

CONFIDENTIAL

Date: 11 Oct 2023

Offer for Appointment as Chemist - R & D

To,

Akash Raju Vhankhande,
akashvhankhande676@gmail.com
97656 75776

Kind Attention "Mr. Akash Raju"

Sub: OFFER LETTER.

With Reference to the Interview you had with us. You are being appointed as **Chemist** in our organization.

The Company is pleased to inform you that, your services are required for the role of Chemist in **R & D Department**. Please note that you shall join the company on or before **25th Oct 2023**.

1. Management reserves the right to vary the deliverables of your work and/or your posting during your engagement with the Company for the period mentioned above, based on business exigencies.

2. Terms & Conditions

- You shall be required to work in different shifts and different timings as fixed by the management from time to time. The management has the right to make changes in timings as well as hours of work without any prior notice to you.
- You will be given weekly-off as per provisions of Factories Act; however, the Management reserves the right to make changes in weekly off days as well as starts or discontinues staggering off work without any prior notice to you.
- You will be on probation for a period of 03 months from the date of your joining. This period of probation can be extended at the sole discretion of the management depending upon your overall performance.
- Your **CTC** will be **Rs. 1.80 per annum** (One Lakh Eighty Thousand Rupees Only). Further, there will be no deductions/entitlement with regard to the Provident Fund during the probation period, deductions with regard to Income Tax and Health Insurance will be made.
- The Company may periodically review any remuneration, benefit, facility or perquisite that had been extended to you.
- You will be entitled to leave and other benefits as per the policies framed by the Company from time to time as applicable.

- Your services will be governed by the prevalent rules and regulations of the Company and any future amendments.
- The Company has the right to suspend you, pending enquiry without any wages compensation or allowances, if any of your actions led to loss or damage to company property or you fail to deliver/perform as agreed.
- The Company has the right to terminate your services/employment, if found that you are by any means entertaining any political activities or union formation activities at the plant or outside the plant which may lead to loss or destruction of the property of the plant.
- In case it is found that any employee falsified any document/information, the concerned employee will be terminated without notice and forfeit all the benefits.
- You shall maintain at all times, absolute secrecy and confidentially about all matters what so ever relating to the business of the company that you may acquire by virtue of your engagement, and undertake not to disclose any such information or part with any documents including but not limited to drawings, designs and/or any such proprietary information and /or intellectual property rights of the company any third party whilst in the engagement of the company or thereafter. Further, you will be signing a confidentiality agreement during the issuance of Appointment Order.
- You shall maintain discipline in the company and shall be governed by the rules and regulations formed by the company and changes made there in from time to time.
- Your engagement is based on your special skills and special requirement and hence it is expected that you shall give maximum deliverables, failing which the management has the right to terminate your services.
- At any point of time during your employment period, if you are absent for more than fifteen days without prior intimation, your services to the company shall remain terminated.
- Any information furnished by you, if found to be incorrect/false or inadequate, shall result in termination of this contract of engagement automatically.
- You will work under the general supervision of site In-charge/ Concerned Department Head.
- Your employment is subject to your being found medically fit at all times by the Client's Medical Officer or any other Officer as approved by the Client.
- Third Party Employment/Contracts: The employee agrees and confirms to not engage himself with any third parties either by way of a consultant or by way of any contract either for monetary benefits or not with any third parties directly or indirectly or in partnership during the validity of this agreement or employment with the company. Any breach of the above conditions will result in termination of employment with immediate effect and appropriate damages will be claimed by the employer.
- At the time of joining please bring with you the following documents:

- Original Educational Certificate(s)
 - Original Technical / Skill Certificate(s)
 - Experience Letter(s) of past employer(s)
 - Appointment letter and last drawn salary proof of previous employer
 - Relieving letter from previous employer
 - Six Passport size photographs of self
 - ID proof (Photo copy of Passport /AADHAR)
 - NOC/Clearance Certificate from the Concerned PS Limits of residence and last place of employment
- You shall at no point of time make any claim or assert any right to employment, damage, loss or compensation of any sort whatsoever against the Company.

Dos and Don'ts in factory premises:

No chewing of tobacco, drinking or smoking in the factory premises

Wear safety gears like shoes, helmet etc at site

When working on heights should wear safety harness/belts

Wear Uniform

Should be punctual

Kindly communicate your acceptance of this engagement by signing a copy of this letter and returning it to us.

Thanking you,
Your sincerely

for ASPEN BIO PHARMALABS PVT LTD.



Dy.General Manager (HR)

I Mr. **Akash Raju Vhankhande** willing to work as a **Chemist** in **R &D Department** have understood the terms & conditions mentioned here in above and I accept the same.

Signature :

Date :