



your reference

our reference

date

**October 29, 2018**

**Vignesh Rajendran  
397, Main Road,  
Gunamangalam,  
Cuddalore – 608703.**

**Dear Vignesh Rajendran,**

With reference to your application and the subsequent interviews you had with us, we are pleased to appoint you as “**Design Engineer**” at **Rotork Controls India Pvt Ltd (RCIPL)**.

**1. Department:-**

You will be part of the **RIDEC Division** at **Chennai** and will report to the **Senior Manager** or any other official as advised from time to time.

**2. Brief Job Description:-**

The department that you are being attached to is responsible for the Research and Development related activities of Rotork. You will be posted in such areas of operations of the company as are commensurate with your qualifications, abilities and future potential.

**3. Monthly emoluments:-**

|                     |              |
|---------------------|--------------|
| Basic               | Rs. 21,100/- |
| HRA                 | Rs. 10,550/- |
| Education Allowance | Rs. 200/-    |
| Special Allowance   | Rs. 8,800/-  |
| LTA                 | Rs. 1,758/-  |

**4. Annualized Benefits:-**

PF - 12% of Basic Pay

Gratuity - As applicable

Variable Pay - You are entitled to get the Variable Pay as declared by the Group up to the amount indicated in your Offer letter or statutory bonus whichever is higher.

**5. Duration of Probation period & Confirmation:-**

Your probation period will be of Six months duration from the date of your joining. Your confirmation is subject to satisfactory performance. During probation, a notice period of one month will apply, for both parties, with the option of one months' salary in lieu of

notice. You will automatically be deemed to be confirmed at the end of the probation period. After confirmation, your appointment is terminable by two months' notice or two months' salary in lieu of notice on either side, except in the event of misconduct on your part, when your services will be terminated instantaneously.

6. You are required to serve the company faithfully and diligently and do any work that may be assigned to you in connection with the company's business, either indoor or outdoor, and at any place to which you may be posted in India or Outside India.
7. While you are posted for work in our factories or offices you will be required to observe the working hours of the location concerned and also the other rules and regulations of the location that may be in force from time to time.
8. Any information concerning the company, its HR policies, manufacturing/engineering practices, trade secrets etc. of which you may become possessed will be held confidential and will not be disclosed by you to any other person, firm or company when you are in the services of the company and for a further period of at least two years after you leave the service of the company.
9. Any process, invention, patents or discoveries made by you during the course of your employment shall belong to the company unless otherwise sanctioned in writing.
10. You will be held liable for any loss that the company would suffer by your misconduct, dishonesty or disobedience.
11. Your continuation in the employment will be subject to your remaining physically and mentally fit and alert. The Management shall have every right to have you medically examined or re-examined at any time by a certified registered medical practitioner appointed by the company, whose findings will be final and binding upon you.

This appointment is effective from the date you report for work subject to your acceptance of the terms contained in this letter. As a token of acceptance of this appointment, please sign and return the duplicate copy of this letter.

**Yours faithfully,**  
**For Rotork Controls (India) Private Limited**

  
Anbukkarasi D.  
Manager – Human Resources.

  
(R. VIGNESH) 13-NOV-2018