



OFFER LETTER

Dear Ms. Kirthiga Nagaraj,

1. We are pleased to extend you an offer of appointment as Faculty of Akshar Arbol International School ('the School'). You will be on probation for 12 months from the date of joining. The appointment is subject to the Rules and Regulations of the School in force from time to time. You are liable to be transferred to any of the branches of the School.

You will be confirmed at the end of the one year, based on satisfactory performance on the job. Please be advised confirmation of service is not automatic and you will continue to be on probation, unless specific letter of confirmation is issued.

2. You will report to the undersigned on 02 June, 2021 at 1/778, Bethel Nagar, North 9th Street, Injambakkam, Chennai along with originals and copies of your PAN CARD, Aadhaar CARD, Passport (if available), and Certificates. All originals will be returned to you after verification.

3. You will be paid a monthly remuneration as per table given below. The payment is subject to deduction of applicable taxes such as Tax Deduction at Source (TDS), Professional tax and other laws such as PF Laws, ESI Laws and other applicable taxes / laws that may be in force from time to time. The salary will be credited to the bank account as per the practice of the School.

| | |
|-------------------------------------|--------|
| Gross Pay | 21,800 |
| Employer Contributions | |
| PF* | 1,700 |
| ESI | |
| CTC (Gross + Employer contribution) | 23,500 |
| Employee Contributions | |
| PF* | 1,570 |
| ESI | |
| Net Pay | 20,230 |

** Includes PF Administrative Charges borne by the School*

Akshar Arbol International School is an unit of Akshar Arbol Vidya Vikas Trust

279 / 1B, Bethel Nagar, North 9th Street, Injambakkam, Chennai - 600 115.
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4. The terms and conditions set out in the Employment Service Rules of the School are an integral part of this appointment letter.
5. Confirmation / increments / promotion are not automatic and will be at the sole discretion of the School based on your overall performance.

6. You will be required to undergo various training programs such as Professional Development Programs, workshops etc., as the School may deem fit in order to keep you abreast of latest developments to develop / improve your skills and to meet the mandatory requirements by the respective Boards. In consideration of the costs, time, etc., incurred by the School towards your training, you will have to execute a separate agreement consenting to serve the School for two full academic years after the academic year in which you attended the Professional Development Program. Such an agreement will be treated as part and parcel of this appointment with the School. If you leave the School without serving two full academic years as aforesaid, you will pay the entire cost of the training incurred by the School in connection with the Professional Development Program.

The cost of training (including but not limited to program costs, travel, conveyance, boarding and lodging) will be indicated to you at the beginning of each Professional Development Program.

7. You will discharge your duties to the best of your abilities. You will perform the duties assigned to you by the School from time to time relating to the position to which you are now appointed and to which you may be transferred / promoted in future.

8.1. While in the employment of the School, you will devote the whole of your time and energy exclusively to the affairs of the School and you will not accept any engagement with other schools, companies, entities, whether on a full time or on a temporary or part time basis or offer your services with or without pay, without the prior written permission of the School.

8.2. You shall obtain prior written permission from the School, in case, at your cost, you are attending or plan to attend any other program / workshop / academic event / course, conducted by or in the premises of any educational institution or training center.

9. You agree that you will continue your service without interruption for the academic session. and termination if any, of the employment herein shall be subject to the following sub-clauses:

9.1. During the period of employment, your services can be terminated by the School by giving one month's notice or by paying one month's remuneration in lieu of the one month's notice, without assigning any reasons.

9.2. In the event you wish to voluntarily discontinue service for unavoidable, genuine reasons, which shall be discussed and disclosed to the School in advance, there shall be a three months' notice period to be given by you or you shall pay three months' remuneration (as per CTC applicable to you on the date of discontinuance of service) in lieu of the said three months' notice period.



9.3. In case of accepting appointment and not reporting for duty also, you will be liable to pay a sum equivalent to three months' remuneration.

9.4. Notwithstanding Clause 9.2 above, in case notice is given by you within 45 days of the last date of the Academic Year you will be required to serve until the last day of the Academic Year and pay the School three months' remuneration reckoned as per the CTC applicable to you on the date of discontinuance of service.

9.5. In case notice is given by you during the School's summer vacation period (i.e after last date of the Academic Year but before the commencement of the new Academic Year), you will be required to pay four months' remuneration reckoned as per the CTC applicable to you on the date of discontinuance of service.

10. Your services will be terminated by the School, without any notice or payment of any kind in lieu of notice, without prejudice to requisite action by the School, in the following cases:

a) If any information furnished by you to the School is later found to be false/suppression of material fact etc.

b) Any act, which in the opinion of the School is an act of dishonesty, disobedience, insubordination, incivility, intemperance, irregularity of attendance or other misconduct, parting with any confidential information to any third party or neglect of duty or riotous behavior in the discharge of duty on your part or the breach on your part of any of the terms, conditions or stipulations contained herein or a violation of the Rules and Regulations of the School.

11. You shall not without prior permission of the School in writing, publish any book or brochure or article or tweeting on social network concerning any matter (other than promoting the network of the School on Social Media), which relates to any activity of the School.

12. You shall be responsible for the safekeeping and returning in good order of all the properties of the School which may be in your possession, custody, care or charge. The School shall have the right to deduct the money value of such goods/properties from your salary payment or full and final settlement dues, as the case may be and take such other action as it deems fit, in the event of any damage or loss of such properties whether during the course of service or otherwise.

13. You shall not directly or indirectly, either during the term of the engagement or thereafter disclose to anyone, or use in any manner (except in the regular course of the School's work) any information concerning the organization, business, finance, transactions or affairs of the School or its related entities including with respect to training materials or School coursework, any existing or prospective students or faculty of the School, any plans of the School or any other confidential aspect of the School's operations or affairs acquired by you during your engagement with us.



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INTERNATIONAL SCHOOL
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14. In the course of your employment with the School, you may obtain knowledge of the confidential information pertaining to the School and its entities. You shall abide by the agreement that if the School has obtained trade secrets or other confidential information from third parties with restrictions on disclosures, you will not at any time infringe upon such restrictions. You shall not enter into any correspondence or represent the School or its related entities without prior written permission of the Management.
15. In case any of your relatives is associated in any capacity with our School, you are required forthwith to disclose the information to the School in writing.

Kindly return the duplicate copy of the appointment letter duly signed in token of acceptance of the above-mentioned terms and conditions.

We look forward to your fruitful association with us in building our institution.

Priga Dixit

Head of Akshar Arbol International School



Date: Apr 27, 2021

Place: Chennai

Received the original of the above order and I accept the terms & conditions stated therein, together with the Employment Service Rules of the School, which I understand is an integral part of this appointment.

Kirthiga
27/04/21

(Signature of the appointee with date)

NAME in BLOCK (as per the Aadhaar card) KIRTHIGA NAGARAJ

Date: 27.04.2021

Place: Chennai