



GOA ELECTRONICS LIMITED

(A Government of Goa (GOG) Company & Subsidiary of EDC Ltd, GOG Undertaking)

Ground Floor, "Shrama Shakti Bhavan", Patto Plaza, EDC Complex, Panaji - Goa 403 001.

Tel.: 0832-2435019/2437248 email: info@goaelectronics.co.in : Website: www.goaelectronics.co.in

CIN No. : U72100GA1976SGC000260 | CMMI: Level 3 | ISO 9001:2015

No. GEL/ITD/ 7245/22-23

Date: 30/01/2023

APPOINTMENT LETTER

1. **Mr.Poojan Naik** is offered the post of **Trainee Software Engineer** in Goa Electronics Limited (GEL). You will be paid the following salary as detailed below

Cost To Company		
Components	Rs. P.M	Rs. P.A
Pay in Pay Band	8,660	1,03,920
Grade Pay	2,887	34,644
Dearness Allowance	808	9,696
House Rent Allowance	2,887	34,644
Travelling Allowance	412	4,944
Dearness Allowance on T.A	412	4,944
Other Allowance	429	5,148
Gross Salary	16,495	1,97,940
ESI Employer	523	6,276
Company's P.F Contribution	1,483	17,796
Gratuity (Estimated)	594	7,128
Leave Encashment (Estimated)	1,030	12,360
Cost To Company	20,125	2,41,500

(Rupees Two Lakhs Forty One Thousand And Five Hundred Only)

2. Your contract with GEL will be for a period of two years starting from 21.12.2022 to 20.12.2024.
3. The terms and conditions of the appointment are as follows:
- The appointment will be governed by the relevant rules and regulations of the company enforced from time to time.
 - Any modifications or amendments in such rules from time to time shall be applicable to this offer of appointment.

DEVELOPMENT CENTER

4th Floor, Ignite Innovation Hub,
EDC House, Dr. Atmaram Borkar Road,
Panaji, Goa - 403001

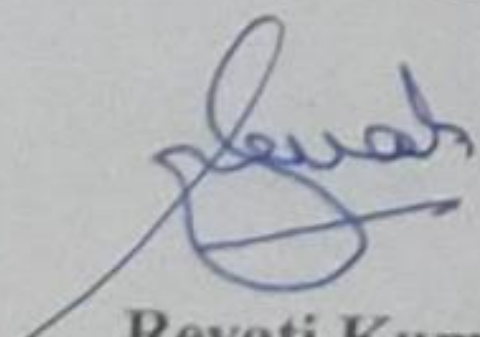
DELHI OFFICE

208, E 10-12, Triveni Complex,
Jawahar Park, Laxmi Nagar,
East Delhi - 110092

MUMBAI OFFICE

76 Ratna Jyot Industrial Estate Irla,
Near Irla Lane, Vile Parle West,
Mumbai - 400056

- c) The services are liable to be used for or transferred to any other offices, projects or subsidiaries of GEL.
 - d) The services will be under review during the probation period of 6 months. Continuation of the services will solely depend on the performance during the probation period.
 - e) During the probation period, if you wish to terminate the contract, you have to give 90 day's notice or equal salary of three month in lieu of notice to be paid to GEL.
 - f) During the probation period if the performance is poor for 3 months and above, the services can be terminated by GEL by giving 15 days notice in writing or payment of salary in lieu equal salary of 15 days of notice to be paid to the staff.
4. The appointment will be further subject to
- a) After taking an oath of allegiance/faithfulness to the Constitution of India (or making a solemn affirmation to that effect in the prescribed form).
 - b) Submission of certified copies of educational qualification and experience as required for the post and produce the original certificates at the time of joining for verification/records.
 - c) Submission of certificate of proof age (Birth Certificate) in original.
5. If already employed, relieving order from the employer shall have to be produced.
6. If any declaration given or information furnished proves to be false, or in case it is found to have been willfully suppressed, the appointment shall be liable to be terminated and such other action as GEL may deem necessary shall be taken.
7. No travelling allowance shall be paid for joining the duties.
8. Group Gratuity will be applicable for encashment after minimum completion of 5 years of service with GEL and Earned Leave encashment on completion of 10 years of service with GEL.
9. No employment else where shall be permitted during the period of employment with GEL.
10. In case if you accept the Appointment Letter, you will have to work with the company for a minimum period of 2 years from the date of appointment. In case you request for termination of contract at any time, you will have to give 3 months' notice in writing or an equivalent amount of 3 months gross salary as compensation in lieu of notice to be paid to GEL and further the leave encashment if applicable, will not be allowed in such circumstances. However, you shall be relieved only on due completion of arrears of work and on handover of full charge of work.
11. You are expected to maintain utmost secrecy in regard to the affairs of GEL and shall keep confidential all information, whether written or oral, which relates to internal controls, computer or data processing programs or any data processing applications, routines, subroutines, techniques or systems, or information concerning the business or financial affairs and methods of operations or proposed method of operations, accounts security procedures or inventions of the company or affiliated to any client, agent, contractor or vendor. Breach of this provision shall be treated as gross violation of the terms here in and your services are liable to be terminated without notice.
12. You accept and agree that for the duration of this agreement and for a period of two years thereafter, whether its termination was voluntary or otherwise, it shall not hire or solicit to hire, directly or indirectly, or through an intermediary person or entity any employee of GEL, or induce or persuade any employee of GEL to quit or abandon its employment, except if GEL so consents in writing.
13. Please confirm your acceptance of this appointment on the terms and conditions mentioned above by returning to us the copy of this duly signed by you.


Revati Kumar
CEO & ED

To
Mr. Poojan Naik,
Apts-F4,
Opposite to Costa Factory Nileshwar - Aquem