

**LETTER OF APPOINTMENT**

**"Form A"**

(See Rule 22 (1) of The Sales Promotion Employees (Condition of Services) Act 1976 with Sales Promotion Employees (Condition of Services) Rules 1976)

Name of the Establishment : Alembic Pharmaceuticals Ltd  
Address : Alembic Road, Vadodara-390003  
Name of the employer : Alembic Pharmaceuticals Ltd  
Name & address of the Sales Promotion Employee : **Mr. Harekrishna Saha**  
Dakhalbati, Birbhum, Durga Mandir Rampurhat,  
West Bengal-731224

With reference to your application and subsequent interview you had with us, We are pleased to put you as **Trainee Medical Representative**, for our **Megacare** division based at **Suri** as your Head Quarter with effect from **16-10-2023** on the following terms & conditions:

1. You will undergo training for a period of six months from the date of joining. The Company however, shall have the right to extend or curtail the said period of Six Months subject to your performance.
2. During your training period, you will be paid salary as per the Annexure – 1.
3. The training may comprise of classroom sessions and on-the-job training in nominated departments of the Division, and may include the assignment of independent work. It is mandatory that you successfully deliver the expectations of the theoretical and practical aspects of the training.
4. The Division will have the sole discretion of setting out your training program and for this purpose, you may be required to be transferred from one Division / Location / Head Quarter to another across India, if the Division is of the opinion that it is necessary for the purpose of your training.
5. During the training period, if your performance is any way found unsatisfactory, your training period will be discontinued on any day without giving any notice and without assigning any reason or compensation whatsoever. The Division will review at the end of every month your training progress and for that purpose may give some trade tests, if it is so desired. You must show satisfactory periodicals progress during the training period. Your training period can be extended / terminated / curtail at the discretion of the Division of the Company. You will continue to be on training till such time as you are otherwise communicated in writing.
6. You must show satisfactory periodical progress during training period to avoid extension of training period or even termination. Your suitability for absorption will be determined on the basis of evaluation of your performance during the training period. Based on the satisfactory performance and the Company need, you may be absorbed in the Company. The decision of the Company regarding your suitability for absorption shall be final.

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7. Your training period, without anything more, shall automatically come to an end on completion of a period of Six Months or the extended period, if any. This shall, however, be without prejudice to the rights of the Company to terminate your traineeship at any time without giving any notice or assigning any reason for doing the same.

8. On successful completion of your training period including such extended period, you will be placed on six month probation in your position in writing provided your service during the Training period has been found satisfactory in all respects.

9. You will be entitled to leave with pay in accordance with the Leave provisions of the division and procedure or any amendments thereto and the rules framed by the division that may be in force from time to time. If you remain absent without prior permission or intimation for a consecutive period of ten days or more your Traineeship shall be liable for termination without notice or appropriate disciplinary procedure will be initiated accordingly.

10. During the continuance of your employment, you will not accept any part-time or full-time employment in any Organization whether with or without remuneration. You will also not pursue any educational/vocational courses part time or full time without prior permission of the Company.

11. You will inform in writing the Management of any change in your residential address and family status at the earliest. On failing to do so, all communications intended to be served on you would be sent to your last address as per our records and this shall be deemed to be sufficient service on you.

12. That during the period of Training, you shall make every sincere endeavor to abide the training program and shall at all times exert yourself to the best of your ability to make the training program a success. You shall follow and give effects to all orders, instructions and guidance given to you by your superiors and shall preserve and maintain perfect discipline at all times.

13. During the period of your training with the company, you will devote your whole time and attention to your training and will not engage yourself directly or indirectly in any service, trade, profession, business or occupation.

14. If at any time during period of your training, you are found dishonest, disobedient, intemperate, irregular in attendance or at work or commit a breach of the terms and conditions of your training, the Division shall notwithstanding anything to the contrary that may be contained herein, be entitled to terminate your training forthwith without any notice whatsoever and may deduct without prejudice to any other rights and remedies which the Division may have against you from the emoluments, if any then due to you, the amount of any loss to the Division may have sustained has occurred, shall be final conclusive and binding upon you in all respect and shall not be questioned by you on any grounds whatsoever.

15. Your above training is subject to your medical fitness and retaining reasonable medical fitness during the tenure of your training and as certified by the Doctor appointed by the Division for this purpose. The Division may require you to undergo medical check up as and when required at the Division's cost by any Doctor/Doctor's nominated by the Division. If after such examination, the Division is of the opinion that continuance of your training is medically not advisable or that you are not in a position to undergo training, the Division may discontinue your training forthwith without any notice.

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16. a) Please note that this appointment is offered on the basis of information furnished by you. If at any time it is revealed that employment has been obtained by furnishing false/misleading insufficient information or withholding material information, the Company will be free to terminate your training/service at any time without notice.

b) In respect of any other matter related to your service not covered above, you shall be governed by the rules of the Company as in force from time to time.

c) On the question of interpretation of any of the terms and condition, the decision of the Company shall be final and binding to you.

17. You will be retired or superannuated from the services of the division on completion of 58 years of age. The date of birth as declared by you verified at the time of your employment will be reckoned final for this purpose.

18. Any instance of misconduct, breach of any of the clauses, rules and regulations governing your engagement, neglect of your duties, insubordination, riotous behavior, insolence, absence from duty without prior sanction, dishonesty, embezzlement and accepting any commission or discount from any merchant or outsiders or such behavior in contravention of traditional/ common during your training or if you are tried and/or convicted for any criminal offence, you shall be dealt with appropriately.

19. 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.

20. If any question of interpretation of any terms / conditions of your engagement / training arises, the Division's decision shall be final and binding on you. In case of any dispute or difference arises out of or in connection with your engagement, including any further terms and conditions that may be laid down from time to time, it shall be subject to the exclusive jurisdiction of the appropriate Courts, Tribunals and/ or Authorities in the city of Vadodara.

21. Your appointment is subject to your medical fitness and retaining reasonable medical fitness during the tenure of your employment with the Company and as certified by the Doctor appointed by the Division for this purpose. The Division may require you to undergo medical checkup as and when required at the Division's cost by any Doctor/Doctor's nominated by the Division. If after such examination, the Division is of the opinion that continuance of your services is medically not advisable or that you are incapable of discharging your duties, the Division may discontinue your services forthwith without any notice.

22. You shall submit your reports and required information regularly to your superiors as per the Rules and Policy of the Company in such prescribed format from time to time. You shall undertake to adhere to such schemes/procedures like Cell Phone Reporting or such other method of reporting as the Company decides as per the requirements and as per the exigencies of the business.

23. In case you fail to join at your assigned Headquarter within 7 days of issuance of this appointment letter, it will be assumed that you are no more interested in this position and joining the Company. Subsequently, the said appointment letter will be deemed withdrawn.

We welcome you in our Organization and look forward to your completion of successful training with us.

**For Alembic Pharmaceuticals Ltd,**



**Arvind Tripathi**  
**Associate Vice President – Human Resources**

**I have read and understood all the terms and conditions of appointment and I shall abide by them in toto.**

**Place :**

**Date :**

**(Signature)**

**ALEMBIC PHARMACEUTICALS LIMITED**

ALEMBIC ROAD, VADODARA - 390 003 • TEL. : (0265) 2280550, 2280880 • FAX : (0265) 2282506  
Website : [www.alembicpharmaceuticals.com](http://www.alembicpharmaceuticals.com) • E-mail : [alembic@alembic.co.in](mailto:alembic@alembic.co.in)  
CIN - L24230GJ2010PLC0061123

ANNEXURE-A

16/10/2023

**ALEMBIC PHARMACEUTICALS LTD**

**NON-METRO**

**ANNEXURE (Compensation Details)**

**Candidate Name** : Mr. Harekrishna Saha  
**Division** : Megacare  
**HQ** : Suri  
**Designation** : Trainee Medical Representative  
**DOJ** : 16-10-2023

Sr. No.	Salary Head	Amount(Rs.)	Frequency
1	Basic	13750	Monthly
2	HRA	5500	Monthly
3	Hospitalisation Premium	828	Monthly
4	Kit Allowance	1211	Monthly
5	PF (Company)	1650	Monthly
6	Advance Against Bonus	1400	Monthly
7	Gratuity	7932	Yearly
Annual CTC		300000	Yearly
<b>Amount In Words: Rupees Three Lac Only.</b>			



**Arvind Tripathi**  
**Associate Vice President – Human Resources**

**Notes :**

1. Gratuity will be payable as per The Payment of Gratuity Act, 1972 and employee will be eligible for gratuity only after rendering 5 years of continuous service in organization.
  2. Payment of Bonus will be made as per The Payment of Bonus Act, 1965.
  3. There will be variation up to Rs. 12/- per annual in CTC due to rounding-off the monthly amount.
- Please sign duplicate copy of this appointment letter and send back to the authorized signatory as a token of your acceptance of the appointment on the terms and conditions mentions here in above.

**Place :**

**Date :**

**(Signature)**