



World Class Services Limited

(Formerly Known as World Class Services Private Limited)

ISO 9001 : 2008, ISO 14001 : 2004, OHSAS 18001:2007 & Member of IFMA

CIN : U74909MH2011PLC222374

Date: 28/July/2021

To,
Mr./Ms. Chavan Sunil Rohid as,
Consultant Code:WCSL/CEN-MH/032
Location:-Mumbai

Dear Mr./Ms. Chavan Sunil Rohid as,

We are pleased to appoint you as “**Jr. Consultant (Admin)**”at **Mumbai** Location with our Client **M/s, DIRECTORATE OF CENSUS OPERATIONS Maharashtra** On contractual Basis with effective from **30-07-2021**. In addition to this following are the terms & conditions:

- You will be paid amount **INR 35,000/-CTC** per month. (as per Annexure-I is for cash in hand).
- Please refer Annexure-II for Job role and responsibilities.
- It is a condition of your contract with the company that the management in its absolute discretion may transfer you to any other Project site / Establishment / Department / Division located anywhere in the country or outside the country under the same Management or any other Sister Concerns, Associate Companies or any Holdings or Subsidiaries. Such transfers will not create for you any right to ask for revision in your emoluments or other terms and conditions of your services. Consequent to such transfers, you will be governed by the terms and conditions of service contract.
- It is understood that our decision to appoint you is based on the information given by you in the bio-data/Application Form during the interview you had with us. If at a later stage, it is found that information you had provided is false / incorrect, your services are liable to be terminated and all your F&F shall be forfeited and company shall reserve the rights to take any legal action against you.
- Your initial workplace will be **Mumbai**; in addition, you shall have to travel within or outside the City/State as required for job role related assignments.
- You shall not divulge any information you may come across during your services, in connection with the technology / Business / Trade of the company to any competitor / individual/ Body of individuals / Business organizations etc. In case of violation of this clause, the Management is within its right to terminate your services immediately and can claim damage to this effect and all your F&F shall be forfeited.
- You shall not leave the company without a clear notice of 60 working days after the formal acceptance of the resignation or in the lieu of notice by paying a sum equivalent to two months' gross remuneration and amount as the case may be.
- This appointment is a contract between you and World Class Service Ltd. for a particular project only, once the project gets over this contract between us stand terminate automatically, we shall inform you about the same 15 days before. Management reserved rights to terminate your services any time after giving you notice of 15 days.
- You shall abide by the Rules and Regulation of the company which may be enforced from time to time.
- If any Letter of Authority or Power of Attorney is issued in your favour, you will have to return it



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on demand or on separation from the company failing which all the liabilities arising in that case will be borne by you.

- You will keep us informed of any change in your residential address, telephone numbers, any up gradation of your qualification etc.
- You shall, throughout the service of the company conduct yourself in the manner benefiting a responsible member of the staff. In case your behaviour found to be undesirable, the company reserves the rights to terminate your services forthwith without any compensation, notice or Consultancy amount in lieu of notice and all the dues may be forfeited with this effect.
- Continued absence for 3 days without permission in writing from the management or overstay of sanctioned leave for 5 days shall tantamount to voluntary abandonment of service and your name will be struck off from the rolls of the company without any notice to you and all your F&F shall be forfeited.
- Company will deduct all necessary Taxes at Source on your Consultancy amount as applicable from time to time.
- The company shall provide insurance facility to Consultants because you have not been covered under ESIC and PF and so no amount would be exchanged regarding insurance with Consultancy amount.
- **Gratuity as per law.**
- **Leave as per law.**
- Kindly visit our website to read more about Payroll Policies.

Code of Conduct

1. Consultant shall follow all the rules and regulations framed or amended by the company or reporting authority from time to time. Company has all the rights to amend its policy due to line of business and Consultant themselves shall be responsible to check it out on company's website.
1. You will not **be permitted to undertake any other Contract** or engage in any external activities of a commercial nature without prior written approval either on honorary basis or otherwise.
2. Consultant shall not refuse to take up any assignment offered by the company or reporting authority.
3. Consultant shall be expected to abide by the rules and regulations of the company/project, be courteous, honest and professional within the company or with its clients/customers, and maintain & represent the company's standards of professional services at all times, whether in the company or at its client's site(s).
4. You will be required to apply and maintain the highest **standards of personal conduct and integrity** and comply with all company policies and procedures.
5. You shall be required to sign a **Non-disclosure agreement** on the date of joining. Please note that such signing is a condition precedent to your joining us.
6. Consultant shall not publicly criticize, defame or misrepresent the company and shall not knowingly commit any such actions which may result in the company's image / business being adversely affected.
7. Consultant shall keep a competitive spirit and should encourage optimism in the work culture, suggestions for betterment of the organization and participation in all the organizational activities with enthusiasm is what is expected from the Consultants.
8. In case of any issues or grievances, the same shall be reported in a right manner to the HRD or the concerned officials without any confrontations for mutual resolution.



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9. Consultant shall perform their duties and carry out the assignments entrusted to him/her from time to time efficiently with a result oriented approach. In case of any grievance raised, the consultant may contact to HRD of world class services Limited or reach on to helpdesk no. Cell: 9111108944; or Mail: helpdesk@wcspl.org or info@wcspl.org No consultant have permission to raise their issue on client's desk, if any Consultant will found doing such misbehavior then he/she shall be responsible themselves for their immediate termination from job without any due and all F&F shall be forfeited.
10. By signing this contract, you are mutually agreeing with terms and condition of this contract and this would be your-self declaration that you have not paid any amount/money to World Class Service Ltd for joining or getting this job, that means company have not charged any amount for this job placement.
11. If any penalty is imposed on World Class Service Ltd by the client because of nonperformance, absenteeism, Malicious mischief etc. the same would be deducted from the amount paid to you.
12. An Consultant shall not indulge in any kind of unethical working against the company like misappropriation of the rights / authorities given to him, groupism, forgery , monetary or any other nuisance for personal interest either knowingly or under pressure. If he finds anything or anyone indulged in the wrong deeds then he shall report the matter to the concerned authority keeping aside the favoritism or personal relationship aside.
13. Any dispute arising out of this Contract shall be referred to the legal jurisdiction of Indore courts only.
14. You will not resort to or indulge in use of alcohol, tobacco in any form, i.e. smoking, chewing and snubbing in the company premises or during office/duty hours.
15. While leaving the Contract, you will ensure that you leave behind all records you came into possession by virtue of his/her service in the organization and will not in any way act or use the records or details in such a way which hampers the business continuity of the organization.

As token of your acceptance of the above, you are requested to return the duplicate copy of this letter duly signed all the pages.

For World Class Services Ltd

AUTHORIZED SIGNATORY

I have gone through the terms & conditions of the above order engaging me as and accept the offer keeping in view all the above terms and condition.

Consultant Name : **Mr/Ms. Chavan Sunil Rohid as,**
Signature :

Helpdesk: (Timing 11:00 AM to 05:30 PM, Monday to Friday)

Cell: +91 99931 71185 & +91 91111 08944;

Mail: helpdesk@wcspl.org



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Annexure -I (Jr. Consultant)

Break Up of CTC

Particular	Annual
Basic	181200
HRA	51216
Conveyance Allowance	19200
Other allowance	117480
Insurance	12000
Gratuity (4.81%)	8716
Bonus 8.33%	15096
Leave 8.33%	15094
Total (B) CTC	420000
	Annual
CTC (B)	420000
Take Home Calculation	
Gratuity (4.81%)	8716
Insurance	12000
Total Deduction (C)	20716
Take Home (A-C)	399286

Note- The deduction of TDS, P.T. as per rule

* Loss of leave pay is the part of monthly gross amount and this would be deducted as per actual and shall be adjusted in gross amount(Leave is already included in your gross payment)

Kindly Visit Company official website to know more about HR, Payroll policies



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Annexure-II

Job role and responsibilities – Jr. Consultant:

- Coordination with the headquarters office of RGI, Directorates of census operation(DCOs), Data Centre Located in the DCOs, Department of states/UTs, other government agencies and various field functionaries, as the case may be, in various matters relating to census, 2021 and updating of NPR;
- Planning, Monitoring and supervision of activities of personnel / agencies concerned with the above work;
- Undertaking regular inspection and field visit for proper monitoring of work and for ensuring quality of data/inputs to be provided by the field functionaries;
- Tabulation / Compilation /Analysis of data /Inputs/abstracts received from the field functionaries and drafting reports based on the same as and when required.
- The consultants engaged for EDP work, In addition to the item (i) to (iii) above will also be responsible for work relating to data processing (Including system analysis and design), software development/Computer application