



HRD/CT/0175456/June/2022

Date: 6 June 2022

SUB-APPOINTMENT OF EMPLOYEEMENT IN TATA MOTORS LTD.

Dear Mr/Mrs, DHINESH KC

On behalf of Tata Motors Ltd the company and its affiliates, I am very pleased to offer you the Position of Team Supervisor, This letter clarifies and confirms the terms of your employment with (“the Company”) on the following terms and conditions:

Your Code Number-EINTML-041., You are in **Group 1**. We are informing you that your Resume has been selected in our annual direct selection of candidates through our direct interview in **TATA MOTORS LTD.**, The company offers you to join as an Executive/Supervisor post in respective . your job **location Tamil Nadu** and joining address is mentioned in your joining letter.

1. Salary and benefits:

Your starting salary will be **Rs.254,400/-** annualized payable monthly in accordance with the Company's standard payroll practice (**your monthly salary Rs.18,500/- per month and your traveling expenses Rs.2700 will be added afterward your total salary will be Rs.21,200/- per month**) and, subject to applicable withholding taxes.

Because your position is exempt from overtime pay and your salary will compensate you for all hours worked. Your base salary will be reviewed monthly by the Board of Directors and any increases will be effective as of the date determined by the Board. salary and other benefits will be as set out in Schedule 1, hereto.

2. Commencement of employment

Unless we mutually agree otherwise, you will commence employment on 7 June 2022 to 8 June 2022 and you have to pay Rs.850/- for receiving uniform, get pass, identity card and job letter through courier (Indian Postal Service) and



You are to make a REFUNDABLE Cash security deposit of Rs.850/-(Eight Hundred Fifty Indian Rupees only) as an initial amount in favour of our company HRD Accountant name in charge of collecting payment. This payment covers, Convince interview, Courier, accommodation, insurance, Processing & Maintenance Charges. The refundable Security Deposit of Rs.850/- Should be paid through any Nationalized Bank or Online payment method through authorized tata motors bank account and Paytm, phone pay, google pay. (it is refundable amount and it will be refunded in your bank account) pay your 850 and submit the payment receipt in company email address.

3.(Location) & Documents

You will be posted at your nearest. You can visit your job location but it is mandatory to take get pass and identity card through courier (Indian Postal Service) because without get pass and identity card you cannot visit your job location so take your courier as soon as possible and after getting your courier you have to go for training for 3 days only. (**Training is paid as per your salary**)

The Designation and job location will be fixed by TATA MOTORS LTD Group HRD at the time of final discussion and you have to come along with photo copies of all original documents as detailed below.

❖ **REQUIRED DOCUMENTS BY THE TATA MOTORS LTD COMPANY HRD.**

- **Photo-copies of Qualification Documents.**
- **Photo-copies of Experience Certificates (if any)**
- **4 Passport Size Photograph**
- **ID Proof -Address Proof**

4. Hours of Work

The normal working days are Monday through Saturday You will be required to work for such hours as necessary for the proper discharge of your duties to the Company. The normal working hours are from 10:00 am to 06:00 pm and you are expected to work not less 48 hours each week, and if necessary for additional hours depending on your responsibilities.

5. Leave/Holidays

You are entitled to 30 working days of paid sick leave. , The Company shall notify a list of declared holidays in the beginning of each year.



6. Nature of duties

You will perform to the best of your ability all the duties as are inherent in your post and such additional duties as the company may call upon you to perform, from time to time.

7. Company property

You will always maintain in good condition Company property, which may be entrusted to you for official use during the course of your employment and shall return all such property to the Company prior to relinquishment of your charge, failing which the cost of the same will be recovered from you by the Company.

8. Confidential Information

8.1 During your employment with the Company you will devote your whole time, attention and skill to the best of your ability for its business. You shall not, directly or indirectly, engage or associate yourself with, be connected with, concerned, employed or engaged in any other business or activities or any other post or work part time or pursue any course of study whatsoever, without the prior permission of the Company.

8.2 You must always maintain the highest degree of confidentiality and keep as confidential the records, documents and other Confidential Information relating to the business of the Company which may be known to you or confided in you by any means and you will use such records, documents and information only in a duly authorized manner in the interest of the Company. For the purposes of this clause 'Confidential Information' means information about the Company's business and that of its customers which is not available to the general public and which may be learnt by you in the course of your employment. This includes, but is not limited to, information relating to the organization, its customer lists, employment policies, personnel, and information about the Company's products, processes including ideas, concepts, projections, technology, manuals, drawing, designs, specifications, and all papers, resumes, records and other documents containing such Confidential Information.



9. Notices :- Notices may be given by you to the Company at its registered office address. Notices may be given by the Company to you at the address intimated by you in the official records.

10. Acceptance of our offer

Please confirm your acceptance of this Contract of Employment by signing and returning the duplicate copy. We welcome you, and look forward to receiving your acceptance and to working with you.



LAST DATE OF SUBMISSION: 8 June 2022

Mr. Harikanth (Chief H R & Administration officer)

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Acceptance Candidate's Signature

Schedule I --- Compensation Details

Basic Salary	21,200
House rent allowance	3500
Additional Benefits	Meals & Accommodation*t&c
PF Contribution	Yes
ESI Contribution	Yes
Cab Facility	Available



Note: You will receive salary, and all other benefits forming part of your remuneration package subject to , and after, deduction of tax at source in accordance with applicable law.



(Senior Recruitment Department)

HR MR. AKSHAY KULKARNI

CONTACT:-74285-86227-8929787028

Tata Motors Ltd

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