

*Private and confidential*



## OFFER LETTER

30<sup>th</sup> Nov 2022

To,

Ms. Aiswarya Singla  
565 Harinder Nagar,  
Sirhind Road, Patiala,  
Punjab. PIN: 147001

Dear Aiswarya,

We welcome you into our team and look forward to your contribution towards TALC's dream of being the best space for children to bloom into successful adults and re-defining education in our beautiful country.

An Alternative School  
with Indian Ethos



The terms and conditions of your appointment and your remuneration details are mentioned herewith attached in Annexure- A.

As a token of your acceptance of this appointment, kindly sign this letter and acceptance of employment hereto at the bottom right corner of each page and return the duplicate copy of the same to HR.

The location of your initial reporting and posting would be Bengaluru. However, the location of your posting can be changed to any of our Centers/Departments depending upon TALC's requirements.

Your employment shall at all times be governed by the policies of Moments of Magic Child Care Solutions Pvt. Ltd as amended from time to time.

We welcome you to TALC and wish you a rewarding career in years to come.

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Wishing you all the best!

Thank you

Warm regards

Ms Latha G

Founder and CEO

The Alternative Learning Community

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with Indian Ethos

Moments of Magic Child Care Solutions Pvt. Ltd

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## ANNEXURE A

# CONTRACT OF EMPLOYMENT

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Place: \_\_\_\_\_

### 1. Roles and Responsibilities

MENTOR ROLES	MANAGEMENT ROLES
<u>Trainee Mentor</u>	Scale C – First Line Management
Assistant Mentor	Scale B – Middle Management
Mentor	Scale A – Middle Management
Senior Mentor	



Your role in the organization will be that of a **Trainee Mentor**.

In your role as **Trainee Mentor**, you will help TALC achieve the goals of each student by:-

- Supporting and enabling their academic and emotional pursuit through BMI model and Child Centrality.
- Identifying their current strengths and needs and supporting their growth in the areas identified for the same.
- Realizing the dreams of skill, independence, and happiness for every child we are associated with.
- Having the apt amount of preparedness to work with the children.

## 2. Commencement and Term

Your official start date will be the **2<sup>nd</sup> of Jan 2023**, of which the first week will be the volunteering period and your employment shall continue unless terminated earlier as stated under clause 9.



### **3. Working Hours**

You are expected to be present at the designated TALC premises from 8:15 am to 6:30 pm on all weekdays, except for declared holidays.

You are expected to work every alternate Saturday from 9:30 am to 3:00 pm as declared by TALC.

### **4. Probation and Confirmation**

You will be on probation for a period of one month from the date of your appointment. On satisfactory completion of the probation period, you will be confirmed in service.

If not confirmed after one month, this order will continue to be in operation, and the probation period will stand extended automatically till further notice.

If TALC is not satisfied with the performance of the employee on probation, TALC is free to terminate the services of the employee before the completion of the probation period subject to one (1) day notice period.



## **5. Weekly and Statutory holidays**

You are entitled to weekly and statutory holidays in accordance with the TALC Holiday List and Karnataka Shops and Establishment Act.

Details are mentioned in the Leave Policy of TALC staff handbook.

## **6. Suspension**

TALC reserves the right to suspend you from service with or without pay as a disciplinary measure or pending disciplinary proceedings.

## **7. Termination**

TALC may terminate your employment for neglect of duties, misconduct, breach of trust/confidentiality, breach of discipline or breach of any terms of employment whether expressed or implied, with immediate effect and no notice period whatsoever.

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## **8. Resignation**

Either party may terminate their contract of employment by giving three (3) calendar months notice in writing. TALC may require you to pay up the notice period in lieu of you not serving it, unless mutually agreed.

## **8. Confidentiality & key clauses**

- a) You will not (except in the normal course of TALC's business) publish any article or statement, deliver any lecture, broadcast or make any communication to the press, including magazine publication relating to TALC's services or to any matter with which TALC may be concerned, or promote other institutes unless you have previously applied to and obtained the written permission from TALC.
  
- b) You will be required to maintain utmost secrecy with respect to project documents, commercial offer, design documents,





technology, software packages, license, patterns and trade mark, documents created for TALC and TALC's human assets profile.

- c) You will be required to comply with all such rules and regulations that TALC may frame from time to time.
- d) Any of our technical or other important information which might come into your possession during the continuance of your service with us shall not be disclosed, divulged or made public by you even thereafter.
- e) If at any time in our opinion, which is final in this matter, you are found a non-performer or guilty of fraud, dishonesty, disobedience, disorderly behavior, negligence, indiscipline, absence from duty without permission or any other conduct considered by us deterrent to our interest or of violation of one or more terms of this letter, your services may be terminated without



notice. On account of reason of any of the acts or omission TALC shall be entitled to recover the damages from you.

f) You will not accept any present, commission or any sort of gratification in cash or kind from any person, party or firm or company dealing with TALC and if you are offered any, you should immediately report the same to the Management.

g) You will be responsible for safekeeping and return in good condition and order of all TALC property, which may be in your use, custody or charge.

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## Annexure – A: Salary Structure

With reference to your appointment letter, the compensation package would be as mentioned hereunder.

Annexure A	
Cost of the Company	
Name	Aiswarya Singla
Designation	Trainee Mentor
Center	557 – AECS Layout
Location	Bengaluru
Date of Birth	30/12/1998
Father's Name	Narinder Singla

CTC Monthly	20,500
Employment Tax Deduction	200
Net Take Home	20,300

In Words: Twenty Thousand Three Hundred

Note: Any tax liabilities arising out of the remuneration will be deducted as per Income Tax Rules.

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Please sign below and hand over a signed copy of the same document to us confirming your acceptance. You are also required to submit a copy of (i) Aadhar card (ii) Permanent address proof (iii) certificates of educational qualification.

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### **Acceptance of appointment**

I have read and understood the terms and conditions put forth in this document. I hereby agree to abide by these terms.

**Signature of Employee**

**Signature for TALC**

\_\_\_\_\_  
Name:

\_\_\_\_\_  
Name:

Place:

Place:

Date:

Date:

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