

AEP Ref. No.: AEP2305001331

Harsh Kumar Singh

AO/HRS/4183/23

Date: 6th September 2023

Dear Harsh Kumar Singh,

We are pleased to inform you, that you have been selected to join Tata Steel Limited's Aspiring Engineers Program on a contract basis for a period of 1 (one) year, as Engineer Trainee – "Tata Steel Jamshedpur - Spares & Services", 2023 batch. Your training location will be Jamshedpur
Further terms and conditions are enunciated in the annexure ("Annexure").

Please send us the scanned copy of the Annexure, duly signed by you, as a formal acceptance of our offer. The signed copy of the Annexure should be sent to career@tatasteel.com & Onboard@tatasteel.com.

In case of any query you may get in touch with our Onboarding team. Write to onboard@tatasteel.com and Cc akansha.tekriwal@tatasteel.com ,Call - +91- 9903905472 /9903780818/9102996997.

You are requested to report at Hostel:

Venue – **Jamshedpur (Exact address will be informed 10 days prior to joining)**

Your training location will be:

Venue - **Shavak Nanavati Technical Institute(SNTI), N Rd, South Park, Bistupur, Jamshedpur, Jharkhand 831001**

Contact Person –

- **Neha Lal – neha@tatasteel.com (9204058105)**

You will be eligible for: -

- Reimbursement of Economy Class Air Fare (subject to maximum of Rs. 10,000 per ticket) or up to AC Second Class Railway fare for the shortest route within India for self.

We look forward to having you join Tata Steel - the flagship Company of the Tata Group.

Yours sincerely,



Zubin Palia
Chief Group HR & IR

Tata Steel Limited

Human Resources Management Services Jamshedpur 831 001, India, Tel- 91 657 2424653

Registered Office- Bombay House, 24 Homi Mody Street Fort, Mumbai 400 001, Tel- 22 66658282, Fax- 22 66657724

Corporate Identity Number- L27100MH1907PLC000260, Website- www.tatasteel.com

ANNEXURE TO LETTER NO. AO/HRS/4183/23 Dated: 6th September 2023.

Terms and Conditions for the Appointment of Harsh Kumar Singh :

1. You will join Tata Steel on contract basis for a period of 1 (one) year.
2. You will be under **training for 1 (one) year from your date of joining.**
3. **SALARY DETAILS:**
During the training period you will be offered an all-inclusive stipend as detailed below: Rs. 30,000 (Rupees Thirty Thousand only) per month (Gross).
4. During training, you would undergo periodic evaluations and basis successful completion of assessment and depending on our need, you may be considered for employment in Tata Steel as an Assistant Manager.
5. **ACCOMODATION:**
Accommodation facility would be provided at Hostel during the training period.
6. **MEDICAL:**
You will be eligible for Free Medical treatment for self at company hospital if you are posted in a location with company hospital.
For employees posted in locations without company hospital, Mediclaim will be provided for self only with Hospitalization coverage for Rs. 2.5 lacs per annum and OPD coverage for Rs. 6,000/- per annum.
7. **MEDICAL FITNESS:**
Your appointment is subject to you being certified medically fit by a Medical Officer / Practitioner appointed for the purpose by the Company from time to time.
8. **DUTIES AND RESPONSIBILITIES:**
 - a) You will strictly adhere to safety norms as per the Health and Safety policy and Guidelines of the Company and actively participate in all the initiatives for inculcating the culture of safety in all spheres of activities of the Company.
 - b) During the course of your contract the Company will expect you to work with a high standard of initiative, efficiency and economy and encourage and motivate people under you to achieve optimum output. 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.
 - c) You will not undertake any direct/indirect business or work, honorary or with remuneration except with the written permission of the Company's management in each case. Contravention of this will lead to the termination of your service without any notice or any compensation in lieu of such notice. You shall not seek membership of any local or public bodies without first obtaining a written permission from the Company's management.
 - d) You shall neither divulge nor give out information to any unauthorized person during the period of your contract or even afterwards by word of mouth or otherwise, particulars or details of our manufacturing processes, technical knowhow, security arrangements, administrative and/or organizational matters of a confidential/secret nature, which may be your privilege to know by virtue of your being our trainee.
 - e) You will not enter into any commitments or dealings on behalf of the Company for which you have no clear authority nor alter or be a party to any alteration of any principle or policy of the Company or exceed the authority or discretion vested in you without the prior sanction of the Company or those in authority over you.

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- f) You will be responsible for the safe keeping and return in good condition and order all the properties of the Company, which may be in your use, custody, care or charge. For the loss of any property of the Company in your possession, the Company will have a right to assess on its own basis and recover the damages of all such materials from you and to take such other action as it deems proper in the event of your failure to account for such material or property to its satisfaction.
- g) While using internet especially social media you should be discreet and indulge in meaningful conversation and always try to protect the larger interests of the Company

9. LEAVES

You will be eligible for 30 (thirty) days leave with pay per year upon prior sanction of the Company's management. The unavailed leave, if any, shall be encashed at the end of each year and it will not be carried forward to the next year. (Per year means the period of one year from the date of joining).

10. TERMINATION OF CONTRACT

- a) The contract can be terminated from either side by giving 90 (ninety) days' notice.
- b) Your contract is liable to be terminated without any notice or stipend in lieu thereof in case of misconduct, disloyalty, commission of an act involving moral turpitude and act of indiscipline or inefficiency

11. BACKGROUND VERIFICATION:

Your appointment is subject to your background verification being found genuine and authentic. Your services may be terminated at any stage if your antecedents or credentials as submitted by you are found to be not genuine and authentic.

12. ADDITIONAL TERMS & CONDITIONS:

- a. You will be governed at all times by the Tata Code of Conduct.
- b. The engagement under the contract is temporary. No claim shall be entertained for regular employment on that basis at any stage or for pay and perks payable to regular employees.
- c. You are liable to be transferred to any other role or location from time to time at the sole discretion of the Company's management within the Company during the period of contract depending on Company's requirements.
- d. You will be eligible for Travel Allowance & Dearness Allowance as applicable for IL6 officers in the Company.
- e. In case of a transfer to another place of posting or upon confirmation, you will be eligible for transportation of household goods. The shifting needs to be done through the company's registered vendors only.
- f. During the induction and training period, food expenses will be chargeable.
- g. You will be governed by "Safety Consequence Management Guidelines for Officers". You are bound to observe this Safety guideline and any other Safety Rules as notified by the Company from time to time. Breach of Safety Rules/Guidelines shall be treated as misconduct and accordingly disciplinary action will be initiated in accordance with the Company rules.
- h. In addition to the terms & conditions mentioned herein in this Offer Letter, you will be governed by the "Service Rules for Officers, 2022" as amended and notified by the company from time to time and all other circulars, rules or orders of the company, that may come in force from time to time.
- i. Your age mentioned in the Matriculation / Higher Secondary Certificate will be deemed to be the conclusive proof of your date of birth. Any subsequent request for change in the date of birth later will not be permitted.
- j. You are required to intimate in writing to the Company 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.

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13. DOCUMENTS TO BE SUBMITTED ON THE DAY OF JOINING:

Please ensure to produce the following at the time of joining

1. Qualification Documents (Mandatory, as applicable)
 - a. Matriculation / Xth – Mark sheet as well as Pass Certificate – Original & Photocopy
 - b. Intermediate / XIIth – Mark sheet as well as Pass Certificate – Original & Photocopy
 - c. Graduation – Mark sheet as well as Degree – Original & Photocopy
 - d. Post-Graduation – Mark sheet as well as Degree – Original & Photocopy
2. Work Experience (Mandatory if not a Fresher)
 - a. Service Certificate and / or Resignation acceptance
 - b. Relieving Letter – Must indicate your last day of working
3. PAN Card Copy (Mandatory)
4. Aadhaar Card Copy
5. Registration for Practice (Mandatory for Doctors)
6. 4 (Four) Passport size Photographs
7. COVID Vaccination Certificate for each dose.

Note: Provisional Degree certificates are not acceptable; it is mandatory to provide the Final Degree certificate at the time of joining.

In absence of documents mentioned as **Mandatory** we would not be able to accept your joining when you report.

If the above-mentioned terms and conditions of the offer are acceptable to you, please return a copy of this document within one week of receipt of this letter, duly signed, for our records as mentioned herein above. Please note that we require you to join on 3rd October 2023.

This offer is valid up to 3 days from the date of issue of the Appointment Letter.

I, Harsh Kumar Singh, agree with the terms and conditions of my appointment with Tata Steel Limited.

Date:

Signature:

Tata Steel Limited

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