



## Annexure B- Consultant Offer Letter

**Date:** 1<sup>st</sup> November 2022

**Place:** Bangalore

**Name:** Poornima M

**Address:**

#15, 2nd cross, muniveerappa layout, shampura, Bengaluru, Karnataka. 560032.

**Dear Poornima,**

**Congratulations!** We welcome you to join the Insighte family and our efforts in creating a more inclusive world.

Insighte is a venture registered under Insighte Childcare Private Limited. We are delighted to offer you a consultant role as **“School Inclusion Facilitator”**. In this role you will be facilitating inclusion of Neurodiverse children or children with disabilities.

Kindly note that this is a provisional agreement between “The Client,” “The Company”, the Consultant and will be in effect immediately upon starting the services with the child. The consultant is required to abide by all the clauses under “Annexure A” and “Annexure B” of this agreement.

You would be working with the minor children of the “clients” assigned by Insighte hereinafter referred as “Company” in their school or home settings.

You will be assigned a designation of **“Assistant Child Psychologist”** on satisfactory completion of your six months training.

You agree to serve the child for a minimum period of one academic year. **(November - May)**

You agree not to engage in any other work without the consent of the company between 8 AM to 6 P.M during which the company reserves the right to allot you any client for which suitable remuneration will be provided.

You are required to apply your professional and educational expertise in working with the children assigned by the company.

You would also work closely with the leadership and supervision team at Insighte in



implementing the individualized plans for each child assigned by the company.

You would need to attend training, certificate courses and any other training assigned to you by Insighte inside and outside the work hours to ensure the quality of your service delivery.

Please find the details of the client assigned to you attached below

ASSIGNED CLIENT					
Child's Name	Client's Name	Timings	Work Location	Start Date	Case Brief
Reyansh	Shiven Vashishth	8:00 AM - 4:00 PM	Chaman Bhartiya School	2nd November, 2022	School Inclusion Facilitator

**1. REMUNERATION:**

You will be paid a sum of **Rs 20,000/-** in words Rs. Twenty Thousand in exchange for your services. Applicable taxes will be deducted from your remuneration each month

Any additional clients assigned in the future you will be remunerated based on the time and efforts towards the same.

The consultant is not to engage in any form of negotiation or receive any other payments or benefits in cash or kind without the consent of the company. If the consultant engages with any of the clients/children in agreement or within six months of termination of their contract with the company the consultant needs to pay compensation of Rs 50000/- to the company.

## **2. LEAVE POLICY:**

You are allowed to take one leave per month for medical emergencies and any additional leave that is taken may be deducted from your payment.

All school holidays will be leave for the consultant as well.

## **3. MEDICAL INSURANCE**

The company will issue you medical insurance on completion of one year with the company.

There is no maternity cover or maternity benefits offered by the company to its consultants.

## **4. TERMINATION/ NOTICE PERIOD**

The consultant can terminate the agreement with the “Company” by giving a sixty days’ notice period to ensure the company has sufficient time to hand over the client and ensure a smooth transition.

If the consultant terminates the agreement arbitrarily or without sufficient notice period for any reason they have to pay a suitable compensation of Rs 25000/- to the company as compensation for their efforts in hiring, training and supervision.

The company reserves the right to terminate the agreement by giving a seven day notice period if the performance of the consultant is not satisfactory.

Other termination clauses as per the consultant agreement may apply.

## **5. TRANSPORTATION –**



The consultant is expected to avail their own means of transport and no separate reimbursement will be provided for the same.

## 6. CONSULTANT AGREEMENT

This offer letter is only one part of the agreement. Kindly go through the detailed clauses in [Consultant Agreement Form](#) which have detailed clauses regarding terms of engagement with the company.

## 7. CLIENT CONFIDENTIALITY

The consultant is required to maintain a high degree of client confidentiality and professionalism and do not divulge or share any personal information of the client or any reports with a third party.

To complete your on-boarding process

1. Fill The Consultant Agreement Form - [Insighte Consultant Agreement Form](#)
2. Kindly have all your KYC documents, academic documents, work experience certificates ready before filling the form.
3. Watch the onboarding video given to understand what is expected from you - [Insighte Onboarding Video](#)
4. Take a printout of Annexure B, sign it and upload in the document upload form.
5. Kindly go over the Employee Handbook.
6. Reach out to the Insighte Admin Team by [hr@insighte.in](mailto:hr@insighte.in) or [careers@insighte.in](mailto:careers@insighte.in) to finish the remaining process
7. Kindly join our Telegram Group using this link - [Insighte](#)

I agree to the above terms and conditions mentioned above and accept this offer.

Name:

Place:

Signature: