



भारतीय गुणवत्ता परिषद्

द्वितीय तल, इंस्टीटयूशन ऑफ इंजीनियर्स भवन,
२, बहादुर शाह ज़ाफर मार्ग, नई दिल्ली - ११०००२

Quality Council of India

2nd Floor, Institution of Engineers Building,
2, Bahadur Shah Zafar Marg, New Delhi - 110 002

Shivain Bhardwaj,

Dated: 18/06/2024

Sub: Hiring of your service as a Professional (**Coordinator**) on a short-term project & need basis

Dear Shivain,

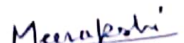
As per the approval of competent authority, it has been decided to hire your services in QCI as a Professional (**Coordinator**) for a period of **Six Months** effective from the date of your joining. The contract will stand automatically terminated after the expiry of 6 months of your contract duration or the date of completion of the project whichever is earlier (unless renewed or extended further), w.e.f. date of your joining i.e. 18/06/2024 on the following terms and conditions:

1. As this professional engagement being project & need based only, hence, it does not entitle you any right of regular employment in QCI. Further, this engagement does not entitle you for the benefits availed and provided to regular employees of QCI.
2. The nature of your engagement is short-term project & need based, it can be discontinued by QCI at any point of time by giving 15 days' notice period. However, no such notice would be required, in case the period of engagement is not extended after the completion of period of engagement as mentioned above or on completion of the project.
3. In case of discontinuation of your services before the existing tenure by you a 15 days' prior notice/intimation will be required and relieving from your service shall be subject to the recommendation of your reporting manager.
4. Your professional fee shall be Rs.30,000 /- Per Month (Consolidated). TDS shall be applicable as per Income Tax Rules.
5. You will perform your work as per the job description/requirement and work allocated to you by Incharge/Director, PPID / Concerned Project Manager.
6. The engagement entitles you to work for minimum 6 days in a week and in case of exigency your services may be sought on Sunday/Holidays. You are required to be in office latest by 9.30 AM every day.
7. During the period of engagement, you shall be entitled for 1 leave per month. The leave un-availed during a calendar year shall not be carried forward to the next calendar year.
8. You may be deputed out of station depending upon the requirement of office/project for which you would be entitled for reimbursement of actual expenses incurred on travel and stay as per applicable norms and subject to submission of bills. No out of pocket allowance will be admissible.
9. You are not entitled to undertake any work/assignment other than assigned by QCI or engage yourself in any activity outside the organization which poses conflict of interest.
10. You will maintain utmost confidentiality of the information received during the course of engagement with QCI and shall not divulge to anyone except without written permission of QCI. You shall be liable for the act of your breach of confidentiality.
11. You will be required to hand over the property or documents in your possession related to the work assigned to you and transfer all data seamlessly to the concerned Project Manager or to any person deputed by him/her at the time of disengagement or termination of service.
12. You shall not share any information about the projects you work for, on any social media, unless specifically approved by the Secretary General (no other person is authorized to take such decisions).
13. You will not enter into any contract, agreement or arrangement with any individual or entity that binds or creates any liability or obligation upon QCI without obtaining a specific prior written permission from QCI.
14. You shall not make any false, defamatory or disparaging statements about QCI or its constituent boards or its officers, directors, or any employee that are reasonably likely to cause damage to any such individual or entity.
15. Notwithstanding anything contained herein above, your service may be discontinued/terminated with immediate effect at any time by the competent authority, if;
 - i. You are found to be guilty of any insubordination, intemperance or other misconduct or of any breach or non-performance.


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क्यूसीआई गुणवत्ता को बढ़ावा देने एवं राष्ट्रीय प्रत्यायन संरचना को सथापित और संचालित करने के लिए भारत सरकार द्वारा स्थापित एक स्वायत्त संस्था है।
QCI is an autonomous body, Setup by Government of India, to establish & operate national accreditation structure and promote quality

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- ii. It is proved beyond doubt that QCI has incurred loss/ damage due to your willful act of negligence, theft, pilferage, damage etc. to the movable or immovable property of QCI.
 - iii. You are found incapable of discharging the assigned duties as per the demand of the job/project for which you have been engaged.
16. Your engagement is contingent upon the successful clearance of your background verification. QCI mandates you to go through background and reference checks. You are requested to provide all the documents required by QCI or any agency that QCI appoints for running these checks. In the event, you are unable to clear the background checks, QCI reserves its right to withdraw the offer/terminate your engagement.
 17. If, at any point during your engagement with QCI, it is discovered that you have provided forged documents or false information or if you are found to have wilfully suppressed any material information, QCI/PPID reserves the right to terminate your service with immediate effect without any notice or obligation.
 18. If any dispute arises, the decision of the Secretary General, QCI shall be final.
 19. You would be required to follow the model code of conduct as specified by QCI from time to time.

Your date of engagement/joining will be on or before **18/06/2024** on the terms and conditions as indicated in this letter. This offer is subject to your acceptance within 2 working days, failing which it may be presumed that you are not interested in this offer and no further correspondence in this regard shall be entertained. In case you are unable to join by the stipulated date due to some reasonable cause, you may contact the HR department and may request for grant of extended time for joining on substantive reasons. The management shall be at liberty to consider your request and extend the time of joining provided the reasons furnished by you is substantively fair, just and reasonable.

Kindly acknowledge the receipt of this letter and accord your acceptance in writing.

With regards,

(Dr. Hari Prakash)
Director, PPID

I have read, understood and accepted the terms and conditions of my engagement with QCI as a professional (Coordinator) on a short-term & need basis.

Name of employee: **SHIVAIN BHARDWAS**

Signature:

Date:

20th June, 2024

