



PRETOX RESEARCH CENTRE

LIC No. : GTL/37/29, Approved by Food & Drugs Control Administration, Gujarat State

Plot No. : E-1/9, Road No. : 25, Hojiwala Industrial Estate, At. & Po. : Vanz, Sachin,
Surat - 394 230, Gujarat, (INDIA). Tel. No. : +91-261-2911477, Fax No. : +91-261-2391800

Web site : www.pretoxresearch.com E-mail : pretoxresearch@gmail.com

07.10.2024

To,
Mr. Arindam Sahoo
Lata, Paschim Medinipur,
West Bengal 721135
Contact no: +916296143641
Email: arindamsahoo590@gmail.com

APPOINTMENT LETTER

Mr. Arindam Sahoo

With reference to your application and personal discussion held with you, we are pleased to appoint you as **Trainee Research Assistant** in Pretox Research Centre (PRC), Surat, Gujarat, from date of joining on the terms and conditions mention below.

A. EMOLUMENTS AND BENIFITIS:

1. Your per month salary will be as per details mentioned below:

| | |
|----------------------|---------------|
| BASIC | : Rs. 8000.00 |
| HOUSE RENT ALLOWANCE | : Rs. 2500.00 |
| CONVEYANCE ALLOWANCE | : Rs. 1000.00 |
| EDUCATION ALLOWANCE | : Rs. 1000.00 |
| KIT ALLOWANCE | : Rs. 500.00 |
| SPECIAL PAY | : Rs. 2000.00 |

TOTAL PER MONTH : Rs. 15000.00

2. You will be eligible for benefits viz. Bonus and Incentive as applicable to your cadre from time-to-time after completion of probation period.

B. WORKING HOURS:

1. The working hours shall be as required to fulfil your duties and responsibilities.
2. You should report to Superior before leaving the premised as directed by the PRC.
3. You may be assigned additional responsibilities by the director in the interest of the organisation.

C. TRAINING/PROBATION/ CONFIRMATION AND TERMINATION OF EMPLOYMENT:

1. Initially you will undergo In-house training at Surat, specified by the PRC for a period of 30 (Thirty) days. During this period if your performance is found to be satisfactory, you will be put on probation for a period of 6 (Six) months.
2. The probation period can be extended depending upon your performance.
3. On successful completion of probation, your services will be confirmed vide a 'Confirmation Letter' in writing as a **Research Assistant** and non-confirmation would mean extension of Probation due to lack of adequate performance.
4. During Probation period you are advised to acquire knowledge related to laboratory animal facility, testing equipment, documentation and animal handling as well as surgery skill.
5. You should report to your manager regarding your work progress on regular basis. You will have to fill up all required weekly and monthly or any other formats given by our superior or manager.
6. During your probation period your Professional Discipline will be closely observed on which your Performance would be appraised. Professional Discipline includes Performance, Attendance, Behaviour, and Relationship with superiors, Colleagues and Subordinates, Maintenance and submission of document timely.
7. During Probation period your services can be terminated without notice or salary in lieu of notice and assigning any reason thereof. If you wish to leave on your own, you would be liable to compensate for the training expenses to be determined by the PRC.
8. On confirmation, your services are terminable by either three-month notice or three-month's gross salary in lieu of the notice by either side. However, the PRC shall have an option to relieve you at an early date at no cost of the PRC.
9. To join training/ induction program and/or any other organisation without obtaining NOC, clearance certificate and subsequent relieving letter from our end will lead to double employment, which is illegal, and against the norms of organisation.
10. The PRC reserves the right to terminate your employment forthwith without notice or pay in lieu of notice if in its opinion you are guilty of inattention or negligence of the conduct of the organisation's responsibility or any other act of omission or commission inconsistent with your duties and responsibilities.

D. LEAVE RULES:

1. No leave will be approving during Training period.
2. You will be entitled 12 Casual Leave and 5 Medical Leave (Inpatient certificate should produce) per year.
3. You will not absent yourself from the work without prior notice and sanction thereof.


E. GENERAL:

1. You should devote your full attention, energies, abilities and skills to promote the interests of the organization. You shall discharge duties and responsibilities assigned to you from time to time to the satisfaction of the organisation.
2. Your appointment is on full time basis. You are not supposed to undertake any outside work without prior permission of the higher authority.
3. You are not supposed to associate with any political party.
4. This appointment and its continuance are subject to your being found physically and mentally fit.
5. During the course of your employment you shall not engage yourself, directly or indirectly, in any business whatsoever other than the business of the PRC.
6. You will agree to abide strictly by all the instructions given to you by the PRC either verbally or in writing from time to time and discharge faithfully your duties honestly and sincerely to the best of your ability.
7. If at any time you are certified to be unfit by a Medical Doctor/Practitioner, appointed by the organisation, for the duties for which you have been engaged, it will be open to the company to terminate your service.
8. In accordance with the standard practice of the PRC you should treat the terms and conditions of this employment as strictly confidential.
9. You will retire from the PRC services on reaching the age of 58 years.
10. Please furnish the following documents within 7 days from date of joining:
 - a) Proof of Date of Birth (School Leaving or Municipal Birth Certificate)
 - b) Attested copies of Testimonials, Certificates of your education and other Achievements.
 - c) Two copies of your latest passport size Photographs.
 - d) Service and Salary Certificate, Relieving letter from your previous Employer.
 - e) Medical Fitness Certificate, including Chest X-ray and Blood report from a qualified Doctor with a minimum degree of M.B.B.S.

Please sign the duplicate copy of this letter in token of having accepted the above terms and condition of your employment.

We welcome you to our organisation and wish you a happy association

Director


07/10/2024



I accept all the terms and conditions as mentioned above, the tentative date of resuming my duties will be 07/10/2024

Date: 7/10/2024 Name of the candidate: Arindam Sahoo

Place: Sachin, Surat Signature: 