

Date: 22-07-2024

To,
Mr. Atul Gaonkar,
H no – 274, Near Somnath High School, Savargal,
Bandoll, Quirlapale, Goa - 403206

Dear Mr Atul,

Sub: - Letter of Appointment

With reference to the discussion we had with you, we are pleased to appoint you as Sales Coordinator in our Company under the following terms and conditions :

1. Commencement Date

Your date of Joining will be effective from 16th July 2024

2. Salary and Benefits

Salary and benefits are detailed in Annexure attached herewith. Your Gross Salary package CTC is Rs.20,000/- (Rupees Twenty Thousand Only) per month Which is including PF, ESIC & Bonus

All listed vacation days.

Sick leave 9 days on completion of six months.

Casual leave 6 days on completion of six months

Earned Leaves 15 days on completion of 1 year

3. Place of work

Your services are transferable to any of our offices in Goa, at the sole discretion of the management.

4. Working Hours

The shift timings will be based on process / program requirement as and when explained by your superiors.

5. Job Assignment/Reporting

In your assignment, you will be responsible for the duties of Sales Coordinator as more particularly laid out in the job description for this position. You will report directly to the supervisor nominated by the management.

6. Probation, Confirmation & Termination

1) You will be on probation for a period of **Six months** from the date of your appointment, where after, if your services are found satisfactory, you will be confirmed by means of a written intimation. The management reserves the right to reduce, dispense with or extend your probation period at its absolute discretion.

2)(a) During the probation period or the extended period of probation, an Employee will be liable to be discharged from the company's service at any time with 30days prior notice and without assigning any reason. An employee also bound to provide the company with 30days' notice during which period he / she may have to actually work. The company does not encourage adjusting notice period against either leave or forfeiture of salary.

(b) Upon confirmation your services are liable to be terminated by the company after Providing you onemonth's notice or payment of basic salary in lieu thereof.

- You commit any breach of your duties and responsibilities under this contract of service.
- You are guilty of any gross default or misconduct, which contravenes the expressed or implied conditions of your employment; and
- You commit breach of any of the terms of clause 9 of this appointment letter.

7. Resigning from the Job

Incase of Resigning from the Job you will have to submit 3 months notice prior to the HR department.

8. Absence without Notice

Absence without leave or remaining absent beyond the period of leave originally granted or subsequently extended, shall result in voluntary termination of your employment without any notice

9. Non-Disclosure Agreement

During the course of your employment with us you will have access to confidential/proprietary information about the organization, its clients, its business transactions, and associated companies. You shall not during your course of Employment and two years after you have ceased to be in the employment of this organization, disclose such confidential/proprietary information to any third party and /or any unauthorized person.

10. Employment Regulations

While employed with the company:

- You will not engage in any trade or profession or undertake any employment, full or part-time, while in the service of the Company
- You will have no objection to working extra hours in the morning and/or the evening according to the requirements of the job.

11. Retirement

You will automatically retire from the service of the company on attaining the superannuating age of 58 years.

We look forward to your joining us for a long, successful and mutually beneficial association

Feel free to call me if you have any questions or concerns

Yours Sincerely,

Mr. Abhijit Tamba

Proprietor

EME Automation



I accept the Job Offer on the terms and conditions contained herein and will report for duty on 15~~07~~⁰⁷-2024

Signature

Date: 19-07-2024

Employee Name