



UNICHEM
LABORATORIES LTD.

Employee Code: 902872

Date: 11-June-2020

MS. SUPRIYA SHATRUGHAN BHOSALE
PLOT NO. 38,
KAPOOR VASAHAT,
KADAMWADI,
KOLHAPUR - 416003
MAHARASHTRA

LETTER OF APPOINTMENT

Dear MS. BHOSALE,

We are pleased to inform you that, further to your application and subsequent interview you had with us, we are pleased to engage you as **TRAINEE - QUALITY CONTROL (MICROBIOLOGY)** on the terms and conditions detailed below.

1. You will be on training at our facility at **KOLHAPUR** and can be transferred to any department/section or branch of the Company at the sole discretion of the Company.
2. The training period will be of Twelve months starting from **10-Jun-2020** and ending on **09-Jun-2021**. This training period can be further extended or cut short at the sole discretion of the Management. Unless otherwise communicated in writing you will continue to be a trainee after the stipulated period of training is completed.
3. On successful completion of your Twelve months training and subject to availability of permanent post, you will be placed on probation for six months.
4. During the training period, you will be paid an all inclusive stipend of **Rs.10650/-** per month & **Rs.1100/-** per month towards HRA. You will also be paid **Rs. 1383 /-** per month towards Training Allowance.
5. Your engagement as trainee is being made without any obligation or condition that you will be appointed as an employee after the completion of the training period or extended period of training.
6. The Management expects you to take training in the section in which you are placed, with high standard of discipline, initiative, efficiency and economy.
7. You will devote your whole time attention to the training and will not work or undertake any other direct or indirect business or work honorary or for remuneration, except with the written permission of the Management.

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Registered Office: Unichem Bhavan, Prabhat Estate, Off S. V. Road, Jogeshwari (West), Mumbai - 400 102, Maharashtra, India.
Tel.: +91 (22) 6888333 • Fax: +91 (22) 26784391 • Website: www.unichemlabs.com • CIN: L99999MH1962PLC012451

Kolhapur: Plot No T - 47, Five Star MIDC, Kagal - Hatkanangale, District - Kolhapur, Maharashtra - 416 236, India.
Tel: +91 (231) 2305220



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8. During the period of training you will submit periodical reports/diary (daily, weekly, monthly, as stipulated by the Management) with the details of the assignment carried out by you along with your observations and suggestions. Such reports shall not be shown to any unauthorised person or made use of for any other purpose.
9. You will follow the Information Technology Policy of the Company, which is applicable from time to time to the employees of your category. In the event, you do not comply with said policy, Company will be at liberty to terminate your services without any notice or compensation of whatsoever nature.
10. You will not give to anyone by word of mouth or otherwise, particulars of our manufacturing processes, technical know-how, security arrangements, administrative or organisational matters, whether of confidential nature or not, that you may come to know during the course of your training.
11. This training can be terminated by either party by giving 24 hours notice without assigning any reason.
12. The Company is under no obligation to provide you any transport and it is understood that you will attend your training at the appointed time at your own arrangements.
13. You will be entitled for leave as per the Leave Rules of the Company.
14. During the training period you will be required to attend training in shifts including night shift.
15. You will observe and obey all the lawful rules, orders and instruction of your superiors. You will also bring to the notice of your superiors forthwith any errors/mistakes you have committed in the process of your training.
16. You will be responsible for all the property of the Company like tools, equipments, instruments, raw materials, books, drawings, etc., directly entrusted to you or which have come into your possession by nature of your work. You are responsible to maintain them in good condition and handover to the Company in the same condition while you discontinue the training or when so directed.
17. Your engagement as trainee and its continuance is subject to your remaining medically fit. You will undergo at any time as desired by the Management, medical examination or test by the Medical Officer nominated by the Company. In case the medical test reveals that you are suffering from any contagious or other disease which is harmful for other persons in the organisation or which come in the way of your or others' normal working, your training will be terminated without any notice or monetary compensation.

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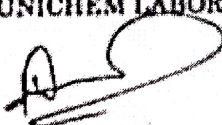
18. If at any time the Management is not in a position to provide you with any training for any trade or business exigencies or due to any reason beyond the control of the Management, your training period shall automatically come to an end, without any notice or compensation.
19. During the training period you will not be entitled for any benefit, privileges granted to the permanent employees of the Company.
20. This letter is being issued to you on the understanding that you have furnished all the required relevant information and that all such information furnished by you, both at the time of interview as well as in your application is complete and correct. If, however, the Management comes to know after you have joined training with us, that you have intentionally or otherwise, withheld certain information or that the information provided by you is false or incomplete, the Management reserves the right to terminate your training without enquiry or notice.

In case the above terms and condition are agreeable to you, please sign and return the duplicate of this letter to us in token of your acceptance of the above terms and conditions.

Thanking you,

Yours faithfully

For UNICHEM LABORATORIES LTD.,


VAIBHAV JOSHI
PLANT HEAD & COMPLIANCE OFFICER
KOLHAPUR