



SUPERIOR INDUSTRIAL ENTERPRISES LIMITED

(FORMERLY KNOWN AS SUPERIOR VANASPATI LIMITED)

Regd. Office: 25, Bazar Lane, Bengali Market, New Delhi- 110001

APPOINTMENT LETTER

Date: 31-12-2018

Mrs. Megha Rastogi
H.No:8A, Street No-6,
Laxmi Nagar, East Delhi-110092

Dear Ms. Megha,

With reference to your application and subsequent interview, the management is pleased to appoint you as Company Secretary of the company.

Your employment with us will be governed by the Terms & Conditions as detailed in Annexure-I

Your detailed CTC is mentioned in Annexure-II. No other benefit or amount is payable to you under the term of appointment.

Your offer has been made based on information furnished by you. However if there is a discrepancy in the copies of documents or certificates given by you as a proof of above we retain the right to review our offer of employment.

Employment as per this offer is subject to your being medically fit.

Please sign and return duplicate copy of this letter in token of your acceptance.

We congratulate you on your appointment and wish you a long and successful career with us.

Yours Sincerely,

Kamal Agarwal
(Director)

Acceptance

I hereby declare that I have read and understood all the terms and conditions of employment mentioned above and the same are acceptable to me.

Date.....2.1.2019.....

Signature of the Applicant

Terms & Conditions

1: You will be on probation for a period of Six months from the date of your joining. If your performance is not found satisfactory, it can be extended further for a further period of six months at the sole discretion of the management. During probation period your services can be terminated without any notice.

After successful completion of your probation period, you will be considered for confirmation as regular employee by the company. However, it is made clear that you shall not be automatically confirmed as a regular employee on satisfactory completion of your probationary period by the Company and shall deemed to be confirmed only when you are intimated in writing about the confirmation of your services.

2: You will initially be posted at our corporate office at 10th Floor Vijaya Building, 17 Barakhamba Road, Connaught Place, New Delhi. However, your services can be transferred to any location in India, whether existing or to be set up in future, by the management and the rules and regulations of the management of new location shall be binding on you.

3: You will abide by the standing orders and service rules and regulations of the company which are in force or which may come into force from time to time.

4: In the event of your having furnished false information, documents, testimonials or credential, your services may be liable for termination with immediate effect and no payment/compensation shall be made to you.

5: On confirmation of your services in the company, your services can be terminated by the company by giving one month notice without assigning any reason whatsoever. However you shall give three months notice to the company if you wish to leave the company.

6: You shall maintain utmost confidentiality about any information/ business interest of the company/group companies during the course of contract and at all times in future. You will not share any information with any outsider unless you are required to do so in discharge of your duties.

7: You will automatically retire from the services on attaining the age of 60.

8: You are advised to submit the following documents on the day of your joining:

- a. Photocopies of all educational/ professional qualification certificate and mark sheets.
- b. Relieving certificate from the previous employer.
- c. Experience certificate from all previous employers.
- d. Proof of salary/benefits drawn in last employment.
- e. Two passport size photograph.

9: This letter is subject to your joining not later than 1-2-2019

Acceptance

I hereby declare that I have read and understood all the terms and conditions of employment mentioned above and the same are acceptable to me.

Date.....2.1.2019.....

Megha Pastgi
Signature of the Applicant