

**CONFIDENTIAL**

Date: 25/04/2018

**Name:** Ms. Sangeeta

**Address:** Plot No 6 ,Bldg 17a,Flat No 6 Suvarnarekha Chs Nnp Goregaon

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	1,86,000	15,500
HRA	93,000	7,750
Transport Allowance	42,000	3,500
Education Allowance	2,400	200
Other Allowance	15,100	1,258
Medical Allowance	2,000	167
Leave Travel Allowance	3,000	250
Bonus	31,000	2,583
<b>Total Gross</b>	<b>3,74,500</b>	<b>31,208</b>
Less- Profession Tax	2,500	200
<b>Net Earning before tax</b>	<b>3,72,000</b>	<b>31,008</b>

**Other Conditions:**

1. You will report to G. M. 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)
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)
4. On confirmation, your services can be terminated by giving **2 months'** notice in writing on either side.