

Date: 27/07/2021

To,

Mr. Sujan Mondal,

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)

1. Four passport size colour photographs
2. All Mark Sheets (SSC, HSC, Graduation or Post Graduation etc) & Degree Certificate
3. Aadhar Card & PAN Card
4. Bank Passbook Xerox (Self account in any bank)
5. Medical Fitness Form (Attached)
6. Candidate Form, P.F Form & ESIC Form (Attached)
7. Resignation letter submitted to your current employer (if applicable)
8. Candidate Assessment Form (Attached)
9. **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, TroiKaa Pharmaceuticals Ltd.



Digish Desai

General Manager – HRD Mktg.