

Works Add: Survey No. 474, Anjar - Bhachau Road,  
Village: Bhimasar, Tal : Anjar,  
Dist : Kutchh, Pin: 370240, Gujarat (INDIA)  
Phone : +91 - 02836-285538, 285539, 285261  
Fax : +91 - 02836-285540, 285262  
E-mail : info.kutch@ratnamani.com  
Web : http://www.ratnamani.com



ISO:9001

ISO:14001

OHSAS:18001



Ref: RMTL/HR/**21551**/2011/350

Date: July 31, 2011

**TO WHOM SO EVER IT MAY CONCERN**

This is to certify that **Mr. Manishkumar Kishore Singh** has worked with the company from 01.07.2010 to 30.06.2011 as a **GET** and thereafter as an **Engineer (CS-QC)** from 01.07.2011 to 31.07.2011

During his tenure with the company he was found to be sincere, diligent, and punctual and has worked to the full satisfaction of his superiors.

We wish him success in his future endeavors.

**For Ratnamani Metals & Tubes Ltd.**

**Sunil Jain**  
**Sr.Manager – HR & Admin.**

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Regd. Office :

17, Rajmugat Society, Naranpura Cross Road, Ankur Road, Naranpura, Ahmedabad - 380 013, Gujarat, INDIA.  
Phone : +91 - 79 - 27415501 / 2 / 3 / 4 Fax : +91 - 79 - 27480999 E-mail Add : info@ratnamani.com Web : http://www.ratnamani.com

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K/124/HR-Probation/Tr/RMTL-21551

3<sup>rd</sup> July, 2011

To,

**Mr. Manishkumar Kishore Singh**  
20, Hariom Bunglows,  
Vibhag-9 Motera  
Gandhinagar  
Gujarat - 382424

Dear Manish,

### LETTER OF APPOINTMENT

1. Consequent to successful completion of your training period with us, it gives us great pleasure to confirm your appointment with **Ratnamani Metals & Tubes Ltd- Kutch Works**. The various terms and conditions pertaining to your appointment are appended in succeeding paragraphs.
2. Designation, Department and Location.
  - 2.1 Your designation shall be **Engineer in CS-QA/QC Department in S- 4 Cadre.**
  - 2.2 Your place of posting will be at our Kutch Works Plant. However, you are also liable to be transferred to any other Division/Department/Office/Location of the company, anywhere in India and at the sole discretion of the Management. You can also be transferred to any concern of Ratnamani Group of Companies at the sole discretion of the Company Management.
3. Terms of Employment.
  - 3.1 You will be on probation for a period of six months from the date of Confirmation i.e. 1<sup>st</sup> July 2011. Please be advised that at any time/stage during the Probation Period, the Company can terminate your employment without notice and without any reason. The same provision is applicable to you with regards to leaving the company during probation period. Depending upon your overall performance, the Probation Period can/may be extended by a further period of six months or part thereof, by the HR Dept. At the end, of the initial Probation Period or extended probation period thereof, the Company may at its sole discretion confirm your employment. The Company may, at any time after confirmation of your employment, terminate the same by giving you three month's prior written notice or payment of basic salary thereof in lieu of notice, in accordance with company's employment policies. Similarly, you may resign/terminate the employment with the Company at any time, by giving the Company three month's prior written notice or payment of three month's basic salary in lieu of notice. In the event of your giving a notice of termination, the

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orders/instructions, disorderly conduct, ill- behaved manners, negligent in duties, undisciplined, repeatedly absent from duty without permission, or any other conduct considered by us detrimental to our interests, or a violation of one or more terms and conditions of this letter, your services will be terminated without notice. The Company reserves the right to recover any damages accruing from the above mentioned actions from you. Please be advised that by assigning this designation to you, the company has reposed a degree of trust and confidence in you. Any breach of the conditions mentioned in this letter, will amount to a breach of mutual confidence and trust. You will appreciate that our Company Policy, which reflects our commitments towards our "Social Responsibility" is binding on all employees. In our company, we do not allow smoking, tobacco/ gutka consumption, drug abuse, consumption of alcoholic drinks, etc. We also do not permit cooking or consumption of non-vegetarian food within company premises.

12. **False Statement(s) and Updating of Personal Details.** This appointment letter is being issued to you on the basis of the information and particulars furnished by you in your application (including bio-data), at the time of your interview, and subsequent discussions. If it transpires that you have made a false statement ,or have not disclosed certain facts willingly, resulting in your being offered this appointment, then the Management may take such actions as it deems fit, and exercise at its sole discretion, various options, including termination of your employment. We also wish to advise you that as and when there is any change in details of your residential address (both present & permanent), family members, professional & educational qualifications, etc, from the one that you have intimated to the company at the time of joining, you shall be duty bound to inform the change to the HR Dept in writing immediately on occurrence. Incase change in address is not communicated to us then, any communication sent by the company at the available address shall be deemed to have been duly served on you.

13. **No Agency.** Nothing contained in this Agreement shall be construed to constitute you as the general partner, shareholder, or agent of the Company.

14. **Certification.**

14.1. You hereby certify and acknowledge that you have carefully read all of the provisions of this Appointment Letter, and that you understand and willfully and faithfully comply with such provisions as contained herein.

14.2. We would appreciate your confirming acceptance of terms & conditions of your employment mentioned herein by signing the duplicate copy of this Letter. We take this opportunity to wish you a long, happy, and mutually beneficial association with Ratnamani Metals & Tubes Ltd.

Yours faithfully,  
For Ratnamani Metals & Tubes Ltd

Accepted:

Signature



Name: **Sunil Jain**  
Designation: **Sr Manager (HR & Admin)**  
Date: **3<sup>rd</sup> July, 2011**

Signature:



Name: **Manishkumar Kishore Singh**  
Designation: **Engineer**  
Date: **3<sup>rd</sup> July, 2011**

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REF: KCH /APPT /TRA/2010/21551

27<sup>th</sup> June 2010

To,

Mr. Manishkumar Singh  
20, Hari-on Bungalows  
Vibhag-3 Motera Stadium Road  
Sabarmati  
Ahmedabad, Gujarat. 380005

**APPOINTMENT LETTER : GET**

Dear Manishkumar,

1. This is in reference to your application, and subsequent interview for the designation of GET(CS- QA/QC) held on 18.05.2010. We are pleased to offer you the designation of "GET" (CS- QA/QC) at our Kutch Works, on following terms and conditions :

- (a) You would be required to join duties on 1st July, 2010.
- (b) You will be paid a consolidated stipend of Rs. 12500/- P.M. You will not be entitled to any other benefits / privileges which are available to other permanent employees.
- (c) Your training period would be for one year from the date of joining. If your performance & progress is not found to be up to the required standard, then the management reserves the right to extend your training period or terminate it prematurely, as the case warrants. This action can be taken any time and purely at the discretion of the Ratnamani Management.
- (d) After successful completion of your training period, you will be issued a separate appointment letter putting you on six months probation, and your pay and allowances will be detailed out in the said offer letter of appointment.
- (e) This offer of GET (CS- QA/QC) can be terminated by either party without any notice, and without assigning any reasons thereof. However, incase a bond has been signed by you then the liability of the bond has to be fulfilled/met by you prior to terminating this offer.

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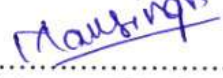
- (f) You shall be required to arrange for your own accommodation and transportation.
- (g) Your leave entitlements during the training period will be as per the Company Policy on the subject.

2. Ratnamani Metals & Tubes Ltd expects you to put in your best during the training period, so that you can reap its benefits at a later stage, and prove to be an asset to our company. Considering your educational background, your enthusiasm & energy levels and the keenness to learn new systems, processes and innovations, I am certain that you will complete the training with flying colors. Please return the duplicate copy of this offer letter, duly signed by you, as a confirmation of your acceptance of the above mentioned terms and conditions.

With Best Wishes

For, Ratnamani Metals & Tubes Ltd

  
**Sudhansh Ranjan**  
Head HR & Admin

I Accept  
Signature.....  
Manishkumar Singh