

No.: MSILG/TAQ/20210915/94

Date: September 15, 2021

Lakshay Goswami  
PUSA INSTITUTE OF TECHNOLOGY, DELHI

Dear Lakshay Goswami

Congratulations and Welcome to Maruti Suzuki family!

This has reference to the selection process conducted at your campus; we are pleased to offer you an appointment on the terms and conditions mentioned in Annexure –I to this letter.

**Designation: JET 1**

You are requested to report for joining as per below details:

Date: September 21, 2021

Time: 9:00 AM

In case you need any clarification on the subject, you may contact the undersigned or my colleague at [Ritrik.jain@maruti.co.in](mailto:Ritrik.jain@maruti.co.in)

We look forward to have you with us in Team Maruti Suzuki.

Best Wishes



Varinder Kumar Verma  
Vice President – Human Resources  
(Head – Central HR)  
Email Id: VarinderKumar.Verma@maruti.co.in

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**MARUTI SUZUKI INDIA LIMITED**

CIN Number: L34103DL1981PLC011375

Gurgaon Plant:  
Palam Gurgaon Road, Gurgaon 122015  
Haryana, India  
Tel: 0124-2346721 Fax: 0124-2341304

Registered Office:  
Plot No. 1, Nelson Mandela Road,  
Vasant Kunj, New Delhi 110070, India  
Tel: 011-46781000 Fax: 011-46150275

Manesar Plant:  
Plot No. 1, Sector 3A, IMT  
Manesar, Gurgaon 122051 Haryana, India  
Tel: 0124-4884000 Fax: 0124-4884199

Email: [investor@maruti.co.in](mailto:investor@maruti.co.in)  
Website: [www.marutisuzuki.com](http://www.marutisuzuki.com)

## ANNEXURE - I

### TERMS & CONDITIONS OF OFFER OF APPOINTMENT IN MSIL IN RESPECT OF Lakshay Goswami

01. Your service shall be confirmed subject to satisfactorily completing the training.
02. In consideration of MSIL agreeing to incur costs and efforts in providing training to you, you shall be required to:
- i) Enter into a Service Agreement as per draft (to be shared separately) , with MSIL, for completing training satisfactorily and to serve the Company for a minimum period of 01 year excluding training period, as well as, unauthorized leave, leave without pay and study leave etc., if any.

Please note that the Agreement stipulates payment of certain amounts by you to the Company in case you fail to complete the training period satisfactorily or serve for at least 01 year thereafter.

- ii) Obey and abide by all the rules, regulations, policies, training and service conditions and orders of the Company and of its authorized officers and representatives issued from time to time.
03. If you fail to complete successfully the period of training and fail to serve the company for a period of one year, excluding the training period, you shall be liable to compensate the company in the following manner:

During 1<sup>st</sup> year of Training Period:                      Salary paid by the Company up to the date of your Leaving plus cost of training @ 4000/- per Month subject to a maximum of Rs. 1,20,000/- (Rupees One Lac Twenty Thousand only).

During 2<sup>nd</sup> year of Training Period:                      Rs. 1,20,000/- (Rupees One Lac Twenty Thousand only).

04. Failing to complete successfully the period of training and failing to serve the company for a period of one year, after completion of training period, excluding the training period, shall mean and include:
- 4.1 Termination of services of the trainee by the Company, by way of removal or dismissal for any reason including unauthorized absence from training for 20 days or more or you remaining absent from training on medical grounds or for non-performance of the terms and conditions of the Service Agreement.
  - 4.2 Acceptance of resignation by the Company.
05. In case your performance during the training period of one year is not found satisfactory, the management may (a) terminate the training during the training period or at the end of the same, without any notice, or (b) extend the same. In case of continued unsatisfactory performance even during the extended period, the training may be terminated either during or at the end of such extended period.

06. In case you opt to resign during the period of training, you shall have to serve one month's notice or pay one month's Salary plus all other allowances, in lieu of the notice period or pro-rata amount for the period falling short of such notice. In addition, the amount as per the Service Agreement shall also be payable by you. Likewise, the amount mentioned in the Service Agreement would also be payable by you to the Company in case your training is terminated by the Company on account of unsatisfactory progress during the training period or unsatisfactory work/conduct thereafter.
07. In case training is terminated by the Management on grounds other than on the grounds of unsatisfactory performance, including, but not limited to other grounds, as mentioned in clause no. 05 and 21 herein, you will be eligible to one month's notice or one month's salary plus allowances only in lieu thereof.
08. This offer is subject to your being found medically fit as per MSIL norms. Candidates having any medical problem, including, color-blindness will be treated as UNFIT and they will not be allowed to join duty in MSIL.

You are accordingly required to go for pathological/medical tests at any of the Medical Institutions as indicated in the List of medical centres and present yourself before CMO, MSIL for medical examination along with:

- i) all reports of pathological/medical tests
  - ii) a passport size color photograph
  - iii) your appointment letter
09. This offer is subject to your passing the prescribed degree examination for post offered, with at least 60% marks in aggregate. In case, however, your result is still awaited, you would be allowed to join MSIL, on provisional basis subject to the condition that the mark sheets / certificate of the same would be submitted by you immediately after the results are declared.
  10. Based on the Organizational requirement, you may be required to undertake long term, as well as, short term training within the organization or SMC, Japan or any other establishment, anywhere in the world. Accordingly, this offer is subject to your agreeing to go abroad for training as may be required and since the Company will be incurring significant cost, time and other resources in imparting such training to further develop your skill & competencies, the Company, in turn would also expect your commitment in serving the Company for some minimum period on completion of such training depending on the duration, cost and other resources involved in the concerned training. Your refusal to undertake such training would be viewed very seriously and the management may take appropriate action as may be deemed fit under the circumstances.
  11. Your appointment continuation/confirmation of training/ service on confirmation will be subject to satisfactory verification of your antecedents, and credentials testimonials etc. as declared by you at the time of interview and in the bio-data form.

12. Initially, you will be joining at Gurgaon. Thereafter, you may be posted at any of the MSIL's facilities. However, in case you are joining the **Engineering Vertical**, your posting will be at **Rohtak**. Depending upon the exigencies of workload, business development, changes in production pattern etc. you shall be liable to undergo training and may be transferred, posted anywhere in India or abroad wherever the company has any business.
13. For your travel from your present place of residence for joining duty, you will be reimbursed the expenses, subject to, your producing ticket/photocopy of ticket, for self and family consisting of dependent spouse and children, as per MSIL norms.
14. During the period of training or during the term of the service agreement no application from you for outside job shall be recommended by MSIL.
15. After successful completion of training period and confirmation of service thereafter, services may be terminated by giving three months' notice by either party or Basic Pay in lieu of such notice or in case of shorter notice, Basic pay for the period falling short of such three months' notice but subject always to the conditions of the Service Agreement executed by you/your Surety.
16. You will be required to observe strict secrecy of the official matters and/or technical know-how/process which you may come across during the period of your training and subsequent service on confirmation, and shall not divulge any company information.
17. In consideration of salary paid to you by Maruti Suzuki India Limited, during your period of training or subsequent confirmation of your service, you shall assign to the Company or its assignees every right, title and interest in and to any invention that you may make during or as a result of your employment, during and after the training period, relating to the Company's products and methods of manufacture. You shall also observe and perform and do all acts, deeds, matters and things which the Company considers necessary to secure to the Company or its successors or assignees any and all rights relating to such inventions and improvements including patents in foreign countries.
18. Notwithstanding anything inconsistent contained in the provisions of the **Code of Business Conduct & Ethics** and other rules and regulations of the Company, your name shall be struck off from the rolls of the Company without prior notice, if you, without sufficient cause, remain absent from the training for twenty days or more during the training period.
19. Besides the terms & conditions mentioned hereinabove, during your period of training and subsequent confirmation of your service you will be governed by provisions of **Code of Business Conduct and Ethics**, all applicable rules and regulations of service and other Standing Instructions which are not in force and which may be framed in future and your acceptance of this appointment offer carries with it your agreement to obey all such rules and regulations.

20. The Company reserves the right not to accept the resignation if any disciplinary proceedings are pending or a decision has been taken by the Competent Authority to issue a charge sheet.
21. In the event of death, insolvency, lunacy of surety, you shall intimate the Company within fifteen days of its occurrence of such event and arrange to execute a fresh agreement from a new surety.
22. On attaining the age of 58 years, you shall retire from the service and you shall have no claims to continue in the service of the Company thereafter.
23. The terms and conditions contained herein above will continue to apply to you if you are appointed to another post and/or any other scale of pay/level of the Company.
24. If any declaration given or information furnished by you in connection with your employment either at the time or before seeking employment or later at any stage in the Company, proves to be false or if you are found to have willfully suppressed or withheld any material information, you will be liable to removal from service forthwith, without notice or such other actions as the Company may deem necessary, subject always, to the conditions of the agreement executed by you/your Surety.
25. You are requested to bring the following documents, in original and attested copies of certificates when you report for duty:
  - i) Documentary evidence in proof of your date of birth.
  - ii) Documents/Certificates in proof of your Educational/Technical qualifications, SC/ST certificate, previous experience, if any, etc.
  - iii) Twelve copies of your recent passport size color photographs.
  - iv) Medical certificate as per Clause 08
  - v) Agreement as per Clause 03
  - vi) Proof of Annual Income/Property valuation of the Surety as declared in Agreement.



Varinder Kumar Verma  
Vice President – Human Resources  
(Head – Central HR)

(Signature of Candidate)

Lakshay Goswami

## ANNEXURE-II

**Name: Lakshay Goswami**  
**Level / Designation: JET 1**  
 Division / Department: TBD / TBD

LEVEL	JET 1
Basic Pay/Stipend	15,000
<b>Sub-Total I (BASE SALARY)</b>	<b>15,000</b>
House Rent Allowance	7,500
Uniform Maint. Allowance	
Conveyance Allowance	1,600
Medical Reimbursement/ ESI	1,250
Special Allowance/Other Allowance	6,529
Additional Transport	0
LTA	0
Cost Of Meal / Meal Allowance	
Child Educal All	0
<b>Sub-Total II (Allowances)</b>	<b>16,879</b>
Provident Fund (@ 12% of Basic)	1,800
Super annuation	100
ESI Employer	
Gratuity (@ 4.81% of Basic)	721
<b>Sub-Total III (Retirals)</b>	<b>2,621</b>
Att. Reward	0
<b>Sub-Total IV (Attn Reward)</b>	<b>0</b>
Bonus/ Ex-Gratia	
<b>Sub-Total V (Annual Payments)</b>	<b>0</b>
<b>Total ATR (I+II+III+IV+V)</b>	<b>34,500</b>
<b>Annual ATR</b>	<b>414,000</b>

\*\* The actual gratuity payment will be determined in line with the Payment of Gratuity Act and as per Company policy