

01.12.2021

To,
Miss. Namrita Zakane
Flat No 214, Bld. G-4, Satt-adhar Arcade,
Peddem 403507,
Mapusa Goa India

Sub: Letter of Appointment on Fixed term Contract Basis.

Dear Miss. Namrita,

With reference to your application and the subsequent interview . We are pleased to appointment you as " **MANAGEMENT TRAINEE**" at Goa Factory with effect from 01.12.2021 subject to following condition.

1. The appointment will be for a period of one year from 01st December, 2021 to 30th November, 2022 after which it shall stand terminated automatically.
2. During the term of Contract you will be paid Rs.20,835/- (Twenty Thousand Eight Hundred Thirty Five Only) CTC per month. The bifurcation is enclosed.
3. Duties: As assigned to you from time to time.
4. The appointment is strictly on the understanding that you are not insolvent and are not in habit of borrowing money.
5. You must observe the Standing Orders and administrative procedure of the Company in regards to discipline, attendance and other matters.
6. You will not enter into any work or business other than the work which your are required to do by the Company.
7. You will not associate yourself with any matter of any nature which would be considered detrimental to the interest of the Company and will not disclose to any one any matter of whatever nature with regards to the Company's business and interest.

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8. You may be transferred to any other Factory/Organisation within India belonging to the same group.
9. You will have to give 30 days notice in writing or salary in lieu of notice period at the time of leaving the services, similarly the company will also provide 30 days notice in writing or salary in lieu of notice before terminating your services.
10. This appointment will be terminated forthwith in the event of insubordination, insobriety and unpunctuality in attendance, incompetence or lack of aptitude in performing the duties entrusted to you, willful disobedience of instructions issued by superior Officer or disobedience of Standing Orders and administrative procedures of the Company.
11. The terms of this appointment is strictly confidential and must not be divulged to any one whomsoever unless specially authorized by the Company to do so.

If you wish to accept this Offer of appointment on the terms and condition stated above, would you kindly sign and return the copy of this letter to the Manager – H R and Admn of the Company at the Head Office at the earliest.

We are looking forward to have mutual beneficial association with you.

Best Regards.

For BERGER BECKER COATINGS PVT. LTD.



**RAJESH MEHROTRA
MANAGING DIRECTOR**

