

To,

Abhijith Chemban Sreedharan
S/ o C K Sreedharan
43, Bhavani, DAE Quarters
Mumbai-400094

Sub: Offer Letter

Dear **Abhijith Chemban Sreedharan**,

We are pleased to confirm you as "Executive - Documentation" in our organization on the following terms and conditions.

1) **Date of joining:** Your joining date will be on **19 July 2023**.

2) **Salary:** Your monthly salary will be 18,000 INR.

3) Posting and Transfer

Your present place of work and reporting office will be in **Mumbai** during probation later it will be reassigned to any other office internationally or in India and during the course of the service, you shall be liable to be posted / transferred anywhere to serve any of the Company's Projects or any other establishment in India or outside, at the sole discretion of the Management.

4) Probation

You will be on probation for a period of three months. The period of probation can be extended at the discretion of the Management and you will continue to be on probation till an order of confirmation has been issued in writing.

5) Full time employment

Your position is a whole time employment with the Company and you shall devote yourself exclusively to the business and interests of the company. You will not take up any other work for remuneration (part time or otherwise) or work in an advisory capacity, or be interested directly or indirectly (except as shareholder / debenture holder), in any other trade or business during your employment with the company, without permission in writing of the Management of the Company. You will also not seek membership of any local or public bodies without first obtaining specific permission from the Management.

6) Responsibilities & Duties

Your work in the organization will be subject to the rules and regulations of the organization as laid down in relation to conduct, discipline and other matters. You will always be alive to responsibilities and duties attached to your office and conduct yourself accordingly. You must effectively perform to ensure results.

7) Past Records

This letter is based on the information furnished in your application for employment and during the interviews you had with us. If any declaration given, or information furnished by you, to the company proves to be false, or if you are found to have willfully suppressed any material information, in such cases, you will be liable to removal from services without any notice.

- If you fail, refuse or neglect to carry out and perform your duties assigned to you by the company. For loss of confidence in you by the company for any of the acts committed by you.
- If you are found to be guilty of fraud, insubordination or misconduct whether in course of performance of duties entrusted to you or otherwise.
- If you are found unfit for being entrusted with the responsible work commensurate with your position in consequences of any misconduct, moral turpitude.
- If you commit any act prejudicial to the continuing good relationship between you and the company.
- If you commit breach of any of the terms of this letter of appointment.