

Vijay Anap
Permanent address: A/P Songaon, Anapwadi,
Tal Rahuri, Dist Amhednagar-413711

Present address: A/P Songaon, Anapwadi,
Tal Rahuri, Dist Amhednagar-413711

Subject: Engagement as Graduate Engineer Trainee

Dear Vijay,

We are willing to engage you as a “Graduate Engineer Trainee” in Electronics Dept in our organization with effective from 28st July 2017. You will be posted in our office at Pune.

The terms and conditions of your engagement are as under:

1. You will undergo training for a period of 6 months and the same commence from 28th July 2017 and will end on 28th Jan 2018.
2. You will be then promoted as Jr. Project Engineer for 6 months of probation period depending on your training period learning performance.
3. You will be attached to the Pune office and its alliances and will report to project manager or as company may direct from time to time.
4. During the period of the training, you will not be eligible for statutory benefits such as bonus, gratuity etc that are applicable in case of the permanent employees of the company.
5. You will be provided incentive in our Employee Get Customer (EGC) programme as 500 rupees for each project, one time.
6. There will be no paid leaves during this trainee period.
7. You will observe office working hours at the office. You will be required to confirm to the normal discipline of the establishments.
8. You will not divulge to any unauthorized person/s any of Company’s trade secrets of affairs.

If you are agreeable to the aforesaid terms and conditions, please return to us the duplicate copy of this letter with your signature thereon, signifying your acceptance and confirming the date of joining.

We have pleasure in welcoming you to our Organization and we sincerely hope that our association will be mutually beneficial and satisfactory for years to come.

Inditronics Pvt. Ltd.

Kunal Jagdale

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