



Ruby Traders & Exporters Limited

CIN: L51909WB1981PLC033779

1, R. N. Mukherjee Road, Martin Burn House,
4th Floor, Room No. 52, Kolkata - 700 001

Letter of Appointment

Date: 09th December, 2015

To,

Nitesh Manilal Savla

161, Flat No.8 Malhar Bhavan,

Sir Bhalchandra Road Hindu Colony,

Dadar East

Mumbai-400014

Dear Mr. Nitesh Manilal Savla,

Congratulations! Welcome to Ruby Traders & Exporters Limited!

Subsequent to our discussions with you regarding an opening in our Company, we are pleased to offer you an appointment in our Company on the following terms and conditions:

1. You will be designated as "Chief Financial Officer" with effect from 09th December, 2015.
2. You will initially be posted at our office in Kolkata. However your services are transferable to any place in the country, or abroad, within the Company, or any associates or sister concerns, at any time, at the sole discretion of the Management.
3. Your annual consolidated salary would be Rs. 15,00,000/- per annum.
4. Your status will be on probation for three months. During this tenure, the organization is free to terminate your employment/ training without any reasons. After your result in the performance evaluation is deemed satisfactory, you will be absorbed in a permanent order in our organization. During your probation period, you may resign from your employment either by giving the other 30 Days' notice or by paying 30 Days Gross salary in lieu of such notice. And after you probation period you are required to give two months' notice or by paying two months gross salary. However in the event of you giving such a notice to the Company, we shall have the right to accept the same from any date prior to the expiry of the notice period. You will be expected to serve the Company until the expiry of the notice period; however the Company can waive the notice or a part thereof at its absolute discretion without making any payment for the period of notice or part thereof so waived and relieve you from the services.
5. The hours of work, holidays and leave will be in accordance with the rules of the Company
6. You will retire from the service of the Company on attaining the age of 58 years. An extension may however be considered at the sole discretion of the management. You may be retired earlier if found to be medically unfit.

Phone : +91-33-40075364 ✦ Fax : +91-33-40075364

Email : rubytraders1981@gmail.com ✦ Website : www.rubytraders.co.in



Ruby Traders & Exporters Limited

CIN: L51909WB1981PLC033779

1, R. N. Mukherjee Road, Martin Burn House,
4th Floor, Room No. 52, Kolkata - 700 001

7. On retirement or earlier termination of this employment in any manner, you shall hand over all papers, documents and other property belonging to the Company or which have been entrusted to you or received by you in the course of your employment with the Company.
8. You will not give out to anyone by word of mouth or otherwise particulars of technical knowhow, security arrangements, administrative and organizational matters pertaining to the Company which may be your privilege to know by virtue of your being in the employment of the Company. Any breach of security will be deemed a serious offence and may warrant dismissal.
9. You will not accept directly or indirectly any commission, share in profit, presents or gratuities from any party dealing with the Company.
10. You are expected to display a high degree of initiative and integrity in your work and maintain the image and reputation of the Company.
11. You will devote all your time to the work of the Company and will not undertake any direct or indirect business or employment, honorary or remunerative except with the permission of the Management in each case.
12. You will be governed by the rules and regulations applicable from time to time to your category of employees.
13. This employment can be terminated by the Company without any notice or payment of any kind in lieu of notice in the following cases:
 - a. Any act of dishonesty, disobedience, insubordination, incivility, irregularity in attendance or other misconduct or neglect of duty or incompetence in the discharge of duty on your part or breach on your part of any of the terms, conditions or stipulations contained in this agreement.
 - b. You, being adjudged an insolvent or applying to be adjudged an insolvent or making a composition or arrangement with your creditors or being held guilty by a competent court of any offence involving moral turpitude.
14. By signing the appointment letter you are also accepting that you will not work with any of our competitors in India for a period of one year from the date of resignation.

You're sincerely,

For Ruby Traders & Exporters Limited

Ramrati Choudhury

Ramrati Choudhury

Managing Director

DIN: 05178090



I agree to accept employment on the terms and conditions mentioned in the above letter.

Signature

Phone : +91-33-40075364 + Fax : +91-33-40075364
Email : rubytraders1981@gmail.com + Website : www.rubytraders.co.in