

HRC-OFFER-45-2024

Date: 15-01-2024

To,
JAMES MARTIN,

D.N Block,
House 373, Harrow Station Road,
United Kingdom, HA1 2AW

Date of Issue Of Letter.

Name Of Employee.

Sub: Contract Employment Agreement

Dear JAMES MARTIN,

This is with reference to your application and the subsequent discussions, we are pleased to offer you the position of **Senior Executive** in the **Public Relationship** Department on the following terms and conditions. You will be based in operational areas of .

DOJ

Date Of Joining Is :- 17-01-2024..

Designation Of The Joinee

Salary Of The Employee

2. **Position & Benefits:** Your Annual CTC will be \$ X,7Y,1XYZ (XX Doller) and monthly CTC will be \$ XX,426 (Fourteen Thousand Four Hundred And Twenty Six Rupees). You will be entitled for PF and other benefits as specified in Our HR policies. In addition to this, you will be eligible for 2(two) days leave (PL) per month as per contract with pay.
3. **Hours of Work & Paid Holidays:** You will observe the working hours and holidays normally observed by the region or the center you are assigned to.
4. **Medical Benefits:** You will be eligible to medical benefits in accordance with the Company's scheme applicable for your employment mode.

- Commit any breach of any of the provisions herein contained which in the reasonable opinion of Company, is serious; Commit any misconduct or any other breach of employment rules including

Anudip Foundation for Social Welfare

Mira Towers, 8th & 9th Floor, Block DN, Plot 27, Sector-V, Salt Lake City, P.S Bidhannagar, Kolkata-700091, West Bengal

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c) **Proprietary Rights of the Company:**

- You are to acknowledge and agree that all know-how, documents, reports, plans, proposals, marketing and project plans, donor lists, distributors lists, client files, other information relating to the business of the Company or business of any associate or affiliate of the Company as the case may be, and any materials made by the you during the course of your employment with the Company and every discovery, invention, improvement, design and secret process and other intellectual property right made or discovered by the you (whether alone or with any other person or persons) in connection with or in any way affecting or relating to the Business of the Company or business of any associated company or capable of being used or adapted for use therein or in connection therewith ("the Intellectual Property") shall forthwith be disclosed to the Company and shall belong to and be the absolute property of the Company or such associated company as the Company may nominate for the purpose.
- You shall not deliver, reproduce or in any way allow such documents or things to be delivered or used or caused to be used by any third party without specific direction or consent of the Company.

- d) **Company property:** You will always maintain in good condition Company property, which may be entrusted to you for official use during the course of your employment and shall return all such property to the Company prior to relinquishment of your charge, failing which the cost of the same will be recovered from you by the Company.

6. **Applicability of Company Policy:** The Company shall be entitled to make policy declarations from time to time pertaining to matters like leave entitlement, maternity leave, employees' benefits, working hours, transfer policies, etc., and may alter the same from time to time at its sole discretion. All such policy decisions of the Company shall be binding on you and shall override this Agreement to that extent.

7. **Governing Law and Jurisdiction:** This employment agreement is governed by, and shall be construed in accordance with, the laws of India. Any disputes between yourself and the Company concerning or relating to or arising out of this contract shall be subject to the jurisdiction of and be determined by the court of competent jurisdiction in Kolkata only.

8. **Background Verification:** Your hiring is subject to the satisfactory completion of a background check, as per our company policy

If this offer of contract employment on the terms and conditions stated herein are acceptable to you, please sign and return the duplicate copy of this letter as a token of your acceptance.

For **Anudip Foundation for Social Welfare.**






Sign & Stamp From HR Dept.

Registered Office Address Of The Employer,CIN,GSTIN

Anudip Foundation for Social Welfare

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