B. G. SHIRKE
CONSTRUCTION TECHNOLOGY PVT. LTD.

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Regd. Office & Factory : 72-76, MUNDHWA, PUNE-411 036 (INDIA)
Tel. : 26708100, **Fax** : (020) 26871612 **E-mail** : bgstech@vsnl.com
Website : www.shirkegroup.com **CIN** : U45201PN1994PTC077340

Date : 29/01/2018

To,

Ms. PRAJAKTA BABASAHEB GUNJAL
At/Post - Khandgaon (Khandeshwar),
Tal - Sangamner,
Dist - Ahmednagar

Dear PRAJAKTA,

With reference to your application for employement and the subsequent interview you had with us,the management is pleased to appoint you as **"JR. ENGINEER - SERVICES"** , on the following terms and conditions

1. Your CTC is attached. (Annexure – I).
2. Your appointment commence from the date of your joining duties i.e. **15/01/2018**
3. You will be on **Probation** for a period of **6 months** at the end of which your performance and conduct will be reviewed and based on the same your services are liable to be confirmed or extended or even terminated, at the sole discretion of the company. Confirmation of services will not be deemed to have taken place unless and until, informed to you, in writing... Until such confirmation letter is issued to you , you will be deemed to continue your appointment on probationary basis

   During the probationary period your services can be terminated by without giving any notice in advance and/ or without giving assigning any reasons thereof by the Management.
4. During the period of Probation, you will not be entitled to avail of any leave. However on confirmation, you will be entitled to benefits of leave according to prevailing rules of the company.
5. After confirmation and in the event of your leaving our employment or where the Company desires to terminate your services for any reason whatsoever, the same can be done by giving one month's clear notice in writing or salary in lieu .Any reduction in the notice period or decision to set off accumulated leave against the notice period would be entirely at the desecration of the Management. However no such notice will be required to be given in case your services are terminated for any misconduct. Your failure to comply with this clause shall entail forfeiture of your leave salary, bonuses and discretionary benefits and the company will be at liberty to initiate legal action against you for the recovery of the amount.
6. During the employment, you will be subject to the standing orders and/or service regulations applicable from time to time to the company where you are required to work. Moreover Any rules, regulations and orders promulgated by the company and applicable to employees of your level/ grade, will also be applicable to you.
7. Your appointment is subject to your medical fitness as certified by the Company's Medical Officer.
8. You will attend the work place each day, ontime/sharp at the stipulated duty start timings. You should write the diary daily and furnish assessment to the Superior/Incharge of daily work before you leave work place
9. Your services are transferable by a notice of 24 hours to any project/division, section, branch office, work site etc. of the company or its subsidiary in India or abroad. In the event of your transfer, the terms and conditions of employment outlined herein shall continue to apply. However, you shall be required to adhere to the rules and regulations which are prevalent at your new place of posting.
10. You will carry out such duties and responsibilities during such hours as shall be assigned to you from time to time by your superiors.

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11. The assignment offered to you is on a whole time basis. You will not carry on or be concerned with any business of your own or on behalf of anyone else directly or indirectly, nor shall you take up other business or be associated with any other business with or without remuneration during the course of your employment with the company.

12. You will not, during your employment with the company in terms of this letter, except so far as may be proper in the ordinary course of business and for the interest of the company - or at any time thereafter, divulge or make known any information, secret process or any information in any way whatsoever relating to the company or its business and/or any of its clients / customers and/or any other information or data and materials and/or any sketches, drawings, specifications or data etc., which come to your knowledge relating to the company's construction /manufacturing process or any products or goods, or services in the course of your employment, you shall always maintain strict secrecy regarding any technical or other business information gained or acquired by you or imparted to you in the course of your employment both during or after your employment with the company in terms of this letter .

13. Although your normal work will consist of the duties assigned o you in the capacity of **"JR. ENGINEER - SERVICES"**, you may at any time be called upon to discharge any other duties which in the opinion of the company are within the capacity of yourself to discharge and you will forthwith undertake to discharge those duties with diligence and care.

14. Any change in your residential address will be notified by you in writing forthwith to the company. All communications will be addressed to you on the last address notified by you and it will be deemed for all purposes that you have received such communications sent to you within the normal time taken by the Postal Authorities.

15. In the unfortunate event of an accident or occupational diseases arising out of and in the course of your employment and resulting in personal injury ,illness or the death, you or your family members will be eligible for the payment of compensation as applicable under the Employees Compensation (Amendment) Act 2017

16. You shall retire from the services of the company on attaining the age of 58 years. However, it would be open for the company to terminate your employment at any time in the event of your becoming medically unfit and thus being unable to discharge your duties properly, of which company shall be the sole judge, for any period longer than three months.

17. Your appointment is subject to your producing all the documentary evidence and certificates (in original) of your age and qualifications and other details as stated by you in the Employment Application Form.

18. Upon the cessation of your employment you will return to the company all tools, spares, documents and any other article and/or copies thereof belonging to the company which may at the time be in your possession.

19. It is clearly understood and agreed that if any statement made by you in your application is found to be false or erroneous and/or any omission which tends to mislead the company it will be sufficient cause for termination of your service with the company at any time during your employment.

20. Your appointment will be subject to the general service rules, terms and conditions of the company at present in force, which have been explained to you and also to the modified service conditions as and when they are brought into the effect.

Please return the copy of this letter duly signed in token of your acceptance of this letter. We take this opportunity to welcome you to the organization and hope that your association with us will prove to be of mutual benefits.

Thanking you,

For B.G. Shirke Construction Technology Pvt. Ltd.

Prashant Ambulgekar
Vice President – HR.

I have carefully read the terms and conditions of my employment and I have understood the same and accept them entirely.

SIGNATURE OF EMPLOYEE.

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Date: 29.10.2018

Ms. Prajakta Babasaheb Gunjal
Jr.Engineer - Services
P & D Dept.III.O
Employee Code – 14378

SUB : ACCEPTANCE OF RESIGNATION.

This has reference to your resignation letter dated **29.09.2018**, we have to inform you that your resignation has been accepted by the Management and you are hereby relieved from the Company's services w.e.f. ***29.10.2018*** after close of working hours.

You are hereby directed to obtain and submit the Clearance Certificate at the earliest to HR. Department at Head Office, Pune.

Please note that you need to submit the Clearance Certificate as directed above, to process your full and final settlement.

For B.G.Shirke Construction Technology Pvt.Ltd.

Prashant Ambulgekar
Vice President – HR.