



Ref: AMS/V/2009

02/03/2009

Mr. S. Mahendiran,
No: 2/500, Down Street,
Ariyappadi Village, Arni (Taluk)
Thiruvannamalai (Dist.) – 632 314

Dear Mr. S. Mahendiran,

This is with reference to the discussions had with the Human Resources department and we are pleased to appoint you as **Trainee – Process Associate** in the Medical Billing Department of our company with effect from **19th February 2009** subject to the following terms and conditions.

- 1) You will be paid a stipend of Rs. 3500/- per month (Rupees Three thousand Five hundred only) from the date of joining for a period of 11 months.
- 2) Your training period will be for a period of 11 months during which your services can be terminable at the discretion of the company.
- 3) The period of training may be extended at the discretion of the company depending on your performance, efficiency, discipline, health or other reasonable causes.
- 4) On successful completion of the training, you will be confirmed as Process Associate.
- 5) You will be on probation for a period 6 months after such appointment.
- 6) After such appointment, your services can be terminable at the discretion of the company on giving thirty days notice or on payment of thirty days pay in lieu of such notice. You are also at liberty to resign from the company on giving thirty days notice.



- 7) The grant of annual increment and your advancement will depend upon your performance and merit, during the review period as judged by the company.
- 8) Your initial posting will be at our Vellore office.
- 9) During the course of your duties you shall not disclose, or cause to disclose any information related to the company's products, information of purchases made or contracts entered into by the company, or other information on matters of trade or business secrets. If at any stage, it comes to the notice of the company that you have indulged in violating this clause; your services will be terminated immediately without any notice period or salary in lieu of notice period if any.
- 10) You are not permitted to carry with you outside the company premises apparatus, documents, floppies or CD ROM's or any other property belonging to the company or relating to the company's affairs, without proper authorization. If at any stage, it comes to the notice of the company that you have violated this clause; your services will be terminated immediately without any notice period or salary in lieu of notice period if any.
- 11) During the training period, if you do not report to duty continuously for a period of 3 working days, it will be construed you have yourself discontinued your training thereby putting an end to your contract.
- 12) During the course of work, you shall not engage yourself with another company or with any persons or do business conflicting with the interest of the company, directly or indirectly. You are therefore not be entitled to accept directly or indirectly any part time or any job or transact any business of any kind whatsoever during the course of your employment without obtaining prior permission from the management in writing.
- 13) You will be governed by the rules and regulations existing or framed by the company from time to time.



- 14) You are required to make necessary transportation arrangements for attending duty and the company will not provide this.
- 15) If any declaration given or furnished by you proves to be false or if you are found to have willfully suppressed any material information or any other such action that the company deems necessary, you will be liable to be removed from the services of the company.
- 16) Your appointment is subject to your furnishing the copies of all your certificates and testimonials along with 5 recent passport size photograph.
- 17) If the above terms and conditions are acceptable to you, you are required to sign the duplicate copy of this letter and return to us.

We welcome you to the organization and sincerely hope that your period of service will be long, pleasant and of mutual benefit.

With best wishes,

For ALLZONE MANAGEMENT SOLUTIONS P. LTD,

B.N.
B. Nazeer Ahmed
Director
VELLORE
632006
ALLZONE MANAGEMENT SOLUTIONS P. LTD.

ACCEPTANCE

I agree to accept employment on the above mentioned terms and conditions.

Signature S. Mahendiran

Name: S. MAHENDIRAN

Date: 05-03-09