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Date: 27/07/2021

To,

Mr. Sudipta Mandal,

Sub: Provisional Offer Letter

With reference to the interview you had with the undersigned for the post of **Business Executive** in our **Altius** division, we are pleased to inform that you have been shortlisted for the position stated above, and initially you will be based at **Kolkata H.Q.** Your **CTC** as discussed and mutually agreed upon shall be **Rs. 20,000/-** per month.

Further, you are invited to attend training program from 11th August 2021 to 25th August 2021 at Ahmedabad.

Accommodation / Travelling Details			
Hotel Address	Hotel Treatotel B/h Sterling Hospital, Off. Gurukul Road, Memnagar, Ahmedabad-380052		
Check In Date	10/08/2021	Check In Time	12:00 PM onwards
Checkout Date	25/08/2021	Checkout Time	Before 8:30 AM
Train Fare Eligibility	SL (Sleeper Class) fare		
Important	1. Original railway ticket is mandatory for reimbursement. 2. No deviation in Check-in / Checkout date & time is allowed.		
Book your return ticket	25 th August 2021 (after 7 pm) or on 26 th August 2021 morning		

Please carry the following documents (photocopy for submission and original for verification)

- Four passport size colour photographs
- All Mark Sheets (SSC, HSC, Graduation or Post Graduation etc) & Degree Certificate
- Aadhar Card & PAN Card
- Bank Passbook Xerox (Self account in any bank)
- Medical Fitness Form (Attached)
- Candidate Form, P.F Form & ESIC Form (Attached)
- Resignation letter submitted to your current employer (if applicable)
- Candidate Assessment Form (Attached)
- It is mandatory to get vaccinated - Please bring First dose / fully vaccinated Certificate.**

Kindly note that appointment letter will be issued only after successful completion of training, submission of provisional degree certificate/ Final semester mark sheet & submission of all necessary documents.

VERY IMPORTANT NOTE:

During the entire duration of the Training and Stay, strictly exercise COVID PROTOCOLS without fail. Maintaining social distancing, Use of hand sanitizers and wearing of face mask is compulsory (Face Masks & Sanitizer shall be provided by us during the training period). It is expected that you will adopt the highest levels of discipline and the protocols will be strictly followed.

Thanking you,

For, Troika Pharmaceuticals Ltd.



Digish Desai

General Manager - HRD Mktg.