

No.: MSIL/TAQ/20240118/205

Date: January 18, 2024

**Letter of Intent for Employment**

Kartik Pathania  
Gurugram, Haryana

Dear Kartik Pathania

Congratulations and Welcome to Maruti Suzuki family!

This has reference to the selection process conducted at your campus; we are pleased to offer you an appointment on the terms and conditions mentioned in Annexure –I to this letter.

Designation: Graduate Engineer Trainee  
Joining Location: Gurugram, Haryana

*\*Please note that your final vertical/division will be basis Business Requirement. You can be allocated any of the following verticals – Production/Engineering/Quality/Supply Chain/Parts, Accessories and Logistics/Digital Enterprise/Information Technology/Marketing & Sales/Safety or any other vertical. In line with MSIL core value of Openness & Learning and Fast, Flexible and First Mover, you are expected to be open to any career assignment allotted by MSIL. Also, please note that your posting location will be basis MSIL business operations PAN INDIA.*

Please accept the letter online on the link shared over email towards your consent for acceptance of above offer. Please send the same within 7 days from the date of issue. This offer would automatically be treated as null and void subsequent by due date in case not acknowledged and accepted.

The details of the offered compensation is mentioned in Annexure II & Applicable Benefits in Annexure III

The Letter of Intent is valid subject to your medical fitness (as per tests mentioned in Annexure IV) & Antecedent verification. At the time of joining, you are required to submit the testimonials for your educational qualification and work as applicable. You are also requested to read, understand and accept compliance to MSIL Code of Conduct (Annexure V).

We would be happy to offer any clarification that you may need in this regard. You may contact the undersigned or my colleague in Human Resources:

**Name: Shashank Kumar**  
**Contact No: 8309711698**  
**Email Id: Shashank.Kumar3@maruti.co.in**

We look forward to have you with us in Team Maruti Suzuki.  
Best Wishes



**Mandvi Shringi**  
Head – Talent Acquisition

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**MARUTI SUZUKI INDIA LIMITED**

CIN Number: L34103DL1981PLC011375

Gurgaon Plant

Registered Office

Email investor@maruti.co.in  
Website: www.marutisuzuki.com

Palam Gurgaon Road, Gurgaon 122015

Plot No. 1, Nelson Mandela Road, Vasant Kunj,

Manesar Plant: Plot No. 1, Sector 3A, IMT

Haryana, India

New Delhi 110070, India

Manesar, Gurgaon 122051 Haryana, India

Tel: 0124-2346721 Fax: 0124-2341304

Tel: 011-46781000 Fax: 011-46150275

Tel: 0124-4884000 Fax: 0124-4884199

## ANNEXURE - I

### TERMS & CONDITIONS OF OFFER OF APPOINTMENT IN MSIL IN RESPECT OF

Kartik Pathania

01. Your service shall be confirmed subject to satisfactorily completing the training.
02. In consideration of MSIL agreeing to incur costs and efforts in providing training to you, you shall be required to:
  - i) Enter into a Service Agreement as per draft (to be shared separately) , with MSIL, for completing training satisfactorily and to serve the Company for a minimum period of 01 year excluding training period, as well as, unauthorized leave, leave without pay and study leave etc., if any.

Please note that the Agreement stipulates payment of certain amounts by you to the Company in case you fail to complete the training period satisfactorily or serve for at least 01 year thereafter.
  - ii) Obey and abide by all the rules, regulations, policies, training and service conditions and orders of the Company and of its authorized officers and representatives issued from time to time.
03. If you fail to complete successfully the period of training and fail to serve the company for a period of one year, excluding the training period, you shall be liable to compensate the company in the following manner:
  - During Training Period: Salary paid by the Company up to the date of your Leaving plus cost of training subject to a maximum of Rs. 2,00,000/- (Rupees Two Lacs only).
  - After completion of Training and during the period of the Service Agreement: Rs. 2,00,000/- (Rupees Two Lacs only)
04. Failing to complete successfully the period of training and failing to serve the company for a period of one year, after completion of training period, excluding the training period, shall mean and include:
  - 4.1 Termination of services of the trainee by the Company, by way of removal or dismissal for any reason including unauthorized absence from training for 20 days or more or you remaining absent from training on medical grounds or for non-performance of the terms and conditions of the Service Agreement.
  - 4.2 Acceptance of resignation by the Company.
05. In case your performance during the training period of one year is not found satisfactory, the management may (a) terminate the training during the training period or at the end of the same, without any notice, or (b) extend the same. In case of continued unsatisfactory performance even during the extended period, the training may be terminated either during or at the end of such extended period.
06. In case you opt to resign during the period of training, you shall have to serve one month's notice or pay one month's Salary plus all other allowances, in lieu of the notice period or pro-rata amount for the period falling short of such notice. In addition, the amount as per the Service Agreement shall also be payable by you. Likewise, the amount mentioned in the Service Agreement would also be payable by you to the Company in case your training is terminated by the Company on account of unsatisfactory progress during the training period or unsatisfactory work/conduct thereafter.
07. In case training is terminated by the Management on grounds other than on the grounds of unsatisfactory performance, including, but not limited to other grounds, as mentioned in clause no. 05 and 21 herein, you will be eligible to one month's notice or one month's salary plus allowances only in lieu thereof.
08. This offer is subject to your being found medically fit as per MSIL norms. Candidates having any medical

problem, including, colour-blindness will be treated as UNFIT and they will not be allowed to join duty in MSIL.  
(Refer to Annexure IV)

You are accordingly required to go for pathological/medical tests at any of the Medical Institutions as indicated in the List of medical centres and present yourself before CMO, MSIL for medical examination along with:

- i) all reports of pathological/medical tests
- ii) a passport size color photograph
- iii) your appointment letter

09. This offer is subject to your passing the prescribed degree examination for post offered, with at least 65% marks in aggregate. In case, however, your result is still awaited, you would be allowed to join MSIL, on provisional basis subject to the condition that the mark sheets / certificate of the same would be submitted by you immediately after the results are declared.
10. Based on the Organizational requirement, you may be required to undertake long term, as well as, short term training within the organization or SMC, Japan or any other establishment, anywhere in the world. Accordingly, this offer is subject to your agreeing to go abroad for training as may be required and since the Company will be incurring significant cost, time and other resources in imparting such training to further develop your skill & competencies, the Company, in turn would also expect your commitment in serving the Company for some minimum period on completion of such training depending on the duration, cost and other resources involved in the concerned training. Your refusal to undertake such training would be viewed very seriously and the management may take appropriate action as may be dim fit under the circumstances.
11. Your appointment continuation/confirmation of training/ service on confirmation will be subject to satisfactory verification of your antecedents, and credentials testimonials etc. as declared by you at the time of interview and in the bio-data form.
12. Initially, you will be joining at Gurgaon. Depending upon the exigencies of workload, business development, changes in production pattern etc. you shall be liable to undergo training and may be transferred, posted anywhere in India or abroad wherever the company has any business.
13. For your travel from your present place of residence for joining duty, you will be reimbursed the expenses, subject to, your producing ticket/photocopy of ticket, for self and family consisting of dependent spouse and children, as per MSIL norms.
14. During the period of training or during the term of the service agreement no application from you for outside job shall be recommended by MSIL.
15. After successful completion of training period and confirmation of service thereafter, services may be terminated by giving three months' notice by either party or Basic Pay in lieu of such notice or in case of shorter notice, Basic pay for the period falling short of such three months' notice but subject always to the conditions of the Service Agreement executed by you/your Surety.
16. You will be required to observe strict secrecy of the official matters and/or technical know-how/process which you may come across during the period of your training and subsequent service on confirmation, and shall not divulge any company information.
17. In consideration of salary paid to you by Maruti Suzuki India Limited, during your period of training or subsequent confirmation of your service, you shall assign to the Company or its assignees every right, title and interest in and to any invention that you may make during or as a result of your employment, during and after the training period, relating to the Company's products and methods of manufacture. You shall also observe and perform and do all acts, deeds, matters and things which the Company considers necessary to secure to the Company or its successors or assignees any and all rights relating to such inventions and improvements including patents in foreign countries.

18. Notwithstanding anything inconsistent contained in the provisions of the **Code of Business Conduct & Ethics** and other rules and regulations of the Company, your name shall be struck off from the rolls of the Company without prior notice, if you, without sufficient cause, remain absent from the training for twenty days or more during the training period.
19. Besides the terms & conditions mentioned hereinabove, during your period of training and subsequent confirmation of your service you will be governed by provisions of **Code of Business Conduct and Ethics**, all applicable rules and regulations of service and other Standing Instructions which are not in force and which may be framed in future and your acceptance of this appointment offer carries with it your agreement to obey all such rules and regulations.
20. The Company reserves the right not to accept the resignation if any disciplinary proceedings are pending or a decision has been taken by the Competent Authority to issue a charge sheet.
21. In the event of death, insolvency, lunacy of surety, you shall intimate the Company within fifteen days of its occurrence of such event and arrange to execute a fresh agreement from a new surety.
22. On attaining the age of 58 years, you shall retire from the service and you shall have no claims to continue in the service of the Company thereafter.
23. The terms and conditions contained herein above will continue to apply to you if you are appointed to another post and/or any other scale of pay/level of the Company.
24. If any declaration given or information furnished by you in connection with your employment either at the time or before seeking employment or later at any stage in the Company, proves to be false or if you are found to have willfully suppressed or withheld any material information, you will be liable to removal from service forthwith, without notice or such other actions as the Company may deem necessary, subject always, to the conditions of the agreement executed by you/your Surety.
25. You are requested to bring the following documents, in original and attested copies of certificates when you report for duty:
  - i) Documentary evidence in proof of your date of birth.
  - ii) Documents/Certificates in proof of your Educational/Technical qualifications, SC/ST certificate, previous experience, if any, etc.
  - iii) Twelve copies of your recent passport size color photographs.
  - iv) Medical certificate as per Clause 08
  - v) Agreement as per Clause 03
  - vi) Proof of Annual Income/Property valuation of the Surety as declared in Agreement.

A handwritten signature in black ink, appearing to read "Mandvi Shringi".

**Mandvi Shringi**

Head – Talent Acquisition

## ANNEXURE-II

**Name: Kartik Pathania**

**Level / Designation: GET**

Annual Total Remuneration (ATR)			
S.No	Head Description	Monthly (Rs.)	Annual (Rs.)
1	Basic Pay	22,700	272,400
2	Flexi Pay	35,051	420,616
3	Retirals	3,915	46,984
	<b>Total Remuneration</b>	<b>61,667</b>	<b>740,000</b>
Flexi Pay Components			
S.No	Head Description	Monthly (Rs.)	Annual (Rs.)
1	Housing (HRA / Lease)	11,350	136,200
2	Uniform Maintenance	3,500	42,000
3	Medical Domiciliary	1,250	15,000
4	LTA (One month Basic Pay)		
5	Children Edu. Allowance	200	2,400
6	Driver Allowance	0	0
7	Conveyance Reimbursement	2,000	24,000
8	Balance Flexi Pay	16,751	201,016
	<b>Total Flexi Pay</b>	<b>35,051</b>	<b>420,616</b>
Retiral Components			
S.No	Head Description	Monthly (Rs.)	Annual (Rs.)
1	Provident Fund*	2,724	32,688
2	Gratuity**	1,091	13,096
3	Superannuation Fund	100	1,200
	<b>Total Retirals</b>	<b>3,915</b>	<b>46,984</b>

\* PF Contribution is payable only on Basic Pay @ 12%

\*\* The actual gratuity payment will be determined in line with the Payment of Gratuity Act and as per Company policy

### Other Salary Details

Description	Salary Details
Variable Pay / AVPR***	1,20,000 (can vary from 0 to alpha)
Retention bonus****	2,10,000
Other Benefits #	60,000

\*\*\*Additional Variable Performance Reward (AVPR) payout is entirely based on management discretion and is over and above the salary/benefits as per the terms of employment. As per past trend, the AVPR %age payout for medium to superior performer has been in the 10-20% range of fixed pay. It may vary based on business and individual performance. The AVPR is based on Company's overall performance in the last financial year. It can vary from Zero to Alpha, which means in a high-performance year the Variable Performance Reward payable could be alpha, while in a low performance year it could be zero. AVPR to new joiners will be paid on pro rata based on worked days in the respective financial year. Payout to be given to only on roll employees on the date of AVPR communication.

\*\*\*\*Performance based (when awarded a rating of High Performer and above) one-time Retention Grant payment is awarded after two years of service at MSIL with 24 months of locking period.

#Other benefits are approx. average cost as per benefits Annexure III. This may vary as per individual eligibility and applicability.



**Mandvi Shringi**

Head – Talent Acquisition

Private and Confidential