



EPEPL/APPT/ LTR/HR/EE-1188

11th September 2020

APPOINTMENT LETTER

Mr.Kanagaraj R
93,Kurumba Street,
Kargudi Post,Musiri Taluk,Kargudi,
Trichirapalli -621 210

Dear Kanagaraj R ,

With reference to your application and the subsequent interview you had with us, we have pleasure in appointing you in our organization as “**Accounts Assistant-Site**”. You are hereby requested to abide by the following rules and regulations:

1. Your appointment effects from 11th September 2020 .
2. You will be entitled to receive compensation and benefits of **Rs.239473 /- (Rupees Two Lakhs Thirty Nine Thousand Four Hundred and Seventy Three only)** per annum as per the enclosed annexure.
3. You will perform, observe and confirm to such duties, directions and instructions assigned or communicated to you.
4. You will be under probation for a period of 6 months /12 months from the date of Joining. On the satisfactory completion of the probation period, if, in the sole opinion of the company, the employee is found suitable for employment, the company will issue a letter of confirmation confirming the employee's employment.
5. Until your appointment is confirmed in writing, you will be treated as non-confirmed employee though the probation period is completed, the management reserves the right to extend the probation period, if necessary or terminate the service if not suitable for employment.
6. During your employment with the company, the company may at any time, at its sole discretion, transfer or depute you to of its subsidiary or affiliated company / project location. In such event the terms and conditions governing your services shall be those applicable at the location of transfer.
7. You shall not either during or after your employment with us divulge or utilize any confidential information belonging to the company like the drawings, quotations, tender information to be treated strictly confidential and not to be revealed to outside persons.





8. You will not either enter into any commitments or dealings on behalf of the company for which you have no express authority nor alter or be a party to any principle or policy of the company or exceed the authority or discretion vested in you without the previous written sanction of the company or those in authority over you.
9. You will be abided by the rules and HR policies applicable to which are in force presently or may be framed from time to time.
10. You will be responsible for safe keeping and return in good condition and order, of all company's property, which are in your use, custody.
11. The company shall have the right to vary, amend and modify any item of the salary package without adversely affecting the total compensation. In the event of any increase in any statutory allowance/benefits, the company shall have the right to make suitable reduction in any other allowance/benefit in the company salary package.
12. The company will be entitled to terminate your services by giving you a short notice during the probation period. However, after confirmation the company can terminate your services by giving two months notice in writing, or by payment of two months salary in lieu of such notice. In the event you desire to leave the services of the company, you will be required to give the company two months notice in writing or two months salary.
13. The age of superannuation of any employee from company service is **58 years**. However during your employment, you will be required to be medically fit for the work for which you have been employed. You will accordingly undergo periodic medical examination as and when intimated to you by the company.
14. Unauthorized absence or absence without permission from duty for a continuous period of 7 days would make you lose your employment. In such case, the company shall be entitled to terminate your employment forthwith.
15. In case you are charged of any misconduct during your employment before or after confirmation, you will be liable for employment termination, without notice or payment in lieu of notice, notwithstanding any other clause of the letter of appointment.
16. The company has the right to make a reference check from your previous company. In case there is any adverse report against you, or if it is found that the information furnished by you is not true, the company reserves the right to terminate your service.

GENERAL PROVISIONS

- a) As a full time employee of the company, you are required to devote your entire time, attention and effort to the furtherance of business of the company and to continuously develop your professional skills in the interest of company and yourself. You shall not, during your employment with the company, directly or indirectly engage yourself in or devote any time or attention to any part time employment or business or position or monetary interest, other than that of the company.



- b) Please keep us informed of any change in your residential address, your family status or any other personal particulars relevant to your employment.
- c) Company rules and regulations, which may vary from time to time, will apply to your employment.

The terms of your appointment order stated above are strictly confidential and should be treated as privileged information between you and the company.

Breach of any one of the conditions above will render you liable to termination of your employment without notice.

You are requested to signify your acceptance by signing and returning to us the duplicate copy of this letter.

We believe you will have a fulfilling experience at Eco Protection Engineers Pvt. Ltd.

for **Eco Protection Engineers Private Limited,**

Mohan Mouli K
Head HR



I HEREBY ACCEPT THE TERMS AND CONDITIONS OF THIS LETTER.

SIGNATURE OF THE CANDIDATE.