

Ref.: Vaidyanath/Admin/66

Date: 19/03/2018

To,
Miss.Aarti R.Sasane.
Email –aartisasane548@gmail.com

Subject: Appointment for the post of Design Engg .

Dear **Miss. Aarti R. Sasane.**

We are pleased to appoint you for the position of **DESIGN ENGG** with **Vaidyanath Fire Services Pvt. Ltd.** on the following terms and conditions:

1. Commencement of employment

Your employment will be effective from

2. Job title

Your job title will be **designing**, and you will report to **Mr. Santosh Kedar, Director, Vaidyanath Fire Services Pvt. Ltd.**

3. Salary

Your salary and other benefits will be as set out in Schedule I, hereto.

4. Place of posting


You will be posted at Pune office you may however be required to work at any place of business which the Company has, or may later acquire and as per company policy.

5. Hours of Work

- The normal working days are Monday to Saturday. You will be required to work for such hours as necessary for the proper discharge of your duties to the Company. The normal working hours are from **09.30 am to 6.30 pm** and you are expected to work not less than 48 hours each week, and if necessary for additional hours depending on your responsibilities.

6. Nature of duties




PRINCIPAL
Dr. Vithalrao Vikhe Patil
College of Engineering
Ahmednagar

You will perform to the best of your ability all the duties as are inherent in your post and such additional duties as the company may call upon you to perform, from time to time. Your specific duties are set out in Schedule II hereto.

7. Company property

You will always maintain in good condition Company property, which may be entrusted to you for official use during the course of your employment and shall return all such property to the Company prior to relinquishment of your charge, failing which the cost of the same will be recovered from you by the Company.

8. Borrowing/accepting gifts

You will not borrow or accept any money, gift, reward or compensation for your personal gains from or otherwise place yourself under pecuniary obligation to any person/client with whom you may be having official dealings.

9. Termination

9.1 Your appointment can be terminated by the Company, without any reason, by giving you not less than one months' prior notice in writing or salary in lieu thereof. For the purpose of this clause, salary shall mean basic salary.

9.2 **You may not switch company before 12 month.** After 12 month, you may terminate your employment with the Company, without any cause, by giving no less than one months' prior notice or salary for unsaved period, left after adjustment of pending leaves, as on date.

9.3 The Company reserves the right to terminate your employment without any notice period or termination payment, if it has reasonable ground to believe you are guilty of misconduct or negligence, or have committed any fundamental breach of contract or caused any loss to the Company.

9.4 On the termination of your employment for whatever reason, you will return to the Company all property; documents and paper, both original and copies thereof, including any samples, literature, contracts, records, lists, drawings, blueprints, letters, notes, data and the like; and Confidential Information, in your possession or under your control relating to your employment or to clients' business affairs.

10. Confidential Information

10.1 During your employment with the Company you will devote your whole time, attention and skill to the best of your ability for its business. You shall not, directly or indirectly, engage or associate yourself with, be connected with, concerned, employed or engaged in any other business or activities or any other post or work

Part time or pursue any course of study whatsoever, without the prior permission of the Company.

10.2 You must always maintain the highest degree of confidentiality and keep as confidential the records, documents and other Confidential Information relating to the business of the Company which may be known to you or confided in you by any means and you will use such records, documents and information only in a duly authorized manner in the interest of the Company. For the purposes of this clause 'Confidential Information' means information about the Company's business and that of its customers which is not available to the general public and which may be learnt by you in the course of your employment. This includes, but is not limited to, information relating to the organization, its customer lists, employment policies, personnel, and information about the Company's products, processes including ideas, concepts, projections, technology, manuals, drawing, designs, specifications, and all papers, resumes, records and other documents containing such Confidential Information.

10.3 At no time, will you remove any Confidential Information from the office without permission.

10.4 Your duty to safeguard and not disclose Confidential Information will survive the expiration or termination of this Agreement and/or your employment with the Company.

10.5 Breach of the conditions of this clause will render you liable to summary dismissal under clause above in addition to any other remedy the Company may have against you in law.

11. Notices

Notices may be given by you to the Company at its registered office address. Notices may be given by the Company to you at the address intimated by you in the official records.

12. Applicability of Company Policy

The Company shall be entitled to make policy declarations from time to time pertaining to matters like leave entitlement, maternity leave, employees' benefits, working hours, transfer policies, etc., and may alter the same from time to time at its sole discretion. All such policy decisions of the Company shall be binding on you and shall override this Agreement to that extent.

13. Governing Law/Jurisdiction

Your employment with the Company is subject to Indian laws. All disputes shall be subject to the jurisdiction of Pune, Maharashtra only.

14. Increment

10 % on basic Salary after 1 year from date of joining.

15. Acceptance of our offer

Please confirm your acceptance of this Contract of Employment by signing and returning the duplicate copy.

We welcome you, and look forward to receiving your acceptance and to working with you.

Yours Sincerely,

Mr. Santosh Kedar.

DIRECTOR

19/03/2019




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Schedule I - Compensation Details

Salary Structure

Basic Salary	Rs.9750
House rent allowance	15 % on Basic 1950Rs./-
Medical allowance	Nil
Leave travel allowance	Nil
Convince allowance	5 % on Basic Rs.650/-
Performance incentive	Depend of Performance
PF Contribution	At actual
ESI Contribution	At actual
Travelling	5 % on Basic Rs.650/-
Other allowance	5 % on Basic Rs.650/-
Telephone	No
TADA for Site Visit	At actual
Gross Salary	Rs.13000/-

Note: You will receive salary, and all other benefits forming part of your remuneration package subject to, and after, deduction of tax at source in accordance with applicable law.



Dr. V. V. Patil
 PRINCIPAL
 Dr. Vithalrao Vikhe Patil
 College of Engineering
 Ahmednagar

Schedule II - Employee Duties & Responsibilities

Duties and responsibilities:

- 1) Report directly to Vice President, Project Manager& Director.
- 2) As discuss with Santosh sir

Above Terms and Conditions accepted by me

AARTI R. SASANE.