



Superior Industrial Enterprises Limited

CIN: L15142DL1991PLC046469, E-mail: info@superiorindustrial.in, Website: www.superiorindustrial.in

Mr. Raushan Kumar Sharma
R/o 600, Gali No. 02, Ganesh Nagar,
Extn- II, Shakar Pur, Delhi-110 092

Appointment Letter

Dear Mr. Raushan Kumar Sharma,

This is with reference to your appointment as Accounts Officer, we have pleasure in officering you designation of Chief financial Officer of the Company- Superior Industrial Enterprises Limited with effect from 6th June, 2016.

You will be placed at our corporate Office- 1010, 10th Floor, Vijaya Building, Barakhamba Road, New Delhi-110 001.

You will have the responsibility for efficient, satisfactory and economical operations in the area of Financial Management of the Company as defined in job description and scope of the work.

The management may assign to you any other work in anyother unit of the Company as may be considered necessary from time to time anywhere in India /Abroad.

You will act within the framework of Organization Structure, Policies and directions laid down by the management from time to time.


Other terms and conditions are as per **Annexure-1**,

This appointment letter is being issued in duplicate, You are requested to sign and return a copy of the same to us for your records, as acceptance of this offer.

Thanking you,

Yours Faithfully,

For Superior Industrial Enterprises Limited


Vijay Kumar Gupta
Director

DIN:00022885

Add: 162-B

Pocket- C

Siddhartha Extn, New Delhi- 110 014

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 period of six months at the sole discretion of the management. During probation period your services can be terminated without any notice. However you shall give one month notice to the company if you wish to leave the company.

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 including leave policy 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. No leave adjustment or payment in lieu will be permissible from your end.
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 carry out the duties assigned to you by your superiors from time to time with due diligence and in the best intent of the company. You will not commit any breach of discipline or neglect your duties.
8. You will automatically retire from the services on attaining the age of 60.
9. 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.
10. This letter is subject to your joining not later than 25-5-2016.

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... 06/06/16


Signature of the Applicant


Break up of CTC

ITEM	Rs./P.M
Basic Salary	17500
HRA @ 60 % of Basic	10500
Medical Reimbursement	1250
Conveyance Allowance	2000
Mobile Allowance	500
Special Allowance	3750
Total CTC	35500/-
Tax Liability, if any, on the above shall be borne by the employee.	

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. 06/06/2016


Signature of the Applicant