

3018/Maxcorp/2018

30th Oct, 2018

Mr. Aman Pankholi
10M, Pocket 4 Kondali
Gharoli, MIG Complex
Mayur Vihar, Phase 3
Delhi - 96

Dear **Aman**,

Subject: **APPOINTMENT LETTER**

With reference to your application and subsequent interview with us the management is pleased in offering you a temporary contractual assignment as **Project Associate** in **HLL Infra Tech Services Limited (HITES), Noida**. Please note that the agreement terms contained in this letter are subject to Company policy.

1. JOINING

- a. Your date of joining is effective from **01st November, 2018**.
- b. That this contractual agreement will be for a period of one year from the date of your joining.
- c. That your agreement will be further subject to the verification of your credentials, testimonials and other particulars mentioned by you in your application at the time of you're joining.
- d. That the company being engaged in the business of outsourcing manpower services, you will be detailed and deputed at HLL Infra Tech Services Limited (HITES), Noida to discharge your duties/services.
- e. That the company shall have absolute right and discretion to shift and / or transfer you from one office /Premises to another.
- f. That you will continue in the assignment subject to your medical fitness.

2. AMOUNT PAYABLE & OTHER BENEFITS

- a. Net Salary Rs.25, 000/- (Rupees Twenty Five Thousand Only) per Month.
- b. Leave, holidays and working hours are as applicable to your category of outsourced person as per client's discretion



3. RESPONSIBILITIES

- a. The post for which you are being appointed is of supervisory nature and entails a lot of confidence. You will discharge your duties diligently and faithfully and to the entire satisfaction of the clients.
- b. In case, it is found that there is a reasonable apprehension about your integrity and as such no confidence can be reposed on you, it will be open to the Management to discharge you.
- c. That you shall at all times maintain absolute integrity and devotion to duty and conduct yourself in a manner conducive to the best interest, credit and prestige of the Company. You shall not, at any time, work against the interests of the Management and do anything, which is unbecoming of an outsourced person. Any violation of these norms of behaviors shall constitute a misconduct for which the Management shall be competent to take disciplinary action against you. The disciplinary proceedings will be taken against you as per Disciplinary Rules and Law in this behalf.
- d. You shall adhere to all instructions/practices of safety established by **Max Corporate Services** & the client at work place. You shall be responsible for the safety of workmen working under your supervision at site.

4. CONFLICTS OF INTEREST

- a. That you shall at all-time diligently and faithfully serve the company and shall devote your whole time and attention exclusively to the business and interests of the Company and to the best of your skill carry out your duties and shall punctually attend to your duties at the place(s) where you are asked to serve.
- b. You shall not directly or indirectly engage yourself in any other profession, studies or business or enter the services of or be employed for any part of your *time* by any other person whatsoever without the written permission of the management. You shall hold yourself in readiness to perform any duties required of you by your superiors to the best at your ability. Any breach of this order shall be punishable in accordance with your terms.
- c. That no right, much less a legal right, shall vest in you to claim employment or otherwise seek absorption in the establishment where you are deputed to provide services by the company nor shall you have the right whatsoever to claim the benefit and/ or emoluments that may be permissible of paid to the employees of the said client.



5. CONFIDENTIALITY

- a. In consideration of the opportunities, training and access to new techniques and know-how that will be made available to you. You will be required to comply with the confidentiality policy of the Company.
- b. That during the continuance of your term you shall not at any time, without the consent of the client in writing, divulge, or make known any trust, accounts, matter or transaction undertaken or handled by the Client and shall not disclose to any person, firm or company reveal such secrets or confidential information relating to the affairs of the Client.

6. GENERAL

- a. We trust that you have not provided us with any false declaration or willfully suppressed any material information. In case it comes to the notice of the management that the particulars given by you in your application were wrong or concealed, your term shall be rendered void. Ab-initio and will, therefore be deemed cancelled automatically. In such a contingency you shall be liable to be discharged from services forthwith.
- b. All letters or document given to you towards offering contracted temporary assignment by us in past, stands cancelled with the effect of this correspondent.
- c. That you will inform the management about your correct residential address as well as your permanent address. In the event of you not informing the management about the change in your address, any communication sent to you at the address available with the company shall be deemed to have been served on you.
- d. That while in service, of the company you will also be governed by the terms of service, conditions and code of conduct, which are existing and to be enforced from time to time. You will be liable to strict disciplinary action in case of commission of misconduct.
- e. It may clearly be understood that this understanding of compensation and temporary contractual assignment with you will automatically be delayed or become null and void or delayed incase of the services / compensation rendered being terminated/delayed by the client of Support Services due to unforeseen/business reasons, since Support Services is in the business of outsourcing.
- f. You shall further agree to abide by any other terms, conditions and policies declared by the company from time to time.





7. NOTICE PERIOD

This agreement contract is terminable, without reasons, by either party giving one month notice. The Management reserves the right to pay or recover compensation in lieu of notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even prior to the expiry of the notice period.

If you are agreeable to the aforesaid terms and conditions, please return the duplicate copy of this letter with your signature thereon, signifying your acceptance thereof.

We sincerely hope that your close collaboration with our organization will be beneficial to both of us.

For Max Corporate Services

(Authorized Signatory)



I have understood the terms and conditions of this agreement and the implications thereof. I hereby accept the aforesaid terms and conditions and agree to abide by the same.

Name: **Mr. Aman Pankholi**

Place: Noida

Signature

The details of the Salary Package are given below: -

Description	Amount
Basic	15,000.00
Special Allowance	2,000.00
HRA @ 30%	4,500.00
Conveyance	4,050.00
Bonus	1,250.00
Gross	26,800.00
PF @ 12%	1,800.00
E.S.I.@1.75%	-
Net Salary	25,000.00