



IH&MS Integrated Solutions India Pvt. Ltd.

304, 3rd Floor, Nyati Millennium,

Viman Nagar

Pune Maharashtra

www.ihmsindia.com

0203091242

Appointment Letter

To,

Date : 21-Apr-2018

Candidate Name : **Sumit Patil**

Employee Code : **E02**

Candidate Address : **GujaratAambaliyasan**

Dear Mr/Mrs Sumit Patil ,

In reference to your application and subsequent test / interview you had with us. We have pleasure to appoint you the post of **Operation** (Position) under the **IH&MS Integrated Solutions India Pvt. Ltd.** , with effective from **29/03/2018** (Date of Joining) on the terms mentioned below.

On the following terms and Conditions:-

- Your compensation will be **Rs. 3600000** per month, with the proper deductions made for all required withholdings.
- You will be probation for 3 months from the date of joining the company, while on probation you will be required to give 15 days' notice or payment of **15 days gross salary in lieu of a notice of your intent to leave the company's service.**
- After confirmation the company or you may terminate your employment on giving one month notice or payment of one month gross salary in lieu thereof..
- You will be posted at **Aambaliyasan , Gujarat** (Location). However, you will be travelling all over India as per requirement of job. Through our place of posting, depending on the requirement of the Company/Client you will be relocated elsewhere in the company as and when required. It s also a condition of your employment that you will serve the company at any place designated by the company.
- You are not allowed to disclose confidential Company information to unauthorized third parties and at no time may you disclose confidential information of a former employer to the Company. A copy of the contractor's Noncompetition/ Nondisclosure Agreement will be provided to you, which you must sign and return to the Company at the commencement of your contract.
- Your terms of employment will be governed by the company rules as in force from time to time which may change at the discretion of the management.
- You will be required to maintain utmost secrecy in respect of documents, commercial offer, Company's policies Company's patterns & Trade Mark and Company's Human assets profile.

You will be required to comply with all such rules and regulations as the company may frame time to time.

Kindly confirm your acceptance to the same by signing on this Appointment Letter.

Sincerely

For International Housekeeping and Maintenance Services

Authorised Signatory

Human Resources

ACKNOWLEDGEMENT AND ACCEPTANCE

I have read and understood the terms and conditions of this letter and hereby notify my acceptance by signing at the space provided below.

Signature

Date

21-Apr-2018

This letter shall automatically stand withdrawn in case you do not notify your acceptance by counter signing this letter within 15 (fifteen) days of the date of this letter.

ANNEXURE II

GENERAL TERMS AND CONDITIONS OF EMPLOYMENT:

1. ACCOUNTABILITY:

As an employee of the Company you are expected to work with a high standard of initiative, efficiency and economy. You are also required to adhere to all Company policies and procedures whether written or oral, and always act in the best interests of the Company.

2. NOTICE OF TERMINATION:

You will be on probation for 3 months from the date of joining the company, while on probation you will be required to give 15 days' notice or payment of 15 days gross salary in lieu of a notice of your intent to leave the company's service.

3. POSTING AND TRANSFER:

Your posting at present is at Pune (Location). During your employment with IH&MS, you may be posted or transferred to any of the office /subsidiaries/associate offices of IH&MS. or as per client request, to any town or city in India or abroad, at the sole discretion of the management. Refusal to join at such place shall mean your neglect of work and consequent resignation.

4. WORKING HOURS:

Company's normal hours of work are 9:30 A.M. to 7:00 P.M. with one hour for lunch which falls between 1:00 and 2:00 p.m. You will also be required to work such additional hours as may be necessary for the proper performance of your duties. There will be no additional payment for hours worked in excess of your normal hours of work.

In case of your posting at the client, your working hours may vary according to the operational needs of different clients and projects. Also you may be required to work on the shift system. Employees working onsite shall adhere to the work schedules as governed by clients to whom they are delivering the services.

1. REPORTING:

On joining IH&MS, a team leader will be assigned to you. Weekly report needs to submit to the respective Manager of the IH&MS. This report shall be done in format as defined in the employee handbook.

2. PROVIDENT FUND SCHEME:

You will be governed by The Employees Provident. Fund Scheme formulated by the Government of India immediately on joining, as per the rules and regulations in force from time to time.

3. ESIC / INSURANCE:

You will be governed by The Employees State Insurance Scheme formulated by the Government of India on joining as per the rules and regulations in force from time to time. If you are not coverable under ESIS then Company will cover you under appropriate Insurance.

4. MORAL RESPONSIBILITY:

You are expected to deal with company's money, material and documents with utmost honesty and professional ethics. Indiscipline, fraud, misappropriation or acting against the interest of IH&MS. Can be reason for immediate termination of service without any notice whatsoever.

5. OTHER EMPLOYMENT'S:

You are not authorized to sign any contracts or other kinds of financial agreements nor commit the company financially in any agreement whatsoever, unless expressly authorized by the Company.

You may not sign appointment letters for members of your team or any other person who is in the employ of the Company. You may, however, refer potential recruits to your team or to the company at large to the human resources department of the Company who will evaluate the prospective candidate.

And while joining you need to sign NOC form is compulsory.

6. SECRECY:

You will not give anyone by word of mouth, writing, facsimile, electronic devices and media or otherwise any particulars or details, which you acquire during the course of your employment of our working systems, technical know-how, security arrangements, administrative and or organization matters of our and our clients whether confidential, secret or otherwise, either during your employment with company or afterwards.

7. DRESS CODE:

The company has adopted business casual wear for employees. In order to create and maintain a professional image, employees are expected to wear clothing that is not offensive or distracting to clients and colleagues. You are required to follow the dress code policy of the Company and shall maintain standard level of hygiene. In case you are transferred, deputed or appointed at the External Location or at the client's office, you are required to

follow the dress code policies in place at the External Location or at the client's office (as the case may be) from time to time.

1. COMPANY RIGHTS:

The Company reserves the right to add to, amend, alter, revoke, modify, interpret or vary any or all the above clauses as per specific requirements.

2. RETURN OF MATERIAL:

On termination of your employment with the Company, for whatever reason, you will be required to immediately return to the Company, all Company Materials and all other material/property belonging to the Company or any of its customers in your possession. You will not make copies of the material in your possession and continue to keep all Proprietary Information in strictest confidence

3. FINAL SETTLEMENT:

On resignation or termination of your assignment with the Company any amount owed by you to the Company including any amounts due on account of reimbursement of expenses incurred by the Company due to any loss or damage caused by you to the property of the Company shall, at the sole discretion of the Company, be deducted from any monies payable by the Company to you, including any salary, wages, bonuses, vacation pay, severance, commission, incentives, ex-gratia, variable pay or expenses payable to you. Any excess of such amounts owed by you to the Company shall be repaid by you within 30 (thirty) days from your dissociation with the Company. The Company reserves the right to recover from you any and all cost and attorney's fees which are incurred by the Company for recovery of such amounts. The final settlement shall not be done unless all outstanding amounts have been settled by you.

Annexure III

Contact Details of the company and Joining Documents

Office Address:

IH&MS Integrated Solutions India Pvt. Ltd.
304, 3rd Floor, Nyati Millennium, Viman Nagar
Pune Maharashtra

Contact Person: HR Department.

Tel. Direct: 0203091242

Contact Email ID: hr@ihmsindia.com.

DOCUMENT CHECKLIST

Sr.No.	Documents
1	PAN & AADHAR Card Copy (Mandatory).
2	Age Proof Certificate- Birth certificate (or School certificates as DOB proof).
3	Academic Certificates - Mark sheets as well as Certificates starting from SSC to Post graduation In case of campus hires: If final year/semester/trimester mark sheets are yet awaited, the associates can submit the same (maintaining adherence to 11(d), within 6 months from the date of joining
4	Your latest salary slip or salary certificate (if previously employed)
5	Relieving letter from previous employers (if previously employed).
6	Experience proofs - Service certificate from previous employers (start to latest)
7	Form 16 or Taxable income statement duly certified by previous employer for the preceding
8	4 Passport Size Photographs (with white background)
9	Copy of passport (if applicable)
11	Copy of your updated resume
12	Copy of previous company offer letter (if applicable)
13	NOC form.

Note - All the above copies of documents need to be in order mentioned above