

Corporate Office

IFFCO eBazar Limited  
IFFCO Sadan, C-1, District Centre,  
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**IFFCO BAZAR**

**Ref: HO/Pers/leBL/2017**

**Date: 09<sup>th</sup> June, 2017**

Shri Nandkishor Birla S/o Shri Jeevan Birla  
Vill- Galgaon, Teh- Barwaha, Khargone  
Madhya Pradesh

**Contact number: 8827601231**

**Subject: Offer of Appointment.**

Dear Nandkishor Birla,

With reference to your application and subsequent interview, we are pleased to offer you employment as **"Sales Officer"**, on the following terms and conditions:

- 1. Remuneration:** As contained in the compensation sheet (Annexure-I).
- 2. Tenure:** The employment will be for a fixed term of **Six Months**. Until extended this contract of employment will come to an automatic end on completion of Six Months from the date of your joining.
- 3. Conduct and Discipline:**
  - a) You are expected to maintain high standard of Conduct and excellence and performance on all your assignments.
  - b) You shall faithfully discharge your duties and responsibilities as assigned by the management from time to time.
  - c) You shall be properly dressed on duty and must comply with the dress code as per Company's policy.
  - d) You shall at all times comply with the Company's policies framed from time to time.
  - e) You will intimate in writing to the Management any change of your correspondence address within a week from the change of the same, failing that any communication sent on your last recorded address shall be deemed to have served on you. However, communication made by the Company through e-mail shall also be treated as final.
  - f) You will hand over the charge, property and the material etc. of the Company in your possession at the time of cessation of your employment with the company.
  - g) You will be liable to pay damage (s) to the Company for the loss caused by you directly or indirectly, in addition to other legal remedies, which may be required for violating any of the provisions of the letter of appointment.

A Wholly owned Subsidiary of

