



A Unit of HIFERK TECHNOLOGIES PVT LTD

Date: 29th Dec, 2018

OFFER LETTER

Dear Mr. Rajendra Gangavishan Jangid,

With reference to your campus placement drive held at your institution dated 24th Dec, 2018, we are pleased to offer you employment in our organization, on terms and conditions mentioned in this offer letter.

You will undergo one month rigorous in house technical class room training followed by two months of on the Job Training (OJT).

1. Date of joining

This appointment will commence from the date of your joining i.e. 02nd Sep, 2019 provided that you indicate your acceptance to the same by signing and returning to duplicate a copy of this offer letter immediately.

The offer is valid only after successful completion of the required academic program. Further in case you have any objections with the terms and conditions of the letter the same should be communicated to us within **three (3) days** of receiving the letter failing which the entire terms and conditions will be deemed to have been accepted by you. The Appointment date shall not be varied except if so intimated by the Company in writing.

2. Designation

You shall be designated as **Graduate Engineer Trainee (GET)**. You will be required to perform such duties and functions, as may be entrusted to you by the management from time to time.

You shall be on a probation period of **Six (6) months**. Once you are confirmed, you will be entitled for an employee benefits as per company policy. The probation period may be extended at the discretion of the Management & a confirmation extension letter will be issued to you. A confirmation letter will be issued to you after satisfactory completion of probation period.

3. Remuneration

Your cost to company shall be **Rs.4,12,000/- (Four Lakh Twelve Thousand Only)** per annum your salary and other benefits, if, any, shall be subject to the deduction of Government and local taxes, contribution, etc as required to be made under the law of land and shall be

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further subject to deductions on account of any unauthorized absence, authorized absence for any period beyond the leave entitlement, damage to any property of the company and all other matters as governed by the Company's policy.

4. Place of Posting

- a. Presently, you shall be posted at **Maharashtra** , after completion of your training in **Pune** . Your place of work may change in case of any relocation of the company's offices. You are further liable to be transferred to any part within the country/overseas as decided by the management in the interest of the company.
- b. The management may place/transfer you temporarily/permanently in any department /associate concern of the company in or out of India as it may consider necessary at its discretion from time to time.

5. Conduct and Discipline

- a. You are expected to maintain fairly high standard assignments of conduct and excellence in all.
- b. You shall discharge your duties and responsibilities faithfully and to the best of your ability and talent.
- c. As a company personnel, you are full time employee and will not undertake any other business, work or public office honorary or enumerating post/assignment whether with or without consideration except with the written permission of the management in each case.
- d. You will be governed by service rules and regulations, administrative order(s), any such other rules/orders of the company now in force and that may be enforce from time to time.

6. Privacy of Information of Remuneration

The remuneration payable to you would be a matter of confidence between the management and yourself, and you shall not divulge any details thereof to any once inside or outside the organization.

7. General Rules

In all matters including those not specifically covered by this letter, such as PF, Bonus, Incentives, Medical, and LTA will be governed as per rules of the Company.



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- a. You will intimate in writing to the management any change of address within a week from the change of the same, failing that any communication sent on your last recorded shall be deemed to have served on you.
- b. You will hand over the charge, the property and the material etc of the company in your possession in the time of cessation of your employment with the company.
- c. You will be liable to damage(s) to the company for the loss caused by you directly or indirectly, in addition legal remedies, which may be required for violating any of the provisions of this letter/ agreement etc and the courts of Bhubaneswar will have exclusive jurisdiction over the appointment consequent to this letter and all matters arising there from.

8. Termination of Permanent Services

Before tendering resignation, you are required to provide 1 month/month's end prior notice in writing to the company, if such resignation is during your probation and prior notice in writing such resignation is after confirmation or in the alternative you shall be liable to pay to the company salary in lieu thereof.

- a. The management reserves the right to terminate your services by giving one day notice or 1 day salary in lieu thereof for failure to the minimum performance parameters stipulate and communicated to you from time to time or for misconduct, without being exhaustive and without prejudice to the general meaning of the term misconduct, in case of reasonable suspicion misconduct, negligence of duty, disloyalty, dishonesty, misrepresentation, indiscipline, disobedience, irregular attendance, absence from duty or inefficiency or unsatisfactory performance or any other indulgence of excess or any detrimental to the interest of the company.
- b. You will automatically retire from the service of the company of attaining the superannuating age of 60 years.
- c. If you absent yourself without leave or remain absent beyond the period of leave originally granted or subsequently extended, you shall be considered as having voluntarily terminated your employment without giving any notice unless you:
 - i. Return to work within 7 days or the commencement or such absence, and
 - ii. Give an explanation to the satisfaction of the management regarding such absence.
- d. The management shall have the right to ask yourself medically examined , vaccinated or inoculated by any registered medical practitioner at any time when the management feels it service will be liable to be terminated on being found physically or mentally unfit by a registered medical practitioner, nominated by the company.



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9. Verification

This offer is based on the information supplied by you to us in your application/ personal data form and otherwise, and will be considered null and void if a material error is discovered therein at any time, and your employment shall be terminated without any notice or salary lieu of.

Please sign the duplicate copy of this letter and return the same in confirmation of your acceptance of the offer letter and all other terms and conditions as stated therein.

Wishing you all the best, and welcoming you to our organization for a long standing relationship.

Sincerely,



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HUMAN RESOURCES**

I, hereby, agree to abide by the terms and conditions of this offer letter.

Signature of the Employee 3