



**SURESH  
PRESS WORKS**

Plot No. 50, D-III Block, MIDC, Chinchwad, Pune, Maharashtra-411019 (INDIA)

Tel.: 020-65313185 / 27473694, Fax : 020-66111467, Mob.: 9881700606

Email : accounts@wadhokar.com, Website : www.wadhokar.com

**Manufacturers of Sheet Metal Press Components, Assemblies & Tube Assemblies**

## APPOINTMENT LETTER

30/09/2018

**Dear Mr. Vyawahare Akash Ashok.**

Congratulations! Further to your application for employment with us, and the subsequent selection process, we are delighted to offer you the Role of **Junior Engineer**. Your Designation will be in Development department.

The date of your joining would be 28/09/2018.

On your joining, you are expected to enter into an agreement, which details the scope, terms and conditions of your employment, the necessary training and the contractual obligation to be with Suresh Press Works. On successful completion of the Training/Probation period, your employment with the company will stand confirmed subject to your performance as well as terms and conditions as per Company policy.

The location of posting would be communicated to you upon successful completion of training. The duration of the training and the location of posting will be purely based on company's requirements. Company will solely reserve the right to make any further changes to the date and place of joining.

Your employment will be governed by the rules, regulations and policies of the Company. The terms of this offer letter shall remain confidential and are not to be disclosed to any third party. We request you to please carry a signed copy of the offer letter on the day of your joining as a token of your acceptance.

Welcome to Suresh Press Works. We wish you a long, rewarding and fulfilling career and look forward to have you in the team.

Yours sincerely,

I have read, understood and agree to the terms and conditions as set forth in this offer letter and the annexure to the same.

YAWAHARE AKASH ASHOK

Your name in capital letters

Your Signature

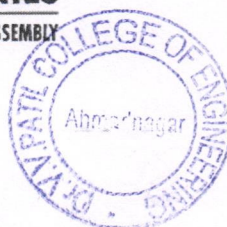
Date: 1 10 2018

Location: Pune



**WADHOKAR GROUP OF COMPANIES**

MANUFACTURERS OF PRESS PARTS, PLASTIC COMPONENTS AND TUBE ASSEMBLY



www.wadhokar.com

PRINCIPAL  
Dr. Vithalrao Vikhe Patil  
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Welcome to Suresh Press Works.

Presented here are the details that refer to our offer of employment to you in the Role of **Junior Engineer Development** department.

This is to be read in conjunction with your offer of employment dated **29/09/2018**.

**01. Training Period:**

You will undergo induction training period for 3 month. During this three month the company will observe your work, discipline, reporting etc. according to which you will be able to continue with the organization. Failing which company holds every right to end your services during your training period.

**02. Probationary Period and Confirmation as a Permanent Employee:**

You will be on probation for a period of 6 months after completion of your regular training and allocation to the Unit. Please note all confirmations in the Company can take place only on the 1st day of the month succeeding completion of probation period. During your probation period company can withdraw your job offer at any point of time based on your performance and behavior without any intimation/ notice.

**03. Leave:**

You will be entitled to take leaves as per company's policy. You will be entitled to take week off on a fixed day decided by the management from time to time.

**04. Salary:**

Your monthly Total Salary will be **Rs. 13346/- CTC** as applicable to you. This salary will be effective from the 1st day of the month succeeding completion of induction training and allocation to the Unit. The offered salary is subject to statutory contribution(s) at source (if any).

**05. Increments and Promotions:**

Your growth in the Company and increase in salary will solely depend upon your performance and contribution to the Company. Quarterly assessment will be done by your HOD's or HR Department and based on that your salary increment will be decided. The increment will be effective from the first day of the succeeding month. No increments will be made in mid of the year.

**07. Notice Period:**

During the probation period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training / employment will be terminated by the Company with the immediate effect without notice. No Privilege leave can be availed during notice period and if taken it will be considered as leave without pay (LWP). **On confirmation as a regular employee or even during your probation period, you will be required to give one month's notice or salary thereof in case you decide to leave the company. However, the Company may terminate your services immediately on disciplinary grounds without any remuneration.**

**08. Transfer:**

Your services can be transferred to any of our Units / Departments situated anywhere in India.

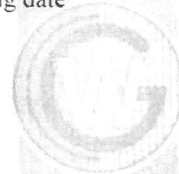
**09. Background Checks:**

The Company may, at its discretion conduct background checks prior to or after your expected joining date



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to validate your identity, the address provided by you, your education details and details of your prior work experience, if any, and to conduct any criminal checks. You expressly consent to the Company conducting such background checks. If the Company is not satisfied, in its sole discretion, with the outcome of the background checks, the Company reserves the right to withdraw this Offer without notice and Compensation or to take any appropriate action against you, including, but not limited to termination of your employment. When a background check raises any concerns regarding any of the details furnished by you and the Company feels the need to further validate such facts, the company may at its sole discretion, ask you for further information, to substantiate the details that you have earlier provided to the Company, in advance of initiating appropriate action. This check will be initiated on the date of your joining.

#### 10. Other Terms & Conditions:

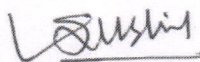
Travelling to other units and associate units of WGC will be a part of your job profile. However, Extra remuneration according to your salary slab will be paid for the same. You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization or entity engaged in any form of business activity without the consent of Suresh Press Works. You are also prohibited from using SPW data for any research/ report publication without prior written approval from the management. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company. Under any circumstances, in case of any damage (tangible or intangible) done intentionally or due to negligence of duty resulting in penalty or financial loss to the company, the employer reserves all the rights to recover the financial loss from the employee. You will be required to claim all business related expenses and settle all dues within 30 days of incurring the expenditure as per Company policies. Expense claims, which are received after 30 days from the date of incurring the expenditure, will be deemed to be unauthorized. Also, any unsettled dues post the aforementioned period would be deducted from the salary. You will also have completed all studies, course requirements and examinations required for the award of the educational qualification recorded by you in your application for employment with Suresh Press Works.

You will produce all marks sheets, Educational Certificates, 2 ID Proofs with 6 color passport size photographs and other relevant documents like all Registration Documents (if applicable), Experience Certificate, Bank Statement for Last 3 month's salary, all these proofs will need to be submitted on the day of joining. The determination of the adequacy or authenticity of all or any of the proofs and any condonation of delay in submission of the same will be at the Company's discretion.

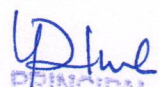
In Suresh Press Works. There are policies that are linked to performance management, career growth and annual compensation review of an employee, these policies will be applicable to you. You will be governed by the rules, regulations and policies of the Company as applicable to you.

All the benefits are as per the Company's policies, which are subject to change from time to time.

Well-come to Suresh Press Works.,

  
Yours sincerely,



  
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