

Appointment Letter**18th March 2021** ✓

Tkt. No: 098T ✓

Ms. Vishwanath M Mane
Khamalehatti, Gadhinglaj'
Kolhapur.
Pin -416502

Dear Mr. Vishwanath M Mane, ✓

We are pleased to offer you "on job training" in our organization as a "Trainee Technician" for a period of one year, w.e.f. **18th March 2021** on the following terms and conditions. Your training period comes to an end on **17th March 2022**, unless extended with specific written communication to you. ✓

1. During the period of training, you will be paid a Basic Stipend of Rs. 5000/- (Five Thousand Rupees only) Gross Per month. Besides this stipend, HRA of Rs. 2000/-, Education Allowance of Rs.2000/-, Conveyance Allowance of Rs.2306/- & Food Allowance of Rs.1000/-will be paid to you per month. Total CTC of Rs.13889/-per month. ✓
2. Your training place is transferable at short notice to any Department or to any Liaison Office, works etc. belonging to the company. In the event of your transfer, the terms and conditions of training outlined herein shall continue to apply. However, you shall be required to adhere to the rules and regulations as prevalent at the new place of posting.
3. During training you will have to work with your own hands and learn the systems and procedures of various sections / department, use of various equipment etc. as a part of your training.
4. You shall be entitled to only casual leave as per leave rules of the Company. Should you remain absent, the company reserves the right to deduct stipend for such absence.
5. You will also be entitled to –
 - a) Contributory Provident Fund as prescribed by Provident Fund Act.
 - b) Payment of Bonus as per Bonus Act.
 - c) You will be also provided a company uniform and shoes costing around Rs. 1000/-
 - d) Provident Fund deduction of 12% of Basic stipend will be deducted from your Stipend.
 - e) You will also be covered under the Employee State Insurance Act 1948.

6. This appointment order is subject to your being fit in medical examination for which you should appear before any Regd. medical practitioner, preferably MD (Medicine) and submit your medical report in the prescribed form attached hereto at your cost.
7. During the continuance of your training and thereafter, you will keep all secrets and will not divulge to any person, firm or company whatsoever (other than Directors of the Company or their authorized representatives) all such secrets or confidential information of any description acquired by you while in our training concerning the business, process of manufacture.
8. You will not, during the continuance of your training, undertake or carry on either alone or in partnership nor be directly or indirectly employed in or concerned with as Principal, Agent, Clerk, Assistant, Servant or otherwise in any other business, trade or profession whatsoever. You will devote your whole time and attention to your duties/training with us.
9. The Company may, terminate your training by giving you one days notice or stipend in lieu of notice. Provided, however, that no notice or stipend in lieu of notice will be required to be given in case your training are terminated for any misconduct. In case you desire to leave the training before expiry of one year period, it will be necessary for you to give one days notice or stipend in lieu thereof to the Company. In such event Rs.1000/- will be deducted from your full and final settlement towards the cost incurred for your uniform & shoes besides any other legal dues which may have to recover from you. You will not be deemed to have been relieved of your training unless you have been given a written communication to that effect, from a duly authorized official of the Company, who shall not be lower in rank than the appointing authority.
10. Upon the termination of your training, you will return to the company all documents and any other articles and / or copies thereof belonging to the company which may be at that time in your possession.
11. Within six months from your date of joining if you leave the company or your service has been terminated by any other reason, the amount towards uniform & shoes shall be recovered from your full and final settlement
12. You will as a part of your training carry out the tasks assignment / duties assigned to you and comply with and fulfill the orders, direction and instruction of your superiors. It is clearly understood that you will be governed by the rules of the discipline of the company, which are in force at present and that may be made applicable from time to time in future.
13. You shall be governed by standing orders / service rules and work according to directions / instruction given to you from by the management.
14. You will immediately inform Human Resources Department of any change in your residential Address.


15. All documents, plans, drawings, prints, trade secrets, technical information, reports, statements, correspondence etc., written or unwritten and also information and instructions that pass through you or come to your knowledge shall be treated as confidential. You shall not utilize them for your own use or disclose to other persons during or after your employment
16. During the course of employment with the Company, you will acquire, gain, generate, gather and develop knowledge of and be given access to business information about products activities, know – how, methods or refinements and business plans and business secrets and other information concerning the products / business of the Company, hereinafter called the "SECRETS".

If you are agreeable to the above terms and conditions, please return the duplicate of this letter duly signed by you confirming your acceptance.

We take this opportunity to welcome you to the Organization and hope that your association with us will prove to be of mutual benefit.

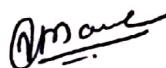
With Best Wishes,


P. B. Joshi
Managing Director


A. Suzuki
Director

I have read and accepted the above

Terms and conditions undertake to abide by them.

Signature : 

Name : Vishwanath M. Mane

Date : 18/3/2021