

To,
Mr. Shivshankar Hande,
Chinchwad,
Pune,

Sub: Confirmed Letter of Appointment

Dear Mr. Shivshankar,

We are pleased to appoint you as Trainee Engineer, hereinafter called the Company, under the following terms and conditions:

1. Appointment

Your date of appointment is effective from the date of joining, which shall be 1st January 2020

2. Compensation

A detailed salary structure is mentioned in Annexure A. Changes in your compensation or any other benefits that may be available to you are discretionary and will be subject to effective performance and results during the period and other relevant criteria as per the Company rules.

3. Other Benefits:

You will be on probation period of 6 months. During the probation period, you will not be entitled for any leave apart from declared holidays.

Based upon your performance, management will decide for the confirmation of the job.

4. Code of Conduct:

a. Office timing will be 9:00 AM to 6:00 PM. You will have a grace period of 15 minutes. After 9:15 AM, there will be a late mark and after every three late mark, half day leave will be considered.

b. The Company may require you, at any time, to perform any other administrative, managerial, supervisory, technical or other functions and you will be bound to carry out such functions.

b. Your individual remuneration is purely a matter between yourself and the Company and has been arrived at on the basis of your job, skills, specific background and professional merit. Accordingly your salary and any changes made to it are strictly confidential; you shall treat such matters accordingly, and any breach thereof would be viewed very seriously.

c. You shall maintain proper discipline and dignity of your office and so shall deal with all matters.



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