

**Subject: Appointment for the Post of Teaching Faculty.**

Date: 4th July 2024

To

Ms. Poulami Goswami

Dear Ms. Poulami

We are pleased to offer you, the position as a permanent teacher at Ziel Classes on the following terms and conditions:

1. **Commencement of Employment:** Your employment will be effective from **8th of July 2024**. However, you shall be under **probation and training period till 8th of September, 2024**. **After a successful completion of this duration, you shall be appointed as a permanent teacher in the organization from 9<sup>th</sup> September, 2024.**

2. **Job Title:** Your job title will be teacher.

3. **Salary:** *During the **probation and training period**, your monthly salary shall be Rs. 12,000/- per month (Salary for the month of July 2024 shall be on pro rata basis). After the permanent appointment, your CTC shall be Rs. 2,64,000/- per annum, all inclusive (including annual loyalty bonus). The break up shall be Rs. 20,000/- as fixed compensation and Rs. 24,000/- as Annual Loyalty and Performance Bonus, will be paid within 30 days of completion of an year with the organization. The salary shall be processed between the 10<sup>th</sup> and 15<sup>th</sup> day of the month. This loyalty and performance bonus is based upon your performance. However, if you decide to discontinue during your probation period, you will not be entitled to any remuneration.*

4. **Place of Posting:** Yours will be an offline job role. You shall be required to work from the Ziel Classes center, however you will be required to work at any place of business which the Company has, or may later acquire from time to time as discussed with and/or specified by the management. We currently have centers in Kasba, Prince Anwar Shah Road and Nayabad.

5. **Hours of Work:** You shall be working for 12PM-9PM (Monday to Saturday) during your training and probation period. After the permanent appointment the work hours shall be 12PM-9PM (Monday to Saturday) in a week. The days and timings are fixed mutually. The timings have to be followed strictly, failing to do so shall result in reduction of the compensation. Please note that adherence to time is a crucial part of our work culture. Reporting late or exiting early to and from work will directly impact the monthly compensation.

6. **Leave Policy:** You are granted 12 annual leaves in a year (including sick leaves). Please refrain from informing us about your non-availability at the last moment as it hampers the work schedule. In the event of last minute intimation, it will be considered as "Loss of Pay" for that day. There are no leaves during probation and any leave taken will be treated as LOP.

7. **Nature of Duties:** Your job includes not only teaching, but making and providing content and material related to lessons and curriculum of the students, their assessments and motivating them to perform better as per company policies. You will perform to the best of your ability all the duties as are inherent in your post and such additional duties as the company may call upon you to perform, from time to time. You will be required to carry your own laptop to office.

8. **Company Property:** You will always maintain in good condition Company property, which may be entrusted to you for official use during the course of your employment and shall return all such property to the Company prior to relinquishment of your charge, failing which the cost of the same will be recovered from you by the Company.

## 9. Termination

9.1 Your appointment can be terminated by the Company, without any reason, by giving you not less than 1 month's prior notice in writing or salary in lieu thereof. For the purpose of this clause, salary shall mean the monthly salary.

9.2 You may terminate your employment with the Company, without any cause, by giving no less than 2 months' prior notice, as on date. The last salary will not be processed unless the notice period is served properly.

9.3 The Company reserves the right to terminate your employment summarily without any notice period or payment, if it has reasonable ground to believe that you are guilty of misconduct or negligence, or have committed any fundamental breach of contract or caused any loss to the Company.

9.4 On the termination of your employment for whatever reason, you will return to the Company all property; documents and paper, both original and copies thereof, including any samples, literature, contracts, records, lists, drawings, blueprints, letters, notes, data and the like; and Confidential Information, in your possession or under your control relating to your employment or to clients' business affairs.

## 10. Confidential Information

10.1 During your employment with the Company you will devote your whole time, attention and skill to the best of your ability for its business. You shall not, directly or indirectly, engage or associate yourself with, be connected with, concerned, employed or engaged in any other business or activities or any other post or work part time or pursue any course of study whatsoever, without the prior permission of the Company.

10.2 You must always maintain the highest degree of confidentiality and keep as confidential the records, documents and other Confidential Information relating to the business of the Company which may be known to you or confided in you by any means and you will use such records, documents and information only in a duly authorized manner in the interest of the Company. For

the purposes of this clause 'Confidential Information' means information about the Company's business and that of its customers which is not available to the general public and which may be learnt by you in the course of your employment. This includes, but is not limited to, information relating to the organization, its customer lists, employment policies, personnel, and information about the Company's products, processes including ideas, concepts, projections, technology, manuals, drawing, designs, specifications, and all papers, resumes, records and other documents containing such Confidential Information.

10.3 At no time, will you remove any Confidential Information from the office without permission.

10.4 Your duty to safeguard and not disclose Confidential Information will survive the expiration or termination of this Agreement and/or your employment with the Company.

10.5 Breach of the conditions of this clause will render you liable to summary dismissal under clause above in addition to any other remedy the Company may have against you in law.

**11. Adhering to Guidelines:** You are expected to adhere to the guidelines to maintain the ethos of the company. Failing to do so will impact the compensation.

There is a lot of scope of progress as per mutual agreement. This compensation package can be revised if the results and efforts show constant growth.

**12. Acceptance of Our Offer:** Please confirm your acceptance of this Contract of Employment by signing this document and reverting the mail.

We welcome you, and look forward to receiving your acceptance and working with you.

Yours Sincerely,

Shina Gupta & Tanmoy Saha  
Accepted By

(Co-Founders)

Ziel Classes  
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