

celebrating
25
years



Ref.No: AIL/HR/2019/021

Dated: 20th June'2019

To, Mr. Mohan Lal,

Sub: - Letter of Intent as "SALES COORDINATOR"

Dear Mohan Lal,

With reference to the interviews and subsequent discussion you had with us, we are pleased to inform you of our intent to appoint you as **"Sales Coordinator "** based at **"Noida"** on the terms and conditions discussed and agreed upon. You are required to join on **25th June, 2019.**

You would be functionally reporting to **Mr. Rajneesh Sharma "General Manager- Sales & Marketing"**.

A token of receipt of your acceptance to our letter is required. We would be issuing you appointment letter with detailed terms and conditions after your joining to the organization.

This offer is subject to you **clearing our Background Verification process.** In the event of any discrepancy being found as the result of the background verification check, the Company retains the right to terminate the employment with immediate effect.

This Offer is valid subject to your joining on date mentioned above & submission of Relieving Letter from Previous Employer. You are requested to communicate your acceptance and acknowledgement of offer letter over an email or by sending us a duplicate copy of this Offer letter with your signature and date mentioned on it, failure to which, the offer will be deemed invalid.

General Clause:

- a) You will be governed by the rules and regulations of the Company and Service Rules as in force and as amended from time to time.
- b) As a member of the Company's Management Staff, you shall conduct yourself in such manner as to justify the trust and confidence reposed in you and at all times in consistence with the position of responsibility you occupy.
- c) Your services can be terminated, if it found that the information submitted by you is incorrect. Also, **if any blood relationship is discovered between you and our existing employee whose information was not provided at the time of interview.**

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d) In case of any difference or dispute between you and the company such differences or disputed may be referred for determination only to such appropriate Court or Tribunal or other forum as may be within the jurisdiction of the High Court at Gautam Budh Nagar.

Other terms and conditions of your employment which have not been exclusively dealt with or not covered under this letter of appointment will always be in accordance to the rules/policies of the company as may be in the operation at this point of time or as amended/introduced/promulgated from time to time.

Please sign on the duplicate copy of this letter to acknowledge the acceptance of this offer and return the same to our office for our records. Also bring following documents at the time of your joining:

1. Proof of address
2. All educational certificates
3. Three Passport Size photograph
4. ID Proof
5. Salary slip/Appointment letter/Bank Statement (Six month)
6. Previous company Appointment Letter
7. Experience certificate of Previous Company
8. Relieving Letter from Previous Employer

Note: All original Documents required at the time of Joining for verification purpose.

Yours truly,

For **Anmol Industries Limited**

For


Mr. Gobind Ram Choudhary
Managing Director