



Appointment Letter

Date:- 10-Dec-2024

Dear **Sachin Kumar**

Employee Code: SBC9365

Work Order: THE INSTITUTE OF Company Secretaries of India (ICSI/HR/2023/16-Jan-2023)

With reference to your application and subsequent discussion, it gives us immense pleasure to offer you an appointment in **SBC Exports Ltd.**

This is in reference to your employment engagement with us under Professional Support Services / Manpower Staffing and IT consulting for our On-going & Up- coming eGovernance & IT related Projects.

1. We are pleased to inform you that you have been selected for the post of **MTA** for one of our esteemed clients.
2. Your employment duration would be from to and the Appointment stands withdrawn thereafter, unless the date is extended and communicated to you in writing.
3. Please sign in the duplicate copy of this letter (Photo copy enclosed) on all the sheets at the bottom on the left corner, and return to the Human resource Department of our Corporate Office at Delhi.

For any query please contact our helpdesk mail to – hr.support@sbcel.com or call at- 011-43523695

We welcome you to SBC Exports Ltd and look forward to a long term association.

Salary Structure

Earning Components	Amount	Deduction	Amount
Basic	17000.00	PF(Employee)	1800.00
HRA	0.00	ESI(Employee)	127.50
CONVEYANCE	0.00		
MEDICAL ALLOWANCE	0.00		
SPECIAL ALLOWANCE	0.00		
Total Earnings(Rs.):	17000.00	Total Deductions(Rs.):	-1927.50
Net Pay(Rs.):	15072.50		
PF(Employer)			1950.00
ESI(Employer)			552.50
GMC			0.00
GPA			0.00
CTC			19502.50

For **SBC Exports Ltd**

Renu Chaudhary

Head – HR

CIN: L18100UP2011PLC043209

Corp. Office: 49/95, Site-IV, Sahibabad Industrial Area, Ghaziabad, Uttar Pradesh-201010

Delhi Office: Flat No. 204, 2nd Floor, Ansal Chamber-2, 6- Bhikaji Cama Place, New Delhi-110066

Head Office: H. No. 20, Lohiya Talab, Choti Basahi, P.O. Vindhiyachal Mirzapur, Uttar Pradesh-231307

Tel: 0120-2895022, Care: 8303-300-100, E-Mail: info@sbceportslimited.com, Web: www.sbcexportslimited.com



Annexure-B

General Terms and Conditions of Employment.

1. You are initially appointed to work at Client location. However, you are liable to be transferred to any department or establishment forming part of the Company, or any Group Company, anywhere in India, temporarily or permanently. Working Days / Hours may vary based on the client requirements. And will be informed by the client.
2. If you undergo training abroad and / or in India for which the company incurs considerable efforts / cost for any project specific requirement etc. you might be required to sign an agreement as a token of commitment, the terms of which will be decided by the company depending on the training period, location, travelling cost, lodging, boarding and other expenses incidental to the training.
3. Rules – General:- During the term of employment, you will employ yourself efficiently, honestly, faithfully and to the best of your ability and shall devote your whole time and attention to promote the interest of the company and generally carry out duties and work as assigned to you. You shall obey and comply with all the lawful orders and directions given to you by your reporting Manager & concerned superior in the Client organization.
4. You will not indulge into unprofessional practices and in case, it is found that while you are not following client organization's policies, rules and guidelines, the company would be at liberty to take disciplinary and legal action against you.
5. Transfer and Deployment:- you may be transferred to any other location in such capacity as the Company may from time to time determine or any department, establishment, factory or branch of the Company or its affiliate, associate or subsidiary. In such cases, you will be governed by the terms and conditions of services applicable to the new assignment.
6. This engagement is terminable with a fifteen days' notice period from both the sides.
7. In case you are found engaged in doing any work other than the task assigned to you or is found not useful to the project or you leave the project without any notice, your contract will be terminated. If you damage any equipment, property and third party liabilities, your contract will be terminated reserving the rights for compensation of damages that are incurred.
8. This document is highly confidential, and sharing of this document with anybody such as colleagues, Client etc., will lead to terminate of your employment without notice.
9. You will be facilitated by Desktop/laptop/Mobile etc. for doing the project work by the concerned Department/Organization/Agency/Office.
 - i. At the time of separation/closing of services, Assets will be returned (in good working condition) to concerned Department/Organization/Agency/Office. And against of submission (of Assets) you get the No Objection Certificate (NOC) from the Department.
 - ii. If Assets is not found in good working condition then cost will recover from yours Salary.
10. In case, I Sachin Kumar commit any act of omission/commission that amounts to misconduct/indiscipline/ incompetence, the Company may be liable to take appropriate disciplinary action against me, including my removal from the site of work / project and any other necessary action as required by concerned Government Department/ Organization/ Agency/ Offices and provisions of the legal framework of the country.

Declaration: I Sachin Kumar S/o/ D/o/ W/o Ganesh Kumar Singh Sincerely assure you to maintain complete discipline and do my best to perform my duties. I hereby confirm and declare that I have not paid any amount or money to M/s SBC Exports Limited or any of its employee or Authorized Representative for getting the job. I also authorize the management of SBC Exports Ltd to ask me to leave any time without any notice, in case of any misconduct on my part or if I am found violating any rules and regulations laid by the company from time to time or fail to meet the defined performance standards during the training and employment.

(Candidate Name/Signature)

Date.....

(Save Papers Save Trees)
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