**Varroc Group- Employee Introduction**

Name: Arsh Goyal Plant:

Department:  Date of Joining: 23 august,2021

Highest Education: B.Tech ( Mechanical engineering)

Total Experience: Fresher

Strengths

--------Quick Learner----------------------------------------------------------------------------------------------Team Player-------------------------------------------------------------------------------------------------Determined-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Biggest achievement

-------My team Got 21st rank in Formula Bharat Organised by SAE, India.--------------------------------I got Merit in 10th and 12th in Punjab School Education Board.----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Hobbies

-------- Playing Badminton-----------------------------------------------------------------------------------------listening to music------------------------------------------------------------------------------------------Reading Books----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Family

**Father: Rakesh Kumar Mother: Neha Sister: Muskan Goyal**

To,

Human Resource Department,

Varroc Group of Companies,

Aurangabad.

Dear Sir/ Ma’am

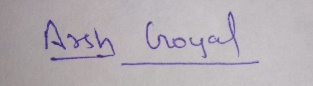
Subject: Joining Letter

I would hereby like to inform you that with respect to your offer letter, I am joining the Company from today i.e. as in Varroc \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Pvt. Ltd.

I am pleased to state that I shall deliver my duties with sincerity and responsibility. I shall work with total commitment to the organization.

I kindly request you to accept my joining letter.

Regards,

Name:  **Arsh Goyal**

Signature:

Location:

Time:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Joining Documents Checklist – New Employee**

|  |  |  |  |
| --- | --- | --- | --- |
| S.Nos. | Documents Required | Status | Comments/Details |
| 1 | Relieving Letter from  Immediate Past Employer, i.e.  before joining Varroc (MOST  IMPORTANT) |  |  |
| 2 | Last drawn Salary certificate |  |  |
| 3 | Qualification certificate |  |  |
| 4 | Experience Certificate |  |  |
| 5 | Date of birth Certificate |  |  |
| 6 | Passport size photos – 4 |  |  |
| 7 | Details of training attended, if  any |  |  |
| 8 | Form No 16 of previous  employer, if applicable |  |  |
| 9 | Govt. Approved Photo ID. (PAN  Card, Driving License,  Passport, Election Card) |  |  |
| 10 | Joining Report |  |  |
| 11 | PF Forms |  |  |
| 12 | SAP Form/ Confidentiality Form |  |  |
| 13 | Offer Letter/ MPR/ Salary Break  up/ Interview Assessment  Sheet |  |  |

Name: **Arsh Goyal**

Department:

DOJ: **23 August,2021**

Designation: **GET**

HR- Department

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Joining Form for SAP** | | | | | | | | | | | | | |
| Date of Joining | **23 August,2021** | | |  | | | | | | | |  | |
| Employee Name | First Name | | | Middle Name | | | | | | | | Last Name | |
| **Arsh** | | |  | | | | | | | | **Goyal** | |
| Date of Birth | **04 October,1999** | | | Gender | | | | | | | | **Male** | |
| Marital Status | **Unmarried** | | | Date of Marriage | | | | | | | |  | |
| PAN Number | **COZPG6798G** | | | Blood Group | | | | | | | | **O +ve** | |
| Aadhar Number | **280126447641** | | |  | | | | | | | |  | |
| **Permanent Address** | | | | | | | | | | | | | |
| House No. | **125 B** | | | Street | | | **Street No. 4** | | | | | | |
| 2nd Line Address | **Shaheed Bhagat Singh Colony, Rampura Phul** | | | | | | | | | | | | |
| District | **Bathinda** | | | State | | | | | **Punjab** | | | | |
| Pin Code | **151103** | Mobile Number | | | **9464979070** | | | | | | | | |
| **Temporary Address** | | | | | | | | | | | | | |
| Is your temporary address same as permanent address | | | **Yes** | | | | | | | | | | |
|  | | | | | | | | | | | | | |
| House No. | **125 B** | | | Street | | | **Street No. 4** | | | | | | |
| 2nd Line Address | **Shaheed Bhagat Singh Colony, Rampura Phul** | | | | | | | | | | | | |
| District | **Bathinda** | | | State | | | | | | | | **Punjab** | |
| Pin Code | **151103** | | | Mobile Number | | | | | | | | **9464979070** | |
| **Details to be filled by HR** | | | | | | | | | | | | | |
| Designation |  | | | | | | | | | | Grade | |  |
| Department |  | | | | | | | Responsibility | | | |  | |
| Directly Reports To |  | | | | | Indirectly reports to | | | | | |  | |
| PF No |  | | | | | Official Phone No | | | | | |  | |
| Official Email ID |  | | | | | | | | | | | @varroc.com | |
| Shift Schedule |  | | | | | Cost Centre no. | | | | | |  | |
| Bank A/C no. |  | | | | | Branch | | | |  | | | |
| Name of the bank |  | | | | | | | | | City | |  | |
| IFSC Code |  | | | | |  | | | | | |  | |
| **Salary Details** | | | | | | | | | | | | | |
| Earnings | | | | | | Deductions | | | | | | | |
| Particulars | Amount | | | | | Particulars | | | | | | Amount | |
| Basic |  | | | | | PF Company Contribution | | | | | |  | |
| FDA |  | | | | | Professional Tax | | | | | |  | |
| HRA |  | | | | | ESIC | | | | | |  | |
| Conveyance |  | | | | | Transportation | | | | | |  | |
| Production |  | | | | | Canteen | | | | | |  | |
| Education |  | | | | |  | | | | | |  | |
| LTA |  | | | | |  | | | | | |  | |
| Misc Allowance |  | | | | |  | | | | | |  | |
| Misc Allowance 1 |  | | | | |  | | | | | |  | |
| Total Earnings |  | | | | | Total Deductions | | | | | |  | |

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| --- | --- | --- | --- | --- | --- |
| **Family Details** | | | | | |
| Spouse Name | First Name | Middle Name | | Last Name | |
|  |  | |  | |
| Date of Birth |  | Occupation | |  | |
| First Child Name | First Name | Middle Name | | Last Name | |
|  |  | |  | |
| Date of Birth |  | Occupation | |  | |
| Second Child Name | First Name | Middle Name | | Last Name | |
|  |  | |  | |
| Date of Birth |  | Occupation | |  | |
| Third Child Name | First Name | Middle Name | | Last Name | |
|  |  | |  | |
| Date of Birth |  | Occupation | |  | |
| Father’s Name | First Name | Middle Name | | Last Name | |
| **Rakesh** |  | | **Kumar** | |
| Date of Birth | **11 June,1972** | Occupation | | **Electronics Business** | |
| Mother’s Name | First Name | Middle Name | | Last Name | |
| **Neha** |  | |  | |
| Date of Birth | **30 June, 1974** | Occupation | | **Housewife** | |
| **Nomination Details (PF,ESIC, GRATUITY ETC)** | | | | | |
| Nominee’s Name | First Name | Middle Name | | Last Name | |
|  | **Rakesh** |  | | **Kumar** | |
| Date of Birth | **11 June,1972** | | Guardian Name *(If Minor)* | |  |

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| Date ( dd.mm.yy) | | | | |  | | | | | | | | |  | | |
| **From** | | **To** | | **Course** | | | **Field** | | **Institute** | | | **Country** | | | | **Grade** |
| **01.04.2014** | | **31.03.2015** | | **SSC** | | |  | | **Bharatiya Model Senior Secondary School, Rampura Phul** | | | **India** | | | | **96%** |
| **01.04.2016** | | **31.03.2017** | | **HSC** | | |  | | **Bharatiya Model Senior Secondary School, Rampura Phul** | | | **India** | | | | **94.88%** |
| **26.07.2017** | | **26.05.2021** | | **B.Tech** | | | **Mechanical Engineering** | | **NIT KURUKSHETRA, Haryana** | | | **India** | | | | **76.98%** |
|  | |  | |  | | |  | |  | | |  | | | |  |
|  | |  | |  | | |  | |  | | |  | | | |  |
| **Professional Experience** | | | | | | | | | | | | | | | | |
| **Is this your first Job** | | | | | | | | | | **Yes** | | | | | | |
| **Date ( dd.mm.yy)** | | | |  | | |  | |  | | |  | | | |  |
| **From** | | **To** | | **Name of the company** | | | **Role** | | **Industry Type** | | | | | **City** | | **Country** |
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| **Professional Training** | | | | | | | | | | | | | | | | |
| Date ( dd.mm.yy) | | | | | |  | |  | | |  | | | |  | |
| **From** | **To** | | Name of the Training | | | Company Sponsored/Self | | Training Type | | | | | Trainer | | Institute | |
| 16.01.2020 | 29.05.2020 | | Structual analysis of aero engine casing for design evaluation from dynamics point of view | | | Self | | Internship | | | | | Shri T.N Suresh ( Scientist ‘G’) | | Gas Turbine Research Establishement, Bangalore | |
| 06.06.2019 | 06.07.2019 | | Implement 5s through flow and layout Optimization | | | Self | | Industrial Training | | | | | Mr. Kamal Panda ( Manager  MAFSPL) | | Mahle Anand Filter System Pvt. Ltd., Gurgaon | |
|  |  | |  | | |  | |  | | | | |  | |  | |
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**FORM 'F'- Gratuity**

To Varroc Engineering Pvt Ltd

I. Shri/ Shrimati/Kumari  whose particulars are given in the statement below, hereby nominate the person(s) mentioned below to receive the gratuity payable after my death as also the gratuity standing to my credit in the event of my death before that amount has become payable, or having become payable has not been paid and direct that the said amount of gratuity shall be paid in proportion indicated against the name(s) of the nominee(s).

2. I hereby certify that the person(s) mentioned is a/are member(s) of my family within the meaning of clause (h) of section (2) of the Payment of Gratuity Act, 1972.

3. I hereby declare that I have no family within the meaning of clause (h) of section (2) of the said Act.

4.

(a) My father/mother/parents is/are not dependent on me.

(b) My husband's father/mother/parents is/are not dependent on my husband.

5. I have excluded my husband from my family by a notice dated the to the Controlling Authority in terms of the proviso to clause (h) of section 2 of the said Act.

6. Nomination made herein invalidates my previous nomination.

**Nominee(s)**

|  |  |  |  |
| --- | --- | --- | --- |
| Nominee’s full Name: | Relationship: | Full address of the employee | nominee(s) |
| **Rakesh Kumar** | **Father** | **House No. 125B, street no. 4, Shaheed Bhagat Singh Colony, Rampura Phul, Bathinda, Punjab,151103** | **House No. 125B, street no. 4, Shaheed Bhagat Singh Colony, Rampura Phul, Bathinda, Punjab,151103** |
|  |  |  |  |
|  |  |  |  |

Statement

1. Name of employee in full.  **Arsh Goyal**

2. Sex. **Male**

3. Religion. **Hindu**

4. Whether unmarried/married/widow/widower. **Unmarried**

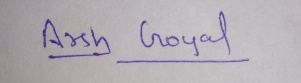
5. Department/Branch/Section where employed.

6. Post held with Ticket or Serial No., if any.

7. Date of appointment. **23 August,2021**

8. Permanent address.

Village ……………… Thana ……………… Sub-division ………………. Post

****Office ……………… District State Place

Signature/Thumb impression of the employee Date **14 August,2021**

Declaration by witnesses

Nomination signed/thumb impressed before me.

**Name and address of witnesses Signature of Witness**

1. 1.

2. 2.

Place

Date

**Certificate by the employer**

Certified that the particulars of the above nomination have been verified and recorded in

this establishment.

Employer's Reference No. if any.

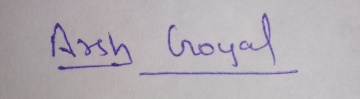
Signature of the employer/ officer authorized

Date

Name and address of the establishment or rubber stamp

Thereof Acknowledgement by the employee

Received the duplicate copy of nomination in Form 'F' filed by me and duly certified by the employer.



Date Signature of the employee

14 August,2021

**Nomination Form- Personal Accident/ Benevolent Scheme**

To Varroc Engineering Pvt Ltd

1. I, **Arsh Goyal .S/o Rakesh Kumar** resident of **Rampura Phul** Whose particulars are given in the statement below, hereby

nominate the person (s) mentioned below to receive the benefits under Personal Accident / Benevolent Scheme payable in the event of my death

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| S.no | Name of Nominee | Full Address of Nominee | Relationship with Nominee | Age of nominee | % Allocation |
| **1.** | **Rakesh Kumar** | **House No. 125B, street no. 4, Shaheed Bhagat Singh Colony, Rampura Phul, Bathinda, Punjab,151103** | **Father** | **49** | **100%** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

2. I hereby certify that the person(s) mentioned above is/are member(s) of my family/Legal heirs.

3. I hereby declare that

• My father/mother/parents is/are not dependent on me.

• My Husband's/Wife’s father/mother/parents is/are not dependent on my husband.

4. Nomination made herein invalidates my previous nomination.

**STATEMENT**

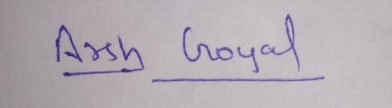
Name of employee in full:  **Arsh Goyal**

Date of Birth: **04.10.1999** Sex: **Male**

Religion: Hindu Whether unmarried/married/widow/widower: **Unmarried**

Department/Branch/Section where employed:

Post held with Employee No.: Date of appointment: **23 August,2021**

****Place: Date: **14 August,2021**

Signature/Thumb impression of the Employee

**Declaration by witnesses**

Nomination signed/thumb impressed before me.

Name in full and full address of witnesses Signature of Witnesses

1.

2.

Place

Date

**Certificate by the Employer**

Certified that the particulars of the above nomination have been verified and recorded in

this establishment.

Employer's Reference No., if any.

Signature of the Employer/ officer authorized

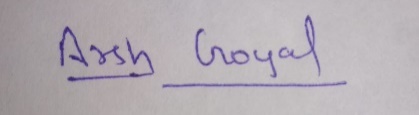
Date

Name and address of the establishment or rubber stamp

**Acknowledgement by the Employee**

Received the duplicate copy of nomination in Form 'F' filed by me and duly certified by

the employee

Date **14 august,2021** Signature of the Employee

**Confidentiality Undertaking**

Varroc Engineering Private Limited (VEPL)

Dear Sir/ Ma’m,

Sub: Confidentiality Undertaking

I acknowledge that during the course of my functional assignments at VARROC (the term shall include VEPL, its subsidiaries and associates Companies), I have/may come across information from VARROC and/or its Collaborators/ Customers/ Suppliers/Associates which may be considered as confidential & commercially sensitive [hereinafter collectively referred to as “CONFIDENTIAL INFORMATION”] and which may include without limitation patents, designs, copyrights, trademarks, trade secrets, techniques, sketches, drawings, models, inventions, know-how, processes, apparatus,

equipment, software programs & software source documents, information concerning research & development, design specifications and other engineering details relating to company’s past present and future products/process & operations and that confidential information shall also includes

financial/costing data and other non-technical information of Varroc, its customers; list of customers/vendors, business forecasts, sales and marketing plans, procurement plans, vendor development data and information related to Varroc’s past, present and proposed products and services.

Confidential Information shall not, however, include information that:

a) is or becomes generally available in the public domain, other than as a result of my disclosing the same to a third party in violation of this Undertaking, or

b) was known to me prior to the disclosure of the same to me as a result of my employment/association with VARROC, as evidenced by my written records, through independent development or through disclosure by a source not separately obligated to hold such information in confidence, or

I hereby agree to abide by the following terms & conditions w.r.t. the Confidential Information which has been / will / may be divulged to me or to which I may have access during the course of my association with VARROC:

1. I will use the CONFIDENTIAL INFORMATION only for the purpose for which I am supposed to use/apply the same in line with the terms & conditions of my employment/assignment with VARROC.

2. I will not disclose the CONFIDENTIAL INFORMATION to any third party, except with the prior consent of VARROC.

3. I will not publish copy, reverse engineer, disassemble, decompile, sell or disclose the Confidential Information to any third party. I will use my best efforts to prevent inadvertent disclosure of such CONFIDENTIAL INFORMATION to any third party.

4. I will disclose the CONFIDENTIAL INFORMATION only to such employees of VARROC as may need to know such information.

5. Upon receiving notice from you in this regard, I will promptly return or destroy all written or other tangible CONFIDENTIAL INFORMATION in my possession, including all extracts and copies thereof or shall dispose of the same in accordance with your instructions in this behalf.

6. I will not act contrary to VARROC’s obligations to its Customers, Collaborators, Suppliers and Associates. I will always protect the interests of VARROC.

7. My obligations of confidentiality under this Undertaking shall cease after a cooling period of three (3) years from the date of termination of my services/association with VARROC due to any reason whatsoever.

8. In the event of breach of any of the above clauses, without prejudice to any legal recourse, which will be available to VARROC, I hereby agree to indemnify VARROC and keep it indemnified against all losses, claims, and damages that it may sustain by reason of such breach.

9. The Courts of Aurangabad shall have exclusive jurisdiction to deal with any issues that may arise out of this Undertaking. I am signing this undertaking without any coercion or undue influence and with the full knowledge about its contents and repercussions of signing this Undertaking.

Yours Faithfully, Witness (can be anyone known to the employee)

Name: **Arsh Goyal**

Address: **House No. 125B, street no. 4, Shaheed Bhagat Singh Colony, Rampura Phul, Bathinda, Punjab,151103**

Designation: GET

Place: