

BERA FOOD PRODUCTS



(An S.S.I. Unit)

Vill.- Khasjungal, P.O.- Abash, P.S. Kotwali,
Dist. - Paschim Medinipur, (W.B.), Pin -721102
Ph. No.- 8373096152
E-mail : berafood063@gmail.com

Ref.

Date

To
Mr Subhajit Maity,
Vill.-Dhankar, P.O-Palpara,
P.S-Patashpur, Dist.-East Midnapur,
W.B-721458

Sub: Letter of Appointment
Ref: Verbal

Dear Subhajit Maity,

With Reference to your application and subsequent interview you had with us .We are pleased to offer you the post of Trainee Sales Executive in our company .The offer is subject to the following terms and condition.

1. Your date of joining in service will be 24.05.2023. If you fail to join on that day this offer for an appointment shall stand cancelled/withdrawn.
2. You will be on PROBATION for a period of six months from the date of joining .If your performances during the probationary period is not satisfactory, the management reserves the right to extend the period of probation by a written order for any period / period as it deem fit. During probation period your employment is terminable by giving 7(seven) days' notice on either side.
3. At the starting of your probation period, company will provide you an agreement or a mandatory service bond for two (2) years which will be affected after completion of 15 days of your probation period. If you continue your probation after 15 days of your joining then you have to serve the company for two years. If you left or discontinue your service in the period expect prior permission from our company for higher studies or serious illness you may face the breach of contract cases. And company may take legal actions against you.
4. If company does not issue any confirmation letter within seven day after completion of probation period. The Appointment letter will be treated as confirmation letter.
5. Salary and Wages: You shall be paid monthly of Rs. 7000/- (Seven thousand Rupees) per months including lunch with applicable allowances.
6. Your salary will be revised from time to time during your service period depending upon your performances.

Subhajit Maity
29/05/23

7. Duties: You shall be regular and punctual in attending your duties and shall be required to work in shift.
8. Your notice period will be Three months (90 days) applicable for both side.
9. You will not remain absent from your duties without permission of the management unauthorized absence without prior sanction / valid reason shall make your service liable to be terminated without notice.
10. You will be governed by rules and regulations and standing orders applicable to the company employees, which are force time to time.
11. You will not engage yourself in any other work paid or unpaid during the employment of the company for yourself or any other person or firm what so ever without prior written consent from the company.
12. Not to divulge under any circumstances and any information regarding the affairs of the company to any person or firm what so ever unless specifically authorized to do so in the course of your duty.
13. Leave: You will be eligible for the leave in accordance with the provision of law as applicable to your category.
14. Transfer: Your service is transferable from the present unit / establishment(s) of the company in the company best business interest and shall comply with such instruction .Refusal to obey transfer order will be treated as serious misconduct and you will be exposed to measures resulting to immediately termination of your employment without any compensation.
15. ESI and EPF scheme: You will be entitled for ESI and EPF and misc. Provision act as per company rules.
16. You will be responsible for the safe keeping and return in good condition and order, all property belongings to the company which may be in your use, custody, care or charge. The company shall have the right to deduct the money value of all such things from your dues and take such action, as the company deem proper in the event of your failure to account for such property to our satisfaction.
17. Your service can be terminated without notice period in writing if, found indulged in consumption of any narcotics substances namely TOBACCO, LIQUOR or any other addiction inside factory campus and found to be involved in any objectionable behaviors, negligence in work and disobedient and abandon in following Company's rules and regulations.
18. It is understood that all the information provided by you regarding your present and past record are true to the best of your knowledge. In the event of any of the said information provide by you provide to be false and not true, your service shall be terminated immediately.
17. Upon attainment of 60 years of age, you will automatically retire from.
18. You shall immediately intimate the company in writing if any change of your residential address recorded with us.
19. You are expected to join immediately.

We take this opportunity to welcome you to BERA FOOD PRODUCTS and look forward for a long and mutually satisfactory association.

Please sign and return the duplicate copy of this letter as a token of your having accepted the above terms and conditions mentioned there in.

Yours truly

FOR BERA FOOD PRODUCTS

GM



I have understood all the terms and conditions as stated above and abide by the same

Subhajit Maity (24/05/23)

Signature of the candidate with date

✓ Subhajit Maity
24/05/23