

Ref No: OIL/03/23/8797



Mr. Rajneesh  
S/O: Omprakash,  
Moh. Vijay Nagar,  
Dhanaura, Amroha,  
Uttar Pradesh-244231

Mob. No. 8077284768

Employee Code: OIL08797

Date: 16-03-2023

## APPOINTMENT LETTER

Dear Mr. Rajneesh,

We are pleased to appoint you as **Civil Engineer** in Band **AP (Associate Professional)**. Details of our employment offer are as under.

### **Commencement Date and Locations**

Your date of employment with the Company is **01-02-2023** at **JJM Shahpura, Bhilwara-3216**. You may be posted or transferred anywhere in the world depending upon the job requirement. Free accommodation will be provided if posted abroad.

### **Probation**

You shall be on probation for 6 Months from the date of joining. The Period of probation may be extended further, if necessary. Your employment confirmation in service will depend on your satisfactory performance during the probationary period.

### **Monthly Gross**

Your monthly gross salary details are as per the **Annexure – 'A'**. The Compensation package shall be governed by the policies and guidelines of the Company presently applicable and as may be modified from time to time by the company.

### **Taxation**

All deductions towards taxes from your compensation shall be as per prevalent Indian tax laws and regulations during the period of employment with the Company in India.

### **OFFSHORE INFRASTRUCTURES LIMITED**

22, Udyog Kshetra, Mulund Link Road, Mulund (W), Mumbai -400 080. India.

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CIN : U45200MH1995PLC092409





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### **Leave**

**Combined Leave:** You shall be entitled for combined leave as per the policy of the Company as presently applicable and as may be modified from time to time. No leave shall be entertained during probation period.

**Unauthorized Absence:** Without prejudice to your other rights, the Company may deduct equivalent number of days from balance leave or amount of daily salary from your salary for every day of absence from employment without the prior permission from the Company.

### **Performance Review**

Your performance shall be assessed at regular pre-determined intervals and you shall be eligible for salary revisions if any based on your individual performance, as per Company policy.

### **Termination of Employment**

During the probation period, either party may terminate this engagement at any given point in time with immediate effect by giving the other party a written notice. After successful completion of probation, notice of three month is compulsory unless otherwise the management agrees to relive the employee early. In case an employee disappears without notice and handing over entire documents, the company will be entitled to recover three-month notice period salary along with 18% interest per annum compounded monthly. In an event the employee does not hand over the documents or does not serve the complete notice period and company has to initiate any legal proceedings for recovery of the three months notice period and losses due to not handing over the documents properly all such cost of litigation will be recovered from the employee.

Your services shall automatically stand terminated, in case you remain absent continuously for 10 days or more or overstay your sanctioned leave for more than 10 days unauthorized, without any liability on company.

The Company reserves the right to terminate your employment without notice or payment, in lieu of notice, should you be found guilty of misconduct or negligence in your duties, or you are found to undertake outside employment for remuneration without prior permission of the Company. Notwithstanding the provisions of this clause, the procedure for termination of employment and any associated payments shall be subject to Indian laws and government regulations and Company policy.

### **Other Terms and Conditions**

During your employment, you shall be subject to the service rules regulations applicable from time to time.

The terms and conditions contained herein shall be read along with the instructions, guidelines, policies, etc. and amendments thereof as presently applicable to you and as may be amended from time to time and as may be made applicable to you by the Company subsequently during the course of your employment.

Any other terms, conditions, stipulations not specifically mentioned herein shall be governed by HR policy manual and other policies and procedures of the Company as presently applicable and as may be amended from time to time

### **Holidays**

You shall not normally be required to work on the day off and holidays fixed by the Company, a list of which will be provided to you from time to time.

**Exclusivity of Employment**

You shall not, without the company's previous written permission, carry on any business, or enter for any part of your time, in any capacity the services of, or be employed by, any other firm, company or Person. You shall devote your whole time and attention to your duties to promote the interest of the Company.

**Code of Conduct**

You shall not, at any time, make any untrue or misleading statements in relation to the Company nor in particular after the termination of your employment hereunder represent yourself as being employed by or connected with the Company.

By signing this letter, you acknowledge that you shall comply with the Company Code of Conduct as in effect from time to time and understand that a violation of the Code of Conduct may be grounds for disciplinary action.

**Confidentiality Agreement**

You shall not during your employment pursuant to this Agreement or at any time without the consent in writing of the Company divulge to any person or company any information concerning the business, products, know-how, technology, accounts, finances, clients or customers of the Company and upon termination you shall forthwith surrender to the Company all original / copy of documents, samples or other items relating to any matters aforesaid.

You must not remove any documents, or tangible items which belong to the Company or which contain any confidential information from the Company's premises at any time without proper advance authorization.

You shall not during your employment pursuant to this engagement or within six months thereafter, directly or indirectly induce, entice or solicit or attempt to induce, entice or solicit;

- a) Any employee of the Company to leave such employment, or
- b) The business (in competition with the Company) of any person or company that has at any time during the period of employment hereunder been a client or customer of the Company.

Note: This Appointment Letter is made and signed in Mumbai and subject to Mumbai (Mulund) Jurisdiction only.

We request you to sign, and return copy of this letter for our records as a token of your acceptance of the terms and conditions given above.

**Offshore Infrastructures Limited**

**Accepted**

H.O. D



**Signature of the Employee**

**C.C: H.O. D / Site In charge (If applicable)**

**Accounts**

**HR (File Copy)**