

**Date: 03.12.2024**

To,  
**Ms. Prashanti Pradip Raikar**  
**Flat no-BS-2, Rajtilak Appt.,**  
**Khadapabandh, Ponda Goa 403401**

**Appointment Letter**

With reference to your application, and based on the interview you had with us, we have pleasure in offering you full time employment in our organisation as "**Officer - Quality Control**" at our GOA plant w.e.f. **03.12.2024** on the following terms and conditions:

1. You will be on probation initially for a period of 6 (six) months, which period may be extended at the discretion of the Company. During the probationary period, your services are liable to be terminated by the Company without assigning any reason, with 30 days notice or by payment of gross salary in lieu of such notice similarly, if you choose to leave the organisation during probation period, You need to give 30 days notice or payment of gross salary in lieu of such notice. At the end of the probationary period, provided your services have been satisfactory, your appointment will be confirmed in writing
2. Your remuneration details will be as per Annexure attached.
3. Upon confirmation, the company will be entitled to terminate your services, without assigning any reason by giving you 60 days notice in writing or by payment of 60 days salary in lieu of such notice. Salary for the purpose of notice pay is defined as monthly gross salary. In the event of your desire to leave the services of the Company, you shall give the Company 60 days notice in writing, or payment of gross salary in lieu of such notice. However, the company may at its sole discretion relieve you of your duties at any time during the notice period and in that event you will be paid salary upto the last working day only. You will not be entitled for leave of more than two days during the notice period. Any leave/absenteeism exceeding 2 (two) days, the notice period will be extended accordingly.
4. Secrecy and other employment: We clearly disapprove your engaging or devoting any time or attention to any other part time employment or business or monetary positions other than that of the Company. You will not at any time, without the consent in writing of the Company during the tenure of your service with the company or after termination of services by notice, discharge or otherwise, make known or divulge in any manner whatsoever, any secret information concerning the technical; processes, patents, transactions, finances or affairs of the Company that you have acquired while in the service of the Company.

**Encube Ethicals Pvt. Ltd.**

Registered Office : 803, B Wing, HDIL Kaledonia, Sahar Road, Andheri (E), Mumbai - 400069-INDIA  
P : +91-22-6228-8000

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P : +91-0832-6618600

R&D Center:- 24, Steelmade Industrial Estate, Marol Village, Andheri (E), Mumbai - 400 059-INDIA  
P : +91-022-62647000

W : [www.encubeethicals.com](http://www.encubeethicals.com)

CIN No.: U24230MH1995PTC092485



In addition, you shall be bound by the decision of the Company in regard to publications written or otherwise, of the work with which you may be associated. It is however, mutually agreed that this undertaking shall in no way affect your right to make use of the general knowledge and skill which you have acquired in the services of the Company.

Upon leaving the employment of the Company, you shall not take with you any properties, formulae, drawing, blue print or other reproduction of any other data, tables, calculations, letters or other documents or writing or copy of writing of any nature whatsoever, pertaining to the business of the Company.

5. Compensation Confidentiality: Compensation is a matter of strict confidentiality between you and the Company and should not be discussed/ disclosed to anyone inside or outside the Company at any point of time. Violation of this clause will lead to termination from employment.

6. Leave and Other benefits: You will be entitled to leave in accordance with Company's rules for the time being in force and to participate in other employee benefit programme that may be introduced from time to time

7. Provident Fund & ESIC: You will be entitled to Provident Fund contribution & ESIC as per The Employees Provident Fund & Miscellaneous Provisions Act, 1952 & Employees State Insurance Act, 1948 respectively

8. Gratuity: Gratuity payment would be covered by the provisions of The Payment of Gratuity Act, 1972.

9. Other Benefits: You will be covered under the following schemes as per company Policy:

a) Group Personal Accident Policy: You will be covered as per Company policy from the date of your joining.

b) Group Mediclaim Policy: You will be covered under this policy after confirmation as per Company policy

10. You may be transferred to any other department/location as the company may direct, depending upon the exigencies of the Company's business without being entitled to any extra remuneration.

11. Retirement Age: Provided that you shall continue to be medically fit for the work or which you have been employed of which medical fitness the company shall be the sole judge, you shall retire from the Company's service upon attaining 58 years of age.

12. It is agreed that it shall be open to the Company from time to time to add, to modify or abrogate any remuneration, benefit, facility or perquisites that may have been extended to you, or a review of the Company's functioning, finances, and prospects that you shall be bound by the Company's decision in this behalf.



13. Personal Particulars: You will keep us informed of any change in your residential address, your family status or such other relevant particulars.

14. Rules and Regulations: You will be subject to the Company's rules and regulations for the time being in force

15. Notwithstanding any of the clauses of this letter of appointment the management reserves the right to terminate your services without giving any notice or assigning any reason thereof, if:

a) Any adverse report regarding your conduct or character is received by the management from any civic/ police authorities or

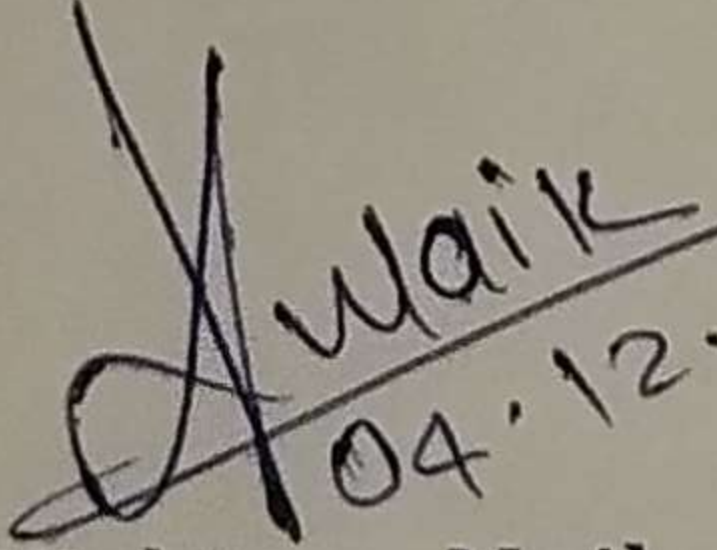
b) Your appointment in the Company is subject to providing authentic and accurate information/ documents. This offer of employment will become void if the information provided by you is found to be false or has been misrepresented to the Company.

Please sign the attached copy of this letter in acceptance of the above terms and conditions

Our best wishes for a long, prosperous and mutually rewarding career with ENCUBE ETHICALS PVT. LTD.

Yours faithfully,

For ENCUBE ETHICALS PVT. LTD.

  
04.12.2024  
Vishwas Naik

Assistant Manager - Human Resources

I, Prashant Raikar confirm having read the above terms and conditions of employment and accept the same.

Date: 04.12.2024

Signature:

