

8th April 2024

Mr. Ritik Anand,
Chhoti Balia Bazar, Balia,
Begusarai, Bihar,
Pin - 851211

Letter of Employment

Dear Ritik Anand,

With reference to your application and the subsequent discussions you had with us, we have pleasure in offering you an appointment as **MIS Executive** in the **Material Management** department in our organization on the following terms and conditions:-

1. Appointment and Reporting

- 1.1 You are required to join on or before 8th April 2024 the terms and conditions of appointment shall be effective from your date of joining.
- 1.2 Your reporting is subject to change at the sole discretion of the company.

2. Emoluments and Taxes

- 2.1 Your remuneration will be as per the details provided in Annexure 'A' annexed hereto.
- 2.2 You shall be solely responsible for paying any taxes, direct or indirect, state or local, whether payable in India or elsewhere which may result from the remuneration paid to you pursuant to your employment hereunder. The Company is entitled to deduct from your remuneration, income tax, other taxes and levies which it is liable to deduct at source as applicable. It will be your responsibility to file tax returns with the appropriate authorities.

3. Probationary Period

You will be on probation for a period of six months from the date of your joining. If in the opinion of the management, you are found suitable for the post in which you have been appointed; your service will be confirmed in writing. During the period of probation, either side can terminate this appointment

Without assigning any reasons or notice or payment in lieu thereof. However, on probationary period, in case employee chooses to resign from employment, then in that case it is mandatory on the part of employee to give formal resignation communication in writing to concerned HOD. Further to ensure smooth handing over exercise, the employee must serve 15 days' notice before leaving the company, Failing to this, company will not process the full and final settlement claim or issue the experience certificate.

GAURSONS INDIA PRIVATE LIMITED

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