

# Appointment Letter:

**Amrays**

Mr. Rajanikant Jitendra Pathak  
R.No 161/02 Sukh sagar society akurli road,  
Hanuman nagar Kandivali East,  
Mumbai- 400101.

04<sup>th</sup> Oct, 2021

## Sub: Appointment Letter

Dear Rajanikant Jitendra Pathak,

Further to the discussion we had with you, we are pleased to appoint you to the position of Interim Sales Representative with Amrays (Sales, Marketing & HR Solutions) for Providing Sales Promotions, Marketing and Merchandising Services to one of our client M/S Wipro Enterprises Limited on the following terms and conditions.

### 1. Start Date

Your appointment shall be effective from 04.10.2021 to 03.10.2024 and you are expected to join the company as on 04.10.2021.

### 2. Position

You will hold the position of Interim Sales Representative and shall report directly to Amrays.

### 3. Deputation

You will be on deputation to the client's office based at their Stockiest place as informed to you. You will be on deputation from 04.10.2021 to 03.10.2024 at Wipro Enterprises Limited. During your tenure with us, you may be deputed to any of our client at any of their locations. After deputation period completes, your appointment will automatically come to an end.

### 4. Employment Number

Your employment number is **AMS1936** and you are requested to quote this number in all correspondence with the Company relating to your appointment and remuneration.

### 5. Compensation and Other Benefits

- (a) Details of your compensation break up will be given in Monthly Pay slip.
- (b) Your age of retirement will be 58 years. You are eligible for the following retirement benefits.

#### Benefits:

- 1. Gratuity, in accordance with the Payment of Gratuity Act, 1972.
- 2. Provident Fund (PF) - The PF contribution will commence on your appointment and you will contribute 12% of your basic salary to the PF and the Company will contribute an equal amount.

### 6. Vacations and Holidays

You will be entitled leave as per leave policy of Amrays.

### 7. Transfer in

A condition of your service is that you may be transferred temporarily or permanently for duty anywhere in India or deputed to any client.

### 8. Conditions of Employment

- a) Your appointment with the company is a full time employment and you will not be permitted to undertake any other employment or engage in any other activities of a commercial nature without prior written approval from the Company.
- b) You will be required to effectively carry out all duties and responsibilities assigned to you. Your performance will be subject to annual appraisal.
- c) Except in the proper course of your employment, or thereafter, you shall not divulge to any third party any information regarding the affairs or business matters of the Company or information regarding its customers without prior written approval.
- d) You will be required to apply and maintain the highest standards of personal conduct and integrity and comply with all company policies and procedures.

**Amrays**

Sales, Marketing & HR Solutions

C-2/22, First Floor, Bramha Estate, NIBM Kondhwa Junction, Kondhwa, Pune - 411 048 (Maharashtra)

Tel. No. : 020-41210976 Email : amrays@airtelmail.in

- e) Salary and earnings within your grade is absolutely personal to you depending on your background, experience and performance. It is therefore expected that information pertaining to your salary and allowance is not discussed with or disclosed to any of your colleagues in the Company.
- f) Any violation of these or any other company procedures can result in disciplinary action including termination of your employment.
- g) The terms and conditions of your service are subject to change from time to time.
- h) You should not remain absent from your job without intimation to the appropriate persons in writing. Your service will automatically come to an end in the event of six days continuous absent without written information & approval from company.

## 9. Taxes and Contribution

The Company shall deduct all the necessary tax and contributions from your salary as applicable including Income tax, Profession tax and Contribution to the Provident Fund Scheme.

## 10. Notice Period / Termination

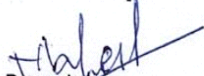
Your employment can be terminated by either party giving one month written notice or one month Basic salary in lieu of notice. However the obligations/conditions mentioned in clause 8(c) shall survive and continue after the termination of the agreement. Please note leaves will not be adjusted against the notice recovery at the time of separation.

In case service is terminated on the grounds of Integrity/Fraud or un-informed absence, the notice period clause will not be applicable.

We look forward to welcoming you as an important member of the company's team. In case you seek any further clarification in connection with your appointment, you are requested to personally contact the undersigned. Please accept my personal best wishes for a long and rewarding career. Please communicate your acceptance by signing below and returning the duplicate copy to the undersigned.

Yours faithfully,

**For Amrays**

  
Proprietor