



**Mythraya Retailers Pvt. Ltd.**

CIN : U74999KL2017PTC049541

First Floor, XI/362, Marottikudy, Kalady P.O

Kalady - 683574 | Tel : 9447344545 | mythrayaretail@gmail.com

To,

**Arjun G S**  
**Irayincode Meleputhen Veedu,**  
**Kaliyoor PO, Trivandrum -685042**

## **OFFER LETTER**

**Dear Mr. Arjun G S,**

We are pleased to offer you the position of **CCA**, working for **Mythraya Retailers Pvt. Ltd.**, Ernakulam (The Company) with effect from 07<sup>th</sup> Aug 2024. As a CCA you would be responsible for:

- a) Greet Customers.
- b) Help Customers find items in the store.
- c) Check for stock at other branches or order requested stock for customers.
- d) Provide customers with information about items.
- e) Ring up purchases.
- f) Elevate complaints to management.
- g) Keep track of inventory.

### **Reporting**

You will report to Store Manager.

### **Leave**

You will be eligible for one weekly off, which cannot be carried forward on accumulated. The weekly off day will be mutually decided by you and your Manager

You will be eligible for a total number of 15 days leave during a calendar year (January – December).

The leave will be credited on pro-rata basis and is to be available during the year and will not be carried forward. All unavailed leave will be lapsed at the end of the year.

### **Termination Clause:**

Upon your joining us, this offer is terminable on either side, by giving a month's notice in writing to that effect and the appointment shall be terminable by the reimbursement of the monthly gross salary in lieu of this notice period.



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### Terms and conditions

1. You will be paid initial fee of **Rs.16000/- (Sixteen Thousand)** on monthly basis. The fee shall be subject to such tax deductions and withholdings as may be required. Any changes in your fees will depend on your performance review, which will be conducted periodically. Additionally, you may be eligible for **incentives** on achieving sales targets as decided by the company from time to time. The company will deduct any due sum towards TDS and professional tax as per the Government of India Income tax and Professional tax rules. It will be your responsibility to file your Income Tax returns to the appropriate authority.
2. You will be posted at **American Tourister – Thiruvananthapuram (Lulu mall)** at present. You may be posted and transferred to any other post or place or branch of the company, holding or subsidiary of the company, associates or partners, anywhere in India as may be required from time to time.
3. During the course of your services, you will conduct yourself efficiently and diligently to the best of your ability and devote your whole time and attention to the interest of the company and carry out duties and work as assigned to you and shall obey and comply with all the lawful orders and directions given to you by the Company. You shall honestly, diligently, faithfully and obediently serve the the Company and use your utmost endeavor to promot the interest of the company. You will not engage your self directly or indirectly either on honorary or on remuneration in any activity which in the view of the company amounts to Competition, either directly or indirectly. You will not engage your self directly or indirectly either on honorary or on remuneration in any other services, trade, business vocation or occupation or in any other official capacity outside the company unless expressly permitted by the company.
4. You will not divulge any information regarding Customer Databse, Intellectual Property, Software Process, Technical know-how, security arrangements, administrative & accounts, marketing plans, organization matters pertaining to the company whether confidential or otherwise, patented or non-patented, operational, technical or financial either pertaining to the company, or its customers, vendors, or internal processes, orally, inscribed, recorded, written electronically processed either tapes disks, chips, floppies or any other form of communication like films, micro films drawings etc to any one else, without the prior approval of the company.



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It is absolutely at the descretion of the company to decide whether any information is divulged under the normal course of business and the same cannot be challended by the consultant in any manner, you shall also sign the non-disclosure agreement with the company in line with the company policies and procedures.

5. If any time during your employment you are found guilty of misconduct or any willful breach or continous negligence of the terms of this letter or dereliction of duties and/or instructions given to you from time to time, the Company may suspend your assignment with the company, and take action to remove you from the offices of the company in accordance with law. You will be deemed to have brought about such a situation by your misconduct compelling the company to relieve you from service with immediate notice.
6. You shall undertake not to discuss, disclose or expose any information which the company may classify as confidential, including technology, ideas, concepts evolved by the company and such information shall of all kinds in which include, words, scripts, documents, electronically stored data, encrypted information, designs, formulae, source codes, object codes, any intellectual property being developed or develped by the company, execute confidential agreement. The terms and conditions stated in the said agreement shall be in force even after you ceased to be associated with the company.
7. On your acceptance of the above terms and conditions, please return the duplicate copy of this letter along with the annexure duly signed by you. You are also requiried to submit all the necessary KYC documents required at the time of joining.



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### Compensation & Benefits Structure

**Name:** Arjun G S

**Position:** CCA

| Pay Components             | Annual Amount (INR) |
|----------------------------|---------------------|
| Basic Salary               | 6400.00             |
| House Rent Allowance (HRA) | 3200.00             |
| Other Allowance            | 6400.00             |
|                            |                     |
|                            |                     |
| <b>Total Fixed Pay</b>     | <b>16000.00</b>     |
|                            |                     |

Looking forward to have a mutually beneficial association.

With Regards

**For Mythraya Retailers Pvt.Ltd**

Anoop V Kartha  
Managing Director

Accepted the contract on the Above terms and conditions:

Signature:

Name :