



V. M. Salgaocar and
Brother Pvt. Ltd.

Dear Ms. Sheffali Jena,

Sub: **LETTER OF ENGAGEMENT AS TECHNOLOGY RESERACH ANALYST**

Welcome to the VIMSON family!

We are pleased to offer you the position of Technology Research Analyst in our Organization at Goa location w.e.f 05th June 2024, on the following terms and conditions.

1. **DURATION OF TRAINING**

The duration of training will be one-year i.e 05/06/2024 to 04/06/2025 from the date of commencement of the training at the organization.

2. **STIPEND**

During the training period, you will be entitled to receive consolidated stipend of Rs.25,000/- per month (Rupees Twenty-Five Thousand only) (all inclusive).

3. **MEDICAL FITNESS**

This letter of Engagement will be subject to your being found medically fit by the Medical Officer.

4. **ELIGIBILITY**

Your engagement as a Technology Research Analyst will be subject to qualifying Degree (final year) examination. In such case you must complete/pass your Degree (final year) examination and submit certificate/documents in support of your eligibility to the company on the date of joining.

5. **OBLIGATION AND RESPONSIBILITIES**

During the training period, the company expects you to undergo training in any Department/Section in which you are placed with high standard of initiative and efficiency. You shall devote yourself exclusively for undergoing training. You shall not take up any other work for stipend or work on advisory capacity or be interested directly or indirectly in any other trade or business.

- a. You will be governed by the rules and regulations of the company from time to time in relation to conduct, discipline and other matter.
- b. During the training period if you develop or design any new or advanced method of improving process/system in relation to the business or trade of the company; such development will be fully communicated to the company and will be the sole property of the company.

vimson
Shivanand Salgaocar Group

Salgaocar House, Off Dr. F. L. Gomes Road, P.O. Box No. 14, Vasco da Gama, Goa, India 403 802

Tel: +91 832 2512111-14, 2513241, 2512962, 2512394

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- c. During the training period and there after you will not pass on to any one in writing or by word of mouth or otherwise, particulars or details of work, process, technical know-how, research carried out, administrative and/or organizational matters of confidential nature which you may come across during your training period or become known to you by virtue of your undergoing training in the company or otherwise.
6. POSTING
During your training period you may to be transferred or assigned to work in any division, department, establishment or location at which the company or its associate's companies have their offices or operation and whether at present existing or which may be set up in future at any time and at any place in India without any increase in stipend.
7. TRAINING, HOURS LEAVE AND HOLIDAYS
Training timing would be that of the normal shift working hours of the establishment where you are posted for the time being. Weekly off days together with all National and Festival Holidays observed by the establishment would be normally applicable to you.
As a trainee you will be eligible for total 15 days leaves with stipend during the training period of one year. The allotment will be done on the pro rata basis for the current calendar year effective from the date of joining.
8. MISCONDUCT
In case you are charged of any misconduct during your training period, you will be liable to be suspended without payment of stipend amount for such period or as the company may deem fit. If the charges are proved against you, you will be liable for discontinuation of training and termination from engagement, without notice or payment in lieu of notice, notwithstanding any other clause of this letter of engagement.
9. TERMINATION
Notwithstanding any of the clauses of this letter of engagement, your training period can be terminated on either side by giving one month's notice or one month's stipend in lieu thereof, without assigning any reasons. In the event of you remaining absent without leave or permission for consecutive 7 days or more and/or over staying sanctioned leave beyond 7 days, you are liable to be treated as having abandoned the training and will loose your lien on training.
10. AFTER COMPLETION/TERMINATION OF TRAINING
On completion/termination of training you will immediately surrender to the company all specification, documents, literature, drawings, records etc. belonging to the company or relating to its business and shall not take or retain any copies of the said items.



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11. EMPLOYMENT

On satisfactory completion of training and subject to your satisfactory performance during your training period, you may be offered suitable job against regular employment on such terms and conditions as may be decided by the company,

In case the above terms and conditions are acceptable to you, you are required to return the duplicate copy of this letter duly signed by you.

We would like to take this opportunity to welcome you and hope that your training with us will be rewarding.

Yours truly,
For V. M. Salgaocar and Brother Pvt. Ltd.

(Shivanand V. Salgaocar)
Chairman
Encl. copy for acceptance

Accepted:

Date:

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