



Aaradhya Infrastructure and Developers India Pvt.Ltd

Date...15/11/2017

15/11/2017

Diggvijay Kumar

Sector 1/B, Bokaro Steel City, Bokaro
Jharkhand -827001

Subject: Appointment Letter for Office Administration

Dear Mr. Diggvijay Kumar,

We are pleased to offer you, the position of office Administration with Aaradhya Infrastructure and developers India Pvt.Ltd. on the following terms and conditions:

1. Commencement of employment

Your employment will be effective, as of 20/11/2017

2. Job title

Your job title will be Account officer, and you will report to Mr. Santosh Kumar Director of company.

3. Salary

Your cost to company (CTC) would be 1,32,000/- annually and other benefits will be as set out as per company norms and condition..

4. Place of posting
Office Add Plot No - GE-3, City Centre, Sec - 4, Near Mother Care, B.S.City
Bokaro, Jharkhand - 827004, Mob.: 09304831034, 08873102007

 www.aaradhyagarden.com

 aaradhyagarden@gmail.com



You will be posted at Bokaro, Jharkhand. You may however be required to work at any place of business which the Company has, or may later acquire.

5. Hours of Work

The normal working days are 1st of month through end of month. You will be required to work for such hours as necessary for the proper discharge of your duties to the Company. The normal working hours are from 9.30 A.m to 5.30 P.m and you are expected to work not less than forty eight hours each week, and if necessary for additional hours depending on your responsibilities.

6. Leave/Holidays

6.1 You are entitled to casual leave of 4 days.

6.2 You are entitled to 2 working days of paid sick leave.

6.3 The Company shall notify a list of declared holidays in the beginning of each year.

7. Company property

You will always maintain in good condition Company property, which may be entrusted to you for official use during the course of your employment and shall return all such property to the Company prior to relinquishment of your charge, failing which the cost of the same will be recovered from you by the Company.

8. Borrowing/accepting gifts

You will not borrow or accept any money, gift, reward or compensation for your personal gains from or otherwise place yourself under pecuniary obligation to any person/client with whom you may be having official dealings.

9. Termination

10.1 Your appointment can be terminated by the Company, without any reason, by giving you not less than 3 months' prior notice in writing or salary in lieu thereof. For the purpose of this clause, salary shall mean basic salary.



10.2 You may terminate your employment with the Company, without any cause, by giving no less than 1 months' prior notice or salary for unsaved period, left after adjustment of pending leaves, as on date.

10.3 The Company reserves the right to terminate your employment summarily without any notice period or termination payment, if it has reasonable ground to believe you are guilty of misconduct or negligence, or have committed any fundamental breach of contract or caused any loss to the Company.

10.4 On the termination of your employment for whatever reason, you will return to the Company all property; documents and paper, both original and copies thereof, including any samples, literature, contracts, records, lists, drawings, blueprints, letters, notes, data and the like; and Confidential Information, in your possession or under your control relating to your employment or to clients' business affairs.

10. Notices

Notices may be given by you to the Company at its registered office address. Notices may be given by the Company to you at the address intimated by you in the official records.

13. Applicability of Company Policy

The Company shall be entitled to make policy declarations from time to time pertaining to matters like leave entitlement, maternity leave, employees' benefits, working hours, transfer policies, etc., and may alter the same from time to time at its sole discretion. All such policy decisions of the Company shall be binding on you and shall override this Agreement to that extent.

14. Governing Law/Jurisdiction

Your employment with the Company is subject to Indian laws. All disputes shall be subject to the jurisdiction of Bokaro Court only.



15. Acceptance of our offer

Please confirm your acceptance of this Contract of Employment by signing and returning the duplicate copy.

We welcome you, and look forward to receiving your acceptance and to working with you.

Yours Sincerely,

Santosh Kumar

Santosh Kumar

Director

15/11/2017