

Ingersoll-Rand (India) Limited.

Ground Floor, Subramanya Arcade
No.12/1, Bannerghatta Main Road,
Bangalore – 560 029, INDIA
Tel: +91 80 4685 5100
Fax: +91 80 2728 7482
www.ingersollrand.co.in



Date: 15th April, 2021

Ms. Aastha Singh
Jaipuria University, Delhi

Dear Aastha,

Sub: Letter of appointment as “**Sales Development Trainee**”

Further to the interview and discussions with us, we are pleased to appoint you as ‘**Sales Development Trainee**’. You are required to report at our **Naroda Plant** for joining induction on **1st July, 2021**. This position will be initially located in Naroda for six months and you will have to relocate based on the job requirements

The terms and conditions of your training will be as follows:

1. Your basic salary and other monthly, annual allowances on the basis of Cost to Company are mentioned in the annexure to this letter and the other allowance can be apportioned by you towards your House Rent Allowance, Leave Travel Allowance and Vehicle Maintenance, etc., The payment of salary is personal to you and you are expected to maintain confidentiality regarding the same.
You will be personally responsible to produce vouchers / cash memos for the heads that you apportion under the special allowance. Any head unclaimed / not supported by vouchers / cash memos will be paid to you, at the end of the year, net of taxes.

2. You will be entitled to Provident Fund benefit subject to acceptance of your nomination.

3. Please provide a self-declaration as per text below:

I hereby declare as on date ___/___/___ (dd/mm/yy), I _____ (First name, Last name) son/ daughter of _____ (father/mother's name), aged about _____ (your age in years) residing at _____ (area/city/town) do hereby declare that I am mentally, physically fit and sound enough to perform duties and responsibilities for my position.

Also, you are required to subject yourself for medical examination before the Medical Officer, specified by the Company, as and when required.

4. On joining the training, you will be required to execute a formal Agreement covering Non-disclosure of confidential information and assignment of intellectual property right to the Company. Besides you will also have to sign the company's Code of conduct, FCPA and other documents as specified by Ingersoll Rand Company. You will not at any time, without the consent of the Appointing authority, disclose or divulge or make public except on legal obligation any information about the Company's business and affairs or secrets whether the same may be confided to you or become known to you in the course of your services with the Company or otherwise, to any other individual or Institution or any customer, while in the services of the Company or even after you leave the services.

You will also keep us informed if you are bound by any Confidentiality agreement with any of your previous employers, in which case, you shall keep us indemnified against any breach thereof by you. If you conceive any new or advanced method of improving system in relation to the operation of the Company or its business, such developments will be fully communicated to the Company and remain the sole right/property of the Company.

Pallavi Poddar

Aastha Singh

CIN: L05190KA1921PLC036321

Regd. Office: First Floor, Subramanya Arcade, No.12/1, Bannerghatta Road, Bengaluru – 560 029, Karnataka, India
Tel : 080-4685 5100 / 4685 5200 Fax: 080-4169 4399 Website: www.irco.com

All agreements contingent upon strikes, accidents and other conditions beyond our control
All contracts are subject to approval by an officer of the company, quotations are subject to change without notice

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5. If it is found that you have misrepresented any information in your application for training or at the time of interview, or have furnished any false information or have concealed or suppressed any relevant material facts, your services are liable to be terminated any time, without any notice or compensation in lieu thereof.
6. You are expected to maintain high standard of discipline, efficiency and integrity.
7. The duration of your training is for a period of 12 months from the date of joining and during the period of training, your performance will be assessed at regular intervals. At the end of the training period, you will be considered for regular employment with the company subject to your individual performance meeting the company's requirement. If the performance during this period is un-satisfactory, the Company shall have the right to either terminate your services without any notice/salary in lieu of notice or extend this period(s) of training for a period deemed fit by the Company. In the event of an extension, a letter to this effect will be issued by the Company.
8. **Leave Entitlement**

You will be eligible for paid vacation in accordance with the prevailing Company policy. Leave will be credited on a pro-rated basis depending on your date of joining.

Privilege Leave:

You will be eligible for Privilege Leave of 21 days every calendar year, out of which a maximum of 12 days will get encashed at the end of the calendar year while the balance unconsumed Privilege Leave will get lapsed as there is no leave carry forward facility.

Sick / Casual Leave:

You will be entitled to 12 days sick/casual leaves for every calendar year. If these leaves are not used, as per approved procedure, you will not be entitled to carry forward any un-used sick/casual leave days to the next calendar year.

9. You should furnish to the management your residential address while in training. Any subsequent change in the address should be intimated immediately in writing to the Management.
10. During your training with the company, you shall carryout your duties diligently and will try your best to promote the interests of the company and its business. You shall devote the whole of your time and attention to the services of the company and without the express permission from the management, in writing, you will not accept any engagement or employment with / or service any other company, concern, firm or person. You shall also not remove, disclose, divulge or make public any manner, processes, methods, secrets, information, know-how knowledge etc., relating to the manufacture, trade and business of the company, except for the business of the company.

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11. Deduction of tax in respect of the perquisites will be done as per the rules.
12. You will continue to be governed and have to abide by the rules and regulations of the Company in force from time to time. The Management reserves the right to vary, alter, add to and amend the rules as and when necessary.
13. You shall produce the following documents at the time of reporting for training.
 - a) Attested copies of certificates relating to your education
 - b) Accepted copy of the offer letter
 - c) PAN CARD Copy (Mandatory)
 - d) Copy of the valid passport
 - e) Aadhar copy

This appointment is subject to the production of a valid passport for detailed verification of citizenship, permanent address and proof of age before your date of joining. The Company reserves the liberty to extend the period of production of the same to 3 months from the date of joining, subject to production of application acknowledgement from the passport office before joining the Company. Failure to produce a valid passport within three months of your date of joining is sufficient for the Company to take a decision in its own discretion including termination of your employment without further notice.

14. The above offer can be terminated by either party by serving one month notice or pay compensation in lieu of notice period. Shortage of notice period and acceptance of compensation in lieu of the notice, is at the sole discretion of the company.
15. If the above terms and conditions of service are acceptable to you, we request you to sign the duplicate copy of this letter in token of your acceptance within 10 days from the date of receipt of this appointment letter.

We look forward to a long lasting and mutually beneficial relationship with you.

Yours sincerely,

For **Ingersoll-Rand (India) Limited.**

Pallavi Poddar
HR Leader - MEIA

Candidate Acceptance

I accept your offer of employment with Ingersoll Rand as **Sales Development Trainee** and agree to the conditions here on and in the offer letter.

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**ANNEXURE C****Remuneration & Other Benefits**

Your remuneration and applicable monetary benefits details are provided below, which shall be subject to periodic review, as per the Company's normal policies.

Designation : Sales Development Trainee Band: 3	Amount (INR) p.a.
Salary Break-up	
Basic Salary	192029
House Rent Allowance	76811
Leave Travel Allowance	75000
Allowances(Flexible Benefit Plan)	191760
Total Annual Guaranteed Cash	535600
Target Performance Bonus LIP @ 20% of Annual Guaranteed Cash	107120
Retirement Benefits :	
Employer's contribution to PF @ 12% of Basic Salary	23043
Gratuity @ 4.81% of Basic Salary, payable as per act	9237
Total CTC	675000

Please note that we follow Flexi Benefit Plan where you can adjust your total allowances to avail maximum income tax exemption and the details of which will be shared with you upon joining.

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