



**MAA  
KUDARGARHI  
GROUP**

Md. Danish Nadeem  
Ward No.05, Amari  
Begusarai, Bihar- 848202  
Contact- +91 7645079448

6<sup>th</sup> May, 2024

**LETTER OF INTENT**

This is with reference to the interview you had with us on 27<sup>th</sup> April 2024, we are pleased to offer you the position of "Graduate Engineer Trainee- Process" in our organization, on terms and conditions which have been mutually discussed & agreed upon. You are requested to report on duty at our Project Site, Silsila, Ambikapur, Chhattisgarh on or before 3<sup>rd</sup> June, 2024.

The detailed appointment letter indicating all terms & conditions governing your employment will be handed over to you at the time of joining. Your Stipend will be Rs.1.92 LPA (In Words One Lakh Ninety-Two Thousand Only) Per Annum.

**Please bring one set of following documents at the time of joining:**

- 1.Three (03) passport size photographs.
- 2.Educational/ Professional certificates and mark sheets.
- 3.Offer/ Appointment Letter of present employer.
- 4.Offer/ Appointment Letter, work experience certificates, relieving letter of previous employer.
- 5.Last two (02) month salary slips of the current employer.
- 6.Aadhar/Passport / Driving License / Voter ID for your address proof and PAN card.
- 7.You will be on probation for a period of six months from the date of your joining.
- 8.You need to serve one month notice period at the time of leaving the company.
- 9.If in case you will fail in pursuing graduation degree (Chemical); this offer will be termed as null and void.

Also, you are required to submit the copy of your resignation letter accepted by your present / Last employer before your joining.

This is to inform you that your appointment will be purely based on the documents submitted by you. In the event of finding any misleading /falsify information will lead towards revoking the offer / termination of the employment.

Please send an acknowledgement of this letter as token of your acceptance of the above term. Looking forward to a long and mutually beneficial relationship.

We are happy to welcome you to **Maa Kudargarhi Group of Companies.**

Yours Faithfully,

For, Maa Kudargarhi Minerals & Refractories Pvt. Ltd.

Authorised Signatory

I, ....., agree with the above said terms & conditions of my offer and I will report to duty from .....

Candidate's Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

📍 **Thermax Limited,**  
Sai Chambers, 15, Mumbai-Pune Road,  
Wakdevadi, Pune 411003, India

📍 **Regd. Office:**  
D-13, MIDC Industrial Area, R D Aga Road,  
Chinchwad. Pune 411019. India

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**Date: 08-07-2024**

### **Appointment as Apprenticeship Trainee**

Dear **NAIMISH RASTOGI,**

We are pleased to offer you apprenticeship training in the **P&ES PES\_MPP of Thermax Limited..** Kindly confirm your acceptance of this letter **within 2 days** from the date of receiving this letter. You may please report for duty on or before **01-08-2024** or any such other date as mutually discussed, agreed and confirmed by the Company to you in writing

Congratulations for the same!!!

This engagement is subject to-

- a. You being found medically fit by a registered medical practitioner and
- b. You successfully passing your engineering course in the current academic year in the first attempt.

I, **NAIMISH RASTOGI,** state that I have understood the terms and conditions mentioned herein above and I accept the same.

**Signature :**

**Date :**

📍 **Thermax Limited,**  
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Below are the terms and condition of your appointment post joining the organization.

1. **Monthly Stipend** - During the apprenticeship training period you will be paid a stipend of Rs. 24167/-p.m. This will exclude any tax or deduction, as applicable.
2. **Period of Apprenticeship Training** - You will be on an apprenticeship training period of 12 months from the date of joining. While you are with us, you will undertake to abide by all the rules, regulations and protocol of the company. During the apprenticeship training period, you will not seek any other employment.
3. **Working Hours:** Your training will be in normal shift timing, as decided by the company.
4. **Leave:** You will be entitled to 21 days of leave which should be availed only after approval from your supervisor.
5. **Travel:** Whenever you are required to undertake any travel on Company work, you will be reimbursed travel expenses as per Company policy.
6. **Transfer** – During your apprenticeship training period you may be transferred to any of our department, establishment, branch or subsidiary of the company in India.
7. **Separation** – In the event of your separation, you need to inform in writing to your Human Resource Business Partner 30 days in advance.
8. **Confidentiality** - You will not disclose, divulge and share any information related to Company's product, customers, drawings and any such confidential information during the course of your apprenticeship training period without prior approval from your supervisor.
9. **On separation/completion of apprenticeship period** – On separation or completion of your apprenticeship training period, you will hand over all the IT related assets, documents, drawings etc., given to you by the company during your training period. Further you shall not make, retain or share any copies of these items and share thereof.
10. You will be governed under the provision of the Apprentices Act, 1961 and Apprenticeship Rule 1992.

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11. On successful completion of your Apprenticeship you will be given a certificate as per the provisions of the Apprentice Act, 1961.
12. During the apprenticeship training period, if required you may be asked to undergo Medical examination on any health related issue.
13. If the above terms and conditions are acceptable to you, please return the enclosed copy of this letter with your signature along with the documents / certificates as mentioned in Annexure-A.

We look forward to you joining the Thermax family.

Yours sincerely  
For **Thermax Limited**

**Jasmeet Bhatia**  
**Chief Human Resources Officer**

Encl.: Annexure A

I, **NAIMISH RASTOGI**, state that I have understood the terms and conditions mentioned herein above and I accept the same.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

#### **ANNEXURE A**

Dear **NAIMISH RASTOGI**,

We would require one set of photocopy of all the following documents / information along

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Sai Chambers, 15, Mumbai-Pune Road,  
Wakdevadi, Pune 411003, India

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with your acceptance of the appointment letter. (Please bring Original documents / certificates at the time of Joining for verification and validation).

1. Photocopies of all educational qualification certificates along with mark-sheets.
2. School Leaving Certificate / Birth Certificate
3. Two recent photographs (I Card / Stamp size)
4. Duly filled, signed and stamped Medical Examination Performa for Fitness
5. Two copies of PAN CARD. In case the PAN No is not allotted, then a copy of the acknowledgement for the application of PAN No
6. Two copies of AADHAR CARD. In case the Aadhar Card is not allotted, then a copy of the acknowledgement for the application of Aadhar Card
7. Address Proof (Valid Passport/ Latest Electricity Bill/ Aadhar Card )
8. You are requested to open an account with HDFC/ICICI/Axis/SBI Bank & submit the bank account details supported with a cancelled cheque for salary transfer

**Note:**

The above-mentioned information / documents / certificates should be submitted at the time of joining, without which we will not be in a position to process your stipend. However, if you have any difficulty in submitting the same, please contact your HR Business Partner in person.



# Dhoot Transmission Pvt Ltd

## OFFER LETTER

Date : 17/04/2024

**Name Of Employers :- Rakesh Kumar**

**Sub :- Offer for the post of "GET" Graduate Training Engineer.**

*Dear*

With the reference to your Graduate Training Engineer (GET) and the subsequent personal discussion we had with you on 03-Apr-2024, We DHOOT TRANSMISSION PVT LTD. Do hereby pleased to offer you the employment for the post of "GET."As per terms & conditions discussed and mutually agreed during personal discussion.

**1. You shall be paid wages / salary & allowances as under: - stipend of (Per Day 26 + 2 leave) & overtime extra per month.**

	1.Manth Stayfand	2.Leave Stayfand In 26 Days Attendance	Canteen & Bus Facility	CTC Stayfand	In Hand
Get BE & B.Tec	14422	884:06	750+1800=2550	17856:06	15306
Get Deploma.	13260	807:68	750+1800=2550	16617:68	14068

2. Employees of the company will join. Their stipend is a full month's salary on the first day and last day of the month and is credited to the employee's account from the company's account on Date 5th to 10th of the following month. And only if 26 days are completed then Rs 884 is credited as two days leave. Overtime is single payment. Company has facility of canting in every shift. A company bus facility is available for commuting from the place of residence of the employee to the company where one stop is provided.

3.You are required to work at our Aurangabad plant (Corporate Level), or at any other place as informed to you from time to time .your services are liable to be transferred from one shift to another ( with one day's notices), where the company has undertaken its work . At the time of joining, report to HR- Department for completing the joining formalities. Please bring all the original doc for verification at above mentioned factory address as well as copy of the following documents, as applicable.

**1) Certificate in proof of age & certificate in respect of educational qualification. 2) Resent passport size photograph (5-copies) 3) Identity proof Xerox copy (driving license / election card / pass port) 4) Pan card & Andhra card – copy mandatory (original for verification) 5) Address proof Xerox copy of (Election card / Adhar card ) Form -16 from last employer (not applicable to fresher)**

**You are requested to join on or before It is DATE OF JOINING 03-Jun-24. Detailed appointment latter will be issued to you immediately after your joining. Please counter sing a copyof this letter as token of your acceptance and return the same to us.**

**Contact No- Aute sir. - 8830087156 .8380828447.**





**GUJARAT CREDO ALUMINA CHEMICALS LTD.**

**CIN: U14290GJ2016PLC092013**

**STRICTLY PRIVATE & CONFIDENTIAL**

Letter No: GCACPL/HR/548

Date: 20<sup>th</sup> July 2024

Mr. Rakesh Kumar,  
S/O: Umesh Ray,  
Ward No- 13, Jitwarpar, Nizamat,  
Samastipur, Bihar- 848134

**Subject: Offer Letter**

Dear Mr. Rakesh Kumar,

With reference to your application and subsequent interview you had with us for career opportunity at GCACL, we take pleasure in offering you the position of **"Graduate Engineer Trainee"** with our organization, based at our manufacturing facility located at **Mundra, Gujarat**.

Your Compensation & Benefit details are as per the Mutual discussion had between us.

A detailed Appointment Letter stating the terms & conditions of employment will be issued at the time of your joining.

At the time of your joining, we would be requiring certain documents; list of the same is appended as **Annexure-II**.

Kindly note that this offer is valid subject to you are being found medically fit for employment, producing proof of passing 10<sup>th</sup>, 12<sup>th</sup> & B. Tech all exams in first attempt and satisfactory reference check.

We are excited at the prospect of your working with us and look forward to your joining on **not later than 05<sup>th</sup> August 2024** at **Gujarat Credo Alumina Chemicals Ltd, Plot No 5, Block – F, Sector 12N, East of Adani Willmar, Adani Port and Special Economic Zone Ltd, Taluka Mundra, District Kutch, Gujarat 370421**. You shall report at **09:00 AM morning**. Please note that this offer is valid up **05<sup>th</sup> August 2024** and will laps thereafter, in case you do not join.

We welcome you to the Credo family and wish you a rewarding and successful career. If you require any further clarification, you may please feel free to revert to us.

With Best Wishes,

Yours Sincerely,  
Chirag Pancholi  
Sr. Manager Human Resource



**Registered Office:**

305, Third Floor, Third Eye One, Opp.  
Honest Restaurant, Near Panchavati Five Roads,  
C. G. Road, Ahmedabad - 380006, Gujarat  
T. : +91 79 4003 4949 / 50 | +91 79 2642 3935

**Corporate Office:**

A-306, Safal Profitaire, Corporate Road,  
Praladnagar, Ahmedabad 380015 (Gujarat) India,  
T. : + 91 79 4007 444 / 45

**Plant Site**

Plot No.5, Block – F, Sector 12N,  
East of Adani Willmar,  
Adani Port and special Economic Zone Ltd,  
Tal : Mundra, Dist. : Kutch, Gujarat-370421

**Email: [gcacpl@gcacpl.co.in](mailto:gcacpl@gcacpl.co.in) | URL: [www.gcacpl.co.in](http://www.gcacpl.co.in)**

## Annexure – II

### *Documents required at the time of joining*

- a) Copy of Pan Card, Aadhar Card, Driving License, Election Card & Passport.
- b) Proof of Residence. (Permanent & Present - Electricity Bill / Rent agreement)
- c) Original and copy of Academic Certificates. (all from 10<sup>th</sup> to Highest)
- d) Original and copy of Resignation Letter with acknowledgement.
- e) Relieving letter from previous employer.
- f) Proof of salary of last employment. (Pay slips/Form-16/Salary Certificate).
- g) Six passport size photographs. (Recent)
- h) Medical fitness certificate by doctor.
- i) Identity & Residential proof of parents.
- j) Bank Detail Proof-Passbook copy or Cancelled Cheque.
- k) Covid-19 Vaccination Certificate &  
Police clearance/background certificate from your residence's nearest police station.

Kindly sign a copy of this letter as a token of your acceptance of this offer.

I have read the information above and accept the terms and conditions stated in Offer letter & Annexure I & Annexure II.

Signed :

Date :

Mr. Rakesh Kumar,  
S/O: Umesh Ray,  
Ward No- 13, Jitwarpar, Nizamat,  
Samastipur, Bihar- 848134





**MAA  
KUDARGARHI  
GROUP**

6<sup>th</sup> May, 2024

Mr. Rakesh Kumar  
Ward No. 13, Jitwarpur  
Nizamat, Samastipur  
Bihar- 848134  
Contact- +91 9508243969

**LETTER OF INTENT**

This is with reference to the interview you had with us on 27<sup>th</sup> April 2024, we are pleased to offer you the position of "Graduate Engineer Trainee- Process" in our organization, on terms and conditions which have been mutually discussed & agreed upon. You are requested to report on duty at our Project Site, Silsila, Ambikapur, Chhattisgarh on or before 3<sup>rd</sup> June, 2024.

The detailed appointment letter indicating all terms & conditions governing your employment will be handed over to you at the time of joining. Your Stipend will be Rs.1.92 LPA (In Words One Lakh Ninety-Two Thousand Only) Per Annum.

**Please bring one set of following documents at the time of joining:**

- 1.Three (03) passport size photographs.
- 2.Educational/ Professional certificates and mark sheets.
- 3.Offer/ Appointment Letter of present employer.
- 4.Offer/ Appointment Letter, work experience certificates, relieving letter of previous employer.
- 5.Last two (02) month salary slips of the current employer.
- 6.Aadhar/Passport / Driving License / Voter ID for your address proof and PAN card.
- 7.You will be on probation for a period of six months from the date of your joining.
- 8.You need to serve one month notice period at the time of leaving the company.
- 9.If in case you will fail in pursuing graduation degree (Chemical); this offer will be termed as null and void.

Also, you are required to submit the copy of your resignation letter accepted by your present / Last employer before your joining.

This is to inform you that your appointment will be purely based on the documents submitted by you. In the event of finding any misleading /falsify information will lead towards revoking the offer / termination of the employment.

Please send an acknowledgement of this letter as token of your acceptance of the above term. Looking forward to a long and mutually beneficial relationship.

We are happy to welcome you to Maa Kudargarhi Group of Companies.

Yours Faithfully,

For, Maa Kudargarhi Minerals & Refractories Pvt. Ltd.

Authorised Signatory

I, \_\_\_\_\_, agree with the above said terms & conditions of my offer and I will report to duty from \_\_\_\_\_

Candidate's Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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**Date: 02-07-2024**

### **Appointment as Apprenticeship Trainee**

Dear **Venkata Ranjitha Reddy Muley,**

We are pleased to offer you apprenticeship training in the **P&ES PES\_MPP of Thermax Limited..** Kindly confirm your acceptance of this letter **within 2 days** from the date of receiving this letter.

Congratulations for the same!!!

This engagement is subject to-

- a. You being found medically fit by a registered medical practitioner and
- b. You successfully passing your engineering course in the current academic year in the first attempt.

I, **Venkata Ranjitha Reddy Muley,** state that I have understood the terms and conditions mentioned herein above and I accept the same.

**Signature :**

**Date :**

📍 **Thermax Limited,**  
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Below are the terms and condition of your appointment post joining the organization.

1. **Monthly Stipend** - During the apprenticeship training period you will be paid a stipend of Rs. 24167/-p.m. This will exclude any tax or deduction, as applicable.
2. **Period of Apprenticeship Training** - You will be on an apprenticeship training period of 12 months from the date of joining. While you are with us, you will undertake to abide by all the rules, regulations and protocol of the company. During the apprenticeship training period, you will not seek any other employment.
3. **Working Hours:** Your training will be in normal shift timing, as decided by the company.
4. **Leave:** You will be entitled to 21 days of leave which should be availed only after approval from your supervisor.
5. **Travel:** Whenever you are required to undertake any travel on Company work, you will be reimbursed travel expenses as per Company policy.
6. **Transfer** – During your apprenticeship training period you may be transferred to any of our department, establishment, branch or subsidiary of the company in India.
7. **Separation** – In the event of your separation, you need to inform in writing to your Human Resource Business Partner 30 days in advance.
8. **Confidentiality** - You will not disclose, divulge and share any information related to Company's product, customers, drawings and any such confidential information during the course of your apprenticeship training period without prior approval from your supervisor.
9. **On separation/completion of apprenticeship period** – On separation or completion of your apprenticeship training period, you will hand over all the IT related assets, documents, drawings etc., given to you by the company during your training period. Further you shall not make, retain or share any copies of these items and share thereof.

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10. You will be governed under the provision of the Apprentices Act, 1961 and Apprenticeship Rule 1992.
11. On successful completion of your Apprenticeship you will be given a certificate as per the provisions of the Apprentice Act, 1961.
12. During the apprenticeship training period, if required you may be asked to undergo Medical examination on any health related issue.
13. If the above terms and conditions are acceptable to you, please return the enclosed copy of this letter with your signature along with the documents / certificates as mentioned in Annexure-A.

We look forward to you joining the Thermax family.

Yours sincerely  
For **Thermax Limited**

**Jasmeet Bhatia**  
**Chief Human Resources Officer**

Encl.: Annexure A

I, **Venkata Ranjitha Reddy Muley**, state that I have understood the terms and conditions mentioned herein above and I accept the same.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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## ANNEXURE A

Dear Venkata Ranjitha Reddy Muley,

We would require one set of photocopy of all the following documents / information along with your acceptance of the appointment letter. (Please bring Original documents / certificates at the time of Joining for verification and validation).

1. Photocopies of all educational qualification certificates along with mark-sheets.
2. School Leaving Certificate / Birth Certificate
3. Two recent photographs (I Card / Stamp size)
4. Duly filled, signed and stamped Medical Examination Performa for Fitness
5. Two copies of PAN CARD. In case the PAN No is not allotted, then a copy of the acknowledgement for the application of PAN No
6. Two copies of AADHAR CARD. In case the Aadhar Card is not allotted, then a copy of the acknowledgement for the application of Aadhar Card
7. Address Proof (Valid Passport/ Latest Electricity Bill/ Aadhar Card )
8. You are requested to open an account with HDFC/ICICI/Axis/SBI Bank & submit the bank account details supported with a cancelled cheque for salary transfer

**Note:**

The above-mentioned information / documents / certificates should be submitted at the time of joining, without which we will not be in a position to process your stipend. However, if you have any difficulty in submitting the same, please contact your HR Business Partner in person.



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June 12, 2024

Ms.Riya Rathore  
Guru Ghasidas Vishwavidyalaya  
riyarathore2410@gmail.com

**APPOINTMENT LETTER FOR JOINING AS GRADUATE ENGINEER TRAINEE (GET)**

Dear Riya,

Congratulations on your selection as "**Graduate Engineer Trainee (GET)**" with Adani Group. You have been allocated to **Ambuja Cement Limited**. The date of joining will be **July 01, 2024** and you have to report at Adani Corporate House, Ahmedabad for your Induction Program.

The general terms and conditions of your appointment would be as follows:

1. This **Appointment Letter** is valid subject to you passing the qualifying exam with an aggregate 60% or above marks or with an equivalent grade, without any pending backlog/ATKT, and being found medically fit at the time of joining.
2. Upon joining, you will be on probation for **Six** months, during which you will be given objectives to achieve. Upon satisfactory completion and assessment of the probationary period, you will be confirmed as a permanent employee. Unsatisfactory performance at any time during the probation period could lead to the further extension of the probation period or termination of your employment upon one-month of notice.
3. The detailed breakup of the Cost to Company (CTC) is given in Annexure-A.
4. Other terms and conditions for this Appointment letter are mentioned in Annexure-B.
5. For the first 2 annual performance cycles, your CTC will change only on account of merit increase based on performance appraisal. Offered CTC will not increase/decrease on account of transfer to any other location within 2 years of joining.
6. You are required to present documents as mentioned in Annexure-C in original at the time of joining. In the event of any deviation, with respect to earlier submitted documents, you may submit the explanation to the satisfaction of management, failing to which the management shall have the liberty to cancel the Appointment Letter if deemed necessary.

Please read and confirm your acceptance by e-mail within two working days of receipt of this Appointment Letter.

We wish you all the best and welcome you to be a part of Adani Parivar.

**Yours sincerely,**  
**For Ambuja Cement Limited**



**Authorised Signatory**

**Ambuja Cements Limited**  
Adani Corporate House  
Shantigram, S. G. Highway,  
Ahmedabad-382421, Gujarat, India  
Ph+91 79-2555 5555  
www.ambujacement.com

CIN: L26942GJ1981PLC004717

**ACC Limited**  
Cement House  
121, Maharshi Karve Road,  
Mumbai – 400 020, Maharashtra, India  
Ph+91 22-4159 3321  
www.acclimited.com

CIN: L26940MH1936PLC002515

**Annexure-A**  
**Cost to Company (CTC) Break-up Structure**

<b>Name</b>	<b>Riya Rathore</b>	
<b>Company</b>	<b>Ambuja Cement Limited</b>	
<b>Particular</b>	<b>Per month (in INR)</b>	<b>Per annum (in INR)</b>
<b>Basic Salary</b>	21,667	260,000
<b>House Rent Allowance</b>	8,667	104,000
<b>Other Allowances*</b> (Refer to the table below for tax saving options which can be exercised out of this amount as per IT rules)	18,562	222,742
<b>Automotive Expenses</b>	0	0
<b>Statutory Bonus / Ex-gratia</b>	1,805	21,658
<b>Provident Fund</b> (Employer Contribution)	2,600	31,200
<b>Gratuity</b> (Payable on separation only after completion of 5 years of continuous service)	867	10,400
<b>Total Fixed Cost to Company (CTC)</b>	<b>54,167</b>	<b>650,000</b>
<b>Performance Pay**</b>	0	0
<b>Total Cost to Company (CTC)</b>	<b>54,167</b>	<b>650,000</b>
<i># Variable pay is subject to accomplishment of "on target" performance, both individual &amp; business. Payable pro-rata basis, every year for previous FY. Any other incentive declared by company will be adjusted against this Variable Pay and higher of the two amounts would be payable. Not payable in case of resignation / notice of resignation at the time of payment.</i>		
<i># Taxes on the above shall be borne by the employee</i>		
<i># Component-wise total may not exactly match total CTC due to rounding-off to the nearest rupee</i>		

<b>Tax-Free Flexi Components</b>	<b>Per month (in INR)</b>	<b>Per annum (in INR)</b>
<b>National Pension Scheme (NPS)</b>	2,167	26,000
<b>Leave Travel Allowance</b>	750	9,000
<b>Meal Coupons</b>	2,500	30,000
<b>Uniform Allowance *</b>	500	6,000
<b>Children Hostel Allowance ^</b>	600	7,200
<b>Children Education Allowance ^</b>	200	2,400
<i>* Only in case of site posting where uniform has been provided by the company</i>		
<i>^ This is maximum as per company policy</i>		

***Yours faithfully,***  
***For Ambuja Cement Limited***



**Authorised Signatory**

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**Annexure B**

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**General Terms & Condition**

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**1. INCREMENTS**

Increment and promotion are entirely merit-based, depending on your performance and abilities and shall always be dependent on the sole discretion and judgment of the Management of the company.

**2. STATUTORY AND OTHER BENEFITS**

You will be eligible for various benefits such as Leave, Provident Fund & Gratuity (as per the Act) etc. as per the policies of the Company for your grade/level and amended from time to time. As per policy, you will be covered under Group Personal Accident Insurance and Group Mediclaim Schemes.

**3. ACCOMMODATION**

You will be responsible for your accommodation unless otherwise agreed by Company in writing in Annexure-A.

**4. STATUTORY AND ANY OTHER DEDUCTIONS**

All statutory deductions in respect of Professional Tax, Income tax and employees' contributions of PF / Pension Fund and ESI (if applicable) will be effected from the salary payable to you.

**5. NO CONFLICT**

You will devote full time to the work of the company and shall not undertake any direct/indirect business or work, honorary or remunerative, except with the permission of the Management.

Also, you shall not seek membership of any local or public bodies without prior written permission from the management.

**6. WORK LOCATION AND TRANSFERABILITY**

You are liable to be transferred to another department, post or place whether in existence or coming into existence hereafter, either at the place of posting or at any other place where the management may establish/open its branch later on. You are also liable to be transferred to any station and in any company in which Adani Group or any of its holding/subsidiary companies have an interest. Upon such transfer, the rules and regulations applicable to such a post or at the place of transfer will automatically become applicable to you and you will be deemed to be in the continuity of service (unless prevented by some legal depravity) and all previously accrued social security benefits would ensue and passed on in your favour in the transferred company.

**7. RULES, REGULATIONS & GOVERNANCE**

During employment, you will be bound by the company's rules and regulations, framed and enforced from time to time. The company reserves the right to amend or alter these at its discretion, without any notice thereof and these will be deemed as rules and regulations in terms of your employment.

## **8. MAINTAINING DIGNITY, LOYALTY AND COMPANY INTEREST**

Company holds in high esteem, the dignity and respect for human rights at the workplace and expect you to adopt the humane approach in dealing with employees and stakeholders in your area of work and carry out your duties with diligence and loyalty at all times, keeping the Company's interest paramount. You will abide by the tenets of POSH policy (Prevention of Sexual Harassment at work place) of the company in letter and spirit.

## **9. CONFIDENTIALITY**

The terms and conditions of service are confidential and may not be disclosed to or discussed with anyone not authorized for the same. You hereby give an undertaking that during employment you will not take out any copies whatsoever of drawings, plan specifications, reports or any written statements either prepared by you or by any other employee of the company and will not disclose, divulge or communicate to any person(s) whomsoever, any information/business data of a secret or confidential nature regarding trade or business of the company or to any of the matters mentioned above including methods, processes or appliances used by the company, failing which appropriate action would be taken, including dispensing with your services.

## **10. PRINT, DIGITAL AND SOCIAL MEDIA INTERACTION**

You will not interact with the media - print, electronic and social media or otherwise in;

- i. India or overseas, during or outside work hours, either in a personal capacity or on behalf of the Company unless you have express and direct approval from the Management to interact with the media as the representative of the Company. Only persons duly authorized by the Management are allowed to interact with media on specified subjects. Disclosure of any information other than statutory or those specified by the Management is prohibited.
- ii. Disclosure of information on proceedings of meetings (board/ committee/ internal) and disclosure of forward-looking statements is prohibited unless such disclosure is specifically approved by the Management. These will need to be combined with cautionary statements, wherever required.
- iii. You shall also not disclose non-public information selectively to any particular group that may lead to unfair advantage/ discrimination.
- iv. For any outside publication of books, articles or manuscripts which relate specifically to the Company's business, policies, and processes, you must take the approval of the Management before its release.
- v. Any violation of the Company's media policy, tantamount to a breach of the terms & conditions of employment and may result in termination of the contract of service.

## **11. INTELLECTUAL PROPERTY RIGHTS AND IT'S OWNERSHIP**

You will disclose to the Company forthwith any discovery, invention, process or improvement made or discovered by you while in our service, and such discovery, invention, process or improvement shall absolutely/exclusively be the property of the company. You can be directed to apply at the Company's expense for latter's Patent, Licenses or other rights, privileges or protection in respect of any such discovery, invention, process or improvement for accrual of benefits to the company and you will execute and do all instruments, acts, deeds and things, which may be required for assigning, transferring or otherwise vesting the same and all accruing benefits in company's favour or such other person or persons, firms or companies, as we may direct as the sole beneficiary thereof.

## **12. NON-SOLICITATION AND NON- COMPETE**

You shall not at any time during the tenure of your employment with the Company and thereafter, directly or indirectly solicit or attempt to solicit the Company's and/or any of its subsidiaries and/or its affiliates and /or group Companies' personnel to leave the



employment of the Company and/or its subsidiaries and/or its affiliates. You have further agreed that you will not engage in soliciting business or allied business that in any way, similar, identical, competitive with the business, activities, services of the Company or with those customers with whom you may have contact during your employment with the Company and for a period of one year after your employment ceases with the company.

### **13. PROPER MAINTENANCE AND SAFE CUSTODY OF COMPANY'S PROPERTIES**

You will be responsible for the safekeeping and proper maintenance of the company's properties and shall return in good condition and well in 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 estimated cost/damages of all such materials from you and to take such other action as it deems fit and proper in the event of failure to account for such material or property to its satisfaction.

### **14. INFORMATION TO COMPANY ON PERSONAL RECORD CHANGES**

You will be responsible to communicate in writing to Management about any change of address, professional qualification or any other particulars including your family members given by you in the application form.

### **15. SAFETY**

The company is committed towards occupational health, safety and well-being of its employees and always strive for zero workplace injuries and occupational illness and influences employee behaviour so that safety becomes a way of life both on and off the job.

The Company requires you to comply with all health, safety and environment standards that apply to your workplace. It is expected that you shall:

- i. Read, understand the Company's Safety and Environment Policies and other Company policies.
- ii. Follow all Company safety and health rules and regulations, and wear or use prescribed protective equipment while working
- iii. Follow safe work practices for your job, as directed by your superior.
- iv. Report any job-related injury or illness to your supervisor, superior or safety committee.
- v. Report hazardous conditions to your supervisor, superior or safety committee.
- vi. Be accountable for your safety performance.
- vii. Be obliged to stop a job or decline to perform a job if it is not safe or cannot be performed safely.

### **16. SMOKING**

- i. Smoking is prohibited in all open areas and buildings of the Adani Business Sites / Locations except in areas that are specifically designated as smoking areas.
- ii. Any contravention of the smoking rules will result in strict disciplinary action.

### **17. SUBSTANCE ABUSE**

- i. Unauthorized possession, distribution, consumption, dispensing or misuse of substances (banned drugs, tobacco, gutka, pan masala, etc.) and alcoholic beverages, are in violation of Company regulations and is prohibited whilst on the duty of the company.
- ii. Employees violating this policy will be subject to strict disciplinary action up to and including termination of employment.

## **18. POSSESSION OF DANGEROUS WEAPONS**

Irrespective of any license granted by any authority, whether on duty or not, you are not permitted to carry firearms or other weapons when on company premises and are liable for instant dismissal if you do so. Only authorized personnel are permitted to carry the Weapons within the company premises.

## **19. CODE OF CONDUCT**

You will abide by the code of conduct of Adani Group which you will read and sign separately.

## **20. ARBITRATION CLAUSE FOR RESOLUTION OF DISPUTES**

Any controversy or claim arising out of or relating to this contract of appointment, or the breach thereof, shall be settled by arbitration administered by the Indian Arbitration and conciliation Act 1996. The number of arbitrators shall be [one or three]. The place of arbitration shall be at Ahmedabad (Gujarat).

## **21. JURISDICTION**

Any dispute arising out of this contract of employment will be subject to the jurisdiction of court of law at Ahmedabad in the state of Gujarat.

## **22. AGE OF SUPERANNUATION**

You shall superannuate/retire from service upon completion of the age of 58 years, which is presently the age of superannuation/retirement in the Company. However, the company may grant an extension of service after attaining the age of superannuation, if you are found physically fit and based on the requirements of the company.

## **23. SEPARATION**

- i. Your services can be terminated by giving 60 Days notice or basic salary in lieu thereof from either side.
- ii. However, if the exigencies of work are so required, the management may not relieve you earlier than the expiry of the entire period of notice. It shall, however, be open to the management to accept your resignation with effect from any date earlier than the one offered by you in your resignation or stipulated as per terms of your notice period.
- iii. In the event of your elevation to a higher level by the company, the notice period and all rules and regulations applicable in that new level will be applicable to you.
- iv. The company reserves its rights to terminate your services without notice or payment of any kind in lieu of notice or holding of enquiry in case of any act of misconduct, moral turpitude or loss of confidence/conviction by a court of law in criminal case, financial irregularity, continued ill-health/ incapacitation including loss of efficiency or breach of any of the terms of this employment implied or expressed on your part or any act or conduct or any altercation with superior/colleagues, indulging in act/acts of sexual harassment against anyone which is detrimental to company's interests. This is without prejudice to any other right or remedy which may be available to the company.

## **A. HANDING OVER COMPANY'S PROPERTY & DOCUMENTS ON CESSATION OF SERVICE**

You are obligated to hand over the charge of Letter of Authority or Power of Attorney or any other instrument in your favour issued to you or any property / material of the company in your possession at the time of cessation of your employment with the company.

**B. NO DUES CLEARANCE**

On your separation from the company due to any reason, you shall clear all the dues of the Company promptly and if at the time, any sum remains outstanding, the company shall have the right and your standing/consent/authority to deduct the same from amounts due and payable to you.

**24. CONTINUOUS ABSENCE ON WORK WITHOUT NOTICE**

Should you remain continually absent from work without reasonable explanation, including absence when on leave though applied but not granted or overstay of leave for more than seven consecutive days, it shall be presumed that you are no longer interested in having lien on the job of the company and have voluntarily abandoned your employment thereby terminating your contract of service. In such case, you will not be entitled to any notice period salary and separation compensation as you are presumed to have voluntarily terminated the contract of employment.

**25. MEDICAL CHECK-UP AND FITNESS**

- i. Your employment is subject to you being found medically fit at the time of your appointment and remaining fit thereafter as per Adani Group policies.
- ii. During your work, you may be required to undergo medical tests for fitness to work, including tests for detecting the presence of drugs or alcohol. These tests are intended to aid in protecting the health and well-being of the individuals and their co-workers. They are designed to complement safe working practices.
- iii. If you refuse to submit to a prescribed test, or if the medical evaluation results are not satisfactory, you will be required to stop work that may be endangering your health and safety, the health and safety of other employees, or the proper functioning of the workplace.
- iv. In such cases separation of employment rules as mentioned in Clause 23 will be applicable.

**Annexure C**

**Name** **Riya Rathore**  
**Company** **Ambuja Cement Limited**

We request you to provide us with the following personal information for maintaining your service record file as applicable.

1. All Qualification Certificates and Mark Sheets (S.S.C. & above - Attested Copies & Original Copy for Verification)
2. Copy of Aadhar Card & PAN Card (Mandatory)
3. Permanent Address Proof
4. Passport Size Photographs: 3 nos.
5. Past employer relieving and experience certificate (if any)

You are requested to bring these documents at the time of your joining.

**IMPORTANT:**

Please declare immediately by filling Annexure D, if you are suffering from any disease or disorder or you are currently under any medical surveillance. You will be subject to screening for presence of alcohol and / or drugs either for pre-employment or on a random basis.

**Self-Declaration:**

I will submit all relevant copies of documents against each item that I require to submit at the time of joining the company. I declare that all the dates and records which will be furnished are correct and true. In the event of any false representation of facts and records, I consent to abide by the decision of the management including forgoing my employment offer.

Accepted:  
 Riya Rathore  
 Date: \_\_\_\_\_  
 Place: \_\_\_\_\_



# Dhoot Transmission Pvt Ltd

## OFFER LETTER

Date : 17/04/2024

**Name Of Employers :- Rohit Kumar**

**Sub :- Offer for the post of "GET" Graduate Training Engineer.**

*Dear*

With the reference to your Graduate Training Engineer (GET) and the subsequent personal discussion we had with you on 03-Apr-2024, We DHOOT TRANSMISSION PVT LTD. Do hereby pleased to offer you the employment for the post of "GET."As per terms & conditions discussed and mutually agreed during personal discussion.

**1. You shall be paid wages / salary & allowances as under: - stipend of (Per Day 26 + 2 leave) & overtime extra per month.**

	1.Manth Stayfand	2.Leave Stayfand In 26 Days Attendance	Canteen & Bus Facility	CTC Stayfand	In Hand
Get BE & B.Tec	14422	884:06	750+1800=2550	17856:06	15306
Get Deploma.	13260	807:68	750+1800=2550	16617:68	14068

2. Employees of the company will join. Their stipend is a full month's salary on the first day and last day of the month and is credited to the employee's account from the company's account on Date 5th to 10th of the following month. And only if 26 days are completed then Rs 884 is credited as two days leave. Overtime is single payment. Company has facility of canting in every shift. A company bus facility is available for commuting from the place of residence of the employee to the company where one stop is provided.

3.You are required to work at our Aurangabad plant (Corporate Level), or at any other place as informed to you from time to time .your services are liable to be transferred from one shift to another ( with one day's notices), where the company has undertaken its work . At the time of joining, report to HR- Department for completing the joining formalities. Please bring all the original doc for verification at above mentioned factory address as well as copy of the following documents, as applicable.

**1) Certificate in proof of age & certificate in respect of educational qualification. 2) Resent passport size photograph (5-copies) 3) Identity proof Xerox copy (driving license / election card / pass port) 4) Pan card & Andhra card – copy mandatory (original for verification) 5) Address proof Xerox copy of (Election card / Adhar card ) Form -16 from last employer (not applicable to fresher)**

**You are requested to join on or before It is DATE OF JOINING 03-Jun-24. Detailed appointment latter will be issued to you immediately after your joining. Please counter sing a copyof this letter as token of your acceptance and return the same to us.**

**Contact No- Aute sir. - 8830087156 .8380828447.**





# Dhoot Transmission Pvt Ltd

## OFFER LETTER

Date : 17/04/2024

**Name Of Employers :- S Rohin**

**Sub :- Offer for the post of "GET" Graduate Training Engineer.**

*Dear*

With the reference to your Graduate Training Engineer (GET) and the subsequent personal discussion we had with you on 03-Apr-2024, We DHOOT TRANSMISSION PVT LTD. Do hereby pleased to offer you the employment for the post of "GET."As per terms & conditions discussed and mutually agreed during personal discussion.

**1. You shall be paid wages / salary & allowances as under: - stipend of (Per Day 26 + 2 leave) & overtime extra per month.**

	1.Manth Stayfand	2.Leave Stayfand In 26 Days Attendance	Canteen & Bus Facility	CTC Stayfand	In Hand
Get BE & B.Tec	14422	884:06	750+1800=2550	17856:06	15306
Get Deploma.	13260	807:68	750+1800=2550	16617:68	14068

2. Employees of the company will join. Their stipend is a full month's salary on the first day and last day of the month and is credited to the employee's account from the company's account on Date 5th to 10th of the following month. And only if 26 days are completed then Rs 884 is credited as two days leave. Overtime is single payment. Company has facility of canting in every shift. A company bus facility is available for commuting from the place of residence of the employee to the company where one stop is provided.

3.You are required to work at our Aurangabad plant (Corporate Level), or at any other place as informed to you from time to time .your services are liable to be transferred from one shift to another ( with one day's notices), where the company has undertaken its work . At the time of joining, report to HR- Department for completing the joining formalities. Please bring all the original doc for verification at above mentioned factory address as well as copy of the following documents, as applicable.

**1) Certificate in proof of age & certificate in respect of educational qualification. 2) Resent passport size photograph (5-copies) 3) Identity proof Xerox copy (driving license / election card / pass port) 4) Pan card & Andhra card – copy mandatory (original for verification) 5) Address proof Xerox copy of (Election card / Adhar card ) Form -16 from last employer (not applicable to fresher)**

**You are requested to join on or before It is DATE OF JOINING 03-Jun-24. Detailed appointment latter will be issued to you immediately after your joining. Please counter sing a copyof this letter as token of your acceptance and return the same to us.**

**Contact No- Aute sir. - 8830087156 .8380828447.**

Mr. S. Rohin  
Felix Garden, Valadi  
Puthu Road, Tiruchirappalli  
Tamil Nadu- 621218  
Contact- +91 8787740541

28<sup>th</sup> May, 2024

**LETTER OF INTENT**

This is with reference to the interview you had with us on 25<sup>th</sup> May 2024, we are pleased to offer you the position of “**Graduate Engineer Trainee- Process**” in our organization, on terms and conditions which have been mutually discussed & agreed upon. You are requested to report on duty at our Project Site, Silsila, Ambikapur, Chhattisgarh on or before 10<sup>th</sup> June, 2024.

The detailed appointment letter indicating all terms & conditions governing your employment will be handed over to you at the time of joining. Your Stipend will be Rs.1.92 LPA (In Words One Lakh Ninety-Two Thousand Only) Per Annum inclusive of all the statutory deduction towards employee and employer part.

**Please bring one set of following documents at the time of joining:**

- 1.Three (03) passport size photographs.
- 2.Educational/ Professional certificates and mark sheets.
- 3.Offer/ Appointment Letter of present employer.
- 4.Offer/ Appointment Letter, work experience certificates, relieving letter of previous employer.
- 5.Last two (02) month salary slips of the current employer.
- 6.Aadhar/Passport / Driving License / Voter ID for your address proof and PAN card.
- 7.You will be on probation for a period of six months from the date of your joining.
- 8.You need to serve one month notice period at the time of leaving the company.
- 9.If in case you will fail in the pursuing graduation degree(Chemical); this offer will be termed as null and void.

Also, you are required to submit the copy of your resignation letter accepted by your present / Last employer before your joining.

**This is to inform you that your appointment will be purely based on the documents submitted by you. In the event of finding any misleading /falsify information will lead towards revoking the offer / termination of the employment.**

Please send an acknowledgement of this letter as token of your acceptance of the above term. Looking forward to a long and mutually beneficial relationship.

We are happy to welcome you to Maa Kudargarhi Group of Companies.

Yours Faithfully,

For, Maa Kudargarhi Minerals & Refractories Pvt. Ltd.

Authorised Signatory

I, ....., agree with the above said terms & conditions of my offer and I will report to duty from .....

Candidate's Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_



## OFFER LETTER

To  
Mr. Vaibhav Jaiswal  
Software Developer  
Tractrix Opto Dynamics, Hyderabad

Subject: Letter of Offer

Dear Vaibhav,

Congratulations!

With reference to your internship, we are pleased to inform you as "Software Developer" with effect from 01<sup>st</sup> May, 2024 and you will be paid a remuneration of INR 25,000/- per month.

After your completion of probation period on 25<sup>th</sup> May, 2024 you will be offered a remuneration of INR 40,000/- per month.

With best wishes

Dr Ashutosh Richha  
CEO

Dr Ashutosh Richhariya  
CEO  
Tratrix Opto Dynamics  
Hyderabad

Accepted

Vaibhav Jaiswal