

HINDUSTAN PENCILS PVT. LTD.

Plot No.212 G.I.D.C. Umbergaon-396171,Dist.Valsad,Gujarat. Phone :(0260)2562267

To,

Date: 06 08 2023

Mr.Yadav Rahul Ramdhyan,
Plot No-69 Jay Ambe Kirana Store,Sanjan Road,
Umbergaon District Valsad, PIN 396 170, Gujarat.

Subject :- Offer Letter

Dear Mr.Yadav Rahul,

With reference to your application and the subsequent interviews you had with us, we are pleased to offer you the post of Chemist in our Company, subject to verification of testimonials and receipt of acceptance as set out below.

This offer is valid till 05.09.2023. You are advised to report on the said date at the following address.

Hindustan Pencils Pvt. Ltd., Plot No.212, GIDC, Umbergaon, District Valsad, PIN 396 171, Gujarat.

You are requested to send us the scanned copy of following documents (attested copy) immediately and carry the originals with you on your date of joining.

1. All educational certificates such as Post Graduation, Graduation certificates, professional qualification certificates, etc.
2. Any other educational, professional, extra-carricular activity certificates.
3. Date of Birth certificate OR School/Collage leaving certificate.
4. Resignation letter submitted to your present employer, duly acknowledged.
5. Experience/Relieving letter from all ex-employer.
6. Pan Card and Adhar Card.
7. UAN Card in case applicable.

You are requested to carry the originals of all the documents along with the following documents on the day of joining.

1. Relieving letter and experience certificate from the present employer.
2. Two Passport size photographs.

Formal letter of appointment on probation, mentioning other terms and conditions of service will be issued to you on the day of your joining.

You are advised to send us the acceptance of this offer.


Thanking You.

Yours faithfully,

For Hindustan Pencils Pvt. Ltd.

(AUTHORISED SIGNATORY)




I/C PRINCIPAL
Gokhale Education Society's
N. B. Mehta Science College
Bordi, Dahanu, Palghar
Pin - 401 701

Mr. Adesh Raju Tandel

August, 08 2023

Fulacha Pada, Lalonde, Palghar

Maharashtra - 401404

Dear Adesh,

LETTER OF INTENT

With reference to your application and subsequent interview you had with us, we are pleased to offer you the post of **TRAINEE CHEMIST - QUALITY PROCESS** in our organization on the terms and conditions mutually discussed and agreed upon.

You are required to join duty on or before **04.09.2023**. A detailed appointment letter incorporating the terms and conditions of your service will be issued to you after you join.

Kindly note that on the date of joining you shall submit the following:

- 1.Aadhar Card (Kindly ensure DOB in dd – mm – yyyy format)
- 2.PAN Card
- 3.Passport (If any)
- 4.4 copies of recent passport sized photograph
- 5.Birth Certificate or School Leaving Certificate (for verification of age)
- 6.Proofs of Educational Qualifications (copy to be verified, initialled & dated, while the originals to be returned)
- 7.Latest Salary Certificate from previous employer, where applicable
- 8.Last 3 months pay slip in original, or copy of the same duly certified by the previous employer
- 9.Copy of the resignation letter submitted to the previous employer, where applicable
- 10.Relieving letter obtained from the previous employer, where applicable
- 11.Cancelled cheque of your Bank Account in which your salary needs to be credited



Regl. Office:

C-49/2, TIC Industrial Area, Pawne,

Navi Mumbai – 400 703, India.

CIN No. L39877MH1986PLC039877

Ph : +91-22-65134444 / 27616666

Fax : +91-22-27615883 / 27615886

E-mail : galaxy@galaxysurfactants.com

Website : www.galaxysurfactants.com

12. Duly filled in "Application Blank", in case it has not been submitted earlier

13. Covid-19 Vaccination Certificate (If Non-Vaccinated, then individual to carry RT-PCR test report with sample taken within 48 hours. Outstation individuals to complete the test post arrival to the designated location. The guidelines keep evolving hence connect with our team for more clarity)

Documents Submission

In case of discrepancy found in the documents/ details provided, the Company reserves the right to revoke the offer.

Background Verification

The Company shall verify all information / documents / certificates / testimonials submitted by you through an external agency and you agree to the same. If the Company is not satisfied with the outcome of the background checks and/or any concerns are raised in a background check, attributable to, false information or misstatement or misrepresentations or omissions of facts in the details/documents provided by you, the Company reserves the right to withdraw your offer and subsequently your appointment without notice and compensation or to take any appropriate action against you, including, but not limited to termination.

You are requested to acknowledge this letter as a token of your acceptance.

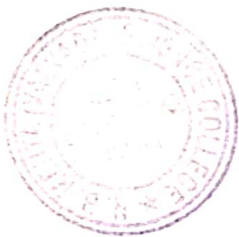
Looking forward to a fruitful association with you.


Cordially yours,

For Galaxy Surfactants Limited



Monisha Mohanlal
Senior Manager - People Energy Process




I/PRINCIPAL
Gokhale Education Society's
N. B. Mehta Science College
Bordi, Dahanu, Palghar
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E-mail : galaxy@galaxysurfactants.com
Website : www.galaxysurfactants.com

Mr. Kartikesh Jagannath Raut

August 08, 2023

Vikas Vaadi, Vasgaon, Palghar

Chinchani, Maharashtra - 401503

Dear Kartikesh,

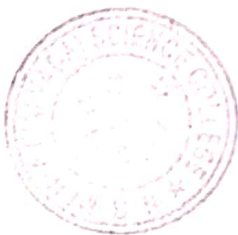
LETTER OF INTENT

With reference to your application and subsequent interview you had with us, we are pleased to offer you the post of **TRAINEE CHEMIST - QUALITY PROCESS** in our organization on the terms and conditions mutually discussed and agreed upon.

You are required to join duty on or before **04.09.2023**. A detailed appointment letter incorporating the terms and conditions of your service will be issued to you after you join.

Kindly note that on the date of joining you shall submit the following:

- 1.Aadhar Card (Kindly ensure DOB in dd – mm – yyyy format)
- 2.PAN Card
- 3.Passport (If any)
- 4.4 copies of recent passport sized photograph
- 5.Birth Certificate or School Leaving Certificate (for verification of age)
- 6.Proofs of Educational Qualifications (copy to be verified, initialled & dated, while the originals to be returned)
- 7.Latest Salary Certificate from previous employer, where applicable
- 8.Last 3 months pay slip in original, or copy of the same duly certified by the previous employer
- 9.Copy of the resignation letter submitted to the previous employer, where applicable
- 10.Relieving letter obtained from the previous employer, where applicable
- 11.Cancelled cheque of your Bank Account in which your salary needs to be credited



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Documents Submission

In case of discrepancy found in the documents/ details provided, the Company reserves the right to revoke the offer.

Background Verification

The Company shall verify all information / documents / certificates / testimonials submitted by you through an external agency and you agree to the same. If the Company is not satisfied with the outcome of the background checks and/or any concerns are raised in a background check, attributable to, false information or misstatement or misrepresentations or omissions of facts in the details/documents provided by you, the Company reserves the right to withdraw your offer and subsequently your appointment without notice and compensation or to take any appropriate action against you, including, but not limited to termination.

You are requested to acknowledge this letter as a token of your acceptance.


Looking forward to a fruitful association with you.

Cordially yours,

For Galaxy Surfactants Limited



Monisha Mohanlal
Senior Manager - People Energy Process



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Gokhale Education Society's
N. B. Mehta Science College
Bordi, Dahanu, Palghar
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E-mail : galaxy@galaxysurfactants.com
Website : www.galaxysurfactants.com



Ref. AIL: HR & ADMIN: 2022

Date: 28th September 2022

Mr. Sahil Pinge
Nisha Mansion chawl
Chatra compound Malyan
Ramwadi, Dahanu Road (E)
Maharashtra - 401602
Email ID: sahilpinge16@gmail.com

Dear Mr. Sahil,

Selection Letter for Officer – R&D

With reference to your application and the subsequent interview you had with us on 28th September 2022 at Khatalwad, we are pleased to select you as **Officer – R&D** with present position at our works Apar Industries Ltd, Survey No. 6074, 2228, 1991, 6341/P1, 2219, 2221, Khatalwada – Manekpur Road, Vill. :- Khatalwada, Tal. Umbergaon, Dist:- Valsad Gujarat – 396120.

The appointment letter incorporating detailed terms and conditions as agreed upon will be issued to you on the date of your joining us i.e. on or before **10th October 2022**.

If you do not join your duty on or before the said date, the letter shall be treated as cancelled, unless the extension of the said date for joining duty is granted by us in writing.

We now look forward to your long and fruitful association with us.

With Best Regards,

Yours faithfully,

For Apar Industries Limited


K. K. Shetty
(Asst. Vice President – HR & Admin)

APAR Industries Limited

Factory: Survey No. 6074, 2228, 1991, 6341/P1, 2219, 2221, Khatalwada – Manekpur Road, Vill. Khatalwada, Taluka Umbergaon District Valsad Gujarat - 396120 India. 491 260 2406 100. hr@apar.com www.apar.com

RD Office: 011/205 Purnezia Bori, Var. RC Dutt Road, Alkapuri, Vadodara - 390007 India

01 265 6178 700/6178 709. apar_baroda@apar.com www.apar.com CIN: 191110G1985PLC012602




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Pin - 401 701



Neon Laboratories Limited

140 Damji Shamji Ind. Complex, M. Caves Rd., Andheri (E), Mumbai - 400 093.
www.neongroup.com • E-mail: info@neongroup.com

Ref. : APPT/No.38/2022-23

DATE : 21/11/2022

To,
Ms. Divya Jayprakash Churi
At: Amar Appt., B/3, House No. 326/3,
Bordi Main Road, Near Bordi Post Office,
Tal : Dahanu , Dist: Palghar,
MH - 401 701.

Appointment Letter.

Dear Madam,

With reference to your application and the subsequent interviews you had with us, we are pleased to appoint you for the position of "Trainee"- F&D (ADL) at our Factory, located at Palghar with the following terms and conditions.

1. You will be graded as "Trainee" during the trainee period.
2. Your training period will be for 10 Months from the date of joining. Your training commences on 21/11/2022 and completes on 20/09/2023. Your Regular working hours will be 8 ½ hrs and as per the assigned Shift.
3. If your progress during the training period is not satisfactory the trainee period may be extended at the discretion of the management.
4. You will be paid a consolidated stipend of Rs. 17000/- p.m. CTC (Rs. Seventeen Thousand Only) CTC inclusive of all allowances. You will not be entitled for any other remuneration.
5. After satisfactory completion of your training & probation period (minimum attendance mandatory during training & probation period is 90%) as stated above you will be put on probation/confirmation, unless an ordered in writing, confirming you on a post is passes expressly you will not be deemed to have been confirmed even though your trainee/probation period respectively may have expired.
6. You will be entitled for Bonus according to the rules of the company and the statutory laws applicable. On your Confirmation, you will be eligible for leave in accordance with the Company's rules.
7. This appointment and continuance of this appointment will be subject to your being and remaining medically (Physically and mentally) fit by the Medical Officer appointed by the company. You will be required, at any time during your service, to appear before such medical officer of the company. The decision of such a doctor shall be final and binding upon you. If you are found medically or physically unfit you will be immediately discharged from the services of the company.



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Shamji Ind. Complex, M. Caves Rd., Andheri (E), Mumbai - 400 093.
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8. This appointment is subject to receipt of satisfactory verification of the Particulars given by you in your application form. Your service will also be liable for termination for suppression of any information or for furnishing any false information with a view to obtain employment.
9. The company will expect you to work, in any department in which you are placed with a high Standard of initiative, efficiency and economy.
10. You will not seek membership of any local or public bodies without first obtaining specific permission, in writing, from the management
11. The management reserves the right to change your duty hours on 24 hour notice.
12. You will not give out to any one, by word of mouth or otherwise, particulars details of our manufacturing process, technical know-how, security arrangements, administrative and/or organizational matters of a confidential or secret nature which it may be your personal privilege to know by virtue of your presence and working at our Factory.
- 13a). During the training period you will not be eligible to enjoy any leave. However one day's leave will be credited to your leave account for every 20 days of actual work performed. Such leaves will be encashed at the rate of your stipend immediately after the completion of your training period. For this purpose, you will have to submit your application for such encashment. And during probation, as per policy, leave will be credited to your leave account after confirmation.
 - b) Other than the above stated leave, no leave shall be applicable to you during your training & probation period.
 - c) As and when you are placed on confirmation, you will be governed by the leave rules applicable as per company policy.
 - d) During your service period, the management may terminate your appointment by giving 24 hours notice only, without assigning any reason whatsoever.
 - e) During your service period (i.e. Training, Probation & Confirmation period), if you desire to resign Company will require one month notice period from you, failing to which you shall be liable to pay compensation to the company equal to one month's salary. The management, if it desires to relieve you immediately, may relieve you by giving you one month's salary in lieu of notice period. This will be at the discretion of the management.
14. You shall be abide to follow rules and Regulation including conduct, discipline and administrative order and any such other rules or order of the company which are in force at present and also mentioned from time to time.





15. You shall devote your whole time and attention exclusively to the work entrusted to you. You will not engage yourself directly or indirectly to work for any person, firm or company in any capacity, not to do any private business, private work without obtaining permission of the company in writing.
16. You shall obey all lawful and reasonable instructions given to you by your Superiors. You also hereby undertake to submit true and faithful information and /or explanation, when required, in respect of matters entrusted to you
17. All programs systems, logins manuals literatures etc. developed by you while in company services will at all times be deemed to be the sole property of the company. Also the companies will at all times have the sole proprietary right in any new system which you may develop while in company services.
18. You shall not accept any present, gift, commission, or any kind of gratification in cash or in kind from any person, factory, firm or company having dealing with this company and if you are offered any, you should report the same immediately to the management in writing.
19. Your services are transferable from our Palghar Factory to any other location in which the company has interest and to any of our other units, subsidiaries, sister concerns, establishments or offices anywhere in India under the same terms and conditions.
20. After confirmation, your annual increments will be based upon & granted on your satisfactory and diligent discharge of duties. Annual increments may be withheld at the discretion of the management, in case your work/conduct is not found up to the satisfaction.
21. You will not appear in any examination or test without express permission of the management in writing.
22. Your address as given in your application form and as mentioned at the beginning of this letter will be deemed to be correct for the purpose of sending any communication to you. In case of any change in your address, you will inform the same to the management in writing within 3 days of such a change. Any communication sent to you, at your last known address, will be deemed to have been served upon you.
23. Your absence for a continuous period of 10 days (including absence when leave though applied for but not granted) or overstay for a period of 10days after expiry of leave, will entail loss of your lien on the job and your services shall automatically come to an end without notice or intimation to you by the management. The management will presume that you have abandoned the employment of your own accord and you shall be liable to give one month's salary in lieu of notice for abandoning the service in such a manner.



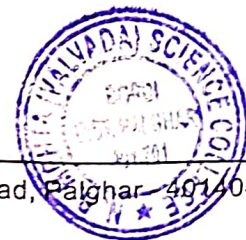
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24. After confirmation, sanction of privilege leave applicable will depend upon the exigencies of work and shall be at the discretion of the management. For getting such a leave, it shall be your duty to apply at least fifteen days in advance and seek prior permission and sanction for such leave.
25. After confirmation, sanction of sick leave will be subject to produce the sickness certificate of a Doctor from Government or local authority or failing that of a duly qualified Registered Medical Practitioner, acceptable to the management. Proper leave application must be submitted immediately upon falling sick, together with unfit medical Certificate. On returning from sick leave, if not found medically fit, you will not be allowed to resume duty until completely recovered from sickness & only after producing certificate of fitness from the medical practitioner acceptable to the management, you will be allowed to resume duty.
26. You will abide by the standing orders applicable to the company, other rule and regulations and service conditions applicable from time to time, governing the conduct and disciplinary matter pertaining to the employees of the management.
27. You shall be responsible for maintaining G.M.P. at our factory and also to comply with all statutory laws applicable to our factory.
28. You will be responsible for safekeeping and return in good condition and order of all the properties of the company which may be in your use custody care or charge for the loss of any property of the company.
29. You will follow laid down procedures, to ensure that quality of the production at our Palghar Factory is maintained up to the requisite standard and that safeguards and checks built-in to prevent mix-ups are followed in to.
30. You will report to the Superior in all matters regarding your work functions and you will work under his control.
31. You will retire from the services of the Company on attaining the age of 58 years or earlier if found unfit. Date of birth 26/10/1997 as per your Leaving Certificate will be considered for determining your date of retirement.
32. You will disclose to us forthwith any discovery invention process or improvement made or discovered by you while in your service and in such discovery. Invention process or improvement shall belong absolutely to and be the sole and absolutely property of the company if and when required to do so by the company. You shall at the company's expenses take out or apply for latter's








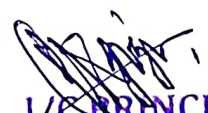
patent, licenses or other rights privilege or processes or improvements so that benefit thereof shall accrue to us and you will execute and do all instruments, acts deeds and things which may be required by us for assigning, transferring or otherwise vesting the same and all the other benefits arising in respect thereof in our favor of such other person or person, firms and company may direct as the sole beneficiary thereof.

33. Notwithstanding anything stated in this letter, the management reserves its exclusive right to terminate this appointment immediately and without giving any notice or compensation for any of breach of conduct, misbehavior, gross negligence of duty or for violation of any of the above conditions on your part and in such a case decision of the management of this company shall be final and binding on both the parties.
34. It is hereby understood and agreed by both the parties that any legal disputes arising out of the appointment shall be solely subject to Bombay Jurisdiction and that both the parties shall abide by the decision of the High court Bombay, and Maharashtra.
35. During the tenure of your employment, you shall follow all the norms specified by various government authorities and any additional norms specified by the Company from time to time in situations of national/ international calamities like epidemics or pandemics and ensure your own safety and well-being and also of other employees working in the organization.
36. The Company strongly believes in principles of non-violence and kindness towards animals and all other living beings. Therefore it is expected that you shall consume only vegetarian food while on premises of the establishment where you work. In addition to this, the Company will not reimburse expenses claimed for non-vegetarian food consumed during official tours. Also note that consumption of raw onion and garlic in the premises is strictly prohibited as it spreads a foul smell in the office/ establishment and the smell lingers for a long time due to Air Conditioning systems.
37. Management reserve it's rights to restructure the salary without any increase later on, if require under the law.
38. Please sign the duplicate copy of this letter as a token of your acceptance of above terms and conditions.
- Wishing you a long and pleasant association with our organization.

Thanking you,
Yours faithfully,
For Neon Laboratories Ltd.,


Ms. Sandhya Patil.
(General Manager - HR/ Administration)




I/C PRINCIPAL
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N. B. Mehta Science College
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Pin - 401 701

Accepted above terms & conditions