



## Wipro Kawasaki Precision Machinery Pvt. Ltd.

August 9, 2021

**Mr. Naveen Umarane**  
S/O Bheemappa  
Gandhi Nagar, Kallol  
Belgaum-591244

### LETTER OF ENGAGEMENT FOR ON-THE-JOB TRAINING

**Dear Mr. Naveen,**

We are pleased to engage you as Graduate Engineer Trainee under the Training Scheme of our Company at Wipro Kawasaki Precision Machinery Private Limited, Kumbalgodu Industrial Area on the following terms and conditions:

**1. Date of Engagement:**

Your engagement as Trainee is effective from the date of joining which shall be from 09<sup>th</sup> August 2021.

**2. Period of Training:**

Your training will be for a period of twelve months from the date of your joining. In case your training at the end of six months is not found satisfactory, then your training may be terminated at the sole discretion of the Company. Unless the Company extends the period in writing solely at its discretion, this contract automatically stands terminated on completion of twelve months.

**3. Stipend:**

You will be paid a stipend of Rs. 15500/- per month during your training period.

**4. Provident Fund:**

You will participate in the Company Provident Fund Scheme as applicable to your category of trainees.

**5. Leave:**

You will be entitled to 10 days of leave per calendar year during the period of Training. Eligibility for availing leave will be after completion of 3 months period. A minimum of half a day and a maximum of three days leave can be availed at a time. Ordinarily, the previous permission of your superior shall be obtained before taking leave.





**6. Other Terms:**

During your training with the Company, you shall devote yourself exclusively to engaging yourself as a Trainee Operative in the Company. You will not take up any other work for remuneration (part time or otherwise) or work on advisory capacity, or be interested directly or indirectly (except as shareholder or debenture holder) in any other trade or business during the training with the Company without permission in writing of the Managing Director, Wipro Kawasaki Precision Machinery Private Limited.

**7. Placement and Transfer:**

Initially you will be placed in Wipro Kawasaki Precision Machinery Private Limited, Kumbalgodu Industrial Area factory, but will be liable to reassignment or transfer to any other division, department, establishment or location at which the Company has its office or operation without any additional stipend. You will be governed by the terms and conditions as per your new location of training.

**8. Responsibilities and duties:**

Your responsibilities and duties during the training period in the Company will be governed by the Company's Model Standing Orders and rules and regulations as promulgated by the Company from time to time in relation to conduct, discipline and any other matters, as applicable to other workmen of the Company.

**9. Working Hours:**

As a trainee on the job you will be called upon to work during hours and days as may be fixed by the Company from time to time. This would also involve working in any of the shifts according to the Company's convenience and needs of the training.

**10. Confidential Information:**

You will not at any time, without the consent of the undersigned, disclose or divulge or make public, except on legal obligations, any information regarding the company's affairs or administration or research carried out, whether the same may be confided to you or become known to you in course of your training or otherwise.

**11. Protection of Interest:**

During the period of training, if you conceive any new or advanced methods of improving processes/formulae/systems in relation to the operation of the company, such developments will be fully communicated to the company and will be and remain the sole right/property of the company.





## 12. Code on Business Conduct and Ethics:

All the workers and employees shall observe and follow the Company's Code on Business Conduct and Ethics.

## 13. Termination Notice:

During the period of training with Company, this arrangement can be terminated by one month's (30 days) notice by the Company or on payment of one month's (30 days) stipend in lieu of notice by the Company. Company is not bound to give any reason therefore.

## 14. Termination Policy:

In the following specific cases, the Company shall be entitled to terminate the workers' employment with immediate effect without any compensation for termination –

- Trainee do not follow Company's Code on Business Conduct and Ethics
- Trainee do not follow the undertaking of good conduct with fellow employees and management employees
- Trainee engage in any kind of physical altercation with other employees or management employees of the Company.
- Trainee absconds from work without any proper explanation to the factory manager.
- Trainee take continuous leaves for more than 3 days, without any information to the factory manager.

## 15. Past Record and misconduct:

Notwithstanding the conditions regarding written notice of termination, the Company shall have the right to terminate your training without any notice or payment in lieu thereof, if any declaration given or furnished by you to the Company prove to be false or if you are found to have wilfully suppressed any material information, and/or you commit breach of any condition thereof, and/or you are found guilty of willful negligence, and/or any act of misconduct for which the Company shall alone be the judge.

## 16. On Completion / Termination of Training:

On completion / termination of the training, you will immediately surrender to the Company all specifications, formulae, books, documents, market data, literature, drawings, effects or records etc., belonging to the Company or relating to its business and shall not make or retain any copies of these items.

On satisfactory completion of training and subject to a suitable vacancy in the Company, you may be offered, though the Company is not obliged to do so, regular employment in the non-management cadre of the Company on such terms and conditions of service that may be decided by the Company.







## Wipro Kawasaki Precision Machinery Pvt. Ltd.

You will be considered as an employee of the Company only from the date you are absorbed in the regular employment. The period of training will not be taken into account for the purpose of computing any benefits that you may thereafter be eligible for.

The above terms and conditions are subject to Company policy.

Please confirm that the above terms and conditions are acceptable to you and that you accept the engagement as a Graduate Engineering Trainee under the Company's training scheme by signing a copy of this letter of engagement.

On the day of your joining we would require four copies of your color photographs with Maroon background (passport size – 2 copies and 2 cm x 2.5 cms – 2 copies), Two Post Card Size Group Photographs including your Parents for ESI Coverage and Photo copies of your mark sheets/certificates.

Yours sincerely,

**Yasuo Konishi**

**Chief Executive Officer – Wipro Kawasaki Precision Machinery Pvt. Ltd.**



I agree to accept training on the terms and conditions mentioned in the above letter.

Date: 18/NOV/2021

Place:

Signature:

Name: Naveen Umarane

18/NOV/2021