

May 29th, 2024

To,

Khushbu Batra

Sub: Offer Letter

Dear Khushbu,

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 31st, 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 15th, 2024**.

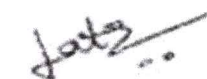
Please provide the following at the time of joining:

- 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, Bhosari MIDC, Pune 411 026, Maharashtra, India.

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CIN: U24232PN2006PLC165610

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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.

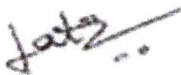
Note: All the above payments are subjected to Income Tax Act, as applicable.

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

Mediclaim / 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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