



**IDS/HRO/Offer/2021**  
**28 Jan 2022**

**Letter of Intent**

**Naima Mirza,**  
**448 Brahampura Near Thana**  
**Prem Nagar ,Bareilly**

***Congratulations!***

This has reference to the discussion we had with you regarding your employment in our organization based at Plot no C138 Industrial Area Phase 8 Mohali. We are pleased to confirm that we intend to appoint training for a period of 6 months at the designation of **Medical Scribe Trainee** in grade **BJ2** at **HCS** group and salary mutually agreed by us during our discussion.

Please find attached the hiring norms.


This letter is subject to your joining duty on or before **16 Feb 2022**.

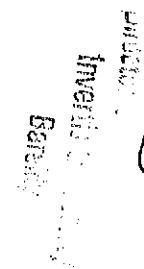
On joining, you are requested to report to the **HR Department**. You are also requested to bring the original & photocopy (self-attested) certificates of your educational & professional achievements, Aadhar Card, PAN Card and five recent passport size photographs.


Your joining will be subject to the positive reference check.

A formal appointment letter will be issued at the time of your joining.

Thanking you,  
Yours faithfully,  
**For IDS Infotech Ltd.**

  
**Ashok Kumar Benial**  
Talent Acquisition Manager

  
Invertis University  
Bareilly

  
Registrar  
Invertis University  
Bareilly



### Medical Scribe Hiring Norms

- Candidates will be hired as Trainees on a stipend of Rs. 20,000/per month. Once candidate becomes Doctor approved and starts working with doctor then there will incentives of up to Rs 7000 other than Rs 20000 per month Stipend. Candidate will get the detailed explanation and understanding of Incentive criteria from the operations team once he/she becomes Doctor approved
- Your First month training will be at home. Trainee will be eligible for stipend only after passing the Screening Assessment which will be conducted after 4 weeks from the first date of start of training. E.g.: "A" starts training on 1 April and clears Screening Assessment on 30th April then he will be paid stipend from 1st May onwards. You will not get the stipend for the first.
- There will be other crucial checkpoints throughout the training period of 4 to 5 months. One needs to clear/pass through all the checkpoints and any failure to do so would lead to the exit from the training program.
- After Successful completion of classroom and On-The-Job trainings of 13 months; the Trainee will become eligible to come on the rolls of IDS as full-time employee and also become eligible for revision of salary and incentives as per company's extant policy.
- Trainee will have to sign a service bond of 24 months on the day of joining (TR code) which will be effective from day one of his/her joining. Any trainee or employee cannot leave the organization or resign during these 24 months and in case he/she does so, he/she will have to compensate the company by paying as follows.

If you leave with in	Penalty
1-15 Days of Training w.e.f DOJ	0
16 Days to 30 Days of Training w.e.f DOJ	60000
31 Days to 60 Days of Training w.e.f DOJ	75000
61 Days to 90 Days of Training w.e.f DOJ	90000
91 and above Days of Training OR as soon as trainee achieves DR status.	120000 or actuals, whichever is higher

Example	
Oct 1st to Oct 15 <sup>th</sup>	0
Oct 16 <sup>th</sup> Oct 30 <sup>th</sup>	60000
Oct 31 to Nov 29 <sup>th</sup>	75000
Nov 30 <sup>th</sup> to Dec 29 <sup>th</sup>	90000
Dec 30 <sup>th</sup> onwards OR as soon as trainee achieves DR status	120000 or actuals, whichever is higher

At any point of time in the training process the moment trainee becomes DR (Doctor Ready) and any deviation from the set norms or breach would incur a compensating amount



## IDS Infotech Ltd.

C-138, Phase VIII, Industrial Area, Mohali-160071, INDIA  
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Fax : (+91)-172-5098475  
Website : www.idsil.com

CIN: U72200CH1989PLC009464

of Rs 1,20,000 or actuals whichever is higher effective from the date of achieving DR (Doctor Ready) status.

- As per the company guidelines females will be provided Cab only in case of Night Shift as per the prevailing norms of the state government, for this there would a monthly deduction of a fixed amount based on the distance between Office & place of Stay.
- Male candidates will not be provided any cab Facility irrespective of shift Timings
- It is mandatory for a trainee to disclose his/her medical conditions during the hiring process. In case of failure to provide the results at the time of joining and in case any medical condition is found at a later stage, the trainee would be liable for justifiable actions according to the prevailing policy of the company/client.
- After achieving DA status, the trainee might have to start working from home depending upon the management's decision considering relevant factors.
- As initially this will be a work from home, you must have a working Laptop/Computer that meets the configuration requirements of the company/client, an excellent Broadband Internet Connection, and a power backup of 9 to 10 hours. These are compulsory requirements and arranging these will be the responsibility of the selected candidates, the company does not have a policy to pay for any expenses incurred by the candidate on these.
- Please feel free to reach out to us on **9548450078, 8628892722** number or drop a mail on **ashok.benial@idsil.com**

IDS  
Infotech  
Mohali  
Date: \_\_\_\_\_  
Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Regd. Office : I-8, Rajiv Gandhi Technology Park, Chandigarh INDIA-160 003

Registrar  
Invertis University  
Bareilly