SKT BUILDCON PVT. LTD
271, Building Point Wali, Gali, Giriral, Kashipur-244713
Distt. – U.S.Nagar (Uttrakhand)
Mob. no +91 9012355160
E-Mail - k_tirupati68@yahoo.com

Dated 10th, OCTOBER /2011

To,

Mr. Rudraksh Kumar Agarwal
s/o Late Shri Sanjeev Lochan Agarwal
M/s Singhal Sky Shop Meera Marg,
Near Zama Mazid, Haldwani.
Dist—Nainital Uttrakhand -263139
Contract No. +91 (8126814060)(8954989970)

Appointment Letter

Dear Mr. Rudraksh Kumar Agarwal

With reference to your application and the discussions you had with us, we are pleased to offer you a position in our organization on the terms and conditions listed below and in the following pages.

1. Designation : Billing Engineer
2. SALARY(Gross) : _20000 per month
3. You will be posted at : MAUHAKHERAGANG KASHIPUR U.S NAGAR (U.K.)
4. 2 day shall be allowed per month as off otherwise payable.
5. Annual Leaves: You shall be entitled for 24 paid holidays per completed year.
6. Your Transfer is as per need of company anywhere in India.
7. Free Residence and fooding provided by company.

OTHER TERMS AND CONDITIONS OF APPOINTMENT

1. DUTIES AND RESPONSIBILITIES

a) The company will expect you to work with a high standard of initiative, efficiency and Economy.
b) You will devote your entire time to the work of the company and will not undertake any direct/indirect business or work, honorary or remunerator except with the written permission of the management in each case.
c) You shall not seek membership of any local or public body without first obtaining written permission from the management.
d) You shall not give out to any one during the period of your service And even afterwards by word of mouth or otherwise, particulars or details of our processes, technical know-how, security arrangement, administrative and/or organization matter of confidential nature, which may be your privilege to know by you virtue of your being our employee.
e) You shall keep confidential all information and material provided to you by the company or by its clients concerning their affairs to enable the company to perform the service. This excludes only such information as is already know to the public which also you will not release, use or disclose expect with prier written permission of the company. You obligation to keep such information confidential shall survive even on termination or cancellation of this employment.