

TO

Date: 13-09-2023



Kalpana
Chemicals
Private Limited

Mr. PADDA LAXMANA RAO
S/O. PADDA RAMA RAO
12-7-103, Pragati Nagar,
Moosapet,
Hyderabad 500018

Sub: Lab. Assistant (intern) Service agreement.

Please refer to your application dated Nil, requesting the management to consider your candidature for providing a suitable Job in our organization.

The management hereby informs you that your application was considered favorably for providing a job to you as **Lab. Assistant (intern)** on the following:

TERMS AND CONDITIONS.

1. You are required to enter into a service agreement with the Company.
2. The period of agreement of Service will be for a period of 6 months, from the date of joining the services.
3. During the agreement period you will be paid a Gross wage of Rs.13, 000/-per month. (The bifurcation will be as under)
Basic Rs. 8000/-
HRA Rs. 3500/-
Conveyance Rs. 1500/- per Month)(Total Rs.13000/-P.M.)

CONDITIONS AND DUTIES:

1. After entering into service agreement, you will be attending to the duties as a **Lab. Assistant.**
2. You will be attending the duties in the shifts allotted to you.
3. You will be attending the duties assigned to you by the Management from time to time without any delay.
4. You will be working and reporting to the Plant Manager / Works Manager and/ to any other officer of the Company.
5. You have to discharge the duties assigned to you and you are responsible for the proper maintenance of any lab equipment allotted to you while discharging your duties

STATUTORY PAYMENTS.

- I. All the statutory payments such as ESI, P.F. TDS etc., as applicable will be deducted from your gross payment, so far as they are applicable depending up on the coverage limits existing and/or amended by Law/Rules applicable and framed from time to time.



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