

DATE: 16/06/2023

OFFER ID: 77262-362197-370524

Offer Letter

Ms. Sheetal Sharma
Flat no.702, Kuber Narayani Building
Near PWD, Baina PWD office
Vasco-da-gama Goa - 403802

Dear **Sheetal Sharma**,

We are delighted to welcome you as a part of the Cipla Family in our **Quality, Formulation** team at Cipla based in **Goa, Unit -8**. Your role details including band, grade and designation, will be as below:

Band & Grade: **A I**
Designation: **Trainee**

Post your interactions with our leaders at Cipla, we believe that you have the qualifications for a great career with us. At Cipla, we are committed towards **Caring for Life**. By joining Cipla you will be assured of working with fine individuals in an excellence focused and innovation driven environment.

The complete break up of your current cost to company is attached in Annexure A of this letter. You shall also be entitled to various benefits of the Company as applicable including Leave, Health Insurance, Travel expenses etc.

You will be on probation until 12 months from your date of joining, which may be extended at the discretion of the Company. On completion of the probation, you may be confirmed in permanent employment, in writing, subject to your satisfactory performance.

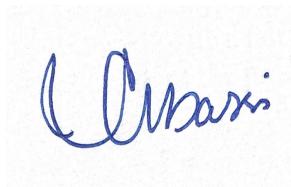
A formal letter of appointment with the terms and conditions of employment would be issued to you upon joining. This offer is subject to you clearing the medical examination, documentation and completion of your course successfully without any backlogs.

This offer is subject to you clearing the medical examination and reference check successfully.

Kindly confirm your acceptance in the next 3 days. You are expected to join us on or before **24/07/2023**.

We welcome you to Cipla family!

For Cipla Ltd



Vinay Kumar Bassi
Head HR - Operations



ANNEXURE A

Name: Sheetal Sharma	Designation: Trainee
Division: Quality	Department: Formulation
Region: Goa	Location: Unit -8

COMPONENTS	PER MONTH(RS)	PER ANNUM(RS)
BASIC	11000	132000
HOUSE RENT ALLOWANCE	5500	66000
CONVEYANCE ALLOWANCE	2750	33000
FOOD ALLOWANCE	600	7200
ADDITIONAL ALLOWANCE	3650	43800
TOTAL A	23500	282000
PROVIDENT FUND	1800	21600
EXGRATIA / BONUS	2200	26400
TOTAL B	27500	330000

