

FPIPL/HR/Appt. Let/2015
July 18, 2015

Mr. Rajendra M. Patil
At Post moha
Tal: Kallam-413507
Dist. Osmanabad
Maharashtra



Sub: Appointment as "Jr. Sales Officer"

Dear Mr. Rajendra Patil,

With reference to the interview you had with us, we are pleased to appoint you for the post of "Jr. Sales Officer" in our Organization, on the following terms and conditions. You will be reporting to Mr. Prashant Jadhav, Manager-Sales.

1. You will be designated as "Jr. Sales Officer" in Grade-O-III and your monthly remuneration will be Rs. 13000/- per month as Cost to the Company. The breakup of your remuneration details with conditions will be as per the enclosed Annexure.
2. You will be entitled to the benefit of Leave Travel Allowance to the extent of one month's Basic Salary per year after confirmation.
3. You will be entitled to the benefit of Medical Expenses to the extent of one month's Basic Salary per year after confirmation against presentation of bills.
4. You will be on probation for a period of six months from the date of appointment. You will be confirmed at the end of the period of probation by a letter of confirmation if your conduct and performance in the appointed position is found satisfactory during the period of probation. Your probation may be extended in writing for another period of three months maximum or your services will be terminated forthwith without further extensions of probation, if either your conduct or your performance falls short of expectations during the initial period of probation.
5. Your appointment is subject to your undertaking that you will not engage or deal in, or market or sell irrigation equipment or take up employment or assignment for or with any Company, Partnership Firm, Consultancy or Individual engaged in the field of irrigation or any other products and services dealt with by this Company for a period of three years from the date of our relieving letter.
6. After confirmation of your appointment with the Company, your services can be terminated by either party by giving **Thirty Days** notice in writing or **Thirty Days** salary in lieu of notice without assigning any reason on either side. In case of Salary in lieu of notice, will include only Basic or Basic+DA/Special Allowance components for computation of notice pay/recovery.
7. You shall join the Company as early as possible but not later than **20.07.2015**.

Contd...2/-

Baki
Head

Dept of Water & Land Management

Dr. Babasaheb Ambedkar Marathwada

University, Sub-Campus, Osmanabad

CORPORATE OFFICE: 8th FLOOR, P. L. PARK, GROUND FLOOR, INFOTECH PARK PHASE - I, MID.C. HINJEWADI
PUNE - 411 004. TEL: 2293 2294, 2293 2294. E-Mail: finolexplasson@fpipl.in

CIN NO. - U10100MH2001CTC050008. Web site - www.fpipl.in
REGD. OFFICE : PLOT 399, URSE, TALUKA MAVAL, DIST. PUNE 410506, INDIA



8. All other Rules and Conditions applicable for employees of the Company of your Grade will also be applicable to you.
9. You will be responsible for the safe keeping and return in good condition of our properties such as tools, equipment, instruments, papers, documents, books, uniforms etc. which may be in your custody, care or charge. We shall have the right to deduct the monetary value of all such items from your dues and take such other action, as we deem proper in the event of your failure to account for such property to our satisfaction.
10. You are liable to be transferred to any department, branch, and establishment forming part of our Organization anywhere in India. Such transfer will not create any right to ask for revision in your salary or other terms and conditions of your services.
11. You may be deputed overseas for training or business developments as part of your responsibility. In such an event you will have to enter into an agreement, as required by the Company. This forms part of the terms and conditions of employment and the agreement will be binding on you.
12. During your employment with the Company, you will be required to devote the whole of your working time, attention and abilities to the services of the Company exclusively and shall not, without Company's consent accept any additional employment or engage directly or indirectly in outside activities.
13. You will maintain strict secrecy and confidentiality in the Company's business during the course of your employment and you shall be required to sign an Undertaking / Non-Disclosure Agreement as per the forms enclosed. Upon termination or resignation of your employment you will give up to the Company all the tools, accessories, formulae, documents, specifications, books etc. of whatsoever nature in your custody, care or charge and obtain clearance from the related person(s), office(s), department(s), on production of which your dues will be settled by the Company. Further, you shall not retain any copies or extracts of documents, which may be in your possession relating to the business or affairs of the Company.
14. You will abide by the Company's rules, regulations and agreements as may be applicable to employees of your grade in force for the time being, and also those, which may be framed from time to time.
15. Your appointment will be subject to our receiving (if asked for) satisfactory reports from your previous employers and other references. You will be required to produce satisfactory proof of age, educational qualifications, experience certificates and relieving letter from the last employer within a reasonable time. Failure to produce these will entail your confirmation being held till such time that these are produced.

Contd.3/-

Satish
Head

Dept of Water & Land Management,
Dr. Babasaheb Ambedkar Marathwada
University, Sub-Campus, Osmanabad