

Monday, July 15, 2019

Parth Raval
Prarthna, 25/10,
Samratnagar,
Near Isanpur,
Ahmedabad-382443

LETTER OF APPOINTMENT

Dear Mr. Raval

Welcome to Infinite Civil Solutions Pvt. Ltd.

We are pleased to appoint you as "Graduate Trainee Engineer- Quantity" with us.

We are happy to have you as a part of our efficient team. We expect that your potential skills would provide a valuable contribution to us and our clients. Your appointment as "Graduate Trainee Engineer-Quantity" will be effective from July 15, 2019 your appointment is subject to the terms and conditions appended in the subsequent paragraphs.

1. PROBATION & CONFIRMATION :

- I. You will be on probation for a period of six months, which can be further extended at the discretion of the company. Your continuation of employment with us will be based on your performance (work, conduct & suitability) being found satisfactory by the company.
- II. On completion of the probationary period, your services will be confirmed in writing. Until such time as confirmation in writing is given to you, your period of probation shall be deemed to be automatically extended.

2. DUTIES AND RESPONSIBILITIES:

- I. You will observe working timing and holidays as applicable to your location and place of work.
- II. The company will expect you to work with high standard of initiative, efficiency and economy. You will perform, observe and confirm to such duties, directions and instructions assigned or communicated to you by the company and those in authority over you.
- III. All employees are required to mark their attendance according to the prescribed system that may be in force from time to time
- IV. You will carry out your duties with diligence and loyalty at all times, keeping the company's interest on first priority.
- V. You will devote your entire time for the work of the company and will not undertake any direct / indirect or part / full time business / trade or work, honorary or remuneratory, except with the written permission of the management in each case. Contravention of this will lead to automatic termination of your service without any notice or any compensation in lieu thereof.
- VI. You shall keep the company informed about any / all membership(s) of any local or public bodies / organizations, political parties, etc.
- VII. You shall never divulge nor give out, to any unauthorized person during the period of your service and thereafter, particulars or details of our technical know-how, administrative and / or

organizational client matters of a confidential / secret nature, which may be your privilege to know by virtue of your being our employee.

- VIII. You will not enter into any commitments or dealings on behalf of the company for which you have no express authority or exceed the authority or discretion vested in you by those in authority over you.
- IX. You will be responsible for the safe keeping and return in good condition any property of the company which may be in your possession. For the loss of the company property in your possession, the company will have a right to assess and recover the fair value of all such materials from you.

3. WORKING HOURS:

- I. Your working hours will be 9:00 a.m. to 6:00 p.m. from Monday to Saturday. Weekly holidays will be on Sundays.
- II. Lunch hours will be for half an hour every day.
- III. The company reserves all the rights to change the above working hours and days.
- IV. Engineer, technicians, draftsman and administrative staff are not entitled to overtime pay.
- V. You will be required to submit / fill online the time-sheets every week. This will be subject to scrutiny by the Time-sheet Administrator and/or approval by the Superior and/or Client, as case may be.

4. RETIEMENT:

- I. On attaining the age of 65 years, you are liable to be superannuated/ retired from the services of the company. The management may at its decision, extend your service period.

5. DEDUCTIONS & BENEFITS:

- I. The company is obliged to deduct Income Tax at source as per provision of Income Tax Act / Rules. Accordingly, you are required to submit all required proof of permitted savings / investments and other details from time to time to enable the company to comply with the provisions of law. In the event of non compliance by you as aforesaid if the company is required to pay any interest or payment under Income Tax Act, it shall deduct the amount as may be paid or payable from your salary or other payments and you shall allow the company to comply with these requirements without objection.
- II. You will be eligible to various benefits such as leave, Performance linked incentives, and bonuses etc. as per the rules of the company as amended from time to time.

6. INCREMENTS / PROMOTIONS:

- I. Your increments and future prospects in the company shall entirely depend on your efficiency, hard work and regularity in attendance, sincerity, good conduct and such other relevant factors and shall always be dependent on the sole discretion as well as judgment of the company.
- II. Increment in no case shall be automatic and / or a matter of right. The quantum and timing of future increments or promotions shall be based on Annual Appraisals.

[Handwritten Signature]

[Handwritten Signature]



7. CONFIDENTIALITY CLAUSE:

- I. An employee without the consent of the company shall not take any data or detail or records along with them or forward through mails, either during their tenure or when they leave the services of the company. An employee is required to keep the confidential and secrets all matter relating to the company & will not divulge to any third person, company or outsiders any knowledge or information relating to the company its business & conduct thereof & any such trade secret which an employee may acquire in the course of the employment. Failure of which will result into disciplinary actions including dismissal of the service.

8. BUSINESS INTEREST:

- I. If you or your dependent family members have a financial/gainful interest in any business firm and such a firm proposes to do the business with the company, then it would be obligatory on your part to make a written declaration to this effect to the company and obtain its prior approval before any business deal is entered into. You will not, while in the company's Service, interest or engage yourself in any other business without written permission of the company.

9. TERMINATION OF SERVICE:

- I. Either party can terminate this employment after giving three months' notice in writing or three month's Gross Salary in lieu thereof after completion of bond tenure.
- II. Notwithstanding the above condition, the company holds the right to terminate your employment any time without any notice, compensation, or other indemnities, if
 - ✓ You are found guilty of negligence, misconduct or dishonesty in the performance of the duties allotted to you.
 - ✓ You are found to have committed any serious breach of your duties, responsibilities, and other obligations to the company.
 - ✓ You are found to have received any illegal monetary benefits, gratuities, or other types of rewards, either in cash or in kind, from any other third party.
- III. You will settle the outstanding dues and handover the charge of any property / material of the company in your possession at the time of cessation of your employment with the company in accordance with the company's policies in vogue.

10. MEDICAL FITNESS :

- I. This appointment and its continuance are subject to your being found & remaining in sound physical and mental health. As and when required you shall report for any medical examination to a qualified doctor as recommended/appointed by the company.

[Handwritten signatures]



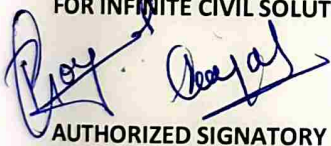
11. GENERAL:

- I. Your appointment is subject to your proficiency on technical/professional skills you have declared to possess as per your application for employment and your ability to handle any assignment/job independently. In case at a later date any of your statements/particulars/documents furnished are found to be false or misleading or your performance is not up to the mark, the company shall have the right to terminate your services forthwith without giving any notice notwithstanding any other terms and conditions stipulated therein
- II. Your salary structure, designation or place of work may be changed / altered depending on organizational / policy requirements.
- III. You will be covered by the service rules & regulations including conduct, discipline and administrative orders and any such other rules or orders of the company that may come in force from time to time and these will be deemed as terms of your employment.
- IV. In case of any dispute arising in respect of the interpretation of your terms and conditions of service in the company, the decision of the management shall be final and binding on you.
- V. Your age mentioned in the school leaving certificate / higher secondary certificate will be deemed to be the conclusive proof of your date of birth.
- VI. You will intimate in writing to the HR Department any change of address within a week from change of the same, failing which any communication sent on your last recorded address shall be deemed to have been served on you.

Please note that you are expected to keep the salary packages **STRICTLY CONFIDENTIAL** and not to share information regarding the salary with anyone except your very close family members.

We look forward to a long, successful and pleasant association.

With best wishes,
FOR INFINITE CIVIL SOLUTIONS PVT. LTD.


AUTHORIZED SIGNATORY

ENCL: Annexure 'A'



Agreed to and Accepted


Parth Raval

Date: