



Oronite

Indian Additives Limited
Regd. Office & Factory :
Express Highway,
Manali, Chennai - 600 068.
Tel 044 - 7167 0200
Fax 044 - 7167 0283
CIN : U24294TN1989PLC017705

Ref:MT:2021
24th March 2021

Ms. NITHYASRI S
No. 22, Andavar Street,
Balaiyah garden,
Madipakkam,
Chennai - 600 091.
Contact No: 81484 62591

Dear Sir,

Sub: - Offer Letter - MANAGEMENT TRAINEE (HR)

We take reference to your application and the subsequent interview you had with us on 8th March 2021. We wish to inform you that you have been selected as **Management Trainee** on the following terms and conditions:

1. Your period of training will be **two years** from the date of joining.
2. You will be paid a stipend of **Rs 20,000/- (Rupees Twenty thousand only)** per month plus provident fund & ESI during the first year and **Rs 24,000/- (Rupees Twenty-four thousand only)** per month plus Provident fund during the second year.
3. This offer is valid subject to you **completing the course successfully and on submission of Consolidated Marksheets, Course Completion Certificate and Convocation Certificate.**
4. You shall at all times during the period of your training abide by the rules and regulations of the company.
5. During the period of your training with the company, you shall not engage yourself in any other business or occupation and shall devote your whole time and skill to the faithful and diligent performance of your duties. If you are found engaging yourself in any other business or occupation, your training will be terminated without any notice or stipend in lieu thereof.
6. You shall submit yourself, upon request at any time or from time to time for medical examination by the Company's doctor or any medical officer chosen by the company. You shall agree that if such Doctor/Medical officer certify that you are unfit for further engagement for training, the company can terminate your training forthwith without any notice in lieu thereof.
7. If by your misconduct, disobedience or inefficiency, the company suffers any loss, you will be liable to compensate the loss actually incurred by the company.
8. During the training period, if your progress is not found satisfactory or for any other reason, management may terminate your training without having to indicate any reasons, without any notice and without any compensation in lieu of notice.

RM. Chandrasekaran
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A JV of Chennai Petroleum Corpn. Ltd, & Chevron Oronite Company LLC
An ISO 9001 & ISO 14001 Certified Company

Corporate Office : "INVESTWELL CENTER" 2nd Floor, No:91, G.N. Chetty Road, T.Nagar, Chennai - 600 017. Tel : 044 - 2815 3751, 044 - 7126 1719



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9. You shall hand over, before leaving the company's services, any property of the company which may be in your possession including drawings or data relating to company's design or materials manufactured by the company and records relating to the company's performance.
10. Without obtaining the consent of the company, you will not give any lecture or speak at any public meeting with regard to the company's affairs or on matters and subjects which may affect the company and you shall not publish, consent to publish any matters of importance to the company in any newspaper, periodical, circular or any other publication without the company's consent.
11. The company shall not guarantee assurance of employment on completion of your training period.

Kindly sign the duplicate copy of this letter as a token of your acceptance of the above terms and conditions.

Yours sincerely,

For Indian Additives Limited

R M CHIDAMBARAM
HEAD - HR & ADMINISTRATION

I have read and understood the terms and conditions of service mentioned in this letter. I hereby accept them without any reservation.

I shall report for duty on 21/06/2021.

SIGNATURE: S. Nithyabhi

DATE: 25/03/2021