

Categories to connect with OPC:

Cat-1: Full time employment

- **Employment agreement between 2 parties:** The employer (Pvt Ltd firm - OPC) and employee (candidate).
- **Company policy** - rules follow as for other staff

Cat-2: Part time employment

- **Employment agreement between 2 parties:** The employer (Pvt Ltd firm - OPC) and employee (candidate)
- benefits differ
- to attend office / site on regular basis

Cat-3: Honorarium (Full time)

- both parties do not enter into **“Employment agreement “**
- They sign MOU to mutual acceptance. (Draft MOU to be made as sample)
- Financial benefits differ from Cat-1 & 2
- Need not attend office / site on regular basis (as done by Cat-1&2)
- Timings flexible (to mutual understanding)
- Physical / Virtual availability as per mutual commitment
- Specific responsibility is taken up by individual (or organisation) and honoured as best independently.
- financial benefits (like salary) is not there like Cat-1 & 2
- But they get monthly **“Honorarium “**from HKC Project’s budget or Partly from OPC (if HKC project is non-revenue generating).
- There are also additional incentives as goodwill (no-commitment please) like free participation in **“HKC Expeditions or travel to other destination for overseeing / management (on case-to-case basis) “**



Cat-4: Honorarium (Part time)

- same as Cat-3
- Monthly Honorarium amount differ

Cat-5: Voluntary

- They engage with OPC / HKC Project for “specific period of time or project whereby they like to contribute by way of their “time - skills - professional knowledge - experience “.
- Financials / benefits / understanding on case-to-case basis.
- They don't fall under Cat-1&2. But they need to engage FULL TIME for specific period / project. Else, their contributions would fall under Cat-3 or 4.
- Certainly, higher benefits & facilities are applicable. Mutually discussed case to case.

Please Note: All contributions by each & everyone, regardless of magnitude or intensity is highly appreciated with humbleness. Above is outlined for sake of convenience of all and for administration with clarity.

Cat-6: Professional

- professional “contract or service order “is entered into,
- they get paid accordingly against services provided and company policy (like GST / TDS) etc.

(Note: company is not responsible for Insurance / medical etc for them or their company or their employees or workers attending the work).

