



## Autosys Technologies

Build A1, Flat No 701, Nilay, Gat no 288,  
Jadhavwadi, Chikhali, Pune 412114,  
Maharashtra.

Email Id-[technologyautosys@gmail.com](mailto:technologyautosys@gmail.com)

Date- 27-11-2020

Name- Dhanajay Vishnu Sarvekar  
Address- S/o, Vishnu Sarvekar 1981,  
Dattatray Smruti Near Hotel Raj Residency  
Kalepani Pinguli Sindhudurga-416550

Dear Mr. Dhanajay Vishnu Sarvekar

We are pleased to offer you the full-time position of **Junior Project Engineer** at "Autosys Technologies" with a start date of 01 th Dec 2020, contingent upon your Immediate Joining. You will be reporting directly to Gajanan Kadam (Director) at Factory Site located at Talawade. We believe your skills and experience are an excellent match for our company.

In this role, your **Job duties & Responsibilities** are:

- Develops project objectives by reviewing project propose and plans; conferring with management.
- Determines project responsibilities by identifying project phases and elements; assigning personnel to phases and elements.
- Confirms product performance by designing and conducting tests.
- Determines project schedule by studying project plan and specifications; calculating time requirements; sequencing project elements.
- Maintains project schedule by monitoring project progress; coordinating activities; resolving problems.
- Controls project plan by reviewing design, specifications, and plan and schedule changes; recommending actions.
- Controls project costs by approving expenditures; administering contractor contracts
- Prepares project status reports by collecting, analyzing, and summarizing information and trends; recommending actions.





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- Responsibilities to co-ordinate project plan & project report Communication with Customer.

### Financial Offer:

The annual starting salary Package for this position is Rs. 120000 to be paid on a Monthly basis by direct deposit or cheque, etc., starting on 1<sup>th</sup> Dec. 2020. There will not be any deduction except professional tax. There is no provision for PF hence, neither PF will be deducted nor will the company make any contribution towards PF.

### Increments and Promotions:

Your career path in the company will depend solely on your performance and your capability. Your individual performance will be reviewed on a regular basis by your managers and by your peers providing the criteria for your increments and promotions. Regular performance reviews will be conducted every six months.

### Further information about the work:

- A) Reporting: you will report to Director Gajanan Kadam.
- B) Working Hours: your working hours will be 48 per week start from 9.30 am till 6.30 pm.
- C) Weekly Holiday: Your vacation is 1 day per week which will be Thursday.

### Intellectual Property Rights:

The company will retain ownership of all intellectual properties generated during the course of your employment as part of your duties or associated responsibilities. All intellectual property rights on all 'works' (as per Copyright Act, 1957 and subsequent amendments) generated or modified by you individually or as part of a team during the course of your employment and as part of your employment will be wholly vested in the company. By this contract you have also undertaken to sign any associated documents to further confirm the above ownership. Unless permitted by an explicit agreement you are also bound to keep such matters confidential and shall use such 'work for the sole benefit of the Company as required by your employment.





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### Non Solicitation:

During your employment with "Autosys Technologies" and for a year thereafter you shall not solicit any employee of the Company to leave their employment in order to join another company or provide services to another company/person/entity which is not affiliated to "Autosys Technologies". You shall also not directly or indirectly on behalf of another person or entity solicit or entice any customers or potential customers away from the company.

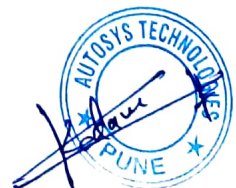
### Non-Disclosure:

You agree to sign and be bound by the terms of the Non-Disclosure, Non-Solicitation and Non-Competition Agreement required to be signed by you during the term of your employment with the Company and at all times thereafter. You also hereby agree to comply with the terms of any policies of the Company relating to the protection of confidential information from time to time. You are also required to strictly maintain as confidential and not divulge or communicate in any manner, any information regarding your remuneration / terms of employment to any other employee of the Company except your immediate superior. Any disclosure of confidential information will be considered a serious misconduct and breach of the terms of your employment.

### Non-Compete:

By joining this company in the designated position you hereby agree to not engage in any competing activity or business during the course of your employment and thereafter for a period of 1 year after the termination of your employment with the company. This does not however prevent the employee from seeking employment in other Automation companies after termination of employment with Autosys Technologies. Your employment with Autosys Technologies will be on an at-will basis, which means you and the company are free to terminate the employment relationship at any time for any reason. This letter is not a contract or guarantee of employment for a definite amount of time.

### Personal Information:





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It is the responsibility of the employee to keep their personal contact information up to date with company and also to notify duly any changes thereof. Additionally you will also be required to update the company of changes in your civil or marital status

### Termination:

On termination of your employment with the company irrespective of the circumstances, you are bound to return to the company:

1. Any material items belonging to the Company per inventory, and all non-material items in your possession including but not limited to Intellectual property (documentation,
2. Software, email correspondence) and any other information required for the continued execution of the duties of your role (login credentials, business contact information)..
3. Any physical company documents that you may have in your possession
4. Any other company assets within your control like apartments, leases etc.
5. Any Project information, documentation etc.

You are also bound to repay any and all outstanding debts or loans due to the company and the company is hereby authorized to deduct from any payments due to the employee the amount due to the company.

You will also be bound by any previous confidentiality, non-disclosure or non-compete agreements that you had signed as part of your employment until the individual termination of such contracts.

### Breaches and violations:

Over and above the terms mentioned in this document you are also liable for disciplinary action including and not limited to warnings, suspensions, demotion, denial of promotion or increments for violations of codes of conduct and company policies. The said policy and related company manuals shall be treated as part and parcel of this Agreement. The company reserves the right to modify/amend terms and conditions, and will notify employees of the same. The company may also decide to terminate employment subsequent to disciplinary action and proper investigation.

### Other Rules and Regulations:

During employment you are subject to rules and regulations and policies of the Company as made applicable by the company and revised at the company's discretion from time to time,





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irrespective of whether such details are individually notified to you. You are requested to keep yourself up-to-date with such information from the company intranet/company manual. You will also be liable to face action from the company if you are found in violation of these.

### **Notice Period:**

A notice of 3 months is required during the first year of your employment with the company by either party to terminate this contract. In subsequent years notice period will be of 2 month. Notice period is considered to start from the point the termination letter is received by the manager. However when situations warrant, as in the case of breach of policies, the company may decided to terminate the contract with immediate effect.

### **Warranty:**

You represent and warrant to the Company that the terms and conditions of your employment are legal, valid and binding upon you and acceptance of the same by you and the performance of your obligations pursuant to your employment by the Company does not and will not constitute a breach of, or conflict with the terms or provisions of, any agreement or understanding to which you are a party (including, without limitation, any other employment agreements).

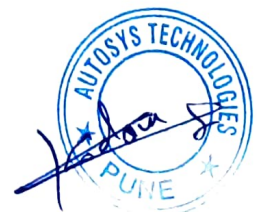
### **Jurisdiction:**

Your employment shall be governed by and construed in accordance with the laws of India and the courts of Maharashtra shall have the jurisdiction, to the exclusion of any other Courts that may have jurisdiction, to decide any dispute arising from or in connection with your employment with the Company or any of the terms and conditions of your employment with the Company.

**Amendments:**  
The Company, at its discretion, may alter, replace or annul any of the above, should circumstances so warrant either as a result of statute or otherwise. All changes will duly be updated on the company intranet and will be duly notified to the employees through proper channels.

Please provide originals and self-attested copies; originals will be returned after verification.

1. Relieving Letter from all your previous employers.





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2. Salary slip or salary certificate from most recent employer
3. Experience Certificate from all previous employers
4. Proof of Academic Qualification (Class 10th Equivalent and above):
  - 10th & 12th mark lists
  - Under graduate / degree mark list and degree certificates
  - Post graduation mark list and degree certificates (if any)
  - Other qualifications - mark lists and certificates (if any)
5. Proof of identity i.e. PAN card, driving license, Electoral card
6. Photographs (3 copies)

We are delighted to send you this offer to be approved and signed from you in order to start the job from 27<sup>th</sup> of Nov. 2020. Please confirm your acceptance of this offer by signing and returning this letter within a week.

If you accept this offer you are required to join on 1<sup>th</sup> of Dec. 2020. If you are unable to report for joining on the said date you are requested to inform the company in writing. The following documents are required to be produced at the time of joining.

We look forward to join our company in order to work with you.

Sincerely,

A handwritten signature in blue ink, appearing to read "Gajanan Kadam", with a blue arrow pointing to the right.

Gajanan Kadam  
(Director)

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_



AT/DE/0013

Date-09-05-2022

Mr. Dhananjay Sarvekar  
kalepani pinguli  
Sindhudurg 416550

Dear. Dhananjay Sarvekar

Please by your performance your salary has been revised. Your revised 'Cost To The Company' (CTC) is Rs. 3,00,000/- per annum (Rupees Three Lack Rupees Only)  
Effective from 1st April 2022

CTC Computation are as follows:

Sr.No.	Component	Amt/Month	Amt/annum
1	Basic + DA	10800	129600
2	Allowances like HRA/CCA/MED/CONV	10700	128400
3	Ex-Gratia	3500	42000
	Gross Salary	25000	300000
4	Provident Fund(Employer Contribution)	0	
5	ESIC (Employer Contribution)	0	
6	Insurance	0	
	TOTAL CTC (Rs.)	25000	300000

We hope that you will give your best for the growth of the company and wish you Best of luck.

This letter is issued in duplicate. Please sign the duplicate copy of this letter and Return the same as a token of your acceptance.

Thanking you,

Yours faithfully  
For Autosys Technologies

Authorised Signatory

