

12<sup>th</sup> April ,2024

**Private & Confidential**

**Prof. Kousumi Brahma,**

**Hyderabad**

**Subject: Offer Letter for the position of Assistant Professor - School of Liberal Arts and Humanities, Woxsen University**

**Dear Prof. Kousumi Brahma,**

Further to your recent interview, we would like to confirm the offer with the School of Liberal Arts and Humanities, Woxsen University.

Your designation will be **“Assistant Professor”** and the employment shall commence on or before **01<sup>st</sup> June 2024**. The offer stands revoked upon failure to join on or before the designated date.

Your place of work will be the Woxsen Campus, located at Kamkole Village, Sadasivpet, Medak District. The cost of food amounted to INR. 1,00,000/- (Subsidized Value) will be borne by the institute and additional cost for the stay of your family member, if any will have to be borne by you.

**Working hours:** Your nominal working days are five days a week, with working hours from 9:00 AM to 6:00 PM or as per the policy revisions from time to time.

**POSITION OVERVIEW**

- Your responsibilities will include teaching specific courses across programs that are assigned to you, guiding and mentoring students inside and outside the class, preparing students for interviews with external organizations, planning and delivering “learning and development” initiatives for students and counselling students.
- You shall be instrumental in doing research, writing & publishing research paper and writing cases in your domain.
- You may also be required to support the activities of the Admissions and Placements at the school.
- You will be managing academic administration as assigned to you (managing exam, scheduling classes).
- You will be assigned senior administrative responsibilities.
- You will be working with various accreditations bodies.
- Any other relevant duties and responsibilities that the school may require you undertake from time to time.
- The above job description may be treated as indicative & not exhaustive since the job profile & responsibilities will evolve in line with the organization structure from time to time.

**Reporting:**

You will be reporting to the **Dean – School of Liberal Arts and Humanities, Woxsen University** administratively and functionally.

**Remuneration:**

Your Gross CTC of INR 11,21,600/- per annum comprises INR 9,00,000/- as a fixed component per annum all-inclusive, pro rata and will be paid monthly into your bank account in arrears by the 5<sup>th</sup> day of each month.

You shall be entitled to Perquisites like Mediclaim and other non-cash benefits amounting to INR 1,00,000/- in accordance with the company's policy.

<b>Salary Annexure: Prof. Kousumi Brahma</b>				
<b>S. No</b>	<b>Particulars</b>	<b>Per Month</b>	<b>Per Annum</b>	<b>Remarks</b>
<b>A</b>	<b>Salary/Allowances:</b>			
<b>1</b>	Basic Salary	57700	692400	7th pay commission
<b>2</b>	HRA	10386	124632	
<b>3</b>	Research Allowance	6914	82968	
	<b>Total Gross Fixed Salary (A)</b>	<b>75000</b>	<b>900000</b>	
<b>B</b>	<b>Deductions:</b>			
<b>4</b>	Provident Fund	1800	21600	
<b>5</b>	Professional Tax	200	2400	
	<b>Total Deductions (B)</b>	<b>2000</b>	<b>24000</b>	
	<b>Total (A-B) :</b>	<b>73000</b>	<b>876000</b>	
<b>C</b>	<b>Perquisite:</b>			
<b>6</b>	Provident Fund (Employer contribution)	1800	21600	
<b>7</b>	Food		100000	
<b>8</b>	Mediclaim & other Non-cash benefits		100000	As per Company's Policy
	<b>Total Perquisites (C)</b>		<b>221600</b>	
	<b>Total Annual CTC (A+C)</b>	<b>75000</b>	<b>1121600</b>	

\* Above CTC is subject to TDS deductions as per the prevailing Income Tax guidelines.

**Leave Entitlements:**

Leave is to be taken in accordance with the Company policy, as amended from time to time.

You must receive prior written approval to taking any paid or unpaid leave.

**Governing Law:**

Any legal dispute relating your employment with us will be subject to the jurisdiction of the courts of Hyderabad in Telangana.

Should you have any questions concerning the terms of our offer, please let us know as soon as possible and we will do all we can to ensure they are answered. At the time of joining, you are required to submit photocopies of the certificates mentioned in your CV forwarded to us earlier along with two passport size photographs. Your certificates in original are subject to verification.

We are pleased that you have decided to work with us, and hope that you will have a long and successful future with Woxsen University.

Kindly sign and return the copy of this letter as acceptance of the offer.

Sincerely,



**Prashanth G**  
**Senior Manager - Human Resources**  
**Woxsen University**

Yes, I have read, understood the terms and conditions and accept the above terms and conditions

My Joining date is \_\_\_\_\_

Signature of the applicant \_\_\_\_\_

Place:

Date: