

Our Reference

Date:

To,  
Miss Jaishree Bajaj  
A3 301, KUMAR KRUTI,  
KALYANI NAGAR,

Date: 01/05/18

REF: UBTECK /MKTGBD-BD-1618

PUNE 411014.

**Sub: Appointment Letter**

Dear Miss Jaishree Bajaj

This is with reference to your application and subsequent interview you had with the Company. We are pleased to appoint you as a Business Development Executive.

1. You have joined duties on 01/06/2018
2. You shall report to Mr. Kumar for your day-to-day activities.  
Your daily result sheet is attached herewith as Annexure A.
3. Your date of birth as per Company records is 12/11/1998.
4. As discussed, your monthly stipend shall be Rs. 12000 only (inclusive of all) After a period of six months, depending upon your performance, you will get a raise of 3000 Rupees.

You are expected to perform as per the targets and give tangible results and contribute to the growth of the organization.

5. You shall be on probation for a period of 6 months.
6. On successful completion of Probation period, your services shall be confirmed in writing.
7. This employment contract can be terminated from either side by giving notice for one month or by payment of salary in lieu of notice.
8. You shall be entitled for 8 days of leave during your training period, no other benefits.
9. Your appointment shall be governed by the rules, regulations and laws applicable to the Company. Management reserves the right to modify them whenever required.
10. You shall devote your whole time and full attention exclusively to the work of the Company. You shall carry out duties assigned to you honestly and with all diligence and shall promote the interest of the Company to the best of your skill and ability.



11. You shall not take up any part time or full time work, whether for remuneration or not or during leave, holidays etc. nor will you engage yourself in any business either on your own or in association with another. You will also not engage yourself alone or in company with any other person, in any work or business conflicting with the business of the company.
12. You shall maintain during the employment and thereafter complete secrecy with regard to Company affairs. You shall not disclose, divulge or make public any information that comes to your knowledge during the course of your employment with the Company. In case, you are found guilty of such acts, suitable action will be taken as per law and your services will stand terminated and you will have to pay compensation as deemed fit by the company.
13. Your services would be as per the discussed profile, but the job profile, time and place of work may change as per the Company requirement.
14. Your services can be transferred to any of the factory or offices of the Company or its associates or sister Companies, branches, client companies, at the absolute discretion of the Management as per the Company business requirement. In such case you shall be governed by the terms and conditions of services as may be applicable to that location.
15. You shall notify to the Company, any change in your address, marital status, education etc.
16. On separation, you shall return to the Department Head, the tools, equipment, instruments, books, documents etc. Belonging to the Company, which may be in your possession. You are also required to complete the relieving formalities as specified by the Company and hand over your work related activities to the Company official so nominated by the Company.
17. In case the information furnished by you, during the employment process is found to be incorrect or false or in case it is found that you have suppressed any information, the Company may terminate your services without notice or compensation, in lieu hereof.
18. Your appointment shall be subject to the jurisdiction of Pune.
19. The scope of your work / duties is attached herewith separately.

The Company shall have right to modify the terms and conditions applicable to you and these will be binding on you.

Please sign the duplicate copy of the letter as a token of acceptance.

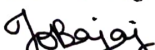
Welcome you to the Company and wish you all the best for a mutually beneficial and rewarding career.

Yours truly

UB SPECIAL MACHINE AND TOOL INDUSTRIES  
AUTHORIZED SIGNATORY



I, MISS JAISHREE BAJAJ, have read understood and accept all the above terms and conditions of my employment and agree to abide by the same.

Sign:  DATE- 01.06.18