OFFER LETTER

Date:29th May 2026

To,
Hitesh Chandersen Lala,
Pune, Maharashtra.

Date of joining: 1ST june 2026
Role/Grade: Electrician

Dear Hitesh,
We want to congratulate you on your Offer. We wish to inform you that we have gone through your resume and pleased to offer you position of **Electrician** on the following terms:

Roles and Responsibilities –
As on site carpenter at Glazerocks Pvt. Ltd., your duties and responsibilities will include, but are not limited to:

Key Roles & Responsibilities:
An Electrician is responsible for ensuring the safe, efficient, and reliable operation of all electrical systems within assigned premises. The role requires a combination of technical expertise, adherence to safety standards, and the ability to diagnose and resolve complex electrical issues.

A. Installation of Electrical Systems

- The Electrician is responsible for installing electrical wiring, equipment, and fixtures in accordance with approved layouts, technical drawings, and specifications.
- This includes setting up power distribution systems, lighting systems, control panels, switchboards, and other electrical infrastructure.
- All installations must comply with applicable electrical codes and safety regulations to ensure long-term reliability and operational safety.

B. Maintenance and Preventive Care

- A key responsibility is to perform routine inspections and preventive maintenance of electrical systems and equipment.
- This involves checking wiring conditions, testing electrical connections, cleaning components, and ensuring that all systems are functioning

efficiently.

- Preventive maintenance helps in identifying potential issues early and reducing the risk of unexpected breakdowns.

C. Troubleshooting and Fault Diagnosis

- The Electrician must identify electrical faults using appropriate testing devices such as multimeters and voltmeters.
- This includes analyzing circuits, detecting short circuits, voltage fluctuations, or equipment malfunctions.
- Once the issue is diagnosed, the Electrician is responsible for implementing effective corrective measures to restore normal operations.

D. Repair and Replacement Work

- The role involves repairing or replacing defective electrical components such as wires, switches, sockets, circuit breakers, and control systems.
- The Electrician must ensure that all replacements are of appropriate quality and installed correctly to avoid recurring issues and maintain system integrity.

E. Compliance with Safety Standards

- Ensuring safety is a critical responsibility.
- The Electrician must strictly adhere to all electrical safety guidelines, standards, and regulations.
- This includes proper handling of tools and equipment, use of personal protective equipment (PPE), and following safe work practices to prevent accidents, injuries, or hazards.

F. Interpretation of Technical Documents

- The Electrician should be proficient in reading and interpreting electrical drawings, blueprints, and technical diagrams.
- This ensures accurate execution of installation and maintenance tasks and helps in understanding system layouts and connections.

G. Testing and Quality Assurance

- After installation or repair, the Electrician must test electrical systems and components to ensure proper functioning.
- This includes verifying voltage levels, checking continuity, and ensuring that systems operate within required parameters.
- Proper testing ensures reliability and compliance with quality standards.

H. Handling Power Backup Systems

- The Electrician may also be responsible for installing and maintaining backup power systems such as generators, UPS systems, and inverters.
- This ensures uninterrupted power supply during outages and supports

critical operations.

I. **Documentation and Reporting**
- Maintaining accurate records of maintenance activities, repairs, inspections, and system performance is essential.
- The Electrician must prepare reports and document any issues, actions taken, and recommendations for future improvements.

J. **Coordination and Teamwork**
- The Electrician works closely with engineers, supervisors, contractors, and other technicians to ensure smooth execution of projects and maintenance activities.
- Effective communication and coordination are essential for timely completion of tasks.

K. **Emergency Response**
- In case of electrical failures or emergencies, the Electrician must respond promptly to identify the issue and restore functionality with minimal disruption.
- This may require working under pressure and outside regular working hours.

L. **System Upgrades and Improvements**
- The Electrician is expected to suggest and implement upgrades to existing electrical systems to improve efficiency, safety, and performance.
- This may include replacing outdated wiring, upgrading panels, or adopting energy-efficient solutions.

Work Timings

The employee must be present during assigned office hours between **9:30 AM – 6:30 PM**. In case of scheduled meetings or official requirements, the employee shall remain available until the completion of the meeting or assigned work. Working days will be as per company policy.

Salary

You will be entitled to an annual compensation of ₹ 3,12,000.00 per annum, comprising:

• Fixed Component: ₹26,000.00 per month (Twenty Six Thousand Only)

• Payment of the variable component is subject to satisfactory performance and will be governed by the Company's applicable policy.

You will report your daily task updates to me.

You are also required to report at the site every day 8:45AM.

Training/Probation

You will be on probation for a period of three (3) months and may be confirmed as permanent employee upon successful completion of your probation based on your performance and reviews by Management. If your performance is not satisfactory or up to the mark, the company has all rights to terminate you without any notice period during or after probation.

Contract Period and Notice Terms

During probation, either party may terminate employment with seven (7) days' notice or salary in lieu. After confirmation, either party may terminate employment with thirty (30) days' notice or salary in lieu. The company may terminate employment immediately in case of serious misconduct, fraud, negligence, or breach of confidentiality.

Confidential Agreement

Employee shall keep secret any data obtained from company. Employee should not use this data (source, drawing, software, technical or user documentation, business plans, design versions, information on clients and employees etc.) in his/her own interests both while working for company and after completion of tenure. Employees shall not disclose/divulge any information/documents related to the office or its work that may come in your knowledge during employment to any person or organization. Employee should not get engaged into any disputes or any activities which can spoil the reputation of the company.

Conflicts & Interests

You need to follow the NDA and obey all the rules and regulations. You need to devote time and attention to your duties with us.

Leave

Leave will be applicable as per company policy. During probation/training period you are not allowed to take more than two (2) days leave. For leave of more than two days you need prior approval of the Management.

Employment Status

Full-time.

Employee Handbook
Refer any applicable company policies or employee handbooks that the employee is expected to adhere to. Salary will be disbursed between the 1st to 10th of every month.

We hope the above terms and conditions should be taken care as these are highly sensible for company and can cause business loss to Company. In case of violation of any rule you will be terminated immediately.

All terms of appointment and details would be in appointment letter.

Warm regards,
For Glazerocks Pvt. Ltd.

Authorized Signatory
HR Akanksha Raj
Date: 30/05/2026