

[19/09/2023]

Letter of Appointment

Dear **BARIYA CHIRAGKUMAR BHUPATBHAI**,
Appointment as **Data Entry Operator**

We refer to your recent interview for the position and are please to advise that we are offering you the position with Aditayam Industries effective from 19/09/2023 under the following terms and conditions:

1. Posting & Transfer

Your services are liable to be transferred, at the sole discretion of Management, in such other capacity as the company may determine, to any department / section, location, associate, sister concern or subsidiary, at any place in India or abroad, whether existing today or which may come up in future. In such a case, you will be governed by the terms and conditions of the service applicable at the new placement location.

2. Probation

That you will be on probation for a period of six months. The period of probation can be extended at the discretion of the Management and you will continue to be on probation till an order of confirmation has been issued in writing.

3. Full time employment

Your position is a whole time employment with the Company and you shall devote yourself exclusively to the business and interests of the company. You will not take up any other work for remuneration (part time or otherwise) or work in an advisory capacity, or be interested directly or indirectly (except as shareholder / debenture holder), in any other trade or business during your employment with the company, without permission in writing of the Management of the Company. You will also not seek membership of any local or public bodies without first obtaining specific permission from the Management.

4. Confidentiality

You will not, at any time, during the employment or after, without the consent of the Management disclose or divulge or make public, except on legal obligations, any information regarding the Company's affairs or administration or research carried out, whether the same is confided to you or becomes known to you in the course of your service or otherwise.

5. Intellectual Property

If you conceive any new or advanced method of improving designs/ processes/ formulae/ systems, etc. in relation to the business/ operations of the Company, such developments will be fully communicated to the company and will be, and remain, the sole right/ property of the Company.

6. Responsibilities & Duties

Your work in the organization will be subject to the rules and regulations of the organization as laid down in relation to conduct, discipline and other matters. You will always be alive to responsibilities and duties attached to your office and conduct yourself accordingly. You must effectively perform to ensure results.

7. Past Records

This letter of appointment is based on the information furnished in your application for employment and during the interviews you had with us. If any declaration given, or information furnished by you, to the company proves to be false, or if you are found to have willfully suppressed any material information, in such cases, you will be liable to removal from services without any notice.

8. Termination of employment

During the probationary period and any extension thereof, your services may be terminated without giving any notice or salary in lieu thereof. However, on confirmation the services can be terminated from either side by giving one month (30 days) notice or salary in lieu thereof.

Upon resignation/termination of employment, you will immediately hand over to the Company all correspondence, specifications, formulae, books, documents, market data, cost data, drawings, affects or records belonging to the Company or relating to its business and shall not retain or make copies of these items.

Upon resignation/termination of employment, you will also return all company property, which may be in your possession.

Notwithstanding the above condition, the contract of service may also be terminated because of under mentioned stipulations. This will be without payment of any compensation.

- If you fail, refuse or neglect to carry out and perform your duties assigned to you by the company.
- For loss of confidence in you by the company for any of the act committed by you.
- If you are found to be guilty of fraud, insubordination or misconduct whether in course of performance of duties entrusted to you or otherwise.
- If you are found unfit for being entrusted with the responsible work commensurate with your position in consequences of any misconduct, moral turpitude. * If you commit any act prejudicial to the continuing good relationship between you and the company.
- If you commit breach of any of the terms of this letter of appointment.

9. Authority

No authority is vested upon you to make any financial commitment and enter into agreements/contracts/understandings of any nature with any second party and third party without seeking the prior permission/approval of the management. Any violation to exceed your specified authority as mentioned will be seriously viewed and disciplinary/appropriate legal action will be taken.

If you agree to the above terms and conditions of the appointment, kindly confirm your acceptance by signing and returning the duplicate copy of this letter for our file and records.

Sincerely,

Mr. Vivek Agarwal
HR administrator
Aditayam
Industries



Shaikh Asif

(Asif H. Shaikh)

I agree to the appointment and accept the above terms and conditions of service.

Name: BARIYA CHIRAGKUMAR BHUPATBHAI

Date: 19/09/2023

Signature: *Chirag*

[18/12/2023]

Letter of Appointment

Dear PATHAN SHAHIDKHAN SIRAJKHAN ,
Appointment as **Data Entry Operator**

We refer to your recent interview for the position and are please to advise that we are offering you the position with Aditayam Industries effective from 18/12/2023 under the following terms and conditions:

1. Posting & Transfer

Your services are liable to be transferred, at the sole discretion of Management, in such other capacity as the company may determine, to any department / section, location, associate, sister concern or subsidiary, at any place in India or abroad, whether existing today or which may come up in future. In such a case, you will be governed by the terms and conditions of the service applicable at the new placement location.

2. Probation

That you will be on probation for a period of six months. The period of probation can be extended at the discretion of the Management and you will continue to be on probation till an order of confirmation has been issued in writing.

3. Full time employment

Your position is a whole time employment with the Company and you shall devote yourself exclusively to the business and interests of the company. You will not take up any other work for remuneration (part time or otherwise) or work in an advisory capacity, or be interested directly or indirectly (except as shareholder / debenture holder), in any other trade or business during your employment with the company, without permission in writing of the Management of the Company. You will also not seek membership of any local or public bodies without first obtaining specific permission from the Management.

4. Confidentiality

You will not, at any time, during the employment or after, without the consent of the Management disclose or divulge or make public, except on legal obligations, any information regarding the Company's affairs or administration or research carried out, whether the same is confided to you or becomes known to you in the course of your service or otherwise.

5. Intellectual Property

If you conceive any new or advanced method of improving designs/ processes/ formulae/ systems, etc. in relation to the business/ operations of the Company, such developments will be fully communicated to the company and will be, and remain, the sole right/ property of the Company.

6. Responsibilities & Duties

Your work in the organization will be subject to the rules and regulations of the organization as laid down in relation to conduct, discipline and other matters. You will always be alive to responsibilities and duties attached to your office and conduct yourself accordingly. You must effectively perform to ensure results.

7. Past Records

This letter of appointment is based on the information furnished in your application for employment and during the interviews you had with us. If any declaration given, or information furnished by you, to the company proves to be false, or if you are found to have willfully suppressed any material information, in such cases, you will be liable to removal from services without any notice.

8. Termination of employment

During the probationary period and any extension thereof, your services may be terminated without giving any notice or salary in lieu thereof. However, on confirmation the services can be terminated from either side by giving one month (30 days) notice or salary in lieu thereof.

Upon resignation/termination of employment, you will immediately hand over to the Company all correspondence, specifications, formulae, books, documents, market data, cost data, drawings, affects or records belonging to the Company or relating to its business and shall not retain or make copies of these items.

Upon resignation/termination of employment, you will also return all company property, which may be in your possession.

Notwithstanding the above condition, the contract of service may also be terminated because of under mentioned stipulations. This will be without payment of any compensation.

- If you fail, refuse or neglect to carry out and perform your duties assigned to you by the company.
- For loss of confidence in you by the company for any of the act committed by you.
- If you are found to be guilty of fraud, insubordination or misconduct whether in course of performance of duties entrusted to you or otherwise.
- If you are found unfit for being entrusted with the responsible work commensurate with your position in consequences of any misconduct, moral turpitude. * If you commit any act prejudicial to the continuing good relationship between you and the company.
- If you commit breach of any of the terms of this letter of appointment.

9. Authority

No authority is vested upon you to make any financial commitment and enter into agreements/contracts/understandings of any nature with any second party and third party without seeking the prior permission/approval of the management. Any violation to exceed your specified authority as mentioned will be seriously viewed and disciplinary/appropriate legal action will be taken.

If you agree to the above terms and conditions of the appointment, kindly confirm your acceptance by signing and returning the duplicate copy of this letter for our file and records.

Sincerely,

Mr. Vivek Agarwal
HR administrator
Aditayam
Industries



Shaikh Asif
(Asif H. Shaikh)

I agree to the appointment and accept the above terms and conditions of service.

Name: PATHAN SHAHIDKHAN SIRAJKHAN

Date: 18/12/2023

Signature:

Pathan Shahidkhan Sirajkhan

Name: PARMAR KISHANBEN KALUSINH

Address: MEGHRAJ 383350

Date 15-11-2023

Subject: Appointment Letter

We are pleased to confirm your appointment in the JIGISH PRODUCTS, GIDC Vatwa, Ahmedabad, Gujarat on the following terms and condition:

Designation SELES

During the employment with us the following will be among-st the principal terms of employment: -

- a) You will abide by the working hours of the establishment. You are liable to be transferred from one shift to another or one department to another or from one establishment to another existing or likely to come into existence anywhere in India without any extra remuneration.
- b) You will abide by the Service Rules of the Company which are in force for the time being or which may come into force from time to time.
- c) You shall not carry on any business or engage in any avocation full or part time: or enter for any part of your time in any capacity the services of or be employed by any other company or firm whether engaged in similar business.
- d) You shall be responsible for the safe keeping and return in good condition and order of all our property such as tools, equipment instruments books uniforms etc. Which may be in your use custody or charge? We reserve our right to deduct the money value of all such changes from your wages or dues and take such other action as may be deemed proper in the event of your failure to account for such property to our satisfaction.
- e) While discharging your duties, you shall observe utmost civility towards the customers your superior's fellow employees and all such persons who have dealings with the Company.

f) You will be entitled to benefits of leave and employees of the Company under the Factories Act.

g) You shall keep us informed of any change in your local or permanent address or in your civil status.

h) If during your employment with us your conduct or behavior is not satisfactory or is found unbecoming or is detrimental or warrants further investigation you are liable to be suspended from duty. During the suspension period you will be paid subsistence allowance as per the Model / Certified Standing Orders.

i) The management may in the event of fire Act of God catastrophe epidemic riot civil commotion stoppage or shortage of fuel power slow or broke – down of Machine or finance you may be laid & off or retrenched as may be considered necessary. In case off lay & off or retrenchment for any reason as mention above you shall be paid compensation as per the provisions of **Industrial Disputes Act 1947**.

j) Your services may be terminated at any time by giving one month notice in writing on either side. In case you leave the services without giving the requisite notice, we shall have the right to deduct as liquidated damages an amount equivalent to as deduct salary / wages from the money or moneys that may be due to you.

k) You shall retire from the services of the Company at the age of 58 years and for the purpose of calculating this age, the official records of your age with the company will be treated as final Record of your age.

l) Your services are also liable to be terminated on one month's notice or salary in lieu of notice for any reason including the followings.

I. Continued illness for a long time or frequent intermittent illness.

II. Physical or mental disability or infirmity defective eye – sight or hearing etc.

III. Reasonable doubt of commission of any act of serious misconduct.

IV. Bad reputation or receipts of report from police or any Government Department.

V. Continued low efficiency or poor working.

VI. Conviction in a Court of law for any offence including moral turpitude.

VII. Absence on account of arrest or detention by the Government under the Defiance of India Rules or under any other law.

Your faithfully,

Paresh Vakani

(Paresh M. Vakani)

HR Manager



(PARMAR KISHANBEN KALUSINH)

I hereby accept the employment on the terms and conditions mentioned above and fully explained to me further agree that in the event of any declaration given by me is found to be false, then my services shall stand terminated forthwith.


(Signature of the Applicant)
PARMAR KISHANBEN KALUSINH

[25/12/2023]

Letter of Appointment

Dear NIJANANDI DARSHAN NAINESHBHAI ,
Appointment as **Data Entry Operator**

We refer to your recent interview for the position and are please to advise that we are offering you the position with Aditayam Industries effective from 25/12/2023 under the following terms and conditions:

1. Posting & Transfer

Your services are liable to be transferred, at the sole discretion of Management, in such other capacity as the company may determine, to any department / section, location, associate, sister concern or subsidiary, at any place in India or abroad, whether existing today or which may come up in future. In such a case, you will be governed by the terms and conditions of the service applicable at the new placement location.

2. Probation

That you will be on probation for a period of six months. The period of probation can be extended at the discretion of the Management and you will continue to be on probation till an order of confirmation has been issued in writing.

3. Full time employment

Your position is a whole time employment with the Company and you shall devote yourself exclusively to the business and interests of the company. You will not take up any other work for remuneration (part time or otherwise) or work in an advisory capacity, or be interested directly or indirectly (except as shareholder / debenture holder), in any other trade or business during your employment with the company, without permission in writing of the Management of the Company. You will also not seek membership of any local or public bodies without first obtaining specific permission from the Management.

4. Confidentiality

You will not, at any time, during the employment or after, without the consent of the Management disclose or divulge or make public, except on legal obligations, any information regarding the Company's affairs or administration or research carried out, whether the same is confided to you or becomes known to you in the course of your service or otherwise.

5. Intellectual Property

If you conceive any new or advanced method of improving designs/ processes/ formulae/ systems, etc. in relation to the business/ operations of the Company, such developments will be fully communicated to the company and will be, and remain, the sole right/ property of the Company.

6. Responsibilities & Duties

Your work in the organization will be subject to the rules and regulations of the organization as laid down in relation to conduct, discipline and other matters. You will always be alive to responsibilities and duties attached to your office and conduct yourself accordingly. You must effectively perform to ensure results.

7. Past Records

This letter of appointment is based on the information furnished in your application for employment and during the interviews you had with us. If any declaration given, or information furnished by you, to the company proves to be false, or if you are found to have willfully suppressed any material information, in such cases, you will be liable to removal from services without any notice.

8. Termination of employment

During the probationary period and any extension thereof, your services may be terminated without giving any notice or salary in lieu thereof. However, on confirmation the services can be terminated from either side by giving one month (30 days) notice or salary in lieu thereof.

Upon resignation/termination of employment, you will immediately hand over to the Company all correspondence, specifications, formulae, books, documents, market data, cost data, drawings, affects or records belonging to the Company or relating to its business and shall not retain or make copies of these items.

Upon resignation/termination of employment, you will also return all company property, which may be in your possession.

Notwithstanding the above condition, the contract of service may also be terminated because of under mentioned stipulations. This will be without payment of any compensation.

- If you fail, refuse or neglect to carry out and perform your duties assigned to you by the company.
- For loss of confidence in you by the company for any of the act committed by you.
- If you are found to be guilty of fraud, insubordination or misconduct whether in course of performance of duties entrusted to you or otherwise.
- If you are found unfit for being entrusted with the responsible work commensurate with your position in consequences of any misconduct, moral turpitude. * If you commit any act prejudicial to the continuing good relationship between you and the company.
- If you commit breach of any of the terms of this letter of appointment.

9. Authority

No authority is vested upon you to make any financial commitment and enter into agreements/contracts/understandings of any nature with any second party and third party without seeking the prior permission/approval of the management. Any violation to exceed your specified authority as mentioned will be seriously viewed and disciplinary/appropriate legal action will be taken.

If you agree to the above terms and conditions of the appointment, kindly confirm your acceptance by signing and returning the duplicate copy of this letter for our file and records.

Sincerely,

Mr. Vivek Agarwal
HR administrator
Aditayam
Industries



Shaikh Asif
(Asif H. Shaikh)

I agree to the appointment and accept the above terms and conditions of service.

Name: NIJANANDI DARSHAN NAINESHBHAI

Date: 25/12/2023

Signature: *N. Darshan*

Cemach Machineries Limited
Plot No. 512/2, nr. Patel Cold Storage,
Phase IV, Vatva GIDC, Ahmedabad,
Gujarat - 382445

Date 23-12-2023

Name of the employee: GAMETI YASH PANKAJBHAI

Complete Address : MAPLUR

City, Pincode - 383345

Country. India

Subject: Appointment Letter for the Post of (SELES)

Dear, **(GAMETI YASH PANKAJBHAI)**

This is in reference to your Job application followed with the rounds of Interview had with us.

We are pleased to appoint you to the position of **(SELES)** in our organization, with effect from **(23-12-2023)** on the following terms and conditions:

- You shall be on probation / training for one year from the date of commencement of your service which may be further extended at the discretion of the company. At the end of the probation / training period, if your services have been found satisfactory. Your appointment will be confirmed in writing by the organization. Notice period for either employer during probation will be a period of 30 days or salary in lieu of.
- Notice period from either employee or company after confirmation of employment will be a period of 45 days or salary on lieu of. In the cases, probation/training or confirmed employee, company reserves the right to your emplacement till alterative person is employed.
- Your employment is for Cemach Machineries limited , but the company may, at any time, at its sole discretion, transfer you to any other department or location, as deemed necessary by requirement.
- You will be subject to the Company's rules and regulations for the time being in force and as amended from time to time.
- During the period of your employment, you shall not engage yourself directly or indirectly, with or without remuneration, for any other employment without written permission from the company.

- It is agreed that the company may from time to time add, modify or repeal any remuneration, benefit, facility that may have been extended to you on a review of the organization's functioning, finances and prospects and you shall be bound by the organization's decisions in this behalf.
- You shall not disclose any information of the company or any of its customers to anyone which may come to your knowledge.
- After tendering resignation from the company, an employee needs to return all company assets such as laptops etc in his/her possession.
- During the tenure of your employment with the company, you may be called upon to present yourself for a medical examination and decision taken by the management based on the findings of the report by the company appointed medical practitioner shall be binding on you.
- You are requested to confirm your acceptance of the terms of appointment herein above by signing and returning to us the duplicate of this letter.

I extend a warm welcome to you and wish you all the best for a successful career.

Your's faithfully.

For Cemach Machineries limited

Himansu R Parmar

HR Manager



Acceptance

I have read the terms and conditions of this appointment and confirm my acceptance of the same.

Y. P. GAMETI
(Signature and Date)

GAMETI YASH PANKAJBHAI

[09/03/2022]

Letter of Appointment

Dear **BHOJIYA JAYSHREE KAMLESH** ,
Appointment as **Data Entry Operator**

We refer to your recent interview for the position and are please to advise that we are offering you the position with Aditayam Industries effective from 09/03/2022 under the following terms and conditions:

1. Posting & Transfer

Your services are liable to be transferred, at the sole discretion of Management, in such other capacity as the company may determine, to any department / section, location, associate, sister concern or subsidiary, at any place in India or abroad, whether existing today or which may come up in future. In such a case, you will be governed by the terms and conditions of the service applicable at the new placement location.

2. Probation

That you will be on probation for a period of six months. The period of probation can be extended at the discretion of the Management and you will continue to be on probation till an order of confirmation has been issued in writing.

3. Full time employment

Your position is a whole time employment with the Company and you shall devote yourself exclusively to the business and interests of the company. You will not take up any other work for remuneration (part time or otherwise) or work in an advisory capacity, or be interested directly or indirectly (except as shareholder / debenture holder), in any other trade or business during your employment with the company, without permission in writing of the Management of the Company. You will also not seek membership of any local or public bodies without first obtaining specific permission from the Management.

4. Confidentiality

You will not, at any time, during the employment or after, without the consent of the Management disclose or divulge or make public, except on legal obligations, any information regarding the Company's affairs or administration or research carried out, whether the same is confided to you or becomes known to you in the course of your service or otherwise.

5. Intellectual Property

If you conceive any new or advanced method of improving designs/ processes/ formulae/ systems, etc. in relation to the business/ operations of the Company, such developments will be fully communicated to the company and will be, and remain, the sole right/ property of the Company.

6. Responsibilities & Duties

Your work in the organization will be subject to the rules and regulations of the organization as laid down in relation to conduct, discipline and other matters. You will always be alive to responsibilities and duties attached to your office and conduct yourself accordingly. You must effectively perform to ensure results.

7. Past Records

This letter of appointment is based on the information furnished in your application for employment and during the interviews you had with us. If any declaration given, or information furnished by you, to the company proves to be false, or if you are found to have willfully suppressed any material information, in such cases, you will be liable to removal from services without any notice.

8. Termination of employment

During the probationary period and any extension thereof, your services may be terminated without giving any notice or salary in lieu thereof. However, on confirmation the services can be terminated from either side by giving one month (30 days) notice or salary in lieu thereof.

Upon resignation/termination of employment, you will immediately hand over to the Company all correspondence, specifications, formulae, books, documents, market data, cost data, drawings, affects or records belonging to the Company or relating to its business and shall not retain or make copies of these items.

Upon resignation/termination of employment, you will also return all company property, which may be in your possession.

Notwithstanding the above condition, the contract of service may also be terminated because of under mentioned stipulations. This will be without payment of any compensation.

- If you fail, refuse or neglect to carry out and perform your duties assigned to you by the company.
- For loss of confidence in you by the company for any of the act committed by you.
- If you are found to be guilty of fraud, insubordination or misconduct whether in course of performance of duties entrusted to you or otherwise.
- If you are found unfit for being entrusted with the responsible work commensurate with your position in consequences of any misconduct, moral turpitude. * If you commit any act prejudicial to the continuing good relationship between you and the company.
- If you commit breach of any of the terms of this letter of appointment.

9. Authority

No authority is vested upon you to make any financial commitment and enter into agreements/contracts/understandings of any nature with any second party and third party without seeking the prior permission/approval of the management. Any violation to exceed your specified authority as mentioned will be seriously viewed and disciplinary/appropriate legal action will be taken.

If you agree to the above terms and conditions of the appointment, kindly confirm your acceptance by signing and returning the duplicate copy of this letter for our file and records.

Sincerely,

Mr. Vivek Agarwal
HR administrator
Aditayam
Industries



Shaikh Asif

(Asif H. Shaikh)

I agree to the appointment and accept the above terms and conditions of service.

Name: BHOJIYA JAYSHREE KAMLESH

Date: 09/03/2022

Signature: *B. D. H.*

Name: CHAUHAN NIKITAKUMARI MUKESHBHAI

Address: MALPUR, 383345

Date : 16-11-2022

Subject: Appointment Letter

We are pleased to confirm your appointment in the JIGISH PRODUCTS, GIDC Vatwa, Ahmedabad, Gujarat on the following terms and condition:

Designation SELES

During the employment with us the following will be among-st the principal terms of employment: -

- a) You will abide by the working hours of the establishment. You are liable to be transferred from one shift to another or one department to another or from one establishment to another existing or likely to come into existence anywhere in India without any extra remuneration.
- b) You will abide by the Service Rules of the Company which are in force for the time being or which may come into force from time to time.
- c) You shall not carry on any business or engage in any avocation full or part time: or enter for any part of your time in any capacity the services of or be employed by any other company or firm whether engaged in similar business.
- d) You shall be responsible for the safe keeping and return in good condition and order of all our property such as tools, equipment instruments books uniforms etc. Which may be in your use custody or charge? We reserve our right to deduct the money value of all such changes from your wages or dues and take such other action as may be deemed proper in the event of your failure to account for such property to our satisfaction.
- e) While discharging your duties, you shall observe utmost civility towards the customers your superior's fellow employees and all such persons who have dealings with the Company.

f) You will be entitled to benefits of leave and employees of the Company under the Factories Act.

g) You shall keep us informed of any change in your local or permanent address or in your civil status.

h) If during your employment with us your conduct or behavior is not satisfactory or is found unbecoming or is detrimental or warrants further investigation you are liable to be suspended from duty. During the suspension period you will be paid subsistence allowance as per the Model / Certified Standing Orders.

i) The management may in the event of fire Act of God catastrophe epidemic riot civil commotion stoppage or shortage of fuel power slow or broke – down of Machine or finance you may be laid & off or retrenched as may be considered necessary. In case off lay & off or retrenchment for any reason as mention above you shall be paid compensation as per the provisions of **Industrial Disputes Act 1947**.

j) Your services may be terminated at any time by giving one month notice in writing on either side. In case you leave the services without giving the requisite notice, we shall have the right to deduct as liquidated damages an amount equivalent to as deduct salary / wages from the money or moneys that may be due to you.

k) You shall retire from the services of the Company at the age of 58 years and for the purpose of calculating this age, the official records of your age with the company will be treated as final Record of your age.

l) Your services are also liable to be terminated on one month's notice or salary in lieu of notice for any reason including the followings.

I. Continued illness for a long time or frequent intermittent illness.

II. Physical or mental disability or infirmity defective eye – sight or hearing etc.

III. Reasonable doubt of commission of any act of serious misconduct.

IV. Bad reputation or receipts of report from police or any Government Department.

V. Continued low efficiency or poor working.

VI. Conviction in a Court of law for any offence including moral turpitude.

VII. Absence on account of arrest or detention by the Government under the Defiance of India Rules or under any other law.

Your faithfully,

Paresh M. Vakani

(Paresh M. Vakani)

HR Manager



(Candidate Acceptance)

I hereby accept the employment on the terms and conditions mentioned above and fully explained to me further agree that in the event of any declaration given by me is found to be false, then my services shall stand terminated forthwith.

N. N. Chauhan
(Signature of the Applicant)

CHAUHAN NIKITAKUMARI MUKESHBHAI

[08/11/2022]

Letter of Appointment

Dear **KAPADIYA JEEL RAMESHKUMAR**,
Appointment as **Data Entry Operator**

We refer to your recent interview for the position and are please to advise that we are offering you the position with Aditayam Industries effective from 08/11/2022 under the following terms and conditions:

1. Posting & Transfer

Your services are liable to be transferred, at the sole discretion of Management, in such other capacity as the company may determine, to any department / section, location, associate, sister concern or subsidiary, at any place in India or abroad, whether existing today or which may come up in future. In such a case, you will be governed by the terms and conditions of the service applicable at the new placement location.

2. Probation

That you will be on probation for a period of six months. The period of probation can be extended at the discretion of the Management and you will continue to be on probation till an order of confirmation has been issued in writing.

3. Full time employment

Your position is a whole time employment with the Company and you shall devote yourself exclusively to the business and interests of the company. You will not take up any other work for remuneration (part time or otherwise) or work in an advisory capacity, or be interested directly or indirectly (except as shareholder / debenture holder), in any other trade or business during your employment with the company, without permission in writing of the Management of the Company. You will also not seek membership of any local or public bodies without first obtaining specific permission from the Management.

4. Confidentiality

You will not, at any time, during the employment or after, without the consent of the Management disclose or divulge or make public, except on legal obligations, any information regarding the Company's affairs or administration or research carried out, whether the same is confided to you or becomes known to you in the course of your service or otherwise.

5. Intellectual Property

If you conceive any new or advanced method of improving designs/ processes/ formulae/ systems, etc. in relation to the business/ operations of the Company, such developments will be fully communicated to the company and will be, and remain, the sole right/ property of the Company.

6. Responsibilities & Duties

Your work in the organization will be subject to the rules and regulations of the organization as laid down in relation to conduct, discipline and other matters. You will always be alive to responsibilities and duties attached to your office and conduct yourself accordingly. You must effectively perform to ensure results.

7. Past Records

This letter of appointment is based on the information furnished in your application for employment and during the interviews you had with us. If any declaration given, or information furnished by you, to the company proves to be false, or if you are found to have willfully suppressed any material information, in such cases, you will be liable to removal from services without any notice.

8. Termination of employment

During the probationary period and any extension thereof, your services may be terminated without giving any notice or salary in lieu thereof. However, on confirmation the services can be terminated from either side by giving one month (30 days) notice or salary in lieu thereof.

Upon resignation/termination of employment, you will immediately hand over to the Company all correspondence, specifications, formulae, books, documents, market data, cost data, drawings, affects or records belonging to the Company or relating to its business and shall not retain or make copies of these items.

Upon resignation/termination of employment, you will also return all company property, which may be in your possession.

Notwithstanding the above condition, the contract of service may also be terminated because of under mentioned stipulations. This will be without payment of any compensation.

- If you fail, refuse or neglect to carry out and perform your duties assigned to you by the company.
- For loss of confidence in you by the company for any of the act committed by you.
- If you are found to be guilty of fraud, insubordination or misconduct whether in course of performance of duties entrusted to you or otherwise.
- If you are found unfit for being entrusted with the responsible work commensurate with your position in consequences of any misconduct, moral turpitude. * If you commit any act prejudicial to the continuing good relationship between you and the company.
- If you commit breach of any of the terms of this letter of appointment.

9. Authority

No authority is vested upon you to make any financial commitment and enter into agreements/contracts/understandings of any nature with any second party and third party without seeking the prior permission/approval of the management. Any violation to exceed your specified authority as mentioned will be seriously viewed and disciplinary/appropriate legal action will be taken.

If you agree to the above terms and conditions of the appointment, kindly confirm your acceptance by signing and returning the duplicate copy of this letter for our file and records.

Sincerely,

Mr. Vivek Agarwal
HR administrator
Aditayam
Industries



Shaikh Asif
(Asif H. Shaikh)

I agree to the appointment and accept the above terms and conditions of service.

Name: KAPADIYA JEEL RAMESHKUMAR

Date: 08/11/2022

Signature: *Jeel*

Name: KHANT JAGDISHBHAI KESHABHAI

Address: MALPUR, 383345

Date : 22/12/2022

Subject: Appointment Letter

We are pleased to confirm your appointment in the JIGISH PRODUCTS, GIDC Vatwa, Ahmedabad, Gujarat on the following terms and condition:

Designation OPERTOR

During the employment with us the following will be among-st the principal terms of employment: -

- a) You will abide by the working hours of the establishment. You are liable to be transferred from one shift to another or one department to another or from one establishment to another existing or likely to come into existence anywhere in India without any extra remuneration.
- b) You will abide by the Service Rules of the Company which are in force for the time being or which may come into force from time to time.
- c) You shall not carry on any business or engage in any avocation full or part time: or enter for any part of your time in any capacity the services of or be employed by any other company or firm whether engaged in similar business.
- d) You shall be responsible for the safe keeping and return in good condition and order of all our property such as tools, equipment instruments books uniforms etc. Which may be in your use custody or charge? We reserve our right to deduct the money value of all such changes from your wages or dues and take such other action as may be deemed proper in the event of your failure to account for such property to our satisfaction.
- e) While discharging your duties, you shall observe utmost civility towards the customers your superior's fellow employees and all such persons who have dealings with the Company.

f) You will be entitled to benefits of leave and employees of the Company under the Factories Act.

g) You shall keep us informed of any change in your local or permanent address or in your civil status.

h) If during your employment with us your conduct or behavior is not satisfactory or is found unbecoming or is detrimental or warrants further investigation you are liable to be suspended from duty. During the suspension period you will be paid subsistence allowance as per the Model / Certified Standing Orders.

i) The management may in the event of fire Act of God catastrophe epidemic riot civil commotion stoppage or shortage of fuel power slow or broke – down of Machine or finance you may be laid & off or retrenched as may be considered necessary. In case off lay & off or retrenchment for any reason as mention above you shall be paid compensation as per the provisions of **Industrial Disputes Act 1947**.

j) Your services may be terminated at any time by giving one month notice in writing on either side. In case you leave the services without giving the requisite notice, we shall have the right to deduct as liquidated damages an amount equivalent to as deduct salary / wages from the money or moneys that may be due to you.

k) You shall retire from the services of the Company at the age of 58 years and for the purpose of calculating this age, the official records of your age with the company will be treated as final Record of your age.

l) Your services are also liable to be terminated on one month's notice or salary in lieu of notice for any reason including the followings.

I. Continued illness for a long time or frequent intermittent illness.

II. Physical or mental disability or infirmity defective eye – sight or hearing etc.

III. Reasonable doubt of commission of any act of serious misconduct.

IV. Bad reputation or receipts of report from police or any Government Department.

V. Continued low efficiency or poor working.

VI. Conviction in a Court of law for any offence including moral turpitude.

VII. Absence on account of arrest or detention by the Government under the Defiance of India Rules or under any other law.

Your faithfully,



Paresh Vakani
(Paresh M. Vakani)

HR Manager

(Candidate Acceptance)

I hereby accept the employment on the terms and conditions mentioned above and fully explained to me further agree that in the event of any declaration given by me is found to be false, then my services shall stand terminated forthwith.

Khant Jagdishbhai Keshabhai
(Signature of the Applicant)
KHANT JAGDISHBHAJ KESHABHAI

[01/01/2022]

Letter of Appointment

Dear **KHILWANI KIRAN RAJESHKUMAR** ,
Appointment as **Data Entry Operator**

We refer to your recent interview for the position and are please to advise that we are offering you the position with Aditayam Industries effective from 01/01/2022 under the following terms and conditions:

1. Posting & Transfer

Your services are liable to be transferred, at the sole discretion of Management, in such other capacity as the company may determine, to any department / section, location, associate, sister concern or subsidiary, at any place in India or abroad, whether existing today or which may come up in future. In such a case, you will be governed by the terms and conditions of the service applicable at the new placement location.

2. Probation

That you will be on probation for a period of six months. The period of probation can be extended at the discretion of the Management and you will continue to be on probation till an order of confirmation has been issued in writing.

3. Full time employment

Your position is a whole time employment with the Company and you shall devote yourself exclusively to the business and interests of the company. You will not take up any other work for remuneration (part time or otherwise) or work in an advisory capacity, or be interested directly or indirectly (except as shareholder / debenture holder), in any other trade or business during your employment with the company, without permission in writing of the Management of the Company. You will also not seek membership of any local or public bodies without first obtaining specific permission from the Management.

4. Confidentiality

You will not, at any time, during the employment or after, without the consent of the Management disclose or divulge or make public, except on legal obligations, any information regarding the Company's affairs or administration or research carried out, whether the same is confided to you or becomes known to you in the course of your service or otherwise.

5. Intellectual Property

If you conceive any new or advanced method of improving designs/ processes/ formulae/ systems, etc. in relation to the business/ operations of the Company, such developments will be fully communicated to the company and will be, and remain, the sole right/ property of the Company.

6. Responsibilities & Duties

Your work in the organization will be subject to the rules and regulations of the organization as laid down in relation to conduct, discipline and other matters. You will always be alive to responsibilities and duties attached to your office and conduct yourself accordingly. You must effectively perform to ensure results.

7. Past Records

This letter of appointment is based on the information furnished in your application for employment and during the interviews you had with us. If any declaration given, or information furnished by you, to the company proves to be false, or if you are found to have willfully suppressed any material information, in such cases, you will be liable to removal from services without any notice.

8. Termination of employment

During the probationary period and any extension thereof, your services may be terminated without giving any notice or salary in lieu thereof. However, on confirmation the services can be terminated from either side by giving one month (30 days) notice or salary in lieu thereof.

Upon resignation/termination of employment, you will immediately hand over to the Company all correspondence, specifications, formulae, books, documents, market data, cost data, drawings, affects or records belonging to the Company or relating to its business and shall not retain or make copies of these items.

Upon resignation/termination of employment, you will also return all company property, which may be in your possession.

Notwithstanding the above condition, the contract of service may also be terminated because of under mentioned stipulations. This will be without payment of any compensation.

- If you fail, refuse or neglect to carry out and perform your duties assigned to you by the company.
- For loss of confidence in you by the company for any of the act committed by you.
- If you are found to be guilty of fraud, insubordination or misconduct whether in course of performance of duties entrusted to you or otherwise.
- If you are found unfit for being entrusted with the responsible work commensurate with your position in consequences of any misconduct, moral turpitude. * If you commit any act prejudicial to the continuing good relationship between you and the company.
- If you commit breach of any of the terms of this letter of appointment.

9. Authority

No authority is vested upon you to make any financial commitment and enter into agreements/contracts/understandings of any nature with any second party and third party without seeking the prior permission/approval of the management. Any violation to exceed your specified authority as mentioned will be seriously viewed and disciplinary/appropriate legal action will be taken.

If you agree to the above terms and conditions of the appointment, kindly confirm your acceptance by signing and returning the duplicate copy of this letter for our file and records.

Sincerely,

Mr. Vivek Agarwal
HR administrator
Aditayam
Industries



Shaikh Asif

(Asif H. Shaikh)

I agree to the appointment and accept the above terms and conditions of service.

Name: KHILWANI KIRAN RAJESHKUMAR

Date: 01/01/2022

Signature: *Khilwani Kiran R.*

Name: PATEL SACHINKUMAR ISHVARBHAI

Address: PALANPUR- 383315

Date : 20-11-2022

Subject: Appointment Letter

We are pleased to confirm your appointment in the JIGISH PRODUCTS, GIDC Vatwa, Ahmedabad, Gujarat on the following terms and condition:

Designation seles

During the employment with us the following will be among-st the principal terms of employment: -

- a) You will abide by the working hours of the establishment. You are liable to be transferred from one shift to another or one department to another or from one establishment to another existing or likely to come into existence anywhere in India without any extra remuneration.
- b) You will abide by the Service Rules of the Company which are in force for the time being or which may come into force from time to time.
- c) You shall not carry on any business or engage in any avocation full or part time: or enter for any part of your time in any capacity the services of or be employed by any other company or firm whether engaged in similar business.
- d) You shall be responsible for the safe keeping and return in good condition and order of all our property such as tools, equipment instruments books uniforms etc. Which may be in your use custody or charge? We reserve our right to deduct the money value of all such changes from your wages or dues and take such other action as may be deemed proper in the event of your failure to account for such property to our satisfaction.

e) While discharging your duties, you shall observe utmost civility towards the customers your superior's fellow employees and all such persons who have dealings with the Company.

f) You will be entitled to benefits of leave and employees of the Company under the Factories Act.

g) You shall keep us informed of any change in your local or permanent address or in your civil status.

h) If during your employment with us your conduct or behavior is not satisfactory or is found unbecoming or is detrimental or warrants further investigation you are liable to be suspended from duty. During the suspension period you will be paid subsistence allowance as per the Model / Certified Standing Orders.

i) The management may in the event of fire Act of God catastrophe epidemic riot civil commotion stoppage or shortage of fuel power slow or broke – down of Machine or finance you may be laid & off or retrenched as may be considered necessary. In case off lay & off or retrenchment for any reason as mention above you shall be paid compensation as per the provisions of **Industrial Disputes Act 1947**.

j) Your services may be terminated at any time by giving one month notice in writing on either side. In case you leave the services without giving the requisite notice, we shall have the right to deduct as liquidated damages an amount equivalent to as deduct salary / wages from the money or moneys that may be due to you.

k) You shall retire from the services of the Company at the age of 58 years and for the purpose of calculating this age, the official records of your age with the company will be treated as final Record of your age.

l) Your services are also liable to be terminated on one month's notice or salary in lieu of notice for any reason including the followings.

l. Continued illness for a long time or frequent intermittent illness.

- II. Physical or mental disability or infirmity defective eye – sight or hearing etc.
- III. Reasonable doubt of commission of any act of serious misconduct.
- IV. Bad reputation or receipts of report from police or any Government Department.
- V. Continued low efficiency or poor working.
- VI. Conviction in a Court of law for any offence including moral turpitude.
- VII. Absence on account of arrest or detention by the Government under the Defiance of India Rules or under any other law.

Your faithfully,

Paresh Vakani

(Paresh M. Vakani)

HR Manager



(Candidate Acceptance)

I hereby accept the employment on the terms and conditions mentioned above and fully explained to me further agree that in the event of any declaration given by me is found to be false, then my services shall stand terminated forthwith.

Sachin Patel
(Signature of the Applicant)
PATEL SACHINKUMAR ISHVARBHAI

[21/11/2022]

Letter of Appointment

Dear **PANCHAL DIMPALBEN LAXMIKANTBHAI**,
Appointment as **Data Entry Operator**

We refer to your recent interview for the position and are please to advise that we are offering you the position with Aditayam Industries effective from 21/11/2022 under the following terms and conditions:

1. Posting & Transfer

Your services are liable to be transferred, at the sole discretion of Management, in such other capacity as the company may determine, to any department / section, location, associate, sister concern or subsidiary, at any place in India or abroad, whether existing today or which may come up in future. In such a case, you will be governed by the terms and conditions of the service applicable at the new placement location.

2. Probation

That you will be on probation for a period of six months. The period of probation can be extended at the discretion of the Management and you will continue to be on probation till an order of confirmation has been issued in writing.

3. Full time employment

Your position is a whole time employment with the Company and you shall devote yourself exclusively to the business and interests of the company. You will not take up any other work for remuneration (part time or otherwise) or work in an advisory capacity, or be interested directly or indirectly (except as shareholder / debenture holder), in any other trade or business during your employment with the company, without permission in writing of the Management of the Company. You will also not seek membership of any local or public bodies without first obtaining specific permission from the Management.

4. Confidentiality

You will not, at any time, during the employment or after, without the consent of the Management disclose or divulge or make public, except on legal obligations, any information regarding the Company's affairs or administration or research carried out, whether the same is confided to you or becomes known to you in the course of your service or otherwise.

5. Intellectual Property

If you conceive any new or advanced method of improving designs/ processes/ formulae/ systems, etc. in relation to the business/ operations of the Company, such developments will be fully communicated to the company and will be, and remain, the sole right/ property of the Company.

6. Responsibilities & Duties

Your work in the organization will be subject to the rules and regulations of the organization as laid down in relation to conduct, discipline and other matters. You will always be alive to responsibilities and duties attached to your office and conduct yourself accordingly. You must effectively perform to ensure results.

7. Past Records

This letter of appointment is based on the information furnished in your application for employment and during the interviews you had with us. If any declaration given, or information furnished by you, to the company proves to be false, or if you are found to have willfully suppressed any material information, in such cases, you will be liable to removal from services without any notice.

8. Termination of employment

During the probationary period and any extension thereof, your services may be terminated without giving any notice or salary in lieu thereof. However, on confirmation the services can be terminated from either side by giving one month (30 days) notice or salary in lieu thereof.

Upon resignation/termination of employment, you will immediately hand over to the Company all correspondence, specifications, formulae, books, documents, market data, cost data, drawings, affects or records belonging to the Company or relating to its business and shall not retain or make copies of these items.

Upon resignation/termination of employment, you will also return all company property, which may be in your possession.

Notwithstanding the above condition, the contract of service may also be terminated because of under mentioned stipulations. This will be without payment of any compensation.

- If you fail, refuse or neglect to carry out and perform your duties assigned to you by the company.
- For loss of confidence in you by the company for any of the act committed by you.
- If you are found to be guilty of fraud, insubordination or misconduct whether in course of performance of duties entrusted to you or otherwise.
- If you are found unfit for being entrusted with the responsible work commensurate with your position in consequences of any misconduct, moral turpitude. * If you commit any act prejudicial to the continuing good relationship between you and the company.
- If you commit breach of any of the terms of this letter of appointment.

9. Authority

No authority is vested upon you to make any financial commitment and enter into agreements/contracts/understandings of any nature with any second party and third party without seeking the prior permission/approval of the management. Any violation to exceed your specified authority as mentioned will be seriously viewed and disciplinary/appropriate legal action will be taken.

If you agree to the above terms and conditions of the appointment, kindly confirm your acceptance by signing and returning the duplicate copy of this letter for our file and records.

Sincerely,

Mr. Vivek Agarwal
HR administrator
Aditayam
Industries



Shaikh Asif

(Asif H. Shaikh)

I agree to the appointment and accept the above terms and conditions of service.

Name: PANCHAL DIMPALBEN LAXMIKANTBHAI

Date: 21/11/2022

Signature: *P. L. Panchal*

Date: 27-12-2022

Mr. MASAR SANJAYKUMAR SURESHBHAI

Complete Address - MEGHRAJ

City, Pin Code - 383350

State, Country. GUJARAT

Subject: Appointment Letter for (OPRETOR)

Dear (MASAR SANJAYKUMAR SURESHBHAI)

Refer to your application for the Trainee position and subsequently an interview held in our office on (27-12-2022), we are pleased to offer you an appointment as **OPRETOR** on the following terms and conditions:

You have to follow the rules & regulations as given by the company. You are not supposed to divulge any information of the company or its management during training period or after completion of training.

During the training period your Services can be terminated by giving one month notice from either side, you're training automatically stands terminated on completion of your training period.

This training offer does not obligate the company to give you regular employment during or after the conclusion of your training period, nor does it give you the right to pursue employment with the company during or after your training time.

Yours faithfully,

KES Projects Pvt. Ltd

Mother Industrial Park - 2,

Plot No. 28 to 32, Kadadra,

Gujarat 382305

mahesh patel

(Mahesh M. Patel)



Acceptance

I have read the terms and conditions of this appointment and confirm my acceptance of the same.

Masar Sanjay Kumar Sureshbhai

MASAR SANJAYKUMAR SURESHBHAI

[09-05-2021]

[BARANDA JAYMINKUMAR NARANBHAI]

[PALANPUR, MODASA]

[City MODASA, State GUJARAT, ZIP Code 383315]

Subject: Appointment Letter for the post of (SELES)

Dear [BARANDA JAYMINKUMAR NARANBHAI],

We are happy to extend our heartfelt congratulations on your selection for the position of **[SELES]** at ALP Nonwoven Private Limited. We believe your skills, experience, and qualifications make you a valuable addition to our team.

Job Title: **[SELES]**

Location: Plot No. 82 GIDC, Ganeshpur, 138, Shamlaji Road, GIDC, Shinavad, Modasa, Gujarat 383315

Compensation Package: **(10000)**

Benefits: You will be entitled to our comprehensive benefits package, including health insurance, retirement plans, and paid time off (PTO). Further details will be provided during your orientation or onboarding process.

Reporting to: Mr. Jagdish Patel

Employment Status: You will join us as a Full Time employee.

Probationary Period: As part of your onboarding process, you will be on a probationary period lasting 6 Months. This period will allow us to assess your performance, after which your employment status will be formally reviewed.

Work Schedule: Your regular working hours will be 10 hours , 6 days, with scheduled breaks as per company policy.

Joining Formalities:

On your first day, we request that you report to the HR Department to complete all necessary paperwork and formalities and bring all your certificates as per company policy.

As a member of the ALP Nonwoven Private Limited team, we expect you to adhere to our company policies and code of conduct. You will receive copies of these documents during your orientation.

Additionally, you will be required to sign a confidentiality agreement and any other relevant agreements.

Performance Evaluation: We conduct regular performance evaluations to provide feedback and assist you in achieving excellence in your role.

Termination Notice: Please be aware that both you and Company ALP Nonwoven Private Limited retain the right to terminate the employment contract at any time, with or without notice, and for any reason.

Vacation and Leave: Your employment entitles you to 27 days of paid vacation per year, in addition to other leave benefits outlined in our employee handbook.

At-Will Employment: This appointment letter signifies at-will employment, meaning that it is not a contract for employment. It confirms your at-will status, allowing either party (you or the company) to terminate the employment relationship at any time, with or without cause or notice.

Acceptance:

To formally accept this appointment, please sign and return a copy of this letter by [Date]. This will serve as your acknowledgment of the terms and conditions outlined above.

We are excited to welcome you to the ALP Nonwoven Private Limited team and are eager to witness the valuable contributions we are confident you will bring to our organization. If you have any questions or require additional information, please feel free to reach out to HR Manager.

We congratulate on your appointment, and we eagerly anticipate your start date.

Sincerely,

Abdul R Hanan

(ABDUL R. HANAN)

HR Manager

ALP Nonwoven Private Limited

Plot No. 82 GIDC, Ganeshpur, 138,

Shamlaji Road, GIDC, Shinavad,

Modasa, Gujarat 383315

J. N. Naranbhai

**BARANDA JAYMINKUMAR
NARANBHAI**



[08/09/2021]

Letter of Appointment

Dear **CHAUDHARI KULDIP SUBHASHBHAI** ,
Appointment as **Data Entry Operator**

We refer to your recent interview for the position and are please to advise that we are offering you the position with Aditayam Industries effective from 08/09/2021 under the following terms and conditions:

1. Posting & Transfer

Your services are liable to be transferred, at the sole discretion of Management, in such other capacity as the company may determine, to any department / section, location, associate, sister concern or subsidiary, at any place in India or abroad, whether existing today or which may come up in future. In such a case, you will be governed by the terms and conditions of the service applicable at the new placement location.

2. Probation

That you will be on probation for a period of six months. The period of probation can be extended at the discretion of the Management and you will continue to be on probation till an order of confirmation has been issued in writing.

3. Full time employment

Your position is a whole time employment with the Company and you shall devote yourself exclusively to the business and interests of the company. You will not take up any other work for remuneration (part time or otherwise) or work in an advisory capacity, or be interested directly or indirectly (except as shareholder / debenture holder), in any other trade or business during your employment with the company, without permission in writing of the Management of the Company. You will also not seek membership of any local or public bodies without first obtaining specific permission from the Management.

4. Confidentiality

You will not, at any time, during the employment or after, without the consent of the Management disclose or divulge or make public, except on legal obligations, any information regarding the Company's affairs or administration or research carried out, whether the same is confided to you or becomes known to you in the course of your service or otherwise.

5. Intellectual Property

If you conceive any new or advanced method of improving designs/ processes/ formulae/ systems, etc. in relation to the business/ operations of the Company, such developments will be fully communicated to the company and will be, and remain, the sole right/ property of the Company.

6. Responsibilities & Duties

Your work in the organization will be subject to the rules and regulations of the organization as laid down in relation to conduct, discipline and other matters. You will always be alive to responsibilities and duties attached to your office and conduct yourself accordingly. You must effectively perform to ensure results.

7. Past Records

This letter of appointment is based on the information furnished in your application for employment and during the interviews you had with us. If any declaration given, or information furnished by you, to the company proves to be false, or if you are found to have willfully suppressed any material information, in such cases, you will be liable to removal from services without any notice.

8. Termination of employment

During the probationary period and any extension thereof, your services may be terminated without giving any notice or salary in lieu thereof. However, on confirmation the services can be terminated from either side by giving one month (30 days) notice or salary in lieu thereof.

Upon resignation/termination of employment, you will immediately hand over to the Company all correspondence, specifications, formulae, books, documents, market data, cost data, drawings, affects or records belonging to the Company or relating to its business and shall not retain or make copies of these items.

Upon resignation/termination of employment, you will also return all company property, which may be in your possession.

Notwithstanding the above condition, the contract of service may also be terminated because of under mentioned stipulations. This will be without payment of any compensation.

- If you fail, refuse or neglect to carry out and perform your duties assigned to you by the company.
- For loss of confidence in you by the company for any of the act committed by you.
- If you are found to be guilty of fraud, insubordination or misconduct whether in course of performance of duties entrusted to you or otherwise.
- If you are found unfit for being entrusted with the responsible work commensurate with your position in consequences of any misconduct, moral turpitude. * If you commit any act prejudicial to the continuing good relationship between you and the company.
- If you commit breach of any of the terms of this letter of appointment.

9. Authority

No authority is vested upon you to make any financial commitment and enter into agreements/contracts/understandings of any nature with any second party and third party without seeking the prior permission/approval of the management. Any violation to exceed your specified authority as mentioned will be seriously viewed and disciplinary/appropriate legal action will be taken.

If you agree to the above terms and conditions of the appointment, kindly confirm your acceptance by signing and returning the duplicate copy of this letter for our file and records.

Sincerely,

Mr. Vivek Agarwal
HR administrator
Aditayam
Industries

Shaikh Asif
(Asif H. Shaikh)



I agree to the appointment and accept the above terms and conditions of service.

Name: CHAUDHARI KULDIP SUBHASHBHAI

Date: 08/09/2021

Signature: K.S. Chaudhary

[13/11/2021]

Letter of Appointment

Dear **DODHIYAR SHITALBEN VIRAJI** ,
Appointment as **Data Entry Operator**

We refer to your recent interview for the position and are please to advise that we are offering you the position with Aditayam Industries effective from 13/11/2021 under the following terms and conditions:

1. Posting & Transfer

Your services are liable to be transferred, at the sole discretion of Management, in such other capacity as the company may determine, to any department / section, location, associate, sister concern or subsidiary, at any place in India or abroad, whether existing today or which may come up in future. In such a case, you will be governed by the terms and conditions of the service applicable at the new placement location.

2. Probation

That you will be on probation for a period of six months. The period of probation can be extended at the discretion of the Management and you will continue to be on probation till an order of confirmation has been issued in writing.

3. Full time employment

Your position is a whole time employment with the Company and you shall devote yourself exclusively to the business and interests of the company. You will not take up any other work for remuneration (part time or otherwise) or work in an advisory capacity, or be interested directly or indirectly (except as shareholder / debenture holder), in any other trade or business during your employment with the company, without permission in writing of the Management of the Company. You will also not seek membership of any local or public bodies without first obtaining specific permission from the Management.

4. Confidentiality

You will not, at any time, during the employment or after, without the consent of the Management disclose or divulge or make public, except on legal obligations, any information regarding the Company's affairs or administration or research carried out, whether the same is confided to you or becomes known to you in the course of your service or otherwise.

5. Intellectual Property

If you conceive any new or advanced method of improving designs/ processes/ formulae/ systems, etc. in relation to the business/ operations of the Company, such developments will be fully communicated to the company and will be, and remain, the sole right/ property of the Company.

6. Responsibilities & Duties

Your work in the organization will be subject to the rules and regulations of the organization as laid down in relation to conduct, discipline and other matters. You will always be alive to responsibilities and duties attached to your office and conduct yourself accordingly. You must effectively perform to ensure results.

7. Past Records

This letter of appointment is based on the information furnished in your application for employment and during the interviews you had with us. If any declaration given, or information furnished by you, to the company proves to be false, or if you are found to have willfully suppressed any material information, in such cases, you will be liable to removal from

services without any notice.

8. Termination of employment

During the probationary period and any extension thereof, your services may be terminated without giving any notice or salary in lieu thereof. However, on confirmation the services can be terminated from either side by giving one month (30 days) notice or salary in lieu thereof.

Upon resignation/termination of employment, you will immediately hand over to the Company all correspondence, specifications, formulae, books, documents, market data, cost data, drawings, affects or records belonging to the Company or relating to its business and shall not retain or make copies of these items.

Upon resignation/termination of employment, you will also return all company property, which may be in your possession.

Notwithstanding the above condition, the contract of service may also be terminated because of under mentioned stipulations. This will be without payment of any compensation.

- If you fail, refuse or neglect to carry out and perform your duties assigned to you by the company.
- For loss of confidence in you by the company for any of the act committed by you.
- If you are found to be guilty of fraud, insubordination or misconduct whether in course of performance of duties entrusted to you or otherwise.
- If you are found unfit for being entrusted with the responsible work commensurate with your position in consequences of any misconduct, moral turpitude. * If you commit any act prejudicial to the continuing good relationship between you and the company.
- If you commit breach of any of the terms of this letter of appointment.

9. Authority

No authority is vested upon you to make any financial commitment and enter into agreements/contracts/understandings of any nature with any second party and third party without seeking the prior permission/approval of the management. Any violation to exceed your specified authority as mentioned will be seriously viewed and disciplinary/appropriate legal action will be taken.

If you agree to the above terms and conditions of the appointment, kindly confirm your acceptance by signing and returning the duplicate copy of this letter for our file and records.

Sincerely,

Mr. Vivek Agarwal
HR administrator
Aditayam
Industries



Shaikh Asif
(Asif H. Shaikh)

I agree to the appointment and accept the above terms and conditions of service.

Name: DODHIYAR SHITALBEN VIRAJI

Date: 13/11/2021

Signature: S.V. Podhiyar

Name: **JADEJA RAGHUVIRSINH BHUPENDRASINH**

Address: MEGHRAJ , 383350

Date : 23-10-2021

Subject: Appointment Letter

We are pleased to confirm your appointment in the JIGISH PRODUCTS, GIDC Vatwa, Ahmedabad, Gujarat on the following terms and condition:

Designation OPRETOR

During the employment with us the following will be among-st the principal terms of employment: -

- a) You will abide by the working hours of the establishment. You are liable to be transferred from one shift to another or one department to another or from one establishment to another existing or likely to come into existence anywhere in India without any extra remuneration.
- b) You will abide by the Service Rules of the Company which are in force for the time being or which may come into force from time to time.
- c) You shall not carry on any business or engage in any avocation full or part time: or enter for any part of your time in any capacity the services of or be employed by any other company or firm whether engaged in similar business.
- d) You shall be responsible for the safe keeping and return in good condition and order of all our property such as tools, equipment instruments books uniforms etc. Which may be in your use custody or charge? We reserve our right to deduct the money value of all such changes from your wages or dues and take such other action as may be deemed proper in the event of your failure to account for such property to our satisfaction.
- e) While discharging your duties, you shall observe utmost civility towards the customers your superior's fellow employees and all such persons who have dealings with the Company.

f) You will be entitled to benefits of leave and employees of the Company under the Factories Act.

g) You shall keep us informed of any change in your local or permanent address or in your civil status.

h) If during your employment with us your conduct or behavior is not satisfactory or is found unbecoming or is detrimental or warrants further investigation you are liable to be suspended from duty. During the suspension period you will be paid subsistence allowance as per the Model / Certified Standing Orders.

i) The management may in the event of fire Act of God catastrophe epidemic riot civil commotion stoppage or shortage of fuel power slow or broke – down of Machine or finance you may be laid & off or retrenched as may be considered necessary. In case off lay & off or retrenchment for any reason as mention above you shall be paid compensation as per the provisions of **Industrial Disputes Act 1947**.

j) Your services may be terminated at any time by giving one month notice in writing on either side. In case you leave the services without giving the requisite notice, we shall have the right to deduct as liquidated damages an amount equivalent to as deduct salary / wages from the money or moneys that may be due to you.

k) You shall retire from the services of the Company at the age of 58 years and for the purpose of calculating this age, the official records of your age with the company will be treated as final Record of your age.

l) Your services are also liable to be terminated on one month's notice or salary in lieu of notice for any reason including the followings.

I. Continued illness for a long time or frequent intermittent illness.

II. Physical or mental disability or infirmity defective eye – sight or hearing etc.

III. Reasonable doubt of commission of any act of serious misconduct.

IV. Bad reputation or receipts of report from police or any Government Department.

V. Continued low efficiency or poor working.

VI. Conviction in a Court of law for any offence including moral turpitude.

VII. Absence on account of arrest or detention by the Government under the Defiance of India Rules or under any other law.

Your faithfully,

Paresh Vakani

(Paresh M. Vakani)

HR Manager



(Candidate Acceptance)

I hereby accept the employment on the terms and conditions mentioned above and fully explained to me further agree that in the event of any declaration given by me is found to be false, then my services shall stand terminated forthwith.

J. R. B.
(Signature of the Applicant)

JADEJA RAGHUVIR SINGH BHUPENDRA SINGH

Cemach Machineries Limited
Plot No. 512/2, nr. Patel Cold Storage,
Phase IV, Vatva GIDC, Ahmedabad,
Gujarat - 382445

Date 26-11-2021

Name of the employee: KHANT AMITBHAI RAYAJIBHAI

Complete Address : MEGHRAJ

City, Pincode - 383350

Country. India

Subject: Appointment Letter for the Post of (Sales)

Dear, (KHANT AMITBHAI RAYAJIBHAI)

This is in reference to your Job application followed with the rounds of Interview had with us.

We are pleased to appoint you to the position of (Sales) in our organization, with effect from (26-11-2021) on the following terms and conditions:

- You shall be on probation / training for one year from the date of commencement of your service which may be further extended at the discretion of the company. At the end of the probation / training period, if your services have been found satisfactory. Your appointment will be confirmed in writing by the organization. Notice period for either employer during probation will be a period of 30 days or salary in lieu of.
- Notice period from either employee or company after confirmation of employment will be a period of 45 days or salary on lieu of. In the cases, probation/training or confirmed employee, company reserves the right to your emplacement till alterative person is employed.
- Your employment is for Cemach Machineries limited , but the company may, at any time, at its sole discretion, transfer you to any other department or location, as deemed necessary by requirement.
- You will be subject to the Company's rules and regulations for the time being in force and as amended from time to time.
- During the period of your employment, you shall not engage yourself directly or indirectly, with or without remuneration, for any other employment without written permission from the company.

- It is agreed that the company may from time to time add, modify or repeal any remuneration, benefit, facility that may have been extended to you on a review of the organization's functioning, finances and prospects and you shall be bound by the organization's decisions in this behalf.
- You shall not disclose any information of the company or any of its customers to anyone which may come to your knowledge.
- After tendering resignation from the company, an employee needs to return all company assets such as laptops etc in his/her possession.
- During the tenure of your employment with the company, you may be called upon to present yourself for a medical examination and decision taken by the management based on the findings of the report by the company appointed medical practitioner shall be binding on you.
- You are requested to confirm your acceptance of the terms of appointment herein above by signing and returning to us the duplicate of this letter.

I extend a warm welcome to you and wish you all the best for a successful career.

Your's faithfully,

For Cemach Machineries limited



Himansu R Parmar

HR Manager

Acceptance

I have read the terms and conditions of this appointment and confirm my acceptance of the same.

K.A.R.

(Signature and Date)

KHANT AMITBHAI RAYAJIBHAI

[08/10/2021]

Letter of Appointment

Dear **MAKAVANA JAYESHKUMAR RAMESHSINH** ,
Appointment as **Data Entry Operator**

We refer to your recent interview for the position and are please to advise that we are offering you the position with Aditayam Industries effective from 08/10/2021 under the following terms and conditions:

1. Posting & Transfer

Your services are liable to be transferred, at the sole discretion of Management, in such other capacity as the company may determine, to any department / section, location, associate, sister concern or subsidiary, at any place in India or abroad, whether existing today or which may come up in future. In such a case, you will be governed by the terms and conditions of the service applicable at the new placement location.

2. Probation

That you will be on probation for a period of six months. The period of probation can be extended at the discretion of the Management and you will continue to be on probation till an order of confirmation has been issued in writing.

3. Full time employment

Your position is a whole time employment with the Company and you shall devote yourself exclusively to the business and interests of the company. You will not take up any other work for remuneration (part time or otherwise) or work in an advisory capacity, or be interested directly or indirectly (except as shareholder / debenture holder), in any other trade or business during your employment with the company, without permission in writing of the Management of the Company. You will also not seek membership of any local or public bodies without first obtaining specific permission from the Management.

4. Confidentiality

You will not, at any time, during the employment or after, without the consent of the Management disclose or divulge or make public, except on legal obligations, any information regarding the Company's affairs or administration or research carried out, whether the same is confided to you or becomes known to you in the course of your service or otherwise.

5. Intellectual Property

If you conceive any new or advanced method of improving designs/ processes/ formulae/ systems, etc. in relation to the business/ operations of the Company, such developments will be fully communicated to the company and will be, and remain, the sole right/ property of the Company.

6. Responsibilities & Duties

Your work in the organization will be subject to the rules and regulations of the organization as laid down in relation to conduct, discipline and other matters. You will always be alive to responsibilities and duties attached to your office and conduct yourself accordingly. You must effectively perform to ensure results.

7. Past Records

This letter of appointment is based on the information furnished in your application for employment and during the interviews you had with us. If any declaration given, or information furnished by you, to the company proves to be false, or if you are found to have willfully suppressed any material information, in such cases, you will be liable to removal from services without any notice.

8. Termination of employment

During the probationary period and any extension thereof, your services may be terminated without giving any notice or salary in lieu thereof. However, on confirmation the services can be terminated from either side by giving one month (30 days) notice or salary in lieu thereof.

Upon resignation/termination of employment, you will immediately hand over to the Company all correspondence, specifications, formulae, books, documents, market data, cost data, drawings, affects or records belonging to the Company or relating to its business and shall not retain or make copies of these items.

Upon resignation/termination of employment, you will also return all company property, which may be in your possession.

Notwithstanding the above condition, the contract of service may also be terminated because of under mentioned stipulations. This will be without payment of any compensation.

- If you fail, refuse or neglect to carry out and perform your duties assigned to you by the company.
- For loss of confidence in you by the company for any of the act committed by you.
- If you are found to be guilty of fraud, insubordination or misconduct whether in course of performance of duties entrusted to you or otherwise.
- If you are found unfit for being entrusted with the responsible work commensurate with your position in consequences of any misconduct, moral turpitude. * If you commit any act prejudicial to the continuing good relationship between you and the company.
- If you commit breach of any of the terms of this letter of appointment.

9. Authority

No authority is vested upon you to make any financial commitment and enter into agreements/contracts/understandings of any nature with any second party and third party without seeking the prior permission/approval of the management. Any violation to exceed your specified authority as mentioned will be seriously viewed and disciplinary/appropriate legal action will be taken.

If you agree to the above terms and conditions of the appointment, kindly confirm your acceptance by signing and returning the duplicate copy of this letter for our file and records.

Sincerely,

Mr. Vivek Agarwal
HR administrator
Aditayam
Industries

Shaikh Asif
(Asif H. Shaikh)



I agree to the appointment and accept the above terms and conditions of service.

Name: MAKAVANA JAYESHKUMAR RAMESHSINH

Date: 08/10/2021

Signature: *J. R. MAKAVANA*

[11-10-2021]

[MAKWANA SURESHSINH RANJITSINH]

[MALPUR]

[City-MALPUR, State GUJARAT, ZIP Code - 383345]

Subject: Appointment Letter for the post of (OPRETOR)

Dear [MAKWANA SURESHSINH RANJITSINH],

We are happy to extend our heartfelt congratulations on your selection for the position of **[OPRETOR]** at ALP Nonwoven Private Limited. We believe your skills, experience, and qualifications make you a valuable addition to our team.

Job Title: **[OPRETOR]**

Location: Plot No. 82 GIDC, Ganeshpur, 138, Shamlaji Road, GIDC, Shinavad, Modasa, Gujarat 383315

Compensation Package: **(15000)**

Benefits: You will be entitled to our comprehensive benefits package, including health insurance, retirement plans, and paid time off (PTO). Further details will be provided during your orientation or onboarding process.

Reporting to: Mr. Jagdish Patel

Employment Status: You will join us as a Full Time employee.

Probationary Period: As part of your onboarding process, you will be on a probationary period lasting 6 Months. This period will allow us to assess your performance, after which your employment status will be formally reviewed.

Work Schedule: Your regular working hours will be 10 hours , 6 days, with scheduled breaks as per company policy.

Joining Formalities:

On your first day, we request that you report to the HR Department to complete all necessary paperwork and formalities and bring all your certificates as per company policy.

As a member of the ALP Nonwoven Private Limited team, we expect you to adhere to our company policies and code of conduct. You will receive copies of these documents during your orientation.

Additionally, you will be required to sign a confidentiality agreement and any other relevant agreements.

Performance Evaluation: We conduct regular performance evaluations to provide feedback and assist you in achieving excellence in your role.

Termination Notice: Please be aware that both you and Company ALP Nonwoven Private Limited retain the right to terminate the employment contract at any time, with or without notice, and for any reason.

Vacation and Leave: Your employment entitles you to 27 days of paid vacation per year, in addition to other leave benefits outlined in our employee handbook.

At-Will Employment: This appointment letter signifies at-will employment, meaning that it is not a contract for employment. It confirms your at-will status, allowing either party (you or the company) to terminate the employment relationship at any time, with or without cause or notice.

Acceptance:

To formally accept this appointment, please sign and return a copy of this letter by [Date]. This will serve as your acknowledgment of the terms and conditions outlined above.

We are excited to welcome you to the ALP Nonwoven Private Limited team and are eager to witness the valuable contributions we are confident you will bring to our organization. If you have any questions or require additional information, please feel free to reach out to HR Manager.

We congratulate on your appointment, and we eagerly anticipate your start date.

Sincerely,

Abdul R. Hanan

(ABDUL R. HANAN)

HR Manager

ALP Nonwoven Private Limited

Plot No. 82 GIDC, Ganeshpur, 138,

Shamlaji Road, GIDC, Shinavad,

Modasa, Gujarat 383315



S. R. MARWANA
MARWANA SORESHSINH RAJOTSINH

Cemach Machineries Limited
Plot No. 512/2, nr. Patel Cold Storage,
Phase IV, Vatva GIDC, Ahmedabad,
Gujarat - 382445

Date 26-11-2021

Name of the employee: PAGI SURESH LADUBHAI

Complete Address :PALANPUR

City, Pincode - 383315

Country. India

Subject: Appointment Letter for the Post of (Helper)

Dear, **(PAGI SURESH LADUBHAI)**

This is in reference to your Job application followed with the rounds of Interview had with us.

We are pleased to appoint you to the position of **(Helper)** in our organization, with effect from (26-11-2021) on the following terms and conditions:

- You shall be on probation / training for one year from the date of commencement of your service which may be further extended at the discretion of the company. At the end of the probation / training period, if your services have been found satisfactory. Your appointment will be confirmed in writing by the organization. Notice period for either employer during probation will be a period of 30 days or salary in lieu of.
- Notice period from either employee or company after confirmation of employment will be a period of 45 days or salary on lieu of. In the cases, probation/training or confirmed employee, company reserves the right to your emplacement till alterative person is employed.
- Your employment is for Cemach Machineries limited , but the company may, at any time, at its sole discretion, transfer you to any other department or location, as deemed necessary by requirement.
- You will be subject to the Company's rules and regulations for the time being in force and as amended from time to time.
- During the period of your employment, you shall not engage yourself directly or indirectly, with or without remuneration, for any other employment without written permission from the company.

- It is agreed that the company may from time to time add, modify or repeal any remuneration, benefit, facility that may have been extended to you on a review of the organization's functioning, finances and prospects and you shall be bound by the organization's decisions in this behalf.
- You shall not disclose any information of the company or any of its customers to anyone which may come to your knowledge.
- After tendering resignation from the company, an employee needs to return all company assets such as laptops etc in his/her possession.
- During the tenure of your employment with the company, you may be called upon to present yourself for a medical examination and decision taken by the management based on the findings of the report by the company appointed medical practitioner shall be binding on you.
- You are requested to confirm your acceptance of the terms of appointment herein above by signing and returning to us the duplicate of this letter.

I extend a warm welcome to you and wish you all the best for a successful career.

Your's faithfully.

For Cemach Machineries limited




Himansu R Parmar

HR Manager

Acceptance

I have read the terms and conditions of this appointment and confirm my acceptance of the same.


(Signature and Date)
PAGI SURESH LADUBHAI

[Date : 11-10-2020]

[BHEMAVAT GOPALSINH DIPSINH]

[MEGHRAJ]

[City MEGHRAJ, State GUJARAT , ZIP Code 383350]

Subject: Appointment Letter for the post of (OPRETOR)

Dear [Employee's Name],

We are happy to extend our heartfelt congratulations on your selection for the position of **[OPRETOR]** at ALP Nonwoven Private Limited. We believe your skills, experience, and qualifications make you a valuable addition to our team.

Job Title: **[OPRETOR]**

Location: Plot No. 82 GIDC, Ganeshpur, 138, Shamlaji Road, GIDC, Shinavad, Modasa, Gujarat 383315

Compensation Package: **(15000)**

Benefits: You will be entitled to our comprehensive benefits package, including health insurance, retirement plans, and paid time off (PTO). Further details will be provided during your orientation or onboarding process.

Reporting to: Mr. Jagdish Patel

Employment Status: You will join us as a Full Time employee.

Probationary Period: As part of your onboarding process, you will be on a probationary period lasting 6 Months. This period will allow us to assess your performance, after which your employment status will be formally reviewed.

Work Schedule: Your regular working hours will be 10 hours , 6 days, with scheduled breaks as per company policy.

Joining Formalities:

On your first day, we request that you report to the HR Department to complete all necessary paperwork and formalities and bring all your certificates as per company policy.

As a member of the ALP Nonwoven Private Limited team, we expect you to adhere to our company policies and code of conduct. You will receive copies of these documents during your orientation.

Additionally, you will be required to sign a confidentiality agreement and any other relevant agreements.

Performance Evaluation: We conduct regular performance evaluations to provide feedback and assist you in achieving excellence in your role.

Termination Notice: Please be aware that both you and Company ALP Nonwoven Private Limited retain the right to terminate the employment contract at any time, with or without notice, and for any reason.

Vacation and Leave: Your employment entitles you to 27 days of paid vacation per year, in addition to other leave benefits outlined in our employee handbook.

At-Will Employment: This appointment letter signifies at-will employment, meaning that it is not a contract for employment. It confirms your at-will status, allowing either party (you or the company) to terminate the employment relationship at any time, with or without cause or notice.

Acceptance:

To formally accept this appointment, please sign and return a copy of this letter by [Date]. This will serve as your acknowledgment of the terms and conditions outlined above.

We are excited to welcome you to the ALP Nonwoven Private Limited team and are eager to witness the valuable contributions we are confident you will bring to our organization. If you have any questions or require additional information, please feel free to reach out to HR Manager.

We congratulate on your appointment, and we eagerly anticipate your start date.

Sincerely,

Abdul R Hanan

(ABDUL R. HANAN)

HR Manager

ALP Nonwoven Private Limited

Plot No. 82 GIDC, Ganeshpur, 138,

Shamlaji Road, GIDC, Shinavad,

Modasa, Gujarat 383315



B.G.O.
BHEM AVAT GOPALSINH DIPSI MH

Cemach Machineries Limited

Plot No. 512/2, nr. Patel Cold Storage,

Phase IV, Vatva GIDC, Ahmedabad,

Gujarat - 382445

Date 28-09-2020

Name of the employee: GADHAVI DHARMESHSINH KHENGRAJSINH

Complete Address : DHANSURA

City, Pincode - 383310

Country. India

Subject: Appointment Letter for the Post of (OPRETOR)

Dear, (GADHAVI DHARMESHSINH KHENGRAJSINH)

This is in reference to your Job application followed with the rounds of Interview had with us.

We are pleased to appoint you to the position of (**Opretor**) in our organization, with effect from (28-09-2020) on the following terms and conditions:

- You shall be on probation / training for one year from the date of commencement of your service which may be further extended at the discretion of the company. At the end of the probation / training period, if your services have been found satisfactory. Your appointment will be confirmed in writing by the organization. Notice period for either employer during probation will be a period of 30 days or salary in lieu of.
- Notice period from either employee or company after confirmation of employment will be a period of 45 days or salary on lieu of. In the cases, probation/training or confirmed employee, company reserves the right to your emplacement till alterative person is employed.
- Your employment is for Cemach Machineries limited , but the company may, at any time, at its sole discretion, transfer you to any other department or location, as deemed necessary by requirement.
- You will be subject to the Company's rules and regulations for the time being in force and as amended from time to time.
- During the period of your employment, you shall not engage yourself directly or indirectly, with or without remuneration, for any other employment without written permission from the company.

- It is agreed that the company may from time to time add, modify or repeal any remuneration, benefit, facility that may have been extended to you on a review of the organization's functioning, finances and prospects and you shall be bound by the organization's decisions in this behalf.
- You shall not disclose any information of the company or any of its customers to anyone which may come to your knowledge.
- After tendering resignation from the company, an employee needs to return all company assets such as laptops etc in his/her possession.
- During the tenure of your employment with the company, you may be called upon to present yourself for a medical examination and decision taken by the management based on the findings of the report by the company appointed medical practitioner shall be binding on you.
- You are requested to confirm your acceptance of the terms of appointment herein above by signing and returning to us the duplicate of this letter.

I extend a warm welcome to you and wish you all the best for a successful career.

Your's faithfully.

For Cemach Machineries limited



Himansu R Parmar

HR Manager

Acceptance

I have read the terms and conditions of this appointment and confirm my acceptance of the same.

Gadhavi D.12
(Signature and Date)

GADHAVI DHARMESHSINH KHENGRAJSINH

[28/12/2020]

Letter of Appointment

Dear **KHANT DILIPKUMAR AMRATBHAI** ,
Appointment as **Data Entry Operator**

We refer to your recent interview for the position and are please to advise that we are offering you the position with Aditayam Industries effective from 28/12/2020 under the following terms and conditions:

1. Posting & Transfer

Your services are liable to be transferred, at the sole discretion of Management, in such other capacity as the company may determine, to any department / section, location, associate, sister concern or subsidiary, at any place in India or abroad, whether existing today or which may come up in future. In such a case, you will be governed by the terms and conditions of the service applicable at the new placement location.

2. Probation

That you will be on probation for a period of six months. The period of probation can be extended at the discretion of the Management and you will continue to be on probation till an order of confirmation has been issued in writing.

3. Full time employment

Your position is a whole time employment with the Company and you shall devote yourself exclusively to the business and interests of the company. You will not take up any other work for remuneration (part time or otherwise) or work in an advisory capacity, or be interested directly or indirectly (except as shareholder / debenture holder), in any other trade or business during your employment with the company, without permission in writing of the Management of the Company. You will also not seek membership of any local or public bodies without first obtaining specific permission from the Management.

4. Confidentiality

You will not, at any time, during the employment or after, without the consent of the Management disclose or divulge or make public, except on legal obligations, any information regarding the Company's affairs or administration or research carried out, whether the same is confided to you or becomes known to you in the course of your service or otherwise.

5. Intellectual Property

If you conceive any new or advanced method of improving designs/ processes/ formulae/ systems, etc. in relation to the business/ operations of the Company, such developments will be fully communicated to the company and will be, and remain, the sole right/ property of the Company.

6. Responsibilities & Duties

Your work in the organization will be subject to the rules and regulations of the organization as laid down in relation to conduct, discipline and other matters. You will always be alive to responsibilities and duties attached to your office and conduct yourself accordingly. You must effectively perform to ensure results.

7. Past Records

This letter of appointment is based on the information furnished in your application for employment and during the interviews you had with us. If any declaration given, or information furnished by you, to the company proves to be false, or if you are found to have willfully suppressed any material information, in such cases, you will be liable to removal from services without any notice.

8. Termination of employment

During the probationary period and any extension thereof, your services may be terminated without giving any notice or salary in lieu thereof. However, on confirmation the services can be terminated from either side by giving one month (30 days) notice or salary in lieu thereof.

Upon resignation/termination of employment, you will immediately hand over to the Company all correspondence, specifications, formulae, books, documents, market data, cost data, drawings, affects or records belonging to the Company or relating to its business and shall not retain or make copies of these items.

Upon resignation/termination of employment, you will also return all company property, which may be in your possession.

Notwithstanding the above condition, the contract of service may also be terminated because of under mentioned stipulations. This will be without payment of any compensation.

- If you fail, refuse or neglect to carry out and perform your duties assigned to you by the company.
- For loss of confidence in you by the company for any of the act committed by you.
- If you are found to be guilty of fraud, insubordination or misconduct whether in course of performance of duties entrusted to you or otherwise.
- If you are found unfit for being entrusted with the responsible work commensurate with your position in consequences of any misconduct, moral turpitude. * If you commit any act prejudicial to the continuing good relationship between you and the company.
- If you commit breach of any of the terms of this letter of appointment.

9. Authority

No authority is vested upon you to make any financial commitment and enter into agreements/contracts/understandings of any nature with any second party and third party without seeking the prior permission/approval of the management. Any violation to exceed your specified authority as mentioned will be seriously viewed and disciplinary/appropriate legal action will be taken.

If you agree to the above terms and conditions of the appointment, kindly confirm your acceptance by signing and returning the duplicate copy of this letter for our file and records.

Sincerely,

Mr. Vivek Agarwal
HR administrator
Adityam
Industries



Shaikh Asif

(Asif H. Shaikh)

I agree to the appointment and accept the above terms and conditions of service.

Name: KHANT DILIPKUMAR AMRATBHAI

Date: 28/12/2020

Signature: *Khant Dilipkumar A*

[19-11-2020]

[KHILVANI SOORAJBHAI KAMLESHKUMAR]

[BUS STATION ROAD,MODASA,]

[City MODASA, State GUJARAT, ZIP Code 383315]

Subject: Appointment Letter for the post of (SELES)

Dear [KHILVANI SOORAJBHAI KAMLESHKUMAR],

We are happy to extend our heartfelt congratulations on your selection for the position of **[SELES]** at ALP Nonwoven Private Limited. We believe your skills, experience, and qualifications make you a valuable addition to our team.

Job Title: **[SELES]**

Location: Plot No. 82 GIDC, Ganeshpur, 138, Shamlaji Road, GIDC, Shinavad, Modasa, Gujarat 383315

Compensation Package: **(10000)**

Benefits: You will be entitled to our comprehensive benefits package, including health insurance, retirement plans, and paid time off (PTO). Further details will be provided during your orientation or onboarding process.

Reporting to: Mr. Jagdish Patel

Employment Status: You will join us as a Full Time employee.

Probationary Period: As part of your onboarding process, you will be on a probationary period lasting 6 Months. This period will allow us to assess your performance, after which your employment status will be formally reviewed.

Work Schedule: Your regular working hours will be 10 hours , 6 days, with scheduled breaks as per company policy.

Joining Formalities:

On your first day, we request that you report to the HR Department to complete all necessary paperwork and formalities and bring all your certificates as per company policy.

As a member of the ALP Nonwoven Private Limited team, we expect you to adhere to our company policies and code of conduct. You will receive copies of these documents during your orientation.

Additionally, you will be required to sign a confidentiality agreement and any other relevant agreements.

Performance Evaluation: We conduct regular performance evaluations to provide feedback and assist you in achieving excellence in your role.

Termination Notice: Please be aware that both you and Company ALP Nonwoven Private Limited retain the right to terminate the employment contract at any time, with or without notice, and for any reason.

Vacation and Leave: Your employment entitles you to 27 days of paid vacation per year, in addition to other leave benefits outlined in our employee handbook.

At-Will Employment: This appointment letter signifies at-will employment, meaning that it is not a contract for employment. It confirms your at-will status, allowing either party (you or the company) to terminate the employment relationship at any time, with or without cause or notice.

Acceptance:

To formally accept this appointment, please sign and return a copy of this letter by [Date]. This will serve as your acknowledgment of the terms and conditions outlined above.

We are excited to welcome you to the ALP Nonwoven Private Limited team and are eager to witness the valuable contributions we are confident you will bring to our organization. If you have any questions or require additional information, please feel free to reach out to HR Manager.

We congratulate on your appointment, and we eagerly anticipate your start date.

Sincerely,

Abdul R. Hanan
(ABDUL R. HANAN)

HR Manager

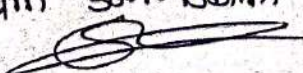
ALP Nonwoven Private Limited

Plot No. 82 GIDC, Ganeshpur, 138,

Shamlaji Road, GIDC, Shinavad,

Modasa, Gujarat 383315



KHILKUMI SORAJIBAI KAMLESHKUMAR


[12/11/2020]

Letter of Appointment

Dear **MAKARANI MOHAMMADSUJAN IRAFANKHAN**,
Appointment as **Data Entry Operator**

We refer to your recent interview for the position and are please to advise that we are offering you the position with Aditayam Industries effective from 12/11/2020 under the following terms and conditions:

1. Posting & Transfer

Your services are liable to be transferred, at the sole discretion of Management, in such other capacity as the company may determine, to any department / section, location, associate, sister concern or subsidiary, at any place in India or abroad, whether existing today or which may come up in future. In such a case, you will be governed by the terms and conditions of the service applicable at the new placement location.

2. Probation

That you will be on probation for a period of six months. The period of probation can be extended at the discretion of the Management and you will continue to be on probation till an order of confirmation has been issued in writing.

3. Full time employment

Your position is a whole time employment with the Company and you shall devote yourself exclusively to the business and interests of the company. You will not take up any other work for remuneration (part time or otherwise) or work in an advisory capacity, or be interested directly or indirectly (except as shareholder / debenture holder), in any other trade or business during your employment with the company, without permission in writing of the Management of the Company. You will also not seek membership of any local or public bodies without first obtaining specific permission from the Management.

4. Confidentiality

You will not, at any time, during the employment or after, without the consent of the Management disclose or divulge or make public, except on legal obligations, any information regarding the Company's affairs or administration or research carried out, whether the same is confided to you or becomes known to you in the course of your service or otherwise.

5. Intellectual Property

If you conceive any new or advanced method of improving designs/ processes/ formulae/ systems, etc. in relation to the business/ operations of the Company, such developments will be fully communicated to the company and will be, and remain, the sole right/ property of the Company.

6. Responsibilities & Duties

Your work in the organization will be subject to the rules and regulations of the organization as laid down in relation to conduct, discipline and other matters. You will always be alive to responsibilities and duties attached to your office and conduct yourself accordingly. You must effectively perform to ensure results.

7. Past Records

This letter of appointment is based on the information furnished in your application for employment and during the interviews you had with us. If any declaration given, or information furnished by you, to the company proves to be false, or if you are found to have willfully suppressed any material information, in such cases, you will be liable to removal from services without any notice.

8. Termination of employment

During the probationary period and any extension thereof, your services may be terminated without giving any notice or salary in lieu thereof. However, on confirmation the services can be terminated from either side by giving one month (30 days) notice or salary in lieu thereof.

Upon resignation/termination of employment, you will immediately hand over to the Company all correspondence, specifications, formulae, books, documents, market data, cost data, drawings, affects or records belonging to the Company or relating to its business and shall not retain or make copies of these items.

Upon resignation/termination of employment, you will also return all company property, which may be in your possession.

Notwithstanding the above condition, the contract of service may also be terminated because of under mentioned stipulations. This will be without payment of any compensation.

- If you fail, refuse or neglect to carry out and perform your duties assigned to you by the company.
- For loss of confidence in you by the company for any of the act committed by you.
- If you are found to be guilty of fraud, insubordination or misconduct whether in course of performance of duties entrusted to you or otherwise.
- If you are found unfit for being entrusted with the responsible work commensurate with your position in consequences of any misconduct, moral turpitude. * If you commit any act prejudicial to the continuing good relationship between you and the company.
- If you commit breach of any of the terms of this letter of appointment.

9. Authority

No authority is vested upon you to make any financial commitment and enter into agreements/contracts/understandings of any nature with any second party and third party without seeking the prior permission/approval of the management. Any violation to exceed your specified authority as mentioned will be seriously viewed and disciplinary/appropriate legal action will be taken.

If you agree to the above terms and conditions of the appointment, kindly confirm your acceptance by signing and returning the duplicate copy of this letter for our file and records.

Sincerely,

Mr. Vivek Agarwal
HR administrator
Aditayam
Industries



Shaikh Asif

(Asif H. Shaikh)

I agree to the appointment and accept the above terms and conditions of service.

Name: MAKARANI MOHAMMADSUJAN IRAFANKHAN

Date: 12/11/2020

Signature: M. I. MAZRUQI

Date: 20-11-2020

Mr. PARAMAR JIGARKUMAR DANSINH

Complete Address - MALPUR

City, Pin Code 383345

State, Country. GUJARAT

Subject: Appointment Letter for (OPRETOR)

Dear (PARAMAR JIGARKUMAR DANSINH)

Refer to your application for the Trainee position and subsequently an interview held in our office on (20-11-2020), we are pleased to offer you an appointment as **OPRETOR** on the following terms and conditions:

You have to follow the rules & regulations as given by the company. You are not supposed to divulge any information of the company or its management during training period or after completion of training.

During the training period your Services can be terminated by giving one month notice from either side, you're training automatically stands terminated on completion of your training period.

This training offer does not obligate the company to give you regular employment during or after the conclusion of your training period, nor does it give you the right to pursue employment with the company during or after your training time.

Yours faithfully,

KES Projects Pvt. Ltd

Mother Industrial Park - 2,

Plot No. 28 to 32, Kadadra,

Gujarat 382305

mahesh patel

(Mahesh M. Patel)



Acceptance

I have read the terms and conditions of this appointment and confirm my acceptance of the same.

J. D. Parmar

PARAMAR JIGARKUMAR DANSINH

[28/10/2019]

Letter of Appointment

Dear **BARIYA RAJESHKUMAR RAMESHBHAI** ,
Appointment as **Data Entry Operator**

We refer to your recent interview for the position and are please to advise that we are offering you the position with Aditayam Industries effective from 28/10/2019 under the following terms and conditions:

1. Posting & Transfer

Your services are liable to be transferred, at the sole discretion of Management, in such other capacity as the company may determine, to any department / section, location, associate, sister concern or subsidiary, at any place in India or abroad, whether existing today or which may come up in future. In such a case, you will be governed by the terms and conditions of the service applicable at the new placement location.

2. Probation

That you will be on probation for a period of six months. The period of probation can be extended at the discretion of the Management and you will continue to be on probation till an order of confirmation has been issued in writing.

3. Full time employment

Your position is a whole time employment with the Company and you shall devote yourself exclusively to the business and interests of the company. You will not take up any other work for remuneration (part time or otherwise) or work in an advisory capacity, or be interested directly or indirectly (except as shareholder / debenture holder), in any other trade or business during your employment with the company, without permission in writing of the Management of the Company. You will also not seek membership of any local or public bodies without first obtaining specific permission from the Management.

4. Confidentiality

You will not, at any time, during the employment or after, without the consent of the Management disclose or divulge or make public, except on legal obligations, any information regarding the Company's affairs or administration or research carried out, whether the same is confided to you or becomes known to you in the course of your service or otherwise.

5. Intellectual Property

If you conceive any new or advanced method of improving designs/ processes/ formulae/ systems, etc. in relation to the business/ operations of the Company, such developments will be fully communicated to the company and will be, and remain, the sole right/ property of the Company.

6. Responsibilities & Duties

Your work in the organization will be subject to the rules and regulations of the organization as laid down in relation to conduct, discipline and other matters. You will always be alive to responsibilities and duties attached to your office and conduct yourself accordingly. You must effectively perform to ensure results.

7. Past Records

This letter of appointment is based on the information furnished in your application for employment and during the interviews you had with us. If any declaration given, or information furnished by you, to the company proves to be false, or if you are found to have willfully suppressed any material information, in such cases, you will be liable to removal from services without any notice.

8. Termination of employment

During the probationary period and any extension thereof, your services may be terminated without giving any notice or salary in lieu thereof. However, on confirmation the services can be terminated from either side by giving one month (30 days) notice or salary in lieu thereof.

Upon resignation/termination of employment, you will immediately hand over to the Company all correspondence, specifications, formulae, books, documents, market data, cost data, drawings, affects or records belonging to the Company or relating to its business and shall not retain or make copies of these items.

Upon resignation/termination of employment, you will also return all company property, which may be in your possession.

Notwithstanding the above condition, the contract of service may also be terminated because of under mentioned stipulations. This will be without payment of any compensation.

- If you fail, refuse or neglect to carry out and perform your duties assigned to you by the company.
- For loss of confidence in you by the company for any of the act committed by you.
- If you are found to be guilty of fraud, insubordination or misconduct whether in course of performance of duties entrusted to you or otherwise.
- If you are found unfit for being entrusted with the responsible work commensurate with your position in consequences of any misconduct, moral turpitude. * If you commit any act prejudicial to the continuing good relationship between you and the company.
- If you commit breach of any of the terms of this letter of appointment.

9. Authority

No authority is vested upon you to make any financial commitment and enter into agreements/contracts/understandings of any nature with any second party and third party without seeking the prior permission/approval of the management. Any violation to exceed your specified authority as mentioned will be seriously viewed and disciplinary/appropriate legal action will be taken.

If you agree to the above terms and conditions of the appointment, kindly confirm your acceptance by signing and returning the duplicate copy of this letter for our file and records.

Sincerely,

Mr. Vivek Agarwal
HR administrator
Aditayam
Industries



Shaikh Asif

(Asif H. Shaikh)

I agree to the appointment and accept the above terms and conditions of service.

Name: BARIYA RAJESHKUMAR RAMESHBHAI

Date: 28/10/2019

Signature: BARIYA RAJESHKUMAR R

Cemach Machineries Limited

Plot No. 512/2, nr. Patel Cold Storage,

Phase IV, Vatva GIDC, Ahmedabad,

Gujarat - 382445

Date 11-09-2019

Name of the employee: DAMOR SURESHBHAI DOLAJI

Complete Address :Malpur

City, Pincode - 383345

Country. India

Subject: Appointment Letter for the Post of (Opretor)

Dear, (DAMOR SURESHBHAI DOLAJI)

This is in reference to your Job application followed with the rounds of Interview had with us.

We are pleased to appoint you to the position of **(Opretor)** in our organization, with effect from (11-09-2019) on the following terms and conditions:

- You shall be on probation / training for one year from the date of commencement of your service which may be further extended at the discretion of the company. At the end of the probation / training period, if your services have been found satisfactory. Your appointment will be confirmed in writing by the organization. Notice period for either employer during probation will be a period of 30 days or salary in lieu of.
- Notice period from either employee or company after confirmation of employment will be a period of 45 days or salary on lieu of. In the cases, probation/training or confirmed employee, company reserves the right to your emplacement till alterative person is employed.
- Your employment is for Cemach Machineries limited , but the company may, at any time, at its sole discretion, transfer you to any other department or location, as deemed necessary by requirement.
- You will be subject to the Company's rules and regulations for the time being in force and as amended from time to time.
- During the period of your employment, you shall not engage yourself directly or indirectly, with or without remuneration, for any other employment without written permission from the company.

- It is agreed that the company may from time to time add, modify or repeal any remuneration, benefit, facility that may have been extended to you on a review of the organization's functioning, finances and prospects and you shall be bound by the organization's decisions in this behalf.
- You shall not disclose any information of the company or any of its customers to anyone which may come to your knowledge.
- After tendering resignation from the company, an employee needs to return all company assets such as laptops etc in his/her possession.
- During the tenure of your employment with the company, you may be called upon to present yourself for a medical examination and decision taken by the management based on the findings of the report by the company appointed medical practitioner shall be binding on you.
- You are requested to confirm your acceptance of the terms of appointment herein above by signing and returning to us the duplicate of this letter.

I extend a warm welcome to you and wish you all the best for a successful career.

Your's faithfully.

For Cemach Machineries limited

Himansu R Parmar

HR Manager



Acceptance

I have read the terms and conditions of this appointment and confirm my acceptance of the same.

S.D.D
11/9/19

(Signature and Date)

DAMOR SURESHBHAI DOLAJI

[08/10/2019]

Letter of Appointment

Dear **KHANT VIKRAMSINH RANJITSINH** ,
Appointment as **Data Entry Operator**

We refer to your recent interview for the position and are please to advise that we are offering you the position with Aditayam Industries effective from 08/10/2019 under the following terms and conditions:

1. Posting & Transfer

Your services are liable to be transferred, at the sole discretion of Management, in such other capacity as the company may determine, to any department / section, location, associate, sister concern or subsidiary, at any place in India or abroad, whether existing today or which may come up in future. In such a case, you will be governed by the terms and conditions of the service applicable at the new placement location.

2. Probation

That you will be on probation for a period of six months. The period of probation can be extended at the discretion of the Management and you will continue to be on probation till an order of confirmation has been issued in writing.

3. Full time employment

Your position is a whole time employment with the Company and you shall devote yourself exclusively to the business and interests of the company. You will not take up any other work for remuneration (part time or otherwise) or work in an advisory capacity, or be interested directly or indirectly (except as shareholder / debenture holder), in any other trade or business during your employment with the company, without permission in writing of the Management of the Company. You will also not seek membership of any local or public bodies without first obtaining specific permission from the Management.

4. Confidentiality

You will not, at any time, during the employment or after, without the consent of the Management disclose or divulge or make public, except on legal obligations, any information regarding the Company's affairs or administration or research carried out, whether the same is confided to you or becomes known to you in the course of your service or otherwise.

5. Intellectual Property

If you conceive any new or advanced method of improving designs/ processes/ formulae/ systems, etc. in relation to the business/ operations of the Company, such developments will be fully communicated to the company and will be, and remain, the sole right/ property of the Company.

6. Responsibilities & Duties

Your work in the organization will be subject to the rules and regulations of the organization as laid down in relation to conduct, discipline and other matters. You will always be alive to responsibilities and duties attached to your office and conduct yourself accordingly. You must effectively perform to ensure results.

7. Past Records

This letter of appointment is based on the information furnished in your application for employment and during the interviews you had with us. If any declaration given, or information furnished by you, to the company proves to be false, or if you are found to have willfully suppressed any material information, in such cases, you will be liable to removal from services without any notice.

8. Termination of employment

During the probationary period and any extension thereof, your services may be terminated without giving any notice or salary in lieu thereof. However, on confirmation the services can be terminated from either side by giving one month (30 days) notice or salary in lieu thereof.

Upon resignation/termination of employment, you will immediately hand over to the Company all correspondence, specifications, formulae, books, documents, market data, cost data, drawings, affects or records belonging to the Company or relating to its business and shall not retain or make copies of these items.

Upon resignation/termination of employment, you will also return all company property, which may be in your possession.

Notwithstanding the above condition, the contract of service may also be terminated because of under mentioned stipulations. This will be without payment of any compensation.

- If you fail, refuse or neglect to carry out and perform your duties assigned to you by the company.
- For loss of confidence in you by the company for any of the act committed by you.
- If you are found to be guilty of fraud, insubordination or misconduct whether in course of performance of duties entrusted to you or otherwise.
- If you are found unfit for being entrusted with the responsible work commensurate with your position in consequences of any misconduct, moral turpitude. * If you commit any act prejudicial to the continuing good relationship between you and the company.
- If you commit breach of any of the terms of this letter of appointment.

9. Authority

No authority is vested upon you to make any financial commitment and enter into agreements/contracts/understandings of any nature with any second party and third party without seeking the prior permission/approval of the management. Any violation to exceed your specified authority as mentioned will be seriously viewed and disciplinary/appropriate legal action will be taken.

If you agree to the above terms and conditions of the appointment, kindly confirm your acceptance by signing and returning the duplicate copy of this letter for our file and records.

Sincerely,

Mr. Vivek Agarwal
HR administrator
Aditayam
Industries



Shaikh Asif

(Asif H. Shaikh)

I agree to the appointment and accept the above terms and conditions of service.

Name: KHANT VIKRAMSINH RANJITSINH

Date: 08/10/2019

Signature: *V. R. Khant*

Date: 11/12/2019

Mr. PAGI AKASHKUMAR CHANDUBHAI

Complete Address : PALANPUR

City, Pin Code - 383315

State, Country. GUJARAT

Subject: Appointment Letter for (OPRETOR)

Dear (PAGI AKASHKUMAR CHANDUBHAI)

Refer to your application for the Trainee position and subsequently an interview held in our office on (11/12/2019), we are pleased to offer you an appointment as **OPRETOR** on the following terms and conditions:

The salary of the staff is confidential hence you are requested not to reveal the same to others.

You have to follow the rules & regulations as given by the company. You are not supposed to divulge any information of the company or its management during training period or after completion of training.

During the training period your Services can be terminated by giving one month notice from either side, you're training automatically stands terminated on completion of your training period.

This training offer does not obligate the company to give you regular employment during or after the conclusion of your training period, nor does it give you the right to pursue employment with the company during or after your training time.

Yours faithfully,

KES Projects Pvt. Ltd

Mother Industrial Park - 2,

Plot No. 28 to 32, Kadadra,

Gujarat 382305

mahesh patel

(Mahesh M. Patel)



Acceptance

I have read the terms and conditions of this appointment and confirm my acceptance of the same.

Pagi Akash Kumar Chandubhai

PAGI AKASHKUMAR CHANDUBHAI

[12/11/2019]

Letter of Appointment

Dear **RATHOD SAVANATHSINH MAKHUSINH**,
Appointment as **Data Entry Operator**

We refer to your recent interview for the position and are please to advise that we are offering you the position with Aditayam Industries effective from 12/11/2019 under the following terms and conditions:

1. Posting & Transfer

Your services are liable to be transferred, at the sole discretion of Management, in such other capacity as the company may determine, to any department / section, location, associate, sister concern or subsidiary, at any place in India or abroad, whether existing today or which may come up in future. In such a case, you will be governed by the terms and conditions of the service applicable at the new placement location.

2. Probation

That you will be on probation for a period of six months. The period of probation can be extended at the discretion of the Management and you will continue to be on probation till an order of confirmation has been issued in writing.

3. Full time employment

Your position is a whole time employment with the Company and you shall devote yourself exclusively to the business and interests of the company. You will not take up any other work for remuneration (part time or otherwise) or work in an advisory capacity, or be interested directly or indirectly (except as shareholder / debenture holder), in any other trade or business during your employment with the company, without permission in writing of the Management of the Company. You will also not seek membership of any local or public bodies without first obtaining specific permission from the Management.

4. Confidentiality

You will not, at any time, during the employment or after, without the consent of the Management disclose or divulge or make public, except on legal obligations, any information regarding the Company's affairs or administration or research carried out, whether the same is confided to you or becomes known to you in the course of your service or otherwise.

5. Intellectual Property

If you conceive any new or advanced method of improving designs/ processes/ formulae/ systems, etc. in relation to the business/ operations of the Company, such developments will be fully communicated to the company and will be, and remain, the sole right/ property of the Company.

6. Responsibilities & Duties

Your work in the organization will be subject to the rules and regulations of the organization as laid down in relation to conduct, discipline and other matters. You will always be alive to responsibilities and duties attached to your office and conduct yourself accordingly. You must effectively perform to ensure results.

7. Past Records

This letter of appointment is based on the information furnished in your application for employment and during the interviews you had with us. If any declaration given, or information furnished by you, to the company proves to be false, or if you are found to have willfully suppressed any material information, in such cases, you will be liable to removal from services without any notice.

8. Termination of employment

During the probationary period and any extension thereof, your services may be terminated without giving any notice or salary in lieu thereof. However, on confirmation the services can be terminated from either side by giving one month (30 days) notice or salary in lieu thereof.

Upon resignation/termination of employment, you will immediately hand over to the Company all correspondence, specifications, formulae, books, documents, market data, cost data, drawings, affects or records belonging to the Company or relating to its business and shall not retain or make copies of these items.

Upon resignation/termination of employment, you will also return all company property, which may be in your possession.

Notwithstanding the above condition, the contract of service may also be terminated because of under mentioned stipulations. This will be without payment of any compensation.

- If you fail, refuse or neglect to carry out and perform your duties assigned to you by the company.
- For loss of confidence in you by the company for any of the act committed by you.
- If you are found to be guilty of fraud, insubordination or misconduct whether in course of performance of duties entrusted to you or otherwise.
- If you are found unfit for being entrusted with the responsible work commensurate with your position in consequences of any misconduct, moral turpitude. * If you commit any act prejudicial to the continuing good relationship between you and the company.
- If you commit breach of any of the terms of this letter of appointment.

9. Authority

No authority is vested upon you to make any financial commitment and enter into agreements/contracts/understandings of any nature with any second party and third party without seeking the prior permission/approval of the management. Any violation to exceed your specified authority as mentioned will be seriously viewed and disciplinary/appropriate legal action will be taken.

If you agree to the above terms and conditions of the appointment, kindly confirm your acceptance by signing and returning the duplicate copy of this letter for our file and records.

Sincerely,

Mr. Vivek Agarwal
HR administrator
Aditayam
Industries



Shaikh Asif

(Asif H. Shaikh)

I agree to the appointment and accept the above terms and conditions of service.

Name: RATHOD SAVANATHSINH MAKHUSINH

Date: 12/11/2019

Signature: 