

Date:- 20/04/2019

Appointment Letter

MR. RAVI DONGLIYA

With reference to your application and subsequent interview with us, we are pleased to appoint on the post of **MARKETING EXECUTIVE** in our organization on the following terms and conditions.

Date of Joining: You have joined us on **18th April 2019.**

01. Place of Posting: Your initial place of posting shall be at Dewas. However, during your employment with the Company, you may be posted /transferred to any of the offices/ projects/ divisions/ departments/ units of the Company existing, or to be set up at any other location in India, without any additional remuneration. Your date of joining will be with effect from the day you join the Company.

Salary: Your Annual Salary Package will be **2,52,000 (Two Lakh Fifty Two Thousand Rupees Only).**



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02. Confirmation: You will be on a Probation period for the Six months. Based on your performance your services will be confirmed with the company in written after six months.

03. During the probation period your services can be terminated with seven days notice on either side and without any reasons whatsoever. If your services are found satisfactory during the probation period, you will be confirmed on the present position and thereafter your services can be terminated on one month's advance notice on either side.

04. Absence for a continuous period of ten days without prior approval of your superior, (including overstay on leave / training) would result in your losing your lien on the service and the same shall automatically come to an end without any notice or intimation.

05. During the period of your employment with the Company, you will devote full time to the work of the Company. Further, you will not take up any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the Company.

06. You will be required to maintain utmost secrecy in respect of Project documents, commercial offer, design documents, Project cost & Estimation, Technology, Software packages license, Company's policies, Company's patterns & Trade Mark and Company's Human assets profile.

07. You will be required to comply with all such rules and regulations as the Company may frame from time to time.

08. Any of our technical or other important information which might come into your possession during the continuance of your service with us shall not be disclosed, divulged or made public by you even thereafter the termination of the job.

09. If at any time in our opinion, which is final in this matter you are found non- performer or guilty of fraud, dishonest, disobedience, disorderly behavior, negligence, indiscipline, your services are liable to be terminated.

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10. Absence from duty without permission or any other conduct considered by us deterrent to our interest or of violation of one or more terms of this letter, your services may be terminated without notice and on account of reason of any of the acts or omission the company shall be entitled to recover the damages from you.
11. You will not accept any gifts, commission or any sort of gratification in cash or kind from any person, party or firm or Company having dealing with the company and if you are offered any, you should immediately report the same to the Management.
12. This appointment letter is being issued to you on the basis of the information and particulars furnished by you in your application (including bio-data), at the time of your interview and subsequent discussions. If it transpires that you have made a false statement (or have not disclosed a material fact) resulting in your being offered this appointment, the Management may take such action as it deems fit in its sole discretion, including termination of your employment.
13. Please sign and return to the undersigned the duplicate copy of this letter signifying your acceptance.
14. We welcome you to The Company Name family and look forward to a fruitful collaboration.
With best wishes,

Regards,


BHAGYATH TYAGI
MANAGING DIRECTOR


H.R

POOJA KUMAWAT