



# welcome



EMPLOYMENT AGREEMENT

Dear **Sneha Singh**,

Congratulations on Your Offer and welcome to Rockwell Automation.

We are very excited to have you Onboard!

You will be joining an organization that continuously reinvents itself, creating a culture of Innovation.

Rockwell Believes in EXPANDING HUMAN POSIBLITES!

We are hopeful you will find your time with us to be challenging and fulfilling!

**PRIVATE & CONFIDENTIAL**

DATED: 25-Apr-2024

**Sneha Singh**

**SUB: OFFER LETTER**

Dear Sneha,

This has reference to your application and subsequent personal interview discussions you had with Rockwell Automation India. We are pleased to make an offer of employment in our organization to the position of **Graduate Engineer Trainee** and you will be reporting to **Chetan Sharma** on the following terms and conditions:

01) **DATE OF APPOINTMENT**

Your appointment is effective from **29-Jul-2024** which is from the date of your joining.

02) **BASE LOCATION**

You shall be based in **Pune** but will serve the company or any of its subsidiaries or associated companies in any location within or outside of India.

03) **REMUNERATION**

**Basic Salary** – You will receive a Basic salary of **INR 21,418** per month which shall be deemed to include basic and dearness allowance, and which may at any later date be so split at the discretion of the Company.

**Annual Base Pay** – Your Annual Base Pay will be **INR 514,033**

**Incentive Plan** – Your Annual Employee Incentive Plan (AEIP) is **INR 51,403** per annum. You will become eligible for payment of AEIP as aligned to the payout cycles of the Incentive plan. The quantum will be in accordance with the variable pay norms prescribed by Rockwell Automation. Employees who are on the payrolls of the organization on the day of disbursement will be eligible for the same.

**Annual Total Remuneration (ATR)** – Your ATR will be **INR 608,641**.

The detailed break-up of the ATR is given below on Page 6 of this letter.

**04) OTHER BENEFITS**

You will participate in the Employees Provident Fund (EPF) Scheme on your becoming eligible in accordance with its terms. These EPF Rules are laid out by the Government of India.

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





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All the Company policies and procedures, regulations including those governing the Leaves, Travels, Mobile, etc. as also various other applicable rules as mentioned in various clauses above are kept on our Intranet portal site which you can access when you join Rockwell Automation.

**05) MERIT REVIEW**

Your salary will be reviewed along with the general review date for all other Rockwell Automation employees on a pro-rata basis or at such time as the Company may decide from time to time. Your increment is discretionary and will be subject to and on the basis of effective performance and results delivered during the period.

**06) LEAVES**

You will be entitled to Leaves & Holidays as applicable to all other employees of the company. The company rules and regulations regarding leaves are available on our Intranet portal site which you can access when you join Rockwell Automation.

**07) RETIREMENT**

The retirement age is 60 years at present and will be subject to change as per Company guidelines.

**08) OTHER WORK**

Your position is a whole-time employment with the Company, and you will not take up any other work for remuneration (part time or otherwise) or work in any advisory capacity or be interested directly or indirectly (except as shareholder) or debenture holder in any other trade or business during your employment with the Company without written permission of the President of the Company. You will also not seek membership of any local or public bodies without obtaining written permission from the Management.

**09) TRANSFER**

The Job is transferable in nature to any other location, anywhere in India or abroad. However, you will be liable to transfer in such other capacity that the Company may determine to any other department, branch, establishment or factory of the Company or any other Company or establishment under the same Management. In such cases, the terms and conditions of services applicable at the new placement will govern you.



DATED: 25-Apr-2024

#### 10) **RESPONSIBILITIES AND DUTIES**

For all purposes, you will comply with all the provisions of the rules and regulations and policies as laid down by the Company and as amended from time to time. You will always be alive to the responsibilities and duties attached to your office and conduct yourself accordingly. In view of the above, you must effectively perform to ensure to achieve the results and compliant to the Rockwell business ethics.

You will also observe compliance to all Rockwell corporate policies, rules and regulation and as amended from time to time.

#### 11) **CONFIDENTIAL INFORMATION**

You will not, at any time, without the written consent of the Director/CEO 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 may be confided to you or become known to you in the course of your service or otherwise.

#### 12) **PROTECTION OF INTEREST**

If you conceive any new or advanced methods of improving processes / formulae / systems in relation to the 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. To the extent necessary to vest ownership in the Company you will execute all such assignments and other documents and take any such other actions as the Company may reasonably require of you, at the Company's expense.

#### 13) **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 service without any notice.

#### 14) **TERMINATION NOTICE**

This contract of employment is terminable by Ninety days advance notice by the Company on payment of Basic salary in lieu of notice, and the Company in such a case is not bound to give any reason, therefore. The employee can terminate the contract by giving Ninety days advance notice to the Company. Further in case agreeable by the Company the employee may terminate the contract of employment by paying Ninety days basic salary in lieu of Ninety notice period. Notwithstanding anything aforesaid the Company reserves the right of immediate termination in case of gross negligence, misconduct, lack of integrity, loyalty and unfair / unethical practice.



DATED: 25-Apr-2024

15) **AFTER TERMINATION**

On termination of the contract, you will immediately give up to the Company all IT assets, Company ID badge and all correspondence, specifications, formulae, books, documents, market data, cost data, drawings, effects or records etc. belonging to the Company or any other information relating to its business and shall not retain or make any copies of these items.

We value the talent you bring and look forward to your continued successful career at Rockwell Automation. I am confident that you will make an important contribution to the organization and that in turn Rockwell Automation will afford you a challenging and rewarding opportunity.

Please signify your acceptance of the above Terms & Conditions by signing in the duplicate copy of this letter.

Yours faithfully,  
For **Rockwell Automation India Private Limited**

  
**Abhishek Misra,**  
HR BUSINESS PARTNER - INDIA

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Acceptance and Acknowledgement

Sneha Singh  
I, -----hereby acknowledge that I have read all the terms and conditions mentioned above in the Offer letter and confirm my acceptance of the same.

DATED: 25-Apr-2024



(Signature)



# Compensation breakup

COMPENSATION STRUCTURE - ROCKWELL AUTOMATION INDIA			
SI. NO	SALARY COMPONENTS	ANNUAL (INR)	MONTHLY (INR)
<b>1</b>	<b>MONTHLY PAYMENTS</b>		
1.1	Basic Salary (50% of Annual Base Salary)	257,017	21,418
1.2	House Rent Allowance (50% of Basic Salary)	128,508	10,709
1.3	Conveyance Allowance (20% of Basic Salary)	51,403	4,284
1.4	Special Allowance (Balancing Figure)	55,687	4,641
	<b>TOTAL FIXED</b>	<b>492,615</b>	<b>41,051</b>
<b>2</b>	<b>PERKS (PER ANNUM)</b>		
2.1	Leave Travel (One Month's Basic)	21,418	1,785
	<b>TOTAL PERKS</b>	<b>21,418</b>	<b>1,785</b>
<b>A</b>	<b>ANNUAL FIXED CASH/ BASE SALARY (1+2)</b>	<b>514,033</b>	<b>42,836</b>
<b>3</b>	<b>VARIABLE</b>		
3.1	Variable Pay (10% of Annual Base Salary)	51,403	4,284
	<b>TOTAL VARIABLE</b>	<b>51,403</b>	<b>4,284</b>
<b>B</b>	<b>ANNUAL TOTAL CASH (1+2+3)</b>	<b>565,436</b>	<b>47,120</b>
<b>4</b>	<b>BENEFITS</b>		
4.1	Provident Fund (12% of Basic Salary or 12% of INR 180000, annually whichever is more)	30,842	2,570
4.2	Gratuity (4.81% of Basic Salary)	12,362	1,030
	<b>TOTAL BENEFITS</b>	<b>43,204</b>	<b>3,600</b>
<b>C</b>	<b>ANNUAL TOTAL REMUNERATION (ATR) (1+2+3+4)</b>	<b>608,641</b>	

## Addresses of Rockwell Automation India

S.No	Region	Address	S.No	Region	Address
1	Noida Sector 64	Rockwell Automation India(P) Ltd	8	Pune	Rockwell Automation India(P) Ltd-SEZ Unit
		A-66, Sector-64,			Ground and First Floor, Wing A,
		Noida -201301			Building Mississippi, Block 1.2, Embassy TechZone,
		Contact: 0120-4671694/95			M/S Pune Embassy Projects Pvt Ltd-SEZ,
2	Noida Sector 63	Rockwell Automation India Pvt Ltd	9	Vadodara	Rajiv Gandhi Infotech Park, Phase II, Hinjewadi
		A-60, Sector-63			Pune- 411057, Contact No :020-42951800
		District- Gautam Budh Nagar			Contact No :020-42951800
		UP-201301			Rockwell Automation India(P) Ltd.
		Contact: 0120-302 6521			707-708, Ocean, near Centre Square Mall,
3	Sahibabad	Rockwell Automation India(P) Ltd.	11	Bangalore	Sarabhai Compound, Vikram Sarabhai Marg
		C-11 Site-IV, Industrial Area			Baroda - 390023
		Sahibabad-201010			Contact No : 0265 - 3929600
		Contact No: 0120-4017926			Rockwell Automation India(P) Ltd
4	Gurgaon HO	Rockwell Automation India(P) Ltd.	12	Chennai	#11, Global Tech Park, B Wing, 2nd, 3rd & 4th Floor
		Building No 10 B, 5 floor			O' Shaughnessy Road, Langford Town,
		Tower B DLF cyber city, Gurgaon,			Bangalore - 560025
		State:- Haryana 122002, State Code :- 6			Contact No : 080-30706999
		Contact: 0124 4527900			Rockwell Automation India(P) Ltd.
6	Kolkata	Rockwell Automation India(P) Ltd.	13	Hyderabad	4th Floor, MMPDA Tower,
		Infinity Building, 11th Floor Tower 2 Block-GP			No-184, Rayapettah High Road, Chennai- 600014
		Plot-A3 Sector-5 Salt Lake,			Contact No : 044-43445900
		Kolkatta-700091			Rockwell Automation India(P) Ltd.
		Contact No : 033-39210500			202, 2nd Floor Aditya Trade Center
7	Mumbai	Rockwell Automation India(P) Ltd.	14	Pune	Near Bluefox Hotel
		Rupa Solitaire - No. 1310-1315,			Ameerpeth Hyderabad-500038
		Building No A-1, Sector No 1,			Contact No :040-39140111
		Millennium Business Park,	MESTECH - A Rockwell Automation Company		
		MIDC, TTC Industrial Area,	IOC Tower-B 2nd Floor		
		Mahape, Navi Mumbai, 400710	Cummins Office Campus Balewadi High Street		
		Contact No: 022 - 30065600.			Pune-411045, India

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MAKE A POSITIVE IMPACT  
ON YOUR CAREER, ON THE WORLD

## Annexure 'B'

To enable a smooth on boarding process, please share a scanned copy of the following documents with us, at-least 10 days prior to your date of joining. You are also requested to carry hard copies of these documents, at the time of joining.

1. Educational Certificates
2. Date of Birth Certificate
3. Experience Certificates (Previous and Present Employers)
4. Relieving Certificate /Resignation Acceptance from the Present Employer
5. Salary Statements (last two months), Appointment/ Increment Letter
6. Four Passport sized colored Photographs (white background) and 1 scanned photograph
7. Identity Proof - Copy of any of the following (Passport/ Driving License/ Voter Id/ Pan Card)
8. Address Proof - Copy of any of the following (Passport/ Driving license/ Ration Card/ Lease agreement/ Mobile Bills etc.)
  - Your offer has been made based on the information furnished by you. However, if there are any discrepancies found, during your Background Verification, in the documents given by you, the Company reserves the right to revoke your offer.
  - Please note that the Company reserves the right to recover Notice Period reimbursement if paid to any candidate, in case he/she leaves within a year of tenure at Rockwell Automation India.