

Ref: SKPL/APL/2024-25/SKPL07885

Date: 19th August, 2024

To
Mr. Mahadev Mahto (SKPL07885)
79, Charamba, Govindpur,
Kalan, Hazaribagh,
Jharkhand- 825312

Dear Mr. Mahadev,

With reference to your application and subsequent interviews you had with us, we are pleased to appoint you as "Store Keeper" for our Tower - Project department, in the career band -"M8" on the following terms & conditions.

1. Date of Joining:

Your appointment is with effect from the date of joining, i.e., 19th August, 2024.

2. Reporting Authority:

You will be reporting to the "General Manager - Project" of the company and /or to any othersuperior to you /Authority as and when decided by the company.

3. Probationary Period:

You will be on a probation for a period of 06 (six) month's from the date of joining which may be extended for further period of another 06 (six) months if the performance is not satisfactory and/or at the discretion of the company, unless confirmed in writing, you will be deemed to be on a probation even after the expiry of the probation period or the extended period or as a very special case, the customary probationary period is being waived off in your case and you will be regular position from your date of joining. Entitlement of statutory as well as organizational benefits is restricted, during this said probation period of yours, until and unless your service gets confirmed by the Company.

4. Remuneration:

You will be entitled to annual CTC of INR. 538956 (Rupees Five Lakh Thirty Eight Thousand Nine Hundred & Fifty Six Only) p.a. Your remuneration package has been described in the Annexure to this letter and the same shall be treated as apart and parcel of it. The remuneration package shall be subject to deduction Taxes and/or other deductions as applicable as per Law.

5. Bonus:

The Bonus shall be paid if eligible as per relevant provisions of The Payment of Bonus Act 1965 as amended and/or in accordance with the company rules and regulations.

6. Leave:

You will be eligible for Privilege Leave as per Rules & Regulations of the Company or The Factories Act 1948 as the case may be applicable to your status in the company.

7. Posting & Transfer:

At the first instance, you will be posted in Rajasthan. The Company however, reserves the right to transfer/utilize your services at any time temporarily or permanently to any place of business/establishment including that of subsidiary or associate companies or those under its management without any extra remuneration/allowance whatsoever in nature at any place in India which is in existence and to be opened at any time later on. You shall work there strictly in accordance with all the local terms and conditions of employment there.

8. Notice Period / Separation:

Your notice period under probation will be 15 days from the Company side and 30 days from employee side. On confirmation the notice period will be 30 days from either side. During notice period, you cannot go on leave without permission of the Management in writing.

9. Termination Notice:

Your employment with us is terminable by employer side with 15 days during probation period and 30 days during permanent employment.

10. Conflict of Interest:

Your position with the company calls for whole time employment and you will devote yourself exclusively to the business of the company. You will not take up any other work for remuneration (part time or otherwise) or work on advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any trade or business during your employment with the company without permission from the company.

11. Secrecy

You will not either during the employment of the company or after the termination of such employment, divulge to any one by verbal ,written or otherwise the particulars or details of trade secret and/or technical know – how 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.

12. Retirement Age

You will retire automatically from service of the company on the last working day of the month following his attaining the age of 60 years unless your services is extended for any further period in writing at the discretion of the management or earlier, if you are found medically unfit. If so certified by a Doctor nominated by the company.

GENERAL

13. In case of any information provided by you are found to be false or if at any time during your employment you are found to be guilty of any misconduct or breach of the terms of this agreement or shall lose confidence of the Company or shall commit any act of bankruptcy, the Company may determine your employment forthwith without any notice or payment in lieu of notice.

14. Your appointment is being made on the basis of your declaration and /references given or information and/or documents furnished by you to the company. In case if it proves to be false or incorrect or if you are found to have will fully suppressed any material information, in such a case , your appointment will be deemed void ab initio and liable for termination without any notice or salary in lieu of notice.

15. The company will expect you to work in the section/function /Division in which you are placed with ahigh standard of initiative, efficiency and economy. You are expected to maintain a good image of the company.

16. You will devote full time to the work for the company and not undertake any direct/ indirect business or work honorary or remuneratory except with the permission of the management in each case.

17. You will also be required to comply with the Code of Conduct of the company and your service condition and employment will be governed and regulated under the company rules and regulations as framed and as may be amended for the time being in force.

18. While in the employment in the Company you shall duly and faithfully devote to and execute, perform and discharge all your duties without causing any injury or loss or damage to the company by reason of any act, default, negligence or error in judgment, breach of duty, embezzlement and misconduct on your part.

19. 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.

20. Breach on your part any of the terms and conditions of this employment and /or company's service rules applicable to you in respect to your employment with the company will entail termination of your employment without notice.

21. That in addition to your usual functions and / or duties, the management may assign to you such other duties and functions, as it may deem proper.

22. 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 three (3) 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.

23. 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.

24. 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.

25. "We reserve our right to take legal action against you in the event of any loss and/or damages suffered or to be suffered by the Company in case you leave from the services of the Company without serving the notice.

26. You are required to furnish any change of your address, social status etc. every time to the company in writing. Please sign and return the duplicate copy of this letter in token of your acceptance company's offer of employment on the above terms and conditions.

We welcome you and wish you a long rewarding career in Skipper Ltd.

Yours Sincerely,

For Skipper Limited

Accepted

Asish Raha
Asish Raha
Sr. Vice President - Human Resources

Mahadev Mahto
Designation: Store Keeper
Department: Tower - Project

ANNEXURE

Details of Remuneration Package

Name: Mr. Mahadev Mahto

Designation: Store Keeper

Name		Mahadev Mahto		Grade M8
SL.No.	Monthly Payments	Monthly (Rs)	Annual (Rs.)	Remarks
1	Basic	16,580	1,98,960	
2	HRA	7,290	87,480	
3	Special Allowance	16,580	1,98,960	
A]	Sub - Total (1+3)	40,450	4,85,400	
Annual Payments				
4	Bonus/ Exgratia (As applicable)		19,896	As per Act / Company policy
B]	Sub - Total (4-5)		19,896	
Retirement Benefits				
5	PF	1,800	21,600	As per Act / Company policy
6	Gratuity	605	7,260	As per Act
C]	Sub - Total (6-7)		28,860	
D]	Mediclaim Insurance	400	4,800	For (Self + spouse + max 2 children) . As per Company Policy
E]	Annual Fixed CTC [A+B+C+D]		5,38,956	

For SKIPPER LIMITED

Accepted

Asish Raha
Asish Raha
Sr. Vice President-Human Resources

Mahadev Mahto
Designation: Store Keeper
Department: Tower - Project