

# Red Cow Dairy (P) Ltd.



AN ISO 22000:2018 COMPANY

CIN: U15209WB2003PTC096213

Regd. Office : Nandan Housing Complex  
Station Road, Dankuni, Hooghly, Pin : 712 311  
Telefax : 03212 230492 | Ph. : 03212 237004  
e-mail : redcowdairy@yahoo.com, info@redcowdairy.in  
Website : www.redcowdairy.in

Ref. No. ....

Date .....

10.01.2023

To  
AJOY ROY  
SON OF CHANDICHARAN ROY  
VILL. -PATHARMORA, P.O. -NUTAN BALARAMPUR,  
DIST.- BANKURA, PIN- 722207, Mobile: 8016819805

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Sir,

**Sub: Appointment to the post of Trainee Laboratory Assistant**

This has reference to your interview at our organization we are happy to offer you an appointment with us in the post of **Trainee Laboratory Assistant** and we heartily welcome you to grow and to be a partner of this fast growing company in the expanding world of FMCG.

The details terms and conditions are as follows:

1. That initial place of posting shall be at our **Jaugram** factory, however, you may be transferred and/or relocated at any other place where the organization has business interest either directly or through a sister- concern.
2. That you shall attend your duties at your allocated production plant / office/ Procurement or in any other department regularly and punctually and that you shall not be absent from your duties unauthorized. You may be placed in suitable shifts as be required to utilize your services if necessary.
3. That you shall devote your time in discharging the assigned duties effectively and properly and shall proactively contribute to the growth and development of the organization.
4. That you shall abide by the rules and regulations of the company as laid down and/or notified from time to time as notice, office orders or circulars as may be required for the sake of smooth production and discipline and to cope up any extraordinary situations like break down of machinery, non-availability of power,

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Managing Director

flood or water-logging or such other conditions upon which the management do not have any control.

5. That you shall maintain and ensure complete personal hygiene, sanitation, cleanliness and safe food production norms under the various statutes like the Food Safety and Standards Act 2006 and GMP/GHP.
6. That you may come across some trade secrets, production formulae, composition, drawings and documents in course of your engagement with us and you shall never divulge such information or copy or otherwise deliver / hand over such designs, drawings and compositions etc. to an outsider(s) whatsoever under no circumstances during the tenure of your work and/or after cessation of your employment with us.
7. That depending on the actual needs of the organization, you may be required to report at any of our other production plants / collection centers / units controlled or managed by our sister concerns with which we have trade relations.
8. That you shall be governed by the establishment manuals/ standing orders and such other administrative office orders and any willful violation of any of the above shall constitute gross misconduct on your part and shall be viewed against the interest of the company and you shall be liable for appropriate disciplinary actions as may be called for.
9. That you shall be under training for a period of one year from the date of your reporting for duty. On successful completion of your training period, you shall be absorbed by the company and your emoluments shall be fixed accordingly commensurate with job responsibility and performance.
10. That on joining you shall be paid a consolidated stipend of **Rs. 10,000/- (Rupees ten thousand only)** per month and on confirmation you shall also be eligible for other perquisites as to be decided by the company.
11. That for leave and holidays, you shall be governed by rules and regulations of the company and statutes as applicable.
12. That on joining, you need to intimate our HR Dept., full details of your savings bank including the name, address, branch and Savings bank account no. with IFS code for facilitating the payment of salary etc. through the bank transaction only.
13. That after joining your duty with us, you need to contact our HR dept. for filling up necessary forms and declarations as regards to self-particulars, date of birth, academic and professional qualification, family particulars, photograph of self and family members with declaration of nominees etc. you need to submit self-attested photocopies of your certificates and testimonials, voter card, ration card, driving license and Aadhaar card.

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Managing Director

14. That you shall superannuate from the service of the company on attaining the age of **58** years and all terminal benefits, as eligible, shall be released to you.
15. That your employment is liable to be terminated by the company with **30** days' notice period/or equivalent salary thereof for any reason whatsoever. You need to give **30** days' notice to the company in case you want to discontinue the employment with us and you shall deposit all papers, documents, instruments and manuals etc. as provided to you by the company during the employment period. Release certificate shall be released to you on your clearing all dues to the concerned departments.

You are requested to return us the duplicate copy of this letter with your full signature and dated to the undersigned indicating your acceptance of the above mentioned terms and conditions of appointment and report for your duty within 15th January 2023 failing which this offer shall stand automatically cancelled.

Thanking you

For **Red Cow Dairy (P)Ltd.**

Red Cow Dairy Pvt. Ltd.  
  
Managing Director

**Authorised Signatory**

Copy to HR Dept.: for information and necessary actions

**Read over, understood and agreed. I shall join my duties on ...**

Signature of the Appointee: .....