GSTIN : 08AOCPP3767P1Z6
PAN No. : AOCPP3767P

!! JAI HANUMAN !!

Vendor : 27041129
Mob. : +91-9461992380

M/S. SUBHAM ASSOCIATES

1 CHHA 6, 1st Phase Basni, Madhuban Housing Board, Near PNB Bank, Jodhpur (Raj.)

CIVIL WORKS, ELECTRICAL, MECHANICAL, PAINTING WORKS, LABOURS & GENERAL SUPPLIERS • Email : rakesh20028.rm@gmail.com

Ref. No.

Date .....

Ref: SA/HRRL/021

Date: 17.03.2023

To

Ashok Singh

Address: 130, Suraj Colony, Beawar, Ajmer, Rajasthan- 305901

Subject: **Appointment Letter**

With reference to your application and subsequent interview with us, we are pleased to appoint you as Senior FMS Engineer for our client site HRRL, Pachpadra from **01.04.2023**.

Your Job Profile is mentioned as under:

1. Desktop / Laptop Maintenance and Troubleshooting
2. Network/ Firewall Troubleshooting
3. VC Equipment Operations
4. Printer Configuration and Maintenance

Reporting: Your reporting would be to Site Supervisor/ In charge of our Company deputed at Client Site.

Contract Period: Your period of employment shall be effective from **01.04.2023 to 31.08.2024.**

Place of Employment: You will be initially posted at our Client Site **HRRL, Pachapadra**.

Transfer of employment: Your service shall be transferable to any other site based on our Business requirement and also on the discretion of the Management of our Company.

Remuneration: Your Gross Salary per month will be Rs. **32375** (Please refer Annexure – 1 for detail Salary Breakup). Your Salary shall be revised based on any Changes in Basic and Special Allowance declared by Appropriate Government time to time and proportionate effect will be given in your Salary Structure. In case of any changes in Salary Structure it will be communicated to you in writing.

Statutory Benefits:

1. Leave with Wages will be paid Monthly and will be a part of your gross Salary (if you have worked for 20 days in a month at 5% of Minimum Wages)

2. Bonus will be paid Monthly and will be a part of your gross Salary (if you have worked for 30 days in a year at 8.33% of Minimum Wages proportionate to the Minimum Wages Drawn)
3. Paid Holiday: You will be provided National Holidays (26th Jan, 15th Aug, 2nd Oct) subject to Present on either side of Paid Holiday.
4. Weekly Off: You will be provided weekly off as per shift schedule decided by our Site In charge/ Site Supervisor. In case, due to Business requirement, OFF is not availed you will be paid Overtime as per Factories Act.
5. Working Hours: General Shift: 08:30 hours / Rotating Shift: 8.00 Hrs (including Half Hours Lunch)
6. Overtime: Overtime will be paid as per the Factories Act, 1947 which is double the hourly Minimum Wages.

Other Benefit:

1. You shall not be provided any travelling facility.
2. All tools & tackles, material, machineries issued through our Company and Client Company for execution of Job shall be hand over on Completion of Job or at the end of the shift to Site Supervisor / Incharge.
3. In case of any tools and tackles, machinery, equipment's, PPEs etc. are allotted to you shall be handed over at the time of Due Clearance. In case, any tools and tackles, machinery, equipment's, PPEs etc. Not handed over, appropriate amount shall be deducted from your Full and Final Settlement.

Other Rules and Regulations:

1. You have to compulsory follow our Client rules and regulations with reference to your gate entry and exit procedures, Safety Norms, Disciplinary Norms, Protecting the Assets, Conduct in the premises, Carrying Mobile Phone etc. Any Penalty/ Damages imposed on M/s. Subham Associates on violation of your part, shall be appropriately imposed on you. However, you will be given show cause and written letter for Penalty and Damages will be imposed after necessary hearing procedure.
2. You shall not indulge yourself in any illegal activities like Theft, Quarrel/ Manhandled/ Use of Abusive language with any Company or Client Officials, Mischief, Loitering, Carrying Lethal Weapons, Carrying and Consumption of Tobacco, Pan Masala, Alcohol, Drugs, Bidi or Cigar rate, Match box, Spitting, absent without intimation, Indulge yourself in Unionized activities, Forgery, Manipulation of Data, etc. If you found indulge in any of the act above, appropriate legal/ Disciplinary action will be taken against you.
3. In case of Resignation /Termination of service, Prior Notice period of 30 days or Salary /Wages in lieu of the Notice period has to be given by either parties.
4. Your Contract will be Terminate with immediate effect without Notice:
   i. Completion of Period of employment
   ii. Termination of Contract with Client site due to unavoidable circumstances or Closure of Work order
   iii. Indulge in any Illegal/ Anti-Social/ Criminal activities in Client Premises
   iv. Submission of False particular for employment to meet the Criteria like Qualification, Experience letter, Police Verification, Medical Check-up, Background Verification, NOC from Previous Employer etc. submitted at the time of Joining.
5. You will strictly adhere to the Rules and Regulation of Company and Client site in force, at Present, and implemented in future during your employment tenure.
6. You shall adhere to Handover and Take Over process at the beginning and end of the shift.

7. You shall make yourself available in case of any emergency requirement due to any reason
8. The Company expect discharge of responsibility entrusted diligently, effectively and efficiently and with highest standard of honesty and Integrity.
9. Your Appointment is subject to Satisfactory Performance at Client Site. Your performance/ behaviour shall be reviewed time to time and necessary feedback shall be provided accordingly.
10. Your Contract period shall be reviewed and renewed based on Performance, behaviour and Physical Fitness required to hold the position. Consequently, your performance shall be reviewed and you may require to go through Medical Test and Examination from time to time based deemed necessary by the Company.
11. Your detailed salary break up is attached in Annexure - 1

We wish you all the best for association with M/s. Subham Associates

For,

Subham Associates

For SHUBHAM ASSOCIATES

Authorised Signatory Prop./Manager.

I _____ have carefully read the appointment letter issued to me and I do hereby accept the appointment with M/s. Subham Associates with all the terms and condition mentioned above.

Accepted

Sign: _____

Name: _____

Date of Acceptance: _____

Annexure -1

Sr. No.	Prevailing Wages Components	(Zone - C) Wages Per Day (8 hours duty)
	Gross Wages	
1	Minimum Wages (Basic + DA)	788.00
2	Bonus @ 8.33% of Minimum Wages	65.64
3	Leave with Wages @ 5% of Minimum Wages	39.40
4	Overtime @ double the hourly rate	
5	HRA	384.62
6	Other allowance (if any)	70
A	**Total Gross**	**1347.66**
	Deductions	
1	Food Facility (if avail)	
2	Travel Facility (if avail)	
3	Advance (if taken)	
4	PF @ 12%	94.56
5	Professional Tax (as per slab)	7.88
B	**Total Deduction**	**102.44**
C	**Net Wages (A - B)**	**1245.22**
	No of Days	**26.00**
	Per Month (C x 26)	**32375.72**
	Food @ Rs. /- per day (if Food facility avail)	
	Travel @ Rs. /- per day (if Travel facility avail)	
	Overtime @ double the hourly rate of MW	

For,

Authorised Signatory

Accepted

Sign: _____

Name: _____

Date of Acceptance: _____