

Date- 25th 06.2021

To,
Mr. Arvind Maruti Indalkar,
 At- Post- Shikrapur, Near Indraprasth Garden,
 Namera House, Chakan Chowk, Chakan Pune

Appointment Letter

 Dear **Arvind,**

With the reference to your application & subsequent interview had with us, we are pleased to appoint you as an **"Engineer"** in **O-1 Grade** in our **Quality Department** based at **Dhananjay Metal Craft Pvt. Ltd.-III, Ranjangaon Plant Payroll, Pune.**
w.e.f. 25th 06.2021 on the following terms and conditions.

❖ Salary Breakup

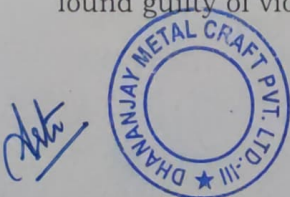
Stages	Particulars	Per Month	Per Year
A	Remuneration :		
1	Basic	12000	144000
2	HRA	6000	72000
3	Education	2400	28800
4	Conveyance	2400	28800
		22800	273600
5	Washing Allowance	840	10080
	GROSS	23,640	283,680
B	Employees Contributions		
1	Provident Fund	1440	17280
2	Employees State Insurance	0	0
3	Professional Tax	200	2400
	Total Employees Contributions	1,640	19,680
C	Monthly Take Home (A - B) = C	22,000	264,000
D	Employer Contributions		
1	Provident Fund	1560	18720
2	Bonus	875	10500
3	Employees State Insurance	0	0
	Total Employer Contributions	2,435	29,220
E	Performance Allowance	0	0
	TOTAL : A+D+E(CTC)	26,075	312,900



Confidential - Restricted

Mr. Arvind Indalkar
Engineer

1. You will be cover under Personal Accident Policy round the clock as per insurance rules
2. **Probation:** You will be probation for a period of six month from the date of joining. However if your performance is found be unsatisfactory, the Probation period may be extended or your services can be terminated with any notice or reason whatsoever, at the discretion of the management.
3. **Conformation:** On successful completion of your probation period and / or extended period of probation your services will be confirmed by an order, until then you shall be deemed to be on probation.
4. **Transfer :** Your services will be subject to inter - departmental / establishment transfer to any other company within the **Dhananjay Group** on temporary or permanent basis anywhere in India depending upon exigencies of work at the sole discretion of the Company without any extra remuneration.
5. **Notice of Resignation:** In case of resignation or to relive you from the Company's services or to waive your notice period will be a Management's discretion. Please note that an individual needs to give notice in advance as per the notice period applicable to employee respective current grade in the organization after conformation. The notice period applicable to your probation period only is One Month which has to be given in writing before leaving our employment.
6. **Nature of Work:** You will be observe such hours of work as observed by the Company from time to time. You will be required to work any shift, depending upon the Company's priorities and exigencies of work.
7. Your appointment and continuance in employment is further subject to your being found medically fit and the Management shall have the right to get you examined / reexamined from any registered medical practitioner as engaged by the Management whose decision shall be final and binding.
8. You will not enroll yourself in any part time or full time course of study or appear in any examination without the prior permission in writing from the management.
9. In case of any changes in your address during the course of employment with the Company it will be you're to duty to intimate the management in writhing within three days from the date of such changes and to get the change recorded with the management for the purpose of communication etc. Unless such change of address is intimated to the management and record with, it will be deemed that all communication sent to you by the management at your last given address have been received by you.
10. In case the Company decides to send you to any foreign country for training and if you agree to go for it, you will be required to execute a Bond to all the terms and condition therein before proceeding for the said training.
11. The Company reserve the right to take appropriate action in respect of you found guilty of violation of code of conduct.



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Engineer

12. Confidentiality :

Without prior written approval, you shall not, whether during the prevalence of this agreement or after its terminate for whatever reason, use, disclose or distribute to any person or entity, otherwise than as necessary for the proper performance of their duties and responsibilities as mentioned in your employment contract any confidential information, Massage, Data or trade secrets acquired by you in the course of performing your services under this agreement. This includes, but is not limited to information about the Company's business, salary, departmental process, financial and investment information, business contacts, codes and password, drawing, samples, product prototypes, know-how etc. and other internal information systems. This also includes the information that you termed as confidential and for internal use. All note, memoranda, record and other document of the Company and in your possession are and shall remain the property of the company and shall be hand over by you to the company from time to time on demand and, in any event upon termination of your employment.

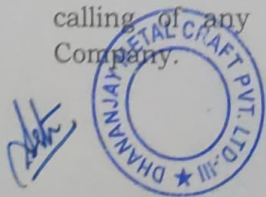
You will not transfer any data relating to the company form your authorized Company mail Id to your personal mail id. However, prior approval from your function head has to be sought in case transfer of any Company data in exigency for performance of your employment.

13. Intellectual Property :

All work produced for the Company by you under the course of this agreement of otherwise and the right to the various forms of intellectual property for example but not limited to patents, trademark, copyright, industrial designs, trade secrets, know-how and all other intellectual property in all such work is to be the sole property of the Company.

14. Other Terms & Conditions :

- a. You will not at any time hereafter without the consent in writing of the Company, except under legal process, divulge or make public any matters relating to the business of the Company, which of a Confidential nature.
- b. You will be true faithful to the Company in all your accounts, dealings and transaction whatsoever in & relating to the business of the Company or to such person as shall be authorized to receive the same.
- c. You shall devote the whole of your time and attention to your employment with the Company and shall discharge your duties to the best your ability. It is a condition of your employment you undertake not to engage yourself directly or indirectly with or without remuneration in any other employment service or calling of any nature whatsoever without written permission from the Company.



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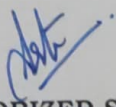
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- d. Upon leaving the employment of the Company you shall not take with you any properties, formula, drawings, blue print or other reproduction or any other data tables, calculation, letter, other document or copy of the nature whatsoever pertaining to the business of the Company.
- e. If at any time you shall by your conduct, render yourself incompetent to perform your duties, or if you are found to be dishonest, disobedient, intemperate, irregular in attendance, commit any breach of the terms of your appointment, or of any of its stipulation herein with prejudice to any of its right under the terms herein management shall be entitle to terminate you employment forthwith without any notice or payment in lieu of notice and to deduct from your salary or other enrichments of any due to you then the amount of any loss of the company may have sustained.
15. In the event of you being considered for employment, subject to fulfillment of conditions mention in this letter, you shall retire from the services of the Company on attaining the age of 58 years without any notice whatsoever from the Company in this behalf your date of birth as per the Company records is **5th.10.1993.**
16. You will not directly or indirectly participate assist, solicit or otherwise be concerned in any capacity with any competitor of the Company or carry out any business which is substantially similar or competitive with the Company's business for the period of 24 (Twenty Four) month after relinquishing your services / termination of your services from the Company.
17. It is agreed that it shall be open to the Company from time to time to add, modify or abrogate any remuneration extended to you, on review of the Company's functioning, finances and prospect, and you shall be bound by the Company's decision in this behalf.
18. It is understood that all the rules and regulations of the Company that are in force at present or may be introduced from time to time be shall be binding on you the period of your employment in the Company.
19. Please sign the duplicate copy of this letter and return the same to us as a token of your acceptance of the above terms and condition.

Thanking You,

Yours Faithfully,

For DHANANJAY METAL CRAFT PVT. LTD - III


AUTHORIZED SIGNATORY

