

Arts and Commerce College, Mayani (Dist. Satara)

DVV Documents

Criteria 5
Student Support and Progression

5.2.1

Percentage of placement of outgoing students and students progressing to higher education during the last five years

2. Links/documents relating to placement cell such as brochures, tie-ups etc., can be uploaded.



Ajwani Infrastructure Private Limited

Connecting Geographies with Value Engineering
ISO Certified 9001:2015, 14001:2015 and 45001:2018

CIN : U45201MH1986PTC040568

GSTIN : 27AAACG7651C1ZT

Website: www.ajwaniinfra.com

Ref. No.: 2023/AIPL/HO/4087

Date : 23.08.2023

Mr. Sachin Mohan Bhise
At Post Mayani (Shindewadi),
Taluka Khatav,
District Satara - 415 102.
Maharashtra.
Mobile: 8550906024
Email ID : sachinbhise482@gmail.com

Subject: Appointment Letter for the post of Safety Officer

Dear Mr. Sachin Mohan Bhise,

Pursuant to your application for employment and subsequent interaction you had with us, we are pleased to appoint you as **Safety Officer** with Ajwani Infrastructure Private Limited on the following terms and conditions:

1. Commencement of Employment / Date of Joining

Your employment will be effective, as of 23.08.2023.

2. Reporting

You will be initially reporting at our Sangli Project Site. You are however liable to be transferred to any other section/ sister concern/ department/ site or unit or any such company in which the organization has or may have any interest or concern under this management as well as their agents without any extra remuneration and you shall continue to be bound by all the terms and conditions of this letter of appointment.

You will report to Mr. Dilipkumar S. Wagh or any other person nominated by the Company as informed in due course.

3. Remuneration

- Your consolidated Annual Gross Salary will be as set out in **Annexure A** of this Appointment Letter.
- In case of any change in the existing statute or introduction of new statute, the Company reserves the right to adjust the salary components within the then existing Annual Cost to the Company to ensure that the payments are made in compliance with such statutes.
- Your remuneration package is strictly confidential between you and the Company and should not be discussed with anyone nor divulged to anyone in any manner whatsoever.
- The Company may from time to time, deduct any statutory deduction or amount as may be required by applicable law or as per Company policy.

s/c
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- e) The Provident Fund, Employee State Insurance Corporation (ESIC), Bonus and Professional Tax (PT) as mentioned in **Annexure A** will be applicable as per the applicable laws and the above remuneration will be subject to deduction of tax at source as per the Income Tax Act and Rules, as applicable from time to time.

4. Working Hours/ Days

You will be required to work as per the Working Hours and Days prescribed in the relevant Company policy. Further, depending on project, work exigencies, work load and business requirements, at any given time you may be required to work outside these stated hours, including weekends.

You may also be expected to travel to other locations and at times outside of your official working hours. You may at any time be called upon to perform other than your normal duties which in the opinion of the Company are within your capacity to discharge and you will forthwith undertake these duties with due care and diligence.

5. Probation

- a) You will be on probation for a period not exceeding 180 days from the Date of joining. At the discretion of the Company, the probation period may however be extended, if it is found that the services provided by you are not satisfactory or uninterrupted. During the period of probation, your performance will be evaluated on a regular basis and in the event your performance is not found to the expected level, then your appointment may be terminated without any notice and without assigning any reason thereof.
- b) You will not be entitled for any paid leave during your probation period. However, should you wish to avail leave, you can do so with prior approval of your reporting head, which will be considered as approved unpaid leave.
- c) On successful completion of the probation period, if in the opinion of the Company, you are found suitable for the appointed post, your appointment will be confirmed and communicated to you in writing by the Company. The probation period shall be deemed extended if such letter of confirmation is not issued to you.

6. Background Verification Report

Upon your joining, the Company or Company's client may directly or through a third party, carry out a detailed background verification to validate the information and credentials submitted by you. The Company reserves the right to terminate your employment without notice, at any point during the course of employment, if the Background Verification Report is found incongruent with the information and credentials provided by you. Additionally, in such an eventuality, the Company shall require you to refund the salary /remuneration paid including employee benefits availed amongst any other benefits, till such date.

7. Conditions for Valid Appointment

This Appointment Letter is valid/ effective subject to fulfilling of following conditions:

- a) You being free from any obligation owed to a third party which might prevent you from joining the Company;
- b) You are not and have never been an economic offender and/or been criminally convicted and/or do not have any criminal record;





- c) You being physically and mentally fit, healthy and of sound mind;
- d) You joining the Company after seeking relieving letter/ acceptance of resignation from your present employer. However, in case you are unable to present the relieving letter at the time of joining, the Company will not be liable for any consequences arising out of your previous employment. You shall indemnify and hold the Company harmless against any costs, losses and expenses that the Company may be required to pay as a result of not producing a valid letter unconditionally relieving you from the previous job.
- e) You providing all the documents enlisted as under:
 - 1) PAN card copy;
 - 2) Aadhar card copy;
 - 3) Any other address proof (if applicable);
 - 4) Latest passport size photograph;
 - 5) Photo copy of Passport/ Driving license;
 - 6) Attested copy of qualification certificate(s);
 - 7) Salary slips or other proof of salary;
 - 8) Appointment Letter and Experience cum relieve letter from previous employer(s);
 - 9) Letter of termination or acceptance of resignation by the previous employer(s).

You providing all true and correct information with regard to your educational qualification and experience enlisted under **Annexure B**.

This employment is offered to you on the basis of you having furnished the correct information regarding your past service and other records. If at any time it is revealed that false information is provided or pertinent information was withheld, the Company reserves the right to terminate this employment any time without notice and without assigning any compensation thereof.

8. Accountability

- a) You shall carry out your duties and responsibilities, as may be assigned to you carefully, honestly, diligently and effectively.
- b) You shall not undertake any other employment, consulting, business or other assignment whether honorary or remunerative or accept any reward, gift, etc., directly or indirectly, without prior written permission from the Company.
- c) You agree to use all tools provided by the Company for professional purposes only. Internet and email access are provided to you as business communication tools for appropriate internal and external business uses. Generation, transmission or storage of potentially offensive information is not allowed.
- d) During the period of your employment, you shall be governed by the relevant laws, all the applicable Company rules, regulations, policies, procedures and notices that are in force currently and that may come into force from time to time. These shall form basis of your employment and shall govern all matters whether specified herein or not, including on matters such as designation, working hours, emoluments and the structure thereof, etc. Company's decisions on all such matters will be final and binding on you.

You shall at all times adhere to Company's and its client safety and environmental policies and regulations and implement all relevant quality initiatives.

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9. Confidentiality and Integrity Undertaking

As a pre-condition of your employment with the Company, you shall execute a Confidentiality and Integrity Undertaking along with this Appointment Letter enlisted as Annexure C.

10. Changes in Personal Details

Any change in your residential address, telephone numbers, marital status, academic qualifications, etc. should be notified in writing to the Company. All communication will be addressed to you on the last address notified by you and recorded by the Company. Thereafter, it will be presumed that you have received such communication.

11. Retirement

You will retire in the normal course from the services of the Company on attaining the age of Superannuation, that is on the day of your 58th birthday. For this purpose, the date of birth considered will be as per the certificate of proof of age submitted by you on the Date of Joining the Company. In case the last day of your employment falls on a non-working day, your last day of employment shall be the immediate next working day.

12. Termination of Employment

- a) Termination by Employee: You may terminate your employment with the Company, by giving a written resignation notice of at least ninety (90) days or payment of Basic salary in lieu thereof. The cessation of your services from the Company shall be effective only after recovery of dues from you, if any.

Upon receipt of your resignation, the Company reserves the right to:

- i. relieve you prior to the completion of the Notice Period;
 - ii. extend your Notice Period;
 - iii. decide whether the Notice Period shall run concurrently with the period of any leave which may be granted to you;
 - iv. decide whether your notice shall stand extended to the extent of the leave availed by you during the Notice Period.
- b) Termination by Company: After your services are confirmed, the Company may terminate your employment for convenience, by giving a written notice of at least thirty (30) days or payment of Basic salary in lieu thereof.
- c) If the Company or you have given notice of termination of your employment, the Company may direct you not to perform any of your duties and to remain away from the Company premises and/or not to contact clients or other employees of the Company for all or part of the Notice Period.
- d) Notwithstanding anything contained anywhere else, your employment with the Company may be terminated without notice or without any salary in lieu thereof, if in the opinion of the Company, you, at any time:
- i) commit any serious or persistent breach of any of the terms and conditions of this Appointment Letter or any of the provisions of the Employee Handbook or other documents incorporated by reference in this letter;
 - ii) do or cause to be done any act, deed, matter or thing adverse to the Company's interests;

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- (iii) are guilty of any misconduct or neglect in the discharge of your duties or exercise of your powers hereunder or otherwise vested in you from time to time;
- (iv) fail to or neglect in observing and complying fully with all resolutions, regulations, instructions and directions from time to time made or given to you by the Company;
- (v) if any information furnished by you or representation made by you is found to be incorrect, or if any material information is detected by the Company to have been suppressed by you or any action on your part is found to be in contravention to the terms and conditions herein;
- (vi) become of unsound mind;
- (vii) are convicted of any criminal offence;
- (viii) are absconding or availing leave without approval for more than seven (7) days.

13. Effect of Termination

- a) Upon termination of your employment with the Company in either of the cases referred above, you shall surrender to the HR representative or such specified person, all of the Company's and Company's Client's property including but not limited to any Confidential Information, all hardware, software, documents, books, or any other articles of the Company, Company's client and /or copies thereof belonging to the Company which, pursuant to your employment with the Company, may be in your use, occupation, control or possession and must not retain any copies, extracts or reproductions of all or any part of that property or any Confidential Information.
- b) Without prejudice to the Company's other rights and remedies, the Company shall be entitled to deduct from your emoluments, the amount of any claims and damages which the Company may have against you either under the terms of your employment or otherwise for any loss/ damage of any property, etc. and on account of any reason whatsoever.
- c) In case of termination of your employment by the Company, all the dues payable to you inclusive of bonus, etc. shall stand forfeited.

14. Indemnification

- a) You shall, at all times, indemnify and keep indemnified the Company against all sums whether by way of claims, demands, damages, costs, charges or expenses paid or incurred by the Company in or in connection with any action, claim proceeding or demand instituted or made against the Company caused or occasioned by your breach, failure, default or neglect, in the opinion of the Company.
- b) You agree that no representations or promises concerning the terms of employment have been made except as set forth in this Appointment Letter, and that your employment with the Company does not violate any conditions of any other agreements you may have made prior to accepting this Appointment Letter.
- c) You agree not to hold the Company or Management responsible towards any loss, damage, charges or expenses paid or incurred on account of default, failure or negligence from your end.

15. Governing Laws and Arbitration

- a) This Appointment Letter shall be governed under the laws of India and subject to the exclusive jurisdiction of Courts in Pune.
- b) In the event of any dispute or differences arising out of this Appointment Letter or breach of any of the terms of this Appointment Letter between the parties hereto for interpretation, exercise, use or execution of any of the clauses of this Appointment Letter, the same shall be referred to the Director of the Company or his duly nominated official whose decision shall be final and binding.

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Principal

Arts and Commerce College, Mayani,
Tal. Khatav, Dist. Solapur, (M.S.) - 415 102

ANNEXURE A			
SALARY STRUCTURE			
	Particulars	INR (Per Month)	INR (Per Annum)
A.	Monthly Component		
1	Basic Salary		
2	House Rent Allowance (HRA)	7500	90000
3	Conveyance Allowance	3700	44400
4	Education Allowance	0	0
5	Medical Allowance	2000	24000
6	Leave Travel Allowance (LTA)	2000	24000
7	Special Allowance	0	0
8	Mobile Allowance	2300	27600
9	Provident Fund Employer Contribution/Payment in lieu of "Provident Fund Employer Contribution"	0	0
10	Bonus @ 8.33%	1656	19872
		625	7500
	Cost to Company (CTC)	19781	237372
B.	Gross Salary	17500	210000
C.	Deductions		
1	ESIC (Employee Contribution)	131	1572
2	Provident Fund (Employee Contribution)	1656	19872
3	Professional Tax	200	2500
	Total Deductions	1987	23944
D.	Retiral Benefit		
	Gratuity (Gratuity shall be payable to an employee only if he/she has completed 5 years of continuous service with the Company)	-	-
E.	Net Salary (B - C)	15513	186156

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 Tal. Khatav, Dist. Satara. (M.S.) - 415 102