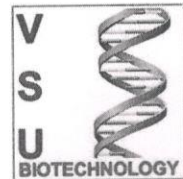




**VIKRAMA SIMHAPURI UNIVERSITY**  
**COLLEGE OF SCIENCE & TECHNOLOGY**  
**DEPARTMENT OF BIOTECHNOLOGY**  
NELLORE-524 324 ANDHRA PRADESH INDIA



**Dr. G. MARY SANDEEPA**

M.Sc., B.Ed., M. Phil., Ph.D

Assistant Professor

Head & BOS Member

Mobile: +91-8328411289

headbiotechnology @vsu.ac.in

deepavsu2013@gmail.com

Web Site: <https://vsu.ac.in>

S.NO	NAME OF THE STUDENT	NAME OF THE COMPANY	SALARY (Per Annum)
1	Viswanadhapalli Akasa Vardan	Indian Immunologicals Limited	-
2	Madhu Varshini Pulapakura	Extrovis	2,33,130
3	Vidavaluri Venkata Naga Sai	Crystal Management Services	20,63,356
4	M. Bhanu Prakash	Brilliant Bio Pharma	-
5	Neetipalli Venkata Rao	CSIR-NIIST	25,000(Per Month)
6	Nava Sandhya.G	Aspiro Pharma Limited	-
7	Guttikonda Uma Ganga Bhavani	Healmax Diagnostics	1,56,000
8	S. Vinay	Omics International Pvt. Ltd	-
9	Chinni Pradeep	Divi's Laboratories Limited	18,000(Per Month)
10	Kokkerala Durga Naga Srinivas	Divi's Laboratories Limited	22,000(Per Month)
11	Mathangi Divya	Healmax Diagnostics	1,44,000

12 Melam Venkatesh

Augustus Health Care Management 24,000(per Month)

*G. Mary Sandeepa*  
HEAD  
HEAD

Department of Biotechnology  
College of Science & Technology  
VIKRAMA SIMHAPURI UNIVERSITY  
NELLORE - 524 001. A.P. INDIA.



इंडियन इम्यूनोलॉजिकल्स लिमिटेड  
INDIAN IMMUNOLOGICALS LIMITED

IIL/GHR/TA/OA/2024/40

May 3, 2024

**Shri. Viswanadhapalli Akasa Vardan**  
**H.No:- 3-67, Madduru, Kankipadu,**  
**Near Vijayawada, Andhra Pradesh:-521151.**

**Dear Shri. Viswanadhapalli Akasa Vardan,**

OFFER OF APPOINTMENT

This has reference to your application for a Fixed term employment in our organization and the subsequent interview you had with us. We are pleased to offer you appointment as **Trainee in AH-Production** Department in our organization on the terms and conditions explained and as agreed by you.

You will be issued detailed appointment letter on the day you join our organization. Your initial place of posting shall be **Indian Immunologicals Limited, Production – Plant, Gachibowli.**

You will be in employment for a period of three years from the date of joining in services.

Your appointment is subject to verification of all details furnished by you at the time of joining. The company reserves the right to verify at any time prior to joining, during service and after leaving the services of the company with the concerned parties, regarding conduct, character and employment particulars etc.,

In case the particulars furnished in the application are found to be false or unsatisfactory, your service would be liable for termination immediately without any notice or reason.

The offer of appointment is subject to you being medically fit, for which you have to undergo medical examination by the company's designated medical practitioner / diagnostic centre.

You have to report for duty at **9.00 AM** on or before **20/05/2024** at **Plant, Gachibowli** and ensure that you come prepared with the following:

- a) **Original certificates of all educational qualifications (from 10<sup>th</sup> onwards) with a set of photo copies of all such certificates / documents.**

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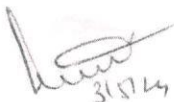
- b) If you have worked earlier or been working:  
Original certificates in proof of work experience (from 1<sup>st</sup> employer onwards) i.e., appointment letter, relieving certificate, service certificate, latest pay slip, and form 16 as per Income Tax Act from the employers with a set of Xerox copies of all such certificates / documents.
- c) Copy of the Offer of appointment.
- d) Four pass port size color photographs.
- e) Information of your blood group.
- f) For opening of bank account along with one of the following documents. PAN Card, Voter ID / Ration card / Passport / Driving License/Aadhar Card.
- g) Copy of Aadhar Card and PAN card
- h) Proof of bank account either cancelled cheque or 1<sup>st</sup> page of passbook

If you fail to report for duty as above this offer automatically stands cancelled without intimation to you.

This Offer letter is issued in duplicate and you are requested to return the duplicate copy duly signed by you as a token of your acceptance of the offer, within seven days of receipt of this offer failing which the offer automatically stands cancelled without any further intimation.

We look forward to have a long and professionally rewarding association with you. Please acknowledge the receipt of the letter.

**for Indian Immunologicals Limited**



**M C Muthiah**  
**Vice President – Human Resources**

-----  
Acknowledgement:

I acknowledge the receipt of this letter and agreed the terms and conditions mentioned as above and I will report to the duty on \_\_\_\_\_

Signature:

Name:

Place:

20<sup>th</sup> September 2023

**APPOINTMENT LETTER**

TO

Madhu Varshini Pulapakura,  
Hyderabad.

Dear Madhu Varshini,

We are pleased to appoint you as "Trainee Executive - Microbiology" in our organization, effective from 20<sup>th</sup> September 2023 on the following terms and conditions:

**COST TO THE COMPANY:** You will be paid annual salary of **Rs. 2,33,130/-** (Rupees Two Lakhs Thirty Three Thousand One Hundred and Thirty Only) as detailed in **Annexure A**.

- 1. PLACE OF POSTING:** You will be posted in EPL II located in Pragathi Nagar, Hyderabad. You shall be transferred to any one of our existing Branches, Units, Department, Division that exists now or which may be set up in future within the Indian Union, that the company considers expedient due to any exigencies. Upon such transfer, you will be governed by the rules and regulations as applicable of that Unit.
- 2. ROLES & RESPONSIBILITIES:** You will be responsible for all functions that will be allocated to you by your reporting authority from time to time. You will discharge your duties up to the best *satisfaction level* of the Management. During the period of employment, you shall devote your *entire attention and time* for the Company's business, and you shall not be engaged in any other *business activity* directly or indirectly.
- 3. PROBATION:** You will be on probation for a period of six months from the date of joining. On successful completion of probation period, you will be given a letter of Confirmation. The probation period may be extended, based on your performance.



**EXTROVIS PRIVATE LIMITED-II**

Plot No.: 80,81, ALEAP Industries Estate, Road No.: 7, Pragathi nagar, Kukatapally, Hyderabad -500090.

Tel : +91 40 2307 9552 | www.extrovis.com

CIN : U24304TG2017FTC115706

**4. BENEFITS:**

- A. You will be governed by the Company Provident Scheme which is operated through the Regional PF Office.
- B. You will be entitled to Gratuity, as per the Payment of Gratuity Act.
- C. You will be covered under Medical Insurance scheme as per the Company policy. You will be eligible for reimbursement of hospitalization expenses subject to the ceiling limits as per the scheme.
- D. You will be covered under the Personal Accident policy of the Company, as per the scheme.

5. **LEAVE:** You will be governed by the Leave rules of the Company as applicable from time to time.

6. **MEDICAL FITNESS:** Your appointment in the Company is subject to the conditions that you are medically, physically & mentally fit and for that purpose you shall undergo medical examination by the Medical Officer as nominated by the Company.

7. **CONFIDENTIALITY:** You shall owe total allegiance to the Company and shall not disclose, discuss, divulge or part with any information, technical know-how, financial position, marketing/business strategies, or any other Company related information that you may come to know by virtue of your position in the Organization to anybody without obtaining official permission from the Company. You are expected to maintain high personal integrity and moral conviction.

8. **PROTECTION OF INTEREST:** If you develop / conceive any new methods of improving processes / formulae / systems in relation to research or operations of the Company, all such developments will be fully communicated to the Company and will be the sole right / property of the Company.

9. **TESTIMONIALS VERIFICATION:** All the educational certificates and experience certificates submitted by you will be verified with the concerned authorities. If any information proves to be false or if you are found to have willfully suppressed any information, in such cases you are liable to be removed from the services without any notice.



10. **RETIREMENT:** You will retire from the services of the Company on completion of 58 years of age as per records submitted by you at the time of joining.

11. **NOTICE PERIOD:** If you intend to leave the services of the Company, you need to give three months prior notice in writing or notice pay in lieu thereof. Upon cessation of your employment, you shall hand over all the Company related documents, tools, plans drawings, etc, to the person nominated by the Company and obtain a "NO DUES CERTIFICATE" from all the concerned departments before being relieved from the Company.

12. **SEPARATION:** You are liable to properly inform your reporting authority or HR when you decide to resign from the services of the company. Uninformed absence from work will be considered as abandonment of services and no relieving letter will be issued if you fail to properly resign and serve the notice period. During Probation period your services may be terminated by giving one-month notice period on either side or payment of one-month basic salary in lieu thereof.

Upon confirmation, either side may terminate the services by giving three months' notice or payment of three months basic salary in lieu thereof. The Company may immediately terminate your services without any compensation or notice thereof, if you are in any breach of your responsibilities as determined by the Company.

13. **GENERAL RULES:**

- A. Your services shall be governed by the rules and Standing Orders of the Company as applicable from time to time.
- B. You will keep the Company informed of any change in your residential address or civil status.
- C. Your remuneration is confidential and shall not be divulged to others.
- D. You need to take written approval from the Company if you want to appear for any written test or higher studies. The Company is at its sole discretion to approve or reject such requests.



- E. You will not enter into any speculation or become interested in any business or do any trading in your own account without receiving permission in writing from the company.
- F. You will be bound to observe the rules of the office discipline and /or other instructions in force from time to time, to the entire satisfaction of your superiors. The Company may terminate your services without notice in case of misconduct, breach of trust, loss of confidence, insubordination or for a similar cause.
- G. The rules of the Company governing all the benefits mentioned above, are subject to change without any prior notice.

Please confirm and signify your acceptance of the terms and conditions stated above by signing the duplicate copy of this letter.

We heartily welcome you for a long and happy association.

For EXTROVIS PVT LTD

G. Munnur  
HR Department



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"I accept appointment on the terms and conditions stated above."

Date: 20/09/2023

(Signature) *Madhur Vashtani*

**Annexure A.**

**Name:** Madhu Varshini Pulapakura  
**Designation:** Trainee Executive  
**Department:** Microbiology  
**Location:** Hyderabad

Salary Components	CTC (Indian Rupees)	
	Per Month	Per Annum
BASIC & DA (50% on Gross)	8,700	1,04,400
HRA (40% on Basic)	3,480	41,760
Edu Allowance	200	2,400
Transport Allowance	800	9,600
Medical Expenses Reimbursement	1,250	15,000
BONUS	725	8,700
Other Allowances	2,245	26,940
<b>A. Gross Salary</b>	<b>17,400</b>	<b>2,08,800</b>
<b>B. Retirals:</b>		
Employer Provident Fund	1,044	12,528
Gratuity*	418	5,016
Employer ESIC	566	6,786
<b>Retirals Total</b>	<b>2,028</b>	<b>24,330</b>
<b>TOTAL CTC (A+B)</b>	<b>19,428</b>	<b>2,33,130</b>

\*Payment will be as per Payment of Gratuity Act.





ANNEXURE

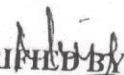
Ref No : 411115  
Name : VIDAVALURI VENKATANAGA SAI  
Designation : OFFICER  
Department : MICROBIOLOGY

**MONTHLY EARNINGS(A)**

Salary Components	Monthly(Rs.)	Annual(Rs.)
Basic	8400.00	100800.00
HRA	5600.00	67200.00
<b>GROSS SALARY</b>	<b>14000.00</b>	<b>168000.00</b>

**STATUTORY & ANNUAL BENEFITS (B)**

Salary Components	Monthly(Rs.)	Annual(Rs.)
LTA	333.00	4000.00
PF	1008.00	12096.00
ESI	455.00	5460.00
Bonus	1400.00	16800.00
<b>TOTAL</b>	<b>3196.00</b>	<b>38356.00</b>
<b>Total CTC(A+B)</b>	<b>17196.00</b>	<b>206356.00</b>

VERIFIED BY 



  
APPROVED BY

## Appointment Letter

To

Mr. VIDAVALURI VENKATANAGA SAI

**Subject: Appointment for the Post of "OFFICER"**

Dear Mr. VIDAVALURI VENKATANAGA SAI

On the basis of your interview, we are pleased to appoint you in our Client/Organization **ASPIRO PHARMA LIMITED** on the following Terms and Conditions with effect from **24-01-2024**.

- 1. Job Title/Designation/Post:** You have been appointed on the post of "OFFICER" in "MICROBIOLOGY" and shall be designated as such.
- 2. Posting/Place of posting]:** You will be posted at "ASPIRO PHARMA LIMITED". You may however be posted, relocated or required to work at any place of business which the Company has, or may later acquire.
- 3. Commencement of Employment/Joining:** Your employment will be effective from the date of joining as of "24-01-2024".
- 4. Joining/Reporting:** You will report on "24-01-2024" at 9.00 a.m. at the aforesaid Office. Your immediate reporting officer will be MANAGER.  
SS
- 5. Salary/Monthly Compensation and Benefits:** You will be entitled to such salary, compensation and benefits (CTC) Rs. **206356** with Including of all allowances.
- 6. Working Hours:** The company runs on four shifts and you are expected to report only decided by Management.

**Four Shifts as below mentioned:**

General Shift	08:30 AM to 05:30 PM
A Shift	06:00 AM to 02:00 PM
B Shift	02:00 PM to 10:00 PM
C Shift	10:00 PM to 06:00 AM



**7. Leave/Holidays:** You will be entitled to Leaves as per Company Rules & Regulations from time to time as may be applicable to your category of employees.

**8. Medical Examination:** Your appointment is subject to medical examination by reputed and recognised Lab before joining the company. Relevant Medical Reports should be emailed before joining and submitted on the day of joining.

The company also reserves the rights to get you medically examined periodically. Your employment will be liable for termination if the company finds it necessary to do so, on the ground of your being medically unfit at any time.

**9. Past Record: Declaration or Undertaking:** You will be required to give or execute such Declarations, Undertakings, Affidavits, Bonds or Documents, etc., as the Management & HR Department of the Company may required of you before joining the company and as may be required from time to time thereafter. If any Declaration or Undertaking given or furnished by you to the company proves to be false or if you are found to have will fully suppressed any material information, in such case, you will be liable to disciplinary action and/or removal from service without any notice.

**10. Compliance of Office of Profit under the Companies Act, 2013:** Your appointment is subject to your not being a 'Related Party' or relative of a Director of the company within the meaning of Section 188 of the Companies Act, 2013 (18 of 2013) [earlier Section 314 of the Companies Act, 1956 (1 of 1956)]. In case, in future, you happen to be related to any of the Members of the Board of Directors of the company, you shall intimate the same to the Management in writing and continuance of your employment in the Company thereafter shall be on the compliance of the relevant pro- visions of the Companies Act, 2013 & Rules framed thereunder.

**11. Training:** You will attend all the Training Programmes organised by the Company from time to time to update your knowledge, learning and skills. If you are sent or sponsored for Training or Education abroad, you will have to sign a Bond for the period and amount which will be decided by the company depending on the period of training, education, travel and other expenses incurred.

**12. Probation Period:** You will be on a probation period of six months from the date of your joining. The Management may, at its sole discretion, extend your Probationary period for such term as considered appropriate. You will continue to be on probation until a communication of confirmation is issued to you in writing by way of a Confirmation Letter and/or by email. During the period of probation, the appointment is terminable either by the company or by you by giving fifteen days' (15 days) notice or payment in lieu thereof by either party.

**13. Travel:** You will be required to undertake travel on company work and you will be paid travel expenses for this as per the Company Rules.

**14. Transfer/Relocation:** You will be liable to be transferred or re-located in such capacity as the company may from time to time determine, to any other Location, Department, Establishment, Factory, Office or Branch of the Company or its affiliate, associate or subsidiary companies subject to the provision that your Designation & Remuneration will not be adversely affected. In such a case, you will be governed by the Terms and Conditions of service applicable to the new assignment.

**15. Role and Responsibilities:** You will perform such role as assigned to you by the Senior Manager/Director as well as the Management from time to time.

**16. Company's Policies, Rules & Regulations:** Your appointment is and shall be governed by the Company's Policies, Rules, Regulations, and Model Codes of Conduct, etc., as applicable and amended from time to time.

The Company shall be entitled to make policies, model code of conduct, etc., from time to time pertaining to the matters like leave entitlement, maternity leave, employees' benefits, working hours, transfer policies, etc., and may alter the same from time to time at its sole discretion. All such policy decisions of the Company shall be binding on you and shall override this Agreement to that extent.

It will be your responsibility to go through all the Policies, Processes, Relevant Documents, Rules and Regulations, etc., of the Company concerning your employment, department, the scope of work, etc., and keep updating yourself regularly with the same on a continuing basis for due and requisite observance and performance of your work in the interest and for the benefit of the company.

**17. Change in Address:** That in case of any changes in an address during the course of your employment, it will be your duty to intimate to the Management in writing as well as by email within three days from the date of such changes. Your new address will be changed in your personal records also.

**18. Period of Leave & Absence without notice:** If after confirmation you remain absent in excess of the period of leave originally sanctioned or granted or subsequently extended, you will lose your lien on your payment. Further, in case you remain absent without prior permission or sanction of leave for 3 days in a month then you shall be treated as a habitual absentee.

**19. Confidential Information:** (1) You will not disclose or divulge or make public to any unauthorized person except under legal obligation, nor use for any purpose other than the company's work during your employment with us, any information concerning the company's (or its associates') interests, operations, plans, processes, know-how, secrets, etc., that you may come to know as an employee of the company, failing which the company can initiate necessary disciplinary action against you as may be deemed fit as per the Rules of the company.

(2) You must always maintain the highest degree of confidentiality and keep as confidential information in Computer, Laptop, Software, Hardware, Files, Deeds, Documents, Papers, Contracts, Records, Lists, Drawings, Blueprints, Correspondence, Letters, Notes, Data Specifications, Formulae, Books, Documents, Cost data, Market data, Literature, Drawings, Effects, Samples, etc., and other Confidential Information relating to the business of the Company which may be known to you or be confided in you by any means and you will use all such Computer, Laptop, Hardware, Software, Records, Documents and Confidential Information, etc., only in a duly authorised manner in the interest of and for the benefit of the Company. For the purposes of this clause 'Confidential Information' means information about the Company's business and that of its Customers or Clients which is not available to the general public and which may be learnt by you in the course of your employment. This includes, but is not limited to, information relating to the organisation, its Company Policies, Business Affairs, Employment policies, Customer Records, Lists, Documents, Personnel or Work force and information about the Company's Products, Processes, Services, etc., including Business, Orders, Projections, Technology. Manuals, Drawings, Designs, Specifications, Innovations, Ideas, Concepts, Processes and all Papers, Resumes, Records and other Documents containing such Confidential Information.

(3) At no time, will you remove any Confidential Information or Business Secrets from the office without permission from the Management.

(4) Your duty to safeguard and not disclose the Confidential Information will survive the Termination or expiration of this Agreement and/or your employment with the Company or acceptance of your resignation by the Company.

(5) Breach of the conditions of this clause will render you liable to disciplinary proceedings or summary dismissal under clause above in addition to any other remedy that the Company may have against you in law,

**20. TERM AND TERMINATION:** This Agreement shall be valid for an initial period of three years unless terminated at any time prior thereto for the reasons stated herein.

As our Client is investing a considerable amount of money as resources to have the best of technical and professional services to perform the projects undertaken and the employee would be provided first hand work experience into the same by training and giving the employee, the project experience and other administrative expenses, the employee is required to sign the present Service Contract to serve Client for a minimum period of 36 months, at the sole discretion of the Client. If the employee declines to serve full term, he/she is liable to pay the value of Rs.1,00,000/- (One Lakh Rupees Only) towards the cost of on job training and experience provided to the employee along with three months' notice or salary in lieu of notice, and the employee categorically agreed to the said calculations, reasonability and justifiability of the same.

However, during the Term of this agreement, the Company or the Employee may terminate the Employee's employment for the following reasons:

(a) Termination by Company for a cause:

- i) Commission of fraud, theft, misappropriation, embezzlement, misrepresentation etc., OR
- ii) Material violation of any provisions of the agreement OR
- iii) Insubordination or grossly incompetent in the course of his/her employment.
- iv) Termination due to disability – suffering from any physical/mental disability which makes it difficult for the Employee to discharge his duties.
- v) Further the Employee's employment with the Company shall be deemed to be terminated immediately upon the employee's death.

(b) Termination by Employee for cause:

Non-payment of salary by the Company consecutively for a period of more than three months, in such an event the Company shall not be entitled for the remedial compensation as specified in Exhibit A under this Agreement.

**21. Age of Retirement/Superannuation:** Your age of Retirement or Superannuation or will be sixty years (60 Years) and on attaining the same, you will stand retired from the services of the Company subject to the Company Rules.

**22. Governing Law/Jurisdiction:** Your employment with the Company is subject to Indian laws. All disputes shall be subject to Arbitration and jurisdiction of Authorities, Tribunals, Courts [High Court] of [State] only.

**Note:** You will receive Salary, Allowances and all other Benefits forming pan of

your remuneration package (CTC) subject to and after-tax Deduction at Source (TDS) in accordance with the applicable law from time to time.

**23. Acceptance of our Offer/Appointment:** Please confirm that above Terms and Conditions are acceptable to you by signing a copy of this Letter of Appointment or Offer Letter. Please confirm your acceptance of this Offer/Contract of Employment by signing and returning the duplicate copy.

We welcome you to M/s. ASPIRO PHARMA LIMITED Ltd. and look forward to receiving your acceptance and working with you and wish you all the best in your career with us.

Thanking you,  
Yours Sincerely,

Authorized Signature

*[Handwritten Signature]*



I agree to accept employment on the Terms and Conditions mentioned in the above Appointment/Offer Letter.

Signature: *V. Nagar*  
Name: Vidavaluri Venkata Nagaraj  
Place: Aspiro Pharma  
Date: 25-01-2024

OFFER LETTER

Ref: BBPL/ HRD/ 2024-2025

22<sup>nd</sup> July 2024

To,  
**Mr. M. BHANU PRAKASH,**  
Vissannapeta, NTR (Dist.),  
Andhra Pradesh.

Dear Mr. M. BHANU PRAKASH,

With reference to the discussion you had with us, we are pleased to offer you the position of **Trainee – Quality Control Department** at our Factory located at Pashamylaram. Further You are requested to enter into a service agreement for a period of 3 years with the company. You have to report for duty on or before **29/07/2024** from the date of receipt of this Letter.

You are required to submit the following at the time of joining with Office, Hyderabad.

1. Experience and Relieving Letters from earlier company (if applicable)
2. 4 Passport size photos
3. A Copy of Aadhar and PAN cards
4. Bank Passbook or cheque copy
5. Academic Educational certificates copy (One Original need to submit) Mandatory

This offer of appointment will be subject to you being found medically fit and fitness certificate shall be submitted at the time joining.

We trust that this will be the beginning of a long and prosperous association with BBPL family.

Thanking You,

For Brilliant Bio Pharma Private Limited







# राष्ट्रीय अंतर्विषयी विज्ञान तथा प्रौद्योगिकी संस्थान

वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद् | विज्ञान तथा प्रौद्योगिकी मंत्रालय, भारत सरकार  
इंडस्ट्रियल एस्टेट पी.ओ., पाप्पनकोड, तिरुवनंतपुरम, भारत - 695 019



## CSIR-National Institute For Interdisciplinary Science & Technology (CSIR-NIIST)

Council of Scientific & Industrial Research | Ministry of Science & Technology, Govt. of India  
Industrial Estate P.O., Pappanamcode, Thiruvananthapuram, India - 695 019

BY SPEED POST

No.2-Adm (04)/2024-E. I

Dated: 14-05-2024

Mr. Neetipalli Venkata Rao,  
3-44, Sariyapalli,  
Garudakhandi, Palasa,  
Srikakulam,  
Andhra Pradesh

Sub: Offer of engagement as Project Associate-I in Project No HCP-52

Sir,

With reference to your application dated 04-02-2024 in response to Advt. No.PA/04/2024, you are hereby intimated that the Director, CSIR-National Institute for Interdisciplinary Science and Technology, Thiruvananthapuram has approved to engage you as Project Associate-I with a stipend of Rs.25,000/- (Rupees Twenty Five Thousand only) + 18% HRA per month on purely temporary basis for a period of **Six Months** as per the terms and conditions enclosed.

If you are willing to accept the engagement as per the terms and conditions, you are requested to report for duty immediately or to communicate your acceptance in 'Appendix II' within a week's time, failing which, this offer will be treated as cancelled without further notice. You have to furnish Aadhar Number alongwith proof at the time of joining.

Yours faithfully,

*K. Preetha*  
(K. Preetha) 14/05/2024.  
Section Officer

- Encl: 1. Terms & conditions of Offer of engagement as PA-I Appendix-I)  
2. Acceptance of terms & condition of engagement as PA-I (Appendix-II)  
3. Undertaking by the candidate (Annexure-II)  
4. Secrecy Agreement and Intellectual Property Agreement Format

H

Hemasundar Ra... 15 May



to me, Srinivasa ▾

**Dear Ms. Nava Sandhya G,**

**Greetings from Aspiro Pharma Limited  
!!!**

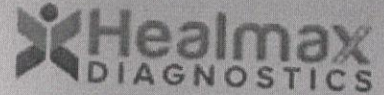
We are pleased to communicate that you have been selected as "**Officer**" **Under** "**Outsourcing Rolls**" for "**Microbiology**".

Your Offer Letter and Appointment letter will be issued after completion of joining formalities process.

He/She is Expected to join us on **22<sup>th</sup> May 2024**

We welcome you On-Board at the earliest.

**Address:**



## Appointment Letter

Date: 04-04-2024,

Dear Guttikonda Uma Ganga Bhavani ,

Welcome to Healmax Diagnostics Pvt. Ltd,

We are pleased to offer you an appointment in the position of **Quality Control Executive** with **Healmax Diagnostics Pvt. Ltd** We welcome you as part of our team. We foresee your potential skills as a valuable contribution to our company and clients. Your appointment as **Quality Control Executive** will commence on **04-04-2024**. You will be entitled to a consolidated salary of **Rs. 156000/- (One Lakh Fifty Six Thousand only)** per Annum subject to all professional charges, less statutory deductions, if any.

You shall receive your payment (Salary) on the 1<sup>st</sup> of every month. Leaves are as per company policies.

Your compensation is the confidential information of the company. Any discussion or disclosure of your compensation with anybody other than your departmental head or HR will be considered a breach of the agreement by you. Your compensation package is unique to you and not for comparison with other employees of the company.

Your signing of this appointment letter confirms your acceptance of the terms and conditions and that you will be joining **Healmax Diagnostics Pvt. Ltd** on the given date.

We are looking forward to working with you.

Sincerely,

HR Executive  
Healmax Diagnostics Pvt. Ltd

Accepted Terms & Conditions

Guttikonda Uma Ganga Bhavani

Plot No. 8, #6-3-788/A/B/G/1, Durga Nagar Colony, Ameerpet, Opp. Lane Charidana Brothers,  
Hyderabad, Telangana - 500016. - Call: 9553 782 782 / 9989 05 9797 Email:


accounts@healmaxdiagnostics.com Website: www.healmax.in

**PULSUS**  
WWW.PULSUS.COM



Employee ID : U5T1713  
Emp Name : S.VINAY  
Unit Name : OMICS International Pvt Ltd  
Blood Group : O+VE  
Date of Issue : 03-05-2024  
Valid Upto : 03-05-2026  
Contact No : 0891-3356300

Signature of Authorised  
Officer

  
Signature of Authorised  
Person of the Unit

**PULSUS HEALTHTECH LLP,**  
Plot No.08, Hill No 2 (IT/ITES), Healthtech IT park,  
Rushikonda, Madhurawada,  
Visakhapatnam-530048, Andhra Pradesh, India

To,  
Mr. Chinni Pradeep  
S/o Rama Lakshamaiah  
HNO : 4-21,  
LandMark : Church street,  
City/Village : Singamnadudem,  
Post : Agiripalli,  
Mandal : Agiripalli,  
District : Eluru-521211.  
State : Andhra Pradesh.

Date: 05-08-2024

Sub : Contract of Graduate Apprenticeship Training

**Best wishes from Divi's Laboratories Limited!**

With reference to your application and discussions had with you, we are pleased to offer you a one-year Apprenticeship training under the Apprenticeship Act, 1961 and Apprenticeship Rules, 1992 in QC (Microbiology) Department at Unit-2 situated at Chippada Village, Bhemmunipatnam Mandal, Visakhapatnam District on the following terms and conditions.

1. You will be on Apprenticeship training for a period of one year from the date of reporting as an apprenticeship trainee and you will be paid a stipend of Rs.18000/- per month during your apprenticeship training period.
2. If you have acquired further skillset or completed any other course which may be required / relevant to the organization, you will be paid a stipend of Rs.22000/- per month from 1st of following month on submission of relevant certificates. The relevance of skillset / course shall be at sole discretion of management.
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 apprenticeship training period. Your apprenticeship training will be terminated if you are not found medically fit.
4. Apprenticeship Training will be 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 apprenticeship 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 apprenticeship training. Upon such transfer, you will automatically be governed by the rules, regulations and other terms as applicable at such new place.
6. If you intend to discontinue your training during the apprenticeship 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 apprenticeship 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 apprenticeship training period.
9. This contract of apprenticeship training is based on the information furnished in your application. At any given time if it comes to the knowledge of the management that any of this information is incorrect or any relevant information has been suppressed then your apprenticeship training based on this letter of training is liable to be terminated without any notice or any stipend in lieu thereof.
10. You are always required to maintain the highest order of discipline and secrecy as regards the apprenticeship training of the organization. Any of technical / personal information which might come into your possession during continuance of your apprenticeship training in the organization shall be

11. You shall adhere to Organization's policies, procedures, rules ,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 apprenticeship training is liable for termination at any time without notice or enquiry if you are found indulging in any misconduct.
14. Your progress in apprenticeship training is reviewed from time to time and if found unsatisfactory, your apprenticeship 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.S.C,Inter,B.Sc. &M.Sc. and photocopies 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, your spouse & children if married.
  - d. Photo copies of Latest Aadhaar card with vid Number & PAN cards of yours and Aadhaar cards of your father, mother, spouse & children if Married.
  - e. Photocopy of your SBI savings bank account passbook.
  - f. Your name,date of birth and father name should be same in Aadhaar card & PAN card and in your SSC marks list.
  - g. Your Aadhaar card and PAN card should be linked in Income Tax website and in active status.
  - h. Certificate of the covid -19 vaccination of two doses..

In case the terms and conditions of apprenticeship 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 apprenticeship training.

You shall join apprenticeship training in our organization within a week after completion of your final year examination including practical's. You shall bring all the graduation marks memos or Provisional certificate and submit the same at the time of joining for verification.

**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 the contract of apprenticeship training under Apprenticeship act, 1961 Apprenticeship Rules 1992 and I hereby agree to abide by all the provisions made thereunder.

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

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

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

10,  
**Mr. Kokkerala Durga Naga Srinivas**  
 S/o. Posi Babu  
 HNO :2-138,  
 LandMark : Pushkar ghat road,  
 City/Village : Tallapudi,  
 Post : Tallapudi,  
 Mandal : Tallapudi,  
 District : Krishna-534341.  
 State : Andhra Pradesh.

### Sub : Contract of Graduate Apprenticeship Training

#### **Best wishes from Divi's Laboratories Limited!**

With reference to your application and discussions had with you, we are pleased to offer you Apprenticeship training under the Apprenticeship Act, 1961 and Apprenticeship Rules, 1997 (Microbiology) Department at Unit-2 situated at Chippada Village, Bheemunipatnam Visakhapatnam District on the following terms and conditions.

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2. If you have acquired further skillset or completed any other course which may be required / relevant to the organization, you will be paid a stipend of Rs.22000/- per month from 1st of following month on submission of relevant certificates. The relevance of skillset / course shall be at sole discretion of management.
3. You will be required to undergo pre-training medical check-up as this offer is subject to your fitness and you will be required to undergo periodical medical check-ups during your apprenticeship training period. Your apprenticeship training will be terminated if you are not found medically fit.
4. Apprenticeship Training will be given at any one of the departments, branches & units of the organization depending on the requirement at the sole discretion of management. If required, you may be asked to undergo apprenticeship 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 apprenticeship training. Upon such transfer, you will be governed by the rules, regulations and other terms as applicable at such new place.
6. If you intend to discontinue your training during the apprenticeship training period, you shall 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 you permanent employment and no apprenticeship trainee shall have the right to demand absorption in the organization.
8. You are entitled to seven casual and five sick leaves during your apprenticeship training period.
9. This contract of apprenticeship 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 apprenticeship training contract shall stand terminated from the date of discovery of such information. In such event, you shall be liable to return the stipend received during the apprenticeship training period.

- 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 apprenticeship training is liable for termination at any time without notice or enquiry if found indulging in any misconduct.
  14. Your progress in apprenticeship training is reviewed from time to time and if found unsatisfactory, your apprenticeship 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.S.C, Inter, B.Sc. & M.Sc. and photocopies 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, your spouse & children if married.
    - d. Photo copies of Latest Aadhaar card with vid Number & PAN cards of yours and Aadhaar cards of your father, mother, spouse & children if Married.
    - e. Photocopy of your SBI savings bank account passbook.
    - f. Your name, date of birth and father name should be same in Aadhaar card & PAN card and in your SSC marks list.
    - g. Your Aadhaar card and PAN card should be linked in Income Tax website and in active status.
    - h. Certificate of the covid -19 vaccination of two doses..

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You shall join apprenticeship training in our organization within a week after completion of your final year examination including practical's. You shall bring all the graduation marks memos or Provisional certificate and submit the same at the time of joining for verification.

**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 the contract of apprenticeship training under Apprenticeship Apprenticeship Rules 1992 and I hereby agree to abide by all the provisions made thereunder.



Appointment Letter

Date: 22-05-2024,

Dear Mathangi Divya ,

Welcome to Healmax Diagnostics Pvt. Ltd,

We are pleased to offer you an appointment in the position of **Quality Control Executive** with **Healmax Diagnostics Pvt. Ltd** We welcome you as part of our team. We foresee your potential skills as a valuable contribution to our company and clients. Your appointment as **Quality Control Executive** will commence on **22-05-2024**. You will be entitled to a consolidated salary of **Rs. 144000/- (One Lakh Forty Four Thousand only)** per Annum subject to all professional charges, less statutory deductions, if any.

You shall receive your payment (Salary) on the 1<sup>st</sup> of every month. Leaves are as per company policies.

Your compensation is the confidential information of the company. Any discussion or disclosure of your compensation with anybody other than your departmental head or HR will be considered a breach of the agreement by you. Your compensation package is unique to you and not for comparison with other employees of the company.

Your signing of this appointment letter confirms your acceptance of the terms and conditions and that you will be joining **Healmax Diagnostics Pvt. Ltd** on the given date.

We are looking forward to working with you.

Sincerely,



HR Executive  
Healmax Diagnostics Pvt. Ltd

Accepted Terms & Conditions

Mathangi Divya



BENSON WESLY <bensonwesly@gmail.com>

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## Fwd: Offer Letter

---

melam venkatesh <venkateshmelam380@gmail.com>  
To: BENSON WESLY <Bensonwesly@gmail.com>

Wed, 30 Oct 2024 at 7:09 PM

----- Forwarded message -----

From: **Augustus HYD HR Department** <hrd@augustushcs.com>  
Date: Wed, 21 Aug, 2024, 16:01  
Subject: Offer Letter  
To: venkateshmelam380@gmail.com <venkateshmelam380@gmail.com>

**Dear Melam Venkatesh,**

**Congratulations! Welcome to Augustus Family!**

On behalf of **Augustus Healthcare Management LLP.**, we would like to congratulate you for the position of **“Junior coder”**.

Your probation period will begin from your **DOJ** (Date of Joining) **9th August 2024** after the completion of the probation period (min 6 Months – with possible extensions), you will be confirmed as a **Full-Time** employee. The same will be confirmed and conveyed to you by the HR team at the appropriate time.

Employment is contingent upon providing the appropriate certification documents that establish both your educational credentials and employment eligibility, as required by Augustus HR Policy and any training certifications as specified in your resume. Employment is also contingent upon successful completion of the on-boarding process.

We believe that this position will offer you a challenging opportunity and will be professionally and personally satisfying. Please feel free to reach HR for any concerns / queries. Subject to physical availability, You will be entitled to receive the total CTC amount of **INR 24,000/- (Rs. Twenty-Four Thousand Only)** on monthly basis.

**Please bring the photocopies of all the Documents on the Day of Joining.**

1. Educational Marksheet (10th, 12th, Degree and PG- if applicable)
2. PAN card
3. Aadhar card
4. Address proof (permanent and current address proof)
5. Appointment letter/ Offer letter (from all previous employers) - Not for Freshers
6. Relieving /Experience letters from all previous organization - Not for Freshers
7. Last 3 months salary slips from last organization - Not for Freshers
8. Bank Statements for last 3 months and last three months' salary slips from previous company - Not for Freshers

Thanks & Regards,

**HR Department.**

**Augustus Healthcare Management LLP.**

Augustus Healthcare Management LLP,

Jubilee Hills, Hyderabad, Telangana 500-033.

IND Phone - +91 75594 49111



image001.png