



Date 17/10/2022

To,
Mr.Samir Mulla
A/P-Kurundwad,Shirol
Dist-Kolhapur 416106

APPOINTMENT LETTER

Dear Samir,

This has reference to your application and subsequent interview you had with us, we are glad to appoint you as **“Trainee-Purchase Executive”** in Purchase Department based at “Chakan ,Pune “Location on the following terms and conditions with effect from **16-09-2022**.

1. You will be on probation for a period of Six months from your date of joining. Your probation period will be deemed to have been extended until such time the company gives you written completion letter.
2. You will be paid annual CTC of **Rs. 2,28,600/-INR** in words (**Two Lakh Twenty Eight Thousand Six Hundred Only**) as per the annexure I.
3. During your employment with the company, you may be posted / transfer to any of the offices / projects / divisions / departments / units of the company existing, or to be set up at any other location in India. For service period consideration your date of joining will be considered as date of joining in the group company.
4. Effective your joining date you will be on probation for a period of Six months. You may be considered for confirmation at the end of your probation, if your services are found satisfactory and a permanent vacancy then exists.
(a) If no order of confirmation is issued, your probation would automatically stand extended.
5. During the period of your probation, either party may terminate this appointment by giving **Ten days’ notice** or payment in lieu thereof. Once you are confirmed as an employee of the company, either party may terminate this appointment by giving **One months’ notice** or payment in lieu thereof. The company shall have the right to waive off the requirement of notice period.
6. During your employment with the company, if you are involved or found guilty of dishonesty, negligence, indiscipline, or involved in criminal cases / activities, or of any conduct considered by us as detrimental to interests of the company or of violation of one or more terms of your employment, it would amount to breach of this agreement and you will be liable for disciplinary action including termination of your employment with the company without notice.
7. You are bound by the leave policy, rules and regulations, orders and disciplinary procedure of the company that are in force, including those that may be enforced from time to time.

CC: Employee Personal file

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