

01-December-2022

MICRO/App/12-22/25336

To,

Mr. Sathiyamoorthy S

46, Bharathiyar Street, Selcalakshmi Garden, Mugalivakkam, Chennai - 600125

Dear Mr. Sathiyamoorthy S,

1. The management takes pleasure in appointing you as a **“Territory Sales Manager - Sales Department”** in our organization to be head quartered at Vapi with effect from **01-December-2022** on the following terms and conditions:

You will be stationed at **Chennai**.

2. **JOB REQUIREMENTS:** As a **“Territory Sales Manager - Sales Department”** you will be responsible for all related activities of the department as per the directives of the department head.

You will appreciate that your job content has to grow and enlarge in tune with the future requirements of the Company, and therefore, your position description may be revised in the wider organizational context in course of time.

3. **BENEFITS:** You will receive basic salary of **Rs.20446 /-** (**Twenty Thousand Four Hundred Forty Six Rupees Only**) per month. In addition, you will receive the allowances as specified in the enclosed sheet - Annexure A.

4. **PERIOD OF PROBATION:** You will be on probation for a period of six (6) months from the date of your appointment. In case of satisfactory performance during the probation period, you will be confirmed in writing. In case of unsatisfactory performance during the probation period, your services may be terminated at the end of the probation period. You shall continue to be on probation unless you are specifically confirmed in writing.

The services of an employee of your category are liable to be terminated by either party by Two month's notice or equivalent salary. During probation period, however, dissociation by either party may be done subject to a notice of seven days.

5. **DOCUMENTS:** You shall produce the following documents while joining:

- a) Copies each, along with original documentary proof of:
1. Educational / Professional qualifications.
 2. Date of Birth.
 3. Previous Experience.



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Sathiyamoorthy S / Appointment Letter

Micro Life Sciences Pvt. Ltd. | CIN : U24119GJ2006PTC048361

Registered Office : Bilakhia House, Muktanand Marg, Chala, Vapi - 396 191, Gujarat, India.

T: +91 260 2408000

- b) Discharge certificates from your immediate past employer specifying therein designation, duties, period of service, last drawn remuneration, reason for leaving and clearance of your accounts with them.
- c) Two passport size copies of your recent photograph.

The above MUST be in any case submitted before the completion of the probation period failing which your confirmation in the service of the company may be held up.

6. The company considers its human resources as one of its major assets and, in view of the ambitious growth plans of the organization, we very much expect you to grow with the growth of the Organization by producing most optimum results in agreement with your superior. At the same time, you would assist in the best way possible in training and developing the other members of your team to equip them to face the challenges of the future. The Company strongly believes in the policy of promoting its people from within, wherever possible.

7. You will appreciate that, as a professional, you have to devote yourself to the Company on a full time employment basis and, as such your hours of work would depend upon the requirements of the Organization. To enable you to give your best, you will not undertake and participate, directly or indirectly in any activity which may come in the way of effective discharge of your duties, without consent in writing from the Management.

8. We would like you to discharge utmost loyalty in this context, you will not give out or divulge to any person/firm by word of mouth or otherwise, any secret or confidential information of the Company, technical know-how, process and business plans which you may come to know and acquire during the course of your employment with us.

9. Your appointment is subject to your being declared medically fit by the physician as specified by the company.

10. Your individual remuneration is purely a matter between yourself and the company and is arrived on the basis of your job, skills specific background and professional merit. We expect you to maintain this information and any changes made therein from time to time as personal and confidential. You will be required to enter into confidentiality agreement with the Company within 30 days from joining the Company.

11. You shall inform the company of any change in your personal data. Any notice required to be given to you shall be deemed to have been duly and properly given if delivered to you personally or sent by registered post to you at your address in India as recorded by the company.

12. The benefits provided by the company as outlined herein and in the company policies are subject to change at company's discretion.

13. The age of retirement is 58 years and as such, employees automatically retire on completion of this age.



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14. The Company has to adapt itself to ever changing circumstances and needs of business and, in this context; your services are liable to be transferred at any time and place, to any factory, branch, department, section or office or deputed to any other Organization with whom the Company may have to make any agreement or arrangement. However, you shall enjoy the same salary /benefits on such transfer/deputation as were being drawn by you before the transfer.

15. Intellectual Property Rights:

- a) All Intellectual Property Rights and goodwill generated as a result of employment with the company shall be for the benefit of the company and will belong to the company. Any rights to any/all documents secret or confidential in nature or/and proprietary information, resources provided to the employees for the business, official, professional or any other legitimate business purpose should be used for the advancement of the Company solely. It would be the duty of every employee handling confidential or safe guarding the information above mentioned from being misused or using the same in harming the interest of the company in what so ever manner.
- b) All programs, system design documents, detailed design specification documents, user and technical manuals, literature etc. developed by the employee while in company service will at all times be deemed to be the sole property of the company.
- c) You are not allowed to take any storage devices, documents etc. out without permission from department head or IT Department. Also, the company will, at all times, have the sole proprietary right in any new system which may be developed while in company's service.
- d) Under no circumstances the technical know-how and trade secrets of the organization shall be divulged to outsiders, or use these in any manner detrimental to the organization.

16. Confidential Information:

- a) In the course of employment with the company, you may obtain confidential information or may have or required to create confidential information, which may be under intellectual property right clause. You should maintain confidentiality in respect of this information. Confidential information involving Intellectual Property Rights etc. should not be disclosed to any person or person's association's, organization, institutions or any other legal or natural body directly or indirectly, whether or not providing such information will harm the company in what so ever manner directly or indirectly.
- b) You are supposed to maintain confidentiality of information entrusted to you in carrying out their duties and responsibilities, except where disclosure is approved by the company or legally mandated or if such information in favor or benefit/well being of the company.
- c) You should not seek to take unfair advantage of the Company through manipulation, concealment, abuse of privileged information, misrepresentation of material facts or any other unfair dealings.



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d) You should not view, copy, alter or destroy another's personal electronic files without permission (unless authorized or required to do so by the management and/or by prior approval from appropriate authority).

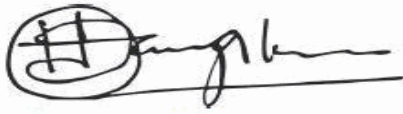
Please sign the office copy of this letter in significance of your having accepted the terms and conditions laid down herein.

We take great pleasure in welcoming you to our organization and sincerely hope that your period of service with us shall be long, pleasant and one of mutual benefit.

We wish you all success in your job.

Yours Sincerely,

For MICRO LIFE SCIENCES PRIVATE LIMITED,



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Group Head - Human Capital & Administration

Enclosed: A copy of "Ethical code of Conduct for employees" is attached herewith for your perusal. Please note that the having accepted the terms of appointment we conclude that you have read, understood and have confirmed to abide by this code of conduct.

DECLARATION

(I agree and accept the terms & conditions of the Appointment letter)

Sathiyamoorthy S

Annexure - A

<u>MICRO LIFE SCIENCES PRIVATE LIMITED</u>		
Name of the Employee	Mr.Sathiyamoorthy S	
Date of Joining	01-December-2022	
Employee Code	25336	
Department	Sales	
Designation	Territory Sales Manager	
Cost To Company Per Annum	701004	
	Monthly - INR	Yearly - INR
<u>Cost To Company</u>	58417	701004
Basic Salary	20446	245352
House Rent Allowance	20000	240000
Uniform Allowance	1250	15000
Travel to Work Allowance as per Distance Factor Index (DFI)	5000	60000
House & Electrical Equipment Maintenance Allowance	5178	62136
<u>Paid On An Annual Basis</u>		
Bonus / Ex - Gratia	4089	49068
<u>Statutory Deduction, Company's Contribution</u>		
Provident Fund	2454	29448
Cost To Company	58417	701004

Group Head - Human Capital & Administration



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