



**Management Consultants Private Limited**  
*Making Success Stories in People Management*

No.3A/8 Thangal Ulvai Street  
Virugambakkam, Chennai – 600 092  
Phone: 044 4201 6776  
044 2377 3743  
Web: www.buildhr.co.in

August 2, 2021

**Mr Maske Krushna Tukaram**  
At Post Bhogalgaon  
Tq Georai, Dist Beed  
Maharashtra  
Pin – 431 127

Dear Maske Krushna Tukaram,

With reference to your application and subsequent interview with us, we are pleased to offer you an assignment as **Junior Engineer**. Please note that the agreement terms contained in this letter are subject to Company policy.

**1. JOINING**

- a. Your date of joining is effective from **August 2, 2021**.
- b. That this assignment will automatically come to an end with the completion of the project or one year whichever is early.
- c. That your assignment will be further subject to the verification of your credentials, testimonials and other particulars mentioned by you in your application at the time of your joining.
- d. That the company being engaged in the business of HR Services, you will be detailed and deputed at our client place M/s.**Enerparc – Operations & Maintenance (O&M) Site**, to discharge your duties/services.
- e. Your posting will be place based out of **Chakan**.
- f. That the company shall have absolute right and discretion to shift and / or transfer you from one Location and / or Office / Premises to another.
- g. That you will continue in the assignment subject to your medical fitness.



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## **2. AMOUNT PAYABLE & OTHER BENEFITS**

- a. Gross Amount is **Rs 16130/- per month** (Rupees Sixteen thousand one hundred thirty only).
- b. You will be covered under the Employee's Provident Fund/Employees' State Insurance (ESI) and contribution towards the fund will be made as per the EPF Act/ESI Act.
- c. You will be covered under the Group Personal Accident insurance.
- d. You will be required to submit within seven days of joining duly filled up joining forms and Bank forms provided to you along with photographs and a medical fitness certificate wherever applicable. Failing to do so may result in delay in processing your statutes and BuildHr will not be responsible for any consequences arising out of such delay.
- e. Our mode of payment of salary to you will be through Bank account transfers / account payee cheques. Hence, you are requested to provide us with your account number for the same purpose.

## **3. RESPONSIBILITIES**

- a. You will discharge your duties diligently and faithfully and to the entire satisfaction of the clients.
- b. You shall at all times maintain absolute integrity and devotion to duty and conduct yourself in a manner conducive to the best interest, credit and prestige of the Company.
- c. You shall not, at any time, work against the interests of the Management and do anything, which is unbecoming of an outsourced person.
- d. You shall at all times devote your time and attention exclusively to the business and interests of the Company and to the best of your skill carry out your duties and shall punctually attend to your duties at the place(s) where you are asked to serve.
- e. You shall not directly or indirectly engage yourself in any other profession, or business or enter the services of or be employed for any part of your time by any other person whatsoever without the written permission of the management.



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- f. You shall hold yourself in readiness to perform any duties required of you by your superiors to the best of your ability.
- g. That no right, much less a legal right, shall vest in you to claim employment or otherwise seek absorption in the establishment where you are deputed to provide services by the company nor shall you have the right whatsoever to claim the benefit and / or emoluments that may be permissible or paid to the employees of the said Client.

#### **4. CONFIDENTIALITY**

- a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you, you will be required to comply with the confidentiality policy of the Company.
- b. That during the continuance of your term or six months thereafter, you shall not at any time, without the consent of the Client in writing, divulge, or make known any trust, accounts, matter or transaction undertaken or handled by the Client and shall not disclose to any person, firm or company such secrets or confidential information relating to the affairs of the Client.

#### **5. GENERAL**

- a. In case it comes to the notice of the management that the particulars given by you in your application were wrong or concealed, your term shall be rendered void ab-inito and will, therefore be deemed cancelled automatically. In such a contingency you shall be liable to be discharged from services forthwith.
- b. That you will inform the management about your correct residential address as well as your permanent address. In the event of you not informing the management about the change in your address, any communication sent to you at the address available with the company shall be deemed to have been served on you.
- c. That while in service, of the company you will also be governed by the terms of service, conditions and code of conduct, which exist and are enforced from time to time. You will be liable to strict disciplinary action in case of commission of misconduct.



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- d. It may clearly be understood that this understanding of compensation and assignment offered to you will automatically be delayed or become null and void or delayed in case of the services / compensation rendered being terminated/delayed by the client of BuildHr due to unforeseen/business reasons, since BuildHr is in the business of HR Services.
- e. You shall further agree to abide by any other terms, conditions and policies declared by the company from time to time.

## **6. NON-DISCLOSURE AGREEMENT**

- a. You will not make copies of any Confidential Information or any part without the permission of BuildHr in writing.
- b. You will not disclose any Confidential Information or any part to others for any purpose without written consent of BuildHr.
- c. You will return Confidential Information and any copies thereof to BuildHr at the time of termination of your assignment.
- d. Notwithstanding the foregoing, you may disclose Confidential Information to the extent that such disclosure is required by law or court order, provided, however, that you obtain prior written permission for such disclosure from BuildHr and take reasonable precautions in obtaining an order protecting the Confidential Information from public disclosure.
- e. Any breach of this Agreement may cause BuildHr substantial, irreparable and irrevocable damage and therefore, in the event of such breach, BuildHr shall be entitled to specific performance and other injunctive relief, in addition to such other remedies as may be afforded by applicable law.
- f. Any violation of these norms of behaviors shall constitute a misconduct for which the Management shall be competent to take disciplinary action against you. The disciplinary proceedings will be taken against you as per Disciplinary Rules and Law in this behalf.

## **7. NOTICE PERIOD**

This assignment is terminable, without reasons, by either party giving **30** days written notice during the engagement period. The Management reserves the right to pay or recover compensation in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period.



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If you are agreeable to the aforesaid terms and conditions, please return the duplicate copy of this letter with your signature thereon, signifying your acceptance thereof.

You are requested to submit the following documents on your date of joining as part of our joining compliance.

- Copies of all educational certificates
- Proof of date of birth (School Leaving Certificate)
- Copies of all previous experience certificates
- Copy of Relieving letter from last / previous employer
- Copy of PAN Card
- Copy of Aadhaar Card
- Copy of your residence proof
- Copy of your Bank Cheque leaf / NEFT details
- Passport size Photograph – 3 copies

We sincerely hope that your close collaboration with our organization will be beneficial to both of us.

**For BUILDHR MANAGEMENT CONSULTANTS PRIVATE LIMITED,**

**R.MEENAKSHI SUNDARAM**  
**MANAGER – HR SERVICES**

I have understood the terms and conditions of this agreement and the implications thereof. I hereby accept the aforesaid terms and conditions and agree to abide by the same.

**Name:**

**Place:**

**Signature**