

ARTHUR ASIRVATHAM HOSPITAL

CLINICAL RESEARCH WING

Dr. A.J. Asirvatham M.D., (Gen Med) D.Diab., FRCP (Glasgow),
Consultant Diabetologist

Date :

15 Feb 2020

To
Ms.R.Yamuna
D/O P.Krishnaveni
2/297 West street,
Michael palayam,
Nilakottai(TK),
Dindigul(Dt)-624215

LETTER OF APPOINTMENT

Dear Ms.R.Yamuna,

With reference to your subsequent interviews you had with us, we are pleased to appoint you in our organization, Arthur Asirvatham Hospital, 42-A, Kuruvikaran Salai, Near Anna Bus stand ,Madurai -625020 in the position of Clinical Research Coordinator staff, under the following terms and conditions:

1. Our Value, System and Culture:

As communicated to you during our discussions, we value competence, performance, discipline, and integrity above everything else and that constitutes the foundation of this contract. We believe strongly in delivering highest quality of our customers, dealing fairly with mutual respect and on strict merit with our employees. We work in an atmosphere of trust & transparency and go beyond our area of responsibility. You are accountable first to yourself and then to your superiors.

2. Designation:

You have been designated as "Clinical Research Coordinator staff". However, your ability and expertise can be utilized in any other field / function in the best interest of the company and there upon you shall be re-designated accordingly.

3. Date of Joining:

You have to join us on 17 Feb 2020 and this would be considered your effective date of joining in the company as Clinical research coordinator supporting staff.

4. Documents on Joining:

You will have to submit the copies of Certificates showing your age/ date of birth, academic and professional qualifications and 2 recent passport size photographs, if not submitted at the time of selection.

5. Reporting

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You would be reporting to Ms. R.Grace Janet Mary Ann , Chief dietitian & Senior Clinical Research Coordinator at Arthur Asirvatham Hospital, 42-A, Kuruvikaran Salai, Near Anna Bus stand ,Madurai -625020.

6. Compensation Package.

Your total compensation (Cost to the Company) will be Rs. 1,20,000/- per annum.

7. Job responsibility

You are liable to perform duties which may be assigned to you, with complete devotion of your whole time and attention to promote the interests / business of the company.

- Organizing an effective and efficient tracking procedure for each proposal received.
- A has to coordinate with the patient visits, protocol specific activities, clinical research supply and Investigational product management, overall clinical trial documentation etc.
- Maintain essential documents
- Receive/access safety notification
- Make(e)CRF entries, corrections and queries.
- Use IWRS/IVRS
- Mange IP receipt, storage & temperature monitor.
- Dispensing and temperature deviation reporting of IMP
- Perform IMP accountability.
- AV recording.
- Height, weight and waist measurements
- Informed consent documentation.
- Technical complaints reporting
- Investigator trial file update
- Handout subject ID card, subject diary, direction for use

8. Termination / Separation

During the employment period, your employment may be terminated by the company at anytime with prior notice. You can also terminate your employment with the company at any time by intimating your intention to do so, in writing in three month notice period. You will be paid remuneration up to the date of your termination, provided all accounts between the company and yourself have been satisfactorily settled.

9. General Rules and Regulations:

You will be governed by various rules and regulations/ service conditions framed by the company from time to time.

10. Work timings

You will be governed by the timings and the hours of work applicable to the company.

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11. Leave

Every employee, is eligible for leaves as per the prevailing leave policy. If employee remain absent from his/her work, without any information or prior written sanction of leave, and / or without any satisfactory explanation for more than 3 consecutive days, including absence when leave though applied for but not granted, or overstaying your sanctioned leave for more than 3 consecutive days without written sanction of extension of leave by the Management; it will be presumed that you are no longer working for the Company and that you have abandoned service of your service of your own accord, thereby terminating yourself from your employment. In such a case, you will not be liable to receive any statutory compensation.

12. Reviews

Performance reviews will be done on a yearly basis. Your increments and incentives are discretionary and will be subject to and on the basis of your effective performance during the period as also the performance and results of the Company. Generally salary reviews would be done once every year.

13. Confidentiality of Information

a) You will not, during the continuance of this appointment and thereafter, disclose, divulge or communicate to any interested or other persons, whatsoever, any information relating to the company's technical knowhow, business practices or any other information of a confidential character.

b) The employee shall treat all information obtained by him/her during the course of his/her employment with the Company, either directly from the other employees of the Company, or during the course of his/her work with the Company, as strictly confidential.

c) Such information may include, without limitation, the Company's finances, customers, clients, modes of operation, information relating to research, development, trade secrets, contact names, addresses, phone numbers, etc., but shall not include information known or available to the Employee prior to his / her employment with the Company and/ or readily available to persons of ordinary skills in the assigned areas of technical / business expertise.

14. Code of Conduct

a) You will be governed by the company's rules and regulations that may be promulgated from time to time.

b) You shall not refuse to take up any assignment that may be offered to you by the company.

c) You shall be expected to abide by the rules and regulations of the company, be courteous, Honest and professional within the company or with its clients/customers, and maintain & represent the Company's high standards of professional Services at all times, whether in the Company or at its client's site(s).

d) You shall be responsible for all company properties and material that are in your possession, and all infrastructure like telephones, computers, projectors etc that have been provided to you to enable you in your work.

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e) You shall not publicly criticize, defame or misrepresent the Company and shall not, knowingly, commit any such actions which may result in the Company's image / business being adversely affected.

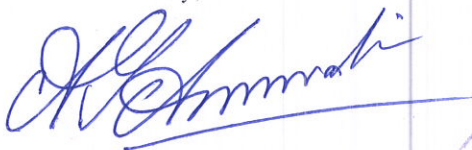
That in case any dispute or difference arises in respect of the interpretation of your terms and conditions of service, or about any act or omission on your part; the decision of the Management or of any person nominated by the management in that matter shall be final and binding on you and for any disputes or law related assistance jurisdiction will be Madurai.

The above terms and conditions are subject to changes from time to time and the same would be communicated to you in writing. Please sign and return the duplicate copy of this letter, as token of your acceptance of this offer of appointment.

We welcome you to the organization and look forward to you enriching our human resource and through your dedicated performance, making the company/ group more strong and competitive. In reception, we assure you of a long, challenging, happy and rewarding career.

Thanking you,

Yours Sincerely,



Signature ;

Dr. A.J Asirvatham,


Head of the Institute

Arthur Asirvatham Hospital



I agree to abide by the terms and conditions mentioned in the letter of appointment

Name: R.Yamuna

Signature: 
17 Feb 2020

Date: 17/02/2020

Place: Madurai