

SRIJAN INFRASSOCIATE PVT LTD.

D-1, West Layout, Road No. 1, Sonari, Jamshedpur – 831 011
Phone: 0657-2301028, E-mail : srijaninfrassociates@gmail.com

Ref. No.: SIPL/WF-19/210219
Dated: 19.02.2021

To

Mr. Indranil Biswas,
C/o. Mr. Debashish Biswas,
Parsudih Main Road,
Makdampur Chowk,
Jamshedpur – 831 002,
Jharkhand.
Mobile No.: +91 7619123412
Mail Id: indrabiswas1993@gmail.com

Subject: Appointment for the post of "Junior Engineer, Civil".

We are pleased to inform you that you have been selected based on the telephonic interview held on 19th February and we are hereby offering you employment on a contract basis for the position of **Junior Engineer, Civil** for project works under Kharagpur Division, South Eastern Railway & others projects in & around Khargapur, West Bengal. The terms and conditions of your employment are as follows:

- 1. Day of Commencement:** You are expected to report to Camp Office at Kharagpur, West Bengal on/before **22nd February, 2021**. You are advised to report to Mr. A Rama Murthy, GM, Project KGP. Your contract will w.e.f. March 2021. First six months will be your probationary period. After completion of 6 months, your performance will be reviewed and your post may be confirmed & continue based on your satisfactory performance.
- 2. Reporting:** You will report to **GM, Project, Khargapur**. You are required to comply with the company's rules and regulations at all given times and should always act in a manner that protects the company's interest.
- 3. Place of Work:** **Presently**, You will be stationed at Khargapur, West Bengal.
- 4. Roles and Responsibilities:** Your roles and responsibilities are outlined in the subject are broadly as follows –
 - Supervision of all type of Construction & Developments works including Road works.
 - Prepare & Certification of BBS from the approved Railway drawings,
 - Quantity Estimation of Civil Works as per BoQ, based on Railway Schedule, related IS Code and Reconciliation statement.
 - Preparation of Dally Progress Report (DPR).
 - Study of Drawing & Co-ordination with Execution Team & also Sub-contractors.
 - Raised indent well in advance to Company's Central Purchase.
 - You will responsible for Sub-Contractors Billing and also Client Billing on time.
 - Materials reconciliation statement based on approved BoQ vs consumption and forecast time to time.
 - As require you have to visit each site on regular basis to work out plan vs actual work done.Your signature will imply that you fully agree with all the terms and conditions laid out in this contract.

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5. **Monthly Salary:** You are entitled to a monthly compensation amounting to [REDACTED] which are inclusive of Basic Salary, Conveyance, Site allowance, Medical allowance, etc. will be subject to all statutory and company deductions with regards to the law.
6. **Working Hours:** Your working hours tentatively shall be from 8 A.M to 6 P.M. from Monday to Saturday. However, you may also be required to avail yourself outside these stipulated hours to deliver your rolls & responsibilities, if the need arises.
7. **Leave:** You will be entitled to Earned Leave - 15 working days, Casual Leave – 7 working days and Medical Leave – 7 working days or also avail 14 days half pay leave. However, the leave days should only be taken at a time most suitable for both you and your employer. **Also, you** are entitled to avail other leaves as per Company's calendar. Please note that may avail Earned Leave after successful completion of 1st year.
8. **Accommodation:** Company will provide a standard shared accommodation nearby site at Khargapur.
9. **Canteen Facilities:** You may avail company run canteen facilities at site office free of cost.
10. **Termination: This contract can be terminated:** By either party given a prior 30 working days written notice failure to which a compensation equivalent to a month's salary will be awarded. Or, By the Company on grounds of Indiscipline/un-ethical activities or under-performance. Or, by the Company on account of redundancy/retrenchment as per the law.
11. **Copyrights and Ownership:** You shall not work with any other company either full time or part-time in a capacity that would create a conflict of interest with the company.
12. **Amendment and Enforcement:** Any alterations or amendment to this contract shall be duly communicated in writing taking into consideration both the employer's and employee's views.

Yours faithfully



Satyajit Bakshi
Srijan Infraassociates Pvt. Ltd.
Sonari, Jamshedpur.

To affirm your acceptance to the terms and conditions laid out in this letter kindly sign below & send yours self-attested all certificates.

Signature: Indranil Biswas

Name: INDRANIL BISWAS

Date: