

Date: 05/09/2022

**Personal & Confidential**

**Mr. Nilesh Kurhade,**

**Sub: - Offer & Appointment of Employment**

**1. Commencement Date**

Your date of commencement shall be **26<sup>th</sup> September 2022.**

**2. Job Title**

You will be employed by the company as **“Trainee Civil Engineer”**

**3. Remuneration**

Your total remuneration on monthly basis is Rs. **8,000/- (Eight Thousand Only).**

All payments made to you will be subject to deduction of tax at source as applicable under the Income Tax Act 1961. Other statutory deductions may be applicable as per the law applicable from time to time.

Please find details of your package attached in Salary Annexure.

Salaries are normally reviewed annually. The review does not guarantee you an increase in salary. Any increases will be awarded on the basis of individual performance and achievements of objectives, business profitability and market rates.

**4. Place of work**

Your employment base location will be **Pune.** However, you may need to travel across or outside India as per Business needs & requirement.

**5. Working Hours**

The shift timings will be based on process / program requirement as and when explained by your superiors. Basically, the working hours are 9.30am to 6.30pm.



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**Factory Add** - Unit 2, Gat No.1083, Markal, Taluka - Khed, Pune - 412105

**Office Add** - 406, Pride Icon, Kharadi, Pune 411014



## 6. Job Assignment/Reporting

In your assignment, you will be responsible for the duties of a civil engineer as more particularly laid out in the job description for this position. You will report directly to the supervisor nominated by the management.

## 7. Leave Entitlement

The leave entitlement shall be as per the Company policy and applicable laws from time to time.

You are not entitled for the paid leave benefits (except for COFF and RO) during the probation period as well as during the Notice Period.

## 8. Probationary Period

Your employment will be subject to a Six months' probationary period from the date of joining the Company. At the end of this period an assessment will be made of your work performance and if satisfactory this will be confirmed in writing. If your work performance is not of the required standard the company may extend your probationary period or terminate your employment without assigning any reasons.

## 9. Notice Period

You are required to provide the company with not less than 60 day's written Notice to terminate this agreement. The company does not encourage adjusting notice period against the either leave or forfeiture of salary. The 60 days' notice period is mandatory even during the probationary period.

You are required to handover all the work related activities before formal relieving.

## 10. Termination

The Company may elect to terminate your employment without notice or payment in lieu in the following circumstances: -

- (a) If you, in relation to your employment:
  - (i) Willfully disobey a lawful and reasonable order;
  - (ii) Engage in misconduct including, conduct being inconsistent with the due and faithful discharge of your duties;
  - (iii) Are guilty of fraud or dishonesty; or
  - (iv) Are habitually neglectful in your duties; or
- (b) On any other ground on which the company would be entitled to terminate your employment without notice.



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### 11. Absence without Notice

Absence without leave or remaining absent beyond the period of leave originally granted or subsequently extended, shall result in voluntary termination of your employment without any notice unless you

1. Return to work within 2 days from the commencement of such absence subject to informing at least by a message or a call.
2. Provide satisfactory explanation to management regarding such absence.

### 12. Non-Disclosure Agreement

During the course of your employment with us you will have access to confidential/proprietary information about the organization, its clients, its business transactions, and associated companies. You shall not during your course of Employment and two years after you have ceased to be in the employment of this organization disclose such confidential/proprietary information to any third party and /or any unauthorized person.

All notes and memoranda pertaining to this organization trade secrets and confidential/proprietary information made by or acquired by you during the course of your employment shall at all times remain the property of this organization. Upon termination of your employment, you shall return all notes/memoranda and any copies thereof to organization that you may have obtained during the course of your employment.

Prior to joining organization, you will ensure that you will be free from any contractual restrictions preventing you from accepting this offer or starting work on the joining date.

### 13. Company Property

You shall promptly whenever have requested by the Company and in any event upon the termination of your employment (for whatsoever cause) deliver up to the Company or its authorized representatives all property, including without limitation: computer, mobile phone, office equipment which may be in your possession or under your control and which relate in any way to the property, business or affairs of the company, any associated Company or any client or agent of the Company.

### 14. Employment Regulations

Whilst employed with the company:

- You will not engage in any trade or profession or undertake any employment, full or part-time, while in the service of the Company;
- You shall be liable for employee verification, wherein if any negative feedback is found; your services shall be terminated with immediate effect.



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- You will have no objection to working extra hours in the morning and/or the evening according to the requirements of the job.
- You shall be abided to perform the task or project assigned to you which is under the scope of your job responsibility. The company reserves the right to terminate the employment or take necessary action against you for denial to perform the work/ task assigned to you.
- You will carry out your duties with diligence and loyalty at all times, keeping the Company's interest paramount;
- You shall not under any circumstances either directly or indirectly, receive or accept for your benefit any commission, rebate, discount or profit from any person, company or firm having business transactions with Organization
- During your employment, you will be bound by the Company's Rules and Regulations framed and enforced from time to time. The Company reserves the right to amend or alter the said Rules and
- Regulations at its discretion, without any notice thereof, and these will be deemed as Rules and Regulations in terms of your employment;
- The Company shall verify the facts stated by you in your resume submitted during the interview process. If any of the facts stated therein are found to be false, your services will be terminated immediately without any notice or any compensation in lieu of the notice period;
- The terms and conditions of service are confidential and may not be disclosed to or discussed with anyone;
- You will be required to effectively carry out all duties and responsibilities assigned to you by your manager and others authorized by the company to assign such duties and responsibilities;
- You will be required to apply and maintain highest standards of personal conduct and integrity and comply with all company policies and procedures. All acts subversive of good conduct and discipline like insubordination, gross negligence, corruption, fraud, forgery, misappropriation, etc. would warrant strong disciplinary action from the company.
- The emoluments/benefits due to you will be liable / subject to deduction of income tax in accordance with the provisions, of the Income Tax Act and Rules made there under as also other applicable laws, if any, as may be in force from time to time.



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## 15. Retirement

You will automatically retire from the service of the company on attaining the superannuating age of 58 years.

## 16. Date of Joining

You are required to join on or before Date of joining, following which this offer stands withdrawn. At the time of joining please submit scanned copies of the following documents:

- (i) Identity Proof & Address Proof (Copy of passport / birth certificate / S.S.C)
- (ii) Original Academic Certificates (all from 10th to Highest)
- (iii) Original Resignation Letter with acknowledgement
- (iv) Relieving letter from previous employer (Original)
- (v) Proof of compensation last drawn (3 Months - Original)
- (vi) Recent Passport size Photograph
- (vii) Bank Statements (last 6 months)



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**Acceptance**

Please sign and return the duplicate copy of this letter and annexure as a token of your acceptance of the terms and conditions mentioned herein.

All other terms and conditions will be governed by the Company's policies as stated from time to time. We look forward to your joining us for a long, successful and mutually beneficial association

**Welcome to Sneh Family.**

Thanking you,



Swapnali Ghadge  
**Lead – Talent Acquisition**  
**For, Sneh Resort**

**Declaration:**

All the information declared by you being found true and accurate. In the event of any suppression of facts or the falsification of information, dishonesty, disobedience, misappropriation, absence from work without permission or any other act considered detrimental to the interest of the company, or of violation of one or more terms of this appointment, your services are liable to be terminated without notice.

***I accept the terms and conditions set out in this contract***

**Signed**.....

**Date:** .....

**Name:** .....



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