

# RELIANT TRADING

YOUR GLOBAL SUPPLIER

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Mr. Pasupathinathan N  
D/no 1-75/40,  
vaniyar street, melakottai, ambathurai(post)  
Dindigul-Tamil Nadu -624302

## SUBJECT: OFFER FOR EMPLOYMENT

Date: 01-06-2020

Dear Pasupathinathan N

Subsequent to your application & our conference, we're pleased to inform you that you have been appointed at Reliant Trading

**Position** - "Angular JS Developer" at our office.

Following are the brief details of your employment.

1. **Date of Joining:** 02-06-2020

2. **Salary:** You will receive a gross salary of INR 3,00,000 per annum. You will be eligible for leave and other such benefits in accordance with the company's rules and regulations. Disbursing of the salary will be made every first week within 10<sup>th</sup> day of the month. Salary for all the employees will be disbursed through bank account. Professional tax deductions will be applicable to all employees.

3. **Probation:** Your probation period will 6 months from your date of joining, after which your performance will be appraised. You will be confirmed in your appointment in writing on successful completion of the said probationary period. The period of probation can be extended at the discretion of the management and the employee will continue to be on probation till a written order of confirmation has been issued to them. In case the employee wishes to terminate their services with the organization during this period of probation, they may do so by giving notice period of 30 days.

4. **Leave on probation period:** Employee who is on probation period have privilege to take one day leave in a month, and carry forward of leaves is not valid during probation period. Approval of leave will be done by Director with proper reason and leave without proper reason will be rejected without any obligation.

5. **Leave:** All employees will be eligible for leave as per company policy; every employee has the privilege to take 1.5 days of leave on a month. Leave for the previous month will be carried forward for the next month, this is not applicable for employee in probation period. Unauthorized absence continuous of 3 days will be treated as absconding from duty. For unplanned and sudden leaves, employees should inform the director through oral/ text communications and get the confirmation. Missing this will result in automatic loss of pay

6. **Casual Leave:** Casual leave cannot be claimed as of right and is subject to a maximum 6 days in a calendar year.



7. **Sick Leave:** Sick leave cannot be claimed as of right and is subject to a maximum 6 days in a calendar year.

8. **Attendance:** It is mandate for every employee of the organization to check in to the Mobile Attendance system. Delayed or lack of check in will be considered as half/full day leave accordingly

9. **Resignation:** It is mandate to all the employees to serve a notice period of 45 days if they are resigning their jobs from the company

10. **Termination:** After confirmation, this contract of employment is terminable by 45 days' notice on either side or on payment of 45 days salary in lieu of notice and either party is not bound to give any reason.

11. **Infrastructure:** All the employees are responsible to maintain and protect computer, telephone and other accessories allotted to them. It is their responsibility if any damage or misuse happened with the infrastructure used by the employee

12. **Confidentiality and Secrecy:** You will not utilize or divulge any person, from or body corporate, without the approval of appropriate authority of the company, such technical or commercial information and knowledge about intellectual property manufacturing process etc of the company, which you may acquire during the course of your employment.

13. **Employment Term:** You are employed in the company full time. You will not be employed by any other Company or offer your services with or without pay to any physical person, legal entity or public authority or to be occupied in your own business without the prior written permission of the company.

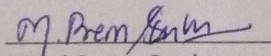
Amendments to the above terms and conditions, if any, will be made in writing.

The detailed terms and conditions of your employment will be shared upon your joining.

Please acknowledge this appointment mail as a token of you having accepted the above terms and conditions.

Whilst welcoming you to **Reliant Trading** we wish you good luck and a very bright career with us.

Yours sincerely,

  
Mani Prem Sankar  
CEO  
Reliant Trading

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Candidate's Signature

for **RELIANT TRADING**

**Proprietor**