



AEL / Information Technology / 14
11/6/2022

Rathod Jaybhai Kanaiyalal
Information Technology
Government Engineering College, Bhavnagar,
jkrathod2601@gmail.com

PRE-PLACEMENT LETTER OF INTENT FOR GRADUATE ENGINEER TRAINEE (GET)

Dear Rathod Jaybhai Kanaiyalal,

Congratulations on your selection as a **Graduate Engineer Trainee (GET)** with Adani Group.

You have been selected for Adani Enterprises Ltd. Your posting will be at Ahmedabad.

The general terms and conditions of your appointment would be as follows:

1. This letter of intent is valid subject to you passing the qualifying exam with an aggregate 60% or above marks or with an equivalent grade, without any pending backlog/ATKT, and being found medically fit at the time of joining.
2. There will be a Six month probationary period during which you will be given objectives to achieve. Upon satisfactory completion of the probationary period, you will be considered a permanent employee. Unsatisfactory performance at any time during the probation period could lead to the further extension of the Probation period or termination of your employment upon Two of notice.
3. The detailed breakup of the CTC is given as per Annexure-A.
4. For the first two annual performance cycles, your CTC will be changed solely on the basis of merit increases based on your performance appraisal. Offered CTC will not change (increase or decrease) on the basis of your job or business transferred to another location within two years of your joining. (Refer to clause 6 of Annexure-B)
5. Other terms and conditions for this job offer are enclosed in Annexure-B.
6. You are required to present documents as mentioned in Annexure-C in original at the time of joining. In the event of any deviation, you may

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submit the explanation to the satisfaction of management, failing which the management shall have the liberty to cancel the LOI if deemed necessary.

Please read and confirm your acceptance by e-mail within two working days of receipt of this Letter of Intent (LoI).

We wish you all the best and welcome you to be a part of Adani Parivar.

Yours sincerely.

For Adani Enterprises Ltd.

A handwritten signature in blue ink, appearing to read "Rajiv Arora".

Rajiv Arora
Head HR - AEL

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Annexure A

Name Rathod Jaybhai Kanaiyalal
Function Information Technology

Particular	Per Month (in Rs.)	Per Annum (in Rs.)
Basic Salary	24,000	288,000
House Rent Allowance	9,600	115,200
Other Allowances* (Refer to the table below for tax saving options which can be exercised out of this amount as per IT rules)	20,560	246,720
Statutory Bonus / Ex-gratia	2,000	24,000
Provident Fund (Employer Contribution)	2,880	34,560
Gratuity (Payable on separation only after completion of 5 years of continuous service)	960	11,520
Total Fixed Cost to Company (CTC)	60,000	720,000

Taxes on the above shall be borne by the employee.

Tax-Free Flexi Components	Rs. p.m.	Rs. p.a.
National Pension Scheme (NPS)	Max. contribution @10% of Basic	
Leave Travel Allowance	750	9,000
Meal Coupons	2,500	30,000
Uniform Allowance *	500	6,000
Children Hostel Allowance ^	600	7,200
Children Education Allowance ^	200	2,400
* only in case of site posting where uniform has been provided by the company ^ This is maximum, considering 2 children.		

For Adani Enterprises Ltd.



Rajiv Arora
Head HR - AEL

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Annexure B**General Terms & Condition****1. INCREMENTS**

Increment and promotion are entirely merit-based, depending on your performance and abilities and shall always be dependent on the sole discretion and judgment of the Management of the company.

2. STATUTORY AND OTHER BENEFITS

You will be eligible for various benefits such as leave, provident fund & Gratuity (as per the Act) etc. as per the policies of the Company as per your grade/level as amended from time to time. As per policy, you will be covered under Group Personal Accident insurance and Group Mediclaim schemes.

3. ACCOMMODATION

You will be responsible for your accommodation unless otherwise agreed by Company in writing in Annexure-A.

4. STATUTORY AND ANY OTHER DEDUCTIONS

All statutory deductions in respect of Professional Tax, Income tax and employees' contributions of PF / Pension Fund and ESI (if applicable) will be affected by the salary payable to you.

5. NO CONFLICT

You will devote full time to the work of the company and shall not undertake any direct/indirect business or work, honorary or remunerative, except with the permission of the Management.

Also, you shall not seek membership in any local or public bodies without first obtaining written permission from the management.

6. WORK LOCATION AND TRANSFERABILITY

Your place of appointment will be at present at Ahmedabad. However, you are liable to be transferred to another department, post or place whether in existence or coming into existence hereafter, either at the place of posting or



at any other place where the management may establish/open its branch later on. You are also liable to be transferred to any station and in any company in which Adani Group or any of its holding/subsidiary companies have an interest. Upon such transfer, the rules and regulations applicable to such a post or at the place of transfer will automatically become applicable to you and you will be deemed to be in the continuity of service (unless prevented by some legal depravity) and all previously accrued social security benefits would ensue and passed on in your favour in the transferred company.

7. RULES, REGULATIONS & GOVERNANCE

During employment, you will be bound by the company's rules and regulations, framed and enforced from time to time. The company reserves the right to amend or alter these at its discretion, without any notice thereof and these will be deemed as rules and regulations in terms of your employment.

8. MAINTAINING DIGNITY, LOYALTY AND COMPANY INTEREST

Company holds in high esteem, the dignity and respect for human rights at the workplace and expects you to adopt the humane approach in dealing with employees and stakeholders in your area of work and carry out your duties with diligence and loyalty at all times, keeping the Company's interest paramount. You will abide by the tenets of POSH policy (Prevention of Sexual Harassment at workplace) of the company in letter and spirit.

9. CONFIDENTIALITY

The terms and conditions of service are confidential and may not be disclosed to or discussed with anyone not authorized for the same. You hereby give an undertaking that during employment you will not take out any copies whatsoever of drawings, plan specifications, reports or any written statements either prepared by you or by any other employee of the company and will not disclose, divulge or communicate to any person(s) whomsoever, any information/business data of a secret or confidential nature regarding trade or business of the company or to any of the matters mentioned above including methods, processes or appliances used by the company, failing which appropriate action would be taken, including dispensing with your services.

10. PRINT, DIGITAL AND SOCIAL MEDIA INTERACTION

You will not interact with the media - print, electronic and social media or otherwise;

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- i. India or overseas, during or outside work hours, either in a personal capacity or on behalf of the Company unless you have express and direct approval from the Management to interact with the media as the representative of the Company. Only persons duly authorized by the Management are allowed to interact with media on specified subjects. Disclosure of any information other than statutory or those specified by the Management is prohibited.
- ii. Disclosure of information on proceedings of meetings (board/ committee/ internal) and disclosure of forward-looking statements is prohibited unless such disclosure is specifically approved by the Management. These will need to be combined with cautionary statements, wherever required.
- iii. You shall also not disclose non-public information selectively to any particular group as it may lead to unfair advantage/ discrimination.
- iv. For any outside publication of books, articles or manuscripts which relate specifically to the Company's business, policies, and processes, you must take the approval of the Management before its release.
- v. Any violation of the Company's media policy, is tantamount to a breach of the terms & conditions of employment and may result in termination of the contract of service.

11. INTELLECTUAL PROPERTY RIGHTS AND IT'S OWNERSHIP

You will disclose to the Company forthwith any discovery, invention, process or improvement made or discovered by you while in our service, and such discovery, invention, process or improvement shall absolutely/exclusively be the property of the company. You can be directed to apply at the Company's expense for the latter's Patent, Licenses or other rights, privileges or protection in respect of any such discovery, invention, process or improvement for accrual of benefits to the company and you will execute and do all instruments, acts, deeds and things, which may be required for assigning, transferring or otherwise vesting the same and all accruing benefits in company's favour or such other person or persons, firms or companies, as we may direct as the sole beneficiary thereof.

12. NON-SOLICITATION AND NON-COMPETE

You shall not at any time during the tenure of your employment with the Company and thereafter, directly or indirectly solicit or attempt to solicit the Company's and/or any of its subsidiaries and/or its affiliates and /or group Companies' personnel to leave the employment of the Company and/or its subsidiaries and/or its affiliates. You have further agreed that you will not

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engage in soliciting business or allied business that in any way, similar, identical, or competitive with the business, activities, or services of the Company or with those customers with whom you may have contact during your employment with the Company and for a period of one year after your employment ceases with the company.

13. PROPER MAINTENANCE AND SAFE CUSTODY OF COMPANY'S PROPERTIES

You will be responsible for the safekeeping and proper maintenance of the company's properties and shall return in good condition and well in order, all the properties of the company, which may be in your use, custody, care or charge. For the loss of any property of the company in your possession, the company will have a right to assess on its own basis and recover the estimated cost/damages of all such materials from you and to take such other action as it deems fit and proper in the event of failure to account for such material or property to its satisfaction.

14. INFORMATION TO COMPANY ON PERSONAL RECORD CHANGES

You will be responsible to communicate in writing to Management about any change of address, professional qualification or any other particulars including your family members already given by you in the application form.

15. SAFETY

The company is committed towards occupational health, safety and well-being of its employees and always strive for zero workplace injuries and occupational illness and influences employee behaviour so that safety becomes a way of life both on and off the job.

The Company requires you to comply with all health, safety and environment standards that apply to your workplace. It is expected that you shall,

- i. Read, and understand the Company's Safety and Environment Policies and other Company policies.
- ii. Follow all Company safety and health rules and regulations, and wear or use prescribed protective equipment while working
- iii. Follow safe work practices for your job, as directed by your superior.
- iv. Report any job-related injury or illness to your supervisor, superior or safety committee.
- v. Report hazardous conditions to your supervisor, superior or safety committee.

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- vi. Be accountable for your safety performance.
- vii. Be obliged to stop a job or decline to perform a job if it is not safe or cannot be performed safely.

16. SMOKING

- i. Smoking is discouraged and prohibited in all open areas and buildings of the Adani Business Sites / Locations except in areas that are specifically designated as smoking areas.
- ii. Any contravention of the smoking rules will result in strict disciplinary action.

17. SUBSTANCE ABUSE

- i. Unauthorized possession, distribution, consumption, dispensing or misuse of substances (banned drugs, tobacco, gutka, pan masala etc.) and alcoholic beverages, are in violation of Company regulations and is prohibited whilst on the duty of the company.
- ii. Employees violating this policy will be subject to strict disciplinary action up to and including termination of employment.

18. POSSESSION OF DANGEROUS WEAPONS

Irrespective of any license granted by any authority, whether on duty or not, you are not permitted to carry firearms or other weapons when on company premises and are liable for instant dismissal if you do so. Only authorized personnel are permitted to carry the Weapons within the company premises.

19. CODE OF CONDUCT

You will abide by the code of conduct of Adani Group which you will read and sign separately.

20. ARBITRATION CLAUSE FOR RESOLUTION OF DISPUTES

Any controversy or claim arising out of or relating to this contract of appointment, or the breach thereof, shall be settled by arbitration administered by the Indian Arbitration and conciliation Act 1996. The number of arbitrators shall be [one or three]. The place of arbitration shall be at Ahmedabad (Gujarat).

21. JURISDICTION

Any dispute arising out of this contract of employment will be subject to the jurisdiction of the court of law at Ahmedabad in the state of Gujarat.

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22. AGE OF SUPERANNUATION

You shall superannuate/retire from service upon completion of the age of 58 years, which is presently the age of superannuation/retirement in the Company. However, the company may grant an extension of service after attaining the age of superannuation, if you are found physically fit and based on the requirements of the company.

23. SEPARATION

- i. Your services can be terminated by giving 90 Days notice or basic salary in lieu thereof from either side.
- ii. However, if the exigencies of work are so required, the management may not relieve you earlier than the expiry of the entire period of notice. It shall, however, be open to the management to accept your resignation with effect from any date earlier than the one offered by you in your resignation or stipulated as per terms of your notice period.
- iii. In the event of your elevation to a higher level by the company, the notice period and all rules and regulations applicable in that new level will be applicable to you.
- iv. The company reserves its rights to terminate your services without notice or payment of any kind in lieu of notice or holding of enquiry in case of any act of misconduct, moral turpitude or loss of confidence/conviction by a court of law in criminal case, financial irregularity, continued ill-health/incapacitation including loss of efficiency or breach of any of the terms of this employment implied or expressed on your part or any act or conduct or any altercation with superior/colleagues, indulging in act/acts of sexual harassment against anyone which is detrimental to company's interests. This is without prejudice to any other right or remedy which may be available to the company.

A. HANDING OVER COMPANY'S PROPERTY & DOCUMENTS ON CESSATION OF SERVICE

You are obligated to hand over the charge of Letter of Authority or Power of Attorney or any other instrument in your favour issued to you or any property / material of the company in your possession at the time of cessation of your employment with the company.

B. NO DUES CLEARANCE

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On your separation from the company due to any reason, you shall clear all the dues of the Company promptly and if at the time, any sum remains outstanding, the company shall have the right and your standing/consent/authority to deduct the same from amounts due and payable to you.

24. CONTINUOUS ABSENCE ON WORK WITHOUT NOTICE

Should you remain continually absent from work without reasonable explanation, including absence when on leave though applied but not granted or overstay of leave for more than seven consecutive days, it shall be presumed that you are no longer interested in having lien on the job of the company and have voluntarily abandoned your employment thereby terminating your contract of service. In such case, you will not be entitled to any notice period salary and separation compensation as you are presumed to have voluntarily terminated the contract of employment.

25. MEDICAL CHECK-UP AND FITNESS

- i. Your employment is subject to your having been found medically fit at the time of your appointment and remaining fit thereafter.
- ii. During your work, you may be required to undergo medical tests for fitness to work, including tests for detecting the presence of drugs or alcohol. These tests are intended to aid in protecting the health and well-being of individuals and their co-workers. They are designed to complement safe working practices.
- iii. If you refuse to submit to a prescribed test, or if the medical evaluation results are not satisfactory, you will be required to stop work that may be endangering your health and safety, the health and safety of other employees, or the proper functioning of the workplace.
- iv. In such cases before discharge from service, a reasonable period of time will be allowed to seek other employment.

26. REFERENCE & BACKGROUND VERIFICATION

This appointment is subject to acceptable feedback from references and data provided to the company about your qualification and experience. The background check shall be executed vide your background verification form and Information Release Form. In case, the information so provided by you in your forms or otherwise is found to be incorrect, the company shall have the right to dispense with your services forthwith without any notice and

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reserves the right to take legal action against you for providing false information to the company.

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Annexure C

Name Rathod Jaybhai Kanaiyalal
Function Information Technology

We request you to provide us with the following personal information for maintaining your service record file as applicable.

1. All Qualification Certificates and Mark Sheets (S.S.C. & above - Attested Copies & Original Copy for Verification)
2. Copy of Aadhar Card & PAN Card (Mandatory)
3. Permanent Address Proof
4. Passport Size Photographs: 3 nos.
5. Past employer relieving and experience certificate (if any)

You are requested to bring these documents at the time of your joining.

IMPORTANT:

Please declare immediately by filling Annexure D, if you are suffering from any disease or disorder or you are currently under any medical surveillance. You will be subject to screening for presence of alcohol and / or drugs either for pre-employment or on a random basis.

Self-Declaration:

I will submit all relevant copies of documents against each item that I require to submit at the time of joining the company. I declare that all the dates and records which will be furnished are correct and true. In the event of any false representation of facts and records, I consent to abide by the decision of the management including forgoing my employment offer.

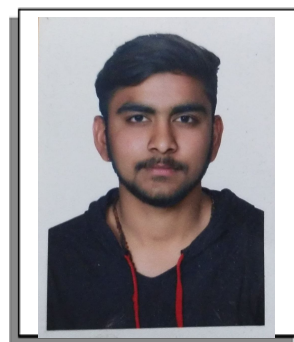
Accepted:
Rathod Jaybhai Kanaiyalal

Date: 14 June, 2022
Place: NARI(CT), BHAVNAGAR

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Annexure-D
Self-Declaration



PERSONAL DETAILS:

(First Name) (Middle Name) (Surname/ Last Name)

Jaybhai Kanaiyalal Rathod

Gender (male / female): Male Age (Years): 21

Post Applied for: **GRADUATE ENGINEER TRAINEE (GET)**

Height (cm): 173 Weight (Kg): 70 Blood Pressure: 121/80

PREVIOUS EMPLOYMENT: Yes / No (If yes specify)

#	Company Name	Nature of Work	Duration (in years)

PERSONAL HABITS:

	YES	NO
Smoking		<input type="checkbox"/>
Tobacco Chewing		<input type="checkbox"/>
Alcohol		No

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Any Other (Please specify)

MEDICAL HISTORY:

DISABILITY: Yes / No

(If yes specify the details and disability % if certified)

.....

VISION:

Acuity of Vision:

Are you using Spectacles / Glasses: Yes / No (If yes specify power below)

Right Eye: _____ Left Eye: _____

Colour Vision:

Color Blindness: Yes / No (If yes pls mention details below)

PAST HISTORY:

Any illness / injury / accidents / hospitalization after your last Annual Health Checkup:

~~Yes~~ / No (If yes specify) _____

Any illness / injury / accidents in past: Yes / No (If yes specify)

Any job-related disease and / or injury: Yes / No (If yes specify)

Terminated or Rejected on medical grounds: Yes / No (If yes specify)

IMMUNIZATIONS:

COWIN Vaccination	Yes	No
COVID Vaccine 1 st Dose	Yes	

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COVID Vaccine 2 nd Dose	Yes	
Booster Dose		No

RECENT HISTORY:

On medication for following (Answer Yes or No.)

Details	Yes	No
High Blood Pressure (Hypertension)		No
High Blood Sugar (Diabetes)		No
Heart Disease		No
Kidney Disease		No
Tuberculosis		No
Chronic Lung Disease		No
Ear Disease		No
Hearing Problem		No
Fainting, Fits, Epilepsy, Dizziness		No
Any mental disorder		No
Hepatitis B		No
Any liver disorder		No
Cancer		No
Stroke or Brain problem		No
Any Other, please specify		No

I declare that the above statements are true and complete to the best of my knowledge and belief. In case this information is found to be false by the company, then the company reserves the right to terminate my services without giving any notice. I agree that the results of this medical examination in general terms may be revealed to the company if required. I also fully understand that in case I am declared medically unfit due to any reason, I shall not be entitled for the employment in the company. However, the decision taken by recruitment committee about my medical fitness will be final and binding to me.

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Rathod Jaybhai Kanaiyalal
(Signature of Candidate)

Date: 14 June ,2022

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