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25 / 02 /23

LETTER OF EMPLOYMENT

(Private & confidential)

Miss. Madhura Kurve,
Ward no. 12,
Dhanshree Beauty Parlour,
Aamgaon Road,
Lanji, Balaghat,
MP -481222
Mob: 6232984520
Email: madhurakurve936@gmail.com

Dear Miss.Kurve,

With reference to our discussion, we are pleased to offer you a position of 'Admission Associate'. Your joining date will be Feb 26th, 2023. This is a full time position for coming 4 months, post 4 moths, your work will be reviewed and as per performance, you will be provided with further permanent employment opportunities within the institute.

During this period, your total Gross monthly salary will be INR 12,000 /- (Twelve Thousand only) + incentive as per structure, subject to statutory deductions as per the government policy. The salary split, roles and responsibilities and other terms and conditions of your employment are specified below. As discussed, we expect you to work with us for a MINIMUM period of 4 months (till 31-June-2023). We welcome you to ANS. Academy Family and hope it would be the beginning of a long and mutually beneficial association.

THANK YOU
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Following are the terms and conditions associated with your offer of employment,

1. WORK & DUTIES

The company may depute you for any assignments or change your duties, reporting, responsibilities or designation from time to time or assign your services to any associate company, division, branch, office, subsidiary or other companies, concerns, organizations, or firms with whom the company may make any such arrangement or agreement.

2. REMUNERATION

You shall draw a total remuneration of INR 12000/- per month + incentive as per structure (in words only)

The company shall make deductions and withholdings of tax or otherwise as may be mandated or required under applicable law from the remuneration. Any tax liability other than withholding taxes arising in respect of the remuneration or income earned by you shall be borne solely by you. Your remuneration has been determined based on numerous factors such as job role, skills, performance, experience, and professional merit. You acknowledge and agree that your remuneration is a matter purely between yourself and the company and you are to keep this information and any changes thereto, strictly CONFIDENTIAL under any circumstances. Breach of this clause will lead to termination without notice or compensation.

3. PUBLIC HOLIDAYS & ANNUAL LEAVE:

You are entitled to public holidays with full pay as per the list of holidays declared on the company's notice board or in the employee policies of the company or informed to you through any other communication from time to time

Annual Leaves: You shall be entitled to holidays and leave in accordance with the company's employee policies and the rules and regulations of the company.

Carry forward of un-availed leave and encashment of leave in case of separation shall be allowed, subject to a maximum no of days as defined in company's employee Leave policies. However, any such availing of leave shall be subject to prior intimation and approval from the supervisor as per the company's employee Leave policies

4. CONFIDENTIAL INFORMATION

You agree and acknowledge that, you shall from the date hereof perpetually treat as strictly confidential all confidential Information (as defined below) that comes to your knowledge. Further, you shall not copy, reproduce and/or disclose any of the confidential Information to any other party without the prior written consent of the company and shall hold the same in trust for the company.

The term confidential Information includes but is not limited to

(a) Information or material proprietary to the company, including information relating to the company and in business affairs, including its trade secrets



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- (b) Information of or provided by its customers, clients, vendors, suppliers, consultants or service providers, students, parents
- (c) Information designated as confidential, or which information is reasonably known to be confidential
- (d) Information created, discovered, developed or made known to the company from the date hereof or arising out of the performance of your obligations (“confidential Information”) During, or at any time after the termination of employment with the company, use for self or others, or disclose or divulge to others including your future employees/employers, confidential information, or any other Proprietary data of the company is violation of this agreement. The company may notify any future or prospective employer or third party of the existence of this agreement, and shall be entitled to full injunctive relief for any breach. This Agreement shall remain in full force and effect with respect to the confidential information without limitation of time.

5. INTELLECTUAL PROPERTY

You agree that all intellectual property, including without limitation, inventions, improvements, discoveries and copyrights (“Intellectual Property”) made from the date hereof, either by yourself or jointly with any other person(s), which relate to or are connected or are capable of being used in connection with the company’s business activities, is and will become the sole property of the company.

You hereby further acknowledge that you do not have any right, claim, interest in any Intellectual Property owned or used by the company If, before employment with company, you have created any Inventions that you wish not to be subject to this Agreement, you may communicate the same to HR department immediately.

Your failure to accordingly communicate the Inventions and attach the same hereto shall constitute a representation by you that you have no such Inventions “Inventions” includes, but is not limited to, the following: All ideas, circuits, schematics, patterns, compilations, devices, databases, technology, algorithms, trade secrets, mask works, concepts, methodologies, customer lists, goodwill, trademarks, service marks, trade names and general intangibles of like nature, and related know-how which result from work performed (by you or anyone else), all discoveries, developments, designs, improvements, inventions, formulae, processes, methods, works of authorship, articles, books, manuals, techniques, computer software or hardware programs, strategies, know-how and data, whether or not patentable or register able, and all work product, whether created by you either individually or jointly with others, prior to or in the course of your employment Your employment with the company is on a whole time basis.

While you are in the services of the company, you are not permitted to directly or indirectly, engage yourself or devote any time or attention to any full time or part time employment, trade, business or occupation, with or without remuneration, for any third person or concern (including self-employment). You shall also not undertake or be interested, either directly or indirectly, in any activities, which are contrary to or inconsistent with your employment with the company or the company’s interest. You shall devote yourself exclusively to the business of the company.

Any breach of this condition on your part may lead to the immediate termination of your employment with the company without notice period or pay during the course of your employment, if you conceive of any new or advanced methods, inventions, designs or improvements, processes/systems or any other form of intellectual property, in relation to the operation of the company, all such developments shall be communicated to the company and will be and remain the sole right/property of the company and you shall execute documents and do all things necessary to enable the company to obtain all rights to the same



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6. COMPANY POLICIES & REGULATIONS

You must comply with all directions given by the company and you must observe all existing rules, regulations, policies, procedures, practices and arrangements pertaining to the management of the company's properties, works, business and the conduct of the company's employees

7. GOVERNING LAW

This Letter of Employment and the rights, duties and liabilities of the parties hereto shall be construed in accordance with and be governed by the laws of India. Disputes between the company and the Employee shall first be sought to be resolved amicably in accordance with the rules and regulations of the company. Any disputes that cannot be resolved through amicable discussions shall be subject to the jurisdiction of courts in Maharashtra

8. MISCELLANEOUS

Notices: All notices to the company shall be addressed to its head office address. Notices to the Employee shall be addressed to the address: Plot no.69, Shilpa society, behind UCO Bank, Somalwada, Manish Nagar, Nagpur -440015.

If any provision of this agreement is or becomes illegal or unenforceable, the parties agree to substitute such provision in a manner that leaves the parties in the same or nearly similar position as if such provision were legal or enforceable. The parties agree that in the event any provision of this agreement is determined to be unenforceable by a court due to its scope, such provision shall be modified to permit its enforcement to the maximum extent permitted by applicable law .The provisions of this agreement may be amended, supplemented or waived only by the written agreement of the parties. If you are agreeable to the above, please acknowledge your acceptance of this Employment Agreement, and its terms and conditions, by signing the copy and returning it to the HR Department under a PRIVATE & CONFIDENTIAL cover within 2 days from the date of this letter The company reserves the right to amend, add or delete any of the employment terms, including remuneration, incentive scheme due to change in company policy from time to time. Changes of company policy of this nature will be announced in writing and circulated as internal memoranda or displayed on notice boards.

COMPENSATION STRUCTURE

In- hand Compensation Structure

Component	Per Month
In hand take away	12,000
Add : Professional Tax	
Incentive	As discussed

Payroll cut-off - Attendance cycle will be considered as 22nd of each month to 21st of consecutive month, Employee, who join us on or before 21st of the month, will be part of same month payroll. If your joining date is on or after 22nd of the month, your first month salary would be paid along with second month pay-out. Salary due will be paid on or by 1st of each month.



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We welcome you as a member of the team and look forward to your contributions to our success. We believe you will find your career both challenging and rewarding. The Company, at its discretion, can modify, from time to time, the rules and regulations, as it deems fit, without notice.

Yours sincerely,
For ANS. Academy

Nihal Shahare
Co-Founder & Director

Jay Yedlewar
Co-Founder & Director

I, _____(full name) have read and understood the terms and conditions stated herein and confirmed my acceptance of the offer and its conditions. I also confirm that I have not been convicted of any offence or crime punishable by law.

Signature:

Date:

Place:



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