

20 January 2021

Mr. Swarand S. Gaonkar  
T14621 – ADL Dept.

**Subject: Contract of Trainee**

Dear Swarand,

With reference to your application and the subsequent discussions you have had with us, we are pleased to appoint you as 'Trainee' in ADL Dept. under our 'Skills Development Training Scheme' on the following terms and conditions:

1. The objectives of our 'Skills Development Training Scheme' are to impart technical skills to the educated youth in this region, provide them with an opportunity to gain experience and thus enhance their employment potential.
2. You will undergo training for a period of one year from 11 January 2021 to 10 January 2022. Subject to your performance and availability of a suitable vacancy, VerGo may offer you permanent employment either in between the training period or after completion of the training period.
3. You will be paid a stipend of Rs.14,000/- (Rupees Fourteen Thousand Only) per month. Subject to statutory requirement you may be eligible for ESIC deduction. Your stipend is strictly confidential.
4. The notice period required during training period from either side shall be 30 calendar days. In case of insufficient notice period given by the employee, it shall be at the discretion of the management to recover short notice period pay from the legal dues payable to an employee by way of liquidated damages.
5. During the employment period you will be eligible for 12 leaves, 1 leave per month. No paid leaves will be allowed in the first month of joining. Leaves shall be approved by direct supervisor; unapproved leave will be considered as leave without pay.
6. Work norm policy is applicable which deals with the guidelines on work timings work conditions along with all general policies of the company.

7. Only authorized personnel are allowed to carry mobile phones inside VerGo premises.
8. You will undergo training on full-time basis, in ADL department/ division of the company. For the purpose of your training, you will be posted at the company's establishment at Verna/ Corlim or such other locations as the company may decide from time to time without being entitled to any extra remuneration.
9. You shall have to carry out training assignments given to you diligently and during such hours as may be required by the company from time to time.
10. During the period of your training, you are not permitted to engage yourself or devote any time or attention to any other full-time or part-time employment, trade, business or occupation with or without remuneration other than that of the company. So also, you will not undertake either directly or indirectly any activities which are contrary to or inconsistent with your obligations to the company or the company's interests. At any time if it is found that there is any breach of this condition on your part, your training is liable to be terminated.
11. In the course of your training, you will come to possess information connected with operations of our manufacturing processes, financial and other matters relating to the company's business. All such information shall be held by you in the strictest of confidence and it shall not be divulged to outsiders during your training with the company or thereafter.
12. The company shall have the right to terminate your association immediately without notice or payment in lieu of notice if:
  1. You commit any breach of any of your duties or obligation under this agreement or policies of the company.
  2. There is a discrepancy in the copies of the documents/ certificates (Educational, professional) given by you as a proof in support of the information provided.
13. Your training is subject to your being declared medically fit in the medical check-ups conducted by the company at the time of your appointment and/ or periodically thereafter. On being found medically unfit, your training is liable to be terminated.

14. You shall maintain and keep in safe custody all documents and material that may be issued to you or may come in your possession and return the same whenever required.
15. You shall immediately communicate to the company any change in your address as well as personal status. All communications sent to you in the normal course on the address given by you shall be deemed to have been received by you.
16. Any dispute arising out of and/or related to your training shall be subject to Goa jurisdiction only.

Once again, we welcome you to VerGo Pharma Research Laboratories Pvt. Ltd. and trust we could mutually build a meaningful career for you in the company.

Kindly send us an acknowledgement as a confirmation of your acceptance to the above-mentioned conditions.

Best Wishes,

**For VerGo Pharma Research Laboratories Pvt. Ltd.**

**Ms. Vernica Barretto**  
**HR & ADMIN**

**Mr. Amol Borkar**  
**CFO**