

**07th September, 2019.**

Ms. Testing

D/o:

## **Employment Offer**

Dear **Ms. Testing,**

We have pleasure in appointing you as Site Engineer in our organization, effective **06th September, 2019.**

That the Employee agrees to serve with and be employed in this Company, or concern or associates to which the Employee's services may be transferred by this Company for a period of One Year from the actual date of joining on the terms and subject to the conditions hereafter contained.

**1. Placement & Compensation**

You will be placed in the appropriate band / responsibility level of the Company, and will be entitled to compensation (salary and other applicable benefits) as detailed in Annexure "A". Compensation will be governed by the rules of the Company on the subject, as applicable and/or amended hereafter.

**2. Salary revision**

Your salary will be reviewed on April 1 st of each year, or at such other time (after Six months from date of joining) as the Management may decide. Salary revisions are discretionary and will be subject to, and on the basis of, effective performance and results.

**3. Posting & Transfer**

Your initial posting will be at Head Office, Kakinada. However, your services are liable to be transferred, at the sole discretion of Management, in such other capacity as the company may determine, to any department / section, location, associate, sister concern or subsidiary, at any place in India or abroad, whether existing today or which may come up in future. In such a case, you will be governed by the terms and conditions of the service applicable at the new placement location.

**4. Probation**

That you will be on probation for a period of Three months. The period of probation can be extended at the discretion of the Management and you will continue to be on probation till an order of confirmation has been issued in writing.

**5. Full time employment**

Your position is a whole time employment with the Company and you shall devote yourself exclusively to the business and interests of the company. You will not take up any other work for remuneration (part time or otherwise) or work in an advisory capacity, or be interested directly or indirectly (except as shareholder /debenture holder), in any other trade or business during your employment with the company, without permission in writing of Managing Director of the Company. You will also not seek membership of any local or public bodies without first obtaining specific permission from the

Management..

**6. Confidentiality**

You will not, at any time, during the employment or after, without the consent of Managing Directors disclose or divulge or make public, except on legal obligations, any information regarding the Company's affairs or administration or research carried out, whether the same is confided to you or becomes known to you in the course of your service or otherwise

**7. Intellectual Property**

If you conceive any new or advanced method of improving designs/ processes/ formulae/ systems, etc. in relation to the business/ operations of the Company, such developments will be fully communicated to the company and will be, and remain, the sole right/ property of the Company.

**8. Responsibilities & Duties**

You are expected to maintain high standards of discipline, efficiency and integrity. Your employment shall be governed by the all policies (applicable in the organization) and other rules and regulations of the company for the time being in force and as varied from time to time. Job Title does not imply a related set of duties. Management will assign duties from time to time depending upon organizational needs. The Company reserves its right to stagger your timings at its discretion, depending on the exigencies of work.

You shall be responsible for safe keeping and returning in good order all the properties, such as tools, equipment, instruments etc., which may be in your possession, custody, care or charge. The Management shall have the right to deduct the value of such things/ properties on your failure to account for the same, whether during the course of service or otherwise

**9. Past Records**

If any declaration given, or information furnished by you, to the company proves to be false, or if you are found to have willfully suppressed any material information, in such cases, you will be liable to removal from services without any notice. As per the company rule, employee should give any one of the original study certificate for security to the management.

**10. Termination of employment**

During the probationary period and any extension thereof, your services may be terminated on either side by giving one month's notice or salary in lieu thereof. However, on confirmation the services can be terminated by giving Two months (60 days) notice or salary in lieu thereof. Upon termination of employment, you will immediately hand over to the Company all correspondence, specifications, formulae, books, documents, market data, cost data, drawings, affects or records belonging to the Company or relating to its business and shall not retain or make copies of these items. Upon termination of employment, you will also return all company property, which may be in your possession.

**11. Medical Fitness**

This appointment is subject to your being, and remaining, medically fit.

Please confirm your acceptance of the appointment on the above terms and conditions by signing and returning this letter for our records.

Thanking you

**M. Krishna Prasad**

**Managing Director**

### **ACCEPTANCE OF APPOINTMENT**

I have read the terms and conditions of this letter of appointment and confirm my acceptance of the same.

**Testing**

**(Signature and Date)**