

Regd. / Admn. Off.: Plot. 161, 4th Lane, Darukhana, Reay Road, Mumbai - 400 010, INDIA.

Corr. Off Add.: 716, The Epicenter (Commercial wing A), Off Eastern Freeway, Best Colony, Near Shivaji Chowk, Chembur (East), Mumbai - 400 071.

Tel.: 91 - 022 - 2372 6474 / +91-8425841284 • Fax: 2375 5888 • E-mail: info@nmcindustries.com • Web: www.nmcindustries.com

APPOINTMENT LETTER

Dear Miss. **Pratiksha Rane**

In response to your application and subsequent interview with us, we are pleased to appoint you as **Assistant Tender Coordinator** in our organization on the following terms and conditions:

Date of appointment: 16-11-2016

- You will be under probation for a period of 3 months from the date of appointment. However if found satisfactory during this period you will be confirmed from the date of appointment.
- Monthly salary Rs 12,000/- as discussed is accepted herein. The same should not be disclosed to any Employee of the company.

During the period of your employment with the Company, you will devote full time for company work.

Your additional duties and responsibilities are as follows:

1. You will be posted at Mumbai, however if required you may be posted to any place of company business. We expect you to work with complete responsibilities and to the satisfaction of the concerned officers.
2. You will be required to comply with all such rules and regulations as the Company framed from time to time.

CONTD ... 2

Regd. / Admn. Off.: Plot. 161, 4th Lane, Darukhana, Reay Road, Mumbai - 400 010, INDIA.
Corr. Off Add.: 716, The Epicenter (Commercial wing A), Off Eastern Freeway, Best Colony, Near Shivaji Chowk, Chembur (East), Mumbai - 400 071.
Tel.: 91 - 022 - 2372 6474 / +91-8425841284 • Fax: 2375 5888 • E-mail: info@nmcindustries.com • Web: www.nmcindustries.com

:2:

3. Any of our technical or other important information which might come into your possession during the continuance of your service with us shall not be disclosed, divulged or made public by you even thereafter.
4. If at any time in our opinion, which is final, you may be found non- performer or guilty of fraud, dishonest, disobedient, disorderly behavior, negligent, indiscipline, absent from duty without permission or any other conduct considered by us deterrent to our interest or of violation of one or more terms of this letter, your services may be terminated without notice and on account of reason of any of the acts or omission the company shall be entitled to recover the damages from you.
5. You will not accept any present, commission or any sort of gratification in cash or kind from any person, party or firm or Company having dealing with the company and if you are offered any, you should immediately report the same to the Management.
6. This appointment letter is being issued to you on the basis of the information and particulars furnished by you in your application (including bio-data), at the time of your interview and subsequent discussions. If it transpires that you have made a false statement (or have not disclosed a material fact) resulting in your being offered this appointment, the Management may take such action as it deems fit in its sole discretion, including termination of your employment.
7. One month notice period has to be given from either side in case of relieving from duty.
8. You will be responsible for safekeeping and return in good condition and order of all Company property, which may be in your use, custody or charge.
9. Taxes will be deducted from your salary as per government rule.
10. Our termination of your employment or your resigning to the service of the company, you shall return any books, data, records, periodicals, papers, or other property in your possession belonging to the company or its clients.

CONTD ... 3

Regd. / Admn. Off.: Plot. 161, 4th Lane, Darukhana, Reay Road, Mumbai - 400 010, INDIA.

Corr. Off Add.: 716, The Epicenter (Commercial wing A), Off Eastern Freeway, Best Colony, Near Shivaji Chowk, Chembur (East), Mumbai - 400 071.

Tel.: 91 - 022 - 2372 6474 / +91-8425841284 • Fax: 2375 5888 • E-mail: info@nmcindustries.com • Web: www.nmcindustries.com

: 3:

Please sign and return to the undersigned the duplicate copy of this letter signifying your acceptance.

We welcome you to The NMC INDUSTRIES PVT LTD family and look forward to a fruitful collaboration.

With best wishes,

For NMC INDUSTRIES PVT LTD

NAME: MR. Anil Patel

Designation: DIRECTOR

Applicant

