

To

Athulya Tess John  
Naruvelikuzhiyil House  
Ponthenpuzha P O  
Manimala  
Kottayam  
Kerala

Sub: Offer of appointment as Trainee – Clinical SAS Programmer

Dear Ms Athulya,

Congratulations. We are pleased to offer you an appointment as **Trainee – Clinical SAS Programmer** with Genpro Research Private Limited.

Your start date will be **January 13<sup>th</sup>,2020**.

During the Training period, a stipend of Rs.21,100/- will be paid every month. You will not be entitled for allowances/benefits/privileges applicable to the regular employees of the Company. This offer will be subject to your being found physically, medically and mentally fit. Your employment with us will be governed by terms and conditions referred in Annexure-A.

If you intend to accept this offer, kindly sign and return the acceptance letter enclosed, and confirm your acceptance **on or before 10<sup>th</sup> January, 2020**. Please note that if your response to our offer is not communicated within the aforementioned period, this offer stands automatically withdrawn thereafter unless and until we extend the date and communicate it to you in writing.

All new employees of Genpro Research Private Limited will be on probation for a period of 6 months from the date of joining. After completion of probation they will be confirmed based on a performance review.

As a new member of Genpro Research Private Limited, we look forward to a long and mutually fruitful association with you.

Yours Sincerely,  
For Genpro Research Private Limited



Seema Alex  
Manager - HR



## **ANNEXURE – A**

### **Employment Terms and Conditions**

**Secrecy:** During the period of employment, you will work honestly, faithfully, diligently and efficiently for the growth of the organization. You are expected to maintain utmost secrecy regarding affairs of the Company and shall keep confidential any information, instruments, documents etc., relating to the Company that may come to your professional knowledge as an employee of the Company.

**Conflict of Interest:** The post offered to you calls for whole time employment and you will devote yourselves exclusively to the business of the Company. You will not take up any other work for remuneration (part time or otherwise) or work on advisory capacity or be interested directly or indirectly (except as shareholder or debenture holder) in any trade or business, during your employment with the company, without written permission from the company. You will be required to sign this Employment Agreement to this effect.

**Initial Posting:** The initial posting will be at our office in the Technopark, Thiruvananthapuram, Kerala

**Employment Agreement:** On joining the company, all new employees with less than one year of relevant professional experience shall execute an agreement/bond to serve the company for a period of 24 months. If the employee voluntarily decides to quit the company before the above mentioned period then he/she will have to furnish the company with Rs 200,000 (Two lakhs) which will be accounted towards resource utilization and training expenses incurred.

**Probation:** You will be under probation for a period of 6 months from date of joining. At the end of the probation period, your employment with the company will be confirmed based on a performance review.

**Termination of Employment:** This contract of employment is terminable by either party giving one-month (30 days) notice during probationary period and three months (90 days) notice on confirmation, provided both the parties don't have any legal bindings. 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, the company may at its discretion relieve you from such date as it may deem fit even before the expiry of the notice period without compensating for the remaining period and is not bound to give any reason thereof.

**Transfer:** Though you have been engaged for a specific position, the company reserves the right to transfer you to any other location, department, establishment, or branch of the Company. In such case, you will be governed by the terms and conditions of service applicable to new assignment, without any financial loss.

**Statement of Facts:** It must be specifically understood that this offer is made based on your proficiency on Technical/Professional skills you have declared to possess as per your application, and on the ability to handle any assignment/job independently anywhere in India or Overseas. In case, at a later date, any of your statements/particulars furnished are found to be false or misleading, the Company shall have the right to terminate your services forthwith.

**Work Hours:** Your official hours of work will be from 9:30 a.m. to 6:30 p.m., Mondays to Fridays. However, you may be required to work different or additional hours or sometimes outside normal working hours if necessary, for proper performance of your duties or if business requires it.

**Leave:** Every year you are entitled to 22 working days of leave which includes 5 days of sick leave. You will be entitled to other special leaves in accordance with the policies of the Company being in force at that time. **These leaves are applicable only after probation.**

**Access to Information:** Information is available on need to know basis for specified groups. The network file server is segregated to allow individual sectors for projects and units. Access to these is authorized through access privileges approved by Management.

**Non-disclosure:** You are expected to maintain utmost secrecy in regard to the affairs of the Company and shall keep confidential any information, instruments, documents etc., relating to the Company that you may have pursued as an employee of the Company.

**Smoking:** We owe and assure a smoke free environment for our employees. The entire office premises including conference rooms, lobbies, cafeteria is declared as “No-Smoking Zone”.

**Passwords:** Access to our network, development environment and e-mail is through an individual’s password. For security reasons, it is essential to maintain confidentiality of the same. If the password is forgotten, the Networking personnel have to be contacted immediately to reset the password.

**Security:** Security is an important aspect of our communication and office infrastructure. The Technopark Campus in Thiruvananthapuram provides round-the-clock personnel who take care of security. If there is need to take some of the equipments/infrastructure out of the office premises for any reason shall obtain prior permission from Management. The communication security is maintained by controlling physical access to computer systems, disabling all workstation disk drives, and a company wide awareness about the need for protection of intellectual property and sensitive customer information.

**Destroying Papers & Material:** Any official communication, which is confidential in nature, shall be destroyed after the purpose is served

**Use of Company resources:** You shall use company’s resources only for official purposes.

**Remuneration:** Your individual remuneration is purely a matter between yourself and the company and has been arrived on the basis of your work experience, skills, specific background, professional merit and academic scores. We expect you to maintain this information and any changes made therein from time to time as personal and confidential.

**Passport:** You may have to travel to foreign countries as and when the job demands for which you should have a valid passport with ECNR status.

**Overseas Service Agreement:** In the event of Company deputing you on an assignment abroad, you will be required to sign a deputation agreement with the Company and also execute a security bond on such terms as the company may deem appropriate. This

agreement will consist of mainly two issues namely (i) your commitment to complete the project and (ii) you returning to India after completion of project and serving the Company for a stipulated period.

**Change of information:** You shall inform the Company of any change in your personal data immediately. Any notice to be given by you shall be deemed to have been duly and properly given if delivered to you at your address in India, as recorded with the Company.

**Intellectual property Rights:** All intellectual property rights, including but not limited to, Patents, Copyrights, Methodologies and Designs shall be assignable to the Company and shall be deemed to be “work made for hire”. You shall execute/sign such documents for this purpose, as and when required by the Company.

**Jurisdiction:** Even though the Company may depute you overseas for on-site work or to any other location in India, the jurisdiction concerning any dispute arising out of your employment will be the courts in Thiruvananthapuram only.

**General:** The above terms and conditions are based on Company policies, procedures and other rules currently applicable in India as well as overseas and are subject to amendments and adjustments from time to time. In all service matters, including those not specifically covered here such as Traveling, Leave, Retirement, Code of Conduct etc, you will be governed by the rules of the Company as shall be in force from time to time.

*Declaration*

I hereby declare that I have gone through and understood all the terms and conditions mentioned in **Annexure –A** and I accept and agree to abide by them.

Name:

Date:

Signature: