



# Maritec Tanker Management Pvt Ltd

604, Vakratunda Corporate Park, Off Aarey Road, Goregaon East,

Mumbai – 400063, India. Tel: +91 22 6742 1075,

Email: [operations@maritec.be](mailto:operations@maritec.be), [crewing@maritec.be](mailto:crewing@maritec.be)

## CONFIDENTIAL

Date: 02<sup>nd</sup> January, 2019

Name: Francis T. Monteiro

Address: Mira Road (E), Mumbai

Dear Mr. Francis Monteiro,

Sub: - Appointment to the post of "Technical Superintendent"

With reference to your application and our meeting, we are pleased to invite you to *Maritec Tanker Management Pvt. Ltd.* and offer you the post of "Technical Superintendent" w.e.f. 02<sup>nd</sup> Day of January, 2019.

The terms and conditions of your appointment shall be as follows:

Remuneration & Perquisites:

- 1 Basic Salary : Rs. 1,32,500/- per month
- 2 House Rent Allowance : Rs. 66,250/- per month
- 3 Other Allowance : Rs. 51,250/- per month
- 4 Leave Travel Allowance : Rs. 8,333/- per month

**Total Annual Remuneration offered will be 31,00,000/- Rs. (Thirty-One Lakhs rupees only)**



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### Other Conditions:

1. You will report to General Manager in our Mumbai office and will together be responsible for the performance of the division.
2. You will be subject to a **Probation period of 6 months** during which either side can terminate your services with 1 months' notice without assigning any reason. If deemed necessary, your probation period maybe extended at the sole discretion of the Company for a further 3 months to satisfy ourselves of your performance.
3. Your services will be confirmed upon receipt of a satisfactory performance report. You will be deemed to be on probation, until your services are confirmed in writing by the company.
4. On confirmation, your services can be terminated, by giving **2 months'** notice in writing on either side.
5. In either of this eventuality as stated herein above, you undertake to serve the notice period as above or until the date the company decides to relieve you whichever is earlier. Recovery of salary in lieu of any unserved notice period will be at the discretion of the company. In the eventuality of non-service of the notice period, you shall be bound to compensate an amount equal to proportionate of your last salary drawn to the unserved notice period.
6. Your areas of responsibility will be given to you separately along with your "Key Result Areas (KRAs)" on which your performance will be monitored.
7. At the Company's discretion you may be assigned to a different division / job as maybe required.
8. You will observe office discipline and guard all secrets which you may come to possess during the course of performance of your duties and will not under any circumstances part with the Company's confidential information to others.
9. You will devote your undivided attention to the Company's work and shall not engage yourself for any outside work for pecuniary benefits unless authorized by the Company. If the Company discovers at any time that you have engaged yourself in any such outside work without authorization, the Company reserves the right to take disciplinary action including termination of your services.



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10. As per the company policy, procedures and other rules and regulation currently applicable to the company's employee you will be eligible for benefits such as health insurance and travel insurance.
  
11. You will be bound by the general terms and conditions of service as per the rules made from time to time by the Company and you shall abide by the administrative instructions, rules and regulations of the Company as in force from time to time for the smooth and effective working of the Company.

Please produce original and attested copies of your certificates and testimonials for our verification and return.

Yours faithfully,

For Maritec Tanker Management Pvt. Ltd.

The above terms and conditions are acceptable to me.

Managing Director

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Signature and date