

OFFER LETTER

28th May 2021

Mr. Muthu Mani D

#9/6 Loganathan Nagar
2nd Street, Choolaimedu
Chennai – 600 094
Tamilnadu, India

Dear Muthu Mani,

Thank you for your interest in working for our organization. Based on the credentials set forth and subsequent interviews with us, we are pleased to offer you the position of **Junior Software Programmer** with Genome International India Private Limited (Company).

You will be joining a dynamic and multidisciplinary team to play a key role in diverse projects across different research areas leading to Translational Genomics and biomarker discovery in human, plants, animals and microbial world to derive meaningful outcome from vast Genomic research.

Please see below, the terms and conditions of the Offer:

1. **Date of Joining:** You are requested to join us on or before **June 1, 2021**. At the time of joining, please bring originals and photocopy of the documents listed in Annexure – A. The Originals shall be returned to you immediately after verification.
2. **Place of Work:** You will be required to work at our office in Chennai. However, in the event that the Employer considers that a secondment (such as to a client or customer or project within India or abroad) would be in the best interests of the Employer, the Employee shall comply with all reasonable requests to carry out that secondment. Relocation and Secondment are subject to discussions and mutual agreement.
3. **Travel:** You may also be required to travel within and outside of India as part of your employment. You will be intimated ahead of time to give you sufficient time to prepare for this.

4. **Annual Cost to Company:** Your total annual Cost to Company will be **Rs.3,60,000** (Rupees Three Lakhs Sixty Thousand only), Please refer to Annexure – B for the break-up of your compensation package. Your compensation will be subject to income tax deductions at designated rates every month.
5. **Probationary Period:** You will be on a probation period for 6 months from the date you join the Company.
6. **Duties and Responsibilities:** The detailed list of your responsibilities will be shared with you on the first day of your employment with us. As a full time employee, you shall devote your time and capabilities for the discharge of your duties and responsibilities. You also agree to not take up any independent or individual assignments (whether the same is part time or full time, in an advisory capacity or otherwise) directly or indirectly.
7. **Appointment Letter and Non-Disclosure Agreement:** Your Appointment Letter will be provided to you on your date of joining. At the time of joining, you will be required to sign and agree to be bound by the Employee Confidentiality and Intellectual Property Agreement.
8. **Increments and Promotions:** Your career growth at the Company will depend solely on your performance and your capability. Your individual performance will be reviewed on an annual basis by your managers and by your peers providing the criteria for your increments and promotions.
9. **Policies and Procedures:** On your first day of employment, you will be given additional information about the Company's Policies and Procedures.
10. **Reference Checks and Background Screening:** Your appointment is contingent upon satisfactory completion of background and reference checks that may be concluded either before or after the date at which your employment with the company commences.

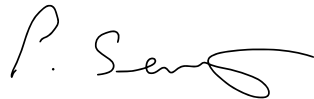
We take great pleasure in welcoming you to Genome International and sincerely hope that your period of service with us will be long, pleasant and of mutual benefit. We hope you will find this offer acceptable and wait to welcome you.

If you have any questions about the contents of this letter, please do not hesitate to contact us.

To accept this offer of employment, please sign and return the duplicate of this letter within two days of receipt of this letter.

Yours sincerely,

For Genome International



Periannan Senapathy

CEO

I, MUTHU MANI D accept the terms of this offer letter and the annexure, and agree to commence employment on Genome International.

Employee Signature:  Date: 05/06/2021

ANNEXURE-A: LIST OF DOCUMENTS

Welcome to Genome International India Private Limited!

The documents mentioned below are mandatory and need to be submitted on or before the joining day.

Documents Required	Please Tick
Identity Proof (copy of any one of the following)	
Permanent driving license	✓
Voter's ID Card	
Bank Passbook with attested photo	
Passport Copy (first and last page)	
Residence Proof (copy of any of the following)	
Permanent driving license	✓
Voter's ID Card	
Bank Passbook with attested photo	
Passport Copy (first and last page)	
Ration Card / latest Gas Bill	
Latest Mobile Phone Bill	
Latest Landline Phone Bill	
Education Proof (photocopy as applicable)	
Degree Certificates of all courses along with Mark Sheets	✓
Diploma Certificate (if any)	
Certificate courses (if any)	
Previous Employment (Photocopy as applicable)	
Pay Slip from Previous Employer (last 3 months)	
Relieving Letter / Experience Certificate from all previous employers	
Income Tax (Photo Copy) -	
PAN Card	✓

Note: All original documents shall be returned immediately after verification

ANNEXURE – B: COMPENSATION BREAK-UP

SALARY BREAKUP:

<u>A. Monthly Salary</u>	Amount
Basic Salary	15,000.00
House Rent Allowance (60% of Basic)	9,000.00
TPT Allowance	1,600.00
Medical Allowance	1,250.00
Other Allowance	3,150.00
Gross Monthly Salary	30,000.00
Annual Cost to Company	3,60,000.00