



INJOTECH INDIA PRIVATE LIMITED

Regd Office: Plot no 11, Gat No.1559, Village-Chikhali, Dehu-Aalandi Road,
Pune: 411 062 Tel. +91 9604946600

City Office: Office No. 44, 5th floor, "Yugay Mangal Complex", Near ICICI Bank,
Kothrud, Pune: 411 038. (INDIA)

+91-8605014725 / 9604646600 / 20-29950810

E-mail: info@injotech.co.in, injotechindia@gmail.com; Website: www.injotech.co.in

CIN U-93000 PN 2013 PTC 149682

FAQ from EMPLOYEES to ADMINISTRATION

Please ensure Mobile no. is linked with Aadhar card.

1. How to check mobile no. linked with Aadhar card?

Go to Aadhar website <https://caadhaar.uidai.gov.in/#/popup>. Type your Aadhar number and generate OTP. If OTP is received on your mobile, the mobile number has been linked to Aadhar card. If OTP is not received on your mobile, go to the e-seva Aadhar Kendra and complete the procedure. It usually takes 4 to 5 working days for Aadhar server to update the same. Do not forget to take acknowledgement slip from Aadhar Kendra.

Please note for EPF and ESIC your name as per Aadhar card, PAN card & Bank account shall be same.

2. Will I be required to go through a trial period?

Yes, all new joiners are required to go through a one-week trial at our Chikhali lab, Pune or at any site.

3. Where shall I be posted?

After successful one week trial, company management shall decide the posting in any part of India.

4. Shall I receive salary from trial period?

No, after one week trial, joining will be confirmed and salary will start from the joining date. For one week trial, free accommodation will be provided, per day mess charges are at a payable basis.

5. Am I required to pay any charges / fees to the company or consultancy for joining?

No, no charges should be paid to our company or any consultancy for joining.

6. Can I change my Mobile Number?

It is advisable not to change mobile number as the same is linked with your Bank account, Aadhar Card and EPF account.

7. What are the duty timings?

12 Hrs. duty in day & night shifts. For e.g. Day Shift – 08:00 am to 08:00 pm, Night Shift – 08:00 pm to 08:00 am. Note that actual shift timings will depend on the corresponding site working conditions.

8. What are the accommodation arrangements at site?

Free Bachelor Accommodation is available at our sites.

9. What are the transportation arrangements?

Free to & fro transportation is available from company guest house to place of work. Most of the sites are provided with company vehicles.

10. What are the Mess / Food arrangements?

All the sites are having mess facility which provides morning tea, break-fast, lunch & dinner. The cook is provided by Company. Alternatively, employees may have to make food arrangements from outside, in certain areas.



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11. Who will pay my monthly Food / Mess bills?

Employees have to pay from their stipend / salary. The charges are approximately Rs. 2,500/- +/- 15% p.m.

12. How much cash should I carry while joining?

A minimum cash of Rs. 6,000/- will be required. (Rs. 2,000/- towards mess advance, Rs.2,000/- towards miscellaneous expenses, and Rs. 2000/- for purchase of safety shoes, coveralls, etc. The cost of purchase of safety shoes and coveralls (up to Rs. 2000/-) shall be reimbursed after a minimum of six (6) months' service).

13. How many paid leaves would I have?

- For trainees – first 6 months – NIL (Zero). Thereafter 25 days per annum.
- For Certified Staff – 30 days per annum.

14. Who will sanction my Leave?

The respective site-in-charge available at site will sanction any leaves. Leave application form available at site is to be filled & submitted to site-in-charge at least three (3) months in advance along with attendance card.

15. How many days in advance shall I apply for the leave?

Leave application must be sent at least minimum of 90 days in advance. Leave application form available at site is to be filled & submitted. Employees can go on leave only once the SIC sanctions their leave. Make sure to re-join the duty on committed date. Upon failure to re-joining duty on the committed date, a fine of Rs. 100/- per day of delay shall be imposed.

16. Would I get to & fro travelling expenses reimbursement for my yearly travel?

- For Trainees up to first six months – No.
- All others get it paid once in a year with submission of necessary tickets (up to AC 3-Tier train tickets) & documents along with the attendance card to head office.

17. What would happen if two or more employees require leave at the same time?

SIC / RSO would evaluate each application on a case-to-case basis and come to a decision. The decision of the SIC / RSO would be final and binding. Any further calls to the Admin Office would not be necessary.

18. What would happen if I go on leave without it being sanctioned by SIC / RSO?

The leave would be treated as without pay, and no payment shall be made against said leave. Additionally, a charge of Rs. 100/- per day shall be levied, which shall not be reversed in any circumstances.

19. What would happen in I go on leave without submitting proper leave application?

Salary for that month would be kept on hold. Same would be credited upon rejoining, after concerned penalties have been deducted.

20. What would happen if a trainee takes more than 30 days' leave?

Such trainees will be considered as re-joining the company. Their BARC Level-I examination would be delayed further.

21. When would I be eligible for leave pay?

Employees need to complete 11 months working in a year, so as to be eligible for leave pay.



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22. When am I eligible for safety shoes & uniform?

Employees need to buy the safety shoes and coveralls on their own. The same shall be reimbursed after six (6) months of service, subject to submission of original documents (10th, 12th and Degree/Diploma certificate) to the office.

23. How many times I am eligible for safety shoes & uniform?

Once in every year.

24. When am I supposed to submit my monthly expenses?

Along with same month attendance card, duly filled with proper dates, details, enclosure of tickets, bills etc. & signed by claimant & site in charge as per Injo form number INJO/03/04-05.

25. Who is supposed to fill the Expense Sheet?

Person who has made the expenses has to fill the sheet. No other person is allowed to fill the form on their behalf.

26. Whom shall I call if my monthly expenses are not received in my bank account by last week of the month?

Employees to co-ordinate with their Site-In-Charge & ask him to talk to accounts department on their behalf. No need to call office directly.

27. When I will get my salary?

Salary will get remitted in your bank account between the 10th to 12th of every month, as per biometric attendance. Major sites are having biometric attendance system. Attendance is strictly counted as per biometric attendance only.

28. I have received less Salary in my Bank Account, what shall I do?

Employees have to meet their Site-In-Charge & explain to him the calculation. Site-In-Charge in turn will talk to HR department & try to resolve it. If it still does not get resolved, then call HR department, after 15th of the month along with Site-In-Charge. Do not call the HR department directly.

29. Is ESIC & PF Facility available?

ESIC & PF facility is available to all the employees as per the Govt. rules & regulations.

30. How is the ESIC/EPF cut from salary?

- a. EPF deduction on Basic salary is mandatory & there is no alternative.
- b. ESIC Coverage & non-coverage area is decided by Govt. of India. If the site where employees are presently working is under ESIC coverage area, then the ESIC will get deducted from their salary & there is no alternative.

31. What is my EPF Number?

You will get your EPF number immediately once you get enrolled in the company.

32. What is my ESIC Number?

You will get your ESIC number immediately once you get enrolled in the company.



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33. I had my ESIC/EPF Number when I was working with a previous company. What should I do?

In such a case, inform SIC and HR department at the time of joining any site. This is applicable even for persons joining as trainees.

34. Where can I find more information about ESIC and EPF?

More information can be found on the relevant websites:

a. ESIC: <https://www.esic.gov.in>

b. EPF: <https://www.epfindia.gov.in>

35. How is my salary calculated?

Salary calculation starts from 26th of every month and ends on 25th of the subsequent month.

36. How will my attendance be maintained?

On the basis of Biometric Time Attendance System only. The attendance card has to still be signed as per Govt. rules.

37. When will my salary increase?

After completion of 3 to 4 months of working, employees have to appear for an internal test. After successful passing & submission of original documents (10th, 12th, Degree/Diploma certificates) salary shall be increased as per company policy from time to time.

38. What will happen if my test is not good?

SIC will give another 2 to 3 months' time to improve and re-appear for the test. Salary increment will get delayed till that time.

39. Who should keep the leave record?

All Site-In-Charges should keep Leave Records at their site in addition to that kept by head office.

40. When does the year start and end?

a. Year starts on 1st April every year.

b. Year ends on 31st March every year.

41. Can another person make expenses on my behalf?

No. Expenses for a person can only be made and submitted by the same person. Other persons are not allowed to make or claim any expenses on anyone else's behalf.

42. How should the expense sheet be filled?

Fill the expense sheet in readable handwriting, in either English or Hindi. Any follow up or query regarding expenses should be asked to site in charge only.

43. When should I call office, if my salary has not gotten credited in my Bank Account?

Employees should not call office directly for salary enquiry. Instead, ask Site In charge /RSO to call office.

44. What will happen if I call directly to office regarding my salary?

A fine of Rs. 500/- shall be levied for each call.



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45. What are the requirements regarding 2 & 4 Wheeler Driving License?

Employees should apply for 2 & 4 Wheeler Driving License when they go back to their native place for their first vacation. They should submit Driving License to the office within 12 months from their joining date. They will get 50% of the cost of learning the vehicle for getting the driving license up to a maximum of Rs. 2,000 /- after the submission of a copy of permanent driving license.

46. When I am eligible for Salary Advance?

Employees are eligible for advance against salary only after completion of one (1) year of Service.

47. How much Salary Advance will I get?

- For Trainees – 1 Month's Salary maximum.
- For BARC Level – 1 – 2 Months' Salary maximum.

48. What are the documents to be submitted to Office for Salary Advance?

- Salary Advance form duly signed.
- All Original documents such as:
 - +2 Mark Sheet, +2 Passing Certificate
 - Passport

The same shall be kept with Office as Security against the advance.

The same documents shall returned once the entire advance is recovered from salary.

49. When do I get my TLD?

Immediately after completing BARC Operator Course and passing exam, after submission of all original documents to office viz., Original Mark sheets & Passing Certificates and Photo Id.

50. When am I eligible for BARC Operator Course?

Internal examination will be conducted by SIC 2 to 3 months after joining. After successfully passing this exam, candidates are eligible to attend the BARC Operator Course.

51. What are Office Timings & Phone numbers?

Phone No.: +91-20-2995 0810

Time: Monday – Friday: 9.30 AM to 06.00 PM

Saturday and Sunday: Weekly Off

52. I am finding NDE Line interesting, what are the requirements if I want to continue?

- Aadhar Card and PAN Card .
- Bank Passbook with ATM.
- Ready to work for a minimum of three (3) years with us.

53. What if I have all of above and am ready to work?

Candidates can come down to our Pune head office on any Monday at 10.00 am with all the original documents such as 10th / 12th / Degree certificates, Aadhar and PAN card, Bank pass book with ATM, with a minimum balance of at least Rs. 6,000/- and six (6) colour photos. Our office address as under:



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Sd/-
Head Admin

I hereby declare that I have read & understood the above conditions & they are acceptable to me.

Name:

Signature:

Aadhar No:

Mobile No:

Date:

Place: