



An ISO 9001 : 2015 Company
CIN: U25206PN1003PTC073659
GST: 27AAACF2592F1ZQ

admin@feryezpolymer.com
accounts@feryezpolymer.com

FERYEZ POLYMER PVT. LTD.

Regd. Office & Factory :
Aga Industries Compound, 172, Chinchwadgaon,
Pune 411 033, Maharashtra State, INDIA
Tel. : 91-20-27358660 Telefax : 91-20-27356492
E-mail : feryezpolymer@vsnl.net / feryezpolymer@gmail.com
Web : www.feryezpolymer.com

MANUFACTURERS OF EXTRUDED & MOULDED RUBBER PRODUCTS AND FLOCKED RUBBER CHANNELS

Appointment Letter

To,

Date:- 01/07/2021

MS. BINAIFER FARHEEZ AGA

Address:- SR.NO. 172, NEAR CHAPHEKAR

CHOWK, CHINCHWADGAON, PUNE- 33.

Dear Ms. Binaifer,

With reference to your application and subsequent interview you had with us on 03/06/2021. We are pleased to inform you that you are appointed as a Management Trainee. In our organization from Dt. 01 July. 2021. As per the following term and conditions.

1. Period of Probation: You will be on probation for a period of Six months w.e.f. 01 July-2021.
After expiry of Six months the management will review your case on the basis of your caliber and merits, and in case if it is satisfactory, your services will be continued, which will be intimated to you in writing. However, if the management is or satisfied with your work during the initial period of Six months, there will be an option either to extend the probation period or terminate your services. At the expiry of the extended period of probation, if you again fail to satisfy the management, your appointment will stand terminated automatically. Further more, during the period of probation your services will be purely temporary. After confirmation your services will be terminated after one – month notice period or one-month notice wages from either side.
2. You will be paid a consolidated salary of Rs. 25000/- (Rs. Twenty Five Thousand only.) Per Month.
3. Leave during the period of probation you are not entitled to any kind of leave.
4. During the period of your employment, your services are transferable to any of our sister concerns or associate concerns existing at present or not.
5. You shall devote your entire time and energy exclusively to the work of the establishment and during the period of your employment , with the establishment, you will not take up other part – time / full time work whether for remuneration or not during the working hours or during leave, holidays or weekly off or during the suspension or lay off period.



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6. You will not, at any time during the continuance of your services either verbally or in writing disclose any secrets dealings information paper, document, or matter for any kind what so ever relating to or effecting the affairs or business of the establishment, except to such person or persons as you may, from time to time, be duly authorized to make know the same.
7. When your service come to an end for whatever reason you shall immediately surrender all the documents, drawings specifications, stationery, samples or any other material or property of the company which is in your custody.
8. During the period of your services you will carry out the duties assigned to you and comply with and fulfill the orders direction and instructions of your superiors. It is clearly understood that you will be governed by the terms and the conditions and rules of discipline and services of the establishment in force from time to time.
9. You will have to get yourself examined by the medical officer before joining the services your appointment is subject to your medical fitness.
10. You are required to furnish the following at the time or joining you duties,
 - a) Medical fitness certificate.
 - b) Two copies of your latest identity card size photograph for official use.
 - c) Academic Degree certificates/ Mark Sheet
 - d) Attested Xerox copy of birth certificate or school leaving certificate.
11. In case of any change in your local address in future you should immediate intimate in writing to the personnel department for maintaining correct of your address.

Please sign and return the duplicate copy of this letter in token of acceptance of the terms and conditions mentioned herein.

Thanking You,

For FERYEZ POLYMER PVT. LTD.

AUTHORIZED SIGNATORY

Yours faithfully

Agreed and Accepted.

(Ms. Binaifer F. Aga)