



indoco remedies limited

L-32,33,34, VERNA INDUSTRIAL AREA, VERNA, GOA - 403 722

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REF: HR/GOA-II/Appt_Itr/2020/89

June 11, 2020

Mr. Balaji Bhimrao Jaybhay
At Wadgaon Shi, Post Nipani,
Osmanabad, Maharashtra 413501

Dear Mr. Jaybhay,

Sub: Your appointment as 'Jr. Officer – Microbiology'

Further to the interview you have had with us, we are pleased to inform you of your appointment as on the following terms and conditions: -

1. DESIGNATION AND DATE OF APPOINTMENT

You are appointed as '**Jr. Officer – Microbiology**' with effect from **June 11, 2020**.

2. LOCATION

Your job location will be in Plant - II at Verna, Goa.

3. CADRE AND RESPONSIBILITIES

Your appointment is in Officer's Cadre and your duties will be such as may be assigned to you from time to time.

4. SALARY AND ALLOWANCES

Your emolument will be as per attached '**Annexure I**'.

5. PROBATION AND CONFIRMATION

You will be on probation for a period of six months i.e. up to **November 30, 2020** after which you will be confirmed if your services are found satisfactory. The Company may however extend the probationary period or even terminate your services in case of unsatisfactory performance on your part. Your confirmation or termination will be communicated to you by a separate letter and until such time you receive the said letter, you will continue to be a probationer.

6. TERMINATION

During the probationary period, as referred to above, your services are liable to be terminated by giving one month's notice or one month's salary in lieu thereof without assigning any reason whatsoever. If you wish to resign during the said period, you will be required to give one month's notice. Once you are confirmed in writing on satisfactory completion of your probation period, your services will be terminable by giving one months notice on either side or one months compensation in lieu thereof.

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