

12th May 2022

ALEMBIC/ HRM/ MUMBAI/2022

To,
Ms. Jhanvi Sitole
2/1, Suraj Nagar,
Bangali Square,
Indore - 452016
Mobile: 9993464388

Subject: Offer Letter

Dear Ms. Sitole,

This is with reference to your application and subsequent to the discussion you had with us; we take pleasure in inviting you to join our organization as **Trainee-Marketing**. **You are requested to join us on or before 01st July 2022.**

1. Your compensation details are as per the attached annexure -A.
2. This offer is valid subject to you being clearing the pre-employment medical check and reference check.
3. Your place of posting as decided during the discussion shall be at **Mumbai**. However in future, you may be transferred to any of our office/ plant location anywhere in India.
4. You will be on training period for one year from **1st July 2022** to **30th June 2023**. Basis your performance your services shall be regularized post which you shall be on probation for a period of **six months**. 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.
5. A detailed appointment letter would be issued to you at the time of your joining.
6. You are required to bring along with you following documents at the time of joining.
 - Certificates in support of your educational qualification (from Class X onwards).
 - Proof of date of birth
 - 3 Recent Passport Size Photographs
 - Relieving letter of your last organization
 - Last salary slips / salary certificates (if applicable)
 - Proof of Income Tax returns (if applicable)
 - PAN Card & Aadhar Card Copy
 - Cancelled cheque of HDFC/ Axis Bank

For any further clarifications feel free to contact, Ms. Aditi Shetye on aditi.shetye@alembic.co.in & cell no 9821424433.

Kindly return the duplicate copy of this letter duly signed as a token of your acceptance of our offer.

Looking forward to a long and fruitful association and your contribution in building the future of Alembic.

Alembic Pharmaceuticals Limited

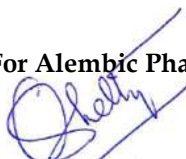

Chitra Shetty
Deputy General Manager - Human Resources

Signature
Date:

<u>Annexure - A</u>		
Name	Jhanvi Sitole	
Designation	Trainee - Marketing	
HEADS	Amount in rupees (Per Month)	Amount in rupees (Per Annum)
Basic Salary	10208	122496
HRA	5104	61248
Hospitalization Premium	699	8388
Advance against Bonus	1800	21600
Supplementary Pay	4792	57504
Supplementary Allowance	4848	58176
Total Allowances	17243	206916
Provident Fund	1225	14700
Gratuity	491	5892
Total Retirals	1716	20592
Monthly Salary	29167	
Annual CTC		350000

- 1) You will be covered under Group Accident Insurance as per company policy.
- 2) You will be entitled for Mediclaim benefits for self, spouse and children as per company policy.
- 3) Any restructure of compensation in future will first be adjusted from Supplementary Allowance.
- 4) You will be entitled for reimbursement of Notice Pay on producing documents.
- 5) All reimbursements / consideration will be with the lock in duration of 24 months from the date of pay out.
- 6) Any amount of money that is recoverable during the tenure of your employment or after your voluntary or involuntary separation from the services of the company will be subject to the applicability of 18% GST on the said amount that is recoverable from you.

For Alembic Pharmaceuticals Limited



Chitra Shetty
Deputy General Manager - Human Resources

Signature
Date: