



To,

MR. ANIL KUMAR SHARMA,

With reference to your application and subsequent interview with us, we are Pleased to appoint you as a **SITE INCHARGE** in our entity on the following terms and conditions.

Salary: Your Annual Total Employment Cost to the Entity as per the details of which has been given in the Annexure attached. Your salary and other privileges include extending the services on Sundays if required for maintenance and completing the target and hence no additional compensation is payable.

Place/Transfer: Your present place of work will be at (ADANI TRANSMISSION LTD, AESL) site but during the course of the service, you will be posted / transferred anywhere to serve any of the Entity's projects or any other establishment in India or outside, at the sole discretion of the Management.

Probation/Confirmation: You will be on a Probation period for the Six months. Based on your performance your services will be confirmed with the Entity in writing after six months. During the probation period your services can be terminated with seven-day notice on either side and without any reasons whatsoever. If your services are found satisfactory during the probation period, you will be confirmed in the present position and thereafter your services can be terminated on one month's notice on either side.

TERMINATION OF JOB: Absence for a continuous period of **ONE (1) MONTH** without prior approval of your superior, (including overstay on leave / training) would result in your losing your lien on the service and the same shall automatically come to an end without any notice or intimation.

During the service period your services can be terminated with seven-day notice on either side and without any reasons whatsoever. If your services are found satisfactory during the service period, you will be confirmed in the present position and thereafter your services can be terminated on one month's notice on either side.

- ❖ In case the Candidate resigns without serving a notice of one month the due salary and other benefits will not be paid.
- ❖ If you take leave without a leave letter or without prior approval of your superior, it will be considered as absent and one absence will be treated as 2 leaves.

Leaves: You will be eligible to the benefits of the Entity's Leave Rules on your confirmation in the Entity's Service as per enclosed Annexure.

During the period of your employment with the Entity, you will devote full time to the work of the same. Further, you will not take up any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the ENTITY.

1. You will not (except in the normal course of the ENTITY's business) publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the ENTITY's products or to any matter with which the ENTITY may be concerned, unless you have previously applied to and obtained the written permission from the ENTITY.

For S. J. CONSTRUCTIONS,




(Authorized Signatory)

Agreed & Accepted



(MR ANIL KUMAR SHARMA)

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2. You will be required to maintain utmost secrecy in respect of Project documents, commercial offer, design documents, Project cost & Estimation, Technology, Software packages license, ENTITY's policies, ENTITY's patterns & Trade Mark and ENTITY's Human assets profile.
3. You will be required to comply with all such rules and regulations as the ENTITY may frame from time to time.
4. Any of our technical or other important information which might come into your possession during the continuance of your service with us shall not be disclosed, divulged or made public by you even thereafter.
5. If at any time in our opinion, which is final in this matter you are found non- performer or guilty of fraud, dishonest, disobedience, disorderly behavior, negligence, indiscipline, absence from duty without permission or any other conduct considered by us deterrent to our interest or of violation of one or more terms of this letter, your services may be terminated without notice and on account of reason of any of the acts or omission the ENTITY shall be entitled to recover the damages from you.
6. You will not accept any present, commission or any sort of gratification in cash or kind from any person, party or firm or ENTITY having dealing with the ENTITY and if you are offered any, you should immediately report the same to the Management.
7. This appointment letter is being issued to you on the basis of the information and particulars furnished by you in your application (including bio-data), at the time of your interview and subsequent discussions. If it transpires that you have made a false statement (or have not disclosed a material fact) resulting in your being offered this appointment, the Management may take such action as it deems fit in its sole discretion, including termination of your employment.
8. You will be responsible for safekeeping and return in good condition and order of all ENTITY property, which may be in your use, custody or charge.
You will receive your full and final settlement within six months form submission of the all clearances and necessary documents from site /office as the case may be.
Please sign and return to the undersigned duplicate copy of this letter signifying your acceptance.

We welcome you to the family of S J CONSTRUCTIONS and look forward to a fruitful collaboration.

With best wishes,

For S. J. CONSTRUCTIONS,

 

(Authorized Signatory)

Agreed & Accepted



(MR. ANIL KUMAR SHARMA)

ANNEXURE-1

1. Your Gross salary is INR 4,70,640 (For Lakh Seventy Thousand Six Hundred Fourty) par annum (CTC).

EARNING/MONTH		DEDUCTION/MONTH	
BASIC + DA	17,500.00	EPF EMPLOYER	1590.00
HRA	4780.00	PF EMPLOYEE CONTRIBUTION	1690.00
SA	7150.00	ESIC EMPLOYER CONTRIBUTION	-
TA	2500.00	ESIC EMPLOYEE CONTRIBUTION	-
FOODING	3500.00	P TAX	160.00
GRATUITY & OTHERS BENEFIT	2100.00		
GROSS	39,220.00		
EPF EMPLOYER	1690.00		
ESIC			
TOTAL CTC	39220.00 A		3410.00 B
CASH IN HAND=A-B	35810.00		

2. Leave: Earned leaves 18 for Staff Per Annum. The Earned leaves will be Applicable After 180 working days from the Date of Joining/ Date of Reporting at site.

3. Out Station Allowances:

- a. **Travelling:** SL Train Fare Charges as applicable.
- b. **Lodging:** Free Lodging at Company Guest House or Suitable Accommodation within nearest possible location to the site.
- c. **Other Allowances:** Fooding & other allowance as applicable/notified from place to place.

Thanking you

For S J CONSTRUCTIONS




(Authorized Signatory)

Agreed & Accepted



(MR. ANIL KUMAR SHARMA)

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DECLARATION

I, ANIL KUMAR SHARMA hereby declare that I had gone through the Terms& Conditions of employment and found them appropriate and suit to me and accept the same without any force or prejudice.

Name : ANIL KUMAR SHARMA
Father's Name : RAMESHWAR SHARMA
Aadhaar : 910049301574
Pan No. : ETRPS7108R
DOB : 12/08/1988
Mob. No : 8210353965
E-MAIL :
E. D.OJ : 20/10/2023
Address : S/O RAMESHWAR SHARMA
SONBARSA CHAINPUR ,MOBARAKPUR
SIWAN, BIHAR 841203
A/C No : 38955897570
Bank : STATE BANK OF INDIA
Branch : GOPALPUR
IFSC : SBIN0006669
PIN : 841226

Accepted by:



(Signature of the employee)

For S J CONSTRUCTIONS



(Authorized Signatory)

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S J CONSTRUCTIONS

The construction people
sjc_840@rediffmail.com



Ph.:03224-282194 (O)

Email:

Employee Experience Certificate

Name Of Employee : *Mr. ANIL SHARMA*
Father's Name : *RAMESHWAR SHARMA*
DOB : *01/01/1989*
Designation : *SITE ENGINEER*
In Our Organization : *22/02/2016 TO 02/11/2025*

Sincerely,

FRO S J CONSTRUCTIONS



(Authorised Signatory)