



**OFFICE OF THE PRINCIPAL**  
**S.B. DEORAH COLLEGE**  
**ULUBARI, GUWAHATI – 781 007**

**Tel.: 0361-3511878**

**E-mail: sbdeorahcollege@gmail.com**  
**Website: www.sbdeorahcollege.org.in**



- 1. On-the-job training:** The College had a collaboration with ICICI Bank in 2021 and an on-the-job training was organized for 1 day on 21/10/2021. A total 16 students participated in the event.



Ref: LEL/RECTPCU/OFFER/21-22/21

Date: 01-04-2021

To:  
**Mr. DILOWAR HUSSIN KHAN**  
 C/O ADVOCATE A T HABIB AHMED, PANJABRI ROAD  
 SIXMILE DARANDHA, KABARSTAN PATH,  
 HN-1(A) OPP. CITY COLLEGE  
 GUWAHATI 781022 ASSAM  
 Tel: +91 8472804467 / 7002454941

**APPOINTMENT LETTER**

Dear **Mr. DILOWAR HUSSIN KHAN**

Sub: Appointment as "FIELD TECHNICIAN" on Contractual basis - Reg  
 Position: **Installation and Maintenance for REC Project**

We are pleased to inform you that you have been appointed as "FIELD TECHNICIAN" on contractual Basis in our company on the following terms and conditions:

- You shall discharge the duties assigned to you in accordance with the wishes of the management and under the guidance of your project team leader to whom you will be assigned from time to time.
- You shall be deemed to be custodian of the property and interests of the company and shall take such care as may be required by a person of reasonable prudence. Such care shall also involve, inter alia, safe custody, preventive and predictive maintenance and limitation of damage wherever necessary.
- You shall be paid a consolidated salary of **Rs.12000/- (Rupees Twelve Thousand Only)** per month. All present and future emoluments shall be subject to statutory deductions like professional tax, provident fund, ESI, Income Tax, etc wherever applicable.
- Your salary shall be reviewed periodically and any change will be entirely dependent on your performance, sincerity, punctuality, honesty, diligence, loyalty, technical skill, ability to work in and around groups and above all your contribution to the company. Your team leader and the management shall continuously monitor all of these.
- During the course of your employment you shall be allowed leave in accordance with the applicable statutes apart from government notified holidays. You must ensure that absence from duty is intimated and approved sufficiently in advance.
- You shall be required to deposit the originals of the degree/diploma certificates and the same will be retained in safe custody during the agreed period of the bond that you will be signing.
- You shall be required to sign a Confidentiality and Non-Competition Agreement in the standard proforma of the company which shall prevent you from disclosing or divulging any matter relating to the company's products, processes, technologies, secrets, nature of work and duties, etc to any person or persons or anybody or company not expressly authorised by the management in this behalf.
- You shall not take up any employment, business or vocation during the tenure of your employment with the company.
- Your designation, project, work profile and place of work may liable to change depending upon the requirements of the company from time to time.



Corp. Off: 6-2/231/B, Kukatpally, Hyderabad - 500072, INDIA. Tel: +91-40-23157701 (9 lines) Fax: +91-40-23157710  
 e-mail: info@lampex.com url: http://www.lampex.com

- You shall be required to execute a bond to serve the company for a period of two years from the date you are appointed. This shall be done simultaneously with the acceptance of the terms of the employment as laid out above.
- After the period of bond is served you will be required to give two months notice if you wish to leave the services of the company subject to the condition that you shall ensure knowledge transfer by handing over ongoing work and projects to another employee designated by us.
- That you / she shall abide by the above terms and conditions during the tenure of your employment in the company. That any violation of the above terms and conditions will result in termination of your services apart from prosecution for any such act done against the interest of company which causes any damage to the reputation of the company of otherwise.
- Your appointment will take effect from the **1st April, 2021**. And that tenure will be for a period of 11 months from the date of your appointment. That the extension of time of your employment will be the sole discretion of the company.
- Please sign and return one copy of this letter in token of having read, understood and accepted the terms and conditions set out herein.

Thanking you,

Yours truly,

For **Lampex Electronics Limited**

**Asst. General Manager**

*Dilowar Hussin Khan*

Agreed & Accepted

**Mr. DILOWAR HUSSIN KHAN**

**Date: 01/04/2021**

For **i-Process Services (India) Private Limited**

*[Signature]*

Authorized Signatory

Regd. Office - Unit No. 602, 6th Floor "Centre Point", Andheri Kurla Road, J.B. Nagar, Andheri (East) Mumbai-400059  
 Call No. 07230044205/70152524 • Mail id: contact@iprocess.in

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**i-Process Services (India) Pvt. Ltd.**

Corporate Office :  
 Plot No. 313, Udyog Vihar Phase-IV, Gurgaon - Haryana-122015  
 Ph. 0124-4783400

Name of the Employee: **Ritu chetri**  
 Date of Joining: **25-Oct-2021**  
 Designation: **SR. EXECUTIVE**  
 Grade: **GRADE-7**  
 Location: **UK Desk**

Rs Component	Monthly Amount	Annual Amount
Fixed CTC		
Gross Salary	12000	144000
Basic	8000	96000
HRA	200	2400
Conveyance Allowance	800	9600
Medical Allowance	500	6000
Supplementary Allowance	2500	30000
<b>Routine Other Benefits</b>	<b>2100</b>	<b>25200</b>
Employer PF	1416	16992
Employer ESI	392	4704
Gratuity	385	4620
<b>Total Fixed CTC</b>	<b>14243</b>	<b>170916</b>

*[Signature]*