

Date- 01/04/2024
Name- Ms. MAYURI DIPAK CHANDGUDE
Address- A/P KARHATI, BARAMATI, PUNE

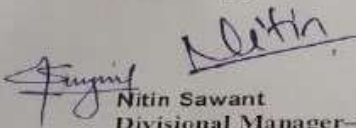
APPOINTMENT LETTER

Dear **MAYURI**,
This has reference to your application and the subsequent interview you had with us, we pleased to appoint you on Temporary basis as Trainee in **ASSEMBLY** w.e.f 01/04/2024 on the following terms and conditions:

- 01 You will be purely on a fixed period of Two year from 01/04/2024 to 31/03/2026 During this training period, you will be paid as per annexure A.
- 02 During or at the end of this training period if your performance is found unsatisfactory, your services can be terminated at any time even prior to the expiry of the training period without notice. On completion of your training period i.e. on 31/03/2026 your services stands automatically terminated and you will be automatically discharged on that day.
- 03 You will be paid with a stipend of Rs 16000 per month based on available present days.
- 04 During training period, you will not be entitled to any other benefits, which are applicable to our permanent employees.
- 05 You will be liable to be transferred to any other dept./branch/associate company and you will have to abide by the working hours prevailing in that dept./ branch/ associate company.
- 06 You will abide by the rules and regulations as may be in force for the time being or may be framed time to time for your class of employees. You will have to abide by the instructions of Superiors existing from time to time.
- 07 You will not divulge any unauthorized person/s any of this company's trade secrets or affairs. You will have to maintain full degree of confidentiality regarding your departmental activities.
- 08 Any breach of violation of any instructions/rules will make you liable for termination of your temporary period without assigning any notice or reason.
- 09 Transport deduction as applicable will be made from your salary if you avail the transport facility provided by the company.
- 10 This vacancy being for a fixed term, it is not obligatory on the part of the company to offer an employment after completion of your temporary period; also it is not obligatory on your part to accept employment with us.
- 11 During this period, you will work as per the instructions of your superiors as per the exigencies and requirement of the department.

In case the above terms and conditions are acceptable to you, please sign the duplicate copy of this letter as a token of your acceptance.

Thanking you,


Nitin Sawant
Divisional Manager- ER & Admin

ADVIK HI-TECH PVT. LTD. (PLANT 15)
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Principal
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Baramati

