

Ref: JNL/HR/Appt/2022-23/002

Date: March 28th ,2023

To,
Mr. Amit Kumar
Vill - Rawanguda, Post - Pust,
Distt - Dhamtari, Chhattisgarh

Subject: Letter of Appointment – Graduate Engineer Trainee

Dear Mr. Amit Kumar,

Further to the interview you had with us, we are pleased to appoint you as Graduate Engineer Trainee Engineer in our Company.

The terms and conditions governing your training are given below: -

1. Training period:

You will be on training for a period of 06 months effective date of starting of this program, which will be starting from **May15th 2023**.

2. Consolidated Stipend

A sum of Rs.13,000 /- (Rupees Fifteen Thousand only) per month will be paid to you as stipend. After successfully completion of training period your salary & designation will be revised as per work performance.

3. Fooding & Accommodation

You will be provided with shared bachelors' accommodation and free fooding facility during your training period.

4. Leave: -

During the training company you will be eligible for 02 casual leave in every month's apart form that no salary advances, or such things will be offered.

You will not be entitled to any other benefits, apart from the above.

5. 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 appointment letter as per company code of conduct and / or violation of any rules and regulations or standing orders of the Company by giving



Working Office : Jhajharia Mansion, Jagmal Block, BILASPUR (C.G.) 495 001,
Telephones : +91 7752 419534, Telefax : +91 7752 268081
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seven calendar days' notice or upon payment of stipend in lieu thereof. In case you leave the job, you must give minimum 15 days' written notice in advance.

6. Posting:

Initially you will be posted at **site Khurda Road, Bolangir, Odisha**. However, during this period of training, you can be transferred to any other department of the company, anywhere in India. You may also be assigned such other duties as may be discretion of the management, in any site or office of the company.

7. This appointment is subject to:

- a. You're 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). The fees incurred for the same would be reimbursed on you joining subject to maximum Rs. 400/-.
- c. 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.
- d. On successful completion of training, based on your performance during and at the end of the training period, you will be confirmed in the services of the Company in the appropriate cadre depending on suitable openings.
- e. You are required to maintain the highest order of discipline and secrecy as regards the work of the company and in case of any breach of discipline/trust, your services may be terminated by the company with immediate effect.
- f. You will also be governed by the standard terms and conditions applicable to the non - managerial cadre of the company as existing now and as may be amended from time to time.
- g. This appointment has been made based on the information furnished in your application for employment and subsequent interviews. If, at any time in future, it comes to light that any of the information is incorrect or any relevant information has been withheld, then your employment is liable to be terminated without notice.

Kindly sign the copy of this letter indicating your acceptance of the above terms and conditions of this appointment and return the same to us.



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Whilst welcoming you to the **Jhajharia Nirman Limited**, we wish you good luck and a very bright career with us.

Best Regards,

Yours truly,
For Jhajharia Nirman Limited
Amol Dakhole
Amol Dakhole
Senior Manager - HR



The above terms and conditions specified in this appointment letter are acceptable to me.

Signature:

Name:

Date:

Place:



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