Date: 08-07-2024

Appointment as Apprenticeship Trainee

Dear **Prachi Patel,**

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

Signature :

Date :

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.

Thermax Limited,
Sai Chambers, 15, Mumbai-Pune Road,
Wakdewadi, Pune 411003, India

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

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www.thermaxglobal.com
AAACT3910D
CIN L29299PN1980PLC022787
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enquiry@thermaxglobal.com

THERMAX

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

Signature: _____

Date: _____

ANNEXURE A

Dear **Prachi Patel,**

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

Thermax Limited,
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Wakdewadi, 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.