

24 October 2018

Mr. A. Siva,
1/9 Velliyan Kundram,
Appan Thirupathi (Po),
Alagar Kovil (Via)
Madurai - 625 301.

Dear Mr. Siva,

With reference to your application and further discussion, we are glad to inform you that we have decided to take you as "PROJECT TRAINEE" in our R&D Centre at Maramalai Nagar, Kancheepuram District with effect from 5th October 2018 to 4th April 2020 on the following terms and conditions.

TERMS & CONDITIONS

1. You will be paid a stipend of Rs 6,500/- (Rupees Six Thousand Five Hundred only) every fortnightly and you are not eligible for any other statutory benefits like PF and Bonus during the training period.
2. You will be given training and would work directly under the Manager or any other person deputed by him to impart training to you and will work in accordance with the directions given to you.
3. Your training shall be for a maximum period of Eighteen months and anytime during the training period the Management reserves the right to terminate your services with one month's notice or one month's stipend in lieu thereof. Any time during the training period you may leave the services of the Company by giving three months' notice period or three months' stipend in lieu thereof.
4. **RULES AND REGULATIONS:** You shall abide by the rules and regulations of the company which are in force and which may be enforced from time to time.
5. **LEAVE ENTITLEMENT:** Except for the holidays which the company may declare, you are eligible for one day Casual Leave per month during your Traineeship period.
6. **NATURE OF TRAINING:** You will undergo training in our R&D Department. The training imparted to you will also include on the job training.

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Works 1 : A-4/1,2 & 3 Sipcot Industrial Complex, Pachayankuppam, Cuddalore - 607 005, Tamilnadu India
Phone : +91-04142 - 239373, 239374, Fax : +91 - 04142 - 239375

Works 2 : Plot No 43/1, Amod Road, GIDC Dahaj 1, Taka Vagra Distric Bharuch - 392 130, Gujarat, India
Web : www.tagros.com

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7. **SAFETY AND DISCIPLINE:** You will observe regulations concerning safety and conduct yourself in a disciplinary manner.
8. **MEDICAL FITNESS:** Your engagement as trainee is subject to your being found medically fit at all times, as medical fitness is a pre-requisite for continued engagement.
9. **SECURITY:** You shall maintain strict secrecy with regard to the work entrusted to you and matters connected with the company.
10. **PROHIBITION AGAINST OTHER AVOCATION:** You shall not engage yourself in any trade, business or occupation during the period of your association with the company.
11. **MISREPRESENTATION OF FACTS:** If information furnished by you in your application regarding qualification, previous experience, employment details etc. are found to be incorrect, inadequate or not true, your traineeship is liable to be terminated.
12. **EMPLOYMENT:** Upon successful completion of training, you may be given confirmation at the option of the Company with a revised Cost To Company per month.
13. **RESIDENTIAL ADDRESS:** Any change in your residential address shall be intimated to the Company within three days of such change.

If the aforesaid terms and conditions are acceptable, please return the duplicate copy of this letter, duly signed in token of your acceptance of the above terms.

Thanking you,

Yours faithfully,
for TAGROS CHEMICALS INDIA PVT. LTD.,

DIRECTOR - TECHNICAL

I accept the above terms and conditions

Date :
Signature :

