

1st October 2014

**Ms. Nikita Paliwal,
Sec. 28, Faridabad
Haryana**

Dear Ms. Pailwal,

With reference to our discussions, we are pleased to appoint you for the position of "Office Assistant"
On the following terms and conditions: -

1. Compensation:

Basic Pay	Rs.4000/- p.m.
HRA	Rs.2000/- p.m.
Other I Special Allowance	Rs.6262/- p.m.
Transport Allowance	Rs.1600/- p.m.
Total	Rs.13,862/- p.m.

(Rupees Thirteen Thousand Eight Hundred Sixty Two Only)

2. Other Benefits: You will be entitled to PF as per the Government rules.

3. Service Rules: You will be governed by the terms and conditions of services as applicable at your level as per Annexure "M 1" attached to this letter of appointment.

4. Joining Time: You are advised to join on or before 23rd October, 2014, failing which your appointment stands cancelled.

5. Reporting: Your reporting relationship will be communicated to you at the time of your joining.

If the above terms and conditions are acceptable to you, kindly return the duplicate copy of this letter duly signed as token of your acceptance, indicating the date you plan to join.

Sincerely
accepted by



Babita Pandita
For ALL Ladies League
(Executive Director)

Agreed to and

Nikita Paliwal

ALL Ladies League

ANNEXURE (MI)

Principle Terms & Conditions of Employment

1. You will be on probation for a period of six months in the first instance which can, however be extended twice for a period of three months at a time, at the discretion of the Management. However, you shall be deemed to be on probation unless a specific order is issued to you confirming your service.
2. Performance and Compensation Review shall be considered after one year of service. Actual date would vary depending upon the period of Performance Appraisal Cycle.
3. You will be paid no salary in case you leave the services of the organization within one month of your joining on your own accord. However, if the Management terminates your services within one month, you will be paid salary up to the date of your termination.
4. During your entire tenure with the organization, you will devote full attention to guard the interests of the organization. You will neither communicate nor divulge any information connected with the business of the organization nor take any sketches, photographs, documents (inclusive of course curriculum), drawings, specimens or other official paraphernalia of the organization without the express consent of Management.
5. During the course of your services in the organization, you will not engage yourself in any other trade, business or profession without the written permission of the Management.
6. You will be responsible for the safe keeping and return in good condition and order of all Organization property entrusted to your care and charge. The organization reserves the right to deduct the money value of such articles from your dues, or take such action as may be deemed proper, in the event of your failure to account for such property to the organization's satisfaction.
7. You will inform any change in your postal address within two days of the change, otherwise the address in the official records shall be deemed to be sufficient. You will be solely responsible for the consequence of not informing the organization about the change and the organization will have no liability arising out of it.
8. You will abide by the standing orders and service rules and regulations of the organization which are in force or which may come into force from time to time.
9. Your services can be transferred to any location in India, whether existing at present or to be set up in future, by the Management and the rules and regulations of the management of that location shall be binding on you. You shall, for all purposes, be an employee of the management of that location.
10. Your services may be terminated at any time during the period of probation without any notice or

payment in lieu thereof. After confirmation, your services can be terminated by either side by giving, to the other party, one month's notice or one month's salary in lieu thereof. However, in case of indiscipline, insubordination, non-Performance, dishonesty or negligence or in the event of your becoming incapacitated to carry out your duties efficiently, the Management shall be at liberty to terminate your services without notice and payment in lieu thereof. Salary is inclusive of Basic, HRA Other / Special Allowance and Transport Allowance.

11. You shall retire from the services of the organization on attaining the age of superannuation as determined from time to time. For this purpose the official record of your age with the organization shall be treated as final. The age limit, however, can be raised by mutual agreement.

12. It is mandatory to submit the following documents at the time of reporting for duty, failing which your joining will be delayed: -

- Photocopies of all educational & professional qualification certificates and mark sheets.
- Relieving certificate from the previous employer.
- Experience certificate from all previous employers.
- Proof of salary & benefits drawn in last employment.
- Two passport size photographs.
- Medical Fitness Certificate from a registered medical practitioner.
- Address & Residential Proof (Any one of the following : Voter ID Card, PAN Card, Driving License or any other address proof issued by Govt. authority.)

13. In the event of your having furnished false information, documents, testimonials or credentials, your services shall be terminated with immediate effect and no payment/compensation shall be made to you.

If the offer of the appointment is acceptable to you on the terms and conditions mentioned above, please

Acceptance by signing the duplicate copy of the letter



For ALL Ladies League
(Executive Director)

ACCEPTANCE

I hereby declare that I have read and understood the terms and conditions of employment mentioned above and the same are acceptable to me. I further declare that I have never been convicted in any court of law.

(Nikita Paliwal)