

**Letter of Appointment**

**May 23<sup>rd</sup>, 2022**  
**Hyderabad**

**Dear Karthik Shankar Polani**

**Welcome to Transcell Biolife!**

We are pleased to appoint you in our organization based in **Hyderabad** and designated as a **Process Assistant**. Your date of joining will be **June 01<sup>st</sup>, 2022**.

You will be entitled to a remuneration of **Rs. 2,16,000 (Two Lakh Sixteen Thousand Rupees Only)** per annum, which indicates Cost to Company (CTC). Please go through the details in the enclosures with this letter.

You will be on a probation period of three months. Regular performance review will be conducted during the probationary period to assess your performance. Your continued employment at Transcell Biolife is dependent on your successful completion of the probationary period. You have to give one month notice if you are planning to leave the company.

During the probationary period, company reserves the right to terminate your services without any prior notice. If the performance, professional and personal integrity are not up to the mark or to the satisfaction of the organization, you will be asked to leave the organization immediately. No salary will also be paid if such be the case.



Good performance will always be encouraged. Your performance will be reviewed after 3 months and if in case of a good performance from you that is to the satisfaction of the organization and the management, your manager can recommend for confirmation of the services well before the six months of the stated probationary period.

Do confirm your acceptance of the terms and conditions and that you would be joining Transcell Biolife on the mentioned date.

Submit the following documents on the date of joining the organization:

1. Passport size personal photograph – 2
2. Photocopy of your highest academic qualification – A Provisional.
3. Photocopy of residential address proof.
4. Photocopy of your Permanent Account Number (PAN) card.
5. Photocopy of the latest salary slip of the previous organization.
6. Photocopy of the relieving letters from all the previous organizations worked for.

You will report to **U. Thirupathi Reddy**

We wish you a very successful career at Transcell.

Sincerely,

A handwritten signature in blue ink, appearing to read 'G. Leela Krishna', is written over a circular blue ink stamp. The stamp contains the text 'TRANSCCELL BIOLIFE PVT. LTD.' around the perimeter and 'Hyderabad' in the center, with a small star at the bottom.

G. Leela Krishna

Chief Operations Officer

**Annexure A**

Salary Structure		
Name : Karthik Shankar Polani		
Designation : Process Assistant		
Salary Components	Annual	Monthly
Basic	108000	9000
HRA	34560	2880
Conveyance	73440	6120
<b>Total CTC</b>	<b>216000</b>	<b>18000</b>

\*\* Please note

1. All taxes whichever are applicable would be deducted as per law like Professional Tax, Income Tax etc.,

Your salary mentioned is strictly confidential

