



URMILA RCP PROJECT PRIVATE LTD

HEAD OFFICE- RCP COMPLEX, 3rd FLOOR, KADRU, RANCHI-834002 (JHARKHAND)
URCPL/HR/AL/079/ 2015-16

Date: 1st November 2015

Mr. Keshav Chandra Savarnya

Permanent Address- A-1/2, Mithla Vihar, Opp: Hanskoop Ashram, Near Sita Hotel, B.Deoghar

Jharkhand Pin - 814112

SUBJECT: APPOINTMENT LETTER

Dear Mr. Keshav Chandra Savarnya

This has to reference to your application and the subsequent interview you had with us. We are pleased to appoint you as Sr Quality Manager in the company with effect from 1st November 2015.

TERMS & CONDITIONS OF YOUR APPOINTMENT:

1) **Compensation and Benefits:** You will be paid a monthly Gross of Rs. 30,000 (Rupees Thirty Thousand Only).

2) **Posting :** Your initial posting will be at our site at Deoghar Projects . Please report to
Urmila RCP Project Private Limited.

Deoghar

However, the company reserves the discretion to post/transfer you to any other work location/ office of the company within and outside the country. You will be reporting to the Site in charge/Head of the Dept for all local administrations and responsibilities.

3) **Leaves:** you will be granted leave as per the rules of the Company. You will not proceed on leave without prior recommendation of your PM/Site I/C and approval of Associate Director (HR)

4) **Probation / Confirmation:** You will be on a probation of 06 (six) months and on receipt of your satisfactory performance your appointment will be confirmed. This probationary period can be curtailed/extended depending upon your performance. During probationary

period your services can be terminated by giving 15 days notice without assigning any reason. In case you wish to resign 15 days notice will be required. After confirmation period, however, the employee may seek termination from service by giving two months notice in advance and vice-versa.

Your appointment will however be confirmed subject to verification of your documents and testimonials. You are therefore required to deposit a copy of educational, age and address proof to the site in charge to forward them to this HQ.

5) **Discipline & Conduct:** the assignment offered to you will be on a whole time basis. You will not carry on or be concerned with any business of your own or on behalf of anyone else directly or indirectly, nor shall you take up other business or be associated with any other business with or without remuneration during the course of your employment with the company. You are not permitted to leave station without taking prior approval from your PM/Site In charge/HOD.

6) **Confidentiality :**

a) You shall neither divulge nor give out information to any unauthorized person during the period of your service or even afterwards by word or mouth or otherwise, particulars or details of your business process, technical know-how, 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 employment.

b) You shall keep confidential all the information and materials provided to you by the Company or by its clients concerning their affairs in order to enable the Company to perform the service. This also includes such information as is already known to the public which also you will not release, use or disclose except with the prior written permission of the Company. Your obligation to keep such information confidential shall remain even on termination or cancellation of this employment.

7) Termination Clause : In case the company wants you to leave , the company shall be liable to give a notice of 15 days (in case of probation) and 2 months (in case of confirmed) or salary in lieu of notice and vice-versa. However, if you are found involved in any kind of malpractice or fraud, the company can terminate your service immediately without giving any notice or notice pay.

Please confirm that the above terms are acceptable to you and you accept the appointment by signing a copy of this letter.

Wishing you all the best


Associate Director (HR)

DECLARATION

I _____ S/O, _____ do

Hereby confirm that I have carefully read and clearly understood the above mentioned terms & conditions and that I accept the same unconditionally and without any reservation. I will report for duty on _____ at _____.

Place:

Date:

(Signature of Employee)