

1st April 2014

To,

Mumbai, India



Dear Lavanya,

We are glad to confirm your appointment as a **Content Development Manager** in charge of activities to be initiated at the Apni Shala Foundation for the benefit of the children we work with, and the organisation.

Details of your employment contract with Apni Shala are as given below:

Designation: Content Development Manager

Period of Employment: The contract is applicable starting 1st April 2014 until 31st March 2014. The contract will be renewed after said period.

Job Role:

1. Research in broadly two areas:

- Life skills and tools/methods of life skills development
- Content for Life skills curriculum to be implemented in Schools

(Additionally, other areas of research can be included in your role as we progress)

2. Developing curriculum for the School Programme

3. Delegating and coordinating tasks for interns working on content development

4. Attending and facilitating meetings with the team on content/programme related topics

5. Attending school sessions to observe curriculum delivery (preferably 324 times a month)

Type of employment: Permanent

Timings:

5 days a week (Monday to Friday)

4 hours a day (Timings are flexible between 9 am and 8 pm)

Workplace:

Work from home or Incubation Centre, Room no. 304, Academic Building 2, TISS Campus

(Meetings with the team will be at least twice a week at the Incubation Centre office or a pre2 decided convenient location)

Reporting:

You will be working on Content Development alongside the core team, mentors, and experts and additionally, with interns who join the team. However, reporting on progress or other aspects of your role will be to Amrita Nair, Co2founder, Apni Shala.

Remuneration:

Gross Salary Consolidated: *** per month

A deduction towards Professional Tax/TDS will be made as applicable.

**Statutory deductions will be made if applicable/covered.*

Leaves:

You will be entitled to 20 Leaves in a year that you may choose to take as required after informing the team member that you report to. You will be entitled to 12 government holidays during the period of this contract.

Notice period:

This arrangement is terminable on either side by giving one calendar month's notice. Leaves may not be taken while serving the notice period.

You are required to abide by the HR policy for other HR practices such as performance reviews/appraisals/training and development at Apni Shala.

We look forward to working together with you.

(Please return a copy of this letter countersigned by you to indicate acceptance of the contract.)

Thanking you,
Apni Shala Foundation

I accept

(Signature of Candidate)

Date: _____