

**APPOINTMENT LETTER**

Ref No: USTL/HR/25-26/AL089

Date:15/05/2025

To,  
**Mr. Saurabh Shivhare**  
**Vill:-Funga,Po:-Funga**  
**Anuppur M.P., Pin :- 484224.**

Subject: Appointment as **Supervisor.**

Dear **Saurabh,**

This letter is being issued to formally document your appointment in the position of **Supervisor** at Unique Structures & Towers Ltd., effective from **May 8, 2024**, which marks the commencement of your service with the company. This formal appointment letter is being issued now to complete official records and confirm your current designation and terms.

1. Date of Joining **May 8,2024**  
Your employment with the company commenced on **May 8,2024**,as per our records.
2. Designation and Department:  
You are appointed as **Supervisor**, initially assigned to the **Project** team. Please note that your department is liable to change based on the company's operational needs to ensure optimal utilization of your skills.
3. Work Location:  
You will be based at the following location:  
• Project Site: **Project-77, Madhya Pradesh.**  
For project site assignments, your role is subject to project requirements, and you may be transferred to other sites as needed, with prior notice and applicable allowances to support your transition.
4. Compensation:  
Your annual Cost to Company will be INR **4,80,000/-**(Rupees Four Lakh Eighty Thousand only),payable early. A detailed salary breakup is provided in Annexure A.
5. Employee Benefits:  
You will be eligible for benefits including but not limited to health insurance, paid leave (as per company policy),and opportunities for professional development, such as training programs or certifications. Detailed information will be provided during on boarding.

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**Head Office:**

1-A,Light Industrial Area,Bhilai-490026(C.G.)  
Phone:2281606,4036754,4082400,Fax:0788-2285574  
E-mail:ustlbhilai@ustl.co.in info@ustl.co.in

**Works Office:**

PlotNo. 263/311 & 268/306,Urla Industrial Area,  
Raipur – 493 221 (C.G.) INDIA  
Phones: 0771-2324944,2324945Fax:0771-2324450  
E-mail:ustlrpr@ustl.co.in

# **Unique**

## **STRUCTURES**

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6. **Working Hours:**  
Your working hours will be:  
Project Sites: As per project requirements, with flexibility to meet operational demands.
7. **Performance Reviews:**  
Your performance will be evaluated periodically during and after the probation period. These reviews will provide feedback, set goals, and identify opportunities for career growth within the company.
8. **Confidentiality:**  
You shall maintain the confidentiality of all company-related information, including project details, client data, and proprietary processes.
9. **Mobility:**  
The company reserves the right to transfer you to any location (head office, factory, or project site) based on business needs, with support provided for a seamless transition.
10. **Travel Allowance:**  
If travel is required for work, travel allowance (TA) and daily allowance (DA) will be provided as per your post, in accordance with company policy.
11. **Notice Period:**  
The notice period will be 1 month during probation and post-confirmation, applicable to both parties. Employment may be terminated for reasons such as gross misconduct, consistent underperformance, or violation of company policies, subject to due process.
12. **Code of Conduct:**  
You are expected to uphold the company's ethical standards, fostering a respectful and professional work environment.
13. **Company Assets:**  
You will have access to company assets, including tangible assets (e.g., equipment, tools, vehicles), digital assets (e.g., project designs, software, databases), and intangible assets (e.g., intellectual property, trademarks). The company will provide assets such as laptops, desktops, and printers as required for your role, and you are responsible for their proper use, maintenance, and return in good condition. All assets must be used solely for company purposes, with digital assets managed in accordance with our digital asset management policies to ensure their integrity and confidentiality.
14. **Company Policies:**  
You will abide by the rules, regulations, and policies of Unique Structures & Towers Ltd., as amended from time to time. The Employee Handbook, provided upon joining, outlines these in detail.

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15. On boarding Process:

Upon acceptance, you will participate in an on boarding program to familiarize yourself with our operations, culture, and team. Our HR team will guide you through this process to ensure a smooth integration.

16. Acceptance:

Please sign and return a copy of this letter to acknowledge receipt and confirm the terms recorded here in. This offer is subject to submission of required documents (Annexure B).

We are truly grateful for your contributions and look forward to seeing you bring your skills to Unique Structures & Towers Ltd. We're also committed to supporting your growth and success with in the company. For any queries, please contact our HR team at [hr.dept@ustl.co.in](mailto:hr.dept@ustl.co.in) or 0788 4082400.

Yours sincerely,

Unique Structures & Towers Ltd.



Authorized Signatory

Email: [hr.dept@ustl.co.in](mailto:hr.dept@ustl.co.in) | Phone: 07884082400

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Employee Acceptance:

I, **Mr. Saurabh Shivhare** accept the terms and conditions of employment out lined above. Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Annexure A: Salary Breakup

- Pf: Applicable
- Current Total CTC: INR 40,000/- Per Month (INR 4,80,000/- Per Annum).

Annexure B: Documents Required

- Aadhar Card, PAN Card, Educational Certificates, etc.

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