



Panacea Biotec

Innovation in support of life

REF: PBL/HRD/CO01/OFFER/2024/

Dated: 07.09.2024

Ms. Srishti Sharma

#424 -E, Pocket -A,

Sarita Vihar, New Delhi-110076

Sub: Offer for the position of Trainee Executive – Clinical Research

Dear Ms. Srishti,

With reference to our interaction on the subject cited above, we are pleased to offer you the position **Trainee Executive – Clinical Research** in **Band: 5**, in **Grade: E8** based at **New Delhi** as headquarter on the terms and conditions as follows:

1. Your remuneration package, including prerequisites attached to your position would be as per Annexure.
2. This offer is valid from the date of your joining, which should not be later than **9th September 2024**. You will be issued a formal appointment letter upon joining the company.
3. Kindly handover below mentioned mandatory documents at the time of joining or forward the same to enable us to issue you the appointment letter:
 - 3.1 Colored passport sized latest formal photographs – four copies for Personnel records.
 - 3.2 Colored post card size latest group photograph of self and dependents – Two (In case of coverage in to ESI as per attached Annexure).
 - 3.3 Attested Photostat copy of Birth certificate / proof of age for arriving at the date of retirement.
 - 3.4 Attested Photostat copy of the all-academic qualifications.
 - 3.5 Copy of your Pan Card (Self Attested) for income tax purpose / proof of copy of Pan Card application duly submitted to Income tax authority.
 - 3.6 Medical Fitness certificate from a registered Medical Practitioner.
 - 3.7 NOC from all previous employers, if applicable to ascertain your employment status.

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Panacea Biotec Ltd.

CIN: L33117PB1984PLC022350

Registered Office: Ambala-Chandigarh Highway, Lalru - 140 501, Punjab, India. Ph.: +91-1762-505900, Fax: +91-1762-505906.
e-mail: corporate@panaceabiotec.com website: www.panaceabiotec.com

Training & Placement Cell
Swami Rama Himalayan University
Dehradun (Uttarakhand)



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- 3.8 Universal Account Number (UAN) under "The Employees' Provident Funds and Miscellaneous Provisions Act, 1952" from Previous employer if applicable.
- 3.9 ESI Number under "Employees' State Insurance Act, 1948" from Previous employer if applicable.
- 3.10 Copy of your AADHAR Card (Self Attested)
4. It is mandatory to bring Original Certificates for verification at the time of joining.
5. Relocation if applicable & agreed by the company would cover only one time expenses towards shifting of household good from your base location to Head Quarter of Posting.
6. All the cost that have been incurred by the Organization on account of your joining or reimbursed to you by the organization (such as Relocation Expenses, Traveling Expenses, Notice Period reimbursement any other such specific cost, if any) will be recovered in full in the event of your resignation to the Company before completion of **12 months** of services in the organization
7. This offer will be subject to reference check & receipt of satisfactory verification of the particulars given by you in your application form.
8. Any omission, inaccuracy or failure to disclose all the relevant particulars and information with respect to Personnel Records tendered by you, may be deemed sufficient reason to withhold or suspend this offer.

Kindly sign the duplicate copy of this letter as a token of your acceptance of this offer and send back to undersigned for record.

Yours faithfully,
For Panacea Biotec Limited

KULVINDER SARAO
SENIOR VICE PRESIDENT – HUMAN RESOURCES

I confirm having read and understood the above terms & conditions and promise to abide by all the terms & conditions as specified above.

Signature of the candidate

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