



JAIL/BLR/HR/APP038/25

11<sup>th</sup> February 2025

**Appointment Letter**

To,  
Mr. Amal K Vinoy  
Kundukulangara (H)  
P.O Chittattukara, Thrissur,  
Kerala 680511

**Sub: Appointment for the post of Management Trainee (Accounts)**

Dear Amal K Vinoy

We have pleasure in appointing you as **Management Trainee (Accounts)** with Joyalukkas India Limited, effective from **5<sup>th</sup> May 2025** on the following terms and conditions:

- 1. Compensation:** We are pleased to offer you an Annual CTC of Rs. 486252/- (Rupees Four lakhs Eighty Six thousand Two hundred and Fifty Two only). Additionally, you will be entitled to all other benefits provided by the Company as per the policy of the Company. The detailed split-up of your compensation is given in the attached annexure.
- 2. Salary revision:** Your salary will be reviewed on April 1<sup>st</sup> of each year, or at such others time as the Management may decide. Salary revisions are discretionary and will be subject to, and on the basis of, effective performance and results.
- 3. Posting & Transfer:** Your initial posting will be at Nellore II. However, your services are liable to be transferred, at the sole discretion of Management, in such other capacity as the company may determine, to any department / section, location, associate, sister concern or subsidiary, at any place in India or abroad, whether existing today or which may come up in future. In such a case, you will be governed by the service condition applicable at the new placement location.



4. **Probation:** You will be on probation for a period of **six months** from the date of joining. The probation period may be revised at the sole discretion of the Company. The company reserves the right to terminate your employment at any time during the probation period by giving you one month prior notice. On completion of your Period of probation to the Company's satisfaction (for which the Company's sole decision shall be final and binding on you), you may be confirmed, in the appropriate category and level.
5. **Leave:** You will be eligible for leave as per the leave policy of the company. The leave policy of the company may be amended from time to time.
6. **Full time Employment:** Your position is a whole time employment with the Company and you shall devote yourself exclusively to the business and interests of the company. You will not take up any other work for remuneration (part time or otherwise) or work in an advisory capacity, or be interested directly or indirectly (except as shareholder / debenture holder), in any other trade or business during your employment with the company, without permission in writing of the CEO/ED or CMD of the Company. You will also not seek membership of any local or public bodies without first obtaining specific written permission from the Management.
7. **Confidentiality:** You will not, at any time, during the employment or after, without the consent of the Board of Directors disclose or divulge or make public, except on legal obligations, any information regarding the Company's affairs or administration or research carried out, whether the same is confided to you or becomes known to you in the course of your service or otherwise.
8. **Intellectual Property:** If you conceive any new or advanced method of improving designs/ processes/ formulae/ systems, etc. in relation to the business/ operations of the Company, such developments will be fully communicated to the company and will be, and remain, the sole right/ property of the Company.
9. **Responsibilities & Duties:** Your work in the organization will be subject to the rules and regulations of the organization as laid down in relation to conduct, discipline and other matters. You will always be alive to responsibilities and duties attached to your office and conduct yourself accordingly. You must effectively perform to ensure results.
10. **Past Records:** If any declaration given, or information furnished by you, to the Company proves to be false, or if you are found to have willfully suppressed any material information, in such cases, you will be liable to removal from services without any notice.



11. **Termination of employment by the Company:** The Company reserve the right to terminate your employment at any time, without any notice period or payment of Salary in lieu thereof, if you are found to be in breach of any of the terms of the Appointment Letter or the company policies.
12. **Notice Period:** Your employment within the company can be terminated by Two month notice on either side or payment of two month Salary in lieu of notice. At the time of leaving, you need to ensure that all your on-going activities are successfully completed, to the satisfaction of your Reporting Authority.
13. **Return of Company property:** On your separation from the company due to any reason, you will immediately hand over to the Company all correspondence, specifications, formulae, books, documents, market data, cost data, drawings, affects or records belonging to the Company or relating to its business and shall not retain or make copies of these items.
- Upon termination of employment, you will also return all company property, which may be in your possession.
14. **Deductions:** During the term of your employment or upon termination of your employment for any reason, the Company reserves the right to deduct the outstanding debts or monies owed by you to the Company or value of any Company property which has not been returned by you, from your pay or from outstanding expenses claim or any over payments. The Company also reserves the right to initiate appropriate recovery actions, if required.
15. **Retirement:** You will retire from the service of the Company on completion of 60 (Sixty) years of age.
16. **Medical Fitness:** This appointment is subject to your being, and remaining, medically fit. The Company/Employer reserves the right to terminate the service of the employee, with immediate effect, in the event of the employee is identified as affected by any terminable/communicable diseases (permanent/non curable).
17. **Indemnity:** You agree to indemnify and hold the Company and its officers, directors and shareholders harmless against, any and all losses, liabilities, actions, suits, claims, proceedings, damages, penalties, demands, costs or expenses (including reasonable legal fees) of whatsoever nature suffered or sustained by the Company as a result of or pursuant to the liabilities, a breach of any of the terms of the Appointment Letter/ Company Policies, or as a result of your activities in violation of the scope specifically authorized in this Appointment Letter.

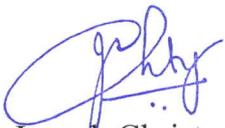


We look forward to having you with us at Joyalukkas India Limited and wish you a successful and rewarding career with us.

Please confirm your acceptance of the appointment on the above terms and conditions by signing and returning this letter for our records.

Yours sincerely,

For Joyalukkas India Limited,



Joseph Christo  
DGM HR & Admin



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**Acknowledgment of Acceptance**

*I have read and understood the terms of this offer and I hereby confirm my acceptance of the offer. I will be joining at the said location on .....*

**(Signature and Date)**

**Annexure - 1**

## JOYALUKKAS INDIA LIMITED

BREAK UP OF CTC		
EMPLOYEE NAME	Amal K Vinoy	
DESIGNATION	Management Trainee (Accounts)	
LOCATION	Nellore II	
<b>COMPONENTS</b>	<b>MONTHLY</b>	<b>ANUALLY</b>
<b>MONTHLY CASH BENEFITS</b>		
BASIC	9120	109440
DA	5880	70560
HRA	6000	72000
CONVEYANCE	2000	24000
OTHER ALLOWANCES	7000	84000
CITY ALLOWANCE	4000	48000
<b>GROSS SALARY</b>	<b>34000</b>	<b>408000</b>
<b>ANNUAL CASH BENEFITS</b>		
BONUS	2500	30000
<b>TOTAL ANNUAL CASH BENEFITS</b>	<b>2500</b>	<b>30000</b>
<b>STATUTORY BENEFITS</b>		
PROVIDENT FUND	1800	21600
GRATUITY	721	8652
<b>TOTAL STATUTORY BENEFITS</b>	<b>2521</b>	<b>30252</b>
<b>EMPLOYEE WELFARE BENEFITS</b>		
MEDICAL INSURANCE	1500	18000
<b>TOTAL WELFARE BENEFITS</b>	<b>1500</b>	<b>18000</b>
<b>TOTAL GROSS EARNINGS</b>	<b>40521</b>	<b>486252</b>

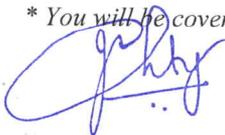
\*Medical Insurance coverage of Rupees 4 Lakhs for family ,subject to amendments in accordance with the company policy.

\*City allowance may vary based on the location

\* Free food & bachelor accommodation will be provided, which will cost approximately Rs.10000/- per month.

\* Incentives will be provided after completion of six month probation period.

\* You will be covered under a life insurance policy of Rs.17 Lakhs after your first month of employment



Joseph Christo  
DGM HR & Admin



Name Of Employee :

Signature.....