

STRICTLY PRIVATE & CONFIDENTIAL

30th September 2024

To,
Ms. Vaishnavi Prashantkumar Sakte
H. no. 202/106, Kailas Nagar,
Near Maheswari Temple, Assonara,
Bardez, Goa 403503

APPOINTMENT LETTER

Dear Ms. Vaishnavi Prashantkumar Sakte,

We are pleased to extend an offer of employment to you as a **Junior Environmental Officer** at ESRO Environmental Solutions & Research Organization, effective from 30th September 2024. Please review the following terms and conditions of your employment:

1. **Appointment Date:** Your appointment with us commences on 30th September 2024.
2. **Salary & Compensation:**
 - A. Your monthly basic pay will be Rs. 9,800/-. This amount will be subject to periodic review.
 - B. You will be entitled to a house rent allowance of Rs. 4,200/- per month.
 - C. Additionally, a special allowance of Rs. 1,000/- per month will be provided.
 - D. Your gross monthly salary will amount to Rs. 15,000/- (A+B+C).
 - E. You will be eligible for provident fund contributions in accordance with the Employee's Provident Fund & Miscellaneous Provisions Act, 1952.
 - F. You will be granted 3 casual leaves and 3 sick leaves for the first six months, followed by 24 days of leave per annum thereafter. Subject to Confirmation of end of probation period.
 - G. Holidays shall be observed in accordance with the firm's rules and regulations.
3. **Working Hours:**

You are expected to work from Monday to Saturday, with working hours from 10:00 am to 6:00 pm.
4. **Confidentiality & Other Employment:**
 - a. You are required to maintain strict confidentiality regarding all of the employer's business secrets during and after your employment tenure. This includes but is not limited to information regarding customers, suppliers, finances, research, development, and manufacturing processes.
 - b. Unauthorized duplication or removal of any business-related information without prior consent is strictly prohibited.
5. **Personal Particulars:**

It is your responsibility to promptly notify us of any changes in your residential address or other relevant personal details.
6. **Bonus & Incentives:**

No bonuses or other incentives will be provided during the probationary period.

7. Notice Period & Termination of Employment:

- a. In the event of unsatisfactory performance, you will be provided with appropriate notice (verbal or written) for improvement. If performance remains unsatisfactory, termination may follow with a notice period not exceeding 30 days.
- b. Should you wish to resign, you are required to provide us with a notice period of 30 days from the date of your resignation request. Failure to comply will result in payment of salary equivalent to the notice period/30 days as dues to the firm. Non payment of such dues will lead to non-issuance of an experience letter, and appropriate legal action will be initiated.

8. Rules & Regulations:

Throughout your employment, you will be expected to abide by all of the firm's rules and regulations.

9. Probation Period:

The probation period will be subject to performance evaluation. Unsatisfactory performance may result in an extension or termination of employment in the probation period. Confirmation of end of probation will be subject to an order duly signed by us.

We congratulate you on your appointment and look forward to a mutually beneficial working relationship. We assure you of our full support for your professional growth and development.

Please sign below to indicate your acceptance of the terms and conditions outlined in this letter.

Sincerely,

For, ESRO Environmental Solutions & Research Organization,

Omkar P.
Managing Partner



UNDERTAKING OF ACCEPTANCE OF ABOVE TERMS & CONDITIONS BY EMPLOYEE

I, Miss Vaishnavi Prashant Sakte, confirm that I have read and understood the above terms & conditions of employment and accept the same. I shall commence my duties from 30th September 2024.

Date 30th September 2024
Place ESRO, Gga Velha, Tiswadi-Goa

Signature of Employee Sakte