

22nd November 2023

Mr. Hariz R  
31/1 G A - 1, Court Road  
Pillayar Nagar  
Salem - 636007  
Tamil Nadu

Dear Mr. Hariz R,

With reference to your application and the subsequent interviews you had with us, we have pleasure in appointing you as '**Medical Representative**', in our Organisation with effect from **14th November 2023** on the following terms and conditions:

**PROBATION AND CONFIRMATION :**

You will be on probation for a period of nine months and on successful completion of your probationary period, your services will be confirmed. However, should the Management find your performance not up to the mark, your probation will be extended at the sole discretion of the Management.

On expiry of the probation period or extension thereof, you will not acquire the status of a permanent employee unless you are confirmed in writing. You will be deemed to be a probationer for any period after expiry of the probation until you are confirmed in writing. During the probationary period your services are liable to be terminated by giving 24 hours notice on either side. If you decide to leave the services or if your services are terminated during the probation then you will not be entitled to any leave encashment or leave benefits.

**SALARY & ALLOWANCES:**

You will receive salary and other allowances (including field working allowances) as shown in Annexure-1 attached to this letter.

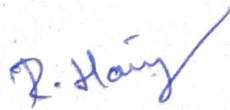
Annual increments will be awarded, subject to the appraisal of your performance during the preceding year in relation to the sales target of your territory and the implementation of work method outlined to you by the Management from time to time. Such increments, if awarded will be at the sole discretion of the Management and will be effective 1st October, every year.

**HEADQUARTERS:**

Your headquarters will be **Salem**. You may be transferred to any place in India at the sole discretion of the Management.

**FARES :**

You will be reimbursed the train or bus fare as per approved chart for traveling between stations for Company's work.



Signature of Employee

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**PROVIDENT FUND :**

You are required to join the Provident Fund Scheme under the Employees Provident Fund and Miscellaneous Provisions Act, 1952. You should therefore, let us know your P.F. A/c number within two weeks of your appointment, if you were a member of the Provident Fund Scheme in your previous employment.

**LEAVE :**

No Leave of any kind will be granted to you during training or probation.

**RETIREMENT :**

You will be retiring from the services of the Company when you complete the age of 55 years.

**CONDITIONS OF SERVICE :**

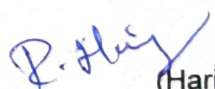
You are appointed on the understanding that the information provided by you in your application and the subsequent interviews is true and genuine. Should it prove otherwise, your services are liable to be terminated immediately, without any notice or compensation in lieu thereof. You will be a full time employee of the Company and you will not accept any other employment or will not participate in activities which may interfere with the work of the Company. You will not divulge any confidential information regarding the affairs of the Company.

Transfer is an incident and condition of service and your services are liable to be transferred to any place in India or to any other division of the Company or its associate, subsidiary or any other Organization existing or managed by the Company or likely to come up in future. If you do not report to the transferred location within 7 days of the date on which you were directed to report, your services are liable to be terminated without any notice or notice pay in lieu of the notice.

You will be required to abide by the Company's Rules and Regulations that are in force at the time of your appointment and as amended from time to time. In this connection, we are enclosing Standing Instructions separately in duplicate.

**SECRECY :**

You shall not, without the Company's consent during your employment or thereafter disclose nor use any secret or confidential information acquired by you during the course of your employment relating to the operation of the Company, customer list or any important matter.

  
(Hariz R)  
Signature of Employee

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**NOTICE PERIOD & TERMINATION AFTER CONFIRMATION:**

After confirmation, a Notice period of 30 days shall be applicable in case of resignation or termination of services. Should you wish to be relieved from services in the Company, you shall be required to give to the Company 30 days written notice or one month's salary in lieu thereof. Should the Company decide to terminate your services, the Company also shall give you 30 days written notice or one month's salary in lieu thereof. In the event you want to be relieved from the services and have given the Company a Notice of 30 days or otherwise, the Company shall be free to relieve you from services with immediate effect on receipt of your notice communication and in such a case you will not be entitled to any salary or compensation in lieu of notice.

In case of any promotion in future to second line managerial position or above, the notice period shall stand automatically revised from 30 days to 90 days effective from the date of such promotion/re-designation.

**SETTLEMENT OF ACCOUNTS:**

At the time of leaving the services of the Company on account of retirement, resignation, termination or for any other reason whatsoever, your account will be settled and paid subject to your returning Company's property including printed stationery, unutilized samples, visual aids, detailing folders, guideline books, gadgets, detailing bags, identity card, NOC from wholesalers, imprest cash/advance if any to the person nominated by the Company and your dues will be settled only on return of the Company's property.


**JURISDICTION :**

This letter is issued to you from the Registered Office of the Company which is situated at Mumbai and for all purposes you will be under the Administrative Control of this office. All disputes and/or differences pertaining to the appointment - your services with the Company and your termination, resignation, discharge or dismissal from the Company shall be subject to exclusive Jurisdiction of appropriate court.

We would request you to be good enough to return to us the enclosed duplicate copy of this letter along with the Standing Instructions after signing as a token of your formal acceptance of the foregoing terms and conditions.

Yours faithfully,  
for **ARISTO PHARMACEUTICALS PRIVATE LIMITED**

  
**KIRAN JAYSING SHEDGE**  
**ASSISTANT GENERAL MANAGER - ADMINISTRATION**

  
**(Hariz R)**  
Signature of Employee

