

**May 17, 2022**

**Ms. Dolly Patle**

**Ref: Offer of Appointment – 'Trainee- Associate'**

**Dear Dolly,**

This is with reference to the interview and discussions held with you, we are pleased to offer you a position in APCER Life Sciences India Ltd as **'Trainee- Associate'**.

Your compensation structure is enclosed for your reference. You will be on probation for a period of 6 months, upon successful completion of which you will be confirmed in the above position.

You are expected to join us latest on or before **June 06, 2022** failing which the offer will be void.

We would appreciate if you can confirm your acceptance of the above appointment and the joining date at the earliest. The formal contract of employment will be issued upon your joining our organization.

Please note that your employment will be subject to positive background verification and this offer letter is valid only for 4 days from the date of issue.

We look forward to working with you.

Yours sincerely,

For and on behalf of

APCER Life Sciences India Ltd.



Rajeev Kandari  
Head – Human Resources

**Ms. Dolly Patle,**

**Compensation Structure**

	<b>Per month (Rs.)</b>	<b>Annual (Rs.)</b>
Basic	12,500	1,50,000
HRA	6,250	75,000
Special Allowance	2,700	32,400
EPF – Employer's contribution	1,800	21,600
Bonus	1,750	21,000
CTC	25,000	3,00,000
Gratuity	601	7,212
<b>Total CTC</b>	<b>25,601</b>	<b>3,07,212</b>

Compensation structure may be changed at the discretion of the management keeping total CTC the same.

In addition, Gratuity will be paid for each completed year of service with the company, at the time of leaving the services of the company, provided tenure of 5 years has been completed with the company.

**Settling Allowance:** Settling allowance of Rs. 20,000 shall be paid in your first month's salary. Please note that this payment shall be fully taxable.

Please note that if you resign before completion of 24 months of service with the organization, settling allowance amount will be deducted from your full & final settlement.

**Medical Insurance:** You will also be entitled for Group Mediclaim Insurance at subsidized rate with nominal premium to be contributed by the employee as per prevailing premium amount for the opted category of sum insured & family structure.



Rajeev Kandari  
 Head – Human Resources