DR. REDDY'S
INSTITUTE OF LIFE SCIENCES

Dear Ms. K Sukanya

August 29, 2018

# Offer Letter

With reference to your application and the subsequent discussions we had with you, we are pleased to offer you the position of **Research Fellow** in the Institute, on the following terms and conditions:

1) You will receive a consolidated Fellowship of Rs.2,40,000/- Per Annum i.e Rs.20,000/- Per Month.

2) You will be initially appointed for a period of one year from date of joining the Fellowship Program.

3) At the time of your joining the organization, you will be issued our Formal Letter of Enrolment outlining the organization's Standard Terms and Conditions of the Fellowship, including a Non-Disclosure Agreement which you are required to sign.

4) As explained to you, your work area will be the in Center for Process Research and Innovation (CPRI) in the Institute.

5) This offer is subjected to clearance of Medical Test arranged & scheduled by DRILS

6) This offer is conditional upon your compliance with submission of the following documents/ certificates at the time of joining:
   a) Proof of age, Proof of Identity, Proof of Address
   b) Educational Qualifications (All Certificates & Degrees)
   c) Proof of work experience – Service Certificate / Appointment Letter
   d) Relieving Letter and Salary particulars of the previous assignment
   e) PAN card photocopy & Aadhar Card copy
   f) 4 Passport Size Photographs

7) Satisfactory References: You are required to provide the full names and address of at least two references (other than family members and relatives). If you confirm your acceptance of this offer of fellowship, the organization will take this acceptance as your consent to seek oral or written references from any of the referees named by you. All references will be treated in strictest confidence.

8) Joining Date: As discussed and agreed, you shall join the Institute on mutually agreeable date in 3rd week of September 2018.



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9) All matters pertaining to your Enrollment and Fellowship are strictly confidential and these should be treated as such.

10) Any tax liability arising out of your compensation shall be borne by you and it will be as per Income Tax Rules.

This letter is issued in original plus one copy. Please return the copy with the Acceptance Proforma duly completed and signed as a token of your acceptance of the terms and conditions of the offer.

We do hope that you will find this offer acceptable to you and look forward to your joining the Institute.

This offer shall stand cancelled if we do not hear from you within 5 days from the date of this letter.

With best wishes,

**Yours truly,**
**For Dr. Reddy's Institute of Life Sciences**

**Dr. Srinivas Oruganti**
**Whole- Time Director**

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**Acceptance**

I have read and understood the terms and conditions mentioned above and those in the **Annexure.** I also agree that the fellowship / Stipend and related components of the package are confidential between DRILS and me. I undertake that there would be no breach of this confidentiality. I hereby accept the Fellowship on the said terms and conditions. The original of this letter is in my possession.

I will be joining DRILS on or before_____

Date: Signature

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*Annexure*

**Name** **K.Sukanya**
**Fellowship P.A** **Rs.2,40,000/-**

| **Element** | | |
|---|---|---|
| Monthly Component | Annual (in INR) | Monthly(in INR) |
| Fellowship Allowance | 96000 | 8000 |
| House Rent Allowance | 38400 | 3200 |
| Special Pay | 105600 | 8800 |
| | | |
| **CONSOLIDATED FELLOWSHIP** | **240000** | **20000** |
| | | |

**Note: Deductions**

1) **Professional Tax – As Applicable**
2) **Income Tax – As Applicable**

**Dr. Srinivas Oruganti**
**Whole- Time Director**