

09th November 2021

J.B.Eranda Sameera,
No-107, Malpetthawa, Ambalanthota.

Dear Mr. Eranda Sameera,

APPOINTMENT FOR THE ROLE OF SENIOR ENGINEER

I am pleased to inform you that you have been appointed for the role of **SENIOR ENGINEER**. This is an official letter confirming your employment with 2K Constructions (PVT) Ltd starting on 22nd November 2021. This appointment subjects to the following terms and conditions.

Terms and Conditions of the Appointment

01. Your monthly emoluments would be Rs.150, 000.00 (One Hundred Fifty Thousand Rupees) broken into fixed and variable components. The allowance, benefits and other terms and conditions of your employment will be as per the company's policies and may be in force from time to time.

INITIAL SALARY DETAILS			
Basic	70,000.00		
Allowance		Deductions	
Fixed	20,000.00	EPF 8%	5,600.00
Documentation	25,000.00	No-Pay	
Fuel	-		
Vehicle	-		
Phone	2,000.00		
Target Achievement	35,000.00		
Accommodation	-		

02. Your probation period shall be 6 months, Considering your performance and responsibility towards your employment, the management will decide on your progression as a permanent employee.
03. Considering your performance and responsibility towards your employment will increase your target achievement as 55,000.00.
04. On the date of employment, you are requested to bring and submit the following documents,
- Copy of National Identity Card
 - Relevant copies of academic / Professional attainments and work experience.
 - Documentary evidence of date of birth and address proof.
 - Valid and subsisting driving license.
 - One reference from your family along with their contact and address.
05. You will be required to discharge the duties and responsibilities that will be assigned to you by the management, diligently and satisfactorily, with a high standard of initiative, efficiency and success.
06. Your duty hours will be regulated from time to time purely at the discretion of the management as per the expediency of the service.
07. Your services are liable to be terminated without any notice or salary in lieu thereof in case continued ill health or continued absence for more than 7 days without approval.
08. If, at any time in our opinion, which is final in this matter you are found to be a non-performer, guilty of fraud, 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 service may be to be terminated without notice and on account of the reason of any such acts or omission the company shall also be entitled to recover the damages from you.

09. You will be subjected to follow and abide all the rules and regulations of the company service conditions as are in force at present or as may be introduced or amended or extended or rescinded from time to time.
10. This service agreement may be terminated by any party with one month's advance notice.
11. You will be subjected to follow assignments / requirements and directions of the management in accordance with the role of the appointed position additionally to the **key responsibilities** mentioned below.
- Understanding and carrying out all tasks given by the Project Manager.
 - Collaborating with other engineers and workers to design, develop, test, and improve products and engineering processes.
 - Ensuring all expenses stay within the allocated budget.
 - Performing regular inspections of junior staff and scheduling replacement or recruits.
 - Inspecting inventory and reporting inconsistencies as well as ordering more materials.
 - Producing CAD drawings according to specifications.
 - Evaluating all products and processes and ensuring standardization of quality assurance measures.
 - Participating in various learning experiences, which may include attending workshops and training sessions.
 - Supervising site staff and work activities.
 - Assessing and managing safety hazards.
 - Ensuring appropriate site rules and welfare facilities are in place.
 - Helping project managers to plan the work program.
 - Helping co-ordinate deliveries of materials, plant and equipment.
 - Attending site management meetings.
 - Carrying out regular inspections to ensure compliance with relevant legal requirements, processes and procedures.
 - Resolving problems and implementing improvements.
 - Organizing and overseeing external inspections, such as with a health and safety inspector.
 - Completing & submitting related documents on time as directed.
 - Submitting site records on time as requested.
 - Organizing materials and ensuring sites are safe and clean.
 - Preparing cost estimates and ensuring appropriate materials and tools are available.
 - Providing technical advice and suggestions for improvement on particular projects.
 - Negotiating with suppliers and vendors to ensure the best contracts.
 - Drawing up work schedules and communicating any adjustments to crew members and clients.
 - Gathering data, compiling reports and delivering presentations to relevant stakeholders.
 - Delegating tasks and scheduling meetings and training sessions where required.
 - Completing quality assurance and providing feedback to the team

I extend a warm welcome to you and wish you all the best for a successful career.

Thank You,

Yours Faithfully,



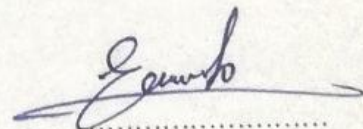
K.K.S. Sumanaweera

Acceptance

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

24/11/2021

Date



J.B. Eranda Sameera