February 18, 2022

Mr. Leela Ram Saini
Ward No-25, Pilani,
Jhunjhunu, Rajasthan -333031

Subject: **APPOINTMENT LETTER**

Dear **Mr. Saini**

Reference to your application and subsequent interview you had with us, and further to our offer letter dated **02/02/2022,** we are pleased to appoint you as **Manager -SCM** on probation in our organisation with effect from **18/02/2022** on the following terms and conditions:

1. Pay Package:

   I) Your pay package is attached as Annexure –I to this letter.
   II) Deductions: Income Tax will be deducted at source (TDS) on monthly basis, based on your declaration under Income Tax Act.

2. Probation: You will be on probation for a period of **six months** initially w.e.f. **18/02/2022.** However it may be extended up to one year. You will be on probation till your confirmation order is issued in writing.

3. Confirmation: On successful completion of your probation period you will be confirmed by order in writing until then you shall be deemed to be on probation.

4. Notice of Resignation: In case of resignation during your probation period, before leaving our employment, you will give notice of one month in writing or pay one month salary (Fixed CTC excluding Medical, LTA & Employers contribution towards PF & ESI) in lieu of the notice period, and further, after confirmation of your services, notice period would be two months. This applies to side, employee and employer.

5. Transfer: Your services will be subject to Transfer Inter departmental / establishment or to any other company within the group on temporary or permanent basis or anywhere in India depending upon exigencies of work at the sole discretion of the company without any extra remuneration.

Sigma Electric Manufacturing Corporation Pvt. Ltd. * A 134-136, V.K.I.A. * JAIPUR

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