

Bhaskar Pimpalshende

Date: 30-01-2023

Flat No 301, Plot No 153, Chandika Nagar 2, Sadguru Nagar,
Manewada Besa Road, Nagpur, MS440027

Appointment Letter

Dear **Bhaskar**,

We are pleased to appoint you as **"Support Analyst"** in Grade **3B** with **Inchcape Shipping Services SSC Pvt. Ltd.** based in **Chennai (India)**, reporting to **"Support Lead"** w. e. f. **January 23rd, 2023**

The details below describe the basic terms and conditions of your employment with Inchcape Shipping Services SSC Pvt. Ltd:

1. Posting

- a. Your Job Location is **Chennai (India)**.
- b. However, you may be transferred to another branch, shift, post, workplace, or to another Group Entity of the Company at any time during your employment with the Company. In case of such transfer, your Cost to Company may be changed/ restructured as per the policy of the Company subject to the laws applicable to the new place of employment.
- c. You will work under the supervision of such officers as may be decided by the Management from time to time.

2. Cost to the Company

- a. You will be paid CTC of **INR 1,800,000 (Eighteen lakhs only)** per annum. Detailed salary annexure is attached for your reference.
- b. Detailed CTC Breakup is as mentioned in the Salary Annexure. The company shall pay you, on Commencement of your employment a one-time Joining Bonus of **Rs. 100000** (subjective to TDS deduction). The joining bonus will be paid along with the disbursement of the first month's salary. This component is subjective to full recovery in case of termination of services in writing by either party on or before the completion of **1 year** from the date of joining. Starting the **13th month**, this joining bonus will be added to the CTC.
- c. The Cost to Company and other entitlements payable to you shall be subject to deductions under the taxation and labour laws, including deduction of tax at source, contribution to provident fund, contribution to ESI, contribution to labour welfare fund, gratuity, as may be applicable.
- d. You shall keep your Cost to Company and other entitlements confidential and shall not disclose the same to any other employee of the Company.

3. Probation & Confirmation.

- a. Your services will be confirmed on successful completion of your probation of **6 Months** from the date of joining. Your probationary period may be extended solely at the management's discretion based on performance.
- b. During the probation period, you shall be entitled to the leaves and holidays as per the Company Policy.

4. Working Hours

- a. It is expected that you undertake the hours of duty necessary to fulfil the requirements of your job role.
- b. The business operates on 24x7 model hence if required you may have to work in shifts.

5. Leaves & Holidays.

- a. You will be entitled to the leaves & holidays as per Company Policy. You will be entitled for **22 Earned Leaves, 7 Casual leaves, 7 Sick Leaves, Maternity Leaves** (if applicable) as per Maternity Benefit Act, 1961, **5 Paternity Leaves** (if applicable). Refer to the leave policy for details on each leave type.
- b. Unauthorized absence from work or any unauthorized extension of leaves, shall be treated as disciplinary issue & shall entitle company to take strict disciplinary action against you, including but not limited to, immediate termination of your employment with the Company without any Compensation whatsoever.

6. Retirement Age

The age of retirement would be **60 years** & for the purpose of calculation; your date of birth as per our record is **25-10-1982**.

7. Notice period & Termination of services

- a. Your notice period during probation, is **1 (One) Month** & post confirmation it is **3 (Three) Months**.
- b. Termination of your services is subject to **1 (One) Month** in writing by either party, or by payment of **1 (One) Month** gross salary in lieu of the notice period during probation.

Inchcape Shipping Services SSC Pvt. Ltd.
IndiQube SKCL Excellence,
1st Floor, No B16&B17, Thiru-Vi-Ka Industrial Estate,
Guindy Industrial Estate, Chennai-600032.