

Mr. Vaibhav Bodkhe,  
A/P- Panwadod, Dist-Aurangabad,  
Maharashtra.  
Contact No: 7558708170  
Vaibhavbodkhe175@gmail.com

### Employment Offer Letter

Dear Vaibhav,

We are pleased to offer you the position of 'Graduate Engineer Trainee', in our HW Engineering department.

You will join our 500+ strong family of enthusiastic, committed, and competent people. We are sure you will put in the right efforts, to build a great career and have a great time. We at FOX have built up a strong reputation for reliability and competence in our areas of Industrial Automation, Plant Engineering Services, Automation IT and Special Purpose Machines. You have an important role to enhance this.

Your appointment will be effective on your joining date, i.e., 11th Jul 2022. Your initial posting will be in Nashik-NEC2. You will report to Mr. Sachin Gite, Asst.General Manager-HVW Engineering. Your position carries key responsibility. We look forward to you handling it with enthusiasm and dedication.

Your remuneration details are as discussed and informed to you. Detailed breakup will be provided at time of joining as part of your appointment letter. FOX has various employee benefits like Provident Fund, Medical Insurance, Personal Accident Insurance, ESIC etc.

The Terms of Employment are mentioned in **Annexure 1** of the offer letter.

Dipti Sonawane, Manager HR, is your Single Point of Contact in FOX right up to your induction.  
Dipti.sonawane@foxindia.net 9922508236.

**Kindly confirm your acceptance of this offer by email within three days along with document confirming resignation submitted to your current employer.**

Your confirmation and our answer to it are essential to maintain validity of this offer. Any request for change of joining date must be made at least 10 days prior to your original joining date. The new joining date should be no later than 5 working days from the original date. On your joining date, please report to FOX Solutions Pvt. Ltd., M9, MIDC Ambad Nashik-422010.

We request you to carry all the documents mentioned in **Annexure 2**, as well as a signed copy of this document, with the Acceptance of terms of appointment as mentioned **Annexure 1** on the day of your joining.

Once again, we welcome you to join us in building a wonderful community at FOX.

Yours Sincerely,

  
**Joy Albor**  
Director HR & Operations

I understand and accept. Name:

Date

Sign





## Annexure 1.

## Terms of Employment

1. You will be on probation for a period of 6 months after joining. Once confirmed, you shall be entitled to all regular company benefits and leaves.
2. Your services are transferable, and you may be assigned to any office of FOX Group of Companies, a subsidiary, or associate company. In such case, you will be governed by the policies of that location.
3. Your designation may be changed at the discretion of the Company depending on the work assigned to you.
4. You will be entitled to leave and holidays in accordance with the Company's policy as per location and department guidelines.  
Weekend holiday for offices: Saturday or Sunday as per location. Additionally, second and fourth Saturday of the month and the following Sunday are weekend holidays.  
Weekend holiday for Works: One day of the week, Friday, or Saturday as per location.
5. You may be required to travel on Company work and will be reimbursed expenses as per Company policy.
6. Your remuneration details are as discussed and informed to you. Detailed breakup will be provided at time of joining as part of your appointment letter. FOX has various employee benefits like Provident Fund, Medical Insurance, Personal Accident Insurance, ESIC etc.
7. Your remuneration and other terms are strictly between yourself and the Company. This information and any changes made therein should be treated as personal and confidential.
8. Your appointment is contingent upon satisfactory reference & background checks including verification of your application materials, education, and employment history. Your employment is also contingent upon your ability to work for the Company without restriction (i.e., you do not have any non-compete obligations or other restrictive clauses with any previous employer).
9. If any information furnished by you in your application for employment or during the selection process is found at any time during your employment to be incorrect or false, and/or if you have suppressed material information regarding your qualifications and experience, the Company may terminate your services without notice or compensation.
10. The company expends considerable cost and effort in ensuring you can deliver in your role and suffers major loss if you do not work with dedication for at least some reasonable period. You herewith commit to serve the company for a minimum period of 2 years from DOJ. You also commit in case of your resignation, to complete all the normal exit formalities during the notice period. You will submit an undated cheque of Rs.1,00,000/- which may be cashed by the company, to partially compensate the costs / loss incurred, in case of breach of these terms.

I understand and accept. Name:

Date

Sign



11. During your service with the Company, you are expected to devote your whole time and attention to the Company's affairs and refrain from directly or indirectly engaging in any other business.
12. Information security compliance: You understand that information pertaining to FOX Group of Companies operations and intellectual property is confidential. You will sign a non-disclosure agreement as required. You acknowledge that proprietary and confidential information and materials regarding company and its clients may be disclosed to you during this employment and that such disclosures are made solely for the purpose of assisting you in performing services under this employment agreement.  
  
You will maintain high standard of integrity and secrecy. You shall not divulge to anyone, in any manner, particulars or details of any of the processes, administrative and organizational matters of confidential nature etc. All information / document records concerning business of the company to your knowledge, during discharge of your responsibility, either from the company or elsewhere are considered as confidential and shall not be divulged by you to any person/s either in the company or any other third party except in normal course of your duties.
13. All confidential information belongs to the owner of the information. You understand and agree that all such information will remain confidential in perpetuity even after the tenure of this agreement.
14. You herewith indemnify the company from any breach of confidentiality agreements you may make in future or have had with your previous employers.
15. If you are on Onsite (Domestic / International) assignment, you will be covered by the Onsite Assignment Policies for the duration of deputation.
16. In the event of separation from the company, you/the company will give a written notice/resignation with a notice period of 60 working days. This is to be submitted in person to/by the HR department **after completing your current project or site/ commissioning activities**. No leave is permitted in the notice period. In case of resignation, the company can at its discretion relieve you earlier than the stated notice period.
17. Upon your resignation from the Company or termination of your services, you are required to return all assets and property of the Company including machines, data, files, documents and all copies of documents, and books etc. (including but not limited to leased properties, in case applicable). You will not retain any such document or software or copies of these in electronic or any other form.
18. During the period of the employment and for one year after the completion / termination of the employment, you shall not seek or take employment with a client / end client whose project you are deputed for. Further you will not seek or take employment with any competitor providing services to the client/ end client.
19. Clause 11 to 20 covers ethical practices and information security compliances. These are legally binding. At the time of joining and again upon termination of employment you will sign a declaration on stamp paper, reiterating your acceptance of these compliances.

I understand and accept. Name:

Date

Sign



20. You are required to read and comply with FOX Group's Business Conduct Guidelines and sign a declaration to this effect.
21. Any breach of the Guidelines or the terms and conditions of employment may result in termination of your services without notice or compensation.
22. If you are absent for a continuous period of 7 days without leave or obtaining your manager's approval (absconding), you will be deemed to have voluntarily terminated your service without notice and will have to bear the legal consequences of the same.
23. You will notify the Company of any changes in your personal information within 3 working days. All notices shall be considered duly and properly delivered to the address on file with the Company. All notices shall be considered properly delivered if sent to your registered email id.
24. Performance Evaluation and salary revision will be after one year from date of joining.
25. Performance Incentives will be applicable from DOJ and based on individual performance, department performance and company performance. Typical Performance Incentives range is **-50% to +30%**. Incentives are paid in October for the preceding period 1 April to 31 March. Incentives are paid only to employees on rolls on 1<sup>st</sup> October when incentives are paid.
26. You herewith confirm that you have no criminal / civil case convictions in the past and no criminal / civil cases active against you currently. OR You confirm that for any such cases existing, you have informed FOX – HR and got a written signed acceptance of having informed.
27. You confirm that you are in good physical and mental health and do not have any health condition which is likely to impair your work. OR You confirm that you have informed in writing and ensured acceptance from FOX – HR of any such condition that may be existing.
28. Normal retirement is on completion of the age of 58 years. This can be extended for a period of up to two years on your request, at the discretion of the company.
29. All the terms and conditions of service may be modified or changed at the Company's discretion.

I understand and accept. Name:

Date

Sign





## ANNEXURE 2: Documents to be submitted

Please bring Originals for document verification and one Copy for submitting. Also make scanned copy and submit over email.

No.	Document Name	Original	Copy	Scan Copy .pdf or .jpg
1	Offer Letter			SurnameName_OfferLetter_yymmdd
2	Photograph (10x)			SurnameName_Photo_yymmdd
3	Highest/ Most relevant Academic certificates			SurnameName_Academic_yymmdd
4	Mark lists for above certificate			SurnameName_MarkList_1_yymmdd
5	Other relevant academic certificates.			SurnameName_AcademicO_yymmdd
6	Last Relieving Letter			SurnameName_LastRelieve_yymmdd
7	Previous Letter (If applicable)			SurnameName_PrevRelieve_yymmdd
8	Passport			SurnameName_Passport_yymmdd
9	Aadhar Card			SurnameName_Aadhar_yymmdd
10	PAN Card			SurnameName_PAN_yymmdd
11	Driving License			SurnameName_DriveLic_yymmdd
12	Current PF document			SurnameName_OldPF_yymmdd
13	Current ESIC document			SurnameName_OldESIC_yymmdd
14	Name Change (If Applicable)			SurnameName_NameChange_yymmdd
15	Cheque (As applicable)			SurnameName_Cheque_yymmdd

I understand and accept. Name:

Date

Sign