

BAL/HR/AP/ /2024

Date: 01.01.2024

To,

Mr. Kadam Vishwjeet Hanumant

Bhigvanstaion Bhigwan R S
Indapur 413105
Maharashtra India

Dear Mr. Vishwjeet,

This has reference to your application and the subsequent interview you had with us, we are pleased to offer you the position of **Trainee** in our organization with effect from **01.01.2024** on the following terms and conditions:

1. **Training period:** You will be on training for a period of 12 months effective date of starting of this program, which will be indicated to you.
2. **Consolidated Stipend:** A sum of **Rs.13500/- (Rupees Thirteen Thousand Five Hundred Only)** per month will be paid to you as stipend.
You will not be entitled to any other benefits, apart from the above.
3. **Notice period during training:** The Company reserves the right to terminate services of trainees on grounds of misconduct or breach of the terms and conditions of the Undertaking to be furnished by the trainee as per clause 6 of this letter and / or violation of any rules and regulations or standing orders of the Company by giving seven calendar days notice or upon payment of stipend in lieu thereof.
4. This appointment is subject to:
 - a. You having secured a certificate of completion as declared by your Institution / University.
 - b. Your being examined & found medically fit. (Please have yourself medically examined by a general physician, as per the standard examination list enclosed and if referred further by any specialist. The same would have to be filled in and certified by the physician and sent to us directly by **01.01.2024**. The fees incurred for the same would be reimbursed on you joining).
5. Your performance will be reviewed periodically during the training period. If your performance does not meet with the requirements of the training program, your training period would be extended by a maximum of six months with an interim review after three months.



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6. You will:

- a. Use your best skills, competencies and care in the business and affairs of the Company and at all times faithfully and diligently perform all tasks/activities as part of training as the Company shall from time to time assign to you.
- b. not at any time during the continuance of the training period hereunder solicit, seek, engage or be interested or concerned either directly or indirectly or alone or jointly in any other office, trade business or occupation save with the previous permission in writing of the Company.
- c. maintain at all times, absolute secrecy and confidentiality about all matters what so ever relating to the business of the Company that you may acquire by virtue of you undergoing training, and undertake not to disclose any such information or part with any documents including but not limited to drawings, designs, know - how and / or any such Proprietary information and / or Intellectual Property Rights of the Company to any third party during the continuation of your training in the Company or thereafter.
- d. Abide by Cyber laws in vogue and follow all Information Technology protocols as laid down by the Company from time to time for security of information & technology related transactions.