



Concept to Commissioning

Mr. Shubham Gorakhanath Gorde,  
A/P-Ranjangaon Deshmukh Tal-Kopargaon,  
Dist-Ahmednagar. Pin-423605

Contact No:8805991516  
[shubhamgorde98@gmail.com](mailto:shubhamgorde98@gmail.com)

**Employment Offer Letter**

Dear Mr.Shubham,

We are pleased to offer you the position of 'Graduate Engineer Trainee' in 'GET' Grade.

You will be joining our 400+ strong family of enthusiastic, committed and competent people. We hope 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. We look forward to you doing your part to enhance this.

Your appointment will be effective on your joining date, i.e. 15<sup>th</sup> June 2020.

You will report to Mr.Sachin Deshmukh,Sr.General Manager (Sr.GM):IA Software & Comm.

Your position carries key responsibility. We look forward to you handling it with enthusiasm and dedication.

Dipti Sonawane, Manager HR, is your Single Point of Contact in FOX right up to your induction in the company, and wherever needed, will direct you to appropriate FOX colleagues.

[Dipti.sonawane@foxindia.net](mailto: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.**

Please note that your confirmation and our answer to it are essential to maintain validity of the offer. Any change of joining date must be requested 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. Please handover this document duly signed by you to HR at the time of joining.

India	Head Office Corporate Off.	Nashik- 422 010	M 9, M.I.D.C., Ambad	+91 253 6618000	  
		Mumbai- 400 053	B/7, 401, VIP Plaza Off Veera Indl Estate, Andheri(w)	+91 22 26747801/2	
		Mumbai - 400710	Rupa Solitaire, Wing-A, Office No.510, Fifth Floor, Millennium Business Park, Mhapa, Thane Belapur Road, Navi Mumbai, Maharashtra.	+91 22 27780090	
	GETS	Bengaluru - 560076	102, Sai Brindavan, 66/2, 1st Cross, 5th Main, Anugraha Layout, 2nd Bitakahalli, Infinity Benchmark. Office No. 1203, 12th Floor, Block : EP, Sector V, Salt Lake City	+91 7406729838	
		Kolkata - 700 107	526 & 527 ESPLANADE -1 Rasulgarh Bhubaneswar	+91 33 40630448	
		Bhubaneswar - 751 010	10th floor, 1004&1005 Manjeera Trinity Corporate, KPHB Telanagana State Teerth Technospace, 4th Floor, Office A-403 & B-404, S. No. 103, Mumbai-Bangalore Highway, Behind Mercedes Benz Showroom, Baner.	+91 674 2549504	
	Factory	Hyderabad - 500072	Plot No. 23 & 24, Revenue Survey No.339/1, Mohan Singh Park, Naroli Road.	+91 40 40046600	
		Pune - 411 045	Sheetal Apts, Opp.Dr.Rege Hosp, Pushp Nagar, CBS Rd.	+91 20 66801500	
		Silvassa- 396 230	Shed # 7, Gat No. 439, Mum - Nsk Highway, Gonde Dumala, Igatpuri	+91 9824116064	
		Aurangabad - 431 001	L.I.U. No. 1, Unit -2, Dubai Silicon Oasis, Dubai, United Arab Emirates.	+91 9922935373	
U.A.E.	Office / Factory	Dubai - 341021	606, Bldg 1532, Blk 2/17, Plot 994, Way 3519, Dohat Al Adab St. Al Khuwair	+91-0255-3698053/40	
		Oman	Muscat	+971 4 3886060	
Singapore	Office	Singapore - 408564	10 Ubi Crescent, #03-76, Ubi Techpark (Lobby D)	+968 91328940	
				+65 67496720	



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Terms and Conditions:

- 1. Your posting will be in Mumbai . However, 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.
2. You will receive a detailed job description soon after joining. Your designation may be changed at the discretion of the Company depending on the work assigned to you.
3. You will be on probation for a period of 6 months after joining.
4. 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.
5. Your remuneration and other terms is strictly between yourself and the Company. This information and any changes made therein should be treated as personal and confidential.
6. Please bring the documents mentioned in Annexure 1 on your date of joining.
7. 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).
8. 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.
9. The company expends considerable cost and effort in ensuring you are able to deliver in your role and suffers major loss if you do not work with dedication for at least some reasonable period of time. You herewith commit to serve the company for a minimum period of 2 Yrs 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.
10. 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.
11. 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 it's clients may be disclosed to you during the course of this employment and that such disclosures are made solely for the purpose of assisting you in performing services under this employment agreement.

India Head Office Corporate Off. Nashik - 422 010 Mumbai - 400710 Bengaluru - 560076 Kolkata - 700 107 Bhubaneswar - 751 010 GETS Hyderabad - 500072 Pune - 411 045 Silvassa - 396 230 Aurangabad - 431 001 Nashik- 422 403 Factory U.A.E. Office / Factory Dubai - 341021 Oman Office Muscat Singapore Office Singapore - 408564 M 9, M.I.D. C., Andheri Mumbai - 400 011, VIP Plaza Off Veera Indl Estate, Andheri(w) Rupa Solitaire, Wing-A, Office No.510, Fifth Floor, Miller Road Business Park, Mhapa, Thane Belapur Road, Navi Mumbai, Maharashtra. 102, Sai Brindavan, 66/2, 1st Cross, 5th Main, Anugraha Layout, 2nd Bilekehalli, Infinity Benchmark. Office No. 1203, 12th Floor, Block : EP, Sector V, Salt Lake City 526 & 527 ESPLANADE -1 Rasulgadh Bhubaneswar 10th floor, 1004&1005 Manjeera Trinity Corporate, KPHB Telanagana State Teerth Technospace, 4th Floor, Office A-403 & B-404, S. No. 103, Mumbai-Bangalore Highway, Behind Mercedes Benz Showroom, Baner. Plot No. 23 & 24, Revenue Survey No.339/1, Mohan Singh Park, Naroli Road. Sheetal Apts, Opp.Dr.Rege Hosp, Pushp Nagari, CBS Rd. Shed # 7, Gat No. 439, Mum - Nsk Highway, Gonde Dumals, Igatpuri L.I.U. No. 1, Unit -2, Dubai Silicon Oasis, Dubai, United Arab Emirates. 606, Bldg 1532, Blk 2/17, Plot 994, Way 3519, Dohat Al Adab St. Al Khuwair 10 Ubi Crescent, #03-76, Ubi Techpark (Lobby D) +91 253 6618000 +91 22 26747801/2 +91 22 27780090 +91 7406729838 +91 33 40630448 +91 674 2549504 +91 40 40046600 +91 20 66801500 +91 9824116064 +91 9922935373 +91-0255-3698053/40 +971 4 3886060 +968 91328940 +65 67496720 Solution Partner Automation SIEMENS D&B Decide with Confidence TUUV SOD ISO 14001



You will maintain high standard of efficiency, 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, in the course of 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.

- 12. 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.
13. You herewith indemnify the company from any breach of confidentiality agreements you might make in future or have had with your previous employers.
14. You are required to read and comply with FOX Group's Business Conduct Guidelines and sign a declaration to this effect.
15. Any breach of the Guidelines or the terms and conditions of employment may result in termination of your services without notice or compensation.
16. 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.
17. Weekend holiday for Works: One day of the week, Friday or Saturday as per location.
18. You will be entitled to leave in accordance with the Company's policy as per location and department guidelines.
19. If you are on Onsite (Domestic / International) assignment, you will be covered by the Onsite Assignment Policies for the duration of deputation.
20. You may be required to travel on Company work and will be reimbursed expenses as per Company policy.
21. If you are absent for a continuous period of 7 days without leave or obtaining your manager's approval, you will be deemed to have voluntarily terminated your service without notice.
22. 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
23. 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.

Table with 4 columns: Location, Office/Factory Name, Contact Information (Address and Phone Numbers), and Logos (Solution Partner Automation, SIEMENS, D&B, TÜV SÜD). Rows include India (Head Office Corporate Off., GETS), U.A.E. (Office / Factory), Oman (Office), and Singapore (Office).



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- 24. 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.
- 25. 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.
- 26. Performance Evaluation and salary revision will be after one year from date of joining.
- 27. Retention Bonus of Rs 48,000/- will be paid on successful completion of 2 Years.
- 28. 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.
- 29. 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.
- 30. Any and all of the terms and conditions of service may be modified or changed at the Company's discretion.

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

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

**Yours Sincerely,**

**Joy Aloor**  
Director HR & Operations

India	Head Office Corporate Off.	Nashik- 422 010	M 9, M.I.D.C., Ambad	+91 253 6618000	  
		Mumbai- 400 053	B/7, 401, VIP Plaza Off Veera Indl Estate, Andheri(w)	+91 22 26747801/2	
	GETS	Bengaluru - 560076	Rupa Solitaire, Wing-A, Office No.510, Fifth Floor, Millennium Business Park, Mhape, Thane Belapur Road, Navi Mumbai, Maharashtra.	+91 22 27780090	
		Kolkata - 700 107	102, Sai Brindavan, 66/2, 1st Cross, 5th Main, Anugraha Layout, 2nd Bilekahalli, Infinity Benchmark. Office No. 1203, 12th Floor, Block : EP, Sector V, Salt Lake City	+91 7406729838	
U.A.E.	Office / Factory	Bhubaneswar - 751 010	526 & 527 ESPLANADE -1 Rasulgarh Bhubaneswar	+91 33 40630448	
		Hyderabad - 500072	10th floor, 1004&1005 Manjeera Trinity Corporate, KPHB Telanagana State Teerth Technospace, 4th Floor, Office A-403 & B-404, S. No. 103, Mumbai-Bangalore Highway, Behind Mercedes Benz Showroom, Baner.	+91 674 2549504	
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		Office	Silvassa- 396 230	Shed # 7, Gat No. 439, Mum - Nsk Highway, Gonde Dumala, Igatpuri	+91 20 66801500
Singapore	Office	Aurangabad - 431 001	L.I.U. No. 1, Unit -2, Dubai Silicon Oasis, Dubai, United Arab Emirates.	+91 9824116064	
		Nashik- 422 403	606, Bldg 1532, Blk 2/17, Plot 994, Way 3519, Dohat Al Adab St. Al Khuwair	+91 9922935373	
		Dubai - 341021	10 Ubi Crescent, #03-76, Ubi Techpark (Lobby D)	+91-0255-3698053/40	
		Muscat		+971 4 3886060	
		Singapore - 408564		+968 91328940	
				+65 67496720	



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**ANNEXURE 1: Documents to be submitted**

Please bring Originals for document verification and one Copy for submitting. Also make scanned copy and submit over email. Scanned copy on memory stick acceptable but not preferred.

No.	Document Name	Original	Photo 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	Marklists 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

**ACCEPTANCE OF APPOINTMENT TERMS AND CONDITIONS:**

Kindly sign below to confirm acceptance of the offer.

I have read and understood and accept this offer letter with the mentioned Annexures.

Name	Signature:	Date:
India Head Office Corporate Off. Nashik- 422 010 Mumbai- 400 053 Mumbai - 400710 Bengaluru - 560076 Kolkata - 700 107 Bhubaneswar - 751 010 Hyderabad - 500072 Pune - 411 045 GETS Silvassa - 396 230 Aurangabad - 431 001 Nashik- 422 403 -Factory U.A.E. Office / Factory Dubai - 341021 Oman Office Muscat Singapore Office Singapore - 408564	M 9 M.I.D.C., Ambad B/7, 401, VIP Plaza Off Veera Indl Estate, Andheri(w) Rupa Solitaire, Wing-A, Office No.510, Fifth Floor, Millep Business Park, Mhape, Thane Belapur Road, Navi Mumbai, Maharashtra. 102, Sai Brindavan, 68/2, 1st Cross, 5th Main, Anugraha Layout, 2nd Bilakahalli, Infinity Benchmark, Office No. 1203, 12th Floor, Block : EP, Sector V, Salt Lake City 526 & 527 ESPLANADE -1 Rasulgarh Bhubaneswar 10th floor, 1004&1005 Manjeera Trinity Corporate, KPHB Telanagana State Teerth Technospace, 4th Floor, Office A-403 & B-404, S. No. 103, Mumbai-Bangalore Highway, Behind Mercedes Benz Showroom, Baner. Plot No. 23 & 24, Revenue Survey No.339/1, Mohan Singh Park, Naroli Road. Sheetal Apts, Opp.Dr.Rege Hosp, Pushp Nagari, CBS Rd. Shed # 7, Gat No. 439, Mum - Nsk Highway, Gonde Dumala, Igatpuri L.I.U. No. 1, Unit -2, Dubai Silicon Oasis, Dubai, United Arab Emirates. 606, Bldg 1532, Blk 2/17, Plot 994, Way 3519, Dohat Al Adab St. Al Khuwair 10 Ubi Crescent, #03-76, Ubi Techpark (Lobby D)	+91 253 6618000 +91 22 26747801/2 +91 22 27780090 +91 7406729838 +91 33 40630448 +91 674 2549504 +91 40 40046600 +91 20 66801500 +91 9824116064 +91 9922935373 +91-0255-3698053/40 +971 4 3888060 +968 91328940 +65 67496720

