



# KALIMPONG COLLEGE

27.05°N  
88.46°E  
1248 M



(Govt. Aided)

ACCREDITED BY NAAC WITH GRADE 'B++' (CYCLE 2)

RINKINPONG ROAD, P.O. & DIST. KALIMPONG, WEST BENGAL, PIN-734301

Email: [principalkalimpingcollege@gmail.com](mailto:principalkalimpingcollege@gmail.com)

03552-351002

Website: [www.kalimpingcollege.org.in](http://www.kalimpingcollege.org.in)



## BAL SURAKSHA ABHIYAN TRUST (BSA)

Head Office : Ashadeep, 8th Mile, Dist. Kalimpong - 734301

Regd. 356 / IV - 46 / 07  
Contact : 03552 - 256787  
[kpgbsa.2006@gmail.com](mailto:kpgbsa.2006@gmail.com)  
[www.bsachildrights.org](http://www.bsachildrights.org)

March 1, 2023

To,  
Susant Ghimire  
S/o: Santi Ram Ghimire  
15<sup>th</sup> Mile, Lower Dalapchand  
BPO Upper Dalapchand  
District Kalimpong

### SUB: LETTER OF APPOINTMENT

Dear Susant,

With reference to your application and the subsequent interviews you had with us we are pleased to appoint you as Accountant for the project *Safeguard Children, Empower Women & Uphold Social Justice* in the district of Kalimpong implemented by Bal Suraksha Abhiyan Trust (BSA) Ashadeep, 8<sup>th</sup> Mile, Kalimpong, West Bengal on the following terms and conditions:

1. **Date of Appointment:**

You have been appointed as Accountant for the project *Safeguard Children, Empower Women & Uphold Social Justice* in Kalimpong district, West Bengal supported by Dka Austria with effect from March 1, 2023– March 31, 2024.

2. **Probationary Period:**

A probation period of three months shall apply from the date of appointment. No leave and benefits will be sanctioned during this period. Exceptionally, the probation period will be extended to six months. In case, if he / she fails to perform in accordance to expectations of the organization, he / she will be given a notice, terminating the contract at the end of the probationary period.

3. **Salary/ Remuneration:**

You will be paid a consolidated remuneration of Rs. 5,000/- per month (Rupees Five Thousand only).

4. **Leave:**

You will be eligible to the benefits of the organisation's Human Resource Policy Leave's Rules.

"Say 'No' to Child Labour"



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DATE: 4 July 2022

**Ashish Gurung**

Teesta valley Tea Garden, Holdara, Darjeeling - 734226

Darjeeling - 734226

## TRAINEE OFFER LETTER

The annual starting salary for this position is amounting to a monthly gross salary of Rs, 6,000/- to be paid during the first 3 months of training and Rs. 15,000/- for the next 6 months after training.

We Request you to bring the following documents / Credentials at the time of Joining and submit these documents to the HR Department on the day you join our organization:

- College Marks Card
- PAN Card
- Aadhar Card

We are excited to have you join our team! If you have any questions, please feel free to reach out at any time.

**Sincerely,**

Chandana Chettri

**Managing Director**

Signature: 

Chandana Chettri  
Managing Director

Signature: \_\_\_\_\_

Ashish Gurung



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**DATE:** 4 July 2022

**Ashish Gurung**

Teesta valley Tea Garden, Holdara,  
Darjeeling - 734226

## TRAINEE OFFER LETTER

Dear Ashish Gurung, it gives us immense pleasure to welcome you our team at Tech Hill. We are pleased to offer you a temporary position of Trainee - Paraplanning at Tech Hill with a start date of 11 July 2022. You will be reporting directly to Moa Longkumer, Co-Founder.

**Responsibilities:** It is expected that Paraplanning trainees will make a personal commitment to get the most out of the training program and to transition into a permanent role within the stipulated time frame.

Whilst undergoing training, trainees are expected to:

1. Behave in a professional manner.
2. Apply oneself to understanding the various aspects covered in the training.
3. Meet the required criteria at every stage of the training which will be measured from time to time (monthly and bimonthly evaluations) and become eligible to transition to the next stage of handling a client individually without any mentor.
4. Maintain excellent job attendance.

**Work Week and Timings:** Your training will begin at 7:30 a.m. and end at 4:30 p.m. on all weekdays during training.

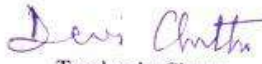
**Leaves:** You will not be entitled to leaves during your training period. However, National Festival Holidays will be applicable as per the list published by the company at the beginning of the calendar year.

You will be governed by the rules, regulations, and policies of the company as applicable to you.

Tech Hill, 2nd Floor  
Kalimpong IT Park (Webel IT Park- Kalimpong),  
Tashi Dim, Opposite Bhutan House, Kalimpong 734301

[hr@techhill.in](mailto:hr@techhill.in)  
[www.techhill.in](http://www.techhill.in)

  
IQAC Coordinator  
(Prof. Miss. Anukampa Subba)  
Kalimpong College  
Coordinator  
IQAC  
Kalimpong College

  
Teacher In-Charge  
(Prof. Mrs. Devi Chettri)  
Kalimpong College  
**Teacher-in-charge**  
**Kalimpong College**  
Kalimpong