

18 May 2017

To,
Mr. Mahesh,
Bangalore

Dear Mahesh,

Thank you for your time and effort in attending the interview with **Indegene Private Limited (formerly Indegene Lifesystems Private Limited)**. We extend this offer, and the opportunity it presents, with great confidence in your abilities. You have made a very favorable impression with everyone you met, and we are excited with the prospect of you joining our Company as a full-time Trainee.

We are pleased to offer you the position of **Junior Test Engineer** in our Company. You will be based at our **Bangalore office**. Your Full-time Training Agreement is effective from the date of joining, which shall be as soon as possible but not later than **22 May, 2017**. A detailed Full-time Agreement shall be issued to you upon joining.

1. **Band, Level & Department: A : Level 2, Testing Services**
2. **Scope of Training:** The scope of your Training will be broadly as per the Training and Development guidelines as mentioned during our discussion. You will also render such other services under the direction of your superiors, consistent with your overall Training assignments, as may be necessary to meet our requirement from time to time. It is understood that you will attend to all Training assignments on priority. You will be assessed at the end of the twelve month term on assigned parameters with a condition that you need to meet the expected standards of certification. Based on your performance and the organizational needs, you may be absorbed on full-time employment with the company.
3. **Training Period:** Your Training Period will be for a period of twelve months (12 months), starting with effect from **22 May, 2017**. During this period your Total Compensation will be **Rs.2,76,000 p.a. (Rupees Two Lakhs Seventy Six Thousand only per annum)** as explained in Annexure A. At the end of the period, it will automatically come to an end, unless we extend it for a further period in writing.
4. **Rules and procedures:** You will be governed by the Rules and Regulations as per the Training Agreement and the Company's Staff rules, regulations, administrative procedures in force from time to time, on matters such as working hours, festival holidays, weekly offs, leaves and other administrative policies.
5. **Timings:** We work from **Monday to Friday, 9:00 AM to 6:30 PM**, during which your presence in the office is mandatory. Please note that you may be required to undertake shift duties / work extended hours as required by the Company depending upon the Training needs/assignments assigned to completion, business requirements / policies and exigencies of work.

6. **Leave** - You will be eligible for 1 day leave for every completed Training Month during your training period.
7. **Appraisal:** You will be taken on rolls as a full time employee on successful completion of 1 year traineeship with the company. You will then fall into the subsequent review cycle running at that time and be eligible for salary review as per the guidelines. Compensation guidelines can be changed as per the company policy.
8. **Background Verification: This Offer/Appointment shall, at all times, be subject to your successful clearing of the** background verification (BGV) process. BGV will be conducted in areas including your education, prior employment (s), criminal records and such other areas as may be required by client projects by Indegene or third-party agency appointed by Indegene either prior or post your joining. It is important for you to submit the documents specified below at any point in time (pre or post joining) for process compliance, and submission of the documents would be considered as your consent to execute the BGV process.
 1. You are required to submit the following documents:
 - a. Educational proofs and pay slips (if applicable) from previous employer before joining
 - b. Professional proofs (e.g., relieving letters and experience certificates) as applicable after you join
 - c. Such other documents as may be necessary as per client project requirements.
 2. You may have to undergo a drug test or any other medical tests that would be arranged by Indegene as per the client project requirements.

If any of the statements/documents/reference details provided by you is found to be inaccurate or false, or if any feedback during the reference check is found to be negative, or if you were found to be convicted in any criminal offence, Indegene will have the authority to nullify your offer / appointment and terminate your employment with immediate effect from the detection of such occurrence without any prior notice.

Joining Formalities:

At the time of joining, it is mandatory for you to submit the documents mentioned below:

1. **Photo identity & address proof** – photocopy of driving license, ration card, passport, etc.
2. **Educational certificates** – photocopies along with the originals for verification.
3. **Pay slips** from the previous employer.
4. **Relieving letter(s)** from the last two employers.
 - a. **Note:** If you have been employed before, a clear relieving letter from your last employer is to be made available to us at the time of your joining service before your appointment takes effect. The company has offered you based on your representations/experience. In the event of your failure to provide us with a relieving letter, you agree to indemnify and keep the company indemnified from and against any and all claims that may arise in this regard.
5. **Photographs:**
 - a. Self: Three passport-size + one stamp-size photographs.
 - b. Family: Passport-size photograph of parents, spouse & children.
 - c. Postcard-size group photo with complete family (dependent parents, spouse, children) if applicable for ESI Benefits (see annexure A)
6. **PAN card** – Photocopy.

Note: In case of being appointed at different location apart from Bangalore, you are requested to send all the joining documents attested from a gazette/notary officer.

Acceptance of Offer of Full-Time Training

By accepting this offer, you hereby acknowledge and agree that the provisions herein are contingent on the successful completion of the background verification proceedings, which may include the use of an external agency to check your prior employment, education, and criminal records. If any of the statements provided by you during the course of your interview, in the details of your resume, or any other documents provided by you are found to be inaccurate or false, it may result in nullification of this offer and corresponding termination of your Full-time Training Agreement with our Company.

Your Trainee compensation details are confidential and you may discuss it only with the HR team, in case of any clarification. It is our hope that your acceptance of our offer will be just the beginning of a mutually beneficial relationship with our Company.

This offer is valid for **1 day**. In order to accept it, you must do the following, after which period this offer shall **lapse** automatically.

1. Reply to this mail, stating your acceptance.
2. Inform any company with whom you have a contractual relationship (whether as an employee or a contractor) about termination of the relationship
3. Please note you may not work for any other Company or freelance while with Indegene Private Limited (formerly Indegene Lifesystems Private Limited).

Acceptance

I **Mahesh**, hereby **accept** the position and terms and conditions of full-time training offered. I understand that any material misrepresentation, by me, of my qualifications, credentials, or personal record may result in my immediate dismissal upon discovery by the Company. I shall join the company as a full-time trainee on **22 May, 2017**.

Please sign your Acceptance _____

Date: _____

Annexure A

Please find below the Cost to Company breakup, which we would like to offer you

Sl. No.	Components	Annual Salary	Per Month Salary
1	Basic	108,000	9,000
2	Flexible Benefit Components (FBC) * Personal Pay - HRA, Medical, Conveyance, Other Flexible Components (OFC) form a part of your FBC	92,497	7,708
	Sub Total 1	200,497	16,708
	Retiral Components		
3	Provident Fund	12,960	1,080
4	Gratuity	5,195	433
5	ESI (If applicable)	10,548	879
	Sub Total 2	28,702	2,392
	Other Components		
6	Bonus	21,600	1,800
7	Variable Pay - On a rating of 3	13,200	1,100
	Sub Total 3	34,800	2,900
	Cost to Company (CTC)	264,000	22,000
8	Special Payout	12,000	1,000
	Total Compensation	276,000	23,000
	Deductions		
1	Employee Provident Fund	12,960	1,080
2	ESI - Employee	3,888	324
	Retirals		
3	Employer Provident Fund	12,960	1,080
4	Gratuity	5,195	433
5	ESI - Employer	10,548	879
	Total	45,550	3,796
	Net Take home (without TDS)	205,249	17,104

Note:

1. Flexible Benefit Components (FBC): *

FBC can be planned by an individual to help result in reduction of overall tax liability. FBC can be programmed as per the requirement by you with regard to HRA, Medical and Conveyance. Your Personal Pay can be further planned into Other Flexible Components (OFC) like Fuel Reimbursement, Drivers Salary, Professional Development Course, Food Coupons and Leave Travel Allowance (LTA) etc. You can benefit from this provision with appropriate supporting documents being provided as per the policy. Pay-outs will happen based on the supporting's provided by you on a monthly basis. In case appropriate supporting documents are not provided every month by you, the accumulated balance amount would be rolled into personal pay and paid off at the end of the fiscal year after being taxed appropriately. FBC is provided at the discretion of the management and it can also be withdrawn at any time or it can be subject to changes as per statutory and tax guidelines.

2. Variable Pay:

Variable Pay is an important component of the total remuneration package, driven by individual performance and payable upon the organization and the department meeting the stated goals and yourself getting an annual average rating of 3 (normalized). As per the Performance Management System of the company, you will be eligible for a Variable Pay of **Rs.13,200/- p.a. (Rupees Thirteen Thousand Two Hundred only per annum)** (TDS will be applicable as per the IT rules). The Variable Pay would be payable biannually, which would be subject to your being on the payrolls of the company at the time of payment. Employees who have resigned/ serving their notice pay, will not be entitled for a Variable Pay.

3. ESI (Employee State Insurance):

As per the statutory rules and regulations you would be covered under the ESIC scheme, the current contribution is @ 4.75% and 1.75% of monthly CTC, by the employer and employee respectively. Please note that you would not be eligible for the Mediclaim Policy of the company during this time.

Note: As per the ESI rules, any changes in ESI coverage as announced by the Government through the official gazette becomes applicable to all employees who fall within the criteria as specified in the statutory norms

4. Special Payout:

As a part of the compensation structure, a part of the Total Compensation would be payable to you as a special payout. The special payout of **Rs. 24,000/-** would be payable to you in the month following the 24th month anniversary of your date of joining, which would be subject to your being on the payrolls of the company at the time of the payment. Special payout will be applicable for the first 2 years, unless otherwise decided by the company in its sole discretion.

5. Statutory Obligations/Contributions :

You will be governed by statutory rules and regulations as per the Country's/State Legislation's & Company's policy. Appropriate recoveries will be implemented towards any statutory liabilities arising on your account. Any payment by way of statutory obligations or otherwise that may arise in future will be adjusted against the amount of your cost to the company (CTC). All statutory

payments shall be calculated on the basis of basic salary or as per statutory/IT guidelines applicable to you from time to time.

- i. You will be required to join/continue to be a member of the Staff Provident Fund, be bound by the rules and entitled to its benefits.
- ii. You will be eligible for gratuity as per the Gratuity Act, payable on completion of 5 years.
- iii. ESI will be applicable based on your CTC.

Other Benefits:

1. Personal Accident Insurance:

Employee only, would be covered under the personal accident insurance for a maximum sum of **Rs. 15 Lacs**. The company would bear the total premium cost.

2. Life Insurance:

Employee only, would be covered under the Group Term policy (Life Insurance) under the Free Cover Limit without insisting on Health Declarations and Medical Reports which is a minimum of **Rs. 10 lacs** or maximum of Annual CTC.

With best wishes,



Bina Patil
Vice President – Human Resources