

20<sup>th</sup> March 2023

Ms Anshika Singh  
Flat no.302 / Raju apartment  
Neh sarai, block A  
IGNOU road, Saket  
New Delhi - 110068

OFFER OF APPOINTMENT

Dear Ms Singh,

This has reference to the resume submitted by you with AIMA and subsequent discussions with you.

- A. Offer: We are pleased to offer you appointment in our organization for a fixed period of six months w.e.f. 20<sup>th</sup> March 2023 to 19<sup>th</sup> September 2023 in CMS Division as explained and discussed with you.
- B Professional charges: You shall be paid Rs.16,000/- p.m. (Rs. Sixteen thousand per month) including all benefits as professional charges. TDS will be deducted as per Rule. You will not be entitled to any other benefits i.e. Privilege Leave, Mediclaim, Gratuity, P.F., L.T., Leave encashment, Ex-gratia, Incentives etc.
- C Other benefits: You would be eligible for 5 days Casual Leave and normal announced holidays during the above period.
- D Reporting – You shall be reporting to Mr. Lokesh Ruhani Deputy Director - CMS.
- E Notice period of termination of services: Your appointment as stated hereinabove is for a fixed period of six months, however, either party can terminate the present appointment by giving one month notice in writing.
- F In addition to the above you would be required to abide by the following:
1. You will devote your full time to the work of CMS and will not undertake any direct/indirect business or work, either honorary or otherwise.
  2. You will not disclose/ provide to anyone, by word of mouth or in any other form, details of your work, or details of any organizational /administrative matters relating to AIMA, which may be your personal privilege and may come to your knowledge by virtue of your engagement with AIMA.
  3. During your engagement in AIMA, you shall not do anything or cause to do anything which is against the rules and regulations of AIMA

*(Signature)*