

12th Oct 2021

Mr. Rushikesh Ramchandra Mandavkar,

We are pleased to appoint you as a **Production Supervisor**, in our organization **at our Bhiwandi Office w.e.f. 25th October 2021** on following terms and conditions.

1. This appointment is subject to your medical fitness.
2. You shall adhere to the schedule of work which may be changed/specified from time to time depending upon actual requirements.
3. You shall work as a **Production Supervisor**, for the present, but the Company reserves the right to utilize your services in any other capacity as and when it may feel necessary.
4. The Company reserves the right to depute you to any of its Offices, Works, Sites either in Mumbai or any part of the India either during working hours/day or otherwise.
5. General rules of duties.
 - (a) The general nature of your duties is discussed with you and for your reference; job description is enclosed as annexure.
 - (b) You shall do any other duties, ancillary and incidental there to and also perform other duties assigned to you from time to time by the Management.
6. You shall be a whole time Employee of the Company and shall not engage in any work, similar in nature with that of the Company and/or engage yourself in any other work, profession or employment, directly or indirectly, either part-time, honorary or otherwise, during your period of employment with the company, unless you obtain a written permission to do so from the Management.
7. You shall not divulge any information, regarding documents/records, whether in your possession or otherwise, to any person, firm or company unless it forms an essential and necessary part of your function in the Company to fulfill your duties and the same shall be done with expressed approval of the Management.

Regd. Office & Works :

Sefar India Private Limited

(Formerly known as Sefar Filtration (I) Pvt. Ltd.)

A4/ 11-16, Prerana Complex,

Anjur Mankoli Road, Village Val,

Bhiwandi, - 421 302. Dist. Thane

Maharashtra

CIN No. : U18101MH2005FTC154490

Tel. : + 91 2522 294034 / 35 / 36

Fax : + 91 2522 294037

www.sefar.com



8. You shall not, either during your engagement with the Company or thereafter divulge to any person whatsoever any formulae, processes, methods, machines, compositions, ideas or any other information concerning the business and affairs which come to your knowledge during the course of your employment, or use any of the same for your own benefit.
9. Any invention, improvement or design conceived by you while in our employment, which is within the existing or contemplated scope of the business of the Company, shall become the Company's exclusive property. For the purpose, the expression "the Company" shall in addition to Sefar India Pvt. Ltd. mean and include any other firm, person or company subsidiary to or affiliated with the Company.
10. You will be on probation for a period of **6 months** and on successful completion and based on the performance you will be confirmed.
11. You will be directly reporting to Mr. **Uday Salunke**, Fabrication Manager - SEA, Sefar India Pvt Ltd.

Your salary will be as follows:

Basic	:	12,000.00
Food Allowance	:	2,000.00
Medical Allowance	:	2,500.00
Spl. Allowance	:	6,700.00
EPPF	:	1,440.00

You are not eligible for any bonus system of the company.

Deduction of EPF@ 12% from your basic salary and Profession Tax will be deducted as applicable. Also necessary income tax will be deducted as applicable.

Also you are entitled for the gratuity after completion of 5 years continues service in the organization.

In addition, you will be provided Personal Medical Insurance coverage for 2 Lacs and Personal Accident Policy for Rs.10 Lacs

Regd. Office & Works :

Sefar India Private Limited

(Formerly known as Sefar Filtration (I) Pvt. Ltd.)

A4/ 11-16, Prerana Complex,
Anjur Mankoli Road, Village Val,
Bhiwandi, - 421 302. Dist. Thane
Maharashtra

CIN No. : U18101MH2005FTC154490

Tel. : + 91 2522 294034 / 35 / 36

Fax : + 91 2522 294037

www.sefar.com



You will provide all documents related to your qualification & work experience including relieving letter from your present employer.

12. **Working Hrs : 08.30 am – 05.30 pm. 6 days workings (Monday – Saturdays).**
The company reserves the right to spread its activities in 3 shifts depending on exigency of work. Shift timings are subject to change as per requirement of the company, such changes will be brought to your notice at appropriate time.

**Leave Policy: After confirmation, you are entitled for leave as follows:
P.L-18, S.L-08, C.L-09.**

Sick Leave will be granted during the probation period.

13. Contracts of Employment between the Executive / Manager and the Company are always of a confidential nature; as such you shall not divulge the terms and conditions of this contract to your colleagues or other employees.
14. Upon your separation from the company, you shall hand over charge and return all papers, documents, and properties in your possession, belonging to the Company, and you shall not retain copies or extracts thereof.
You will provide all documents related to your qualification & work experience including relieving letter from your present employer.
15. This contract is terminable with one month's notice on either side or equivalent pay in lieu of notice upon confirmation of your service with us.

We shall appreciate returning of the enclosed copy duly signed in token of your acceptance of the above.

Yours faithfully,
For **SEFAR INDIA PVT. LTD.**

Satish Kanade
Managing Director

Accepted
Rushikesh Mandavkar

Regd. Office & Works :
Sefar India Private Limited
(Formerly known as Sefar Filtration (I) Pvt. Ltd.)
A4/ 11-16, Prerana Complex,
Anjur Mankoli Road, Village Val,
Bhiwandi, - 421 302. Dist. Thane
Maharashtra
CIN No. : U18101MH2005FTC154490

Tel. : + 91 2522 294034 / 35 / 36
Fax : + 91 2522 294037
www.sefar.com