

20th July, 2018

To,
Mr. Abubakar Abdulrab Yafai,
Near Farheen Hotel,
Lane No. 9-A, Sanjay Nagar,
Aurangabad
Pin: 431001

Subject: Appointment as "Trainee"

Dear Abubakar,

This is with reference to your application and subsequent interview you had with us. We hereby inform you that you are appointed as "Trainee" in Maintenance Department with the following terms and conditions.

TERMS AND CONDITIONS:

1. You will be on Training Period for 12 Months [From 20th July 2018 and will end on 19th July 2019]. As discussed and agreed for the above period.
2. You will be paid as per Annexure - I attached herewith during the training period.
3. During the training if your performance, behavior is not found satisfactory or you are found medically unfit the Training will be discontinued. During the training period, your services are liable to be discontinued by 15 days' notice or notice pay in lieu of notice from either side.
4. You will abide by training hours schedule or whatsoever shift that may be fixed in your case from time to time. The time schedule of your training shall be as communicated to you from time to time, through General Notice, which you shall have to observe.
5. During the period of training, you shall not disclose or divulge any secrets or information related to functioning or business affairs of official matters gathered or acquired by you relating to our company to any outsider.
6. You will have no claim to permanent employment with us on the expiry of the training period under any circumstance.
7. The Training is being given for your benefit to acquire skill and knowledge which will help you in achieving satisfactory performance.
8. You shall be required to maintain a daily performance diary, regarding your engagements & achievements of day-to-day training and produce the same to your superiors as and when so required.
9. During the period of training your training place may be changed to any division / department / branch / group / section / line as directed by the Management, from time to time, as per the requirements of the organization and at the discretion of management.
10. You will be responsible for safe keeping and return, in good conditions and order, of all the articles belonging to the Company, such as tools, equipment's instruments etc. which may be in your use/custody/care. The Company reserves the right to deduct money values of all such items from your

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[Signature]
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Dr. Vithalrao Vikhe Patil
College of Engineering
Ahmednagar

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PASSION

INNOVATION

TRANSPERANCY

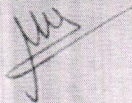
CHALLENGE

HONESTY

- Stipend and/or to take such other action, as it deems proper, in the event of your failure to account for them to the satisfaction of the Management.
11. During the period of training, you shall follow the safety rules, code of conduct, discipline and punctuality as observed and applicable to our factory and / or place where you are posted. If your progress, conduct, discipline, attendance and overall performance etc. are found to be unsatisfactory, your training shall be discontinued forthwith.
 12. This offer is subject to the correctness of the information and particulars stated by you in the application, bio-data, at the time of interview and are based on verification signed by you. If the Management finds that the particulars provided by you are incorrect or fabricated, the training shall be discontinued forthwith.
 13. The address given by you shall be treated as final and all communications sent on this address will be treated as served. It is therefore in your interest always to intimate changes in address promptly.
 14. Your age of superannuation will be of 58 years as per the record submitted by you at the time of your employment.
 15. Other components & statutory benefits such as Provident Fund, Gratuity, ESIC, Bonus will be applicable & paid strictly in accordance with the applicable law/Company policy. Other terms and conditions of your appointment letter will remain unchanged.
 16. You are required to open a Saving Bank Account in Kotak, Pune, and Submit your Bank Account Number to HR Dept. for the purpose of depositing salary amount in the Bank.
 17. You will be entitled for laptop rental allowance of Rs. 500 per month subject to the availability and use of your personal laptop, primarily and predominantly for official purpose.
 18. As per our record your date of birth is 4th February 1995.

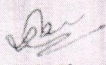
If above terms and conditions in this appointment letter are acceptable to you as a Trainee, please sign & return the duplicate copy of this letter, as token of its acceptance.

For, Sanjeev Auto Parts Manufacturers Pvt. Ltd.



Authorized Signatory

Received original copy of this letter. I read and understood the contents of the letter; they are same as discussed with me. I am signing and returning this copy having accepted all above terms and conditions of my training in the company. I have been briefed of all the contents in my mother tongue and I understood the same.

Date: 24/08/08

 Abubakar A. Yafar
Name & Signature

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Ahmednagar





18-Jan-2020

To,
Mr. Yafai Abubakar Abdulrab
Location: C-4
Emp. Code : 3325
D.O. J: 20-Jul-2018

LETTER OF CONFIRMATION

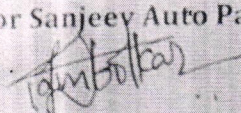
Dear Sir,

We are glad to inform you that the performance of your duties has been found satisfactory and that you have been confirmed in the services of the Company as **Specialist-2 in Maintenance Dept. w.e.f 20-Oct-2019.** Provident Fund, Gratuity, ESIC & Bonus will be applicable & paid as per the applicable statutory norms.

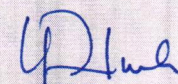
The rest of the terms & conditions of your appointment will be as per company policy and shall remain unchanged.

We expect your long and fruitful association with the Company.

For Sanjeev Auto Parts Manufacturers Pvt. Ltd.,


Authorized Signatory




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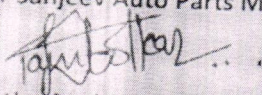


9. Any variation of the terms and conditions of this appointment will not be valid until made changes in writing by the company and communicated to you.
10. The address given by you shall be treated as final and all communications sent on this address will be treated as served. It is therefore in your interest always to intimate changes in address promptly.
11. Your age of superannuation will be of 58 years as per the record submitted by you at the time of your employment.
12. Provident Fund, Gratuity, ESIC & Bonus will be applicable & paid as per the applicable statutory norms.
13. As per company policy you will be entitled for Variable Performance pay which comprises of Individual Performance (A) & Organizational Performance (B), if applicable to your grade.
"A = Individual Performance Pay" & "B = Organizational Performance Pay" (depending upon company's Annual performance). You will be applicable for Variable Performance pay of "80%" depending on Individual Performance & "20%" depending on Organizational Performance with regards to your total Variable Performance Pay as applicable. Your Individual Performance Payout (Amount) will be paid quarterly & Organizational Performance Payout (Amount) will be paid after the end of financial year.
14. All other employment terms & conditions are unchanged & applicable to you as per your previous appointment letter.

As per our record your date of birth is 04th Feb 1995.

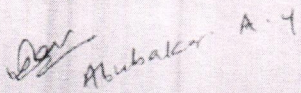
You are hereby directed to sign the duplicate copy of this appointment letter as a token of acceptance return the same to HR Department.

for Sanjeev Auto Parts Manufacturers Pvt. Ltd.

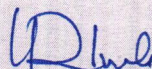

Authorized Signatory

I have read the terms and conditions in this appointment letter and I have understood them fully and they are acceptable to me.

Date:


Name & Signature




PRINCIPAL
Dr. Vithalrao Vikhe Patil
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Ahmednagar