

OfficeSr. No. 3/14, Plot No. 48A
Hill Top Society, Tallai Pathar
Dhankawadi, Pune 411 043
Tel. No. 020-24362773/74
Fax 020-24362775

Ref. No. : Admin/DVPL/129

Date : 9th August 2022

To,
Mr. Suraj Ashokrao Doifode
At. Post Bamni (BK) ,
Tal. jintur,
Dist. Parbhani 431510
Contact No.: 9370171197
Email ID: surajdoifode950@gmail.com

Sub: Appointment as "Trainee Engineer"

Further to your interview conducted, we are pleased to appoint you as a "**Trainee Engineer**" in our company from 9th August 2022 with following terms & conditions.

1. You will be on training period for 12 months effective date 9th August of starting of this program.
2. Your employment will start from 9th August 2022. During your employment and association with us, you will be paid lump sum stipend of Rs.16,500 /- per month with Deductions of Profession tax, Income tax, etc as per Government Rules applicable.
3. You have to make your own staying arrangement.
4. You will continue in the Company for minimum of Two years. As per discussion about the employment, you will be provided training of one year by the company. There after you shall serve the company for a minimum period of One year.
5. Your performance will be reviewed periodically during the training period. If your performance does not meet with the requirements of the training program, your training period would be extended by a maximum of six months or you will be terminated with an interim review after three months.
6. On successful completion of training, based on your performance during and at the end of the training period, you will be confirmed in the services of the Company in the appropriate cadre depending on suitable openings.
7. During your employment with the company, you shall devote honestly all your time for carrying on the work entrusted to you and shall discharge whatever, whenever and wherever the assignment given to you diligently with due care and caution to the satisfaction of the Management of this Company.

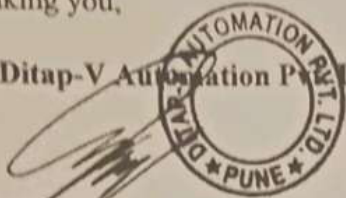
8. During your employment with the Company, you shall not divulge or disclose any of the company business related, employee related, customer related information & any other information which affect the company's business interest in the market to any outside person/company, This is binding & sensitive. Any misconduct in this regard noticed by the company will have complete right to proceed with the legal actions.
9. Your this employment shall remain so long as you are remain medically and physically fit to discharge the work assigned to you and so long as we have work to assign to you.
10. This appointment has been made based on the information furnished in your application for employment and subsequent interviews. If, at any time in future, it comes to light that any of the information is incorrect or any relevant information has been withheld, then your employment is liable to be terminated without notice.
11. The company will have the complete authority to terminate without notice in case of non-performance, misconduct, breach of company rules & regulations.
12. Company will not be in any way responsible/held responsible for any legal/court/police/ misconducts matters & any accident/ personal injury etc. by the employee.
13. You will be governed by the existing service conditions of the Company and as modified from time to time.
14. Notice period while leaving the job will be minimum three month/in-hand project completion whichever is later & after agreed minimum duration of service to the company as mentioned in clause.
15. Resignation acceptance in writing by the management is mandatory for relieving the employee after satisfying above clause no.14.
16. After completion of clause no 14 & 15, All Company assets / Project confidential documents / worked project details / Handing Over form to be submitted to HR Dept. at the end of notice period as per clause no 14 & upon completion of this , HR Dept. will issue reliving Letter.
17. You have to sign the agreement bond & give the signed cheque of 150000/- as expenses incur by the company for the training of one year if in case you leave the job before minimum duration i.e. 2 years from the date of joining, company will have the right to encash the cheque.

18. If any above clause not completed by employee while leaving the job, company shall have the rights to take legal action.

Please return the duplicate copy of this letter with your signature thereon in taken of your acceptance

Thanking you,

For Ditap-V Automation Pvt. Ltd



C.M.Kariappa
Director

Agreement & Acceptance

I have read the terms & conditions of the appointment letter and I hereby agree and accept the same without reservation.

Full Name :

Sign :