



Ref: AEL/ HR/ Trainee Prog/ 2024-25

Date: 07 Jan 25

To,
Mr. Ronit Vyas
Ahmedabad

Sub: Project Training Letter – (PTL)

We are pleased to offer you trainee position in our organization from **07-Jan-25 to 07-May-25**, you shall report to office on or before **07-Jan-25**, on the following terms and conditions.

1. The Project & assignments details will be shared once you report to the concerned division/ section head of our organization. Department Allocated to you is **Business Development**. You will be working under the mentorship of **Ms. Vishakha Yadav**.
2. Further you shall strictly abide by the provisions of various rules or regulations that are applicable; the Management has the right to terminate your project/ training in case of any deviation to the set rules or standards.
3. You shall not be eligible to or applicable company's benefits like -Leave Rules or other statutory applicable benefits that are meant for the regular company employees.
4. During the period of your Traineeship with the Company, you will devote full time to the work of the Company. Further, you will not take up any other employment or assignment or any office, honorary or for any consideration, in cash or in kind or otherwise, without the prior written permission of the Company.
5. You will not (except in the normal course of the Company's business) publish any article or statement, deliver any lecture or make any communication to the press, including magazine publication relating to the Company's products or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the written permission from the Company.
6. You will be required to maintain utmost secrecy in respect of Project/ Training documents, commercial offer, design documents, Project cost & Estimation, Technology, Software packages license, Company's policies, Company's patterns & Trademark and Company's Human assets profile.
7. You will be required to comply with all such rules and regulations as the Company may frame from time to time which are applicable for Trainees / Interns.
8. Any of our technical or other important information which might come into your possession during the training / internship of your service with us shall not be disclosed, divulged or made public by you even thereafter.
9. If at any time in our opinion, which is final in this matter you are found non- performer or guilty of fraud, dishonest, disobedience, disorderly behaviour, negligence, indiscipline, absence from duty without permission or any other conduct considered by us deterrent to our interest or of violation of one or more terms of this letter, your project traineeship

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may be terminated without notice and on account of reason of any of the acts or omission the company shall be entitled to recover the damages from you.

10. You will not accept any present, commission or any sort of gratification in cash or kind from any person, party or firm or Company having dealing with the company and if you are offered any, you should immediately report the same to the Management.
11. This letter is being issued to you on the basis of the information and particulars furnished by you in your application (including bio-data), at the time of your interview and subsequent discussions. If it transpires that you have made a false statement (or have not disclosed a material fact) resulting in your being offered this project, the Management may take such action as it deems fit in its sole discretion, including termination of your project.
12. You will be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody or charge.

We welcome you to Adani Enterprises Ltd and look forward to a fruitful collaboration.

With best wishes,

For Adani Enterprises Ltd

Kautilya Desai
Chief People Officer – AEL Corporate Services

Note: Please acknowledge this traineeship as token of acceptance of the terms and conditions set above.
