

March 02, 2021

GEN/21-22/587

To,  
**MR. RAHUL CHANDRAKANT TAMBE**  
Pune

Dear Rahul,

**SUBJECT: APPOINTMENT FOR THE POST OF DESIGN ENGINEER**

It is our pleasure to inform you that we have made the decision to employ you as a “DESIGN ENGINEER” in our organization, stationed in Pune.

You will be a part of our design team, focused on designing concepts, layouts, as well as detailed design of Welding and Assembly Tooling and Automation Solutions for OEMs in India as well as for our customers worldwide. You will design using various 3D and 2D software available with us for mechanical design.

Although you are presently stationed in Pune, the company reserves the right to transfer you to any city in India based on its discretion.

You will work in close co-ordination with the Design Team as well as Sales & Projects Teams with regards to all the above-mentioned activities.

**Gross Remuneration:** Rs. 3,00,000.00 per year.

The proposed break-up will be as under:

Basic*	:	Rs.	1,92,000.00 p.a.
HRA	:	Rs.	76,800.00 p.a.
Conveyance	:	Rs.	12,000.00 p.a.
Perks Allowance	:	Rs.	7,200.00 p.a.
Uniform Washing Allowance	:	Rs.	12,000.00 p.a.

\* Employee Provident Fund (INR 21,600.00 p.a.) and Profession Tax (INR 2,500.00 p.a.) will be deducted from your salary as per rules.

**1.Other Benefits**

The company will also provide you a post-paid Mobile Number (SIM) allowing you usage of Rs. 500.00 per month while in Pune and up to Rs. 1,000.00 per month if traveling out of Pune. Please

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note that the payment for the usage will be at Actuals and is not to be considered as a reimbursement.

Apart from the above, you will be eligible to receive Medi-claim Insurance Policy and Employee Group Insurance Policy as per company rules.

Also you will be eligible for Incentive as per our company rules after completion of one year of service with us.

## 2.Probation Period

You will be on probation with the company for 6 months.

While on Probation, you will be eligible for Casual Leave (CL) and Sick Leave (SL) for 7 days per calendar year each on pro rata basis (CL: 7 days; SL: 7 days). You will only be eligible for Privilege Leave (PL) of 14 days (pro rata) for the calendar year after completion of one year with our company.

Please note that during the Probation Period, the company reserves the right to relieve you of your duties with or without reason and the same will be applicable with immediate effect. However, in case you decide to leave the company for whatever reason, you have to provide us 1 month notice in order to be released.

You will be eligible to receive Rs. 5.00 per K.M. for using your two-wheeler for customer visits. Your Customer visits will be based on instructions of the Project and Service Team.

## 3.Submission of documents

You are required to submit originals and a set of copies of the following documents on the date of joining the Organization:

Sr. No.	Document Details	Requirement Status
1	12th Standard Mark Sheet	Optional
2	Marks Sheets / Degree Certificate / Provisional Pass Certificate for the Degree completed	Mandatory
3	Driving License of 2-Wheeler and / or 4-Wheeler (whichever applicable)	Mandatory
4	2 Passport Size Photo	Mandatory
5	Relieving Letter from Previous Organization	Mandatory
6	PAN Card	Mandatory
7	Aadhaar Card	Mandatory

Failure to produce the documents within 1 week from the date of joining will entail suitable action by the Organization including withdrawal of employment offer & termination of employment. Originals of the above documents that you have submitted will be returned to you post verification.

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If you are in total agreement of this offer, please sign and fax/email the same to us as soon as possible. Also confirm your date of joining along with your acceptance from today. i.e. March 02, 2022.

We look forward to receive your confirmation.

Best Regards,

For **Fori Automation India Pvt. Ltd.**



**NITIN CHUGH**

Executive Director

I accept this offer without any exceptions and reservations

Signature and Date

**MR. RAHUL CHANDRAKANT TAMBE**