

# Aparna Constructions And Estates Pvt. Ltd.

CIN : U70109TG1996PTC025330



Mr. Indugula Ganesh,  
5-89,  
Indugula Vari Street, Atreyapuram,  
East Godavari,  
Andhra Pradesh - 533236.

13<sup>th</sup> September 2021

Dear Mr. Ganesh,

## LETTER OF APPOINTMENT

With reference to your application and the subsequent interview you had with us, we are pleased to engage you as "**Graduate Engineer Trainee**" in **Grade - IX** in our organization on the following terms and conditions.

01. You will be paid Rs.20,000/- gross salary per month for the first year, Rs.23,000/- per month for second year, the detailed breakup is shown in clause 14 of this letter. However during the 4 weeks of residential training at MSME you will be paid Rs.12,000/-PM towards out of pocket expenses. You are expected to keep your emoluments details confidential and not to reveal to anyone.
02. Your place of posting in the first instance is at our **Aparna Serenity, Petbasheerabad, Hyderabad**. You are however, liable to be transferred to any of our existing units/branches/offices/departments or that may be set up in future or any of our sister concerns or place of work of our Company anywhere in India.
03. Your training shall be of two year duration and after successful completion of the training and subject satisfactory performance appraisal report of your learning by your superiors, you will be absorbed as **Assistant Engineer – Construction in Grade - IX**
04. You will have to learn the job sincerely and diligently as per your superiors' instructions/ guidance and you will have to perform such functions, duties and hold responsibilities, as may be assigned by the Management from time to time. You will maintain a diary and record therein the training inputs imparted/ work done by you and submit daily to your mentor.
05. You shall devote your whole time and attention for learning and for handling other learning assignments assigned by your superiors and you will not engage or interest yourself, directly or indirectly in any Trade/Business/Occupation in any manner with or without consideration.
06. You will be eligible for Leave/Weekly Holidays/Festival Holidays and benefits as may be announced by the management for your cadre from time to time. Your services shall be governed by the service rules as may be framed by the management from time to time.
07. You will not either during employment with the Company or even after the termination, divulge to any other person, orally or in writing or in any manner whatsoever, directly or indirectly, any information, knowledge or skill relating to the affairs of the Company, or its allied/associated/subsidiary Companies, which you may have acquired by reason of your employment with the Company.
08. Your engagement as Graduate Engineer Trainee is subject to you being medically fit and continuing to be medically fit. The Company shall have a right to suspend/ terminate your Training at any time, if you are found to be suffering from any contagious, infectious or terminal disease or otherwise found to be medically unfit.

# 802, Astral Heights, D.No. 6-3-352/2&3, Rd. # 1, Banjara Hills, Hyderabad - 500 034. Telangana, India.

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E-mail : info@aparnaconstructions.com Url : www.aparnaconstructions.com

  
PRINCIPAL

Aditya College of  
Engineering & Technology  
SURAMPALEM- 533 437



09. You will be responsible for safekeeping and return in good condition and order of all the Company's property /documents, which may be in your use, custody and charge at the time of leaving the Company.
10. Subject to the Training Agreement Cum Surety Bond executed by you, if the Company desires to terminate your Training immediately for reasons other than for committing any misconduct or unsatisfactory learning it can be done with 15 days prior notice or 15 days basic pay in lieu of Notice. In the event of your absorption in the company after successful completion of your training, one month notice or one month basic pay in lieu thereof shall be given on either side for termination of service. In case you quit your employment or remain absent from duty without one month notice or before the expiry of the notice period, you shall not only forfeit your salary by way of liquidated damages and the Company shall also be entitled to deduct or appropriate the amount of liquidated damages from or against any money found due to you by the Company on any account whatsoever.
11. You will retire on attaining the age of superannuation, which shall be 58 years unless you are otherwise disqualified due to continued ill health, physical or mental disability.
12. If at any stage, during the tenure of your Training or thereafter, it is found that the information furnished by you, regarding your age and educational qualifications are false, your Training/ employment will be terminated without any notice.
13. Any notice, order, charge sheet, communication or intimation sent to the address furnished by you and entered in the Company's record shall be deemed to have been served upon and received for all purposes of such communication/notice etc...
14. Your monthly emoluments are as follows:

Components	Gross Salary P.M. (Rs.)
<b>Monthly Salary:</b>	
Basic Pay	10000
House Rent Allowance	8000
Transport Allowance	1400
Education Allowance	600
<b>Gross Salary:</b>	<b>20000</b>

Thanking you,  
Yours truly,  
For Aparna Constructions & Estates Pvt. Ltd.,

  
C. Rakesh Reddy  
Director

  
**PRINCIPAL**  
**Aditya College of**  
**Engineering & Technology**  
**SURAMPALEM- 533 437**