

REF: APPOINT/PIPL/2024/ 20294

Date: 12 February 2024

Mr. Mandar Sunil Jahagirdar
Nangan collage Road,
Dattanagar Beed
Maharashtra-431122

Dear Mr. Mandar Jahagirdar,

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.

We outline below the terms and conditions of this appointment for your acceptance:

1. Designation: Post Graduate Trainee-Quality
2. Your training shall commence with effect from 12th February, 2024.
3. Your compensation structure shall be as given in the Annexure.
4. Your place of training will be Goa.
5. You shall be required to take up residence close to the factory.
6. Your training period will be 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.
7. 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.
8. 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.
9. Breach of Data Integrity and Data Confidentiality may result in Strict Disciplinary Action.
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 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 / establishment of the company at any place. In such an event, your training will be governed by the service conditions of the division / establishment 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. If in the opinion of Management, you are found to be guilty any misconduct, violation of Code of Conduct & 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.
17. During the training period, if you desired to leave the services of the company, you are required to give minimum fifteen days (15 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 15 days of work. However during the training period, your services can be terminated by the company by giving you 15 days notice in writing or by giving you 15 days salary in lieu of notice period.

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- 18 You will be required to undergo a medical examination as prescribed by the Management. Your appointment will be subject to your being found medically fit.

We will be pleased to have your acceptance and hope that this will be a mutually rewarding association.

You will be notified on any change in the Effective Date.

Best Regards,
For Puniska Injectables Private Limited,


Prasad Kolhapurkar
(Manager-HR & ADMIN)


Jayvant Sonawane
(Factory Manager)

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

Place, Date

Mr. Mandar Jahagirdar /Signature

