



Name : **Mr. Vighnesh Vasudev Sambare**

App. Reg. No. : WMHG006210605222

Dear Vighnesh,

ENGAGEMENT AS APPRENTICE IN BPCL

This has reference to the interview and scheduled medical examination for the purpose of engagement as Apprentice under the provisions of The Apprentices Act'1961, we are pleased to engage you as Graduate Apprentice under **Mechanical Engineering** stream in our Corporation.

You are requested to report at **BPCL MAFFFL Fuel Farm** on **27.05.2022** for further instructions, at the following address at 9.00 a.m.

Mr. SATYAPAL SINGH
STATION MANAGER (AVIATION), MAFFFL
BHARAT PETROLEUM CORPORATION LTD.
BPCL FUEL FARM, SAHAR, CSIA,
AVIATION - BPCL FUEL FARM,
MUMBAI, MAHARASHTRA PIN – 400099
CONTACT: 9810904348 / 7879455555

It may please be noted that:

1. Your engagement as an 'Apprentice' will be for a period of one year with effect from 27.05.2022. During the period of apprenticeship training, you'll be paid a stipend of **Rs.25000/-** per month. The apprenticeship training is for the purpose of imparting training and doesn't call for employment in the organization after the completion of training.
2. Your engagement as an apprentice shall be governed by the provisions of Apprentices Act, 1961 and the rules made there under.
3. While undergoing apprenticeship training, which will predominantly be on the job training, you are expected to -
 - a) Learn the trade conscientiously and diligently.
 - b) Be regular in attendance.
 - c) Maintain daily learning journal/work diary and get it countersigned by your supervisor every week.
 - d) Carry out lawful advices and directions of the officials at the location.
 - e) Carry out your obligations under the contract of apprenticeship.
4. You will be entitled to holidays as per the holiday calendar applicable to the establishment of your engagement (12 Holidays) & 12 casual leaves (one CL for every completed month of engagement) and 10 sick leaves on a prorated basis.

विपणन कार्यालय: प्रियदर्शिनी बिल्डिंग (पहली मंजिल से छठी मंजिल), सायन-ट्रॉम्बे रोड, ईस्टर्न एक्सप्रेस हाइवे, सायन, मुंबई-400022. फोन: 022-24011499
रजिस्टर्ड ऑफिस: भारत भवन, 4 & 6, करीमभोंय रोड, बेलार्ड इस्टेट, पोस्ट बॉक्स क्र. 688, मुंबई-400 001. ...2.

Marketing office: Priyadarshini Building (1st floor to 6th Floor), Sion-Trombay Road, Eastern Express Highway, Sion, Mumbai-400022. Phone: 022-24011499

Registered Office: Bharat Bhavan, 4 & 6, Currimbhoy Road, Ballard Estate, P. B. No. 688, Mumbai - 400 001.

Email: info@bharatpetroleum.in Website: www.bharatpetroleum.in CIN: L23220MH1952GOI008931

: 2 :

5. Weekly off may be granted on a staggered basis.
6. The health, safety and welfare provisions of Factories Act, 1948 shall be made applicable to you.
7. The period of apprenticeship training shall not be extended beyond the specified period of one year.
8. Your learning shall be reviewed quarterly and annually. Upon successful completion of apprenticeship training, a certificate shall be issued by the Corporation.
9. You are required to adhere to the safety procedures/practices.
10. In respect of matters not expressly stated in this contract, shall be construed to be governed by the provisions of Apprentices Act, 1961 and the rules made thereunder.
11. This engagement is on the basis of you having furnished to the Corporation, correct and factual information and documents regarding your date of birth, qualifications, caste and other details. If at any time, it is found or revealed that you have furnished false or incorrect information and/or documents or withheld pertinent information etc. to secure or have secured engagement, your apprenticeship training shall be liable to be terminated with immediate effect.
12. On the question of interpretation of any terms and conditions, the decision of the Corporation shall be final and binding on you.

If the above terms and conditions are acceptable to you, you're requested to return as token of acceptance, the duplicate of this letter duly signed, at the time of reporting. It may please be noted that you shall have to make travel arrangements at own cost.

Please note that your offer of engagement will automatically stand cancelled without any further reference to you, if you fail to fulfil any of the terms and conditions mentioned above.

Yours faithfully,

For **BHARAT PETROLEUM CORPORATION LIMITED**

PRAVEEN ANASWARA
SR. MANAGER EMPLOYEE RELATIONS (HRS) WEST

Encl: Joining Instructions.

I accept the terms and conditions as mentioned in this letter.

Name: _____

Signature: _____

Date: _____

JOINING INSTRUCTIONS

1. You are required to bring the following documents, in original for verification and also furnish two sets of photocopies of the same as follows:
 - Certificates in proof of date of birth, qualifications and experience, if any.
 - Attestation form in the prescribed format duly filled and certified by a Gazetted Officer (minimum two years' acquaintance) of Central or State Government.
 - Valid Caste Certificate (applicable to only SC/ST/OBC Non- Creamy Layer candidates) issued recently by a Competent Authority in the prescribed format.
 - Identity proof such as PAN Card /Election card/License etc. Details of PAN card and Aadhar card are to be mandatorily submitted on the day of your joining.
 - One passport size and one stamp size colour photographs.
 - Blank cheque leaf from your cheque book showing the 9 digit MICR code.
 - National Electronic Fund Transfer (NEFT) Mandate Form duly filled and attested by the authorized official of the Bank having particulars of your account.
 - Police verification Certificate (If it is not readily available, you shall submit the same within one month of joining).
2. Accept the Apprenticeship Contract within seven days once it is created in the NATS/NAPS Portal.