

May 29<sup>th</sup>, 2024

To,

Divya Rana

**Sub: Offer Letter**

Dear Divya,

Subsequent to the discussion you had with us, we are pleased to make you an offer of Appointment as **"Trainee"** -Level **"TRNE"**. You will be on training period of 6 months followed by probation period of 6 months. Your confirmation post training will be based on the performance during the training period.

You will be entitled to an annual CTC of Rs. **3,50,000/-** (Rupees Three Lakhs Fifty Thousand only), the break-up of which is annexed herewith. This is only an offer letter and not appointment order. The offer is only valid until **May 31<sup>st</sup>, 2024**.

A detailed appointment letter outlining the terms and conditions of service will be issued to you on joining. We would like you to join us by **July 15<sup>th</sup>, 2024**.

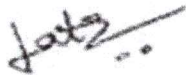
Please provide the following at the time of joining:

- Photocopies of education certificates
- PAN card photocopy
- Relieving letter of the previous employer (if any)
- Aadhar card photocopy
- Three passport size photographs

Kindly send a sign copy of this letter as a measure of your acceptance. Looking forward to a long and fruitful association with us.

Yours Sincerely,

For Enzene Biosciences Limited



**Lata Kumar**

**AVP and Head HR**

  
Training & Placement Cell  
Swami Rama Himalayan University  
Dehradun (Uttarakhand)  
A Subsidiary of ALKEM LABORATORIES LIMITED

Regd Address: Plot No. 165/1/26, T-Block, Bhesari MIDC, Pune 411 026, Maharashtra, India.

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### ANNEXURE – CTC

| Components                 | Monthly | Annually |
|----------------------------|---------|----------|
| Basic                      | 14,583  | 1,75,000 |
| House Rent Allowance (HRA) | 7,292   | 87,500   |
| Education Allowance (EA)   | 200     | 2,400    |
| Special Allowance (SA)     | 3,240   | 38,883   |
| Gross Salary               | 25,315  | 3,03,783 |
| Components                 | Monthly | Annually |
| Bonus                      | 1,400   | 16800    |
| Retiral Benefits           | Monthly | Annually |
| Provident Fund (PF)        | 1750    | 21,000   |
| Gratuity                   | 701     | 8,418    |
| TOTAL                      | 25,315  | 3,50,000 |

#Company contribution as per EPF and FPF Act.

##Payable as per the Payment of Gratuity Act.

^Bonus is paid annually.

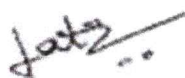
**Note:** All the above payments are subjected to Income Tax Act, as applicable.

In addition to the above, you will be covered under the following schemes as per the company policies:

Mediclaime / Hospitalization Coverage: The policy covers self, spouse, and two children subject to overall limit of Rs. 2 Lacs per annum.

Accident Assurance Benefit in case of disablement up to Rs. 4.0 Lacs and in case of Death benefit to Rs. 11.0 Lacs.

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