



# Appointment Letter

Name – **MADHUR JINDAL.**

**ECN:** HR/

APTL/OPS/2011

Dear, **MADHUR**

1. This has reference to your application and interview for employment in **Jet Airways India Ltd.**
2. We intend to appoint you as a **CABIN CREW** at **Jet Airways India Ltd. , B1, Amarchand Mansion, Ground Floor, Madam Cama Road, Colaba Mumbai.** On the terms and conditions as

mutually agreed upon at the time of interview and Herein setforth . The letter of appointment with detailed terms and conditions shall be issued to you.

3. You are requested to report for joining at office at the earliest but not later than 15th NOV, 2011. In case you do not reported by the stipulated date, it shall be presumed that you are not interested in the offer and the same shall stand withdrawn without further reference to you.
4. That this offer is subject to you clearing the reference and credit checks to be carried out in due course in time, this offer shall stand automatically withdrawn in case you are not able to clear these checks.
5. Duplicate copy of this letter may kindly be returned to us duly signed, as a token of having accepted the offer.

6. As discussed, you would be required to enter into a confidentiality Agreement with the company. Thanking you,

#### **EMPLOYMENT TERMS & CONDITIONS**

1. Salary will be paid every month after the successful completion of the training period. The charge of this training period will be waved off in case you successfully clear the training program. During the Training period i.e. 90 days from the date of joining your performance will be evaluated and if the Performance is found not as per the company expectations your services will be terminated as Unsuccessful candidate or our organization. In such a case the salary for the days will be adjusted Against the training charges for the training that has been provided to you.
2. That you will be required to work in shifts as per the requirements of the company.
3. That you can transfer to any location /process as per the policies and procedures of the company.

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4. That in case of company provides you any facilities such as transportation, Cafeteria etc, these shall be entirely and solely at your risks and consequences.
5. That your appointment is subject to satisfactory performance and verifications of your background and credentials and submission of the documents as mentioned/ briefed to you while giving this letter of offer or otherwise.
6. That you are found medically unfit to carry out your respective duties in the office you will be Termed absent for that period.
7. All the decisions related to the above will be at the sole discretion of the management of the company and shall be binding on you.

Thanking you,

Human Resource Manager

*Ajay Saxena*

Jet Airways India Limited

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### **Placement & Compensation**

You will be placed in the appropriate band / responsibility level of the Company, and will be entitled to Compensation (salary and other applicable benefits) as detailed in Annexure "A". Compensation will be governed by the rules of the Company on the subject, as applicable and/or amended hereafter.

### **Salary revision**

Your salary will be reviewed on April 1<sup>st</sup> of each year, or at such other time as the Management may decide. Salary revisions are discretionary and will be subject to, and on the basis of, effective performance and results.

### **Posting & Transfer**

Your initial posting will be at "**Jet Airways India Ltd . B1, Amarchand Mansion, Ground Floor, Madam Cama Road, Colaba Mumbai**".

However, your services are liable to be transferred, at the sole discretion of Management, in such other capacity as the company may determine, to any department / section, location, associate, sister concern or subsidiary, at any place in India or abroad, whether existing today or which may come up in future.

In such a case, you will be governed by the terms and conditions of the service applicable at the new placement location.

### **Probation**

That you will be on probation for a period of three months. The period of probation can be extended at the discretion of the Management and you will continue to be on probation till an order of confirmation has been issued in writing.

### **Full time employment**

Your position is a whole time employment with the Company and you shall devote yourself exclusively to the business and interests of the company. You will not take up any other work for remuneration (part time or otherwise) or work in an advisory capacity, or be interested directly or indirectly (except as shareholder / debenture holder), in any other trade or business during your employment with the

company, without permission in writing of the Board of Directors of the Company. You will also not seek membership of any local or public bodies without first obtaining specific permission from the Management.

### **Confidentiality**

You will not, at any time, during the employment or after, without the consent of the Board of Directors disclose or divulge or make public, except on legal obligations, any information regarding the Company's affairs or administration or research carried out, whether the same is confided to you or becomes known to you in the course of your service or otherwise.

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### **Intellectual Property**

If you conceive any new or advanced method of improving designs/ processes/ formulae/ systems, etc. in relation to the business/ operations of the Company, such developments will be fully communicated to the company and will be, and remain, the sole right/ property of the Company.

### **Responsibilities & Duties**

Your work in the organization will be subject to the rules and regulations of the organization as laid down in relation to conduct, discipline and other matters. You will always be alive to responsibilities and duties attached to your office and conduct yourself accordingly. You must effectively perform to ensure results.

### **Past Records**

If any declaration given, or information furnished by you, to the company proves to be false, or if you are found to have willfully suppressed any material information, in such cases, you will be liable to removal from services without any notice.

### **Retirement**

The retirement age is 48 years. You will retire from the employment of the Company at the end of the month in which you attain 48 years of age.

### **Termination of employment**

During the probationary period and any extension thereof, your services may be terminated on either side by giving one month's notice or salary in lieu thereof. However, on confirmation the services can be terminated from either side by giving two months (60 days) notice or salary in lieu thereof.

Upon termination of employment, you will immediately hand over to the Company all correspondence, specifications, formulae, books, documents, market data, cost data, drawings, affects or records belonging to the Company or relating to its business and shall not retain or make copies of these items. Upon termination of employment, you will also return all company property, which may be in your possession.

**Medical Fitness**

This appointment is subject to your being, and remaining, medically fit.

Please confirm your acceptance of the appointment on the above terms and conditions by signing and returning this letter for our records.

Yours faithfully,

Candidates Signature

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I have read the terms and conditions of this letter of appointment and confirm my acceptance of the same.

Candidate Signature

ANNEXURE 'A' : COMPENSATION DETAILS (Salary & applicable benefits)

**Name : MADHUR JINDAL .**

**Designation : CABIN CREW .**

**Date of joining : 15<sup>th</sup> NOV 2011.**

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Remuneration

**Basic Salary : Rs. 15000 /- per month**

**House Rent Allowance : Rs. 3200 /- per month**

**Special Allowance : Rs. 1300 /- per month**

**Conveyance Allowance : Rs. 800 /- per month**

**Medical reimbursement Limit : Rs. 700 /- per month**

**Total : Rs. 21000 /-Per month**

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### **Retirals**

You will participate in the Company Provident Fund Scheme as applicable to your category of employees.

You will be entitled to gratuity in accordance with the rules governing such payment.

### **Leave**

You will be entitled to privilege, sick and casual leave as applicable to your category of employees.

## **LIST OF DOCUMENTS TO BE BROUGHT/SUBMITTED AT THE TIME OF JOINING**

**12 Passport Sized colored and 2 Postcard size Photo (in Red Back ground Only). Pan Card (Mandatory)**

**Complete Present and Permanent Address 10<sup>th</sup> Mark sheet and Certificate**

**12<sup>th</sup> Mark sheet and Certificate  
Graduation Mark sheet and Degree**

**Proof of Residential address such as Voter identity Card  
Joining letter of organization**

For more info visit us [www.jetairways.com](http://www.jetairways.com)

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