ULTRA TECH™
Environmental Consultancy & Laboratory
Lab.Gazetted by MoEF&CC-Govt. of India
QCI-NABET Accredited EIA Consulting Organization
STP/ETP/WTP Project Management Consultants

UT- 6745
An ISO 9001 : 2015 Certified Company
GST NO. : 27ACUPT2169F1Z0

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Date: 25th January, 2021

APPOINTMENT LETTER

To,
Ms. Gladys le Joseph
Erayil , adakkadhad (po),
kelakam, kannu
Pin– 670674

Dear Gladys,

Further to your application and subsequent interview you had with us, we are pleased to appoint you as **"Trainee EIA"** in our organization with effect from **25th January, 2021.**

The terms and conditions of your appointment are as under:-

1. **Place of posting & Reporting**-Your initial place of posting will be at **Ultra tech - Cochin.** However, during the exigencies, your services shall be liable to be transferred anywhere in Republic of India.

   You will be reporting to **Mrs. Ananthitha Anandan (General Manager - E.I.A -Cochin).**

2. **Remuneration** - You will be paid Stipend of **Rs.8,000/–** per month **(Eight Thousand per month only).**

3. **Probation** - You shall be on probation for a period of **6 months** from the date of joining our organization. The period of probation may be extended or curtailed at the sole discretion of the management depending upon your performance at work and/or conduct. Unless you are confirmed in writing, your initial period of probation shall be deemed to have been extended.

   During the probation period, your appointment is terminable by the Company without assigning any reason whatsoever with the notice period of **one month** or pay in lieu thereof.

   For any reason, if you decide to leave the company's service during probation period, then you are bound to give **one month** notice or pay in lieu of the notice period.

You are supposed to attend your duties and complete your responsibilities all the time during the probation period. You shall not be entitled to any leave during the period of probation.

4. **Confirmation of the Services** – Once your probation period is completed satisfactorily as mentioned in the above clause, you will be given Confirmation letter. On confirmation of your service in writing, you shall be entitled to all the benefits as per rules and regulations of the company as applicable to staff. If you desire to leave the service, you shall be required to give **one month** notice in writing to the management or one month Gross salary in lieu thereof. This is applicable at either side

   You are supposed to attend your duties and complete your responsibilities all the time during the probation period. You shall entitle for leave as per company policy on confirmation of the services.

   During the course of your employment, you shall discharge your duties efficiently and diligently to the best of your ability and shall devote all your time, energy, contacts and relations for the exclusive benefit of the company and shall not indulge in private business or businesses of your friends or relatives. You shall honestly, diligently and faithfully serve the organization and use your utmost endeavor to promote the interest and growth of the company.

5. **Confidentiality Clause**- You shall not divulge to anyone except in rightful discharge of your duties assigned by the company, particulars or details pertaining to the process, technical know-how, administrative and/or organizational matters of a confidential and secretive nature or any process or product developed which may become known to you by virtue of your being in our employment. You shall use your best endeavor to prevent the publication or disclosure of any trade secret or process or any information or dealings, transactions or affairs which may come to your knowledge. In this matter, company's decision will be binding on you.

6. **Discipline**- You shall be governed by the Rules & Regulations as in force or as amended from time to time.

   In the event of your making any discovery or developing any improvement in methods, systems, organizations during the course of your employment with us, the same shall become the sole and absolute property of the company.

   You shall comply with various provisions of Central or State Legislations applicable to the company.

7. **Termination Clause**- This employment can be terminated by either party, on giving notice as applicable to the other in writing or on payment of salary in lieu thereof, for the following reasons-

   - Guilty of any misconduct, negligence of duty, disobedience or any breach of the terms herein contained, the company may at any time without notice or payment in lieu of notice terminate your employment;

- Indulges in any activity involving moral turpitude or unauthorized absent from the place of work for 7 consecutive days or more, Overstays without proper sanction for more than 7 days exclusive of weekly off & holidays;

- Commits any act subversive of discipline or good behavior; commits any act of fraud or dishonesty in connection with Company's business or property;

- For any other act of omission or commission not specifically provided for but which are acts subversive of decency, discipline and morality according to normal human conduct or behavior or against the established practices of discipline in the company.

8. **Verification**- Your appointment is based on the trust, that the information provided in your application & in the interview is correct and authentic. In case it is found to be incorrect or Miss-leading your appointment will be terminated with immediate effect, without any notice or remuneration.

I believe that Success is dependent upon high performance of my team members, their keen involvement in ULTRA TECH and care & concern for our clients. Let us set our aim to achieve fast growth together with stability and good image. I believe my team members to be my assets and also believe that they have a very important role to play in achievement of organizational goals. I presume that by your association, ULTRA TECH will get additional strength and capacity to achieve geometric growth.

9. **Acceptance & Reporting-** Please confirm your acceptance by signing and returning the duplicate copy of this letter.

At the time of joining you will be required to submit: 2 copies of your latest photographs, photocopies of the certificates: academic, professional, experience, etc. (kindly bring originals for verification).

We look forward to your association with us and wishing you all the best.

Thanking you.

Yours faithfully,
ULTRA TECH

ULTRA-TECH Prop. Shekhar Manohar Tamhane THANE (W) INDIA PIN-400 601 Gazetted by MoEF Govt. of India ENVIRONMENTAL CONSULTANCY & LABORATORY

TEJASVI GARUD
(HR MANAGER)