

# **INTEGRATED PERSONNEL SERVICES LIMITED**

Add: 14, Whispering Palm Shopping Center, Lokhandwala Complex, Kandivali (East), Mumbai 400101.

Email Id: tarang.goyal@ipsgroup.co.in CIN: U74190MH2004PLC144160

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Date: 06th June, 2022

## **Letter of Appointment**

To,

**Ms. KAJAL JINAM SHAH**

705, Gagangiri Tower, Dr. Deshmukh Lane,  
Sikka Nagar, V. P. Road, Mumbai 400004

Dear Ms. Kajal Jinam Shah,

### **Subject: Appointment as a Company Secretary**

We are pleased to offer you an appointment for the position of Company Secretary. You will be based at the registered office of the Company, Mumbai. Your appointment is effective from **28<sup>th</sup> day of June, 2022**.

The broad terms and conditions for your appointment are as follows:

#### **1. Salary**

After completing the stated probation period, your remuneration will be increased. Your increment and promotions will be based on the merit and will be at the sole discretion of the management. The Company shall also provide you other benefits such as transport expenses and out of pocket expenses if incurred for office purpose.

#### **2. Probation period.**

The probation period is of 3 (three) months from the date of your joining. If the Board of Directors would not be satisfied with your work done conducted at any time during the above probationary period, of which the Board will be the sole judge, you may either be terminated or your probation period will be extended for further period as time duration decided by the Board.

#### **3. Rank & Reporting**

You will be designated as "Company Secretary". You have to report your duties to the Board of Directors.

#### **4. General Regulations**

- (a) You shall work with superior level integrity, efficiency in the department in which you are designated.
- (b) You shall maintain proper dignity of your office and shall deal with all the matters with sobriety.
- (c) You shall keep and maintain in your safe custody such papers, floppy, CD's, books and magazines, etc as may be issued to you and shall return the same while having the services of the company. You shall also keep all the instructions given to you by your superior authorities in a proper file and shall return the same at the time of leaving the company.
- (d) The company will be working six days a week. You will be expected to reach the office on time or while travelling on business or such other hours as may be reasonably require completing your duties.
- (e) The company reserves the right to do a thorough check on the information provided by you with regard to educational, professional and personal proofs.



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## 5. Retirement

You will automatically retire from the services on attaining the age of 58 years. However, an extension may be given at the discretion of the management for such period, as the management may deem fit.

## 6. Termination of Service

- (a) If Management desires to terminate your services from your employment, you will be given One month notice or pay in lieu thereof after your confirmation and without any notice or pay in lieu thereof during the period of your probation.
- (b) If you want to leave your services at any time during your employment, you will be liable to give one month notice in writing or pay in lieu, and the management reserves its right to either accept money in lieu of notice period or request you to work during the notice period of to relieve you from your services prior to the expiry of notice period without any compensation for part or full notice period as the case may be.
- (c) That your services will be liable for termination without any notice or pay in lieu thereof at any time during the continuance of your employment on the following grounds :

(i) If the management finds that the particulars supplied by you either in the application form or at the time of interview are incorrect.

(ii) If the management finds that you are guilty of misconduct, willful negligence, disobedience, misappropriation, insubordination and breach of this appointment letter and act of the like nature.

All other terms and conditions of service will be governed by the company's policies as stated from time to time.

We welcome you as a member of our team and wish you a successful career with **INTEGRATED PERSONNEL SERVICES LIMITED.**

Yours Faithfully,  
For **INTEGRATED PERSONNEL SERVICES LIMITED**

TARANG GOYAL  
(Managing Director)  
Din: 01885882



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## Initiated by:

I have read and understood the above terms and conditions of my appointment and hereby signify my acceptance for same.

Date : 06/06/2022

Signature:

Name: KAJAL JINAM SHAH

Mobile No.: 8082006834

Membership No.: A25012