

Date: 02-05-2023

To,
Mr. Omkar Bhore
At.Devdaithan Post Naigao
Ta. Jamkhed
Dist. Ahmednagar- 413201
Mob- 9421305300

Appointment Letter

Dear **Omkar**,

This is with reference to your Job application followed with the rounds of Interview had with us. We are pleased to appoint you to the position of **Water Expert for HUFIn Swayam Shikshan Prayog** (referred to as SSP hereafter) with effect from **2nd May 2023**. You would be reporting to **Naseem Shaikh, Associate Director- Programs**.

The **Water Expert** will report to and work closely with the **Associate Director- Programs** and is responsible for direct execution of program activities and coordination of all aspects of the program.

- Apply a knowledge of fundamental geology to develop an understanding of how rock types and structure in an area impact on groundwater occurrence and movement
- understand and interpret maps, geographical data, historical evidence and models to build up a picture of the groundwater regime and/or land contamination, often based on incomplete information
- use computers to model groundwater flow, chemistry and temperature according to geological formations, surface water flow and man-made influence
- undertake field work and site visits for investigative and monitoring purposes
- design and commission boreholes, and sample and measure groundwater and surface water
- undertake environment impact assessments of groundwater abstraction and management activities
- analyse collected information, to assess and predict the impact of activities such as landfills, construction developments and mining or agriculture, on groundwater quality and resource availability
- ensure compliance with environmental legislation and keep up to date with technological and legislative developments
- write reports for donor, which can be understood by people who don't necessarily have a technical background
- answer technical queries and provide advice to donor and the public in writing and over the telephone
- Work within health and safety guidelines.

This appointment is subject to following terms and conditions.

- 1. Compensation and Benefits:** You will be entitled to a retainer fee of **INR 35,000.00/- monthly including** all expenses (breakup of the payment: salary INR 30,000/-, local



travel/conveyance INR 4,500/- and communication – INR 500/-). Taxes will be deducted as per Government rules as applicable from time to time. Field related expenses such as travel, food and accommodation will be reimbursed on actual basis.

2. **Leave:** You will be eligible for leave and other such benefits in accordance with the Organization's rules and regulations.
3. **Posting & Transfer:** You will be initially placed at **Dist-Osmanabad**. SSP reserves the right to transfer to any other location where SSP/institutions are currently working or may work in future at the discretion of the board, without any change in the emoluments provided to you.
4. **Probation:** You will be on probation for a period of 3 months, from your date of joining, after which your performance will be appraised. You will be confirmed in your appointment in writing on successful completion of the said probationary period. It may get extended by further period of 6 months if your performance is not found satisfactory. If no confirmation is made in writing at the end of the probationary period, it will be deemed to have been extended until the organization confirms your services in writing. During the probation period, SSP can terminate the employment if you are not performing to the required standard
5. **Notice period:** After confirmation, either party, by stating their intention to do so, in writing may terminate this employment at any time, provided that at least 1 months' notice or salary in lieu thereof is given.
6. **Appointment Linked to a Project:** You shall understand that this employment is dependent on availability of funding under **Project- Hindustan Unilever Foundation (HUF)** for the period of **01-Jan-2022 to 31 Mar-2025** for which your services are being availed. In the event of shortfall in the funding, your service would be liable to be terminated with prior notice as stipulated in the appointment letter. SSP would not be liable to pay any retrenchment compensation in such an event. SSP, at its sole discretion also reserves the right to depute you to another project on same terms and conditions
7. **Confidentiality:** You will treat matters pertaining to the Organization's business interests with utmost confidentiality and such confidentiality has to be maintained during your employment with the Organization and thereafter.
8. **Adherence to policies etc:** During your services with the organization, you will be governed by the policies, procedures, rules and regulations in respect to conduct and discipline and other matters framed by the organization and as amended from time to time. SSP believes in full compliances of legal provisions and practices and towards this end. Organization's policies include a comprehensive safeguarding framework which covers important subjects such as Child Labour, Protection of women from sexual harassment at work place, Whistle blowers protection, Conflict of interest etc. You may request access to these policies and will be bound by all the provisions thereunder. You will sign and submit the attached Declaration to that effect.
9. **Safekeeping of Assets:** You shall be responsible for safekeeping and return in good condition and order, all properties and/or assets, which may be entrusted to you by the organization. SSP shall have the right to deduct the money value of all such property and/or other assets from your salary/terminal dues or take such other action as it may deem fit in the event of your failure to account for such property to its satisfaction.



10. Protect Organisation Interest: You will undertake, that while in the employment of the Organization, and for a period of 12 months after separation from the Organization, for any reason whatsoever, you will:

- I. Keep confidential and not disclose to any unauthorized persons
 - (a) All Organization information, business and financial interests,
 - (b) Organization intelligence, consisting of sensitive research, either acquired or in the process of being carried out
 - (c) Technical capability and
 - (d) Commercial intelligence disclosed to you and/ or acquired by you in the course of your employment
- II. Not employ, use and/ or engage the confidential information for any purposes other than the business of the Organization and only during the course of your employment with the Organization.
- III. Not seek or obtain employment or consultancy directly or indirectly with any other Organization entity/ organization or their associates/ affiliates, which is in competition with SSP.
- IV. Solicit or endeavor to entice any employee or person involved, directly or indirectly, from any of the Organization's operations.

11. Full Time Employment: You are employed in the Organization full time. You will not be employed by any other Organization or offer your services with or without pay to any physical person, legal entity or public authority or to be occupied in your own business without the prior written permission of the Organization.

12. Amendments: to the above terms and conditions, if any will be made in writing.

Please sign and return the duplicate copy of this letter of appointment (initialing each page) as a token of your having accepted the above terms and conditions.

Wish you all the very best in your new assignment.

Thanking You.

Yours faithfully,



(Director)

Upmanyu Patil

Director - Programs
Swayam Shikshan Prayog

Accepted and Agreed

Omkar Suresh Bhore