



हिन्दुस्तान पेट्रोलियम कॉर्पोरेशन लिमिटेड

(भारत सरकार उपक्रम) रजिस्टर्ड ऑफिस : 17, जमशेदजी टाटा रोड, मुंबई - 400 020.

**HINDUSTAN PETROLEUM CORPORATION LIMITED**

(A GOVERNMENT OF INDIA ENTERPRISE) REGISTERED OFFICE : 17, JAMSHEDJI TATA ROAD, MUMBAI - 400 020.

17, जमशेदजी टाटा रोड, पोस्ट बॉक्स नं. - 11041, मुंबई - 400 020. दूरभाष - 2286 3900 • फॅक्स - 2287 2992 • तार : हिन्दपेटकोर, • टेलिक्स - 82414, 85096  
17, Jamshedji Tata Road, P.O. Box No. - 11041, Mumbai - 400 020. Tel. : 2286 3900 • Fax : 2287 2992 • Telegram : Hindpetcor • Telex : 82414, 85096  
e-mail : corphqo@hpcl.co.in / CIN No.: L23201MH1952GOI008858

मासंवि:भर्ती/HRD:RECT:QC: 2019

दिनांक/Date: 20<sup>th</sup> July 2020

आवेदन संख्या/Application No : 201926000716

**Mr. OWK RAVI**

**BRAHMANAPALLE VILLAGE ORVAKUL MANDAL KURNOOL  
KURNOOL**

**Pin : 518010**

**ANDHRA PRADESH**

**विषय : गुणवत्ता नियंत्रण अधिकारी के रूप में नियुक्ति**  
**Sub : Appointment as Quality Control Officer**

महोदय/महोदया,  
Dear Sir/Madam,

गुणवत्ता नियंत्रण अधिकारी के पद के लिए यह आपके आवेदन के संदर्भ में **रिक्रूटमेंट 2019** तथा उसके बाद ग्रुप टास्क और वैयक्तिक साक्षात्कार के माध्यम से हम आपको **गुणवत्ता नियंत्रण अधिकारी** के रूप में नियुक्ति का सहर्ष प्रस्ताव दे रहे हैं जो हमारे कॉर्पोरेशन में उल्लेखित नियम और शर्तों के अधीन हैं:

With reference to your application for employment for the position of **"Quality Control Officer through Open Advertisement Recruitment 2019"** and subsequent Group Task & Personal Interview, we are pleased to offer you appointment as **'Quality Control Officer'** in our Corporation subject to the terms and conditions mentioned hereunder:

### नियुक्ति / APPOINTMENT

- उपरोक्त के अनुसार आपकी नियुक्ति वेतन श्रेणी 'E01' (वेतन श्रेणी **₹40,000 - 1,40,000**) में की जाती है और आपका प्रारंभिक मूल वेतन **₹40,000/-** प्रतिमाह होगा।  
You are appointed in Salary Grade 'E01' (Salary Scale of **₹40,000 - 1,40,000**) and your starting Basic Pay will be **₹40,000/-** per month.
- आपको कॉर्पोरेशन के प्रबंधकीय कर्मचारी पर लागू आचरण, अनुशासन और अपील नियमों के प्रावधानों का निर्वहन करना होगा जोकि समय समय पर संशोधित हो सकते हैं।-  
You shall be governed by the provisions of Conduct, Discipline and Appeal Rules as applicable to the Management employee of the Corporation and as amended from time to time.

21. यदि आप कॉर्पोरेशन की लिखित स्वीकृति प्राप्त किए बिना या ऊपर उल्लिखित अपेक्षाओं को पूरा किए बिना **August 5<sup>th</sup>, 2020** को कार्यभार ग्रहण करने में असमर्थ रहते हैं या नियुक्ति की स्वीकृति के बारे में सम्प्रेषण नहीं करते हैं, तो नियुक्ति का यह प्रस्ताव स्वतः रद्द हो जाएगा।

If you fail to join on **August 5<sup>th</sup> 2020** or fail to communicate your acceptance of the appointment, without obtaining the approval of the Corporation in writing or to comply with the requirements mentioned hereinabove, this offer of appointment shall automatically stand cancelled.

हम कॉर्पोरेशन में आपका स्वागत करते हैं और कामना करते हैं कि आप सार्थकता से हमारे साथ दीर्घ समय तक जुड़े रहेंगे।

We take this opportunity to welcome you to the Corporation and wish you a long and fruitful association with us.

भवदीय/Yours truly,

Signature Not Verified

22.07.2020 10:54  
DIGITALLY SIGNED BY  
ABHISHEK DATTA  
ED-HR

**Abhishek Datta/अभिषेक दत्ता**  
**कार्यकारी निदेशक - मानव संसाधन**  
**Executive Director - HR**

मैं इस पत्र में उल्लिखित नियम एवं शर्तों पर नियुक्ति को स्वीकार करता हूँ।

I accept appointment on the terms and conditions mentioned in this letter.

हस्ताक्षर/Signature : \_\_\_\_\_

नाम / Name : **OWK RAVI**

दिनांक / Date : \_\_\_\_\_

साक्षी / Witness : \_\_\_\_\_

नाम / Name : \_\_\_\_\_

दिनांक / Date : \_\_\_\_\_

हस्ताक्षर / Signature : \_\_\_\_\_



Aug 20,2020

M.Rajesh

Yogi Vemana University.

OFFER OF APPOINTMENT

Dear M.Rajesh,

This has reference to the interview and discussions you had with us. We are pleased to offer you the position of "Junior Research Associate" in "Development" under the grade of "Professional" in level "PO" and you will be based at Hyderabad.

On successful completion of one year, you will be designated as "Research Associate".

Your Annual Cost to Company (CTC) will be Rs.2,50,008/- per annum (Rupees Two lakhs fifty thousand and eight only). This includes Annual Gross Salary of Rs.2,02,344/- and Retirals & Benefits of Rs.47,664/- per annum. Detailed CTC breakup is given in Annexure.

You will be on Probation for the first 6 months and during this period either party can terminate the service by giving one-month notice and thereafter three months' notice in writing, subject to terms of Service Agreement.

The Service agreement is for a period of 36 months. In case of breach of contract, you will be liable to pay 2 months last drawn Gross Salary to cover the investment we made during hiring, assimilation, project training and deployment.

Please note that you are required to join the organization on or before Aug 27<sup>th</sup>,2020 failing which this offer of appointment stands withdrawn. Kindly note that this offer is confidential. A detailed letter of appointment shall be given to you on joining. You are requested to undergo pre-employment medical checkup before the date of your joining.

Kindly note that this offer is confidential.

Please note that your employment will be subject to:

1. Medical fitness as per the pre-employment medical checkup report.

GVK Biosciences Pvt. Ltd.  
Plot No. 28A, Street No. 15  
IDA Nacharam, Hyderabad – 500 076



2. Clearance in the background verification checks that may be required as per the company policy.
3. Submission of all the following self-attested documents at the time of joining:
  - i. Reference letter from Head of Department
  - ii. Course completion certificate from the College / Head of the Department
  - iii. Four copies of your latest passport size photographs
  - iv. Certified true copies of all the educational certificates
  - v. PAN Card
  - vi. Aadhar Card
  - vii. 2 Post Card size photographs of candidate taken along with Family

Please sign and return the duplicate copy of this letter as a token of your acceptance of this offer.

Yours Sincerely  
For GVK BIOSCIENCES PVT. LTD

**Suresh Anubolu**  
Chief Human Resources Officer



Aug 20,2020

P.S.Pallani Babu

Yogi Vemana University.

OFFER OF APPOINTMENT

Dear P.S.Pallani Babu,

This has reference to the interview and discussions you had with us. We are pleased to offer you the position of **“Junior Research Associate”** in **“Development”** under the grade of **“Professional”** in level **“P0”** and you will be based at **Hyderabad**.

On successful completion of one year, you will be designated as **“Research Associate”**.

Your Annual **Cost to Company (CTC)** will be **Rs.2,50,008/-** per annum (Rupees Two lakhs fifty thousand and eight only). This includes Annual Gross Salary of Rs.2,02,344/- and Retirals & Benefits of Rs.47,664/- per annum. Detailed CTC breakup is given in Annexure.

You will be on Probation for the first 6 months and during this period either party can terminate the service by giving one-month notice and thereafter three months' notice in writing, subject to terms of Service Agreement.

The Service agreement is for a period of 36 months. In case of breach of contract, you will be liable to pay 2 months last drawn Gross Salary to cover the investment we made during hiring, assimilation, project training and deployment.

Please note that you are required to join the organization on or before **Aug 27<sup>th</sup>,2020** failing which this offer of appointment stands withdrawn. Kindly note that this offer is confidential. A detailed letter of appointment shall be given to you on joining. You are requested to undergo pre-employment medical checkup before the date of your joining.

Kindly note that this offer is confidential.

Please note that your employment will be subject to:

1. Medical fitness as per the pre-employment medical checkup report.

GVK Biosciences Pvt. Ltd.  
Plot No. 28A, Street No. 15  
IDA Nacharam, Hyderabad – 500 076



2. Clearance in the background verification checks that may be required as per the company policy.
3. Submission of all the following self-attested documents at the time of joining:
  - i. Reference letter from Head of Department
  - ii. Course completion certificate from the College / Head of the Department
  - iii. Four copies of your latest passport size photographs
  - iv. Certified true copies of all the educational certificates
  - v. PAN Card
  - vi. Aadhar Card
  - vii. 2 Post Card size photographs of candidate taken along with Family

Please sign and return the duplicate copy of this letter as a token of your acceptance of this offer.

Yours Sincerely  
For GVK BIOSCIENCES PVT. LTD

**Suresh Anubolu**  
Chief Human Resources Officer



Aug 29, 2020

T. Gayathri

Yogi Vemana University.

OFFER OF APPOINTMENT

Dear T. Gayathri,

This has reference to the interview and discussions you had with us. We are pleased to offer you the position of **"Junior Research Associate"** in **Chemistry Solutions - Synthesis** under the grade of **"Professional"** in level **"P0"** and you will be based at Hyderabad.

On successful completion of one year, you will be designated as **"Research Associate"**.

Your Annual **Cost to Company (CTC)** will be **Rs. 2,50,008/-** per annum (Rupees Two lakhs fifty thousand and eight only). This includes Annual Gross Salary of Rs. 2,02,344/- and Retirals & Benefits of Rs. 47,664/- per annum. Detailed CTC breakup is given in Annexure.

You will be on Probation for the first 6 months and during this period either party can terminate the service by giving one-month notice and thereafter three months' notice in writing, subject to terms of Service Agreement.

The Service agreement is for a period of 36 months. In case of breach of contract, you will be liable to pay 2 months last drawn Gross Salary to cover the investment we made during hiring, assimilation, project training and deployment.

Please note that you are required to join the organization on or before **Sep 15<sup>th</sup>, 2020** failing which this offer of appointment stands withdrawn. Kindly note that this offer is confidential. A detailed letter of appointment shall be given to you on joining. You are requested to undergo pre-employment medical checkup before the date of your joining.

Kindly note that this offer is confidential.

Please note that your employment will be subject to:

1. Medical fitness as per the pre-employment medical checkup report.

GVK Biosciences Pvt. Ltd.  
Plot No. 28A, Street No. 15  
IDA Nacharam, Hyderabad – 500 076



2. Clearance in the background verification checks that may be required as per the company policy.
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  - i. Reference letter from Head of Department
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  - iii. Four copies of your latest passport size photographs
  - iv. Certified true copies of all the educational certificates
  - v. PAN Card
  - vi. Aadhar Card
  - vii. 2 Post Card size photographs of candidate taken along with Family

Please sign and return the duplicate copy of this letter as a token of your acceptance of this offer.

Yours Sincerely  
For GVK BIOSCIENCES PVT. LTD

**Lakshmi Pathi Itha**  
**Director – Human Resources**



Date: 24-08-2020

To  
Mr. CHITHIGALLA SIVARAM LINGA MURTHY

OFFER LETTER

Dear MR. MURTHY,

This has reference to your application and the subsequent interview you had with HETERO DRUGS LTD - R&D we are pleased to offer you for the position of "Tr. RESEARCH ASSOCIATE IN AR&D DEPARTMENT" location SANATHNAGAR in our organization on a contractual basis.

The brief details of the offer are as below:

Gross Salary : Rs 12,000/-P.M

Your expected Date of Joining : 31/08/2020

You will be issued a detailed 'Appointment Letter' on your joining with HR SQUARE LLP. And this offer letter will be valid till 04-09-2020 and will automatically become void unless it is explicitly extended by the client or HR SQUARE LLP.

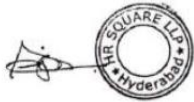
You are requested to sign and return us the copy of the Offer letter as a token of your acceptance.

Please bring the following documents along with you on the day of your joining with HR SQUARE LLP:

1. Copy of relieving letter from previous employer if applicable
2. Latest payslip / proof of salary / Bank statement in which last salary credited
3. Copies of Education certificates
4. Four passport sized colour photographs
5. Proof of House Address (Electricity bill, Rent Agreement, Postal Address proof, etc.)
6. ADHAAR & PAN card copy
7. Duly filled Standard Application form of HR Square LLP.

We look forward to your joining at the earliest.

For HR Square LLP



(Authorized signatory)

Date: 24-08-2020

To

Mr. CHINTAKUNTLA VIJAY KUMAR

OFFER LETTER

Dear MR. VIJAY,

This has reference to your application and the subsequent interview you had with HETERO DRUGS LTD - R&D we are pleased to offer you for the position of "Tr. RESEARCH ASSOCIATE IN AR&D DEPARTMENT" location SANATHNAGAR in our organization on a contractual basis.

The brief details of the offer are as below:

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Your expected Date of Joining : 31/08/2020

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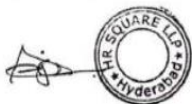
You are requested to sign and return us the copy of the Offer letter as a token of your acceptance.

Please bring the following documents along with you on the day of your joining with HR SQUARE LLP:

1. Copy of relieving letter from previous employer if applicable
2. Latest payslip / proof of salary / Bank statement in which last salary credited
3. Copies of Education certificates
4. Four passport sized colour photographs
5. Proof of House Address (Electricity bill, Rent Agreement, Postal Address proof, etc.,)
6. ADHAAR & PAN card copy
7. Duly filled Standard Application form of HR Square LLP.

We look forward to your joining at the earliest.

For HR Square LLP



(Authorized signatory)

Date: 24-08-2020

To  
Mr. OWK RAJU

**OFFER LETTER**

Dear MR. RAJU,

This has reference to your application and the subsequent interview you had with HETERO DRUGS LTD - R&D we are pleased to offer you for the position of "Tr. RESEARCH ASSOCIATE IN AR&D DEPARTMENT" location SANATHNAGAR in our organization on a contractual basis.

The brief details of the offer are as below:

Gross Salary : Rs 12,000/-P.M

Your expected Date of Joining : 31/08/2020

You will be issued a detailed 'Appointment Letter' on your joining with HR SQUARE LLP. And this offer letter will be valid till 04-09-2020 and will automatically become void unless it is explicitly extended by the client or HR SQUARE LLP.

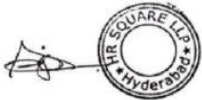
You are requested to sign and return us the copy of the Offer letter as a token of your acceptance.

Please bring the following documents along with you on the day of your joining with HR SQUARE LLP:

1. Copy of relieving letter from previous employer if applicable
2. Latest payslip / proof of salary / Bank statement in which last salary credited
3. Copies of Education certificates
4. Four passport sized colour photographs
5. Proof of House Address (Electricity bill, Rent Agreement, Postal Address proof, etc.,)
6. ADHAAR & PAN card copy
7. Duly filled Standard Application form of HR Square LLP.

We look forward to your joining at the earliest.

For HR Square LLP



(Authorized signatory)



# SIGACHI INDUSTRIES LIMITED

CIN : U24110TG1989PLC009497

AN EXOFACT GMP ISO 9001:2015 & FSSAI 22000 CERTIFIED COMPANY



File No: Sch/100/TS

Date: 8<sup>th</sup> December, 2020

To,  
Thathagari Sallaja  
H.NO: 1/25, Balaji Nagar,  
Kadapa, Andhra Pradesh-516003  
MOBILE No. 7032552973  
Email ID: sallajagamireddy@gmail.com

### Offer Letter

Dear Ms. Thathagari Sallaja,

This has reference to your application for employment in our company and the subsequent interview you had with us on November 28<sup>th</sup>, 2020. We are pleased to offer you an employment with our organization as Trainee Chemist based at Hyderabad Unit on the following conditions:

- Please note that this is an offer letter only. The company's standard appointment letter containing detailed CTC components and terms & conditions of your employment will be issued to you upon you joining the company which shall be binding on you.
- You would be on probation period of 6 (Six Months) from the date of your joining and your services would be confirmed subsequent to a satisfactory performance and assessment.
- You are requested to join us on or before December 7<sup>th</sup>, 2020 failing which this offer will stand automatically withdrawn. Kindly also confirm your exact date of joining within seven days from the receipt of this offer.
- You are requested to bring the following documents in original at the time of reporting for duty:
  - o Education Certificates – SSC, Inter, Degree, PG and others, if any.
  - o Relieving letter from the Previous Employer & Experience Certificates.
  - o Pay slips for last three months
  - o Proof of Date of Birth / SSLC / HSC certificate stating Date of Birth
  - o Photocopy of Bank A/c Details, PAN & Aadhar card
  - o Photocopy of Address Proof
  - o Passport Size Photos – 03 Nos.

Your commencement of employment shall be subject to you fulfilling the following conditions:

- a) An appropriate relieving letter from your immediately previous employer is required, if employed previously; and
- b) By signing this offer you hereby consent to any background investigations and/or reference checks that may be carried out in relation to you by the Company.

Please indicate your acceptance of this position by signing below and returning a signed copy of this letter and the attached addendum. We look forward to a mutually rewarding relationship.

With Best Wishes,

For Sigachi Industries Limited

Amik Raj Singh  
MD&CEO

### Acceptance

I have read and understood the above Terms & Conditions and hereby signify my acceptance. I hereby confirm my date of joining as: \_\_\_\_\_

Name:

Signature:

Date:

#### Registered Office:

# 229/1 & 96, 2nd Floor,  
Kalyans Tulasiram Chambers,  
Madinaguda, Hyderabad - 40,  
Telangana State, India  
Email - mktg gm@sigachi.com  
Customer Service +91 40 40114874-76

#### Unit-1:

Plot No. 20-21  
JDA Pasamallaram  
Phase I, Sangareddy Dist  
Telangana State, India

#### Unit-2:

Plot No. Z-16, SEZ Unit  
Dahej, SEZ Part I  
Bharuch Dist  
Gujarat, India

#### Unit-3:

Plot No. 703/2  
Jhagadia GIDC  
Bharuch Dist  
Gujarat, India

Date: 18-09-2020

To  
Mr. ADIMULAM VENKATESH

**OFFER LETTER**

Dear MR. VENKATESH,

This has reference to your application and the subsequent interview you had with **HETERO DRUGS LTD - R&D** we are pleased to offer you for the position of "Tr. RESEARCH ASSOCIATE IN R&D DEPARTMENT" location **BALANAGAR** in our organization on a contractual basis.

The brief details of the offer are as below:

Gross Salary : Rs 12,000/-P.M

Your expected Date of Joining : 01/10/2020

You will be issued a detailed 'Appointment Letter' on your joining with HR SQUARE LLP. And this offer letter will be valid till 01-10-2020 and will automatically become void unless it is explicitly extended by the client or HR SQUARE LLP.

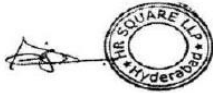
You are requested to sign and return us the copy of the Offer letter as a token of your acceptance.

Please bring the following documents along with you on the day of your joining with HR SQUARE LLP:

1. Copy of relieving letter from previous employer if applicable
2. Latest payslip / proof of salary / Bank statement in which last salary credited
3. Copies of Education certificates
4. Four passport sized colour photographs
5. Proof of House Address (Electricity bill, Rent Agreement, Postal Address proof, etc.,)
6. ADHAAR & PAN card copy
7. Duly filled Standard Application form of HR Square LLP.

We look forward to your joining at the earliest.

For HR Square LLP



(Authorized signatory)

HR SQUARE LLP  
D-NO-6-3-347/22/6, Sri Durga Tulasi Apartment 4<sup>th</sup> Floor  
Dwarakapuri Colony Punjagutta Hyderabad 500082- Telangana  
Tele: +91 40 66666789 email: info@hrsquare.co.in



**Lee Pharma Limited**

AN ISO 9001 & 14001, EU-GMP & WHO-GMP  
CIN : U24230TG1997PLC028095

To,  
**K.Shankar**  
Buchanapally  
Kadapa  
AP

Date: 05.11.2020

**OFFER LETTER**

Dear Mr. K.Shankar,

1. With reference to your application and subsequent interview you had with us, we are pleased to inform you that you have been selected for the post of **Tr.Chemist--AR&D Department at Unit -I API Division-Gaddapotharam.**
2. Your salary particulars will be given in appointment letter. All necessary deductions as per statutory requirements will be deducted at source. The company in its sole discretion reserves the right to modify/amend the policies and salary structure.
3. Your employment with us will be governed by the terms and conditions referred in the appointment letter, which will be issued once you join in the company.
4. A detailed appointment letter with the terms and conditions of your employment will be issued at the time of joining, subject to the submission of the **All Education certificates, latest pay slips with Bank Statement, relieving letter from your previous company, ID proofs, PAN Card, Aadhar Card and 6 passport size photos.**
5. You should sign a **Service Agreement/Bond** at the time of your joining in the company. You should abide by the terms and conditions of the signed agreement.
6. You are advised to report on or before **20.11.2020**. In case you fail to report on or before the said date and time, this letter of offer stands withdrawn.
7. In case of further clarifications (until you join), please communicate with us on **E-mail: [hrd@leepharma.com](mailto:hrd@leepharma.com) or [hrdapi@leepharma.com](mailto:hrdapi@leepharma.com)** and quote the reference as above.
8. This offer is subject to you being medically fit and on understanding that all details given by you are correct and complete.
9. You are likely to be transferred / shifted to any of the Department / Associates Sites / Abroad of the Company.

Please sign the duplicate copy of the offer on all the sheets at the bottom on the right corner, and return to us on the date of joining as a token of your acceptance and your joining in Lee Pharma Ltd.

We welcome you to the Lee Family and wish you a rewarding career over the years to come.

For LEE PHARMA LTD.

Authorized Signatory

Document Format No: LH008F02-02  
Effective Date: 01.01.2018

*Where quality is first nature*

Corporate Office : Sy. No. 257 & 258/1, Door No. 11-6/56, C-Block, Opp : IDPL Factory, Moosapet, Balanagar (Post), Hyderabad - 500 037, T.S., INDIA  
Tel : 91-40-29808645 / 29808642 / 29808643 / 23770338 / 23770339  
E-mail : [sales@leepharma.com](mailto:sales@leepharma.com) <http://www.leepharma.com> Fax : 91-40-29708422

Factory : Survey No.108.10/G-1, Gaddapotharam (Village), Jinnaram (Mandal), Sanga Reddy (Dist) - 502319, Tel : 91-8458-277260 / 149 Fax : 91-8458-277148



Date: 24-08-2020

To  
Mr. GANGASANI NAGENDRA

OFFER LETTER

Dear MR. NAGENDRA,

This has reference to your application and the subsequent interview you had with HETERO DRUGS LTD - R&D we are pleased to offer you for the position of "Tr. RESEARCH ASSOCIATE IN AR&D DEPARTMENT" location SANATHNAGAR in our organization on a contractual basis.

The brief details of the offer are as below:

Gross Salary : Rs 12,000/-P.M

Your expected Date of Joining : 31/08/2020

You will be issued a detailed 'Appointment Letter' on your joining with HR SQUARE LLP. And this offer letter will be valid till 04-09-2020 and will automatically become void unless it is explicitly extended by the client or HR SQUARE LLP.

You are requested to sign and return us the copy of the Offer letter as a token of your acceptance.

Please bring the following documents along with you on the day of your joining with HR SQUARE LLP:

1. Copy of relieving letter from previous employer if applicable
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6. ADHAAR & PAN card copy
7. Duly filled Standard Application form of HR Square LLP.

We look forward to your joining at the earliest.

For HR Square LLP

(Authorized signatory)

HR SQUARE LLP  
D-NO-6-3-347/22/6, Sri Durga Tulasi Apartment 4<sup>th</sup> Floor  
Dwarakapuri Colony Punjagutta Hyderabad 500082- Telangana  
Tele: +91 40 66666789 email: info@hrsquare.co.in



Date: 23-09-2020

To  
Miss. DASIREDDY POOJITHA

**OFFER LETTER**

Dear Miss. POOJITHA,

This has reference to your application and the subsequent interview you had with HETERO DRUGS LTD - R&D we are pleased to offer you for the position of "Tr. RESEARCH ASSOCIATE IN AR&D DEPARTMENT" location BALANAGAR in our organization on a contractual basis.

The brief details of the offer are as below:

Gross Salary : Rs 12,000/-P.M

Your expected Date of Joining : 01/10/2020

You will be issued a detailed 'Appointment Letter' on your joining with HR SQUARE LLP. And this offer letter will be valid till 01-10-2020 and will automatically become void unless it is explicitly extended by the client or HR SQUARE LLP.

You are requested to sign and return us the copy of the Offer letter as a token of your acceptance.

Please bring the following documents along with you on the day of your joining with HR SQUARE LLP:

1. Copy of relieving letter from previous employer if applicable
2. Latest payslip / proof of salary / Bank statement in which last salary credited
3. Copies of Education certificates
4. Four passport sized colour photographs
5. Proof of House Address (Electricity bill, Rent Agreement, Postal Address proof, etc.,)
6. ADHAAR & PAN card copy
7. Duly filled Standard Application form of HR Square LLP.

We look forward to your joining at the earliest.

For HR Square LLP

(Authorized signatory)

HR SQUARE LLP

D-NO-6-3-347/22/6, Sri Durga Tulasi Apartment 4<sup>th</sup> Floor  
Dwarakapuri Colony Punjagutta Hyderabad 500082- Telangana  
Tele: +91 40 66666789 email: info@hrsquare.co.in





# BSR ENTERPRISES

H.No. 22-23 & 23/A, Flat No.201, Plot No.182 &183, Eenadu Heights,  
Eenadu Society, V V Nagar Colony, Kukatpally, Hyderabad-500 072.  
E-Mail: bsrenterprises1966@gmail.com

7337208989

Cell: ~~9849568859~~  
9849568859



Date 18-02-2021

To

MR.K.TRINADHA REDDY

## Offer Letter

Dear MR.K.TRINADHA REDDY

This has reference to your application and the subsequent interview you had with HETERO DRUGS LTD – R&D we are pleased to offer you for the position of "TR.RESEARCH ASSOCIATE IN AR&D DEPT." location BALANAGAR in our organisation on a contractual basis.

The brief details of the offer are as below:

Gross Salary

: Rs.12,000/- P.M.

Your expected Date of Joining : 01-03-2021

You will be issued a detailed 'Appointment Letter' on your joining with BSR ENTERPRISES. And this offer letter will be valid till 01-03-2021 and will automatically become void unless it is explicitly extended by the client or BSR ENTERPRISES.

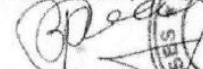
You are requested to sign and return us the copy of the Offer letter as a token of your acceptance.

Please bring the following documents along with you on the day of your joining with BSR ENTERPRISES.

1. Copy of relieving letter from previous employer if applicable.
2. Latest payslip / proof of salary / Bank statement in which last salary credited
3. Copies of Education certificates
4. Four passport sized colour photographs
5. Proof of House Address (Electricity Bill, Rent Agreement, Postal Address Proof etc.,)
6. AADHAR & PAN CARD copy.
7. Duly filled standard Application form of BSR ENTERPRISES.

We look forward to your joining at the earliest.

For BSR Enterprises,

  
(Authorised Signatory)  
B. SRINIVAS REDDY





2020



Oct 19,2020

SAHITI K

Yogi Vemana University.

OFFER OF APPOINTMENT

Dear Sahiti K,

This has reference to the interview and discussions you had with us. We are pleased to offer you the position of "Junior Research Associate" in Chemistry Solutions - Synthesis under the grade of "Professional" in level "P0" and you will be based at Bangalore.

On successful completion of one year, you will be designated as "Research Associate".

Your Annual Cost to Company (CTC) will be Rs.2,70,600/- per annum (Rupees Two lakhs Seventy thousand and Six Hundred only). This includes Annual Gross Salary of Rs.2,20,008/- and Retirals & Benefits of Rs.50,592/- per annum. Detailed CTC breakup is given in Annexure.

You will be on Probation for the first 6 months and during this period either party can terminate the service by giving one-month notice and thereafter three months' notice in writing, subject to terms of Service Agreement.

The Service agreement is for a period of 36 months. In case of breach of contract, you will be liable to pay 2 months last drawn Gross Salary to cover the investment we made during hiring, assimilation, project training and deployment.

Please note that you are required to join the organization on or before Oct 26<sup>th</sup>,2020 failing which this offer of appointment stands withdrawn. Kindly note that this offer is confidential. A detailed letter of appointment shall be given to you on joining. You are requested to undergo pre-employment medical checkup before the date of your joining.

Kindly note that this offer is confidential.

Please note that your employment will be subject to:

1. Medical fitness as per the pre-employment medical checkup report.

GVK Biosciences Pvt. Ltd.  
Plot No. 28A, Street No. 15  
IDA Nacharam, Hyderabad – 500 076



2. Clearance in the background verification checks that may be required as per the company policy.
3. Submission of all the following self-attested documents at the time of joining:
  - i. Reference letter from Head of Department
  - ii. Course completion certificate from the College / Head of the Department
  - iii. Four copies of your latest passport size photographs
  - iv. Certified true copies of all the educational certificates
  - v. PAN Card
  - vi. Aadhar Card
  - vii. 2 Post Card size photographs of candidate taken along with Family

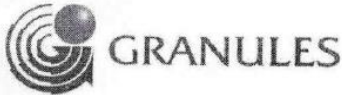
Please sign and return the duplicate copy of this letter as a token of your acceptance of this offer.

Yours Sincerely

For GVK BIOSCIENCES PVT. LTD

**Lakshmi Pathi Itha**

**Director – Human Resources**



FINISHED DOSAGES

GRANULES INDIA LTD., Sy Nos. 160/A, 161/E, 162 & 174/A, Gagillapur Village,  
Dundigal-Gandimaisamma Mandal, Medchal-Malkajgiri District-500 043, Telangana, INDIA  
Tel: +91 8418 306400, Fax: +91 8418 306402, mail@granulesindia.com, www.granulesindia.com  
CIN : L24110TG1991PLC012471

October 07, 2020

**Mr. N Harikrishna,**

**H No:3-100**

**Dornipadu,**

Dear N Harikrishna

This has reference to your application for employment and subsequent interviews you had with us. We are pleased to appoint you as **Technical Trainee in Quality control** function in the grade **TT**, in our company on the following terms and conditions:

Your total remuneration and other perquisites will be **Rs.1,80,000/- (Rupees One Lakh and Eighty Thousand only)** per annum (Refer **Annexure** for detailed breakup)

Matters pertaining to your remuneration are treated in strictest of confidence by the company and the same is expected on your part. You shall maintain complete confidentiality in all the information herein disclosed to you. Any inconsistent action by you involving a disclosure of these details will attract strict disciplinary action.

At present you will be posted at our **GGP**. However, your services are liable to be transferred to any other department, to any shift, work sites, offices, branches, factories associates or group companies anywhere in India/outside India depending upon the exigencies of work.

Your appointment is subject to your being found physically fit which need to be certified by a Registered Medical Officer. Your date of birth as per your application for appointment is **June 10,1998** and the same is hereby confirmed.

We request you to join the organization at the earliest, however not later than **October 12,2020**. Please carry the below mentioned original documents for verification and submit the photocopies.

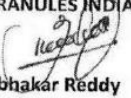
- a) Proof of date of birth / SSLC / HSC certificate stating date of birth
- b) Educational Qualifications
- c) Relieving and Experience letter from the previous employer/s
- d) Aadhaar card and PAN Card (**mandatory**)
- e) Passport / Voter card / Driving License / Ration Card
- f) Four copies of your recent Identity card size and one copy of stamp size color photograph
- g) Form – 16 of last two financial years from previous employer (if applicable)

Please contact the HR Department at 09:30 hrs on the date of joining at Granules India Ltd., Gagillapur Village, Dundigal-Gandimaisamma Mandal, Madchal-Malkajgiri District – 500 043 to complete the joining formalities.

Please sign the duplicate copy of this letter as an acceptance of the terms contained herein and confirm the date by which you will be joining the organization latest by **October 10,2020** after which the offer will stand withdrawn.

We look forward to having long-term association with you.

With best wishes  
for **GRANULES INDIA LIMITED**

  
**B.Prabhakar Reddy**  
General Manager – HR & Admn

REGISTERED OFFICE: 2<sup>nd</sup> Floor, 3<sup>rd</sup> Block, My Home Hub, Madhapur, Hyderabad-500 081, Telangana, INDIA.



## MICRO LABS LIMITED

REGD. & CORPORATE OFFICE: # 31, RACE COURSE ROAD, BENGALURU 560 001, KARNATAKA, INDIA  
 Tel: +91-80-2237 0451-57 Fax: +91-80-2237 0463 CIN: U24732KA1873PLC002401 Website: www.microlabsld.com Email: info@microlabs.in

REF: MLL/ML27/OS/2021/121919

Date: 03.03.2021

**Ms. Peddaballe Vinaikya Reddy,**  
 9/45, Reddy Street,  
 Chennur, Cuddapah  
 Kadapa - 516162  
 Employee No. : 121919

Dear Ms. Peddaballe,

### Sub: Appointment to the post of Research Associate Trainee

This has reference to your application for employment in our organization and subsequent interview you had with us, we are pleased to appoint you as "Research Associate Trainee" in the Analytical R&D Department based at API R&D, Bommasandra, Bangalore, Karnataka with effect from 03.03.2021 on the following terms and conditions:

- Your remuneration package will be as follows:

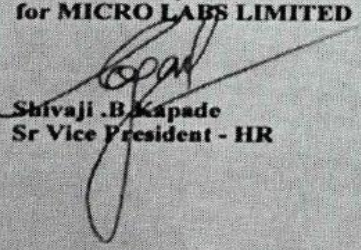
Salary Components	Rs. Per Month	Rs. Per Annum
Stipend	8,500	102,000
House Rent Allowance	4,250	51,000
Conveyance Allowance	2,550	30,600
Attire Allowance	1,500	18,000
<b>Monthly Salary</b>	<b>16,800</b>	<b>201,600</b>
<b>Annual Perks &amp; Other Benefits</b>		
P.F. (Company's contribution)	-	12,240
Payment of Bonus	-	16,800
Gratuity (4.81% of Basic)	-	4,904
<b>Cost to Company (CTC)</b>	-	<b>235,544</b>

- You will be on Training for a period of one year from your joining date. Your training period may be extended at the discretion of the Management.
- On successful completion of one year training period, your overall performance will be evaluated and then confirmed in the permanent employment of the company with a revised remuneration package, suitably.
- Unless confirmed in writing whether the Company can offer you permanent employment, you will continue to be on training. However your appointment as a trainee does not entitle you as a matter of any right to permanent employment with us.
- During the course of employment with the company, you may leave the company's services by giving Two months notice or salary in lieu thereof. However, on submission of your resignation, it would be the discretion of the Management to relieve you from your duties before completion of the notice period. Similarly, your services may be terminated for any breach of terms and conditions of the appointment or any rules for any other reasons at the discretion of the Management by giving Two months notice or salary in lieu of the period.

6. During the tenure of your employment with us, you will have to work at various places which will be communicated to you from time to time and on exigencies of business, you are liable to be transferred to any department, establishments, sister concern, divisions or units of the company situated anywhere in India, at the discretion of the Management.
7. During the period of training with the company, you shall not engage yourself or in association with any other person, in any other business or occupation, with or without remuneration, other than that of our Company. You are required to maintain the highest order of discipline and secrecy as regards the work of the company. In case of any breach of discipline/trust, the company may terminate your employment with immediate effect.
8. If you remain absent without prior permission or overstay the sanctioned leave for more than eight consecutive days, you will be deemed to have deserted the training, thereby bringing about termination of your Training with the company automatically on your own.
9. This appointment is made on the understanding that the information given by you, in your application is correct, true and complete. If it is found at any time that the information given by you is not true or incorrect/incomplete, this appointment may be withdrawn or terminated at any time after you have taken up employment with us. Your training with the Company is subject to your being declared medically fit.
10. You are governed by all standard rules and regulations of the Company as existing now and as may be amended from time to time.
11. You will retire from the Company services on attaining the age of 58 years.
12. Disputes or litigation's if any arising out of this employment contract is subject to Banaglore jurisdiction only.

Please affix your signature on the duplicate copy of this letter in token of acceptance of your appointment on the above terms and conditions and return the same to us for our records.

Yours faithfully,  
for MICRO LABS LIMITED

  
Shivaji .B Kapade  
Sr Vice President - HR

Read & Accepted

Please note that your remuneration package is strictly Confidential between you and the Organization and any breach of this confidentiality on your part would be viewed seriously



Date: 19-10-2020

To  
Mr. GODDINDLA VENKATA SIVA

**OFFER LETTER**

Dear Mr. VENKATA SIVA,

This has reference to your application and the subsequent interview you had with HETERO DRUGS LTD - R&D we are pleased to offer you for the position of "Tr. RESEARCH ASSOCIATE IN R&D DEPARTMENT" location BALANAGAR in our organization on a contractual basis.

The brief details of the offer are as below:

Gross Salary : Rs 12,000/-P.M

Your expected Date of Joining : 02/11/2020

You will be issued a detailed 'Appointment Letter' on your joining with HR SQUARE LLP. And this offer letter will be valid till 02-11-2020 and will automatically become void unless it is explicitly extended by the client or HR SQUARE LLP.

You are requested to sign and return us the copy of the Offer letter as a token of your acceptance.

Please bring the following documents along with you on the day of your joining with HR SQUARE LLP:

1. Copy of relieving letter from previous employer if applicable
2. Latest payslip / proof of salary / Bank statement in which last salary credited
3. Copies of Education certificates
4. Four passport sized colour photographs
5. Proof of House Address (Electricity bill, Rent Agreement, Postal Address proof, etc.,)
6. ADHAAR & PAN card copy
7. Duly filled Standard Application form of HR Square LLP.

We look forward to your joining at the earliest.

For HR Square LLP

(Authorized signatory)

HR SQUARE LLP  
D-NO-6-3-347/22/6, Sri Durga Tulasi Apartment 4<sup>th</sup> Floor  
Dwarakapuri Colony Punjagutta Hyderabad 500082- Telangana  
Tele: +91 40 66666789 email: info@hrsquare.co.in



Date: 18-09-2020

To  
Mr. K SATISH KUMAR

**OFFER LETTER**

Dear MR. SATISH KUMAR,

This has reference to your application and the subsequent interview you had with HETERO DRUGS LTD - R&D we are pleased to offer you for the position of "Tr. RESEARCH ASSOCIATE IN AR&D DEPARTMENT" location HRF-II in our organization on a contractual basis.

The brief details of the offer are as below:

Gross Salary : Rs 12,000/-P.M

Your expected Date of Joining : 01/10/2020

You will be issued a detailed 'Appointment Letter' on your joining with HR SQUARE LLP. And this offer letter will be valid till 01-10-2020 and will automatically become void unless it is explicitly extended by the client or HR SQUARE LLP.

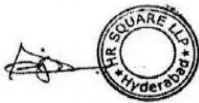
You are requested to sign and return us the copy of the Offer letter as a token of your acceptance.

Please bring the following documents along with you on the day of your joining with HR SQUARE LLP:

1. Copy of relieving letter from previous employer if applicable
2. Latest payslip / proof of salary / Bank statement in which last salary credited
3. Copies of Education certificates
4. Four passport sized colour photographs
5. Proof of House Address (Electricity bill, Rent Agreement, Postal Address proof, etc.,)
6. ADHAAR & PAN card copy
7. Duly filled Standard Application form of HR Square LLP.

We look forward to your joining at the earliest.

For HR Square LLP



(Authorized signatory)

HR SQUARE LLP  
D-NO-6-3-347/22/6, Sri Durga Tulasi Apartment 4<sup>th</sup> Floor  
Dwarakapuri Colony Punjagutta Hyderabad 500082- Telangana  
Tele: +91 40 66666789 email: info@hrsquare.co.in





Date: 26-09-2020

To  
Mr. K.SIVA RAJESH

**OFFER LETTER**

Dear MR. SIVA RAJESH,

This has reference to your application and the subsequent interview you had with HETERO DRUGS LTD - R&D we are pleased to offer you for the position of "Tr. RESEARCH ASSOCIATE IN R&D DEPARTMENT" location BALANAGAR in our organization on a contractual basis.

The brief details of the offer are as below:

Gross Salary : Rs 12,000/-P.M

Your expected Date of Joining : 15/10/2020

You will be issued a detailed 'Appointment Letter' on your joining with HR SQUARE LLP. And this offer letter will be valid till 15-10-2020 and will automatically become void unless it is explicitly extended by the client or HR SQUARE LLP.

You are requested to sign and return us the copy of the Offer letter as a token of your acceptance.

Please bring the following documents along with you on the day of your joining with HR SQUARE LLP:

1. Copy of relieving letter from previous employer if applicable
2. Latest payslip / proof of salary / Bank statement in which last salary credited
3. Copies of Education certificates
4. Four passport sized colour photographs
5. Proof of House Address (Electricity bill, Rent Agreement, Postal Address proof, etc.)
6. ADHAAR & PAN card copy
7. Duly filled Standard Application form of HR Square LLP.

We look forward to your joining at the earliest.

For HR Square LLP

(Authorized signatory)

HR SQUARE LLP  
D-NO-6-3-347/22/6, Sri Durga Tulasi Apartment 4<sup>th</sup> Floor  
Dwarakapuri Colony Punjagutta Hyderabad 500082- Telangana  
Tele: +91 40 66666789 email: info@hrsquare.co.in

To,  
Mr. Shaik Abdul Rouf  
S/o Ussain Vali

NO :5-117/8B1,  
City/Village : Allagadda,  
Mandal : Chagalamarri,  
District : KURNOOL-518553.

Date:07.04.2020,

2019-20

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, Bhemmunipatnam Mandal, Visakhapatnam District on the 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)

---


**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

To,

**Mr. Shaik Shabbir Hussain**

S/o Mahabbob Basha

City/Village : T.Velamavaripalli,

Mandal : Vempalli,

District : KADAPA-516203.

Date:07.04.2020,

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, Bhemmunipatnam Mandal, Visakhapatnam District on the 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)

---

**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

.....44902.....

Re.No. 1849/E2A/GMC/KDP/2020

Dated: 24/04/2020

Sub:- M&H Services – Covid-19 – Increasing the capacity of VRDL,  
located at Medical Colleges of A.P. to reduce the dependency on  
rapid kits – Requirement of manpower - Recruitment of Research  
Assistants for six months, on consolidated pay - Orders – Issued.

- Ref:- 1) Order No.70/ Covid-19/2020, dt. 28.07.2020 of the HM&FW Dept.,  
2) This office Re.No. 1832/ E2A/ GMC/ KDP/2020, dated: 21.08.2020.  
3) This office Re.No. 1833/ E2A/GMC/KDP/2020, dt.21.08.2020  
4) This office Re.No. 1849/ E2A/GMC/KDP/2020,dt.27.08.2020,  
30.11.2020.  
5) Lr.No.1365/HM&FW /Covid-19/ LAB/ Manpower-2020, Dt.18.12.2020.  
6) Note orders approved by the District Collector, YSR District, Kadapa  
Dt: 08.01.2021 and dt. 24/04/2021

\*\*\*\*\*

ORDER:

The State Nodal Officer for labs, HM&FW Dept., A.P. Guntur has accorded permission to recruit the additional manpower of five Research Assistant posts for enhancing the capacity of the existing VRDL Labs.,

Accordingly, on obtaining approval from the District Collector, YSR District, Kadapa the following Research Assistants are selected from the Merit list prepared for five additional vacancies, to work at VRDL, Govt. Medical College, Kadapa, following guidelines laid down in the reference 1<sup>st</sup> cited on temporary basis, on consolidated pay with the condition to terminate at any time.

The Principal, Govt. Medical College, Kadapa is pleased to appoint the following Research Assistants from the selected merit list, on temporary basis, as per the references cited.

Sl. No	Name of the Candidate	Consolidated pay.
1	Sri. K. Mahaboob Subhan	Rs. 30,000/- per month

The above appointment is done on purely temporary basis to meet the Covid-19, emergency at VRDL, Govt. Medical College, Kadapa for a period of six months, on consolidated pay and can be terminated without any prior notice.

The above selected candidate is hereby instructed to report before the Principal, Govt. Medical College, Kadapa, immediately. If they fail to report, by the said date, their appointment shall be stand cancelled.

//Attested//

Deputy Director (Admn.,)

Sd/- Dr. B. Udaya Kumar

PRINCIPAL,  
GMC, KADAPA

To

The individual concerned.

Copy to the Professor, Head of the Department, Department of Microbiology, GMC, Kadapa.

Copy to the Superintendent, Govt. General Hospital, Kadapa.

Copy submitted to CEO, Dr. YSR AHCT, Guntur for favour of information

Copy submitted to the Director of Medical Education A.P. Vijavawada for favour of



# GENOMIX CARL PVT. LTD

A Functional Genomics Company



Date: 11/08/2020

To

**Mr. C. Nagendra**

H.No. 9/25,

K. Buddayapalli (V),

Siddhantipuram (PO), Kazipet (M)

PIN – 516 203

Kadapa Dt. Andhra Pradesh.

Phone: +91-76720-03824

Dear Mr. Nagendra,

We are pleased to inform you that you have been shortlisted for the position of Project Assistant in our Organisation based on your academic performance and personal discussion. The appointment is initially for a period of six months with a stipend of **Rs. 10,000/-** (Rs. Ten thousands only) to work on the ongoing projects in the organisation and will be extended based on your performance. During this stay you will be provided accommodation and canteen facility in the campus itself.

If you are interested to join the organisation, please report at our office at APCARL Campus, Pulivendula on or before 16/08/2020.

Wishing all success in your future endeavours.

With best wishes,

**(Dr. Rathnagiri Polavarapu)**  
President & CEO



Office Address :  
Genomix Molecular Diagnostics Pvt. Ltd  
5-36/207, Prashanth Nagar, Kukatpally,  
Hyderabad-72. Ph : 040 40175546

USA Address :  
Genomix Biotech Inc.  
2620 Braithwood Road, Atlanta, GA 30345 USA  
Off : 770-934-8300 Cell : 770-842-9727

Regd Office :  
Genomix Carl Pvt. Ltd.  
Opp JNTU Eng College, Rayalapuram Road,  
Pulivendula 516300, A.P.



For Livestock Health Care

# GENOMIX CARL PVT. LTD

A Functional Genomics Company



Date: 11/08/2020

To

**Mr. D. Siva Guru Prasad**

H.No. 5/108,  
Valluru (M & PO) – 516 293  
Kadapa Dt. Andhra Pradesh.  
Phone: +91-98486-23641

Dear Mr. Siva Guru Prasad,

We are pleased to inform you that you have been shortlisted for the position of Project Assistant in our Organisation based on your academic performance and personal discussion. The appointment is initially for a period of six months with a stipend of **Rs. 10,000/-** (Rs. Ten thousands only) to work on the ongoing projects in the organisation and will be extended based on your performance. During this stay you will be provided accommodation and canteen facility in the campus itself.

If you are interested to join the organisation, please report at our office at APCARL Campus, Pulivendula on or before 16/08/2020.

Wishing all success in your future endeavours.

With best wishes,

**(Dr. Rathnagiri Polavarapu)**  
President & CEO



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Hyderabad-72. Ph : 040 40175546

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Regd Office :  
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Opp JNTU Eng College, Rayalapuram Road,  
Pulivendula 516390, A.P.





For Livestock Health Care

# GENOMIX CARL PVT. LTD

A Functional Genomics Company



Date: 11/08/2020

To

**Mr. D. Suneel Kumar**

H. No. 73/116-A,  
Shivalayam Street, Patha Rayachoti,  
Rayachoti – 516 269.  
Kadapa Dt. Andhra Pradesh.  
Phone: +91-95155-75574

Dear Mr. Suneel Kumar,

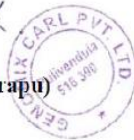
We are pleased to inform you that you have been shortlisted for the position of Project Assistant in our Organisation based on your academic performance and personal discussion. The appointment is initially for a period of six months with a stipend of **Rs. 10,000/-** (Rs. Ten thousands only) to work on the ongoing projects in the organisation and will be extended based on your performance. During this stay you will be provided accommodation and canteen facility in the campus itself.

If you are interested to join the organisation, please report at our office at APCARL Campus, Pulivendula on or before 16/08/2020.

Wishing all success in your future endeavours.

With best wishes,

**(Dr. Rathnagiri Polavarapu)**  
President & CEO



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Hyderabad-72. Ph : 040 40175546

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Regd Office :  
Genomix Carl Pvt. Ltd.  
Opp JNTU Eng College, Rayalapuram Road,  
Pulivendula 516390, A.P.

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



For Livestock Health Care

# GENOMIX CARL PVT. LTD

A Functional Genomics Company



Date: 11/08/2020

To

**Mr. M. Mahammad Ghouse,**

H.No. 5/101,  
Vadde Street,  
Vempalli – 516 329.  
Kadapa Dt. Andhra Pradesh.  
Phone: +91-98486-23641

Dear Mr. Ghouse,

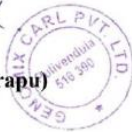
We are pleased to inform you that you have been shortlisted for the position of Project Assistant in our Organisation based on your academic performance and personal discussion. The appointment is initially for a period of six months with a stipend of **Rs. 10,000/-** (Rs. Ten thousands only) to work on the ongoing projects in the organisation and will be extended based on your performance. During this stay you will be provided accommodation and canteen facility in the campus itself.

If you are interested to join the organisation, please report at our office at APCARL Campus, Pulivendula on or before 16/08/2020.

Wishing all success in your future endeavours.

With best wishes,

**(Dr. Rathnagiri Polavarapu)**  
President & CEO



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5-36/207, Prashanth Nagar, Kukatpally,  
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Pulivendula 516390, A.P.

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



# GENOMIX CARL PVT. LTD

A Functional Genomics Company



Date: 11/08/2020

To

**Mr. P. Muneeshwar Reddy,**

Modameedapalli (V),  
Pathakadapa (PO)  
Kadapa Dt. Andhra Pradesh.  
Phone: +91-70931-40576

Dear Mr. Muneeshwar Reddy,

We are pleased to inform you that you have been shortlisted for the position of Project Assistant in our Organisation based on your academic performance and personal discussion. The appointment is initially for a period of six months with a stipend of **Rs. 10,000/-** (Rs. Ten thousands only) to work on the ongoing projects in the organisation and will be extended based on your performance. During this stay you will be provided accommodation and canteen facility in the campus itself.

If you are interested to join the organisation, please report at our office at APCARL Campus, Pulivendula on or before 16/08/2020.

Wishing all success in your future endeavours.

With best wishes,

**(Dr. Rathnagiri Polavarapu)**  
President & CEO



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Opp JNTU Eng College, Rayalapuram Road,  
Pulivendula 516390, A.P.



For Livestock Health Care

# GENOMIX CARL PVT. LTD

A Functional Genomics Company



Date: 11/08/2020

To

**Mr. S. Guru Prasad**

H.No. 9/142,  
Narasannapalli (V),  
B. Mattam (PO & M),  
PIN – 516 503  
Kadapa Dt. Andhra Pradesh.  
Phone: +91-90528-08015

Dear Mr. Guru Prasad,

We are pleased to inform you that you have been shortlisted for the position of Project Assistant in our Organisation based on your academic performance and personal discussion. The appointment is initially for a period of six months with a stipend of **Rs. 10,000/-** (Rs. Ten thousands only) to work on the ongoing projects in the organisation and will be extended based on your performance. During this stay you will be provided accommodation and canteen facility in the campus itself.

If you are interested to join the organisation, please report at our office at APCARL Campus, Pulivendula on or before 16/08/2020.

Wishing all success in your future endeavours.

With best wishes,

**(Dr. Rathnagiri Polavarapu)**  
President & CEO



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Pulivendula 516390, A.P

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



# GENOMIX CARL PVT. LTD

A Functional Genomics Company



Date: 11/08/2020

To

**Ms. V. Mounika**

Flat No. 248, A Block,  
Vinyas Apartment, Near New RIMS,  
Kadapa – 516 003,  
Andhra Pradesh.  
Phone: +91-83099-21628

Dear Ms. Mounika,

We are pleased to inform you that you have been shortlisted for the position of Project Assistant in our Organisation based on your academic performance and personal discussion. The appointment is initially for a period of six months with a stipend of Rs. 10,000/- (Rs. Ten thousands only) to work on the ongoing projects in the organisation and will be extended based on your performance. During this stay you will be provided accommodation and canteen facility in the campus itself.

If you are interested to join the organisation, please report at our office at APCARL Campus, Pulivendula on or before 16/08/2020.

Wishing all success in your future endeavours.

With best wishes,

**(Dr. Rathnagiri Polavarapu)**  
President & CEO



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5-36/207, Prashanth Nagar, Kukatpally,  
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Pulivendula 516390, A.P

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



Ref. No. HR / APP / 2021

## Natco Pharma Limited

Regd. Off. : 'NATCO HOUSE', Road No. 2, Banjara Hills, Hyderabad - 500034.  
Telangana, INDIA. Tel : +91 40 23547532, Fax : +91 40 23548243  
CIN : L24230TG1981PLC003201, www.natcopharma.co.in

Date : 24.02.2021

Mr. PENIKALAPAATI THIRUMALA KONDA  
S/O.P.SREE RAMULU,  
H.NO.:1/434,  
GODDUMARRI VILLAGE, YELLANUR MD.  
ANANTHAPUR DIST.

60959

Dear Mr. PENIKALAPAATI THIRUMALA KONDA,

This has reference to our offer letter dated **25.01.2021**. We are pleased to appoint you as **TRAINEE-QC. (MICRO)** in our Organisation with effect from **08.02.2021** on the following terms and conditions:

01. Your training is for a period of One year. During training you will be paid a stipend as follows :

1. **Basic Salary** : You will be paid a Basic Salary of **Rs. 7800.00/-** ( Rupees Seven Thousand Eight Hundred Only ).

2. **House Rent Allowance** : You will be paid an amount of **Rs. 5200.00/-** towards House Rent Allowance per month.

02. You will not be eligible to draw any other benefits or perquisites, other than the stipend.

03. During training your learning and progress will be reviewed periodically by your immediate senior, your department head and Human Resources. You will be required to submit regular reports on your assignments to your immediate superior.

04. We are offering you only training. On completion of training, the company is not bound to give you any employment or any facilities or benefits.

05. However, your absorption as regular employee may be reviewed at the end of your training period. On successful completion of training you may be absorbed in the services of the company, depending on availability of a suitable position in the company.

06. During the training period, your tenure may be terminated by either side with seven (7) days notice or stipend in lieu of notice period.

07. Your present place of posting is in **PHARMA DIVISION - KOTHUR**. However, you are liable to be transferred to any other unit / branch or location within India at any time.

Contd....2....



**TEMPORARY APPOINTMENT ORDER**

Name of the Applicant : **GUNIGUNTLA.SAHIRA BANU**  
 S/o D/o W/o : **DASTAGIR.G**  
 Qualification : **M.Sc**  
 Department / Designation : **Biology -Zoology**  
 Date of Birth : **16-05-1997**  
 Age : **22 years**  
 Date of Interview : **27-JAN-2020**

With reference to your Application dated 19-12-19 and the subsequent interview held at **Academic Central Office, Vijayawada**, The Management is pleased to offer you the post of **Academic Instructor** *King* **Biology** at **KADAPA/TIRUPATI** Branch on a consolidated pay of **Rs. 1,00,000/-** with **CIC** Per month in words (Rupees One Lakh for a period of one year on probation.

**Note:** The finalization of Branch will be done at the teachers' workshop. The teacher's choice and preference will be considered for the finalization of branch, which will be within the zone preferred by the candidate.

**You are advised to report to the workshop- KADAPA/TIRUPATI**

If any queries contact A.Rama Rao, +91 9000955711, **R.Raja Gopal - 9000903563**

*R. Raja*  
 Appointment Authority

**CERTIFICATE OF ACCEPTANCE**

Having understood the terms and conditions, I acknowledge to abide by them in the interest of the institution. I promise that I shall strive hard to come up to the expectations of the management in all my endeavors.

I hereby promise to join the workshop on:  
 Place: **Kadapa**  
 Date: **24-01-2020**

*G. Sahira Banu*  
 Signature of the applicant

## Offer of Employment

Date: 18.01.2021

Ref.No: VBPL/HR/2019-2020/Jan/1161,

Dear **Mr. P.Mano Vikas Reddy**,

We are pleased to inform you that your application for the position of **Trainee Research Associate in the Department of R&D Nutraceuticals** at Virchow Biotech Pvt. Ltd Unit I was reviewed and you have been selected for the position. We are offering you the position with a CTC of **Rs 1.7 Lakhs** Per Annum (Rupees One Lakh Seventy Thousand only). A detailed salary break up will be provided to you at the time of joining.

Please bring with you the following documents on the day of joining.


1. Proof of age (Xerox)
2. Duplicate copies of educational & professional certificates.
3. Relieving certificate from previous employer. (If any)
4. Appointment letter of the previous employer and salary revision letters.
5. Last month pay slip received from the previous employer.
6. 3 Passport size photographs.
7. Medical Reports (As per checklist).
8. Aadhar Card (Xerox)
9. Bank Passbook front paper Xerox copy.
10. Cheque along with IFSC code for A/C proof (Salary Remittance)

**NOTE: Please bring all the originals which will be returned to you after verification. Our company policy is to commence the date of joining either on 1<sup>st</sup> or 15<sup>th</sup> of each month (based upon the working day).**

Please acknowledge the receipt of this letter and confirm your acceptance within 20 days from the date of this offer letter. As your acceptance of this offer, print this offer letter, sign, date it and email back to us at your earliest convenience with the expected date of joining.

Regards

For Virchow Biotech Pvt. Ltd

  
K.V.S Ramakrishna Rao  
AGM - HR & Admin



**Factory** : Survey No. 172 Part, Gagillapur Village, Dundigal Gandimaisamma Mandal,  
Medchal-Malkajgiri District, Telangana - 500 043, INDIA.

Phone : 09700017820, 09700017883 E-mail : hr@virchowbiotech.com, regulatory.vbpl@gmail.com

**Head Office** : # 319 & 320, III<sup>rd</sup> Floor, Swamy Ayyappa Co-op. Housing Society Ltd, Madhapur, Hyderabad-500 081  
Phone : +91-40-23119481, Fax : +91-40-23119486. **GSTIN : 36AABCV2578A1ZI**



## Offer of Employment

Date: 08.01.2021

Ref.No: VBPL/HR/2019-2020/Dec/1153,

Dear Mr. Hrushikesa Lingam.M,

We are pleased to inform you that your application for the position of **Trainee Research Associate in the Department of R&D Nutraceuticals** at Virchow Biotech Pvt. Ltd Unit I was reviewed and you have been selected for the position. We are offering you the position with a CTC of **Rs 1.7 Lakhs** Per Annum (Rupees One Lakh Seventy Thousand only). A detailed salary break up will be provided to you at the time of joining.

Please bring with you the following documents on the day of joining.

1. Proof of age (Xerox)
2. Duplicate copies of educational & professional certificates.
3. Relieving certificate from previous employer. (If any)
4. Appointment letter of the previous employer and salary revision letters.
5. Last month pay slip received from the previous employer.
6. 3 Passport size photographs.
7. Medical Reports (As per checklist).
8. Aadhar Card (Xerox)
9. Bank Passbook front paper Xerox copy.
10. Cheque along with IFSC code for A/C proof (Salary Remittance)

**NOTE: Please bring all the originals which will be returned to you after verification. Our company policy is to commence the date of joining either on 1<sup>st</sup> or 15<sup>th</sup> of each month (based upon the working day).**

Please acknowledge the receipt of this letter and confirm your acceptance within 20 days from the date of this offer letter. As your acceptance of this offer, print this offer letter, sign, date it and email back to us at your earliest convenience with the expected date of joining.

Regards

For Virchow Biotech Pvt. Ltd.

  
K.V.S Ramakrishna Rao

AGM – HR & Admin



**Factory :** Survey No. 172 Part, Gagillapur Village, Dundigal Gandimaisamma Mandal,  
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Phone : 09700017820, 09700017883 E-mail : hr@virchowbiotech.com, regulatory.vbpl@gmail.com

**Head Office :** # 319 & 320, III<sup>rd</sup> Floor, Swamy Ayyappa Co-op. Housing Society Ltd, Madhapur, Hyderabad-500 081.

Phone : +91-40-23119481, Fax : +91-40-23119486. **GSTIN : 36AABCV2578A1ZI**



**GREATWAY**  
INTERNATIONAL SCHOOL  
.....Creating global leaders of tomorrow

greatway7175@gmail.com  
9912347175  
PALASAMUDRAM (V),  
GORANTLA (M),  
ANANTAPURAM (D)- 515241

### OFFER LETTER

To

Naguri Mahaboob Basha,  
Ediga Bazar,  
Nambulapuli Kunta,  
Anantapuramu.  
Phone: +91 99669 38363.

Dear Sir,

*Greetings of the day!*

With reference to your application and the subsequent interview, we are pleased to appoint you as Biological Science teacher in the subjecting to the following terms and conditions.

- ❖ Your tenure as a Biology Teacher takes effect from 25/03/2021
- ❖ You will be on 3 months observation and a probation period for one year, from the date of joining.
- ❖ Your appointment order will be given only after the observation period.
- ❖ You are strictly instructed to follow the norms set by the institution; failing to do so, the decision taken by the management is final.
- ❖ You will be paid a CONSOLIDATED SALARY of Rs. 15,000 (Fifteen Thousand only) per month.

*Wishing you a successful tenure in Greatway International School!*

*[Signature]*  
Principal 25/03/2021  
**PRINCIPAL**  
GREATWAY INTERNATIONAL SCHOOL  
Grace City, Palasamudram-515 241  
Gorantla (M) Anantapur (Dist.)



## Training at Virchow Biotech

2 messages

<hr@virchowbiotech.com>

Mon, 2 Nov 2020 at 3:59 pm

To: agalurmanikanta@gmail.com

Cc: K.V.S.Ramakrishna <ramakrishna.rao@virchowbiotech.com>, Raghu@virchowbiotech.com

**Dear Mr. A Manikanta,**

subsequent to your interview and discussion you had with us, we are pleased to inform you that your application for the position of Quality Control at Virchow Biotech Pvt Ltd, was reviewed and you have been selected for the position.

During training period of 2 Months you will be paid Rs 9,000 /- Per month as a stipend. Offer letter will be provided after successful completion of your training period based on your performance.

Please bring the following documents on the date of joining.

1. Rs.100 /- Non Judiciary Paper (2 years agreement)
2. Aadhar card Xerox copy (Self & Parents).

Please acknowledge the receipt of this letter and Your Expected Date Of Joining is 02.11.2020 .

For any queries feel free to contact me on +91 9154152929 .

## Best Regards

**U Priyanka | Sr.Executive | Human Resource |**

Address: Survey No. 172, Gagillapur, Dundigal Mandal, Medchal Dist., Hyderabad - 500043, INDIA ,

Mobile: +91-9700017820, +91-9700017883.



# Bal Pharma Limited

2018 2020  
12.10.2020

## APPOINTMENT LETTER

To

Mr. Vakamalla Srinivasulu  
2/34-A S ramapuram  
Gopavaram, T Sandrapalli  
Cuddapah  
Andhra Pradesh - 516233

Dear Srinivasulu,

With reference to your application for employment in our Company and the subsequent discussions you had with us, we have pleasure in offering you an appointment at our Unit-I on the following terms and conditions:

1. You will be designated as "Executive Trainee - Quality Control"
2. Your appointment is with effect from 10-Sep-2020
3. Your Gross Salary will be as mentioned below:

Basic + DA	Rs. 9,500.00
Other Allowance	Rs. 4,800.00
<b>Gross Salary</b>	<b>Rs. 14,300.00</b>

Your Annual C.T.C will be Rs. 2,01,484/-PA.

4. Statutory Benefits: ESI under the Employees State Insurance Act, 1948, Provident Fund under the Provident Fund and Miscellaneous Provisions Act, 1952.
5. You will be on probation for a period of One Year. Your probationary period may be extended at the discretion of the Management. On satisfactory completion of your period of probation and/or any extended period thereafter, the Management may confirm you in writing. If you are not confirmed in writing, you will be deemed to be continued on probation. During the period of probation or at the end of it, your services may be terminated without notice or compensation in lieu thereof and without assigning any reason thereto.
6. Your date of birth as recorded in the company records is 25-Jun-1996 on the basis of documentary proof produced by you in this respect. You are required to take note of this, as this date will be considered as the authenticated date of birth for all purposes throughout your service with the Company and no change will be permitted under any circumstances.
7. Your annual increment will be subject to our entire satisfaction of your overall work performance including achievement of targets. Your services may be terminated by the Company without notice or compensation and without assigning any reason thereto if your performance is not satisfactory or if you breach any of the clauses of this contract or service conditions of the Company, where the decision of the Management is final.

CORPORATE OFFICE : 5th Floor, Lakshmi Narayan Complex, 10/1, Palace Road, Bengaluru - 560 052, India  
Ph. : 91 - 80 - 41378500 Fax : 91 - 80 - 22354057 / 58

Email : info@balpharma.com Website : www.balpharma.com

CIN # LB5110KA1987PLC008368

REGD. OFFICE & FACTORY : 21 & 22, Bommasandra Industrial Area, Bengaluru - 560 099, Ph. : 41570813 / 18 Fax : 41570820

*Bal Pharma*



# Bal Pharma Limited

18. The Company shall deduct all Income Tax and other statutory dues payable by you from any payments made and perquisites granted to you or on your behalf which may be classified as Taxable Income and nothing in these terms and conditions is to be interpreted to mean that the Company will bear either in part or in whole any taxation or any other statutory payments due or becoming due or payable by you.

19. You will be entitled for leave as per the Company Rules. You shall lose your lien on your employment in the Company, if you remain absent unauthorized after the expiry of leave originally granted or extended leave, if any, or if you remained absent without any information or authorization, unless you return within 9 days and give explanation to the satisfaction of the Company. You will be deemed to have left the services of the Company from the date of commencement of unauthorized absence beyond 10(ten) days.

20. You shall be subject to dress code laid down by the Company from time to time.

21. This appointment order is subject to the jurisdiction of an appropriate court at Bangalore.

If you are willing to accept the above terms and conditions, you may affix your signature on the duplicate copy of this order in token of your acceptance.

We take this opportunity to welcome you to our Company and we trust that our association will be long and mutually beneficial.

Wish you all the best.

For Bal Pharma Limited

Basavalingafah Hiremath  
Deputy General Manager - HR

I have read, understood and accepted the terms of employment stated in the appointment letter dated 12.10.2020. The information given by me to the Company is complete and correct. If any part of the information given by me is found to be false, suppressed and incomplete or if the terms and the conditions of appointment letter are not followed either at the time of recruitment or any time during the employment, my services shall be terminated with immediate effect without notice.

Mr. Vakamalla Srinivasulu

CORPORATE OFFICE : 5th Floor, Lakshmi Narayan Complex, 10/1, Palace Road, Bengaluru - 560 052, India

Ph. : 91 - 80 - 41379500 Fax : 91 - 80 - 22354057 / 58

Email : [info@balpharma.com](mailto:info@balpharma.com) Website : [www.balpharma.com](http://www.balpharma.com)

CIN # L85110KA1987PLC009368

REGD. OFFICE & FACTORY : 21 & 22, Bommasandra Industrial Area, Bengaluru - 560 099. Ph. : 41570813 / 19 Fax : 41570820

## Salary Structure

BAI/HRD/OFFER/14/2020-21

Name V Srinivasulu

Date: 04.09.2020

Agreed Date of Join: 10.09.2020

Qualification M.Sc

Date of Birth 25<sup>th</sup> June 1996

Experience Fresher

Designation Exe. Trainee

Department Quality Control

Location UNIT I

Sl No	Particulars	Offered Break up	
		Per Annum	Per Month
1	Basic	1,14,000	9,500
2	House Rent Allowance	57,600	4,800
	<b>Gross Salary</b>	<b>1,71,600</b>	<b>14,300</b>
<b>Contributions</b>			
3	Employer PF Contributibn(13%)	14820	1,235
4	ESIC (3.25% of Gross)	5580	465
5	Gratuity (4.81% on basic)	5484	457
6	Bonus / Exgratia	7000	583
	<b>Total</b>	<b>32884</b>	<b>2740</b>
	<b>CTC</b>	<b>204484</b>	<b>17,040</b>
<b>Deductions</b>			
7	PF (12%)	13680	1,140
8	ESIC (0.75%)	1296	108
	<b>Total</b>	<b>14976</b>	<b>1248</b>
	<b>Net Salary</b>	<b>156624</b>	<b>13052</b>

- \* TDS will be deducted as per the Income Tax Rules
- \* The Gratuity will be paid on eligibility as per the payment of gratuity act 1972
- \* Bonus will be paid on eligibility as per the Payment Of Bonus Act, 1965

Prepared By *M. Srinivasulu*

Verified By *B. Srinivasulu*

25<sup>th</sup> Aug 2020.

Ms. Ramigalla Madhavi,

Dear Madhavi,

This has reference to your application and the subsequent interviews you had with us. We are pleased to offer you a position of "Trainee - Medical Coding & Billing" Omega Healthcare Management Services Pvt Ltd, on the following terms and conditions:

01. You will draw a Basic Salary of Rs.14,050/- (Rupees Fourteen Thousand Fifty Only) per month. In addition to this, you will be paid Statutory Bonus of Rs.1,405/- (Rupees One Thousand Four Hundred and Five Only) per month as other allowances.
02. You will be entitled to Leave, Gratuity, P.F., Medical Insurance & Personal Accident Insurance, etc. in accordance with the Law / Company Policy from time to time.
03. Depending on your performance and the company's requirement, your employment can be extended on completion of 6 months.
04. Your place of posting will be at Bengaluru and you will report for duty on 28<sup>th</sup> Aug 2020 at 9:00AM.
05. This letter of offer is subject to completing other joining formalities as specified in Annexure-1 and on completion a detailed appointment letter will be given.

Kindly sign the duplicate copy of this letter as a token of your acceptance to the above terms and conditions.

Thanking you,  
Yours faithfully,

For Omega Healthcare Management Services Pvt. Limited.

*Rajagovindan*

Madhavi

Raja G  
Senior Manager – Talent Acquisition

**Omega Healthcare Management Services Pvt. Ltd.**

9<sup>th</sup> Floor, Tower - 2, RMZ Millennia Business Park, No. 143, Dr. MGR Road, Kandanchawari,

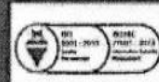
Chennai - 600 096. Tel: +91 44 4907 0101

Registered Office: No.33, MAL Wind Turbine Road, Murugesapalya, Bengaluru - 560 017. Tel: +91 80 41557333

US Office: 2424 North Federal Highway, Suite #205, Boca Raton, FL 33431

website: www.omegahms.com

General Email ID: hr@omegahms.com | Register No: U85110 RA2003 PTC 032640



Name	Madhavi	Exp DOJ	28 <sup>th</sup> Aug 2020
Designation	Trainee - Medical Coding & Billing	Level : 1A	Location: Bangalore
<b>Proposed</b>			
Components	Monthly	Annual	Other Information
Basic + DA	14,050	1,68,600	Qualification Msc Biochemistry
HRA	0	0	
Monthly Bonus	1,405	16,860	Experience Fresher
Monthly Gross (A)	15,455	1,85,460	Last Employer N/A
PF	1,686	20,232	Source of Hiring Naukri
ESI / Med Ins Prem	502	6,024	Consultant Fees 0/-
Gratuity	675	8,100	Movement Expenses Nil
GLTI Prem	100	1,200	Notice Pay: Nil
Leave Encashment		7,584	Reward 0/-
Sub-total(B)	2,963	43,140	
Monthly CTC Total(A+B)	18,418	2,28,600	
Prepared By HR Sharath Kumar K		Approved By Raja Govindan Senior Manager – Talent Acquisition	



# RAI BAHADUR SETH SHREERAM NARASINGDAS PRIVATE LIMITED

(Formerly : R.B. SETH SHREERAM NARSINGADAS) RBSSN SANKALAPURAM IRON ORE MINES

(AN ISO 9001:2015, ISO 14001 :2015 & ISO 45001 :2018 COMPANY)

Corp. Off : D.No. 1499/1, Post Box No. 38, KARIGANUR (Post), HOSPET - 583 201, Bellary Dist. Karnataka, India

GSTIN : 29AAGCR1550HZZB

www.rbssn.com

CIN : U14290KA2012PTC066475



RBSSN/HR /20-21

Date: 30 November 2020

**Mr. P Ganesh Kumar Reddy**

S/o P.Ramireddy

Chinthala Juturu (V & P),

Vimula (M), Pin: 516390

Dist – Kadapa, Andhra Pradesh

Dear Mr. P Ganesh Kumar Reddy,

This has reference to the interview you had with us on 30.11.2020; we are pleased to offer you the Post of "Geologist". You are requested to join for duty on or before 03 Nov 2020.

RBSSN Group welcomes you.

Thanking you,

Yours faithfully,  
for Rai Bahadur Seth Shreeram  
Narasingdas Private Limited,

Authorized Signatory



**RBSSN PVT LTD**



**PALLE GANESHKUMAR REDDY**

Geologist-Trainee



Authorised Signatory

Emp. No. : 2033

Department : Mines

Joning Date : 03-12-2020

Date of Birth : 06-03-1992

Blood Group : O-ve

Aadhar No : 440764890013

Contact No : 6303019820

**IF Found Please Return to :**

HR Department  
 Rai Bahadur Seth Sreeram Narasindas Pvt. Ltd.  
 D No.1499/1, P O Box No.38,  
 Hospet - 583201.  
 Dist Bellary, Karnataka, India  
 Ph: +91 8394 266011/265825  
 Mobile No: 9900558010  
 Email:hrd@rbssn.com Website: www.rbssn.com

Rai Bahadur Seth Sreeram Narasingdas Private Limited				Print Date : 09/Aug/2021	
Form XI [See Rule 26(2)]				Month/Year : Jul/2021	
Name:	PALLE GANESHKUMAR REDDY			Emp ID :	2033
Father's Name	PALLE RAMI REDDY			EL OB:	Avid:
Designation :	GEOLOGIST TRAINEE			CL OB:	Avid:
A/c.No.:	30569741347			No. of Days:	31
State Bank of India				Closing Balance:	
Earnings :				Closing Balance:	
BASIC	7,500.00 HRA	2,000.00 SPL ALL	2,500.00		
Deductions :					
PF	900.00				
<b>Total Earnings</b>	<b>2,000.00</b>	<b>Total Deduction</b>	<b>900.00</b>	<b>NetSalary</b>	<b>11,100.00</b>
<b>This is a computer generated payslip, does not require any Signatures.</b>					

**Employment Offer Letter**

Dear Mr. B. Veera Bhargava Reddy,

Date: 31<sup>st</sup> December 2020

We are pleased to offer you the full-time position of "Trainee Geologist" in our organisation, please find the following terms and conditions of your employment:

1. Your start date will be January 1<sup>st</sup> 2021 and your services are regularised upon date of joining.
2. Your salary will be Rs. 13750/- per month. Tax deduction and other statutory deductions will be made at the source. You will be eligible for bonus payment at the end of the financial year based on your performance and company performance. You shall keep your salary details strictly confidential.
3. You will be posted at Ecomen Laboratories Pvt. Ltd. Office, at Kadapa Andhra Pradesh. You may however be required to work at any place of business which the Company has, or may expand later.
4. You will report to Dr. Brahmaiah T, Manager of Ecomen Laboratories Pvt. Ltd.
5. You shall submit the following copies of documents(self-attested) before or at the time of joining.
  - Proof of Data of Birth certificate
  - Qualification certificates
  - Experience certificates (if any)
  - Two Passport size photographs
  - Copy of PAN and Aadhar card
  - Personal Profile/Bio-data
  - Bank Account details

**Job Responsibilities:**

- Grass root implementation of planned work
- Coordination with the Exploration team, DGPS Team, and Monitoring Team
- Geological mapping on mega, meso and microscopic scales if required
- Coordination with local government geological department and mine owners to get the access of information regarding minerals and Mines
- Technical report preparation like Quarry Plans, Environmental Clearances and Reserve calculation
- Ensure that all projects are delivered on-time, within scope and within budget

**General:**

- You will be subject to the Rules and Regulations of the Company and the service conditions as are in force at present or as may be introduced or amended or extended



**Letter of Intent/Appointment Offer**

Dear **Tatasani Divya**,

Date: 03 May 2021

With reference to your application/interview and subsequent discussions you had with us, we are pleased to offer you a position of **Technical Trainee** with Team Lease Services Limited on fixed-term assignment and your date of Joining would be **03 May 2021**. Your appointment is subject to confirmation from our client on the selection of your candidature by our client, in accordance with their selection criteria.

Your Monthly & Annual CTC will be **INR 29167.00 and 350004.00** respectively. The Management reserves the right to bifurcate or merge the allowances in basic salary. Your work location will be **Bangalore**. The job is transferable anywhere within India.

The appointment offer is subject to the information provided by you in your Resume / Bio-data/CV and interviews are correct and valid. Detailed job objectives and salary structure along with appointment letter will be provided upon joining. This Letter of Intent /Appointment Offer does not guarantee employment and shall be valid for two weeks or till the date of joining, whichever is earlier.

You are required to download the TeamLease Mobile App and upload the mandatory documents listed below. Appointment Letter is issued subject to filling all mandatory fields on the Mobile App and uploading the mandatory documents on the Mobile App.

- Copy of Aadhaar Card (both sides).
- Copy of the first sheet of Bank Passbook or canceled cheque (with your name, bank account number, and IFSC clearly printed)
- Copy of highest educational qualification certificate.
- Copy of PAN card.

Link for Android App: <https://play.google.com/store/apps/details?id=com.teamlease.associate&hl=en>

Link for iOS App: <https://itunes.apple.com/in/app/teamlease/id1033421268?mt=8>

Please note that any claims based on the alleged verbal promises by any authority, not a part of this letter, will not be entertained in the future.

Yours sincerely,

For **TEAMLEASE SERVICES LIMITED**

Accepted and Agreed

**Rituparna Chakraborty**  
(Authorized Signatory)

Signature and date:

Name:

## SRI SHIRIDI SAI JUNIOR COLLEGE, JAMMALAMADUGU

RC NO – 12033/E4-4/1991 – 92 Dated: 26/06/2015 Affiliated to BIE AP, Vijayawada.

This is to certify that **Sri.L.MAHALAKSHMI D/O L.LAKSHMAIAH** working as a J.L. in **BOTANY** in this college for this academic year i.e., 2020 onwards.

During this period his performance and conduct are Satisfactory.



*K. Sreeeesee*  
Principal 28.01.22  
PRINCIPAL  
SRI SHIRIDI SAI JUNIOR COLLEGE  
JAMMALAMADUGU-516434  
Y.S.R. KADAPA (Dist.) A.P.

# **STAFF APPOINTMENT ORDER**

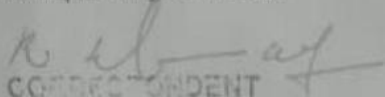
PROCEEDINGS OF THE CORRESPONDENT  
Sri PRAGATHI JR COLLEGE, KAMALAPURAM.

**Mr/Ms MEKALA LAKSHMI PRASANNA** has been selected as a Lecturer in CHEMISTRY In the oral interview hold on **01.12.2020** based on his/her performance in the interview and the marks obtained in the concerned P.G Course and other Qualifications.

Copy to

1. Individual,
2. B.I.E Vijayawada,
3. File.

Secretary & Correspondent,  
Pragathi Jr college,  
Kamalapuram, Y.S.R Dist.

  
CORRESPONDENT  
PRAGATHI JUNIOR COLLEGE  
KAMALAPURAM,  
Y.S.R. (Dist.) -516 288.

05<sup>th</sup> October 2020

## APPOINTMENT LETTER

Mr. Kancharla Chandrahas Reddy,

**Sub: Your Appointment in BNPA Coatings Pvt. Ltd.**

Dear Chandrahas,

With reference to letter dated on 28<sup>th</sup> September 2020 we are pleased to appoint you an **Assistant Officer (O4)** of **Quality Control Department** in our Company.

**Terms and Condition of Employment Agreement:****1. Remuneration**

Your CTC will be **Rs. 300,000/- Per Year** and PF where applicable will be deducted from your monthly compensation as per the government rules and regulations. Bonus is paid to the eligible employees as per the provisions of the Payment of Bonus Act 1965. Income Tax where applicable will be deducted at source from your monthly compensation as per the government rules and regulations. Basic and the other allowances and perquisites applicable in your grade are spelt out in the Annexure attached hereto.

**2. Working Hours**

The Company commercial operations include working 45 hours a week, start at 9.00 a.m. to evening 5.30 p.m. on Monday to Friday and 9.00 a.m. to 2.30 pm on Saturday. However, you may be required to extend the working hours and work as necessary to meet the demands of the Company. The Management can change the timings, as it may consider necessary.

**3. Leave**

You will be entitled to Festivals & National Holidays, Casual and Privileged leaves as per the leave policy of the company. For the purposes of the leave the year shall run from April to March.

You are entitled to 30 days of Privilege Leave per calendar year. However, it is not allowed to take Privilege leave unless you complete the probation period. The Leave can be accumulated up to 150 days, where after, company will purchase further accumulation at the end of the fiscal year.

Leaves should be applied for in advance and should be approved by the concerned official. The company reserves the right to grant/deny the leave applied, depending on the contingency of work.

However, the leave encashment will not be permitted in the case if you quit the services without requisite notice or whose services are terminated on account of misconduct such as dishonesty etc.

**4. Job and responsibilities**

You shall, to the best of your ability, work for the Company on all matters relating to your profile and other related activities that may be assigned to you by the Company from time to time. You are expected to render your Job Responsibilities with utmost dedication and honesty.

**5. Notice of Confirmation/Termination**

There shall be a probation period of 6(Six) months, from the date of joining, for purposes of confirmation. At the end of the probation period your employment shall be deemed to have been confirmed unless you have been issued a communication by the Company, in writing, terminating your appointment or extending the probation period. You need

Page 1 of 2

to give the company 1(One) month notice period or 1(One) month basic salary as shortage notice even on the probation period.

Further, your services can be terminated by either party giving to the other notice of 3 (Three) months in writing or 3 (Three) month basic salary. The Company reserves the right to terminate the employment on any ground whatsoever, including the ground of misconduct or unsatisfactory performance or violation of the Company policies. Absence of a continuous period of more than three days, without prior approval of the Management, (including overstay of leave/training), can lead to termination of your services without notice. The Company shall verify the facts stated by you in your resume and if any of the facts stated therein at any point of time are found to be false, your services will be terminated immediately without notice. Your employment with the Company would automatically come to end after your attaining the age of 58 years. You will also be liable for earlier retirement, if you are found by any medical officer, appointed by the Company, to be mentally or physically unfit to discharge your functions and responsibilities.

## 6. Confidentiality and other terms

During your appointment with the Company you are restricted to undertake any other employment or engage in any external activities of any nature, honorary or remunerator without prior approval of the management. You are expected to attend to official duties and responsibilities diligently and to the best of your ability. You are further expected not to divulge any information regarding the affairs or business matters of the Company and all information that comes to your knowledge by reasons of your association with the Company is deemed to be confidential. Your appointment with the Company is also subject to your signing of Non-Disclosure Agreement (NDA) with the Company, as Annexed thereto. If at any point of time it comes to the knowledge of company's management that you have violated any of the condition of this agreement in any manner, then management shall have full right to terminate your service without notice.

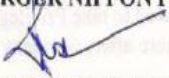
## 7. Severance


Upon separation from the Company on account of either termination or otherwise, you need to immediately return to the Company all the assets and property including documents, files, Vehicle etc. in your use, possession or custody. Kindly sign a duplicate copy of this Letter in token of your acceptance and return the same to the Company. Please submit duly attested copies of proof of age, academic certificates, employment certificates, relieving order / salary certificate from the last employer, medical fitness certificate issued by a qualified physician and 4 passport sized photographs.

With Warm Regards,

Yours Truly,

For **BERGER NIPPON PAINT AUTOMOTIVE COATINGS PRIVATE LIMITED**

  
Rajendra Singh Shekhawat  
Corporate Head: - HR & Admin

  
Eitaro Shimotsuma  
Director

### Acceptance

I have read, understood and herby accept the terms and conditions of my appointment with the company.

Signed: \_\_\_\_\_ Name: \_\_\_\_\_

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



Date: 18-11-2020

To  
Mr. CHEPPALI VIJAY

OFFER LETTER

Dear Mr. CHEPPALI VIJAY,

This has reference to your application and the subsequent interview you had with HETERO DRUGS LTD - R&D we are pleased to offer you for the position of "TR.RESEARCH ASSOCIATE IN AR&D DEPARTMENT" location BALANAGAR in our organization on a contractual basis.

The brief details of the offer are as below:

Gross Salary : Rs 12,000/-P.M

Your expected Date of Joining : 01/12/2020

You will be issued a detailed 'Appointment Letter' on your joining with HR SQUARE LLP. And this offer letter will be valid till 01-12-2020 and will automatically become void unless it is explicitly extended by the client or HR SQUARE LLP.

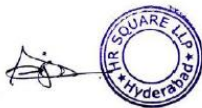
You are requested to sign and return us the copy of the Offer letter as a token of your acceptance.

Please bring the following documents along with you on the day of your joining with HR SQUARE LLP:

1. Copy of relieving letter from previous employer if applicable
2. Latest payslip / proof of salary / Bank statement in which last salary credited
3. Copies of Education certificates
4. Four passport sized colour photographs
5. Proof of House Address (Electricity bill, Rent Agreement, Postal Address proof, etc.,)
6. ADHAAR & PAN card copy
7. Duly filled Standard Application form of HR Square LLP.

We look forward to your joining at the earliest.

For HR Square LLP



(Authorized signatory)

ए आर सी आई  
ARCI

## इंटरनेशनल एडवांस्ड रिसर्च सेंटर फॉर पाउडर मेटलर्जी एंड न्यू मटेरियल्स

(विज्ञान एवं प्रौद्योगिकी विभाग, भारत सरकार का स्वायत्त अनुसंधान एवं विकास केन्द्र)

डाक घर: बालापुर, हैदराबाद - 500 005. तेलंगाना, भारत.

## INTERNATIONAL ADVANCED RESEARCH CENTRE FOR POWDER METALLURGY AND NEW MATERIALS

(An Autonomous Research & Development Centre of Department of Science & Technology, Govt. of India)  
P.O: Balapur, Hyderabad - 500 005, Telangana, INDIA.

Ref No. ARCI/HRD/GTP/2020

07<sup>th</sup> December, 2020

**Ms. Akkim Poornachandrika,**  
H.No. 1/101, Errapalli Village,  
Pulivendula Mandalam,  
Kadapa- 516 391  
Andhra Pradesh.  
Ph. No: +91-9121970547,  
Email: chandrikapoorna@gmail.com.

**Sub: Award - Under "Graduate Training Programme (GTP)".**

**Dear Poornachandrika,**

The Director, International Advanced Research Centre for Powder Metallurgy and New Materials (ARCI), Hyderabad is pleased to offer the award under the Graduate Training Programme (GTP) to you on the terms and conditions stated below:

01. The Trainee Scheme shall carry a consolidated stipend of **Rs. 15,000/- (Rupees Fifteen thousand only) per month (fixed).**
02. The duration of the Programme will be for a maximum period of **one (01) year only** from the date on which you will report. **No Further Extension will be given after completion of your GTP tenure.**
03. **ARCI will not provide transport/accommodation to you and you should make your own arrangements.**
04. The normal working time at ARCI is from **9:00 a.m. to 17.30 p.m. (Monday to Friday)** with half an hour lunch break.
05. You will be entitled to leave at the rate of **1 day per month** for the period spent by you as a trainee. You are not entitled to leave of any other kind. Your award may be terminated if you abstain, without prior sanction of leave, for a period exceeding fifteen (15) days.
06. You will not be treated as an employee of ARCI for any purpose and ARCI will not guarantee any job/position after the completion of your training tenure. You shall not be eligible for medical coverage, insurance, LTC and other welfare benefits enjoyed by ARCI employees.

Contd... 2/-



Ref : VIT/ HR/Fac.Appt./2021/

07<sup>th</sup> April 2021

**Appointment Letter**

**Dear Mr. Gunisetty Ramasekhar,**

*Congratulations !*

We are glad to appoint you as **Assistant Professor (Junior)**, School of Advanced Sciences [SAS] of this Institution on probation from **01<sup>st</sup> April 2021**.

You shall be paid a consolidated monthly emolument of **Rs.20,000/-**.

The following conditions apply:

1. You shall be governed by the service rules of the Institution during the tenure of engagement.
2. You will report to the Dean, School of Advanced Sciences [SAS].
3. The position is purely tenure based [until the submission of Ph.D. Thesis or Maximum tenure of three years whichever is earlier].
4. Your performance will be evaluated on a continuous basis at the end of each year by the Dean/Director. The decision of the Dean/Director shall be final and binding on you.
5. You may be assigned in Labs, tutorials, projects, evaluation and other academic administration works as may be necessary at the option of the Institution.
6. The appointment shall cease to have effect automatically without any notice under following conditions:
  - a. In case you take up any positions as Research Associate, Junior Research Fellow, Senior Research Fellow, Project Assistant, etc. [getting stipend from funding Agencies].
  - b. Until the submission of Ph.D. Thesis.
7. You will be entitled to avail 10 days of Casual Leave only per academic year.
8. You will be entitled for medical insurance as per ESI Act.
9. You have to give **three months** notice prior to your resignation subject to the condition that, you will be relieved from duty at the end of the Academic Semester only.
10. If you are agreeable for the above terms and conditions you are requested to sign the duplicate copy of this order in token of acceptance and return it to us.

  
**REGISTRAR**

To  
**Mr. Gunisetty Ramasekhar [Emp. Id.:17623]**  
Ph.D. Reg.No.20PHD0394  
School of Advanced Sciences [SAS]

Cc : File



Vellore - 632 014, Tamil Nadu, India; Phone: 91 - 416 - 2243091 (10 Lines) Fax: 91-416 - 2243092

E-mail: registrar@vit.ac.in

www.vit.ac.in



# VIT<sup>®</sup>

Vellore Institute of Technology  
(Deemed to be University under section 3 of the UGC Act, 1956)

## VELLORE CAMPUS



**Gunisetty Ramasekhar**

**Assistant Professor (Junior)**

**SAS**

*Emp. ID: 17623*

*S. Gunisetty Ramasekhar*  
*Issuing Authority*

**FACULTY**

**BY REGISTER POST BY ACK DUE**

PROCEEDINGS OF THE REGIONAL JOINT DIRECTOR OF COLLEGIATE EDUCATION KADAPA.  
PRESENT: Dr.P.Kalavathi., M.Sc.,Ph.D.

Rc.No. 1292/A2/2020

**Dated:06-07-2020**

Subi:- APLGS-Backlog vacancies of S.C.'s/S.T.'s-limited recruitment to the backlog vacancies notified-Appointment of the candidate for the post of JuniorAssistant-Kumari. KOPELLA SWARNAKALA, D/O.K.VIJAYAPAL- allotted by the District Collector -Appointment Orders -Issued.

Read: 1. Procs.Rc.No.B3/130/2018 Dated 18-01-2020 of the District Collector, YSR District.  
2. Representation dated 26-06-2020 of Kumari. KOPELLA SWARNAKALA, D/O.K.VIJAYAPAL.

\*\*\*\*


**ORDER:**

In pursuance of the orders issued in the references 1<sup>st</sup> to 6<sup>th</sup> read above and under clause 10 [a] [i] of the general rules of the APMS rules, Kumari. **KOPELLA SWARNAKALA, D/O.K.VIJAYAPAL** of MORRAYAPALLE(V),CHAPADU(M),YSR DISTRICT is here by appointed temporarily to the post of Junior Assistant against Roster Point No. 2 [SC-W] under the backlog vacancy reserved for S.C's/S.T's and posted to O/o the Regional Joint Director of Collegiate Education,Kadapa in the existing vacancy in the scale of pay **Rs.16400-470-16870-510-18400-550-20050-590-21820-640-23740-700-25840-760-28120-820-30580-880-33220-950-36070-1030-39160-1110-42490-1190-46060-1270-49870** plus as usual allowances admissible under the orders in force subject to the condition that her appointment is liable for termination at any time without notice and without assigning any reason. She should joined duty within 30 days from the date of receipt of these orders as envisaged in G.O.Ms.No.193 General Administration [Ser.A] Department, dated 26/04/1999 failure to report for duty within stipulated time, the appointment order stand cancelled.

The individual comes under Contributory pension scheme as per rules. Her appointment order now is in accordance with under section 4 of A.P. act of 1994 and as per G.O.Ms.No.653 Finance [Pension-I] department, dated 22/09/2004.

She should produce Physical fitness certificate, Caste Certificate, Date of Birth Certificate and Attestation Forms in quadruplicate duly filled in and certified by a gazette officer for verification of the antecedents by the police department.

The receipt of these proceedings should be acknowledged.

  
REGIONAL JOINT DIRECTOR OF  
COLLEGIATE EDUCATION [FAC]  
KADAPA.

To

Kumari. KOPELLA SWARNAKALA, D/O.K.VIJAYAPAL, MORRAYAPALLE (V), CHAPADU (M), YSR DISTRICT.

Copy to the DTO/STO, concerned

Copy to the District Employment officer, Employment Exchange, YSR District

Copy submitted to the District Collector, YSR District.

Copy to B3 Section.

Spare -1



# GSR SERVICES

Offer cum Appointment Letter

Date: 31.08.2020

Dear Shri. Kalluri Sravani

This has reference to your application for a suitable position in our company and the subsequent interview you had with us. We are pleased to offer you the position of the Executive (Sourcing, procurement) S,P,&W – EPD or with in such other capacity the management shall from time to time determine with Andhra Pradesh State Fiber Net Limited (Client Position), Head Office at Vijayawada, Andhra Pradesh.

It gives me great pleasure to invite you to join the M/s. GSR Services family, your contribution to this position will be a key contributor for the growth of GSR Services family and I am personally looking forward to having you as part of our exciting team very soon, your appointment will be governed by the following terms and conditions.

1. **DATE OF APPOINTMENT:** Your appointment will be effective from the date of joining which shall be as soon as possible on or before 08-09-2020 failing which this appointment will stand automatically withdrawn.
2. **EMOLUMENTS:** Your cost to company per Month is Rs20,000/-PM including/deducting Taxes and other benefits as applicable. Your individual remuneration is purely a matter between yourself and the company and has been arrived on the basis of your job skill, specific background and professional merit. We expect you to maintain this information and any changes made therein from time to time as personal and confidential, discussing this with peers is against the company policy.
3. **POSTING:** Your initial posting will be at our client premises. However, your services are transferable to any other location or office of the company or to any subsidiary or associate company, whether now existing or still to be formed or to any of our customer location. Such transfer/deputation will be in accordance with the company's rules being in force at the time. You shall not become a direct employee of any of the client deployed, or join any organization in the similar line of business M/s. GSR Services, should be the company notice any violation we reserve the right to prosecute legally.
4. **EMPLOYEE BENEFITS PROGRAM:** You will be recovered by the company sponsored Employee Benefit Program as applicable from time to time.
5. **LEAVE AND WORKING HOURS:** You will be entitled for leave as per the leave policy in force from time to time. You will be governed by the working hours applicable to your location of posting and you will be required to work additional hours as may be necessary for the efficient execution of your responsibilities.
6. **CONFIDENTIAL INFORMATION:** You shall acknowledge that any information not generally known outside the company considering or relating to the business of the company, the findings, reports, inventions, discoveries, developments, improvements and strategies evolved, disclosed to you by company or written, invented or conceived by you is confidential and you agree not to divulge to anyone, during the term of this agreement.

7. **PAST RECORDS & UNSATISFACTORY SERVICES:** If any declaration given or furnished by you to the company prove to be false or if you are found to have wilfully suppressed any material information, or your performance does not measure up to the required standard or should be found violating clauses pertaining to the other work. Confidential Information, your services are liable to be terminated without any compensation without more ado.
8. **SEPERATION:** The Company shall have the right to terminate this agreement at anytime, without cause, written notice. If at any time in the option of company/client is final and binding in this matter you are found to be a non – performer or guilty of fraud, dishonesty, disobedience, disorderly behaviour, negligence, indiscipline, absence from duty without permission or any other conduct considered as deterrent to our interest of violation of one or more terms of this letter, your services may be terminated without notice and on account of reason of any of the acts or omission, company/client shall be entitled to recover the damages from you.
9. **DOCUMENTS TO BE SUBMITTED AT TIME OF JOINING:**
- Resume
  - Educational and Experience certificates.
  - Relieving letters or accepted resignation letter.
  - Last drawn salary slip.
  - Last appointment order.
  - PAN card and Aadhar card
  - 2 passport size photographs

Please get two copies of each other of the above documents.





HR SOLUTIONS • BPO SOLUTIONS • BUSINESS CONSULTANCY • TRAINING SOLUTIONS

Date: 26.02.2021

H. Sunkanna

H.No. 0/6, Karakamukkala (V), Vidapanakallu (M), Anantapur (D), AP, 515870  
6281839774  
Email Id sunkannasinimadula@gmail.com

Dear H. Sunkanna

With reference to your application and subsequent interview with us, we have pleasure in offering you an appointment on the following terms and conditions with effect from **05.03.2021**

1. **Designation & Place of work** - You will be designated as " Jr. Officer" " Microbiology" and assigned to work on Project with our client **Hetero Labs Limited Jadcherla, Biopharma.**
2. **Basic Salary** - You will be paid a basic salary of **Rs 6000 /- per month.**
3. **House Rent Allowance** - You will be paid HRA of **Rs. 2400 /- per month**
4. **Conveyance Reimbursement** – You will be reimbursed an amount of **Rs. 2400 /- per month.**
5. **Other Allowance** - You will be entitled to an amount of **Rs. 1200 /- per month** other Allowance.
6. You are eligible for **Provident Fund & ESIC** in accordance with the existing statutes and the rules and regulations of the Company.
7. The rules and regulations of the client organization will govern you and you shall abide by it.
8. The firm reserves the right to terminate your services on giving you a notice of Three month or payment in lieu thereof. Similarly, you shall be at liberty to resign from services after giving three-months notice or salary in lieu thereof.



CRUX MANAGEMENT SERVICES (P) LTD.

# 410 Life Style Building, 4<sup>th</sup> Floor,  
My Home Tycoon, Kundanbagh,  
Begumpet, Hyderabad - 500 016.  
Phone : 040 - 2340 0339  
email : mailadmin@cruxmanagement.com  
email : crux.backend@gmail.com



Date: 14<sup>th</sup> December 2020

To

**Mr. Nagarakanvi Devaraju**

H.No: 2 - 50,

Holagunda,

Kumool,

Andhrapradesh - 518346.

Dear Mr. Nagarakanvi Devaraju ,

**Subject : LETTER OF APPOINTMENT**

\*\*\*

Further to your application for employment with our organization and the subsequent discussions you had with us, we are pleased to appoint you as **Trainee Microbiologist** in Lab Department in our Hospital.

Your appointment is based on the following terms and conditions:

1. You shall be paid salary as per Annexure-I hereto as stipulated. The details in the annexure are subject to change from time to time. Any changes in your compensation and benefits will be communicated to you in writing by issuing you a revised annexure.
2. You will be entitled to leaves as per the Leave Rules of the Hospital currently in force and as amended from time to time.
3. You will be on probation for a period of 6 months. The probationary period may be extended for further period as considered necessary on the basis of your performance which will be assessed regularly. This probationary period can be discontinued at any time during this period or extended on the basis of your performance. During this period, your employment can be terminated by either party, by giving 15 days notice in writing and without assigning any reason. However, completion of six (6) months of probation does not entitle you or result in automatic confirmation of your employment, unless confirmed in writing.
4. You will automatically retire from the services of the hospital on attaining the age of 58 years on the basis of date of birth certificate / SSC certificate submitted to us at the time of joining. Further, on written confirmation of your employment by us, either party shall mandatorily give thirty (30) days' notice in writing to the other. It is made explicitly clear that if the employee avails any leave during the notice period, the period of notice shall get proportionately extended by the days equivalent to the leave availed during the notice



On Wed 9 Dec, 2020, 2:57 PM ,  
<arjun.potturu@msnlabs.com> wrote:

**Dear Mr.Sarath Chandra,**

Congratulations!!!

It is our pleasure to extend the offer of employment to you as **Executive Trainee** in **Microbiology** department, and your work location will be at **Unit-I Bollaram (Formulations Division)**.

For Bollaram Plant Address, Kindly contact with Security, Contact Number: 08458 - 304950

Pre-Employment Medicals:  
You are advised to undergo - Pre-employment Medical Checkup at M/S Aditya Diagnostics & Research Laboratories.

M/S Aditya Diagnostics & Research Laboratories.  
MIG-256-258, Road No. 4,  
SRTowers, KPHB Phase I,  
KPHB Colony, Kukatpally,  
Hyderabad Telangana- 50007  
Phone 9848834451/04023151905

Submit the medical reports to us at the time of your joining.

Please take the printout of the below attachment along with you, while going for Pre-employment medical checkup.

Please confirm your Date of Joining through return mail.

We look forward to welcome you in our MSN family.....

**Thanks & Regards,**

**Arjun Potturu**  
**Talent Acquisition - HR**

-----  
Email: [arjun.potturu@msnlabs.com](mailto:arjun.potturu@msnlabs.com)  
Landline No: 040 30438701  
Mobile No: +91 7093871515  
MSN Laboratories, PlotNo:C-24, Industrial Estate,  
Sanathnagar, Hyderabad - 500 018  
Web: <http://www.msnlabs.com>.

// Through Regd.Post with Ack.Due //

PROCEEDINGS OF THE CHIEF EXECUTIVE OFFICER :: ZPP, KADAPA  
PRESENT :: Sri C.Sudhakar Reddy.,M.A,B.L,B.Ed.,

Rc.No.E7/544/2018

Dated: 20.10.2020

Sub:- Establishment – Compassionate Appointments – Zilla Praja Parishad, Kadapa– Smt.S.Satyavathi, School Assistant(Biological Science), ZPHS,Takkolu of Sidhout (M) , expired while in service on 19.12.2017 - Providing of Compassionate appointment to his dependent Kum.D.M.Blessy Theresa temporarily appointed as Junior Assistant and posted to O/o ZPHS,Rachapalli of Vontimitta(m) in the existing clear vacancy - Orders – Issued.

- Ref:-
1. G.O.Ms.No.1005, Employment & Social Welfare dept., dt:27.12.1974
  2. G.O.Ms.No.687, GAD (Ser.A) Dept., dt:03.10.1977
  3. G.O.Ms.No.84, GAD(Ser.A) Dept., dt:17.02.1982
  4. G.O.Ms.No.612, GAD(Ser.A) Dept., dt:30.10.1991
  5. G.O.Ms.No.135, GAD(Ser.B) Dept., dt:12.05.2014
  6. G.O.Ms.No.112, GAD(Ser.A) Dept., dt:18.08.2017
  7. G.O.Ms.No.357, GAD(Ser.A) Dept., dt:23.06.1989 (Roster points-100)
  8. G.O.Ms.No.653, Finance (Pension) Dept., dt:22.09.2004
  9. G.O.Ms.No.654, Finance (Pension) Dept., dt:22.09.2004
  10. G.O.Ms.No.655, Finance (Pension) Dept., dt:22.09.2004
  11. Memo.No.PROPEST/(MINS)/14/2019-Estt-IV, dt:05.03.2019 of the Principal Secretary to Government, PR&RD, AP Secretariat, Velgapudi.
  12. Application of Kum.D.M.Blessy Theresa dt: 28.07.2018
  13. Enquiry Report of the MPDO, MPP, sidhout who appointed as Inquiry Officer dt: .11.2018.
  14. Note orders of the Special Officer & District Collector, ZPP, Kadapa Dt: 19.10.2020.

& & &

**ORDER:**

In pursuance of the reference 12<sup>th</sup> read above, Kum.D.M.Blessy Theresa daughter of the Deceased Employee Smt.S.Satyavathi, School Assistant(Biological Science), ZPHS,Takkolu of Sidhout (M) expired on 19.12.2017 while in service, has applied duly enclosing all the required documents for providing the employment under Compassionate grounds, as she is the legal heir of the dependent of the deceased Government employee as per rules in force.

In view of the Government orders issued vide in the references 1<sup>st</sup> to 14<sup>th</sup> read above Kum.D.M.Blessy Theresa is hereby temporarily appointed as Junior Assistant under Rule 10(a)(i) of A.P. State and Subordinate service Rules, 1996 on purely temporary basis in the Existing Roster Point 71-OC(W) (2<sup>nd</sup> Cycle) in the time scale in RPS-2015Rs.16400-470-16870-510-18400-550-20050-590-21820-640-23740-700-25840-760-28120-820-30580-880-33220-950-36070-1030-39160-1110-42490-1190-46060-1270-49870-(40) and posted to the O/o ZPHS,Rachapalli of Vontimitta(m)

Kum.D.M.Blessy Theresa who appointed as Junior Assistant is hereby directed to report before the Head Master,ZPHS,Rachapalli of Vontimitta (M) along with all original certificates and Physical Fitness issued by Government Civil Surgeon within 30 days from the date of receipt of this Appointment order, otherwise She has to forego his appointment and he has no right to claim the same in future for the said post and treated as cancelled.

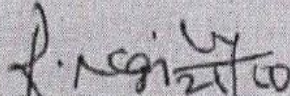
The Head Master, ZPHS, Rachapalli of Vontimitta (M) is hereby  
admit Kum.D.M.Blessy Theresa and verify the original certificates submitted by the  
individual at the time of joining and inform the date of joining of the individual to this  
office at once.

The relevant certificates produced by the individual at the time of providing of  
Employment under Compassionate Grounds is found erroneous/bogus, She will be  
removed from service without any prior intimation. As per the Govt.Circular  
Memo No.58226/Ser.A/200.2, GA (Ser.A) Dept., dt.01.05.2001, if she fails to maintain  
properly the other Family members who were dependent upon you and in case it is  
proved subsequently that the family members are being neglected or not being  
maintained properly by her, the appointment shall be terminated forthwith.

As per the Government orders issued vide in the references 8<sup>th</sup> to 10<sup>th</sup> read  
above, the individual is eligible for Contributory Pension Scheme and instructed to apply  
as a member under CPS scheme and not eligible for regular pension.

//t.c.f.b.o//

Sd/- C.SUDHAKAR REDDY  
CHIEF EXECUTIVE OFFICER  
ZILLA PRAJA PARISHAD, KADAPA

  
Dy.CHIEF EXECUTIVE OFFICER,  
ZILLA PRAJA PARISHAD, KADAPA

To 

Kum.D.M.Blessy Theresa D/o Late Smt.S.Satyavathi, School Assistant(Biological  
Science), ZPHS, Takkolu of Sidhout (M) D.No.39/624, Patel Road 1<sup>st</sup> street, Near  
RTC Bus stand of YSR Dist through Regd.Post  
Copy to the Head Master, ZPHS, Rachapalli of Vontimitta (M) of YSR District.  
Copy to the concerned STO for information.  
Copy to the Dy. Director, District Treasury Office, kadapa.  
Copy to the District Employment Officer, Kadapa with a request to delete the  
name in the employment registration.  
Copy to the CC to Dy.CEO/CEO, ZPP, Kadapa.  
Copy submitted to the Special Officer & District Collector, ZPP, Kadapa for favor  
of information.

Date: 31/03/2021.

## APPOINTMENT ORDER

Sub : SVIST – Establishment – Non Teaching staff – Appointment of **Mr M. Venkatakrishna** for the post of **Physical Director** - Orders issued – Regd.

Ref : i) Interviews for the Selection of Non Teaching Staff on 27/03/2021.  
ii) Proceedings of the Selection Committee, dated 31/03/2021.

### ORDER:

In pursuance of the selection made by the Staff Selection Committee, Vide reference cited (ii), you have been appointed as **Physical Director** in the College.

You are requested to give your consent to this appointment and you will have to report to the duty within one month from the date of appointment.

Your services are governed by the rules and regulations of the college and you shall comply with the norms of the institutions regarding your professional duties.

To

**M. Venkatakrishna,**

S/o M. VenkataRamana,

Chakryapet (M),

Kadapa.

  
PRINCIPAL  
PRINCIPAL

**Sri Venkateswara Institute of  
Science and Technology**

**Tadigotla (V), C.K. Dinne (M), KADAPA-516003. (A.P.)**

Copy to,

- 1) Honorable Chairman, Sri Venkateswara Institute of Science & Technology, Kadapa.
- 2) Administrative Office, Sri Venkateswara Institute of Science & Technology, Kadapa.
- 3) Account Section, Sri Venkateswara Institute of Science & Technology, Kadapa.



# Sri Venkateswara Institute of Science and Technology

(Approved by A.I.C.T.E, New Delhi & Affiliated to J.N.T. University, Anantapuramu)

Pulivendula Road, TADIGOTLA (V), C.K. Dinne (M), KADAPA - 516 003. A.P.

Date: 15/02/2021

## APPOINTMENT ORDER

Sub : SVIST – Establishment – Teaching staff – Appointment of **Miss S. Sairabanu**  
for the post of **Assistant Professor** - Orders issued – Regd.

Ref : i) Interviews for the Selection of Teaching Staff on 11/02/2021.  
ii) Proceedings of the Selection Committee, dated 12/02/2021.

### ORDER:

In pursuance of the selection made by the Staff Selection Committee, Vide reference cited (ii), you have been appointed as Assistant Professor. in the Department of S&H.

You are requested to give your consent to this appointment and you will have to report to the duty within one month from the date of appointment. Your Salary is fixed as **10,000/- P.M.** plus usual allowances as per the college norms.

Your services are governed by the rules and regulations of the college and you shall comply with the norms of the institutions regarding your professional duties.

To  
S. Sairabanu,  
S/o S. Khadarbasha,  
H No. 4/2004, Rajareddy street,  
Kadapa.

PRINCIPAL  
PRINCIPAL

Sri Venkateswara Institute of  
Science and Technology

Tadigotla (V) C.K. Dinne (M) KADAPA-516003. (A.P.)

Copy to,

- 1) Honorable Chairman, Sri Venkateswara Institute of Science & Technology, Kadapa.
- 2) HOD S&H, Sri Venkateswara Institute of Science & Technology, Kadapa.
- 3) Administrative Office, Sri Venkateswara Institute of Science & Technology, Kadapa.
- 4) Account Section, Sri Venkateswara Institute of Science & Technology, Kadapa.

# STAFF APPOINTMENT ORDER

PROCEEDINGS OF THE CORRESPONDENT

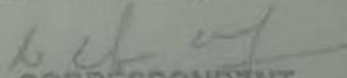
Sri PRAGATHI JR COLLEGE, KAMALAPURAM.

**Mr/Ms PALLE SRAVANI** has been selected as a Lecturer in PHYSICS in the oral interview hold on **01.12.2020** based on his/her performance in the interview and the marks obtained in the concerned P.G Course and other Qualifications.

Copy to

1. Individual,
2. B.I.E Vijayawada,
3. File.

Secretary & Correspondent,  
Pragathi Jr college,  
Kamalapuram, Y.S.R Dist.

  
CORRESPONDENT  
PRAGATHI JUNIOR COLLEGE  
KAMALAPURAM,  
Y.S.R. (Dist.) -516 288.

JOINING REPORT

Kadapa,  
22.03.2021.

From

Miss M. Sarika,

Teaching Staff Department of S & H.

To

The Principal,

Sri Venkateswara Institute of Science and Technology,

Pulivendula Road, Tadigotla(V), C.K. Dinne(M),

Kadapa-516003.

Sir,

Sub : Miss. M. Sarika -Department of S & H - Submission of Joining Report -  
Request for acceptance-Reg

Ref: Your letter of appointment dated: 22.03.2021.

\* \* \*

With the reference cited above, I herewith submit my joining report for the post of Teaching Staff in Department of S & H in Sri Venkateswara Institute of Science and Technology on the date of 22.03.2021 I am very much thankful to the management for reporting confidence in me and providing the opportunity to serve the institution. I promise you that i will discharge my duties to the best satisfaction of management.

'Thanking you',

Yours faithfully,

*M. Sarika*  
M. Sarika.

*Office*

*Ms. Sarika has reported to duty*

*on 22/03/21 F.P*

*[Signature]*  
PRINCIPAL

Sri Venkateswara Institute of  
Science and Technology

Tadigotla (V), C.K. Dinne (M), KADAPA-516003. (A.P.)



**LETTER OF APPOINTMENT**

01.09.2021

Dear Ms. Sreeram Haritha,

With reference to your application and subsequent interview with us, we are pleased to appoint you as **Executive Trainee – Quality Assurance** our Organization with the following terms and conditions.

**Date of Joining:** 01.09.2021

**Salary:** Your CTC salary would be **Rs 2.28 Lakhs per annum.** (Rupees Two Lakh Twenty Eight Thousand only).

**Probation/Confirmation:** You will be on probation for Six months. Based on your performance your services will be confirmed with the company in written after six months.

During the probation period your services can be terminated or individual can submit his/her resignation without any notice on either side and without any reasons whatsoever. If your services are found satisfactory during the probation period, you will be confirmed in the present position and thereafter your services can be terminated on three month notice on either side.

During the period of your employment with the Company, you will devote full time to the work of the company. Further, you will not take up any other employment of assigned or any office, honorary or for any consideration, in cash or in kind of otherwise without the prior written permission of the Company.

1. You will not (except in the normal course of the Company's business) publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the Company's products or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the written permission from the Company.
2. You will be required to maintain utmost secrecy in respect of Project documents, Commercial offer, Design documents, Project cost & estimation, Technology, Software packages license, Company's policies, Company's patterns & Trade Mark and Company's Human assets profile.



**Factory :** Survey No. 172 Part, Gagillapur Village, Dundigal Gandimaisamma Mandal,  
Medchal-Malkajgiri District, Telangana - 500 043, INDIA.

Phone : 09700017820, 09700017883 E-mail : hr@virchowbiotech.com, regulatory.vbpl@gmail.com

**Head Office :** # 319 & 320, III<sup>rd</sup> Floor, Swamy Ayyappa Co-op. Housing Society Ltd, Madhapur, Hyderabad-500 081.

Phone : +91-40-23119481, Fax : +91-40-23119486. **GSTIN : 36AABCV2578A1Z1**

**RANI TIRUMALADEVI  
DEGREE COLLEGE**



MYDUKUR ROAD, PRODDATUR-  
516360, Contact No. 9959218322




Name:

**T Divya Bharathi**

Designation:

**Lecturer in Biotechnology**

Contact No: **6281493585**

  
Principal Signature

## OFFER LETTER

To

Y. Kalyani,

Vempalli,

Kadapa Dist.

Phone: 8106436437.

Dear sir,

Greetings of the day!

With reference to your application and the subsequent interview, we are pleased to appoint you as a lecturer in the Zoology subjecting to the following terms and conditions.

- ✓ Your tenure as a Zoology Lecturer takes effect from 18.AUG.2021.
- ✓ You will be on 3 months observation and a probation period for one year, from the date of joining.
- ✓ Your appointment order will be given only after the observation period.
- ✓ You are strictly instructed to follow the norms set by the institution, failing to do so, the decision taken by the management is final.
- ✓ You will be paid a CONSOLIDATED SALARY of Rs. 6000/- (.....only) per month.

"Wishing you a successful tenure in junior college"

A. V. Shanthi  
Principal

AKSHARA  
JUNIOR COLLEGE FOR GIRLS  
Vempalli (V&M) Kadapa Dist.

Date: 23/1/22

### OFFER LETTER

To

Name of the Candidate **S. Raja Aravitha**  
Address and Phone Number 101-236-1 Buggaroad swamy nagar - (6303593619)  
Kadapa

Dear Sir,

*Greetings of the day!*

With reference to your application and the subsequent interview, we are pleased to appoint you as **Junior Lecturer** in the **B. Zoology**, subjecting to the following terms and conditions. *St. Chaitanya College Kadapa*

- ☐ Your tenure as a Biology/Chemistry/Zoology Teacher takes effect from
- ☐ You will be on 3 months observation and a probation period for one year from the date of joining.
- ☐ Your appointment order will be given only after the observation period.
- ☐ You shall deposit all your certificates in original with the Management.
- ☐ You are strictly instructed to follow the norms set by the institution, failing to do so, the decision taken by the management is final.
- ☐ You will be paid a **CONSOLIDATED SALARY** of Rs. **9,000** (.....) only per month.

*Wishing you a successful tenure in institute name!*

*[Handwritten Signature]*

Date: 26/01/2022

## OFFER LETTER

To

Name of the Candidate E. Ganganela

Address and Phone Number H.No. 3/66-1, B.C. Colony, Paichikalva (Village), Vallur (P.O.)  
KADAPA (Dist)

Dear Sir,

*Greetings of the day!*

With reference to your application and the subsequent interview, we are pleased to appoint you as Teacher in the KGBV Junior College, subjecting to the following terms and conditions. Pendlimari

- ❖ Your tenure as a Biology/Chemistry Zoology Teacher takes effect from 2021
- ❖ You will be on 3 months observation and a probation period for one year, from the date of joining.
- ❖ Your appointment order will be given only after the observation period.
- ❖ You shall deposit all your certificates in original with the Management.
- ❖ You are strictly instructed to follow the norms set by the institution, failing to do so, the decision taken by the management is final.
- ❖ You will be paid a CONSOLIDATED SALARY of Rs. 7,500/- only per month.

*Wishing you a successful tenure in institute name!*

*G. Phani Reddy*

PRINCIPAL  
KGBV JUNIOR COLLEGE  
PENDLIMARRI, Y.S.R. District.



September 16, 2021

HR/BP/0921/681428

**Mr. Jejjappagari Allipeera**

Mandeep PG, 28, 3rd cross Road,  
kudlu, hosapalaya, Muneshwara nagar,  
Bangalore-560068

**Letter of Appointment**

Dear Jejjappagari,

- 1.0 **Appointment:** We are pleased to offer you an **Appointment** in our company as **"Trainee Process Consultant"**. The details of your entitlements and your salary are as per Annexure-B.
- 2.0 **Date of Appointment:** Your effective date of Appointment will be on or before **September 17, 2021**. Any change in the date of joining will be communicated to you at the aforementioned contact details and such change will be at our sole discretion and without any liability on HGS.
- 3.0 **Initial Posting & Reporting:** Your initial posting in the normal course will be **Bangalore** and you will report to the respective Business and/or Functional Head.
- 4.0 **Documentation:** You are required to furnish the following at the time of joining duty-
  - 4.1 Proof of age;
  - 4.2 Certificates supplementing your SSLC (10<sup>th</sup> Standard) and highest educational / professional Qualification attainments;
  - 4.3 Appointment & Relieving letter of your previous employer, as applicable;
  - 4.4 8 (eight) passport sized photographs;
  - 4.5 Form 16 or any other authenticated document supplementing your earnings and income tax deduction / Paid in the current financial year; PAN Card Copy.
  - 4.6 Photocopy of Passport, if available.
  - 4.7 Photocopy of your Aadhaar Card with number
  - 4.8 PF No. / UAN (Universal Account Number) of previous employment.
  - 4.9 ESIC Number of previous employment.
  - 4.10 Any other documents as may be required by the Company.
- 5.0 **Terms and Conditions of Employment:** All the terms and conditions of your employment are attached here with as Annexure - I. The said terms shall (and as maybe modified from time to time) be applicable to you.

Please sign and return a copy of this letter within 3 days of receipt as a token of your acceptance.

Yours sincerely,

Vijay B S

Vijay B S  
Manager - Human Resources  
Hinduja Global Solutions Limited

I have read the Appointment Letter and I fully understand and accept the terms & conditions contained herein

Signature:

Name:

Date:

Jejjappagari Allipeera

Jejjappagari Allipeera

17-Sep-21

End: Annexure - I & II

Annexure - I Terms and Conditions of your appointment

HINDUJA GLOBAL SOLUTIONS LIMITED

Corporate Office: 6083333 Square Software Park, No. 600, 1st Floor, 4th Cross Road, Bellary Road, Bengaluru - 560094, Karnataka, India. Telephone: 91 80 4641 2000 / 4641 2122  
Regd. Office: Hiranjanahalli, No. 171, Dr. Ambedkar Road, Whitefield, Bengaluru - 560078, Karnataka, India. Telephone: 91 22 2496 0707 / 2496 0708 / 2496 0709

PROCEEDINGS OF THE DISTRICT MEDICAL & HEALTH OFFICER:: YSR KADAPA DISTRICT.  
PRESENT: Dr. G. JYOSTNA, MBBS, DGO, DPHM,

>><<

Rc.No. 4274/CL-NHM Recl./2021.

**Dated: 24-01-2022.**

Sub:- National Health Mission, Y.S.R. Kadapa District -- Recruitment of various positions under NHM on contract basis in Y.S.R. District -- Selected for the post of **CLINICAL PSYCHOLOGIST (DMHP)** under District Mental Health Programme -- Appointment orders -- Issued.

- Read:-
1. R.O.P. of NHM for the year 2020-21.
  2. Rc.No.005/SPMU-NHM/2011-12 dt.22.08.2021 of the Commissioner of Health & Family Welfare & Mission Director, NHM, Vijayawada.
  3. Rc.No.15183/NCD/NMHP/2020, Dt. 06.12.2021 of the Commissioner of Health & Family Welfare, AP, Vijayawada.
  4. Rc.No.Spl./DMHP-NHM/APVVP/DCHS/Kadapa/2021, Dt. 08.12.2021 of the District Coordinator of Hospital Services, Kadapa.
  5. Rc.No.403/RBSK/NHM/2021, Dt. 15.12.2021 of the Commissioner of Health & Family Welfare, AP, Vijayawada.
  6. Recruitment Notification No. 13/2021.
  7. Note orders of te Joint Collector & Chairman, District Selection Committee, Y.S.R. Kadapa District dated. 21.01.2022.

<><>

**ORDER :-**

In pursuance of the orders issued in the references cited and vide Rule No.09 of Andhra Pradesh State and Sub-ordinate Service Rules, 1996, the candidate mentioned in Annexure is here by Selected as **CLINICAL PSYCHOLOGIST** under National Mental Health Programme by the District Selection Committee on contract basis initially for a period of one (1) year from date of Joining in the post. The selected candidate will be paid monthly remuneration of **Rs. 27,500-00** (Rupees twenty seven thousand five hundred only) per month.

That the appointment of the candidate is purely temporary and is liable to be terminated any time without prior notice and assigning any reasons.

01. That on his/her appointment he /she is initially posted as **CLINICAL PSYCHOLOGIST** in Kadapa District where he / she is selected for a period of **ONE (1) year**. In the event of necessity the contract will be reviewed.
02. That the appointment will not confer any right on him/her for regularization of service.
03. He/ she will be paid a consolidated pay only as mentioned above and not eligible any other allowances.
04. Subject to disciplinary control in accordance with the provisions of C.C.A.Rules, the contract employees will be terminated with giving one month notice.
05. That the candidate appointed shall perform all the responsibilities of the DEIC programme.

06. The appointment of the candidate are liable to be terminated at any time without giving any notice if any certificates produced by him / her is found to be false and not genuine
07. The appointment shall not engage himself / herself in private practice including consultation practice and that no compensation will be paid to him / her in terms of G.O.Ms.No.374/HM&FW (B2) Dept., dated. 27.07.1987.
08. The selected candidate should report for duty within 07 days from the date of receipt of this order. If he / she do not report for duty within the stipulated period the appointment will be treated as automatically cancelled and the name of the candidate shall be deemed to have been removed from the selection list.
09. No leave shall be sanctioned to the selected candidate except 15 days casual leave and female candidate are eligible for maternity leave for 180 days of paid remuneration in terms of G.O.Ms.No.53 Fin., (HR.I Plg.Policy) Plg. Dept., dated. 01.05.2018.
10. The newly recruited candidate shall give an undertaking that he /she will stay in the bonafied headquarters.
11. If the individual violated the above terms and conditions he / she will removed from his / her services without any notice.

Name of the candidate	Social Status	Place of posting	Name of the Programme
Kavali Shilpa, D/o. K. Thimma Raju	BC-A	UPHCs to working under the control of DCHS, APVVP and the Nodal Officer, DMHP, Programme	DMHP

The District Coordinator of Hospital Services, APVVP, kadapa is requested to admit the above candidate and intimate the date of joining to this office.

*atenu 20.1.2022*  
District Medical & Health Officer,  
Y.S.R. District, Kadapa.

*21/21/22*

To  
Kavali Shilpa, D/o. K. Thimmaraju, Ward No.12, Sri Nagar Colony, Kadapa, - 516 003, YSR District (684554181918).



21

Date: 09-July-2021

Ms Gulam Shaguftha Khanam  
Location: Bangalore

Dear Gulam,

**Subject: Offer letter for the position of Executive-Operations.**

With reference to the interview you had with us, we are pleased to offer you the position **Executive-Operations** in **Band 5**. You will be initially posted at **Bangalore**.

Your position will carry total compensation of **INR 240,000/- (Two Lakh Forty Thousand Only)** per annum. A model breakup of your total compensation is enclosed as below. The detailed appointment letter will be issued to you at the time of your joining the company.

Compensation Components	Amount (INR Per Month)	Amount (INR Per Annum)
Basic Salary	10,210	122,519
House Rent Allowance	6,807	81,679
<b>Sub-Total</b>	<b>17,017</b>	<b>204,198</b>
Bonus as per Payment of Bonus Act *	1,205	14,464
<b>Sub-Total</b>	<b>1,205</b>	<b>14,464</b>
Provident Fund (Employer Contribution)	1,225	14,702
Employee State Insurance (Employer Contribution)	553	6,636
<b>Sub-Total</b>	<b>1,778</b>	<b>21,338</b>
<b>Total Cost To Company</b>	<b>20,000</b>	<b>240,000</b>

\* Payable quarterly by 10th July for 1st quarter (April, May & June), by 10th October for 2nd quarter (July, August & September), by 10th January for 3rd quarter (October, November & December), by 10th April for 4th Quarter (January, February & March) towards bonus payment in advance for every Financial Year.

As agreed you will join our organization latest by **09-July-2021**. Kindly sign a copy of this letter as a token of your acceptance of the offer and return the same for our records. Kindly also convey the exact date of your joining the company.

You are also requested to bring the below mentioned, at the time of joining, this would facilitate the smooth completion of the joining formalities.



- 5 recent passport size photographs
- Original testimonials with attested photocopies in respect of educational qualifications.
- Service certificates and relieving certificates from previous employers including last three salary slips.
- Proof of date of birth, Aadhar card & PAN card.

Please note that the company has a Background verification process for all new incumbents. The background screening form is attached which may please be filled & returned to us at the earliest so as to facilitate next steps. Any adverse report shall be dealt with as per company rules.

We look forward to your joining our organization and contribute towards a mutual and beneficial association.

Thanking you,

Yours faithfully

For **Aegis Customer Support Services Private Limited**

A handwritten signature in black ink, appearing to read "Arvind Agarwal".

**Arvind Agarwal**  
**Senior Manager-Human Resource**

APP/LETT/Jul/22371

July 22, 2021

**Chenchugalla Venkata Bhuvaneshwari**

Tirupati

Dear Chenchugalla,

**SUB: EMPLOYMENT LETTER**

We are pleased to provide you an Employment Letter as **Trainee Medical Coder** with AGS Health Private Limited ('the Company') with appropriate responsibilities for such role. The commencement date of your employment shall be **July 22, 2021**.

This letter will set forth the economic and key employment terms and conditions of your employment which are binding on both the Company and you, and by signing a copy of this letter, you accept our offer based on the valid consideration of a professional opportunity of employment with appropriate remuneration in our Company.

**1. Probation Period**

You will be on Probation from the date of commencement of your employment for a period of six (6) months. Your probation period will continue to be so unless and until you are expressly confirmed in the regular service of the Company but in any event shall not be for a period exceeding one year.

Notwithstanding anything stated herein, during the probation period, if your services are found unsatisfactory at any time during the period of your probation, your appointment will be terminated/cancelled without notice or compensation in lieu of notice. This Letter is contingent upon satisfactory completion of a pre-employment background verification process.

In the event of your resigning from the services of the Company during probation period, you will be required to give one month notice or an amount equivalent to one month's gross salary in lieu thereof. However, it would be at the discretion of the Company to waive the notice period on a case to case basis.

**2. Compensation & benefits**

Your compensation & benefits will be as mutually agreed and specified in the offer letter provided to you. During your employment period your compensation & benefits are subject to change based on your performance and also based on the Company's performance. You will also be eligible to participate in other benefit plans that are made available by the Company from time to time, as applicable to your Grade. The Company reserves the right to terminate, change or modify any or all aspects of any compensation & benefits programs at any time.

As mutually agreed between us, any incentive or variable pay that may be applicable to you, will be paid based on achievement of certain key result areas on such parameters as may be fixed by your reporting authority with your concurrence. Such payment being purely linked to performance will vary according to performance. Statutory Bonus as applicable will be paid to you at the appropriate rates either on a monthly basis or annual basis at the discretion of the Company. Your monthly compensation has been fixed for a 48 hour working week.

Confidential

Page 1 of 4

### 3. Leave Policy

You shall be governed by the Leave Policy of the Company as amended from time to time.

### 4. Medical Fitness

You will be requested to provide medical fitness certificate or undergo certain medical tests either on your joining date or during the course of your employment at the discretion of the management.

### 5. Other Key Employment Conditions:

- i. The Company shall be entitled to modify the terms of your employment subject to applicable statutory legislations and after taking your due consent for the same. You will, in addition to the terms and conditions of employment specifically stated herein, also be governed by the rules, regulations and such other practices, systems, procedure and policies framed, amended, modified or omitted by the Company from time to time. Such announcement will be communicated through mail or through the **Employee Handbook**. Any non-compliance will be subject to disciplinary action. The Employee Handbook, as amended from time to time, will always be available with Human Resources Department and in Company's Intranet which will govern the conditions of your employment. It is your responsibility to go through the Employee Handbook and update yourself periodically with the changes that are made.
- ii. You can be transferred to any location where the Company is carrying on its business, as per the business requirements of the Company.
- iii. During the course of your Employment with the Company, you may be asked to sign a commitment bond, for undergoing certifications/ specialized training program provided by the Company. As part of the consideration for providing such learning opportunity, you fully agree to abide by all the terms and conditions of such bond and you will not raise any objection or concerns at the time of signing such bonds.
- iv. You warrant that you do not own or possess any information or property belonging to any of your previous employers and that your performance of your duties as an employee of the Company will not breach any inventions, assignment, proprietary or confidential information, declarations and non-disclosure agreements with any of your former employers or any other party.
- v. You are not allowed to undertake any other activity in the nature of employment or business except with the prior written consent of the Company whether or not you receive financial compensation for such activities. You understand that the position with AGS Health calls for full time employment and you are expected to commit yourself exclusively to the business of the Company. You cannot take up any other work whether by yourself or in the name of any of your family members, on part time or otherwise, whether for profits or not, or as freelancer, or work on advisory capacity or be interested directly or indirectly in any other trade or business, during the course of your employment with the Company, without obtaining prior written consent of the Company.
- vi. Any inventions, improvements, reports, manuals or any other form of publication containing information relating to the services of the Company ("Intellectual Property Rights") you may produce or formulate during the course of your employment, shall always remain the property of the Company. You agree and understand that such Intellectual Property Rights in respect of any work created or performed will be deemed to have been assigned to the Company.

- vii. You must always maintain highest degree of secrecy of the strategy, names of fellow employees, business lines, Intellectual Property Rights, records, and any other information relating to our Company as may be deemed as "confidential information" from time to time.

If you are found to be violating any of these key employment conditions, you will be subjected to strict disciplinary action against you by the Company and you agree to abide by any decision that the Company may take in this regard including termination of your employment with the Company and / or claiming compensation for any damages suffered by the Company as a result of such violation. You agree that the Company can seek monetary damages as may be quantified by the Company for any such violation or breach of your employment, without having to show anything other than the fact of such breach or violation.

#### **6. Termination of Employment**

During the term of your employment, your services with the Company are liable to be terminated at any time, by giving two months notice except in case of a termination due to misconduct. The Employee shall be eligible for Salary and benefits only until the last date of actual employment with the Company. If the Employee is required to serve full notice period, he shall not be entitled to avail of (or adjust/set off) any accrued leave during / against such notice period.

#### **7. Resignation by Employee**

- i. You may terminate employment with the Company subject to you giving not less than two month's written notice to the designated officer of the Company.
- ii. The Employee shall either be required to continue working for AGS Health for the full applicable notice period or for such short period as may be required for transition or be relieved from the services immediately, solely at the discretion of the management.
- iii. If required by the management of the Company, you will also be required to train your replacement during such notice period.

#### **8. Restrictions during and after employment**

You will not during the term of your employment with the Company and for a period of 1 (one) year following the date of termination of your employment, do or permit any of the following without prior written consent of the Company:

- i. Solicit any client of the Company or its associates or clients of the Company's clients for the purpose of offering to that person services similar to or competing with those of the Company;
- ii. Cause or permit any person directly or indirectly under your control to do any of the acts or things specified above; and
- iii. Solicit any employees of the Company, which includes the persons employed by the Company after termination of your employment with the Company, for the purpose of offering to that person an employment of any interest in any other company, institution, organization or any business whether owned by you or not.

Actual or suspected breach of any of the above conditions shall entitle the Company to injunctive relief to enforce the restrictions given above.

In view of the nature of your duties with the Company, and the compensation and benefits granted by the Company to you, each of the Company and you consider the undertaking in this paragraph to be reasonable in all circumstances. However, if one or more undertakings in this paragraph are held invalid as unenforceable or invalid for any reason by a competent court, adjudicator or arbitrator, the undertakings shall apply with such modifications as to the period, territory or scope of their operations as may be necessary to make them enforceable and valid.

**9. Indemnity**

You will fully and effectively indemnify the Company against all losses, damages and expenses incurred due to any breach or alleged breach of the terms of this Employment Letter, or any fraud, misconduct or negligence on your part in the course of your employment with the Company.

**10. Governing Law, Arbitration and Severability of Terms**

This Employment will be subject to jurisdiction of courts in Chennai, Tamil Nadu, India, without regard to its choice of law provisions. Any dispute or claim that arises out of this Employment Letter shall be resolved by final and binding arbitration in accordance with Indian Arbitration and Conciliation Act, 1996, by an arbitrator to be appointed by the Company. In the event that any provision of this Employment Letter may be held invalid or unenforceable, such provision shall be ineffective without invalidating the remaining provisions of this Employment Letter.

If the terms of this Employment Letter are acceptable to you, please sign below.

We look forward to a long and mutually rewarding relationship.

Sincerely,



Name: Prasad P K

Title: General Counsel. VP – Legal and Corporate Affairs

**ACCEPTANCE BY EMPLOYEE**

I, **Chenchugalla Venkata Bhuvaneshwari** have read & understood and agree to the above terms and conditions governing my services and employment with AGS Health Pvt Ltd.; I hereby agree to be legally bound by the same.

Signature of Employee:

Name: Chenchugalla Venkata Bhuvaneshwari

Place: Tirupati

Date: July 22, 2021

APP/LETT/Jul/22362

July 22, 2021

**Diddakunta Vidya**

Tirupati

Dear Diddakunta,

**SUB: EMPLOYMENT LETTER**

We are pleased to provide you an Employment Letter as **Trainee Medical Coder** with AGS Health Private Limited ('the Company') with appropriate responsibilities for such role. The commencement date of your employment shall be **July 22, 2021**.

This letter will set forth the economic and key employment terms and conditions of your employment which are binding on both the Company and you, and by signing a copy of this letter, you accept our offer based on the valid consideration of a professional opportunity of employment with appropriate remuneration in our Company.

**1. Probation Period**

You will be on Probation from the date of commencement of your employment for a period of six (6) months. Your probation period will continue to be so unless and until you are expressly confirmed in the regular service of the Company but in any event shall not be for a period exceeding one year.

Notwithstanding anything stated herein, during the probation period, if your services are found unsatisfactory at any time during the period of your probation, your appointment will be terminated/cancelled without notice or compensation in lieu of notice. This Letter is contingent upon satisfactory completion of a pre-employment background verification process.

In the event of your resigning from the services of the Company during probation period, you will be required to give one month notice or an amount equivalent to one month's gross salary in lieu thereof. However, it would be at the discretion of the Company to waive the notice period on a case to case basis.

**2. Compensation & benefits**

Your compensation & benefits will be as mutually agreed and specified in the offer letter provided to you. During your employment period your compensation & benefits are subject to change based on your performance and also based on the Company's performance. You will also be eligible to participate in other benefit plans that are made available by the Company from time to time, as applicable to your Grade. The Company reserves the right to terminate, change or modify any or all aspects of any compensation & benefits programs at any time.

As mutually agreed between us, any incentive or variable pay that may be applicable to you, will be paid based on achievement of certain key result areas on such parameters as may be fixed by your reporting authority with your concurrence. Such payment being purely linked to performance will vary according to performance. Statutory Bonus as applicable will be paid to you at the appropriate rates either on a monthly basis or annual basis at the discretion of the Company. Your monthly compensation has been fixed for a 48 hour working week.

Confidential

Page 1 of 4

3. Leave Policy

You shall be governed by the Leave Policy of the Company as amended from time to time.

4. Medical Fitness

You will be requested to provide medical fitness certificate or undergo certain medical tests either on your joining date or during the course of your employment at the discretion of the management.

5. Other Key Employment Conditions:

- i. The Company shall be entitled to modify the terms of your employment subject to applicable statutory legislations and after taking your due consent for the same. You will, in addition to the terms and conditions of employment specifically stated herein, also be governed by the rules, regulations and such other practices, systems, procedure and policies framed, amended, modified or omitted by the Company from time to time. Such announcement will be communicated through mail or through the **Employee Handbook**. Any non-compliance will be subject to disciplinary action. The Employee Handbook, as amended from time to time, will always be available with Human Resources Department and in Company's Intranet which will govern the conditions of your employment. It is your responsibility to go through the Employee Handbook and update yourself periodically with the changes that are made.
- ii. You can be transferred to any location where the Company is carrying on its business, as per the business requirements of the Company.
- iii. During the course of your Employment with the Company, you may be asked to sign a commitment bond, for undergoing certifications/ specialized training program provided by the Company. As part of the consideration for providing such learning opportunity, you fully agree to abide by all the terms and conditions of such bond and you will not raise any objection or concerns at the time of signing such bonds.
- iv. You warrant that you do not own or possess any information or property belonging to any of your previous employers and that your performance of your duties as an employee of the Company will not breach any inventions, assignment, proprietary or confidential information, declarations and non-disclosure agreements with any of your former employers or any other party.
- v. You are not allowed to undertake any other activity in the nature of employment or business except with the prior written consent of the Company whether or not you receive financial compensation for such activities. You understand that the position with AGS Health calls for full time employment and you are expected to commit yourself exclusively to the business of the Company. You cannot take up any other work whether by yourself or in the name of any of your family members, on part time or otherwise, whether for profits or not, or as freelancer, or work on advisory capacity or be interested directly or indirectly in any other trade or business, during the course of your employment with the Company, without obtaining prior written consent of the Company.
- vi. Any inventions, improvements, reports, manuals or any other form of publication containing information relating to the services of the Company ("Intellectual Property Rights") you may produce or formulate during the course of your employment, shall always remain the property of the Company. You agree and understand that such Intellectual Property Rights in respect of any work created or performed will be deemed to have been assigned to the Company.



- vii. You must always maintain highest degree of secrecy of the strategy, names of fellow employees, business lines, Intellectual Property Rights, records, and any other information relating to our Company as may be deemed as "confidential information" from time to time.

If you are found to be violating any of these key employment conditions, you will be subjected to strict disciplinary action against you by the Company and you agree to abide by any decision that the Company may take in this regard including termination of your employment with the Company and / or claiming compensation for any damages suffered by the Company as a result of such violation. You agree that the Company can seek monetary damages as may be quantified by the Company for any such violation or breach of your employment, without having to show anything other than the fact of such breach or violation.

#### **6. Termination of Employment**

During the term of your employment, your services with the Company are liable to be terminated at any time, by giving two months notice except in case of a termination due to misconduct. The Employee shall be eligible for Salary and benefits only until the last date of actual employment with the Company. If the Employee is required to serve full notice period, he shall not be entitled to avail of (or adjust/set off) any accrued leave during / against such notice period.

#### **7. Resignation by Employee**

- i. You may terminate employment with the Company subject to you giving not less than two month's written notice to the designated officer of the Company.
- ii. The Employee shall either be required to continue working for AGS Health for the full applicable notice period or for such short period as may be required for transition or be relieved from the services immediately, solely at the discretion of the management.
- iii. If required by the management of the Company, you will also be required to train your replacement during such notice period.

#### **8. Restrictions during and after employment**

You will not during the term of your employment with the Company and for a period of 1 (one) year following the date of termination of your employment, do or permit any of the following without prior written consent of the Company:

- i. Solicit any client of the Company or its associates or clients of the Company's clients for the purpose of offering to that person services similar to or competing with those of the Company;
- ii. Cause or permit any person directly or indirectly under your control to do any of the acts or things specified above; and
- iii. Solicit any employees of the Company, which includes the persons employed by the Company after termination of your employment with the Company, for the purpose of offering to that person an employment of any interest in any other company, institution, organization or any business whether owned by you or not.

Actual or suspected breach of any of the above conditions shall entitle the Company to injunctive relief to enforce the restrictions given above.

In view of the nature of your duties with the Company, and the compensation and benefits granted by the Company to you, each of the Company and you consider the undertaking in this paragraph to be reasonable in all circumstances. However, if one or more undertakings in this paragraph are held invalid as unenforceable or invalid for any reason by a competent court, adjudicator or arbitrator, the undertakings shall apply with such modifications as to the period, territory or scope of their operations as may be necessary to make them enforceable and valid.

**9. Indemnity**

You will fully and effectively indemnify the Company against all losses, damages and expenses incurred due to any breach or alleged breach of the terms of this Employment Letter, or any fraud, misconduct or negligence on your part in the course of your employment with the Company.

**10. Governing Law, Arbitration and Severability of Terms**

This Employment will be subject to jurisdiction of courts in Chennai, Tamil Nadu, India, without regard to its choice of law provisions. Any dispute or claim that arises out of this Employment Letter shall be resolved by final and binding arbitration in accordance with Indian Arbitration and Conciliation Act, 1996, by an arbitrator to be appointed by the Company. In the event that any provision of this Employment Letter may be held invalid or unenforceable, such provision shall be ineffective without invalidating the remaining provisions of this Employment Letter.

If the terms of this Employment Letter are acceptable to you, please sign below.

We look forward to a long and mutually rewarding relationship.

Sincerely,



Name: Prasad P K

Title: General Counsel. VP – Legal and Corporate Affairs

**ACCEPTANCE BY EMPLOYEE**

I, **Diddakunta Vidya** have read & understood and agree to the above terms and conditions governing my services and employment with AGS Health Pvt Ltd.; I hereby agree to be legally bound by the same.

Signature of Employee:

Name: Diddakunta Vidya

Place: Tirupati

Date: July 22, 2021

July 13, 2021

**Diddakunta Vidya**

Tirupati.

**Offer Letter**

Dear Diddakunta,

Congratulations!

Congratulations! We are pleased to offer you the position of **Trainee Medical Officer** at AGS Health Limited.

Your annual cost to company (CTC) would be **₹.152892**. In addition to the CTC, you will receive a performance based incentive up to **₹.0 per annum**, to be paid as per the company policy. Upon your successful completion of On the Job Training (OJT) which will vary from 6 to 12 months, your CTC will be revised. Attachment A contains the break-up of your compensation package.

Your base location will be at Tirupati. You will be required to work in any of the following locations as and when required. Locations are subject to change at the discretion of the company. Furthermore, depending on the business requirements of the company, you may be asked to work in different shift timings and you may be asked to work in different shift timings.

We request you to join us on or before **July 15, 2021**. Please note that your offer is contingent upon the satisfactory completion of background verification and other joining formalities.

You would be provided with an appointment letter along with the Terms and Conditions of employment upon your joining. We look forward to you joining us.

AGS Health treats Information Security Compliance with paramount importance. Upon your employment with AGS Health, it is imperative that you adhere to the Information Security Policy. You would be briefed about the guidelines at the time of joining.

Please do not hesitate to call us for any information you may need. Please sign and return this offer letter as your acceptance and forward the same to us.

**Annexure A:**

CONFIDENTIAL

	Monthly ₹	Annual ₹
<b>CTC</b>		
Base Salary + Retirals	12,741	152,892
Base Salary + Retirals + Incentive (See Note below)	12,741	152,892

<b>Base Salary</b>		
Basic Salary	6,500	78,000
Statutory Bonus	1,400	16,800
BOA	3,540	42,480
<b>Gross Salary</b>	<b>11,440</b>	<b>137,280</b>

<b>Retirals and Insurance</b>		
Provident Fund (Employer)	780	9,360
Gratuity	313	3,752
Health Insurance	208	2,496
<b>Retirals Total</b>	<b>1,301</b>	<b>15,612</b>

<b>Performance Incentive</b>		
Monthly Performance Incentive (See note Below)	0	0

\* Includes city compensatory allowance.

**Note:**

Performance incentive is paid based on company's incentive policy. You have potential to earn maximum of Rs.0 per-month based on achievement of certain key performance and quality metrics as per the incentive policy applicable for different processes. The targets and actual performance (production and quality) are measured using tracking tools and are available for the agents to view online. Including incentive, you have the potential to earn from Rs.10,574 per month to Rs.10,574 per month.

Signature:

Date:

	Monthly ₹	Annual ₹
<b>Base Take Home (pre-tax)</b>		
Gross Salary	11,440	137,280
PF (Employee)	780	9,360
ESI (Employee)	86	1,030
<b>Take Home (pre-tax)</b>	<b>10,574</b>	<b>126,890</b>



Date: 24-08-2020

To  
Mr. GANGASANI NAGENDRA

**OFFER LETTER**

Dear MR. NAGENDRA,

This has reference to your application and the subsequent interview you had with HETERO DRUGS LTD - R&D we are pleased to offer you for the position of "Tr. RESEARCH ASSOCIATE IN AR&D DEPARTMENT" location SANATHNAGAR in our organization on a contractual basis.

The brief details of the offer are as below:

Gross Salary : Rs 12,000/-P.M

Your expected Date of Joining : 31/08/2020

You will be issued a detailed 'Appointment Letter' on your joining with HR SQUARE LLP. And this offer letter will be valid till 04-09-2020 and will automatically become void unless it is explicitly extended by the client or HR SQUARE LLP.

You are requested to sign and return us the copy of the Offer letter as a token of your acceptance.

Please bring the following documents along with you on the day of your joining with HR SQUARE LLP:

1. Copy of relieving letter from previous employer if applicable
2. Latest payslip / proof of salary / Bank statement in which last salary credited
3. Copies of Education certificates
4. Four passport sized colour photographs
5. Proof of House Address (Electricity bill, Rent Agreement, Postal Address proof, etc.,)
6. ADHAAR & PAN card copy
7. Duly filled Standard Application form of HR Square LLP.

We look forward to your joining at the earliest.

For HR Square LLP

(Authorized signatory)

HR SQUARE LLP  
D-NO-6-3-347/22/6, Sri Durga Tulasi Apartment 4<sup>th</sup> Floor  
Dwarakapuri Colony Punjagutta Hyderabad 500082- Telangana  
Tele: +91 40 66666789 email: info@hrsquare.co.in

# V.R.S DEGREE COLLEGE

MAIN ROAD, VEERAPUNAYUNIPALLI – 516321, KADAPA DIST. A.P, INDIA.

Date: 27-01-2022,

Place: Veerapunayuni Pali.

## Service certificate

**Miss. J.Surekha**, M.Com., is appointed as Lecturer in Commerce at V.R.S Degree College:: veerapunayunipalli on 15-09-2021. She is good in her duties.

**Note:-** On the day of Joining you should submit all your concerned certificates in office along with the joining report.



V.R.S. DEGREE COLLEGE

VEERAPUNAYUNIPALLI - 516 321

Signature of the Head of the Institution

# Maintec

Maintec Technologies Pvt. Ltd.,  
#3M-215, East of NGEF, Outer Ring Road,  
Kasturi Nagar, Bangalore - 560043, India.  
Tel : 080-42718000, 080-25071950  
[www.maintec.com](http://www.maintec.com)  
CIN : U72200KA1997PTC023121  
GST No. : 29AABCM3607P1Z3

Doc #: EMP/AL/SS/20092021/629

September 20, 2021

Ms. Singarapalli Swapna  
6/118, GIRINAGAR COLONY, PORUMAMILLA,  
KADAPA - 516 193.

Dear Singarapalli Swapna,

We are happy to offer you the position of **IT Recruiter** with our company. Your place of work initially will be in **Hyderabad** with the date of joining on or before **September 20, 2021**. From time to time, you will be required to travel based on the requirement.

At the time of joining, you are requested to bring copies of the following for our records:

1. Offer Letter/Relieving Order/ from your last employer.
2. Certificates in support of your qualification (including degree certificates and final mark/grade sheets), experience and emoluments.
3. Salary Certificate from your last employer.
4. Four Passport Size photographs.
5. Relevant Pages of your Passport.
6. Address proof (Election ID/Driving License).

Your Annual CTC will be **Rs.3,00,000/- (Rupees THREE LAKH only)**. While your initial core focus is on all areas of "Business" activities at Maintec, Your employment shall be confirmed based upon your overall performance and on successful completion of a probation period of Six months from the date of joining.

Please note that this offer is based on information provided by you to us and may be withdrawn in case of any deviation from the same or if you fail to report to work on **September 20, 2021** or any other date which may be decided as per mutual discussions. In case of resignation 30 days' notice period is mandatory.

Please sign on the copy of this letter as a token of acceptance of this offer. Please address any inquiries to the HR team of Maintec that you may have in connection with your proposed.

Your's Sincerely,  
For Maintec Technologies Pvt. Ltd.,

Malathi Rajishnan  
HR Manager



I accept employment on the above-mentioned terms and conditions and I will report to duty on **September 20, 2021** or any other date which may be decided as per mutual discussions.

Candidate's Signature: \_\_\_\_\_

# Maintec

Maintec Technologies Pvt. Ltd.,  
#3M-215, East of NGEF, Outer Ring Road,  
Kasturi Nagar, Bangalore - 560043, India.  
Tel : 080-42718000, 080-25071950  
[www.maintec.com](http://www.maintec.com)  
CIN : U72200KA1997PTC023121  
GST No. : 29AABCM3607P1Z3

Doc #: EMP/AL/SS/20092021/629

September 20, 2021

Dear Singarapalli Swapna,

Annexure

PARTICULAR	MONTHLY	ANNUAL
BASIC	12,450.00	1,49,400.00
DA	4980.00	59,760.00
HRA	7,470.00	89,640.00
GROSS	24,900	2,98,800.00
INSURANCE	100	1,200.00
TOTAL FIXED CTC	25,000.00	3,00,000.00
TAKE HOME SALARY		
GROSS	24,900	2,98,800
PF	200	2,400
TAKE HOME SALARY	24,700	2,96,400

\*\*Take Home Salary is not included TDS deduction

Your's Sincerely,  
For Maintec Technologies Pvt. Ltd,

Malathi Krishnan  
HR Manager

I accept employment on the above-mentioned terms and conditions and I will report to duty on **September 20, 2021** or any other date which may be decided as per mutual discussions

Candidate's Signature: \_\_\_\_\_





# K.S.R.M. COLLEGE OF ENGINEERING

(UGC - Autonomous)

Approved by AICTE, New Delhi & Affiliated to JNTUA, Ananthapuramu.

Accredited by NAAC of UGC

An ISO 14001:2004 & 9001 : 2015 Certified Institution



Ref:-KSRMCE/Estt/IL & S/APPOINTMENT OF ASSISTANT PROFESSOR/2022.

Dated:-08-01-2022.

## PROCEEDINGS OF THE CORRESPONDENT

Present:-SMT, K. RAJESWARI

\*\*\*

Sub:- KSRM COLLEGE OF ENGINEERING (AUTONOMOUS)—C.K. Dinne-(M)—Kadapa—Estt.,  
Appointment—Sri Johnson Jermiah, appointed as Assistant Professor in the Department  
of H & S—Orders—Issued.

Read:- Proposals received from the Selection Committee, dated 08-01-2022.  
2. Instructions of the Principal, dated 08-01-2022.

\*\*\*

### ORDER:-

Sri Johnson Jermiah, appointed as Assistant Professor in the Department of Humanities & Science  
with a Consolidated pay of Rs.21,600/- Rs. Twenty One Thousand and Six Hundreds only) PM.,

### The terms and conditions of the said appointment are as follows:-

1. The appointment is purely on temporary basis.
2. He/She should submit all his/her original certificates viz.: SSC, Inter, Degree (UG,PG and Ph.D) and service certificates, if any for verification and retention in the office for a period of two years.
3. No T.A. and D.A. will be paid to join the post.
4. You will have to give two months notice in case you desire to be relieved on resignation or alternatively you should pay two months' salary in lieu thereof.
5. His/Her service conditions will be governed by rules and regulations of the college in force from time to time.

Sri Johnson Jermiah, Assistant Professor is hereby deputed to work in IQAC Cell until further orders.

The above Individual is directed to report in IQAC Cell immediately.

K. Rajeswari  
CORRESPONDENT

**WELCOME TO WIPRO**

29/10/2021

Dear Sireesha Yempalaku,

With reference to the Interviews, you had with us, it gives us pleasure to inform you that we have found you suitable for an opportunity with Wipro Limited ("Company"). You shall be employed as per Company norms, your relevant experience has been taken as 36. Your Annual gross salary shall be 750000.

Your employment with Company is subject to the terms and conditions as listed in the attached Offer Letter which also includes your salary structure.

Your Location of Joining would be Bengaluru. You would be required to join us, on or before 3/11/2021 based on business requirement. We would intimate you the exact date and time.

Your confirmation to the contents of this Offer Letter is a pre-requisite for issuance of the final Appointment Letter to you. Please do let us know your decision within the next 48 hours at rajashri.wable@wipro.com. Upon submission of your acceptance of the Offer Letter, you are also required to complete the prerequisites listed below within 5 days from the issue of this Offer Letter, if not accepted online. Should you have any queries please get in touch with Rajashri Baliram Wable at rajashri.wable@wipro.com. Final Appointment letter containing the details of your appointment.

List of pre-requisites

1. Background verification document to be submitted within 48 hours of accepting the offer letter and verified by the document verification team.
2. We encourage you to complete the Joining forms to be completed on Embark/associated systems at the earliest and in no case later than 72 hours prior to Date of Joining.

Your appointment is subject to and conditional upon the satisfactory completion of your background verification (BGV) including verification of the documents and details mentioned in the Offer Letter eligibility criteria.

Please click on the "Acceptance Link" provided in the email to accept or reject the offer.

Upon your acceptance of the Offer Letter issued by the Company, a package containing Company allocated Laptop and accessories shall be dispatched to your residential address. We will get in touch with you and provide you more details related to joining as and when necessary either through mail or letter. Further, please note that this Offer Letter is a non-final Appointment Letter by you.

**EMPLOYMENT OFFER**

Dear Sireesha Yempalaku,

It is our pleasure to appoint you as Software Engineer in Wipro Limited ("Company") at Bengaluru, in Project Stream or in any such capacity as the management shall from time to time. You will be informed that the terms may be modified pursuant to changes in the Company policy updated from time to time.

**I. Appointment:**

- a. The date of appointment is effective from the date of Joining which is 3/11/2021, unless otherwise communicated in writing by the company.
- b. You will be on probation for a period of six (6) months from the date of your appointment. On completion of the probation period, your appointment shall be confirmed at the same band and stream. Unless confirmation is communicated in writing, your probation period shall be deemed to have been extended.
- c. The retirement age is 58 years.

following offer to you:

1	<b>Name of the Consultant</b>	Thopolla Anil Kumar	
	<b>Employee code</b>	CCBCON-06210006	
	<b>Designation</b>	Consultant - Technical Recruiter	
	<b>Date of Joining</b>	1-July-2021	
	<b>Reporting Manager</b>	Sindhu Vasudev	
	<b>Compensation (per month)</b>	18000	
B	<b>Particulars</b>		<b>Annually</b>
1	Gross after TDS	1800	216000
	<b>Net Pay</b>	<b>16200</b>	<b>194400</b>

**Note:**

1. *The employment is subject to the successful completion of the BGV process.*
2. *Statutory deduction may vary as per the changes recommended by concerned regulating bodies (Income Tax, PF Etc..)*
3. *Training period will be 1 month.*
4. *Failing to achieve targets/assigned tasks, your*



Ref No: QSIPL/APPT/616

Date: 01.09.2021

**Mr. Tirumalarao B**

O, Lakshmipuram,  
Vidavaluru,  
Nellore,  
Andhra Pradesh - 524218.

Dear Mr. Tirumalarao B

With reference to the interview you had with us, we are pleased to appoint you in our Company as **Junior System Administrator**. The terms and conditions of your appointment are given below:

**Compensation Details:**

Heads	Monthly (in Rupees)	Annual (in Rupees)
Basic	8723.00	
HRA	4361.00	
Conveyance	750.00	
Special Allowance	704.00	
<b>Gross</b>	<b>14538.00</b>	<b>174456.00</b>
PF Employer Contribution	1221.00	14652.00
ESI Employer Contribution	472.00	5664.00
<b>CTC</b>	<b>16231.00</b>	<b>194772.00</b>
PF Employee Contribution	1221.00	
ESI Employee Contribution	109.00	
Professional Tax	208.00	
<b>Net Salary</b>	<b>13500.00</b>	

Please sign the duplicate copy of the letter and return it to us within a week's time as a token of your acceptance of this appointment letter.

**QUICK SORT (INDIA) PRIVATE LIMITED** QUICK SORT INDIA PRIVATE LIMITED

Plot No. T378, SIDCO Women Industrial Park, Kattur, Thirumullaiyur, SIDCO INDUSTRIAL ESTATE,  
Chennai - 600 029. Tel: +91-44-42040297. Fax: +91-44-42040298. AMBATTUR, CHENNAI-600 058.





December 30, 2021

IBM India Private Limited  
Manyata Embassy Business Park,  
G2 Block, Nagwara Outer Ring Road,  
Bangalore - 560045, India.  
Tel : 91-80-49139999  
<http://www-07.ibm.com/in/careers/>

Dear Kata Padmaja

At IBM you can innovate breakthroughs and help make life changing impact. We are experts in nearly every technical, scientific and business field. As IBMers, we are proud to apply our expertise in countries we are citizens of, all united by a single purpose: to be essential.

We invite you to join us as a Senior System Engineer , in band 06B and experience an inclusive, collaborative and learning culture with the support of technical & business experts, mentors, leaders and colleagues worldwide. You will thrive in an environment that cultivates creativity and individuality; and, be part of projects that help make the world work better.

Talent development is strategic to IBM; and you will have access to a unique learning platform powered by IBM's Watson, IBM Cloud and IBM Bluemix to help you learn quicker, learn smarter, and help the company stay agile and top-notch.

Your letter of employment is attached, for your review and acceptance. Please do not hesitate to reach out to us in case of queries or concerns. We look forward to hearing from you soon and welcome you to be a part of our team.

Date: Sep 30, 2021  
Offer No : QS2341338

**ERAGADINDLA SASI REKHA**

BENGALURU  
Bengaluru  
KARNATAKA

## EMPLOYMENT CONTRACT

We are pleased to offer you employment at QUESS Corp Limited for a employment contract as per the following terms:

### DEPUTATION:

You are deputed to Client Place under this Contract. The terms of employment is exclusively with QUESS, the employee shall never be deemed to be the employee of the client, where you have been deputed under this Contract

### TENURE:

The term of your Contract shall be valid from OCT 04, 2021

### COTERMINOUS:

Your Employment shall be co-terminous with the project/work for which you are deputed and the same shall end as and when the project/work ends at the appointed location

### LOCATION:

You are required to work at client's location at BENGALURU.

### POSITION:

You are appointed as ASSOCIATE SOFTWARE ENGINEER - DEVOPS.

### REMUNERATION:

The details of your salary break up with components are as per the enclosure attached herewith.

### PROBATION:

Unless otherwise notified to you in writing this contract of employment would be valid as per company's service agreement with client.

### WORKING HOURS:

*Ikya Confidential*  
This is a system generated letter

Offer No : QS2341338

Page 1



# IgY Immunologix India Pvt Ltd

*Better health through hyper immune egg*

Date: 1<sup>st</sup> September, 2020

## Offer Letter

Dear Mrs. Yadala Prasanna

This has reference to the interview and discussions you had with us. We are pleased to offer you the position of "Research Trainee" in our organization and you will be based at Hyderabad.

Please note that, you are required to join the organization on or before 15<sup>th</sup> September, 2020 failing which, this offer of appointment stands withdrawn.

The company will issue a letter to notify you on your employment status after completion of your training period of six months.

Kindly note that this offer is confidential. A detailed letter of appointment will be given to you on joining.

Please note that your employment will be subject to:

1. Medical fitness as medical checkup report. Please bring medical report at the time of joining.
2. Clearance in the background verification checks that may be required as per the company policy
3. Submission of all the following documents at the time of joining:
  - a. Relieving letter and services certificate from current employer. Fresh student can submit recommendation letter from his/her guide.
  - b. Last 3 months pay slip if applicable
  - c. Form 16 if applicable
  - d. Four copies of your latest passport size photograph with white background
  - e. Self-certified true copies of all the educational certificates from bachelors' degree onward

Please sign and return the duplicate copy of this letter as token of your acceptance of this offer.

Yours Sincerely,

For IgY Immunologix India Pvt Ltd

Dr Y Adinarayana Reddy  
Director



I accept the offer of appointment on the above terms.

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

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



## eSPIES FACILITIES PVT LTD

AN ISO 9001 : 2015 CERTIFIED

Spies House, Manju Residency, Plot No. 85 & 88, Flat No. 302, 3rd Floor,  
Sardar Patel Nagar, Near Nizampet Cross Road, Kukatpally, Hyderabad - 72.  
Phone : 040 - 65740941, Cell : 9160004333, e-mail : isreddy@espies.in  
Website : www.espies.in



To,

Dec 24<sup>th</sup>, 2021

Ms. Chennuru Lavanya  
D/o: C. Madhava Reddy  
Flat No.18, Siri Homes,  
Nandikotkur Road,  
Kurnool -518002  
Ph No: 9490753938  
Email id: chennurulavanya98@gmail.com

Sub: Offer Letter

Dear Ms. Chennuru Lavanya

With reference to your application and subsequent interview with us, we would like to bring to your notice that you have been selected for the position of **Jr. Officer** in **QC** department.

1. You are required to report for duty on **03rd Jan'2022** by **9:00 AM**.
2. You will be initially posted at our client **Annora Pharma Pvt Ltd** at **Annaram, Hyderabad**
3. Your Appointment letter will be issued after completion of joining formalities process.
4. You will be paid salary (per month) as shown below:  
**Monthly Gross Salary: Rs. 14000/-**
5. Upon receipt of the offer, you are required to undergo medical check-up at the company authorized diagnostic centres. You will be entitled for appointment upon you found to be medically fit.
6. Your Employment will be subject to the Terms & Conditions, mentioned in your Appointment letter, which will be issued to you on your joining.
7. As substantial cost is being incurred towards your recruitment, training and development, any discontinuance, exit or voluntary separation of your services against the agreed period will attract penalty more fully detailed in the Annexure – I of this offer letter.
8. Please bring the below list of documents for the joining formalities.
  - Original Academic Certificates (all from 10<sup>th</sup> to Highest)
  - All Educational Certificates Xerox Copies from 10<sup>th</sup> to Highest Qualification.
  - Address and ID proof on your name.
  - Aadhar Card clear Xerox copy.
  - Xerox copies of all Appointment letter and Reliving letter of previous organizations if any.
  - EPF UAN Number and ESIC Insurance numbers of previous organisation if any.
  - 3 Passport Photographs.
  - 1 Postcard Size family photograph for the ESIC process.
  - Rs. 100/- Stamp Paper for making the Agreement.

Thank you,  
For **ESPIES FACILITIES PVT LTD**



Authorised Signatory



Jun 12, 2021

Mr. Mannem Naveen

T.P. Gudur Bt-1, Gamallapalem,  
Thotapalligudur,  
Nellore, Andhra Pradesh,  
India, 524311

Dear Mr. Mannem,

It is with immense pleasure that we hereby offer you the position of **ASSOCIATE SOFTWARE ENGINEER** in **Band 1** and **Level 1** as per the organization structure with a total compensation of **INR. 282000 per annum** (Rupees Two Lakh Eighty Two Thousand Only). The fixed compensation structure will be as detailed below.

	Per month (INR)	Per annum (INR)
Basic Salary	9,400	1,12,800
HRA	4,700	56,400
Transport Allowance	1,600	19,200
Medical Allowance	1,250	15,000
Special Allowance	3,750	45,000
Statutory Bonus	1,000	12,000
<b>Gross Pay (a)</b>	<b>21,700</b>	<b>2,60,400</b>
<b>Other Benefits: (b)</b>		
Employer's Contribution to PF	1,800	21,600
<b>Cost to Company (a) + (b)</b>	<b>23,500</b>	<b>2,82,000</b>

Please note, your compensation will always be measured as Cost to Company, which includes the Company's Contribution to your Provident Fund account.

Please be advised that your next 'Salary Revision' will become due in the subsequent year of April month.

**List of Documents to be submitted on the Day of Joining**

- Photocopies of all educational certificates and mark sheets (10<sup>th</sup>, 12<sup>th</sup>, degree, PG, diploma etc).
- Photocopies of all employment letters (offer, experience, relieving and appraisal letters of all previously worked companies).
- Photocopy of last drawn pay slip.
- 3 passport size photos.
- Photocopy of a valid Passport.
- IT declaration form.
- Form 16 from previous employer / Tax computation sheet in original
- Photocopy of PAN Card.
- Photocopy of driving License and / or Voter's ID.

The original documents for the above may also be produced, which will be returned to you after verification.

May 6, 2021

Indira Poliseti

13, Allreddipalli  
Vempalli, Diguvaithuvvalapalle  
Cuddapah - 516218  
Mobile: 8688583877  
Email: indirapoliseti@gmail.com  
**Location:** Bangalore  
**Department:** PDT

Dear Indira,

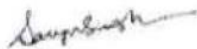
In response to your application and subsequent interviews, we are pleased to offer you the post of **Trainee Software Engineer (Grade: 4a)** in our organization. Remuneration details are given in Annexure - 1 to this letter. You shall join the company on or before **May 10, 2021**.

Zycus would be pleased to have you as a member of the team. We look forward to your fruitful association and a successful career with the company.

This offer letter stands valid subject to: (a) successful completion of your background verification and Reference Check. (b) You joining the company on the above mentioned joining date and successfully completing the joining formalities which also includes your acceptance to Zycus' employment terms and conditions.

Please return one copy of this letter duly signed by you to signify your acceptance to this Offer Letter.

For Zycus Infotech Pvt. Ltd



Signed on 05/08/2021 10:58:18 (GMT +5:30)

**Sanju Laitonjam**  
**Director - Talent Acquisition**

I agree and accept this job offer indicated in this offer letter and the annexures to this offer letter.

I shall report for duty on the above mentioned joining date.

**Date:**

**Name:** Indira Poliseti

**Signature:**

**Encl:** Annexure - 1 - Remuneration Details



Date : September 28, 2020  
Ref No.: SBIGIC/HR/OF/20-21/572

**Mr. Vadla Siva Venkata Prasad**  
D.No: 58/384-9-3, 2nd Floor, Akkayapalli,  
Chowtapalli Road, Rv Nagar(P), City: Kadapa,  
District: Andhra Pradesh - 516003  
Mobile No. - 9885062243

Dear Sir,

Offer Letter:

With reference to your recent interview with us, we are pleased to offer you the position of **Business Development Executive - Bancassurance** in the grade of **Executive Assistant** in SBI General Insurance Co. Ltd. You will be reporting to the Territory Sales Manager - Bancassurance. You will be on probation for a period of six months. Your confirmation in the service of the Company will be subject to your successfully completing your probation.

2. During the period of your probation and upon any subsequent confirmation, your remuneration will be at the fixed rate of **Rs.185000/-** (Rupees One Lakh Eighty Five thousand only) per annum. This will be an all inclusive on a cost to the company (CTC) for availing your services. The components of this all-in cost to company can be analyzed in more detail with you prior to commencement of your probationary period of employment.
3. Your initial posting will be in Kadapa under Kurnool. However, the company reserves the right to utilize your services at any other place within or outside the country.
4. This is a provisional offer. We will issue a Letter of Appointment subject to completion of following formalities:
  - i. Actual production of Relieving letter or acceptance of resignation letter from your current employer.

**SBI General Insurance Company Limited**

Corporate & Registered Office: 'Natraj', 301, Junction of Western Express Highway & Andheri - Kurla Road, Andheri (E), Mumbai - 400 069 | CIN: U66000MH2009PLC190546 | Tel.: +91 22 42412000 | [www.sbigeneral.in](http://www.sbigeneral.in)  
Logo displayed belongs to State Bank of India and is used by SBI General Insurance Co. Ltd. under license | IRDAI Registration Number 144

- ii. Actual production of original documents and certificates regarding educational qualifications, work experience, remuneration, identity and references, detailed in application form. Please refer to the annexure for the complete list of testimonials.
5. The Company shall carry out background verification before expiry of the probation period described in the Letter of Appointment and your appointment shall be voidable at the sole discretion of the company in case the outcome of the background verification is not satisfactory to the Company.
  6. The remuneration offered to you is confidential in nature. This should not be disclosed to any other employee of SBI General nor should it be discussed with them. In case of breach of confidentiality of remuneration, the offer made by us will be voidable at our sole discretion irrespective of its acceptance at your end
  7. While in service, you will not work for anybody else for remuneration, honorarium or for any other consideration without the written permission of the company.
  8. In case of your resignation or termination by SBI General Insurance Co. Ltd for any reasons whatsoever, the admissibility or otherwise of payment of any incentive and the quantum of such incentive to be paid shall be at the sole discretion of the Management and no correspondence shall be entertained in this regard.
  9. In case you resign before your confirmation, no other incentive would be payable.
  10. The normal age of superannuation shall be 60 years.
  11. Validity of the offer is 30 days from the date of letter i.e. till 28 October, 2020.

Yours faithfully,



**Niranjana Parida**  
Lead - HR Operations

---


**SBI General Insurance Company Limited**

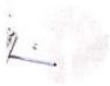
Corporate & Registered Office: 'Netraj', 301, Junction of Western Express Highway & Andheri - Kurla Road, Andheri (E), Mumbai - 400 069 | CIN: U66000MH2009PLC190546 | Tel.: +91 22 42412000 | [www.sbigeneral.in](http://www.sbigeneral.in)  
| Logo displayed belongs to State Bank of India and is used by SBI General Insurance Co. Ltd. under license | IRDAI Registration Number 144



I have read the above terms and conditions and hereby accept the offer.

Expected date of joining: 29/09/2020

Signature: ..........



# SBI

## LETTER OF APPOINTMENT

एपॉइंटमेंट लेटर  
भारतीय स्टेट बैंक  
STATE BANK OF INDIA

Date: 24.02.2021

Roll No : 3511002465  
Shri. / Ms. : **YERRABOLU YESWANTH**  
S/o. / D/o. : Y SIVASANKAR  
H NO 4 152 R S RANGAPURAM  
, KURNOOL  
ANDHRA PRADESH, PINCODE: 518598

Dear Sir,

### RECRUITMENT

In continuation of offer of appointment letter No.HR/5/JA/359 dated 13.01.2021 issued by the Assistant General Manager (HR), State Bank of India, Local Head Office, Hyderabad, we are pleased to inform you that you have been appointed as a "Junior Associate (CS&S)" in Clerical Cadre in the Bank in the pay scale of **Rs. 17900-1000/3-20900-1230/3-24590-1490/4-30550-1730/7-42660-3270/1-45930-1990/1-47920**, as permissible under Bank's rules, on the terms and conditions mentioned below. The above pay scale is subject to review in the wage negotiations. In case of candidates selected as ex-servicemen, the pay-fixation on joining the Bank will be done as per the guidelines issued by Indian Banks' Association and Government of India, Ministry of Finance, Department of Financial Services. The latest instructions in this regard are enclosed.

- Your service in the Bank will be governed by the provisions contained in Sastry & Desai Awards as amended from time to time by industry or bank level settlements with recognised unions and provisions contained in Code of Conduct.
- You will be required to perform all the duties and responsibilities, as prescribed by the Bank for "Junior Associate (CS &S)" from time to time.
- You will be on probation for a period of six months with effect from the effective date of joining. Prescribed number of e-lessons are required to be successfully completed by you during the probation period. Failing which, your probation period will be extended and/or your service can be terminated.
- During the period of your probation, your performance will be evaluated. The Bank will be entitled to extend the said period of probation, if your work is not found to be satisfactory during the probation period. Your confirmation will also be subject to receipt of satisfactory report about your character and antecedents from the police authorities and from the referees named by you.
- Even after your confirmation in the Bank, if any adverse report is received from the police Authority and/or from the Referees named by you about your character and antecedents, your service in the Bank will be liable to be terminated.

+91 40 2346 6430 to 32  
+91 40 2475 5073  
IP No. : 900031  
agmhr.thohyd@sbi.co.in

మానవ వనరుల విభాగము  
4వ అంతస్తు, స్థానిక ప్రధాన కార్యాలయము,  
బ్యాంక్ స్ట్రీట్, కోల్  
హైదరాబాద్ - 500 095

मानव संसाधन विभाग  
4वां मंजिल, स्थानीय प्रधात कार्यालय,  
बैंक स्ट्रीट, कोल  
हैदराबाद - 500 095.

Human Resources Department  
4th Floor, Local Head Office  
Bank Street, Koll  
Hyderabad - 500 095.



- p) You shall give an undertaking to the Bank that you will be prepared to serve anywhere in India, at any branch / office of the Bank at any time, should the exigency of service so require and/or wherever required by the Bank. The Bank shall be entitled not to consider your application for transfer, if made, to a place of your choice within Circle/State at least for a period of three years from the date of your appointment. There is no provision of Inter Circle Transfer/Inter State Transfer.
- (q) You shall be bound by the provisions of the various Awards as well as the Bipartite Agreements entered into by the Bank and the Employees' Union / Federation as also to any modifications thereto from time to time.
- (r) Your duties in the Bank will be as may be communicated to you from time to time by way of Circulars / e-Circulars. You will also be required to work on computers and key in all the vouchers in the system and put through all transactions, feed / analyze / compile, type the data etc., in the computer without any special compensation / allowance.
- (s) You will comply with the "Code of Conduct of the Bank while using internet or social media."
- (t) The Bank reserves the right to change your designation at any time and may require you to perform any other / additional duties as may be required by the Bank.
- (u) You will have to sign a declaration of fidelity and secrecy, letters of undertaking etc., as prescribed by the Bank.
- (v) If you have served elsewhere, please arrange to furnish a discharge / clearance certificate from the previous employer before joining the service of the Bank.
- (w) Please note that in the event of any of the information, declarations, certificates/ testimonials being found incorrect / false / fake / invalid or you have concealed or suppressed any material facts, this appointment shall be deemed invalid ab-initio and you will render yourself liable for appropriate action including departmental action, removal/dismissal from service.

02. You are hereby required to report at, State Bank of India, \_\_\_\_\_ Branch / RBO FIMM MAHABUB NAGAR (for further posting), on 25 FEB 2021. Please carry a copy of this appointment letter and your identity proof while reporting there.

03. Please acknowledge receipt of this letter and return to us the enclosed duplicate of this letter duly signed by you in token of your having accepted the appointment as "Junior Associate (CS&S)" in Clerical Cadre on the terms and conditions stated above.

Yours faithfully,

  
Assistant General Manager







April 1<sup>st</sup>, 2021

**PERSONAL & CONFIDENTIAL**

R.Ekanath

**Re: Offer of Employment**

Dear Ekanath,

On behalf of **HealthPlix Technologies Private Limited (the "Company" or "HealthPlix Technologies")**, we are pleased to offer you employment on the following terms in. Your start date will be April 1<sup>st</sup>, 2021 ("Start Date").

- **Position.** Your title will be **Business Development Manager- Business Development**. You will render such business, design and technical services in the performance of your duties, consistent with your position within the company and such other duties as will be assigned to you by the company.
- **Cash Compensation.** Your annual CTC will be INR 6,00,000 (Rupees Six Lac Only). From the above CTC, INR 3,00,000 (Rupees Three Lac Only) per annum will be fixed, INR 25,000 (Rupees Twenty-Five Thousand Only) for the first year, will be the retention component which will be paid after completing one year with the company, and up to INR 2,75,000 (Rupees Two Lac Seventy-Five thousand only) per annum will be the variable component which will be paid as per mutually decided criteria between you and your manager. The break-up is shared in the below annexure.
- **Other Engagements.** You are not allowed to work either full time, part time or in advisory, consultant, associate or any other role with any company, organization or any kind of freelance work till the time you are employed with the Company. You need to take specific approval in writing from your Director before being associated or contributing to any forums, groups, projects or non-profit seeking bodies. Any failure in this regard may be liable to dismissal by the Company without notice.
- **Termination.** Your employment may be terminated by either party by giving 60 days prior notice. In case you wish to resign there is a notice period of 60 days or in lieu thereof pay the company INR 75,000 or 2- months' salary whichever is higher. During the exploratory period, the employee is required to give a (2) months' notice for termination of employment. The company may terminate your employment by giving two (2) weeks' notice. In case the employee resigns/ give notice for termination of employment, the Company at their sole discretion may relieve the employee before expiry of the notice period without any financial liability or commitment to allow them to continue in service till the end of notice period.

The company may terminate your employment without notice if you willfully disobey a lawful and reasonable instruction or direction, commit an act of misconduct, including but not limited to, fraud or dishonesty, or are habitually negligent in your duties, you will be liable to dismissal by the Company without notice.

On termination, a reconciliation of reimbursements against monthly accrued allowances will be calculated. You agree for company to offset any overpayment against any money owing to you on termination of employment.

On termination of your employment, for any reason, you must immediately return to company all company property and all documents and items relating to the company's business. This includes, but is not limited to, any phones, laptops, car, equipment, papers, keys, reports, computers, information and programs, records and documents and other information in whatever form, relating in any way to company. Company is entitled to deduct or set off any amount owing to you on termination for the value of any property not returned, or amounts owing to company.

## **HealthPlix Technologies Private Limited**

Regd. Office: Enzyme Teck Park, 27th Main Road, 480, 18th Cross Road, HSR Layout, Bengaluru, Karnataka 560102





Information, Invention Assignment and Arbitration Agreement” and returning them to Human Resources. A duplicate original is enclosed for your records.

We are very excited to have you join the HealthPlix Technologies team and contributing to our shared vision and future success! Many exciting challenges lie ahead. We are confident you can make a significant contribution to our future growth.

Sincerely,

---

**Sandeep Gudibanda**  
Co-Founder & CEO,  
HealthPlix Technologies Private Limited.

On Behalf of HealthPlix Technologies,

A handwritten signature in black ink that reads "Petrina Ann Pinto".

**Petrina Ann Pinto,**  
Human Resources,  
HealthPlix Technologies Private Limited.

I have read and accept this offer of employment with HealthPlix Technologies and agree to the terms and conditions contained in this letter.

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**R.Ekanath**

**Enclosure(s): Annexure A, HealthPlix Technologies Confidential Information, Invention Assignment and Arbitration Agreement**

Date: June 02, 2020

Mr Sitisimetty

Dear Mr Sitisimetty,

### Offer Letter

We are pleased to offer you in our organization as **Easy Colour Consumer Associate** subject to the following terms and conditions:

1. This position render services to our Client **Asian Paints Limited** (hereafter mentioned as 'Client')
2. Your offer contract will be for One year from the date of joining duty at Client location / premises and in accordance to the instructions received by you from us or any other authorized person from Client and will be bound by our rules and regulations.
3. Based on your performance or continuance of Client project, your contract with us can be extended or terminated and the same will be intimated to you from our office.
4. Except for expiry of a Work Assignment due to completion / expiry of the same, either party may terminate this Work Assignment Letter by issuing 30days' notice in writing or payment thereof.
5. Termination of this letter of engagement shall not affect the obligations of the parties that have been incurred prior to such termination and Caspian Management Services shall promptly settle all your dues after making the applicable deductions.
6. Any dispute between you and Caspian Management Services shall be referred to a sole arbitrator appointed by Caspian Management Services. This Engagement Letter shall be governed by the laws of India.
7. Details of your salary breakup will be as per the Annexure-1 attached herein
8. You will be entitled to an employer's contribution of Provident fund to the extent of 12% of your basic salary and applicable ESI contribution.
9. During your employment with Caspian Management, if we find any irregularity or insufficiency in the documents submitted by you, this Offer Contract Letter would stand cancelled/revoked

Please return the copy of the Offer Contract Letter enclosed after affixing your signature at the appropriate place on the Office Copy in token of your having read, agreed, fully understood and accepted the terms and conditions of Offer Contract Letter.

In case we do not receive your acknowledgement copy within a period of 15 days from the date of joining, your assignment at Caspian Management Services with the acceptance of your first salary from Caspian Management will be conclusive proof of your acceptance in accordance of terms and conditions.

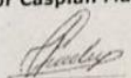
The detailed letter of Appointment with terms and conditions will be issued post completion of 21 days of your working at Client premises / locations assigned during the date of joining day.

### ENDORSEMENT

I hereby confirm acceptance of the above assignment, on the terms and conditions stipulated therein.

**For Caspian Management Services LLP**

Accepted and Agreed

  
Authorized Signatory

Name: SITTIMSETTY SREE PARDHUSA I  
Mobile: 9640962113

Enclosed:

- (1) Annexure - 1 (Salary Breakup)
- (2) Annexure - 2 (List of Documents to be submitted for issuing appointment letter)