

UE/HR/OCT/01

Date: 04/10/2021

**EMPLOYMENT LETTER**

Name of Employee: - **Rajaram Shankar Desai**  
Designation : - **TRAINEE**  
Address : - **50, A/P Kolzar**  
**Tal: Dodamarg, Sindhudurg,**  
**Maharashtra, 416511**

The Management is please to appoint you as "TRAINEE" with effect from **04/10/2021**.

**TERMS AND CONDITIONS OF APPOINTMENT**

- 1] You will serve for our company or any other associate companies, as per the work assigned to you, suitable to your Grade and Employment position.
- 2] You will work independently and serve the company diligently and to the utmost of your power, skill and devote whole of your time notified to work, for the duties assigned to you. You will observe and Perform as per the rules, regulations and instructions of the management.
- 3] You will work in any of the shifts or departments assigned to you, and liable to be transferred due to Exigencies of work from one job to another job of similar nature or other class of work in the same category.
- 4] You will report duties on your daily work as per time fixed & notified to you and remain at work during working hours. You should be available for Company as and when required irrespective of your working time. Late reporting will not be accepted by the company.
- 5] You will give 2 day's notice in the format specified by the company, for sanctioning your leave prior to proceeding on leave. In case if you remain absent OR extend leave beyond the period, you will have to intimate management and produce satisfactory reason for remaining absent. In case the work suffers, due to

6] You can be liable to be transferred to any of the branches/offices, establishments of our company or associate concerns or on deputation, at any firm/company, which we may undertake directly or indirectly at any place.

7] In case, if you are found guilty of any misconduct or found responsible for financial loss to the Company, the company may take necessary legal action against you. In normal cases disciplinary action will be taken or you can be demoted to the lower grade of pay scale.

8] You will be on probation for a period of 6 months from your date of joining. Your appointment will be confirmed in writing, but is subject to the satisfactory work performance and achievements, regular attendance, good workmanship, efficiency, managerial capabilities in the work assigned to you, achievements of business Targets and physical/ medical report. You are required to deliver expected work performance and Targets.

9] Probation period may get extended by further period of 6 months if performance is not satisfactory. If no confirmation is made in writing at the end of the probation period, it will be deemed to be extended until the company confirms you in writing.

10] You will be entitled for 10 holidays in a calendar year, which will be notified to you.

11] You shall be eligible for 30 leaves annually on pro-rata basis, after your employment confirmation and it will be as follows:-

**Casual Leave : 06 days**

**Sick leave : 09 days.**

**Privilege Leave : 15 days (After completing probation period]**

*[During initial probation period of six months, you will be entitled for 1 leave per completed month]*

12] Your appointment during service can be terminated by either party by serving 30days notice in writing of their intentions, so as to terminate agreement. *[The same considerations are equally applicable to Probationary employees]*

13] During the period of appointment, you will not directly or indirectly be a servant or agent or carry out work of any other person or firm /company or private personal work.

14] You will work for extra time as and when required by the company without any overtime as and when required by company. You should be available for company, on mobile for at least 12 hrs a day, including holidays.

15] It is agreed that you submit your medical examination report by a company Registered Medical Practitioner, nominated by the Management at any time, if so required by the Management to decide your medical fitness to work or to be present in the company. If you are found medically unfit this agreement shall stand terminated forthwith.

16] Your duties scope will be specified to you on joining our company.

17] ] You have committed to work in our company for a minimum period of 2 year or more as per company norms.

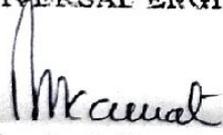
18] Your monthly remuneration is as follows as valid for one year from date of joining:

Basic	-	Rs 8,000/-
D. A.	-	Rs. 1,710/-
H R A Allow.	-	Rs. 790/-
Conv. Allow.	-	Rs. 0/-
<b>Gross Salary</b>	-	<b>Rs. 10,500/-</b>

A) Rs 500/- Security deposit for 2 years.

19] Your present reporting place of work is Verna Goa & you will have to daily report to Service Incharge.

**For UNIVERSAL ENGINEERS (DIV OF KAMAT ENGINEERS)**

  
[Authorized Signatory]

**Declaration:** I have read/understood the above terms and conditions and agree to abide by them.