



Lohatec Precision Pvt. Ltd.

To
Ashit Prinston Maben

Ashraya", kannarpady kadekar road
Udupi - 576103

Date: 04th October 2021
No: LPPL/TR/10-21/0014

Subject: Appointment as Trainee

Dear Mr. Ashit Prinston Maben,

Thank you for exploring career opportunities with Lohatec Precision Private Limited. We are pleased to offer you training for the position of **Trainee Engineer** at Lohatec Precision Private Limited with a start date of 04th October 2021.

In this role, you will be required to perform the following; but not limited to:

Co-ordination: as required with manufacturing units, operations, machine shops across locations etc.

Quality: Inline/In process inspection, quality documentation etc.

Production: Operation of machines, ensuring 5s standards are maintained within the work premises

Reporting: prepare reports and documentation on a daily, weekly, monthly basis for review and signoff as required

Terms of Training:

1. Duration: of your training will be for 18 months i.e. from your date of joining as listed above
2. You will be designated as 'Trainee' and will be eligible for a basic stipend. You are to provide a 3 month's written notice incase you would like to discontinue services during the training period.
3. For a training certificate, a minimum of 12 months of continuous service (312 working days) would be required. You shall not be eligible for the certificate if you discontinue your services before this.
4. During your tenure of training period (18 months) you are eligible for a stipend revision based on performance.
5. In case of you wanting to leave services of the company during this time, you will be required to pay 3 months of your last given stipend.
6. You will be eligible for 1.5 days of leave per month during this training period. Leaves taken beyond this cap during your training period is considered as loss of pay and will be evaluated in your performance report.
7. You will be eligible for stipend increment from the 13th month of your training period, depending on your performance evaluation and the performance of the company at the time.
8. You will not be entitled to any benefits from the company during the training tenure e.g: ESI, PF etc.
9. From time to time your performance, attendance and behavior during this tenure will be evaluated and based on this further course of action will be taken by the management.
10. You are expected to abide by the Code of Conduct prescribed by the company.
11. You are to maintain confidentiality on all workings and information you come across during your tenure. Lohatec Precision Private Limited is liable to take legal action and seek compensation should it be proved that there is a breach in this regard.

You are requested to submit the required documents and a signed copy of this letter to the office. We wish you the very best in your work and look forward to a long and fruitful relationship with you.

Thanks and regards,

For Lohatec Precision Private Limited

Name: Clyde Lobo
Designation: Director – Operations
Authorised Signatory



Principal

A.J. Institute of Engineering & Technology
Mangaluru - 575 006

Acceptance Signature
Name: Ashit Prinston Maben
Trainee ID: LLPL-TR-0014

2-331/3, Nithyananda Nagar, Deralakatte, Mangalore - 575018, Karnataka, India

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