

RAWA ACADEMY

Regd. Under the Societies Regn. Act XXI, 1860, No. 22898/108 of 2008-2009

(Old Registration No. 4157/81 of 1992-93)

At - Gadakana, Po - Mancheswar (RS), Bhubaneswar - 751017

Ph : (0674) 2748507, Fax : (0674) 2748112, Mob: 9438553647, E-mail: rawacademy@yahoo.com

LETTER OF APPOINTMENT

Date: 01/02/2022

Sachin Gupta

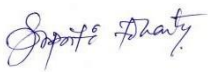
Dear Sachin,

With reference to the interview and discussions you have had with us, we are pleased to appoint you as '**Superintendent**' for Jindal Children Home (JCH) Boys, on the following terms and conditions:

1. This appointment is for a probation period of three months, effective from the date of your joining, subject to confirmation thereafter, depending on your satisfactory performance.
2. In this capacity, you will be located at Jindal Children Home (Boys), Tamnar, Raigarh, Chhattisgarh and will report to the Chief Project Coordinator (CPC) of JCH Shri Shishir Sahoo.
3. The detail Job Description will be given to you by the CPC at Tamnar. You may also be assigned such other duties as may become necessary for Jindal Children Home at the discretion of the Management.
4. You will be eligible for 18 days leave pro-rated per calendar year. However, leave will be allowed depending on the exigency at hand.
5. Your appointment will be guided by the Human Resource Policy of Adruta Children Home and you must follow the procedures laid down in the Standard Operating Procedures (SOP) for various job/work/responsibilities.
6. This appointment can be terminated by giving one-month notice on either side or payment in lieu of shortfall in this notice period.
7. During the tenure of the assignment you will not engage yourself in any other assignment or gainful employment without consent of the management.
8. You are required to maintain absolute secrecy with regard to the work or confidential information pertaining to Jindal Children Home, and in case of any breach of trust, your appointment may be terminated by the organisation without any notice.
9. You should ensure compliance with various statues in your area of operation.
10. You will be paid a consolidated amount of Rs. 30,000 per month. Shared accommodation and free food will be provided during your stay with the Children at Jindal Home.

Please sign a copy of this letter in acceptance of the above-mentioned terms and conditions and return the same for our record.

Regards



Secretary, RAWA Academy