

PRORAMA BIOSCIENCES LLP

UDAI SQUARE, BEARING BLOCK NO. 3A phase VIDA, Cherlapally Industrial Area, E.C Nagar Junction
Main Road, Hyderabad, 500051

Date: 11th October 2023

To,
Mr. Mohd. Yunus Khan
54/3, Sagar Pesha Jaora,
Ratlam, Madhya Pradesh, India

Sub.: Offer letter for the position of Junior Research Associate

Dear Yunus,

Congratulations.

Subsequent to the interviews you had with us, we are pleased to inform you that you have been selected for the position of Junior Research Associate at Prorama Biosciences LLP.

You are expected to join us on or before 01st November 2023, failing which this offer shall automatically stand cancelled.

Please confirm your acceptance of this offer by signing as a token of acceptance.

We look forward upon you to join our organization.

For Prorama Biosciences LLP.



Authorized Signatory.



Company Name : PRORAMA BIOSCIENCES LLP

Date : 11th October 2023

Name : Mohd.Yunus Khan

Designation : Junior Research Associate

Particulars	Current Pay	
	Monthly	Yearly
Basic	16,000	1,92,000
Conveyance	2,100	25,200
HRA	2,100	25,200
Total	20,200	2,42,400
PF @ 12%	0	0
ESIC @ 0.75% / 3.25%	0	0
Prof. Tax	200	0
GPA 1%	0	2,424
Gratuity		9,231
Monthly in hand	20,000	
Bonus (Paid Annually)	3,532	42,382
Gross Actual Receipt / Annual CTC		2,96,437
Total Monthly in hand /Monthly CTC	23,532	24,703

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13/10/23

OFFER3581
20/09/2023

Ms. Mansi Sharma

MB 115 New indria colony burhanpur
Bhopal Madhya Pradesh 450331

Dear Mansi Sharma,

Thank you for your CV and the interviews you had with us.

Nova Pulse Ivf Clinic Pvt. Ltd (the “Company”) is pleased to offer you the position of **Andro Technician** in **Andrology** department.

This letter sets forth the terms of your employment.

1. Position and Start Date: You will start on or before **03/10/2023** in **Andrology** department. Please note, by signing this letter, you confirm with the Company that you are under no contractual or other legal obligations that would prohibit you from taking this position or performing your duties with the Company.

2. Compensation: Your total compensation shall be **Rs. 2,47,752/- (Rupees Two Lakhs Forty Seven Thousand Seven Hundred and Fifty Two Only)** as per **Annexure A** payable on the Company’s regular payroll dates. As per policy we do not do any compensation revision at the time of confirmation.

3. Place of Work: Inter State Bus Terminus Scheme, Plot No.4, Hoshangabad Road, Bhopal, Madhya Pradesh - 462023

4. Pre – Employment Medical Checkups:

You are requested to go through the pre – employment medical checkup at our Center as per company policy. The offer shall only be valid after the candidate is found medically fit and sound.

5. Documents to be furnished at the time of joining:

1. Passport sized photographs – 3 Numbers
2. Copies of the following for our records and the originals for verification:
 - a. Aadhar Card
 - b. PAN Card
 - c. Bank Proof - Passbook/ Cancelled Cheque Leaf
 - d. Academic Testimonial / Certificates
 - e. Experience letters of your previous employments
 - f. UAN Number.

6. Appointment letter: It is mandatory to sign and submit a formal appointment letter after joining.

7. Probation period, Confirmation and notice period during & post confirmation:

Nova Pulse IVF Clinic Private Limited

Registered Office: 7A, 9th Floor Pinnacle Corporate Park, Bldg No.19 A Wing, G-Block, Bandra Kurla Complex, Bandra East Mumbai - 400051, Maharashtra, India.

Corporate Office: 3rd Floor, East Wing, Raheja Towers, M.G. Road, Bangalore, Karnataka -560 001

+91 08 6768 0600 | Toll-free no: 1800 103 2229 | info@novaivffertility.com | www.novaivffertility.com

CIN Number: U74900MH2010PTC375458

You will be on probation for a period of 180 (One Eighty) days from the date of joining.

- If your performance and conduct during this period is found satisfactory, you will be confirmed at the end of your probation and will receive a formal confirmation letter.
- If your performance and conduct during this period is not found satisfactory, the Company will have the right to either terminate your services at the end of this period with a notice of 30 Days or extend this period of probation for a period deemed fit by the Company.
- Post confirmation, your notice period will be of 60 Days. The Notice period cannot be adjusted against balance earned leave or salary.

We are very excited about the prospect of your joining Nova.

We look forward to a productive working relationship.

If you have any questions regarding this offer, please speak to your recruiter.

Yours faithfully



Rupali Rane
Head – Human Resources

I accept this Letter Agreement:

Name: _____ Date: _____

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Strictly Confidential

“Annexure - A”
Compensation Package Details

Name	Mansi Sharma	Designation	Andro Technician
Department	Andrology	Grade	B2

Salary Component	Per Month (Rs.)	Per Annum (Rs.)
Basic	8469	101628
HRA	2541	30492
Special Allowance	5928	71136
Gross Salary (A)	16938	203256
Advance Against Bonus	990	11880
Total Gross Salary (B)	17928	215136
Employer PF	1728	20736
Employer ESI	583	6996
Gratuity	407	4884
Total Benefits (C)	2718	32616
Total Cost to Company (B+C)	20646	247752

Explanatory notes

- a. It is expected that individual compensation package would not be shared with other employees. The above compensation structure is subject to change without affecting emoluments adversely.
- b. Applicable tax would be borne by the employee.
- c. Gratuity is payable as per the Provisions of Payment of The Gratuity Act.

Nova Pulse Ivf Clinic Pvt. Ltd



Rupali Rane
Head – Human Resources

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CIN Number: U74900MH2010PTC375458

Mr. Rohit Rajput
B- 164, Kante shab ka baa,
S.P. Ashram, Gwalior (M.P.)- 474012

Date:- 14/08/2023

Dear Mr. Rohit,

Congratulations on your appointment! We welcome you to **Choksi Laboratories Ltd** and wish you a long and meaningful career with us.

1.COMPENSATION & BENEFITS: The detailed breakup of your compensation and other company benefits applicable to your grade is enclosed.

2.DESIGNATION & GRADE: You would be designated as a **Trainee in Microbiology** department.

3.LOCATION & DATE OF JOINING: You would be based at **Choksi Laboratories Ltd- Indore**. You would be required to join as early as possible, but not later than **04/09/2023**. If you do not join your duty on the said date, this appointment letter shall be treated as canceled, unless the extension of the said date for joining duty is granted by us in writing.

4.DEPUTATION & TRANSFER: During your employment with the Company, the Company may, at any time, at its sole discretion station you in any other location in India. The Company shall also be entitled at any time to transfer you to any of its Affiliates, Subsidiaries or Sister Companies with or without any changes to the terms and conditions and you shall comply with all directions and instructions in that regard.

5.PAST RECORD: If any declaration given or furnished by you to the company prove to be false or if you are found to have willfully suppressed any material information, in such a case, you will be liable for removal from service without any notice.

6.NOTICE PERIOD: You will be on probation of Three months from the date of your appointment. Probation period may be extended from time to time at the discretion of the management. This contract of employment is terminable by either party giving Three month (90 days) notice during training period or probation period as & after confirmation also. Either party is not bound to give any reason thereof. The company reserves the right to pay or recover salary in lieu of notice period. Further Company may at its discretion relieve you from such date as it may deem fit even before the expiry of the notice period without compensation for the un-expired period and is not bound to give reason thereof. If the employee is found to not take his/her work with sincerity after resignation or is absent from work, it will considered as if the employee is absconding and the employee will be immediately relieved without any pay; the employee will have to pay full notice pay to the Company for this unethical behavior as well as any ancillary costs of training, hiring and re-location of new employee on same position. If person is removed for any reason or is absconding from work, doesn't clear dues , or is on probation period , no relieving letter can be provided.

7.DATA INTEGRITY: The Company is in the critical business of quality evaluation of life saving drugs and materials. You are required to follow company's Data Integrity and Quality Assurance policies & procedures; breach of these policies and procedures can lead to criminal prosecution. Therefore any action(s) of employee that leads to harm to company's reputation or business due to action(s) of employees, will lead to immediate termination and no compensation will be paid to the employee for notice period or bonus. Further the company reserves the right to recover the full extent of damages / loss of goodwill from the employee.

Amit Kumar
14/08/2023

8.CONFIDENTIALITY: The company has confidentiality agreements with all clients. These agreements are required to protect patents, confidential information and R&D and other proprietary information of the company as well as it's clients. All employees are also bound by confidentiality, during the employment as well as even after termination of services. All work carried out by employee, policies and procedures of the company and it's clients, protocols, reports, test & calibration data, audit observations, instrument data, calculations, know-how, show-how, and data generated and testing and calibration activity, is extremely confidential and proprietary information of Choksi Laboratories Ltd. The employee cannot share this information with any third party, nor is the employee allowed to forward such information to himself or others over emails or any other mode of communication, unless it is as a part of work duties. NO data / information can be deleted and is subject to IT policies of the company.

9.AUTHORIZED SIGNATORIES: The company will select, train and make certain key individuals Authorized Signatories based on their knowledge and experience. These individuals may be trained externally and may have to pass external certifications from FDA, NABL and other government bodies. Any individual in Authorized Signatory capacity cannot be relieved until an alternate authorized signatory has been approved by government / regulatory body, as without Authorized Signatory, all business for that function will come to a standstill. If an Authorized Signatory leaves without information or before designated / mutually agreed date for reliving, the employee will be considered as absconding and the full cost of loss of business and getting a second Authorized Signatory in that position will be recovered from the employee. This position is a legal position and required by law or regulatory bodies for running various business functions. All heads of departments / divisions are Authorized Signatories. Additional Authorized Signatory are assigned by regulatory agencies through audits and through job descriptions as and when they are selected.

10.TRAINING: During the course of the employment the Company may pay for external training of the employee to upgrade their skills or as a requirement by regulatory agencies; the external training can be off site on a different location or on-site by calling external trainers. Such training cost is fully recoverable from employees if they exit the organization within two years of the training imparted. You are being hired as Fresher, and company is bearing your on job training, which is costing INR One Lakh. So, You need to meet with the expectations of your Employment Letter.

11.EXCLUSIVISITY & NON-SOLICITATION: The employees cannot be employed (whether full time/part time/consultancy) for another company/organization while in services of Choksi Laboratories Ltd. During the course of their employment, the employee will may come in contact with several business partners and clients for e.g. through audits and business meetings. An employee of the Company, during or after 5 years from employment with CLL, will not solicit Company's vendors and/or customers; Employee will also not induce other CLL employees to leave or join another party.

12.JURISDICTION: Choksi Laboratories Ltd. retains the right to legally pursue and recover costs from the employee for breakages/damages to it's property/ instruments. Such costs will cover cost of repair / replacement/business losses and any other incidental costs. All terms and conditions of this agreement are subject to Indore (MP-INDIA) jurisdiction.

13.The Employee understands that he/she will be provided significant training by Choksi Laboratories Ltd. In addition to training Choksi Laboratories Ltd. May also invest in getting regulatory approvals for employees,such as but not limited to NABL authorized signatory / FDA approval for the employee. If the employee leaves before providing suitable notice period/ time to allow Choksi laboratories to hire/train/qualify and/or get approved another replacement employee, Choksi Laboratories Ltd. will recover the cost of business losses/hiring/training/qualifying and other incidental costs from the employee.

Aaditya
14/08/2023

14. The employee will be bound by Choksi Laboratories Ltd's Data integrity and confidentiality agreements. All joining expenses, notice period reimbursement or any amount which company pay at the time of joining will be recoverable in case you left company within 2 years of time.

15. This offer of employment is conditional to the satisfactory completion of all-regulatory/ background checks and medical /Health checkup. Please note that failure to clear any one of the above will lead to the immediate withdrawal of this offer letter.

At the time of joining, please bring this letter with your along with the following certificates, If not submitted already.

- Photocopy of your date of birth certificate.
- Photocopies of your educational qualification certificates. (start from 10th to latest qualification)
- Three passport size photographs.
- Relieving letter from your previous employer with copy of last salary slip.
- Photo ID proof & Permanent residence proof.
- One Cheque for security purpose.

We once again welcome you to **Choksi Laboratories Ltd** and wish you a long fulfilling career with us.

Yours truly,
For **CHOKSI LABORATORIES LIMITED**


14/08/2023
Human Resources

NOTE: Kindly return the duplicate copy of this letter with your acceptance.

I **Mr. Rohit Rajput** agree to accept employment on the terms and condition mentioned in the above letter. I shall be reporting for duty on

Rohit Rajput

(Signature)

Name	Mr. Rohit Rajput		
Designation	Trainee		
Department	Micrology		
	PM	PA	Deduction
Basic	10500	126000	PF contribution by Employee 1260
HRA	2500	30000	ESIC by Employee 0
Transportation Allowance	8815	105780	Professional Tax 125
Child Education Allowance	150	1800	Income Tax As per govt rule
Medical Allowance	120	1440	
Special Allowances	0	0	
Variable	300	3600	
Gross Salary	22385	268620	Expected Take Home 21000
Bonus (Payable Annually)	770	9240	
Total	770	9240	
Benefits			
PF contribution by Employer	1260	15120	
ESIC (If Applicable)by Employer	0	0	
Gratuity	504	6048	
Total	1764	21168	
Gross CTC	24919	299028	
Leave Encashment		7700	
Actual CTC		306728	

Finalized
14/08/2023

NOTE:

- 1 Bonus will be based on Bonus Act of Govt. Of India.
- 2 Remuneration package is strictly confidential between you and the company and Should not be discussed with anyone or divulged to anyone in any manner whatsoever.
- 3 *Leave encashment subject to balance leave.
- 4 **Gratuity will be pay as per government norms.
- 5 Bonus will be calculated as per minimum wages.