



Date:13.02.2020

Letter of Appointment

Mr. Akshay Gorde

Dear Mr. Akshay Gorde

Subject : Letter of appointment for the post of "Jr.Engineer".

This has reference to your application and subsequent interview with us, we are pleased to appoint you on above position in our Company under the following terms and conditions:

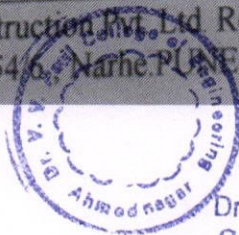
A Date of appointment : 13.01.2020

1. Office Timing : 10.00 am – 7.00 Pm
2. 3 late marks will be considered as 1 full day leave.

B Other Terms & Conditions

1. You will be on probation for 6 (Six) months, which may be extended if your performance is not found satisfactory.
2. Your monthly consolidated salary **Rs.10000 (i.e. 120000/- per annum)** which includes all your allowance and perquisites.
3. This offer of appointment is valid only till the date of joining which you have accepted and committed and it will automatically lapse in the event of your not joining us by the said date.
4. Separation / Termination:
 - 4.1 Either party may terminate the services with one month notice without assigning any reasons.
 - 4.2 Notice period is meant to ensure completion of jobs already taken, transfer ongoing jobs, smooth transition and provide for time to get suitable replacement. Failing to fulfill the commitment and purely at the discretion of the employer, for any risk whatsoever, the employee will be required to pay to the employer without demur, and on demand, a sum not exceeding 1 (one) month Salary and allowance as was being received by the employee at the time of said notice, as compensation.
 - 4.3 Notwithstanding anything to the contrary contained herein, the Company shall be entitled to forthwith terminate your appointment without any notice or payment of any kind whatsoever in lieu of notice or otherwise in case of:
 - 4.3.1 Any act of dishonesty, disobedience, insubordination, incivility, intemperance, irregularity in attendance or other misconduct or neglect of duty, or incompetence in the discharge of

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S.No. 54/6, Narhe,PUNE-411041 , Cell: 8983000045



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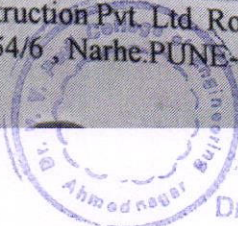
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duty on your part of the breach of any of the terms, conditions and stipulations contained herein.

- 4.3.2 You being adjudged an insolvent or applying to be adjudged an insolvent or making a compensation or arrangement with your creditors or being found guilty by a competent court of any offence involving moral turpitude.
- 4.3.3 The reconstruction or amalgamation of the Company whether by winding up of the Company or otherwise.
- 4.3.4 Any information provided to the company in the application for job or during the course of your employment was found wrong and you have intentionally provided wrong information.
5. Your continuance in the Company's employment will depend, besides other stipulations herein, only if you remain medically and physically fit.
6. You will be governed by the Policies of the company as may be applicable to you from time to time.
7. You are liable to be transferred from one job to another job or from one department to another department or from one establishment to another establishment if required by the Management. You shall do such other work, which will be assigned to you by the Management from time to time. Any such changes in assignment or transfer will not automatically entitle you to any additional remuneration, allowance, compensation, or other sum in respect thereof.
8. Whilst on an assignment at client's site you will be required to provide dedicated services to the client and complete the work/project assigned within stipulated time. The details of such assignments including reimbursement of necessary expenditure will be communicated to you before your proceeding on such assignments.
9. While serving the Company, you shall give and devote the whole of your work day exclusively to your duties with the Company and shall not engage yourself, directly or indirectly without prior consent in writing of the Company with or without remuneration in any trade, business, Occupation, employment, service or calling which is similar to or the same as that carried out by the Company nor shall you undertake any activities which are contrary to or inconsistent either with your duties and obligations under this appointment or with the Company's interests.
10. This is a position of continuous responsibility and does not entail payment of extra time or overtime.
11. You may be selected and sponsored by the Company for training assignments with company's associates or other institutions. You will diligently and beneficially, take part in such training and assignment. In such event, you will continue to serve the company after such training, for a minimum period as may be stipulated.

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12. You shall not, at any time during the continuance or after the termination of your employment hereunder, divulge either directly to any person, firm or Company or use for yourself or another any knowledge, information, formulae, processes, methods, compositions, ideas or documents, concerning the business and affairs of the company or any of its dealings, transactions or affairs which you may acquire the company or any of its dealings, transactions of affairs which you may acquire or have to your knowledge during the course of and incidental to your employment.
13. All programs, system logins, manuals, literatures etc. developed by you while in company service will at all times to be deemed to be the sole property of the company. Also the company will have at all times the sole proprietary right in any new system which you may develop while in company's service.
14. You shall obtain written permission from the company for any studies giving full details of examination and duration. While following studies, the duties and accountabilities of your job will not be compromised and the demand arising out of work will prevail over.
15. You are expected to remain in duty throughout the business / working hours of the organization and be present in time for any meeting or get together scheduled by the company.
16. For the purpose of this clause, the expression "The Company" shall in addition to **Utkarsh Indus Construction Pvt. Ltd.** mean and include any firm, person or Company subsidiary to or affiliated to with **Utkarsh Indus Construction Pvt. Ltd.**
17. If any declaration given or furnished by you to the company in any document submitted for employment proves to be false or if you have will fully suppressed any material information, you will be liable to be terminated without notice.
18. You shall be governed from time to time by the laws of the land as applicable to an employee in the company's service.
19. As substantial amount of technical and other information will be obtained by you or will be available to you, you will appreciate that any information so obtained must not be communicated directly or indirectly to any person, firm or company. You will therefore be agreed to sign a Secrecy Agreement of Non-Disclosure/ Confidentiality.
20. You shall submit the photocopies of the documents and original of the same for verification as per attached **ANNEXURE 1**.

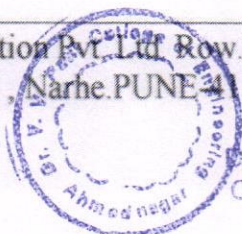
We have pleasure in welcoming you and looking forward to mutually meaningful association.

Yours truly,

For Utkarsh Indus Construction Pvt. Ltd.

Director

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ANNEXURE 1

Name – Mr. Akshay Gorde

We would require one set of photocopies of following documents at the time of joining.

(Please bring Originals as well for the verification)

1. All Educational qualification certificates.
2. Document showing Proof of Age and Address.
3. Three recent photographs (passport size).
4. Relieving letter from your present employer.
5. You are requested to submit the account & bank details.

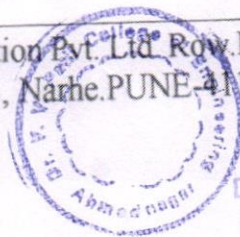
I acknowledge and accept this appointment letter. I declare that I have read and understand the terms and conditions. I also declare that I agree and will abide by them.

Signature:

Date :

13/02/2020 .

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Appendix 1				
Name : Akshay Gorde				
Designation - Jr. Engineer				
Date of Joining - 13.01.2020				
PARTICULARS			Present CTC	
			Per Month	Per Annum
PAID MONTHLY				
1	Basic + DA	% of Basic		
2	House Rent Allowance	50%	5,000	60,000
3	Medical Allowance	30%	1,500	18,000
4	Personal pay	10%	500	6,000
5	Special Allowance	15.00%	750	9,000
	Sub-Total	Fix	2,250	27,000
			10,000	120,000
RETIREMENT BENEFITS (PF & GRATUITY)				
1	Provident Fund (Company Contribution)	13.36%	-	-
2	Mediclaime Insurance (Company Contribution)		-	-
	Sub-Total		-	-
TOTAL COST TO COMPANY			10,000	120,000



Dr. V. V. V.
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