



IDS/HRO/Offer/2021

13 Dec 2021

Letter of Intent

**Sapna Singh Tomer
Krishnapuri,
Civil Lines Budaun**

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.

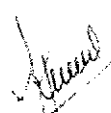
This letter is subject to your joining duty on or before **20 Dec 2021**


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**


Registrar
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.
- 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. NIL stipends for the month of April.
- There will be other elimination checkpoints throughout the training period of 4 to 5 months. Any failure to pass through elimination checkpoints would lead to the elimination of the trainee 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 Date of Joining	0
16 Days to 30 Days of Training w.e.f Date of Joining	60000
31 Days to 60 Days of Training w.e.f Date of Joining	75000
61 Days to 90 Days of Training w.e.f Date of Joining	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 th	0
Oct 16 th Oct 30 th	60000
Oct 31 to Nov 29 th	75000
Nov 30 th to Dec 29 th	90000
Dec 30 th 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 then the penalty amount for breaching the agreement will be Rs 120,000 or actuals, whichever is higher from the effective date of achieving DR (Doctor Ready) status.

[Signature]
 Registrar
 Parvatis University
 Bareilly



IDS Infotech Ltd.

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Website : www.Idsil.com

CIN: U72200CH1989PLC009464

- Females will be provided Cab only in case of Night Shift and as per the prevailing norms of the state government and 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 actions according to a 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.
- You must have an electricity connection, a good 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 for clearance of any doubt, the company will not pay for any of these.

Director
IDS

Registrar
Guru Nanak Dev University
Gurukul

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