



**A Comprehensive Research Methodology, Biostatistics &  
Epidemiology consultancy**

**Terms & conditions**

**Training**

1. Training is unpaid period, during your training, no payment would be offered.
2. During the training period, you would be given work of dummy clients, but quality checks would be performed by us like we do for normal clients.
3. Quality checks would also include time lapses / meet deadlines, whether followed the instructions / whether meeting our requirements pertaining to pre specified formats.
4. A minimum 10 dummy jobs have to be completed perfectly during this period. These are unpaid practise projects.
5. There could be instances that you still don't learn from the 10 projects or beyond a certain time frame which you may have set in your mind, further unpaid projects would be given to you till u reach the level of perfection.
6. We request you not to claim the amount of time and effort against remuneration during the learning phase. Such requests would not convert these unpaid assignments to paid ones under any circumstances.
7. During the interview, it was made clear about point no. 4 to 6 and was mutually agreed that the recruit would also be given certain free / unpaid works for self learning.

**At the job**

1. You would be given a letter of appointment upon joining our consultancy.
2. One month notice period is to be considered once you decide to discontinue working for us. Probation of period of minimum 3 months after the training period is compulsory. No relieving would be considered during the probation period.
3. Your services may be terminated even before the completion of the above period by giving one month notice and at the same time you may also resign from the services by giving 3 (Three) months notice.
4. In case the notice period is not served or you are not able to serve,
5. In case you are found irregular and negligent in your duties, your appointment may be terminated by giving notice of thirty days under intimation to our management.
6. If you are involved in activities contradictory to law, your appointment may be terminated by giving notice of thirty days under intimation to our management.
7. In case you are unable to continue your services with us, a suitable substitute should be suggested from your side, training of the new recruit has to be completed by your side and this new recruit should be able to work as per the standards. This also included 10



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dummy clients trial. After these steps are completed, only then a relieving & experience certificate will be issued.

8. You are expected to maintain a complete confidentiality of the data.
9. You would be not disclosing the clients name / initials & / or data to anyone.
10. All data would be sent to you by us using standard emails.
11. No emails would be forwarded to anyone.
12. A separate email id would be created & would be utilised only for this job. This email id's password would be shared by you to us to keep a check on the sent emails.
13. You would be kept completely blinded. You would not be knowing our client's names & emails ids / phone numbers. No direct communication would be done by you with our clients.
14. You would also not be knowing your fellow editors.
15. You are expected to maintain monthly work done record in an excel sheet. The initials of our client name should be used for reference. A column of payment amount mentioned in our email should be made next to client name. A column mentioning date of assignment & completion should be made.

### **Assignment quality & deadlines are important**

1. Each work assignment would be indicating the stipulated time & amount you would be getting to complete the work.
2. If the work is not submitted within the time duration, no payment would be considered for the assigned work, as the work would be transferred to another editor.
3. Each delay would lead to 1 negative rank.
4. Five negative ranks would lead to reduction in the payment for each subsequent assignment & / or reduction in the quantity of work.
5. Each loss of quality would lead to 1 negative rank.
6. Five negative ranks would lead to reduction in the payment for each subsequent assignment & / or reduction in the quantity of work.
7. 5 negative ranks of each of the two types would lead to discontinuation of the job from our side.
8. No negative ranks till 1 month would lead to appraisal of the payment for each subsequent assignment.
9. Maintenance of quality & deadlines & a perfect job may qualify you to be a trainer at Biosted.



**BIOSTED** *Statistical Consultancy*

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**Regarding payments**

1. Payments would be done upon submission of work, not prepaid.
2. All payments would be done via online modes.
3. You are expected to provide us with a UPI.
4. Payments will be cleared once our auditor submits the report.
5. Approximate time duration would be by the mid of the next month.
6. One month of payment would be kept with held as caution money which would be cleared on relieving.
7. No payments would be made for the last service month if notice period is not served.