

Mangalore University
University Training and Placement Cell

Name of the Company: Indegene Company, Bangalore

About the company

Indegene Company is a technology-led healthcare medical device manufacturers, life science organizations, health plans, accountable care organizations, healthcare co-ops, and provider organizations. Indegene offers Medical, Marketing, Risk, Healthcare Quality, Clinical Effectiveness, and Care Management solutions through a comprehensive portfolio of solutions and technology platforms. With a global foot-print we partner globally with clients; leverage a global talent pool of clinicians, technologists, creative specialists, domain experts, and business process specialists; deploy global infrastructure assets; and harness global healthcare knowledge to solve complex industry challenges.

Report of the placement activity

Request for placement of our campus students was received from Indegene Company, Bangalore on 2nd March 2022 for the post of Junior Copy Editor and Junior Associate Data Annotator. As per their request we have prepared a list of 170 students including their phone number, mail Id's, Qualification and Job role they prefer and sent it to the Indegene Company, Bangalore. Out of 170 students 97 students have applied for the post of Junior Copy Editor and 56 students for the post of Junior Associate Data Annotator, while the remaining 17 students didn't mention their job roles.

On 12th of March 2022 they have conducted the online test for the above mentioned two job roles for 97 + 56 (153) students respectively. They had given assignments to complete within a specified time as a part of online test for students. Out of 153 students, only 80 students have completed their assignments within the given time schedule. As a result of online test 3 students were shortlisted for the final Interview round.

Out of 3 shortlisted candidates Miss Madhushree C.H, student of Microbiology has got selected for the post of Junior Copy Editor with an annual salary of 3.4 LPA. She will join the Indegene Company in the month of November 2022.


THE CHIEF
UNIVERSITY EMPLOYMENT INFORMATION
AND GUIDANCE BUREAU
MANGALORE UNIVERSITY
Mangalagangothri - 574 199

Requisition ID # HC#IND/15105/14

Resume ID # RES/516639/14

06-May-2022

To,
Madhushree C H,
Mangalore

Dear Madhushree C H,

Thank you for your time and effort in attending the interview with Indegene Private Limited (formerly Indegene Lifesystems Private Limited). We extend this offer and the opportunity it presents with great confidence in your abilities. You have made a very favorable impression with everyone you met, and we are excited with the prospect of you joining our Company.

We are pleased to offer you the position of Junior- Copy Editor in our Company as detailed below:

Your appointment is effective from the date of joining, which is tentatively 26 September, 2022. Based on business need, the DOJ is subject to change [preponed/postponed] and the same would be intimated at least 2 weeks in advance. The offer shall stand continue to remain valid till new DOJ in such cases. You will be based at our Bangalore - Manyata Tech Park Office detailed appointment letter shall be issued to you upon joining.



1. **Band, Level & Department:** A: Level 2 People Practice & Operations
2. **Scope of Training:** The scope of your Training will be broadly as per the Training and Development guidelines as mentioned during our discussion. You will also render such other services under the direction of your superiors, consistent with your overall Training assignments, as may be necessary to meet our requirement from time to time. It is understood that you will attend to all Training assignments on priority. You will be assessed at the end of the twelve-month term on assigned parameters with a condition that you need to meet the expected standards of certification. Based on your performance and the organizational needs, you may be absorbed on full-time employment with the company.
3. **Training Period:** Your Training Period will be for a period of twelve months (12 months), starting with effect from 26 September, 2022. During this period your total Compensation will be Rs. 340,010 p.a. (Rupees Three Lakhs Forty Thousand Ten only per annum) as explained in Annexure A. At the end of the period, it will automatically come to an end, unless we extend it for a further period in writing.

indegene

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4. **Training Bond:** The company will be incurring costs towards your training and you would therefore need to sign a training bond for an amount of Rs. 35,000/- for 12 months. In case you decide to leave the company at any time during the bond period, you will need to pay the entire training amount due to the company.
5. **Rules & Procedures:** You will be governed by the Company's rules, regulations, administrative procedures in force from time to time on matters such as working hours, festival holidays, weekly offs, leaves and other administrative policies.
6. **Timings:** We work from **Monday to Friday, 9:00 AM to 6:30 PM**, during which your presence in the office is mandatory. Please note that you may be required to undertake shift duties / work extended hours as required by the Company depending upon the Training needs/assignments assigned to completion. business requirements / policies and exigencies of work.
7. **Leave -** You will be eligible for 1 day leave for every completed Training Month during your training period.
8. **Appraisal:** You will be taken on rolls as a full-time employee on successful completion of 1 year traineeship with the company. You will then fall into the subsequent review cycle running at that time and be eligible for salary review as per the guidelines. Compensation guidelines can be changed as per the company policy.
9. **Background Verification:** This Offer/Appointment shall, at all times, be subject to your successful clearing of the background verification (BGV) process. BGV will be conducted in areas including your education, prior employment (s), criminal records and such other areas as may be required by client projects by Indegene or third-party agency appointed by Indegene either prior or post your joining. It is important for you to submit the documents specified below at any point in time (pre or post joining) for process compliance, and submission of the documents would be considered as your consent to execute the BGV process.
 1. You are required to submit the following documents:
 - a. Educational proofs - Convocation Certificate / Final Marksheet
 - b. Professional proofs-
 - i. Relieving letters and experience certificates
 - ii. Pay slips from previous employer before joining
 - c. Such other documents as may be necessary as per client project requirements.
 2. You may have to undergo a drug test or any other medical tests that would be arranged by Indegene as per the client project requirements.

If any of the statements/documents/reference details provided by you is found to be inaccurate or false, or if any feedback during the reference check is found to be negative, or if you were found to be convicted in any

criminal offence, Indegene will have the authority to nullify your offer / appointment and terminate your employment with immediate effect from the detection of such occurrence without any prior notice.

JOINING FORMALITIES:

At the time of joining, it is mandatory for you to submit the documents mentioned below:

1. **Photo identity & address proof** – photocopy of driving license, Aadhar card, passport, any other government issued ID/address proof.
2. **Educational certificates / Final marksheet** – photocopies along with the originals for verification.
3. **Pay slips** from the previous employer.
4. **Relieving letter(s)** from the last two employers.

Note: If you have been employed before, a clear relieving letter from your last employer is to be made available to us at the time of your joining service before your appointment takes effect. The company has offered you based on your representations/experience. In the event of your failure to provide us with a relieving letter, you agree to indemnify and keep the company indemnified from and against any and all claims that may arise in this regard.

5. **Photographs:**

- a) **Self:** four passport-size photographs.
- b) **Postcard-size group photo with complete family** (dependent parents, spouse, children) if applicable for ESI benefits (see annexure A).

6. **PAN card** – Photocopy.

ACCEPTANCE OF OFFER

By accepting this offer, you hereby acknowledge and agree that the provisions herein are contingent on the successful completion of the background verification proceedings, which may include the use of an external agency to check your prior employment, education and criminal records. If any of the statements you provided during the course of your interview, in the details of your resume or any other documents you provided, are found to be inaccurate or false, it may result in nullification of this offer and corresponding termination of your employment with our Company.

Your compensation details are confidential and you may discuss it only with the HR team, in case of any clarification. It is our hope that your acceptance of our offer will be just the beginning of a mutually beneficial relationship with our Company.

This offer is valid for 1 day. In order to accept it, you must do the following, after which period this offer shall lapse automatically.

1. Reply to this mail, stating your acceptance.
2. Inform any company with whom you have a contractual relationship (whether as an employee or a contractor) about termination of the relationship
3. Please note you may not work for any other Company or freelance while with Indegene Private Limited (formerly Indegene Lifesystems Private Limited).

ACCEPTANCE

I Ms. Madhushree C H, hereby accept the position and terms and conditions of employment offered. I understand that any material misrepresentation by me of my qualifications, credentials, or personal record may result in my immediate dismissal upon discovery by the Company. I shall join the company on 26 September, 2022.

Please sign your acceptance _____

Date: _____

ANNEXURE A

Please find below the Cost to Company breakup, which we would like to offer you

Components	Annual Salary	Per Month Salary
Basic	152,508	12,709
Flexible Benefit Components (FBQ)	50,772	4,231
* Personal Pay		
* Other Flexible Components (OFC)		
HRA	22,876	1,906
Communication	12,000	1,000
Sub Total 1	238,156	19,846
Retiral Components		
Provident Fund	22,320	1,860
Gratuity	7,336	611
Sub Total 2	29,656	2,471
Other Components		
*Statutory Bonus/ Ex-gratia	37,200	3,100
Sub Total 3	37,200	3,100
Fixed CTC	305,010	25,417
Annual Payout	18,000	1,500
Variable Pay - On a rating of 3	17,001	1,417
Cost to Company (CTC)	340,010	28,334
Deductions		
Employee Provident Fund	22,320	1,860
Retirals		
Employer Provident Fund	22,320	1,860
Gratuity	7,336	611
Total	51,976	4,331
Net Take home (without TDS)	253,034	21,086

Note:

- **Provident Fund (PF)*:**

PF is contributed at 12% of wages, subject to a minimum wage rate from time to time.

- **Statutory Bonus/ Ex-gratia*:**

Statutory Bonus/ Ex-gratia is calculated at 20% of wages, subject to a minimum wage rate from time to time and it is paid out on a monthly basis.

- **Gratuity*:**

Gratuity is applicable as per the Gratuity Act. It is payable on separation from the services of the company on completion of 5 years of continuous service and is computed on your last drawn basic salary.

- **Flexible Benefit Components (FBC)*:**

Your compensation has been structured to ensure that you are adequately empowered to apportion components of your salary in a manner that suits you the best. This plan will enable you to

- Choose from a bouquet of allowances or benefits like Fuel Reimbursement, Drivers Salary, Professional Development Course, Food Coupons and Leave Travel Allowance (LTA) etc. to reduce your overall tax liability.
- Redefine your salary structure within prescribed guidelines to optimize your earnings

Note - FBC is provided at the discretion of the management and it can also be withdrawn at any time or it can be subject to changes as per statutory and tax guidelines.

- **Communication (for official usage):**

This allowance is allocated for the mobile and internet charges that you would incur towards maintenance of mobile / data card / devices such as dongle, wi-fi routers for call / internet connectivity at home for official usage and will be paid as per the company process on monthly basis.

• **Variable Pay:**

Variable Pay is an important component of the total remuneration package, driven by individual performance and payable upon the organization and the department meeting the stated goals and yourself getting an annual average rating of 3 (normalized). As per the Performance Management System of the company, you will be eligible for a Variable Pay of Rs. 17,001/-p.a.(Rupees Seventeen Thousand One only per annum) (TDS will be applicable as per the IT rules). The Variable Pay would be payable biannually, which would be subject to your being on the payrolls of the company at the time of payment. Employees who have resigned/ serving their notice pay, will not be entitled for a Variable Pay. The Company reserves the right to modify the variable pay scheme at its discretion from time to time.

• **Statutory Obligations/Contributions:**

You will be governed by statutory rules and regulations as per the Country's/State Legislation's & Company's policy. Appropriate recoveries will be implemented towards any statutory liabilities arising on your account. Any payment by way of statutory obligations or otherwise that may arise in future will be adjusted against the amount of your cost to the company (CTC). All statutory payments shall be calculated on the basis of basic salary or as per statutory/IT guidelines applicable to you from time to time.

- i. You will be required to join/continue to be a member of the Staff Provident Fund, be bound by the rules and entitled to its benefits.
- ii. You will be eligible for gratuity as per the Gratuity Act, payable on completion of 5 years.
- iii. ESI will be applicable based on your CTC.



• **Relocation Allowance:**

You would be provided with the below relocation benefits:

1. Maximum of two weeks of company arranged accommodation.
2. One way travel reimbursement for self to the concerned city of relocation by Bus / Train (3 tier AC).
3. Maximum of Rs. 1000 reimbursement towards cab expenses on production of bills.

Relocation amount can be claimed with relevant supporting (bills) Tickets – Bus/Train, within a period of two months from joining

- **Annual Payout:**

As a part of the compensation structure, a part of the CTC for the first 2 years would be payable to you as an annual payout. The annual payout of Rs. 18,000/- (TDS will be applicable as per the IT rules) would be payable to you twice; i.e. on completion of the 12th month & 24th month anniversary from your date of joining. The annual payout component if extended shall be confirmed in writing, else it will be distributed in the compensation mix as per the policy either in July or January with adjustment of balance payable. The payment of this component would be subject to your being on the payrolls of the company at the time of the payment.

Other Benefits

- **Mediclaime Insurance:**

Employee only, would be covered under the Mediclaime Insurance for a maximum sum of Rs. 2,00,000/- (Rupees Two Lakh only per annum). As per the Company policy, the Company would bear the total premium. The Company reserves the right to increase the amount recovered based on the increasing healthcare/insurance premiums.

- **Personal Accident Insurance:**

You will be covered under the Personal Accident Insurance, which is a minimum of Rs. 15,00,000/- (Rupees Fifteen Lakhs Only) or maximum of Annual CTC. The company would bear the total premium cost.

- **Life Insurance:**

You will be covered under the Group Term policy (Life Insurance) under the Free Cover Limit without insisting on Health Declarations and Medical Reports which is a minimum of Rs. 15,00,000/- (Rupees Fifteen Lakhs Only) or maximum of 1.5 times of the Annual CTC.

With best wishes,



Bina Patil
Vice President – Human Resources