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Infinity Automation Systems Pvt Ltd

11th May 2017

Subject: Offer Letter

Dear

Shital Ganpat Gunjal,

At.Zole, Post. Chandanapuri,

Tal :- Sangamner, District- Ahmednagar,

Maharashtra, Pin Code - 422605,

Email: gunjalshital96@gmail.com

We are pleased to appoint you as a **Graduate Trainee Engineer** at **Infinity Automation Systems Pvt. Ltd.** effective from **15th June, 2017**. The details of terms & conditions of appointment are as follows.

1. Designation, Grade & compensation

- a. Your designation shall be **Graduate Trainee Engineer**, it may please to be noted that the designation is subject to change during the tenure based on the changes in your job responsibilities.
- b. You will be entitled to compensation (Salary) as detailed in Annexure "A"
- c. Compensation will be governed by the rules of the Company on the subject, and the rules can be amended by the management from time to time.
- d. You need to be in the services of the company for a minimum duration of 24 months.
- e. In case, if you resign or terminate from employment or your employment is terminated by the company on misconduct/breach, you will not be entitled to receive payment thereof.

Annexure - A

1. Your Annual Total Employment Cost to the company would be 2,00,000/- Lakh CTC Per Annum.
Including Employee and Employer PF and ESI Contribution.



Works
S No. 140, Jeevan Nagar
Tathawade, Tal. Mulshi.

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2. Posting & Transfer

- a. Your initial position will be at "Pune". However, your services are liable to be transferred, at the sole discretion of Management, in such other capacity as the company may determine, to any department / section, location, associate, sister concern or subsidiary, client location at any place in India or abroad, whether existing today or which may come in future.
- b. In such a case, you will be governed by the terms and conditions of the service applicable at the new placement location.
- c. Certain types of transfer might need you to sign travel or transfer agreement as deemed fit by the management.
- d. Kindly note that refusal to sign the agreement and/or travel can lead to automatic termination of your employment.

3. Probation:

- a. You will be on probation for a period of 12 months.
- b. The period of probation can be extended at the discretion of the management and you will continue to be on probation till an order of confirmation has been issued in writing.

4. Training:

- a. You will hold yourself in readiness for any training at any place whenever required. Such training would be imparted to you at the company's expenses.
- b. Certain types of training will need you to sign training agreement as deemed fit by the management.
- c. Kindly note that refusal to sign the training agreement and/or attend the training can lead to automatic termination of your employment.

5. Travel Onsite for Training/ Delivery :

- a. In case you need to travel onsite for a client delivery or training you would need to work full time with IASPL for 6 months after your re-joining the Pune Office.
- b. If the above condition is not met, you would need to cover all expenses of your travel cost and training cost. This cost shall not be borne by IASPL.
- c. It is expected that you re-join the next after arrival unless your arrival is scheduled post 11.30 pm of the previous day.



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6. Attendance and Working Hours:

- a. Employee attendance and punctuality is important to keep company/ business running smoothly.
- b. Usual IASPL working hours are 9:00 am to 6:00 pm, however IASPL chooses to adopt a flexi time policy towards the regulation of work timings.

7. Leave

- a. The holiday year in the company runs from April 1 to March 31 every year
- b. All full time employees are entitled for 21 working days of paid leaves for each completed year of service and published public holidays in the workplace jurisdiction.
- c. During the probation period, you can avail 9 leaves in case of emergency out of 21 days. Any leave availed over and above 9 leaves would result in leave without pay.
- d. The leave accrues on a pro rata basis from the date of joining @ 1.75 days per month and the usage is also encouraged on a pro rata basis.
- e. Infinity Leave Policy will act a basis for any decisions regarding leave related issues.

8. Full time employment

- a. Your position is a full time employment with the Company and you shall devote yourself exclusively to the business and interest of the company.
- b. You will not take up any other work for remuneration (Part time or otherwise) or work in an advisory capacity, or be interested directly or indirectly (except as shareholder/ debenture holder), in any other trade or business during your employment with the company, without permission in writing of the Board of Directors of the Company.
- c. You will also not seek membership of any local or public bodies without first obtaining specific permission from the management

9. Confidentiality & Intellectual Property

- a. You will not, at any time, during the employment or after, without the consent of the management disclose or divulge or make public, any information regarding the Company's affairs or administration or research carried out, whether the same is confided you or becomes know to you in the course of your service or otherwise.
- b. If you conceive any new or advanced method of improving designs/ process/formula/system, etc. in relation to the business/ operations of the company, such developments will be fully communicated to the company and will be, and remain, the sole right/property of the company.





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- c. You will sign and execute the Employment agreement and Invention Assignment Agreement, along with this letter.

10. Responsibilities & Duties

- a. You will always respect and adhere to responsibilities and duties attached to your role and conduct yourself accordingly.
- b. In addition to your regular work, you will carry out all other specific jobs assigned to you from time to time
- c. You will also comply with the policies of the Company, and the changes made in the same form time to time, if any, to meet the growing organizational needs (current & future);

11. Past records

- a. If any declaration given or information furnished by you, to be company proves to be false, or if you are found to have willfully suppressed any material information, in such case, you will be liable to removal from employment without any notice.

12. Retirement

- a. The retirement age is 58 years.
- b. You will retire from the employment if the Company at the end of the month in which you attain 58 years of age.

13. Termination of employment

- a. In general, the employment may be terminated by either of the parties at any time by giving to the other, appropriate notice or salary in lieu of
- b. During the probation period and any extension thereof, your services can be terminated by giving 30 days notice on either side or salary in lieu thereof. However, on confirmation the services can be terminated from either side by giving 60 days notice on either side or salary in lieu thereof.
- c. Upon termination of employment, you will immediately hand over to the Company all correspondence, specifications, formulae, books, documents, market data, cost data, drawings, affects or records belonging to the company or relating to its business and shall not retain or make copies of these items.



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14. Medical Fitness

This appointment is subject to your being, and remaining, medically fit to perform your duties

Please confirm your acceptance of the appointment on the above terms and conditions by signing and returning the duplicate letter for our records.

We look forward to a mutually beneficial association.

Best Regards,



(Personnel & Admin. Dept.)

Infinity Automation Systems Pvt. Ltd.



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DECLARATION

I have read terms, conditions of my appointment letter, and have understood the same. I accept appointment on these terms and conditions.

Date: 13th May 2017 Place: Sangamner

Name & Signature: Ganjal Shital Ganpat Gpaj



Ganjal Shital Ganpat

Authorized Signatory