

To  
**Mr Vishal Satheesh**  
**Nandagokulam H,**  
**Kodapully Temple Rd,**  
**Kizhakkummuri,**  
**Thrissur, Kerala, 680 571.**

## Sub:-Offer of Appointment-Terms and Conditions

**Mr Vishal,**

With reference to your application and our interview on 19<sup>th</sup> April of 2022 for employment in INDOCERT, we are pleased to offer you an appointment as an **Research Officer-Trainee** on the following terms and conditions.

### **(a) Place of posting**

Your place of posting at present will be at the head office at Aluva, Kerala. You are liable to be transferred either on deputation or on permanent basis to another department, post or place in India or outside India, where the management may establish/open its branch/office or operations. Upon such transfer the rules and regulations of service, applicable to such post or at the place of transfer, will become applicable to you.

### **(b) Training Phase**

Initially, the employee will be in a training phase of **2 Months** with monthly **CTC of Rs. 17000**. During the training period, the services of the employee is liable for termination at any time without notice or assigning any reason whatsoever.

### **(c) Probation**

You will be on probation for a period of 24 months from the date of your joining. If your services during probation are found satisfactory, your appointment will be confirmed. If found necessary, probation period may be extended at the discretion of the management or may be dispensed with earlier during the initial or extended period of probation. Unless your appointment is confirmed in writing, you will be deemed a probationer even after the expiry of the initial or the extended period of probation.

### **(d) Supervision**

You will work under the supervision of such officers as may be declared upon by the management from time to time. You shall diligently and satisfactorily carry out instructions given to you by your superiors in connection with the work assigned to you to the best of your potentiality, skill and ability.

### **(e) Attendance**

Your hours of work and shifts shall be regulated to suit the duties entrusted to you from time to time. You will have to mark the attendance in any manner as may be prescribed from time to time by the employer or your superiors.

### **(f) Job specification**

Your duties/responsibilities will be communicated to you from time to time as per the C.1.2 TE Job Description.

## ACCREDITATIONS & APPROVALS



**(g) Mode of communication**

For any service of notice or communication of whatever kind, you will be informed by ordinary post or by e-mail, at the address given by you at the time of your employment or such other address, which you may hereafter intimate to the management. The management may also exhibit a copy of the letter on the notice board, which shall be considered sufficient service on you.

**(h) Rules, Regulations and Office Orders**

You will be bound by rules, regulations and office orders enforced by the Management from time to time in relation to conduct, discipline, leave, holidays or any matters, relating to service conditions which be deemed as rules, regulations and orders in the part of these terms of employment. You will abide by and be governed by the service rules, regulations and office orders of INDOCERT in operation and in existence and fulfill the tasks, as per the C.1.2 TE Job Description, allocated to you in the best possible manner.

**(i) Fitness**

The continuation of your service will be subject to your being found and remaining physically and mentally fit. During the tenure of your service, you may be required for medical check up at the instance of the management.

**(j). Salary and Mode of Payment**

On completion of training and evaluation, your monthly CTC will be Rs. **23,000/-** and may be increased based on performance review. Salaries are annually increased as per the policy decision of the management. In addition, the salary can be increased according to the performance and responsibility of the employee.

**(k). Travel Expenses and Incentives**

Costs for traveling (TA and DA) will be compensated on a cost-covering basis as per the regulations of INDOCERT. The management reserves the right to provide incentives according to the performance of the employee.

**(l) Termination of Service**

The employer can terminate the service of the employee by giving one-month notice or by paying one-month salary in lieu of notice.

If the employee voluntarily resigns from the job after the training period, then the employee has to give two months' notice in advance before leaving the job.

**(m) Confidentially Agreement**

That you will get insight to relevant documents of INDOCERT as well as of members and operators, the gained information must be treated with confidentially and shall not be conveyed to third parties. In case you do not maintain the business secrecy during the tenure of your service, the employer can terminate your service without any notice to you and will be liable for damages to the management of INDOCERT.

**(n). Conflict of Interests**

You will not to be involved in advisory or trade activities related to your respective field of work at INDOCERT, while being employed at INDOCERT. You shall inform INDOCERT on any relationship with clients of INDOCERT either private or professional and to declare in writing of all/any relationship to a (probable) client of INDOCERT, in the last two years. You agree to be excluded from any inspection and certification activities in regard to operators with whom you had a relationship, which may result in a conflict of interest within the last two years. You agreed to



refuse any work that would create a conflict-of-interest situation with the enterprise that is applying for certification, either because of a family link, or because of a business relationship with the applicant during the 12 months preceding its application to INDOCERT. This C.1.2 TA Job List applies also in case of respective relationships to individuals, associates and organizations related to an operator. So also, after termination of his service he/she shall not for 3 years be interested or concerned directly or indirectly in any way involved in any business or operations similar to that carried on by INDOCERT.

**(o). Stipulation to Non-corruption**

You will not provide advantages of any kind to third parties nor to accept gifts or any kind advantages from third parties, directly nor indirectly. You shall refrain from any practices, which could be considered as corruption.

**(p) Indemnity clause**

In the event of termination of service for whatsoever reason, you should maintain complete secrecy of the INDOCERT business and shall not disclose it to any person. In the event of any business methods, operations or future plans etc. being disclosed to anyone, INDOCERT can claim damages for the same from you. You or your family members shall not engage or associate or represent any other parties or have trade links of the same kind and description similar to the operations as having been carried out by INDOCERT, for a period of three years from the date of termination of your service, wherever, INDOCERT has operations. It is to be understood that in the instant of violation of this clause, INDOCERT shall be entitled to approach appropriate Legal Forum to enforce necessary restraint of you and shall be entitled to claim all expenses and compensation in relation thereto. You shall not comment, express opinion' or commit any act or thing adverse to the interest of the INDOCERT during the period of your service and forever thereafter or cause such activities through others or associate yourself with any such activities by any other person. As all employees will undergo an intense process of training and development of skills, the employee shall agree to work with INDOCERT for a period of at least 3 years. If the employee terminates the work relationship before completing this period, he or she shall refund part of the training costs to INDOCERT by paying three month's salaries last drawn.

In case the terms and conditions are acceptable to you, please sign the duplicate of this letter in token of your having understood, agreed, and accepted.

For and on behalf of the management



**Mathew Sebastian**  
**Executive Director**

Declaration,

I have read understood, agreed, and accepted the above terms and conditions and undertake to abide by them.

Dated 22/04/2022



Permanent address  
Nandagokulam (H), Kodapully Temple Rd.  
Kizhakkumuri P.O., Thrissur  
Kerala - 680571

Signature of the employee

Contract Prepared by : Jobin John

