

BIG Imports and Gifts **Importers . Manufacturers . Exporters**

Head Office : 5th Floor, ABM House, Near Shoppers Stop, Linking Road, Bandra West, Mumbai - 400050, Maharashtra, India.

PH : 91-22-69521000 / 03 / 04 Email : sales@bigimpex.com Website : www.bigimpex.com

Warehouse : Bldg No.4B, KT Light, KT Industrial Park No.2, Opp. Blitz Industrial Estate, Village Valiv, Vasai East, Dist. Palghar - 401208.

To,

Ms. Pritha Das

Poonam Avenue Complex,
D-508, 5th Floor, Opp. Agarwal Paramount,
Virar (West) – 401303
Mobile: +91 9167847427 |
Email: prlthads60@gmail.com

Employment Status: Full Time

Date: 09th April, 2025

APPOINTMENT LETTER

Dear Ms. Pritha,

With reference to your application and subsequent discussions, we are pleased to appoint you as a Business Development Manager at our Mumbai office, with effect from 09th April, 2025.

The terms and conditions of your employment are as follows:

1. Compensation – You will be eligible for salary and benefits as indicated in Annexure A from the date of joining.
2. Probation – You will be on probation for a period of six (6) months from your date of joining. Upon satisfactory performance, your services will be confirmed in writing.
3. Termination during Probation – Either party may terminate this appointment by giving one (1) month's notice or salary in lieu thereof.
4. Service Conditions – You will be governed by the company's rules, regulations, and policies including office timings, leave, and weekly offs as applicable.
5. Transferability – Your services are transferable to any of the company's locations across India without any additional compensation.
6. Medical Fitness – If found medically or physically unfit during employment, the company reserves the right to terminate your services without notice or compensation.
7. Termination after Confirmation – After confirmation, services may be terminated by either party with one (1) month's notice or salary in lieu thereof.

8. Confidentiality – You shall maintain strict confidentiality of all proprietary information during and after your employment. Breach of this clause will invite legal action.
9. Company Property – You will be responsible for all company property (samples, laptop, mobile, etc.) and must return them in good condition upon cessation of employment.
10. Personal Information – In case of any false or incorrect details provided (education, DOB, experience), services will be terminated without notice.
11. Full-Time Employment – Your employment is on a full-time basis. Engaging in other work without prior approval of the Directors is not permitted.
12. Retirement – You will retire from service at the age of 58 years. Your date of birth, as per records, is 07th February 1985.
13. Communication – You must keep the company updated on personal details (address, marital status, etc.).
14. Jurisdiction – Any dispute arising from this appointment will be subject to Mumbai jurisdiction only.

We look forward to a long and successful association with you.

I hereby accept the above-mentioned terms and conditions.

Name: Pritha Das

Signature:

Date: 09/04/2025

Place: Mumbai

Kind Regards,



Gaurav Khatri

Partner

Zexcel Medical Communication Pvt. Ltd.

ANNEXURE – A

NAME	Pritha Das			
DESIGNATION	Business Development Manager			
DATE OF JOINING	09th April, 2025			
SALARY BREAK UP				
EARNINGS				
COMPONENT	PER ANNUM	PER MONTH (Rs.)		
BASIC	3,60,000.00	30,000.00		
HRA	2,40,000.00	20,000.00		
City Compensatory Allowance	90,000.00	7,500.00		
Education Allowance	60,000.00	5,000.00		
Bonus (Variable)	21,000.00	-		
ADDITIONAL BONUS	-	-		
Leave Encashment (18 days)	34,615.00	-		
PF – Employer Contribution	21,600.00	1,950.00		
ESIC	-	-		
Total	8,05,615.00	60,500.00		