

From Pratik Sawant2/HR/GOA • pratik.sawant2@cipla.com

To tejaspatil1256@gmail.com

Date 14 Aug 2025, 9:49 am



Standard encryption (TLS).

[See security details](#)

Dear Siya,

Kindly note, **your date of joining is 18th August 2025**. You are required to report by **8:30 am** at the address mentioned below. Please ensure that you reach on time and **complete all the formalities in advance w.r.t** .

Reporting Address: **Cipla Guest House, Cipla Limited, Verna Industrial Estate, Verna Goa-403722.**

Reporting Time: 8:30 am

Dress Code : Business formals (**Closed shoes must be worn to allow entry inside the premises**)

Please carry the following on the day of Joining:

1. 5 Nos. passport size photographs
2. Complete Present address and Permanent address details.
3. Original Hard Copy of PDF Form (ignore if already submitted)
4. Original Copy of Medical reports and original medical bills (ignore if tests were done at Divine Medical Centre).
5. Original Educational marksheets (for verification) & Photocopy (for submission)
6. Aadhar and Pan Card (Original & Photocopy)

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