GKPL/HR/AL/00/2015

To

«F2»

«F7»

«F9»

«F10»

«F11»

Dear «F4»

*Sub: Appointment letter for your employment in our company*

With reference to your application for employment dated in prescribed format and the subsequent meeting you had with us, we have pleasure in appointing you on the following terms and conditions:

**Designation:**

You will be designated as «F3»

**Place of posting and date of joining:**

Your posting will be at Palsana, Surat. However, during employment with the company, the management reserves the right to transfer your services to any other location in India with the same terms of employment.

Your date of joining will be with effect from «F6»

**Salary and Allowances:**

Your basic salary and total monthly emoluments shall be :Rs. «F12»

Annual performance reviews for all staff members shall be carried out each year. Your next increment will be due on **01 – April - 2016.**

Your further career advancement shall depend upon your level of performance.

**Probation / Confirmation:**

You will initially be on probation for a period of 6 months. During the period of probation, the appointment is terminable by the company without any notice and without assigning any reason whatsoever.

However on completion of probation period and on conformation the appointment is terminable by either side by giving two month’s notice or compensation in lieu of the same.

**Duties and Responsibilities:**

You shall perform your duties with a high standard of initiative, efficiency and economy. You will perform, such duties, assigned or communicated to you by the company and your superiors with total commitment and intelligence.

You shall devote your whole time and attention to the work of the company and shall not engage in or occupy yourself with any other work or take up the services of any other company, or carry on any business on your accord without the written permission of the Management.

All business information and secrets of the company and its clients known to you directly or indirectly during the course of your employment shall be treated by you as *‘strictly confidential’* and you shall not divulge the same without the written consent of the management.

**Bond:**

As a new employee and part of the technical team, the Company will invest its resources in your development, training and education to enhance your capabilities for current and future role. The Company will deduct from your salary and keep in reserve a Bond Value which will be forfeited by you if you wish to resign before the completion of the Bond Period. There is no change in the notice period in the bond period.=«F14»

Bond Value =«F13»

**General Terms and Conditions:**

You will be governed by the Service Rules/Personnel Manual of the company that may be in force from time to time.

You will be required to report at the place of duty as per the requirements of the company

The management may if found necessary consider re-structuring of the salary grades and other service conditions in a manner by which your present status and gross emoluments earned by you remains unchanged.

Your services shall be liable to be terminated without any notice:

a. If you are found to be medically unfit or if you remain absent due to continued ill health. You will have to undergo medical examination as per company’s advice in such a situation.

b. If you indulge in an act of insubordination, interference, corrupt practices, misconduct, breach of trust or non-compliance of the administrative orders or provisions of the service rules.

c. If the declarations or information provided by you for seeking employment, prove to be false or misleading and that you had knowingly suppressed any information to be provided to the company.

d. If you are convicted of any offence involving any moral turpitude or found suspected of fraud or misappropriation of money or other assets of the company.

Your age mentioned in the Matriculation / Higher Secondary Certificate will be deemed to be the conclusive proof of your date of birth and accordingly you will automatically retire from the services of the company on attaining the age of superannuation which currently is 60 years.

The permanent address given by you in your application form will be deemed to be your correct address. In case of any change, you would inform the management within 24 hours in writing of such a change. Any communication sent to you at your last known address will amount to a due notice to you.

This appointment letter is being issued to you in duplicate. Please return the 2nd copy of the same duly signed by you as a token of you acceptance.

We look forward to your joining GOYAL KNITFAB PVT LTD for a long, successful and pleasant association.

Yours Sincerely,

**For GOYAL KNITFAB PVT LTD**

 **Accepted:**

**Sahdeo Singh**

 **«F2»**

 **Manager, HR & Compliance**