

Final Selects--Discovery Biology

Inbox



Niveditha.G101@syngeneintl.com <Niveditha.G101@syngeneintl.com>
to me, Salmon.S101@syngeneintl.com, Pavithra.R101@syngeneintl.com

Wed, Mar 3, 2021, 2:21 PM



Dear Monika,

Please find the below students who has been selected by Syngene Campus Drive, please inform them that they will receive their offer letter soon.

Kindly block them for Syngene & please inform them to refrain attending further placement drives.

Please Note: Kindly let us know the CGPA score for the below students highlighted in yellow—We would consider if the overall percentage of the students is above 50%.

Name	College / University	Degree	CGPA Score	Contact Number	Email ID	Final feedback
Chayashree R Bangera	Mangalore University	M.Sc.		9483250211	chayabangera98@gmail.com	Selected
Manohar Prasad	Mangalore University	M.Sc.		9632372446	manubsalyan15@gmail.com	Selected
Nishmitha K	Mangalore University	M.Sc.		8277520341	nishmitha9898@gmail.com	Selected
Shachi Adiga J	Mangalore University	M.Sc.		8217516526	shachi.j.adiga@gmail.com	HR Round Scheduled today-will confirm final result
Sanjana H R	Mangalore University	M.Sc.		8553607606	sanjanamegha1998@gmail.com	HR Round Scheduled today-will confirm final result
Jennifer Crasta	Mangalore University	M.Sc.		8618746170	jennifercrasta469@gmail.com	Selected
Hrishikesh B	Mangalore University	M.Sc.		8301832556	hrishikesh14348@gmail.com	Selected

Thanks & Regards,

Niveditha G



Explore Syngene facilities virtually!
360° guided tour | 33 videos | 3 hours of content

Syngene | Insta Visit

[Request access](#)

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Please consider the environment before printing this email

Campus Placement-Syngene attended/participated student list

S. N	First Name	Last Name	Email Address	Branch
1	Abhilash	H A	abhilashshaiva46@gmail.com	Biotechnology
2	Adithya	A	adithyannaje@gmail.com	Biotechnology
3	Akshay	Kumar V	akshaykumarv448@gmail.com	Biotechnology
4	Anupama		anupamacharmady@gmail.com	Biotechnology
5	Argya	B Jain	argyabjain@gmail.com	Biotechnology
6	Babyshwetha	Suresh Moger	shwethamoger6@gmail.com	Biotechnology
7	Charan	Raj	craj10739@gmail.com	Biotechnology
8	Chayashree	R Bangera	chayabangera98@gmail.com	Biotechnology
9	Gaana	Rukmini S M	shreegr13@gmail.com	Biotechnology
10	Gautham		gauthambhandary9@gmail.com	Biotechnology
11	Hithesh	K	hitheshadoor@gmail.com	Biotechnology
12	Kavya		kavyavlnkr98@gmail.com	Biotechnology
13	Manohar	Prasad	manubsalyan15@gmail.com	Biotechnology
14	Nidhi	Shetty	arathilshetty@gmail.com	Biotechnology
15	Nishmitha	K	nishmitha9898@gmail.com	Biotechnology
16	Nrutya	Koppalaramane	nrutyakoppalaramane@gmail.com	Biotechnology
17	Poovamma	C D	rinnipoovammacd@gmail.com	Biotechnology
18	Prasad	K	panchuksd43@gmail.com	Biotechnology
19	Prakruthi H D	H D	prakruthigowda244@gmail.com	Biotechnology
20	Preetha A S	A S	preethapreethaas1170@gmail.com	Biotechnology
21	Saba	Fariyan	fariyansaba@gmail.com	Biotechnology
22	Shachi	Adiga J	shachi.j.adiga@gmail.com	Biotechnology
23	Shuaib	Pasha	capshuaib@gmail.com	Biotechnology
24	Sonia	Sushmitha Cordeiro	dsouzasanasona111@gmail.com	Biotechnology
25	Soumya	S Halladamal	halladamalsoumya456@gmail.com	Biotechnology
26	Sudev P	P	spalamangala@gmail.com	Biotechnology
27	Sujith A M	A M	sujith3103am.gowda@gmail.com	Biotechnology
28	Sushmitha K Y	K Y	skykadpala@gmail.com	Biotechnology
29	Syeda	Nayaab	precioussyeda1998@gmail.com	Biotechnology
30	Vasudha	Honnappa	vasudhahonnappa98@gmail.com	Biotechnology
31	Veekshitha		veekshithanarekodi@gmail.com	Biotechnology
32	Vijendra	Prasad	vijendhraprasad@gmail.com	Biotechnology
33	Yakshith	A	yakshithachimane@gmail.com	Biotechnology
34	ASHWINI	A	ashwiniacharya835@gmail.com	Biochemistry
35	DARSHAN	K S	dachunairks@gmail.com	Biochemistry
36	DHANYASHREE	B T	dhanyabalambi6@gmail.com	Biochemistry
37	DHANYASHREE	M	dhanyabalnad@gmail.com	Biochemistry
38	DIVYA	RAMAKRISHNA DEVADIGA	divrama1998@gmail.com	Biochemistry
40	HARSHA	R	harsharajeevan001@gmail.com	Biochemistry
41	DEEPTHI	J BHAT	jdeepthibhat@gmail.com	Biochemistry
42	JAYASHREE	K	jayashreerai22@gmail.com	Biochemistry
42	KAVYASHREE	B S	kavyaballadka@gmail.com	Biochemistry
43	KRITHIKA	VASANTH NAIK	krithikanaik22199@gmail.com	Biochemistry
44	LAVANYA		lavanyakotian067@gmail.com	Biochemistry
45	MAMATHA	Y R	mamathayenaje98@gmail.com	Biochemistry
46	NAGARATHNA	MANJUNATH POOJARI	nagaratnapoojary712@gmail.com	Biochemistry
47	NIDHI	S SHETTY	shettynidhi367@gmail.com	Biochemistry
48	POORNIMA	V UCHIL	poornimauchil024@gmail.com	Biochemistry
49	PRAJITH	G RAI	prajith519@gmail.com	Biochemistry

50	PRATHIKSHA	B	sinchushetty007@gmail.com	Biochemistry
51	PREMALATHA	P J	premalathanaik13@gmail.com	Biochemistry
52	RAKSHITHA	A R	rakshithaar264@gmail.com	Biochemistry
53	RAKSHITHA	H R	rakshithahr2198@gmail.com	Biochemistry
54	SANJANA	H R	sanjanamegha1998@gmail.com	Biochemistry
55	SANTHOSH	KUMAR K N	Mr.santhunaik03@gmail.com	Biochemistry
56	SHOBHITHA	K	shobhithakajimadka1998@gmail.com	Biochemistry
57	SHREYA	D SOUZA	shreyadsouza1998@gmail.com	Biochemistry
58	SHRILAXMI		shrilaxminayak9@gmail.com	Biochemistry
59	SUCHETHA	K S	suchethaksjoshi@gmail.com	Biochemistry
60	SUMAYYA	K K	sumikhaid212@gmail.com	Biochemistry
61	VIRAJ	V BANGERA	viraj06399viru@gmail.com	Biochemistry
62	Abhisheka	G	abhishekggowda11@gmail.com	Biosciences
63	Anjana	E	anjusasi11@gmail.com	Biosciences
64	Ashasaraswathi	D S	ashasaraswathids@gmail.com	Biosciences
65	Deepika	C T	chowkardeepika@gmail.com	Biosciences
66	Hani	K	hanikongot577@gmail.com	Biosciences
67	Harshitha	K	harshithak8121@gmail.com	Biosciences
68	Haseena	M E	afsalabzu873@gmail.com	Biosciences
69	Jithesh	G H	jitheshnadhubettu@gmail.com	Biosciences
70	Punithkumar	G	punithkumarg9686@gmail.com	Biosciences
71	Purushothama	K	purushotamak97@gmail.com	Biosciences
72	Roopashree	S	roopakotiyana@gmail.com	Biosciences
73	Shraddha	Shetty	putturshraddha@gmail.com	Biosciences
74	Shwetha	P K	shwetha16pk@gmail.com	Biosciences
75	Spandana	P	spandana01111998@gmail.com	Biosciences
76	Thanveera	A C	maryamthanveera@gmail.com	Biosciences
77	Thejasri	K P	thejasrikp@gmail.com	Biosciences
78	Vijayalekshmi	S	vijayalekshmisreedevi1998@gmail.com	Biosciences
79	Shilpa	Raghavan	shilparaghavan1818@gmail.com	Microbiology
80	Jennifer	Crasta	jennifercrasta469@gmail.com	Microbiology
81	Harshitha	Muthayya Salian	kotianharshitha0@gmail.com	Microbiology
82	Harshitha	N M	harshithanm678@gmail.com	Microbiology
83	Beena	D V	beena.v.gowda@gmail.com	Microbiology
84	Dafney	Shaila Coelho	dafneyshailacoelho99@gmail.com	Microbiology
85	Vaishali	K V	vaishalikhv828@gmail.com	Microbiology
86	Ajith	K R	ajithkumbhagowdana@gmail.com	Microbiology
87	Arun Kumar	K P	arunkumarkalerammana@gmail.com	Microbiology
88	Gayathri	Devi	gaya3devi828@gmail.com	Microbiology
89	Bhavyashree		bhavyakulal1998@gmail.com	Microbiology
90	Hublikar	Harshitha	harshitha97.hublikar@gmail.com	Microbiology
91	Sahana		sahana56773@gmail.com	Microbiology
92	Hrishiksha	B	hrishikesh14348@gmail.com	Microbiology
93	Shilpa		prabhuchippu123@gmail.com	Microbiology
94	Yogitha	M	yogithakaniyoor@gmail.com	Microbiology
95	Prathyaksha		prathyaksha.sh26@gmail.com	Microbiology
96	Navyashree	A	navyaadkar@gmail.com	Microbiology
97	Vismitha	G	vismitha02041998@gmail.com	Microbiology



Syngene

Syngene International Limited

SEZ Unit
Biocon Special Economic Zone
Bommasandra - Jigani Link Road
Bangalore - 560 099, India
T 91 80 2808 2808
F 91 80 2808 3189
www.syngeneintl.com

Ref: S/HR/LET-OFR/31321/120632
Date: 29 June 2021

Dear Chayashree Bangera,

Congratulations and thank you for your interest in Syngene International!

We are delighted to confirm your selection on the below terms and conditions of employment with us:

Position : RESEARCH ASSOCIATE TRAINEE - BIOLOGY
Level : 9-I - RESEARCH ASSOCIATE TRAINEE
Location : Bangalore
Address : Syngene International Limited, SEZ Unit, Biocon Special Economic Zone, Bommasandra - Jigani Link Road, Bangalore - 560 100

This offer of employment is valid subject to confirmation of your medical fitness and satisfactory completion of reference / background verification of your credentials related to your educational and / or professional experience.

The appointment is effective from the date of your joining and we request you to join on or before 02 August 2021.

Please confirm that the terms of this offer are acceptable within three days from the date of offer or this offer shall be deemed to have been withdrawn and consequently you will not have any further claim for employment with us. It is understood that we will mutually keep this offer as **CONFIDENTIAL**, till the time you are on board with us.

We are excited about many ways you will have opportunities to contribute to the success of Syngene and look forward to having a mutually beneficial association.

Best Regards,
for **Syngene International Ltd.**

Sanjeev Sukumaran
Chief Human Resource Officer



Syngene

Syngene International Limited

SEZ Unit

Biocon Special Economic Zone

Bommasandra - Jigani Link Road

Bangalore - 560 099, India

T 91 80 2808 2808

F 91 80 2808 3189

www.syngeneintl.com

Ref: S/HR/LET-OFR/31321/120629

Date: 30 June 2021

Dear Manohar Prasad,

Congratulations and thank you for your interest in Syngene International!

We are delighted to confirm your selection on the below terms and conditions of employment with us:

Position : RESEARCH ASSOCIATE TRAINEE - BIOLOGY

Level : 9-I - RESEARCH ASSOCIATE TRAINEE

Location : Bangalore

Address : Syngene International Limited, SEZ Unit, Biocon Special Economic Zone, Bommasandra - Jigani Link Road, Bangalore - 560 100

You will be entitled to a Total Cash compensation of Rs. 313605 p.a the detailed break-up is attached as Annexure I. The policy guidelines on benefits and emoluments are enclosed in Annexure II.

This offer of employment is valid subject to confirmation of your medical fitness and satisfactory completion of reference / background verification of your credentials related to your educational and / or professional experience.

The appointment is effective from the date of your joining and we request you to join on or before 02 August 2021.

Please confirm that the terms of this offer are acceptable within three days from the date of offer or this offer shall be deemed to have been withdrawn and consequently you will not have any further claim for employment with us. It is understood that we will mutually keep this offer as **CONFIDENTIAL**, till the time you are on board with us.

We are excited about many ways you will have opportunities to contribute to the success of Syngene and look forward to having a mutually beneficial association.

Best Regards,
for Syngene International Ltd.

Sanjeev Sukumaran
Chief Human Resource Officer

ANNEXURE - I

Name : Manohar Prasad
Position : RESEARCH ASSOCIATE TRAINEE - BIOLOGY
Level : 9-I

Salary Components	Annual (Rs.)	Monthly(Rs.)
Basic Salary	197040	16420
House Rent Allowance	24456	2038
Leave Travel Allowance	0	0
Flexi Allowance	0	0
Advance statutory Bonus / Ex-Gratia	39408	3284
Canteen Cost	9000	750
Gross Salary - (A)	269904	22492
Employer Contribution of PF	23640	1970
Gratuity Fund	9456	788
Employer Contribution to ESI	0	0
Statutory Contributions - (B)	33096	2758
Total Fixed Cost - (C = A+B)	303000	25250
Short Term Incentive (STI) at Target - (D)	10605	
Total Cash Compensation - (C+D)	313605	

Benefit Component	Annual Benefit Value	Features
Group Medical Insurance	200000	Covers only for Self, Spouse and two dependent children.
Group Personal Accident Insurance	1700000	Covers only self, up to a limit of Rs. 17,00,000 or two times of your Annual Fixed Pay whichever is higher

Applicable for STA's (Syngene Training Academy) only: All hires under the STA programme, are bound by the terms and obligations agreed in the **SERVICE AGREEMENT** executed at the time of joining Syngene. All STA's hereby expressly undertake to unconditionally continue employment with Syngene for a minimum period of **eighteen months** from the date of joining. For abundance of clarity, the STA's hereby acknowledge that in case of any non-compliance with the said covenant, Syngene shall be entitled for the recovery of all costs incurred by Syngene for the STA programme, as and by way of liquidated damages (subject to a maximum of INR 1,00,000). The said liquidated damages will be payable on demand without Syngene being required to give any proof of actual loss or damages suffered.

ANNEXURE - II

Guidelines on Emoluments / Benefits:

Company Transportation: We have close to 40 vans / buses plying across most parts of Bangalore city. This facility is extended to all employees working in the Bangalore offices. New employees opting for company transportation would be provided this facility, depending on the availability of seats. It takes a minimum of seven (7) days for the administration team to provide transportation. They need to have at least 8 employees to introduce a new route.

- For Level 9, 10 & 11: An amount of Rs. 1,800/- will be deducted from the monthly salary, if employee avail company transport.
- For Level 8 - Car Petrol allowance will not be paid, if employee avail Company transport.
- For Level 7 & above: Car Petrol & Maintenance allowance will not be paid, if employee avail Company transport.

Short Term Incentive: Short Term Incentive (STI) will be payable based on the Company performance versus the Business plan, Departmental performance versus the annual departmental score card and the individual performance versus the objectives in your Individual scorecard for the financial year. Weightages assigned to Company, Department and Individual performance for your level are as follows:

Company	Department	Individual
10%	10%	80%

STI will be paid during the annual appraisal cycle and employees who are onboard at the time of disbursement without serving notice of resignation are only eligible for STI payout. The amount will be prorated for the first year based on date of joining. Employees joining on/after November 1st in a financial year will not be entitled to STI pay-out, which is generally paid-out in June of the subsequent year.

Children Education Reimbursement: The reimbursement will be paid to the confirmed employee on production of school fee receipts at Rs. 20,000/- per child upto maximum of two children. The minimum age should be three and half years. For the first-year claim, the amount will be paid on pro-rated basis for the financial year depending on the date of joining.

Probation: Six (6) months from the date of joining. Probation can be extended on unsatisfactory performance.

Working Days: Five (5) days a week. Some departments function for six (6) days schedule also. For employees in Six day schedule, first Saturday of every month is a declared Holiday.

Office Timings: 8:15 AM to 5:15 PM for General Shift and shift schedules applicable to other employees.

Leave Eligibility: Employees are eligible for combined Casual & Sick Leave of 12 days per annum and Earned leave of 18 days per annum. The CL & SL will be credited on prorated basis from the date of joining and EL will be credited every month on prorated basis from the date of joining. The annual leave credit period is from April till March.

Salary Revision:

A. Employees who joins the organization on or before 31st October of current calendar year shall be eligible for salary review during the month of April of subsequent year. Employees joining later to 31st October of current year are not eligible for salary review during the subsequent year.

B. All other payments / benefits if extended by Company (other than the payment of salary as stated above and other statutory payments or benefits payable in accordance with law from time to time), shall be subject to discretion of the Company and the same shall not be considered as your entitlement.

Relocation Policy:

Scope: Applicable to all New Employees who are currently employed outside Bangalore and relocating to Bangalore to join the Company.

Relocation Travel Reimbursement: Towards travel of Self, Spouse and 2 Children paid at actuals, travel eligibility for Levels 7 to 1: Air -Economy class; Levels 8 to 11: II a/c train fare or bus fare (whichever is lesser). All supporting Ticket / Boarding passes to be submitted for reimbursement.

Relocation Transport Reimbursement: Towards shifting of house hold goods (Packing / Loading / Unloading / Unpacking / Insurance / 1 Four or Two wheeler vehicle), Max of 1 truckload and costs will be on actuals subject to max amounts as per levels. Levels 3 to 1: At Actuals; Levels 7 to 4: Rs. 50,000/-; Levels 8 & 9: Rs. 20,000/-; Levels 10 & 11: Rs. 10,000/-. The employee has to submit quotations to HR department from at least 3 movers / packers (from an approved list of vendors i.e. Prakash Packer & Movers / Leo Packer & Movers / Agrawal Packers & Movers). The final / optimal option would need to be pre-approved by HR and all supporting Bills / Quotations have to be submitted for reimbursement (CASH TRANSACTIONS WILL NOT BE ACCEPTED).

Relocation Allowance: One month's Basic will be paid as relocation allowance towards child's / children's school admissions, estate agent commission, or any miscellaneous costs.

Initial Accommodation: The Company will provide accommodation for outstation candidates in the company-leased guest houses / rooms for a period of 1 week from the date of joining. The new employee would need to inform HR at least 10 days before joining, if he / she would like to avail accommodation facility.

Claim Period: Any claims pertaining to Relocation Expenses / Allowances has to be submitted within 45 days from date of joining. Any bills submitted beyond this period (45 days) will not be eligible for reimbursement. (PLEASE NOTE SYNGENE WILL REQUIRE ONLINE TRANSACTION PROOF FOR ALL EXPENSE/RELOCATION CLAIMS, CASH TRANSACTIONS WILL NOT BE ACCEPTED)

Recovery: If the employee leaves the organization within one year of joining, all relocation expenses related to Travel Reimbursement, Transportation Reimbursement, Relocation Allowance(one month basic pay), Joining Bonus (if any), Notice Period Buyout paid by the Company will be recovered from the employee in the full and final settlement.

Note: The management reserves the right to change any policies at its own discretion and the applicability will be based on new policy. We will issue the formal appointment letter detailing the terms and conditions of employment on your joining our organization. It is understood that such terms and conditions of employment will be binding on you and you will comply with all rules, regulations and code of conduct applicable to employees of the company.

Please bring the following certificates / documents (original & copies) at the time of reporting:

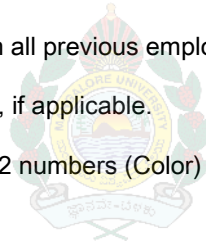
CERTIFICATES:

I) EDUCATIONAL

- a) School Leaving- 10th & 12th Certificate
- b) P.U. or Equivalent
- c) Degree Certificate / Marks Sheets - Duly approved by UGC / AICTE.
- d) Post Graduation Certificate / Marks Sheets
- e) Any Other

II) OTHERS

- a) Date of Birth Certificate / Proof
- b) Experience Letter(s)/ Reliving Letter(s) (any one) – from all previous employments as mentioned in your CV.
- c) Salary Slips of last 2 months
- d) Copy of Form-16 & IT Acknowledgement (Last 2 years), if applicable.
- e) Relieving Letter
- f) Photographs : Passport Size : 4 numbers, Stamp Size : 2 numbers (Color)
- g) Pan Card
- h) Aadhaar Card
- i) Any one document among following as latest Address Proof
 - * Passport, Driving License, Voter's ID card.





Syngene

Syngene International Limited
SEZ Unit
Biocon Special Economic Zone
Bommasandra - Jigani Link Road
Bangalore - 560 099, India
T 91 80 2808 2808
F 91 80 2808 3189
www.syngeneintl.com

Ref: S/HR/LET-OFR/31825/122350
Date: 05 July 2021

Dear Nishmitha K,

Congratulations and thank you for your interest in Syngene International!

We are delighted to confirm your selection on the below terms and conditions of employment with us:

Position : RESEARCH ASSOCIATE TRAINEE - BIOLOGY
Level : 9-I - RESEARCH ASSOCIATE TRAINEE
Location : Bangalore
Address : Syngene International Limited, SEZ Unit, Biocon Special Economic Zone, Bommasandra - Jigani Link Road,
Bangalore - 560 100



You will be entitled to a Total Cash compensation of Rs. 313605 p.a the detailed break-up is attached as Annexure I. The policy guidelines on benefits and emoluments are enclosed in Annexure II.

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We are excited about many ways you will have opportunities to contribute to the success of Syngene and look forward to having a mutually beneficial association.

Best Regards,
for Syngene International Ltd.

Sanjeev Sukumaran
Chief Human Resource Officer

ANNEXURE - I

Name : Nishmitha K
Position : RESEARCH ASSOCIATE TRAINEE - BIOLOGY
Level : 9-I

Salary Components	Annual (Rs.)	Monthly(Rs.)
Basic Salary	197040	16420
House Rent Allowance	24456	2038
Leave Travel Allowance	0	0
Flexi Allowance	0	0
Advance statutory Bonus / Ex-Gratia	39408	3284
Canteen Cost	9000	750
Gross Salary - (A)	269904	22492
Employer Contribution of PF	23640	1970
Gratuity Fund	9456	788
Employer Contribution to ESI	0	0
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- For Level 9, 10 & 11: An amount of Rs. 1,800/- will be deducted from the monthly salary, if employee avail company transport.
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Short Term Incentive: Short Term Incentive (STI) will be payable based on the Company performance versus the Business plan, Departmental performance versus the annual departmental score card and the individual performance versus the objectives in your Individual scorecard for the financial year. Weightages assigned to Company, Department and Individual performance for your level are as follows:

Company	Department	Individual
10%	10%	80%

STI will be paid during the annual appraisal cycle and employees who are onboard at the time of disbursement without serving notice of resignation are only eligible for STI payout. The amount will be prorated for the first year based on date of joining. Employees joining on/after November 1st in a financial year will not be entitled to STI pay-out, which is generally paid-out in June of the subsequent year.

Children Education Reimbursement: The reimbursement will be paid to the confirmed employee on production of school fee receipts at Rs. 20,000/- per child upto maximum of two children. The minimum age should be three and half years. For the first-year claim, the amount will be paid on pro-rated basis for the financial year depending on the date of joining.

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Initial Accommodation: The Company will provide accommodation for outstation candidates in the company-leased guest houses / rooms for a period of 1 week from the date of joining. The new employee would need to inform HR at least 10 days before joining, if he / she would like to avail accommodation facility.

Claim Period: Any claims pertaining to Relocation Expenses / Allowances has to be submitted within 45 days from date of joining. Any bills submitted beyond this period (45 days) will not be eligible for reimbursement. (PLEASE NOTE SYNGENE WILL REQUIRE ONLINE TRANSACTION PROOF FOR ALL EXPENSE/RELOCATION CLAIMS, CASH TRANSACTIONS WILL NOT BE ACCEPTED)

Recovery: If the employee leaves the organization within one year of joining, all relocation expenses related to Travel Reimbursement, Transportation Reimbursement, Relocation Allowance(one month basic pay), Joining Bonus (if any), Notice Period Buyout paid by the Company will be recovered from the employee in the full and final settlement.

Note: The management reserves the right to change any policies at its own discretion and the applicability will be based on new policy. We will issue the formal appointment letter detailing the terms and conditions of employment on your joining our organization. It is understood that such terms and conditions of employment will be binding on you and you will comply with all rules, regulations and code of conduct applicable to employees of the company.

Please bring the following certificates / documents (original & copies) at the time of reporting:

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- d) Post Graduation Certificate / Marks Sheets
- e) Any Other



II) OTHERS

- a) Date of Birth Certificate / Proof
- b) Experience Letter(s)/ Reliving Letter(s) (any one) – from all previous employments as mentioned in your CV.
- c) Salary Slips of last 2 months
- d) Copy of Form-16 & IT Acknowledgement (Last 2 years), if applicable.
- e) Relieving Letter
- f) Photographs : Passport Size : 4 numbers, Stamp Size : 2 numbers (Color)
- g) Pan Card
- h) Aadhaar Card
- i) Any one document among following as latest Address Proof
 - * Passport, Driving License, Voter's ID card.



Syngene

Syngene International Limited

SEZ Unit

Biocon Special Economic Zone

Bommasandra - Jigani Link Road

Bangalore - 560 099, India

T 91 80 2808 2808

F 91 80 2808 3189

www.syngeneintl.com

Ref: S/HR/LET-OFR/31825/122436

Date: 06 July 2021

Dear Jennifer Crasta,

Congratulations and thank you for your interest in Syngene International!

We are delighted to confirm your selection on the below terms and conditions of employment with us:

Position : RESEARCH ASSOCIATE TRAINEE - BIOLOGY

Level : 9-I - RESEARCH ASSOCIATE TRAINEE

Location : Bangalore

Address : Syngene International Limited, SEZ Unit, Biocon Special Economic Zone, Bommasandra - Jigani Link Road, Bangalore - 560 100

You will be entitled to a Total Cash compensation of Rs. 313605 p.a the detailed break-up is attached as Annexure I. The policy guidelines on benefits and emoluments are enclosed in Annexure II.

This offer of employment is valid subject to confirmation of your medical fitness and satisfactory completion of reference / background verification of your credentials related to your educational and / or professional experience.

The appointment is effective from the date of your joining and we request you to join on or before 02 August 2021.

Please confirm that the terms of this offer are acceptable within three days from the date of offer or this offer shall be deemed to have been withdrawn and consequently you will not have any further claim for employment with us. It is understood that we will mutually keep this offer as **CONFIDENTIAL**, till the time you are on board with us.

We are excited about many ways you will have opportunities to contribute to the success of Syngene and look forward to having a mutually beneficial association.

Best Regards,
for Syngene International Ltd.

Sanjeev Sukumaran
Chief Human Resource Officer

ANNEXURE - I

Name : Jennifer Crasta
Position : RESEARCH ASSOCIATE TRAINEE - BIOLOGY
Level : 9-I

Salary Components	Annual (Rs.)	Monthly(Rs.)
Basic Salary	197040	16420
House Rent Allowance	24456	2038
Leave Travel Allowance	0	0
Flexi Allowance	0	0
Advance statutory Bonus / Ex-Gratia	39408	3284
Canteen Cost	9000	750
Gross Salary - (A)	269904	22492
Employer Contribution of PF	23640	1970
Gratuity Fund	9456	788
Employer Contribution to ESI	0	0
Statutory Contributions - (B)	33096	2758
Total Fixed Cost - (C = A+B)	303000	25250
Short Term Incentive (STI) at Target - (D)	10605	
Total Cash Compensation - (C+D)	313605	

Benefit Component	Annual Benefit Value	Features
Group Medical Insurance	200000	Covers only for Self, Spouse and two dependent children.
Group Personal Accident Insurance	1700000	Covers only self, up to a limit of Rs. 17,00,000 or two times of your Annual Fixed Pay whichever is higher

Applicable for STA's (Syngene Training Academy) only: All hires under the STA programme, are bound by the terms and obligations agreed in the **SERVICE AGREEMENT** executed at the time of joining Syngene. All STA's hereby expressly undertake to unconditionally continue employment with Syngene for a minimum period of **eighteen months** from the date of joining. For abundance of clarity, the STA's hereby acknowledge that in case of any non-compliance with the said covenant, Syngene shall be entitled for the recovery of all costs incurred by Syngene for the STA programme, as and by way of liquidated damages (subject to a maximum of INR 1,00,000). The said liquidated damages will be payable on demand without Syngene being required to give any proof of actual loss or damages suffered.

ANNEXURE - II

Guidelines on Emoluments / Benefits:

Company Transportation: We have close to 40 vans / buses plying across most parts of Bangalore city. This facility is extended to all employees working in the Bangalore offices. New employees opting for company transportation would be provided this facility, depending on the availability of seats. It takes a minimum of seven (7) days for the administration team to provide transportation. They need to have at least 8 employees to introduce a new route.

- For Level 9, 10 & 11: An amount of Rs. 1,800/- will be deducted from the monthly salary, if employee avail company transport.
- For Level 8 - Car Petrol allowance will not be paid, if employee avail Company transport.
- For Level 7 & above: Car Petrol & Maintenance allowance will not be paid, if employee avail Company transport.

Short Term Incentive: Short Term Incentive (STI) will be payable based on the Company performance versus the Business plan, Departmental performance versus the annual departmental score card and the individual performance versus the objectives in your Individual scorecard for the financial year. Weightages assigned to Company, Department and Individual performance for your level are as follows:

Company	Department	Individual
10%	10%	80%

STI will be paid during the annual appraisal cycle and employees who are onboard at the time of disbursement without serving notice of resignation are only eligible for STI payout. The amount will be prorated for the first year based on date of joining. Employees joining on/after November 1st in a financial year will not be entitled to STI pay-out, which is generally paid-out in June of the subsequent year.

Children Education Reimbursement: The reimbursement will be paid to the confirmed employee on production of school fee receipts at Rs. 20,000/- per child upto maximum of two children. The minimum age should be three and half years. For the first-year claim, the amount will be paid on pro-rated basis for the financial year depending on the date of joining.

Probation: Six (6) months from the date of joining. Probation can be extended on unsatisfactory performance.

Working Days: Five (5) days a week. Some departments function for six (6) days schedule also. For employees in Six day schedule, first Saturday of every month is a declared Holiday.

Office Timings: 8:15 AM to 5:15 PM for General Shift and shift schedules applicable to other employees.

Leave Eligibility: Employees are eligible for combined Casual & Sick Leave of 12 days per annum and Earned leave of 18 days per annum. The CL & SL will be credited on prorated basis from the date of joining and EL will be credited every month on prorated basis from the date of joining. The annual leave credit period is from April till March.

Salary Revision:

A. Employees who joins the organization on or before 31st October of current calendar year shall be eligible for salary review during the month of April of subsequent year. Employees joining later to 31st October of current year are not eligible for salary review during the subsequent year.

B. All other payments / benefits if extended by Company (other than the payment of salary as stated above and other statutory payments or benefits payable in accordance with law from time to time), shall be subject to discretion of the Company and the same shall not be considered as your entitlement.

Relocation Policy:

Scope: Applicable to all New Employees who are currently employed outside Bangalore and relocating to Bangalore to join the Company.

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- a) Date of Birth Certificate / Proof
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- c) Salary Slips of last 2 months
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Ref: S/HR/LET-OFR/31825/122450

Date: 06 July 2021

Dear Hrishikesh B,

Congratulations and thank you for your interest in Syngene International!

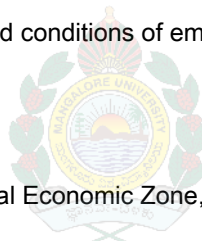
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Sanjeev Sukumaran
Chief Human Resource Officer

ANNEXURE - I

Name : Hrishiksha B
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Level : 9-I

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