

RAIVAT IMPEX PVT LTD

215, SAI CHAMBERS, NEAR BUS DEPOT, SANTACRUZ EAST, MUMBAI – 400055,

CIN: U51397MH2018PTC316825

Tel. No. 91-26113533 / 26183533, Telefax: 91-22-26143533 E-mail: support@navpad.in

Date- 20/09/2020

To
Jaydeep Rana
A/Wing AG Park
Prabhat Colony Santacruz East
Mumbai - 400055
Mob no. 8369846347

SUB: - LETTER OF APPOINTMENT FOR THE POST OF “Business Executive”

Dear Jaydeep Rana,

With reference to your interview for the post of “Business Executive” in our organization, this letter of appointment is issued to you pertaining your services with the company on the following terms and conditions :-

- ✚ DATE OF APPOINTMENT :- You shall be appointed with effect from 23rd September, 2020
- ✚ DESIGNATION :- You shall be designated as “Business Executive”
- ✚ REPORTING :- You shall be reporting to “Mr. Chirag Mehta – Director” & “Mr. Hiren Mehta – Director”
- ✚ SALARY & PERQUISITIES: - Your Basic Salary in this grade with effect from the date of joining will be Rs. 25,000 per month. It is clearly understood that the salary includes the element of Dearness Allowance in it and the same can be split up into Basic Salary and Dearness Allowance as and when so desired by the company in its absolute discretion.
- ✚ OTHER THAN ABOVE
All Sum Payable to you are stated in the letter of appointment before tax deduction as per the provisions of the Income Tax Act, 1961.
- ✚ H.Q :- Santacruz



H. Deshmukh

Director
PTVA's Institute of Management
Chitrakar Kerkar Marg,
Behind M. L. Dhanukar College,
Vile Parle (E), Mumbai-400 057.

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- ✚ PROBATION: - You will be on a probation period for 6 months which can however be extended further for a period of three months at the sole discretion of the management without assigning any reason whatsoever.
During or on the expiry of your probationary or extended period of probation, as the case may be, your services are liable to be terminated at any time, without assigning any reason and giving you the notice or compensation for 1 (One) day, but you may resign from the company giving notice for minimum 1 (One) day. Please note that failure to comply with the above conditions shall be viewed as a breach of service conditions.
 - ✚ TERMINATION / RESIGNATION: - After confirmation of Probation, Employee's service is liable to be terminated at any time after giving 30 days' notice or compensation.
 - ✚ COMPANY'S PROPERTY: - You shall always maintain in good condition company's property, which may be given to you for your official use during the course of your employment and you will return the same to the company immediately on relinquishment of your services, failing which the cost of the same will be recovered from you by the company.
 - ✚ LIQUIDATED DAMAGES: - If the company suffers any loss on account of non – performance due to any reason, or by reasons of gross negligence, fraud or any gross misconduct in the discharge of your duties or by reason of any acts of omission, the company shall be entitled to recover the liquidated damages from you.
 - ✚ OTHER TERMS & CONDITIONS :-
 - You will retire from the services of the company on attaining the age of 60 years subject to your being medically fit.
 - You shall be posted at Santacruz. However the management of the company may transfer you for work in any section / department / plant / unit / branch of the company, as it may consider necessary in its absolute discretion from time to time without detriment of your status or emoluments.
 - After confirmation, your services will be terminated by giving a 30 days' notice or payment of salary in lieu thereof without assigning any reason. In the event of the resigning of the company after confirmation you shall be required to serve the company for full notice period unless this condition is expressly waived off by the management. Please note that, you will not be entitled to any leave.



Beshmukh

Director
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- If any of the information mentioned by you in the biodata/application form or the contents of any other documents in connection with your employment is found incorrect, your services shall be terminated forthwith.
 - You will devote your entire time to the work of the company and will not undertake any direct/indirect work/business honorary or remuneratory expect with the express permission from the management in each case.
 - You shall not at any time during or after the termination of the said employment reveal, divulge or make known to any person, firm or corporation the contents of any information, data, process of manufacturing, producing or developing any of the products now or hereafter owned by the company or otherwise reveal, divulge or make known to any person, firm or corporation the name of any of its customers or solicit person, firm or corporation dealing with the company or interfere with any other employee of the company. Breaching the conditions of employment, the company entitles to terminate your service without any prior notice.
- ✚ NON COMPETENCE AGREEMENT :- On termination of the employment for whatsoever reason, the employee agrees that he will not for a period of 12 months within Indian territory whether by him or himself, servant or agent in conjunction jointly with any other competitors in similar line of business carry on any specified business which is in direct competition with the business of the company or any associated organization and in which he has been engaged at anytime in 6 months period preceding the termination of his/her employment.
- On termination, the employee should not seek to produce order from or do business with any person, firm or company who has at any time preceding 2 years has done business with the company.
 - Employee service in all respect will be governed by the rules and regulations of the company in force at present and that may be enforced from time to time.
 - All the correspondence sent to you at the address last given by you shall be deemed to be received by you.
- ✚ VOLUNTARY/AUTOMATIC TERMINATION: - Absence for a continuous period of 15days without prior approval, would make loss on lien of the services and shall automatically come to an end without any prior notice or intimation.
- ✚ During the period of employment with the company, you will not undertake any educational/vocational course, but can have professional job during non-office hours



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- ✚ In case of any dispute arising on the terms and conditions mentioned on the appointment letter, shall be subjected to the jurisdiction of the court.
- ✚ Please return the duplicate copy of this appointment letter duly signed as a token of your having accepted the employment in our company on the above terms and conditions.

Thanking you

Yours Truly,

FOR RAIVAT IMPEX PVT.LTD

Mr. Chirag J. Mehta
(Director)



A handwritten signature in blue ink, appearing to read "Chirag J. Mehta".

Director
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