

Ref: OL/2022-23/1139
21 November 2022

Ravikiran Manjahari Gadade
Shameerpet, Hyderabad, Telangana, India, (Shameerpet)

Dear Ravikiran Manjahari Gadade,

OFFER LETTER

It gives us immense pleasure to extend you an Offer to join us as “**Trainee**” in “**A R&D**” department, **Med Chemistry** Business Unit at “**Shameerpet, Telangana**” Unit of our Organization. We believe that there is an excellent match between your profile and the career opportunity available with us as an Associate of our Organization.

Your total compensation as CTC (Cost to Company) is **Rs. 3,00,000** (Three Lakh Rupees). Please find the Annexure-I for CTC Breakup. Variable component (Delivery Linked Performance Pay) if any mentioned in Salary annexure, will be payable on annual basis (after the end of Each Financial Year) subject to your being on rolls of the Organization on 31st March, for that Financial Year. You will be given a formal Appointment Letter upon your joining the Organization, indicating the Company’s standard Terms and Conditions of appointment.

This Offer is conditional upon your complying with the following:

1. **Medical Fitness:** Please undergo medical tests and follow the instructions as mentioned in Annexure II. This offer is subject to you being found medically fit.
2. **Background verification (BGV) clear report.** Your acceptance of this offer shall be considered as your permission to conduct BGV through a third party. The Offer is subject to the data/documents/information provided by you during the Interview/Selection process, being true.
3. **Satisfactory References:** You are requested to provide the full names and contact details of your Reporting Manager and your HR department along with their E-mail addresses. If you confirm your acceptance of this offer of employment, the Company will take this acceptance as your permission to automatically seek oral or written references from any of the referees named by you. All references will be received in strictest confidence.
4. **Upon acceptance of this offer, you shall receive an Onboarding Link on your email. As a part of onboarding process, you are required to upload all the following documents/certificates. The Onboarding should be completed minimum 5days prior to your Date of Joining**
 - Aadhaar Card
 - PAN Card
 - Proof of Educational Qualifications: Matriculation, Intermediate/Diploma, Graduation and Post-Graduation (If Applicable), Any other if available.
 - Proof of Work Experience – Service Certificates/ Relieving Letter of all the previous organizations you worked with.
 - Last three months’ Pay Slips from the latest/previous employer and Increment Letter, if Applicable.
 - Passport size photograph
 - P.F. Account Number, UAN (Universal Account Number) and E.S.I number (if covered under E.S.I).
 - Last 6 months bank statement of the salary account.

Please get a photocopy of the following documents on the day of joining;

- Offer Letter

- If you already have an account with HDFC / SBI / ICICI / Indus Ind / Standard Chartered, please provide Cancelled Cheque (with Printed name) / Bank Statement for preferred Salary Account.
- Aadhaar, PAN and 4 Passport Size Photographs, if you do not have an account with the above-mentioned Banks. We shall help you with opening an account with one of these Banks.

Notable Points:

- Please note reimbursement such as relocation expenses, notice period buy out as applicable will be recovered in full, in case of your separation within 2 years from Date of Joining.
- All matters pertaining to your appointment and compensation are strictly confidential and it should be treated as such.
- Any tax liability arising out of your compensation should be borne by you and it will be as per Income Tax Rules.

You are hereby requested to confirm the date of joining along with a copy of your resignation to the current employer, within 10 working days from the date of offer after the completion of pre-employment medical check-up.

This Offer is valid till **05 December 2022**. If you are unable to join on the specified date, then this offer shall be automatically withdrawn. In case of any changes pertaining to your Date of Joining, you are requested to consult your respective recruiter, these changes are subject to approval from the respective HR / HOD/ Organization need- company reserves the right to extend or cease.

Please note that you must not directly report to any of the Sai units for Joining, without prior confirmation by the recruiter.

Please feel free to contact **Hemalatha.S** on **7330613464** or mail to **hemalatha.s@sailife.com** for any further clarifications.

I would like to take this opportunity to welcome you as an Employee of Sai Life Sciences Limited and wish you a successful career with us.

Yours Sincerely,



Rajesh Vinodrai Naik
Senior Vice President & Global Head – Human Resources
SAI LIFE SCIENCES LIMITED

ANNEXURE I

Name of the Associate	Ravikiran Manjahari Gadade
Designation, Department & Level	Trainee , A R&D &
CTC	3,00,000

SALARY COMPUTATION		
Components	Per Annum	Per Month
A Monthly Components		
Basic	2,00,000	16,667
Special Allowance	42,400	3,533
Bonus	36,000	3,000
Total A	2,78,400	23,200
B Annual Benefit		
Provident Fund	21,600	1,800
Grand Total	3,00,000	

ANNEXURE II

- Speak to the wellness in-charge for prior appointment for the Medical Test.
- The list of SRL centers is attached in the mail. If any SRL Diagnostic center, listed in the attachment, is not accessible, please contact the HR Department.
- Carry the print out of this letter, to be presented at SRL Wellness center at the time of medical check-up.
- The check-up will require around 2 to 2 1/2 hrs.
- The reports will be directly sent to the company.

Please find the below instruction to be followed while going for medical examination:

On Previous day

- Avoid heavy meals.
- No late nights.
- Do not consume alcohol.
- Take dinner before 9.00 P.M.
- Should be fasting from previous night 10.00 p.m.

On the day of check-up

- Do not eat anything. Observe fasting.
- Report to the SRL Centre by 9.00AM

Please revert for queries.

For Sai Life Sciences



Authorized Signatory

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Dear SRL Team,

Kindly conduct the pre-employment medical test for Mr.Ravikiran Manjahari Gadade.
Share the soft copy of the report with us and send hard copy to Our Address:
Sai Life Sciences Limited, 4th Floor, SLN Terminus, Gachibowli,
Hyderabad – 500034.

Client code: -

C000056857	WE	SAI LIFE SCIENCES LTD	Hyderabad
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Test Code:

HM3731A	SAI LIFE LEVEL 1 TILL LEVEL 4 PRE-JOINING MEDICAL CHECK UP
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HR Name: Hemalatha.S

HR Email ID: hemalatha.s@sailife.com

For Sai Life Sciences



Authorized Signatory

****This is Computer generated Sheet and signature not required****