

Date: 13 June 2023

Madhurima Kotal

-

Sub: Offer Letter

Dear Madhurima,

With reference to your interview, the management of **Mankind Pharma Limited** is pleased to offer you the post of **Apprentice Quality Control** in **Quality Control** at **H.Q. Sikkim Plant, Sikkim**.

The regular appointment letter containing your Salary structure will be issued to you on the date of joining. You are requested to join on **15.06.2023**; your failure to do so shall require management approval for the further extension of this offer letter.

You are advised to produce the following documents before the date of joining to complete your background check.

1. Copy of education qualification certificates
2. ID, Address Proof and Two passport size photograph (with white background).
3. Copy of Bank Statement or Cancelled cheque of any one of HDFC/ICICI/SBI/PNB Bank.
4. Three professional references.
5. You would have to undergo Medical Check-up as a part of our process and share the report with us prior to joining, (Checklist is attached for your reference)

In case of your inability to produce the original documents needed for the offered post on the D.O.J your offer letter shall be revoked at the option of the company. The information provided by you must be true to the best of your knowledge if found false then this offer letter stands cancelled.

This letter does not constitute your employment, which will be effected only after completion of various formalities and your acceptance of terms and conditions of the appointment letter as offered at the time of your joining.

Kindly sign this letter as a token of your acceptance of this offer. This offer is valid for seven days from the date of issuance if not submitting the acknowledged copy of your resignation letter.

Note: It is advisable for you to get vaccinated from Covid-19 and share the certificate with us at the time of joining.

Employees joining in between January to June will be eligible for increment in next PMS cycle, (July to June) however, the same shall be considered either since start of the PMS cycle (July) or the date of confirmation; whichever is later.

Employees joining in between July to December shall be eligible for increment in forthcoming July from their Date of Joining post confirmation.

Thanking you,
Yours Sincerely,

For Mankind Pharma Limited



Mr. Javed Ahmed
General Manager - Human Resources

MANKIND PHARMA LIMITED

Regd. Office : 208, Okhla Ind. Estate, Phase - 3, New Delhi-110020, Ph. : 011-46541400, 47476600 Fax : 011-46541382
CIN No. U74899DL1991PLC044843, E-mail : contact@mankindpharma.com www.mankindpharma.com