

FS / 677 / 2018-19
3rd January, 2019

Mr. Upendra Joshi
407, Gajanan Darshan,
Khed,
Satara

APPOINTMENT LETTER

Dear Mr. Joshi,

This is with reference to your application and subsequent interview you had with us; we are pleased to appoint you in our organization as "Trainee Professional Services Representative" with effect from 8th January, 2019.

1. You will be entitled to pay as per "Annexure A" to this appointment letter.
2. In addition to this, you will be entitled to certain daily working allowances on working days as per "Annexure B" to this appointment letter.
3. You have to submit your 1 set of true copies of your document to head office and 1 set of documents for a/c opening at your H.Q. as per "Annexure C."
4. You will be eligible for the Company's Provident Fund Scheme as per 'Employees Provident Fund & Miscellaneous Provisions Act, 1952 and amendments thereof.
5. Gratuity will be paid as per the Payment of Gratuity Act, 1972 and amendments thereof.
6. Other statutory deductions/contributions/submissions etc. in accordance with the relevant legal provisions will be carried out if and as and whenever applicable.

We will utilize your services in our organization on the terms and conditions as mentioned below:

1. **Probation:**

- a. You will be on probation for a period of One Year from the date of your joining. This period may be extended at the discretion of the Company to ensure the achievement of expected standards of performance.
- b. At the end of the probationary period or the extended period of probation, you will be either (a) confirmed in the services of the Company or (b) if your performance is found not up to the expected standards & against company's guidelines, your service will be terminated without notice or without payment in lieu of notice & without assigning any reason thereto.

2. **Confirmation:**

- a. Without prejudice to the contrary your employment in the Company will be confirmed after completion of the probationary period, if your services and conduct are found satisfactory.

3. **Training:**

- a. During your probation you shall be given in-house or on the field training by the organization. In case if you are desirous of leaving the service any time during the period of probation from the date of commencement of the service or if you abstain or abandon and/or neglect your work as an employee, the management is compelled to discontinue your service for such reason during the aforesaid period of probation & you are liable to pay the management a fixed liquidated sum of INR 7500/- (Rupees Seven

Signature of Acceptance