

Date: January 16, 2020
Strictly Private and Confidential
(RKDF Institute of Hotel Management And Catering Technology, Bhopal)

To,
Prof. Ashish Bhatt,
Principal
RKDF Institute of Hotel Management And Catering Technology
Jatkhedhi,
Hoshangabad Road, Bhopal - 462047

Dear Sir,

Engagement Letter [EL] from My First Boss™ to be “Knowledge & Placement Partner” of RKDF Institute of Hotel Management And Catering Technology, Bhopal

The purpose of this EL is to set out the basis on which My First Boss™ (herein referred to as “WE”) will provide placement services, career seminar and/or corporate and other technical workshops, as required, to the students of **(RKDF Institute of Hotel Management And Catering Technology, Bhopal)**.

1) What’s My First Boss™:

With great pleasure we would like to introduce you to **My First Boss™!**

My First Boss™ is not only a national level job portal serving over 2.5 Lac candidates and 500 plus corporate but is also having a bouquet of offerings for all needs related to internships, placements, trainings, assessments and career guidance for students of academic institutes.

My First Boss™ bridges the gap between industry and academics with means of its common online platform, through its well defined services developed by industry experts to achieve the objective of making fresher’s corporate ready and getting them the right job opportunities. We at **My First Boss™** propose your Training & Placement cell, to join hands with us by utilizing our services and expertise for all the needs pertaining swift working of T&P cell.

2) SCOPE OF WORK:

My First Boss™ shall render the following services to **RKDF Institute of Hotel Management And Catering Technology, Bhopal:**

A Venture of Accufox Management Consultancy Private Limited

Corporate Office: C-72, Ground Floor, Sector-2, Noida, 201301

Regd. Office: 3rd Floor, Plot No. 3, Main Vikas Marg, Shankar Vihar, Delhi - 110092

Tel: 0120-477-5104, Website: www.myfirstboss.com

a. Placement services:

- i. Job Portal Registration:** Institution will have to register on <https://www.myfirstboss.com/college/registration> and upload the details of students in required format. Once all students update their profile on www.myfirstboss.com, they will directly be contacted by Employers and can also apply for jobs available in "Browse Jobs" section on our portal. Also, Institution will be able to track the status of students **through management dashboard login**, in regard to students Job application process status or interaction with employers.
- ii. Contact Information:** We would provide the direct contact information of the students on the website which would allow Employers to directly contact the candidate and do an initial round of interview.
- iii.** Students seeking all kinds of employment like full-time, part-time, work from home, work for flexible hours can post their resumes online.
- iv. Job Alerts:** Students will be notified by SMS and Email about new opportunities available on our portal on time to time basis.

b. My First Boss™ Career Seminar

- i. My First Boss™** will conduct a career seminar for college students at Institute's Campus regarding **My First Boss™** placement portal & services along with career opportunities, brief corporate exposure on current scenario regarding availability of jobs/challenges.
- ii. My First Boss™** will assist college T&P Cell in placement & trainings and Internships of its students on yearly basis depending on the subject streams of students and available companies with us.
- iii. My First Boss™** will conduct BTL activities (Job awareness canopies/standees/Student Engagement in groups) in college campus time to time for the promotion of awareness on latest job openings, assessment tools for improvising, online career improvisation certification courses and other services of **My First Boss™** with due permission from the college authorities.

3) SCOPE LIMITATIONS:

The following services are not envisaged as a part of this campaign:

- a.** RKDF Institute of Hotel Management And Catering Technology, Bhopal will be eligible for My First Boss™ services mentioned above once they upload the data of their students for My First Boss™ registration.
- b.** Students must update their profile on www.myfirstboss.com minimum 70% to receive exclusive job alerts and avail other services through MFB portal.
- c.** My First Boss™ does not guarantee the placement of your students but will make sure to provide every possible assistance to students.
- d.** My First Boss™ will not be responsible for any assessment or certification

A Venture of Accufox Management Consultancy Private Limited

Corporate Office: C-72, Ground Floor, Sector-2, Noida, 201301

Regd. Office: 3rd Floor, Plot No. 3, Main Vikas Marg, Shankar Vihar, Delhi - 110092

Tel: 0120-477-5104, Website: www.myfirstboss.com

4) TERMS & TEMRINATION OF THE ENGAGEMENT

- a. This EL will be valid from the date of signing the agreement for a period of one year thereon. After the expiry of the validity of this EL, and pending the signing of a new EL, WE, may continue to render the services agreed under this EL. In that case, the terms and conditions specified in this EL, shall also apply to services rendered by us after such expiry.
- b. Logo and Name of your institution would be used for various Candidate awareness campaigns, Job Fairs/Placement Drives promotions, citations and testimonials by My First Boss™ on www.myfirstboss.com and other social media platforms.

5) NOTICES:

All notices permitted or required by this EL shall be sent to the following persons at the address indicated below:

	To the RKDF Institute of Hotel Management And Catering Technology	To the MFB
Attention :		Kapil Sikri (Head – Operations)
Tel. No. :		9818129128, 0120-4775103/04
Email :		operations@myfirstboss.com

6) DISAGREEMENT, VENUE OF ACTION AND GOVERNING LAW:

The parties shall resolve any dispute arising from or in connection with this EL in an amicable manner and in good faith.

Any and all disputes, controversies, and claims arising out of, or relating to this Agreement which cannot be settled amicably by the PARTIES shall be filed in the proper court of New Delhi, to the exclusion of all other courts and venues.

7) Period of this EL:

This EL will be valid from the date of signing the agreement for a period of three year thereon.

A Venture of Accufox Management Consultancy Private Limited

Corporate Office: C-72, Ground Floor, Sector-2, Noida, 201301

Regd. Office: 3rd Floor, Plot No. 3, Main Vikas Marg, Shankar Vihar, Delhi - 110092

Tel: 0120-477-5104, Website: www.myfirstboss.com

After the expiry of the validity of this EL, and pending the signing of a new EL, we may continue to render the services agreed under this EL. In that case, the terms and conditions specified in this EL, shall also apply to services rendered by us after such expiry. Please acknowledge your agreement with the services by signing a copy in the space provided below and returning it to us. If the contents are not in accordance with your understanding of our agreement, we shall be pleased to receive your further observations and to give you any other information you may require.

Yours faithfully,
For My First Boss™



Mr. Kapil Sikri
Head-Operations
+91-9818129128
operations@myfirstboss.com

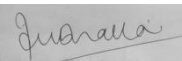
Engagement Letter [EL] from My First Boss™ to be "Knowledge & Placement Partner" of RKDF Institute of Hotel Management And Catering Technology, Bhopal

I/ We confirm that I / We put in my / our signature (s) after having fully understood and agreed to all the terms and conditions in this letter of engagement and the terms of the business.

For,

College Name: RKDF Institute of Hotel Management And Catering Technology

Signature:



Name: ASHISH BHATT

Position: PRINCIPAL

Location: BHOPAL



A Venture of Accufox Management Consultancy Private Limited

Corporate Office: C-72, Ground Floor, Sector-2, Noida, 201301

Regd. Office: 3rd Floor, Plot No. 3, Main Vikas Marg, Shankar Vihar, Delhi - 110092

Tel: 0120-477-5104, Website: www.myfirstboss.com