHNOLOGIES in your possession, the Management has a right to assess the loss on its own basis and recover the damage of all such materials from you and take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction.

1. **TRANSFERABILITY OF SERVICES:**

During the period of contract you may be transferred to any of the offices /centers/divisions/departments of the ASTRA TECHNOLOGIES or its Associate Bodies existing or to be set up at any other location in India or abroad.

1. **CAREER PROSPECTS:**

The ASTRA TECHNOLOGIES is constantly growing through innovation and benchmarking, creating opportunities for learning and growth. However, your career prospects and growth will entirely depend on your efficiency, hard work and regularity in attendance, sincerity, commitment, good conduct and such other relevant factors.

1. **BANK ACCOUNT DETAILS:**

The salary due to you from the organization will be credited to your bank account in any of the following banks viz; PNB, HDFC, AXIS, SBI. Hence, you are requested to open bank account in any one of the banks and provide the details of the bank account in the joining report. In case u require assistance to open salary account, please send the account opening form duly filled, of the bank of your preference along with joining report.

1. **PERMANENT ACCOUNT NUMBER (PAN):**

As per Income Tax rules, it is mandatory for all the employers to furnish Permanent Account Number (PAN) of their employees while quarterly TDS Returns with Income Tax Department. Hence you are requested to provide your Permanent account Number (PAN) in the joining report to enable us to process your salary.

1. **ADDRESS FOR COMMUNICATION:**

You will intimate in writing to the Management any change in your address for communication within a week from the date of such change, failing which, any communication sent to your last recorded address will be deemed to have been served on you. You will also intimate any change in your contact number(s), i.e. your mobile and residential telephone numbers.

1. **ELIGIBILITY FOR LEAVE:**
2. During the probation period, you will be eligible for casual leave at the rate of one day for every months of completed service. You will not be eligible for any other leave
3. (1) On successful completion of probation period, you will be eligible for leave as detailed below:

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| --- | --- |
| Category of Leave | Applicability (Per Annum) |
| Casual Leave | 6 Days |
| Earned Leave | 10 Days |
| Sick Leave | 6 Days |

(II) Leave will be credited on a financial year basis as detailed below:

1. Earned leave will be computed at the rate of one day every completed month of service or part thereof in excess of 15 days and will be credited on the following April 01 or October 01, as the case may be.
2. Casual leave will be credited at the rate of one day for every two months of service completed.
3. Sick leave will be credited once a year on April 01, at the rate of one day every two months of completed service.
4. **TERMINATION OF CONTRACT:**
5. Your contract will automatically come to an end on completion of the fixed term as per this offer of appointment, unless the management decides to extend the same.
6. You will lose the on lien on contract if you absent yourself without leave or remain absent for a period of eight working days or more, beyond the period of leave originally granted Thereby you will be considered as having voluntarily terminated your employment without giving any notice.
7. Your contract is liable to be terminated without any notice or remuneration in lieu thereof for your act/s of misconduct, loss of confidence, inefficiency, disloyalty or commission of an act involving moral turpitude.
8. During the probation period, the contract of your appointment is liable to be terminated, without assigning any reasons, by giving one Month notice on either side or payment of one month salary (Basic pay) in lieu thereof.
9. After confirmation of your probation, the contract can be terminated with prior notice on either side, except for the reasons mentioned in this offer letter. This prior will be Two month or payment of one month salary (Basic pay) in lieu thereof.
10. In the event of your resignation may at its discretion, relieve you prior to the completion of the stipulated notice period, without any pay.
11. **GENERAL:**
    1. You will be governed by the service rules and regulations including conduct, discipline and administrative orders and any such other rules or orders of the ASTRA TECHNOLOGIES
    2. that may come into force from time to time.
    3. Your present assignment may undergo change from time to time to suit the ASTRA TECHNOLOGIES requirements and accordingly you may be re-designated.
    4. The compensation package offered to you will be kept strictly confidential. You are advised not to be share information regarding the salary and benefits /amenities with anyone.
    5. All the premises of the ASTRA TECHNOLOHIES and its Associate Bodies are “**NO SMOKING ZONES”.** In case you are a smoker, you are required to restrain yourself from smoking within the premises and in close surrounding of the premises. Any violation in this regard will be seriously dealt with.

The above terms and conditions are subject to change from time to time. As a token of your acceptance, please sign the duplicate sign the duplicate copy of this letter and return the same to us.

Yes, I have read and understood the above terms and conditions and accept this.

My joining date will be\_\_\_\_\_\_\_\_\_\_\_

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Place:

Date

**Yours Sincerely**

**Head**

**Central HR Department**

**ANNEXURE-A**

(Enclosure to “Letter of Appointment”

Lt No. Ref No.: Appt /UEC/2015-1004 Dated: 24 Feb 2015)

**DETAILS OF REMUNERATION AND OTHER BENEFITS**

|  |  |
| --- | --- |
| **Name** | **Neha** |
| **Designation** | **BACK OFFINCE & PURCHASE DEPARTMENT** |

**Annual Salary Package**

|  |  |  |
| --- | --- | --- |
| **1.** | **Basic** | **150000/-** |
| **2.** | **HRA** | **90000/-** |
| **3.** | **Conveyance** | **9600/-** |
| **4.** | **Special Allowance** | **50400/-** |
| **5.** | **Gross Pay** | **300000/-** |
| **6.** | **CTC** | **Rs 300000/-** |
| **7.** | **CTC (in words)** | **Rupees Three Lakh Only** |

Annexure-B

JOINING-REPORT

Sir,

In the terms of your appointment order Ref. No.-------------------------dated---------------------------------------here by report to duty on-------------------------Designation------------------------Department---------Location----------------I am providing below my particulars: