



THE RAMCO CEMENTS LIMITED

(formerly Madras Cements Ltd.)

Corporate Office:
Auras Corporate Centre, V Floor,
98-A, Dr. Radhakrishnan Salai, Mylapore,
Chennai - 600 004, India.
Tel: +91 44 2847 8666 Fax: +91 44 2847 8676
Website: www.ramcocements.in
Corporate Identity Number: L26941TN1957PLC003566

June 19, 2017

Mr. SOLAIAPPAN N
NO 1-B SAKTHI PALMS APTS,
A/1/A, WEST END ROAD
CHENNAI

Dear Sir,

LETTER OF APPOINTMENT

Further to our Offer of Appointment dated January 27, 2017, we are pleased to appoint you as "**ASST.MANAGER-PERSONNEL**" in our organisation with effect from June 19, 2017, on the following terms and conditions:

TERMS AND CONDITIONS

1. Designation and Place of posting

You will be designated as "**ASST.MANAGER-PERSONNEL**". You will be posted at R R NAGAR FACTORY, TAMIL NADU. However, your services are liable to be transferred to any of its Departments / Offices / Factories / Quarries or any of its Associate Companies in India at the discretion of the Company.

2. Hours of Work

You will observe the timings and weekly holidays as followed in your place of posting.

3. Salary

You will be paid a basic salary of Rs.13,800/- p.m. (Rupees Thirteen Thousand Eight Hundred Only) in the officers grade "M4". The allowances and benefits applicable to you and other terms and conditions of employment are given in the annexure.

Any tax liability arising out of salary, allowances & benefits will be to your account and will be recovered as per Income Tax act.

*

.....2

4. Probation

You will be on probation for a period of one year from the date of your joining, which may be extended at the discretion of the company.

On successful completion of probation period or any extension thereof, you will be confirmed in the services of the company. The confirmation shall take effect only upon issue of confirmation letter and from the date given in the letter.

5. Notice of Termination

During the period of probation, your employment can be terminated by one month notice or salary in lieu thereof on either side.

On confirmation, your employment can be terminated by three months notice or salary in lieu thereof on either side. The company however reserves the right to pay you three months salary in lieu of notice.

6. Age of Retirement

You will retire on attaining the age of 58 years.

7. General

- a) During the period of your employment with us, you will not engage, concern, interest yourself directly or indirectly in any other occupation, business or employment whatsoever without the previous consent in writing of the management but you shall devote your whole time, attention and abilities exclusively to the performance of your duties.
- b) The company will expect you to work with a high standard of initiative, efficiency and economy.
- c) During the tenure of your service in the company, you will maintain total confidentiality of all company related information to which you may have access directly or indirectly.



THE RAMCO CEMENTS LIMITED

(formerly Madras Cements Ltd.)

: 3 :

- d) Matters relating to your remuneration are strictly personal and should be treated as such.
- e) You will be eligible for leave and other benefits as applicable to other officers in your category.
- f) You will be governed by the service rules / standing orders and other.

We welcome you to THE RAMCO CEMENTS LIMITED and look forward to your contribution to the success and growth of the organisation.

Please return the duplicate copy of this appointment letter duly signed by you in token of acceptance of the above terms and conditions.

Thanking you,

Yours faithfully,
for **THE RAMCO CEMENTS LIMITED.**



M J SAI KUMAR
VICE PRESIDENT-HRD

I agree to the above Terms and Conditions.

Signature of the Candidate _____