



THE RAMCO CEMENTS LIMITED

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

July 04, 2018

Mr. SIVA KUMAR
11/21 SAMY STREET
CHOO LAI
CHENNAI 600112
TAMILNADU

Dear Sir,

LETTER OF APPOINTMENT

Further to our Offer of Appointment dated March 30, 2018, we are pleased to appoint you as "**ASST. MANAGER-HR**" in our organisation with effect from July 04, 2018, on the following terms and conditions:

TERMS AND CONDITIONS

1. Designation and Place of posting

You will be designated as "**ASST. MANAGER-HR**". You will be posted at ALATHIYUR 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

Registered Office: 'Ramamandiram', Rajapalayam - 626 117. Tamil Nadu.

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.

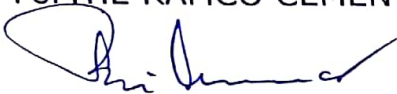
- d) Matters relating to your remuneration are strictly personal and should be treated as such.
- e) You will be eligible for leave and other benefits as applicable to other officers in your category.
- f) You will be governed by the service rules / standing orders and other regulations / directives of the company that are in force from time to time.
- g) This appointment is based on the information furnished by you in your application form and if at any time a material error is discovered, your services are liable to be terminated without notice.

We welcome you to THE RAMCO CEMENTS LIMITED and look forward to your long and fruitful association with the Company.

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

Thanking you,

Yours faithfully,
For THE RAMCO CEMENTS LIMITED



M J SAI KUMAR
SR. VICE PRESIDENT - HR

I agree to the above terms and conditions

Signature of the Candidate

