

Ref. No.: HMPPL/HR/AL/2025-2026

Date: 03/09/2025

**Mr. Pritesh Sarode**

Pimpalgaon Bk. Varangaon,

Sub District- Bhusawal District-Jalgaon

Maharashtra-425305

**APPOINTMENT LETTER**

**Dear Pritesh,**

With reference to your application and subsequent interview you had with us from 26 March 2025 we are pleased to offer you employment in our organization, on the following terms and conditions:

1. You will be designated as "IT Engineer" Reporting to **Plant Head**.
2. Your compensation shall be as follows:

Monthly Gross salary -**Rs. 25000**, /- (Rs. Twenty-Five Thousand Only) P.M.

Earnings		Deductions	
Basic + DA (16450+2170):	18620.00	PF:	1800.00
Home Rent Allowances:	1500.00	Professional Tax:	200.00
Conveyance:	800.00	ESIC:	00.00
Medical Allowances:	00.00	Canteen:	750.00
Education Allowances:	200.00		
Performance Allowances:	3880.00		
<b>Total</b>	<b>25000 /-</b>		<b>2750/-</b>

In Hand Salary: **Rs. 22,250/- Per Month & Total: Rs. 28,351/- PM (CTC)**

3. You will be a whole-time employee of the company and shall not engage yourself directly or indirectly, in any other work either paid or in the honorary capacity outside.
4. You will be on probation for a **period of six month**, which may be extended at the discretion of the Management, if it considers necessary, by a period of three months at a time. Your services shall not be confirmed unless & until it is not given in writing by the management.



# HEMNIL

Metal Processors Pvt Ltd

Shaping & Servicing Steel

5. During the probation period your services will be liable to **termination** by either side after giving **one month notice period** except in the case of physical or mental incapacity, insubordination or dishonesty or unauthorized absence or any other misconduct in which case, your services may be terminated without any notice.
6. After satisfactory completion of the probation period, unless otherwise provided by law, your services will be liable to termination by either side, after giving **One Month's Notice (or at our option One month's pay in lieu of notice)** except in the case of incapacity, Interference, insubordination or dishonesty or unauthorized absence or any other misconduct in which case, your services may be terminated without any notice.
7. You will at all times obey the lawful orders of your superiors in the Company and will not divulge or communicate to any person or persons, natural or juristic, any information "**whether of technical, commercial or general nature**" about the **affairs of the Company or of their Management.**
8. You will at all times well and truly account for and shall whenever required, make over to responsible authority all money's / properties and things belonging to the company, or of any unit which may have been placed in your custody or under your superintendence or may, otherwise have come into your possession or under your control.
9. You will keep the Management informed of any change in your address from time to time.
10. Your services will be governed by the policies, Rules and Regulations or standing orders or office orders of the company, which may be in force at the time of your joining or enforced or amended from time to time during your service with the company.
11. You will disclose and assign to the company forth with any discoveries, improvements, developments and inventions made by you during the tenure of your employment with the company and such discoveries, improvements, developments and invention will be the sole property of the company. You have no legal right on any of the above.
12. On cessation of employment from the company either by way of resignation, termination or superannuation, you shall not use either for personal use or for the other company, any discoveries, improvements, developments and invention made during the employment. You shall not disclose technical information or Business information or any other proprietary information that you are preview to during the employment, to other company.



13. This offer of appointment is given considering the facts / information provided by you in the application form. In case any information is withheld or found to be incorrect, your appointment shall be deemed to be irregular. The company can terminate such employment without notice at any time, without prejudice to its right to take any other civil /criminal action against you.
14. You will retire from the services of the company on attaining the **age of 58 years** or as per rules pertaining to **retirement** form service applicable at the of your retirement.
15. Not – with–standing anything to the contrary, this contract shall be deemed to have been concluded at Pune or any suitable location for all intents and purposes.
16. If you accept the above terms and conditions, please return the duplicate copy of this letter duly signed, as a token of acceptance.

For **HEMNIL METAL PROCESSORS PVT. LTD.**

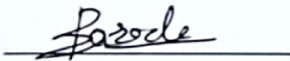


**MR. VENKATESH SUNKLOD**

**(PLANT HEAD)**

**Acceptance:**

I have carefully read the terms and conditions of the above letter and hereby confirm my acceptance of the same.



**(SIGNATURE)**

Pritesh Sunil Sarode

**(NAME)**

