



ACID INDIA LIMITED

Distributors in Industrial Chemicals, Flavours & Food Ingredients.

Warehouse : Plot No 5, Ground Floor,
Sree Mahalakshmi Nagar, Noombal Main Road, Noombal Village,
Thiruvallur District, Chennai - 600 077.



Head Office Address : New No.202, Old No.285, Avvai Shanmugam Salai, Royapettah, Chennai - 600 014.

17.03.2022

Mr. Rohit Srivatsan. J
Door no 5, 1st Floor Achuta villa,
89 Thirumangalam road,
Villivakkam,
Chennai- 600 049.
Email: rohith9196@gmail.com
Mobile No: +91-7010494725.

Dear Rohit,

Welcome to the family of Acid India Limited. We are pleased to appoint you as a Sales Executive Trainee-Technical for the state of Tamil Nadu with effect from 17.03.2022 at a consolidated Salary of Rs.17,000 as per the following terms and conditions.

1. Probation and Confirmation:

1.1 You will be on probation for a period of Six months from the date of joining. In the event of the management not being satisfied with your work or conduct during the probation, they would be at liberty to terminate your services without any notice.

1.2 You will be confirmed in your employment subject to your satisfactory performance during the probation period. However, your probationary period may also be extended at the sole discretion of the management.

2. Place of Work:

2.1 You will currently be placed in Chennai. However, your services are transferable to any office of the company or its associates anywhere in India or abroad, existing today or may be acquired in future at the sole discretion of the Management.

3. Reporting Authority:

3.1 You will currently report to Mr. Amrith J Asher - Managing Director, Chennai. You may be required to report to any other person on reassigning of duties or on restructuring of the organization at the sole discretion of the Management. You will currently operate from your residence until further advice.

3.2 In the event of your absence from work for more than three days without written permission from your Supervisor / Manager, it would be construed that you have voluntarily abandoned the assigned work/services of the organization and hence your employment with the organization would stand terminated.

Phone : +91 44 2813 2840
Fax : +91 99529 65751

Email : sales@acidindia.in
Web : www.acidindia.in

CIN : U24116TN2004PLC053746
GST : 33AAGCA0376E1Z4

4. Intellectual Property:

4.1 The Principals, Clients & Customers developed by you during the course of your employment with the company are the sole properties of the company and you are restrained from parting with the same to any other person/s, institution/s.

4.2 You are required to keep the HR department and your Manager informed of any change in your residential address/ correspondence address along with the contact phone numbers as well as contact persons and their telephone numbers in order to contact you / your contact persons in case of an emergency. Any correspondence sent to your last communicated address would be deemed to have been received by you.

5. Termination of Services:

5.1 Subsequent to your confirmation, the Management reserves the right to terminate your services by giving 30 days' notice or payment in lieu thereof. Similarly, you are at liberty to resign from the services of the Company on giving 30 days' notice or payment thereof.

5.2 You have been engaged on the presumption that the particulars furnished by you in your application / bio-data are correct. In case, the said particulars are found to be incorrect or that you have concealed or withheld some other relevant facts, your appointment with the company shall stand terminated / cancelled without any notice.

5.3 You are required to deal with Company's money, material and documents with utmost honesty and professional ethics. If you are found guilty, at any point in time of moral turpitude or of dishonesty in dealing with money, material and documents or disobedience / insubordination or negligence of duty or incivility or of misappropriation regardless of the value involved, your services would be terminated with immediate effect, notwithstanding other terms and conditions mentioned in the appointment letter.

6. Secrecy:

6.1 You shall not divulge to any outsider any information by word of mouth or otherwise particulars or details of the material, processes, systems, security arrangements, administrative or any other organizational matters pertaining to the Company which may be your personal privilege to know by virtue of being in the employment of the Organization.

6.2 You are required to strictly maintain the secrecy of and not to divulge, communicate in any manner, any information regarding your remuneration / terms of employment to any other employee of the company except your immediate superior.

6.3 Any such disclosure is a serious case of indiscipline and would render you liable for termination with immediate effect, notwithstanding other terms and conditions mention in the appointment letter.

7. Retirement:

7.1 You would automatically retire at the age of 58 years. However, an extension in service after retirement may be given on your request at the sole discretion of the management.

8. Dual Employment:

8.1 You will devote full time to the work of the Company and will not undertake any direct or indirect assignments or honorary or remuneration work during the course of the employment without the prior written permission of the management.

9. Return of Company Property and Handing over of Responsibilities:

9.1 Upon your retirement, resignation or the termination of your employment by the company, however the separation may occur, you will promptly return to the Company all documents, files, accessories, equipment's and materials including without limitation, any materials reflecting or containing confidential information that are in your possession or under your control and that relate to the operation and business of the Company.

9.2 You shall not be entitled to retain any duplicates or summaries or notes on any of the foregoing and the company reserves the right to take action against you if you are found to do so.

9.3 You will have to comply with the following and take acknowledgement from the concerned department heads to process the F&F and Exit/Relieving formalities:

1. Obtaining Confirmation of Accounts from the customers duly signed and sealed in the statement provided by our Accounts department.
2. Handing over of all the customers with complete details.
3. Handing over of all the ongoing projects.
4. Returning the Company's assets like Laptop, Mobile, SIM card and etc.

10. Restrictions after leaving the company:

10.1 For a period of 12 months after the date on which your employment with Acid India Limited ceases, you will not directly or indirectly, either on your own or in conjunction with any other person, be permitted to:

- a) Give out to anyone by word of mouth or otherwise particulars or details of the materials, processes, systems, security arrangements, administrative or any other organizational matters pertaining to Acid India Limited which might have been the employees' personal privilege to know by virtue of being in the employment of the organization.
- b) Canvass or solicit or attempt to canvass or solicit business from any of the customers or clients of Acid India Limited.
- c) Start your own enterprise or a similar organization in direct competition with the business of Acid India Limited.