

OFFER No. 18520

Date : 20th January, 2015

To

Mr. Sandip Ganesh Shirsath

Plot No. 15,

Shivaji Colony, Kranti Chowk Police Station

Aurangabad 431001. Maharashtra

Dear Mr. Shirsath,

With reference to your application and subsequent interview with us, we are pleased to offer you a position of **Executive Trainee** in our organization for our **Elena Division**.

You are requested to join us on or before **20th January, 2015** at our **Nashik - 1** Head Quarter. However your services may be transferred to any of our locations / Divisions / branches / offices anywhere in India as per the exigencies of the business in future.

Your appointment will be subject to your being found medically fit, please find herewith detailed pre employment medical form to be duly filled by registered medical practitioner not less than MBBS.

Following documents to be submitted at the time of your joining :

- ✓ Joining Report & Attach Copy of Aadhaar Card
- ✓ Photographs-4 Passport size. 2 copies of family photographs in color (ESI) (For M.R. Only)
- ✓ Photocopy of your testimonials - (From S.S.C. onwards)
- ✓ Proof of you and your family members Date of Birth and update in ERD Form (DDMMYY)
- ✓ Pre Employment Medical Form -(duly filled in by an practicing Medical Doctor)-
Format enclosed.
- ✓ Resignation and Relieving letter from previous employer
- ✓ Last Salary Slip / Salary Certificate (If Applicable)
- ✓ Proof of Income Tax Returns. (If Applicable)
- ✓ Duly filled in Employee Data Form (Blank format enclosed)
- ✓ Attach Photocopy of PAN-Card & Cancel Cheque (Axis,ICICI,SBI or HDFC)

Your salary details is attached herewith as annexure - I.

Kindly return the duplicate copy of this letter duly signed as a token of your acceptance of this offer.

We wish you all the very best in your new assignment.

Yours faithfully,

For ELENA



Shekhar Shirke

Deputy Manager - Human Resources

I accept this offer and would be joining from

Date : 30/01/2014



(Signature)

ALEMBIC PHARMACEUTICALS LIMITED

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CIN - L24230GJ2010PLC081123