



31-May-2023

Shiny Rebekka S

Sub: Appointment letter

Dear Shiny Rebekka

We are pleased to invite you to join our esteemed organisation and offer you employment in the Company on the following terms and conditions:

1. Position & Posting

You will be designated as **Junior Officer - SHE** in the **Safety & Health** Function of **Performance Material - Silica** in Tata Chemicals Ltd. and placed in the Company work level **SO3**. Your job title will be **Assistant - SHE (BU)**. You will initially be posted at our **Cuddalore** location, however may be transferred to any other location as per Company requirement.

2. Salary & Perks

You shall be paid a total remuneration of Rs 388845 /- p.a. (Rupees Three Lakh Eighty Eight Thousand Eight Hundred Fourty Five only). The details of your compensation, perks and other benefits are given in Annexure-A. You will be eligible for usual benefits as applicable to the **Officer** cadre employees at your place of posting, as per the rules & regulations of the Company.

3. Probation/Confirmation

You would initially be on probation for a period of **six** months from the date of your joining duties. Post successful completion of your probation, you shall be confirmed in the services of the company in the same Company Work Level. The confirmation shall be communicated to you in writing.

4. Validity of Employment

- a. You will superannuate from the Company's services on attaining the age of 60 years. The Date of Birth mentioned in the Birth Certificate or School Leaving Certificate shall be treated as conclusive proof for ascertaining your age.
- b. The management has the right to terminate this contract of employment without assigning any reason whatsoever by giving **one** month notice or **one** month basic salary in lieu of.
- c. You can terminate this contract of employment by giving **one** month notice or **one** month basic salary in lieu of. However, acceptance of **one** month of basic salary in lieu of the notice period shall be at the sole discretion of the management.



5. Reporting

In the above assignment you would report to "SHE compliance Officer".

6. Joining

You would be required to join the services on or before 1-Jun-2023 and undergo the Company's general induction and orientation process.

The other terms & conditions of your appointment and employment with our company are as follows:

7. Medical Fitness and Background Verification

Your appointment is subject to:

- a) You being certified medically fit by our Company recommended medical practitioner in accordance with Company medical standards initially at the time of appointment and thereafter as and when required from time to time for which you will need to appear for a medical examination before a medical practitioner nominated by the Company applicable and
- b) Successful background verification check outcome to be conducted by the Company and/or the agency as authorized by the Company.

8. Responsibilities and Duties

- a. You will perform such duties as may be assigned to you from time to time by the Company.
- b. You will be covered by the service rules and regulations of the Company that may be in force from time to time.
- c. You will abide by all the prevalent rules and regulations as may be applicable to your grade in the Company.
- d. You will devote your time to the work of the Company and will not undertake any business or work except with the written permission of the Management. Contravention of this may lead to the termination of your service without notice or any compensation in lieu of such notice.
- e. You acknowledge that during the course of your employment with the Company, you will become familiar with the Company's trade secrets and with other confidential information concerning the Company and its associates and related companies and that your services will be of a special, unique and extraordinary value to the Company.

You agree that during the term hereof, you shall not directly or indirectly own, manage, control, participate in, consult with, render services for, or engage in any



business competing with the business of the Company or its associates or related companies within India or overseas.

For the purpose of this Agreement, the "Business of the Company" shall mean the manufacturing and marketing of all products and services of the Company. Your obligation to keep such information confidential shall hold good even on termination, cancellation of employment or superannuation from employment.

Upon termination of employment/severance/retirement you shall return all papers, drawings, notes, memoranda, manuals, specifications, designs, devices, documents, emails, diskettes, CD's, DVD's, tapes, DAT Drives and any other material on any media containing or disclosing any confidential or proprietary technical or business information. Failure to do so amounts to violation of the confidentiality obligation and appropriate legal course of action will be initiated.

- f. Without prejudice to the provision of the clause (e) as above on "Non-Competition" you will declare in writing to the Company all business interests that you have, directly or indirectly, related to the business or activities of the Company.
- g. You will not enter into any commitments or dealings on behalf of the Company for which you have no authority or exceed the authority or discretion vested in you without the prior sanction of the Management or those in authority over you.
- h. You will be required to be involved in independently developing material, for both in-house purposes as well as for external display/broadcast. Any such material, so developed, shall be the exclusive property of the Company and you shall not use the same in any personal capacity, at all times.
- i. You shall also disclose to the Company any discovery, invention, process or improvement made or discovered by you while with the Company and such discovery, invention, process or improvement shall belong absolutely to and be the sole property of the Company.
- j. You will be responsible for the safekeeping and return in good condition and order of all the properties of the Company, which may be in your possession. For any loss to any property of the Company in your possession, the Company will have the right to assess the act on its own basis and recover the damage of all the loss from you.
- k. You will be required to adhere to the safety standards and safety policy of the Company. You will take necessary precautions to ensure your own health and safety and will not involve yourself, knowingly or unknowingly, in any situation or act that would adversely impact the health & safety of your colleagues. These safety standards and rules will apply within and outside the workplace.
- l. You may be required to enter into a specific contract with the company on the Confidentiality and Non-disclosure as necessary.
- m. You shall also keep your employment terms and conditions strictly confidential. Any disclosure will constitute a breach of agreement and may result in disciplinary action.



9. Joining Benefits (where applicable)

At the time of your joining you would be entitled to joining benefits as per the Relocation Assistance Policy of the Company.

Please note all the joining expenses, such as relocation expenses and any other agreed payouts will be recovered from you in case of you resigning from the services of the company within one year from the date of joining.

10. Joining Documents

You would be required to produce the following original documents at the time of joining the Company and submit true certified copies of the same.

- a. Educational qualifications
- b. Date of birth certificate
- c. Relieving Letter from your immediate past employer
- d. Service Certificate from your immediate past employer
- e. Pan Card
- f. Identity Proof (Aadhar Card)

In addition to the above, you shall be required to submit your four recent passport size colour photographs. Needless to say that this appointment stands null & void in case any discrepancy is found in any of the documents / testimonials submitted by you during the pre-employment process.

If the above terms and conditions are acceptable to you, kindly sign and return the enclosed Acceptance Letter as a token of your acceptance of the same.

We trust you will have many years of gainful employment with our organization and look forward to a long and satisfying association with us.

Yours faithfully,
for **TATA CHEMICALS LIMITED**

for
B.V. Goulisha Kumar

Madhu Mohan Nallacheruvu
Deputy General Manager - Corporate Human Resources



To:

Human Resources Department,
Tata Chemicals Limited

Acceptance of Appointment

Dear Sir/Madam,

Position: Junior Officer - SHE

I have read and understood the terms and conditions vide appointment letter dated 31-May-2023, and hereby give my acceptance of the same. I confirm that I shall join the services of the Company on or before 1-Jun-2023.

E-Sign Name:

E-Sign IP Address:

E-Sign Date:



Compensation Details

PROPOSED COMPENSATION		
Components	Monthly	Annual
Fixed Monthly Components		
Basic	16700	200400
LTA non FBP	1392	16700
Fixed HRA	5010	60120
Special Allowance	3359	40306
PF	1800	21600
Gratuity	803	9639
Total	29064	348765
Statutory Bonus		40080
Annual CTC		388845

* PF - Reckoned at 12% of Basic Pay + applicable allowances up to a max of Rs. 15,000/- per month-benefits subject to PF Rules

* Gratuity - Reckoned at 4.81% of Basic Pay - benefit subject to Company Gratuity Rules

Break-up for flexible benefit package can be decided after the date of joining.

There are some changes being contemplated in the proposed Code of Wages which the government proposes to implement – the Company therefore reserves the right to make any changes in the overall remuneration structure during the year if required without impacting your overall gross remuneration.

** Please examine the conditions for each of the items including the tax implications, impact on monthly cash in hand vs annual cash / retiral benefits etc. at the time of completing your joining formalities and before you exercise your choice by the due date that will be communicated to you. If no choice is made the Default allocation as above will apply

Madhu Mohan Nallacheruvu
Deputy General Manager - Corporate Human Resources