

20th Aug 2021


To

**Ms. Ramya. M,**  
D/o. Muthusamy,  
No.11, Bharathi street, Moorthi Nagar,  
Avadi,  
Chennai - 600071.

Dear **Ms. Ramya. M,**

Greetings to you from Aide et Action, Chennai!

1. Based on your performance in the two rounds of interview we are pleased to appoint you in our ENLIGHT CHENNAI Project as an **Assistant Coordinator** (*a Project of Aide et Action and CAPGEMINI*), with effect from 01st September 2021.
2. In your position as a assistant coordinator, your job description details enclosed with this letter.
3. The following are the terms and conditions of your contract:
  - a. You will be paid a gross monthly salary of **INR 15000 /- ( Rupees Fifteen thousand only)**.
  - b. You will report to the Programme Manager designated by the Regional Manager, Aide et Action, Chennai.
  - c. Your contract period is for 12 months from the date of joining and depending on the funding availability the contract maybe extended based on mutually agreed terms.
  - d. During your period of engagement with AEAI, you shall not take up any assignment with any other organization or person, whether paid or voluntary. This means you will exclusively work for the project during the period of engagement.
  - e. This contract can be terminated by either party by giving one month's notice subject to clause 3(c).
  - f. You will notify your line manager in case of any change in your residential address.

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- g. As a professional, you will perform your duty honestly and diligently and will carry out any instruction or work entrusted or asked to do by your line manager and shall not without his/her consent divulge any secret or dealing thereto.
- h. If at any time, you are found to be willfully neglecting or refusing to perform any of the responsibilities mentioned under clause 2 of this contract, your salary payments are liable to be suspended during such neglect, negligence or refusal as aforesaid and may further result in immediate termination of your services without giving any notice.
- i. Further, your services can be terminated without notice if found guilty on any of the following counts:
- Gross misconduct towards fellow team members / Aide et Action employees
  - Discourteous in dealings with fellow team members / Aide et Action employees
  - Reasonably suspected of misappropriation of money under Project.

As a gesture of your acceptance of this offer, please sign, date and return the enclosed copy of this letter.

We take this opportunity to welcome you to AEAI and wish you a rewarding career with us.

With best wishes

**K. Sivagami**  
Regional Manager  
Aide et Action

<b>ACCEPTANCE</b>
<b>Sign:</b>  26/8/21

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**JOB DESCRIPTION**

**JOB TITLE: Assistant coordinator , ENLIGHT CHENNAI Project**

**REPORTING TO: Programme Manager - ENLIGHT, Chennai RO**

**REPORTTEES: Field coordinators and volunteers**

<b>FUNCTIONS</b>	<b>RESPONSIBILITIES/ACCOUNTABILITIES</b>	<b>JOB CHARACTERISTICS</b>
<b>Project Implementation</b>	Conducting PRA , capacity building of field staff, establishing community based organizations, mapping local resources, monthly work plans, networking with external stake holders, working in close coordination with SSA	Domain knowledge , training , networking skills
<b>Reporting</b>	Timely submission of Monthly Reports, Maintain the beneficiaries profile documents and Maintain and submit the beneficiary data in P3 platform	Documentation and Communication
<b>Capacity Building</b>	Need based training , exposure visit to other learning Spaces, supporting training needs of teachers and project staff	Training, communication, organizing skills
<b>Networking</b>	Networking with NGOs/CBOs/Govt. departments- SSA in Salem	Same as above
<b>Digital Literacy</b>	Implement the Digital Literacy Programme in Chennai effectively and achieve the target.	Computer knowledge and Teaching skill



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The salary breakup is as follows,

Basic	7500
HRA	4500
Local Conveyance	800
Educational allowance	800
Other allowance	1400
<b>Total Salary</b>	<b>15000</b>
PF Employer Contribution	1260
<b>CTC</b>	<b>16260</b>

Net Salary payable per month – 13,740/-

With best wishes

Sivagami.K  
Regional Manager  
Aide et Action

ACCEPTANCE

Sign:

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