

Ref.: RTBI/CEL-179/2021

24 July 2021

To,  
**Ms. Sanjana Mahadevan**  
23/12 Venkatesa Nagar,  
1<sup>st</sup> Street, Virugambakkam  
Chennai 600092

Dear Ms. Sanjana,

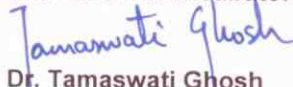
On behalf of the Chairman and Board of RTBI, I am pleased to offer you the position of "**Jr. Incubation Associate**" under the following terms and conditions:

1. You will be paid a **consolidated salary of Rs. 25,000/-** per month, subject to the deduction of applicable Professional tax
2. Your appointment will be on **Contract** basis for a period of **one year**. This contract appointment is purely on temporary basis and will not confer you any right to claim permanent employment at RTBI.
3. Any termination of this employment offer would require three-month prior notice on either side.
4. Your leave eligibility is for **30 days** during the contract period.
5. You will be directly reporting to Dr. Tamaswati Ghosh, Chief Executive Officer and co-reporting to Ms. Jayalakshmi Umadikar, Sr Manager Academic Liaison.
6. Kindly provide the following certificates in the original (with copies) for verification: a) Date of birth b) Degree certificate at the time of joining.
7. You are also requested to submit a declaration that you are not under any bond or agreement or obligation to serve any other organization.
8. You will be required to execute an agreement assigning all rights in respect of investigation, inventions, patents to RTBI (format will be supplied to you on joining the post)
9. If any declaration given or information furnished by you is found to be incorrect or not in order or if you are found to have willfully suppressed any information considered material by the RTBI, RTBI reserves to itself the right to withdraw the offer of appointment.
10. You are required to provide your support and compliance to processes and procedures of RTBI that evolve from time to time such as self-appraisal submission and status reporting.

Kindly communicate your acceptance of this offer to the undersigned on or before 28<sup>th</sup> July 2021.

Thanking You,  
Yours Sincerely,

For IITMs Rural Technology  
and Business Incubator

  
Dr. Tamaswati Ghosh  
CEO

Terms are accepted by

Sanjana Mahadevan  
(Signature with date)