



All India Institute of Local Self-Government (AIIILSG)

Head Office

M.N. Roy Human Development Campus,
Plot No-6, "F" Block, TPS Road No-12,
Bandra (East), Mumbai - 400 051
Tel.: 91-22-26571713, 26571714, 26571715
Fax: 91-22-26572115 Website: www.aillsg.org
E-mail: dg@aillsg.org / dgaiillsg@gmail.com

Regional Centre

Bharat Ratna Sardar Vallabhbhai Patel Bhavan,
22-23, Institutional Area, D Block,
Pankha Road, Janakpuri, New Delhi - 110 058
Tel.: 91-11-28521783, 28525465
Fax: 91-11-28522117
Email: delhi@aillsg.org

RANJIT CHAVAN
PRESIDENT

RAJIV AGARWAL, I.A.S (Retd.)
DIRECTOR GENERAL

RAVI RANJAN GURU
SENIOR EXECUTIVE DIRECTOR

Ref. No. _____

Appointment Letter

Date: _____

To,
ANTIM BALA SWARNKAR
Azad Mohalla, Salumber
Tehsil-Salumber
Udaipur-313027

Date: 01.02.2020

Dear Mrs. Sharda Joshi

We are very pleased to inform you that you have been selected for the job position of "**Trainer: Sewing Operator**" for our esteemed client All India Institute of Local Self-Government (AIIILSG). You will be deputed at Aspur, Dungarpur, Skill Development Centre of All India Institute of Local Self-Government on an assignment starting from 01-February-2020 for a period of 6 months with subsequent option of extension on a yearly basis.

Your appointment is subject to following terms and conditions:

1. You are designated as Skill Trainer- **Sewing Machine Operator** for AIIILSG, Rajasthan. You are requested to report at AIIILSG Jaipur office with all your original certificates and documents as specified during interview process.
2. You will be paid consolidated emoluments of Rs. 8,000/- (INR Eight Thousand Rupees Only) per month. There will be TDS deduction from your monthly emoluments as per applicable rules.
3. Your duties, responsibilities, leave and work schedule shall be communicated to you from time to time by your supervisor/head of the department of AIIILSG.
4. You are entitled for reimbursement of Expenses on travelling, lodging, and boarding incurred for official work as per AIIILSG Rules.
5. You will not be entitled for any other service benefits such as contributory provident fund, gratia, Gratuity etc.
6. During the period of your association or assignment, you shall not engage yourself directly or indirectly, with or without monetary benefits, in any other employment or activity which may or may not contribute to conflict of interest or the management may consider contrary or inconsistent with your duties and obligations hereunder and which may be prejudicial to the interest of the AIIILSG.
7. During the period of your association or assignment, you shall not discuss or disclose any of the affairs, internal policies, business strategies, practices, client name of AIIILSG to any person, firm or Institute without the written consent from the management or you shall use or attempt to use any information which may injure or cause loss to the AIIILSG.

Contd...2/-

• CENTRES •

- Mumbai - Fort, Bandra & Andheri • Ahmedabad • Akola • Aurangabad • Bangalore • Belgaum • Bhopal • Bhubaneswar • Cochin
• Delhi - Janakpuri & Narela • Jodhpur • Jammu • Lucknow • Solapur • Kolhapur • Navi-Mumbai • Nashik • Nagpur • Pune • Rajkot
• Surat • Thiruvananthapuram • Vadodara • Visakhapatnam



8. You shall follow the company service rules, regulations, HR policies, business policies applicable and communicated to you time to time by AIILSG failing to which your services are liable to be terminated.
9. Your services are liable to be transferred to any other department, or establishment or Centers of the AIILSG anywhere in India whether in present or future.
10. You shall inform AIILSG in writing about any changes in your residential address, marital status, number of children, nominations and any other changes as and when occurred.
11. On completion of your assignment, you shall return to the Institute all its assets, documents and any other article and/or copies that may be in your possession.
12. Your assignment period may be extended basis your performance, track record and opportunity exist in the organization at sole discretion of the management. This shall be communicated to you accordingly in writing.
13. You are requested to sign a duplicate copy of this letter of offer in confirmation of your acceptance of the above terms and conditions.
14. In case you decide to leave the Institution at any time, you will be required to serve a notice period of one month.

We welcome you to AIILSG and hope it would be the beginning of a long and mutually beneficial association.



Santosh Kumar
Santosh Kumar Kashyap
Executive: Human Resources

I accept and expressly agree to abide by the terms and conditions mentioned herein.

(Mrs. ANTIM BALA SWARNKAR)