

MUNGI METALCRAFT LLP

(LLPIN : AAG-6226)

Plot No. S-135/2, Chakan Industrial Area,
Phase II, Village Warale, Taluka Khed, Pune
Maharashtra-410503

Ref. No.: MEPL / APP / FEB / 22 / 02

Date: 22 / 02 / 2022

To,

Mr. Roshan Ravindra Tavade

Gavli Wadi, Antravali, Ratnagiri,

Maharashtra - 415610.

Sub: – Appointment for the post of an “Apprentice” under the Apprentices Act, 1961

Dear Mr. Tavade,

We are pleased to offer you, the position of an “Apprentice” with our company on the following terms and conditions. During this Apprenticeship training, all the rules and regulations under the Apprentices Act, 1961 will be applicable to you.

1. **Position:** Apprentice (Graduate Engineer)
2. **Place of Apprenticeship:** Plot No. S-135/2, Chakan Industrial Area, Phase II, Village Warale, Tal. - Khed, Dist.- Pune, Maharashtra - 410503
3. **Date of Joining:** 12/10/2021
4. **Period:** Your apprenticeship period will be from 12/10/2021 to 11/10/2022
5. **Stipend:** We shall pay you stipend of Rs. 12,500/- (Rupees Twelve Thousand Five Hundred only) per Month. With additional facilities which includes - Canteen, Uniform and Shoes as per company norms.
6. **Leave & Holiday:**
 - a. You will be eligible for leaves as per following and accordingly to the Apprenticeship Rules, 1991 prescribed leave as per the following:
 - i. Casual Leave - 12 days in a year - With prior approval of the reporting authority and HR department and 3 days in advance notice is must.
 - ii. Medical Leave - 15 days in a year - With intimation to responding authority and HR department, must be supported with medical certificate of qualified doctor.
 - b. The Paid Holidays which are observed in the establishment, will be applicable to you.
7. **Attendance:** The attendance is regulated as per the provisions under Rule 13(c) Apprenticeship Rules, 1991.

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8. Daily Diary: You have to maintain the daily diary and work diary while undergoing the Apprenticeship training. You should complete your daily diary and work diary regularly and get it approved by the Training Officer/Training In charge of the Establishment.

9. Employment: It shall not be obligatory on the part of us to offer employment after successful completion of period of Apprenticeship Training in our establishment and not shall it be obligatory on the part of you to accept an employment under the employer.

10. Discipline and Conduct:

- As an Apprentice, you shall abide by the rules and regulations of the establishment in all matters of conduct and discipline and carry out all lawful orders of the employer and superiors in the establishment.
- As an Apprentice, you should conduct yourself as a trainee and not as a worker and learn conscientiously and diligently and endeavor to qualify yourself as skilled Craftsmen.
- You should attend practical and related instructions classes regularly.

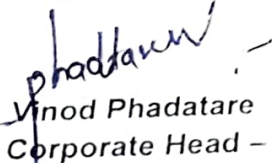
11. Termination : Where the contract of Apprenticeship is terminated through failure on the part of the Employer to carry out the terms of Contract and Condition (as notified under the Apprenticeship Rules 8), we shall pay to the apprentice compensation as prescribed and In the event of premature termination of contract of Apprenticeship for failure on the part of you to carry out the terms and condition of the contract (as notified under the Apprenticeship Rules, 1991), you hereby guarantees to us the payment of such amount as determined by the Apprenticeship Adviser as and towards the cost of training.

ENDORSEMENT

I hereby confirm acceptance of Appointment for the post of an "Apprentice" for Apprenticeship under the Apprentices Act, 1961, on the terms and conditions stipulated therein, I understand and agree that my signing this letter does not constitute employment by the employer.

Yours Faithfully,

For Mungi Metalcraft LLP


Vinod Phadatare
Corporate Head – HR & OD

Acceptance and Agreed by
Sign: -

Name: - Roshan Ravindra Tavade