



Registered Office :
39 Panditya Place, Kolkata - 700 029, West Bengal, India
Phone : 91 33 24742904, 91 33 24546488
E-mail : info@hopechild.org, Internet : www.hopechild.org / www.hkf.ind.in

Private and Confidential
CONTRACT OF APPOINTMENT (ON PROBATIONARY BASIS)

Name (Employer): Hope Kolkata Foundation
Name (Employee): Ms. Sriparna Banerjee
Address: 23/1, Baishnabghata Road,
Kolkata-700047, West Bengal

Job Title Outreach Social Worker
Contract Type PROBATIONARY PERIOD (From 16.11.2023 till 16.05.2024)
Date of Appointment 16.11.2023
Country India
Nature of employment Probationary for 6 months which will be reviewed at the end of the term
Location Your operating base will be at Panditya Office
Reporting You will report to Mr. Somnath Mali, Sponsorship Officer
Attendance Normal attendance time is 10.00 A.M
Amendments Hope Kolkata Foundation can make changes to your terms and conditions of employment. These changes will be notified in writing to you.

Salary You will receive the Take Home of Rs. 13,152/-per month (CTC-Rs.16,000/-) as per following break up:

PAY HEAD	AMOUNT
BASIC	8,645/-
HRA	5,763/-
TOTAL GROSS	14,408/-
Total Deduction (including PF and Tax.)	2,848/-
CTC	16,000/-

*P.F/P.T/ESI will be deducted from Gross Salary wherever applicable as per statutory norms.

Hours of Work and Working Days

Your normal hours of work will be 8 hours per day from 10:00 A.M to 6:00 P.M including recognized meal breaks. Your exact working hours will be as per the requirements of the job and as agreed with your reporting authority and in line with guidelines laid down in the Employee Policy. Your normal working days will be 5 days each week of which 1st Saturday of the month will be a working day.

Working for Children in Difficult Circumstances

Registered Under West Bengal Societies Registration Act XXVI of 1961 Regd. No. SO 096057/2003-2004
DOR- 08.07.2003, Donations are exempted U/S. 80G of Income Tax Act 1961