



Regd. Office: Ground Floor, S-451 GK 2, New Delhi 110048, CIN:U29308DL2019FTC352416

27 September 2024

To:
Mr. Akash Dixit
Durga Mandir, Chhibramau, Kannauj, UP

SUB: OFFER LETTER OF APPOINTMENT

Dear Akash,

With reference to your recent interviews, we are pleased to offer you a position in our company as **Regional Business Development Manager**.

Your monthly salary, on the basis of **Cost to the Company (CTC)**, will be all inclusive. The details of the salary break up will be given to you at the time of joining.

Your job location is **212, 2nd Floor, Paras Trade Centre, Gwal Pahari, Gurgaon 122003, Haryana, INDIA**. Your date of Joining will be **2nd December 2024**. In case you do not report on **2nd December 2024**, the offer of employment will stand cancelled automatically.

This offer will be interpreted and enforced in accordance with the law of the Province of India. This document constitutes the whole and entire agreement between yourself and **SDB Steel & Pipe Pvt. Ltd.** at this stage and it may be subject to revision going forward as you grow in the organization.

As **Regional Business Development Manager**, you will report to **Mr. Pranav Bal (General Manager – Eastern Hemisphere)**.

Your appointment shall be subject to terms and conditions mentioned in the appointment letter and annexure-1 of offer letter, including a probation period of six [6] months.

Please sign your name in the space(s) indicated below and return within the stipulated time.

We thank you for your interest in joining **SDB Steel & Pipe Pvt. Ltd.** and look forward to a long-lasting, mutually enriching relationship.

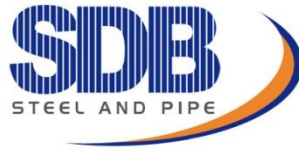
X _____

Pranav Bal
(Authorized Signatory)

I accept this offer letter:

X _____

Akash Dixit
(Employment applicant)



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At the time of joining, please submit copies of the following documents and produce originals wherever required:

- 2 Passport size photographs (Dress Code: Black blazer, white shirt. White Background).
- Copy of Educational certificates (From Std. X till graduation/PG/PHD etc)
- Relieving certificate, salary slip/certificate of the last pay drawn from the previous employer/Copy of Resignation duly accepted by Current Employer.
- Experience certificate from all past/previous employers.
- Form 16 and proof of earnings for the past year (in case of employed personnel)
- Aadhar Card
- Pan Card & Address Proof.

The detailed appointment letter will be issued to you on completion of all the joining formalities and scrutiny of the submitted documentation. In case, any of the documents submitted are found to be false or misleading, our offer stands cancelled.

GENERAL RULES AND REGULATIONS:

Please note the following general rules as intimated to you during the interview as well. Detailed company rules and policies will be given in your appointment letter at time of joining:

1. Office Timings: 9:30 AM to 6:30 PM. (Lunch + breaks: 1 hour)
2. Working Days: Monday to Saturday, with every 1st and 3rd Saturday of the Month Off.
3. Work location: As mentioned in offer letter above. There is no work from Home or Hybrid working.
4. Leave: You will be entitled to Casual Leave (7), Sick Leave (7) and earned Leave (15) in a calendar year, after successful completion of Probationary period.

I accept this offer letter:

X _____

Akash Dixit
(Employment applicant)



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ANNEXURE 1

GENERAL AGREEMENT:

1. Salary to be deducted at rate of 5% for period of 18 months.
2. Deducted amount will be paid on uninterrupted completion of 36 months.
3. Deducted amount will be repaid with an additional 12% interest P.A.
4. Deducted amount will be as per salary growth.
5. In case Employee exits the agreement before the agreed period, then he/she forfeits the deducted amount, including any interest earned.
6. In case company asks the employee to leave before the agreement period, with exception to immediate termination as per terms and conditions of the appointment letter, then company will pay the employee all dues deducted to date including any interest payable on that amount.
7. General Agreement is separate from job performance, increment or bonus which will be on standard terms as per appointment letter.

I accept this offer letter:

X _____

Akash Dixit
(Employment applicant)