



GREENCO BIOLOGICALS PVT. LTD.

A Legacy of Excellence

Regd. Office : 18, Murari Pukur Lane
Kolkata-700 067, Mob. : 98303 89938
CIN NO. - U24231WB1989PTC047199

Ref. No. HR/24-25/GB-001

Date: 20/06/24

To
Mr. Tufan Koley
Vill.+P.O. Baital
P.S. Joypur
Dist. Bankura
Pin. 722138
West Bengal

OFFER LETTER

Dear Mr. Koley,

We are Pleased to offer you the position of Trainee Manufacturing Chemist to join in Greenco Biologicals Pvt. Ltd. According to the terms and conditions of our offer – Please read it carefully.

- 1) You will be on probation until your Successful Completion of the probationary period of six months is confirmed in writing. Probationary period can be extended.
- 2) Your earning will be Rs 9000/-p.m.(Rs nine thousand only)during probationary period.
Working hours at present from 9.00a.m. to. 7.00 p.m. onward
- 3) Your designation may be changed at the discretion of the Company depending on the work assigned to you.
- 4) Your individual salary is strictly between yourself and company. It has been determined based on numerous factors such as your job. Skill specific background and professional merit. This information and any changes made there in should be treated as personal and confidential.
- 5) Company may terminate your service at any time by giving 30 days notice.
- 6) Upon your resignation from the Company or termination of your services' you are required to return all assets and property of the company.
- 7) The benefits outlined in company policies are subject to change at company's discretion.
- 8)It is your responsibility to notify the company of any changes in your personal information.
- 9) During your services with the company, you are expected to devote your whole time and attention to the company's affair and refrain from directly or indirectly engaging in any other business.
- 10) You are requested to comply with company's rules and regulations. Any breach of the rules or terms and conditions of employment may result in termination of your services without notice or compensation.

You will have to join in the company within 25/06/2024. On your joining date, Please bring the following

Documents:

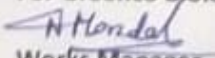
One passport size self Photograph.

Photocopies of all Educational certificates.

Proof of identity (any one of the following): Voter card,Aadhaar card,Driving License, Pan card,

Hope, you will find the offer attractive and we will be delighted to have you as part of our team.

For Greenco Biologicals Pvt. Ltd


Works Manager
(Mr. N. Mondal)

