



Date

Mr. -----

**Subject: - Appointment Letter.**

Dear -----,

Please refer to your application for employment and subsequent interview had with us. We are pleased to appoint you as ----- Department with effect from 19.03.2015 on the following terms & conditions:-

1. You shall be on probation period of three months, this period may be extended incase, it is considered necessary to adjudge your suitability further. Incase, it is found that you are not suitable for employment; the contract of service may be terminated at any time during the probation/extended period at the sole discretion of the management.
2. On the expiry of the probation or extended period of probation, you may be confirmed in writing; otherwise you will continue to be on probation.
3. You will be paid total emoluments as per the annexure attached. However, company reserves the right to bifurcate the emoluments into basic and allowances.
4. You will be whole time employee of the company and shall not engage in any work or business or profession directly or indirectly either honorary or otherwise, without obtaining prior permission from the management.
5. Your services shall be liable to be **transferred** to another unit or office or to sister concern whether in existence or which may come into existence hereafter. When required to work in another unit or in sister concern or in office/branch office no additional salary/wages will be made. In case you are transferred, you will be given one week's time for reporting at transferred place. It will be your responsibility to make arrangements for your residential accommodation/other arrangements if any. Management can shift the place/places of working anywhere in India and in that event you will have to make compliance for working at the new place of work. Also, the management can shift the premises anywhere in India and you will report for work at the shifted place.
6. You shall be governed by the Service rules either existing or amended or extended or framed from time to time. You shall be abiding by the instructions of

your superiors in regard to performance of duties and rules pertain to discipline prevailing in the Establishment.

7. In case of any changes in the address during the course of your employment, it shall be your duty to intimate the new address in writing to the management within 24 hours from the date of such change otherwise all the communications sent to you by the management at your last given address, shall be deemed to have delivered to you.
8. Your appointment is being made on the basis of your particulars such as qualification etc. as given in your application for employment and incase, any information as given by you is found false or incorrect your appointment will be deemed void and liable termination without any notice or salary in lieu of notice.
9. You shall not disclose, utilize or divulge to any other person or persons any trade sector or know how of the management.
10. The contract of service during probation or after confirmation may be terminated without assigning any reason from either side by giving **one-month** notice or payment of an amount equal to your **one-month** salary/wages in lieu of notice period. However, the management reserves the right to ask you to serve during the notice period instead of accepting the salary/wages in lieu of the notice period/or to relieve you immediately on submission of your resignation and make payment for the remaining notice period.
11. In case, you leave the employment of the Company without giving notice, the Company shall have the right to deduct **one month** salary from payments.
12. Absence for a continuing period of 8 days including absence when leave though applied for but not granted and when over-stayed for a period of 8 days would make you to lose your lien on the service and the same shall automatically come to an end without any notice or even intimation. In such an eventually, the management will draw an irresistible presumption that by remaining absent continuously and unauthorized, you have abandoned your job.
13. Your service can be terminated, without any notice or compensation and without assigning any reason for loss of confidence, or for any act including dishonesty, fraud, or any subversive act which in the opinion of the management is seriously detrimental / prejudicial to the interests/philosophy of the organization and warrants your termination forthwith.
14. That you shall superannuate on attaining the age of 58 years. For all other conditions of service, the provisions of service Rules as are applicable in the Company from time to time will govern you.
15. Your continuance in employment shall always be subjected to remaining medically fit for the efficient discharge of the duty for which employed and for that purpose, you may be subjected to medically examine by the Certifying Surgeon under the Factories Act.
16. Your resignation from the Company shall be deemed to be accepted by Company on the date you submit the same unless otherwise informed to you in writing.

17. You shall not be entitled for any leave during notice period of resignation.

In case the above terms and conditions mentioned in this letter are acceptable to you, please return the duplicate copy of this letter duly signed as token of your acceptance.

## **For Advik Group of Companies**

**Authorized Signatory**

### **Acceptance**

I ----- have read/have been read over and explained to me in my vernacular, the above terms and conditions and the same are acceptable to me.

**(Candidate's Signature)**

## ANNEXURE

### Salary Breakup of Attar Chand

Basic	:	0
HRA	:	0
Conveyance	:	0
Education Allowance	:	0
Medical Allowance		0
Other Allowance		0
Special Allowance		0
<b>Total (Gross)</b>		<b>10000</b>
ESIC(4.75%)		0
EPF(12 %)		0
Bonus		0
LWF		0
<b>Total CTC</b>		<b>11627</b>

**For ADVIK LTD.**

**Authorized Signatory**