

January 14, 2022

Sub: **Letter of appointment**

Dear Mr. Simarjeet Singh,

With reference to your application and subsequent interview you had with us, we are pleased to appoint you as (Designation) on following terms and conditions.

1. **Designation:** Classification Agent
2. **Date of joining:** Your date of joining the company is effective from 15th January 2022
3. **Salary:** You shall be paid a gross salary of Rs.35000/month
4. **Probation:** You will be on probation for a period of **six months** with effect from the date of joining. You will continue to be on probation, unless confirmed in writing.
5. **Leave:** You will be entitled to 21 (Twenty One Only) leaves annually which is not refundable/ in cash.
6. **Reporting and Timing:** You have to report at DHL, IGI Airport, New Delhi, six working days per week.
7. **Taxation:** All payments are subject to the provisions made under the Income Tax Act
8. **Transfer:** You will be liable to be transferred in such capacity as the company may from time to time determine to any other location, department, and subsidiary/group company of Paramount Cargo & Logistic Solutions. You will then be governed by terms and service conditions applicable to your new assignment/location/establishment.
9. **Background Verification:** If any document/information/declaration given or furnished by you to the company proves to be false or if you have willfully suppressed any material information, in such a case your services will be discontinued without any prior notice and this appointment shall be considered null and void.
10. **Medical Fitness:** The continuation of your service is subject to you being medically, physically and mentally fit so as to execute the roles and responsibilities assigned to you from time to time. The company may, at its own discretion, refer you, for medical checkup or opinion to the Company's own doctor/doctors or other medical checkup laboratories/hospitals, if the company is not satisfied with the medical certificate submitted by you. The company shall be entitled to rely upon its own doctor's opinion/certificate if it is contrary to that of your doctor.

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11. **Notice period:** Either party may terminate this employment contract by giving the other party 1 (one) month written notice, or by payment of 1 (one) month compensation in lieu of such notice. The company reserves the right to pay or recover salary in lieu of the notice period.
12. **On separation:** On separation from the company, you will immediately handover to the company before you are relieved, all correspondence, specification, books, documents, cost data, market data, literature, drawings, presentations, gadgets, vehicle (if applicable), identity card, company mobile, G card, H card, bag etc., belonging to the company or relating to its business as the case may be and shall not make or retain any of these items.
13. **Non-Competition:** You shall not (without prior written consent of the company) during the continuance of your employment hereunder, accept any office or employment (directly or indirectly or part time or otherwise) in any other business or trade on remuneration or non remuneration basis. You shall devote your full energies, abilities and productive business time to the performance of your assigned duties. You shall not hold an investment in any company which is engaged in a business similar to or competitive with the business of the company or any group company, although you may hold investments in public companies whose shares are listed on recognized stock exchanges.
14. **Confidentiality:** Both during the continuance of your employment and at all times thereafter you shall:
 - a) not at any time, without the consent of the appropriate authority disclose or divulge or make public except on legal obligations any information regarding the company's or group company's affairs or administration research carried out or of accounts, business plans, operational procedures
 - b) not at any time, without the consent of the appropriate authority disclose or divulge or make public except on legal obligations any trade secrets, meetings, transactions or affairs whether the same may be confined to you or become known to you in the course of your service or otherwise.
 - c) use your reasonable endeavors to prevent the unauthorized use, publication or disclosure of any of the matters referred to in sub-clauses (a) and (b) above.
15. **Security:** The company has the right to carry out random or specific searches or employees' person, baggage and those vehicles on company's premises or used for company's business. All employees are required to permit such searches and assist security officers in carrying out their duties. However, whether an employee unreasonably refuses to comply with the request to be searched, Paramount Cargo & Logistic Solutions. Has the right to take steps as it deems legally appropriate under the circumstances as a consequence of such refusal.
16. **Code of Conduct:** You would be governed by the company code of conduct, employment rules and all other laws, security policy & procedure applicable as per time to time. As and when you need any further clarification on any said subject you may contact HR department. In the event of any misconduct as per the companies code of conduct the management reserves right to take appropriate disciplinary action as it may deem fit including termination of services or recovery of losses thereof or both. You will not be indulged in any trade union, employees union or any political activities in the organization. If company finds any indulgence you will be terminated without any notice.

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Your appointment in the organization is subject to your being medically fit. You will have to submit all necessary documents related to your educational qualification, age proof, experience certificate etc. In the event of any discrepancy between the data furnished by you and documents provided, the company reserves the right to initiate appropriate disciplinary action including termination.

We welcome you to our organization, and look forward to having a mutually beneficial association.

Please sign the duplicate copy of this letter in token of your acceptance of the terms and conditions of service stated herein.

Yours faithfully,

For MP Exim

Authorised Signatory

