

Date: 4th April 2025

Ref: JPL: APLT: 2025

APPOINTMENT LETTER

PRIVATE AND CONFIDENTIAL

Ms. Shaily Dewangan
Email ID: shailydewangan41@gmail.com
Mobile No: +91 8103831813

Dear Ms. Dewangan ,

With reference to our discussion and mutual agreement, we are pleased to appoint you as **"Chemist Trainee"** in the Grade **Trainee** at **Tamnar, Chhattisgarh** as per the following terms and conditions:

1. APPOINTMENT:-

- 1.1. Your appointment to the above position is subject to your being found medically fit by the Company's Doctor.
- 1.2. Your employment with the organization shall commence with effect from **1st July 2025**. In the event you fail to join on the actual date, this appointment agreement shall stand revoked and terminated.
- 1.3. You shall be under training for a total period of 12 months. The company may confirm your services subject to your performance during the training period and assessment result, by issuing a confirmation letter **"The Confirmation Letter"**. On successful completion of your training period, you will be confirmed in writing. If no confirmation is made at the end of the said period, it will be deemed to have been extended until the Company confirms the same to you in writing.
- 1.4. During your training period, in case of breach of the disciplinary rules of the Company, your services will be terminable with immediate effect.

2. COMPENSATION & OTHER STATUTORY BENEFITS:-

- 2.1. During the training period, your compensation and other entitlements shall be in accordance with the company policy. Your 1st Year compensation will be as per **Annexure – I**.
- 2.2. In first year of **Training Period**, You will be paid a **Basic Salary of INR 10000/- (Rupees Ten Thousand Only)** per month. In addition to your Basic Salary, you shall be entitled towards other allowances and perquisites listed in **Annexure - I**. Your present **Annual Cost to Company** is **INR 3.00 Lakhs (Rupees Three Lakhs Only)** per annum, payable monthly. Your next revision of salary shall be in accordance with the policy and review cycle, at the sole discretion of the company. Your compensation, entitlements and other payments shall be subject to deduction of withholding taxes and other statutory and required deductions or any other taxes applicable under Tax Law. The Company shall be entitled to deduct from your remuneration, income tax, other taxes, statutory deduction which it is liable to deduct at source.

2.3. The perquisites applicable to your grade are subject to alteration and amendment and you will be entitled to the same as per the rule of the Company.

2.4. The Bonus, PF, Gratuity, Mediclaim, GPAL, and ESIC shall be as per government statutory norms and company policy at your grade.

3. **PROVIDENT FUND SCHEME:-**

3.1. You shall be required to become a member of the Provident Fund Scheme immediately on joining. The Company's contribution under this scheme which is at present 12% of Basic Salary with a matching compulsory contribution from you. You shall be required to submit previous PF enrollment/transfer forms to the Personnel/HR Department immediately. You will be governed by the rules applicable from time to time.

4. **WORKING HOURS & LEAVES:-**

4.1. You shall be entitled for all leaves (Earned Leave, Sick Leave, Casual Leave, RH and Maternity Benefits, National Holidays etc) as per company policy and subject to applicable Law.

4.2. You shall be required to work as per the stipulated working days, shift timings, this schedules and shifts may vary from time to time depending on exigency of business subject to applicable law and company policy.

5. **PLACE OF POSTING & EMPLOYMENT CONDITIONS:-**

5.1. Your initial posting will be at **Tamnar, Chhattisgarh**. However, during the course of Employment, You may be transferred to any other location/office of the company or its subsidiaries or Associate companies in India & Abroad at the absolute discretion of the company, depending upon the exigencies of business. On such transfer, you shall be governed by the rules and regulations, working hours, perquisites, allowances, facilities, and such other conditions of employment, as applicable at the place of transfer and as may be amended from time to time.

5.2. You shall travel to places within or outside India from time to time as per business requirement. During your official travel, you shall be entitled for benefits as per policy.

5.3. During the course of your employment, you will not be permitted to undertake any other employment or engage in any external activities of commercial nature without prior written approval from the company. You will be required to effectively carryout all duties, responsibilities and obligations assigned to you by your Reporting Officer and other authorized person by the company to assign such duties and responsibilities.

5.4. You shall align yourself with the company's VISION, MISSION and VALUES. Familiarize with the company's POSH, COC and Risk policies on joining and complete the related procedure within the prescribed timelines. Your appointment to this position is subject to satisfactory verification of education qualifications, satisfactory background verification and undertaking given during joining process. In the event of non-compliance of the policies and procedures, you may be subject to financial penalties, disciplinary actions including termination.

5.5. You will be bound by service rules, regulations and orders promulgated by the Company from time to time in relation to conduct, discipline, attendance and leave etc.

6. COMPENSATION PROGRESSION:-

- 6.1. Your increments and promotions will be done based on merit and will be at the sole discretion of the Management. Your future prospects in the company shall entirely depend on your performance, hard work, punctuality, sincerity, good conduct, Company's performance and such other relevant factors as decided by the management.

7. CONFIDENTIALITY:-

- 7.1. You shall not, except as authorized or required by your obligations in terms hereof, reveal to any person or entity any of the trade secrets, secret or confidential information, information contained in any manuals or dealings or information concerning the organization, business, finances, transactions or affairs of the Company and/or its affiliates/associates/group companies (confidential information), which may come to your knowledge and /or to be imparted to you by the Company during his employment hereunder. You shall hold in strict confidence, all such confidential information.
- 7.2. You shall not during the term of your employment or at any time thereafter, use or permit to be used, any information, notes or memoranda relating to the business and/ or transaction of the Company and/or its affiliates/associates/group companies which may come to your knowledge and/or possession by virtue of your employment with the company for any purpose other than for the benefit of the Company.
- 7.3. During the training period and thereafter the knowledge regarding Company's processes, methods of manufacture, business practices and other vital information gained or obtained by you shall not be disclosed in the interest of the Company's business. During the training period and thereafter and also during the term of your service with the Company you shall not accept any employment or engage yourself elsewhere in any capacity directly or indirectly.
- 7.4. You will promote and expand the business of the Company and will not directly or indirectly and solely or jointly be engaged in any service or other business or profession whether during or after the hours of employment without written sanction from the Company.
- 7.5. You acknowledge that the violation of any of the provisions of clauses 7 hereof will cause irreparable loss and harm to the Company which cannot be reasonably or adequately compensated by damages in an action at law, and accordingly, the Company will be entitled, to injunctive and other equitable relief to prevent or cure any breach or threatened breach thereof, but no action for any such relief shall be deemed to waive the right of the Company to an action for damages.

8. MEDICAL FITNESS AND VERIFICATION OF PARTICULARS:-

- 8.1. Your continuance in service with the Company is subject to your remaining physically and mentally fit. You will submit yourself to medical examination as per the direction of the Management. In case you are found medically unfit to continue with the job, management would decide the continuity of the job.
- 8.2. In case credentials, proofs and other particulars mentioned in your application are found false, not authentic or without documentary proof, your services would be liable for termination at any time without any notice or any compensation in lieu thereof.

9. TERMINATION & SETTLEMENT:-

- 9.1. After confirmation, your service with the Company is terminable at any time by giving **three months'** notice by either side to the other in writing, or three months' salary in lieu of notice, either party need not assign any reason for such termination. In case notice pay (salary in lieu of notice) is payable by either party, the notice pay shall mean the Basic Salary only and does not include the cash equivalent of any perquisites. However, if the resignation is tendered during the training period, you will be required to serve **one month** notice period. Under no circumstance, you shall be relieved from the services of the company at a shorter notice unless explicitly agreed by the company.
- 9.2. In case of breach of the disciplinary rules of the company or misconduct or unreasonably neglect or fail or refuse to carry out the duties assigned to you, your services may be terminable with immediate effect. In such event, it would not be necessary for the company to give you any notice whatsoever.
- 9.3. During the probation period, the Management may terminate your services without giving notice period and without assigning any reason therefore.
- 9.4. In case of any relocation expenses paid at time of your Joining and notice pay, if any has been reimbursed to you (to defray deduction of notice pay by your previous employer at the time of joining, owing to shortfall in notice period caused due to urgency in joining the company), you will be required to refund the entire amount so reimbursed to you, in case you resign from the service of the company within two years of your joining.

10. GOVERNING LAW AND JURISDICTION:-

- 10.1. This appointment letter shall be governed and construed in accordance with the laws of India. It is therefore agreed that any dispute of whatsoever nature between you and management will be subject to jurisdiction of local courts, whether they be civil courts, labor courts, industrial tribunals or any other courts or authority of whatsoever nature.

11. RETIREMENT/ SUPERANNUATION:-

- 11.1. You will retire from the services of the company on attaining the age of retirement as per company standing rules/policy or earlier if found medically unfit. The company may, however, continue your services beyond the age of retirement at its sole discretion. Your employment shall stand superannuated on the date of your retirement.
- 11.2. Your date of birth mentioned in the Matriculation/ Higher Secondary Certificate will be deemed as a conclusive proof of your date of birth. As per certificates submitted by you and recorded by us, your date of birth is 10.09.2002 .

12. **GENERAL:-**

- 12.1. You may be selected and sponsored by the Company for familiarization/training assignments with the Company's Technical Collaborators or any other Institutions/Organizations in India or abroad. You will diligently and beneficially take part in the training and such assignment. The cost of such training including the travel fare and related expenses will be borne by the company subject to agreements to be drawn up and signed by the Company and you.
- 12.2. The service rules and regulations including conduct, discipline and administrative orders will cover you and any such other rules or orders of the company that may come in force from time to time.
- 12.3. You will intimate in writing to the Management 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.
- 12.4. You should always be alive to the responsibilities and duties attached to the appointment and should conduct yourself accordingly. It is understood that you shall not associate yourself in any manner amounting to breach of confidence reposed in you or inconsistent with the position of responsibility occupied by you.
- 12.5. You will hand over the Charge or Letter of Authority and/or Power of Attorney issued to you and any property/ material of the company in your possession at the time of cessation of your employment with the Company.

12.6. Any variation of the above terms and conditions will not be valid unless expressly made in writing. Please sign and return the duplicate copy of this letter of appointment in token of your having accepted the above terms and conditions.

For **Jindal Power Ltd,**



Authorized Signatory

Encl: Annexure – I

I have read and understood the terms and conditions of the appointment letter and accept the same without any reservation and undertake to abide by them. In token of my acceptance, I have signed on the duplicate of this letter of appointment.

Signature.....Shaily.....

Name.....Shaily Dewangan.....

Date & Place10-04-25....., Bilaspur
Shaily

Annexure – 1

Proposed Compensation Structure		
Name : Ms. Shaily Dewangan		
Designation : Chemist Trainee		
Location : Tamnar, Chhattisgarh		
Particular	Salary	
	Per Month	Per Annum
Salary Components:-		
Basic Pay	10000	120000
Employer Contribution to Provident Fund	1800	21600
Allowances/Reimbursements		
Uniform Maintenance Allowance	500	6000
Children Education Allowance	200	2400
Company's Accommodation or HRA@30% of Basic Pay	3000	36000
Special Allowance	7500	90000
Gross Salary	23000	276000
Interim Bonus(8.33% of Basic)	833	9996
Ex-Gratia(11.67% of Basic)	1167	14004
Cost To Company(A)	25000	300000
Additional Benefits:-		
Gratuity	481	5772
GPAI (as per Co. Policy)	47	564
Mediclaime (as per Co. Policy)	640	7683
Total Additional Benefits(B)	1168	14019
Grand Total(A+B)	26168	314019

Yours Faithfully,



Authorized Signatory

Accepted



Shaily Dewangan



Ref: JPL: APLT: 2025

Date: 4th April 2025

APPOINTMENT LETTER

PRIVATE AND CONFIDENTIAL

Ms. Tanuja Patel

Email ID: tanujapatel601@gmail.com

Mobile No: +91 8319190997

Dear Ms. Patel ,

With reference to our discussion and mutual agreement, we are pleased to appoint you as “**Chemist Trainee**” in the Grade **Trainee** at **Tamnar, Chhattisgarh** as per the following terms and conditions:

1. APPOINTMENT:-

- 1.1. Your appointment to the above position is subject to your being found medically fit by the Company's Doctor.
- 1.2. Your employment with the organization shall commence with effect from **1st July 2025**. In the event you fail to join on the actual date, this appointment agreement shall stand revoked and terminated.
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Jindal Power Limited

CIN No.- U04010CT1995PLC008985

Corporate Office Jindal Centre, Plot No. 2, Sector - 32, Gurugram 122001, Haryana

T 0124 661 2000 **F** 0124 661 2225 **E** info@jindalpower.com **W** www.jindalpower.com

Registered Office Tamnar - 496 107, District Raigarh, Chhattisgarh



2.3. The perquisites applicable to your grade are subject to alteration and amendment and you will be entitled to the same as per the rule of the Company.

2.4. The Bonus, PF, Gratuity, Medclaim, GPAL, and ESIC shall be as per government statutory norms and company policy at your grade.

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- 7.2. You shall not during the term of your employment or at any time thereafter, use or permit to be used, any information, notes or memoranda relating to the business and/ or transaction of the Company and/or its affiliates/associates/group companies which may come to your knowledge and/or possession by virtue of your employment with the company for any purpose other than for the benefit of the Company.
- 7.3. During the training period and thereafter the knowledge regarding Company's processes, methods of manufacture, business practices and other vital information gained or obtained by you shall not be disclosed in the interest of the Company's business. During the training period and thereafter and also during the term of your service with the Company you shall not accept any employment or engage yourself elsewhere in any capacity directly or indirectly.
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- 7.5. You acknowledge that the violation of any of the provisions of clauses 7 hereof will cause irreparable loss and harm to the Company which cannot be reasonably or adequately compensated by damages in an action at law, and accordingly, the Company will be entitled, to injunctive and other equitable relief to prevent or cure any breach or threatened breach thereof, but no action for any such relief shall be deemed to waive the right of the Company to an action for damages.

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10. GOVERNING LAW AND JURISDICTION:-

- 10.1. This appointment letter shall be governed and construed in accordance with the laws of India. It is therefore agreed that any dispute of whatsoever nature between you and management will be subject to jurisdiction of local courts, whether they be civil courts, labor courts, industrial tribunals or any other courts or authority of whatsoever nature.

11. RETIREMENT/ SUPERANNUATION:-

- 11.1. You will retire from the services of the company on attaining the age of retirement as per company standing rules/policy or earlier if found medically unfit. The company may, however, continue your services beyond the age of retirement at its sole discretion. Your employment shall stand superannuated on the date of your retirement.
- 11.2. Your date of birth mentioned in the Matriculation/ Higher Secondary Certificate will be deemed as a conclusive proof of your date of birth. As per certificates submitted by you and recorded by us, your date of birth is 03.12.2003 .

12. **GENERAL:-**

- 12.1. You may be selected and sponsored by the Company for familiarization/training assignments with the Company's Technical Collaborators or any other Institutions/Organizations in India or abroad. You will diligently and beneficially take part in the training and such assignment. The cost of such training including the travel fare and related expenses will be borne by the company subject to agreements to be drawn up and signed by the Company and you.
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12.6. Any variation of the above terms and conditions will not be valid unless expressly made in writing. Please sign and return the duplicate copy of this letter of appointment in token of your having accepted the above terms and conditions.

For **Jindal Power Ltd,**

A handwritten signature in blue ink, appearing to be "J. Singh", followed by a horizontal line.

Authorized Signatory

Encl: Annexure – I

I have read and understood the terms and conditions of the appointment letter and accept the same without any reservation and undertake to abide by them. In token of my acceptance, I have signed on the duplicate of this letter of appointment.

Signature.....

Name.....

Date & Place

Annexure – 1

Proposed Compensation Structure		
Name : Ms. Tanuja Patel		
Designation : Chemist Trainee		
Location : Tamnar, Chhattisgarh		
Particular	Salary	
	Per Month	Per Annum
Salary Components:-		
Basic Pay	10000	120000
Employer Contribution to Provident Fund	1800	21600
Allowances/Reimbursements		
Uniform Maintenance Allowance	500	6000
Children Education Allowance	200	2400
Company's Accommodation or HRA@30% of Basic Pay	3000	36000
Special Allowance	7500	90000
Gross Salary	23000	276000
Interim Bonus(8.33% of Basic)	833	9996
Ex-Gratia(11.67% of Basic)	1167	14004
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Total Additional Benefits(B)	1168	14019
Grand Total(A+B)	26168	314019

Yours Faithfully,



Authorized Signatory

Accepted

Tanuja Patel



Ref: JPL: APLT: 2025

Date: 4th April 2025

APPOINTMENT LETTER

PRIVATE AND CONFIDENTIAL

Mr. Tukesh Patel

Email ID: tukeshtinku2002@gmail.com

Mobile No: +91 7722929360

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Jindal Power Limited

CIN No.- U04010CT1995PLC008985

Corporate Office Jindal Centre, Plot No. 2, Sector - 32, Gurugram 122001, Haryana

T 0124 661 2000 **F** 0124 661 2225 **E** info@jindalpower.com **W** www.jindalpower.com

Registered Office Tamnar - 496 107, District Raigarh, Chhattisgarh



2.3. The perquisites applicable to your grade are subject to alteration and amendment and you will be entitled to the same as per the rule of the Company.

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6. COMPENSATION PROGRESSION:-

- 6.1. Your increments and promotions will be done based on merit and will be at the sole discretion of the Management. Your future prospects in the company shall entirely depend on your performance, hard work, punctuality, sincerity, good conduct, Company's performance and such other relevant factors as decided by the management.

7. CONFIDENTIALITY:-

- 7.1. You shall not, except as authorized or required by your obligations in terms hereof, reveal to any person or entity any of the trade secrets, secret or confidential information, information contained in any manuals or dealings or information concerning the organization, business, finances, transactions or affairs of the Company and/or its affiliates/associates/group companies (confidential information), which may come to your knowledge and /or to be imparted to you by the Company during his employment hereunder. You shall hold in strict confidence, all such confidential information.
- 7.2. You shall not during the term of your employment or at any time thereafter, use or permit to be used, any information, notes or memoranda relating to the business and/ or transaction of the Company and/or its affiliates/associates/group companies which may come to your knowledge and/or possession by virtue of your employment with the company for any purpose other than for the benefit of the Company.
- 7.3. During the training period and thereafter the knowledge regarding Company's processes, methods of manufacture, business practices and other vital information gained or obtained by you shall not be disclosed in the interest of the Company's business. During the training period and thereafter and also during the term of your service with the Company you shall not accept any employment or engage yourself elsewhere in any capacity directly or indirectly.
- 7.4. You will promote and expand the business of the Company and will not directly or indirectly and solely or jointly be engaged in any service or other business or profession whether during or after the hours of employment without written sanction from the Company.
- 7.5. You acknowledge that the violation of any of the provisions of clauses 7 hereof will cause irreparable loss and harm to the Company which cannot be reasonably or adequately compensated by damages in an action at law, and accordingly, the Company will be entitled, to injunctive and other equitable relief to prevent or cure any breach or threatened breach thereof, but no action for any such relief shall be deemed to waive the right of the Company to an action for damages.

8. MEDICAL FITNESS AND VERIFICATION OF PARTICULARS:-

- 8.1. Your continuance in service with the Company is subject to your remaining physically and mentally fit. You will submit yourself to medical examination as per the direction of the Management. In case you are found medically unfit to continue with the job, management would decide the continuity of the job.
- 8.2. In case credentials, proofs and other particulars mentioned in your application are found false, not authentic or without documentary proof, your services would be liable for termination at any time without any notice or any compensation in lieu thereof.

9. TERMINATION & SETTLEMENT:-

- 9.1. After confirmation, your service with the Company is terminable at any time by giving **three months'** notice by either side to the other in writing, or three months' salary in lieu of notice, either party need not assign any reason for such termination. In case notice pay (salary in lieu of notice) is payable by either party, the notice pay shall mean the Basic Salary only and does not include the cash equivalent of any perquisites. However, if the resignation is tendered during the training period, you will be required to serve **one month** notice period. Under no circumstance, you shall be relieved from the services of the company at a shorter notice unless explicitly agreed by the company.
- 9.2. In case of breach of the disciplinary rules of the company or misconduct or unreasonably neglect or fail or refuse to carry out the duties assigned to you, your services may be terminable with immediate effect. In such event, it would not be necessary for the company to give you any notice whatsoever.
- 9.3. During the probation period, the Management may terminate your services without giving notice period and without assigning any reason therefore.
- 9.4. In case of any relocation expenses paid at time of your Joining and notice pay, if any has been reimbursed to you (to defray deduction of notice pay by your previous employer at the time of joining, owing to shortfall in notice period caused due to urgency in joining the company), you will be required to refund the entire amount so reimbursed to you, in case you resign from the service of the company within two years of your joining.

10. GOVERNING LAW AND JURISDICTION:-

- 10.1. This appointment letter shall be governed and construed in accordance with the laws of India. It is therefore agreed that any dispute of whatsoever nature between you and management will be subject to jurisdiction of local courts, whether they be civil courts, labor courts, industrial tribunals or any other courts or authority of whatsoever nature.

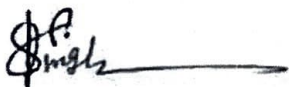
11. RETIREMENT/ SUPERANNUATION:-

- 11.1. You will retire from the services of the company on attaining the age of retirement as per company standing rules/policy or earlier if found medically unfit. The company may, however, continue your services beyond the age of retirement at its sole discretion. Your employment shall stand superannuated on the date of your retirement.
- 11.2. Your date of birth mentioned in the Matriculation/ Higher Secondary Certificate will be deemed as a conclusive proof of your date of birth. As per certificates submitted by you and recorded by us, your date of birth is 20.05.2002 .

12. GENERAL:-

- 12.1. You may be selected and sponsored by the Company for familiarization/training assignments with the Company's Technical Collaborators or any other Institutions/Organizations in India or abroad. You will diligently and beneficially take part in the training and such assignment. The cost of such training including the travel fare and related expenses will be borne by the company subject to agreements to be drawn up and signed by the Company and you.
- 12.2. The service rules and regulations including conduct, discipline and administrative orders will cover you and any such other rules or orders of the company that may come in force from time to time.
- 12.3. You will intimate in writing to the Management 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.
- 12.4. You should always be alive to the responsibilities and duties attached to the appointment and should conduct yourself accordingly. It is understood that you shall not associate yourself in any manner amounting to breach of confidence reposed in you or inconsistent with the position of responsibility occupied by you.
- 12.5. You will hand over the Charge or Letter of Authority and/or Power of Attorney issued to you and any property/ material of the company in your possession at the time of cessation of your employment with the Company.
- 12.6. Any variation of the above terms and conditions will not be valid unless expressly made in writing. Please sign and return the duplicate copy of this letter of appointment in token of your having accepted the above terms and conditions.

For **Jindal Power Ltd,**



Authorized Signatory

Encl: Annexure - I

I have read and understood the terms and conditions of the appointment letter and accept the same without any reservation and undertake to abide by them. In token of my acceptance, I have signed on the duplicate of this letter of appointment.

Signature.....

Name.....T. Keshu Patel

Date & Place 10.04.25
Bilaspur

Annexure – 1

Proposed Compensation Structure		
Name : Mr. Tukesh Patel		
Designation : Chemist Trainee		
Location : Tamnar, Chhattisgarh		
Particular	Salary	
	Per Month	Per Annum
Salary Components:-	10000	120000
Basic Pay	1800	21600
Employer Contribution to Provident Fund		
Allowances/Reimbursements	500	6000
Uniform Maintenance Allowance	200	2400
Children Education Allowance	3000	36000
Company's Accommodation or HRA@30% of Basic Pay	7500	90000
Special Allowance	23000	276000
Gross Salary	833	9996
Interim Bonus(8.33% of Basic)	1167	14004
Ex-Gratia(11.67% of Basic)	25000	300000
Cost To Company(A)		
Additional Benefits:-	481	5772
Gratuity	47	564
GPAI (as per Co. Policy)	640	7683
Mediclaime (as per Co. Policy)	1168	14019
Total Additional Benefits(B)	26168	314019
Grand Total(A+B)		

Yours Faithfully,



Authorized Signatory

Accepted



Tukesh Patel