

To,  
**Kunal Shewale,**

Mob. No. : +91-9172111856  
Date: 23-02-2022

**Subject: Provisional Offer Letter**

Dear Mr. Kunal,

This is reference to the interview and further to your selection; we have pleasure in giving you this offer letter setting out the details of your employment with us. We are pleased to offer you the position of "Officer" in Production department based at M/s. FARBE FIRMA, Plot No. 1508, GIDC Ankleshwar-393002, Dist. Bharuch (Gujarat).

**Terms and Condition:**

1. This provisional Offer is valid for 3 days, in which you have to accept offer, submit your resignation, collect the acceptance copy and confirm the actual date of your joining.
2. You have to collect the reference letter from two persons (other than relatives) and submit at the time of joining. After acceptance of Offer you have to do Pre-employment and submit the scan copy of report by email and original at the time of joining.
3. We expect your joining on or before **10<sup>th</sup> March 2022**.
4. Your remuneration CTC package will be the same as discussed and agreed by you during interview.
5. Appointment letter & detailed Salary Annexure will be issue to you at the time of joining.
6. Tenure of Engagement – as per the Company.
7. You shall be bound to comply & respect entire HR & Administration policies and procedures of the company.
8. You have to go for Pre-employment Medical Check-up before joining with registered Medical Practitioner. The details and the list tests is given to you separately.
9. Your Offer is valid is subject to result of pre-employment Medical Examination.
10. The roles & responsibilities of this employment and Terms & Conditions of your employment will be specified to you at the time of joining.
11. You must have to follow personnel Hygiene practice daily basis as per GMP requirement e.g. regular clean shave, bathing, nails cut, proper cutting etc.

Please signify your acceptance of these terms and condition by signing the enclosed duplicate and returning it to us within two days. Could you sign and return the attached confidentiality undertaking.

Thanking You,

With Best Wishes,  
For FARBE FIRMA

  
HR & Admin

**Acceptance:**

I have read and understand the terms and condition mentioned in this letter and I hereby confirm unconditional acceptance of the same.

Please mention from which date you will be joined the company,

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

Full Name: **Kunal Shewale**

MAC/TRAINEE/DIR/2022  
27/06/2022

To,  
Mr SHUBHAM AHIRE  
TRAINEE  
Q.C  
SARIGAM PLANT  
H029262

Dear Mr SHUBHAM AHIRE

Further to our offer letter dated 14/06/2022, we are pleased to appoint you to the position of TRAINEE in our Q.C Department - SARIGAM PLANT. The terms and conditions of this offer of Trainee appointment are as under:

1. Your training period will be for 6 months from the date of your joining i.e. 27/06/2022
2. You will be paid a salary of Rs.14152/- (FOURTEEN THOUSAND ONE HUNDRED FIFTY-TWO ONLY) per month during the period you are retained for training.
3. On completion of your successful training period, your performance will be assessed and if found suitable, your trainee appointment letter will be regularized and you will be taken on probation basis for a period of six/ three months.
4. In case your work is found unsatisfactory during the period of training, this period may be extended at the discretion of the company to enable you to achieve the expected standard of performance or at the end of training period, subject to availability of vacant post, you will be either regularized in the service of the company or if your performance is not upto the expected standard, your trainee services will be terminated.
5. During the period of training, your services can be terminated without any notice or notice pay in lieu of notice without assigning any reason. In such cases management's decision will be final binding.
6. Your trainee services are liable to be transferred either part time or whole time to any other department or sister concern of the company without payment of extra salary.
7. You shall observe whole rules of discipline and decorum prevalent in the company.
8. You will not be entitled to any type of paid leave during training period.
9. That all disputes and differences are to be inquired and to be dealt with and are to be settled at Mumbai. And that the courts, tribunals and/or authorities at Mumbai only shall have jurisdiction to entertain, try and decide such disputes or differences arising out of or pertaining to this appointment.



Date: 5<sup>th</sup> Dec, 2020.

Mr. Khairnar Nilesh Bhaskar

Tel: +91-8600297009

**LETTER OF OFFER**

Dear Mr. Khairnar Nilesh Bhaskar

Congratulations !!...

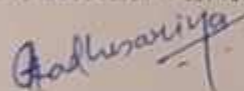
We are pleased to offer you an Employment with M/s. **SHREE VENKATESH INTERNATIONAL LTD**, based on an interview discussion you had with us and your application submitted to us. Details of the Terms and Conditions of offer are as under:

1. You will be designated as **Trainee-QC** and will be based at our factory located at Survey No. 311, Sava Chokdi, Village: Nandav, Taluka: Kosamba, Dist: Surat, Gujarat, INDIA.
2. Your Date of Commencement of Employment will be on 14<sup>th</sup> Dec, 2020.
3. Salary CTC as discussed after joining company, you will be provided Appointment letter with brief salary structure.
4. Your Appointment Letter shall be issued to you at the time of Joining the company.
5. Please bring along with you the below listed documents on the day of Joining.
  - a) Date of Birth proof certificate (Copy of Passport / Birth Certificate).
  - b) Original Academic Certificates. (all from 10<sup>th</sup> to the Highest).
  - c) Original Letter of Resignation along with the Acknowledgement.
  - d) Relieving Letter from Previous Employer. (Original).
6. THIS OFFER LETTER WILL BE CONSIDERED VALID ONLY IF THE ORIGINAL DOCUMENTS ARE SUBMITTED AT THE TIME OF JOINING.

We hope you will play an important role in achieving the Company's Objectives and we are sure that you will put your best efforts to contribute successfully towards company.

With warm regards,

For, **SHREE VENKATESH INTERNATIONAL LTD.**



Authorized Signatory

# Offer Letter- Pellets Pharma Limited!

Inbox



**Recruitment** 13 Mar

to me ▾



Dear Harshada Khairnar,

Congratulations!

We are pleased to offer you for the position of “**ARD - Trainee Executive**” at Pellets Pharma Limited and you will be functionally reporting to the **Assistant Manager** at Pellets Pharma Limited. In terms of your annual CTC is fixed as per the discussion and agreement. The detailed appointment letter will be provided on your date of joining.



**BLUE JET**  
HEALTHCARE

Date - 18/03/2023

Mr. Milind Vinayak Deore  
Mhasdi, Ner,  
Sakri, Dhule,  
Maharashtra - 424304.  
Contact No. - 9168500494.  
Mail ID - milindvdeore13@gmail.com

**BLUE JET HEALTHCARE LIMITED**  
UNIT-II, PLOT NO. B-12, C-4, E-2, MIDC, INDUSTRIAL AREA,  
CHEMICAL ZONE, AMBERNATH (W) - 421501,  
DIST. THANE, MAHARASHTRA, INDIA

TEL : +91 251 2609020 / 21  
: +91 8956363877 / 8956363878  
EMAIL : info@bluejethealthcare.com  
CIN NO. : U99999MH1968PLC014154

**OFFER OF FIXED TERM CONTRACT (FTC)**

Dear Mr. Milind,

With reference to your application form dated 16 March 2023 and subsequent discussion you had with us, we hereby like to have a Fixed Term Contract (FTC) with you for the role of "Assistant Officer - Research & Development" at Ambernath location on the following terms and conditions:

1. You have to join our organization on or before **Friday, 24 March 2023**, otherwise this Offer of Fixed Term Contract (FTC) will stand cancelled automatically.
2. Fixed Term Contract (FTC) Period: Five Years, Start Date of Contract - 24 March 2023; End Date of Contract - 23 March 2028.
3. Your payment under this Fixed Term Contract (FTC) will be as mentioned in "Annexure - I".
4. Company can cancel this Fixed Term Contract (FTC) in case any information furnished by you is found to be false.

Please bring and the following documents in original at the time of your joining:

- a) All Educational / Qualification Certificates,
- b) AADHAAR Card & PAN Card,
- c) Two (2) recent passport size photographs,
- d) Last three months' payment slips, resignation letter duly accepted and relieving letter from your current company & all previous companies Experience Certificates.
- e) The Medical Fitness Certificate from Registered Medical Practitioner (RMP).

Kindly sign the duplicate copy of this letter as your acceptance for Fixed Term Contract (FTC). Please note that this is an Offer of Fixed Term Contract (FTC). A detailed Fixed Term Contract will be signed with you along with the Undertaking once you join the organization and fulfill our terms and conditions. However, your performance will be evaluated on quarterly basis & your notice period will be of two months.

Wishing you all the best!

Yours Truly,

For Blue Jet Healthcare Ltd.

Authorized Signatory

**Sun Pharmaceutical Industries Ltd.**

Survey No. 214, Plot No. 20,  
Government Industrial Area, Phase IInd,  
Piparia, Silvassa - 396 230 (U.T. of D. & N. H.), India.  
Tel: (91-0260) 2634300  
Website : www.sunpharma.com  
CIN : L24230GJ1993PLC019050



SPIL/HRD/E102386/22  
January 10, 2022

Mr. Mayur Khanderao Wagh  
101 Ram Mandir Street  
At. Ubhand, Post. Nandre  
Dhule  
Maharashtra - 424302

Dear Mr. Mayur Khanderao Wagh,

We are pleased to appoint you as **Officer - Quality Control** in the **G12C grade (Officer)** in **Sun Pharmaceutical Industries Ltd.** (hereinafter referred to as "the Company") based at **Silvassa** with effect from **January 10, 2022** on the terms and conditions specified below:-

**1. SALARY AND ALLOWANCES:**

You shall be entitled to salary and allowances as mentioned in Annexure-I.

**2. PLACE OF POSTING AND TRANSFER:**

Your place of posting, at present, will be at **Silvassa**. You are liable to be posted / transferred to another department / Post / location of the Company in India or abroad, as may be required for the business of the Company. Your employment can be transferred to any other joint venture companies, individual group companies, subsidiaries or affiliates of the Company currently existing or which may get incorporated in the future in India or abroad. Upon such transfer / posting, the terms and conditions of service applicable to such post or at the place of transfer shall be applicable to you.

**3. PROBATION PERIOD:**

Your employment is subject to a probationary period of six months from the date of your joining. After six months, subject to satisfactory performance, you shall be confirmed through a written communication. However, on unsatisfactory performance your probation period may be extended or employment dispensed at the discretion of management. In absence of a confirmation letter, your appointment will continue as a probationary employee.

**4. INCREMENT:**

Increment will not be automatic, but will depend on:

- a) the financial results of the company and the department; and
- b) the performance of the individual.



# Surya LIFE SCIENCES LIMITED

Date: 25<sup>th</sup> Nov- 2021

SLSL/HR-01/2021-13

To,  
Mr. Vishal Sonawane  
B-268 Adiya nagar,  
Near shriji villa  
Bhadkodra Ankleshwar  
Bhgaruch-393001

**SUBJECT: OFFER LETTER**

Dear Mr. Vishal Sonawane ,

With reference to your application and the subsequent series of interviews, we are pleased to offer you appointment as a **Trainee in QA department** in our plant at **Ankleshwar** on the terms and conditions discussed and agreed at the time of the interview. A detailed appointment letter containing the terms and conditions of your appointment will be handed over to you at the time of joining the company.

Please note that you have to join our organization on or before **01<sup>st</sup> Nov-2021**, as the validity of this offer ceases by the office closing hours on **01<sup>st</sup> Nov-2021**.

You are requested to furnish the following documents at the time of joining.

1. Attested copies of Date of Birth, Qualification, and Experience.
2. Relieving and last drawn salary certificate.
3. Copy of Aadhar Card.
4. Copy of PAN card
5. Copy of Residential Proof
6. Passport size photograph-5 nos.

You are requested to kindly acknowledge copy of this letter as a token of your acceptance and return to the undersigned.

Your notice period before confirmation will be the **30 days**. Company can terminate you due to valid reason immediately without notice period.

On the date of joining, you will meet Mr. Shirish Patel in Admin office who will take you through the orientation.

For Surya Life Sciences Limited

Authorized Signature

Read, Understood and Accepted  
(Mr. Vishal Sonawane)



Sun Pharmaceutical Industries Ltd.  
Sun House Plot No. 201 B/1  
Western Express Highway, Goregaon (E)  
Mumbai - 400 063 Maharashtra, INDIA.  
Tel : (91 -22) 4324 4324  
Fax : (91 -22) 4324 4343  
Website : www.sunpharma.com  
CIN : L24230GJ 1993PLC019050



SP/LICOR/HRD/24642/21  
Date 10/29/2022

Shubham Jadhav  
At Ubhand post nandre Tal dist. Dhule Dhule  
Dhule, Maharashtra  
India, 424302

Dear Shubham

With reference to your application and the subsequent interview you had with us, we are pleased to offer you the position of Technician (Grade 2) in the 299 grade in our organization to be based at Halol

This offer is contingent upon successful completion of a Background Check, including a check of your employment references, education, criminal check etc. This offer can be rescinded, and/or your employment terminated, based upon data received in the verification.

Our formal appointment letter giving detailed terms and conditions of your employment shall be issued upon your joining duty, subject to finding your educational and professional documents accurate as mentioned in Personal Information Form, your providing us with a relieving letter from your present organisation and you being found medically fit after examination by a medical practitioner not less than MBBS.

The detail of medical tests to be conducted and requirement documents at time of joining are given in the separately enclosed letters.

Please sign the duplicate copy of offer letter indicating your acceptance and date of joining and return the same to us for our records.

With best wishes  
Yours sincerely  
SUN PHARMACEUTICAL INDUSTRIES LTD.

AUTHORISED SIGNATORY

Accepted and agreed to join on or before \_\_\_\_\_

Signature \_\_\_\_\_



## Offer Letter

**Date: 17.01.2022**

To,  
**Mr. Tushar Deore**  
AT Post: Deur BK,  
Tal Dist: Dhule,  
Maharashtra

**Dear Mr. Deore,**

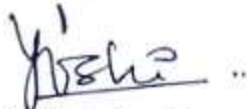
This has reference to your application and subsequent interview you had with us, we are pleased to offer you the position of **Officer in Quality Department – Sub Department (Quality Control)** in our Organization as per mutual agreed terms and conditions during the interview.

Please note that offer is subject to receipt of satisfactory report from your references / ex-employers and report of your medical fitness. The detailed appointment letter will be issued to you after you join the services. As confirmed during discussion you will be joining on or before **24.02.2022**. This offer would be valid for seven days from the date of issue.

To enable us to complete your joining formalities, please bring with you the following documents (copy and Original) on your joining day.

1. All Academics' Certificates from SSC / equivalent
2. School leaving certificate / any proof of Date of birth
3. PAN Card & Aadhar Card
4. Supporting for your salary - salary slip / Increment letter
5. Copy of resignation duly acknowledged
6. Relieving Letter from current employer
7. Passport size photographs - White background (5)
8. Experience certificate from all ex employers
9. Medical checkup report and fitness certified by the SRL Laboratories as discussed

We wish you all success in your new assignment with us.  
For **DISHMAN CARBOGEN AMCIS LTD.**



**Kailash Joshi**  
**Vice President – Corporate HR**

I accept the above offer & I shall join on or before \_\_\_\_\_

**Mr. Tushar Deore**



11-Jan-2022

**Mayur Anil Deore [ ID: 129638 ]**

**At Post Mhasdi Pr. Ner Mhasdi Pr. Ner Dhule**

**Maharashtra -424304**

**mayurdeore2797@gmail.com**

Dear **Mr. Mayur Anil Deore,**

We are pleased to extend this letter of appointment ("Letter") to you at IDFC FIRST Bharat Limited (the "company") and your role is **GROUP RELATIONSHIP OFFICER** and grade is **Assistant** respectively. You are expected to join on or before **17-Jan-2022** ("Date of Joining"). Your monthly Total Fixed Pay (TFP) will be **INR 16026.00**. The position is currently based at **Nandurbar Branch, NASHIK REGION**. Please refer the Annexure-1 for break-up of Gross and Total fixed salary. Please note that your appointment is subject to your adherence on the following, in letter and spirit

- Terms & Conditions [Annexure-2]
- Code of Conduct [Annexure-3]

This appointment is subject to you being medically fit to perform your role effectively. It is also based on the verification of information and documents submitted (electronically or hardcopy), including but not limited to Authorization / Undertaking / Declaration Form.

Please note that you are required to keep the salary & other perquisites / benefits offered to you strictly confidential and not share information regarding the same with anyone.

Congratulations on your appointment. We wish you a successful association with IDFC FIRST Bharat Limited.

Thank You,

For **IDFC FIRST Bharat Limited**



**Subramanian M V**

Head - Support Functions (HR, L&D, Facilities & Assets, CSR)

I, **Mayur Anil Deore**, Son/Daughter of **Anil rajaram deore**, do hereby accept the above and confirm / certify the following:

1. Date of Joining the Company: **17-Jan-2022**
2. PAN number: **EXNPD0025E**

**Signature**

**Authenticated by:**

**Signature:**

**Date:**

**Name:**

**Employee ID:**

Annexure:1

<b>COMPENSATION DETAILS</b>
-----------------------------

Employee Name	Mayur Anil Deore
Grade	Assistant
Department Name	BUSINESS
Location	Nandurbar Branch

Components	Per Month (in Rs.)	Per Annum (in Rs.)
Basic	3205.00	38460.00
House Rent Allowance	1603.00	19236.00
Special Allowance	7479.00	89748.00
<b>Guaranteed cash</b>	<b>12287.00</b>	<b>147444.00</b>
Statutory Bonus	2457.00	29484.00
Employer's PF	1282.00	15384.00
<b>Total Fixed Pay</b>	<b>16026.00</b>	<b>192312.00</b>

Monthly net take home (in Rs.)	
Guaranteed Cash	<b>12287.00</b>
Statutory Bonus	2457.00
Employee's contribution to Provident Fund	1282.00
<b>Net take home before tax (in Rs.)</b>	<b>13462.00</b>

Note:

- In addition to TFP, Insurance premium is paid by the company towards employee's life, accident & medical insurance. This is a notional premium amount & is not paid in cash to the employee.
- Provident Fund contributions shall be made by the Company to the fund.
- ESI contributions shall be made by the Company to ESIC for applicable employees.
- Gratuity will be applicable as per the Payment of Gratuity Act.
- The notice-pay reimbursed, joining bonus, relocation expenses and any other amounts, if any, paid, at the time of joining would be recovered in full, in case of your resignation/separation (whichever is earlier) within twelve months from the date of joining.



**Subramanian M V**

Head - Support Functions (HR, L&D, Facilities & Assets, CSR)

APL/HRM/Panelav/18890/2022- 23

June 15, 2022

Mr. Praful Wagh  
H.No. 301, Wng No. D  
Laxman Complex Boisar  
Distt. - Palghar, 401501  
Maharashtra  
Mobile: 9763011815

Subject : Appointment

Dear Mr. Praful Wagh,

This is with reference to your application and the subsequent discussions you had with us. We take pleasure in informing you that you have been selected for the position of **Executive - Quality Control** in our **IBU API Unit 1**. In this regards, your letter of appointment is enclosed for your acceptance & acknowledgement.

Your presence is solicited as per following schedule for completing joining process :-

Date : July 18, 2022

Time : 9:30 a.m.

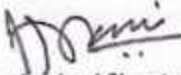
Venue : HRM Division, 3rd floor, Corporate Office, Alembic Road, Vadodara - 390003

You need to compulsorily submit 3 sets photocopies of the following testimonials (self attested) at the time of joining. Please bring the original documents for verification .

- ✓ Certificates in support of your educational qualification (from SSC onwards).
- ✓ Proof of birthdate (School leaving certificate / Birth Certificate / Passport)
- ✓ Eight recent colour passport size photographs.
- ✓ Medical Examination Form duly completed and signed by a Medical Practitioner (not less than an M. B.B.S) Certifying your medical fitness. You will be reimbursed expenses incurred in this regards maximum upto Rs. 800 /- on submission of bills. This offer is subject to your being found medically fit.
- ✓ Relieving letter of your last organization and any documentary proof regarding earlier employment if applicable.
- ✓ Last salary slips / salary certificates (if applicable).
- ✓ Copy of PAN Card / Aadhar Card / UAN No (Mandatory)
- ✓ Proof of Photo Identity for opening Bank account (Driving license / Passport).

You may please get in touch with Mrs. Neha Jain on neha.jain@alembic.co.in In case of any query or help.

For Alembic Pharmaceuticals Ltd

  
Authorized Signatory

Encl - As above

**ALEMBIC PHARMACEUTICALS LIMITED**

REGD. OFFICE : ALEMBIC ROAD, VADODARA - 390 003. • TEL : (0265) 2290550, 2290880, 6637000  
www.alembicpharmaceuticals.com • E-mail : hrd@alembic.co.in • CIN : L24230GJ2010PLC061123 • PAN No. : AAICA5591M

APL/HRM/Panelav/18890/2022- 23

June 15, 2022

Mr. Praful Wagh  
H.No. 301, Wng No. D  
Laxman Complex, Boisar  
Distt. - Palghar,,401501  
Maharashtra  
Mobile -9763011815  
Subject: Appointment

Dear Mr. Praful Wagh,

We refer to your application and the subsequent interview for employment in our organization.

We are pleased to appoint you as Executive - Quality Control in our IBU API Unit 1 on the following terms and conditions:

1. You will be on probation for a period of six months from the date of joining. The period of probation can be curtailed or extended depending on the assessment of your performance. You will continue to be on probation unless your services are confirmed in writing.
2. Your initial place of posting will be Panelav, however, your services are liable to be transferred to any location, department of Alembic Pharmaceuticals Ltd or its group companies, at any point in time during your tenure.
3. Your Basic salary will be Rs 10000/- per month and your gross Compensation (annual CTC) will be 290000/-. Details of your compensation are provided in the annexure. Compensation payable to you shall be subject to deduction of Income Tax or any other deduction as required by law.
4. Your appointment is subject to your being found medically fit and certified to this effect in writing by a registered medical practitioner having a minimum qualification of MBBS. Your continuance in employment will be further subject to your remaining medically fit. The management will have the right to get you examined or re-examined from company's medical officer, whose decision shall be final and binding.
5. You will discharge your duties diligently and honestly and will not disclose, utilize or divulge to any other company, firm or person, the affairs, processes, techniques, etc. without written consent from the management.
6. You will be governed by the policies, norms rules & regulations as applicable to your grade and establishment of your postings.

Page 1 of 3

**ALEMBIC PHARMACEUTICALS LIMITED**

REGD. OFFICE : ALEMBIC ROAD, VADODARA - 390 003. • TEL : (0265) 2280550, 2280880, 6637000  
www.alembicpharmaceuticals.com • E-mail : hrd@alembic.co.in • CIN : L24230GJ2010PLC081123 • PAN No. : AAICA5991M

7. This appointment is made on the basis of the information you have furnished in your application. If at any time it is found that any information / document furnished by you is incorrect, your appointment will be liable to be terminated without notice or compensation.
8. During probation your services will be liable to be terminated upon giving one month's notice or one month's Basic Salary in lieu of notice period, by either party. Post confirmation of your services, services can be terminated by either party upon giving three months' notice or three months' Basic Salary in lieu of notice period, except in the case of dismissal or termination of services on account of misconduct when you will not be entitled to any such notice or salary in lieu thereof. In case you leave the employment without giving notice you shall have to pay liquidated damages of an amount equal to three months Basic Salary.
9. If at any time in the opinion of the company which shall be final in this matter you become insolvent or are found guilty of dishonesty, disobedience, disorderly behavior, negligence, indiscipline, absence from duty without permission, breach of trust, loss of confidence, insubordination or any other conduct considered by the company as detrimental to its interests, or of violation of one or more terms of this appointment, your services may be terminated without notice.
10. You will not engage yourself in any other trade, profession or vocation, directly or indirectly, part time or full time, and whether for gainful purpose or otherwise.
11. All documents, plans, drawings, photos, reports, statements, formulas, data (electronic or otherwise), correspondence, etc. and also information and instructions that may pass through you or come to your knowledge will be treated by you as confidential and you will be bound to keep them secret and will not divulge or pass over to anyone either during or on cessation of employment.
12. You will also undertake to indemnify the company and its affiliates from any loss or damage arising from any breach of this undertaking. If required, you will sign an agreement of secrecy to this effect.
13. You shall keep the company informed in writing about change in your civil status or residential address and other contact details.
14. You will superannuate from the services of the company on attaining the age of 58 years.

*[Handwritten Signature]*

15. In the event of your being indulging in any acts or commission constituting misconduct, including unwelcome physical contact and advances and / or a demand or request for sexual favour and / or sexually colored remarks/jokes, and / or showing pornography and / or any other physical, verbal or non-verbal conduct of a sexual nature, which will tantamount to an act of moral turpitude, you shall be dealt with appropriately.

You will join on or before July 18, 2022 failing which, unless any extension thereof is agreed in writing, this appointment automatically stands cancelled and invalidated.

You will sign a copy of this appointment as a token of your acceptance of all the above terms and conditions.

We look forward to a long and fruitful association with you.

Yours sincerely  
For Alembic Pharmaceuticals Ltd,



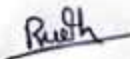
Himanshu Jani  
Head - H.R.

Enclosure: Details of compensation package

I accept the appointment on the terms and conditions stated above and will join on AUGUST 01, 2022

Date: 04/07/2022  
Place: Boisar

Name and Signature:

  
Praful Wagh



Date: 06.03.2021

**Mr. Dipak Deore**  
**Mhasdi, Poner,**  
**Dhule,**  
**Maharashtra - 424304**

**Dear Mr. Deore**

It gives us great pleasure to extend to you an offer to join our Organization as a **Trainee – Quality Assurance at Ankleshwar**. We believe there is an excellent match between your skills and the career opportunities available to you as a member of our Organization.

You will be paid a stipend as per Annexure A.

You will be on training for a period of **1 Year** from the date of your joining.

You are required to carry the following documents at the time of joining:

1. Certified photocopies of Educational Certificates.
2. Proof of Date of Birth
3. Employment Relieving Letter from Previous Employer
4. Certificate for last drawn salary.
5. Six photographs (4 passport size and 2 post card size).
6. Photocopy of PAN Card.
7. Photocopy of AADHAR Card.

You are required to join as early as possible as but not later than **16<sup>th</sup> March, 2021**. Please note that this offer of employment is subject to your being found medically fit subsequent to the pre-employment medical checkup.p

This letter is being issued to you in duplicate. You are requested to return one copy of this letter duly signed by you towards the acceptance of our offer.

Yours sincerely

**For, Glenmark Life Sciences Ltd.,**

  
**Deputy General Manager – Human Resources**

**Glenmark Life Sciences Limited**

(Formerly known as Zorg Laboratories Private Limited)

Plot No, 3109, GIDC Industrial Estate, Ankleshwar - 393 002, India.

Registered Office: Plot No 170-172, Chandramouli Industrial Estate, Mohol Bazarperh, Solapur – 413 213, India.

T : 91 2646 222265/69 CIN: U74900PN2011PLC139963 E: [complianceoffice@glenmarklifesciences.com](mailto:complianceoffice@glenmarklifesciences.com)



Ref No: 220605

Dt: 08-02-2022

To,

ROHIT PANDIT KHAIRNAR  
DHUL, VIDYA NAGARI,  
MAHARASHTRA, INDIA - 424001.

**Appointment Letter**

**Dear Mr. ROHIT PANDIT KHAIRNAR,**

We are pleased to appoint you as **CHEMIST** in **R&D** department considering your application and subsequent interview you had with us on the following terms and conditions:

**1. APPOINTMENT**

The terms governing this appointment will be effective from **13-02-2022** i.e the date of your joining in **M/s RK AGENCIES, #106, 5<sup>TH</sup> Block, Prajay City Apartments, Allwyn X Road, Miyapur, Hyderabad - 500049.**

**2. PLACE OF POSTING**

Your place of posting will be at our client **M/s HETERO LABS LIMITED, GADDAPOTHARAM.**

**3. REPORTING**

You will be reporting to the **Head of the Department** or any other officer authorized by the company.

**4. SALARY & ALLOWANCES**

You will be paid salary and applicable allowances as detailed in the annexure enclosed.

**5. SERVICE RULES**

You will be covered by the service rules and regulations of the company in force relating to work administration, conduct, discipline and other allied matters which are further likely to be amended under the applicable statutory provisions from time to time.

**6. PROBATION**

You will be on probation for period of 3 years from the date of your joining. After successful completion of your probation period, your services will be confirmed by the management accordingly. If the performance during the probation period is found not up to the mark, the probation period will be further extended at the discretion of the management.

**7. TRANSFER**

During the period of service, depending upon the exigencies of work, your services are liable for transfer from one section to another section, from one department to another department, from one unit to another unit or from one place to another place at discretion of management.

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**RK Agencies**

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No 106, 5<sup>th</sup> Block, Prajay City Apartments, Allwyn X Roads, Miyapur, Hyderabad - 500049



## 8. DUTIES / RESPONSIBILITIES

- a) You will apply yourself diligently and faithfully to the work that may be assigned to you from time to time duly complying with the directions given to you by your superiors
- b) You will have the responsibility for efficient, satisfactory and economic operations in the areas of responsibility that may be assigned to you from time to time. Every employee of the company will take upon himself/herself the required degree of responsibility under the rules and regulations framed for the purpose and are accountable for the work undertaken by him/her.
- c) You will not engage yourself without any written approval of the management in any other employment or hold any other honorary office during the tenure of such employment either as a consultant or work on part time basis with any other company / organization / individual.
- d) During the course of your employment, in the event of you being found guilty of misconduct, negligence in the discharge of duties, irregular in attendance, theft, corruption, fraud, forgery, misappropriation or refusal of transfer, disobedience of the orders of superiors, commit any breach of the terms of your employment or of any of the stipulations herein contained, or any other act of omission inconsistent with your duties, render yourself incompetent in performing your duties, the company shall be entitled to terminate your services without any notice or compensation.

## 9. VERIFICATION

Your appointment is based on the information furnished by you to the company. If at any time the information provided by you is found to be false and misleading, your appointment will be terminated forthwith without any notice or payment / compensation in lieu thereof.

## 10. APPRAISAL/PROMOTION

Increments and future prospects in the company shall entirely depend upon your performance. Accordingly your performance will be measured by evaluating your efficiency, hard work, attendance regularity, sincerity, loyalty, good conduct and such other relevant factors. Please note that increment/ promotion in no case shall be automatic and can never be claimed as a matter of right.

## 11. NOTICE PERIOD

- a) During 1st year of service, if so warranted, termination of the services can be initiated by either side by giving three months notice in writing or with compensation of equivalent amount of gross salary applicable for the said period of 3 months in lieu of notice period.
- b) On completion of Three year, if you choose to resign, you will have to serve 3 months notice in writing to the company and also physically work during the notice period of 3 months without being eligible to any kind of leaves whatsoever. Similarly if the company intends to terminate your services, for any specified reasons, at its discretion, you will be served with three months' notice to the effect or in lieu may pay 3 months gross salary and relieve you immediately. Further the company at its sole discretion will have an option to accept your resignation and relieve you prior to completion of stipulated notice period of three months, without any pay in lieu of notice period.

## 12. CONFIDENTIALITY



During the period of service, you shall become fully cognizant and familiar with current facets of Company's business, its sources of supply, list of customers, prices, supplies, processes and methods of manufacture, products, sales and distribution & information that relate to its activities in general, which, if disclose might afford third parties an unfair competitive advantage against the Company. The Employee agrees that he shall not directly or indirectly use, make available, sell, disclose or otherwise communicate to any person other than in course of Employee's Employment and for the benefit of the Company either during the period of the Employee's Employment or at any time thereafter. Therefore, the Employee undertakes and guarantees to keep all such information strictly secret and confidential and shall indemnify the Company for any breach of his confidentiality obligations.

### 13. NON-SOLICITATION

During your Employment with the Company, you agree that you will not directly or indirectly, individually or on behalf of any other person, firm, corporation or other entity, knowingly solicit, aid or induce,

- a) any Employee of the Company or any of its subsidiaries or affiliates to leave such Employment in order to accept Employment with or render services to or with any other person, firm, corporation or other entity unaffiliated with the Company or knowingly take any action to materially assist or aid any other person, firm, corporation or other entity in identifying or hiring any such Employee.
- b) any customer of the Company or any of its subsidiaries or affiliates to purchase goods or services then sold by the Company or any of its subsidiaries or affiliates from another person, firm, corporation or other entity or assist or aid any other persons or entity in identifying or soliciting any such customer.

### 14. NON-COMPETITION

During the period of employment, you will perform services of unique nature for the Company that are irreplaceable and that his performance of such services to a computing business will result in irreparable harm to the Company. Accordingly, the Employee agrees that he will not directly or indirectly own, manage, operate, control, be employed by or render services to any person, firm, corporation or other entity in whatever form engaged in any business of the same type as

any business in which the Company or any of its subsidiaries is engaged on the date of termination or at any time during One Year period pending with the date of termination in any country in which the Company conducts business.

### 15. TERMINATION

The Company may immediately and without notice terminate your Employment with "Cause" without prejudice to any other remedy open to the Company. "Cause" shall mean

- a) The company will deduct taxes as appropriate and consistent with the Indian Tax
- b) Conduct that has or is likely to have an adverse effect on the Company's reputation
- c) Substantial or Continued unwillingness to perform duties as reasonably directed by the Reporting Authority.
- d) Gross negligence or deliberate misconduct.
- e) Any material breach of clauses of this appointment. You acknowledge that you are continuing obligations under this appointment including but not limited to Clauses 12, 13 and 14 in the event that you are terminated with Cause.

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## 16. GENERAL

- a) The company will deduct taxes as appropriate and consistent with the Indian Tax Regulations. You will be responsible for your tax liabilities under all applicable Tax Laws. In case of any change in your residential address during the course of employment with the company, it will be your duty to intimate the same to the company in writing within a week from the date of occurrence of such change. All communications mailed to you by the company to the last address given by you will be deemed to be the notices properly served on you as expected of the company.
- b) Please note that our offer is subject to references provided by you being satisfactory and you being found medically fit.
- c) Upon resignation / termination of your employment, you should handover charge duly to the official designated for the purpose and pass on all papers / documents and / or other properties, which may be in your possession, to seek relief from the company.
- d) Please note that you are expected to keep the salary package strictly confidential and not to share the information regarding the salary with anyone

This appointment letter is issued to you in duplicate and you are hereby advised to return one set duly signed in token of your acceptance of the terms and conditions mentioned above.

best wishes,  
for RK Agencies.,

Authorized Signatory



### Acceptance

I have read and understood the above Terms & Conditions and non-disclosure and non-conflict agreement hereby signify my acceptance.

Signature

Name

Date

REF: 220605



Dt: 30-01-2022

Mr. ROHIT PANDIT KHAIRNAR  
DHUL, VIDYA NAGARI,  
MAHARASHTRA, INDIA- 424001.

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Dear Mr. ROHIT PANDIT KHAIRNAR,

**Sub: Offer of Employment**

We are pleased to offer you the position of **CHEMIST** in **R&D** department based on your application and interview you had with us. Your place of posting will be at **M/s RK AGENCIES, NO 106, 5<sup>th</sup> BLOCK, PRAJAY CITY APARTMENTS, ALLWYN X ROAD, MIYAPUR, HYDERABAD-500049**. Your Services are presently placed at our Client **M/s HETERO LABS LIMITED, SURVEY NO.10, I.D.A., GADDAPOTHARAM, JINNARAM MANDAL-502313, MEDAK, TELANGANA, INDIA.**

1. You are requested to report for duty latest by **13-02-2022**, failing which offer is not valid beyond this date.
2. Upon receipt of the offer, you are required to undergo medical checkup at the company authorized diagnostic centres. You will be entitled for appointment upon you found to be medically fit.
3. You will report to the **Head of the Department** or any other officer authorized by the company, with regard to your day to day activities from time to time.
4. If there are any changes in the conditions of your service, the same will be notified to you.
5. You will be entitled to the gross salary as discussed and agreed upon mutually.
6. You will be on probation for a period of six months from the date of your joining.
7. You are required to sign an agreement on your joining as discussed during interview.
8. Your appointment order including confidentiality and non-disclosure agreement indicating terms and conditions of your employment will be issued at the time of your joining.



Please ensure to bring the following documents / certificates etc., at the time of your joining.

1. Copy of your offer letter.
2. Employee Information sheet duly filled in.
3. Physical fitness certificate from a civil surgeon.
4. Copies of educational certificates and mark sheets.
5. Four passport size colour photographs.
6. Proof of age: Birth certificate or 10th class certificate giving date of birth.
7. Latest pay slip and relieving letter from your previous employer.
8. Copy of your PAN card and ADHAR card.
9. PF declaration form duly filled in.
10. Copy of Form 16 issued by your present employer if you are assessed to IT.

Please note that you are expected to keep the salary details strictly confidential and not to disclose the same with anyone.

We look forward to your acceptance of this offer and join our organization.

We welcome you to RK AGENCIES

With best wishes,

For RK AGENCIES

Authorized Signatory



Offer Acceptance:

I received original offer letter dated 30-01-2022 for the position of CHEMIST in R&D and I here by accept the terms and conditions set out in the offer letter. I further confirm that I will be joining on or before 13-02-2022.

Date:

(Signature of the Candidate)

# SALARY ANNEXURE



## RK AGENCIES Salary Structure

Name	Mr. ROHIT PANDIT KHAIRNAR
Designation	CHEMIST
Department	R&D

EARNINGS	
BASIC	8400
HRA	5600
	-
	-
	-
<b>GROSS (PM)</b>	<b>14000</b>

ANNUAL BENEFITS	
LTA	4000
Employer ESI	5460
Employer PF	12096
Exgratia	16800
<b>TOTAL ANNUAL BENEFITS</b>	<b>38356</b>

DEDUCTIONS (Per Month)	
E.S.I	105
P.F	1008
P.T	-
	-
	-
<b>TOTAL DEDUCTIONS</b>	<b>1113</b>
<b>NET SALARY</b>	<b>12887</b>

<b>CTC Per Annum</b>	<b>206356</b>
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(Rupees Two Lakh Six Thousand Three Hundred FiftySix Only)

Apart from above, you are entitled for the following additional benefits:

- Ø Group Term Life insurance coverage up to 10 times on CTC and up to Maximum of 25 Lakhs.
- Ø Group Personal Accident Insurance coverage up to minimum of 25 Lakhs and Maximum of 50 Lakhs.
- Ø Gratuity as per payment of Gratuity Act, 1972.

for RK AGENCIES



AUTHORIZED SIGNATORY

## RK Agencies

No 106, 5<sup>th</sup> Block, Prajay City Apartments, Allwyn X Roads, Miyapur, Hyderabad - 500049