



FIRST CARE CORPORATION

CONTRACT LABOUR SERVICES (SKILLED/UNSKILLED) FOR HOUSE KEEPING, LOADING-UNLOADING, PACKING,
MANPOWER SUPPLY & PAY ROLL MANAGEMENT



Letter of Appointment / Probation

June 23, 2021

To,

Dear Mr. Saurabh Shivhare,

We are glad to appoint you in our organization as **"Supervisor"** on the following terms and conditions:

1. Your appointment shall be effective from **05" May 2021**
2. us on or You will be on probation for an initial period of 3 (three) Months i.e. up to 04th August 2021 [date + 3 months from the date mentioned in point 1], which may be extended. If you are not confirmed in writing by before the expiry of the original period of probation mentioned above, your probation shall be deemed to have been extended even though no intimation is given to you in writing to that effect, which shall in no event be more than one year.
3. (a) During the probation period (original or extended) your services are liable to be terminated without any reason or notice or compensation or payment in lieu of notice.

(b) If you desire to leave the employment during the probation period, you are to give 15 days' notice in writing and failure to do so means forfeiture of one month salary.

(c) all If your services are approved and if you are confirmed in our service in writing, you will be entitled to the benefits prevailing in the company and applicable to your category of fixed term Contract employees and total duration of which will be 12 (twelve Months) from the effective date of appointment.

(d) Employer shall have sole right to retain Gross Salary of one month during probationary period / appointment confirmation. However, Employer shall reimburse to the Employee gross salary of one month upon completion of probationary period / appointment confirmation.
4. You will not be eligible for the benefits which are enjoyed by the fixed term contract employees of the company during your probationary period and



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should you desire to take any leave for any reason the same will be calculated on a without pay basis.

5. Breakup for Monthly Salary from date of Joining :-

Description	Amount Per Month
Basic	15000
HRA	4200
Sp. All.	5000
Medical All.	2300
Mobile All.	500
Gross Salary Per Month>>>>	27000
Less PF@12%	1800
ESIC @ 0.75 & N.A.	
Professional Tax	200
Total Per Month Take Home>>>>	25000

On confirmation of your service, should you desire to leave employment you are to give 1 (One) months' notice in writing. In the event you fail to provide such notice you shall forfeit 1 (One) month gross salary and other benefits and shall be liable to compensate the Company for the same. No leave balances shall not be adjusted against the 1 (One) month notice period by the employee.

6. Your services are transferable at notice to any division, section, branch office, works etc. belonging to the company. In the event of your transfer, the terms and conditions of your service outlined herein shall continue to apply. However, you shall be required to adhere to the rules and regulations as prevalent at the new place of posting.
7. During the period of your employment in the company you shall not secure or try to secure any other job without the previous consent of the company in writing.
8. Your hours of attendance shall be regulated to suit the duties entrusted to you from time to time as required by the management of the company and you will be required to work generally for eight hours (excluding a lunch break) per day in any of the shifts assigned to you from time to time as may be governed by the Statutory Act applicable to the Company.
9. You should not at any time absent form work without the consent of the Company. Your employment is liable to be terminated immediately if in the



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opinion of the company you are found guilty of breach of any of the above clause in-subordination, insolence, gross negligence of duty, dishonesty or embezzlement or accepting any commission or discounts etc. from guest or placing consideration of any nature above the company's interest may at the time be in your possession or for any reason that the Company see fit for termination of your employment.

10. In Normal circumstances, the working will be from Monday to Saturday every week. Public Holidays will be as per standard conditions. However, during extreme situations, you may be called upon to work at any time and on being asked to work you will undertake the work.
11. Deductions of Income-tax, other tax and contribution to the Employees, state Insurance Act, 1948, or any other statutory Acts applicable to the company or any scheme framed there under and made applicable to you by the company, shall be made from the salary payable to you.
12. You shall be bound by the service rules and regulations of the company in force from time to time by whatever name called and as may be updated, modified, and replaced and any statutory Act applicable to the company. It shall be your duty and responsibility to be aware of such regulations and any lack of knowledge of these regulations shall not exempt you from compliance thereof.
13. The applicable retirement age in the Organization shall be 58 (fifty-eight) years. (Your date of birth is 06 Feb 1992)
14. The company shall not provide any residential accommodation in any form and will not pay any amount in lieu thereof.
15. The Terms of your employment and this Appointment letter shall be governed by the terms set out herein as well as the Employment Contract and the service rules and regulations of the Company. In the event of any conflict with the terms of this Appointment Letter and the Employment Agreement, the terms of the Employment Agreement shall be binding. In case of any dispute, Ahmedabad will be considered as the place where the cause of action shall be deemed to have arisen and shall be governed by the terms of the Employment Agreement as more particularly set out therein.



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Thank you.

Yours faithfully,

For, First Care Corporation.

Manager

(Pritul A Patel)



I have carefully read the terms and conditions of my employment and I have understood the same and accept and agree to them entirely.

Employee Name : Saurabh Shivhare

Date : 23, June 2021

Place: Ahmedabad