Registration Id: 2018061476

Date: 26/06/2018

Name: **Mr.Rahul Pawar**

Training: **Pune**

Joining: **Pune**

Dear,

We are pleased to formally extend this job offer for the position of **Team Leader** in our **Reliance Jio Ltd.** This full time position will have an annual base Salary of **22.500/-** as per the terms and conditions set out herein. The Gross salary mentioned above the inclusive the variable allowance becoming effective upon successful completion of the initial training program which is mandatory.

You will be eligible for company benefits which will be discussed further during your interview.

We are excited to have you on board and look forward to your start. For any other questions and verifications, please feel free to contact us with the details provided for above.

Kindly confirm your acceptance of this offer through replying on the mail or you can call the HR Department. After you accept this offer you will be given a Training Letter indicating the details of your training date and initial place of posting. You will also be issued a Joining Letter on your postal address by our company executive as per our company policy.

**Sincerely,**

**Vijay Anand**

**Hr Head**

**Reliance Jio Ltd.**

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**GENERAL TERMS AND CONDITIONS OF EMPLOYMENT**

1. Commencement and Duration

 Not with standing the date of signature, this agreement will be deemed to have commenced on the date stipulated in Item 2 of Schedule A and will continue until terminated in terms of paragraph 9 below. The first 3 months of employment will be regarded as a probationary period.

2. Job Occupation

* 1. The Employee’s job title and a general description of the work to be performed are set out in Items 3 and 4 of Schedule A respectively. The Employee may be required to perform work that is ancillary to that which has been described.
	2. The exact scope and type of work, as well as the place where it is to be performed, is at the discretion of the Employer and may change from time to time in accordance with the Employer’s operational requirements.

3. Days and Hours of Work

Ordinary days and hours of work are as set out in Item 6 of Schedule A. The daily starting and finishing times may be changed from time to time in accordance with the Employer’s operational requirements.

### 4. Overtime, Sundays and public holidays

4.1 The Employee may from time to time be required to work overtime on normal working days, Sundays or public holidays.

* 1. The Employee will be paid at the rate prescribed by the applicable law for overtime worked.

5. Earnings & Benefits

The Employee’s salary/wage as at the date of this agreement is stipulated in Item 8 of Schedule A, which amount will be reviewed from time to time. The applicable benefits are stipulated in Item 10 of Schedule A.

# **6. Payment**

The Employee’s salary/wage, less all statutory and agreed deductions, will be paid in the manner stipulated in Item 9 of Schedule A.

7. Annual Leave

Subject to the applicable law, the Employee is entitled to the number of days annual leave per year which are stipulated in Item 7 of Schedule A. The timing of leave will be as agreed, subject to the Employer’s operational requirements.

8. Sick Leave and family responsibility leave

* 1. If the Em
	2. ployee is unable to work due to any sickness or injury, the Employee will be entitled to sick leave in accordance with the applicable legislation. The Employee will furthermore abide by any additional rules implemented by the Employer to regulate sick leave.
	3. The Employee is entitled to family responsibility leave in terms of the applicable legislation. The Employer may require reasonable proof of the facts that support to the Employee’s request to take such leave.

9. Termination of Employment

9.1 Subject to the provisions of the Labour Relations Act, Act 66 of 1995, this agreement may be terminated on notice of not less than:

* one (1) week, if the Employee has been continuously employed for four weeks or less;
* two (2) weeks, if the Employee has been continuously employed for more than four weeks but not more than one year; or
* four (4) weeks, if the Employee has been continuously employed for a year or more.

9.2 Not with standing the above, this agreement may be terminated:

* summarily, if the Employee is found to be guilty of misconduct in a disciplinary enquiry and such misconduct justifies summary dismissal;
* upon reaching the retirement age of 60 years; or
* for any other reason which is permitted by law.

10. Rules and Procedures

The Employee is required to abide by all the rules, regulations and practices of the Employer.