



MANA

AACHARYA EDUCATION
PVT. LTD.

APPOINTMENT LETTER

Date: 05/12/2019.

To,

Ms Nagilla Sukanya,
Hyderabad

Dear Nagilla Sukanya,

Welcome to Mana Acharya Education Pvt. Ltd.

This has reference to your application dated on 01/12/2019 and subsequent discussions you have had with our Director-Human Resources. We are pleased to offer you a position of "Counselling Manager" at Head office Dilsukhnagar.

The other terms of appointment are as follows:

- Your salary will be paid according to the below structure
 1. for 27 and above registrations – Rs.20,000/-
 2. for 25 registrations – Rs.16,000/-
 3. for 21 registrations – Rs.14,000/-
 4. for 17 registrations – Rs.12,000/-
 5. for 13 registrations – Rs.10,000/-
 6. for 11 registrations – Rs.9,000/-
 7. for 9 registrations – Rs.8,000/-
- You being medically fit at the commencement of and at any time during the tenure of your employment with the company.
- You will be on "PROBATION" for the period of THREE months from the date of joining the organization and the same may be extended in the absence of official confirmation from the company. The company can also terminate your services if found not suitable for the position offered by the company.
- The accuracy of your testimonials and information provided by you which shall be subject to a background checks as a part of company's HR policy.
- You being free from any contractual restrictions preventing you from accepting the offer or starting work on the above mentioned date.


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- You shall have to strictly adhere to company's rules and the code of conduct applicable for employees. Any act of insubordination, insolence, gross negligence of duty, dishonesty, absconding from duty etc shall be considered as breach of indiscipline and will result in termination of service.
- If you left the organization within 20 days no salary will be paid, if you left the organization after 30 days 50% of the salary will be paid.
- Your position is a full time employment with the company and hence without prior permission from the management you cannot take up any work for remuneration (part time or otherwise) or work in advisory capacity during your employment with the company. You are also prohibited to take up any personal trade/business during your tenure with the organization.
- You are required to protect the company assets in your possession and not divulge any company/business secrets to anyone during your period of employment with us.
- You will be punishable if you left this organisation and join competitor of this business.
- During the period of probation your services can be terminated within 24 hours of notice in writing from either side and on confirmation 30 day written notice. full and final settlement will be paid after 45 days.
- The company reserves the right to relieve you of your services in the event of misconduct, dereliction of duty, non-performance or breach of terms of employment.

Wishing you all the very best.....

If the above terms and conditions of this offer are agreeable to you, kindly sign and return a copy of this letter.

For Mata Aacharya Education Private Limited,


Mallomena Ramesh
Director Human Resources

I accept the terms and conditions laid down in the appointment letter:

FULL NAME: NAGILLA, SUKANYA
DATE: 16-12-19
SIGNATURE: Sukanya