

**APPOINTMENT LETTER**

**Ref No:** App/Emp/TCL/4097/2022

**Date:** 15th June 2022

To,

**Rutika Tatyasahb Devkate**

**Subject:** Appointment for the post of "Marketing Coordinator Executive" from 15th June 2022

Dear Rutika,

With reference to foressaid post, we hereby appoint you for the above mentioned post from 15th June 2022 on following terms and conditions.

**1. SALARY STRUCTURE**

- 1.1. The CTC (Cost to Company) will be Rs. 270000/- (Two Lakh and Seventy Thousand Rupees Only Rupees Only) per year.
- 1.2. The deduction of Provident fund & Professional Tax as per Government rules will be made and are shown in your CTC. The deduction of TDS if applicable as per Government rules will be deducted from your CTC.

**2. WORKING HOURS AND LEAVES**

- 2.1. Your daily working time will be from 9:00am to 6:00pm.
- 2.2. Leaves as per the prevailing leave policy.
- 2.3. Sunday will be a weekly holiday. All other holidays like National Holidays will be informed to you in prior.

**3. CONFIDENTIALITY OF INFORMATION**

- 3.1. The employee shall treat all information obtained by him/her during the course of his/her employment with the Company, either directly from the other employees of the Company, or during the course of his / her work with the Company, as strictly confidential. You should not make any copy, nor keep any copy of the same with you. If you are found make copies or retain official e-mails or forward any of the companies e-mail on your personal e-mail address then the company can file a legal suit againsts you and any losses incurred will be recovered from you.

**BioEra Life Sciences Pvt. Ltd.**

BioEra Park, Survey No. 125, Mumbai-Bangalore Highway, Bhowade, Pune - 411 033, Maharashtra, India | C/N No. UG4233PN/2009PTCL34193  
☎ +91 9372847593/88 ☎ +91 9372847586 ✉ sales@bioeraindia.com 🌐 www.bioera.in

**4. DISCIPLINE**

- 4.1. You shall not refuse to take up any assignment that may be offered to you by the company.
- 4.2. You will be governed by the company's rules and regulations that may be promulgated from time to time.

**5. TERMINATION OF APPOINTMENT**

- 5.1. In case of resignation, you shall give 30 days' notice or compensate One month's salary. The Company reserves the right to recover salary in lien of any un-served notice period. Further, the Company may at its discretion relieve you from such date as it may deem fit even before the expiry of the notice period and is not bound to give any reason thereof.
- 5.2. If you refuse to carry out the work orders of your Superior/Management or are irregular in attendance or in the event of any misconduct or breach of terms of employment on the part of the employee after confirmation the Company reserves the right to terminate the employment immediately without any notice. In such conditions company will recover one month's salary from you.
- 5.3. Upon your resignation / termination of appointment you need to be personally present for the relieving formalities on given time and date. Failing for the same the company reserves the right to hold your pending dues, salary etc. till relieving formalities are not completed.
- 5.4. Any dispute arising out of this employment shall be within the jurisdiction of Pune & Mumbai only.
- 5.5. In case of any dispute arising out of this employment would be resolved by the Sole Arbitrator appointed by BioEra. In arbitration to enforce judgment of an arbiter's award, the prevailing party therein shall be entitled to recover its reasonable attorney's fees and costs of litigation or arbitration from the non-prevailing party.

If you agree to above terms and condition, you are requested to sign the copy of this letter, as a token of acceptance of your appointment on the terms and conditions mentioned above.

We welcome you aboard and wish you a pleasant, fruitful and mutually beneficial association with the Company.

Warm Regards,

  
**Prayoti More**  
HR Manager



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Principal  
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Baramati