

SIL/HR/2023-2024/T1

Date: 18th September, 23


Miss. Namrata Kelkar
Chaitany Appartment Flat no. A/3
Manikbauge Sinhagad Road , Anandnagar,
Wadgoan BK
Pune – 411051

APPOINTMENT LETTER

With reference to your application dated 26th August 2023 and subsequent campus interview held with us, as you accept our offer to engage you as an Intern Trainee in Accounts department at our organization, from 29th August 2023 on the following terms.

TERMS AND CONDITIONS

1. You will be paid stipend of Rs. 7500/- per month. As an Intern Trainee, you will not be entitled to any other benefit/privilege available to the other employees.
2. The initial period of your training is for 6 months from the date of your joining which will come to an automatic end on the expiry of the training period. If your performance and interest in training will not be found satisfactory, the training period shall be liable to be extended.
3. Be it clearly understood and agreed that as an Intern Trainee, you will not have any lien or right on the regular job, either during the initial or the extended period of training even if there is a vacancy.
4. This appointment is further subject to verification of the particulars given by you on your application form. In case any particular/particulars mentioned by you in the application for appointment are found false or incorrect, your training period shall be terminated without any notice.
5. During the period of training, you will participate in the class room training and test. You must submit weekly activity report along with your travel expenses report (as applicable) to your reporting manager & your observation and suggestions.
6. The management will expect you to work in the section in which you are placed with a high standard of discipline, imitative, efficiency and economy.

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7. You will devote your whole time to the work of the Management and will not undertake any other direct/indirect business or work, honorary or remuneratory, except with the written permission of the Management.
 8. You will not give to any one, by word of mouth or otherwise, particulars or details of our information related to sales, manufacturing process, technical know-how, or of administrative matters, whether of confidential or secret nature that may become known to you for being associated with our company as a trainee.
 9. You may be shifted/transferred to any HQ/Plant/Market of our organization as per company transfer policy.
 10. Notwithstanding any of the clauses of this letter of appointment, the Management reserves the right of terminating your appointment without assigning any reason and without notice during your training period.

You also agree that if you breach any of the terms and conditions stipulated in this Agreement, you will be liable for any loss or damage suffered directly or indirectly by the Company as a result of your action.

In case of any dispute arising out of or relating to this appointment letter or arising out of or in connection with the Company, it shall be to the exclusive jurisdiction of Pune Courts only.

If the above terms and conditions are agreeable to you, please return the duplicate copy of this letter duly signed by you, in token of your acceptance.

We are glad to welcome you to the **SWASTIK FAMILY** and hope that your association with us will prove to be of mutual benefit.

For **SAHYADRI INDUSTRIES LTD.**



Authorized Signatory

The above terms and conditions are acceptable to me

Sign: _____