

**APPOINTMENT LETTER**

To

MR. AMITH RAJEEV V  
VADASSERY HOUSE  
PULLUT P O  
KODUNGALLUR  
THRISSUR

Subject: Appointment in our organization

Dear MR. AMITH RAJEEV V

With reference to your application and subsequent discussion you had with us on 19/02/2021 we are pleased to appoint you in our organisation with effect from 22/02/2021 on the following terms & conditions

1. You will be designated as CASHIER / ACOOUNTANT in our ACCOUNTS - VTY Department.
2. You will be paid a salary as discussed and details are shown the annexure.
3. Your appointment is subject to production of fitness report from a qualified medical practitioner suggesting your fitness for the above mentioned post.
4. You will be on probation for one year and if it is necessary the probation period is extendable to another one year. You will be reporting to our ACCOUNTS MANAGER - ACCOUNTS DEPARTMENT - VTY
5. The Company holds the right to extend your probation period in case your services are found unsatisfactory.
6. In the event of your services being found satisfactory, you will be confirmed through a formal confirmation letter by the management after successful completion of your probation period.
7. During the probation period as well as on confirmation, your employment is subject to termination without notice period.
8. All information collected by in the course of your assignment will be kept strictly confidential and you will not divulge the same to anyone before prior consent.

9. You shall faithfully serve the company, obey its lawful commands, keep its secrets, and perform your assignments diligently during the tenure of your services in our organization.

10. Your duties and responsibilities are as per the annexure attached.

11. You shall be subject to the standing orders of the company, service rules & regulations, administrative orders of the company in force from time to time during the tenure of your service.

12. The company reserves the right to dismiss you without notice if you are found guilty of committing any misconduct or breach of any standing orders or rules pertaining to your services. In such an event you would not be entitled to any compensation or notice pay.

13. Your services are liable to be transferred at any other unit, place of work and location within the country after giving notice of one week.

14. The age of superannuation/ retirement will be 58 years.

15. Your services will be governed by all rules and regulations as may exist or may be instituted or revised by the management at any time

Please return the signed duplicate letter in token of your acceptance of the terms and conditions of employment.

We look forward to your long and mutually beneficial association with our company.

Yours Sincerely,

MCP Motors India Pvt Ltd.

 Authorized Signatory



I have read/understood the above terms and conditions and agree to abide by them.



Signature of Employee