

Date: 17 August 2020

To,
The Placement Officer,
J.S. University, Shikohabad,

Firozabad-283135

Sub: Offer and Letter of Appointment

Dear Sir

We are pleased to inform you that you have been selected for the position as a “Sales Executive” at “**BSV PHARMA Private Ltd.**”, following our recent campus placement drive held at J. S. University, Shikohabad. Your performance during the selection process was impressive, and we are excited about the potential you bring to our team.

We are pleased to offer to following candidate as **Sales Executive**:

Student ID	Name of the outgoing students placed
182020202014	ANUJ KUMAR RAJPUT
182020202003	ABHISHEK KUMAR
182020202040	SACHIN SHARMA
182020202023	GAURAV YADAV
182020202028	JITENDRA KUMAR
182020202034	NIDHI KOMAL
182020202017	ASHOK KUMAR
182020202022	DIVYANSHI YADAV
182020202019	BHANUPRAATAP SINGH
182020202020	BHOOPENDRA SINGH
182020202016	ARVIND KUMAR
182020202031	KM. PREETI YADAV
182020202039	ROHIT KUMAR
182020202026	ISHWAR DAYAL
182020202004	ADITYA KUMAR DIXIT
182020202007	ALKA CHAUHAN
182020202030	KM. DEEPIKA JADON
182020202001	ABHYA PRATAP
182020202011	ANJALI RAIPURIYA

1. COMPENSATION PACKAGE:

You will be paid an annual gross compensation package of **Rs. 625000/- (Rupees Six Lacs Twenty Five Thousand Only)**. The break-up of your compensation is given below:

BSV PHARMA PRIVATE LIMITED
CIN: U24100MH2022PTC406102

Registered Office

3rd Floor, Liberty Tower, Plot No.
K-10, Behind Reliable Plaza, Kalwa
Industrial Estate,
Airoli, Navi Mumbai 400708
Ph. No+91 22 45043456
bsvpinfo@bsvgroup.com

Compensation Structure	Current Salary Amt. (INR)
Basic	15100
House Rent Allowance	17550
Conveyance Allowance	7500
City Compensatory Allowance	8056
Monthly Gross Salary	48206
Annual Gross Salary	578476
Provident Fund (Employer Cont.)	21744
Bonus	24780
Annual Cost to Company (CTC)	625000

2. **Location of Posting (HO) : Mumbai**

3. **Division: Zoecare**

4. As aa**Assistant Product Manager** you shall endeavor and take all efforts in achieving the Marketing Strategy by discharging your duties and as fixed by the Marketing Head and Division Head from time to time.

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5. Your probation period is 6 months, and you will continue to be on probation till end of the said probation period. Your services shall stand automatically terminated on completion of probation period unless otherwise communicated to you in writing by the Company.
 - a. During the probation period, your services may be terminated without assigning any reasons whatsoever.
6. On confirmation of your services, your appointment may be terminated by either party by giving to the other party 1 month notice in writing or payment of 1 month salary in lieu of the notice period. However, the company reserves the right to insist on serving of the notice period without assigning reasons whatsoever.
7. You will be entitled to leave benefits as per Bharat Serums & Vaccines Limited policy.

While proceeding on leave, you shall intimate the Company your address during the leave period. Any communication sent to that address shall be deemed to have been personally served on the employee concerned.

8. You shall commit for the implementation of any measures introduced or that may be introduced by the Company which the Company in its sole discretion / judgment, consider expedient in the conduct of its business. Such measures will include, inter alia, changes in work organization, work methods, procedures and system, reporting systems marketing plans and strategies and all other activities required for the efficient management of the business of the Company.
9. You shall be responsible for the safe keeping and return of all property of the Company, which may be given to you for use, custody or care.
10. You shall not take possession of stocks or material from our stockists/ authorized distributors/ suppliers and you shall not deal with or take any cash or gift from the stockists/ authorized distributors/ suppliers under any circumstances. If we notice that you are involved in any of the above transactions, you shall forfeit your employment with us.
11. You shall treat all Confidential Information disclosed to you, coming to your knowledge or possession or power or control or acquired by you in any manner either directly or indirectly as strictly "confidential" and "secret" and not to disclose, divulge, discuss or communicate the same to any person directly or indirectly in any manner whatsoever.

- a. All documents, plans, drawings, prints, trade secrets, technical information, reports, statement, correspondence from management etc., written or unwritten and also information and instructions that pass through you or come to your knowledge, shall be treated as confidential. You shall not utilize them for your own use or disclose to other persons during your employment with the Company or subsequently.

- b. You shall not directly or indirectly engage in or carry on any trade, commerce or business, whether for profit or otherwise, and should not own, manage, operate, consult or be employed in a business substantially similar to, or competitive with, the present business of the Company or such other business activity by using or utilizing any Confidential Information received, acquired, possessed or gained by you in whatever manner in the present business of the Company or such other business activity in which the Company may substantially engage during the term of employment for a period of three years after such resignation, retirement, retrenchment, suspension or termination of service.

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12. The above terms shall extend for India and abroad in full force of the Company(s) present location and shall be in full force and effect during the period of employment and for three years following employment termination, notwithstanding the cause or reason for termination.

13. You are required to inform immediately, any change in your communication/residential address and contact details (Mobile No. & Email Id), your family status or any other personal particulars relevant to your employment. All communication sent to you in the normal course at the address given by you shall be deemed to have been received by you.

14. You will be governed by the Rules, Regulations, Service Conditions and policies of the Company that are in force from time to time.

15. You shall extend your full assistance and co-operation to the Company in maintaining discipline.

16. Your services are liable to be transferred to any location in India within BSV Pharma Private Ltd or BSV Group Companies, existing now or which may be started in future. In such event the terms and conditions governing your service shall be those applicable at the location of transfer or those applicable to employees of the subsidiary or affiliate as the case may be.

17. You shall retire from the services of the Company on the attainment of 58 years of age. Your date of birth as recorded by the Company on the basis of documentary evidence produced by you will be considered as the authenticated date of birth for all purposes throughout the tenure of your service with the company and will not be changed under any circumstances.

18. As an employee in the full-time employment of the Company, you are required to devote your entire time, attention and effort to the furtherance of the business of the Company and to continually develop your professional skills in your own and the Company's mutual interest. You shall not, during your employment with the Company, directly or indirectly engage yourself in or devote any time or attention to any part-time employment or monetary position other than that of the Company.

a. You must not at any time misappropriate files or documents of any kind belonging to the Company or make copies, duplicates of excerpts for private or any other purpose unrelated to your employment.

b. If you or any of your family members have financial/gainful interest in any business firm and such a firm proposes to do business with BSV Pharma Private Ltd. or BSV Group Companies, then it would be obligatory on your part to make a written declaration to this effect to the Management before any business deal is entered into.

c. You will not at any time, without consent in writing of the Company, during the term of your service with the Company or after the term of service by notice, discharge or otherwise make known or divulge in any manner whatsoever any information, which in the service of the Company, you have acquired as secret information concerning the products, operations, inventions, discoveries or improvements or business methods, or internal systems and procedures, transactions, finances or affairs of the Company

19. Any inventions, discoveries, technical writings, designs or business methods conceived or made by you, individually or jointly, during your employment with the Company, whether patentable or unpatentable, or registerable or copy-righted material or trademarks, shall be promptly and fully disclosed and shall become the absolute property of the Company.

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20. You will, upon request, execute and deliver assignment of any such invention, discovery, technical writing, design or business method to the Company.
21. You will assist the Company in every way, both during the course of and after termination of your employment, in the maintenance and enforcement for the Company's benefit, of patents on such inventions or discoveries and registrations on such copy-righted material or trademarks, or business methods, in any and all countries.
22. Your services may be terminated by either party by giving to the other party 1 month notice in writing or payment of 1 month salary in lieu of the notice period. However, the company reserves the right to insist on serving of the notice period without assigning reasons whatsoever.
23. This appointment is made on the understanding that the information and documents provided by you during your employment are correct, true and complete. If, at any time it is found that the aforesaid information/documents given by you are not correct/true or incomplete, your services may be terminated at any time without any notice.
24. If for a period of eight consecutive days you are found absent without prior permission or overstay your leave, you shall be deemed to have abandoned employment, thereby entailing termination of services.
25. During your service with us, if you are found medically unfit at any time by the Company's Doctor or a Registered Medical Practitioner/Doctor authorized by the Company, your services are liable to be terminated.
26. You shall devote your whole time and attention to the business of the Company only and you shall not indulge in any act which is prejudicial or detrimental to the interest of the Company nor will you engage yourself during your employment with the Company, in any other employment / training / study / profession or business. Your services are liable to be terminated if you are found doing so.
27. Your service is liable to be terminated at any time, if and when the Company comes to know of any conviction by the Court of Law during the tenure of your service with us and / or any other bad record in the past under the previous Employer, on your providing false information or suppressing the relevant information at the time of your appointment or any time during course of your employment.
28. If at any time, you, by your conduct, render yourself incompetent to perform your duties, (such incompetence to be determined by the Company), or if you be dishonest, intemperate, irregular in attendance at work or otherwise misconduct yourself or commit any breach of these terms or the stipulations herein contained on your part, the Company may terminate your employment forthwith without any notice and may deduct from any salary then due to you such sums as in the opinion of the Company may be equivalent to any loss the Company may have sustained in consequence of your acts.
29. At the time of cessation of Employment,
 - a. You shall complete the prescribed separation form and submit to your designated reporting authority. You shall also obtain "No Objection" / "Confirmation of Balance" Certificates from all stockists operating in your territory / territories;

Registered Office

b. Any advance or loan taken by you from the company shall be fully recovered from your salary and any other dues, at the time of your full and final settlement of account shall be recovered appropriately.

30. You will be subject to the Company's rules and regulations for the time being in force and as varied from time to time.

31. The terms of your employment terms detailed above are strictly confidential and should be treated as privileged information between yourself and the Company. You are expected to maintain such information appropriately. Discussion of this contract with other employees and/or any third parties is strictly prohibited and can be grounds for disciplinary action and/or dismissal.

32. All disputes arising out of this appointment letter will be subject to the jurisdiction of the Courts in **Mumbai** only.

Please sign and return the duplicate of this letter in token of your acceptance of the above terms & conditions.

We wish you all success.

For BSV Pharma Private Limited



Authorized Signatory

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