



**MOLBIO/HRD/HO/2023**  
**June 05<sup>th</sup>, 2023**

**Vidhya Ramdas Chigadinkopkar**  
H.No. 332/H, Talyewadi Gudl,  
Paroda, Salcete – Goa

**Dear Ms. Vidhya,**

With reference to your application and the subsequent interviews you have had with us, you have been offered an opportunity of training in our organisation for a period of one year.

- 1. Designation: Trainee**
2. Your training shall commence with effect from 05<sup>th</sup> June, 2023.
3. Your compensation shall be as given in the Annexure.
4. Your place of training will be Site V – Verna Goa.
5. You will be placed in Quality Assurance - RA Department.
6. Your position will report to Manager – Quality Assurance.
7. Your training period will be of one year from the date of joining. During this period, if the investigations from the Background Reference Check are found to be unfavourable, the Management reserves the right to terminate your training forthwith, without any notice or payment in lieu thereof. Hence it is assumed that the details set out in your application for the job are absolutely correct and that no fact has either been concealed or falsely stated. \*
8. You shall be completing your training on the day of completion of one year of training, after the close of training hours. Please note that the Company is not bound to provide you with any employment after completion of your training.
9. During the training period, you will be entitled to leave benefits as per the rules of the Company. You shall get leave at such time and for such duration as may be granted by the Management.
10. You should follow Good Documentation Practices for both paper records and electronic records in order to ensure Data Integrity.
11. You will devote your whole time and attention exclusively to the training imparted to you and will not engage yourself to work for any other person or company in any capacity whatsoever, nor do any private business or render paid professional services without obtaining prior permission of Management, in writing.
12. You shall not, at any time, without the consent of the Management, disclose, divulge or make public except under legal obligation, any of the processes, scientific investigations or results thereof, formulae, accounts, transactions or dealings or practices or business information of the Company whether the same may be confided

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## **Molbio Diagnostics Private Limited**

**Regd. Office & Works:** Plot No. L-48, Phase II D, Verna Industrial Estate, Verna - Goa 403 722 INDIA  
**Tel:** +91-832-6724888 / 2783287 **Email:** admin@molbioldiagnostics.com  
**Email:** sales@molbioldiagnostics.com **Website:** www.molbioldiagnostics.com  
**CIN:** U33125GA2000PTC002909 **GSTN:** 30AACCMI275E120



or become known to you in the course of your service or otherwise, nor shall you remove from the premises of the Company any drawings, sketches, records or any documents without the written permission of the Management.

13. You will not accept any commission or any kind of gratification in cash or kind from any person, firm, institution or organisation having dealings with the Company and if you are offered any, you shall immediately report the same to the Management in writing.
14. During the training period, at the discretion of the management, you are liable to be transferred to any other Office / Department of the company at any other location or to any of its division of the company at any place. In such an event, your training will be governed by the service conditions of the division to which you are transferred.
15. You will also be governed by other rules and regulations of the Company in force from time to time.
16. During the training period, if you desired to leave the services of the company, you are required to give minimum Thirty days (30 days) notice in writing. This notice period cannot be adjusted against equivalent salary or leave period. In no case you will be allowed to leave the services of the company making such adjustments without putting in 30 days of work. However, during the training period, your services can be terminated by the company by giving you 30 days' notice in writing or by giving you 30 days salary in lieu of notice period.
17. If in the opinion of Management, you are found to be guilty any misconduct and if found in Breaching of Company Data, other rules and regulations, insubordination, gross negligence of duty, dishonesty or placing personal consideration above the Company's interest in any business dealing or involvement in any unlawful acts under any statute, the Management can relieve you from the services forthwith.

We welcome you to our organization and wish you all success in your assignment with us.

For Molbio Diagnostics Private Limited

**Dushyant Bhawsar**  
Head - HR & Administration

Please return duplicate copy of this letter duly signed by you in token of your acceptance of the terms and conditions of the appointment.

VIDHYA. R. CHIGADINKOPKAR.  
Emp name/ Signature

VERNA, GOA 12/06/2023  
Place, Date

Attached: Annexure - Compensation Structure

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**Molbio Diagnostics Private Limited**

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Email: sales@molbioldiagnostics.com Website: www.molbioldiagnostics.com  
CIN: U33125GA2000PTC002909 GSTN: 30AACC8275E120



Annexure – Compensation Structure

| Components             | Monthly (Rs.)   | Annually (Rs.)   |
|------------------------|-----------------|------------------|
| Basic                  | 14000.00        | 168000.00        |
| HRA                    | 2585.00         | 31020.00         |
| <b>Total Gross</b>     | <b>16585.00</b> | <b>199020.00</b> |
| Co's P.F. Contribution | 1680.00         | 20160.00         |
| Co's ESIC Contribution | 539.00          | 6468.00          |
| LWF                    | 30.00           | 360.00           |
| Bonus/Ex Gratia        | 1166.00         | 13992.00         |
| <b>CTC</b>             | <b>20001.00</b> | <b>240012.00</b> |

For Molbio Diagnostics Private Limited

**Dushyant Bhawsar**  
Head - HR & Administration

**VIDHYA . R. CHIGADINKOPKAR**  
Emp name/ Signature

**Verna, Goa 12/06/2023**  
Place, Date

**Molbio Diagnostics Private Limited**

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