

Date: 30/09/2021

Ms. Nalini Deepak Bhowar
C-07, Nagarik Ekta Seva Sangh, Khan Compound, Kokani Pada,
Dahisar East .400068
Mob. No. 9004419943

Sub: - Fixed Term Contract (FTC) Appointment Letter

Dear Ms. Nalini,

With reference to your application and the subsequent interview you had with us, we would like to inform you as under:

1. Appointment:

You are being appointed as **EXECUTIVE SUPPORT** in our Company with effect from **30/09/2021** on Fixed Term Contract (FTC) basis, for a period of 12 months.

During your appointment tenure, your service is terminable by the Company without assigning any reason whatsoever with the notice period of 30 days or pay in lieu thereof. For any reason, if you decide to leave the company's service during appointment period, then you are bound to give 30 days' notice or pay in lieu of the notice period.

2. Your Posting:

We would like to inform you that our Company is engaged in the business of undertaking the work on contract basis as a service provider to our various clients. You will be accordingly posted at the various sites of one of our clients **SARASWAT INFOTECH PVT. LTD.** to carry out the work assigned to you from time to time as per the terms of contract signed by Company with its Client.

The major terms & conditions of your employment will be as under:

1. You will be entitled to wages not less than the minimum wages prescribed for our scheduled employment under the Minimum Wages Act. Presently you will be paid gross monthly wages of **Rs. 14,015 /- (Rupees Fourteen Thousand Fifteen Only)**.
2. You will be entitled to other statutory benefits applicable to contract workers.
3. You will abide by the shift timings and other regulatory procedure in force at Clients establishment where you will be posted including operating and safety procedures applicable to such establishments.
4. Since our Company is undertaking jobs in various establishments on contract basis, your services can be transferred from one establishment to other establishment or from one Client to another Client, located anywhere in the Country, where our Company/Client has

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the contract/project/office/factory etc. or may have the contract/project/office/factory etc. in future.

5. You may be sent for training under any professionals or institution anywhere in the Country to improve your skills and abilities. The entire cost of training will be borne by the Company and during training period you will be entitled to full wages.
6. Your Fixed Term Contract(FTC) employment shall be liable to be terminated at any time during the aforesaid period in the following contingencies:
 - a. On expiry or termination of our contract with the Client (Principal Employer)
 - b. On your being found medically unfit or suffering from continuous ill-health.
 - c. For committing any acts of misconduct which are detrimental to the interest of the Company or its Clients.
7. You will not be entitled to wages on your refusal to do the assigned work or refusal to work at the transferred place or refusal to undergo training for the period of such refusal and will also be liable for disciplinary action
8. You will always behave in the most disciplined manner and come to the Office well dressed. You will not report for duty after having consumed any intoxicating drink or drug etc nor will you consume any intoxicating drink, drugs, tobacco/tobacco products etc. while on duty.
9. During your employment if you are found guilty of any acts of misconduct like theft/misappropriation/loss and damage to the property of client/pilferage etc. your services shall be terminated and total loss shall be recovered from you.
10. It must be understood that **M/s. Sharp HRD Services Pvt Ltd** shall be your employer for all the purposes including for payment of your wages. You shall, therefore, be not entitled to raise any dispute and/or claim of any nature, whatsoever against the Client (Principal Employer)
11. While on duty you will not indulge in any acts of misconduct which will adversely affect the reputation /image of the Company and the Client.
12. Please sign the duplicate copy of the letter as a token of acceptance of all the above terms & conditions of your employment.

M/s. Sharp HRD Services Pvt. Ltd.

Authorized Signatory



I accept the above terms
Name: - _____