

20th February 2020

Private & Confidential

Ms. Sama Vaishali L,
#12/17, Mother Flats, Thillai Ganga Nagar,
Nanganallur, Chennai-600061.
Tamil Nadu, India

Dear Ms. Sama Vaishali L,

The Bharatiya Yuva Shakti Trust (BYST) is pleased to appoint you as “**Officer–Special Projects**” on contract with effect from **10th February 2020** on the following terms and conditions:

- 1) In consideration of the services to be rendered by you, a sum of **Rs. 28,000/-** per month (Rupees Twenty-Eight Thousand Only) will be paid by BYST to you commencing from **10th February 2020** and the said amount will be subject to the deduction of all applicable taxes at source and other statutory deductions as per applicable rules. You will be required to raise an invoice at the end of every month for this amount plus applicable service tax and submit it to the Finance department.
- 2) The Contract is for a period of one year (**Until 31st January 2021**) and may be extended at the sole discretion of BYST, for a further period, in accordance with the stipulated terms and conditions.
- 3) A review of the consolidated fees will be done at the end of the every year from the date of contract based on review of performance.
- 4) All data and information be in the textual and/or through any electronic/ technical device acquired from BYST shall be kept confidential and returned to BYST. Any material developed, invention, etc., by you during your service period with BYST, shall be the property of BYST and rights to that extent shall solely vest in BYST.
- 5) Any property of BYST such as lap top, computer, data card, etc., given to you for the discharge of official duties, shall be your responsibility for safe custody, up keep and maintaining the functional/operational state of such property and shall return the same on expiry of your term of services. Further you shall be held responsible for the act of negligence thereby causing loss, damage, etc., to such property and shall indemnify BYST for such loss, damage, etc.
- 6) Any expenses incurred on travel and /or transport for official work will be reimbursed to you as per the rules of BYST.
- 7) Office hours would be from **9:00 am to 5:15 pm, Monday to Friday** or as notified from time to time. However, your hours of work will depend upon the completion of the tasks assigned to you in case of exigency or urgency. You will be based at **BYST–Chennai Operations**. You are liable to be transferred to any other office of BYST. You shall be bound to adhere to the basic rules and regulations as per discipline as applicable to other employees of BYST.
- 8) You will be entitled to avail **one day of leave** during this contract period. This leave is non-cumulative.


Bharatiya Yuva Shakti Trust

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