

2nd December 2024

Ms. Santosh Kumari
D/o Mr. Rajkumar
Village – Ser Banera, P.O. – Kotla
Tehsil & Dist- Solan
Himachal Pradesh - 173212

Dear Santosh,

Sub: OFFER OF JOB ON FIXED TERM CONTRACT

This is further to the discussion we had with you, The Management is pleased to utilize your services on a Fixed Term Contractual basis in the Front Office department, effective from 2nd December 2024, on the following terms and conditions.

Period of Contract

You will be imparted Contract for the job of Guest Service Attendant – Front Office with effect from 2nd December 2024 to 31st December 2025.

Compensation

You will be paid an amount of INR. 16000/- (**Rupees Sixteen Thousand**) per month as compensation for the job and the break up of this amount will be as follows:

| Component | Amount in INR per month |
|----------------------|-------------------------|
| Basic | 8500.00 |
| HRA | 3400.00 |
| Conveyance Allowance | 1600.00 |
| Other Allowance | 2500.00 |
| TOTAL | 16000.00 |

Medical Fitness

Your contract period will be subject to your medical fitness as certified by the Hotel Doctor from time to time.

Co-ordination

You will co-ordinate with your Departmental Head or by such officers who are placed in authority over you.

Duties

You will be assigned specific tasks from time to time as per the instructions assigned or communicated to you by the Company.

Food on Duty

You will be entitled to free meals / subsidized in the Staff Cafeteria while you are on the premises of the establishment due to contract related work.



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No. EDN-GC/SLN-B.VOC-2024-2025 -357
Office of the Principal
Govt. College Solan (HP)

To,

The Manager
Taj Hari Mahal
Jodhpur

Sub: Regarding permission for on-the-job training of B. Voc Hospitality & Tourism Students Semester 6th (Level 7) Govt. College Solan.

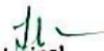
Respected Sir,

With due respect it is submitted that the students of Govt. College Solan B. Voc department (Hospitality & Tourism) Semester 6th (Level-7) Govt has a provision of On-the-Job Training in their curriculum. We wish to undertake an on job training at your hotel from 01st January to 20th April 2025 to acquire practical knowledge in Hospitality Sector. Our academic curriculum focuses on engaging students in practical experiences to observe the implementation of what they are taught in College. We believe that your hotel will give our students relevant knowledge during this On Job training.

Please allow us to conduct On Job training at your hotel. The detail of the student is attached with this letter.

Thanking You,


Nodal Officer
B.Voc Department
Govt. College Solan


Principal
Govt. College Solan
PRINCIPAL
Govt. College
Solan, Distt. Solan

o/c

List of the students

| Sr. No. | Name | Course | Department | Semester | Level | Gender |
|---------|---------|-----------------------|--------------|-----------------|---------|--------|
| 1. | Nalnika | Hospitality & Tourism | Front Office | 6 th | Level-7 | Female |
| 2. | Tarika | Hospitality & Tourism | Front Office | 6 th | Level-7 | Female |