



To,  
Prashant Digambar Bhaskare  
Tuesday, 28 July 2020

**Employment Offer Letter- FULL TIME**

Dear Prashant,  
Congratulations!!

We are pleased to extend you an offer of Employment based on the interview discussions you had with us. Details of the terms and conditions of offer are as under:

1. Designation: **Medical Coder**
2. Department: **Medical Record Review Dept (24\_09)**
3. Place of Reporting: 402, Pinnacle Business Park, Prahladnagar, Ahmedabad Office.
4. Date of Reporting: On 04<sup>th</sup> August'20.
5. Working Days : Monday to Saturday\* (May vary based on business requirement)
6. Time of Reporting: 11:00 AM
7. Your Current Shift Timings :Morning Shift 1 (8:00 AM - 5:30 PM N/A)
8. Compensation: Fixed compensation of 15,000 Per Month (CTC). Please refer to Annexure 1.
9. Joining Formality: Please refer to Annexure 2.

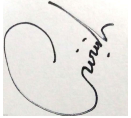
Detail of your employment will be provided in Appointment Letter, which will be issued to you upon joining.

Once you accept the Employment Offer, you will be subject to Employment Background Verification. For details please see Annexure 3.

Kindly sign a copy of this letter as a token of your acceptance of this offer.

Looking forward to a long and mutually beneficial career with us.

Yours truly,  
Advantmed India LLP



Authorized Signatory  
Human Resource

I have read the details mentioned in the Offer letter and Annexure. I accept the employment offer and agree to abide by terms and conditions of the employment with the company. I understand that company operates in a 24x7 environment and that will entail working in different shifts and stretched working hours as per company requirements. My Allocated Shift is: (Morning Shift 1- 8:00 AM - 5:30 PM)

Signature: \_\_\_\_\_  
Name: Prashant Digambar Bhaskare  
Date: Tuesday, 28 July 2020

**Annexure 1**  
**Compensation Details**

Name of Employee: Prashant Digambar Bhaskare  
Designation: Medical Coder  
Department: Medical Record Review Dept (24\_09)

Total Cost To Company - INR 180,000 P.A.		
Income		
Components	Per Month	Per Annum
Basic Salary	10,001	120,012
Leave Encashment	323	3,871
Bonus @ 8.33%	833	9,997
Other Allowance	2,209	26,507
<b>Total Gross</b>	<b>13,366</b>	<b>160,387</b>
Employer Contribution		
P.F.	1,200	14,401
ESIC	434	5,213
<b>Total Employer Contribution</b>	<b>1,635</b>	<b>19,614</b>
Employee Deduction		
P.F. (EE)	1,200	14,401
ESIC (EE)	100	1,203
P.T.	200	2,400
<b>Total Deduction</b>	<b>1,500</b>	<b>18,004</b>

<b>Net Pay</b>	<b>11,865</b>	<b>142,383</b>
<b>Total Fixed compensation</b>	<b>15,000</b>	<b>180,000</b>
*Certain components as well as other allowance will vary basis your selection of Flexi Reimbursements.		
*Deductions - Professional Tax, PF, ESIC and TDS will be as per Govt. Rules and Regulations, applicable from time to time.		



**Annexure 2**  
**Joining Formality Detail**

Please note, on the day of Joining:

1. Please report on time.
2. **Bring all original documents and clear photocopies** with you for document verification purpose, the original documents will be returned to you.
3. In case of any concern, please contact: +91-7874418329- Hiren Shah

Sr No	Particulars (Bring Original Document + Photocopy of Document)	Proof
1	Identification & Address Proof(Any one)	Passport
		Aadhar Card (Mandatory)
		Driving License
		Voter ID
2	Bank Formality (all documents compulsory)	PAN Card
		2 Photo graphs
	Education Documents	10th Mark sheet
		12th Mark sheet
		School Leaving Certificate

3	(All applicable documents compulsory)	
		Graduation: Degree / Diploma
		Post-Graduation: Degree / Diploma
		Others
4	Work Experience Documents Current/Last Company	Appointment Letter
		Relieving Letter
		Experience Letter
		Last 3 months pay slip/Bank Statement
	Work Experience Documents Previous Company	Appointment Letter
		Relieving Letter
		Experience Letter
		Last 3 months pay slip/Bank Statement

**Annexure 3**  
**BACKGROUND CHECK DISCLOSURE, AUTHORIZATION AND RELEASE**

**NOTICE**

As part of the Company's ongoing security efforts and to ensure a safer environment for our employees, visitors and stakeholders; company policy requires that a background check and drug test be conducted on final candidates for staff appointments, temporary employees, interns and trainees. Current employees who changes jobs due to promotion, lateral transfer or reassignment or who undertakes new duties that permit a background check and drug check may also be subject to such checks. Back ground check and Drug screening check may be conducted in random manner as well.

Current employees must notify the Company within 5 days of receipt of court notice/police summons/ arrests because of any criminal offenses and are subject to the verification.

Any negative Back ground check and Drug screening will lead to cancellation of employment offer or promotion offer or may lead to disciplinary action up to or including separation.

**DISCLOSURE**

This document, which you should read carefully, has been provided to you because the company may obtain information about you for employment purposes from various agencies. Thus, you may be the subject of a "Verification report" and/or an "investigative verification report" which may include information verification including but may not be limited to information regarding your character, general reputation, personal characteristics, credit standing and/or mode of living, credit history, criminal history, motor vehicle records ("driving records"), verification of your education or employment history, personal or professional reference checks, licensing or certification checks, etc. The scope of this notice and authorization is all-encompassing, however, allowing the company to obtain from any outside organization all manner of verification reports and investigative verification reports now and throughout the course of your employment.

**AUTHORIZATION & RELEASE**

I, hereby authorize **Advantmed India LLP** and/or its agents/employees to make an independent investigation including but may not be limited to information regarding your

character, general reputation, personal characteristics, credit standing and/or mode of living, credit history, criminal history, motor vehicle records (“driving records”), verification of your education or employment history, personal or professional reference checks, licensing or certification checks, etc. Including those maintained by both public and private organizations and all public records. The purpose of this authorization is to confirm the information contained on my Application and to obtain other information which may be material to my qualifications for service as an employee now and, if applicable, during the tenure of my employee service with the company.

To facilitate the background screening, I agree to provide the company with my full name, date of birth, and other personal information requested on the Background Screening Disclosure Form. I understand that my failure to provide this authorization or information may result in my ineligibility to serve the organization.

I approve release of any kind of information requested by **Advantmed India LLP**, for verification purpose. I agree that I will not hold any organization accountable for releasing any information about me to **Advantmed India LLP**. I appeal the organizations to cooperate with the verification details and do the needful.

I have carefully read and understand this **Background Check Disclosure, Authorization and Release** and, by signing below, I authorize **Advantmed India LLP** to collect all required information regarding me from all available resources, institutes, and companies.

**Full Name: Prashant Digambar Bhaskare**

**Driving License Number/ Pan Card Number/ Passport Number:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

## OFFER LETTER

**Date: 30-June-2020**

**Dear Sachitanand Biradar,**

**Re: Offer of Employment**

**Dear Sachinand,**

**Welcome to Ascentrik Research Pvt Ltd**

This has reference to your application and the subsequent interview you had with us on 23<sup>rd</sup> June'20.

Based on our discussions, we are pleased to offer you a full-time employment opportunity with our Company Ascentrik Research Pvt Ltd., Pune, subject to the terms mentioned herein.

This offer is subject to receipt of satisfactory references and proof of your eligibility to work in India.

**1. Position:**

You shall join as a Clinical Research Associate, and you will be located at our office in Pune. You may be transferred in future to any other location, as may be required by the Company at any given point of time.

**2. Compensation:**

You will receive a gross compensation package of Rs. 2,81,580 Per Annum (all inclusive). In addition, you shall be entitled to all statutory benefits provided to you under applicable local laws. You may also be entitled to emoluments or benefits, if any announced by the Company from time to time, and that may be prevailing at any point of time. The Company reserves the right to amend its compensation plans at its sole discretion upon notice. Your compensation is subject to deduction of tax and withholding as applicable

The details of the compensation are detailed in the Annexure-I

### 3. **Joining Date**

You are required to join on 01<sup>st</sup> July 2020 at 09:30 AM and report to the HR representative, failing which this offer will stand withdrawn and/or be treated as cancelled.

### 4. **Code of Conduct and Disciplinary Action**

Subject to the applicable provisions of laws, your employment will be governed strictly by the policies that may be framed and remain in force from time to time. The employment can be terminated by giving 15 days' notice during probation and 1-month notice in writing after confirmation in the services of the company by either you or the Company.

### 5. **Obligations Towards Previous Employment**

Should you decide to accept this offer of employment, please be advised that the Company's policies require you to honour any agreement you may have with your previous employers. Furthermore, by signing this Offer Letter you confirm that you will not bring to your employment with the Company any information considered confidential and/or trade secret information of another entity, including any prior employer, and that you will not use any such confidential and/or trade secret information of another entity for purposes of your employment with the Company. In the event of any legal action taken or claim made by your previous employer(s) with respect to your employment with the Company, you alone (and not the Company) shall be liable and responsible for any costs or damages resulting from or related to the legal action or claim.

### 6. **Confidentiality**

Your individual compensation is strictly between yourself and the Company. It has been determined based on numerous factors such as job role, skills – specific background, and professional merit. This information and any changes made therein should be treated as personal and confidential. You are required to keep any and all communication from the Company, including the terms of this Offer Letter, strictly confidential and you shall not disclose the same to any third party. You will be required to sign a separate agreement for Confidentiality at the requirement of the Company.

## 7. Reference Check:

Ascentrik will conduct reference checks/ background checks and drug test through a third-party agency at its sole discretion to verify and authenticate the details furnished by you during your job application and interview. This offer is subject to your satisfactory completion of background verification. If at any time it is found that you have furnished false information or withheld or suppressed any material fact or information, the Company shall be entitled to forthwith terminate your employment without notice.

## 8. Other terms & conditions:

- i. Your office timing's will be from 10:00 AM to 07:00 PM, with a break of 1 hour, Monday through Saturday in the 1<sup>st</sup>, 3<sup>rd</sup> and 5<sup>th</sup> week of the Month and Monday through Friday in the 2<sup>nd</sup> and 4<sup>th</sup> week of the month.
- ii. Your designation may be changed depending on the work assigned to you at the discretion of the Company.
- iii. You will be entitled for an aggregate of 21 days of leave in accordance with the Company's policy as applicable from time to time. (details outlined in the appointment letter and Employee Handbook)
- iv. You may be required to travel on Company work and you will be reimbursed expenses as per the then prevalent Company policy on travel and expenses.
- v. You will not undertake business of similar nature with any other Company during the period of your employment with this Company.
- vi. If you are absent for a continuous period of 3 working days without obtaining your manager's approval, Company may construe this as an act of abandonment and will proceed to follow the process as defined under the policy concerned.

By accepting this offer, you agree to abide by all Ascentrik policies and procedures as well as the terms and conditions as mentioned in this offer letter. We welcome you to Ascentrik and request your acceptance of these employment terms by signing and dating the offer letter and enclosed Employment Agreement and return the same to my email listed below as soon as possible.

We are pleased to have you join the Ascentrik team as a member of what we feel is an organization that offers each employee an opportunity for personal and professional development. We look forward to working with you in the future and hope you will find your employment at Ascentrik a rewarding experience.

You will be issued a comprehensive Appointment Letter within 15 days from the date of appointment; meanwhile the offer letter will be treated as an official intimation of your appointment.

Before your joining you are required to submit the scan copies of following documents to the HR department.

1. SSC Marksheet.
2. HSC Marksheet/Diploma Marksheet.
3. Graduation Marksheet (Only Final Year required).
4. Post-Graduation Marksheet (If applicable).
5. Degree Certificates.
6. PAN Card.
7. Aadhar Card (Both front and back side).
8. Passport Size Photo.
9. Relieving/Experience Letter (If applicable).
10. Last three month's pay slips (if applicable).
11. Proof of age and address if different from those mentioned in the identity proof.
12. Provident Fund account number and related details (if applicable);
13. A copy of Form 16 (if applicable)

Your final appointment will be subject to the confirmation of the authenticity of the documents provided and all verifications and checks of the documents you have furnished to the Company.

**Please note following rules are applicable once you join the organization.**

- The employee should serve notice period as per policies of role/company.
- We do not work on 2<sup>nd</sup> and 4<sup>th</sup> Saturdays, public holidays (as in company holiday list) and Sundays. However, depending on urgency of project deliveries, if required, you are bound to attend office on these days. You will get over time for that day on such occasions.

The Company looks for a long-term association with all its employees and expects the same from you.

We congratulate and welcome you to **Ascentrik Research Pvt. Ltd.**



Annexure – I

Fixed Pay	
Gross salary	<b>21,767</b>
Basic	13,060
HRA	6,530
LTA	1,088
Travel Reimbursement	1,088
Deductions	
Employee PF	1,567
PT	200
Total Deductions	1,767
Net pay	<b>20,000</b>
Add: Employer PF	1,698
Total CTC	<b>23,465</b>

Ref No: 14541180

25-Jun-2020

Shrikant Divekar



Dear Shrikant,

With reference to the discussions that we had with you, we are pleased to offer you the role of **Trainee - Junior Data Analyst** in **Cognizant Technology Solutions India Private Limited ("Cognizant")**. Your place of posting will be **Pune**.

Your Annual Total Compensation will be **Rs.205,002**. The other details about your compensation is presented in **Annexure A**. We would like to inform you that Cognizant has considered **0** months of your experience as relevant, which would be updated in our records.

Your appointment will be governed by the terms and conditions of employment presented in **Annexure B**. You will also be governed by the rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

We request you to join us on or before **30-Jun-2020**.

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer **Annexure B** for more details.

Please note:

- This appointment is subject to satisfactory professional reference checks
- This offer from Cognizant is valid for 3 months only from the date of offer, any extension in said validity shall be at the discretion of the company and shall be communicated to you in writing
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request

We look forward to your joining us. Should you have any further questions or clarifications, please feel free to contact us.

Yours sincerely,

**For Cognizant Technology Solutions India Pvt. Ltd.**

Suresh Bethavandu

### Global Head-Talent Acquisition

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature :

Date:

### Annexure A

<b>Name:</b> Shrikant Divekar	<b>Designation:</b> Trainee - Junior Data Analyst
-------------------------------	---

Sl. No.	Description	Monthly	Yearly
1	Basic	6500	78,000
2	HRA*	2600	31,200
3	Company's contribution of PF #	1337.5	16,050
4	Advance Statutory Bonus***	2000	24,000
5	Special Allowance*	4213	50,556
6	Company's Contribution of ESI @ 3.25% of Monthly Gross minus statutory exclusions	433	5,196
	<b>Annual Gross Compensation</b>		<b>205,002</b>
	<b>Annual Total Compensation</b>		<b>205,002</b>
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		16,000
	<b>Annual Total Remuneration</b>		<b>221,002</b>

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group personal accident Insurance coverage
- Group Term Life Insurance Coverage
- Employees' compensation insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act
- Women associates joining Cognizant will be entitled to Maternity leave as per the Maternity Benefit (Amendment) Act, 2017

#### Provident Fund Wages

- For the purpose of computing contribution to Provident Fund, Pension Fund & EDLI Scheme, "Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout".
- Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser.

#### ESI

- Monthly ESI contribution will be computed on total remuneration paid to an associate in a particular month which includes any recurring (or) adhoc special payouts during the month
- Contribution to ESI shall be continued till end of the contribution period, if the Associate contributes even for one month in a contribution period

\* Flexible Benefit Plan: Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

\*\* Advance Statutory Bonus is in line with the provisions of Payment of Bonus Act, 1965.

#### Note:

- Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same.
- Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

Login to <https://onecognizant.cognizant.com>->Total Rewards App for more details.

**Labcorp - CTC INPUT SCHEDULE**

PSID: \_\_\_\_\_  
Grade Level: 106  
Position Title: Junior Safety Data Analyst  
Department: Drug Safety  
Employee / Candidate Name: Sneha Gaikwad  
Start Date: 29-Nov-2021

All figures are in INR.

FIXED COMPENSATION (Base Salary)		401,280.00	
SECTION A: SALARY		Annual (INR)	Monthly (INR)
Basic Pay	40% of Fixed Comp or 180K Min	180,000.00	15,000.00
Flexi Basket ** Refer to note 4		221,280.00	18,440.00
<b>A. Subtotal</b>		<b>401,280.00</b>	<b>33,440.00</b>
SECTION B: RETIREMENT BENEFITS			
Provident Fund (Employer Contribution) 12% of Basic Pay		21,600.00	1,800.00
Gratuity 4.81% of Basic Pay		8,658.00	721.50
<b>B. Subtotal</b>		<b>30,258.00</b>	<b>2,521.50</b>
SECTION C: ANNUAL LEAVE ENCASHMENT			
Encashment of Annual Leave ( Estimate for 15 days )		10,385.00	Refer to Note 7
<b>C. Subtotal</b>		<b>10,385.00</b>	-
<b>CTC (Cost to Company)</b>		<b>441,923.00</b>	

**NOTES:**

1. Cost to Company:	This is calculated as: A. Subtotal + B. Subtotal + C. Subtotal
2. Fixed Compensation:	This is equal to A. Subtotal
3. Basic Pay:	This is calculated as 40% or minimum INR 1,80,000 /- P.A of the Fixed Compensation Amount. This amount is taxable.
4. Flexi Basket:	This is calculated as: Fixed Comp - Basic pay. This amount is 100% taxable. Through the "Define your salary" program employees can allocate up to the total amount of the flexi basket depending on sufficient funds being available to the tax saving instruments such as: HRA, LTA, Meal Coupons, Journal Allowance and Telephone Allowance
5. Provident Fund (Employer):	The employer contribution percentage is 12% of Basic Pay. The minimum employer contribution is INR 1,800 per month. In case, of employees who wish to contribute towards the voluntary PF (VPF) they can apply for the same through the payroll portal within 1 month post onboarding.
6. Gratuity:	Gratuity is calculated as 4.81% of Basic Pay. Employees are entitled to Gratuity payment (on separation) if their tenure at the company is more than 4 years and 190 days.
7. Encashment of Annual Leave:	Annual leave entitlement is 21 days. Employees are required to use at least 6 days Annual Leave each year. They may elect to encash remaining leave or carry over a maximum of 21 days. Leave entitlement and other limits are pro-rated for new joiners during the year. In any given year the entitlement cannot exceed a maximum of 42 days (21 days carried forward + 21 days annual entitlement). Leave encashment applications are accepted in December month for the ongoing year.
8. Insurance Benefit:	In addition to your total cash compensation, you will be eligible for following benefits, which will be governed by the prevailing Company guidelines: Group Term Life Insurance and Group Personal Accident Insurance cover for Employee Group Medical Insurance cover for Employee, Spouse and upto 2 children

- All compensation will be paid to you after deduction of tax at source, in accordance with applicable laws. You will be solely liable for your personal tax liabilities, as per applicable laws, both in India and abroad.  
- The above salary structure shall be modified at the discretion of Company without any changes to the Fixed Compensation.  
- All benefits are defined and controlled by company policies and are subject to change from time to time at the sole discretion of the Management.

I signify my acceptance of the above:

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Ref: Glenmark/Goa/HR/Jul/16/262  
Emp Code: 91206452  
Grade: SM2  
July 1, 2016

**Ms. Jyoti Bala Sharma**  
**Senior Officer - Quality Control**  
Colvale, Goa

Dear Ms. Sharma,

We are pleased to announce that during financial year 2015-16 we have achieved revenue of USD 1,171.09 million and today we rank among the Top 80 pharmaceutical companies globally. We have achieved good growth backed by key product approvals and launches across markets. In addition to making strong progress in our generics business we are also transitioning towards being a truly innovative organization with a robust pipeline of seven molecules. During the year, we have also successfully cleared inspections by various global regulatory authorities.

We value and appreciate your contribution to our journey.

In recognition of your performance and contribution to the Company, your compensation is being revised with effect from **July 1, 2016**.

Your revised Gross Salary with effect from **July 1, 2016** is **INR 336794/- p.a.** The details of the revised compensation are appended as Annexure A.

We remain committed to our vision of launching innovative molecules globally while pursuing our ambitions of becoming a leading generics player across markets. We continue to seek your contribution towards achieving our vision.

Wishing you the very best.

For Glenmark Pharmaceuticals Limited



**Deputy General Manager – Human Resources**

*This letter is confidential between you and Glenmark Pharmaceuticals Limited.*

**Glenmark Pharmaceuticals Ltd.**

Plot No. S-7, Colvale Industrial Estate, Colvale, Bardez, Goa - 403 513.

T: (0832) 6652 222 CIN No: L24299MH1977PLC019982 W: [www.glenmarkpharma.com](http://www.glenmarkpharma.com)

Registered office: B/2, Mahalaxmi Chambers, 22 Bhulabhai Desai Road, Mumbai 400 026 E: [complianceofficer@glenmarkpharma.com](mailto:complianceofficer@glenmarkpharma.com)



Date: 23-Feb-21

**KUMAR PRATIBHA ABRAHAM**H No 372, North Sadarbazar,  
Lashkar, Solapur- 413003Dear **Pratibha**,**Letter of Offer**

With reference to your application and the subsequent interview you had with us at Bioclinica, we are pleased to extend an offer to you as **Jr. Drug Safety Associate**. Your appointment will be effective from the date of joining, which shall be on or before **26-Feb-21** failing which the appointment shall stand automatically withdrawn. Your initial place of posting will be at our facility in **Mysore**.

Your total earning opportunity for the year is **280000/- INR** in which your annual fixed compensation will be **280000/- INR**. The details of your compensation are provided in (**Annexure- I**) hereto.

We wish to make your onboarding as smooth as possible. In order to ensure the same, you are required to submit the documents as detailed in **Annexure II** for our records and the background verification, together with the signed copy of this letter, within the stipulated time as provided below. By accepting this letter and providing the documents to us, you confirm that all the information and documents provided by you are true and correct on the date of provision of the same, and you will notify us of any change in such information or documents within 5 (five) days of such change. Further, by acceptance of this letter you consent to the use and disclosure of your information and documents by us for the purpose of undertaking background verification. As part of the Company's screening process, you will also be required to undergo a drug usage test with a certified practitioner or agency, and by accepting this letter, you consent to the collection, storage, use and disclosure of your personal data, including medical records and information, by the Company in relation to your drug usage test.

Your appointment is subject to a successful clearance of (i) background verification based on information furnished by you, and (ii) the drug usage test.

You will initially be on probation for a period of [6 (six) months] from the actual date of your joining with us. Any significant absence will automatically extend the probation period by the length of the absence. Further, your probation period may be extended for a specified period, for reasons including, incomplete background verification due to any reason attributable to you, if the designated probation period does not allow sufficient time to thoroughly evaluate your performance, etc.

On your day of joining you are requested to report at 10:00 AM IST to **Amulya Sastry**. You will be issued a detailed employment agreement upon joining, which will contain the terms and conditions of your employment. We are sure that our working environment will be conducive to help you grow professionally as well as personally.

Please confirm your acceptance of our offer by signing & returning the duplicate copy of this letter for my attention within three (3) days from the date of receiving this letter, otherwise this offer shall be deemed withdrawn. Please note that your appointment is subject to your acceptance of this letter and execution of the employment agreement provided to you on your day of joining.

**We welcome you to be a part of the team and look forward to your valued contribution.**

Best Wishes,



**Vipra Datta**  
**Director, Human Resources**

I confirm and accept the above and will join on 26/02/2021

Hibha  
(Signature)

**Ms. Aarti Paithankar**

21-Jan-2021

**103, Pratapgad,  
Shri krishna nagar  
Basmat Road,  
Parbhani-431401**

Dear **Aarti**,

With reference to your application and subsequent interview with us, we are pleased to offer you a Fixed Term Assignment as "**Safety Science Analyst**". The Fixed Term Assignment will be for a period of 6 months, commencing from **25-Jan-2021**. The assignment is to be carried out by you for our client, **Covance India Pharmaceutical Services Pvt. Ltd.**, the same being extendable upon client's request.

The following are the terms and conditions of your employment with us:

1. The employment will be effective from 25<sup>th</sup> January 2021. During the term of employment your CTC will be **Rs 29,602** (Twenty Nine Thousand six hundred and two only) per month. Tax Deducted at Source as applicable.
2. During the tenure of your assignment you are expected to abide by the rules and regulations which will be conveyed to you by your supervisor.
3. During the tenure of your assignment if you are required to work remotely by the client organization, you will be paid a broadband and internet allowance of Rs. 1250 per month for acquiring a high speed broadband connection at your place of work. We recommend a minimum of 40Mbps to 100Mbps (both upload and download) bandwidth with a latency of less than 10 ms. Tax Deducted at Source as applicable.
4. You will be required to observe the normal 8 hours working, 5 days a week based on the shift and weekly off allotted to you, by the client organization.
5. You will be required to execute an agreement of confidentiality and non-disclosure of the confidential information entrusted to you during your assignment.
6. Please note that your employment is subject to your clearing the background verification process at Wissen Infotech Pvt Ltd.
7. Your fixed term assignment may be extended by one or more months depending upon our client's requirement.
8. Leave for sickness and other exigencies will be at the discretion of your supervisor and would have to be sanctioned in advance (not more than 1 day in a month during the entire contract period).



9. You may terminate this Agreement by giving Wissen 60 days' written notice, however in case you resign from your job, during the fixed term contract, Wissen reserves the right to re-claim an equivalent of two months' compensation as a penalty towards break in Fixed Term Contract. Wissen can terminate this Agreement without assigning any reason by giving you 30 days' written notice or salary in lieu of notice. In addition, in case of breach of any terms and conditions of this Agreement, Wissen can terminate this Agreement forthwith.
10. During the period of such deputation to client through this fixed term employment with Wissen Infotech Pvt Ltd, at no point in time will you be considered as an employee of our client.

### CTC Breakup(Monthly)

Basic	₹ 12,500.00
HRA	₹ 5,000.00
Conveyance	₹ 1,600.00
Bonus	₹ 1,041.00
Allowance	₹ 6,460.00
<b>Gross Pay(Payslip)</b>	<b>₹ 26,601.00</b>
<b>Deductions</b>	
Provident Fund	₹ 1,800.00
Gratuity	₹ 601.00
Health & Life Insurance	₹ 600.45
<b>CTC</b>	<b>₹ 29,602.45</b>

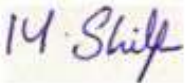
If these terms and conditions are acceptable to you, please do signify your acceptance by signing the duplicate copy of this contract and return the same to us.

We trust we will mutually build a meaningful career for you.

Best wishes

Sincerely

For Wissen Infotech Pvt Ltd



**Silpa Moola**

**Manager - Talent Acquisition**

The above terms of employment are agreeable to me.

Full Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

#### Corporate Office

Q-4, 9th Floor  
Cyber Towers, Hi-tec City  
Madhapur, Hyderabad  
Telangana - 500 081  
India T : +91-40-68237000

#### U.S. Office

2325 Parklawn Dr. Suite G  
Waukesha, WI 53186, USA  
T : (262) 510-2900

#### Bangalore Office

Adarsh Eco Place  
4th Floor, #176, KIADB  
EPIP 2nd Phase, Whitefield  
Bangalore - 560 066  
India T : +91-80-40349600

## OFFER LETTER

**Date: 30-June-2020**

**Dear Sonali Rasal,**

**Re: Offer of Employment**

**Dear Sonali,**

**Welcome to Ascentrik Research Pvt Ltd**

This has reference to your application and the subsequent interview you had with us on 23<sup>rd</sup> June'20.

Based on our discussions, we are pleased to offer you a full-time employment opportunity with our Company Ascentrik Research Pvt Ltd., Pune, subject to the terms mentioned herein.

This offer is subject to receipt of satisfactory references and proof of your eligibility to work in India.

**1. Position:**

You shall join as a Clinical Research Associate, and you will be located at our office in Pune. You may be transferred in future to any other location, as may be required by the Company at any given point of time.

**2. Compensation:**

You will receive a gross compensation package of Rs. 2,81,580 Per Annum (all inclusive). In addition, you shall be entitled to all statutory benefits provided to you under applicable local laws. You may also be entitled to emoluments or benefits, if any announced by the Company from time to time, and that may be prevailing at any point of time. The Company reserves the right to amend its compensation plans at its sole discretion upon notice. Your compensation is subject to deduction of tax and withholding as applicable

The details of the compensation are detailed in the Annexure-I

### 3. **Joining Date**

You are required to join on 1<sup>st</sup> July 2020 at 09:30 AM and report to the HR representative, failing which this offer will stand withdrawn and/or be treated as cancelled.

### 4. **Code of Conduct and Disciplinary Action**

Subject to the applicable provisions of laws, your employment will be governed strictly by the policies that may be framed and remain in force from time to time. The employment can be terminated by giving 15 days' notice during probation and 1-month notice in writing after confirmation in the services of the company by either you or the Company.

### 5. **Obligations Towards Previous Employment**

Should you decide to accept this offer of employment, please be advised that the Company's policies require you to honour any agreement you may have with your previous employers. Furthermore, by signing this Offer Letter you confirm that you will not bring to your employment with the Company any information considered confidential and/or trade secret information of another entity, including any prior employer, and that you will not use any such confidential and/or trade secret information of another entity for purposes of your employment with the Company. In the event of any legal action taken or claim made by your previous employer(s) with respect to your employment with the Company, you alone (and not the Company) shall be liable and responsible for any costs or damages resulting from or related to the legal action or claim.

### 6. **Confidentiality**

Your individual compensation is strictly between yourself and the Company. It has been determined based on numerous factors such as job role, skills – specific background, and professional merit. This information and any changes made therein should be treated as personal and confidential. You are required to keep any and all communication from the Company, including the terms of this Offer Letter, strictly confidential and you shall not disclose the same to any third party. You will be required to sign a separate agreement for Confidentiality at the requirement of the Company.

## 7. Reference Check:

Ascentrik will conduct reference checks/ background checks and drug test through a third-party agency at its sole discretion to verify and authenticate the details furnished by you during your job application and interview. This offer is subject to your satisfactory completion of background verification. If at any time it is found that you have furnished false information or withheld or suppressed any material fact or information, the Company shall be entitled to forthwith terminate your employment without notice.

## 8. Other terms & conditions:

- i. Your office timing's will be from 10:00 AM to 07:00 PM, with a break of 1 hour, Monday through Saturday in the 1<sup>st</sup>, 3<sup>rd</sup> and 5<sup>th</sup> week of the Month and Monday through Friday in the 2<sup>nd</sup> and 4<sup>th</sup> week of the month.
- ii. Your designation may be changed depending on the work assigned to you at the discretion of the Company.
- iii. You will be entitled for an aggregate of 21 days of leave in accordance with the Company's policy as applicable from time to time. (details outlined in the appointment letter and Employee Handbook)
- iv. You may be required to travel on Company work and you will be reimbursed expenses as per the then prevalent Company policy on travel and expenses.
- v. You will not undertake business of similar nature with any other Company during the period of your employment with this Company.
- vi. If you are absent for a continuous period of 3 working days without obtaining your manager's approval, Company may construe this as an act of abandonment and will proceed to follow the process as defined under the policy concerned.

By accepting this offer, you agree to abide by all Ascentrik policies and procedures as well as the terms and conditions as mentioned in this offer letter. We welcome you to Ascentrik and request your acceptance of these employment terms by signing and dating the offer letter and enclosed Employment Agreement and return the same to my email listed below as soon as possible.

We are pleased to have you join the Ascentrik team as a member of what we feel is an organization that offers each employee an opportunity for personal and professional development. We look forward to working with you in the future and hope you will find your employment at Ascentrik a rewarding experience.

You will be issued a comprehensive Appointment Letter within 15 days from the date of appointment; meanwhile the offer letter will be treated as an official intimation of your appointment.

Before your joining you are required to submit the scan copies of following documents to the HR department.

1. SSC Marksheet.
2. HSC Marksheet/Diploma Marksheet.
3. Graduation Marksheet (Only Final Year required).
4. Post-Graduation Marksheet (If applicable).
5. Degree Certificates.
6. PAN Card.
7. Aadhar Card (Both front and back side).
8. Passport Size Photo.
9. Relieving/Experience Letter (If applicable).
10. Last three month's pay slips (if applicable).
11. Proof of age and address if different from those mentioned in the identity proof.
12. Provident Fund account number and related details (if applicable);
13. A copy of Form 16 (if applicable)

Your final appointment will be subject to the confirmation of the authenticity of the documents provided and all verifications and checks of the documents you have furnished to the Company.

**Please note following rules are applicable once you join the organization.**

- The employee should serve notice period as per policies of role/company.
- We do not work on 2<sup>nd</sup> and 4<sup>th</sup> Saturdays, public holidays (as in company holiday list) and Sundays. However, depending on urgency of project deliveries, if required, you are bound to attend office on these days. You will get over time for that day on such occasions.

The Company looks for a long-term association with all its employees and expects the same from you.

We congratulate and welcome you to **Ascentrik Research Pvt. Ltd.**

Annexure – I

Fixed Pay	
Gross salary	<b>21,767</b>
Basic	13,060
HRA	6,530
LTA	1,088
Travel Reimbursement	1,088
Deductions	
Employee PF	1,567
PT	200
Total Deductions	1,767
Net pay	<b>20,000</b>
Add: Employer PF	1,698
Total CTC	<b>23,465</b>



**Offer : BUSINESS PROCESS SERVICES**

**Ref : TCSL/2051563/Mumbai/BPS/BSPA**

**Date : 20-Feb-2023**

Mr. Sunil Babu Rathod  
At. Chavanwadi, Post. Hanegaon,  
Deglur, Maharashtra, India

Dear Mr. Sunil Babu Rathod,

**Sub: Letter of Offer and Terms of Employment**

We thank you for exploring career opportunities with **Tata Consultancy Services Ltd.(TCSL)**. You have successfully completed our initial selection process and we are pleased to make you an offer of employment.

We are suitably impressed with your credentials and feel that your working with us will be mutually beneficial and rewarding. **We are pleased to inform you that you have been selected for the position of Senior Process Associate in Grade BPO2 and your present posting will be at Pune. Your Gross Salary / Annual Compensation Package including all benefits will be Rs. 5,70,008/- per annum. Annexure 1 provides a break-up of the compensation package.**

Kindly confirm your acceptance of this offer by proposing your date of joining and signing Annexure 2.

Your failure to accept the offer of the company within 7 days may lead to a presumption that you are not interested in working in the company and the offer will stand revoked automatically at the sole discretion of the company.

On joining and successful completion of joining formalities, you will be issued a Letter of Appointment by the company. Joining formalities include a submission of a PAN Card and non-submission of the same will delay your joining duty. The offer of employment is also subject to the individual being eligible and legally permissible to work such as having a valid work permit or not being disqualified from being appointed by any law.

If the requirements of the joining formalities including submission of PAN Card are not complied with by you within 30 days of your date of joining, this offer of employment would stand revoke at the sole discretion of the company. Your offer is subject to a positive background check.





Shubangi Jadhav <shubangijadhav@dyppharmaakurdi.ac.in>

## Fwd: You are Shortlisted!!

**Pallavi chaudhari** <pallavichaudhari26@gmail.com>  
To: shubangijadhav@dyppharmaakurdi.ac.in

Sun, Sep 13, 2020 at 1:26 PM

----- Forwarded message -----

From: **Pallavi chaudhari** <pallavichaudhari26@gmail.com>  
Date: Sat, Jun 27, 2020 at 10:10 PM  
Subject: Fwd: You are Shortlisted!!  
To: <shilpachaudhari@dyppharmaakurdi.ac.in>

----- Forwarded message -----

From: **Kiran Sale** <kiransale1996@gmail.com>  
Date: Sat, Jun 27, 2020 at 9:57 PM  
Subject: Fwd: You are Shortlisted!!  
To: <pallavichaudhari26@gmail.com>

Hello Kiran,

Congratulations!!

It gives me immense pleasure that you are shortlisted for the position of "Clinical Research Associate" in our organization. Your date of joining will be 1<sup>st</sup> July'20 and the reporting time is 10AM. Looking at the current Covid situation this joining will start online, your induction and training will also be done online. As you have mentioned during the interview you can work from home and you have a laptop/computer and a working internet connection. Soon we will let you know when we be starting work from office but in the meanwhile you can join from home. Below is the CTC break up we intend to offer you:

Fixed Pay	
Gross salary	<b>21,767</b>
Basic	13,060
HRA	6,530
LTA	1,088
Travel Reimbursement	1,088
Deductions	



Employee PF	1,567
PT	200
Total Deductions	1,767
Net pay	<b>20,000</b>
Add: Employer PF	1,698
Total CTC	<b>23,465</b>

Kindly reply us as soon as possible.

Thanks & warm regards,

Hetal

Senior HR Executive

-----  
cid:image005.jpg@01D42503.5A7147D0

[mirani.hetal@ascentrik.com](mailto:mirani.hetal@ascentrik.com)

<http://www.ascentrik.com>

--  
I, sincerely hope, that you are doing fine and taking all the necessary precautions against the outbreak of COVID-19.

Regards  
Thanking You  
Dr.(Mrs.) Pallavi M. Chaudhari  
Associate Professor  
Department of Pharmaceutics,  
Dr. D. Y. Patil College of Pharmacy,  
Akurdi, Pune - 411044  
Mobile No : 09850955690

---

Dr. D. Y. Patil College of Pharmacy, Akurdi, Pune-411044

**VISION-**

To Impart Quality Education to the Students and Mould them into Proactive Multifaceted Pharmacists

**MISSION-**

To Establish a Center of Academic Excellence and Research in Pharmacy Education and thereby Produce Professionally Competent and Ethically Sound Pharmacists to Cater the Needs of the Global Society.

**Program Educational Objectives (PEOs)-**

After graduation students will

1. Reflect critical thinking and problem solving skills through their Pharmaceutical knowledge, expertise and competency in industry, higher studies and research.
2. Practice ethics and values in their profession
3. Contribute effectively in various fields of social healthcare system.
4. Inculcate leadership and entrepreneurship capabilities through effective communications, appropriate time management and self up gradation.

--  
I, sincerely hope, that you are doing fine and taking all the necessary precautions against the outbreak of COVID-19.

Regards  
Thanking You  
Dr.(Mrs.) Pallavi M. Chaudhari  
Associate Professor  
Department of Pharmaceutics,  
Dr. D. Y. Patil College of Pharmacy,  
Akurdi, Pune - 411044  
Mobile No : 09850955690

---

Dr. D. Y. Patil College of Pharmacy, Akurdi, Pune-411044

**VISION-**

To Impart Quality Education to the Students and Mould them into Proactive Multifaceted Pharmacists

**MISSION-**

To Establish a Center of Academic Excellence and Research in Pharmacy Education and thereby Produce Professionally Competent and Ethically Sound Pharmacists to Cater the Needs of the Global Society.

**Program Educational Objectives (PEOs)-**

After graduation students will

1. Reflect critical thinking and problem solving skills through their Pharmaceutical knowledge, expertise and competency in industry, higher studies and research.
2. Practice ethics and values in their profession
3. Contribute effectively in various fields of social healthcare system.
4. Inculcate leadership and entrepreneurship capabilities through effective communications, appropriate time management and self up gradation.



## OFFER LETTER

**Date: 05-May-2020**

**Dear Akshaykumar Salunkhe,**

**Re: Offer of Employment**

**Dear Akshaykumar**

**Welcome to Ascentrik Research Pvt Ltd**

This has reference to your application and the subsequent interview you had with us on 4<sup>th</sup> May'20.

Based on our discussions, we are pleased to offer you a full-time employment opportunity with our Company Ascentrik Research Pvt Ltd., Pune, subject to the terms mentioned herein.

This offer is subject to receipt of satisfactory references and proof of your eligibility to work in India.

**1. Position:**

You shall join as a Clinical Research Associate, and you will be located at our office in Pune. You may be transferred in future to any other location, as may be required by the Company at any given point of time.

**2. Compensation:**

You will receive a gross compensation package of Rs. 2,81,580 Per Annum (all inclusive). In addition, you shall be entitled to all statutory benefits provided to you under applicable local laws. You may also be entitled to emoluments or benefits, if any announced by the Company from time to time, and that may be prevailing at any point of time. The Company reserves the right to amend its compensation plans at its sole discretion upon notice. Your compensation is subject to deduction of tax and withholding as applicable

The details of the compensation are detailed in the Annexure-I

### 3. **Joining Date**

You are required to join on 7<sup>th</sup> May 2020 at 10 AM and report to the HR representative, failing which this offer will stand withdrawn and/or be treated as cancelled.

### 4. **Code of Conduct and Disciplinary Action**

Subject to the applicable provisions of laws, your employment will be governed strictly by the policies that may be framed and remain in force from time to time. The employment can be terminated by giving 15 days' notice during probation and 1-month notice in writing after confirmation in the services of the company by either you or the Company.

### 5. **Obligations Towards Previous Employment**

Should you decide to accept this offer of employment, please be advised that the Company's policies require you to honour any agreement you may have with your previous employers. Furthermore, by signing this Offer Letter you confirm that you will not bring to your employment with the Company any information considered confidential and/or trade secret information of another entity, including any prior employer, and that you will not use any such confidential and/or trade secret information of another entity for purposes of your employment with the Company. In the event of any legal action taken or claim made by your previous employer(s) with respect to your employment with the Company, you alone (and not the Company) shall be liable and responsible for any costs or damages resulting from or related to the legal action or claim.

### 6. **Confidentiality**

Your individual compensation is strictly between yourself and the Company. It has been determined based on numerous factors such as job role, skills – specific background, and professional merit. This information and any changes made therein should be treated as personal and confidential. You are required to keep any and all communication from the Company, including the terms of this Offer Letter, strictly confidential and you shall not disclose the same to any third party. You will be required to sign a separate agreement for Confidentiality at the requirement of the Company.

## 7. Reference Check:

Ascentrik will conduct reference checks/ background checks and drug test through a third-party agency at its sole discretion to verify and authenticate the details furnished by you during your job application and interview. This offer is subject to your satisfactory completion of background verification. If at any time it is found that you have furnished false information or withheld or suppressed any material fact or information, the Company shall be entitled to forthwith terminate your employment without notice.

## 8. Other terms & conditions:

- i. Your office timing's will be from 10:00 AM to 07:00 PM, with a break of 1 hour, Monday through Saturday in the 1<sup>st</sup>, 3<sup>rd</sup> and 5<sup>th</sup> week of the Month and Monday through Friday in the 2<sup>nd</sup> and 4<sup>th</sup> week of the month.
- ii. Your designation may be changed depending on the work assigned to you at the discretion of the Company.
- iii. You will be entitled for an aggregate of 21 days of leave in accordance with the Company's policy as applicable from time to time. (details outlined in the appointment letter and Employee Handbook)
- iv. You may be required to travel on Company work and you will be reimbursed expenses as per the then prevalent Company policy on travel and expenses.
- v. You will not undertake business of similar nature with any other Company during the period of your employment with this Company.
- vi. If you are absent for a continuous period of 3 working days without obtaining your manager's approval, Company may construe this as an act of abandonment and will proceed to follow the process as defined under the policy concerned.

By accepting this offer, you agree to abide by all Ascentrik policies and procedures as well as the terms and conditions as mentioned in this offer letter. We welcome you to Ascentrik and request your acceptance of these employment terms by signing and dating the offer letter and enclosed Employment Agreement and return the same to my email listed below as soon as possible.

We are pleased to have you join the Ascentrik team as a member of what we feel is an organization that offers each employee an opportunity for personal and professional development. We look forward to working with you in the future and hope you will find your employment at Ascentrik a rewarding experience.

You will be issued a comprehensive Appointment Letter within 15 days from the date of appointment; meanwhile the offer letter will be treated as an official intimation of your appointment.

Before your joining you are required to submit the scan copies of following documents to the HR department.

1. SSC Marksheet.
2. HSC Marksheet/Diploma Marksheet.
3. Graduation Marksheet (Only Final Year required).
4. Post-Graduation Marksheet (If applicable).
5. Degree Certificates.
6. PAN Card.
7. Aadhar Card (Both front and back side).
8. Passport Size Photo.
9. Relieving/Experience Letter (If applicable).
10. Last three month's pay slips (if applicable).
11. Proof of age and address if different from those mentioned in the identity proof.
12. Provident Fund account number and related details (if applicable);
13. A copy of Form 16 (if applicable)

Your final appointment will be subject to the confirmation of the authenticity of the documents provided and all verifications and checks of the documents you have furnished to the Company.

**Please note following rules are applicable once you join the organization.**

- The employee should serve notice period as per policies of role/company.
- We do not work on 2<sup>nd</sup> and 4<sup>th</sup> Saturdays, public holidays (as in company holiday list) and Sundays. However, depending on urgency of project deliveries, if required, you are bound to attend office on these days. You will get over time for that day on such occasions.

The Company looks for a long-term association with all its employees and expects the same from you.

We congratulate and welcome you to **Ascentrik Research Pvt. Ltd.**

Annexure – I

<b>Fixed Pay</b>	
Gross salary	<b>21,767</b>
Basic	13,060
HRA	6,530
LTA	1,088
Travel Reimbursement	1,088
Deductions	
Employee PF	1,567
PT	200
Total Deductions	1,767
Net pay	<b>20,000</b>
Add: Employer PF	1,698
Total CTC	<b>23,465</b>

## OFFER LETTER

**Date: 12-August-2020**

**Dear Priyanka Shinde,**

**Re: Offer of Employment**

**Dear Priyanka,**

**Welcome to Ascentrik Research Pvt Ltd**

This has reference to your application and the subsequent interview you had with us on 29<sup>th</sup> June'20.

Based on our discussions, we are pleased to offer you a full-time employment opportunity with our Company Ascentrik Research Pvt Ltd., Pune, subject to the terms mentioned herein.

This offer is subject to receipt of satisfactory references and proof of your eligibility to work in India.

**1. Position:**

You shall join as a Clinical Research Associate, Level 1. You will be located at our office in Pune. You may be transferred in future to any other location, as may be required by the Company at any given point of time.

**2. Compensation:**

You will receive a gross compensation package of Rs. 2,81,580 Per Annum (all inclusive). In addition, you shall be entitled to all statutory benefits provided to you under applicable local laws. You may also be entitled to emoluments or benefits, if any announced by the Company from time to time, and that may be prevailing at any point of time. The Company reserves the right to amend its compensation plans at its sole discretion upon notice. Your compensation is subject to deduction of tax and withholding as applicable

The details of the compensation are detailed in the Annexure-I



### 3. **Joining Date**

You are required to join on 17<sup>th</sup> August 2020 at 09:30 AM and report to the HR representative, failing which this offer will stand withdrawn and/or be treated as cancelled.

### 4. **Code of Conduct and Disciplinary Action**

Subject to the applicable provisions of laws, your employment will be governed strictly by the policies that may be framed and remain in force from time to time. The employment can be terminated by giving 15 days' notice during probation and 1-month notice in writing after confirmation in the services of the company by either you or the Company.

### 5. **Obligations Towards Previous Employment**

Should you decide to accept this offer of employment, please be advised that the Company's policies require you to honour any agreement you may have with your previous employers. Furthermore, by signing this Offer Letter you confirm that you will not bring to your employment with the Company any information considered confidential and/or trade secret information of another entity, including any prior employer, and that you will not use any such confidential and/or trade secret information of another entity for purposes of your employment with the Company. In the event of any legal action taken or claim made by your previous employer(s) with respect to your employment with the Company, you alone (and not the Company) shall be liable and responsible for any costs or damages resulting from or related to the legal action or claim.

### 6. **Confidentiality**

Your individual compensation is strictly between yourself and the Company. It has been determined based on numerous factors such as job role, skills – specific background, and professional merit. This information and any changes made therein should be treated as personal and confidential. You are required to keep any and all communication from the Company, including the terms of this Offer Letter, strictly confidential and you shall not disclose the same to any third party. You will be required to sign a separate agreement for Confidentiality at the requirement of the Company.

## 7. Reference Check:

Ascentrik will conduct reference checks/ background checks and drug test through a third-party agency at its sole discretion to verify and authenticate the details furnished by you during your job application and interview. This offer is subject to your satisfactory completion of background verification. If at any time it is found that you have furnished false information or withheld or suppressed any material fact or information, the Company shall be entitled to forthwith terminate your employment without notice.

## 8. Other terms & conditions:

- i. Your office timing's will be from 10:00 AM to 07:00 PM, with a break of 1 hour, Monday through Saturday in the 1<sup>st</sup>, 3<sup>rd</sup> and 5<sup>th</sup> week of the Month and Monday through Friday in the 2<sup>nd</sup> and 4<sup>th</sup> week of the month.
- ii. Your designation may be changed depending on the work assigned to you at the discretion of the Company.
- iii. You will be entitled for an aggregate of 21 days of leave in accordance with the Company's policy as applicable from time to time. (details outlined in the appointment letter and Employee Handbook)
- iv. You may be required to travel on Company work and you will be reimbursed expenses as per the then prevalent Company policy on travel and expenses.
- v. You will not undertake business of similar nature with any other Company during the period of your employment with this Company.
- vi. If you are absent for a continuous period of 3 working days without obtaining your manager's approval, Company may construe this as an act of abandonment and will proceed to follow the process as defined under the policy concerned.

By accepting this offer, you agree to abide by all Ascentrik policies and procedures as well as the terms and conditions as mentioned in this offer letter. We welcome you to Ascentrik and request your acceptance of these employment terms by signing and dating the offer letter and enclosed Employment Agreement and return the same to my email listed below as soon as possible.

We are pleased to have you join the Ascentrik team as a member of what we feel is an organization that offers each employee an opportunity for personal and professional development. We look forward to working with you in the future and hope you will find your employment at Ascentrik a rewarding experience.

You will be issued a comprehensive Appointment Letter within 15 days from the date of appointment; meanwhile the offer letter will be treated as an official intimation of your appointment.

Before your joining you are required to submit the scan copies of following documents to the HR department.

1. SSC Marksheet.
2. HSC Marksheet/Diploma Marksheet.
3. Graduation Marksheet (Only Final Year required).
4. Post-Graduation Marksheet (If applicable).
5. Degree Certificates.
6. PAN Card.
7. Aadhar Card (Both front and back side).
8. Passport Size Photo.
9. Relieving/Experience Letter (If applicable).
10. Last three month's pay slips (if applicable).
11. Proof of age and address if different from those mentioned in the identity proof.
12. Provident Fund account number and related details (if applicable);
13. A copy of Form 16 (if applicable)

Your final appointment will be subject to the confirmation of the authenticity of the documents provided and all verifications and checks of the documents you have furnished to the Company.

**Please note following rules are applicable once you join the organization.**

- The employee should serve notice period as per policies of role/company.
- We do not work on 2<sup>nd</sup> and 4<sup>th</sup> Saturdays, public holidays (as in company holiday list) and Sundays. However, depending on urgency of project deliveries, if required, you are bound to attend office on these days. You will get over time for that day on such occasions.

The Company looks for a long-term association with all its employees and expects the same from you.

We congratulate and welcome you to **Ascentrik Research Pvt. Ltd.**

Annexure – I

Fixed Pay	
Gross salary	<b>21,767</b>
Basic	13,060
HRA	6,530
LTA	1,088
Travel Reimbursement	1,088
Deductions	
Employee PF	1,567
PT	200
Total Deductions	1,767
Net pay	<b>20,000</b>
Add: Employer PF	1,698
Total CTC	<b>23,465</b>



---

*Offer of Employment*

*Miss Kiran Gosavi  
501, Eco Velley Soc,  
Bibewadi chowk ,Pune.*

*Dear Miss Kiran*

*We are happy to offer you the position of data analyst at our company.  
We Hope your knowledge, experience, and skill will be instrumental to our organization. According to our telephone discussion, **please see the below details from the company.***

**Probation Term:** *A six-month probation period will begin on the day of hire, as per the company commitment in the interview after the 6-month period company will increase your salary but it totally depends on your work performance.*

**Working Hours:** *The company works for 6 days a week ie; from Monday to Saturday. The standard office hours are from 9:30 am to 6:00 pm (excluding mealtime). These are not binding, provided the project objectives are met or as per Company policies which might change from time to time.*

*Every project can define customized workdays and timings based on the business needs and also define core working hours to facilitate discussions and meetings. Employees need to adhere to these timings defined by the project*

**Leaves:** *Each year, you will be entitled to 12 annual leaves and 12(casual & medical ) eaves The employee shall be entitled to take leaves as per the leave policy defined by the company. However, the company reserves the right to change/update the leave policy from time to time.*

**Notice Period:** *You must offer a 60-day notice period. Depending on the priorities, the company may accept the resignation immediately or within a time frame of less than one month to two months.*

**Retention amount** - *A retention amount of 3% will be deducted from your salary amount every month and is called a security deposit. This security deposit has a lock-in period*



**Compensation:** Your Annual compensation package is **Rs 7,20,000/- (seven Lakh twenty thousand Only)**

**Monthly Salary Breakup:**

<i>Earnings</i>	<i>Gross Sal</i>	<i>Deductions</i>	<i>Net Salary Payable</i>
<i>ACTUAL</i>	<i>60000.00</i>		
<i>BASIC DA</i>	<i>30000.00</i>	<i>PF</i>	<i>1800.00</i>
<i>HRA</i>	<i>12000.00</i>	<i>PT</i>	<i>200.00</i>
<i>Other allowance</i>	<i>18000.00</i>	<i>Ret. Amt(3%)</i>	<i>1800.00</i>
<b><i>Gross</i></b>	<b><i>60000</i></b>	<b><i>Total Ded.</i></b>	<b><i>3800.00</i></b>
		<b><i>Total</i></b>	<b><i>56200.00</i></b>

**Kindly Note:** For all other details we will provide an appointment on your joining day.

Looking forward to welcoming you aboard.

On behalf of SV Group.

Thanks & Regards  
Shubhangi Patil  
HUMAN RESOURCE  
7872227222

## OFFER LETTER

**Date: 27-May-2020**

**Dear Smita Shete,**

**Re: Offer of Employment**

**Dear Smita,**

**Welcome to Ascentrik Research Pvt Ltd**

This has reference to your application and the subsequent interview you had with us on 19<sup>th</sup> May'20.

Based on our discussions, we are pleased to offer you a full-time employment opportunity with our Company Ascentrik Research Pvt Ltd., Pune, subject to the terms mentioned herein.

This offer is subject to receipt of satisfactory references and proof of your eligibility to work in India.

**1. Position:**

You shall join as a Clinical Research Associate, and you will be located at our office in Pune. You may be transferred in future to any other location, as may be required by the Company at any given point of time.

**2. Compensation:**

You will receive a gross compensation package of Rs. 2,81,580 Per Annum (all inclusive). In addition, you shall be entitled to all statutory benefits provided to you under applicable local laws. You may also be entitled to emoluments or benefits, if any announced by the Company from time to time, and that may be prevailing at any point of time. The Company reserves the right to amend its compensation plans at its sole discretion upon notice. Your compensation is subject to deduction of tax and withholding as applicable

The details of the compensation are detailed in the Annexure-I

**3. Joining Date**

You are required to join on 28<sup>th</sup> May 2020 at 10 AM and report to the HR representative, failing which this offer will stand withdrawn and/or be treated as cancelled.

**4. Code of Conduct and Disciplinary Action**

Subject to the applicable provisions of laws, your employment will be governed strictly by the policies that may be framed and remain in force from time to time. The employment can be terminated by giving 15 days' notice during probation and 1-month notice in writing after confirmation in the services of the company by either you or the Company.

**5. Obligations Towards Previous Employment**

Should you decide to accept this offer of employment, please be advised that the Company's policies require you to honour any agreement you may have with your previous employers. Furthermore, by signing this Offer Letter you confirm that you will not bring to your employment with the Company any information considered confidential and/or trade secret information of another entity, including any prior employer, and that you will not use any such confidential and/or trade secret information of another entity for purposes of your employment with the Company. In the event of any legal action taken or claim made by your previous employer(s) with respect to your employment with the Company, you alone (and not the Company) shall be liable and responsible for any costs or damages resulting from or related to the legal action or claim.

**6. Confidentiality**

Your individual compensation is strictly between yourself and the Company. It has been determined based on numerous factors such as job role, skills – specific background, and professional merit. This information and any changes made therein should be treated as personal and confidential. You are required to keep any and all communication from the Company, including the terms of this Offer Letter, strictly confidential and you shall not disclose the same to any third party. You will be required to sign a separate agreement for Confidentiality at the requirement of the Company.



### **7. Reference Check:**

Ascentrik will conduct reference checks/ background checks and drug test through a third-party agency at its sole discretion to verify and authenticate the details furnished by you during your job application and interview. This offer is subject to your satisfactory completion of background verification. If at any time it is found that you have furnished false information or withheld or suppressed any material fact or information, the Company shall be entitled to forthwith terminate your employment without notice.

### **8. Other terms & conditions:**

- i. Your office timing's will be from 10:00 AM to 07:00 PM, with a break of 1 hour, Monday through Saturday in the 1<sup>st</sup>, 3<sup>rd</sup> and 5<sup>th</sup> week of the Month and Monday through Friday in the 2<sup>nd</sup> and 4<sup>th</sup> week of the month.
- ii. Your designation may be changed depending on the work assigned to you at the discretion of the Company.
- iii. You will be entitled for an aggregate of 21 days of leave in accordance with the Company's policy as applicable from time to time. (details outlined in the appointment letter and Employee Handbook)
- iv. You may be required to travel on Company work and you will be reimbursed expenses as per the then prevalent Company policy on travel and expenses.
- v. You will not undertake business of similar nature with any other Company during the period of your employment with this Company.
- vi. If you are absent for a continuous period of 3 working days without obtaining your manager's approval, Company may construe this as an act of abandonment and will proceed to follow the process as defined under the policy concerned.

By accepting this offer, you agree to abide by all Ascentrik policies and procedures as well as the terms and conditions as mentioned in this offer letter. We welcome you to Ascentrik and request your acceptance of these employment terms by signing and dating the offer letter and enclosed Employment Agreement and return the same to my email listed below as soon as possible.

We are pleased to have you join the Ascentrik team as a member of what we feel is an organization that offers each employee an opportunity for personal and professional development. We look forward to working with you in the future and hope you will find your employment at Ascentrik a rewarding experience.

You will be issued a comprehensive Appointment Letter within 15 days from the date of appointment; meanwhile the offer letter will be treated as an official intimation of your appointment.

Before your joining you are required to submit the scan copies of following documents to the HR department.

1. SSC Marksheet.
2. HSC Marksheet/Diploma Marksheet.
3. Graduation Marksheet (Only Final Year required).
4. Post-Graduation Marksheet (If applicable).
5. Degree Certificates.
6. PAN Card.
7. Aadhar Card (Both front and back side).
8. Passport Size Photo.
9. Relieving/Experience Letter (If applicable).
10. Last three month's pay slips (if applicable).
11. Proof of age and address if different from those mentioned in the identity proof.
12. Provident Fund account number and related details (if applicable);
13. A copy of Form 16 (if applicable)

Your final appointment will be subject to the confirmation of the authenticity of the documents provided and all verifications and checks of the documents you have furnished to the Company.

**Please note following rules are applicable once you join the organization.**

- The employee should serve notice period as per policies of role/company.
- We do not work on 2<sup>nd</sup> and 4<sup>th</sup> Saturdays, public holidays (as in company holiday list) and Sundays. However, depending on urgency of project deliveries, if required, you are bound to attend office on these days. You will get over time for that day on such occasions.

The Company looks for a long-term association with all its employees and expects the same from you.

We congratulate and welcome you to **Ascentrik Research Pvt. Ltd.**

Annexure – I

<b>Fixed Pay</b>	
Gross salary	<b>21,767</b>
Basic	13,060
HRA	6,530
LTA	1,088
Travel Reimbursement	1,088
Deductions	
Employee PF	1,567
PT	200
Total Deductions	1,767
Net pay	<b>20,000</b>
Add: Employer PF	1,698
Total CTC	<b>23,465</b>

Ref No: 14541046

24-Jun-2020

Sayli Sarnaik



Dear Sayli,

With reference to the discussions that we had with you, we are pleased to offer you the role of **Trainee - Junior Data Analyst** in **Cognizant Technology Solutions India Private Limited ("Cognizant")**. Your place of posting will be **Pune**.

Your Annual Total Compensation will be **Rs.205,002**. The other details about your compensation is presented in **Annexure A**. We would like to inform you that Cognizant has considered **0** months of your experience as relevant, which would be updated in our records.

Your appointment will be governed by the terms and conditions of employment presented in **Annexure B**. You will also be governed by the rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your **Manager**.

We request you to join us on or before **29-Jun-2020**.

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer **Annexure B** for more details.

Please note:

- This appointment is subject to satisfactory professional reference checks
- This offer from Cognizant is valid for 3 months only from the date of offer, any extension in said validity shall be at the discretion of the company and shall be communicated to you in writing
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request

We look forward to your joining us. Should you have any further questions or clarifications, please feel free to contact us.

Yours sincerely,

**For Cognizant Technology Solutions India Pvt. Ltd.**

Suresh Bethavandu

**Global Head-Talent Acquisition**

I have read the offer, understood and accept the above mentioned terms and conditions.

**Signature :**

**Date:**

Ref No: 14540942

25-Jun-2020

Tejaswini Mane



Dear Tejaswini,

With reference to the discussions that we had with you, we are pleased to offer you the role of **Trainee - Junior Data Analyst** in **Cognizant Technology Solutions India Private Limited ("Cognizant")**. Your place of posting will be **Pune**.

Your Annual Total Compensation will be **Rs.205,002**. The other details about your compensation is presented in **Annexure A**. We would like to inform you that Cognizant has considered **0** months of your experience as relevant, which would be updated in our records.

Your appointment will be governed by the terms and conditions of employment presented in **Annexure B**. You will also be governed by the rules, regulations and practices in vogue and those that may change from time to time. Your compensation is highly confidential and if the need arises, you may discuss it only with your Manager.

We request you to join us on or before **29-Jun-2020**.

Cognizant is keen that there is a secure environment for clients and internally too. You are required to be registered with the National Skills Registry (NSR) and provide the ITPIN while joining the organization. Please refer **Annexure B** for more details.

Please note:

- This appointment is subject to satisfactory professional reference checks
- This offer from Cognizant is valid for 3 months only from the date of offer, any extension in said validity shall be at the discretion of the company and shall be communicated to you in writing
- Prior to commencing employment with Cognizant you must provide Cognizant with evidence of your right to work in India and other such documents as Cognizant may request

We look forward to your joining us. Should you have any further questions or clarifications, please feel free to contact us.

Yours sincerely,

**For Cognizant Technology Solutions India Pvt. Ltd.**

Suresh Bethavandu

### Global Head-Talent Acquisition

I have read the offer, understood and accept the above mentioned terms and conditions.

Signature :

Date:

### Annexure A

<b>Name:</b> Tejaswini Mane	<b>Designation:</b> Trainee - Junior Data Analyst
-----------------------------	---

Sl. No.	Description	Monthly	Yearly
1	Basic	6500	78,000
2	HRA*	2600	31,200
3	Company's contribution of PF #	1337.5	16,050
4	Advance Statutory Bonus***	2000	24,000
5	Special Allowance*	4213	50,556
6	Company's Contribution of ESI @ 3.25% of Monthly Gross minus statutory exclusions	433	5,196
	<b>Annual Gross Compensation</b>		<b>205,002</b>
	<b>Annual Total Compensation</b>		<b>205,002</b>
	Company's contribution towards benefits (Medical, Accident and Life Insurance)		16,000
	<b>Annual Total Remuneration</b>		<b>221,002</b>

As an associate you are also entitled to the following additional benefits:

- Floating Medical Insurance Coverage
- Round the Clock Group personal accident Insurance coverage
- Group Term Life Insurance Coverage
- Employees' compensation insurance benefit as per the Employees' Compensation Act, 2010
- Gratuity, on separation after 4 years and 240 calendar days of continuous service, payable as per Payment of Gratuity Act
- Women associates joining Cognizant will be entitled to Maternity leave as per the Maternity Benefit (Amendment) Act, 2017

#### **Provident Fund Wages**

- For the purpose of computing contribution to Provident Fund, Pension Fund & EDLI Scheme, "Monthly Gross Salary as per Annexure A of this letter excluding "Advance Statutory Bonus" & "House Rent Allowance" will be considered. This does not include payments made through "Special Payout".
- Determination of PF Wages for the purpose of contribution: PF contribution shall be payable on the earned PF wages or PF wages as per this letter, whichever is lesser.

#### **ESI**

- Monthly ESI contribution will be computed on total remuneration paid to an associate in a particular month which includes any recurring (or) adhoc special payouts during the month
- Contribution to ESI shall be continued till end of the contribution period, if the Associate contributes even for one month in a contribution period

\* Flexible Benefit Plan: Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

1. Choose from a bouquet of allowance or benefits
2. Redefine your salary structure within prescribed guidelines
3. Optimize your earnings

\*\* Advance Statutory Bonus is in line with the provisions of Payment of Bonus Act, 1965.

#### **Note:**

- Any statutory revision of Provident Fund/ESI Contribution or any other similar statutory benefits will result in a change in the Net take home salary and the Annual Gross Compensation will remain the same.
- Cognizant has made this offer in good faith after expending significant time and resources in the hiring process. We hope you will join us, but appreciate your right to pursue another path. Your formal commitment to joining us forms the basis of further planning and client communication at Cognizant. If you renege on the commitment and decide not to join us after signing the offer letter, Cognizant reserves the right to not consider you for future career opportunities in the company. We look forward to welcoming you to Cognizant.

Login to <https://onecognizant.cognizant.com>->Total Rewards App for more details.



**Sohan Rathod**

☎ 9099407238

☎ 8200096263



# **LAXMI CHEMIST**

**CHEMIST & DRUGGIST**

**ALLOPATHY • AYURVEDIC • COSMETIC**

📍 Shop No. 31, C.K. Patel Complex, Chapra Patiya, Andada, Ankleshwar.



**APPOINTMENT ORDER**

To,  
Ms. Hagawane Shruti Vijay  
Sant Nagar, Pradhikaran, Moshi,  
Pune 412105

**Subject: Appointment to the post of Full Time Assistant Professor for the Subject  
Pharmaceutical Chemistry**

Madam,

In response to our advertisement in daily newspaper Lokmat Dated on 13 July 2022 you had applied for post of Assistant Professor. As per our subsequent interview held on 17<sup>th</sup> August 2022, Assistant Professor Adhoc basis for the Academic Year 2022-23 at our Rajmata Jijau Shikshan Prasarak Mandal's College of Pharmacy, At-Dudulgaon, Post-Alandi (Devachi), Tal - Haveli, Dist-Pune-412105.

I am pleased to inform you that the management has appointed you on the said post in Rajmata Jijau Shikshan Prasarak Mandal's College of Pharmacy, Dudulgaon, Pune 412105 in the scale of UGC Seventh Pay-Rationalized Entry Pay Rs.57700/- with effect from 22 August 2022. Your appointment is subject to the following terms and conditions:

1. Your service will be governed by the MUA 2016, statutes code of conducts ordinance and rules and regulations laid down by the University of Pune and State Government from time to time.
2. You are appointed in clear vacancy on Full Time basis from the date of joining
3. You will be paid basic pay of UGC Seventh Pay-Rationalized Entry Pay Rs.57700/- per month in the scale indicated above. You will also be entitled to D.A., HRA and CLA at the rates prescribed by State Government from time to time. In case you are appointed for a period of more than one year, you shall earn annual increment.
4. Your appointment is subject to the minimum number of students and the workload prescribed for the post.
5. You shall submit the originals as well as certified true copies of relevant testimonials such as mark sheets, birth date certificate, caste certificate, change of name certificate(if any), etc. before joining your duties.

  
(Shruti vijay Hagawane)



6. In case you accept the appointment you shall have to execute Deed of Contract Service as prescribed in the statutes at the time of joining duties.

7 You will not conduct or engage yourself in any other job paid full-time, part-time or otherwise during the continuation of your service.

8. Your appointment may be terminated, at any time, by either party by giving one month's notice or one month's salary in lieu of notice period in case the period spent in service is more than six months.

9. If you are found absent continuously for more than thirty days without permission your services will stand terminated automatically. If you are found guilty of violation of any terms and conditions mentioned above you will be liable for disciplinary action and punishment decided by the management as provided for in the statutes, doing such things which are subversive to the interest of the society /university institute/ college/students.

10. You have to communicate your acceptance to the management/college within 08 days from the date of receipt of this order of appointment, failing which your appointment is liable to be cancelled.



Yours faithfully,

A handwritten signature in blue ink, appearing to be "D.V." with a flourish.

**President**

**RAJMATA JIJAU SHIKSHAN PRASARAK MANDAL  
LANDEWADI, BHOSARI, PUNE-411 039**

Copy to:

1. The Registrar (Academic)  
University of Pune,  
Pune-7.
2. Principal,  
Rajmata Jijau Shikshan Prasarak Mandal's  
College of Pharmacy Dudulgaon Pune

**Centaur**

*We Impact Health to Life*

**Centaur Pharmaceuticals Pvt. Ltd.,**

Plot No. 4 International Biotech Park,

Hinjewadi, Phase II, Pune - 411057. INDIA

Tel.: + 91 - 20 - 66739400 Fax: +91 - 20 - 66739460

Email : centaur\_pune@centaur.co.in

Website : www.centaurpharma.com

Date : 22-Feb-2023

Mr. Sumit Manoj Sonavane,  
A/P- Bhigwan, Near - Bharat  
Saw mill, Tal - Indapur, Dist -  
Pune, 413130

Subject : OFFER LETTER

Dear Mr. Sumit,

This has reference to your application and subsequent discussions you had with us. We are pleased to offer you the position of **Research Associate - Analytical R&D** in our organization.

You shall receive your detailed letter of appointment on joining. **Please note, your date of joining should be on or before 20-Mar-2023** You should report to office at 8.00 a.m. and meet the undersign.

Please note this letter is just an offer to the employment and not the appointment. Appointment for services is subject to documents verification and reference check with previous employers.

Any misrepresentation or omission of any information related to the details submitted or communicated may be considered sufficient for withdrawal of an offer.

As discussed and agreed upon, you can submit the resignation to your existing employer immediately on receipt of this offer. The acknowledged copy of resignation to be submitted to us within 72hrs. from the receipt of this letter. Failing which this offer will not stand valid later to the stipulated period mentioned. Please contact for any concern.

You are required to undergo **Pre Employment Medical Checkup & this Offer Letter is valid only if you found medically fit.** For further information of the same, please refer to the given Annexure 1.

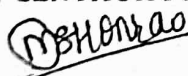
Kindly sign and return the duplicate copy of this letter, as a token of your acceptance.

We welcome you to the "CENTAUR Family" and look forward to your long and fruitful association for mutual interests.

Thanking you,

Yours faithfully,

For CENTAUR PHARMACEUTICALS PVT.LTD.



**MANASWINI HONRAO**  
GM - HR & ADMIN.

Accepted: 

(Mr. Sumit Manoj Sonavane)

Date of joining: 27/03/2023

**Corporate Office:** Centaur House, Near Grand Hyatt, Vakola, Santacruz (East), Mumbai - 400 055. INDIA

Tel : +91-22-66499100 • Fax : +91-22-66499108/12 • E-mail : centaur@centaurlab.com • Website : www.centaurpharma.com

• CIN : 1124230MH1980PTC023201



## Letter of Employment

Date:

Dear

We are pleased to extend you this offer from Novartis.  
Please find the details below:

**Last name**

---

**First name**

---

**Proposed start/effective date**

(Year-Month-Day)

---

**Position title**

---

**GJFA**

---

**Office Location**

---

**Proposed Compensation (INR)**

---

Basic Salary

---

Flexible Compensation

---

Superannuation Fund Amount

---

**Annual Base Salary (A)**

---

Employer's Contribution to Provident Fund

---

Gratuity Amount

---

**Total Retirals (B)**

---

**Total Fixed Pay (A+B)**

---

Target Short-Term Annual Incentive Amount (C)

---

Target Sales Incentive Amount (C)

---

**Cost to Company (A+B+C)**

---

Disclaimer:

The above summary and your final entitlement will follow relevant internal policies. The terms and conditions set out in the employment contract signed by both parties will be binding and final.

This letter of employment is subject to satisfactory confirmation of your Personal Identity and, history of Employment / Education / Background check. Following your acceptance, you will be contacted by our external partner for pre-employment checks with further details.

The terms of your appointment are as follows:

#### **PLACE OF WORK**

You may periodically be required to attend at such a place or places within or outside the country for carrying out your duties. You can be transferred to any other department or Group Company within or outside India.

Novartis is entitled to loan your services to any other Company in which it may be or become interested in any manner whether directly or indirectly or in any other firm or company which is or may be an affiliate, associate or subsidiary of Novartis.

#### **PROBATION PERIOD**

The probation period is 6 months, commencing on the date of joining. At the discretion of Novartis, the probation period may be extended.

#### **CONFIRMATION IN COMPANY'S SERVICE**

Upon completion of probation period, your employment will be confirmed unless notified in writing that there is an extension of your probation period.

#### **HOURS OF WORK**

You will serve Novartis during such daily hours of work as may be defined by Novartis and the exigencies of work, in accordance with Company Policy, which can be amended from time to time.

#### **LEAVE**

Novartis will grant you Annual Leave of 29 working days (paid) leave per year. If you join Novartis during the year, you will be entitled to Annual leave on a pro-rata basis. Accumulation and / or encashment of Annual Leave is in accordance with Company Policy, which can be amended from time to time.

#### **RECOVERY CLAUSE**

For any hire leaving the organization within one year of joining, the company shall be entitled to recover all expenses incurred / reimbursed towards relocation (including Settling in allowance). The relocation expenses include all expenses and reimbursements made towards travel, lodging & boarding, shipment of goods, storage & warehouse handling expenses including settling in allowance paid towards company provided accommodation or reimbursement of any expenses with respect to accommodation, relocation agency fees paid and any other expenses or reimbursement made towards relocation.

For any cost which is incurred towards notice period reimbursement (Full or unserved notice period) is also recoverable for any hire leaving the organization within one year of joining.

#### **Benefits**

##### **Other benefits applicable for Novartis Associates:**

- Flexible work hours
- Personal Accident Insurance/Hospitalization Expenses
- Group Term Life with voluntary top up
- Employee Deposit Linked Insurance Scheme (EDLI)
- Annual Leave (29 days/year)
- Domestic and International relocation as applicable



Kindly review the offer and provide your acceptance within 2 working days.

Yours sincerely,

Jay Damodaran  
Regional Head TAS - APAC



Date: 25<sup>th</sup> Nov 20

Name: Jayraj Deshmukh  
Date of Joining: 01<sup>st</sup> Dec 20

Dear Jayraj Deshmukh,

We wish to thank you for taking time for several meetings with us. It is our pleasure to offer you the position of **Trainee Research Associate in Quality Assurance Department**.

Company is offering you stipend of Rs. \_\_\_\_\_ -- will be revised after completion of your training period of 6 months.

Our top priority is to work with individuals like you, who can use their knowledge and expertise to enable socio economic transformation in clinical research field.

Synapse Labs is all set to offer you a stimulating and rewarding career and we look forward to having you on board.

Yours Sincerely,

Vishal Dhawan  
Director

PS: This offer is subject to successful completion of pre-employment screening process which includes Document verification and being found medically fit.

## OFFER LETTER

**Date: 30-June-2020**

**Dear Arti Yadav,**

**Re: Offer of Employment**

**Dear Arti,**

**Welcome to Ascentrik Research Pvt Ltd**

This has reference to your application and the subsequent interview you had with us on 23<sup>rd</sup> June'20.

Based on our discussions, we are pleased to offer you a full-time employment opportunity with our Company Ascentrik Research Pvt Ltd., Pune, subject to the terms mentioned herein.

This offer is subject to receipt of satisfactory references and proof of your eligibility to work in India.

**1. Position:**

You shall join as a Clinical Research Associate, and you will be located at our office in Pune. You may be transferred in future to any other location, as may be required by the Company at any given point of time.

**2. Compensation:**

You will receive a gross compensation package of Rs. 2,81,580 Per Annum (all inclusive). In addition, you shall be entitled to all statutory benefits provided to you under applicable local laws. You may also be entitled to emoluments or benefits, if any announced by the Company from time to time, and that may be prevailing at any point of time. The Company reserves the right to amend its compensation plans at its sole discretion upon notice. Your compensation is subject to deduction of tax and withholding as applicable

The details of the compensation are detailed in the Annexure-I

### 3. **Joining Date**

You are required to join on 1<sup>st</sup> July 2020 at 09:30 AM and report to the HR representative, failing which this offer will stand withdrawn and/or be treated as cancelled.

### 4. **Code of Conduct and Disciplinary Action**

Subject to the applicable provisions of laws, your employment will be governed strictly by the policies that may be framed and remain in force from time to time. The employment can be terminated by giving 15 days' notice during probation and 1-month notice in writing after confirmation in the services of the company by either you or the Company.

### 5. **Obligations Towards Previous Employment**

Should you decide to accept this offer of employment, please be advised that the Company's policies require you to honour any agreement you may have with your previous employers. Furthermore, by signing this Offer Letter you confirm that you will not bring to your employment with the Company any information considered confidential and/or trade secret information of another entity, including any prior employer, and that you will not use any such confidential and/or trade secret information of another entity for purposes of your employment with the Company. In the event of any legal action taken or claim made by your previous employer(s) with respect to your employment with the Company, you alone (and not the Company) shall be liable and responsible for any costs or damages resulting from or related to the legal action or claim.

### 6. **Confidentiality**

Your individual compensation is strictly between yourself and the Company. It has been determined based on numerous factors such as job role, skills – specific background, and professional merit. This information and any changes made therein should be treated as personal and confidential. You are required to keep any and all communication from the Company, including the terms of this Offer Letter, strictly confidential and you shall not disclose the same to any third party. You will be required to sign a separate agreement for Confidentiality at the requirement of the Company.



## 7. Reference Check:

Ascentrik will conduct reference checks/ background checks and drug test through a third-party agency at its sole discretion to verify and authenticate the details furnished by you during your job application and interview. This offer is subject to your satisfactory completion of background verification. If at any time it is found that you have furnished false information or withheld or suppressed any material fact or information, the Company shall be entitled to forthwith terminate your employment without notice.

## 8. Other terms & conditions:

- i. Your office timing's will be from 10:00 AM to 07:00 PM, with a break of 1 hour, Monday through Saturday in the 1<sup>st</sup>, 3<sup>rd</sup> and 5<sup>th</sup> week of the Month and Monday through Friday in the 2<sup>nd</sup> and 4<sup>th</sup> week of the month.
- ii. Your designation may be changed depending on the work assigned to you at the discretion of the Company.
- iii. You will be entitled for an aggregate of 21 days of leave in accordance with the Company's policy as applicable from time to time. (details outlined in the appointment letter and Employee Handbook)
- iv. You may be required to travel on Company work and you will be reimbursed expenses as per the then prevalent Company policy on travel and expenses.
- v. You will not undertake business of similar nature with any other Company during the period of your employment with this Company.
- vi. If you are absent for a continuous period of 3 working days without obtaining your manager's approval, Company may construe this as an act of abandonment and will proceed to follow the process as defined under the policy concerned.

By accepting this offer, you agree to abide by all Ascentrik policies and procedures as well as the terms and conditions as mentioned in this offer letter. We welcome you to Ascentrik and request your acceptance of these employment terms by signing and dating the offer letter and enclosed Employment Agreement and return the same to my email listed below as soon as possible.

We are pleased to have you join the Ascentrik team as a member of what we feel is an organization that offers each employee an opportunity for personal and professional development. We look forward to working with you in the future and hope you will find your employment at Ascentrik a rewarding experience.

You will be issued a comprehensive Appointment Letter within 15 days from the date of appointment; meanwhile the offer letter will be treated as an official intimation of your appointment.

Before your joining you are required to submit the scan copies of following documents to the HR department.

1. SSC Marksheet.
2. HSC Marksheet/Diploma Marksheet.
3. Graduation Marksheet (Only Final Year required).
4. Post-Graduation Marksheet (If applicable).
5. Degree Certificates.
6. PAN Card.
7. Aadhar Card (Both front and back side).
8. Passport Size Photo.
9. Relieving/Experience Letter (If applicable).
10. Last three month's pay slips (if applicable).
11. Proof of age and address if different from those mentioned in the identity proof.
12. Provident Fund account number and related details (if applicable);
13. A copy of Form 16 (if applicable)

Your final appointment will be subject to the confirmation of the authenticity of the documents provided and all verifications and checks of the documents you have furnished to the Company.

**Please note following rules are applicable once you join the organization.**

- The employee should serve notice period as per policies of role/company.
- We do not work on 2<sup>nd</sup> and 4<sup>th</sup> Saturdays, public holidays (as in company holiday list) and Sundays. However, depending on urgency of project deliveries, if required, you are bound to attend office on these days. You will get over time for that day on such occasions.

The Company looks for a long-term association with all its employees and expects the same from you.

We congratulate and welcome you to **Ascentrik Research Pvt. Ltd.**

Annexure – I

Fixed Pay	
Gross salary	<b>21,767</b>
Basic	13,060
HRA	6,530
LTA	1,088
Travel Reimbursement	1,088
Deductions	
Employee PF	1,567
PT	200
Total Deductions	1,767
Net pay	<b>20,000</b>
Add: Employer PF	1,698
Total CTC	<b>23,465</b>



Madhuri Rajaram Kudale  
 B-47, Sumangal Park, Gadital, Hadapsar, Pune, Maharashtra 411028

6-Jan-2023

Dear Madhuri,

***Congratulations!!***

We are pleased to inform that you have been offered a position of **Specialist – Payment Accuracy**. As discussed, you will operate from our Pune office. Please note that this offer is subject to a positive background & reference check to be conducted by us based on specific information provided by you as per our policy subsequent to your joining our Company.

1. Details of your compensation package are attached as per annexure – I.
2. Your date of joining our establishment is on or before **16<sup>th</sup> January 2023**. However, we would like you to try & join us as soon as possible. We expect you to take steps in being relieved from your current job based on this note and confirm your exact date of joining.
3. You will have to furnish the following on joining
  - a) Photocopies of your basic, intermediate, and highest degrees obtained.
  - b) Your relieving letter from your previous organizations.
  - c) Statement of income last drawn preferably with a break-up.
  - d) Copy of PAN Card.
  - e) Copy of Aadhaar Card.
  - f) Copy of passport (if you have), six passport size color glossy (not Polaroid) photographs of self & family members being covered under the Mediclaim policy.
  - g) Check of blood group.
  - h) Check date of birth of dependents for Mediclaim policy at the time joining.
4. If you fail to join your duties as above or if we do not receive confirmation of your accepting this offer within three days from the receipt of the same, this offer letter stands automatically cancelled and withdrawn.
5. As per company policy you are required to sign a Non-Disclosure-Agreement with the company on your joining as part of your joining process.
6. During your employment with Cotiviti you will adhere to the company policies in general and information security policies that are issued from time to time.
7. Cotiviti has internally designed a HIPAA Privacy Policy. Network Services have designed policies for data, systems, and network security. All employees need to follow HIPAA Privacy policy as applicable. Violation could result in disciplinary action including termination from services.
8. Your duties will be governed by the rules and regulations of the company which will be elaborated and detailed in the appointment letter.

Please confirm your acceptance of this offer by return email.

We owe much of our success to the dedicated work of all our people, and therefore we strive to have a mutually beneficial, and long-term and rewarding relationship. In case you have any further clarifications, please feel free to call Atish Chintalwar at +91-9284778079 or email at atish.chintalwar@cotiviti.com

Thanking You

**For Cotiviti India Private Limited**

DocuSigned by:

*Mohsin Mohammed*

45CA1033C6A6440...

**Mohsin Mohammed**

**Vice President- Human Resources**

Page 1 of 2

**Operational Offices:**

10th Floor, Galaxy, Plot No.1, Sy.No.83/1,  
 HYD Knowledge City, Raidurg, Serilingampally Mandal  
 Hyderabad Rangareddi TG 500081 IN  
 Tel: +91 40 6712 2222, Fax: +91 40 6712 2224

Podium Floor, Binarius/Deepak Complex,  
 Yerwada, Pune - 411006,  
 Maharashtra, India.  
 Tel: +91 20 4150 4505, Fax: +91 20 4150 4525

7th Floor, Tower A, KGISL Infra Structure Pvt Ltd  
 Keeranatham Village, Saravanampatti  
 COIMBATORE – 641 035 TAMILNADU, IN  
 Tel: +91 422 668 4400

**Annexure -1**
**SALARY FITMENT SHEET**
**Date: 6-January-2023**

Name of the candidate : Madhuri Rajaram Kudale  
 Designation : Specialist – Payment Accuracy  
 Department : Intl Ops – RCA Rx Dups  
 Expected Date of Joining : 16<sup>th</sup> January 2023

SALARY STRUCTURE		
Fixed Components	P.A (INR)	P.M (INR)
Basic	225,000	18,750
HRA	157,500	13,125
PF(Employer's Contribution)	21,600	1,800
<b>Flexi Benefit Plan</b>	<b>45,900</b>	<b>3,825</b>
LTA Taxable	45,900	3,825
<b>Fixed CTC (A)</b>	<b>450,000</b>	<b>37,500</b>
<b>Other Benefits</b>		
Gratuity	10,823	
Group Mediclaim & Personal Accident Policy Premium	32,086	
Life Insurance Premium	1,485	
<b>Total Other Benefits ( B)</b>	<b>44,394</b>	
<b>Total Cost to Company ( A + B)</b>	<b>494,394</b>	

Note:

- \*Denotes optional component.
- You are covered under Mediclaim Insurance for self & immediate family (Family definition is Self, spouse, children & parents) subject to maximum four members including self. You have the option of adding maximum 2 more family members with the mediclaim policy ( GMC) subjective premium to be paid by you. You are also covered under the personal accident policy and Group Life Insurance Policy of the company (Self only)
- All the statutory insurance liabilities are as covered under the above policies.
- Please note PF contribution of both Employee and Employer are considered as part of above Fixed CTC.
- The above remuneration is subject to Income Tax and other statutory deductions.

Thanking You

**For Cotiviti India Private Limited**

DocuSigned by:

45CA1938C6A6440

**Mohsin Mohammed**
**Vice President- Human Resources**
**ACKNOWLEDGEMENT:**
**I accept your offer of employment and will report on (16-January-2023)**

DocuSigned by:

4B7248BCC811425

**(Signature of the candidate)**
**Candidate Full Name - Madhuri Rajaram Kudale**
**Operational Offices:**

 10th Floor, Galaxy, Plot No.1, Sy.No.83/1,  
 HYD Knowledge City, Raidurg, Serilingampally Mandal  
 Hyderabad Rangareddi TG 500081 IN  
 Tel: +91 40 6712 2222, Fax: +91 40 6712 2224

 Podium Floor, Binarius/Deepak Complex,  
 Yerwada, Pune - 411006,  
 Maharashtra, India.  
 Tel: +91 20 4150 4505, Fax: +91 20 4150 4525

 7th Floor, Tower A, KGISL Infra Structure Pvt Ltd  
 Keeranatham Village, Saravanampatti  
 COIMBATORE – 641 035 TAMILNADU, IN  
 Tel: +91 422 668 4400

5<sup>th</sup> November 2021.

**Sub: Job Offer Letter**

Dear **Mohini Thorat**,

We are pleased to offer you the position of **Medical Coder** in our company based at **Pune**. We trust that your knowledge, skills and experience will be among our most valuable assets.

As discussed, and agreed with you, you will be eligible to receive the following beginning on your joining date: **8<sup>th</sup> Nov 2021**.

**Salary:** Monthly CTC of Rs. 12,000 only, subject to tax and other statutory deductions. Annual Package of **Rs. 1,44,000 per annum (One lac forty four thousand rupees per annum only)**

Please send a signed copy of this letter indicating your acceptance to join.

Your Appointment Letter will be issued on the date of joining. The joining formalities and induction will be carried out in our Pune office.

Please submit the following documents at the time of your joining:

- (1) Photocopies of your degree certificates
- (2) Certifications, if any,
- (3) Two color passport-size photos,
- (4) Latest salary slips from your previous organization and
- (5) Proof of address.
- (6) Aadhaar Card & Pan Card copy

We look forward to welcoming you in our organization.



For **MD CONSULTANCY SOLUTIONS PVT LTD.**

Sincerely,  
**HR Department**  
**MDCS**





Labcorp - CTC INPUT SCHEDULE

PSID: \_\_\_\_\_  
 Grade Level: 106  
 Position Title: Junior Safety Data Analyst  
 Department: Drug Safety  
 Employee / Candidate Name: Dnyaneshwar G. Paithane  
 Start Date: 20-Dec-2021

All figures are in INR

FIXED COMPENSATION (Base Salary)		401,280.00	
SECTION A: SALARY		Annual (INR)	Monthly (INR)
Basic Pay	40% of Fixed Comp or 180K Min	180,000.00	15,000.00
Flexi Basket **	Refer to note 4	221,280.00	18,440.00
<b>A. Subtotal</b>		<b>401,280.00</b>	<b>33,440.00</b>
SECTION B: RETIREMENT BENEFITS			
Provident Fund (Employer Contribution)	12% of Basic Pay	21,600.00	1,800.00
Gratuity	4.81% of Basic Pay	8,658.00	721.50
<b>B. Subtotal</b>		<b>30,258.00</b>	<b>2,521.50</b>
SECTION C: ANNUAL LEAVE ENCASHMENT			
Encashment of Annual Leave	( Estimate for 15 days )	10,385.00	Refer to Note 7.
<b>C. Subtotal</b>		<b>10,385.00</b>	-
<b>CTC (Cost to Company)</b>		<b>441,923.00</b>	

NOTES:

1. Cost to Company:	This is calculated as: A. Subtotal + B. Subtotal + C. Subtotal
2. Fixed Compensation:	This is equal to A. Subtotal
3. Basic Pay:	This is calculated as 40% or minimum INR 1,80,000 /- P.A of the Fixed Compensation Amount. This amount is taxable.
4. Flexi Basket:	This is calculated as: Fixed Comp - Basic pay. This amount is 100% taxable. Through the "Define your salary" program employees can allocate up to the total amount of the flexi basket depending on sufficient funds being available to the tax saving instruments such as: HRA, LTA, Meal Coupons, Journal Allowance and Telephone Allowance
5. Provident Fund (Employer):	The employer contribution percentage is 12% of Basic Pay. The minimum employer contribution is INR 1,800 per month. In case, of employees who wish to contribute towards the voluntary PF (VPF) they can apply for the same through the payroll portal within 1 month post onboarding.
6. Gratuity:	Gratuity is calculated as 4.81% of Basic Pay. Employees are entitled to Gratuity payment (on separation) if their tenure at the company is more than 4 years and 190 days.
7. Encashment of Annual Leave:	Annual leave entitlement is 21 days. Employees are required to use at least 6 days Annual Leave each year. They may elect to encash remaining leave or carry over a maximum of 21 days. Leave entitlement and other limits are pro-rated for new joiners during the year. In any given year the entitlement cannot exceed a maximum of 42 days (21 days carried forward + 21 days annual entitlement). Leave encashment applications are accepted in December month for the ongoing year.
8. Insurance Benefit:	In addition to your total cash compensation, you will be eligible for following benefits, which will be governed by the prevailing Company guidelines: Group Term Life Insurance and Group Personal Accident Insurance cover for Employee Group Medical Insurance cover for Employee, Spouse and upto 2 children

- All compensation will be paid to you after deduction of tax at source, in accordance with applicable laws. You will be solely liable for your personal tax liabilities, as per applicable laws, both in India and abroad.
- The above salary structure shall be modified at the discretion of Company without any changes to the Fixed Compensation.
- All benefits are defined and controlled by company policies and are subject to change from time to time at the sole discretion of the Management.

I signify my acceptance of the above:

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

## OFFER LETTER

**Date: 09-November-2020**

**Dear Shivani Sontakke Patil,**

**Re: Offer of Employment**

**Dear Shivani,**

**Welcome to Ascentrik Research Pvt Ltd**

This has reference to your application and the subsequent interview you had with us on 7<sup>th</sup> November'20.

Based on our discussions, we are pleased to offer you a full-time employment opportunity with our Company Ascentrik Research Pvt Ltd., Pune, subject to the terms mentioned herein.

This offer is subject to receipt of satisfactory references and proof of your eligibility to work in India.

**1. Position:**

You shall join as a Clinical Research Associate, Level 1. You will be located at our office in Pune. You may be transferred in future to any other location, as may be required by the Company at any given point of time.

**2. Compensation:**

You will receive a gross compensation package of Rs. 2,81,580 Per Annum (all inclusive). In addition, you shall be entitled to all statutory benefits provided to you under applicable local laws. You may also be entitled to emoluments or benefits, if any announced by the Company from time to time, and that may be prevailing at any point of time. The Company reserves the right to amend its compensation plans at its sole discretion upon notice. Your compensation is subject to deduction of tax and withholding as applicable

The details of the compensation are detailed in the Annexure-I



### 3. **Joining Date**

You are required to join on 11<sup>th</sup> November 2020 at 09:30 AM and report to the HR representative, failing which this offer will stand withdrawn and/or be treated as cancelled.

### 4. **Code of Conduct and Disciplinary Action**

Subject to the applicable provisions of laws, your employment will be governed strictly by the policies that may be framed and remain in force from time to time. The employment can be terminated by giving 15 days' notice during probation and 1-month notice in writing after confirmation in the services of the company by either you or the Company.

### 5. **Obligations Towards Previous Employment**

Should you decide to accept this offer of employment, please be advised that the Company's policies require you to honour any agreement you may have with your previous employers. Furthermore, by signing this Offer Letter you confirm that you will not bring to your employment with the Company any information considered confidential and/or trade secret information of another entity, including any prior employer, and that you will not use any such confidential and/or trade secret information of another entity for purposes of your employment with the Company. In the event of any legal action taken or claim made by your previous employer(s) with respect to your employment with the Company, you alone (and not the Company) shall be liable and responsible for any costs or damages resulting from or related to the legal action or claim.

### 6. **Confidentiality**

Your individual compensation is strictly between yourself and the Company. It has been determined based on numerous factors such as job role, skills – specific background, and professional merit. This information and any changes made therein should be treated as personal and confidential. You are required to keep any and all communication from the Company, including the terms of this Offer Letter, strictly confidential and you shall not disclose the same to any third party. You will be required to sign a separate agreement for Confidentiality at the requirement of the Company.

## 7. Reference Check:

Ascentrik will conduct reference checks/ background checks and drug test through a third-party agency at its sole discretion to verify and authenticate the details furnished by you during your job application and interview. This offer is subject to your satisfactory completion of background verification. If at any time it is found that you have furnished false information or withheld or suppressed any material fact or information, the Company shall be entitled to forthwith terminate your employment without notice.

## 8. Other terms & conditions:

- i. Your office timing's will be from 10:00 AM to 07:00 PM, with a break of 1 hour, Monday through Saturday in the 1<sup>st</sup>, 3<sup>rd</sup> and 5<sup>th</sup> week of the Month and Monday through Friday in the 2<sup>nd</sup> and 4<sup>th</sup> week of the month.
- ii. Your designation may be changed depending on the work assigned to you at the discretion of the Company.
- iii. You will be entitled for an aggregate of 21 days of leave in accordance with the Company's policy as applicable from time to time. (details outlined in the appointment letter and Employee Handbook)
- iv. You may be required to travel on Company work and you will be reimbursed expenses as per the then prevalent Company policy on travel and expenses.
- v. You will not undertake business of similar nature with any other Company during the period of your employment with this Company.
- vi. If you are absent for a continuous period of 3 working days without obtaining your manager's approval, Company may construe this as an act of abandonment and will proceed to follow the process as defined under the policy concerned.

By accepting this offer, you agree to abide by all Ascentrik policies and procedures as well as the terms and conditions as mentioned in this offer letter. We welcome you to Ascentrik and request your acceptance of these employment terms by signing and dating the offer letter and enclosed Employment Agreement and return the same to my email listed below as soon as possible.

We are pleased to have you join the Ascentrik team as a member of what we feel is an organization that offers each employee an opportunity for personal and professional development. We look forward to working with you in the future and hope you will find your employment at Ascentrik a rewarding experience.

You will be issued a comprehensive Appointment Letter within 15 days from the date of appointment; meanwhile the offer letter will be treated as an official intimation of your appointment.

Before your joining you are required to submit the scan copies of following documents to the HR department.

1. SSC Marksheet.
2. HSC Marksheet/Diploma Marksheet.
3. Graduation Marksheet (Only Final Year required).
4. Post-Graduation Marksheet (If applicable).
5. Degree Certificates.
6. PAN Card.
7. Aadhar Card (Both front and back side).
8. Passport Size Photo.
9. Relieving/Experience Letter (If applicable).
10. Last three month's pay slips (if applicable).
11. Proof of age and address if different from those mentioned in the identity proof.
12. Provident Fund account number and related details (if applicable);
13. A copy of Form 16 (if applicable)

Your final appointment will be subject to the confirmation of the authenticity of the documents provided and all verifications and checks of the documents you have furnished to the Company.

**Please note following rules are applicable once you join the organization.**

- The employee should serve notice period as per policies of role/company.
- We do not work on 2<sup>nd</sup> and 4<sup>th</sup> Saturdays, public holidays (as in company holiday list) and Sundays. However, depending on urgency of project deliveries, if required, you are bound to attend office on these days. You will get over time for that day on such occasions.

The Company looks for a long-term association with all its employees and expects the same from you.

We congratulate and welcome you to **Ascentrik Research Pvt. Ltd.**

Annexure – I

Fixed Pay	
Gross salary	<b>21,767</b>
Basic	13,060
HRA	6,530
LTA	1,088
Travel Reimbursement	1,088
Deductions	
Employee PF	1,567
PT	200
Total Deductions	1,767
Net pay	<b>20,000</b>
Add: Employer PF	1,698
Total CTC	<b>23,465</b>