

25th October 2023
Bangalore

To
Chethan J
Bangalore

Dear Chethan,

We take this opportunity to congratulate you and welcome you to the Veiva Scientific family.

*Based on your application and our meetings and discussion with you, we are pleased to appoint you as **QA/QC Executive** at Veiva Scientific India Private Limited. This position would be based at **Bangalore** and will be effective from **25th October 2023**.*

After 6 months of your tenure with Veiva Scientific, based on your successful performance, we would confirm your employment with the organization.

Veiva Scientific is a young and fast growing organization in the medical device space established with a vision to bring high quality & innovative medical device technology to the reach of Indian Health Care Providers (HCP's) and Patients. We are very confident that your experience and expertise will contribute immensely towards the growth of the organization in the days to come.

You will be based at Bangalore and would be responsible for the QA/QC Portfolio for Veiva Scientific.

Enclosures:

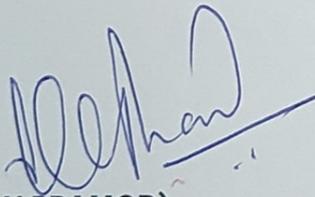
Key Job Responsibilities: Annexure 1

CTC: Annexure 2

Terms of Appointment: Annexure 3

Thanking you

With Warm regards



(M.V.PRAMOD)

Director

Veiva Scientific India Pvt Ltd, Bangalore



Annexure 1

JOB RESPONSIBILITIES – QA/QC Executive

- ❖ *Devise procedure to inspect and report quality issues*
- ❖ *Assure the reliability and consistency of production by checking processes and final output*
- ❖ *Report all malfunctions to production executives to ensure immediate action*
- ❖ *Maintain records of quality reports, statistical reviews and relevant documentation*
- ❖ *Should have Knowledge on ISO QMS documentation and implementation*
- ❖ *Should support in preparing Technical Dossier for all the manufactured products, including product information for packaging (Label design) and packaging inserts (IFU) as required by the regulatory approval.*
- ❖ *Should have knowledge on quality control equipment's and calibration*

Annexure-1

<i>Chethan J Annual Compensation Structure</i>		
Description	Veiva Monthly Proposal	Veiva Annual Proposal
Basic	14,095	1,69,135
House Rent Allowance	5,638	67,654
Conveyance	800	9,600
Medical Allowance	1,250	15,000
Special Allowance	1,709	20,503
Total Pay (A)	23,491	2,81,892
Retirement Benefits (B)		
Provident Fund - Employer	1,691	20,296
Gratuity		8,132
Total	1,691	28,428
Total Fixed Income(A+B)	25,182	3,10,320
Deductions		
Employee PF	1,691	20,296
PT	200	2,400
Total Deductions	1,891	22,696
Net take home (After Deductions)	21,600	2,59,196
Benefits		
Medical Insurance for Self		10,000
TOTAL COST TO COMPANYY (A+B)	25,182	3,20,320

- Expenses will be on Actuals as per the expense policy of the company.
- Medical Insurance is covered for Self.