

## **OFFER OF EMPLOYMENT**

**Date: 07 Oct 2022**

Ref App No. : **HA1A126**

**BONGARAM DHANUNJAY**

Dear BONGARAM DHANUNJAY

This is reference to your CV

We are pleased to offer you employment for a fixed period (contract) with our organisation **Shakya HR Solutions Pvt Ltd** as **SCIENTIST A** in **QC** Department. You are required to report on **12-10-2022** at the client premises **ANALYS LAB Pvt Ltd.**, Plot.no 71/1, 2, 6, Lankelapalem, Parawada, Visakhapatnam. Andhra Pradesh-531021. Your CTC 166,600.00/- Per Annum (Inclusive of other benefits).

At the time of joining you will be required to submit the below documents:

1. Resume
2. ID Proof
3. Address Proof
4. All Original Certificates (from SSC to Highest Qualification)
5. Offer letter & Relieving letter
6. 5 Passport Size Photos
7. E-AADHAR with DOB & PAN Card copies
8. Physical fitness Certificate
9. Rs.100/- Non-Judicial Stamp Paper on Your Name

Further details of the emoluments and other terms and conditions would be available in appointment letter, which will follow on your submission of the above documents as per company norms.

**For Shakya HR Solutions Pvt Ltd.**

**YEDDULA**  
**BHARATHI**

Digitally signed by  
YEDDULA BHARATHI  
Date: 2022.10.07  
15:54:27 +05'30'

Authorised Signatory

I hereby accept the above-mentioned terms and conditions.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**OFFER OF EMPLOYMENT**

**Date: 13 Sep 2022**

Ref App No. : **HA1A120**

**REKHA DURGA BHAVANI**

Dear REKHA DURGA BHAVANI

This is reference to your CV

We are pleased to offer you employment for a fixed period (contract) with our organisation **Shakya HR Solutions Pvt Ltd** as **SCIENTIST A** in **QC** Department. You are required to report on **19-09-2022** at the client premises **ANALYS LAB Pvt Ltd.**, Plot.no 71/1, 2, 6, Lankelapalem, Parawada, Visakhapatnam. Andhra Pradesh-531021. Your CTC 166,600.00/- Per Annum (Inclusive of other benefits).

At the time of joining you will be required to submit the below documents:

1. Resume
2. ID Proof
3. Address Proof
4. All Original Certificates (from SSC to Highest Qualification)
5. Offer letter & Relieving letter
6. 5 Passport Size Photos
7. E-AADHAR with DOB & PAN Card copies
8. Physical fitness Certificate
9. Rs.100/- Non-Judicial Stamp Paper on Your Name

Further details of the emoluments and other terms and conditions would be available in appointment letter, which will follow on your submission of the above documents as per company norms.

**For Shakya HR Solutions Pvt Ltd.**

**YEDDULA**  
**BHARATHI**

Digitally signed by  
YEDDULA BHARATHI  
Date: 2022.09.13  
15:39:06 +05'30'

Authorised Signatory

I hereby accept the above-mentioned terms and conditions.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**OFFER OF EMPLOYMENT**

**Date: 21 July 2022**

Ref App No. : **HA1A109**

**GURRALA PRASANNA LAXMI**

Dear GURRALA PRASANNA LAXMI

This is reference to your CV

We are pleased to offer you employment for a fixed period (contract) with our organisation **Shakya HR Solutions Pvt Ltd** as **SCIENTIST A** in **QC** Department. You are required to report on **27-07-2022** at the client premises **ANALYS LAB Pvt Ltd.**, Plot.no 71/1, 2, 6, Lankelapalem, Parawada, Visakhapatnam. Andhra Pradesh-531021. Your CTC 1,66,600.00/- Per Annum (Inclusive of other benefits).

At the time of joining you will be required to submit the below documents:

1. Resume
2. ID Proof
3. Address Proof
4. All Original Certificates (from SSC to Highest Qualification)
5. Offer letter & Relieving letter
6. 5 Passport Size Photos
7. E-AADHAR with DOB & PAN Card copies
8. Physical fitness Certificate
9. Rs.100/- Non-Judicial Stamp Paper on Your Name

Further details of the emoluments and other terms and conditions would be available in appointment letter, which will follow on your submission of the above documents as per company norms.

**For Shakya HR Solutions Pvt Ltd.**

**YEDDULA**  
**BHARATHI**  
Digitally signed by  
YEDDULA BHARATHI  
Date: 2022.07.21  
17:05:56 +05'30'

Authorised Signatory

I hereby accept the above-mentioned terms and conditions.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_



SHAKYA HR SOLUTIONS Pvt Ltd.,  
Flat No. 102, First Floor,  
Bhawari Residency, Nanda Nagar,  
Vikaspuri, Erragadda,  
HYDERABAD – 500018.

## OFFER OF EMPLOYMENT

Date: 21 July 2022

Ref App No. : HA1A108

**KONA KALYAN**

Dear KONA KALYAN

This is reference to your CV

We are pleased to offer you employment for a fixed period (contract) with our organisation **Shakya HR Solutions Pvt Ltd** as **SCIENTIST A** in **QC** Department. You are required to report on **27-07-2022** at the client premises **ANALYS LAB Pvt Ltd.**, Plot.no 71/1, 2, 6, Lankalapalem, Parawada, Visakhapatnam. Andhra Pradesh-531021. Your CTC 1,66,600.00/- Per Annum (Inclusive of other benefits).

At the time of joining you will be required to submit the below documents:

1. Resume
2. ID Proof
3. Address Proof
4. All Original Certificates (from SSC to Highest Qualification)
5. Offer letter & Relieving letter
6. 5 Passport Size Photos
7. E-AADHAR with DOB & PAN Card copies
8. Physical fitness Certificate
9. Rs.100/- Non-Judicial Stamp Paper on Your Name

Further details of the emoluments and other terms and conditions would be available in appointment letter, which will follow on your submission of the above documents as per company norms.

**For Shakya HR Solutions Pvt Ltd.**

**YEDDULA**  
**BHARATHI**  
Digitally signed by  
YEDDULA BHARATHI  
Date: 2022.07.21  
17:03:36 +05'30'

Authorised Signatory

I hereby accept the above-mentioned terms and conditions.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_





## OFFER OF EMPLOYMENT

Date: 22 Oct 2022

Ref App No. : HA1A128

**VENGALA SRUJANA**

Dear VENGALA SRUJANA

This is reference to your CV

We are pleased to offer you employment for a fixed period (contract) with our organisation **Shakya HR Solutions Pvt Ltd** as **SCIENTIST A** in **QC** Department. You are required to report on **25-10-2022** at the client premises **ANALYS LAB Pvt Ltd.**, Plot.no 71/1, 2, 6, Lankelapalem, Parawada, Visakhapatnam. Andhra Pradesh-531021. Your CTC 166,600.00/- Per Annum (Inclusive of other benefits).

At the time of joining you will be required to submit the below documents:

1. Resume
2. ID Proof
3. Address Proof
4. All Original Certificates (from SSC to Highest Qualification)
5. Offer letter & Relieving letter
6. 5 Passport Size Photos
7. E-AADHAR with DOB & PAN Card copies
8. Physical fitness Certificate
9. Rs.100/- Non-Judicial Stamp Paper on Your Name

Further details of the emoluments and other terms and conditions would be available in appointment letter, which will follow on your submission of the above documents as per company norms.

**For Shakya HR Solutions Pvt Ltd.**

**YEDDULA**  
**BHARATHI**

Digitally signed by  
YEDDULA BHARATHI  
Date: 2022.10.22  
16:02:57 +05'30'

Authorised Signatory

I hereby accept the above-mentioned terms and conditions.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**OFFER OF EMPLOYMENT**

**Date: 07 Sep 2022**

Ref App No. : **HA1A115**

**YELLAPU MADHU**

Dear YELLAPU MADHU

This is reference to your CV

We are pleased to offer you employment for a fixed period (contract) with our organisation **Shakya HR Solutions Pvt Ltd** as **SCIENTIST A** in **QC** Department. You are required to report on **12-09-2022** at the client premises **ANALYS LAB Pvt Ltd.**, Plot.no 71/1, 2, 6, Lankelapalem, Parawada, Visakhapatnam. Andhra Pradesh-531021. Your CTC 166,600.00/- Per Annum (Inclusive of other benefits).

At the time of joining you will be required to submit the below documents:

1. Resume
2. ID Proof
3. Address Proof
4. All Original Certificates (from SSC to Highest Qualification)
5. Offer letter & Relieving letter
6. 5 Passport Size Photos
7. E-AADHAR with DOB & PAN Card copies
8. Physical fitness Certificate
9. Rs.100/- Non-Judicial Stamp Paper on Your Name

Further details of the emoluments and other terms and conditions would be available in appointment letter, which will follow on your submission of the above documents as per company norms.

**For Shakya HR Solutions Pvt Ltd.**

**YEDDULA**  
**BHARATHI**

Digitally signed by  
YEDDULA BHARATHI  
Date: 2022.09.07  
16:43:57 +05'30'

Authorised Signatory

I hereby accept the above-mentioned terms and conditions.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Ref: HR/JUN/22/A3/60377755/60162129/1001255886

Date: 30 June, 2022

Mr. Gondela Sai kumar  
B.N.R NAGAR RAVINDRA NAGAR  
LOD DAIRY FORM  
Krishna Puram 530040  
Andhra Pradesh, India

Dear **Mr. Gondela**

This is with reference to your application and subsequent interview you had with us.

We are pleased to offer you employment as **DMIT in Senior Executive - A3 grade** in our business on the following terms and conditions:

**1. PLACE OF POSTING:**

Your initial posting will be at **Vijayawada, Andhra Pradesh.**

However, during employment with the Company, you may be posted at any other location in India or abroad, without any additional remuneration. Further your services may be transferred to any other Reliance Group Company.

This offer is subject to your joining us on or before 30 July, 2022.

**2. COMPENSATION:**

Your compensation on a Cost to Company (CTC) basis will be **Rs. 2,75,000/- (Rupees Two Lac(s) Seventy Five Thousand Only) per annum** and will be payable as under. Please refer to Annexure 1A for detailed breakup of your CTC.

**i. Fixed Pay: Rs. 2,75,000/- (Rupees Two Lac(s) Seventy Five Thousand Only) per annum.**

This includes Basic Pay and Choice Pay that consists of other allowances, benefits, perquisites etc. as per the compensation policy of the company.

**ii. Retirals: Rs. 25,680/- (Rupees Twenty Five Thousand Six Hundred Eighty Only) per annum.**

This includes:

- Provident Fund @ 12% of PF Wages (i.e. Basic Pay + Personnel Special Allowance, wherever paid) and may be capped at applicable Statutory Wage Limit or actual PF Wages depending on company policy.
- Gratuity @ 4.81% of Basic Pay and paid as per provisions of The Payment of Gratuity Act 1972.

**3. GENERAL:**

You may choose components of your CTC as per your requirement, being referred as Choice Pay. In the year of joining and leaving the Company, the CTC will be pro-rated based on the number of days you are in the employment of the Company.

The available CTC components along with limits have been detailed in Annexure 1B.

The components within each category of payment are discretionary and the Company has the right to change these components at any time without notice. Your compensation and all other payments received by you would be subject to the prevailing tax rules and regulations.

**Reliance Retail Limited**

CIN: U01100MH1999PLC120563 Phone: +91 22 35553800

Registered Office: 3rd Floor, Court House, Lokmanya Tilak Marg, Dhobi Talao, Mumbai-400 002, India.  
[www.relianceretail.com](http://www.relianceretail.com)

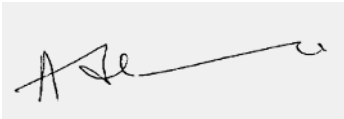
The Annexure 1A and the detailed "Terms & Conditions of Employment" in Annexure 2 together sets forth the terms and conditions under which the Company would employ you and become effective from the date you join the Company. Your acceptance of the offer of employment would be on the basis of these terms and conditions of employment.

You are requested to sign and return to the Company a copy of this letter containing Annexure 1A and "Terms & Conditions of Employment" in Annexure 2, as confirmation of your acceptance.

This offer and appointment letter shall automatically stand withdrawn in case we do not receive your acknowledgement and acceptance within ten days from issue of this letter.

We wish you a long and successful association with us.

Sincerely yours,  
For Reliance Retail Limited



**Ankur Shukla**  
**Head - Human Resources**

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**ACKNOWLEDGEMENT & ACCEPTANCE**

I have read and understood all terms and conditions relating to my appointment/ employment and declare that I hereby unconditionally and irrevocably accept the same.

I shall report for duty on \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

Annexure 1A		
Name: Gondela Sai kumar		
EARNINGS		
CTC Components		Proposed CTC (Rs.)
		Monthly      Annual
<b>A. Fixed Pay</b>		
1	Basic Pay	9,838      1,18,058
<b>Choice Pay</b>		
2	Conveyance	Refer to Annexure 1B
3	Fuel & Maintenance	Refer to Annexure 1B
4	Leave Travel Allowance	Refer to Annexure 1B
5	Medical Reimbursement	Refer to Annexure 1B
6	Bonus*	1,968      23,612
7	Residual Choice Pay	4,052      48,622
<b>Housing</b>		
8	House Rent Allowance	4,919      59,029
<b>Retirals</b>		
9	PF - Employer Contribution	1,667      20,002
10	Gratuity (4.81% of Basic)	473      5,679
<b>Total Fixed Pay [A]</b>		22,917      2,75,000
<b>Total CTC (A)</b>		22,917      2,75,000
<p><b>Note:</b> The above amounts are the maximum permissible limits. On joining, you may change the same to suit your needs.</p> <p>(*) In case of employees that are entitled to Bonus under the Payment of Bonus Act 1965.</p> <p>(**) For Insurance Premium debits, please refer Annexure 1B</p>		

Insurance (Pay Slip Debit As Per Grade)		Monthly	Annual
	GPA Insurance Premium		
	Group Term Life Insurance Premium		
	Medical Insurance Premium		

## **Annexure - 2**

### **TERMS AND CONDITIONS OF EMPLOYMENT**

#### **1. MEDICAL FITNESS & VERIFICATION OF PARTICULARS:**

Your appointment is subject to:

- a. Medical Fitness: You being declared medically fit by a Medical Officer or by a Doctor specified by the Company and remaining medically fit.
- b. Verification of Particulars: In case particulars mentioned in your application and the representations and warranties provided by you are found false or unsatisfactory, your services would be liable for termination at any time without any notice or any compensation in lieu thereof.

#### **2. PROBATION:**

You will be initially on probation for a period of Six Months, which may be extended or reduced at the sole discretion of the Management. During the period of probation, the appointment is terminable by giving 30 days' notice in writing by either side or payment of 30 days Basic salary in lieu thereof. On completion of initial probation period till such time that you are intimated in writing regarding your confirmation, you shall continue to be on probation. After confirmation, the employment can end through three months' notice or payment of Basic salary in lieu thereof by either side. You shall attend duties till you are relieved from services in writing. Waiving the Notice Period on resignation is at the sole discretion of the company.

#### **3. TRANSFER**

Your employment is transferable to any other place/ establishment/ department/ division/ unit/ branch/ subsidiary of the company. However, such transfer will not entail any increase in your salary and / or adversely affect your emoluments.

#### **4. REPRESENTATIONS AND WARRANTIES:**

The Company's agreement to continue to employ you and the compensation and benefits to be paid to you are in consideration of the terms, covenants, and conditions stated herein, and you represent and warrant to the company that:

- a. You are under no contractual or other restriction or obligation which is inconsistent with the conditions contained herein, the performance of your duties hereunder, or the other rights of the Company hereunder.
- b. You are under no physical or mental disability that would hinder the performance of your duties contained herein.
- c. You shall not raise any issue of the reasonableness of the terms, covenants, and/or conditions in any proceeding to enforce these terms, covenants and/or conditions.
- d. You have full right and authority to execute this contract and that you are not bound by any contract or arrangement, including any employment contract, bond or covenant not to compete, inconsistent herewith
- e. You hereby agree and undertake to indemnify the Company, its affiliates and the directors, officers and employees of each of the foregoing and to hold them harmless from and against any and all third party claims they face, which give rise to any liabilities, damages, claims, costs and expenses (including legal expenses), due to any act, omission, violation or breach of any of your representations, warranties, and covenants.

- f. The Company shall indemnify and defend you to the fullest extent permitted by the law of the State of Company's incorporation and the By-Laws of the Company with respect to any claims that may be brought against you arising out of any action taken or not taken in your capacity as an officer or director of the Company; provided, that, the Company shall not indemnify and defend you with respect to any claims brought against you relating to intentional or willful acts, or to other acts as to which indemnification is not allowable under applicable law.
- g. These terms, covenants, and/or conditions shall survive the termination of your employment with the Company; and conditions set forth herein are essential for the Company's protection; and the Company has relied on these representations, warranties, and agreements by you.

## 5. DUTIES AND RESPONSIBILITIES:

- a. **Exclusivity:** You agree to perform your duties, responsibilities and obligations efficiently and to the best of your ability. You agree that you will devote all of your working time, care and attention and best efforts to such duties, responsibilities and obligations throughout the term of employment. You also agree that you will not engage in any other employment or business activities. You agree that all of your activities as an employee of the Company shall be in conformity with all the policies, rules and regulations and directions of the Company.

You are required to engage yourself exclusively in the work assigned by the company and shall not take up any independent or individual assignments (whether the same as part time or full time, in an advisory capacity or otherwise) directly or indirectly without the express written consent of your Business Unit Head. You will avoid any such issue which may result in a conflict between your personal interest and the interest of the company in dealing with suppliers, customers and all other organizations or individuals doing or seeking to do business with the company.

You shall obey and comply with all the orders and directions given to you by your superior or any other person duly authorized in that behalf. You shall obey all the rules and regulations, either statutory or otherwise, which are in vogue and may be notified from time to time.

- b. **Non Solicitation:** You will not, during the course of your employment or at any time thereafter, without the prior written consent of the Company, directly or indirectly, solicit for employment, or employ or otherwise contract for the services of, any person who is employed or engaged (either as an employee or consultant) by any of its associated companies or directly or indirectly induce any such employee to leave his or her employment.

This covenant shall survive the termination of your employment with the Company; and prohibits you from directly or indirectly inducing an employee with whom you have worked with or been in association with during your employment with the company.

- c. **Other Interests:** You shall not seek membership of any local or public bodies without first obtaining written permission from the Management.
- d. **Controlling Interest:** You agree that, so long as you are employed by the Company, you will not own, directly or indirectly, any controlling or substantial share or other beneficial interest in any business enterprise which is engaged in, or in competition with, any business engaged in by the Company. Notwithstanding the foregoing, you may own, directly or indirectly, up to 5% of the outstanding securities of any business whose securities are traded on any national stock exchanges or in the over-the-counter market.
- e. **Work hours:** Your working hours at your place of posting shall be as per the rules and regulations of the company, specified from time to time. However, you may be required to work additional hours, as may be required from time to time, to carry out your duties and responsibilities effectively.

You may be required to work on any day of the year, including festival holidays, in the establishment. You



will be allowed a weekly off in accordance with law on any one of the days in the week, as per the schedule notified.

You shall be entitled to leave and other benefits as per the rules and regulations of the organization.

- f. **Non-disclosure:** You shall neither divulge nor give out information to any unauthorized person during the period of your service or even afterwards by word of mouth or otherwise, particulars or details of our manufacturing processes, technical know-how, security arrangements, administrative and/or organizational matters of a confidential/secret nature, which you may know by virtue of your being the employee of the Company.
- g. **Confidentiality:** You shall keep confidential all the information and material provided to you by the Company concerning their affairs, in order to enable the Company to perform the service. This also includes such information as is already known to the public which also you will not release, use or disclose except with the prior written permission of the Company. Your obligation to keep such information confidential shall remain even on termination of this employment.

You shall not at any time, either during your employment or thereafter, except with prior written consent from the company, use for yourself or divulge or disclose, either directly or indirectly, to any person, firm or body corporate, any know-how, drawings or any trade secrets or your user ID and password for various IT applications provided to you or any confidential information as to method or process in connection with any activity of the company or any financial matter of the company which you may acquire during the course of your employment, concerning the business, activity, affairs or property of the company or its subsidiary companies, nor will you keep in your possession or pass on to others without proper written consent of the Management, any documents belonging to the company. You will be solely responsible and accountable for any information loss/sharing or breach of confidentiality in any way which has occurred due to the missing of your credentials.

You are also expected to keep your salary package strictly confidential and not to share any information regarding the salary to anyone except your very close family members.

- h. **Proprietary Rights:** You will disclose to us forthwith any discovery, invention, process or improvement made or discovered by you while in our service, and such discovery, invention, process or improvement shall belong absolutely to and be the sole and absolute property of the Company. If and when required to do so by the Company, you shall at the Company's expense, take out or apply for Letter's Patent, Licenses or other rights, privileges or protection as may be directed by the Company in respect of any such discovery, invention, process or improvement so that the benefit thereof shall accrue to us and you will execute and do all instruments, acts, deeds and things, which may be required by us for assigning, transferring or otherwise vesting the same and all benefits arising in respect thereof in favor of the Company or in favor of such other person or persons, firms or companies, as the company may direct as the sole beneficiary thereof.

You will assign (and you hereby do assign) in perpetuity to the Company or its nominee all of your rights to all such new ideas (including all inventions), and to applications for patent or copyrights in all countries, if any, and execute such documents and take such lawful action as may be reasonably required to assign such new ideas to the Company or its nominee.

You will execute and deliver promptly to the Company (without charge to you but at the expense of the Company) such written instruments and cooperate and do such other acts as the Company in its sole discretion deems necessary or desirable to assign and transfer title in such new ideas to the Company and / or its nominee and to assist the Company in preserving the property right in such new ideas (including against forfeiture, abandonment, or loss) and to vest the entire right and title and interest therein exclusively in the Company and / or its nominee.

- i. **Safe-keeping of Company's property:** You will be responsible for the safe keeping and return in good condition and order of all the properties of the company, which may be in your use, custody, care or charge. For the loss of any property of the company in your possession, the company will have a right to assess on its own basis and recover the damages of all such materials from you and to take such other action as it



deems proper in the event of your failure to account for such material or property to its satisfaction.

- j. **Return of the Company's Property and records:** Upon termination of your employment, you shall forthwith hand over any letter of Authority or Power of Attorney issued to you or any property / material of the company in your possession at the time of cessation of your employment with the company. Also, you shall return to the Company, without condition, all documents, files, records, keys, and other property of the Company in your possession regardless of the media on which such items are stored, and you shall not retain any copies or duplicates thereof.
- k. **Authorizations for activities:** You will not enter into any commitments or dealings on behalf of the Company for which you have no express authority nor alter or be a party to any alteration of any principle or policy of the Company or exceed the authority or discretion vested in you without the previous sanction of the Company or those in authority over you.

You will avoid any issue which may result in a conflict between your personal interests and the interests of the Company in dealing with suppliers, customers and all other organizations or individuals doing or seeking to do business with the Company.

- l. **Non-disparagement:** You agree that you shall act with the highest standards of propriety and professionalism and shall not criticize, ridicule or make any statement which disparages or is derogatory of the Company, any of its Group companies or any other employee or business associate of the Company or the Group Company in any public or non-public communication with any customer or member of the investment community or media or in any communication.
- m. **Confidential nature of terms of employment:** You agree that, except as may be required by applicable law you shall not disclose the terms of employment to any person other than your close family members.
- n. **Model Release:** You hereby consent and authorize the Company and its successors, assigns, nominees, designees or those for whom they are acting, the right to copyright, and/or use, and/or publish photographic portraits or pictures of the employee, or in which the employee may be included in whole or in part, or composite, in conjunction with my own or any other picture, name or reproductions thereof in color or otherwise make through any media at its offices or elsewhere, for art, advertising, business or trade or any other lawful purpose whatsoever. With respect to the foregoing, no promises have been made to employee to secure his / her consent / authorization to this release. You hereby waive any right that you may have to inspect and approve the finished product or the advertising copy that may be used in connection therewith, or the use to which it may be applied. You hereby release, discharge, the Company and its nominees, designees, successors and assigns, or other form whom it is acting, from liability by virtue of any such portraits or pictures, or in any processing tending towards the completion of the finished product.
- o. **Enforceability:** You acknowledge and agree that any violation of any of your duties and responsibilities may result in irreparable damage to the Company, and, accordingly, the Company may obtain injunctive and other equitable relief for any breach or threatened breach of such duties and obligations, in addition to any other remedies available to the Company. You and the Company agree that the restrictions and remedies contained hereinabove are reasonable and that it is your intention and the intention of the Company that such restrictions and remedies shall be enforceable to the fullest extent permissible by law. If it shall be found by a court of competent jurisdiction that any such restriction or remedy is unenforceable but would be enforceable if some part thereof were deleted or the period or area of application reduced, then such restriction or remedy shall apply with such modification as shall be necessary to make it enforceable.
- p. It shall be your responsibility to initiate legal process and / or lodge complaints in respect of offenses committed against the Company or the Company property or the affairs of the Company, as may be necessary, by virtue of the responsibilities attached to the office or role occupied by you in the course of the employment with the company.

## 6. TERMINATION OF EMPLOYMENT:

- a. **Employment AT-WILL:** You and the Company acknowledge that the employment is and shall continue to be AT-WILL. This means, that you have the right to terminate your employment at any time and for any reason. Likewise, the Company may terminate your employment with or without cause at any time and for any reason. Accordingly, this letter is not to be construed or interpreted as containing any guarantee of continued employment. As such, the recitation of certain time periods in this letter is solely for the purpose of defining your compensation. It is also not to be construed or interpreted as containing any guarantee of any particular level or nature of compensation.
- b. **Performance:** Your appointment and subsequent continuation of employment with the Company is strictly based on your delivering consistently on the agreed performance parameters and business targets.
- c. **Superannuation:** You will automatically retire from the service of the company on attaining the age of 58 years.
- d. **Absenteeism:** If you absent yourself without leave or remain absent beyond the period of leave originally granted or subsequently extended, you shall be considered as having voluntarily terminated your employment without giving any notice unless you:
  - i. Return to work within 8 days from the commencement of such absence, and
  - ii. Give an explanation to the satisfaction of the Management regarding such absence
- e. **Medical Fitness:** The Management has the right to get you medically examined by any certified medical practitioner during the period of your service. In case you are found medically unfit to continue with the job, you may be terminated from employment.
- f. **Notice Period:** Notwithstanding anything contained herein, the Company, in its sole discretion, may terminate your employment without cause by giving three months' notice in writing or payment of pro rata three months' Basic Salary, in lieu thereof. Likewise, you may resign from employment without cause by giving three months' notice in writing or by payment of pro rata three months' Basic Salary, in lieu thereof. In the event of your resignation, the Company in its sole discretion will have an option to accept the same and relieve you prior to the completion of the stipulated notice period of 3 months, without any pay in lieu of the notice period.
- g. **Termination for Misconduct:** Your services are liable to be terminated without any notice or salary in lieu thereof for misconduct, without being exhaustive and without prejudice to the general meaning of the term "misconduct" in the case of reasonable suspicion of misconduct, disloyalty, and commission of an act involving moral turpitude, any action of indiscipline or inefficiency.
- h. **Suspension:** You may be placed under suspension, without salary, pending enquiry into the charges of misconduct or otherwise. The salary for the suspension period will be paid to you only when you are found not guilty of any of the charges for which you were suspended and not otherwise.
- i. **Harassment:** The Establishment considers harassment and discrimination of any nature to be an unacceptable form of Behavior, which is not tolerated under any circumstances. All people have the right to work in an environment that is free from harassment and discrimination. Disciplinary action will be taken against anyone found to be guilty of harassing or discriminating against a fellow employee that may result in termination of employment.
- j. **Non-compete:** In the event of your separation from the Company for any reason whatsoever, you will not take up any job or assignment either full time or otherwise, either directly or indirectly, for a period of three months from the date of separation in any industry or business involved in similar/competing business of the company or any of its Group Companies.
- k. **Recovery of Payments:** Payments / reimbursements made towards recovery of notice period by your previous employer and relocation expenses by us will be recovered in full in the event of your separation from the company before completion of one year of joining.

## 7. AUTHORIZATION FOR ANTECEDENT VERIFICATION :

You have hereby given no objection in the Company (Or its group Companies and associates) sharing your personal information and documents, including but not limited to Aadhaar number, other Government issues ID number such as Voter ID, PAN card, DL, name, gender, date of birth, addresses, mobile number, email, education record and employment record with any Reference / Antecedent Verification Organization that company has appointed time being or anytime later for the purpose of background checks and verifications, in order to avail services such as employment / training / management / payment / credit / insurance / house on rent / vehicle on rent, etc.

You have hereby authorized the Company or any agency/ agencies appointed by them from time to time to store your personal information on their platform, which will be accessible to the Company or its service provider for which this consent is being obtained. The Company or its service provider and their authorized users / partners / affiliates / contractors can access and update your digital record on such platform, including data, documents, certificates, verification reports, references, testimonials, etc. and can use related services provided via such agency. You have understood that agency will ensure security and confidentiality of the same.

You also agree that your digital record including references, testimonials and verification reports on such agency platform will only be available to any other users of the platform if/when you provide your explicit consent for the same. You have also understood that you have the option of deleting your digital record from such agency database.

Your No Objection will be coterminous with the arrangement between the Company and any agency / organization engaged by the Company for Reference / Antecedent Verification of your current and past employments.

## 8. GENERAL:

- a. **Training:** You may be selected and sponsored by the Company for familiarization/ training assignments with our technical collaborators or any other institutions/ organizations in India and/or abroad, based on stipulated terms and conditions. You will diligently and beneficially take part in the training and such assignments in accordance with company policies and directives. The cost of any such training shall be borne by the company and you may be required to sign a Service Bond for a minimum time for which you will serve the company. The company can recover the liquidated damages on the event of your voluntary resignation before the time as mutually agreed upon in the bond.
- b. **Rules Regulations and Policy on Ethics:** You will be covered by the service rules and regulations including conduct, discipline and administrative orders and any such other rules or orders of the company that may come in force from time to time. You must observe the policies that the Company publishes from time to time. These include a requirement that you maintain the highest standards of conduct and act with the highest ethical principles. You must not do anything that may be a conflict of interest with your responsibilities as an employee.
- c. **Media Interaction:** You will not interact with the media - electronic, print or otherwise in
  - i. India or overseas, during or outside work hours, either in your own personal capacity or on behalf of the company unless you have express and direct approval from the Management to interact with the media as the representative of the Company. Only persons duly authorized by the Management are allowed to interact with media on specified subjects. Disclosure of any information other than statutory disclosures or those specifically authorized by the Management is prohibited.
  - ii. Disclosure of information on proceedings of meetings (board / committee / internal) and disclosure of forward-looking statements is prohibited unless such disclosure is specifically approved by the Management. These will need to be combined with cautionary statements, wherever required.
  - iii. You shall also not disclose non-public information selectively to any particular group as it may lead to

unfair advantage / discrimination.

- iv. For any outside publication of books, articles or manuscripts which relate specifically to the Company's business, policies and processes, you should take the approval of the Management prior to its release.
- v. Any violation of the company's media policy, tantamount to a breach of the terms and conditions of employment and may result in termination of the contract.
- d. **Dispute Jurisdiction:** It is hereby expressly agreed and declared that this letter of employment shall be deemed to have been made at Mumbai and that any dispute or suit or action or proceedings whatsoever arising out of or under this letter of appointment or breach thereof or in respect of any matter or thing herein contained and any claim by either party against the other shall be instituted or adjudicated upon or decided by a court of competent jurisdiction at Mumbai.
- e. **Entire Agreement:** This contract and the document referred to herein contain the entire agreement and understanding of the parties with respect to the subject matter hereof and shall supersede any and all prior or contemporaneous communications, representations, or agreements between the parties, whether oral or written, regarding the subject matter of this contract.
- f. **Age:** Your age mentioned in the Matriculation / Higher Secondary Certificate / Passport will be deemed to be the conclusive proof of your date of birth.
- g. **Change of address:** You will intimate in writing to the Management any change of address within a week from change of the same, failing which any communication sent on your last recorded address shall be deemed to have been served on you.
- h. **Passport:** It is desirable that you have a valid passport at all times and ensure that the same is renewed from time to time.
- i. **Travel:** You shall make your own transport arrangements to and fro from the place of work.

In case of one / more clauses of this letter of employment becomes untenable, the same shall not render the letter of employment null and void in its entirety.

The various clauses of this letter are to be read, understood, and interpreted in its entirety, and none of the clauses are severable from the remaining.

I confirm that this contract is in accordance with our mutual understanding and unconditionally and irrevocably accept the above terms and conditions.

**Employee Name:**

**Signature:**

**Date:**



# GITAM

(DEEMED TO BE UNIVERSITY)

(Estd. u/s 3 of the UGC Act, 1956)



**Matta Pentayya**

**Lab Technician**

**Biochemistry**

**GIMSR**





# SREE SOFTWARE SOLUTIONS

DEVELOPMENT - TRAINING - CONSULTANCY

DFCL: OFL - 2369

Dt: 21st July 2022

Mr. Manepalli Sai Kumar

Kothakota

Kothakota

Visakhapatnam - 531114

Dear Mr. **Manepalli Sai Kumar**

## Sub: Offer of Employment

We are pleased to offer you the position of **Trainee** in **Production** department basing on your application and interview you had with us. Your place of work will initially be at M/s. Deccan Fine Chemical (I) Pvt Ltd, Kesavaram (V). Venkatanagaram (P), Payakaraopeta (M), Visakhapatnam (D), Andhra Pradesh - 531127.

1. This offer is valid till 25th July 2022 and you should report for joining on or before 25th July 2022.
2. You will report to the concerned HOD of the Department or any other officer authorized by the company, with regard to your day to day activities from time to time.
3. If there are any changes in the conditions of your service, the same will be notified to you.
4. You will be entitled to the CTC as discussed and agreed upon mutually.
5. You will be on Training for a period of 1 year from the date of your joining.
6. You are required to sign a confidentiality and non-disclosure agreement on your joining.
7. Your appointment order indicating terms and conditions of your employment will be issued to you at the time of your joining.
8. Upon receipt of the offer, you are required to undergo medical check-up at the company authorised diagnostic centres. You will be entitled for appointment upon you found to be medically fit.

Ph: +91-40-65581820  
Mobile: +91 92477 55671  
www.sreesoftsol.com  
E-mail: [srinivas@sreesoftsol.com](mailto:srinivas@sreesoftsol.com)

H.No. 1-1-1/8 to 12, 14 & 16,  
Flat No. 103, 1st Floor,  
Libra Madhe Halli Enclave,  
Beside BSNL Office,  
Golconda 'X' Roads, Hyderabad - 20



# SREE SOFTWARE SOLUTIONS

DEVELOPMENT - TRAINING - CONSULTANCY

**You are requested to send the scanned copies of the following documents within 2 days from the date of offer:**

- Copies of certificates in proof of your age, educational qualifications and experience etc. for our records. Original certificates need to be shown for verification only at the time of joining.
- Please find the joining forms as an attachment including PF Nomination Form, ESI Application form, Bank Details form & BGV Form. Complete all the forms and revert back.
- Send a copy of the Bank Account passbook for recording your Account Number for the purpose of remittance of your salary.
- Send copies of PAN Card, Aadhar Card, Ration Card, Study certificate & Transfer Certificate. Passport size photo in jpeg format.
- 5 Passport Size Color Photographs (To be submitted on the date of joining).
- If Experienced Send scanned copies of Relieving letter from your present employer and proof of last salary drawn, CTC structure letter issued by your present employer, last 3 months' pay slips and 3 months' bank statement duly certified by the bank officials. These documents are subject to scrutiny by us.

Please note that you are expected to keep the salary details strictly confidential and not to share the same with anyone.

We look forward to your acceptance of this offer and joining our organization.

We welcome you to Deccan Fine Chemicals (I) Pvt, Ltd.

**With best wishes,**

**For Sree Software Solutions**



**Authorized Signatory**

**Offer Acceptance:**

I received original offer letter dated 21st July 2022 for the position of **Trainee in Production Department**. And I hereby agree by the terms and conditions set out in the Offer Letter. I further confirm that I will be joining on or before 25th July 2022.

**(Signature of the Candidate)**



Ph: +91-40-65581820  
Mobile: +91 92477 55671  
www.sreesoftsol.com  
E-mail: [srinivas@sreesoftsol.com](mailto:srinivas@sreesoftsol.com)

H.No. 1-1-1/8 to 12, 14 & 16,  
Flat No. 103, 1st Floor,  
Libra Madhe Halli Enclave,  
Beside BSNL Office,  
Golconda 'X' Roads, Hyderabad - 20

**APPOINTMENT LETTER**

Date - 10-09-2022

To,

KOYYA SIRISHA

**Subject – Letter of Appointment**

Your Student Named KOYYA SIRISHA we are pleased to offer an appointment for the post of Phlebotomist in our organization VISHAKA ACCUMAX Visakhapatnam

This appointment will be effective from the date joining in our organization and here is

Formal appointment letter with condition will be issued after joining

**Joining:**

Student joining compensation package Includes a month salary of 10000 RS/-CTC

And date of joining will be effects from date 10-09-2022

Student Initial posting will be at VISHAKA ACCUMAX Organization Visakhapatnam

Date: - 10-09-2022

Place: VISAKHAPATNAM



Employer Signature with Stamp





Tests you can trust

4235E



**MR PRATAP REDDY**

Ref.No:TTL/APL/2022/3528

Date : 16-05-2022

To,  
Mr Bakka Kishore  
Mobile: 7093294594  
H.no.1-5/a, Colony  
Sompeta Mandalam,  
Benkili, Srikakulam,  
Andhra Pradesh  
532284

**Welcome Letter**

Dear Mr Bakka Kishore,

Congratulations and Welcome to the Thyrocare. Herewith enclosing the details of your employment:

Ecode	:	4462E
Department	:	RPL SOUTH
Reporting To	:	Mr Madhu Babu Kavuri
Designation	:	Executive
Working Location	:	VSPL
Date of Joining	:	10-05-2022
Email ID Allotted	:	<u>bakka.kishore@thyrocare.com</u>
Password	:	X7vxjo*

For intranet '[www.charbi.com](http://www.charbi.com)' usage, you are advised to use the following login:

**Username : 4462E**

**Password : GDdjm6AR**

**You must change the password as soon as you login.**

Your working location, Shift Timings and Department may change as per department need.

In case of any clarification, you may contact **Mr Madhu Babu Kavuri** on **9324962448**.

We wish you a successful career with us.

Thanking You,

Yours Truly,



Dr. Caesar Sengupta  
Vice-President

**Thyrocare Technologies Limited**



Ref. No: TTL/RPL/240K/IA/22/F888

Date: 05/05/2022

To,  
Mr. Kishor Bakka  
**Mobile: 7093294594**  
1-5/A, SC Street,  
Sompeta Mandal, Benkili Village,  
Srikakulam, AP-532284

## PROVISIONAL OFFER OF EMPLOYMENT

Dear Mr. Kishor,

This is to notify you that we have shortlisted your application and are pleased to make a provisional offer of employment as a **Executive – Lab** with an annual compensation as below :

**CTC :** (please refer Annexure II for bifurcation).

- **Fixed : Rs. 2,40,000**

- **Variable : 5% Of fixed CTC**

You have been posted at **Vizag** and have been scheduled to join work on **16<sup>th</sup> May, 2022**.

**Your offer is subject to your acceptance of below listed rules and regulations of the Company:**

- You are advised to transfer Rs. 5,000/- to Thyrocare Technologies Limited as refundable caution deposit. The caution deposit is refundable to you on successful completion of 6 months of your continued service in the organization along with retention allowance.
- You will be on probation for 6 months from the date of commencement of your service.
- Your performance will be evaluated periodically and your growth will purely depend on your ability to focus on given job.
- Please note that your job involves night shift too.
- You shall always maintain a high level of confidentiality relating to information acquired during the course of your duties in relation to the activities of the Company, its members or its affiliates.
- This association can be terminated mutually with 7 days notice during your probation period. Company may terminate your services immediately on disciplinary grounds.

You are required to send your offer acceptance note to [join@thyrocare.com](mailto:join@thyrocare.com) within next 24 hours. We accept and appreciate email communication. We welcome you to our company and wish you a successful career with us.

Thanking you,

Yours truly,  
**For Thyrocare Technologies Ltd.**



Authorized Signatory (HRD Department)

**Offer Acceptance:**

**Date:**

**Place:**

**Note:** Though this is an offer letter, company reserves the right to reject your candidature if you had submitted misleading facts or information.

Thyrocare Technologies Limited

📍 D-37/1, TTC MIDC, Turbhe, Navi Mumbai - 400 703, India ☎ 022- 3090 0000 / 4125 2525

✉ [enquiry@thyrocare.com](mailto:enquiry@thyrocare.com) 🌐 [www.thyrocare.com](http://www.thyrocare.com)

(CIN : L85110MH2000PLC123882)

## ANNEXURE - I

### About Thyrocare:

- Focused National Brand in conducting specialized Biochemistry laboratory tests.
- Annual turnover of the group : 500 crores
- Company has been growing 20% CAGR for the last 25 years.

### Reporting place for joining :

#### **Thyrocare Technologies Ltd**

Vizag-Shri Gayatri Tower, Dondaparthi, Railway New Colony,  
Vishakhapatnam, Andhra Pradesh – 530016

**Email ID:** join@thyrocare.com

**Website:** www.thyrocare.com

Reporting time on date of joining : **09:00 AM**

**Below are the details of company account for online transfer (NEFT/IMPS/RTGS) of Caution Deposit :**

**Account holder name** – Thyrocare Technologies Limited.

**Bank Name** – Axis Bank Limited.

**Branch** – Vashi.

**Account Number** – 072010200011981

**IFSC Code** – UTIB0000072

**On the date of joining you are requested to bring below mentioned documents.**

- Original & attested copies of the mark sheet & certificates (10<sup>th</sup> grade to highest qualification).
- 02 Copies of Aadhar Card & PAN Card is mandatory.
- Three recent Passport size photographs and Two stamp size photographs(White Background).
- If experienced, Relieving letter, experience letter & latest 3 months salary slips.
- Bank Account details (Bank Name / Bank Account No./ Branch Name / Branch Address / IFSC Code /Account Type) with canceled cheque to credit the salary, if available.
- Two Professional reference letter (Any of your Institute's Teacher / previous Employer)
- Copy of Certificate of Police Verification is Mandatory.
- Medical Fitness Certificate from Registered Medical Practitioner is mandatory on Joining date.

## ANNEXURE – II CTC Breakup

Fixed Salary Component (A)	Monthly (Rs.)	Annual (Rs.)
Basic	10500	126000
House Rent Allowance	525	6300
Leave Travel Allowance	0	0
Education Allowance	0	0
Supplementary Allowance	4502	54024
<b>Reimbursement Component (B)</b>		
Books & Periodicals	0	0
Fuel & Maintenance Reimbursement	0	0
Driver Salary	0	0
Telephone & Internet Reimbursement	0	0
Funding Professional Education	0	0
Gadgets for Personal & Professional Use	0	0
<b>GROSS (A+B)</b>	<b>15527</b>	<b>186324</b>
<b>Statutory Bonus (C)</b>	<b>2100</b>	<b>25200</b>
<b>Employer Contributions (D)</b>		
Employer PF	1800	21600
Employer ESI	573	6876
<b>Fixed Salary Total (A+B+C+D)</b>	<b>20000</b>	<b>240000</b>
<b>Annual Variable</b>	<b>5%</b>	<b>12000</b>
<b>Final CTC (Fixed +Variable)</b>		<b>252000</b>
<b>Statutory Contributions (E)</b>	<b>Monthly (Rs.)</b>	
Employee PF	1800	
Employee ESI	132	
Professional Tax	200	
<b>Statutory Deductions</b>	<b>2132</b>	
<b>Net Take Home ((A+B+C)-D)</b>	<b>15495</b>	

### Other Benefits:

- You will be covered under Company's group medical insurance policy of up to Rs.100000 (Rupees One Lakh only) the premium for which will be borne by the Company. You have the option to include spouse, parents and up to two children
- Variable pay will be paid at the end of the financial year based on your work performance and company's overall performance.

Pfizer Healthcare India Private Limited  
Plot No. 116 to 119, & Part of Plot No's 111 & 123,  
Jawaharlal Nehru Pharma City - SEZ  
Lemarathy Village, Parawada Mandal  
Visakhapatnam - 531 019, Andhra Pradesh, India  
Tel: +91 891 306444, Fax: +91 891 3066100



July 4, 2023

To,  
Lakshmi Prasanna Nati  
4-4-7/2, settibaliji vaari street, Pedawaltair  
Visakhapatnam, 530017

Dear Lakshmi Prasanna,

**Subject: Offer Letter**

With reference to your application and the subsequent interviews you had with us, we are pleased to offer you a position of **Associate - Microbiology** in **Grade 04A**, subject to the satisfactory completion of pre-employment medical check-up and successful passing and completion of your course, failing which your offer will be considered null and void. You will also be required to clear the background verifications as per our company policy. You will be based at **Vizag**.

In the event that your final date of joining is other than the aforesaid date, as may be agreed by the Company, your date of joining shall be construed as the date specified in the Appointment Letter. This Offer Letter is conditional upon your passing the medical examination conducted by an authorized doctor and your submitting all the required onboarding documents. This Offer Letter is not binding upon Pfizer until all the conditions stated herein have been fulfilled by you to the satisfaction of the Company.

Your total annual gross compensation will be **Rs.309,996/-** the details of which are enclosed. You will initially be on probation for a period of **6 months**. You will be governed by the terms & conditions of employment that will be issued to you on your joining and also the policies of the Company. Please note that your compensation package is confidential between you and the Organization and you are advised to discuss only with the Human Resources Department.

**On acceptance of the offer, please provide attested photocopies of the following documents:**

- a) Identity details – Passport, PAN Card, Driving License, UID AADHAAR (any one)
- b) Educational qualification certificates and mark sheets of all degrees

In addition, please bring **four passport size photographs** and **two stamp size photographs** of yourself.

We will be pleased to clarify any questions that you might have regarding the contents of this letter or about any aspect related to this offer.

Pfizer Healthcare India Private Limited  
Plot No. 116 to 119, & Part of Plot No's 111 & 123,  
Jawaharlal Nehru Pharma City - SEZ  
Lemarathy Village, Parawada Mandal  
Visakhapatnam - 531 019, Andhra Pradesh, India  
Tel: +91 891 306444, Fax: +91 891 3066100



This offer letter is issued in duplicate. You are requested to confirm your acceptance of our offer by signing and returning the duplicate copy to us immediately. You are required to join us at the earliest, in any case not later than **July 17, 2023**, failing which the offer herein will stand withdrawn at the sole discretion of the company.

Please procure PAN card (issued by Income Tax department) and submit the PAN number at the time of joining which is required for salary processing.

If you need any clarification, please feel free to contact Pulla Rao Yarramsetti, Manager - Talent Acquisition - Human Resources, Email ID: PullaRao.Yarramsetti@pfizer.com

We look forward to your joining the Pfizer Healthcare India Pvt. Ltd.

With Best wishes,  
Yours sincerely,

A handwritten signature in black ink that reads 'Tulika R.K. Joshi'.

Tulika Joshi  
Talent Acquisition Lead India

Name: Lakshmi Prasanna Nati  
Designation: Associate - Microbiology  
Grade: 04A  
Location: Vizag

#### **Salary Components**

Annual Basic: Rs. 139,500.00  
Annual Total Flexible Pay: Rs. 170,496.00  
**Annual Guaranteed Cash: Rs. 309,996**

**Total Flexible Pay:** You can re-distribute your Flexible Benefits Pay amount and leverage tax benefits under Income Tax rules.

#### **Other Benefits**

Hospitalization Mediclaim benefit as per company policy for self and family (with 10% co-payment)  
Personal Accident Insurance as per company policy – for self only  
Group Life Insurance as per company policy, in case of death whilst in service - for self only  
Leave : Eligible as per company leave policy  
Statutory Bonus – for eligible colleagues with basic less than or equal to 21000 INR under Payment of Bonus act, 1965

**Pfizer Healthcare India Private Limited**  
Plot No. 116 to 119, & Part of Plot No's 111 & 123,  
Jawaharlal Nehru Pharma City - SEZ  
Lemarathy Village, Parawada Mandal  
Visakhapatnam - 531 019, Andhra Pradesh, India  
Tel: +91 891 306444, Fax: +91 891 3066100



Pfizer and employee will contribute towards Provident Fund as per provisions of the Employees' Provident Fund Act, 1952. You will be entitled to Gratuity as per Payment of Gratuity Act, 1972 as applicable to your cadre/category that are in force at present and/or may be amended from time to time. Gratuity is also subject to taxes as applicable under relevant laws



LL/HR/Off/MRF 260(07)/Unit 03/May 2022/125

04th May 2022

**Mr. Vinay Tompala,  
S/o. Mr. Satyanarayana T,  
D.No: 4-112/4, N N Colony,  
Karlemma (VIII), Kotturu (MD),  
Srikakulam Dist.**

**Dear Mr. Vinay,**

Sub: Letter of Offer

This has reference to your application and the discussions we had with you. We are pleased to offer you the position of **'Trainee'** in **"Manufacturing Department"** at our **Drug Substance Unit 03** facility at Parawada, Visakhapatnam on the following terms and conditions:

1. Your gross remuneration will be **₹ 1,80,000/- (Rupees One Lakh Eighty Thousand Only)** per annum Cost to Company (inclusive of all annual and statutory benefits).
2. You will be under **training for a period of one year.**
3. A formal letter of appointment will be issued to you at the time of joining.
4. You will be governed by the Rules & Regulations of the company that are in force at present and the changes that take place from time to time.
5. You are required to sign a separate confidentiality agreement with the company, which will form part of the appointment letter.
6. You are required to undergo a pre-employment medical check-up, which is arranged by the company. This Offer of Appointment is subject to your Physical fitness.
7. You are requested to bring following documents in original at the time of reporting for duty.
  - a. Proof of date of birth /SSC/ HSC certificates stating date of birth
  - b. Original Certificates of your educational qualification and a photocopy of the same
  - c. Five passport size photographs
  - d. Two reference letters from acquaintances other than relatives
  - e. Photo copies of Passport or Driving license, Aadhar Card and PAN card
  - f. **Two Group Photograph of your family (Self, Parents, Spouse & Children) for coverage under ESI Policy and Aadhar Cards of dependent family members**
  - g. Two passport size photographs of dependents (parents, spouse & children) for Group Mediclaim Policy.

We request you to join the organization on or before **06th June 2022**. Kindly sign the duplicate copy of this offer as an acceptance and confirm the date by which you will be joining us.

We look forward to having you in our team.

Yours sincerely,  
For **Laurus Labs Limited**,

I accept to the above terms and conditions.



**Dr. C. Satyanarayana**  
Chief Executive Officer

Signature:  
Name:  
Date:



Name : P . MADHAVI

Age/Gender : 22 / F

Designation : Phlebotomy Technician

Blood Group : A+ve

Contact No : 9640980194

☎ 0891-2728555 , 9492845959

📍 Maharanipeta, Vizag-2

Door No 17-1-28 Sarejini Naidu Towers Opp KCH Tower



**TATA**

**TATA CONSULTANCY SERVICE**



**RENUKA  
PILLI**

Card No 937504

Associate No 2025060

Tata Consultancy Services Ltd.  
TCS House Rave line Street, Fort  
Mumbai 400001, India



REVATHI MALLUVALASA  
PRO4339



**PRO-VIGIL**

[www.pro-vigil.com](http://www.pro-vigil.com)

LL/HR/Off/MRF 310/Unit 02/Dec 2021/1370

09th December 2021

**Mr. Rakesh Karri,  
S/o. Mr. Srinivasarao K,  
D.No: 1-24, Malliveedu (Vill & PO),  
L Kota (MD), Vizianagaram Dist.**

**Dear Mr. Rakesh,**

Sub: Letter of Offer

This has reference to your application and the discussions we had with you. We are pleased to offer you the position of '**Trainee**' in "**Quality Control (Microbiology) Department**" at our **Unit 02** facility at Atchutapuram, Visakhapatnam on the following terms and conditions:

1. Your gross remuneration will be **Rs. 2,00,000/- (Two Lakhs Only)** per annum Cost to Company (inclusive of all annual and statutory benefits).
2. You will be under **training for a period of one year.**
3. A formal letter of appointment will be issued to you at the time of joining.
4. You will be governed by the Rules & Regulations of the company that are in force at present and the changes that take place from time to time.
5. You are required to sign a separate confidentiality agreement with the company, which will form part of the appointment letter.
6. You are required to undergo a pre-employment medical check-up, which is arranged by the company. This Offer of Appointment is subject to your Physical fitness.
7. You are requested to bring following documents in original at the time of reporting for duty.
  - a. Proof of date of birth /SSC/ HSC certificates stating date of birth
  - b. Original Certificates of your educational qualification and a photocopy of the same
  - c. Five passport size photographs
  - d. Two reference letters from acquaintances other than relatives
  - e. Photo copies of Passport or Driving license, Aadhar Card and PAN card
  - f. **Two Group Photograph of your family (Self, Parents, Spouse & Children) for coverage under ESI Policy and Aadhar Card of dependent family members**
  - g. Two passport size photographs of dependents (parents, spouse & children) for Group Medclaim Policy.

We request you to join the organization on or before **30th December 2021**. Kindly sign the duplicate copy of this offer as an acceptance and confirm the date by which you will be joining us.

We look forward to having you in our team.

Yours sincerely,  
For **Laurus Labs Limited**,

  
**Dr. C. Satyanarayana**  
Chief Executive Officer

I accept to the above terms and conditions.

Signature:  
Name:  
Date:



**PROCEEDINGS OF THE DISTRICT MEDICAL AND HEALTH OFFICER: VISAKHAPATNAM – 13**

Present: Dr K. Vijayalakshmi, MBBS.,  
District Medical and Health Officer

Proc.Rc.No.111/E2/2021

Dated: 29- 01-2022

- Sub:- ESTT – Dr YSR Urban Clinics- UPHC (NHM) – Filling up of posts of **Data Entry Operator** on outsourcing (APCOS) basis in Visakhapatnam district — Selection of candidates – orders Issued
- Ref:- 1)G.O. Rt No. 367 HM&FW (D1) Department Dt. 12.07.2021.  
2)Rc.No.111/SPMU-NHM/2020 dt.21-07-2021 of the Commissioner of Family Welfare & Mission Director, NHM, AP, Vijayawada.  
3) Note orders of the District Collector, Visakhapatnam Dated 04.08.2021  
4) G.O.Rt.No.301 HMN&FW(B1) Dept Dated 20-06-2020  
5) Note orders approved by the District Collector, Visakhapatnam  
6). Counseling conducted on 30.12.2021.

\*\*\*\*

**ORDER:-**

In pursuance of the orders issued in the reference cited above; and as per the selection list approved by the Chairman, District Selection Committee appointment of **Data Entry Operator** on outsourcing (APCOS) basis in Visakhapatnam district under NHM for a period of one year which is purely temporarily subject to the following conditions.

The candidate is posted in the place noted against his/her name as shown below:

Name of the Candidate	Roster point	Merit No./Caste	Place of posting	Remuneration per month
P. MAHALAXMI	10/BC-B(W)	97/BC-B	SRIHARIPURAM	Rs.15,000/- pm

The above candidate is informed that his/her appointment on outsourcing (APCOS) basis and he/she is liable for termination at any time without assigning any reasons thereof. The candidate will be paid remuneration/ honorarium of **Rs.15,000/-** (Rupees fifteen thousand only) per month, and the remuneration will be paid from NHM funds . The individual is hereby instructed to report before the Chief Medical Officer of Health in GVMC, Visakhapatnam.

**The individual is also informed that, if any certificate is found to be faulty in future it is liable for termination of services and initiation of criminal proceedings against the individual.**

The candidate is directed to join duty at their respective place of posting within 10 days. If they fail to join within the stipulated time, their appointment will stand cancelled.

The Chief Medical Officer of Health in GVMC, Visakhapatnam is instructed to issue movement orders and Medical Officers concerned is requested admit and send a compliance report to this office for record.

Sd/- Dr K. Vijayalakshmi  
District Medical & Health Officer  
Visakhapatnam

//Attested//

  
Administrative Officer

To

The individual concerned

Copy to the DPMO/AO/DPO. NHM section of the office to pay the honorarium from NHM funds.

Copy to Medical Officer concerned.

Copy to the Divisional Programme Officer concerned.

Copy to the Chief Medical Officer of Health , GVMC, Visakhapatnam

Copy submitted to the Commissioner GVMC, Visakhapatnam

Copy to Employment Officer, Visakhapatnam for necessary action.

Copy submitted to the District Collector, Visakhapatnam for favour of information.

Copy submitted to the Director of Public Health and Family Welfare, Andhra Pradesh, Vijayawada for favour of information.

Copy submitted to the Commissioner of Health and Family Welfare, Andhra Pradesh, Vijayawada for favour of information.

**Date: 16/06/2023**

To,  
Mr. Bora Ajay Kumar  
48-21-1, vinayaka nagar,  
Ramataalkies road Visakhapatnam, 530013

**OFFER OF EMPLOYMENT**

Dear Mr. Ajay,

This is to notify you that we have shortlisted your application and are pleased to make a provisional offer of employment as a **Executive - Laboratory** with an annual compensation as below:

**CTC:** (please refer Annexure-II for bifurcation).

**- Fixed: Rs. 320,000/-**

**- Variable: 5% of Fixed CTC**

You have been posted at **Hyderabad** and have been scheduled to join work on **26<sup>th</sup> June, 2023**.

**Your offer is valid, subject to your acceptance of below listed rules and regulations of the Company:**

- You will be on probation for 3 months from the date of commencement of your service.
  - Your performance will be evaluated periodically and your growth will purely depend on your ability to focus on given job.
  - You shall always maintain a high level of confidentiality relating to information acquired during the course of your duties in relation to the activities of the Company, its members or its affiliates.
  - This association can be terminated mutually with 7 days notice during your probation period. Company may terminate your services immediately on disciplinary grounds.
  - Upon completion of your probation, should you wish to leave the employment, or the company decides to terminate your services, 30 days' notice or gross salary in lieu thereof shall be given by either side.
- However, in the event your services are terminated for fraud, theft, or for any other form of misconduct, notice pay will not be payable.

You are required to send your offer acceptance note to [join@thyrocare.com](mailto:join@thyrocare.com) within next 24 hours. We accept and appreciate email communication. We welcome you to our company and wish you a successful career with us.

Thanking you,

Yours truly,

**For Thyrocare Technologies Ltd.**



**Date:**  
**Place**

**Offer Acceptance:**

Authorized Signatory (HRD Department)

**Thyrocare Technologies Limited**

D-37/1 TTC MIDC , Turbhe Navi Mumbai -400703, India

## Annexure-I

### Company's Core Business:

- Corporate Diagnostic Healthcare Laboratory conducting specialized blood tests.
- Annual turnover of the group: 550 Crores.
- Company has been growing 20% CAGR for the last 25 years.

### Reporting place for joining:

#### **Thyrocare technologies limited**

Thyocare, H. No. 1-9-645, Vidya Nagar,  
Adikmet Road, Near SBH, Hyderabad – 500044

**Email ID:** join@thyrocare.com

**Website:** www.thyrocare.com

Reporting time on date of joining: **09:00 AM**

### **On the date of joining you are requested to bring below mentioned documents.**

- Original & attested copies of the mark sheet & certificates (10<sup>th</sup> grade to highest qualification).
- 02 Copies of Aadhar Card & PAN Card is mandatory.
- Three recent Passport size photographs and Two stamp size photographs (White Background).
- If experienced, Relieving letter, experience letter & latest 3 months' salary slips.
- Bank Account details (Bank Name / Bank Account No./ Branch Name / Branch Address / IFSC Code /Account Type) with canceled cheque to credit the salary, if available.
- Two Professional reference letter (Any of your Institute's Teacher / previous Employer)
- Copy of Certificate of Police Verification is Mandatory.
- Medical Fitness Certificate from Registered Medical Practitioner is mandatory on Joining date.

**Note:** Though this is an offer letter, company reserves the right to reject your candidature if you had submitted misleading facts or information.



**Thyrocare Technologies Limited**

D-37/1 TTC MIDC , Turbhe Navi Mumbai -400703, India



### Annexure-II

Fixed Salary Component (A)	Monthly (Rs.)	Annual (Rs.)
Basic	10,670	128,040
House Rent Allowance	5,335	64,020
Leave Travel Allowance	-	-
Education Allowance	200	2,400
Supplementary Allowance	6,528	78,336
<b>Reimbursement Component (B)</b>		
Books & Periodicals	-	-
Fuel & Maintenance Reimbursement	-	-
Driver Salary	-	-
Telephone & Internet Reimbursement	-	-
Funding Professional Education	-	-
Gadgets for Personal & Professional Use	-	-
<b>GROSS (A+B)</b>	<b>22,733</b>	<b>272,796</b>
<b>Statutory Bonus (C)</b>	<b>2,134</b>	<b>25,608</b>
<b>Employer Contributions (D)</b>		
Employer PF	1,800	21,600
<b>Fixed Salary Total (A+B+C+D)</b>	<b>26,667</b>	<b>320,004</b>
<b>Annual Variable</b>	<b>5%</b>	<b>16,000</b>
<b>Final CTC (Fixed +Variable)</b>		<b>336,004</b>
<b>Statutory Contributions (E)</b>		
Employee PF	1,800	
Professional Tax	200	
<b>Statutory Deductions</b>	<b>2,000</b>	
<b>Net Take Home ((A+B+C)-D)</b>	<b>22,867</b>	

### Other Benefits:

You will be covered under Company's group medical insurance policy the premium for which will be borne by the Company. You have the option to include spouse, parents and up to two child



**Thyrocare Technologies Limited**

D-37/1 TTC MIDC , Turbhe Navi Mumbai -400703, India

To,  
Mr. Pathivada Bhanuprasad  
S/o Appalanaidu  
HNO :2-55,  
City/Village : Medivada,  
Mandal : Ravikantham,  
District : Visakhapatnam-531025.  
State : Andhra Pradesh.

Date:09.10.2021,

Sub : Letter for Training

**We extend to you our warmest welcome to our family of Divi's Laboratories Limited.**

With reference to your application and discussions had with you , we are pleased to offer you a one-year training in Production Department, at Unit-2, situated at Chippada Village, Bhemmuniapatnam Mandal, Visakhapatnam District on the following terms and conditions.

1. You will be on training for a period of one year from the date of reporting as a trainee and you will be paid a stipend of Rs.15000/- per month during your training period.
2. You will be required to undergo pre-training medical check-up as this offer is subject to your medical fitness and you will be required to undergo periodical medical check-ups during your training period . Your training will be terminated , if you are not found medically fit.
3. Training is given at any one of the departments, branches & manufacturing units of the organization, depending on the requirement at the sole discretion of management. If required, you may be asked to undergo training in shifts as well.
4. You shall be liable to be transferred/posted to any location,department & unit of the organization, depending on the requirement for training. Upon such transfer, you will automatically be governed by the service conditions, rules,regulations and other terms as applicable at such new place.
5. If you intend to discontinue your training during the training period, you have to give three months prior notice in writing or return three months stipend in lieu thereof, which may be modified from time to time and the same will be notified.
6. After completing your training, the organization, at its sole discretion, may or may not offer employment and no trainee shall have the right to demand absorption in employment of the organization.
7. You are entitled to seven casual and five sick leaves during your training period . You will also be covered under ESI act,1948.
8. This offer of training is based on the information furnished in your application . If, at any given time, it comes to the knowledge of the management that any of this information is incorrect or any relevant information has been suppressed, then your training based on this letter of training, is liable to be terminated, without any notice or any stipend in lieu thereof.
9. You are required at all times to maintain the highest order of discipline and secrecy as regards the training of the organization. Any of technical / personal information, which might come into your possession during continuance of your training in the organization,shall not be disclosed,divulged or made public by you even thereafter.

10. You shall adhere to Organization's policies, procedures, rules and regulations, discipline and general work practices, which are subject to change from time to time.
11. You shall forthwith intimate any change in your residential address as and when any change takes place.
12. Your training is liable for termination at any time without notice or enquiry, if you are found indulging in any misconduct.
13. Your progress in training is reviewed from time to time and if found unsatisfactory, your training will be terminated without notice.
14. You are required to submit the following at the time of joining
- For verification purpose, we need your original certificates of S.S.C, Inter, & B.Sc. and photo copies of the same.
  - Four passport size color photographs.
  - Four copies of post card size black & white group photo of yours along with your dependent parents, and your spouse & children if married.
  - Photo copies of Aadhaar & PAN cards of yours along with your father, mother, spouse and children, if Married.
  - Photo copy of SBI savings bank account passbook.
  - Your name, date of birth, father name should be the same in Aadhaar card as in your SSC mark list
  - Get tested RT PCR test for covid-19 and submit the report at the time of joining for duty.
  - If available in your area, you may get vaccination at least 1st dose for covid -19.

In case the terms and conditions of training stated above are acceptable to you, please sign this letter in token of you having understood and having accepted the same and shall submit before you join for training.

You shall join training in our organization on or before 27.10.2021. If you do not join the training before the stipulated date, this offer of training shall be deemed cancelled.

**We take this opportunity to welcome you to the organization and wish you good luck.**

Yours sincerely,

For DIVI 'S LABORATORIES LTD

K.SUBBA RAO

GENERAL MANAGER (P&A)

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**ACCEPTANCE**

I understand the contents of offer of training and I hereby accept the terms and conditions mentioned there in.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Road Map : Vizag to Tagarapuvalasa - Bus available. Tagarapuvalasa to Chippada - Autos available.

 :08922 248917/927

\* B.Sc. Group: MB.BC.C

Batch year: 2020

B.Sc. ID.NO: E17206023

\* HIGHER STUDIES \*

M.Sc. Group: Human Genetics

M.Sc. CEG/UNIV: Andhra University

M.Sc IDNO: 720211017001

Company:- Pulsus Health Tech

DESIGNATION: Assistant Managing Editor (AME)





**COLLEGE OF SCIENCE & TECHNOLOGY**  
**ANDHRA UNIVERSITY**  
**VISAKHAPATNAM-530 003**

**Ph Nos**  
**0891-2844000**  
**2844001**

**STUDENT IDENTITY CARD**

**Regd.NO : 720211017001**

**Name : BANDI ROHITHA**

**Course : M.Sc.**

**Department : Human Genetics**

**Batch : 2020-2022**



✓  
*[Signature]*

**Principal**



# PULSUS

WWW.PULSUS.COM



**Employee ID : U5T1541**

**Emp Name : B.ROHITHA**

**Unit Name : OMICS International Pvt Ltd**


**Blood Group : A+VE**

**Date of Issue : 23-11-2022**

**Valid Upto : 24-01-2024**

**Contact No : 0891-3356300**

**Signature of Authorised  
Officer**

  
**Signature of Authorised  
Person of the Unit**

**OMICS INTERNATIONAL PVT. LTD**

(SEZ Unit V & VI), Aforesaid Building, M/s Wipro Limited. (IT/ITES SEZ),  
Sy No.39 P, Resapuvanipalem Village, Old T.B. Hospital Premises,  
Rama Talkies Road, Visakhapatnam-530013, AP, India

NAME	M.SAI RUCHITHA
BSC STREAM	MBBCC
BSC YEAR	2018-2021
BSC ID	E18206021
MSC STREAM	MICROBIOLOGY
MSC COLLEGE	AQJ
MSC ID	722227829011
PLACE IN JOB	KOMMADI
COMPANY NAME	SRI VIJAYA MULTI SPECIALITY CLINIC & DIAGNOSTICS
SALARY PACKAGE	RS.17000





**SRI VIJAYA MULTI SPECIALITY  
CLINICS & DIAGNOSTICS**



**Miss. M.SAI RUCHITHA**  
**LAB INCHARGE**  
**&**  
**MICROBIOLOGIST**





# A.Q.J. DEGREE & P.G. COLLEGE

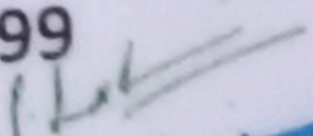
Maqbool Hussain Educational Welfare Society  
Affiliated to Andhra University

**STUDENT ID**



**M. SAI RUCHITHA**

Group : M.Sc (Microbiology)  
Academic Year : 2022-2024  
Mobile : 9392997699  
Blood Group : B +ve

  
Principal

Gudilova, Anandapuram, Visakhapatnam-531 173



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D1 IT Park Hill No. 2  
Rushikonda, Madhurawada,  
Visakhapatnam 530003 AP India.  
Tel: +91-891-6814100

[www.mouritech.com](http://www.mouritech.com)

**Date : 08 Jul 2023**

**EMPLOYMENT OFFER LETTER**

**Dear Likitha DUNGI**

On behalf of MOURI Tech Pvt Ltd., we thank you for your interest in pursuing a career with us. **Congratulations!** We are pleased to make an offer to you for the position of **Process Executive - BPO - Operations - BPO** at the **Visakhapatnam Branch** in **Andhra Pradesh**.

Your fixed salary (Cost to Company – **CTC**) including all benefits will be of **INR 1,45,000.00 per annum** with an expected start date of **08 Jul, 2023**. For the detailed structure of your salary, kindly refer to Annexure A.

You are entitled to **Grade M1** level. Any amounts paid will be subjected to statutory and other deductions as per organization policies and practices.

This offer is based on your profile and performance in the selection process and is subject to your acceptance of the employment agreement terms below. Please carefully read the specific terms and conditions of this offer as they contain important details. In addition to these terms and conditions, there are other Company policies and procedures that you agree to observe and follow during your employment with MOURI Tech.

If you wish to accept this employment offer, please sign all the pages, and return the duplicate of this letter as a token of your acceptance. This offer is valid for seven (7) days from the date of the issue, beyond which this offer will expire.

We welcome you to the MOURI Tech FAMILY. We look forward to a lasting and mutually beneficial relationship. If you have any questions regarding this offer, please do not hesitate to contact us at [hr.in@mouritech.com](mailto:hr.in@mouritech.com).

Sincerely,

Swarna ANNAPUREDDY

Sr Director - HR

MOURI Tech Pvt Ltd.

**ACCEPTANCE OF OFFER**

I accept employment with MOURI Tech Pvt. Ltd. under the terms set forth in this letter.

Associate Name: Likitha

Signature:.....

Date:.....



## **General Terms & Conditions of Employment**

The terms and conditions listed below are not exhaustive and are meant to provide general guidance on the Company policies. On the day of joining, complete terms and conditions will be reviewed with you along with Non-Compete and Non-Disclosure agreements.

### **Commencement of Employment**

Your appointment would be effective from the agreed-upon "start date" and will be initially based on the work location selected for employment. Your services are transferable, and you may be assigned to any office of MOURI Tech in India or abroad any time based on business needs. You may also be deputized to work on projects for any affiliates, subsidiaries, or other companies with which MOURI Tech has such arrangements.

### **Probation Period**

Your performance will be reviewed upon completion of six (6) months of employment from the date of joining. Your services shall be confirmed subject to satisfactory performance on the review.

### **Notice Period**

- The employment is terminable by you by giving ninety (90) days' written notice to the Company.
- Company can also terminate the employment without any notice, if there is any breach of policies and guidelines, misconduct, performance issues, charged with any criminal offense, involved in any legal capability, false or misrepresentation of facts and failure of background checks.
- Company reserves the right to pay or recover salary and extend the relieving date in lieu of notice period subject to completion of the knowledge transfer. The responsibility of ensuring the completion of the knowledge transfer within the defined notice period lies with you.

### **Required Documents**

At the time of your joining, photocopy of the following documents should be submitted. Also, please carry the original documents for verification purpose.

- Educational certificates beginning with the 10<sup>th</sup> grade
- Relieving/Experience certificates from your previous employer(s) indicating period of employment
- Release Letter from your current employer indicating the date of release
- Permanent Account Number (PAN) card
- Permanent Address proof (Voter ID/Aadhar Card/Ration Card)
- 4 photographs (passport size)

Associate Name: Likitha

Signature:.....

Date:.....

**Date : 08 Jul 2023**
**Annexure A**
**Associate Name: Likitha DUNGI**
**Designation: Process Executive - BPO**
**Location : Visakhapatnam Branch**

EARNINGS	MONTHLY	YEARLY
Basic	3,625.00	43,500.00
HRA	1,450.00	17,400.00
Special Allowance	4,373.33	52,480.00
Education Allowance	200.00	2,400.00
Travel Allowance	2,000.00	24,000.00
SUB TOTAL (A)	11,648.33	1,39,780.00
PF - Employer	435.00	5,220.00
TOTAL	12,083.33	1,45,000.00
DEDUCTIONS	MONTHLY	YEARLY
PF Employee	435.00	5,220.00
TOTAL DEDUCTIONS (B)	435.00	5,220.00
TOTAL (A-B)	11,213.33	1,34,560.00

**\*Values mentioned above are in INR.**

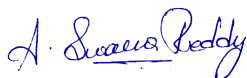
**\*Income taxes applicable for all amounts**

**CONGRATULATIONS!!!**

You made an important decision to join us, a choice that will create opportunities for you to do, learn and achieve more. As MOURI Tech Associate, you will be part of a global team that is committed to excellence.

Wish you great success in your journey with MOURI Tech family.

Sincerely,



Swarna ANNAPUREDDY

Sr Director - HR

MOURI Tech Pvt Ltd

Associate Name: Likitha

Signature:.....

Date:.....

Date: 05th oct 2023

Ms. LAGUDU KUSHI

Sub: Offer Letter Welcome to our company.

We are pleased to hire you in IT Department for "IT ASSOCIATE" post. You will be based at our Vizag Cift office. Your joining date is 10<sup>th</sup> Oct 2023

• You will be paid an annual salary of Rs. 1,56,000/- (One Lakh and fifty thousand only) i.e.Rs.13,000/- per month. .

- Kindly acknowledge the receipt of the offer as an acceptance.
- You will be on 3 week training.
- You will be receiving a detailed letter of appointment within 15 days of your joining the services of the company. You will be required to abide with the terms and conditions put forth in the said employment contract.

We welcome you to Puakai Agri Aqua Team and hope it would be the beginning of a long and mutually beneficial association.



## **OFFER OF EMPLOYMENT**

**Date: 22 Jun 2022**

Ref App No. : **HA1A104**

**CHALLA TULASI**

Dear CHALLA TULASI

This is reference to your CV

We are pleased to offer you employment for a fixed period (contract) with our organisation **Shakya HR Solutions Pvt Ltd** as **SCIENTIST A1** in **QC** Department. You are required to report on **27-06-2022** at the client premises **ANALYS LAB Pvt Ltd.**, Plot.no 71/1, 2, 6, Lankelapalem, Parawada, Visakhapatnam. Andhra Pradesh-531021. Your CTC 2,06,356.00/- Per Annum (Inclusive of other benefits).

At the time of joining you will be required to submit the below documents:

1. Resume
2. ID Proof
3. Address Proof
4. All Original Certificates (from SSC to Highest Qualification)
5. Offer letter & Relieving letter
6. 5 Passport Size Photos
7. E-AADHAR with DOB & PAN Card copies
8. Physical fitness Certificate
9. Rs.100/- Non-Judicial Stamp Paper on Your Name

Further details of the emoluments and other terms and conditions would be available in appointment letter, which will follow on your submission of the above documents as per company norms.

**For Shakya HR Solutions Pvt Ltd.**

**YEDDULA** Digitally signed by  
**BHARATHI** YEDDULA BHARATHI  
Date: 2022.06.22  
13:24:41 +05'30'

Authorised Signatory

I hereby accept the above-mentioned terms and conditions.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# PATRA™



**N Prem Kumar**

**Emp.Id : 16003**

**Blood Group : O+Ve**

**D.No. 37-5-88/1 Varun Point,  
Manchukonda Gardens, NH - 5,  
Murali Nagar, Visakhapatnam - 530 007**

**Issuing Authority**

**Ph.No. 0891 - 2550325    [www.patracorp.com](http://www.patracorp.com)**



**Biocon Biologics Limited**  
(Formerly known as Biocon Biologics India Limited)  
**CIN : U24119KA2016FLC093936**  
Biocon House, Tower -3, Semicon Park  
Electronic City, Phase - II, Hosur Road  
Bengaluru - 560 100, India  
**T : 91 80 6775 6775, F : 91 80 6775 1030**  
**E : ContactUs.BBL@biocon.com**  
**www.biocon.com**

**Ref. : HRD/BBL/2022-23/10107408**  
**Date : 09-Jan-23**

Ms. KORADA HEMA LATHA,  
,2-15/1,  
Vemulavalasa, Visakhapatnam,  
Visakhapatnam - 533052,  
Andhra Pradesh,  
India.

Dear Ms. KORADA HEMA LATHA,

**Subject: Letter of Appointment**

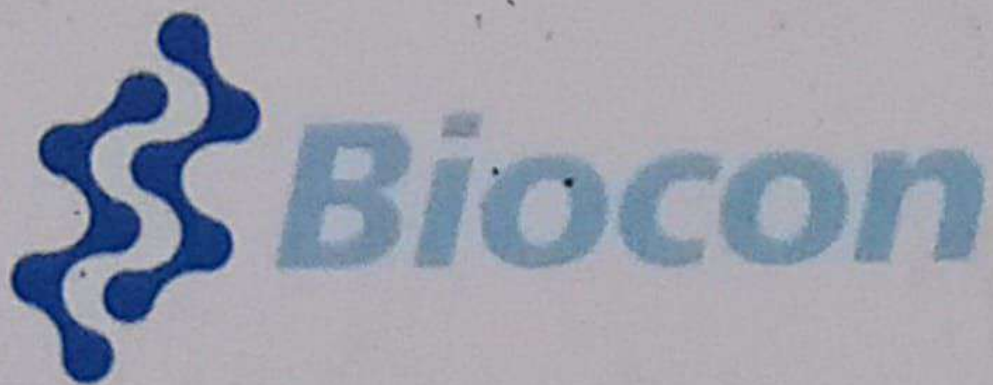
With reference to the interview you had with us, we are pleased to offer you the following position in BIOCON BIOLOGICS LIMITED [the 'Company'], on the following terms & conditions:

Date of Appointment	:	Your appointment will be effective from 09-Jan-23
Level	:	3
Designation	:	EXECUTIVE
Department	:	QC INSULIN
Reporting	:	You shall report to MANAGER, QC BIOSIMILARS or such other person(s) as may be designated by the Company from time to time.

Your appointment shall be governed by the following terms:

1. You will be on probation for a period of 06 Months commencing from the Date of Appointment, as above mentioned. On completion of the said probation period and at the sole and absolute discretion of the Company, your employment with the Company may be confirmed by the Company by issuing a confirmation letter, provided your conduct and work has been to the satisfaction of the Company. The said confirmation shall also be subject to availability of suitable opening and such other factors as may be considered relevant by the Company from time to time.
2. Your emolument and leave benefits shall be as per enclosed Annexure. Further, your entitlement to Provident Fund and Gratuity shall be in accordance with the prevailing Company policies and the applicable laws.
3. You will be entitled for E.S.I. benefits if you are eligible as per the applicable laws.
4. The official working hours of the Company are from 0815 Hrs. to 1615 Hrs. with a lunch break of half-an-hour, on a six day week basis. You will be required to adhere to these timings. The office timings may undergo change at the Company's sole discretion.





**HEMA LATHA**

**Biocon Biologics Limited**

To,  
**Mr. Karukola Malleswara Rao**  
**S/o Narayana Murthy**  
**HNO :50-14-6/16, Lane-2,**  
**Post : Seethammapeta,**  
**Mandal : Visakhapatnam,**  
**District : VISAKHAPATNAM-530016.**

**Sub : Letter for Training**

**We extend to you our warmest welcome to our family of Divi's Laboratories Limited.**

With reference to your application and discussions had with you ,we are pleased to offer you a one-year training in QC (Microbiology) Department, at Unit-2, situated at Chippada Village, Bhemmuniapatnam Mandal, Visakhapatnam District on the following terms and conditions.

1. You will be on training for a period of one year from the date of reporting as a trainee and you will be paid a stipend of Rs.15000/- per month during your training period.
2. After submit / verification of your M.Sc. provisional certificate you will be paid a stipend of Rs.16000/- per month from the 1st of the following month.
3. You will be required to undergo pre-training medical check-up as this offer is subject to your medical fitness and you will be required to undergo periodical medical check-ups during your training period. Your training will be terminated , if you are not found medically fit.
4. Training is given at any one of the departments, branches & manufacturing units of the organization, depending on the requirement at the sole discretion of management. If required, you may be asked to undergo training in shifts as well.
5. You shall be liable to be transferred/posted to any location, department & unit of the organization,depending on the requirement for training. Upon such transfer, you will automatically be governed by the service conditions, rules,regulations and other terms as applicable at such new place.
6. If you intend to discontinue your training during the training period, you have to give three months prior notice in writing or return three months stipend in lieu thereof, which may be modified from time to time and the same will be notified.
7. After completing your training, the organization, at its sole discretion, may or may not offer employment and no trainee shall have the right to demand absorption in employment of the organization.
8. You are entitled to seven casual and five sick leaves during your training period. You will also be covered under ESI act,1948.
9. This offer of training is based on the information furnished in your application. If, at any given time, it comes to the knowledge of the management that any of this information is incorrect or any relevant information has been suppressed, then your training based on this letter of training, is liable to be terminated, without any notice or any stipend in lieu thereof.

10. You are required at all times to maintain the highest order of discipline and secrecy as regards the training of the organization. Any of technical / personal information, which might come into your possession during continuance of your training in the organization, shall not be disclosed, divulged or made public by you even thereafter.
11. You shall adhere to Organization's policies, procedures, rules and regulations, discipline and general work practices, which are subject to change from time to time.
12. You shall forthwith intimate any change in your residential address as and when any change takes place.
13. Your training is liable for termination at any time without notice or enquiry, if you are found indulging in any misconduct.
14. Your progress in training is reviewed from time to time and if found unsatisfactory, your training will be terminated without notice.
15. You are required to submit the following at the time of joining
  - a. For verification purpose, we need your original certificates of S.SC, Inter, B.Sc. & M.Sc. and photo copies of the same.
  - b. Four passport size color photographs.
  - c. Four copies of post card size black & white group photo of yours along with your dependent parents, and your spouse & children if married.
  - d. Photo copies of Aadhaar & PAN cards of yours along with your father, mother, spouse and children, if Married.
  - e. Photo copy of SBI savings bank account passbook.

In case the terms and conditions of training stated above are acceptable to you, please sign this letter in token of you having understood and having accepted the same and shall submit before you join for training.

You shall join training within a week after completion of your final year examination including practical's.

**We take this opportunity to welcome you to the organization and wish you good luck.**

Yours sincerely,

For DIVI 'S LABORATORIES LTD

K.SUBBA RAO

GENERAL MANAGER (P&A)

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#### **ACCEPTANCE**

I understand the contents of offer of training and I hereby accept the terms and conditions mentioned there in.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Road Map : Vizag to Tagarapuvalasa - Bus available. Tagarapuvalasa to Chippada - Autos available.

 :08922 248917/927





# Divi's Laboratories Limited.

EOU : Chippada, Bhimilli (M) V.S.P. (Dt.) -531 162, A.P.

Tel: 08922 - 248917 , 911 : Fax : 248922



Name : KARUKOLA MALLESWARA RAO

Emp. No : A21382

Department : QC

Designation : ANALYST

Blood Group : O+Ve

U.S. [Signature]

Personnel Dept.

[Signature]

Dept. Incharge





*Biological E. Limited*

BE/HR/VACCINE/2023/JE/SV/MPR. 4066

20<sup>th</sup> June 2023

**Mr. Sarath Vaddadi**

S/o. Satyarao V

H. No.: 9-66, Raja Veedhi,

V. Madugula (V),

Dt. Anakapalli - 531027

Andhra Pradesh.

**Dear Sarath,**

Sub: Offer of Employment with Biological E. Limited

This has reference to discussion you had with us based on your interest in pursuing an opportunity for employment with Biological E. Limited. We are pleased to extend an offer of employment to you for the position of **Junior Executive in QC - Microbiology** Department at **Shameerpet**.

You will be paid an annual compensation of **Rs.2,75,000/-** (Rupees Two Lakhs Seventy-Five Thousand only) as detailed in Annexure A.

You need to execute a service agreement for three years on the date of joining

Biological E. Limited reserves the right to cancel the offer of employment at any time if facts conveyed by you are found to have been either misrepresented or falsified about yourself, your employment history, your past compensation details, your accomplishments, your academic qualifications or any other matters that may have had a significant bearing on the decision of an offer of employment in your favor.

You will be required to respond back with your acceptance of the offer of employment no later than **21-Jun-23**, failing which this offer will automatically stand cancelled. None of the contents of this communication will have any bearing thereafter.

This offer of employment is contingent to remain in force after your acceptance of the same as long as you are able to join Biological E. Limited and report to your supervisor on or before **26-Jun-23**, failing which, this offer will automatically stand cancelled.

This offer letter is valid subject to you being found medically fit in the pre-employment medical examination.

This offer of employment when sent via e-mail, it will suffice for you to respond back via e-mail confirming your acceptance therein.

A signed hardcopy of the letter of appointment and detailed terms & conditions will be issued to you upon your joining of duties on a designated day that is mutually acceptable. When the hardcopy of the offer of employment is presented to you, you will be required to sign your acceptance on a duplicate copy and return the same to the BE HR representative.

As you would be already aware, communication containing compensation details is considered strictly personal and confidential in nature. You are expected to keep matters concerning compensation strictly confidential in general and discuss the same only with authorized personnel from Biological E. Limited.



*Biological E. Limited*

Please indicate the probable date of joining by **24-Jun-23** so that suitable onboarding plans and follow on activities thereupon can be initiated within the organization to facilitate your joining.

We look forward to have you onboard Biological E. Limited and wish you to have a very successful and fulfilling career. We hope you will be able to contribute significantly and positively influence the work culture and the people within for a great future ahead for the organization!

**With best Wishes  
For BIOLOGICAL E. LTD.**

**Vinod Gopishetty  
Dy. General Manager – HR**

**Accepted:**



*Biological E. Limited*

**ANNEXURE – A**

(Breakup of compensation for the year 2023-24)

Date of issue: 20-June-23

**Mr. Sarath Vaddadi**

Anakapalli

Position/Designation: **Junior Executive, QC - Microbiology, Shameerpet**

Compensation Structure & Offer Break up		
Salary Components	Per Month	Per Annum in Rupees
Basic Salary	10542	126500
House Rent Allowance	4217	50600
Education Allowance	200	2400
Special Allowance	2930	35160
<b>Gross Salary</b>	<b>17888</b>	<b>214660</b>
<b>Annual Benefits</b>		
LTA	878	10542
ESI	581	6976
Bonus/Exgratia	1400	16800
<b>Total</b>	<b>2860</b>	<b>34318</b>
<b>Retirement Benefits</b>		
Provident Fund	1641	19687
Gratuity*	507	6085
<b>Fixed CTC</b>	<b>22896</b>	<b>274750</b>
<b>Insurance Benefits</b>		
GPA	21	250
<b>Total CTC Including Benefits</b>	<b>22917</b>	<b>275000</b>

\*Gratuity payable as per Gratuity Act.



***Biological E. Limited***

*Celebrating Life Every Day*



**SARATH VADDADI**

**54567**

**EMPLOYEE**