



Plot No. 66, Door No. 15-D Kattabomman Street, Alwarthirunagar, Chennai - 600 087 Tel: 044 4558403536

E-mail: info@flexspeed.co.in

Date: 20-06-2025

Dear Mr. ANTHONY RAJ.I

With reference to your application and subsequent discussion we had with you, we are pleased to inform you that you have been appointed as “**PORTABLE CMM OPERATOR**” for our M/s **Flexspeed Technology (india) Pvt Ltd.**, in our organization on the following terms and conditions:

1. Your salary package is as under:

NAME		Mr.I.ANTHONY RAJ	
Scale of Pay		PORTABLE CMM OPERATOR	
		P.M. (Rs.)	P.A. (Rs.)
Salary Package	Basic Pay	4000	48000
	DA	7500	90000
	HRA	6000	72000
	Conveyance Allowance	3000	36000
	Other Allowance	5500	66000
	Total	26000	312000

2. Your place of posting will be at Chennai Office and place of work at M/s.Flowserve Controls Pvt,Ltd, Maraimalainagar, and you will report to Flexspeed Technology India Pvt.Ltd as well as Flowserve Controls India Pvt.Ltd Production Manager. You are liable to be transferred to any Branch / Associate / Division of the Company any where in India. On such transfer you will be governed by the rules and regulations operating in the branch / division to which you are posted.
3. You will be on probation for a period of 1 year from the date of your joining. During the probation period, the Management reserves the right to extend the probation at its own discretion if your performance is found unsatisfactory. You will be deemed to be on probation, till your services are confirmed in writing by a specific order. During the probationary period, including any extension thereof, your services are liable for termination at any time without giving any notice. In case you want leave during the probation period you need to serve 2 months’ notice in advance.

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4. After satisfactory completion of your probation and confirmation in your position, the employment can be terminated by either party by giving two month notice or by payment of salary in lieu of same.
5. You will devote your time and attention to the office work assigned to you and you will not engage yourself in any trade or business or undertake any employment full time or part time while in the service of the Company without the express permission of the Management.
6. You will observe strict secrecy with regard to company matters, which may come to your knowledge or possession in the course of your services with the company and shall not divulge the same to any person or company.
7. All transactions, notes, drawings or memoranda relating to the Company's business, made by you or which may have come in your possession while in the employment of the Company, shall be the exclusive property of the Company and you shall, upon the cessation of your employment with the Company or at any time when demanded by the Company either before or after such cessation, deliver the same to the Company.
8. The Company shall have the right to summarily and without notice terminate your appointment should you be found guilty at any time, or neglect or insubordination or breach of any of the terms of your appointment or commit any act which in the sole opinion of the Company is or likely to be detrimental to its interest or subversive of the discipline or is inconsistent with your contract of employment, expressed or implied.
9. In case of leave requirement, the same should be availed with approval.
10. If you absent yourself from work for more than eight consecutive days without leave, or if you fail to report for work within eight days from the date of expiry of leave originally granted or subsequently extended after approval, it will be considered that you are no longer interested in continuing your service with the company and that you have, left the employment on your own without giving notice and thereafter you have no lien on employment.
11. You are deemed to have been terminated or resigned from your services, by your own act of not complying with the terms and conditions of this appointment letter as well as the Company rules.
12. You will be governed by the terms and conditions of service applicable to the employees of our organization that are in operation presently and that may be brought into force from time to time.

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13. Please note your salary package and other benefits are strictly confidential and you are requested not to discuss with others.
14. You will abide by the dress code while attending office.
15. You must follow all safety regulations as per company standard and must use safety gadgets (Safety shoes, safety goggles, safety helmet, ear plug, etc.,) as applicable.
16. Working hours in shift basis (Shift - A,B,C) one shift working time is 8 working hours and 6 working days per weeks. If customers require extra hours to complete the job the same should be complete as per customer requirement.
17. For overtime working you will be paid double the wage of basic plus DA for extra hours working.
18. Any misbehavior reported will be dealt seriously and you will be terminated immediately.

Please return the duplicate copy of this order duly signed as a token of your acceptance.

We have pleasure in welcoming you to this organization and we hope your association with us will be of mutual benefit.

Thanking you,

Yours faithfully

For Flexspeed Technology (india) Pvt Ltd

Authorized Signatory

I accept the above offer on the terms and conditions mentioned above and shall report for duty/orientation at M/s **Flexspeed Technology (india) Pvt Ltd**, on or before

PLACE : DATE: SIGNATURE: