



# AMASS SKILL VENTURES PVT. LTD.

FOR PROFESSIONAL TRAININGS AND BUSINESS EXCELLENCE



Ref.:ASVPL/HR/21/1279

Date- 18-02-2021

Mr. Ashutosh Ashok Nandgaonkar  
S/O Shri Nandgaonkar  
Maharashtra

Sub: Your appointment as Vocational Trainer on a fix term Contractual Position.

This has reference to your application and the subsequent interview which you had with as on **17.02.2021**, we are pleased to appoint you as "**Vocational Trainer - Automobile**" on contractual basis for a specific period **w.e.f. Date 19.02.2021 to 31.03.2021**

**1. Remuneration:**

ANNEXURE 1 attached to this appointment letter.

**2. Profile:**

You will be assigned the role and designation of "**Vocational Trainer - Automobile**" based at **Dr C D Deshmukh Secondary School, Roha**. You will be reporting to the **coordinator** and your job profile is only the specific jobs assigned to you and the management has full right to amend and alter the same. Further you will perform the job with utmost integrity and honesty in the entire interest of the Company.

- 3. Contractual Position:** Be it clearly understood and agreed that your appointment is being made on contractual basis for a fixed period as stated above. Your appointment will automatically come to an end on the expiry of the specified period and no notice or no notice pay or retrenchment compensation will be payable to you by the management. Since, your appointment is being made for a specified period you will neither have any right nor a lien on the job held by you. Also, you will not claim regular employment even if there is such a vacancy for the post held by you or otherwise.

**TOT (Training of Trainer) certification from respective SSC (Sector Skill Council) is must for this profile. Trainer have to submit TOT Certificate within 3 Month of Joining.**

**4. Rules – General:**

During the term of employment, you will be employing yourself efficiently, honestly, faithfully and to the best of your ability and shall devote your whole time and attention to promote the interest of the Company and generally carry out duties and work assigned to you, Your performance appraisal will be done on Quarterly Basis and on the basis of your performance future course of action will be taken. You shall obey and comply with all the lawful orders and directions given to you by your concerned superiors of the Company.

**5. Leave:**

You will be entitled to leaves as per the Company policies.



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**6. Transfer and Deputation:**

You may be transferred to any other location in such capacity as the Company may from time to time determine or any department, establishment or branch of the Company or its affiliates, associate or subsidiary Companies subject to the provision that your remuneration will not be adversely affected. In such case, you will be governed by the terms and conditions of the services applicable to the new assignment.

7. **Industry Visit, Guest Lecture and Internship:** You have to provide practical training to students as per the course curriculum given to you in the decided time frame. As per the course curriculum you have to ensure the compliance of Industry visit, Guest lecture and internship of vocational students. You have to visit to industry in nearby locations or as directed by management and ensure students visit for better understanding the concept. You have to tie up with subject experts for guest lecturers in school.
8. **Lab Maintenance and Student Safety:** - You have to maintain practical lab in a very good condition with proper housekeeping and ensure safety of students during practical trainings. You will not divulge or give out to anyone in any manner particulars or details of the trade secrets or research process, financial administrative and organization matters or any transaction or affairs of the company / firm / establishment of confidential nature.
9. **Apprenticeship & Placement:** - You will be responsible for Placement of candidates either in Apprenticeship, Wage Employment or Self Entrepreneurship of all the eligible students as per the scheme guidelines.
10. If you are found indulging in any unlawful activities such as rise the demand/approach against the State policy and against the management of establishment in which you are deployed during the course of your employment, which creates hamper to carry out business of company as well as establishment, your contract of fix term employment will be ceased accordingly. Any financial irreparable loss incurred due to your unlawful activities. The same shall be recovered from you by filling a Civil suit for compensation in the civil court or in the appropriate form.
11. You are employed with M/S Amass Skill Ventures Pvt. Ltd. directly; you shall not raise any question or dispute against the State Govt. or the establishment in which you are or have been employed. If you have any grievances with the company you can register/submit before the management of M/S Amass Skill Ventures Pvt. Ltd. In case you will file any complain/demand against the State Govt. you will be liable for the pros & cons.
12. This appointment is being given to you on the basis of the References provided by you and checked by our company in your application at the time of interview. If at any point of time the Management finds that the particulars supplied by you either in the application form or at the time of interview are incorrect this offer stands cancelled before / after joining with us.
13. **Past Record:**

You accept that all information regarding your qualification, work experience, salary details as per your resume and the capability statement holds true and if any declaration given or furnished by you to Company proves to be false or if you are found to have willfully suppressed any material information, in such case, you will be liable to removal from services without any notice.



**14. Acceptance of employment with other company:**

Employee agrees not to engage in employment or consulting work for or with other person or entity, without the written consent of AMASS during his /her employment with AMASS. Employee will not enter into any employment with any clients of AMASS for the purpose thereof the clients includes – Present clients of AMASS, and potential clients in any state of bid or negotiations with AMASS for a period of one year after leaving the employment with AMASS.

**15. Separation:**

You will require giving 'One month' notice period in case you wish to resign from the Company. In the absence of written advance notice of one month, you will be required to pay one month's gross salary to the Company. On acceptance of the separation notice, you will immediately handover all correspondence, specification, formulae, books, documents, cost data, market data, literature, drawings and effects before you are relieved and shall not make or retain any copies of these items.

Your employment will be terminated with immediate effect if you found indulge in any disciplinary activities, Major misconducts, misbehave, violating employment conditions and damaging company reputation/spirit of the Vocational Education.

**16. Period of Fix term Employment:**

Your fixed term Contractual appointment is from **19.02.2021 to 31.03.2021**

Please confirm the above terms and conditions are acceptable to you by signing the copy of this letter of appointment.

Yours truly

For Amass Skill Ventures Pvt. Ltd



(HUMAN RESOURCE)

Enclose: Annexure – 1 forming part of this letter

Acceptance by Vocational Teacher





## Annexure-I

| Candidate Name | Ashutosh Ashok Nandgaonkar                                   |    |              |             |
|----------------|--|----|--------------|-------------|
| Location       | MAHARASHTRA  |    |              |             |
|                | Particulars  |    | Monthly (Rs) | Annual (Rs) |
| A.             | Basic  | Rs | 10,680       | 128,160     |
| B.             | Allowances   |    |              |             |
|                | HRA  | Rs | 4,268        | 51,216      |
|                | Conveyance   | Rs | 2,850        | 34,200      |
|                | Medical Allowance  | Rs | 0            | 00          |
|                | Special Allowance  | Rs | 0            |             |
| C.             | Gross(A+B)   | Rs | 17,798       | 213,576     |
| D.             | PF (Employer Contribution)                                   | Rs | 1,624        | 19,483      |
| E.             | ESI (Employer Contribution)                                  | Rs | 578          | 6,941       |
| F.             | CTC (D+E)  | Rs | 20,000       | 240,000     |
|                | Employee Deduction   |    |              |             |
| G.             | PF   | Rs | 1624         | 19,483      |
| H.             | ESI  | Rs | 133          | 1602        |
| I.             | Professional Tax   | Rs | 200          | 2,400       |
| J.             | Net take home Salary (F-D-E-G-H-I) under Income Tax Act 1961 | Rs | 15,841       | 1,90,188    |

Note \*AS PER GOVT. NORMS PROFESSIONAL TAX WILL BE DEDUCTED 300/- IN FEB MONTH



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