

**GREAVES
ELECTRIC
MOBILITY**


AMPERE

MAHALAXMI AMPERE



Name : Neha Sarjerao Turuke

Designation : Sales Executive

Mob. : 7666926112

Date Of Birth : 03/06/2003

Branch : Kolhapur

 **AMPERERE**

महालक्ष्मी एम्पियर
MAHALAXMI AMPERE

By Greaves Electric Mobility



AMPERE





DATE – 13/12/2023

Letter of Offer and Contract of Employment

NEHA SARJERAO TURUKE
SUTAR LANE MUDSHINGI
7666926112

DEAR NEHA,

Re: Letter of Offer - Contract of Employment

MAHALAXMI E BIKE takes great pleasure in offering you the position of **SALES EXECUTIVE** with us here at **MAHALAXMI E BIKE** where we hope you will enjoy your role and make a significant contribution to the success of our organization.

- Commencement Date

We request that you commence employment with the **MAHALAXMI E BIKE** on 13 DECEMBER 2023

- Location

Your work place will be located and based at **LAXMIPURI, KOLHAPUR**

- Position

SALES EXECUTIVE will report to **MANAGER**.

The roles and responsibilities of this position are described within the attached Position Description.

- Remuneration and Payment

Your salary is based on the **WORKING DAY** and you will be paid at a rate of **346.15/- PER DAY OR 9000/- ASSUMING 26 WORKING DAYS**. Your salary will be paid **MONTHLY** on **DATE OF 5-10** and will be paid by means of **NEFT**.

Your remuneration rate will be reviewed annually on or about the anniversary of your employment. Any review of your remuneration rate does not necessarily mean an increase in remuneration will occur.

- Hours of Work

MAHALAXMI E BIKE general hours of business are between **9.30 AM – 6.30 PM**. It is expected that you will work an average of **9 HOURS PER DAY** during general business hours however; from time to time you may be required to work additional hours or after hours when necessary to perform your duties and responsibilities.

For additional Days beyond 26 Working Days, 1.5 times amount will be paid. **519.23/- Per day** on condition of all present days are above 27. Considering 26 working days in month.



MAHALAXMI E BIKE

C.S.N 1432 B/1, C-Ward, Konda oal Road, Laxmipuri,
Kolhapur 416 002

GREAVES
ELECTRIC
MOBILITY

7385451372 / 7218003573

mahalaxmiebike1@gmail.com

- Incentive –

As Sales Executive you need to work in Sale Region, Incentive will be 100/- Per vehicle after achieving the **Target** it will be doubled. (**Target** Will be displayed on 1st day of Month).

- Termination

Either you or **MAHALAXMI E BIKE** may terminate your employment contract at any time giving **HALF MONTH notice of termination or by the company making a payment of one month in lieu of notice.**

The company may terminate your employment at any time without notice if:

- You are guilty of serious misconduct (defined as breach of any employment related law or policies published by the organization from time to time)
- You are in material breach of a provision of this contract, including confidentiality undertakings
- A court finds you guilty of a criminal offence
- Bankruptcy

Following termination of your employment you will be required to return all company property. Also following termination of your employment you must not record confidential information in any form.

- Confidentiality of Information

During your employment you may become aware of information relating to the organization including but not limited to client lists, trade secrets, client details etc.

Confidential information remains the sole property of **MAHALAXMI E BIKE**

You shall not, either during or after your employment, without the prior consent of the organization, directly or indirectly divulge to any person or use the confidential information for your own or another's benefit.

NEHA SARJERAO TURKE, we would like to take this opportunity to welcome you and wish you a long and rewarding career with us.

Yours sincerely,

D.M OF MAHALAXMI E BIKE

I, NEHA TURUKE, accept the offer of employment as described under the terms and conditions of this contract.

Signed: _____

Dated: _____

• **उपस्थिती आणि वेतन धोरण मार्च 2023 मध्ये सुधारित.**

- नियमांनुसार, चार साप्ताहिक सुट्टीकडे दुर्लक्ष केले जाते. मासिक पगार 26 कामकाजाच्या दिवसांसाठी एक मानक म्हणून आहे.
- ऑफिस टाईम सकाळी 9:30 - ते - साय. 6.30 पर्यंत असेल.
- मध्यांतर सुट्टी ही 1.45 ते 2.30 पर्यंत असेल. कामाचा लोड जास्त असेल तर सुट्टी पुढे - मागे घेता येईल पण वेळेचे बंधन हे 45 मिनिटे असेल. याव्यातिरिक्त कोणीही खाजगी कारणासाठी बाहेर जाऊ नये.
- ओव्हरटाईम मध्ये एका तासाचा पगार हा नियमित पगाराच्या दीडपट असेल. यामध्ये कमीतकमी 120 मिनिटे असावीत.
- उपस्थिती जितकी उशिरा असेल तितका वेळ साय. भरून काढणे अनिवार्य आहे. ऑफिस कामामुळे किंवा वर्कशॉप कामामुळे येण्यासाठी उशीर झाल्यास तसे मॅनेजर यांना कळवणे अनिवार्य आहे.
- रजा घेण्यासाठी आपले पदभार ऑफिस मधील एका व्यक्तीकडे देणे गरजेचे आहे. RTO, NAB, Celex, Warrenty या कामाचा भार आपल्या ऑफिस मधील परिपूर्ण व्यक्तीकडे किंवा दुसऱ्या शाखेमध्ये देणे गरजेचे आहे.
- दैनंदिन पगार नुसार महिन्यातील रजा कापली जाईल.
- पूर्व-सूचना आणि मंजूर रजेला परवानगी आहे.
- परवानगी शिवाय रजा घेऊ नये, जर घेतल्यास पुढच्या दिवशीचा पगार सुद्धा कापला जाईल.
- गैर-मंजूरीसाठी, वैद्यकीय आपत्कालीन आणीबाणीचा विचार केला जाईल.

I, **RUTUJA SHASHIKANT GARADE**, accept the offer of employment as described under the terms and conditions of this contract.

Signed: _____

Dated: _____