



## Pinnacle Infotech Solutions

Plot No. IT-A-016-E, Mahindra World City  
Vill. - Kalwara, Tehsil - Sanganer, Jaipur - 302037  
[www.pinnaclecad.com](http://www.pinnaclecad.com)

*Global Leader in BIM Services*  
Date: 14<sup>th</sup> March 2019

Divya Patidar

Patidaro Ki Pol Dabok, Udaipur, Rajasthan- 313020

Subject: Offer for Apprenticeship

Dear Divya,

Further to your application for Apprenticeship/ Training with us, and the subsequent selection process, **we** are happy to induct you in our Company as Apprentice / Trainee.

The location of your initial reporting will be Jaipur, **India**. The date of your joining would be 1<sup>st</sup> week of July 2019 exact date of joining will be intimated at least one week before date of joining.

You will be entitled for a monthly stipend of Rs. 18000/- (Rupees Eighteen Thousand only). On your joining, you are expected to enter into an agreement, which details the scope, terms and conditions of your Apprenticeship/Training, the necessary training and the contractual obligation to be with Pinnacle Infotech Solutions. On successful completion of your Apprenticeship of One year with the company, you will be absorbed as a permanent employee with Pinnacle Infotech Solutions subject to the terms and conditions as per Company policies.

Company will solely reserve the right to make any further changes to the date of joining.

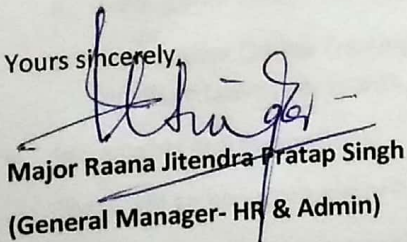
Your Apprenticeship with us will be governed by the rules, regulations and policies of the Company and as contemplated in the Apprenticeship Act 1961.

The terms of this offer letter shall remain confidential and are not to be disclosed to any third party.

We request you to please carry a signed copy of the offer letter on the day of your joining as a token of your acceptance.

Welcome to Pinnacle Infotech Solutions.

Yours sincerely,

  
Major Raana Jitendra Pratap Singh  
(General Manager- HR & Admin)

Annexure to the offer (as applicable to you).

I have read, understood and agree to the terms and conditions as set forth in this offer letter and the annexure to the same.

\_\_\_\_\_  
Your name in capital letters

\_\_\_\_\_  
Your Signature  
Date:

Location:



Presented here are the details that refer to our offer of Apprenticeship to you as a Trainee dated 14<sup>th</sup> March 2019

**1. Apprenticeship Period:**

You will be on Apprenticeship for a period of one year from the date you are registered in <http://www.mhrdnats.gov.in>. Upon successful completion of your Apprenticeship of one year and with proper maintenance of Company's Code of Conduct and Policies, Company may offer you employment in a suitable position.

- a. During your Apprenticeship, you are expected to give your full effort to complete your Training successfully. During the initial period of your Training, you will be undergoing Examinations, both Practical as well as Online, the cut-off marks of which is 60%. Upon failure to secure 60% in the first chance in any of the Exams, you will be given another opportunity, failing which, your Apprenticeship will be terminated by the Company.
- b. In case of violation of Code of Conduct or Policies of Company, Company may terminate your Apprenticeship with immediate effect.

**2. Surety Deposit:**

On the day of your on boarding the Company for apprenticeship/training, you will be required to execute a retention undertaking for a period of **two years** and deposit **INR 50,000/- (Rupees Fifty Thousand only)** as surety amount **through Demand Draft**. The said amount is required to meet your Training expenses and providing infrastructural facilities. The said amount is refundable only after your successful completion of Apprenticeship of one year and plus, thereafter, one year of employment i.e. Two years from the date of joining Pinnacle Infotech Solutions.

In case of Resignations, drop out and long absence and Terminations on grounds of non-performance and disciplinary issues, the said surety amount is non-refundable.

**3. Leave:**

During your Apprenticeship, you will be undergoing Classroom Training for 3 months, followed by On-job Training for 9 months.

- a. During your Classroom Training of 3 months, you would be entitled for 2 Casual leaves only.
- b. During your On-job Training period for 9 months, you will be entitled for 0.5 Casual Leaves per month and 1.25 Privilege Leaves per month.

**4. Increments and Promotions:**

There will be no Increment or Promotion during your Apprenticeship period of one year.

You will be entitled for a monthly stipend of Rs 18000/-, You will not be entitled for any kind of statutory benefits for this period.

**5. Notice Period:**

During the Apprenticeship period, if your performance is found to be unsatisfactory or if it does not meet the prescribed criteria, your training / Apprenticeship can be terminated by the Company with one-day notice thereof. In the event of you having any incomplete assignment, the Company may decide to relieve you only at the end of the completion of the said assignment. Similarly, the Company can terminate your Apprenticeship with immediate effect giving stipend only up to the end of previous calendar month. The Company may terminate your services immediately on disciplinary grounds. No Stipend will be paid if you drop out or stop attending apprenticeship/training.





6. **Employment Agreement:**

After successful completion of your Apprenticeship, you will undertake an Agreement upon laid down terms and conditions for permanent employment with Pinnacle Infotech Solutions.

7. **Transfer:**

During your Training period, you can be transferred to any of our Units / Departments situated anywhere in India or abroad.

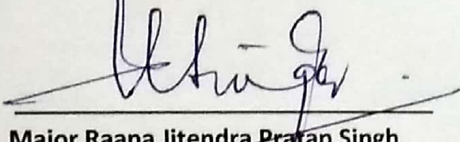
**Background Checks:**

The Company may, at its discretion conduct background checks prior to or after your expected joining date to validate your identity, the address provided by you, your education details and details of your prior work experience, if any, and to conduct any criminal records checks. You expressly consent to the Company conducting such background checks. In this connection, you are required to furnish the documents listed in Annexure II. If the Company is not satisfied, in its sole discretion, with the outcome of the background checks, the Company reserves the right to withdraw this Offer without notice and Compensation or to take any appropriate action against you, including, but not limited to termination of your apprenticeship and subsequent employment.

8. **Other Terms & Conditions:**

You agree not to undertake employment, whether full-time or part-time, as the Director / Partner / Member / Employee of any other organization or entity engaged in any form of business activity without the consent of Pinnacle Infotech Solutions. The consent may be given subject to any terms and conditions that the Company may think fit and may be withdrawn at any time at the discretion of the Company.

Yours sincerely,

  
Major Raana Jitendra Pratap Singh  
(General Manager- HR & Admin)