



Ref.: HR/OFFER/Trainee/2026

MRF No: 2026-101226-0001

29-06-2026

To

Mr. Rohan Sawant

Ravindra Sawant
350 , Chh.Shivajinagar Galli, Nigave Khalsa
Main Road,Near Marathi School , Taluka-Karveer , Kolhapur , 416207

Dear Mr. Sawant,

Congratulations on your Offer! We welcome you to Serum Institute of India Pvt Ltd. and wish you a long and meaningful career with us.

1. **COMPENSATION & BENEFITS:** The detailed breakup of your Compensation and Other company benefits applicable to your grade is enclosed.
2. **DESIGNATION:** You will be designated as **Trainee Officer**.
3. **LOCATION & DATE OF JOINING:** Your initial place of posting will be at **Hadapsar**. You will be required to join as early as possible as but not later than **06-07-2026**. If you do not join your duty on the said date, this Offer Letter shall be treated as cancelled, unless the extension of the said date for joining duty is granted by us in writing.
4. **MEDICAL FITNESS:** Your employment will be subject to your being declared medically fit by company doctor in pre-employment medical test.
5. **EDUCATIONAL QUALIFICATION:** Your offer is provisional & subject to your clearance of the final year/semester degree/diploma without any backlog.
6. **TRAINEE PERIOD:** You will be the trainee for a period of **12 Months** from the date of your appointment.If in the opinion of the Company you are found suitable for the post in which you are appointed, you will be considered in the Regular Employment.
7. **PAST RECORD:** If any declaration given or furnished by you to the Company proves to be false or if you are found to have willfully suppressed any material information, in such a case, you will be liable for removal from service without any notice.

This is an offer of appointment. A detailed formal letter of appointment will be issued to you on your joining. Please sign the duplicate copy of offer letter and return to us as a token of your acceptance of the offer.

At the time of joining, you are requested to bring along with you following documents with originals and two attested copies:

- Certificates / Marksheets of Qualifications, Date of Birth, Experience Certificate with original documents
- Relieving Letter from the current employer
- Relieving Letter from the current employers
- Six Passport size colour photographs
- PAN Card and AADHAAR Card
- Original Permanent Address Proof for Bank Account Purpose

We once again welcome you to Serum Institute of India Pvt Ltd and wish you a long fulfilling career with us.

Yours truly,

For SERUM INSTITUTE OF INDIA PVT LTD.

MAHENDRA INGE

DIRECTOR-HUMAN RESOURCES

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