

DATE: 23/03/2024

Appointment Letter

Ms. Sampada Prasad Sonawane
A/p Nimbut, Tal-Baramati
Dr. B.R.Ambedkar nagar Post office
PUNE Maharashtra - 412102

Dear Sampada Prasad Sonawane,,

Welcome aboard!

Over the last eight decades, Cipla has been built on the foundation of care. With our pioneering work in the Indian Pharmaceutical industry, we have become the preferred choice of doctors, patients and employees.

We are delighted to offer you the position of Trainee Research Associate – IPD - A I in our Integrated Product Development, Global Respiratory_ department at Cipla based inVikhroli.

Your scheduled date of joining will be 26/03/2024.

Here are the terms and conditions of our offer:

1. The objectives of our 'Research Associate Program' are to build core R&D skill sets in talented postgraduates and provide them with an opportunity to gain experience and secure possible future opportunities with Cipla.
2. The duration of the training would be fixed for a period of one year from 26/03/2024 to 25/03/2025. On expiry of the above tenure, your services will automatically come to an end without any further notice or communication or compensation, thereof.
3. During the training period, you will be paid a consolidated stipend of 20000 /- (Rupees twenty Thousand only) per month on a pro-rata basis based on the number of working days of the establishment. You will not be entitled to any other additional allowances.
4. You will be eligible for various benefits like Health Insurance & Group Accident Insurance etc. of the company as per Policy.
5. You will be eligible for 12 days of leave during your tenure. Approval of all leaves are subject to discretion of manager.

Cipla Ltd. Regd. Office Cipla House, Peninsula Business Park, Ganpatra Kadam Marg, Lower Parel, Mumbai-400 013
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Corporate Identity Number L24239MH1935PLC002380




Principal
Tuljaram Chaturchand College
Baramati

6. During the tenure of training, your services are transferable to any of the existing establishments / location of the Company as well as to any new establishments / locations that may be set up by the Company in future at the discretion of the Company without any extra remuneration. You are also liable to be transferred from one department to another department at the discretion of the Company

6. You will be governed by all the rules and regulations of the Company including for working hours, holidays, discipline, and general work practices applicable to the establishment / Location where you are posted for work and as amended from time to time.

7. As per the policy of the Company, we expect all our trainees to devote their full-time attention and effort to the business of the Company and to continuously develop their professional skills in the mutual interest of the individual as well as the Company. We clearly disapprove of any trainee directly or indirectly engaging himself in or devoting any time or attention to any part-time Traineeship or business or monetary position other than that of the Company. The only exception that is permitted in this regard is honorary services that may be rendered by the trainee on a reasonable and part-time basis, without interfering with the responsibilities entrusted to him by the Company, in regard to:

- a. Social & Community Services
- b. Professional Services
- c. Sports and Welfare
- d. Educational Activities

If, however, any of these activities are proposed to be taken up, prior written permission of the Company should be obtained.

8. In the event of your actions, if any, are in any manner contrary to or in breach of this engagement letter, your training with the Company will be discontinued and or thereafter, the Company will be at its liberty to initiate appropriate action to safeguard the interest of the Company.

9. You must always act in the best interest of the Company and respect all property, material, and documentation of the Company. You shall be solely responsible the way you will perform during your training.

10. Your traineeship is subjected to you being declared medically fit in the medical check-ups conducted by the Company at the time of your joining (through the medical test / declaration provided by you) and periodically thereafter. On being found medically unfit, your training will be discontinued.

11. You will not undertake either directly or indirectly any activity which is contrary to or inconsistent with your obligations to the Company or in the Company's interest.

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12. During your tenure with the Company you will come across various information including but not limited to information pertaining directly or indirectly to any commercial or manufacturing activity, research, development, finance, business, property, contract, method, working process, trade secret, transaction, or affairs of the Company, as the aforesaid belongs solely to the Company. During your traineeship with the Company and/or after completion of the tenure of the training with the Company, you shall not use any information of the Company for your benefit or for any third party, disclose to any person, firm, or Company any of the aforementioned information. Under this covenant, the disclosure shall include but not limited to demonstrating, lecturing upon, publishing or divulging technical information, know-how, recipe, formula, process, research, result, method, specifications of any materials or of any machinery, design, layout or arrangement of plant or equipment composition, ideas or any other knowledge, information or document whatsoever which you may have acquired during the course of or incidental to your traineeship with the Company.

13. The Company will be entitled to terminate you during training period without assigning any reason by giving you 30 days' notice or payment of 30 days salary in lieu of notice. In the event you desiring to discontinue the training, you will give the company a written notice of 30 days or in the alternative you may pay to the company 30 days salary and seek to be relieved, upon the company being able to take charge or make alternative arrangements within a reasonable time frame. However, the company has a right to waive the period of notice after adjusting the available leave eligibility to your credit, if any, and relieve you immediately on receipt of your notice, in which case no salary will be payable for the period of notice so waived.

14. You shall immediately communicate to the Company any change in your address as well as personal status. All communications sent to you in the normal course on the address given by you shall be deemed to have been received by you.

15. Any dispute arising out of and/or related to your training shall be subject to Mumbai jurisdiction only.

Once again, a warm welcome to the Cipla family!
For Cipla Ltd



Vinay Kumar Basal
Head HR - Operations

I acknowledge that I have read, understood and agree to be bound by the terms and conditions.

I have understood them and I hereby accept the Traineeship on the said terms and conditions.

Signature of Employee:
Employee Code: 163664
Date:

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