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ALEMBIC / HRM / 873281 /2021-2022

18 October 2021

Sourav Sahu
0078, Mohurapur, Mohurapur,
Birbhum - 731222, West Bengal
Mobile: 9547862263

Dear Sourav Sahu,

Reference our discussion, we are pleased to select you as an **Apprentice (Field)** in our Zenovi Division based at Rampurhat HQ on the following terms & conditions:

1. You will undertake field working for a period of 1 Year starting **18-Oct-21 to 17-Oct-22** as **Apprentice (Field)**.
2. You have to make your own arrangements for lodging, boarding, conveyance etc. in the HQ assigned to you.
3. You shall not claim your right as regular employee of the company, neither during the Training nor after completion of the Training.
4. Your stipend details are as per the attached Annexure -A.
5. These Terms are valid subject to clearance of your pre-employment medical check-up.
6. These Terms are valid subject to you passing the graduation examination. In case you fail to clear the examination, we reserve the right to withdraw These Terms.
7. Any instance of misconduct, breach of rules and regulation governing traineeship, neglect of your duties, insubordination, riotous behavior, insolence, absence without prior sanction, dishonesty, loss of confidence, embezzlement and accepting any commission or discount from any merchant or outsider or such behavior in contravention of traditional/ common for doing a traineeship or if you are tried and/ or convicted for any criminal offence, your traineeship are liable to be discharged and shall be dealt with appropriately.
8. In the event of your being indulging in any acts of omission or commission constituting misconduct, including unwelcome physical contact and advances and /or a demand or request for sexual favours and /or sexually colored remarks / jokes, and/or showing pornography and/ or any other physical, verbal or non-verbal conduct of sexual nature, which will tantamount to an act of moral turpitude, you shall be dealt with appropriately.