



- SYNCHRONOUS MOTORS
- PM & HYBRID STEPPER MOTOR
- BRUSHLESS DC MOTORS
- REDUCTION GEARHEAD
- GEARED DC MOTORS
- LINEAR ACTUATORS

LETTER OF INTENT/OFFER LETTER

Date: -17-02-2023

To,
Mr/Ms. Aditya R. Patil
Amrutvahini College of Engineering,
Sangamner (M.S.)

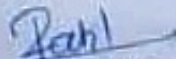
Dear Aditya

Further to the interview you had with us on 17th February 2023, Friday we are pleased to inform you that we intend to extend our job offer to you as a **Graduate Trainee Engineer** in our Company.

You will be on a training period of eighteen (18) months with us from your date of joining and during the training period your Annual Cost to the company (CTC) will be Rs. 3 LPA INR with/without accommodation. On completion of your training period subject to your performance, the Company will offer you permanent employment.

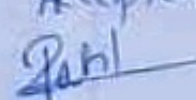
You will be governed by the terms and conditions of the Trainee Agreement and other statutory regulations and rules as applicable to the Trainees of your cadre from time to time.

Your joining date shall be communicated to you after your acceptance of this letter of intent/job offer letter. You are requested to confirm the acceptance of letter of intent/ offer letter by signing in duplicate and returning a copy of it by 17/02/2023, after which the offer stands cancelled automatically.


Yours Sincerely

FOR Motion Drivetrionics Pvt. Ltd,


Authorized Signatory

Accepted


COMPANY NAME : MOTION DRIVETRONICS PVT. LTD.
BRAND : "MECHTEX"
ADDRESS : EL 108, Electronic Zone, Mahape,
TTC INDUSTRIAL ESTATE,
NAVI MUMBAI - 406 705, INDIA.
TEL : +91-22-2768 5018 / 2768 4657 / 2768 4658 / 2768 4665

E-mail : commercial@mechtex.com
WEBSITE : www.mechtex.com
GST NO : 27AAECM3508N1Z8
CIN : U31909MH2005PTC155194
TAN NO : MUMM27720A
PAN : AAECM3508N

BANK : HDFC, Mulund (W),
Mumbai - 400060
SWIFT CODE : HDFCINBB
USD A/C NO : 00152430000251
EURO A/C NO : 00152440000099



GET POLICY

Objective:

To have professionally qualified manpower, multi-skilled persons who could be utilized for various functions. And reservoir of young talent who would take up higher responsibilities in the future.

Coverage:

The policy applies to all employees (White Collar) of Motion Drivetrronics Pvt. Ltd.

Responsibility & Accountability:

HR will monitor and implement this policy..

Policy and Procedure:

Recruitment

- Process for recruiting GET (Graduate Engineering Trainee) in various disciplines shall be undertaken once in a year through Campus Recruitment.
- The number of Trainees required to be taken, shall be decided during the annual budgeting exercise/ business expansion plans.
- Trainees shall preferably be recruited from reputed colleges/ management institutes in the region.

Disciplines

The trainees shall be recruited under the following training schemes:

- Mechanical Engineering
- Electronics Engineering
- Instrumentation and Control Engineering
- Production Engineering
- Mechatronics

Duration

The duration of training period shall be of 18 months.

Structure of the Training Scheme

- The duration of training period shall be of 18 months and during the training period, the trainee will be on Service Bond for the period of 18 months.
- The performance of the trainee will be reviewed regularly as per laid down schedule enclosed as Annexure-I.
- Trainee would be Floating within departments.

Compensation

- The compensation structure and placement on completion shall be governed by the respective training schemes.
- The compensation package shall be reviewed for all the training schemes periodically.
- The Compensation structure would be 2.5LPA (With Accommodation) 3LPA (without Accommodation)

Training Modules

- The training modules for all category i.e. of trainees shall be a fine blend of academic based training and On-The-Job training.

Mentor

- Every trainee shall be assigned a mentor for entire training period. The mentor shall have a structured review of the performance of the trainee atleast once in a 45 days to enlighten the trainee with respect to the strengths and areas of improvement of the trainee.

Issue Revision No:02