

## APPOINTMENT LETTER

Ms. Poongkothai K,  
2/448 Venkatesapuram  
8<sup>th</sup> Street, Vandalur  
Chennai 600048

New Delhi, 5 February 2021

Dear Ms. Poongkothai K,

We are pleased to appoint you as **Management Trainee** in SOS Children's Villages of India.

You will be on training for a period of one year from the date of joining. The training period may be extended by a further period not exceeding three months at the absolute discretion of SOS Children's Villages of India. In exceptional circumstances, the training period may be extended for the second occasion by a further period of three months.

**Your placement in a project / department during your training period and consequent final posting can be at any location in the organisation as per policy.**

After completion of successful training period, you will be confirmed as Sr. Co-worker.

You will receive the compensation package as per the attached sheet.

Your appointment is subject to submission of the following documents at the time of joining:

- Original as well as one photocopy of the certificates duly self attested in proof of your academic and other qualification;
- Three passport size photographs

Your appointment is subject to medical fitness as examined by the Doctor appointed by the employer or as directed by the employer for this purpose.

While working with the SOS Children's Villages of India during the period of training and afterwards, you shall be bound by the rules and regulations in force from time to time and observe the discipline as required by the organisation.



50  
YEARS



SOS CHILDREN'S  
VILLAGES  
INDIA

Continued

Appointment Letter Ms. Poongkothai K

Page 02

Your service is transferable and you are liable to be transferred to any project / location without assigning any reason.

Your service can be terminated at any time during the period of training by giving you one month notice or salary in lieu thereof and without assigning any reason. Similarly, you are required to give one month notice or a sum equivalent to one month salary in case you want to leave during the training period.

In the event of actual dispute, the Jurisdiction of the City of Delhi shall prevail.

Besides, you are not entitled to be a confirmed employee of the organization by reason of your having completed the probationary period, until a written confirmation order signed by the Competent Authority is issued.

Prior to joining please co-ordinate with Ms. Meenu Dhar, Director-HR (Phone No: 09818083934, e-mail: [meenu.dhar@soscvindia.org](mailto:meenu.dhar@soscvindia.org)) for pre-employment medical checkup.

If the above terms and conditions are acceptable, you are required to give your acceptance of the offer in writing to the Director-HR, SOS Children's Villages of India.

Please note that if no response is received from you within seven days of this letter the offer will stand withdrawn automatically.

With Best Wishes,

Yours sincerely  
SOS Children's Villages of India

(Anuradha Abrol)  
Deputy National Director-HR

### Compensation Package


<b>NAME</b>	Ms. Poongkothai K	
<b>DESIGNATION</b>	Management Trainee	
<b>GRADE</b>	V6	
<b>LOCATION</b>	SOS Children's Villages of India	
<b>DETAILS</b>		
	<b>MONTHLY</b>	<b>ANNUAL</b>
<b>A. MONTHLY COMPONENTS</b>		
Basic Salary	15,000	180,000
House Rent Allowance (30% of the basic salary) *	4,500	54,000
Provident Fund (12% of basic)	1,800	21,600
Special Allowance	9,117	1,09,404
Transport Allowance	1600	19,200
Education Allowance	400	4,800
Medical Allowance	1,250	15,000
<b>SUB TOTAL</b>	<b>33,667</b>	<b>4,04,000</b>
<b>B. ANNUAL COMPONENTS</b>		
Festival Allowance		15,000
<b>TOTAL COST TO ORGANISATION (CTO)</b>		<b>4,19,004</b>
<b>OTHERS</b>		
Official Telephone Reimbursement	300	3,600
Gratuity as per organizational policy		
Accidental insurance as per Insurance Policy		
Group hospitalization as per policy		

\* Free accommodation is valued as 30% of Basic Salary and this amount is not payable if free accommodation is provided.

#### **Leave Entitlement during one-year probation / training period**

Privilege Leave -First 6 months 8 days, Next 6 months 10 days,  
Medical Leave - First 6 months 2.5 days, Next 6 months 5 days,  
Casual Leave -05 days,

Date: February 5, 2021  
Place: New Delhi

  
(Anuradha Abrol)  
Deputy National Director-HR