



Company has been awarded "6000"
rating by M/s ICRA LTD. on
8th February 2008

IndianOil Petronas Pvt. Ltd.

12th Floor, Mohan Dev Building
13, Tolstoy Marg, New Delhi- 110 001
Phone : 91-11-41510226, 2331 7050
Fax : 91-11-2331 7053

Registered Office:

Ref.: IPPL/HO/183-A

Date : 30th October, 2008

Shri Soumya Dasgupta

C/o Shri Salil Kanti Dasgupta,
P.O. Nona Chandanpukur,
Distt. 24, Parganas (North),
Barrackpur, Kolkata,
West Bengal – 700 122

Sub. : Appointment as Operations Executive Grade I

Dear Sir,

We are pleased to advise you that you have been selected for the post of **Operations Executive Grade I** in the Company. Accordingly, we are enclosing a letter of appointment detailing the terms and conditions. You are requested to report for duty **within 10 days of issue of this letter** to Dy. General Manager, IndianOil Petronas Pvt. Ltd., Haldia Terminal, Opp. Haldia Petrochemicals Ltd., Haldia (WB).

Alongwith this letter, we are enclosing the following :

- a) : Letter of Appointment
- b) : Application for Employment
- c) : Attestation Form

You are requested to get yourself medically examined by a Government Medical Officer and submit the Medical Certificate of Fitness alongwith the other forms duly completed to DGM (Terminal), Haldia.

Please bring your original certificates / testimonials at the time of joining duty for our perusal and return.

Thanking you,

Yours faithfully,
For IndianOil Petronas Pvt. Ltd.

(D.R. Paranjape)

Company Secretary & DGM (HR)

Encl: As above



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Shri Soumya Dasgupta
C/o Shri Salil Kanti Dasgupta
Anandapuri, 38/1, East Chandmari,
P.O.-Nona Chandanpukur,
Dist. 24, Parganas (North),
Barrackpur, Kolkata
West Bengal – 700122

Sub. : Appointment as Operations Executive Grade I

This refers to your interview held on 17th October, 2008 at Kolkata. We are pleased to offer you an appointment as **Operations Executive Grade I** in **IndianOil Petronas Pvt. Ltd.** as per the following terms and conditions:-

1. Initially your appointment will be on contract for a period of **THREE** years, which may be further renewed for a period and on terms and conditions as decided by the Management.
2. You will have the basic salary of Rs. 7150/- p.m. in the pay-scale of Rs. 5000/- - Rs. 17145/- plus all other applicable perks and allowances as per the rules of Company. The above pay-scale is under revision.
3. In addition, you will be reimbursed all official expenses incurred as per Company's rules and policies laid down from time to time.
4. You are required to report for work within 10 days of issue of this letter to our Dy. General Manager, IndianOil Petronas Pvt. Ltd., Haldia Terminal, Opp. Haldia Petrochemicals Ltd. Haldia (WB).
5. Your services are transferable anywhere in India/Abroad in other establishments of the company or in Associate Company at terms and conditions as decided by the Management.
6. You will be on probation for a period of one year from the date of your joining the company.

7. This contract of appointment can be terminated from either side by giving 30 days notice during probationary period and 3 months notice thereafter or on payment of salary in lieu thereof.
8. Absence for a continuous period of eight days without prior approval of your superior, (including over stay leave or training), would be deemed to be abandonment of employment by you and your services with the Company and shall automatically come to an end without any notice or intimation.
9. At company's option, you may be required to undergo a medical examination at least once a year by a medical panel nominated by the Company.
10. You will be required to join the Company's local Provident Fund and other schemes as per Company's Policy.
11. During the course of your employment, you will be governed by the prevailing rules and regulations as applicable of the company, including the amendments and alterations therein enforced, amended or altered from time to time.
12. During the course of your employment in the Company, you cannot undertake any employment either on full time or part time basis, including Consultancy and Advisory Services.
13. You are required to disclose fully to the Company all of your business interests whether or not they are similar to or in conflict with the business(s) or activities of the Company, and all circumstances in respect of which there is or there might be, a conflict of interest between **IndianOil Petronas Pvt. Ltd.** and you.
14. You will furnish us a copy of Medical Fitness Certificate, issued by a Govt. Hospital, at the time of joining the services of the Company.
15. CONFIDENTIALITY :
 - (a) You shall not disclose to any unauthorized person, either during or after your employment with the Company, any information about the interest or business of the Company or any affiliated Companies.
 - (b) You shall not communicate to any public papers, journals, pamphlets or leaflets, or cause to be disclosed at any time, any information or documents, official or otherwise, related to the Company except with prior approval of the management.
 - (c) Any invention, development, process, discovery, formulae, plan, specification, program, design, process, adaptation or improvement in procedure or other matters or work including any artistic, literary or other work which can be subject matter of copyright whatsoever, made developed or discovered by the employee either alone or jointly with any other person or persons while in employment of the Company, in connection with or in any way affecting or relating to the business of the Company or capable of



being used or adapted for use therein or in connection therewith shall be disclosed to the Company and shall belong to and be the absolute property of the Company.

16. Upon termination of your employment with the Company, you shall forthwith return to the Company all assets and property of the Company, documents, files, books, papers, memos or any other property of the Company in your possession or under your control and not specified here.
17. This appointment is subject to making a declaration that you are not a partner or relative of any Director of this company within the meaning of Section 314 of the Companies Act, 1956. A list of Directors is **enclosed**.
18. The terms of this offer are strictly confidential between you and the Company.
19. Your appointment will be effective from the date you join your duties in the Company.

Kindly sign and return a copy of this letter duly countersigned by you on each page in acceptance of the terms and conditions set out herein.

Yours sincerely,
for **IndianOil Petronas Pvt. Ltd.**



(D. R. Paranjape)
Company Secretary & DGM (HR)

Encl : As above

I accept the employment on the terms and conditions mentioned in this appointment letter.

Date :

Signature :

Name :