

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-10/200207/1
Dated: 07.02.2020

Mr. Tirthankar Pal,
C/o. Mr. Bikash Chandra Pal,
Kamarpukur,
Hooghly,
West Bengal

Subject: Appointment for the post of "Assistant Engineer (QS&Bill)".

Dear Mr. Tirthankar Pal

We are pleased to inform you that you have been selected based on telephonic interview held on 1st February, 2020 and we are hereby offering you employment on contract basis for the position of **Assistant Engineer (Quantity Surveyor & Billing)** for project works, South Eastern Railway & others at Khargapur, West Bengal. The terms and conditions of your employment are as follows:

- 1. Day of Commencement:** You are expected to report to your duties as before 1st March, 2020. Your contract is based on a period of two years after which we may renew it based on your performance and mutual agreement.
- 2. Reporting:** You will report to **Project Manager (PM), 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 job description which is an extension of this contract. Your signature will imply that you fully agree with all the terms and conditions laid out in this contract.
- 5. Monthly Salary:** You are entitled to a monthly compensation amounting to Rs.20, 000/- 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 9 A.M to 6 P.M. from Monday to Saturday. However, you may also be required to avail yourself outside these stipulated hours to play roll of a PM, if the need arises.
- 7. Leave:** You will be entitled to Earn 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 other leaves as per Company's calendar.

SRIJAN INFRAASSOCIATE PVT LTD.

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

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 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

Signature: Tirthankar Pal

Name: Tirthankar Pal

Date: 01-03-20