



SAIN MEDICAMENTS PRIVATE LIMITED

AGREEMENT CUM APPOINTMENT LETTER

Date: 25/08/2024

Mr. Sushovan Maity,
S/o Sri. Manasranjan Maity,
Math Bishnupur, Debra,
Paschim, Medinipur, West Bengal – 721136.

Dear Mr. Sushovan Maity,

Sub: Agreement cum appointment letter for the position of Jr. Executive in IPQA Department.

With reference to your application and subsequent interview with us, we are pleased to appoint you as Jr. Executive in IPQA Department in our organization with the following terms and conditions.

1. **Date of Joining:** Your date of joining in services will be w.e.f. 26/08/2024.

2. **Salary:** Net take home will be Rs. 16,500/- per month.

3. **Place/ Transfer:** Your present place of work will be at Factory, but during the course of services, you shall be liable to be posted/transferred anywhere to serve any of the Company's Projects or any other establishment in India or outside, at the sole discretion of the management.

4. **Reporting:** You will be reporting to Mr. Santosh Kumar, QA Head or any other assigned person authorized by the Management or as per the organization structure. Your work timings will be from 9.00 am to 7.00 pm from Monday to Saturday. Your timings may differ as per the company's requirement. You will have to report if you are needed on Sundays as work may demand.

5. **Probation Period:**

a. You will be on probation for a period of 12 (Twelve) months from the date of joining. After completion of probation, based on the review of your performance, your services will be confirmed with the Company in written.

b. In case, your performance is not meeting the expectation of the role, we may have to extend the probation period further for three/six months. Unless an order in writing confirming your probation is given, you will be deemed to be on probation even though you have completed your probation period.

During the probation period, your services can be terminated immediately without any lieu thereof and without any reason whatsoever. In the event of your termination during probation period, you will not be provided Relieving Letter and Service Certificate

6. **Company reserves its right:**

Since the Company must train you and bear expenditure towards your improvement upto the Companies required levels, the Company reserves its right to use your services for an agreed period of Three (3) Years from the date of confirmation exclusive of probationary period. Also, It is agreed and promised by you that you shall continue with us for a minimum period of 3 years at the time of Interview.

You will not be provided Relieving letter and Service certificate if you leave before completion of Three (3) years. If there is any discrepancy, company has right to go for legal action subject to Hyderabad, Jurisdiction.

Office: 10, HVES Building Complex, Sultan Bazar, Hyderabad – 500 095
Factory: P-2/4 IDA Uppal, Hyderabad – 500 039