



To:
Malathy V
No.11, Chakkaram kothandarama
Iyyengar Street,
Uthiramerur 603406

18 February 2021

Subject: Letter of appointment for the post of **Consultant - Recruitment**

Dear Malathy,

We have pleasure in offering you a position of **Consultant - Recruitment** effective 24th February 2021 on the following terms and conditions.

1. Your association with us would commence on 24th February 2021 and your probation period would be three months.
2. You will report to the Director or any person nominated by the Director from time to time.
3. a) Your consolidated remuneration is as per the annexure at the end
b) In addition to this a monthly incentive plan would apply (as per annexure)
c) Quarterly incentive would apply (as per annexure).

Telephone calls made outside office for official purposes would be reimbursed on actuals.

4. The Company has taken up voluntary PF. Hence your remuneration is subject to PF employee contribution as per the Act.
5. Your income is subject to deduction of tax at source as per law of the land as applicable from time to time.
6. Review in the remuneration will depend on performance of the Company and your individual contribution to the business and growth of the Company.
7. Either party may close this association by giving one month notice or payment of one month fixed remuneration in lieu of notice.
8. You would stop being part of the incentive scheme of the company on the day of completion of your association with the company.