

AIPL/HR/2018-19/13D/03

3<sup>rd</sup> December, 2018

To

**Ms Farrah Joseph**

Guwahati, Assam - 781003

**Sub: Offer Letter and Terms of Employment**

Dear Ms Joseph

With reference to your interview and further discussions with you, I am pleased to make you this offer of employment. This letter sets forth the terms of the offer which, if you accept, will govern your employment.

We offer you the post of **"Operations Manager"** in our company with the following terms & conditions:

1. That this appointment is offered to you after having accepted in good faith, information/certifications/declarations and statements etc. given/provided by you at the time of interview/subsequent discussions and subject to the verification of the same. If any declaration or information furnished is found false or if any material or fact is found suppressed, the appointment will be terminated forthwith.
2. That your appointment is subject to your being found to be of sound constitution and medically fit in all respects. In case you are found medically unfit at any stage, the Management reserves the right to terminate your services on medical grounds.
3. The first 6 (six) months of this appointment is on probation basis which may be extended / reduced after performance review. During this period the company can terminate the employment contract with or without assigning any reason thereof or giving any notice prior to termination.
4. That you will be responsible to execute the work of the Company in a most befitting manner. Your prime duty will be to strive for and maintain excellence in all areas, in order to achieve the targets, goals and objectives of Company. The management may also assign you any other work pertaining to the Company from time to time. You will be reporting and answerable to the Management or its authorized representative.
5. That you shall be given a consolidated monthly payment/compensation of Rs 30,000/- per month during the probation period. Your performance will be reviewed at regular intervals and if found satisfactory, further enhancements/incentives will be decided depending on the appraisals undertaken by the management. In addition to above emoluments, any other charges like travelling and conveyance expenses etc. for carrying out official work will be reimbursed as per applicable rules of the Company.
6. During the probation period of six month all leaves will be deducted from your salary. After the period you will be entitled for Six Casual leaves and Six Medical Leaves annually.



7. That you shall devote your whole time to duties assigned and shall not on your own account or otherwise directly or indirectly carry on or be concerned in any trade and business whatsoever which is likely to interfere with the due and efficient discharge of your duties or to be otherwise pre-judicial to the interest of Company.
8. That in all matters not specifically provided for, the rules and regulations with any amendments thereto in future, general practices and direction of the Management shall prevail and govern this appointment.
9. That it is made to be understood that you shall protect the faith of AIPL, maintain secrecy and not divulge any matter/information that may come in your knowledge during the routine course of work.
10. That if you are agreeable to the aforesaid terms & conditions and willing to join the said offered post by **3<sup>rd</sup> of December 2018**, you may put your signature on the second copy of this appointment letter which will be deemed to be your total acceptance failing which this appointment letter will be treated as cancelled. Please note that you are required to communicate your acceptance and report to the undersigned for joining the duties along with all the relevant certificates duly self-attested.

At the time of joining you are required to furnish the following:

1. Self-attested copy of PAN
2. Self-attested copy of Bank Pass Book
3. Passport size photographs (2 copies)
4. Relieving / Resignation Letter from Previous Employer
5. Last Pay Slip / Pay Certificate from Previous Employer

Here's wishing you the very best in your career with us and as a token of your understanding and accepting the standard terms of employment, you are required to sign the duplicate copy of this offer on all sheets and return the same to us.

Yours truly,

For **Avantika Innovations (P) Ltd.**



**Abhimanyu Saraf**  
Co-Founder & Director



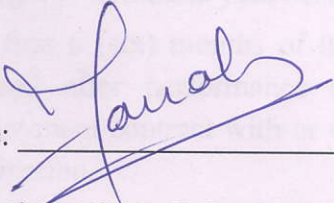
## DECLARATION BY THE CANDIDATE:

I hereby accept the above-mentioned terms and conditions and I declare that all facts mentioned in my Resume/Interview and subsequent discussion were true to the best of my knowledge. I also declare that I will abide by the Rules & Regulations, as may be directed/modified by the management from time to time and that I shall in the best interest of the company, never divulge any information relating to work or my assignments or the clients to any outsider whatsoever.

My bank details are as follows:

- a) Name as per Bank Records: FARRAH MARIANNE JOSEPH
- b) Name of Bank & Branch: HDFC BANK, CHRISTIAN BASTI
- c) Address of Branch: HDFC BANK, NEZONE PLAZA, DD  
TOWER, G.S. ROAD, CHRISTIAN BASTI,
- d) Account Number: 50100008160355 GUWAHATI 781
- e) IFSC Code: HDFC 0001474

Name: Ms Farrah Joseph

Signature: 

Date: 03.12.2018

Place: GUWAHATI