



Mashakti Food Products Ltd.

AN ISO 9001:2015 & HACCP CERTIFIED COMPANY

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To
Ms. Tanushree Jana
C/O Tapan Jana
Vill: Fatepur, PO.- Ramnagar,
Dist: Purba Medinipur
Pin: 721441
West Bengal

Date: 11-08-2023

Letter of Offer for Position of Trainee- Lab Assistant

Dear Ms. Tanushree Jana,

We are delighted to let you know that you have selected for the role of "Trainee- Lab Assistant" in our Rampur, Gaighata, North 24 Pgs, Pin: 743249 Office.

It is a full time position & your provisional period for 6 Months will be started from 14-08-2023. Please note, we will review your performance from Day1 and if it is satisfactory then we will convert your role from Provisional to Permanent else Company has the right and may terminate you without any notice.

Please submit all the following documents mentioned on or before the joining date for your background verification which may include education and professional verifications.

Photo-copies of documents to be submitted:

- 1 Identity proof: Voter Id Card, Aadhaar Card; Pan Card
2. Proof of Current residence (if you are not residing at permanent residence): Rent Agreement or letter from Landlord
3. Academic Certificates latest educational degree (masters/bachelors) completion certificate
4. 2 copies of passport size photograph.



Please review this summary of terms and conditions for your anticipated employment with us.

1. You will also be required to undertake any other duties from time to time as suggested by the Manager/ Leader or Trainer.
2. Your monthly gross emulations is mentioned hereunder.

	W.E.F. 14-08-2023
Basic:	2800
House Rent Allowance	2800
Conveyance	1400
Monthly Gross	7000
Annual Gross	84000
Net Salary (Per Month)	7000

3. P. Tax (If Applicable) will be deducted as per Government Norms.
4. It must be noted that during the course of your employment, you will be dealing with lots of confidential information which will sometimes come from the trainer himself for teaching and training purposes. You must make sure that this information must not be shared with anyone. You can only share it with your Manager. You agree to keep this important information confidential both during and after the apprenticeship.
5. 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 proved to be false and not true, your service shall be terminated immediately.
6. You shall immediate intimate the company in writing if any change of your residential address recorded with us.
7. You are required to give 90 days' notice before you relinquish your duties else Company will take appropriate action as per Company norms.
8. Your service can be terminated without notice period in writing if, found indulged in consumption of any narcotics substances namely Tobacco, Liquor of any sort or of any Brand and found to be involved in any objectionable behaviors.



9. You will be eligible for the leave in accordance with the provision of law as applicable to your category.
10. You will be governed by rules and regulations and standing orders applicable to the company employees, which are force time to time.
 - a) 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.
 - b) Not to divulge under any circumstances 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.
 - c) Not to engage in any activities prejudicial to the interest of the company.

Regards,



(Subir Biswas)

HR- Manager