

Form A
(Rule 22 (1))
LETTER OF APPOINTMENT

07/01/2019

Mr. Kausik Ghorui
Vill +Post- Barjora
Dist- Bankura
Bankura West Bengal - 722202

Dear Kausik,

Welcome aboard!

We are delighted to offer you the position of Assistant Manager - C I in our Gastrocare team at Cipla based in Burdwan. You will be assigned a role of "Management Trainee". Your scheduled date of employment with us will be 01/01/2019.

Here are the terms and conditions of our offer:

1. Your Total Salary will be Rs.18,160/- per month. The details of the salary are provided in Annexure A.
2. You will undergo training for a period of one year from 01/01/2019 to 01/01/2020. On completion of this period, your training will automatically come to an end. In case a suitable vacancy exists then, we may consider your candidature for the same, depending upon your performance during the training.
3. You will be eligible for various benefits like Leave and Group Life Insurance etc. of the Company, as per Policy. You can know more about the same on the trainee self-service portal.
4. You will be eligible for further review of the emoluments as per the Company Policy.
5. During your training you may be transferred to any of the existing establishments / location of the Company as well as to any new establishments / locations that may be set up by the Company in future at the discretion of the Company without any extra remuneration. You are also liable to be transferred from one department to another department at the discretion of the Company.
6. You will be governed by all the rules and regulations of the Company including for employment, hours of work, holidays, discipline and general work practices applicable to the establishment / Location where you are posted for work and as amended from time to time. For details of the rules, please visit the Cipla HR site or seek assistance of the Human Resource department.
7. As per the policy of the Company, we expect all our trainees to devote their full-time attention and effort to the business of the Company and to continuously develop their professional skills in the mutual interest of the individual as well as the Company. We clearly disapprove of any trainee directly or indirectly engaging himself in or devoting any time or attention to any part-time employment or business or monetary position other than that of the Company. The only exception that is permitted in this regard is honorary services that may be rendered by the trainee on a reasonable and part-time basis, without interfering with the responsibilities entrusted to him by the Company, in regard to

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