



HRD/CT/632989/AUG/22

Date-16/08/2022

Sub: Offer Letter

Dear Candidate,

You will be happy to know that after Taking your Interview By the recruiting board members are to impressed with your interview and we are pleasure to inform you that you are selected according to your profile in which project you have Worked and on the basis Of your educational records. Hence they selected you for this great Job. Therefore

Name - Vinayak Pandey
ID No.- 570771288086
Designation - GET
Department - GET in Production Department
Offer Salary- 3.41lakh/Year+ Accommodation
Date Of Joining - 05/09/2022

You will be posted in our Plant at **Force Motors Ltd,Plot No. 3, Sector - 1, Pithampur Industrial Area District Dhar Pithampur Madhya Pradesh :-454775 India.**

Acceptance and Commencement

Your appointment will be effective on your joining date, i.e. **05/09/2022**. Please contact us immediately if you require an alternative joining date. If you do not confirm your acceptance or we are unable to set at alternative date, this offer will be withdrawn.

To confirm your acceptance of this offer, you are required to:

- Respond via email to communicate acceptance of the offer and to confirm your joining date. Please note that if you do not send your acceptance to the email ID, you will not be allowed to join on the joining date specified above.
- Any change of joining date must be sent to hrmanager@forcemotors.co.in at last 10 days prior to your original from the joining date specified above.
- Report to On the joining date at **11:00 a.m.**Please note that it is important to be on time to complete the joining formalities. If you arrive late, you will not be allowed to join and must reschedule your joining date. On your joining date please bring(i) the original and 1 photocopy of this letter duly signed and dated by you: (ii) 3 self photograph (passport sized, color photos with a white background) (iii) the original and 2 sets of photocopies of the following documents.
- Education degree certificate and all year mark sheets for the highest degree attained Photocopies should include both from the back side of certificate.
- Relieving letter or resignation acceptance letter from your most recent employer, include employee number.
- Proof of identity, Bring One of the following documents : passport, driving license, voter's identification card, PAN card, or Adhar card with photograph
- Your initial posting will be Pithampur (M.P) . However, your services are transferable and you may be assigned to any office of **Force Motors Ltd.** a subsidiary, or Associate company. In such case, you will be governed by the policies of that location.



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Corporate Office: Old Mumbai - Pune Hwy MIDC Akurdi Pune Maharashtra- 411035



- Your appointment is contingent upon satisfactory reference & background checks, which may be conducted at any time from the date of this offer to 90 days from your joining date, and which included verification of your application materials, education and employment history. Your employment is also contingent upon your ability to work for the company without restriction (i.e. you do not have any non-compete obligations or other restrictive clauses with any previous employer).
- Your designation may be changed at the discretion of the Company depending on the work assigned to you.
- You may be required to travel on company work and you will be reimbursed expenses as per Company policy.
- If you are absent for a continuous period of 8 days without leave or obtaining your manager's approval, you will be deemed to have voluntarily terminated your service without notice.
- You or the Company may terminate your service at any time by giving 90 days' notice or basic salary in lieu thereof.
- You will retire from the service at of the Company on attaining the age of superannuation {58 years}.
- Upon your resignation or retirement from the company or termination of your services, you are required to return all assets and property of the company such as documents, machines, data, files and books etc, (including but not limited to leased properties).
- Any and all of the terms and conditions of service may be modified or changed at the Company's discretion.
- Your individual remuneration is strictly between yourself and the company. It has been determined based on numerous factors such as your job, skills –specific background, and professional merit. This information and any changes made there in should be treated as personal and confidential.
- The benefits as outlined here in and in **Force Motors Ltd** policies are subject to change at the company's discretion. You will be entitled to privilege leave in accordance with the company's policy as applicable from time to time.
- 90 days training is compulsory for every candidate, in training time company will provide food hostel and cab facility apart of salary. After the training company will withdraw hostel facility after that company will add HRA in candidate salary..
- One year employment bond is compulsory for every candidate, it is a normal bond for experience candidate and for the fresher candidate it will be a 3month security bond after that it will be work as normal bond.
- Information pertaining to **Force Motors Ltd** operations and intellectual property is confidential and you will sign a non-disclosure agreement. If you are bound by a confidential and agreement with a previous employer, you must notify the company and indemnify the company against any breach thereof.
- All employees are required to read and company with **Force Motors Ltd** business Conduct Guidelines and sign a statement to this effect. Any breach of the guidelines or the terms and conditions of employment may result in termination of your services without notice or compensation.



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- If any information furnished by you in your applicant for employment or during the selection process is found time during your employment to be incorrect or false, and or if you have suppressed material information regarding your qualifications and expense, the Company may terminate your services without notice of compensation.

You will be on probation unit your successful completion of the probationary period is confirmed in writing. The probation period is 1 year and may be extended at your manager's discretion. At any time during this period, either you or the Company may terminate your service by giving 30 days notice or basic salary in lieu thereof.

You will abide by all the rules and regulation of the Company which are in force form time to time and the company shall have the right to very or modify any or all of the above terms and conditions which shall be binding on you.

The impact of today's technology and pace of charge is tremendous. We hope you're as excited as we are to play a part in that revolution. At Force Motors Ltd, we're charging the would every day and we will be delighted to have you as part of out team.

Please note that all of the above documents are mandatory and you will not be allowed to join without them.

Please contact us at hrmanager@forcemotors.co.in for any queries regarding your employment offer.

❖ Required Documents by Company HRD at the time of Appointment Process.

1. Photo-copies of qualification documents.
2. Photo-copies of ID Proof
3. Photo-copies of address proof
4. Two Passport size photographs

We Welcome you again to our family and trust your association with us would be a long and meaning full one.

Sincerely,

MR. Ramchandra H

HR Head Corporate Office

Human Resources

Force Motors Limited



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