

Ref No : SKPL/APL/2024-25/SKPL08778

Date: 03-Feb-2025

Mr. Md. Kaish  
Manjhagarh, Bali tola,  
Bathua, Gopalganj,  
Bihar - 841427

Appointment Letter

Dear Mr. Md. Kaish,

This has reference to your application and the interview you had with us. We are pleased to appoint you in Skipper Limited as "Safety Steward" in the career band "S3" in "Tower - Project" department on the following terms and conditions:

- 1) Your appointment is with effect from the date of joining i.e. 03-Feb-2025
- 2) Your total remuneration (Fixed Cost to Company) will be Rs. 469224.00 per annum.  
(Please Refer **(Annexure-I for details)**). This will be subject to deduction of Taxes and/or other deductions as applicable under prevailing Income Tax rules.
- 3) **Probation:** You will be on probation for a period of 6 (six) months from date of joining and on satisfactory completion of the probationary period you will be confirmed in the services of the Company. Your probation period may be reduced /extended subject to your satisfactory performance. Your services are liable to be terminated without any notice or salary in lieu thereof during the initial or extended period of probation.
- 4) **Place of Posting:** Your initial place of posting will be **SIKAR -Narela Project**. However, you are liable to be transferred to any other location, department or any Company of the Group without change of remuneration. On such transfer you will be governed by the rules and regulations operating in the establishment / location to which you are posted.
- 5) **Notice Period:** Your notice period under probation will be 30 days (from employee side) and 15 days (from employer side). However, on confirmation one will have to give a notice of 30 days from either side. Should you decide to relinquish the job with the Company, you can either be relieved forthwith or earlier than its expiry or else you can be required to work. If you abscond or fail to serve a full notice period (unless approved by the head of the department and Sr. VP HR), your full and final Settlement will be withheld. Unless sanctioned by management, during notice period you will not be entitled to avail any leave.
- 6) **Retirement:** You will stand automatically retired on reaching the age of 60 years which can be altered if required by the management in writing. On retirement or earlier termination of employment in any manner, you shall handover all papers, documents, and other property belongs to the Company or which will be entrusted to you or received by you in the course of your employment with the Company.
- 7) **Termination of Services:** If at any point of time it is seen that you have engaged in any fraud,

malpractice, theft, pilferage, misrepresentation or misconduct, financial irregularity or any act or omission prejudicial to the interest of the Company or discipline you will be liable for termination of your services with immediate effect. Under such conditions, any benefits, perquisites, salary, other dues payable are liable to be forfeited as per the sole discretion of the Company. The Company decision will be final and binding on you.

8) **Confidentiality:** You will not either during the employment of the company or after the termination or cessation of such employment, divulge to any one by verbal, written or otherwise the particulars or details of trade secret and/or technical knowhow and/ or confidential information and/or security arrangement and/or administrative function and/ or any information relating to Company's business or the business of any of the Company's subsidiary, allied or associated companies, nor any of their respective affairs, which may be your personal privilege to know by virtue of being in the employment of the company. During the continuance of your service or even thereafter you will undertake and assure that you shall not disclose or divulge to any third party, directly or indirectly, any confidential and proprietary information of the company including but not limited to Company's business policy, trade secret, data, technical knowhow, financial statements, brochure, client lists, patent and patent applications, IPR, ideas, techniques, sketches, design and drawings, work of authorship, models, inventions, processes, strategies, apparatuses, equipment, algorithms, software programs, software source documents, audio-visual representation, demonstration and formulae etc. unless such Confidential Information is in the public domain.

9) You shall indemnify and keep indemnified the Company, its directors, officers, shareholders, and associates from and against and in respect of any and all losses, liabilities and/ or damages, resulting from breach directly or indirectly committed by you.

10) You are required to furnish any change of your address, social status etc. every time to the company in writing.

11) **Obedience:** You shall faithfully observe all the rules and regulations of the Company either prevalent or to be introduced or modified time to time. You shall comply with all the instruction from your supervisors and the management. You shall comply with office orders, instruction & circulars issued from time to time by management of the Company. You shall diligently discharge the duties and responsibilities assigned to you for your current role. The management will have the right to change/ alter/ add additional duties/responsibilities to your current and future roles from time to time based on the business requirements and exigencies.

12) You shall undertake and assure the Company that you shall not be engaged or associated, directly or indirectly in any similar nature of organization or entity engaged in the business of similar products as Skipper Limited within India or outside for a period of two years following the termination or cessation of your employment for any reason whatsoever. You shall not, directly or indirectly, disclose to any person, firm, Company or entity the names, addresses and details of any of the contacts of the Company (including but not limited to customers, suppliers, agents, distributors, consultants, utilities etc.) or any other information pertaining to them. Neither shall you call on, solicit, take away, or attempt to call on, solicit, or take away any of the above contacts on whom you have called or with whom you became acquainted during the term of your employment, as the direct or indirect result of your employment with the Company.

13) **Punctuality:** You shall faithfully follow the work timings as communicated by your reporting



manager and as per the existing Company HR policy guidelines. On occurrence of frequent late coming, disciplinary action for habitual late coming can be initiated.

14) You shall be responsible for the safekeeping and return in good condition and order all the company's property, instruments, tools etc. which may be given to you for use in your custody and on separation you will be liable for return of the same to the company. This will also include the return of the company's systems & corporate SIM.

15) **Full time employment:** You will employ yourself efficiently to the best of your ability, will devote full time to the work of the Company and will not engage yourself directly or indirectly in any other services, trade, business, vocation, or occupation. Any such involvement should be informed to the management and prior approval obtained.

16) **Eligibility of Availing Leave:** You will be entitled for leave as per the Company HR policy.

17) At the time of joining, you will have to produce the original certificate of your date of birth as well as original and photocopies of all your scholastic and extracurricular achievements.

18) **Basis of Appointment:** This appointment is based on the information given by you to us in your employment/ personal data form and the certificates produced to us. Any false / fraud declaration will lead to termination of services.

19) **Code of Conduct:** You will abide by code of Conduct as applicable for employees of Skipper Limited.


20) **General:** In case of any disputes or differences arising out of or in connection with the offer of contract the cause of action would be deemed to have arisen within the jurisdiction of territory of Kolkata only.

We look forward to your joining us and we wish you all the best for a rewarding and successful career. I am sure together we can contribute towards the Company Vision & Mission.

Kindly sign the duplicate of this letter and the annexure in token of your acceptance and confirmation of the above terms and conditions.

Yours sincerely,

For Skipper Limited.



Asish Raha  
Sr. Vice President - Human Resources

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#### Acknowledgement

I, the undersigned have read and understood the above terms and conditions and hereby accept the same unconditionally.

Name: ..... Signature:..... Date:.....