

Ref.: GRKC/2022

10th Nov, 2022

Dipanwita Maity

Gmail: dipanwitamaity258@gmail.com

Ph no. 7699061099

Tamluk, Purba Medinipur, 721627, W.B

Subject : Letter of Appointment

Dear Dipanwita Maity,

With reference to your application and subsequent interview you had with us, we are pleased to offer you a Appointment with our organization as Pillow pack maintainance with immediate effect. Your initial place of work will be at Tamluk, Purba Medinipur, 721627, W.B

and your work place is assigned to you at Siliguri (West Bengal) on the following Terms and Conditions:-

1. Scope of Work - You have to look after the entire Lab Chemist and QA Executive Work at our Siliguri Unit,. You have to perform as per the requirement of the Confectionery Unit. Make sure that Testing / Analysis should be carried out under the prescribed parameters. Further, Any other works assigned to you by the management from time to time related to your work.
2. Your salary will be Rs.14000 /-p.m (Fourteen thousand only) (inclusive all) for two months from the date of joining at Siliguri, which will be treated at the Probation period. After looking to your performance of two months, your salary would be Rs.16,000 (Sxteen thousand only)
3. Your place of work will be at Siliguri, West Bengal, However, your services are transferable and you may be assigned to any location in India or abroad where the company or anyone of its associates conducts business.
4. The company works six days a week and your weekly off days will be determined by the unit of your posting.

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5. You will be on probation for a period of Two months from date of Regular joining. During this period, your services can be terminated at any time by either side, without assigning any reason and without any notice or any payment in lieu thereof. Your probation may be extended for further period as may be decided by the management at its sole discretion. At the end of the probation period your appointment with the company would be confirmed in writing subject to your meeting the required standards.
6. Your hours, shifts and timings of work shall be governed by the exigencies of work and as determined by the Management. You shall not leave your station of posting without prior intimation, even on holidays and closed days or while on leave. In case you remain absent from duty, without prior intimation and approval or over-stay beyond leave originally granted to you, the management reserves its right to take appropriate action including termination of your services, as it may deem fit.
7. After the probation period is over and upon confirmation, the appointment may be terminated, by giving a one month notice by us and Three months notice by you, in writing or by payment of the notice period salary in lieu thereof. The company however reserves the right to terminate your appointment on the grounds of policy, misconduct, unsatisfactory job performance, complaints by client etc, without providing one month notice or wages in lieu thereof.
8. Your address as indicated in your application for appointment shall be deemed to be correct for sending any communication which shall be deemed to have been served on you. In case there is any change in your residential address, you will intimate the same in writing to us within 3 days of such change and get such change recorded for any future communications.
9. Continuous absence for a period of 3 or more days from work place without prior approval of your Superior, would be treated as misconduct and would lead to termination of appointment.
10. We will expect you to work in the section/department in which you are placed with a high standard of initiative, efficiency and economy. You will work under the supervision of such officers as may be decided upon by the Management or the customer from time to time. You will diligently and satisfactorily carry out instructions given to you by your superiors in connection with the work assigned to you and to the best of your power, skills, ability and in furthering the interests of the organization.

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Contd.....4/-

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20. All other standard rules and terms & conditions of the Company as existing now and as may be amended from time to time, will also be applicable to you.

21. I have read and agreed to the above terms and conditions and give my consent to work.

Documents required to be submitted at the time of joining.

You are requested to kindly submit the following documents at the time of joining -

- Medical Fitness certificate from the registered medical practitioner
- ID Proof
- Address Proof
- Proof of Last drawn salary
- Duly completed Employment Application Form
- If member of Provident Fund Scheme, the membership No.
- Form 16A (Pertaining to Tax deduction at Source) from Previous Employer.
- Details of your Bank, Bank Account Number, Branch etc.
- Photocopy of Appointment Letter accepted and signed by you.
- Testimonials
- Clearance Certificate from previous employer
- Four photographs passport size

We warmly welcome you and look forward to a long and mutually beneficial relationship.

With Best Wishes,

Sincerely, *Debanwita Maity*

For Gobind Ram Kahan Chand.



Accepted and Signed

