



**KLM LABORATORIES  
PVT. LTD.**

**KLM Laboratories India Private Limited**

Shweta Saxena  
Subject- Appointment as "Sales Officer"

Dear Shweta,

Consequent to the review of your performance during your Management Trainee period, we have the pleasure in informing you that, your services are being confirmed as 'Sales Officer' with effect from Feb 11, 2019.

Following terms and conditions will be applicable:

1. Your appointment letter will be on probationary basis for next six months. After the successful completion of the Management Trainee period your CTC is INR 2,50,000 per annum.
2. You will be eligible for leave as per the rules of the company and present service rules of the KLM Laboratories. will be applicable to this appointment.
3. As you are a full-time employee, you will not be permitted at any time during your employment with us to take on any other employment or work of any nature without the written consent of the management.
4. You will always maintain utmost confidentiality and shall not either during your engagement with the company or thereafter, divulge to any person whatsoever any records, documents, formulae, processes, methods, ideas or any other information concerning the business and affairs of the company or any of its dealings, transactions which come to your knowledge during the course of your employment, or use any of the same for your own benefit.
5. You will be bound by all the existing rules and regulations of the company and to those that may be framed from time to time.
6. Any invention, improvement, or idea conceived by you while in our employment, which is within the existing or contemplated scope of the business of the company, shall become the company's exclusive property.
7. Notice- Period upon Confirmation
  - a) This engagement may be terminated by either party by giving to the other, at any time, notice of one month in writing or at its option, by paying compensation for one month in lieu of notice.

Note with standing anything, to the contrary herein contained misconduct on your part (such misconduct to be determined by the company) will entitle the company to terminate your services without any notice or payment in lieu of notice

Yours Sincerely

Thanks Mansi Kalra  
Head HR  
KLM Laboratories

Director Corporate Relations  
Invertis University  
Bareilly

Regd. Office: 1004, Hubtown Viva, Western Express Highway, Jogeshwari  
(E), Mumbai-400060, Maharashtra, India.

Registrar  
Invertis University  
Bareilly