



R.S. INFRAPROJECTS PVT. LTD.

Registered Office: H-70, Lane W-10, Sainik Farms, New Delhi-110062

Corporate Office: A-18, Sector-136, Noida - 201 304

E-mail: projects@rsinfra.in, Website : www.rsinfra.in

CIN : U28112DL2005PTC140621



Date : 02-Jan-2025

To,
Md. Aftab Alam.
At-Alampur, Po.-Lalapur (Bhader),813203
Via-Kahalgonaon,Bihar

Sub: Appointment Letter

Dear Md. Aftab Alam,

With reference to the interview you had with us, we are pleased to appoint you as a '**Assistant Manager'-Safety(V1377)**' at R S Infraprojects Pvt. Ltd.

Your date of appointment will be effective from **02-Jan-2025** at **GETCO, Gujarat.**»
Your employment with us will be governed by the Terms & Conditions as given below

- 1. Place of Work:** You will be initially based at **GETCO, Gujarat** and will be reporting to **Sanjay Kanailal Nayak - V1341**. We have Projects, Factories and offices in different parts of the country. Your duties may change from time to time and your services are liable to be transferred either temporarily or permanently, to any one of our Units/Offices in India, either existing or to be established in the future, at the entire discretion of the management. In the event of a transfer, you would be governed by the terms and conditions applicable to your Grade at the place of the transfer unless otherwise specified in writing.
- 2. Salary:** Your Remuneration details will be as per the attached **Annexure A**. Please note that your compensation is personal and confidential between you and the Company and should be treated as such. The salary structure of the Company may be altered/modified at any time without prior notice and your remuneration and other terms may accordingly be altered/ modified from time to time. Further, salary, allowances and all other payments/benefits will be governed by the Company's policies as well as statutory provisions in force from time to time, without impacting your overall compensation. The emoluments/benefits due to you will be liable/subject to tax in accordance with the provisions, of the Income Tax Act and Rules made there under also other applicable laws, if any, as may be in force from time to time.
- 3. Probation:** You will be on probation for a period of six months from the date of joining.



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During the said probation period your performance will be constantly reviewed and the final review will take place at the end of your probation. You may be offered a permanent position in the company if your performance is found to be satisfactory during the said period. Management reserves the right to extend this period at its sole discretion for further six months during probation, this Letter of Appointment can be terminated, by either side, without assigning any reason, whatsoever, by giving 30 days' notice in writing, or salary in lieu thereof. The salary payable for this purpose will be computed on the basis of your last drawn Gross Salary.

- 4. Responsibility and Accountability:** During your employment, you will devote your whole time and attention to the Business of the Company and will diligently and efficiently carry out the duties entrusted to you. You will not accept directly or indirectly any part-time or other job or transact the business of any kind, during the course of your employment with the Company. Your performance would be reviewed as per the Company's Performance Management System.
- 5. Medical Fitness:** This appointment and continuation thereof are subject to your being medically fit.
- 6. Compensation Review and PMS:** Company's performance year commences on 1st April and ends on 31st March of the following calendar year. Your yearly increment is directly linked with the business of the company and your performance at the discretion of the Management.
- 7. Insurance:** You will be covered under the Company's Hospitalization, Personal Accident and Term Life Insurance schemes as applicable to your Grade/Cadre and as may be amended from time to time.
- 8. Notice Period:** During the Probation period, your services are liable to be ended on 1 (One) month's notice or 1 (One) month's gross salary in lieu of notice period by either side, except for dismissal, discharge and termination for professional misconduct and indiscipline in which case you will not be entitled to any such notice or salary thereof. You will be required to serve the Notice Period for effective handing over of your responsibilities to your successor or person designated by the Company. Waiver or adjustment of Notice period by Earned Leave or Salary, due to you, is not a matter of right and shall be processed keeping in view the business and operational exigencies and with the approval of Competent Authority. In case the Company accepts your

request in writing to relieve you of your services with the Company at a shorter notice



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than stipulated here in this letter, then the Company will be entitled to deduct the salary attributed to the unserved notice period from the final settlement amount. Salary for the purpose of this clause shall mean “**Monthly Gross Pay**”.

9 Leave : You will be eligible for leaves as per the Leave Policy of the organization. No Earned Leave will be permissible during the probation. On confirmation in service of the company, you will be entitled to earned leaves as per the company’s rules.

10 No Simultaneous Employment: While in the employment of this Company, you will not, under any circumstances, be permitted to work for any other firm/body/Corporate or persons, either whole time or part-time, or in any way be associated with any firm/body/Corporate or persons as Advisor, Director, Partner, whether paid or not for your services, without the prior written permission of the Company.

11 Contract/ Bond with Previous Employers: It will be your personal responsibility to discharge all obligations arising out of any contract or bond with previous employers.

12 Secrecy as to the affairs of the Company: You shall not during the term of your employment with the Company or at any time thereafter, use or disclose to any other Company, firm or person any matter concerning the business/designing processes, packaging, quality methods, accounts, transactions, dealings, trade secrets of the Company whether the same may be confided in you or become known to you in the course of your employment with us or otherwise.

13 Handing over charge of Company's property on termination of employment: You shall be bound at the termination of this Agreement, to return to the Company all the properties of the Company in your possession and correspondence which you may have conducted, in connection with the business of the Company or on its behalf. The moment you cease to be an employee of the Company, or the moment you are transferred from your place of posting at the relevant time, you shall immediately hand over all such properties to the Company.



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- 14 Discipline:** During your employment with us, you shall be subject to such rules and regulations, as are made by us from time to time at our discretion, such rules being notified from time to time and will be applicable to you at all times, whether they are individually notified to you or not.
- 15 Misbehavior or breach of trust:** If during your employment with the Company, Management arrives at the conclusion that you have committed any misbehavior or breach of trust in relation to the assignments handled by you, or generally in relation to your employment with the Company, the Company reserves its right to terminate your employment without any notice. In case of such termination, no compensation for deficiency of the notice period will be paid by the Company. Besides, the Company reserves its right to take appropriate legal action including compensation and damages for such misbehavior or breach of trust as applicable.
- 16 Cessation of employment:** On cessation of your employment with the Company, you are required to complete the requisite separation formalities in terms of the Company's Rules and Regulations and the final settlement of your dues will be made only after you have completed all separation formalities. Absence for a continuous period of 10 (ten) days without prior approval of your reporting manager, except due to a medical emergency, would entitle the Company to terminate your services immediately without the need for any notice.
- 17 Retirement Age:** Please note that unless your services come to an end on account of resignation/ termination, you will retire on completion of 58 years of age as per the records of the company.
- 18 Company's policies, rules and regulations:** During your employment with the Company, you will, at all times be governed by and required to abide by all the Company's Policies, Rules & Regulations and Company's Schemes for Employee Benefits presently applicable or as may be introduced or amended from time to time. It is essential that you obtain a copy of these Policies, Rules, Regulations and Schemes from your Unit and understand the details thereof.
- 19 Governing Law and Jurisdiction:** This Appointment Letter shall be governed by the laws of India and subject to exclusive jurisdiction of courts in Noida only.
- 20** The Company reserves the right to alter, amend or modify any of the above conditions of service as and when required. Hence, these conditions stand valid unless



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superseded by some revised HR Guidelines or Policies as communicated through HR Policies or some other written notification.

- 21 If the above offer is acceptable to you, please sign and return to us the duplicate copy of the letter as a token of your acceptance.

- 22 Your Appointment is confirmed subject to clearance of Background verification comprising of your academic, demographic, past employment, criminal record verification and such other details as required and a satisfactory report from your former employers and the references given by you. This will be carried out either by the Company or an appointed agency or both. It is understood that, if the information provided by you is found untrue in the future, then your services are liable for immediate termination without any notice.

Please take the time to carefully review the terms of appointment. Accepting employment will be conditional after agreeing and signing the attached copy of this letter and the attached Annexure(s), signing at the right-side lower corner of each page, and returning it to HR Department upon your earliest convenience.

We welcome you to our organization and look forward to a rewarding and happy association with you.

Yours sincerely,

For R S Infraprojects Pvt. Ltd.



(Mayank Gupta)

Deputy General Manager- HR

Date: 14-Jan-2025

Signature of Employee_____





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>Annexure A>

Pay Component	Monthly Amount	Annual Amount
Gross		
Fixed	70,000	8,40,000
Basic	28,000	3,36,000
HRA	14,000	1,68,000
Conveyance Allowance	1,800	21,600
Special Allowance	26,200	3,14,400
Total Gross	70,000	8,40,000
Variable		
Variable	5,002	60,024
Gratuity	1,344	16,128
Employer PF	1,800	21,600
Bonus or Ex gratia	1,232	14,784
Medical Claim	626	7,512
Total Variable	5,002	60,024
Total CTC	75,002	9,00,024

Yours sincerely,

For R S Infraprojects Pvt. Ltd.



(Mayank Gupta)



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BETTER ENGINEERING