



IOL CHEMICALS AND PHARMACEUTICALS LIMITED

Ref: HRM/SOP/002

08th November 2021

Mr. Daksh Sharma
S/o Late. Ravi Kant Sharma
H.No-109, Street No-3,
Moti Bagh Colony,
Near Bal Jyoti Sarabha Public School, Pullanwal,
Ludhiana -141013 (Punjab)

Subject: - Appointment Letter

Dear Mr. Daksh Sharma,

This has reference to your application and subsequent interview you had with us; we are pleased to offer you an appointment as a **"Management Trainee in Purchase Eng. Department"** in **Grade T1** on **01/11/2021** as per following terms and conditions:

1. You shall be paid Remuneration of **Rs 20,000/- (Rupees Twenty Thousand Only)** per month, which will be distributed in Basic, HRA, Conveyance Allowance and other benefits as applicable to your Category of employees.
2. You will be required to appear for a Medical Test to be conducted at our unit by our Company Doctor. This Medical may be conducted during the tenure of your service too.
3. You will remain on probation for a period of **Six Months** from the date of your joining and the Company shall have the right to extend the period of probation. On completion of probation, subject to the satisfaction of the Management, your services may be confirmed and such confirmation shall be conveyed in writing. During the period of probation, your services may be terminated at any time without notice. However you can also leave the services within 24 hours' notice in writing to the company during the probation period. After confirmation, the right to leave /terminate services shall be subject to giving **One Month** Notice or payment of basic salary in lieu thereof. On your resigning from job, in case your resignation is accepted forthwith, salary for the unexpired period shall not be paid.
5. You will be governed by the framed Rules, Regulations and other guidelines issued by the Management of the Company from time to time. You shall also be liable to enter into such additional agreements with the Company as may become necessary in the coming future also.

Head Office : 85, Industrial Area 'A', Ludhiana. 141 003 (Punjab) India CIN - L24116PB1986PLC007030
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Regd. Office: Village & Post Office Handiaya, Fatehgarh Channa Road, Barnala-148107, Punjab, India.
Works: Village Fatehgarh Channa, Mansa Road (Trident Complex) District - Barnala, 148101 State - Punjab, India.
Ph. : +91-1679 -285285-86, Fax : +91-1679-285292



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5. You shall make a full disclosure of all pending legal proceedings, whether initiated by the Member or being defended by you and which may be, civil, criminal or of any other nature before any court of law, forum or other authority competent to decide the matter. You will render in writing to this effect and in case any such litigation or legal proceedings occur after that you shall inform the Management of the same within one week of such occurrence.
6. The Company agrees to indemnify you in respect of third party claims arising from the legitimate performance of his duties.
7. Your appointment is offered subject to the particulars stated by you are true and correct. However, in case in the times to come the particulars submitted by you proved wrong / false, your appointment shall be withdrawn without any prior notice.
8. During the period of employment, you shall not engage or involve yourself directly or indirectly in any trade or business or take up any part time employment, assignment, consultancy with any Company, firm, person or concern. If you are found to be indulged in such activities, your services shall be liable to be terminated.
9. Being continuous process industry, you shall be full time employee of the company and reporting round the clock, as and when required. This will be the sole discretion of the Management.
10. You may be required to serve in different locations both in India and abroad, wherever the company has or acquire its branches and no consent in this regard shall be required to be obtained from you. In case the assignment requires reimbursement of necessary expenses, it will be communicated in writing to you before proceeding on such assignment.
11. Continuous absence or overstay of leave without prior permission for more than ten days will be treated as abandonment of employment by you.
12. In the event of a complete breakdown or dislocation of business/unit due to war, civil riots or any other serious or sustained political or industrial disturbance or any other natural calamity/catastrophe or on account of unavoidable circumstances beyond the control of Employer, if the business/unit of the Company is unable to be run, your services shall stand terminated without any liability on the Company and you shall have no right to serve more.
13. Company has the right to amend, change the terms and conditions of service partially or in its entirety from time to time.

[Handwritten Signature]



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14. All manuals, literature, systems, other intellectual property etc. developed by the Member individually/ collectively, while in service will at all times be the sole property of the Company.
15. You will not take any papers, books, drawings, photographs, apparatus, documents or any other property of the Company out of the office premises without the permission of the competent authority.
16. You will not disclose/reveal any facts/figures/information/trade secrets or confidential documents in writing/verbal form to any person(s)/authority/ organization/ statutory body unless required by law and/or with specific written permission of the competent authority.
17. You will maintain a high standard of discipline, efficiency, integrity and supervise the working under your supervision to the best of your ability.
18. You will ensure that the place of work is kept neat and tidy and that all safety measures/precautions are taken at all times.
19. You shall not become an office bearer, active/non active member of any political/fundamental/religious organization/federation without the prior written permission of the Company.
20. You shall be retired from the services of the company on attaining the age of 58 years or earlier for Medical / Physical / Mental disablement.

Please sign on the duplicate copy of this letter and return to us as a token of your acceptance.

Thanking you,

For IOL CHEMICALS AND PHARMACEUTICALS LIMITED,

Rubina Sodhi
General Manager – HRM

Terms accepted: