



AAGAM LABORATORIES

NABL ACCREDITED & ISO CERTIFIED LABORATORY

GPCB Recognized Schedule – II Environmental Auditor

Ref. No. EMP/2023/08

Date: 11-08-2023

To,

Mr. Rohit Santosh Patnoorkar

Sub: – Appointment as an Analyst

Dear Mr. Rohit,

This is with reference to your interview held on 10th August 2023, we are pleased to recruit you in our company as an Analyst (Lab as well as Field), subject to the below mentioned terms and conditions from 21st August 2023;

Probation Period

The probation period will be 6 months from the date of joining. During probation your performance will be monitored. After completion of probation, you will be confirmed for the said post, subject to performance monitoring.

Confidentiality Matters

You are bound for confidential matters related to technical result of testing of our customer as well as all other **Aagam Laboratories'** activities. You cannot disclose any matters to the outsider. You must ensure that this will be strictly followed and will not disclose even after leaving the job.

Salary Details

We are offering a salary of **Rs. 15,000/- per month** excluding bonus. You will be given monthly **Rs. 14,000/-** and **Rs. 1000/-** will be deducted from your monthly salary as a bond and will be given to you back after 6 months as a long-time job contract. You will get your bond amount on completion of probation period. Also, you must give us a written confirmation by signing the appointment letter in duplicate copy for continuing in our company for a minimum period of 2 years.

System Follow-up

You must follow documented system based on ISO/IEC 17025 General requirements for the competence of testing and calibration laboratories and published test methods for performing tests.

Job Timing

Job timing are **09.30 AM to 07.00 PM** inclusive of ½ an hour lunch break at **01.00 PM to 01.30 PM**. The Job timing may increase depending upon workload.

Official Leaves

You will get 12 leaves per annum after 1 year of job also Sunday is holiday. You will be given leave encashment at the end of the year.

As per discussion, we understand that you will be joining within few days, if our terms and conditions are acceptable to you then give us the second copy of Appointment Letter duly signed by you.

Wishing you best of luck.

Regards

Ms. Chaxu Shah
Quality Manager

Accepted

Mr. / Ms. _____