



**Subhayu Kumar Bala**

Date: June 19, 2020

**Sub: Freelance Writer Contract**

Dear Subhayu,

Welcome to Collegedunia Web Pvt Ltd!

Based upon your past submissions and representations, we are pleased to tell you that we hire you for our **Freelance Writing Assignments**.

In the course of your association with the company, you will have to submit at least **6 review per day** and put in around **150 hours per month**. All this is tentative and will depend upon your potential for the company related assignments and the project you will be working on. All of this is subjected to the company's discretion.

For every project or assignment you will work, you will be reporting to the account manager assigned to you. The payment slab for each review submitted by you will be based on the length of the review as well as its quality. As per our policies, you will receive **INR 45 for every review submitted**.

Please sign and return the duplicate copy of this letter as a token of your acceptance.

You shall be required to start your assignment from **June 20, 2020** with us. At any point of time, the company reserves the right to make any changes in this contract, if required.

**Other terms and conditions of the service:**

## **1. Work**

- You agree to produce your written texts and articles by the agreed upon deadline at the request of the company.
- You agree that you will be the sole author of your submissions, written in the original form, which are also free of any kind of plagiarism.
- You also agree to ensure that all the facts and statements in your reviews are true and the content written by you does not infringe any copyright, right of privacy, proprietary right, right of publicity or any other right of a third party.
- You agree that Collegedunia Web Pvt. Ltd. has the right to edit the reviews submitted by you as it deems appropriate. You will also cooperate with the company in editing and reviewing the reviews prior to Collegedunia Web Pvt. Ltd., if required. You will also cooperate with Collegedunia Web Pvt. Ltd. if any complaints, claims or litigation should arise regarding the reviews.
- Each review submitted will be assessed and given a quality score and you are responsible to maintain a quality score of above 80%.
- You will be responsible for intimating the Account Manager regarding any leave/off day at least three days in advance to enable them to manage the deliverables accordingly.

## **2. Confidentiality**

- You acknowledge that you may be furnished or may otherwise receive or have access to information which relates to the Collegedunia Web Pvt. Ltd.'s products, vendor lists, creative works, marketing strategies, pending projects and proposals, and other proprietary information which gives Collegedunia Web Pvt. Ltd. an opportunity to acquire an advantage over its competitors (the "Proprietary Information").
- You agree to preserve and protect the confidentiality of the Proprietary Information and all physical forms thereof, whether disclosed to you before this Agreement is signed or afterward.
- In addition, you shall not disclose or disseminate the Proprietary Information to any third party and shall not use the Proprietary Information for your own benefit or for the benefit of any third party. Without limiting the generality of the foregoing, you shall be prohibited from discussing the Collegedunia Web Pvt. Ltd. or the Work with a representative of the press or media, either directly or indirectly, without the Collegedunia Web Pvt. Ltd.'s express prior written approval.

## **3. Compensation**

- Collegedunia Web Pvt. Ltd. agrees to pay you INR 45 per review as a fee for your services. The payments for the last month will be made between 1st and 7th

day of the next month. The payments will be made through NEFT in Bank account or through a cheque issued in your name. If, in case, the payment is delayed due to some technical problem, we will give you prior information.

#### **4. Documentation**

- You are required to send us the self-attested soft-copies of the following for the company's record.
  - a) Aadhar Card (Scanned copy of both sides)
  - b) Pan Card (Scanned copy), if you have one
  - c) Scanned copy of this signed offer letter
  - e) New email ID created by you
  - f) 2 passport size photographs

#### **5. Approval**

- You will receive a written approval of the work ordered (i.e., copy, design, photography, typesetting, and other services) required for the completion of the assignment. You will be required to do revisions in the article/assignment as per the requirement of the Company.

#### **6. Property Rights**

- Collegedunia Web Pvt. Ltd has the right to edit all of the material and delete any copy or visuals deemed to be unneeded or impractical. The published material becomes the property of Collegedunia Web Pvt. Ltd. with Collegedunia Web Pvt. Ltd. owning the copyright. It is agreed by both the parties that all material prepared on a freelance/correspondent basis for Collegedunia Web Pvt. Ltd., is the property of Collegedunia Web Pvt. Ltd. In addition to owning the copyright for the print versions, Collegedunia Web Pvt. Ltd. also owns the copyright for all electronic versions that may be used. You relinquish "all rights" to both electronic and print versions of your work as commissioned and paid for by Collegedunia Web Pvt. Ltd.

#### **7. Termination of Agreement**

- You can terminate this Agreement after giving a notice of 7 days. All the payments in such cases will be made on a pro-rata basis..

#### **8. Jurisdiction**

- In the event of any dispute/differences on any of the clauses mentioned above, the matter shall be resolved by referring it to arbitration if the efforts to resolve the disputes remain unsuccessful. Any of the parties can refer the dispute to arbitration. The duly appointed person shall be the sole arbitrator to preside the

arbitral tribunal. The seat of arbitration shall be at New Delhi. Subject to the present arbitration clause, the courts at New Delhi shall have the exclusive jurisdiction to deal the disputes arising thereof.

The signing of this letter shall ipso facto be deemed to be your expressed acceptance of the terms of above rules and all the conditions of service.

Kindly note that the present offer letter (along with the enclosure) is a privileged document and in no event are you authorized to use or publish this present letter for any purpose, whatsoever, except for the purpose of freelance writing in the company only.

If you agree to all the above mentioned terms and conditions, please intimate your acceptance to us by returning a copy of this letter, duly signed by you. In case no confirmation is received within the above mentioned period, the letter shall be deemed to have been withdrawn.

Thanking You,

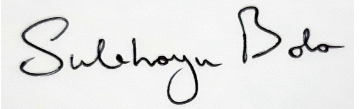
Yours Faithfully,

Collegedunia Web Pvt. Ltd.

---

I have carefully read all the terms and conditions of the offer and would like to confirm my acceptance.

Signature of the candidate:



Name: Subhayu Kumar Bala

Date: 19/06/2020