

Mr. Ujjawal Kohli  
H.No. B-24, Awas Vikas  
Rudrapur, U.S Nagar  
Uttarakhand,  
263153

Ref : Your Appointment with us as Company Trainee

Dear Mr. Kohli,

We are pleased to appoint you as **Company Trainee** with effect from **1<sup>st</sup> August 2018**.

**1. Stipend**

Your monthly stipend will be **INR.18,000/-**. You will be additionally provided Accident Insurance facility, bus and canteen.

**2. Joining**

You are required to report for duty at Pirangut Pune at 0800 hrs on or before the date mentioned in your appointment letter. In case of any delay for whatever reasons you will inform the company management at least 7 days in advance. If you fail to do so this appointment letter will be considered as NULL AND VOID.

Before you join the company you are required to submit photocopies of your testimonials, certificates, driving license, passport and passport size photograph along with negative.

**3. Training Period**

You will be under training for the initial period of eighteen months from the date of joining. At the end of the training period THE COMPANY IS NOT BOUND to take you on the rolls of employment of the company or confirm your services. If your performance is unsatisfactory or if you are not taken on the rolls of the company after six months the company may extend your training period or terminate you from the service which will be communicated to you in writing.

**4. Travel**

You may be required to travel for the company work and travel expenses will be paid as per the company rules.

**5. Transfer**

You will be liable to be transferred to any other department or establishment or branch of the company at any location at short notice. In such case terms and conditions of service will be applicable as per such assignment / place of transfer. All perks and facilities provided by virtue of the location will be withdrawn from the date you take the position at the new location (Not later than 7 days from the date of transfer order).

**6. Responsibilities**

Considering the position of responsibility you hold, you may be required to work extra as per the need. You may also be given assignments other than your normal work of duties. These assignments will be decided by the company management based on your capacity and you will ensure to handle the assignment with utmost care and to your best capability.

