



L/APPT/BOAT/2020-21
15.03.2021

Meeth Doshi

Banapurikar Colony, Karad

Alfa Laval India Private Limited
Office No. 301/401
Global Port Building - S. No. 45/1-10,
Mumbai-Bangalore Highway – Baner
Pune 411 045 – India

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Web: www.alfalaval.in

Dear **Meeth**,

Subject: - Training Letter

With reference to your application for training and subsequent interviews you had with us, we are pleased to offer you an opportunity for training as a **Graduate Trainee Engineer** under the Apprentices Act in our Company.

You are accordingly advised to report for training on or before **March 15, 2021** on the following terms and conditions. Please note that joining after **March 15, 2021** will not be allowed and this offer will stand withdrawn automatically, unless specifically considered by the Company for genuine reason/s.

- 1.1 You will be paid a consolidated stipend of **300,000/- per annum**. However, it will be paid according to your physical present days and authorized leave/s in that particular month.
- 1.2 You will be on training for a period of **“One Year”** from the date of commencement of your training and you are required to make yourself available for training for the said period. Since your training will be governed as per Apprentices Act, you will not be eligible for any other benefits other than benefits prescribed under the Apprentice’s Act.
- 1.3 It is necessary to give **“one month’s notice period / one month stipend in lieu of notice period”** to the Company, if due to any personal reason or for higher studies; you are not in a position to continue your training for the period mentioned above in clause No. 1.1.
- 1.4 If you fail to complete the above mentioned period or leave the training half way, your case will be reported to Apprentice Board for termination of contract with all details of expenses incurred on you by the Company till last date of such training and as advised by the board for recovery of such expenses, the same you will be liable to pay to the Company. In such case, it will not be binding on the part of company to provide you training completion certificate.

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Alfa Laval India Private Limited

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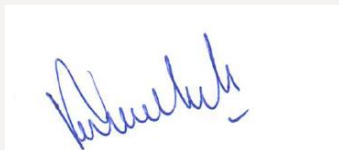
Website: <http://alfalaval.in> E: india.info@alfalaval.com

(Cont. letr No. L/APPT/BOAT/2020-2021 of Meeth)

- 1.5 During your training period, Company will be sole judge of your performance and suitability. You will stand relieved from training at the expiry the one year period. The company reserves the right to withdraw your training at any time without any notice or assigning any reasons and without any obligations on the part of the Company.
 - 1.6 You shall undergo training as per the timings and shifts convenient to the Company without obstructing the regular work of the Company. You shall devote your full time in concentrating on the training and studies thereof and prepare the report on monthly basis.
 - 1.7 You may be considered for a permanent role subject to your performance and availability of suitable vacancy in the Company. It is neither obligatory on the part of the Company to absorb you at the end of the training period nor you can claim any permanency of employment with the Company.
 - 1.8 You will be entitled for **12 days Casual Leave** and **15 days Sick Leave** during the tenure of 1 year training period. For availing Casual Leaves prior approval from your Reporting Manager is necessary. After completion of your training period, you are not eligible for encashment of balanced leaves.
 - 1.9 During your training you will adhere to the Company's code of conduct, Alfa Laval Business Principles, Health, Safety & Environment Policy and any other rules and regulations in practice.
 - 1.10 You shall give the company due intimation of any change in your residential address & contact details.
- 2.0 The Company is in compliance with the **GDPR** provisions, however in order to provide relevant services to you during your assignment, your details will be used by Company and also shared with regulatory authorities and or other third party service providers. These will be detailed to you during the assignment process.

If you are agreeable to the above terms and conditions, please return the duplicate of this letter duly signed by you in token of your acceptance of the above.

Yours faithfully,
For **Alfa Laval India Private Limited**,



Vinod Bidwaik
Vice President – Human Resources

Received & Accepted
