

July 18,2023

Private & Confidential

Mr. Mangesh Mahadev Mane  
A/P-Upale(du), Tal-Barshi,  
Dist.-Solapur, Pin-413401.

Offer Letter

Dear Mr. Mangesh,

Greetings to you from the Human Resources team.

This bears reference to your application for employment with our company and the subsequent interviews and discussions we had with you. We are pleased to offer you training as **Research Associate** in **R&D Department** in our organization. You will be in training for a period of one year. Your annual remuneration will be **INR 3.00 Lacs p.a.** Details of your remuneration are mentioned in this offer letter.

As an organization, we have embarked upon the never-ending journey to perfection. We welcome you aboard with us. We are determined to make this organization one of the best performing companies and an awesome place to work. From now on till your formal joining and beyond that during the entire course of your career with us we expect you to conduct yourself with integrity and professionalism and thereby prove yourself worthy of our selection.

We will need a formal confirmation from you regarding your acceptance of this offer and your exact date of joining. We expect you to be able to join your duties on or before **25<sup>th</sup> July 2023**. On the day of joining, you should report to our HR Department at 10 am.

A detailed appointment letter containing all the terms and conditions of your training will be issued to you and your formal induction process will be initiated immediately upon your joining our company.

We have invested in strong systems and SOPs. We encourage you to take up the task of completing documentation purposefully. The Documentation checklist is enclosed. Please carry copies of all the documents along with the originals on the joining date for verification purposes. Please note that submission of the above documents in original while joining is mandatory or else the appointment is liable to be cancelled.

The health of our employees matters to us the most. We call upon you to invest in your health and fitness. This offer letter will be subject to your medical fitness to be certified by a competent medical officer or by our physician. You will undergo a medical check-up as and when called upon by the company. The Cost of your basic mandatory medical check-up will be borne by the company. However, in case of any medical issues that come up, the cost of further medical investigations and treatment will be borne by you completely.

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**Innovassynth Technologies (India) Ltd.**

Old Mumbai-Pune Road, Khopoli 410203, Mumbai Area, Maharashtra, INDIA.  
Ph. : +91 2192 260100 | [www.innovassynth.com](http://www.innovassynth.com) | [itil@innovassynth.com](mailto:itil@innovassynth.com)

CIN NO. : U24110MH2001PLC134105



We strive to ensure the smooth relocation of our employees and provide every possible help to ensure a smooth transition. Our relocation policy is attached herewith for your perusal. You are required to go through the same carefully and complete the formalities mentioned therein.

Your remuneration is a matter negotiated and agreed between you and the company. It is important that you maintain absolute confidentiality and discretion regarding the same at every point in time. Please do not discuss your salary with any other colleague from your own or any other department or anyone else. Also please do not seek or cause to seek information directly indirectly or in any other manner regarding the remuneration of any other colleague, senior, junior, or anyone else in the company except your contact point in the HR department.


Also please note that this offer has been made based on the information furnished by you in the employment application format filled by you and the documents that you have furnished in support thereof. At any point in time, if we come across any discrepancy or inconsistency in the information provided by you and the facts regarding your remuneration, educational qualifications, professional experience, or any other aspect, this offer will be withdrawn without any explanation. The Decision of the company in this regard will be final and binding on all concerned.

Please note we will be conducting a reference check on your profile. You are expected to cooperate for the same. If during the reference check, we come across any integrity issue or any other issue that may potentially jeopardize the company interest's, this offer will be revoked.

We take this opportunity to congratulate you once again. If you have made it to this stage in our professional association, it is because we have identified and respected the potential in you and we look upon you as an invaluable asset who can prove to be the future leader of this industry.

We look forward to a meaningful professional association with you and wish you a rewarding career.

With Warm Regards,

  
Dr Hardik Joshipura  
Managing Director & CEO

Accepted the above terms and conditions.

Candidate signature:  
Date:



**Remuneration Structure**

Designation **Research Associate – R&D**

| Particulars               | Monthly       | Yearly | Total Per Annum<br>(INR) |
|---------------------------|---------------|--------|--------------------------|
| Basic                     | 15,000        | -      | 1,80,000                 |
| HRA                       | 6,000         | -      | 72,000                   |
| Special allowance         | 400           | -      | 4,800                    |
| Education allowance       | 200           | -      | 2,400                    |
| Children Hostel Allowance | 600           | -      | 7,200                    |
| Gross Total               | <b>22,200</b> | -      | <b>2,66,400</b>          |
| Provident Fund+EPS (12%)  | 1,800         |        | 21,600                   |
| Exgratia*                 |               |        | 12,000                   |
| <b>CTC Yearly</b>         |               |        | <b>3,00,000</b>          |

\* Payable only to those employees who complete 30 days in the financial year in the company.


\*\* Payable after six months of service from the date of confirmation.

**Retrials:**

You will participate in the company provident fund scheme as applicable to your category of employees.

You will be entitled to gratuity in accordance with the rules governing such payment.

With Warm Regards,

  
Dr Hardik Joshipura  
Managing Director & CEO

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