



**Date: 23-10-2025**

**Mr. SUPRATIM HUI,**  
Khargam, Bardhaman  
West Bengal-713149

**SUB.: Letter of Appointment**

**Mr. SUPRATIM HUI,**

Further to our letter of offer/ interview you have had with us, we are pleased to inform you that you are hereby appointed as **EXECUTIVE ENGINEER** In the **QA/QC** Department in our Organization upon agreed terms and condition discussed as under: -

**1. Commencement Date**

This appointment is effective from **23-10-2025** as the date of your joining our organization.

**2. Salary and Benefits**

Your salary and other allowances shall be **as per enclosed annexure-I.**

**3. Probation**

You will be on probation for a period of **6 (Six)** months from the date of your joining, where after, if your services are found satisfactory, you will be confirmed by written intimation. Your probation period can be extended further maximum 6 months. In case the management is not satisfied with your performance, during the probation period your services can be terminated or in lieu of your resignation with Seven days' notice without assigning any reasons whatsoever.

**4. Working Hours**

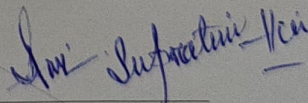
The shift timings will be based on process / job requirement as explained by your reporting authority. You will be provided one full day off once in a week. The working hours are subject to change, depending on the requirements of the Company and as per direction of reporting authority.

**5. Place / Transfer:**

Your initial employment location will be **Vadodara** However, your services can be transfer to any place within the country or abroad or to any of its associates, or sister concerns, or its subsidiary at the sole discretion of the Management.

  
Company's Authorized Signature



X   
Agreed & Accepted -

**SHC PROJECTS PRIVATE LIMITED**

1701-1704, Westport, Nr. Sankalp Square-3,  
Thaltej, Ambli, Daskroi, Ahmedabad-380058  
CIN: U41001GJ2023PTC143662

P: 079-66118015 / 97129 90712  
E: info@shcprojects.com

[www.shcprojects.com](http://www.shcprojects.com)

6. **Job Assignment/Reporting:**

A schedule of your duties and responsibilities will be laid out in the job description for the position and given to you in due course. However, the company reserves the right to assign to you any other duties and responsibilities as may be considered deem fit in the Company's interests. In your current capacity, you will report to the officer nominated by the management.

7. **Promotion and Increment**

Your increments or promotion or salary increase shall be based **on merit** considering your periodic and **consistent overall performance**, business conditions and other parameters fixed from time to time at the discretion of the management and shall not be considered merely as a matter of right.

8. **Termination/ Resignation**

8.1 Any employee bound to serve **30 days** of prior notice in writing or in lieu of one month salary as notice. However, the company has right to not accept the payment, instead of notice period of resignation for any reason, whatsoever and you have to continue the services, until the notice period will expired. Resignation during which period you shall work as designated. The said period will not be adjustable against leave

8.2 Your services are liable to be terminated by the company after giving 30 days of prior notice in writing.

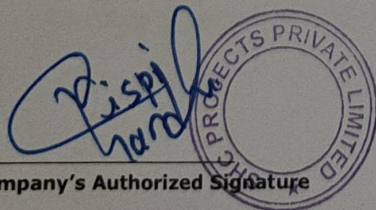
8.3 During probation or after confirmation, in case you are found to be medically unfit by the Authorized Medical practitioner, on examination, management can terminated your service after giving 7 days of prior notice in writing.

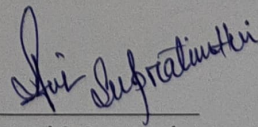
8.4 The company will have the right to terminate your employment without notice or payment of salary in lieu thereof

- a) You commit any breach of your duties and responsibilities under this contract of service.
- b) You are guilty of any gross default or misconduct, which contravenes the expressed or implied conditions of your employment; and
- c) You commit breach of any of the terms of clause - "**Non-Disclosure Agreement**" of this appointment letter.

9. **Absence without Notice**

Absence for a continuous period of **Five days** without prior approval of your superior, (including overstay on leave / training) would result in your losing your lien on the service and the same shall automatically come to an end without any notice or intimation.

  
Company's Authorized Signature

X   
Agreed & Accepted -

**10. Non-Disclosure Agreement**

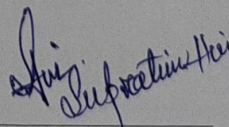
- 10.1. During the course of your employment with us you will have access to confidential/proprietary information about the organization, its clients, its business transactions, and associated companies. You shall not during your course of Employment and two years after you have ceased to be in the employment of this organization, disclose such confidential/proprietary information to any third party and /or any unauthorized person.
- 10.2. All notes and memoranda pertaining to this organization trade secrets and confidential/proprietary information made by or acquired by you during the course of your employment shall at all times remain the property of this organization. Upon termination of your employment, you shall return all notes/memoranda and any copies thereof to organization that you may have obtained during the course of your employment.
- 10.3. You are obliged to sign a non-disclosure agreement specific to a particular client as and when required by organization.
- 10.4. Prior to joining organization, you will ensure that you will be free from any contractual restrictions preventing you from accepting this offer or starting work on the joining date.

**11. Employment Regulations**

Whilst employed with the company:

- 11.1. You will not engage in any trade or profession or undertake any employment, full or part-time, while in the service of the Company;
- 11.2. You will have no objection to working extra hours as and when required for your job and duties.
- 11.3. You may be selected and sponsored by the Company for familiarization/training assignments with the Company's technical collaborators or any other institutions/organizations in India and/or abroad. You will diligently and beneficially take part in such assignments. The cost of
- 11.4. Such training, including the travel fare and related expenses, will be borne by the Company subject to agreements to be drawn up and signed between the Company and you. Such agreements will be specifying the minimum period you will be required to serve the Company after completing the training and providing for payment of liquidated damages by you to the Company proportionate to the time period of service remaining to be rendered, in the event you voluntarily terminate the contract of service or this appointment, as the case may be, prior to the expiry of the agreed period of service referred to hereinabove;
- 11.5. You will carry out your duties with diligence and loyalty at all times, keeping the Company's interest paramount;

  
  
Company's Authorized Signature

X   
Agreed & Accepted -



**12. Cessation of employment**

- 12.1. On cessation of employment with the Company, you shall return all documents, books, papers relating to the affairs of the Company, purchased with the Company's money, which may have come to you, and also any property or equipment of the Company in your possession.
- 12.2. Any damage or loss of equipment or property of the Company in your possession will be recovered full or partial from your Full & Final settlement on cessation of employment with the Company.
- 12.3. Any pending balance of advance or loan taken by you from the Company and any other legal dues shall be fully recovered from your Full & Final settlement, at the time of your leaving the services of the Company.

**13. Food & Accommodation**

If Food & Accommodation reimbursement amount mentioned in your salary package other than CTC, please note that if once company start providing this facilities the amount of Food & Accommodation mentioned in the salary package will be withdrawn with immediate effect & it is compulsory to avail this facilities provided by the company once this facilities starts.

**14. Retirement**

You will be liable retire from the service of the company on attaining the superannuating age of 58 years or can be extended at the discretion of the management

**15. Acceptance**

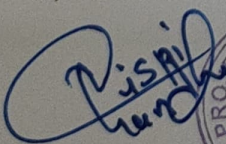

Please sign and return the duplicate copy of this letter and annexure as a token of your acceptance of the terms and conditions mentioned herein.

If you fail to indicate your acceptance within a week from the date of the appointment letter, this offer of employment will be deemed to have been withdrawn and cancelled.

We look forward your long, successful and mutually beneficial association with us.

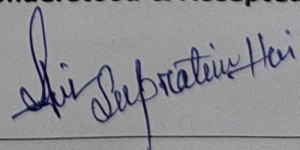
Yours faithfully,

For, SHC PROJECTS PVT. LTD.

  
  
Mr. Vispi Gandhi  
(AGM- HR & ADMIN) \*

**Read, Understood & Accepted**

X



(Employee Name & Sign)



**SHC PROJECTS™  
PRIVATE LIMITED**

Innovating Construction Since 1996

## ANNEXTURE - I

**Name:** SUPRATIM HUI  
**Designation:** EXECUTIVE ENGINEER  
**Department:** QA/QC  
**Location:** INORBIT

**Emp ID:** 1649  
**DOJ:** 23-10-2025  
**COMPANY:** SHC PROJECTS PVT. LTD.  
**Rpt Manager:** PM

CTC STRUCTURE		F.Y. 2025-26	
Components	Monthly	Annually	
Basic	23000	276000	
HRA	9200	110400	
Car maintenance allowance	2700	32400	
Mobile Phone and Internet Bill	2000	24000	
Service Allowance	16994	203928	
<b>Gross Salary</b>	<b>53894</b>	<b>646728</b>	
<b>Deductions</b>			
Employee's Contribution to PF	0	0	
Employee's Contribution to ESIC	0	0	
Professional Tax***	200	2400	
<b>Total Deduction</b>	<b>200</b>	<b>2400</b>	
<b>Net Salary</b>	<b>53694</b>	<b>644328</b>	
<b>Statutory Components</b>			
Employer's Contribution to PF	0	0	
Employer's Contribution to ESIC	0	0	
Gratuity*	1106	13272	
<b>Total of Statutory Benefits</b>	<b>1106</b>	<b>13272</b>	
<b>Cost To Company</b>	<b>55000</b>	<b>660000</b>	
<p><b>Note:</b> Your salary will be disbursed to you after deducting ***Professional Tax as per the state laws, rules and norms prescribed by the Government of India from time to time and after making all other necessary statutory deductions, if any, of the employee's share, as required from time to time. The firm also makes a monthly contribution to your Provident Fund account, if not exempted from and/or other statutory benefits which is outside of your gross remuneration like gratuity. The emoluments/benefits due to you will be subject to deduction of income tax in accordance with the provisions of the Income Tax Act and Rules made there under as also other applicable laws, if any, as may be in force from time to time. To avail tax exemption benefit you must submit bills/receipts towards components like HRA, Medical Reimbursements and other such Reimbursements, if any to the HR in accordance with the HR policy in effect. Payment of Bonus will be paid as per guild line of Payment of Bonus Act and will change as require from time to time. Bonus will be paid on monthly bases along with your salary. Labour Welfare Fund governed by laws of respective states. Management reserves the right of changing the compensation structure at its discretion without prior intimation.</p> <p><b>Note:</b> Matter of your compensation is confidential information of the company. The management strongly discourages any discussion or disclosure of your compensation with anybody other than your departmental head or HR. Non-compliance will be considered as breach of this clause. Your compensation package is unique to you and not for comparison with any other employee.</p>			

**NOTE: Bachelor accommodation will be provided free of cost during the course of employment**

For, SHC PROJECTS PRIVATE LIMITED

Mr. VISPI GANDHI  
(AGM-HR & ADMIN)

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Agreed & Accepted

(Emp. Name: )