**Terms & conditions**

**Training & Trials**

1. We do not offer any training, however we assume that you are already a trained medical writer.
2. For the first 3 medical writing jobs we would be doing quality checks which would include time lapses / meeting deadlines, whether followed the instructions / whether meeting our requirements.
3. The first 3 jobs are for trial basis and have to be completed perfectly during this period. These are unpaid projects.
4. There could be instances that you still don’t meet our requirements in these 3 projects, further unpaid projects would be given to you till you reach the level of perfection.
5. We request you not to claim the amount of time and effort against remuneration during this trial phase. Such requests would not convert these unpaid assignments to paid ones under any circumstances.
6. During the initial talks, 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, 1 month of remuneration will be withheld.
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. This also includes 3 trial projects. 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 work & 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 medical writers & 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.
16. We have clients across most of the health sciences branches like **Medical, Dental, Ayurveda, Homeopathy, Nursing, Physiotherapy, OT, ST and other branches**
17. We would be sharing our client’s requirements i.e. the work is for which purpose, Type of work i.e. Main dissertation / thesis / for publication / for LD / SR /MA etc. Type of article we would be needing (including word limits)
18. We would also share the clients’ work (if done partly) / articles downloaded if available / title / abstract decided from their end.
19. You would be given 1 day’s time to revert back to us for the estimated amount and fees of your side, which we would communicate to the client. Upon confirmation from the client, we would ask you to start to work on the present assignment
20. In certain cases we would offer you an amount and time, if you agree, we would ask you to start to work on the present assignment.
21. Not meeting the deadline & / or quality would lead to lessening of work & / or amount of remuneration per work
22. We would be grading you based on the quality & time of your 1st Three works. Also there would be no remuneration for the 1st Three works as mentioned in the earlier points.
23. The client may after showing to the guide would revert back with changes, we are excepted to do the changes to meet up to the expectation. Then the claims that the work is to be re-done / getting delayed / re-charged / I have to re spend time on the same work etc will not be acceptable.
24. Once you are on the panel, the payments for subsequent assignments would be made on monthly basis
25. Also share with us your account details in the following format

**Name:**

**Bank Name:**

**Bank Acc no**.

**IFSC code:**

**Branch**:

**Account type:**

1. You are expected to send all completed work via mail in word document / s & also any supporting files preferably in word file, articles used for references in pdf formats.
2. Any requirements / terms & conditions from your side may be communicated to us via email.

**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 medical writer / editor.
3. Each delay would lead to 1 negative rank. Five negative ranks would lead to reduction in the payment for each subsequent assignment & / or reduction in the quantity of work.
4. Each loss of quality would lead to 1 negative rank. Five negative ranks would lead to reduction in the payment for each subsequent assignment & / or reduction in the quantity of work. Also 5 negative ranks of each of the two types would lead to discontinuation of the job from our side.
5. No negative ranks till 1 month would lead to appraisal of the payment for each subsequent assignment.

**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 / account details specified in point no. 25
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 and for incomplete works.