

2018/18

# TAMILNADU DOMESTIC WORKERS WELFARE TRUST

Reg. No. 346 / 2005

No. 607, Vasu Block, Chitra Avenue, 9, Choolaimedu High Road, Chennai - 600 094.

Tel. : 044-23740262

## APPOINTMENT LETTER

Date: 5. ~~2021~~ / .....

Miss. SHRIVAIYSHNAVI N  
No-1400, F5, G.S.Villa, Ramalingam Street,  
Ramnagar North Extension, Puzhuthivakkam, Chennai -600091

Dear SHRIVAIYSHNAVI N

With reference to your application dated 27.2.2021 and the subsequent interview with us at the TNDWWT office, we are happy to appoint you as a full-time staff as programme coordinator cum case manager, of the TNDWWT from 05.03.2021, subject to your acceptance of the terms and conditions of the employment as follows for a period of two years.

The terms governing this appointment will be effective from the date of your joining. The duration for determining the period for confirmation of service or any other policy matter shall be reckoned from the date of your joining duty.

### Your job profile will include:

- Coordinating the area staff and the beneficiaries as per the project plans.
- Documenting the activities of the organization, preparing projects reports, annual reports and over all documentation whenever it is necessary and needed
- Guiding the staff for their effective functioning.
- Case registering whenever a migrants cases comes
- Representing the Organization in meetings in the Network forum and to the Government whenever it is necessary.
- Reporting to the office on monthly basis.
- Documenting the staff meeting, and mentioning the projects files in order.
- Visit to area when it is needed and necessary.
- Organise trainings.
- Collecting all the reports from the staff and filing

Your working hours are 8 hours a day. Your consolidated monthly remuneration will be Rs.20, 000/- (Twenty Thousand only) in addition to the actual travel expense for the month for organizing and meeting domestic workers groups. Your services can be terminated from either side by giving one month (30 days) notice.

Your work in the organization will be subject to the rules and regulations of the organization. You will always be alive to responsibilities and duties attached to your office and conduct yourself accordingly

Name & signature of the Trustee  
*M. Valarmey*

I have read the terms and conditions of this letter of appointment and confirm my acceptance of the same.

Signature of the staff  
*Shrivaiyshnavi N*