



SERUM INSTITUTE OF INDIA PVT. LTD.

CYRUS POONAWALLA GROUP

Ref. No: SIIL/HR/A - 14556

23 January 2023

Mr. Shrinivas Vasantao Kendre
At-Sheldara, Post-Chera
Tal-Jalkot, Dist.
Maharashtra, Pin: 413532

Dear Mr. Kendre,

We have pleasure in appointing you in our Company as **Trainee Officer** based at Pune on the following terms and conditions.

1. Date of Appointment

Your Training period is effective from **23 January 2023 to 22 January 2024**. On completion of this period, your training is liable to be terminated. No separate letter of termination would be issued and you would be relieved automatically.

2. Remuneration

Your emoluments / entitlements are as per Annexure 1.

3. Employee State Insurance / Medical Insurance

You will be either covered under ESI if applicable, as per the prevailing act or Mediclaim Insurance Policy prescribed by the company.

4. Provident Fund

You will be covered under Provident Fund, which will be governed by the Provident Fund Act.

5. Educational Qualification

Your appointment is provisional & subject to your clearance of the Post-Graduation/ degree/diploma with minimum 50% marks (Second Class). Non-compliance to the same will result into termination of services with immediate effect.

6. Leave

You are entitled to get maximum of **30 days** earned leaves during the training period in a year.

14556 Mr. Shrinivas Vasantao Kendre Pune

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