

Date : 19-Aug-24

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. Ronajit Mondal**
Andal More, Andal
Near I.C.D.S Office, Durgapur, West Bengal,
713321

With reference to your application and subsequent interview you had with us, We are pleased to put you as **Trainee Medical Representative**, for our **Enteron** division based at **Durgapur** as your Head Quarter with effect from **19-08-2024** 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.

ALEMBIC PHARMACEUTICALS LIMITED

ALEMBIC ROAD, VADODARA - 390 003 • TEL : (0265) 2280550 2280280 • FAX : (0265) 2282506

Website : www.alembicpharmaceuticals.com • E-mail : alembic@alembic.co.in

CIN - L24230GJ2010PLC061123

Ronajit Mondal

24/08/2024, Kolkata

ANNEXURE-A

19-Aug-24

ALEMBIC PHARMACEUTICALS LTD

NON-METRO

ANNEXURE (Compensation Details)

Candidate Name : Mr. Ronajit Mondal
Division : Enterop
HQ : Durgapur
Designation : Trainee Medical Representative
DOJ : 19-08-2024

Sr. No.	Salary Head	Amount(Rs.)	Frequency
1	Basic	13750	Monthly
2	HRA	5500	Monthly
3	Hospitalization Premium	1010	Monthly
4	Kit Allowance	1029	Monthly
5	PF (Company)	1650	Monthly
6	Advance Against Bonus	1400	Monthly
7	Gratuity	7932	Yearly
Annual CTC		300000	Yearly
Amount In Words: Rupees Three Lac Only.			



Arvind Tripathi
Associate Vice President - Human Resources

Notes:

- 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.
 - Payment of Bonus will be made as per The Payment of Bonus Act, 1965.
 - 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 Kolkata

Ronajit Mondal
(Signature)

Date: 24/08/2024