



**Way of Life!**

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## Appointment Letter of Technical Engineer

Date:-17/01/2013

Mr MohitMurmu

With reference to your interview and subsequent discussions you had with us, the management is hereby pleased to appoint you in our organization 19/01/2013Date on the following terms & conditions:

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**1. Designation:**

You will be designated as Production department.

**2. Place of posting:**

You will be posted in marutiplant manesar(HR) However, at any time during the period of appointment, you will be liable to transfer in such other capacity that the company may determine to any other Department / Branch / Establishment or any other Company under the same management without adversely affecting your emoluments and general condition of service.

**3. Grade:**

You will be placed in grade assistant engineer as per the structure of the company.

**4. Remuneration:**

You will be entitled to the following remuneration per month, subject to the express condition of fulfilment of service conditions:

Basic	Rs.19000
Conveyance Allowance	Rs.1750
Performance Pay	Rs.900

Industrial Allowance	Rs.500
PF	Rs.2200
<b>Total</b>	<b>Rs.24350</b>

## 5. Benefits:

### (i) Provident fund:

12.75% of the monthly basic salary will be contributed by the company towards your provident fund account. A matching deduction will be made from your salary as the employee's contribution and shall be deposited as per the PF rule.

### (ii) Leave Travel Assistance:

Rs.2000 per month Eligibility of your service. Minimum 4 days of earned leave to be taken to avail of the benefit.

### (iii) Medical Reimbursement:

(For self & dependants) Rs.1.75% in basic salary. Per annum on production of doctor's prescription and bills for medicine.

6. As an executive you will not be governed by the rules, regulations or statutes generally applicable to workmen hours. Weekly off, holidays, overtime, bonus and gratuity.

7. **Probation:** you will not be probation for a period of one year from the date of the joining service. Based on your performance and conduct. This period may be increased or decreased at sole discretion of the management and unless an order in writing is given to you, you shall be not be deemed to have confirmed.

8. **Separation:** during probation or extended period(s) thereof, your service are liable to terminated without assigning any reason or payment in lieu thereof. Subsequent to confirmation, either side can terminated this contract by giving a notice of one month or payment of one month basic salary in lieu thereof.

9. **Retirement:** you shall retrieve from the services of the company on attaining the age of 58 years on the basis of the age submitted by you, subject to your being medically and mentally fit.

**10. Other Rules & Organization:** you are expected to discharge the duties assigned to you from time to time with due diligence, integrity and responsibility to the entire satisfaction of the management and also maintain high standard of work expected of work expected of you by the company.

Your appointed in the company is full time and you shall devote yourself exclusively to the business of the company. You will not engage yourself in any other gain full employment or business (part – time or full – time) as long as you are employed in the company .any action contrary to this shall render your services liable for termination without any notice or payment in lieu thereof.

You are required to deal with the company's money, materials and document with utmost honesty. If at any time you are formed of moral turpitude orof any dishonesty in dealing with the company's money, material and document, you shall render yourself liable for termination without any payment in lieu thereof.

You will not divulge or give public any information related to any aspect of the company to anyone not employed by the company , including in such activity shall render you liable for termination without any notice or payment in lieu thereof.

If any declaration given or information furnished by you to the company are found to be false or if you are found to have wilfully suppressed any material information at any point of time during your services are liable to be terminated immediately without any notice or payment in lieu thereof.

**You're faithfully,**

**For:**  
**Maruti production**

Date: - 17/01/2013