SACRED HEART COLLEGE
THEVARA KOCHI KERALA

Ignatious A <ignatiousa@shcollege.ac.in>

Fwd: Dr. Reddy's Email Offer 2018 | Mr. Joseph Peter

1 message

Dr Jinu George <jinujacobv@gmail.com> Wed, Jul 3, 2019 at 12:27 PM
To: Ignatious Abraham <ignatiousabraham@gmail.com>, Ignatious A <ignatiousa@shcollege.ac.in>

---------- Forwarded message ---------
From: **JOSEPH PETER** <josephpeter066@gmail.com>
Date: Wed, Jul 3, 2019 at 11:53 AM
Subject: Fwd: Dr. Reddy's Email Offer 2018 | Mr. Joseph Peter
To: <jinujacobv@gmail.com>

Dear Mr. Joseph Peter

Welcome to Dr. Reddy's

Congratulations!

Based on our interaction with you, we are pleased to offer you a position of **Technical Trainee.**

In terms of **Overall Cost to Company (Overall CTC)**, we are offering you **Rs.2.2 Lakhs per annum (Rupees Two Lakhs and Twenty thousand Only).** The details of your compensation break-up is attached.

Name : Mr. Joseph Peter Work Level : TT Designation : Technical Trainee			
TCC	**2,20,000**		
SALARY COMPONENTS	**Monthly**	**Yearly**	**Remarks**

Basic	7,333	88,000	40 % of TCC
House Rent Allowance	2,933	35,200	40 % of Basic
Conveyance Allowance	1,600	19,200	Fixed
Education Allowance	200	2,400	Fixed
Minimum Guaranteed Bonus	3,987	47,840	Monthly Component
Statutory Bonus (Interim monthly payout)	700	8,400	
Sub Total	16,753	2,01,040	
Provident Fund	880	10,560	12 % of Basic
Statutory Bonus (Post Interim Payout Adjustment)	700	8,400	Fixed
Fixed TCC	**18,333**	**2,20,000**	
Total Fixed		**2,20,000**	
Additional benefits:			
Gratuity	353	4233	4.81% of Basic
GTLI		132	Company Contribution; not included in TCC
GPA		81	Company Contribution; not included in TCC
ESI Contribution		9,549	Company Contribution; not included in TCC
Sub Total		**13,996**	
Total Compensation (including benefits) at Target Variable Pay		**2,33,996**	

As a part of the joining formalities, you will be required to undergo a pre-employment medical check up. This offer for employment is subject to you being medically declared fit as per the tests prescribed by us. You are requested to go to any

of the attached SRL/ Apollo diagnostic centers and carry a copy of the Pre-employment medical form, along with a passport sized photograph and photo identification proof (PAN card / Driving Licence / Passport).

On your date of joining, please ensure to carry the documents mentioned below - both originals & 2 sets of photocopies. Original documents are mandatorily needed at the time of joining and will be returned immediately upon verification.

(a) Date of Birth certificate or 10th Standard marksheet
(b) Educational Qualifications (Provisional or final certificates of all qualifications obtained from SSC to date)
(c) 4 passport size photographs of yourself at the time of joining.
(d) Medical reports and fitness certificate (if tests not undertaken at SRL)
(f) PAN and AADHAR card copy

As a token of acceptance of our offer, please send us the confirmation of the acceptance of our offer by **September 27, 2018** of receipt of this email.

Location of Employment Would be at:

Dr. Reddy's Laboratories Ltd.

Formulation Unit- 6 & 8 (Baddi)

Quality Control Department

Nalagarh Road, Dist. Solan

Himachal Pradesh.

Note:

a) Your compensation details are confidential and you may discuss it only with the undersigned in case of any clarification

b) Your date of joining is **1st October 2018**

c) **Reporting Location: Leadership Academy, Dr. Reddy's Laboratories ltd, Bachupally campus, Hyderabad**

The purpose of our existence is **"We accelerate access to affordable and innovative medicine because Good Health Can't Wait ".** This in itself makes our working at Dr. Reddy's meaningful and exciting. We are glad to have you join us in this journey.

Regards,

Punam Attar

Talent Acquisition- GMO

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WARNING: Computer viruses can be transmitted via email. The recipient should check this email and any attachments for the presence of viruses. The company accepts no liability for any damage caused by any virus transmitted by this email.

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With best regards:

Jinu George Ph D
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PG and Research Department of Chemistry
Sacred Heart College Thevara
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