

**CONFIDENTIAL**

Date: 25/04/2018

**Name:** Mr. Shashikant Shinde

**Address:** 6/4, Sainath Seva Mandal, Collector Cmpd. Mahakali Caves Road, Andheri (East), Mumbai - 400093

Dear Mr. / Ms.

Sub: - Appointment to the post of "PURCHASE ASSISTANT"

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 "PURCHASE ASSISTANT" w.e.f. 1<sup>st</sup> April 2018.

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

Remuneration & Perquisites:

<b>Particulars</b>	<b>Annual</b>	<b>Monthly</b>
Basic	2,43,000	20,250
HRA	1,21,500	10,125
Transport Allowance	60,000	5,000
Education Allowance	2,400	200
Other Allowance	16,100	1,342
Medical Allowance	2,000	167
Leave Travel Allowance	3,000	250
Bonus	40,500	3,375
<b>Total Gross</b>	<b>4,88,500</b>	<b>40,708</b>
Less- Profession Tax	2,500	200
<b>Net Earning before tax</b>	<b>4,86,000</b>	<b>40,508</b>

Other Conditions:


1. You will report to DEP. M.D/TECH. MGR. 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 a 1 month's notice without assigning any reason. If deemed necessary, your probation period can be extended at the sole discretion of the Company for a further 3 months to satisfy ourselves of your performance. (Only for new employees joining after the 1<sup>st</sup> April 2018)

N/A

3. Your services will be confirmed on receipt of satisfactory performance report. You will be deemed to be on probation till your services are confirmed in writing by the company. (Only for new employees joining after the 1<sup>st</sup> April 2018) *N/A* .
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 till 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 .
7. At the Company's discretion you maybe assigned additional responsibility . Such responsibility will not necessarily translate to an increase in salary / remuneration. .
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.
10. 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.

  
Dep Managing Director  
*14/5/2018*

The above terms and conditions are acceptable to me.

  
11/05/2018

.....  
Signature and date