

**SUPPORTING DOCUMENTS RELATED TO APPOINTMENT LETTERS  
OF THE STUDENTS PLACED DURING  
THE ACADEMIC YEAR 2021-2022**



# ANNAMACHARYA COLLEGE OF PHARMACY

Approved by AICTE & PCI, New Delhi. Affiliated to JNTUA, Ananthapuramu,  
Accredited by NAAC with 'A' Grade, Bangalore, Accredited by NBA (UG), New Delhi  
Recognized u/s 2(f) & 12(B) of the UGC Act, 1956, New Delhi, Recognized Research Center, JNTUA, Ananthapuramu.



## PLACEMENT REPORT FOR THE ACADEMIC YEAR 2021-2022

### **PLACEMENT REPORT** **Aurobindo Pharma Foundations On-Campus Drive (22-06-2022)**

**Annamacharya College of Pharmacy** conducted on-campus drive for AUROBINDO PHARMA on 22-06-2022 for the **Auro Royal Programme** in the domain of **QA DEPARTMENT**.

**Job Title: Skill Enhancement Training**

**Job Location: Hyderabad**

#### **Aurobindo Overview:**

- Founded in 1986 by Mr. P. V. Ramprasad Reddy, Mr. K. Nityananda Reddy and a small group of highly committed professionals, Aurobindo Pharma was born of a vision. The company commenced operations in 1988-89 with a single unit manufacturing Semi-Synthetic Penicillin (SSP) at Pondicherry.
- Aurobindo Pharma became a public company in 1992 and listed its shares on the Indian stock exchanges in 1995. In addition to being the market leader in Semi-Synthetic Penicillins, it has a presence in key therapeutic segments such as neurosciences, cardiovascular, anti-retrovirals, anti-diabetics, gastroenterology and anti-biotics, among others.

#### **Achievements and Capabilities:**

The Centre is capable of developing, scaling up and commercializing various dosage forms spread across tablets, capsules, soft gels, oral liquids, injectables (solutions, suspensions, lyophilized, etc.), and ophthalmic (three piece and BFS) and nasal delivery systems. The focus is to develop products for the US and EU followed by other international markets, including specialized markets like Japan. We can develop complex in-vitro analytical as well as bio-analytical methods for various molecules including extremely potent drug combinations to support the formulation development team. The R&D Centre has developed products and filed more than 200 ANDA's, around 124 EU Dossiers for products and hundreds of Dossiers in other countries including Brazil, South Africa, Australia and China. The product range covers various pharmacological categories with special focus on anti-retroviral, anti-biotic, CNS and CVS drugs.

**Salary: 1.8 LPA**

**Eligible Qualification: B PHARMACY**

#### **Screening Process**

3 Rounds of Interviews

1. Comprehension Test
2. Technical Session
3. HR Discussion & Offers

**VENUE: ANNAMACHARYA COLLEGE OF PHARMACY, NEW BOYANAPALLI, RAJAMPET**

- **Registered candidates : 60**
- **Selected candidates : 10**



**PRINCIPAL**  
**ANNAMACHARYA COLLEGE OF PHARMACY**  
**NEW BOYANAPALLI-516 126**  
**RAJAMPET, Kadapa Dist. A. P.**



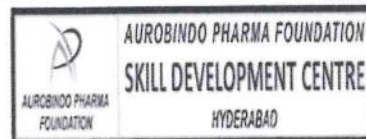


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## CAMPUS DRIVE FOR B.PHARMA, DIPLOMA, ITI- 2022 FRESHERS @ Annamacharya College of Pharmacy, Kadapa



Registration Link: (<https://www.surveymonkey.com/r/QN6NYYS>)



1) **Auro Royal Programme (ARP)** has successfully been imparting Skill Enhancement Training to B. Pharmacy students in the domains of *QA/ QC/ Stability/ FARD/ ARD* functions applicable to API & Formulation verticals.



2) **Auro Loyal Programme (ALP)** is specially designed to groom the Diploma & ITI students for *Production and Packing* requirements for Formulation vertical.



### Qualification

#### Auro Royal Programme

Qualification: **B Pharmacy**

Year of Pass Out: 2022, 2021, 2020

Study Stipend : Rs. 5,000 /- per month

#### Auro Loyal Programme

Qualification: **Diploma / ITI**

Year of Pass Out: 2022, 2021, 2020

Study Stipend : Rs. 4,000 /- per month

### Programme Duration:

**ARP- 4 Months**

**ALP-3 Months**



Other Allowances: **Free Transportation** to the centre from Kukatpally, Hyderabad & **Subsidized canteen food**

Centre Address: **Aurobindo Pharma Foundation, Skill Development Centre, Research Centre 2, Pashamaylaram, Indrakaran Village, Sangareddy Dist.**

### CAMPUS DRIVE

Date: **22<sup>nd</sup> June '22**

Reporting Time:

**09.30-10.00 AM**

Venue:

**Annamacharya College of Pharmacy, Thallapaka Panchayath, Rajampet, Kadapa**



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## PLACEMENT REPORT MSN Laboratories Pvt Ltd. On-Campus Drive (20-06-2022)

Annamacharya College of Pharmacy conducted on-campus drive for MSN Laboratories Pvt Ltd. on 20-06-2022 for the position of Jr Executive Trainee and Executive Trainee in the domain of QA DEPARTMENT.

**Job Title:** QA Executive Trainee

**Job Location:** Hyderabad

### About Company:

MSN, Group is the fastest growing research-based pharmaceutical company based out of India. Founded in 2003 with a mission to make health care affordable, this Hyderabad-based venture has nine API and five finished dosage facilities established across Hyderabad, USA and Myanmar. The group has an integrated R&D center for both API and formulation under one roof, dedicated to research and development of pharmaceuticals to make them more accessible. With core focus on speed and consistency in delivery, MSN has achieved the following:

- More than 836 national and international patents
- Product portfolio featuring over 450 + APIs
- 300+ Formulations, covering over 35 major therapies
- Won the trust of more than 40 Million patients across 65 countries globally

Innovation and speed form the crux of our business strategy. Backed by a dedicated and experienced team of over 11,000 the organizational environment at MSN integrates multiple disciplines and functions by effective implementation of goals and objectives through technology, coupled with Integrity, Imagination and Innovation.

**Salary:** 1.8 to 2 LPA

**Eligible Qualification:** B PHARMACY, M PHARMACY, Msc CHEMISTRY

### Screening Process


3 Rounds of Interviews

1. Comprehension Test
2. Technical Session
3. HR Discussion & Offers

**VENUE:** ANNAMACHARYA COLLEGE OF PHARMACY, NEW BOYANAPALLI, RAJAMPET

- Registered candidates : 63
- Selected candidates : 18



  
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POOL CAMPUS DRIVE

**POSITION:** Jr Executive trainee  
Executive trainee

**COMPANY :** MSN LABORATORIES PVT LTD  
**DIVISION :** Formulation Oncology



**DEPARTMENT:** Quality Assurance

**ELIGIBILITY :** B Pharm, M Pharm(pharmaceutics,  
pharmaceutical analysis, pharmaceutical analysis and quality assurance,  
Chemistry), Msc chemistry

**JOB LOCATION :** Hyderabad

**INTERVIEW DATE** 20<sup>th</sup> June 2022

**SALARY :** 1.8 - 2 LPA

**MANDATORY  
DISCLOSURES**

1. Updated Resume
2. Recent Passport Size Photo
3. Xerox Copies Of SSC, Inter, Degree  
Certificates and Aadhar Card

**VENUE:** ANNAMACHARYA COLLEGE OF PHARMACY, NEW BOYANAPALLI, RAJAMPET.

**ASSESSMENT / INTERVIEW PROCESS :**

1. Written test
2. Technical Session
3. HR discussion & offers

**CONTACT DETAILS :**

1) U. Narasimhulu,  
Ph no; 9703099784

2) Y Nagarjuna Reddy  
Ph no; 9133701066

**Registration link;** <https://forms.gle/SUM7GvKxKxBkPihL9>



  
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## PLACEMENT REPORT Epi source Pool campus drive (14-03-2022)

Annamacharya College of Pharmacy conducted pool campus drive for **Epi source** through online mode on 14-03-2022 for the **position of Trainee coder, Medical coder, Coding analyst.**

**Job Title: Medical Coding**

**Job Location: Chennai, Hyderabad, Bangalore**

➤ **About Epi source:**

Epi source is a leading US based healthcare services company providing 'Risk Adjustment Services' for Insurance providers across the United States. Established in 2004 in Chennai, Epi source currently has around 4000 employees spread across California, Florida, Philippines and India (Chennai, Mumbai & Vijayawada), with an Integrated Onshore/Offshore Global Delivery Model. As part of our expansion plan across US we have expanded our capabilities by acquiring Peak solutions based out of Florida, US. Epi source has devoted more than a decade in building products for healthcare providers to measure business outcomes. As one of the leading companies in the domain, we have helped numerous clients optimize their medical records, data, analytics to enable better documentation of records with chronic diseases. Epi source is growing globally and we are looking at increasing our headcount in India Exponentially.

➤ **Salient Features:**

**Compensation** – Industry best salary & incentives (Salary + Incentive) Range – 3 to 4 LPA for trainees

**Allowances** – Performance based incentives, encouraging a merit-based culture

**Training Sponsorship** – To foster learning, we provide sponsorship for certifications & training programs

**Mediclaim Benefits** – We care for our employees and their families from Day 1 of joining us which includes Self + Spouse + Kids + parental coverage

**Spectrum of Leaves** - Casual, Sick, Privileged & other category leaves with encashment

**Eligible Qualification:** Medical science / Life-Science Degree / Diploma

**Screening Process**

3 Rounds of Interviews -

1. Comprehension Test - MCQ
2. Technical Session – Video call / In-person
3. HR Discussion & Offers – Video call/ In-person

➤ **Registered candidates:** 161

➤ **Selected candidates:** 31

➤ **ANCP selected students:** 22



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## ANNAMACHARYA COLLEGE OF PHARMACY



Estd. 2003

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Recognized Research Center, JNTUA, Ananthapuramu.



**COMPANY : EPISOUECE**

### POSITION:

Trainee coder, Medical Coder,  
Coding analyst,



**JOB TITLE :** Medical coding      **ELIGIBILITY :** Life Sciences

**JOB LOCATION :** Hyderabad,  
Chennai,  
Banglore      **LAST DATE FOR  
REGISTRATION :** 12<sup>th</sup> March 2022 by 11 AM

**INTERVIEW  
DATE :** 14<sup>th</sup> march 2022      **SALARY :** 3-4 LPA

**Registration link;** <https://forms.gle/9WseZUMcY132bWie9>

### ASSESSMENT / INTERVIEW PROCESS :

1. Comprehensive test
2. Technical Session
3. HR discussion & offers (Online)

### CONTACT DETAILS :

1) U. Narasimhulu, Ph no; 9703099784	2) M. Sireesha, Ph no; 9100734200	3) Y Nagarjuna Reddy Ph no; 9133701066
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*[Signature]*  
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## PLACEMENT REPORT Scientific Erevna Pvt Ltd Online Campus Interview (26-02-2022 & 27-02-2022)

Annamacharya College of Pharmacy conducted pool campus drive for Scientific Erevna Pvt Ltd through online mode on 26-02-2022 & 27-02-2022 for the position of EDITORIAL ASSISTANT AND PROGRAM COORDINATOR.

**Job Title: EDITORIAL ASSISTANT AND PROGRAM COORDINATOR**

**Job Location: Hyderabad**

➤ **About Scientific Erevna Pvt Ltd:**

Scientific Erevna provides the best of all open access publisher and International Conference Event Organizer which owe to serve the scientific Community editorial services that meet the clear-cut needs of the clients. Our Quality Assurance method for editing and proofreading services is rigorous, and every one of our processes is uniquely verified consistent with world standards with friendly customer service, knowledgeable publishing specialists, and quality book services you need to get the job done. We strive for customer satisfaction.

➤ **Salary Package:**

**For UG candidates: 2.4 LPA**

You will join the organization as trainees for a period of three months. During the training period, a stipend of 12,000 INR will be paid. After which salary would be 15,000 INR will be paid plus Incentives will be there.

**For PG candidates: 3 LPA**

You will join the organization as trainees for a period of three months. During the training period, a stipend of 15,000 INR will be paid. After which salary would be 18,000 INR will be paid plus Incentives will be there. **Eligible Qualification:** Medical science / Life-Science Degree / Diploma

➤ **Eligible Qualification:** Pharmacy, Any Life Science graduates and post graduates

➤ **Screening Process**

3 Rounds of Interviews -

1. Comprehension Test - MCQ
2. Technical Session – Video call / In-person
3. HR Discussion & Offers – Video call/ In-person

➤ **Dates of interview : 26-02-2022 and 27-02-2022**

➤ **Registered candidates: 77**

➤ **Total Selected candidates: 17**

➤ **Selected ANCP STUDENTS: 16**



*[Signature]*  
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## ANNAMACHARYA COLLEGE OF PHARMACY



Estd. 2003

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Recognized Research Center, JNTUA, Ananthapuramu.



### TRAINING AND PLACEMENT CELL

Scientific Erevna Pvt Ltd virtual mode campus Interview

For  
ANCP STUDENTS

Position - Editorial Assistant and Program Coordinator

DATES OF INTERVIEW: 26-02-2022 & 27-02-2022

CTC : 2.4 – 3.0 LPA



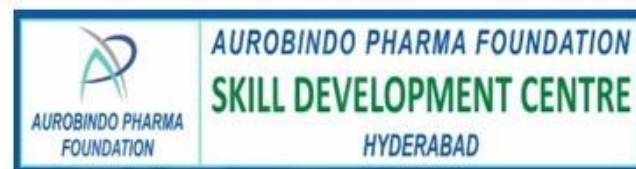
**ALL THE BEST**  
for  
**REGISTERED STUDENTS**



*[Signature]*  
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RAJAMPET, Kadapa Dist. A. P.



# CAMPUS DRIVE FOR B.PHARMA, DIPLOMA, ITI- 2022 FRESHERS @ Annamacharya College of Pharmacy, Kadapa



Registration Link: (<https://www.surveymonkey.com/r/QN6NYYS>)



1) **Auro Royal Programme (ARP)** has successfully been imparting Skill Enhancement Training to B. Pharmacy students in the domains of **QA/ QC/ Stability/ FARD/ ARD** functions applicable to API & Formulation verticals.



2) **Auro Loyal Programme (ALP)** is specially designed to groom the Diploma & ITI students for **Production and Packing** requirements for Formulation vertical.



## Qualification

### **Auro Royal Programme**

Qualification: B Pharmacy

Year of Pass Out: 2022, 2021, 2020

Study Stipend : Rs. 5,000 /- per month

### **Auro Loyal Programme**

Qualification: Diploma / ITI

Year of Pass Out: 2022, 2021, 2020

Study Stipend : Rs. 4,000 /- per month

**Programme  
Duration:**

**ARP- 4 Months**

**ALP-3 Months**

Other Allowances: Free Transportation to the centre from Kukatpally, Hyderabad & Subsidized canteen food

**Centre Address:** Aurobindo Pharma Foundation, Skill Development Centre, Research Centre 2, Pashamaylaram, Indrakaran Village, Sangareddy Dist.



## CAMPUS DRIVE

**Date:** 22<sup>nd</sup> June '22

**Reporting Time:**  
09.30-10.00 AM

**Venue:**  
Annamacharya  
College of Pharmacy,  
Thallapaka  
Panchayath,  
Rajampet, Kadapa



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## Training & Placement Cell

### INVITATION FOR ON CAMPUS PLACEMENT DRIVE

Greetings,

Dear Sir/Madam,

Date: 15-06-2022

We are pleased to inform you that the **Annamacharya College of Pharmacy** conducting on-campus drive for **AUROBINDO PHARMA** on 22-06-2022 for the **Auro Royal Programme** in the domain of **QA DEPARTMENT** which bring together an opportunity for the **AUROBINDO PHARMA** and young job aspirants under the roof.

- Founded in 1986 by Mr. P. V. Ramprasad Reddy, Mr. K. Nityananda Reddy and a small group of highly committed professionals, Aurobindo Pharma was born of a vision. The company commenced operations in 1988-89 with a single unit manufacturing Semi-Synthetic Penicillin (SSP) at Pondicherry.
- Aurobindo Pharma became a public company in 1992 and listed its shares on the Indian stock exchanges in 1995. In addition to being the market leader in Semi-Synthetic Penicillins, it has a presence in key therapeutic segments such as neurosciences, cardiovascular, anti-retrovirals, anti-diabetics, gastroenterology and anti-biotics, among others.

### CAMPUS DRIVE DETAILS

**Company:- AUROBINDO PHARMA**

**Eligibility : B PHARMACY**

**Designation : Skill Enhancement Training**

**Job Location: Hyderabad**

**Salary : 1.8 LPA**

**Date:- 22-06-2022**

**Screening Process**

3 Rounds of Interviews -

1. Comprehension Test
2. Technical Session
3. HR Discussion & Offers

We are hereby **requesting you to motivate your students to participate the campus drive.**

**Further, for any queries you may contact head of the Institution and our faculty, placement in-charge**

**U Narasimhulu: +91-9703099784, M Sireesha: +91-9100734200, Nagarjun Reddy: +91-9133701066**



  
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**RAJAMPET, Kadapa Dist. A. P.**



**RE: UPDATED EXCEL SHEET OF SELECTED CANDIDATES FOR AUROBINDO PHARMA**

Santhi Kiran Kurra &lt;SanthiKiran.Kurra@aurobindo.com&gt;

Mon 25-Jul-22 7:44 PM

To: Annamacharya College of Pharmacy &lt;ancplacement@outlook.com&gt;

Cc: ancpaet@gmail.com &lt;ancpaet@gmail.com&gt;

Dear Sir,

We have released the enrolment letter to below students on their personal mail IDs. The date of joining is on 1<sup>st</sup> August and request your support to ensure their joining on the same day without any fail.

Thank you for all your support.

Candidate Name
KACHANA. MADHUSUDHANREDDY
CHILUMURU YOGANANDAREDDY
M. SRI PAVAN KALYAN
M SAIPAVAN
SHAIK AFIYA PARVEEN
ROOPA RANGANATH YALLANURU
NAGENDLA SREELAKSHMI
MANTI SAILEELA
MOUNIKA.S
S. JYOTHI

Regards

Santhi Kiran K

---

**From:** Annamacharya College of Pharmacy <ancplacement@outlook.com>
**Sent:** Thursday, 14 July 2022 16:35**To:** Santhi Kiran Kurra <SanthiKiran.Kurra@aurobindo.com>**Cc:** ancpaet@gmail.com**Subject:** UPDATED EXCEL SHEET OF SELECTED CANDIDATES FOR AUROBINDO PHARMA

**CAUTION : \*\*\* This email is originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and content is safe \*\*\***

Dear Sir,

Please find the updated list of student details in the excel format which is send by you for the SELECTED CANDIDATES FOR AUROBINDO PHARMA.

Thanks and Regards,

**Mr. U. Narasimhulu., M.Pharm.****Asso. Professor,****Training & Placement Officer,****Annamacharya College of Pharmacy, Rajampet,****+91-9703099784.****DISCLAIMER :**<https://outlook.live.com/mail/0/deeplink?Print>

*Signature*  
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**ANNA MACHARYA COLLEGE OF PHARMACY**  
**NEW BOYANAPALLI-516 126**  
**RAJAMPET, Kadapa Dist. A. P.**



# ANNAMACHARYA COLLEGE OF PHARMACY

NEW BOYANAPALLI, RAJAMPET – 516126, A.P., INDIA

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## TRAINING AND PLACEMENT CELL

### SELECTED CANDIDATES FOR AUROBINDO PHARMA FOUNDATION – 22-06-2022

B PHARMACY			
 <p><b>SK. AFIYA PARVEEN</b> H.T.No. 18M71R0002 (2018-2022 B.Pharm)</p>	 <p><b>S. JYOTHI</b> H.T.No. 18M71R0026 (2018-2022 B.Pharm)</p>	 <p><b>K. MADHUSUDHANREDDY</b> H.T.No. 18M71R0031 (2018-2022 B.Pharm)</p>	 <p><b>S. MOUNIKA</b> H.T.No. 18M71R0040 (2018-2022 B.Pharm)</p>
 <p><b>Y. ROOPA RANGANATH</b> H.T.No. 18M71R0060 (2018-2022 B.Pharm)</p>	 <p><b>M SAIPAVAN</b> H.T.No. 18M71R0063 (2018-2022 B.Pharm)</p>	 <p><b>MANTI SAILEELA</b> H.T.No. 18M71R0064 (2018-2022 B.Pharm)</p>	 <p><b>NAGENDLA SREELAKSHMI</b> H.T.No. 18M71R0076 (2018-2022 B.Pharm)</p>
 <p><b>M. SRI PAVAN KALYAN</b> H.T.No. 18M71R0077 (2018-2022 B.Pharm)</p>	 <p><b>C. YOGANANDAREDDY</b> H.T.No. 18M71R0094 (2018-2022 B.Pharm)</p>	 <p><b>Congratulations to all selected candidates.</b> <b>Good luck to all of you.</b></p>  <p><b>PRINCIPAL</b></p>	

## Fwd: Enrolment Letter- Skill Development Centre | Aurobindo Pharma Foundation

Yogananda Reddy Chilumuri <yoganandareddy Chilumuri@gmail.com>

Mon 22-Aug-22 10:43 AM

To: ancplacement@outlook.com <ancplacement@outlook.com>

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

From: **Santhi Kiran Kurra** <[SanthiKiran.Kurra@aurobindo.com](mailto:SanthiKiran.Kurra@aurobindo.com)>

Date: Mon, Jul 25, 2022, 7:35 PM

Subject: Enrolment Letter- Skill Development Centre | Aurobindo Pharma Foundation

To: [yoganandareddy Chilumuri@gmail.com](mailto:yoganandareddy Chilumuri@gmail.com) <[yoganandareddy Chilumuri@gmail.com](mailto:yoganandareddy Chilumuri@gmail.com)>

### Enrolment Letter

**Dear Yogananda Reddy,**

#### **Greetings from Aurobindo Pharma Foundation!**

With reference to our admission process conducted on 22nd June 2022 at Annamacharya College, Rajampet we are happy to confirm that you have been enrolled into our Skill Development Program by Aurobindo Pharma Foundation for a period of 4 months at our Skill Development Centre. You will get a study stipend of Rs. 5,000/- per month in this period.

You are advised to report to the centre on **01<sup>st</sup> August 2022, Monday by 9.30 AM** along with the below document's -originals for verification and one photocopy of each document.

**Reporting Address:** Aurobindo Pharma Limited (Skill Development Centre), Research Centre-II, Pashamaylaram, Indrakaran Village, Sangareddy Dist. ([Google map Link](#)).

#### **Required Documents:**

1. Highest Qualification Certificate (B. Pharmacy/ Diploma/ITI)
2. Date of Birth Proof (SSC Certificate)
3. Address Proof (Aadhar Card, Voter Card, passport etc)
4. 3 Passport size photographs
5. PAN card
6. Cancelled Cheque/Bank Account Details
7. Copy of this mail
8. Physical fitness certificate from registered doctor. (Please find the below format)
9. COVID Vaccination Certificate
10. Course Completion Certificate

**Please make a note on the below :**



- This enrollment letter is valid only if you are qualified in B Pharmacy/ITI/Diploma and it stands cancelled automatically in case of any backlogs.
- In case if you fail to turn up on 01<sup>st</sup> August, it is presumed that you have no interest to enroll in this training program.
- Candidates are requested to take care of their boarding and lodging (accommodation) on their own cost. However, bus facility is being provided by the organization.


Please reach out to this number- 77308 42888 , if you have any queries regarding the joining process.

We are wishing you a prosperous career ahead with the enriching learning experience from our Skill Development Centre.

Best Wishes

Santhi Kiran K

Senior Manager – HR

Text Description automatically generated

# Certificate Of Medical Fitness

To be obtained only from Gazetted Government Medical Officer/Medical Officer of a Government Undertaking.

(Please note that in no other form this certificate will be accepted. Medical Certificates issued by private medical practitioners will not be accepted)

Name: .....

Father's Name: .....

Blood Group: ..... Height: ..... Weight: .....

Vision : L : ..... R: .....

Any other diseases diagnosed in past: .....

Allergies,if any .....

List of prescribed medication,If any .....

1. ....

2. ....

3. ....

Any Other Remarks: .....

I certify that I have carefully examined Mr./Ms .....

son/daughter of Mr. .... who has signed in my

Presence.He/she no mental and physical disease and is FIT.

Signature of the candiate

Station: .....

Signature of the Medical Officer with legible seal

Date : .....

**DISCLAIMER :**

All information and attachments included in this email are confidential and intended for the original recipient only. It is strictly forbidden to share any part of this message with any third party. If you received this message by mistake, please reply to this message and follow with its deletion, so that we can ensure such a mistake does not occur in the future.

Aurobindo Pharma Ltd and its subsidiaries are GDPR-compliant. If you have any questions related to GDPR compliance OR data protection - please contact our [Data Protection Officer](#). To learn more about how we comply with GDPR and, as a result, care for the security and privacy of personal data we collected from you, visit [this page](#).





Estd. 2003

# ANNAMACHARYA COLLEGE OF PHARMACY

Approved by AICTE & PCI, New Delhi. Affiliated to JNTUA, Ananthapuramu, Accredited by NAAC with 'A' Grade, Bangalore, Accredited by NBA (UG), New Delhi, Recognized u/s 2(f) & 12(B) of the UGC Act, 1956, New Delhi, Recognized Research Center, JNTUA, Ananthapuramu.



**POOL CAMPUS DRIVE**

**POSITION: Jr Executive trainee  
Executive trainee**

**COMPANY : MSN LABORATORIES PVT LTD  
DIVISION : Formulation Oncology**



**DEPARTMENT: Quality Assurance**

**ELIGIBILITY :B Pharm, M Pharm(pharmaceutics, pharmaceutical analysis, pharmaceutical analysis and quality assurance, Chemistry), Msc chemistry**

**JOB LOCATION : Hyderabad**

**INTERVIEW DATE 20<sup>th</sup> June 2022**

**SALARY : 1.8 - 2 LPA**

**MANDATORY DISCLOSURES**

1. Updated Resume
2. Recent Passport Size Photo
3. Xerox Copies Of SSC, Inter, Degree Certificates and Aadhar Card

**VENUE: ANNAMACHARYA COLLEGE OF PHARMACY, NEW BOYANAPALLI, RAJAMPET.**

**ASSESSMENT / INTERVIEW PROCESS :**

1. Written test
2. Technical Session
3. HR discussion & offers

**CONTACT DETAILS :**

1) U. Narasimhulu,  
Ph no; 9703099784

2) Y Nagarjuna Reddy  
Ph no; 9133701066

**Registration link; <https://forms.gle/SUM7GvKxKxBkPihL9>**





# ANNAMACHARYA COLLEGE OF PHARMACY

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Accredited by NAAC with 'A' Grade, Bangalore. Accredited by NBA (UG), New Delhi  
Recognized u/s 2(f) & 12(B) of the UGC Act, 1956, New Delhi, Recognized Research Center, JNTUA, Ananthapuramu.



## Training & Placement Cell

### INVITATION FOR ON CAMPUS PLACEMENT DRIVE

Greetings,

Dear Sir/Madam,

Date: 13-06-2022

We are pleased to inform you that the **Annamacharya College of Pharmacy** conducting on-campus drive for **MSN Laboratories Pvt Ltd.** on 20-06-2022 for the **position of Jr Executive Trainee and Executive Trainee** in the domain of **QA DEPARTMENT** which bring together an opportunity for the **MSN Laboratories Pvt Ltd.** and young job aspirants under the roof.

**MSN Group** is the fastest growing research-based pharmaceutical company based out of India. Founded in 2003 with a mission to make health care affordable, this Hyderabad-based venture has nine API and five finished dosage facilities established across Hyderabad, USA and Myanmar. The group has an integrated R&D center for both API and formulation under one roof, dedicated to research and development of pharmaceuticals to make them more accessible. With core focus on speed and consistency in delivery, MSN has achieved the following:

- More than 836 national and international patents
- Product portfolio featuring over 450 + APIs
- 300+ Formulations, covering over 35 major therapies
- Won the trust of more than 40 Million patients across 65 countries globally

Innovation and speed form the crux of our business strategy. Backed by a dedicated and experienced team of over 11,000 the organizational environment at MSN integrates multiple disciplines and functions by effective implementation of goals and objectives through technology, coupled with Integrity, Imagination and Innovation.

### CAMPUS DRIVE DETAILS

**Company:- MSN Laboratories Pvt Ltd.**

**Eligibility : B PHARMACY, M PHARMACY, Msc CHEMISTRY**

**Designation : QA Executive Trainee**

**Job Location: Hyderabad**

**Salary : 1.8 to 2 LPA**

**Date:- 20-06-2022**

**Screening Process**

3 Rounds of Interviews -

1. Comprehension Test
2. Technical Session
3. HR Discussion & Offers

We are hereby **requesting you to motivate your students to participate the campus drive and also to communicate the same to your known friends and respective graduates in mutual interest. Further, for any queries you may contact head of the Institution and our faculty, placement in-charge**

**U Narasimhulu: +91-9703099784, M Sireesha: +91-9100734200, Nagarjun Reddy: +91-9133701066**



**PRINCIPAL**  
**ANNAMACHARYA COLLEGE OF PHARMACY**  
**NEW BOYANAPALLI-516 126**  
**Kadapa Dist. A. P.**



Reply Delete Junk Block ...

## Fw: Reg.Selected candidates list @ Annamacharya college of Pharmacy

R ramamohan.ramigani@msnlabs.com  
To: You

← ↶ ↷ ...

Wed 27-Jul-22 2:33 PM

 MOU WITH ANCP.docx  
23 KB

Good After Noon Sir

As per your request here i am sending the selected candidates list .

Annamacharya College of Pharmacy_20-Jun-2022	
S.No	Name
<b>Intervied by Mr.Anji Reddy - QA _ OSD</b>	
1	Muddala Vari Hari Kumar
2	M Jaya Prakash Reddy
3	Thaslima Syed
4	D Harish Kumar
5	S Mohan Kumar
6	Farooq Basha M
7	Narasimaha Dhama Kishore Akula
8	K Mahendra Kumar
9	Shaik Afiya Parveen
10	Usha Kiran B
11	Megana Gunpati
<b>Intervied by Mr.Ram Manohar - QA _ Onco</b>	
12	K Harsha Kiran Reddy
13	M Naveen
14	M Sai Pavan
15	R Suresh Goud
16	C Yogananada Reddy
17	Abraham Joseph
18	G Mallikarjuna

  
PRINCIPAL  
ANNAMACHARYA COLLEGE OF PHARMACY  
NEW BOYANAPALLI-516 126  
RAJAMPET, Kadapa Dist. A. P.

Thanks & Regards

Ram Mohan Reddy. R

Talent Acquisition Team - HR

Corporate Office | MSN Laboratories Pvt Ltd

Landline No. 040 3043 8785, Email: [ramamohan.ramigani@msnlabs.com](mailto:ramamohan.ramigani@msnlabs.com)





# ANNAMACHARYA COLLEGE OF PHARMACY












NEW BOYANAPALLI, RAJAMPET – 516126, A.P., INDIA

Affiliated to JNTUA, Ananthapuramu, Approved by AICTE & PCI, New Delhi, Recognized Research Centre by JNTUA, Ananthapuramu, Accredited by NBA, New Delhi (UG Program), NAAC, Bangalore with 'A' Grade, Recognised u/s 2(f) & 12-B of the UGC Act, 1956



## TRAINING AND PLACEMENT CELL

### SELECTED CANDIDATES FOR MSN LABORATORIES PVT LTD – 20-06-2022

B PHARMACY			
 <p><b>P. ABRAHAM JOSEPH</b> H.T.No. 18M71R0001 (2018-2022 B.Pharm)</p>	 <p><b>SK. AFIYA PARVEEN</b> H.T.No. 18M71R0002 (2018-2022 B.Pharm)</p>	 <p><b>M FAROOQ BASHA</b> H.T.No. 18M71R0020 (2018-2022 B.Pharm)</p>	 <p><b>M. HARI KUMAR</b> H.T.No. 18M71R0022 (2018-2022 B.Pharm)</p>
 <p><b>K. HARSHA KIRAN REDDY</b> H.T.No. 18M71R0023 (2018-2022 B.Pharm)</p>	 <p><b>M. JAYAPRAKASH REDDY</b> H.T.No. 18M71R0024 (2018-2022 B.Pharm)</p>	 <p><b>K. MAHENDRA KUMAR</b> H.T.No. 18M71R0032 (2018-2022 B.Pharm)</p>	 <p><b>G. MALLIKARJUNA</b> H.T.No. 18M71R0034 (2018-2022 B.Pharm)</p>
 <p><b>G. MEGHANA</b> H.T.No. 18M71R0035 (2018-2022 B.Pharm)</p>	 <p>Congratulations to all selected candidates. Good luck to all of you.</p>  <p><b>PRINCIPAL</b></p>		





# ANNAMACHARYA COLLEGE OF PHARMACY












NEW BOYANAPALLI, RAJAMPET – 516126, A.P., INDIA

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## TRAINING AND PLACEMENT CELL

### SELECTED CANDIDATES FOR MSN LABORATORIES PVT LTD – 20-06-2022

B PHARMACY			
 <p><b>S. MOHAN KUMAR</b> H.T.No. 18M71R0036 (2018-2022 B.Pharm)</p>	 <p><b>A NARASIMHA DHANA KISHORE</b> H.T.No. 18M71R0045 (2018-2022 B.Pharm)</p>	 <p><b>M.NAVEEN KUMAR REDDY</b> H.T.No. 18M71R0046 (2018-2022 B.Pharm)</p>	 <p><b>M. SAI PAVAN</b> H.T.No. 18M71R0063 (2018-2022 B.Pharm)</p>
 <p><b>R. SURESH GOUD</b> H.T.No. 18M71R0081 (2018-2022 B.Pharm)</p>	 <p><b>SYED THASLIMAA</b> H.T.No. 18M71R0082 (2018-2022 B.Pharm)</p>	 <p><b>B. USHAKIRAN</b> H.T.No. 18M71R0083 (2018-2022 B.Pharm)</p>	 <p><b>C. YOGANANDA REDDY</b> H.T.No. 18M71R0094 (2018-2022 B.Pharm)</p>
 <p><b>D.HARISHKUMAR</b> H.T.No. 16M71R0024 (2016-2020 B.Pharm)</p>	 <p><b>Congratulations to all selected candidates.</b> Good luck to all of you.</p>  <p><b>PRINCIPAL</b></p>		

## MSN Laboratories Private Limited

MSN House, Plot No.: C-24,  
Sanath Nagar Industrial Estate, Sanath Nagar,  
Hyderabad, Telangana, Pincode: 500018. India.  
CIN: U24239TG2003PTC041583  
Phone: +91-40-30438600 Fax: +91-40-30438798

July 02, 2022

**Mr.Pesaledula Abraham Joseph**  
S/o Pesaledula Vijaya Kumar  
H no:- 0-0  
Vempale  
Cuddaph516329  
Mobile No: 8125503691

Dear **Mr.Pesaledula Abraham Joseph**,

### Sub: Offer and Appointment Letter

This has reference to your application and the subsequent interview you had with us, we are pleased to offer you an employment with the following Terms & Conditions:

#### 1. Designation:

You will be designated as "Assistant-Trainee", Grade "G01", in Quality Assurance Department based at MSN Laboratories Private Limited - MSNF-II-Kothur-Oncology Location.

#### 2. Remuneration:

Detailed compensation structure as Total Cost to Company Rs.150000/- is mentioned in the Annexure-I.

#### 3. Documents to be Submitted:

Please bring all the following documents in original with Photostat copies of the same at the time of joining.

- a. Passport Size Color Photographs (Self) - 7 nos. and Dependent-family members photograph - 1 nos. each
- b. All Educational Certificates and any other Certificates related to specific Training and Skills
- c. Previous employment Service Certificate / Relieving Letter, if any
- d. Last Six Months Bank Statement
- e. Aadhaar Cards of self and dependent family members
- f. PAN Card
- g. Passport / Driving License
- h. A cancelled cheque leaf of active bank account
- i. Medical Certificate with Reports
- j. Non Judicial Stamp Paper worth Rs. 100/- in your name, for the purpose of Employment Agreement. You need to give us the Agreement of Employment on Non-Judicial Stamp paper, stating that, you will work with MSN Group of Companies for a minimum period of three years, from the date of joining.

Page 1 of 2





Name: Pesaleddula Abraham Joseph

**4. Medical Fitness:**

This Offer and Appointment is subject to your medical fitness, for which you need to undergo Medical Examination at Company's Designated Medical Center as per Annexure- III.

**5. Terms & Conditions:**

- a. Your employment is governed by the detailed Terms & Conditions furnished in Annexure – II.
- b. As discussed, you need to join us on or before **July 11, 2022**, failing which this offer and Appointment Letter stands withdrawn.
- c. This offer is subject to completion of your B Pharmacy and submission of all the certificates to the company. Further, please note that, in the event of noncompliance of submitting the pass certificate within the stipulated period i.e., on or before **31<sup>st</sup> December, 2022**, this offer will be Cancelled. In this regard, you are required to give declaration to the organization.

The Present Salary will be on the basis of Intermediate Your Salary will be revised to B Pharmacy Grade, from the date of Joining, after submission of Certificates.

Kindly arrange to send us your written confirmation within two working days, from the date of receipt of this offer letter as a token of your acceptance by signing on the Xerox copy of this letter, mentioning your Date of Joining.

Please feel free to contact Mr. Arjun Potturu, Contact No. 040-30438701 , Email ID: arjun.potturu@msnlabs.com for further clarifications, if any.

We would like to take this opportunity to welcome you into our MSN family and wishing you a long & successful association with us.

Thanking you,

Yours sincerely,  
**For MSN Laboratories Private Limited**

A handwritten signature in blue ink, appearing to read 'Arjun Potturu'.

**Authorized Signatory**

July 02, 2022

**Annexure-I**

**Mr.Pesaleddula Abraham Joseph**  
**Designation:** Assistant-Trainee  
**Grade :** G01  
**Department:** Quality Assurance

**TOTAL COST TO COMPANY**

All figures in INR

Salary Components	Per Month	Per Annum	Payment Frequency
<b>A. Monthly Salary</b>			
Basic Pay	9500	114000	Monthly
House Rent Allowance	124	1493	Monthly
Education Allowance	0	0	Monthly
Minimum Guaranteed Bonus	0	0	Monthly
Statutory Bonus (Advance Payout)	700	8400	Monthly
<b>A - Monthly Gross Total</b>	<b>10324</b>	<b>123893</b>	
<b>B. Statutory Benefits</b>			
PF (Employer Contribution)	1140	13680	Monthly
ESI (Employer Contribution)	336	4027	Monthly
Bonus / Ex-gratia	700	8400	Annual
<b>B - Statutory Benefits Total</b>	<b>2176</b>	<b>26107</b>	
<b>C. Fixed Total Cost to Company (A+B)</b>	<b>12500</b>	<b>150000</b>	
<b>D. Gratuity (As per the Gratuity Act, 1972)</b>	<b>457</b>	<b>5483</b>	
<b>Total Cost to Company (C+D)</b>	<b>12957</b>	<b>155483</b>	

Apart from the above, you are also eligible for following Benefits as per the Company Policy.

1. Coverage under Group Personal Accident Policy
2. Coverage under Group Term Life Insurance Policy
3. You will be Covered Under ESIC Insurance Scheme

**For MSN Laboratories Private Limited**



**Authorized Signatory**



Name: Pesaleddula Abraham Joseph

Annexure- II

TERMS & CONDITIONS OF THE EMPLOYMENT

1. The effective date of joining shall not be later than **July 11, 2022**, failing which this offer and Appointment Letter stands withdrawn.
2. Your initial place of posting shall be at **MSN Laboratories Private Limited - MSNF-II-Kothur-Oncology** Location. However, your services are transferable to any Location in India or outside India to serve the Company in any of its Departments, Factories, Establishments, Group Companies and its associates. You will abide by the working conditions and policies of the area concerned and the transfer arrangement will not be deemed to constitute a change in your service conditions.
3. Your appointment with the Company would be subject to successful pre and/or post-employment background checks, in respect of accuracy of the testimonials, experience and information provided by you in securing the employment with the company. If you have made any false declaration or willfully suppressed any material information, you will be liable for removal from the service without notice.
4. Your Date of Birth is recorded as **December 02, 1999**, by the Company on the basis of documentary evidence produced by you at the time of your appointment. You are advised to take note of the same, and this date will be considered as the authenticated date of birth for all purposes throughout your service with the Company, and will not be changed under any circumstances.
5. You will be on training for a period of one year, and the same may be extended at the discretion of the management by such further period not exceeding six months. During the period of training (including any extended period), your services are subject to termination without any notice or assigning any reason. After successful completion of your training period based on your performance & suitability, your employment will be confirmed. At the time of confirmation of your Employment, a separate confirmation letter will be issued with new Terms & Conditions as applicable.
6. You are required to keep us informed of any changes in your personal details, residential address, marital status, educational qualifications, dependent's details etc.
7. You shall do the best of your ability and devote your experience, knowledge, skills and working hours with full of attention and energy for the business of the Company. You shall use your best endeavors to promote the interest and welfare of the Company. The Company shall be entitled to all the benefits and profits arising from such work and efforts of yours.

A handwritten signature in blue ink, appearing to read 'Pesaleddula'.

Name: Pesaleddula Abraham Joseph

8. Changes in your compensation are discretionary and will be subject to the overall performance of the Company, your individual effective performance and policies of the Company. You shall keep details of your salary and employment benefits strictly confidential within and outside the Company.
9. You will be liable to conform to the Company Policies and Procedures, rules and regulations, discipline and general work practices, which are subject to change from time to time.
10. As per the policy of the Company, we expect you to devote full attention and effort to the business of the Company and to continuously develop professional skills in mutual interest. We clearly disapprove of any employee directly or indirectly engaging himself/herself in or devoting any time or attention to any part-time employment or business or monetary position other than that of the Company. You will not undertake either directly or indirectly any activities, which are contrary to or inconsistent with your obligations to the Company, its reputation, image and interest whether direct or indirect. At any time, if it is found that there is any breach of this condition on your part, your services are liable to be terminated at the discretion of the management.
11. You will be responsible for the safe keep and return in good condition and order, of all property such as tools, equipment, instruments, books, uniforms etc., which may be in your use, custody, care or charge. The Company shall have the right to deduct the monetary value of all such things from your dues and take such other action, as we deem proper in the event of your failure to account for such property to our satisfaction.
12. As per the Company's policy, the age of superannuation is 58 years subject to your being physically and mentally fit as certified by a medical practitioner designated by the Company and meeting the performance expectations of the Company. Retention of your services beyond the age of superannuation will be entirely at the discretion of the management.
13. You will be required to sign an Employee Non-disclosure/Confidential Agreement with the Company at the time of joining. In the performance of your duties, you will come to possess information connected with the Company's financials, operations of manufacturing processes, documents, plans, drawings, prints, trade, secrets, technical information, reports, statements, correspondence etc., and other matters relating to the Company's business, written or unwritten and also information and instructions that pass through you or come to your knowledge. All such information shall be held by you in strict confidence and shall not be divulged to any person during your services with the Company or thereafter. In the event of your acting in any contrast or thereafter, the Company will be at liberty to initiate appropriate proceedings to safeguard the interests of the Company.
14. Upon termination, you shall cooperate with the Company, as reasonably requested by the Company, to effect a smooth transition of your responsibilities and ensure that the Company is

A handwritten signature in blue ink, appearing to read "Abraham Joseph".



aware of all matters being handled by you.

Name: Pesaleddula Abraham Joseph

15. Upon termination of your employment with the Company for any reason, you shall promptly return to the Company any keys, credit cards, passes, confidential documents or material, or other property belonging to the Company, and return all writings, files, records, correspondence, notebooks, notes and other documents and things including any copies thereof, containing Confidential Information or relating to the business or proposed business of the Company or its subsidiaries or affiliates. The Company reserves the right not to relieve you of your employment in the event that all the Company's documents/ property / Confidential Information in your custody have not been properly handed over by you to an authorized representative of the Company.
16. The Company reserves the right during any period of notice to exclude you from the premises of the Company, or to require you to carry out specified duties at premises other than those referred to in clause 2 of this letter of Offer and Appointment Letter, or to carry out no duties, and to instruct you not to communicate with clients, employees, agents or representatives of the Company until your employment has been terminated, provided that you will continue to be paid and to enjoy normal contractual benefits during any such period, except in the case of suspension. You will not be entitled to engage in any other employment, work or business during the notice period.
17. Any breach of the Company's regulations/policies, failure to attain or maintain a satisfactory work standard or any misconduct by an employee will be regarded as a disciplinary matter and Disciplinary action will be initiated accordingly as per the Company regulations / policies.
18. Jurisdiction: Any disputes arising out of and /or related to your employment with the Company shall be subject to Hyderabad City Jurisdiction.

---

**Acknowledgement for the Acceptance of the Offer and Appointment Letter**

I read & understand all Terms & Conditions relating to my Offer and Appointment Letter and declare that I hereby unconditionally and irrevocably accept the same.

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

**Signature:**

**Date**





## MSN Laboratories Private Limited

MSN House, Plot No.: C-24,  
Sanath Nagar Industrial Estate, Sanath Nagar,  
Hyderabad, Telangana, Pincode: 500018. India.  
CIN: U24239TG2003PTC041583  
Phone: +91-40-30438600 Fax: +91-40-30438798

July 13, 2022

**Mr.Masul Dhar Farooq Basha**  
S/o Masul Dhar Mohammed Basha  
H.no :- 1-53  
Jeenepalle  
Kurnool518573  
Mobile No: 9052188910

**Dear Mr.Masul Dhar Farooq Basha,**

### **Sub: Offer and Appointment Letter**

This has reference to your application and the subsequent interview you had with us, we are pleased to offer you an employment with the following Terms & Conditions:

#### **1. Designation:**

You will be designated as **"Assistant-Trainee"**, Grade **"G01"**, in **Quality Assurance** Department based at **MSN Laboratories Private Limited - MSNF-II-Kothur-Osd** Location.

#### **2. Remuneration:**

Detailed compensation structure as Total Cost to Company **Rs.150000/-** is mentioned in the Annexure-I.

#### **3. Documents to be Submitted:**

Please bring all the following documents in original with Photostat copies of the same at the time of joining.

- a. Passport Size Color Photographs (Self) - 7 nos. and Dependent-family members photograph - 1 nos. each
- b. All Educational Certificates and any other Certificates related to specific Training and Skills
- c. Previous employment Service Certificate / Relieving Letter, if any
- d. Last Six Months Bank Statement
- e. Aadhaar Cards of self and dependent family members
- f. PAN Card
- g. Passport / Driving License
- h. A cancelled cheque leaf of active bank account
- i. Medical Certificate with Reports
- j. Non Judicial Stamp Paper worth Rs. 100/- in your name, for the purpose of Employment Agreement. You need to give us the Agreement of Employment on Non-Judicial Stamp paper, stating that, you will work with MSN Group of Companies for a minimum period of three years, from the date of joining.

*Page 1 of 2*



Name: Masul Dhar Farooq Basha

**4. Medical Fitness:**

This Offer and Appointment is subject to your medical fitness, for which you need to undergo Medical Examination at Company's Designated Medical Center as per Annexure- III.

**5. Terms & Conditions:**

- a. Your employment is governed by the detailed Terms & Conditions furnished in Annexure - II.
- b. As discussed, you need to join us on or before **July 18, 2022**, failing which this offer and Appointment Letter stands withdrawn.
- c. This offer is subject to completion of your B Pharmacy and submission of all the certificates to the company. Further, please note that, in the event of noncompliance of submitting the pass certificate within the stipulated period i.e., on or before **31<sup>st</sup> December, 2022**, this offer will be Cancelled. In this regard, you are required to give declaration to the organization.

The Present Salary will be on the basis of Intermediate Your Salary will be revised to B Pharmacy Grade, from the date of Joining, after submission of Certificates.

Kindly arrange to send us your written confirmation within two working days, from the date of receipt of this offer letter as a token of your acceptance by signing on the Xerox copy of this letter, mentioning your Date of Joining.

Please feel free to contact Mr. Arjun Potturu, Contact No. 040-30438701 , Email ID: arjun.potturu@msnlabs.com for further clarifications, if any.

We would like to take this opportunity to welcome you into our MSN family and wishing you a long & successful association with us.

Thanking you,

Yours sincerely,  
**For MSN Laboratories Private Limited**



**Authorized Signatory**

July 13, 2022

**Annexure-I**

**Mr.Masul Dhar Farooq Basha**  
**Designation: Assistant-Trainee**  
**Grade : G01**  
**Department: Quality Assurance**

**TOTAL COST TO COMPANY**

All figures in INR

Salary Components	Per Month	Per Annum	Payment Frequency
<b>A. Monthly Salary</b>			
Basic Pay	9500	114000	Monthly
House Rent Allowance	124	1493	Monthly
Education Allowance	0	0	Monthly
Minimum Guaranteed Bonus	0	0	Monthly
Statutory Bonus (Advance Payout)	700	8400	Monthly
<b>A - Monthly Gross Total</b>	<b>10324</b>	<b>123893</b>	
<b>B. Statutory Benefits</b>			
PF (Employer Contribution)	1140	13680	Monthly
ESI (Employer Contribution)	336	4027	Monthly
Bonus / Ex-gratia	700	8400	Annual
<b>B - Statutory Benefits Total</b>	<b>2176</b>	<b>26107</b>	
<b>C. Fixed Total Cost to Company (A+B)</b>	<b>12500</b>	<b>150000</b>	
<b>D. Gratuity (As per the Gratuity Act, 1972)</b>	<b>457</b>	<b>5483</b>	
<b>Total Cost to Company (C+D)</b>	<b>12957</b>	<b>155483</b>	

Apart from the above, you are also eligible for following Benefits as per the Company Policy.

1. Coverage under Group Personal Accident Policy
2. Coverage under Group Term Life Insurance Policy
3. You will be Covered Under ESIC Insurance Scheme

**For MSN Laboratories Private Limited**



**Authorized Signatory**



Name: Masul Dhar Farooq Basha

Annexure- II

TERMS & CONDITIONS OF THE EMPLOYMENT

1. The effective date of joining shall not be later than **July 18, 2022**, failing which this offer and Appointment Letter stands withdrawn.
2. Your initial place of posting shall be at **MSN Laboratories Private Limited - MSNF-II-Kothur-Osd** Location. However, your services are transferable to any Location in India or outside India to serve the Company in any of its Departments, Factories, Establishments, Group Companies and its associates. You will abide by the working conditions and policies of the area concerned and the transfer arrangement will not deem to constitute a change in your service conditions.
3. Your appointment with the Company would be subject to successful pre and/or post-employment background checks, in respect of accuracy of the testimonials, experience and information provided by you in securing the employment with the company. If you have made any false declaration or willfully suppressed any material information, you will be liable for removal from the service without notice.
4. Your Date of Birth is recorded as **May 12, 2001**, by the Company on the basis of documentary evidence produced by you at the time of your appointment. You are advised to take note of the same, and this date will be considered as the authenticated date of birth for all purposes throughout your service with the Company, and will not be changed under any circumstances.
5. You will be on training for a period of one year, and the same may be extended at the discretion of the management by such further period not exceeding six months. During the period of training (including any extended period), your services are subject to termination without any notice or assigning any reason. After successful completion of your training period based on your performance & suitability, your employment will be confirmed. At the time of confirmation of your Employment, a separate confirmation letter will be issued with new Terms & Conditions as applicable.
6. You are required to keep us informed of any changes in your personal details, residential address, marital status, educational qualifications, dependent's details etc.
7. You shall do the best of your ability and devote your experience, knowledge, skills and working hours with full of attention and energy for the business of the Company. You shall use your best endeavors to promote the interest and welfare of the Company. The Company shall be entitled to all the benefits and profits arising from such work and efforts of yours.

A handwritten signature in blue ink, appearing to read 'Masul Dhar Farooq Basha'.

Name: Masul Dhar Farooq Basha

8. Changes in your compensation are discretionary and will be subject to the overall performance of the Company, your individual effective performance and policies of the Company. You shall keep details of your salary and employment benefits strictly confidential within and outside the Company.
9. You will be liable to conform to the Company Policies and Procedures, rules and regulations, discipline and general work practices, which are subject to change from time to time.
10. As per the policy of the Company, we expect you to devote full attention and effort to the business of the Company and to continuously develop professional skills in mutual interest. We clearly disapprove of any employee directly or indirectly engaging himself/herself in or devoting any time or attention to any part-time employment or business or monetary position other than that of the Company. You will not undertake either directly or indirectly any activities, which are contrary to or inconsistent with your obligations to the Company, its reputation, image and interest whether direct or indirect. At any time, if it is found that there is any breach of this condition on your part, your services are liable to be terminated at the discretion of the management.
11. You will be responsible for the safe keep and return in good condition and order, of all property such as tools, equipment, instruments, books, uniforms etc., which may be in your use, custody, care or charge. The Company shall have the right to deduct the monetary value of all such things from your dues and take such other action, as we deem proper in the event of your failure to account for such property to our satisfaction.
12. As per the Company's policy, the age of superannuation is 58 years subject to your being physically and mentally fit as certified by a medical practitioner designated by the Company and meeting the performance expectations of the Company. Retention of your services beyond the age of superannuation will be entirely at the discretion of the management.
13. You will be required to sign an Employee Non-disclosure/Confidential Agreement with the Company at the time of joining. In the performance of your duties, you will come to possess information connected with the Company's financials, operations of manufacturing processes, documents, plans, drawings, prints, trade, secrets, technical information, reports, statements, correspondence etc., and other matters relating to the Company's business, written or unwritten and also information and instructions that pass through you or come to your knowledge. All such information shall be held by you in strict confidence and shall not be divulged to any person during your services with the Company or thereafter. In the event of your acting in any contrast or thereafter, the Company will be at liberty to initiate appropriate proceedings to safeguard the interests of the Company.
14. Upon termination, you shall cooperate with the Company, as reasonably requested by the Company, to effect a smooth transition of your responsibilities and ensure that the Company is aware of all matters being handled by you.

A handwritten signature in blue ink, appearing to read 'Masul'.



Name: Masul Dhar Farooq Basha

15. Upon termination of your employment with the Company for any reason, you shall promptly return to the Company any keys, credit cards, passes, confidential documents or material, or other property belonging to the Company, and return all writings, files, records, correspondence, notebooks, notes and other documents and things including any copies thereof, containing Confidential Information or relating to the business or proposed business of the Company or its subsidiaries or affiliates. The Company reserves the right not to relieve you of your employment in the event that all the Company's documents/ property / Confidential Information in your custody have not been properly handed over by you to an authorized representative of the Company.
16. The Company reserves the right during any period of notice to exclude you from the premises of the Company, or to require you to carry out specified duties at premises other than those referred to in clause 2 of this letter of Offer and Appointment Letter, or to carry out no duties, and to instruct you not to communicate with clients, employees, agents or representatives of the Company until your employment has been terminated, provided that you will continue to be paid and to enjoy normal contractual benefits during any such period, except in the case of suspension. You will not be entitled to engage in any other employment, work or business during the notice period.
17. Any breach of the Company's regulations/policies, failure to attain or maintain a satisfactory work standard or any misconduct by an employee will be regarded as a disciplinary matter and Disciplinary action will be initiated accordingly as per the Company regulations / policies.
18. Jurisdiction: Any disputes arising out of and /or related to your employment with the Company shall be subject to Hyderabad City Jurisdiction.



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**Acknowledgement for the Acceptance of the Offer and Appointment Letter**

I read & understand all Terms & Conditions relating to my Offer and Appointment Letter and declare that I hereby unconditionally and irrevocably accept the same.

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

**Signature:**

**Date**



## MSN Laboratories Private Limited

MSN House, Plot No.: C-24,  
Sanath Nagar Industrial Estate, Sanath Nagar,  
Hyderabad, Telangana, Pincode: 500018. India.  
CIN: U24239TG2003PTC041583  
Phone: +91-40-30438600 Fax: +91-40-30438798

July 13, 2022

**Mr.Devarasetty Harish Kumar**  
S/o Devarasetty Ramesh Babu  
H.no :- 6-146  
H Cherlopalli  
Cuddapah516126  
Mobile No: 7093063901

**Dear Mr.Devarasetty Harish Kumar,**

### **Sub: Offer and Appointment Letter**

This has reference to your application and the subsequent interview you had with us, we are pleased to offer you an employment with the following Terms & Conditions:

#### **1. Designation:**

You will be designated as "Junior Executive-Trainee", Grade "G01", in Quality Assurance Department based at MSN Laboratories Private Limited - MSNF-II-Kothur-Osd Location.

#### **2. Remuneration:**

Detailed compensation structure as Total Cost to Company **Rs.180000/-** is mentioned in the Annexure-I.

#### **3. Documents to be Submitted:**

Please bring all the following documents in original with Photostat copies of the same at the time of joining.

- a. Passport Size Color Photographs (Self) - 7 nos. and Dependent-family members photograph - 1 nos. each
- b. All Educational Certificates and any other Certificates related to specific Training and Skills
- c. Previous employment Service Certificate / Relieving Letter, if any
- d. Last Six Months Bank Statement
- e. Aadhaar Cards of self and dependent family members
- f. PAN Card
- g. Passport / Driving License
- h. A cancelled cheque leaf of active bank account
- i. Medical Certificate with Reports
- j. Non Judicial Stamp Paper worth Rs. 100/- in your name, for the purpose of Employment Agreement. You need to give us the Agreement of Employment on Non-Judicial Stamp paper, stating that, you will work with MSN Group of Companies for a minimum period of three years, from the date of joining.

Page 1 of 2

Name: Devarasetty Harish Kumar

**4. Medical Fitness:**

This Offer and Appointment is subject to your medical fitness, for which you need to undergo Medical Examination at Company's Designated Medical Center as per Annexure- III.

**5. Terms & Conditions:**

- a. Your employment is governed by the detailed Terms & Conditions furnished in Annexure - II.
- b. As discussed, you need to join us on or before **July 18, 2022**, failing which this offer and Appointment Letter stands withdrawn.

Kindly arrange to send us your written confirmation within two working days, from the date of receipt of this offer letter as a token of your acceptance by signing on the Xerox copy of this letter, mentioning your Date of Joining.

Please feel free to contact Mr. Arjun Potturu, Contact No. 040-30438701 , Email ID: arjun.potturu@msnlabs.com for further clarifications, if any.

We would like to take this opportunity to welcome you into our MSN family and wishing you a long & successful association with us.

Thanking you,

Yours sincerely,  
**For MSN Laboratories Private Limited**

A handwritten signature in blue ink, appearing to read 'Arjun Potturu', is written over a light blue circular stamp.

**Authorized Signatory**



July 13, 2022

Annexure-I

**Mr.Devarasetty Harish Kumar**  
**Designation:** Junior Executive-Trainee  
**Grade :** G01  
**Department:** Quality Assurance

TOTAL COST TO COMPANY

All figures in INR

Salary Components	Per Month	Per Annum	Payment Frequency
<b>A. Monthly Salary</b>			
Basic Pay	10000	120000	Monthly
House Rent Allowance	1988	23852	Monthly
Education Allowance	0	0	Monthly
Minimum Guaranteed Bonus	0	0	Monthly
Statutory Bonus (Advance Payout)	700	8400	Monthly
<b>A - Monthly Gross Total</b>	<b>12688</b>	<b>152252</b>	
<b>B. Statutory Benefits</b>			
PF (Employer Contribution)	1200	14400	Monthly
ESI (Employer Contribution)	412	4948	Monthly
Bonus / Ex-gratia	700	8400	Annual
<b>B - Statutory Benefits Total</b>	<b>2312</b>	<b>27748</b>	
<b>C. Fixed Total Cost to Company (A+B)</b>	<b>15000</b>	<b>180000</b>	
<b>D. Gratuity (As per the Gratuity Act, 1972)</b>	<b>481</b>	<b>5772</b>	
<b>Total Cost to Company (C+D)</b>	<b>15481</b>	<b>185772</b>	

Apart from the above, you are also eligible for following Benefits as per the Company Policy.

1. Coverage under Group Personal Accident Policy
2. Coverage under Group Term Life Insurance Policy
3. You will be Covered Under ESIC Insurance Scheme

**For MSN Laboratories Private Limited**



**Authorized Signatory**

Name: Devarasetty Harish Kumar

Annexure- II

TERMS & CONDITIONS OF THE EMPLOYMENT

1. The effective date of joining shall not be later than **July 18, 2022**, failing which this offer and Appointment Letter stands withdrawn.
2. Your initial place of posting shall be at **MSN Laboratories Private Limited - MSNF-II-Kothur-Osd** Location. However, your services are transferable to any Location in India or outside India to serve the Company in any of its Departments, Factories, Establishments, Group Companies and its associates. You will abide by the working conditions and policies of the area concerned and the transfer arrangement will not deem to constitute a change in your service conditions.
3. Your appointment with the Company would be subject to successful pre and/or post-employment background checks, in respect of accuracy of the testimonials, experience and information provided by you in securing the employment with the company. If you have made any false declaration or willfully suppressed any material information, you will be liable for removal from the service without notice.
4. Your Date of Birth is recorded as **May 14, 1999**, by the Company on the basis of documentary evidence produced by you at the time of your appointment. You are advised to take note of the same, and this date will be considered as the authenticated date of birth for all purposes throughout your service with the Company, and will not be changed under any circumstances.
5. You will be on training for a period of one year, and the same may be extended at the discretion of the management by such further period not exceeding six months. During the period of training (including any extended period), your services are subject to termination without any notice or assigning any reason. After successful completion of your training period based on your performance & suitability, your employment will be confirmed. At the time of confirmation of your Employment, a separate confirmation letter will be issued with new Terms & Conditions as applicable.
6. You are required to keep us informed of any changes in your personal details, residential address, marital status, educational qualifications, dependent's details etc.
7. You shall do the best of your ability and devote your experience, knowledge, skills and working hours with full of attention and energy for the business of the Company. You shall use your best endeavors to promote the interest and welfare of the Company. The Company shall be entitled to all the benefits and profits arising from such work and efforts of yours.



Name: Devarasetty Harish Kumar

8. Changes in your compensation are discretionary and will be subject to the overall performance of the Company, your individual effective performance and policies of the Company. You shall keep details of your salary and employment benefits strictly confidential within and outside the Company.
9. You will be liable to conform to the Company Policies and Procedures, rules and regulations, discipline and general work practices, which are subject to change from time to time.
10. As per the policy of the Company, we expect you to devote full attention and effort to the business of the Company and to continuously develop professional skills in mutual interest. We clearly disapprove of any employee directly or indirectly engaging himself/herself in or devoting any time or attention to any part-time employment or business or monetary position other than that of the Company. You will not undertake either directly or indirectly any activities, which are contrary to or inconsistent with your obligations to the Company, its reputation, image and interest whether direct or indirect. At any time, if it is found that there is any breach of this condition on your part, your services are liable to be terminated at the discretion of the management.
11. You will be responsible for the safe keep and return in good condition and order, of all property such as tools, equipment, instruments, books, uniforms etc., which may be in your use, custody, care or charge. The Company shall have the right to deduct the monetary value of all such things from your dues and take such other action, as we deem proper in the event of your failure to account for such property to our satisfaction.
12. As per the Company's policy, the age of superannuation is 58 years subject to your being physically and mentally fit as certified by a medical practitioner designated by the Company and meeting the performance expectations of the Company. Retention of your services beyond the age of superannuation will be entirely at the discretion of the management.
13. You will be required to sign an Employee Non-disclosure/Confidential Agreement with the Company at the time of joining. In the performance of your duties, you will come to possess information connected with the Company's financials, operations of manufacturing processes, documents, plans, drawings, prints, trade, secrets, technical information, reports, statements, correspondence etc., and other matters relating to the Company's business, written or unwritten and also information and instructions that pass through you or come to your knowledge. All such information shall be held by you in strict confidence and shall not be divulged to any person during your services with the Company or thereafter. In the event of your acting in any contrast or thereafter, the Company will be at liberty to initiate appropriate proceedings to safeguard the interests of the Company.
14. Upon termination, you shall cooperate with the Company, as reasonably requested by the Company, to effect a smooth transition of your responsibilities and ensure that the Company is aware of all matters being handled by you.

A handwritten signature in blue ink, appearing to read "Devarasetty Harish Kumar".



Name: Devarasetty Harish Kumar

15. Upon termination of your employment with the Company for any reason, you shall promptly return to the Company any keys, credit cards, passes, confidential documents or material, or other property belonging to the Company, and return all writings, files, records, correspondence, notebooks, notes and other documents and things including any copies thereof, containing Confidential Information or relating to the business or proposed business of the Company or its subsidiaries or affiliates. The Company reserves the right not to relieve you of your employment in the event that all the Company's documents/ property / Confidential Information in your custody have not been properly handed over by you to an authorized representative of the Company.
16. The Company reserves the right during any period of notice to exclude you from the premises of the Company, or to require you to carry out specified duties at premises other than those referred to in clause 2 of this letter of Offer and Appointment Letter, or to carry out no duties, and to instruct you not to communicate with clients, employees, agents or representatives of the Company until your employment has been terminated, provided that you will continue to be paid and to enjoy normal contractual benefits during any such period, except in the case of suspension. You will not be entitled to engage in any other employment, work or business during the notice period.
17. Any breach of the Company's regulations/policies, failure to attain or maintain a satisfactory work standard or any misconduct by an employee will be regarded as a disciplinary matter and Disciplinary action will be initiated accordingly as per the Company regulations / policies.
18. Jurisdiction: Any disputes arising out of and /or related to your employment with the Company shall be subject to Hyderabad City Jurisdiction.



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**Acknowledgement for the Acceptance of the Offer and Appointment Letter**

I read & understand all Terms & Conditions relating to my Offer and Appointment Letter and declare that I hereby unconditionally and irrevocably accept the same.

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

**Signature:**

**Date**

## MSN Laboratories Private Limited

MSN House, Plot No.: C-24,  
Sanath Nagar Industrial Estate, Sanath Nagar,  
Hyderabad, Telangana, Pincode: 500018. India.  
CIN: U24239TG2003PTC041583  
Phone: +91-40-30438600 Fax: +91-40-30438798

July 13, 2022

**Mr. Akula Narasimhadhanakishore**  
S/o Akula Koteswararao  
H.no :-9/157  
Mannur  
Cuddapah516216  
Mobile No: 8074095468

**Dear Mr. Akula Narasimhadhanakishore,**

### **Sub: Offer and Appointment Letter**

This has reference to your application and the subsequent interview you had with us, we are pleased to offer you an employment with the following Terms & Conditions:

#### **1. Designation:**

You will be designated as "Assistant-Trainee", Grade "G01", in Quality Assurance Department based at MSN Laboratories Private Limited - MSNF-II-Kothur-Osd Location.

#### **2. Remuneration:**

Detailed compensation structure as Total Cost to Company **Rs.150000/-** is mentioned in the Annexure-I.

#### **3. Documents to be Submitted:**

Please bring all the following documents in original with Photostat copies of the same at the time of joining.

- a. Passport Size Color Photographs (Self) - 7 nos. and Dependent-family members photograph - 1 nos. each
- b. All Educational Certificates and any other Certificates related to specific Training and Skills
- c. Previous employment Service Certificate / Relieving Letter, if any
- d. Last Six Months Bank Statement
- e. Aadhaar Cards of self and dependent family members
- f. PAN Card
- g. Passport / Driving License
- h. A cancelled cheque leaf of active bank account
- i. Medical Certificate with Reports
- j. Non Judicial Stamp Paper worth Rs. 100/- in your name, for the purpose of Employment Agreement. You need to give us the Agreement of Employment on Non-Judicial Stamp paper, stating that, you will work with MSN Group of Companies for a minimum period of three years, from the date of joining.

Page 1 of 2



Name: Akula Narasimhadhanakishore

**4. Medical Fitness:**

This Offer and Appointment is subject to your medical fitness, for which you need to undergo Medical Examination at Company's Designated Medical Center as per Annexure- III.

**5. Terms & Conditions:**

- a. Your employment is governed by the detailed Terms & Conditions furnished in Annexure - II.
- b. As discussed, you need to join us on or before **July 18, 2022**, failing which this offer and Appointment Letter stands withdrawn.
- c. This offer is subject to completion of your B Pharmacy and submission of all the certificates to the company. Further, please note that, in the event of noncompliance of submitting the pass certificate within the stipulated period i.e., on or before **31<sup>st</sup> December, 2022**, this offer will be Cancelled. In this regard, you are required to give declaration to the organization.

The Present Salary will be on the basis of Intermediate Your Salary will be revised to B Pharmacy Grade, from the date of Joining, after submission of Certificates.

Kindly arrange to send us your written confirmation within two working days, from the date of receipt of this offer letter as a token of your acceptance by signing on the Xerox copy of this letter, mentioning your Date of Joining.

Please feel free to contact Mr. Arjun Potturu, Contact No. 040-30438701 , Email ID: arjun.potturu@msnlabs.com for further clarifications, if any.

We would like to take this opportunity to welcome you into our MSN family and wishing you a long & successful association with us.

Thanking you,

Yours sincerely,  
For MSN Laboratories Private Limited

A handwritten signature in blue ink, appearing to read "Arjun Potturu".

**Authorized Signatory**



July 13, 2022

**Annexure-I**

**Mr.Akula Narasimhadhanakishore**

**Designation:** Assistant-Trainee

**Grade :** G01

**Department:** Quality Assurance

**TOTAL COST TO COMPANY**

All figures in INR

Salary Components	Per Month	Per Annum	Payment Frequency
<b>A. Monthly Salary</b>			
Basic Pay	9500	114000	Monthly
House Rent Allowance	124	1493	Monthly
Education Allowance	0	0	Monthly
Minimum Guaranteed Bonus	0	0	Monthly
Statutory Bonus (Advance Payout)	700	8400	Monthly
<b>A - Monthly Gross Total</b>	<b>10324</b>	<b>123893</b>	
<b>B. Statutory Benefits</b>			
PF (Employer Contribution)	1140	13680	Monthly
ESI (Employer Contribution)	336	4027	Monthly
Bonus / Ex-gratia	700	8400	Annual
<b>B - Statutory Benefits Total</b>	<b>2176</b>	<b>26107</b>	
<b>C. Fixed Total Cost to Company (A+B)</b>	<b>12500</b>	<b>150000</b>	
<b>D. Gratuity (As per the Gratuity Act, 1972)</b>	<b>457</b>	<b>5483</b>	
<b>Total Cost to Company (C+D)</b>	<b>12957</b>	<b>155483</b>	

Apart from the above, you are also eligible for following Benefits as per the Company Policy.

1. Coverage under Group Personal Accident Policy
2. Coverage under Group Term Life Insurance Policy
3. You will be Covered Under ESIC Insurance Scheme

**For MSN Laboratories Private Limited**



**Authorized Signatory**

Name: Akula Narasimhadhanakishore

Annexure- II

TERMS & CONDITIONS OF THE EMPLOYMENT

1. The effective date of joining shall not be later than **July 18, 2022**, failing which this offer and Appointment Letter stands withdrawn.
2. Your initial place of posting shall be at **MSN Laboratories Private Limited - MSNF-II-Kothur-Osd** Location. However, your services are transferable to any Location in India or outside India to serve the Company in any of its Departments, Factories, Establishments, Group Companies and its associates. You will abide by the working conditions and policies of the area concerned and the transfer arrangement will not deem to constitute a change in your service conditions.
3. Your appointment with the Company would be subject to successful pre and/or post-employment background checks, in respect of accuracy of the testimonials, experience and information provided by you in securing the employment with the company. If you have made any false declaration or willfully suppressed any material information, you will be liable for removal from the service without notice.
4. Your Date of Birth is recorded as **April 04, 2001**, by the Company on the basis of documentary evidence produced by you at the time of your appointment. You are advised to take note of the same, and this date will be considered as the authenticated date of birth for all purposes throughout your service with the Company, and will not be changed under any circumstances.
5. You will be on training for a period of one year, and the same may be extended at the discretion of the management by such further period not exceeding six months. During the period of training (including any extended period), your services are subject to termination without any notice or assigning any reason. After successful completion of your training period based on your performance & suitability, your employment will be confirmed. At the time of confirmation of your Employment, a separate confirmation letter will be issued with new Terms & Conditions as applicable.
6. You are required to keep us informed of any changes in your personal details, residential address, marital status, educational qualifications, dependent's details etc.
7. You shall do the best of your ability and devote your experience, knowledge, skills and working hours with full of attention and energy for the business of the Company. You shall use your best endeavors to promote the interest and welfare of the Company. The Company shall be entitled to all the benefits and profits arising from such work and efforts of yours.

A handwritten signature in blue ink, appearing to read 'Akula'.

Name: Akula Narasimhadhanakishore

8. Changes in your compensation are discretionary and will be subject to the overall performance of the Company, your individual effective performance and policies of the Company. You shall keep details of your salary and employment benefits strictly confidential within and outside the Company.
9. You will be liable to conform to the Company Policies and Procedures, rules and regulations, discipline and general work practices, which are subject to change from time to time.
10. As per the policy of the Company, we expect you to devote full attention and effort to the business of the Company and to continuously develop professional skills in mutual interest. We clearly disapprove of any employee directly or indirectly engaging himself/herself in or devoting any time or attention to any part-time employment or business or monetary position other than that of the Company. You will not undertake either directly or indirectly any activities, which are contrary to or inconsistent with your obligations to the Company, its reputation, image and interest whether direct or indirect. At any time, if it is found that there is any breach of this condition on your part, your services are liable to be terminated at the discretion of the management.
11. You will be responsible for the safe keep and return in good condition and order, of all property such as tools, equipment, instruments, books, uniforms etc., which may be in your use, custody, care or charge. The Company shall have the right to deduct the monetary value of all such things from your dues and take such other action, as we deem proper in the event of your failure to account for such property to our satisfaction.
12. As per the Company's policy, the age of superannuation is 58 years subject to your being physically and mentally fit as certified by a medical practitioner designated by the Company and meeting the performance expectations of the Company. Retention of your services beyond the age of superannuation will be entirely at the discretion of the management.
13. You will be required to sign an Employee Non-disclosure/Confidential Agreement with the Company at the time of joining. In the performance of your duties, you will come to possess information connected with the Company's financials, operations of manufacturing processes, documents, plans, drawings, prints, trade, secrets, technical information, reports, statements, correspondence etc., and other matters relating to the Company's business, written or unwritten and also information and instructions that pass through you or come to your knowledge. All such information shall be held by you in strict confidence and shall not be divulged to any person during your services with the Company or thereafter. In the event of your acting in any contrast or thereafter, the Company will be at liberty to initiate appropriate proceedings to safeguard the interests of the Company.
14. Upon termination, you shall cooperate with the Company, as reasonably requested by the Company, to effect a smooth transition of your responsibilities and ensure that the Company is aware of all matters being handled by you.

A handwritten signature in blue ink, appearing to read "Akula".



Name: Akula Narasimhadhanakishore

15. Upon termination of your employment with the Company for any reason, you shall promptly return to the Company any keys, credit cards, passes, confidential documents or material, or other property belonging to the Company, and return all writings, files, records, correspondence, notebooks, notes and other documents and things including any copies thereof, containing Confidential Information or relating to the business or proposed business of the Company or its subsidiaries or affiliates. The Company reserves the right not to relieve you of your employment in the event that all the Company's documents/ property / Confidential Information in your custody have not been properly handed over by you to an authorized representative of the Company.
16. The Company reserves the right during any period of notice to exclude you from the premises of the Company, or to require you to carry out specified duties at premises other than those referred to in clause 2 of this letter of Offer and Appointment Letter, or to carry out no duties, and to instruct you not to communicate with clients, employees, agents or representatives of the Company until your employment has been terminated, provided that you will continue to be paid and to enjoy normal contractual benefits during any such period, except in the case of suspension. You will not be entitled to engage in any other employment, work or business during the notice period.
17. Any breach of the Company's regulations/policies, failure to attain or maintain a satisfactory work standard or any misconduct by an employee will be regarded as a disciplinary matter and Disciplinary action will be initiated accordingly as per the Company regulations / policies.
18. Jurisdiction: Any disputes arising out of and /or related to your employment with the Company shall be subject to Hyderabad City Jurisdiction.



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**Acknowledgement for the Acceptance of the Offer and Appointment Letter**

I read & understand all Terms & Conditions relating to my Offer and Appointment Letter and declare that I hereby unconditionally and irrevocably accept the same.

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

**Signature:**

**Date**

## MSN Laboratories Private Limited

MSN House, Plot No.: C-24,  
Sanath Nagar Industrial Estate, Sanath Nagar,  
Hyderabad, Telangana, Pincode: 500018. India.  
CIN: U24239TG2003PTC041583  
Phone: +91-40-30438600 Fax: +91-40-30438798

July 13, 2022

**Mr.Kolisetty Mahendra Kumar**  
S/o Kolisetty Venkatasubbaiah  
H.no :- 4/1/126  
Siddavatam Road  
Cuddapah516227  
Móbile No: 6301441657

Dear Mr.Kolisetty Mahendra Kumar,

### Sub: Offer and Appointment Letter

This has reference to your application and the subsequent interview you had with us, we are pleased to offer you an employment with the following Terms & Conditions:

#### 1. Designation:

You will be designated as "Assistant-Trainee", Grade "G01", in Quality Assurance Department based at MSN Laboratories Private Limited - MSNF-II-Kothur-Osd Location.

#### 2. Remuneration:

Detailed compensation structure as Total Cost to Company Rs.150000/- is mentioned in the Annexure-I.

#### 3. Documents to be Submitted:

Please bring all the following documents in original with Photostat copies of the same at the time of joining.

- a. Passport Size Color Photographs (Self) - 7 nos. and Dependent-family members photograph - 1 nos. each
- b. All Educational Certificates and any other Certificates related to specific Training and Skills
- c. Previous employment Service Certificate / Relieving Letter, if any
- d. Last Six Months Bank Statement
- e. Aadhaar Cards of self and dependent family members
- f. PAN Card
- g. Passport / Driving License
- h. A cancelled cheque leaf of active bank account
- i. Medical Certificate with Reports
- j. Non Judicial Stamp Paper worth Rs. 100/- in your name, for the purpose of Employment Agreement. You need to give us the Agreement of Employment on Non-Judicial Stamp paper, stating that, you will work with MSN Group of Companies for a minimum period of three years, from the date of joining.

Page 1 of 2



Name: Kolisetty Mahendra Kumar

**4. Medical Fitness:**

This Offer and Appointment is subject to your medical fitness, for which you need to undergo Medical Examination at Company's Designated Medical Center as per Annexure- III.

**5. Terms & Conditions:**

- a. Your employment is governed by the detailed Terms & Conditions furnished in Annexure - II.
- b. As discussed, you need to join us on or before **July 18, 2022**, failing which this offer and Appointment Letter stands withdrawn.
- c. This offer is subject to completion of your B Pharmacy and submission of all the certificates to the company. Further, please note that, in the event of noncompliance of submitting the pass certificate within the stipulated period i.e., on or before **31<sup>st</sup> December, 2022**, this offer will be Cancelled. In this regard, you are required to give declaration to the organization.

The Present Salary will be on the basis of Intermediate Your Salary will be revised to B Pharmacy Grade, from the date of Joining, after submission of Certificates.

Kindly arrange to send us your written confirmation within two working days, from the date of receipt of this offer letter as a token of your acceptance by signing on the Xerox copy of this letter, mentioning your Date of Joining.

Please feel free to contact Mr. Arjun Potturu, Contact No. 040-30438701 , Email ID: arjun.potturu@msnlabs.com for further clarifications, if any.

We would like to take this opportunity to welcome you into our MSN family and wishing you a long & successful association with us.

Thanking you,

Yours sincerely,

**For MSN Laboratories Private Limited**

A handwritten signature in blue ink, appearing to read "Arjun Potturu".

**Authorized Signatory**



July 13, 2022

**Annexure-I**

**Mr.Kolisetty Mahendra Kumar**  
**Designation:** Assistant-Trainee  
**Grade :** G01  
**Department:** Quality Assurance

**TOTAL COST TO COMPANY**

All figures in INR

Salary Components	Per Month	Per Annum	Payment Frequency
<b>A. Monthly Salary</b>			
Basic Pay	9500	114000	Monthly
House Rent Allowance	124	1493	Monthly
Education Allowance	0	0	Monthly
Minimum Guaranteed Bonus	0	0	Monthly
Statutory Bonus (Advance Payout)	700	8400	Monthly
<b>A - Monthly Gross Total</b>	<b>10324</b>	<b>123893</b>	
<b>B. Statutory Benefits</b>			
PF (Employer Contribution)	1140	13680	Monthly
ESI (Employer Contribution)	336	4027	Monthly
Bonus / Ex-gratia	700	8400	Annual
<b>B - Statutory Benefits Total</b>	<b>2176</b>	<b>26107</b>	
<b>C. Fixed Total Cost to Company (A+B)</b>	<b>12500</b>	<b>150000</b>	
<b>D. Gratuity (As per the Gratuity Act, 1972)</b>	<b>457</b>	<b>5483</b>	
<b>Total Cost to Company (C+D)</b>	<b>12957</b>	<b>155483</b>	

Apart from the above, you are also eligible for following Benefits as per the Company Policy.

1. Coverage under Group Personal Accident Policy
2. Coverage under Group Term Life Insurance Policy
3. You will be Covered Under ESIC Insurance Scheme

**For MSN Laboratories Private Limited**



**Authorized Signatory**

Name: Kolisetty Mahendra Kumar

Annexure- II

TERMS & CONDITIONS OF THE EMPLOYMENT

1. The effective date of joining shall not be later than **July 18, 2022**, failing which this offer and Appointment Letter stands withdrawn.
2. Your initial place of posting shall be at **MSN Laboratories Private Limited - MSNF-II-Kothur-Osd** Location. However, your services are transferable to any Location in India or outside India to serve the Company in any of its Departments, Factories, Establishments, Group Companies and its associates. You will abide by the working conditions and policies of the area concerned and the transfer arrangement will not be deemed to constitute a change in your service conditions.
3. Your appointment with the Company would be subject to successful pre and/or post-employment background checks, in respect of accuracy of the testimonials, experience and information provided by you in securing the employment with the company. If you have made any false declaration or willfully suppressed any material information, you will be liable for removal from the service without notice.
4. Your Date of Birth is recorded as **July 15, 2000**, by the Company on the basis of documentary evidence produced by you at the time of your appointment. You are advised to take note of the same, and this date will be considered as the authenticated date of birth for all purposes throughout your service with the Company, and will not be changed under any circumstances.
5. You will be on training for a period of one year, and the same may be extended at the discretion of the management by such further period not exceeding six months. During the period of training (including any extended period), your services are subject to termination without any notice or assigning any reason. After successful completion of your training period based on your performance & suitability, your employment will be confirmed. At the time of confirmation of your Employment, a separate confirmation letter will be issued with new Terms & Conditions as applicable.
6. You are required to keep us informed of any changes in your personal details, residential address, marital status, educational qualifications, dependent's details etc.
7. You shall do the best of your ability and devote your experience, knowledge, skills and working hours with full of attention and energy for the business of the Company. You shall use your best endeavors to promote the interest and welfare of the Company. The Company shall be entitled to all the benefits and profits arising from such work and efforts of yours.

A handwritten signature in blue ink, appearing to read 'Kolisetty Mahendra Kumar'.

Name: Kolisetty Mahendra Kumar

8. Changes in your compensation are discretionary and will be subject to the overall performance of the Company, your individual effective performance and policies of the Company. You shall keep details of your salary and employment benefits strictly confidential within and outside the Company.
9. You will be liable to conform to the Company Policies and Procedures, rules and regulations, discipline and general work practices, which are subject to change from time to time.
10. As per the policy of the Company, we expect you to devote full attention and effort to the business of the Company and to continuously develop professional skills in mutual interest. We clearly disapprove of any employee directly or indirectly engaging himself/herself in or devoting any time or attention to any part-time employment or business or monetary position other than that of the Company. You will not undertake either directly or indirectly any activities, which are contrary to or inconsistent with your obligations to the Company, its reputation, image and interest whether direct or indirect. At any time, if it is found that there is any breach of this condition on your part, your services are liable to be terminated at the discretion of the management.
11. You will be responsible for the safe keep and return in good condition and order, of all property such as tools, equipment, instruments, books, uniforms etc., which may be in your use, custody, care or charge. The Company shall have the right to deduct the monetary value of all such things from your dues and take such other action, as we deem proper in the event of your failure to account for such property to our satisfaction.
12. As per the Company's policy, the age of superannuation is 58 years subject to your being physically and mentally fit as certified by a medical practitioner designated by the Company and meeting the performance expectations of the Company. Retention of your services beyond the age of superannuation will be entirely at the discretion of the management.
13. You will be required to sign an Employee Non-disclosure/Confidential Agreement with the Company at the time of joining. In the performance of your duties, you will come to possess information connected with the Company's financials, operations of manufacturing processes, documents, plans, drawings, prints, trade, secrets, technical information, reports, statements, correspondence etc., and other matters relating to the Company's business, written or unwritten and also information and instructions that pass through you or come to your knowledge. All such information shall be held by you in strict confidence and shall not be divulged to any person during your services with the Company or thereafter. In the event of your acting in any contrast or thereafter, the Company will be at liberty to initiate appropriate proceedings to safeguard the interests of the Company.
14. Upon termination, you shall cooperate with the Company, as reasonably requested by the Company, to effect a smooth transition of your responsibilities and ensure that the Company is aware of all matters being handled by you.

A handwritten signature in blue ink, appearing to read "Kolisetty Mahendra Kumar".



Name: Kolisetty Mahendra Kumar

15. Upon termination of your employment with the Company for any reason, you shall promptly return to the Company any keys, credit cards, passes, confidential documents or material, or other property belonging to the Company, and return all writings, files, records, correspondence, notebooks, notes and other documents and things including any copies thereof, containing Confidential Information or relating to the business or proposed business of the Company or its subsidiaries or affiliates. The Company reserves the right not to relieve you of your employment in the event that all the Company's documents/ property / Confidential Information in your custody have not been properly handed over by you to an authorized representative of the Company.
16. The Company reserves the right during any period of notice to exclude you from the premises of the Company, or to require you to carry out specified duties at premises other than those referred to in clause 2 of this letter of Offer and Appointment Letter, or to carry out no duties, and to instruct you not to communicate with clients, employees, agents or representatives of the Company until your employment has been terminated, provided that you will continue to be paid and to enjoy normal contractual benefits during any such period, except in the case of suspension. You will not be entitled to engage in any other employment, work or business during the notice period.
17. Any breach of the Company's regulations/policies, failure to attain or maintain a satisfactory work standard or any misconduct by an employee will be regarded as a disciplinary matter and Disciplinary action will be initiated accordingly as per the Company regulations / policies.
18. Jurisdiction: Any disputes arising out of and /or related to your employment with the Company shall be subject to Hyderabad City Jurisdiction.



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**Acknowledgement for the Acceptance of the Offer and Appointment Letter**

I read & understand all Terms & Conditions relating to my Offer and Appointment Letter and declare that I hereby unconditionally and irrevocably accept the same.

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

**Signature:**

**Date**

## MSN Laboratories Private Limited

MSN House, Plot No.: C-24,  
Sanath Nagar Industrial Estate, Sanath Nagar,  
Hyderabad, Telangana, Pincode: 500018. India.  
CIN: U24239TG2003PTC041583  
Phone: +91-40-30438600 Fax: +91-40-30438798

July 13, 2022

**Mr. Gujjala Mallikarjuna**  
S/o Gujjala Obulesu  
H.no :- 2/118  
Thummulapalli  
Kadapa516309  
Mobile No: 9652435308

**Dear Mr. Gujjala Mallikarjuna,**

### **Sub: Offer and Appointment Letter**

This has reference to your application and the subsequent interview you had with us, we are pleased to offer you an employment with the following Terms & Conditions:

#### **1. Designation:**

You will be designated as "Assistant-Trainee", Grade "G01", in Quality Assurance Department based at MSN Laboratories Private Limited - MSNF-II-Kothur-Oncology Location.

#### **2. Remuneration:**

Detailed compensation structure as Total Cost to Company Rs.150000/- is mentioned in the Annexure-I.

#### **3. Documents to be Submitted:**

Please bring all the following documents in original with Photostat copies of the same at the time of joining.

- a. Passport Size Color Photographs (Self) - 7 nos. and Dependent-family members photograph - 1 nos. each
- b. All Educational Certificates and any other Certificates related to specific Training and Skills
- c. Previous employment Service Certificate / Relieving Letter, if any
- d. Last Six Months Bank Statement
- e. Aadhaar Cards of self and dependent family members
- f. PAN Card
- g. Passport / Driving License
- h. A cancelled cheque leaf of active bank account
- i. Medical Certificate with Reports
- j. Non Judicial Stamp Paper worth Rs. 100/- in your name, for the purpose of Employment Agreement. You need to give us the Agreement of Employment on Non-Judicial Stamp paper, stating that, you will work with MSN Group of Companies for a minimum period of three years, from the date of joining.

Page 1 of 2



Name: Gujjala Mallikarjuna

**4. Medical Fitness:**

This Offer and Appointment is subject to your medical fitness, for which you need to undergo Medical Examination at Company's Designated Medical Center as per Annexure- III.

**5. Terms & Conditions:**

- a. Your employment is governed by the detailed Terms & Conditions furnished in Annexure - II.
- b. As discussed, you need to join us on or before **July 18, 2022**, failing which this offer and Appointment Letter stands withdrawn.
- c. This offer is subject to completion of your B Pharmacy and submission of all the certificates to the company. Further, please note that, in the event of noncompliance of submitting the pass certificate within the stipulated period i.e., on or before **31<sup>st</sup> December, 2022**, this offer will be Cancelled. In this regard, you are required to give declaration to the organization.

The Present Salary will be on the basis of Intermediate Your Salary will be revised to B Pharmacy Grade, from the date of Joining, after submission of Certificates.

Kindly arrange to send us your written confirmation within two working days, from the date of receipt of this offer letter as a token of your acceptance by signing on the Xerox copy of this letter, mentioning your Date of Joining.

Please feel free to contact Mr. Arjun Potturu, Contact No. 040-30438701 , Email ID: arjun.potturu@msnlabs.com for further clarifications, if any.

We would like to take this opportunity to welcome you into our MSN family and wishing you a long & successful association with us.

Thanking you,

Yours sincerely,  
**For MSN Laboratories Private Limited**



**Authorized Signatory**

July 13, 2022

**Annexure-I**

**Mr. Gujjala Mallikarjuna**

**Designation:** Assistant-Trainee

**Grade :** G01

**Department:** Quality Assurance

**TOTAL COST TO COMPANY**

All figures in INR

Salary Components	Per Month	Per Annum	Payment Frequency
<b>A. Monthly Salary</b>			
Basic Pay	9500	114000	Monthly
House Rent Allowance	124	1493	Monthly
Education Allowance	0	0	Monthly
Minimum Guaranteed Bonus	0	0	Monthly
Statutory Bonus (Advance Payout)	700	8400	Monthly
<b>A - Monthly Gross Total</b>	<b>10324</b>	<b>123893</b>	
<b>B. Statutory Benefits</b>			
PF (Employer Contribution)	1140	13680	Monthly
ESI (Employer Contribution)	336	4027	Monthly
Bonus / Ex-gratia	700	8400	Annual
<b>B - Statutory Benefits Total</b>	<b>2176</b>	<b>26107</b>	
<b>C. Fixed Total Cost to Company (A+B)</b>	<b>12500</b>	<b>150000</b>	
<b>D. Gratuity (As per the Gratuity Act, 1972)</b>	<b>457</b>	<b>5483</b>	
<b>Total Cost to Company (C+D)</b>	<b>12957</b>	<b>155483</b>	

Apart from the above, you are also eligible for following Benefits as per the Company Policy.

1. Coverage under Group Personal Accident Policy
2. Coverage under Group Term Life Insurance Policy
3. You will be Covered Under ESIC Insurance Scheme

**For MSN Laboratories Private Limited**



**Authorized Signatory**



Name: Gujjala Mallikarjuna

Annexure- II

TERMS & CONDITIONS OF THE EMPLOYMENT

1. The effective date of joining shall not be later than **July 18, 2022**, failing which this offer and Appointment Letter stands withdrawn.
2. Your initial place of posting shall be at **MSN Laboratories Private Limited - MSNF-II-Kothur-Oncology** Location. However, your services are transferable to any Location in India or outside India to serve the Company in any of its Departments, Factories, Establishments, Group Companies and its associates. You will abide by the working conditions and policies of the area concerned and the transfer arrangement will not be deemed to constitute a change in your service conditions.
3. Your appointment with the Company would be subject to successful pre and/or post-employment background checks, in respect of accuracy of the testimonials, experience and information provided by you in securing the employment with the company. If you have made any false declaration or willfully suppressed any material information, you will be liable for removal from the service without notice.
4. Your Date of Birth is recorded as **June 18, 2000**, by the Company on the basis of documentary evidence produced by you at the time of your appointment. You are advised to take note of the same, and this date will be considered as the authenticated date of birth for all purposes throughout your service with the Company, and will not be changed under any circumstances.
5. You will be on training for a period of one year, and the same may be extended at the discretion of the management by such further period not exceeding six months. During the period of training (including any extended period), your services are subject to termination without any notice or assigning any reason. After successful completion of your training period based on your performance & suitability, your employment will be confirmed. At the time of confirmation of your Employment, a separate confirmation letter will be issued with new Terms & Conditions as applicable.
6. You are required to keep us informed of any changes in your personal details, residential address, marital status, educational qualifications, dependent's details etc.
7. You shall do the best of your ability and devote your experience, knowledge, skills and working hours with full of attention and energy for the business of the Company. You shall use your best endeavors to promote the interest and welfare of the Company. The Company shall be entitled to all the benefits and profits arising from such work and efforts of yours.

A handwritten signature in blue ink, appearing to read 'Gujjala Mallikarjuna'.

Name: Gujjala Mallikarjuna

8. Changes in your compensation are discretionary and will be subject to the overall performance of the Company, your individual effective performance and policies of the Company. You shall keep details of your salary and employment benefits strictly confidential within and outside the Company.
9. You will be liable to conform to the Company Policies and Procedures, rules and regulations, discipline and general work practices, which are subject to change from time to time.
10. As per the policy of the Company, we expect you to devote full attention and effort to the business of the Company and to continuously develop professional skills in mutual interest. We clearly disapprove of any employee directly or indirectly engaging himself/herself in or devoting any time or attention to any part-time employment or business or monetary position other than that of the Company. You will not undertake either directly or indirectly any activities, which are contrary to or inconsistent with your obligations to the Company, its reputation, image and interest whether direct or indirect. At any time, if it is found that there is any breach of this condition on your part, your services are liable to be terminated at the discretion of the management.
11. You will be responsible for the safe keep and return in good condition and order, of all property such as tools, equipment, instruments, books, uniforms etc., which may be in your use, custody, care or charge. The Company shall have the right to deduct the monetary value of all such things from your dues and take such other action, as we deem proper in the event of your failure to account for such property to our satisfaction.
12. As per the Company's policy, the age of superannuation is 58 years subject to your being physically and mentally fit as certified by a medical practitioner designated by the Company and meeting the performance expectations of the Company. Retention of your services beyond the age of superannuation will be entirely at the discretion of the management.
13. You will be required to sign an Employee Non-disclosure/Confidential Agreement with the Company at the time of joining. In the performance of your duties, you will come to possess information connected with the Company's financials, operations of manufacturing processes, documents, plans, drawings, prints, trade, secrets, technical information, reports, statements, correspondence etc., and other matters relating to the Company's business, written or unwritten and also information and instructions that pass through you or come to your knowledge. All such information shall be held by you in strict confidence and shall not be divulged to any person during your services with the Company or thereafter. In the event of your acting in any contrast or thereafter, the Company will be at liberty to initiate appropriate proceedings to safeguard the interests of the Company.
14. Upon termination, you shall cooperate with the Company, as reasonably requested by the Company, to effect a smooth transition of your responsibilities and ensure that the Company is aware of all matters being handled by you.

A handwritten signature in blue ink, appearing to read "Gujjala Mallikarjuna".

Name: Gujjala Mallikarjuna

15. Upon termination of your employment with the Company for any reason, you shall promptly return to the Company any keys, credit cards, passes, confidential documents or material, or other property belonging to the Company, and return all writings, files, records, correspondence, notebooks, notes and other documents and things including any copies thereof, containing Confidential Information or relating to the business or proposed business of the Company or its subsidiaries or affiliates. The Company reserves the right not to relieve you of your employment in the event that all the Company's documents/ property / Confidential Information in your custody have not been properly handed over by you to an authorized representative of the Company.
16. The Company reserves the right during any period of notice to exclude you from the premises of the Company, or to require you to carry out specified duties at premises other than those referred to in clause 2 of this letter of Offer and Appointment Letter, or to carry out no duties, and to instruct you not to communicate with clients, employees, agents or representatives of the Company until your employment has been terminated, provided that you will continue to be paid and to enjoy normal contractual benefits during any such period, except in the case of suspension. You will not be entitled to engage in any other employment, work or business during the notice period.
17. Any breach of the Company's regulations/policies, failure to attain or maintain a satisfactory work standard or any misconduct by an employee will be regarded as a disciplinary matter and Disciplinary action will be initiated accordingly as per the Company regulations / policies.
18. Jurisdiction: Any disputes arising out of and /or related to your employment with the Company shall be subject to Hyderabad City Jurisdiction.



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**Acknowledgement for the Acceptance of the Offer and Appointment Letter**

I read & understand all Terms & Conditions relating to my Offer and Appointment Letter and declare that I hereby unconditionally and irrevocably accept the same.

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

**Signature:**

**Date**



## MSN Laboratories Private Limited

MSN House, Plot No.: C-24,  
Sanath Nagar Industrial Estate, Sanath Nagar,  
Hyderabad, Telangana, Pincode: 500018. India.

CIN: U24239TG2003PTC041583

Phone: +91-40-30438600 Fax: +91-40-30438798

July 13, 2022

**Ms.Meghana Gunipati**  
D/o Gunipati Kesabulu  
H.no :- 19  
Mangampeta  
Mangampeta516105  
Mobile No: 9052395992

**Dear Ms.Meghana Gunipati,**

### **Sub: Offer and Appointment Letter**

This has reference to your application and the subsequent interview you had with us, we are pleased to offer you an employment with the following Terms & Conditions:

#### **1. Designation:**

You will be designated as "Assistant-Trainee", Grade "G01", in Quality Assurance Department based at MSN Laboratories Private Limited - MSNF-II-Kothur-Osd Location.

#### **2. Remuneration:**

Detailed compensation structure as Total Cost to Company Rs.150000/- is mentioned in the Annexure-I.

#### **3. Documents to be Submitted:**

Please bring all the following documents in original with Photostat copies of the same at the time of joining.

- a. Passport Size Color Photographs (Self) - 7 nos. and Dependent-family members photograph - 1 nos. each
- b. All Educational Certificates and any other Certificates related to specific Training and Skills
- c. Previous employment Service Certificate / Relieving Letter, if any
- d. Last Six Months Bank Statement
- e. Aadhaar Cards of self and dependent family members
- f. PAN Card
- g. Passport / Driving License
- h. A cancelled cheque leaf of active bank account
- i. Medical Certificate with Reports
- j. Non Judicial Stamp Paper worth Rs. 100/- in your name, for the purpose of Employment Agreement. You need to give us the Agreement of Employment on Non-Judicial Stamp paper, stating that, you will work with MSN Group of Companies for a minimum period of three years, from the date of joining.

*Page 1 of 2*



Name: Meghana Gunipati

**4. Medical Fitness:**

This Offer and Appointment is subject to your medical fitness, for which you need to undergo Medical Examination at Company's Designated Medical Center as per Annexure- III.

**5. Terms & Conditions:**

- a. Your employment is governed by the detailed Terms & Conditions furnished in Annexure - II.
- b. As discussed, you need to join us on or before **July 18, 2022**, failing which this offer and Appointment Letter stands withdrawn.
- c. This offer is subject to completion of your B Pharmacy and submission of all the certificates to the company. Further, please note that, in the event of noncompliance of submitting the pass certificate within the stipulated period i.e., on or before **31<sup>st</sup> December, 2022**, this offer will be Cancelled. In this regard, you are required to give declaration to the organization.

The Present Salary will be on the basis of Intermediate Your Salary will be revised to B Pharmacy Grade, from the date of Joining, after submission of Certificates.

Kindly arrange to send us your written confirmation within two working days, from the date of receipt of this offer letter as a token of your acceptance by signing on the Xerox copy of this letter, mentioning your Date of Joining.

Please feel free to contact Mr. Arjun Potturu, Contact No. 040-30438701 , Email ID: arjun.potturu@msnlabs.com for further clarifications, if any.

We would like to take this opportunity to welcome you into our MSN family and wishing you a long & successful association with us.

Thanking you,

Yours sincerely,  
**For MSN Laboratories Private Limited**



**Authorized Signatory**

July 13, 2022

**Annexure-I**

**Ms.Meghana Gunipati**  
**Designation:** Assistant-Trainee  
**Grade :** G01  
**Department:** Quality Assurance

**TOTAL COST TO COMPANY**

All figures in INR

Salary Components	Per Month	Per Annum	Payment Frequency
<b>A. Monthly Salary</b>			
Basic Pay	9500	114000	Monthly
House Rent Allowance	124	1493	Monthly
Education Allowance	0	0	Monthly
Minimum Guaranteed Bonus	0	0	Monthly
Statutory Bonus (Advance Payout)	700	8400	Monthly
<b>A - Monthly Gross Total</b>	<b>10324</b>	<b>123893</b>	
<b>B. Statutory Benefits</b>			
PF (Employer Contribution)	1140	13680	Monthly
ESI (Employer Contribution)	336	4027	Monthly
Bonus / Ex-gratia	700	8400	Annual
<b>B - Statutory Benefits Total</b>	<b>2176</b>	<b>26107</b>	
<b>C. Fixed Total Cost to Company (A+B)</b>	<b>12500</b>	<b>150000</b>	
<b>D. Gratuity (As per the Gratuity Act, 1972)</b>	<b>457</b>	<b>5483</b>	
<b>Total Cost to Company (C+D)</b>	<b>12957</b>	<b>155483</b>	

Apart from the above, you are also eligible for following Benefits as per the Company Policy.

1. Coverage under Group Personal Accident Policy
2. Coverage under Group Term Life Insurance Policy
3. You will be Covered Under ESIC Insurance Scheme

**For MSN Laboratories Private Limited**



**Authorized Signatory**

Name: Meghana Gunipati

Annexure- II

TERMS & CONDITIONS OF THE EMPLOYMENT

1. The effective date of joining shall not be later than **July 18, 2022**, failing which this offer and Appointment Letter stands withdrawn.
2. Your initial place of posting shall be at **MSN Laboratories Private Limited - MSNF-II-Kothur-Osd** Location. However, your services are transferable to any Location in India or outside India to serve the Company in any of its Departments, Factories, Establishments, Group Companies and its associates. You will abide by the working conditions and policies of the area concerned and the transfer arrangement will not be deemed to constitute a change in your service conditions.
3. Your appointment with the Company would be subject to successful pre and/or post-employment background checks, in respect of accuracy of the testimonials, experience and information provided by you in securing the employment with the company. If you have made any false declaration or willfully suppressed any material information, you will be liable for removal from the service without notice.
4. Your Date of Birth is recorded as **July 05, 2001**, by the Company on the basis of documentary evidence produced by you at the time of your appointment. You are advised to take note of the same, and this date will be considered as the authenticated date of birth for all purposes throughout your service with the Company, and will not be changed under any circumstances.
5. You will be on training for a period of one year, and the same may be extended at the discretion of the management by such further period not exceeding six months. During the period of training (including any extended period), your services are subject to termination without any notice or assigning any reason. After successful completion of your training period based on your performance & suitability, your employment will be confirmed. At the time of confirmation of your Employment, a separate confirmation letter will be issued with new Terms & Conditions as applicable.
6. You are required to keep us informed of any changes in your personal details, residential address, marital status, educational qualifications, dependent's details etc.
7. You shall do the best of your ability and devote your experience, knowledge, skills and working hours with full of attention and energy for the business of the Company. You shall use your best endeavors to promote the interest and welfare of the Company. The Company shall be entitled to all the benefits and profits arising from such work and efforts of yours.

A handwritten signature in blue ink, appearing to read 'Meghana'.

Name: Meghana Gunipati

8. Changes in your compensation are discretionary and will be subject to the overall performance of the Company, your individual effective performance and policies of the Company. You shall keep details of your salary and employment benefits strictly confidential within and outside the Company.
9. You will be liable to conform to the Company Policies and Procedures, rules and regulations, discipline and general work practices, which are subject to change from time to time.
10. As per the policy of the Company, we expect you to devote full attention and effort to the business of the Company and to continuously develop professional skills in mutual interest. We clearly disapprove of any employee directly or indirectly engaging himself/herself in or devoting any time or attention to any part-time employment or business or monetary position other than that of the Company. You will not undertake either directly or indirectly any activities, which are contrary to or inconsistent with your obligations to the Company, its reputation, image and interest whether direct or indirect. At any time, if it is found that there is any breach of this condition on your part, your services are liable to be terminated at the discretion of the management.
11. You will be responsible for the safe keep and return in good condition and order, of all property such as tools, equipment, instruments, books, uniforms etc., which may be in your use, custody, care or charge. The Company shall have the right to deduct the monetary value of all such things from your dues and take such other action, as we deem proper in the event of your failure to account for such property to our satisfaction.
12. As per the Company's policy, the age of superannuation is 58 years subject to your being physically and mentally fit as certified by a medical practitioner designated by the Company and meeting the performance expectations of the Company. Retention of your services beyond the age of superannuation will be entirely at the discretion of the management.
13. You will be required to sign an Employee Non-disclosure/Confidential Agreement with the Company at the time of joining. In the performance of your duties, you will come to possess information connected with the Company's financials, operations of manufacturing processes, documents, plans, drawings, prints, trade, secrets, technical information, reports, statements, correspondence etc., and other matters relating to the Company's business, written or unwritten and also information and instructions that pass through you or come to your knowledge. All such information shall be held by you in strict confidence and shall not be divulged to any person during your services with the Company or thereafter. In the event of your acting in any contrast or thereafter, the Company will be at liberty to initiate appropriate proceedings to safeguard the interests of the Company.
14. Upon termination, you shall cooperate with the Company, as reasonably requested by the Company, to effect a smooth transition of your responsibilities and ensure that the Company is aware of all matters being handled by you.

A handwritten signature in blue ink, appearing to read 'Meghana'.



Name: Meghana Gunipati

15. Upon termination of your employment with the Company for any reason, you shall promptly return to the Company any keys, credit cards, passes, confidential documents or material, or other property belonging to the Company, and return all writings, files, records, correspondence, notebooks, notes and other documents and things including any copies thereof, containing Confidential Information or relating to the business or proposed business of the Company or its subsidiaries or affiliates. The Company reserves the right not to relieve you of your employment in the event that all the Company's documents/ property / Confidential Information in your custody have not been properly handed over by you to an authorized representative of the Company.
16. The Company reserves the right during any period of notice to exclude you from the premises of the Company, or to require you to carry out specified duties at premises other than those referred to in clause 2 of this letter of Offer and Appointment Letter, or to carry out no duties, and to instruct you not to communicate with clients, employees, agents or representatives of the Company until your employment has been terminated, provided that you will continue to be paid and to enjoy normal contractual benefits during any such period, except in the case of suspension. You will not be entitled to engage in any other employment, work or business during the notice period.
17. Any breach of the Company's regulations/policies, failure to attain or maintain a satisfactory work standard or any misconduct by an employee will be regarded as a disciplinary matter and Disciplinary action will be initiated accordingly as per the Company regulations / policies.
18. Jurisdiction: Any disputes arising out of and /or related to your employment with the Company shall be subject to Hyderabad City Jurisdiction.



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**Acknowledgement for the Acceptance of the Offer and Appointment Letter**

I read & understand all Terms & Conditions relating to my Offer and Appointment Letter and declare that I hereby unconditionally and irrevocably accept the same.

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

**Signature:**

**Date**



## MSN Laboratories Private Limited

MSN House, Plot No.: C-24,  
Sanath Nagar Industrial Estate, Sanath Nagar,  
Hyderabad, Telangana, Pincode: 500018. India.  
CIN: U24239TG2003PTC041583  
Phone: +91-40-30438600 Fax: +91-40-30438798

July 13, 2022

**Mr.Sankepalli Mohan Kumar**  
S/o Sankepalli Raja  
H.no :- 4/190-B  
Parnapalle  
Cuddapah516396  
Mobile No: 8978235094

**Dear Mr.Sankepalli Mohan Kumar,**

### **Sub: Offer and Appointment Letter**

This has reference to your application and the subsequent interview you had with us, we are pleased to offer you an employment with the following Terms & Conditions:

#### **1. Designation:**

You will be designated as "Assistant-Trainee", Grade "G01", in Quality Assurance Department based at MSN Laboratories Private Limited - MSNF-II-Kothur-Osd Location.

#### **2. Remuneration:**

Detailed compensation structure as Total Cost to Company **Rs.150000/-** is mentioned in the Annexure-I.

#### **3. Documents to be Submitted:**

Please bring all the following documents in original with Photostat copies of the same at the time of joining.

- a. Passport Size Color Photographs (Self) - 7 nos. and Dependent-family members photograph - 1 nos. each
- b. All Educational Certificates and any other Certificates related to specific Training and Skills
- c. Previous employment Service Certificate / Relieving Letter, if any
- d. Last Six Months Bank Statement
- e. Aadhaar Cards of self and dependent family members
- f. PAN Card
- g. Passport / Driving License
- h. A cancelled cheque leaf of active bank account
- i. Medical Certificate with Reports
- j. Non Judicial Stamp Paper worth Rs. 100/- in your name, for the purpose of Employment Agreement. You need to give us the Agreement of Employment on Non-Judicial Stamp paper, stating that, you will work with MSN Group of Companies for a minimum period of three years, from the date of joining.

Page 1 of 2

Name: Sankepalli Mohan Kumar

**4. Medical Fitness:**

This Offer and Appointment is subject to your medical fitness, for which you need to undergo Medical Examination at Company's Designated Medical Center as per Annexure- III.

**5. Terms & Conditions:**

- a. Your employment is governed by the detailed Terms & Conditions furnished in Annexure – II.
- b. As discussed, you need to join us on or before **July 18, 2022**, failing which this offer and Appointment Letter stands withdrawn.
- c. This offer is subject to completion of your B Pharmacy and submission of all the certificates to the company. Further, please note that, in the event of noncompliance of submitting the pass certificate within the stipulated period i.e., on or before **31<sup>st</sup> December, 2022**, this offer will be Cancelled. In this regard, you are required to give declaration to the organization.

The Present Salary will be on the basis of Intermediate Your Salary will be revised to B Pharmacy Grade, from the date of Joining, after submission of Certificates.

Kindly arrange to send us your written confirmation within two working days, from the date of receipt of this offer letter as a token of your acceptance by signing on the Xerox copy of this letter, mentioning your Date of Joining.

Please feel free to contact Mr. Arjun Potturu, Contact No. 040-30438701 , Email ID: arjun.potturu@msnlabs.com for further clarifications, if any.

We would like to take this opportunity to welcome you into our MSN family and wishing you a long & successful association with us.

Thanking you,

Yours sincerely,  
**For MSN Laboratories Private Limited**

A handwritten signature in blue ink, appearing to read "Arjun Potturu".

**Authorized Signatory**

July 13, 2022

**Annexure-I**

**Mr.Sankepalli Mohan Kumar**  
**Designation:** Assistant-Trainee  
**Grade :** G01  
**Department:** Quality Assurance

**TOTAL COST TO COMPANY**

All figures in INR

Salary Components	Per Month	Per Annum	Payment Frequency
<b>A. Monthly Salary</b>			
Basic Pay	9500	114000	Monthly
House Rent Allowance	124	1493	Monthly
Education Allowance	0	0	Monthly
Minimum Guaranteed Bonus	0	0	Monthly
Statutory Bonus (Advance Payout)	700	8400	Monthly
<b>A - Monthly Gross Total</b>	<b>10324</b>	<b>123893</b>	
<b>B. Statutory Benefits</b>			
PF (Employer Contribution)	1140	13680	Monthly
ESI (Employer Contribution)	336	4027	Monthly
Bonus / Ex-gratia	700	8400	Annual
<b>B - Statutory Benefits Total</b>	<b>2176</b>	<b>26107</b>	
<b>C. Fixed Total Cost to Company (A+B)</b>	<b>12500</b>	<b>150000</b>	
<b>D. Gratuity (As per the Gratuity Act, 1972)</b>	<b>457</b>	<b>5483</b>	
<b>Total Cost to Company (C+D)</b>	<b>12957</b>	<b>155483</b>	

Apart from the above, you are also eligible for following Benefits as per the Company Policy.

1. Coverage under Group Personal Accident Policy
2. Coverage under Group Term Life Insurance Policy
3. You will be Covered Under ESIC Insurance Scheme

**For MSN Laboratories Private Limited**



**Authorized Signatory**



Name: Sankepalli Mohan Kumar

Annexure- II

TERMS & CONDITIONS OF THE EMPLOYMENT

1. The effective date of joining shall not be later than **July 18, 2022**, failing which this offer and Appointment Letter stands withdrawn.
2. Your initial place of posting shall be at **MSN Laboratories Private Limited - MSNF-II-Kothur-Osd** Location. However, your services are transferable to any Location in India or outside India to serve the Company in any of its Departments, Factories, Establishments, Group Companies and its associates. You will abide by the working conditions and policies of the area concerned and the transfer arrangement will not be deemed to constitute a change in your service conditions.
3. Your appointment with the Company would be subject to successful pre and/or post-employment background checks, in respect of accuracy of the testimonials, experience and information provided by you in securing the employment with the company. If you have made any false declaration or willfully suppressed any material information, you will be liable for removal from the service without notice.
4. Your Date of Birth is recorded as **September 09, 2000**, by the Company on the basis of documentary evidence produced by you at the time of your appointment. You are advised to take note of the same, and this date will be considered as the authenticated date of birth for all purposes throughout your service with the Company, and will not be changed under any circumstances.
5. You will be on training for a period of one year, and the same may be extended at the discretion of the management by such further period not exceeding six months. During the period of training (including any extended period), your services are subject to termination without any notice or assigning any reason. After successful completion of your training period based on your performance & suitability, your employment will be confirmed. At the time of confirmation of your Employment, a separate confirmation letter will be issued with new Terms & Conditions as applicable.
6. You are required to keep us informed of any changes in your personal details, residential address, marital status, educational qualifications, dependent's details etc.
7. You shall do the best of your ability and devote your experience, knowledge, skills and working hours with full of attention and energy for the business of the Company. You shall use your best endeavors to promote the interest and welfare of the Company. The Company shall be entitled to all the benefits and profits arising from such work and efforts of yours.

A handwritten signature in blue ink, appearing to read 'Sankepalli'.

Name: Sankepalli Mohan Kumar

8. Changes in your compensation are discretionary and will be subject to the overall performance of the Company, your individual effective performance and policies of the Company. You shall keep details of your salary and employment benefits strictly confidential within and outside the Company.
9. You will be liable to conform to the Company Policies and Procedures, rules and regulations, discipline and general work practices, which are subject to change from time to time.
10. As per the policy of the Company, we expect you to devote full attention and effort to the business of the Company and to continuously develop professional skills in mutual interest. We clearly disapprove of any employee directly or indirectly engaging himself/herself in or devoting any time or attention to any part-time employment or business or monetary position other than that of the Company. You will not undertake either directly or indirectly any activities, which are contrary to or inconsistent with your obligations to the Company, its reputation, image and interest whether direct or indirect. At any time, if it is found that there is any breach of this condition on your part, your services are liable to be terminated at the discretion of the management.
11. You will be responsible for the safe keep and return in good condition and order, of all property such as tools, equipment, instruments, books, uniforms etc., which may be in your use, custody, care or charge. The Company shall have the right to deduct the monetary value of all such things from your dues and take such other action, as we deem proper in the event of your failure to account for such property to our satisfaction.
12. As per the Company's policy, the age of superannuation is 58 years subject to your being physically and mentally fit as certified by a medical practitioner designated by the Company and meeting the performance expectations of the Company. Retention of your services beyond the age of superannuation will be entirely at the discretion of the management.
13. You will be required to sign an Employee Non-disclosure/Confidential Agreement with the Company at the time of joining. In the performance of your duties, you will come to possess information connected with the Company's financials, operations of manufacturing processes, documents, plans, drawings, prints, trade, secrets, technical information, reports, statements, correspondence etc., and other matters relating to the Company's business, written or unwritten and also information and instructions that pass through you or come to your knowledge. All such information shall be held by you in strict confidence and shall not be divulged to any person during your services with the Company or thereafter. In the event of your acting in any contrast or thereafter, the Company will be at liberty to initiate appropriate proceedings to safeguard the interests of the Company.
14. Upon termination, you shall cooperate with the Company, as reasonably requested by the Company, to effect a smooth transition of your responsibilities and ensure that the Company is aware of all matters being handled by you.

A handwritten signature in blue ink, appearing to read 'Sankepalli Mohan Kumar'.

Name: Sankepalli Mohan Kumar

15. Upon termination of your employment with the Company for any reason, you shall promptly return to the Company any keys, credit cards, passes, confidential documents or material, or other property belonging to the Company, and return all writings, files, records, correspondence, notebooks, notes and other documents and things including any copies thereof, containing Confidential Information or relating to the business or proposed business of the Company or its subsidiaries or affiliates. The Company reserves the right not to relieve you of your employment in the event that all the Company's documents/ property / Confidential Information in your custody have not been properly handed over by you to an authorized representative of the Company.
16. The Company reserves the right during any period of notice to exclude you from the premises of the Company, or to require you to carry out specified duties at premises other than those referred to in clause 2 of this letter of Offer and Appointment Letter, or to carry out no duties, and to instruct you not to communicate with clients, employees, agents or representatives of the Company until your employment has been terminated, provided that you will continue to be paid and to enjoy normal contractual benefits during any such period, except in the case of suspension. You will not be entitled to engage in any other employment, work or business during the notice period.
17. Any breach of the Company's regulations/policies, failure to attain or maintain a satisfactory work standard or any misconduct by an employee will be regarded as a disciplinary matter and Disciplinary action will be initiated accordingly as per the Company regulations / policies.
18. Jurisdiction: Any disputes arising out of and /or related to your employment with the Company shall be subject to Hyderabad City Jurisdiction.



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**Acknowledgement for the Acceptance of the Offer and Appointment Letter**

I read & understand all Terms & Conditions relating to my Offer and Appointment Letter and declare that I hereby unconditionally and irrevocably accept the same.

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

**Signature:**

**Date**



## MSN Laboratories Private Limited

MSN House, Plot No.: C-24,  
Sanath Nagar Industrial Estate, Sanath Nagar,  
Hyderabad, Telangana, Pincode: 500018. India.  
CIN: U24239TG2003PTC041583  
Phone: +91-40-30438600 Fax: +91-40-30438798

July 13, 2022

**Mr. Mal Patel Naveen Kumar Reddy**  
S/o Malpatel Bhaskar Reddy  
H.no :- 1-8  
Baswapur  
Mahabubnagar 509152  
Mobile No: 9948865107

**Dear Mr. Mal Patel Naveen Kumar Reddy,**

### **Sub: Offer and Appointment Letter**

This has reference to your application and the subsequent interview you had with us, we are pleased to offer you an employment with the following Terms & Conditions:

#### **1. Designation:**

You will be designated as "Assistant-Trainee", Grade "G01", in Quality Assurance Department based at MSN Laboratories Private Limited - MSNF-II-Kothur-Oncology Location.

#### **2. Remuneration:**

Detailed compensation structure as Total Cost to Company Rs.150000/- is mentioned in the Annexure-I.

#### **3. Documents to be Submitted:**

Please bring all the following documents in original with Photostat copies of the same at the time of joining.

- a. Passport Size Color Photographs (Self) - 7 nos. and Dependent-family members photograph - 1 nos. each
- b. All Educational Certificates and any other Certificates related to specific Training and Skills
- c. Previous employment Service Certificate / Relieving Letter, if any
- d. Last Six Months Bank Statement
- e. Aadhaar Cards of self and dependent family members
- f. PAN Card
- g. Passport / Driving License
- h. A cancelled cheque leaf of active bank account
- i. Medical Certificate with Reports
- j. Non Judicial Stamp Paper worth Rs. 100/- in your name, for the purpose of Employment Agreement. You need to give us the Agreement of Employment on Non-Judicial Stamp paper, stating that, you will work with MSN Group of Companies for a minimum period of three years, from the date of joining.

Page 1 of 2



Name: Mal Patel Naveen Kumar Reddy

**4. Medical Fitness:**

This Offer and Appointment is subject to your medical fitness, for which you need to undergo Medical Examination at Company's Designated Medical Center as per Annexure- III.

**5. Terms & Conditions:**

- a. Your employment is governed by the detailed Terms & Conditions furnished in Annexure – II.
- b. As discussed, you need to join us on or before **July 18, 2022**, failing which this offer and Appointment Letter stands withdrawn.
- c. This offer is subject to completion of your B Pharmacy and submission of all the certificates to the company. Further, please note that, in the event of noncompliance of submitting the pass certificate within the stipulated period i.e., on or before **31<sup>st</sup> December, 2022**, this offer will be Cancelled. In this regard, you are required to give declaration to the organization.

The Present Salary will be on the basis of Intermediate Your Salary will be revised to B Pharmacy Grade, from the date of Joining, after submission of Certificates.

Kindly arrange to send us your written confirmation within two working days, from the date of receipt of this offer letter as a token of your acceptance by signing on the Xerox copy of this letter, mentioning your Date of Joining.

Please feel free to contact Mr. Arjun Potturu, Contact No. 040-30438701 , Email ID: arjun.potturu@msnlabs.com for further clarifications, if any.

We would like to take this opportunity to welcome you into our MSN family and wishing you a long & successful association with us.

Thanking you,

Yours sincerely,  
**For MSN Laboratories Private Limited**



**Authorized Signatory**

July 13, 2022

**Annexure-I**

**Mr.Mal Patel Naveen Kumar Reddy**

**Designation:** Assistant-Trainee

**Grade :** G01

**Department:** Quality Assurance

**TOTAL COST TO COMPANY**

All figures in INR

Salary Components	Per Month	Per Annum	Payment Frequency
<b>A. Monthly Salary</b>			
Basic Pay	9500	114000	Monthly
House Rent Allowance	124	1493	Monthly
Education Allowance	0	0	Monthly
Minimum Guaranteed Bonus	0	0	Monthly
Statutory Bonus (Advance Payout)	700	8400	Monthly
<b>A - Monthly Gross Total</b>	<b>10324</b>	<b>123893</b>	
<b>B. Statutory Benefits</b>			
PF (Employer Contribution)	1140	13680	Monthly
ESI (Employer Contribution)	336	4027	Monthly
Bonus / Ex-gratia	700	8400	Annual
<b>B - Statutory Benefits Total</b>	<b>2176</b>	<b>26107</b>	
<b>C. Fixed Total Cost to Company (A+B)</b>	<b>12500</b>	<b>150000</b>	
<b>D. Gratuity (As per the Gratuity Act, 1972)</b>	<b>457</b>	<b>5483</b>	
<b>Total Cost to Company (C+D)</b>	<b>12957</b>	<b>155483</b>	

Apart from the above, you are also eligible for following Benefits as per the Company Policy.

1. Coverage under Group Personal Accident Policy
2. Coverage under Group Term Life Insurance Policy
3. You will be Covered Under ESIC Insurance Scheme

**For MSN Laboratories Private Limited**



**Authorized Signatory**

Name: Mal Patel Naveen Kumar Reddy

Annexure- II

TERMS & CONDITIONS OF THE EMPLOYMENT

1. The effective date of joining shall not be later than **July 18, 2022**, failing which this offer and Appointment Letter stands withdrawn.
2. Your initial place of posting shall be at **MSN Laboratories Private Limited - MSNF-II-Kothur-Oncology** Location. However, your services are transferable to any Location in India or outside India to serve the Company in any of its Departments, Factories, Establishments, Group Companies and its associates. You will abide by the working conditions and policies of the area concerned and the transfer arrangement will not be deemed to constitute a change in your service conditions.
3. Your appointment with the Company would be subject to successful pre and/or post-employment background checks, in respect of accuracy of the testimonials, experience and information provided by you in securing the employment with the company. If you have made any false declaration or willfully suppressed any material information, you will be liable for removal from the service without notice.
4. Your Date of Birth is recorded as **January 14, 1999**, by the Company on the basis of documentary evidence produced by you at the time of your appointment. You are advised to take note of the same, and this date will be considered as the authenticated date of birth for all purposes throughout your service with the Company, and will not be changed under any circumstances.
5. You will be on training for a period of one year, and the same may be extended at the discretion of the management by such further period not exceeding six months. During the period of training (including any extended period), your services are subject to termination without any notice or assigning any reason. After successful completion of your training period based on your performance & suitability, your employment will be confirmed. At the time of confirmation of your Employment, a separate confirmation letter will be issued with new Terms & Conditions as applicable.
6. You are required to keep us informed of any changes in your personal details, residential address, marital status, educational qualifications, dependent's details etc.
7. You shall do the best of your ability and devote your experience, knowledge, skills and working hours with full of attention and energy for the business of the Company. You shall use your best endeavors to promote the interest and welfare of the Company. The Company shall be entitled to all the benefits and profits arising from such work and efforts of yours.

A handwritten signature in blue ink, appearing to be 'Mal Patel'.

Name: Mal Patel Naveen Kumar Reddy

8. Changes in your compensation are discretionary and will be subject to the overall performance of the Company, your individual effective performance and policies of the Company. You shall keep details of your salary and employment benefits strictly confidential within and outside the Company.
9. You will be liable to conform to the Company Policies and Procedures, rules and regulations, discipline and general work practices, which are subject to change from time to time.
10. As per the policy of the Company, we expect you to devote full attention and effort to the business of the Company and to continuously develop professional skills in mutual interest. We clearly disapprove of any employee directly or indirectly engaging himself/herself in or devoting any time or attention to any part-time employment or business or monetary position other than that of the Company. You will not undertake either directly or indirectly any activities, which are contrary to or inconsistent with your obligations to the Company, its reputation, image and interest whether direct or indirect. At any time, if it is found that there is any breach of this condition on your part, your services are liable to be terminated at the discretion of the management.
11. You will be responsible for the safe keep and return in good condition and order, of all property such as tools, equipment, instruments, books, uniforms etc., which may be in your use, custody, care or charge. The Company shall have the right to deduct the monetary value of all such things from your dues and take such other action, as we deem proper in the event of your failure to account for such property to our satisfaction.
12. As per the Company's policy, the age of superannuation is 58 years subject to your being physically and mentally fit as certified by a medical practitioner designated by the Company and meeting the performance expectations of the Company. Retention of your services beyond the age of superannuation will be entirely at the discretion of the management.
13. You will be required to sign an Employee Non-disclosure/Confidential Agreement with the Company at the time of joining. In the performance of your duties, you will come to possess information connected with the Company's financials, operations of manufacturing processes, documents, plans, drawings, prints, trade, secrets, technical information, reports, statements, correspondence etc., and other matters relating to the Company's business, written or unwritten and also information and instructions that pass through you or come to your knowledge. All such information shall be held by you in strict confidence and shall not be divulged to any person during your services with the Company or thereafter. In the event of your acting in any contrast or thereafter, the Company will be at liberty to initiate appropriate proceedings to safeguard the interests of the Company.
14. Upon termination, you shall cooperate with the Company, as reasonably requested by the Company, to effect a smooth transition of your responsibilities and ensure that the Company is aware of all matters being handled by you.

A handwritten signature in blue ink, appearing to read "Mal Patel".



Name: Mal Patel Naveen Kumar Reddy

15. Upon termination of your employment with the Company for any reason, you shall promptly return to the Company any keys, credit cards, passes, confidential documents or material, or other property belonging to the Company, and return all writings, files, records, correspondence, notebooks, notes and other documents and things including any copies thereof, containing Confidential Information or relating to the business or proposed business of the Company or its subsidiaries or affiliates. The Company reserves the right not to relieve you of your employment in the event that all the Company's documents/ property / Confidential Information in your custody have not been properly handed over by you to an authorized representative of the Company.
16. The Company reserves the right during any period of notice to exclude you from the premises of the Company, or to require you to carry out specified duties at premises other than those referred to in clause 2 of this letter of Offer and Appointment Letter, or to carry out no duties, and to instruct you not to communicate with clients, employees, agents or representatives of the Company until your employment has been terminated, provided that you will continue to be paid and to enjoy normal contractual benefits during any such period, except in the case of suspension. You will not be entitled to engage in any other employment, work or business during the notice period.
17. Any breach of the Company's regulations/policies, failure to attain or maintain a satisfactory work standard or any misconduct by an employee will be regarded as a disciplinary matter and Disciplinary action will be initiated accordingly as per the Company regulations / policies.
18. Jurisdiction: Any disputes arising out of and /or related to your employment with the Company shall be subject to Hyderabad City Jurisdiction.



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**Acknowledgement for the Acceptance of the Offer and Appointment Letter**

I read & understand all Terms & Conditions relating to my Offer and Appointment Letter and declare that I hereby unconditionally and irrevocably accept the same.

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

**Signature:**

**Date**

## MSN Laboratories Private Limited

MSN House, Plot No.: C-24,  
Sanath Nagar Industrial Estate, Sanath Nagar,  
Hyderabad, Telangana, Pincode: 500018. India.  
CIN: U24239TG2003PTC041583  
Phone: +91-40-30438600 Fax: +91-40-30438798

July 13, 2022

**Mr.Mudiyam Sai Pavan**  
S/o Sreenivasulu  
H.no :- 3-31  
Mydukuru  
Cuddapah516172  
Mobile No: 8374843681

**Dear Mr.Mudiyam Sai Pavan,**

### **Sub: Offer and Appointment Letter**

This has reference to your application and the subsequent interview you had with us, we are pleased to offer you an employment with the following Terms & Conditions:

#### **1. Designation:**

You will be designated as “Assistant-Trainee”, Grade “G01”, in Quality Assurance Department based at MSN Laboratories Private Limited - MSNF-II-Kothur-Oncology Location.

#### **2. Remuneration:**

Detailed compensation structure as Total Cost to Company Rs.150000/- is mentioned in the Annexure-I.

#### **3. Documents to be Submitted:**

Please bring all the following documents in original with Photostat copies of the same at the time of joining.

- a. Passport Size Color Photographs (Self) - 7 nos. and Dependent-family members photograph - 1 nos. each
- b. All Educational Certificates and any other Certificates related to specific Training and Skills
- c. Previous employment Service Certificate / Relieving Letter, if any
- d. Last Six Months Bank Statement
- e. Aadhaar Cards of self and dependent family members
- f. PAN Card
- g. Passport / Driving License
- h. A cancelled cheque leaf of active bank account
- i. Medical Certificate with Reports
- j. Non Judicial Stamp Paper worth Rs. 100/- in your name, for the purpose of Employment Agreement. You need to give us the Agreement of Employment on Non-Judicial Stamp paper, stating that, you will work with MSN Group of Companies for a minimum period of three years, from the date of joining.

Page 1 of 2



Name: Mudiyam Sai Pavan

**4. Medical Fitness:**

This Offer and Appointment is subject to your medical fitness, for which you need to undergo Medical Examination at Company's Designated Medical Center as per Annexure- III.

**5. Terms & Conditions:**

- a. Your employment is governed by the detailed Terms & Conditions furnished in Annexure - II.
- b. As discussed, you need to join us on or before **July 18, 2022**, failing which this offer and Appointment Letter stands withdrawn.
- c. This offer is subject to completion of your B Pharmacy and submission of all the certificates to the company. Further, please note that, in the event of noncompliance of submitting the pass certificate within the stipulated period i.e., on or before **31<sup>st</sup> December, 2022**, this offer will be Cancelled. In this regard, you are required to give declaration to the organization.

The Present Salary will be on the basis of Intermediate Your Salary will be revised to B Pharmacy Grade, from the date of Joining, after submission of Certificates.

Kindly arrange to send us your written confirmation within two working days, from the date of receipt of this offer letter as a token of your acceptance by signing on the Xerox copy of this letter, mentioning your Date of Joining.

Please feel free to contact Mr. Arjun Potturu, Contact No. 040-30438701 , Email ID: arjun.potturu@msnlabs.com for further clarifications, if any.

We would like to take this opportunity to welcome you into our MSN family and wishing you a long & successful association with us.

Thanking you,

Yours sincerely,  
**For MSN Laboratories Private Limited**

A handwritten signature in blue ink, appearing to read 'Arjun Potturu', is written over the signature line.

**Authorized Signatory**

July 13, 2022

**Annexure-I**

**Mr.Mudiyam Sai Pavan**  
**Designation:** Assistant-Trainee  
**Grade :** G01  
**Department:** Quality Assurance

**TOTAL COST TO COMPANY**

All figures in INR

Salary Components	Per Month	Per Annum	Payment Frequency
<b>A. Monthly Salary</b>			
Basic Pay	9500	114000	Monthly
House Rent Allowance	124	1493	Monthly
Education Allowance	0	0	Monthly
Minimum Guaranteed Bonus	0	0	Monthly
Statutory Bonus (Advance Payout)	700	8400	Monthly
<b>A - Monthly Gross Total</b>	<b>10324</b>	<b>123893</b>	
<b>B. Statutory Benefits</b>			
PF (Employer Contribution)	1140	13680	Monthly
ESI (Employer Contribution)	336	4027	Monthly
Bonus / Ex-gratia	700	8400	Annual
<b>B - Statutory Benefits Total</b>	<b>2176</b>	<b>26107</b>	
<b>C. Fixed Total Cost to Company (A+B)</b>	<b>12500</b>	<b>150000</b>	
<b>D. Gratuity (As per the Gratuity Act, 1972)</b>	<b>457</b>	<b>5483</b>	
<b>Total Cost to Company (C+D)</b>	<b>12957</b>	<b>155483</b>	

Apart from the above, you are also eligible for following Benefits as per the Company Policy.

1. Coverage under Group Personal Accident Policy
2. Coverage under Group Term Life Insurance Policy
3. You will be Covered Under ESIC Insurance Scheme

**For MSN Laboratories Private Limited**



**Authorized Signatory**



Name: Mudiyam Sai Pavan

Annexure- II

TERMS & CONDITIONS OF THE EMPLOYMENT

1. The effective date of joining shall not be later than **July 18, 2022**, failing which this offer and Appointment Letter stands withdrawn.
2. Your initial place of posting shall be at **MSN Laboratories Private Limited - MSNF-II-Kothur-Oncology** Location. However, your services are transferable to any Location in India or outside India to serve the Company in any of its Departments, Factories, Establishments, Group Companies and its associates. You will abide by the working conditions and policies of the area concerned and the transfer arrangement will not be deemed to constitute a change in your service conditions.
3. Your appointment with the Company would be subject to successful pre and/or post-employment background checks, in respect of accuracy of the testimonials, experience and information provided by you in securing the employment with the company. If you have made any false declaration or willfully suppressed any material information, you will be liable for removal from the service without notice.
4. Your Date of Birth is recorded as **July 29, 2001**, by the Company on the basis of documentary evidence produced by you at the time of your appointment. You are advised to take note of the same, and this date will be considered as the authenticated date of birth for all purposes throughout your service with the Company, and will not be changed under any circumstances.
5. You will be on training for a period of one year, and the same may be extended at the discretion of the management by such further period not exceeding six months. During the period of training (including any extended period), your services are subject to termination without any notice or assigning any reason. After successful completion of your training period based on your performance & suitability, your employment will be confirmed. At the time of confirmation of your Employment, a separate confirmation letter will be issued with new Terms & Conditions as applicable.
6. You are required to keep us informed of any changes in your personal details, residential address, marital status, educational qualifications, dependent's details etc.
7. You shall do the best of your ability and devote your experience, knowledge, skills and working hours with full of attention and energy for the business of the Company. You shall use your best endeavors to promote the interest and welfare of the Company. The Company shall be entitled to all the benefits and profits arising from such work and efforts of yours.

A handwritten signature in blue ink, appearing to read 'Sai Pavan'.

Name: Mudiya Sai Pavan

8. Changes in your compensation are discretionary and will be subject to the overall performance of the Company, your individual effective performance and policies of the Company. You shall keep details of your salary and employment benefits strictly confidential within and outside the Company.
9. You will be liable to conform to the Company Policies and Procedures, rules and regulations, discipline and general work practices, which are subject to change from time to time.
10. As per the policy of the Company, we expect you to devote full attention and effort to the business of the Company and to continuously develop professional skills in mutual interest. We clearly disapprove of any employee directly or indirectly engaging himself/herself in or devoting any time or attention to any part-time employment or business or monetary position other than that of the Company. You will not undertake either directly or indirectly any activities, which are contrary to or inconsistent with your obligations to the Company, its reputation, image and interest whether direct or indirect. At any time, if it is found that there is any breach of this condition on your part, your services are liable to be terminated at the discretion of the management.
11. You will be responsible for the safe keep and return in good condition and order, of all property such as tools, equipment, instruments, books, uniforms etc., which may be in your use, custody, care or charge. The Company shall have the right to deduct the monetary value of all such things from your dues and take such other action, as we deem proper in the event of your failure to account for such property to our satisfaction.
12. As per the Company's policy, the age of superannuation is 58 years subject to your being physically and mentally fit as certified by a medical practitioner designated by the Company and meeting the performance expectations of the Company. Retention of your services beyond the age of superannuation will be entirely at the discretion of the management.
13. You will be required to sign an Employee Non-disclosure/Confidential Agreement with the Company at the time of joining. In the performance of your duties, you will come to possess information connected with the Company's financials, operations of manufacturing processes, documents, plans, drawings, prints, trade secrets, technical information, reports, statements, correspondence etc., and other matters relating to the Company's business, written or unwritten and also information and instructions that pass through you or come to your knowledge. All such information shall be held by you in strict confidence and shall not be divulged to any person during your services with the Company or thereafter. In the event of your acting in any contrast or thereafter, the Company will be at liberty to initiate appropriate proceedings to safeguard the interests of the Company.
14. Upon termination, you shall cooperate with the Company, as reasonably requested by the Company, to effect a smooth transition of your responsibilities and ensure that the Company is aware of all matters being handled by you.

A handwritten signature in blue ink, appearing to read 'Sai Pavan'.

Name: Mudiyam Sai Pavan

15. Upon termination of your employment with the Company for any reason, you shall promptly return to the Company any keys, credit cards, passes, confidential documents or material, or other property belonging to the Company, and return all writings, files, records, correspondence, notebooks, notes and other documents and things including any copies thereof, containing Confidential Information or relating to the business or proposed business of the Company or its subsidiaries or affiliates. The Company reserves the right not to relieve you of your employment in the event that all the Company's documents/ property / Confidential Information in your custody have not been properly handed over by you to an authorized representative of the Company.
16. The Company reserves the right during any period of notice to exclude you from the premises of the Company, or to require you to carry out specified duties at premises other than those referred to in clause 2 of this letter of Offer and Appointment Letter, or to carry out no duties, and to instruct you not to communicate with clients, employees, agents or representatives of the Company until your employment has been terminated, provided that you will continue to be paid and to enjoy normal contractual benefits during any such period, except in the case of suspension. You will not be entitled to engage in any other employment, work or business during the notice period.
17. Any breach of the Company's regulations/policies, failure to attain or maintain a satisfactory work standard or any misconduct by an employee will be regarded as a disciplinary matter and Disciplinary action will be initiated accordingly as per the Company regulations / policies.
18. Jurisdiction: Any disputes arising out of and /or related to your employment with the Company shall be subject to Hyderabad City Jurisdiction.



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**Acknowledgement for the Acceptance of the Offer and Appointment Letter**

I read & understand all Terms & Conditions relating to my Offer and Appointment Letter and declare that I hereby unconditionally and irrevocably accept the same.

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

**Signature:**

**Date**

## MSN Laboratories Private Limited

MSN House, Plot No.: C-24,  
Sanath Nagar Industrial Estate, Sanath Nagar,  
Hyderabad, Telangana, Pincode: 500018. India.  
CIN: U24239TG2003PTC041583  
Phone: +91-40-30438600 Fax: +91-40-30438798

July 13, 2022

**Ms.Shaik Afia Praveen**  
D/o Shaik Abdul Subhan  
H.no :- 8/47  
Rajampeta  
Mannur516126  
Mobile No: 9908923658

**Dear Ms.Shaik Afia Praveen,**

### **Sub: Offer and Appointment Letter**

This has reference to your application and the subsequent interview you had with us, we are pleased to offer you an employment with the following Terms & Conditions:

#### **1. Designation:**

You will be designated as "Assistant-Trainee", Grade "G01", in **Quality Assurance** Department based at **MSN Laboratories Private Limited - MSNF-II-Kothur-Osd** Location.

#### **2. Remuneration:**

Detailed compensation structure as Total Cost to Company **Rs.150000/-** is mentioned in the Annexure-I.

#### **3. Documents to be Submitted:**

Please bring all the following documents in original with Photostat copies of the same at the time of joining.

- a. Passport Size Color Photographs (Self) - 7 nos. and Dependent-family members photograph - 1 nos. each
- b. All Educational Certificates and any other Certificates related to specific Training and Skills
- c. Previous employment Service Certificate / Relieving Letter, if any
- d. Last Six Months Bank Statement
- e. Aadhaar Cards of self and dependent family members
- f. PAN Card
- g. Passport / Driving License
- h. A cancelled cheque leaf of active bank account
- i. Medical Certificate with Reports
- j. Non Judicial Stamp Paper worth Rs. 100/- in your name, for the purpose of Employment Agreement. You need to give us the Agreement of Employment on Non-Judicial Stamp paper, stating that, you will work with MSN Group of Companies for a minimum period of three years, from the date of joining.

Page 1 of 2





Name: Shaik Afia Praveen

**4. Medical Fitness:**

This Offer and Appointment is subject to your medical fitness, for which you need to undergo Medical Examination at Company's Designated Medical Center as per Annexure- III.

**5. Terms & Conditions:**

- a. Your employment is governed by the detailed Terms & Conditions furnished in Annexure - II.
- b. As discussed, you need to join us on or before **July 18, 2022**, failing which this offer and Appointment Letter stands withdrawn.
- c. This offer is subject to completion of your B Pharmacy and submission of all the certificates to the company. Further, please note that, in the event of noncompliance of submitting the pass certificate within the stipulated period i.e., on or before **31<sup>st</sup> December, 2022**, this offer will be Cancelled. In this regard, you are required to give declaration to the organization.

The Present Salary will be on the basis of Intermediate Your Salary will be revised to B Pharmacy Grade, from the date of Joining, after submission of Certificates.

Kindly arrange to send us your written confirmation within two working days, from the date of receipt of this offer letter as a token of your acceptance by signing on the Xerox copy of this letter, mentioning your Date of Joining.

Please feel free to contact Mr. Arjun Potturu, Contact No. 040-30438701 , Email ID: arjun.potturu@msnlabs.com for further clarifications, if any.

We would like to take this opportunity to welcome you into our MSN family and wishing you a long & successful association with us.

Thanking you,

Yours sincerely,  
**For MSN Laboratories Private Limited**



**Authorized Signatory**

July 13, 2022

**Annexure-I**

**Ms.Shaik Afia Praveen**  
**Designation:** Assistant-Trainee  
**Grade :** G01  
**Department:** Quality Assurance

**TOTAL COST TO COMPANY**

All figures in INR

Salary Components	Per Month	Per Annum	Payment Frequency
<b>A. Monthly Salary</b>			
Basic Pay	9500	114000	Monthly
House Rent Allowance	124	1493	Monthly
Education Allowance	0	0	Monthly
Minimum Guaranteed Bonus	0	0	Monthly
Statutory Bonus (Advance Payout)	700	8400	Monthly
<b>A - Monthly Gross Total</b>	<b>10324</b>	<b>123893</b>	
<b>B. Statutory Benefits</b>			
PF (Employer Contribution)	1140	13680	Monthly
ESI (Employer Contribution)	336	4027	Monthly
Bonus / Ex-gratia	700	8400	Annual
<b>B - Statutory Benefits Total</b>	<b>2176</b>	<b>26107</b>	
<b>C. Fixed Total Cost to Company (A+B)</b>	<b>12500</b>	<b>150000</b>	
<b>D. Gratuity (As per the Gratuity Act, 1972)</b>	<b>457</b>	<b>5483</b>	
<b>Total Cost to Company (C+D)</b>	<b>12957</b>	<b>155483</b>	

Apart from the above, you are also eligible for following Benefits as per the Company Policy.

1. Coverage under Group Personal Accident Policy
2. Coverage under Group Term Life Insurance Policy
3. You will be Covered Under ESIC Insurance Scheme

**For MSN Laboratories Private Limited**



**Authorized Signatory**

Name: Shaik Afia Praveen

**Annexure- II**

**TERMS & CONDITIONS OF THE EMPLOYMENT**

1. The effective date of joining shall not be later than **July 18, 2022**, failing which this offer and Appointment Letter stands withdrawn.
2. Your initial place of posting shall be at **MSN Laboratories Private Limited - MSNF-II-Kothur-Osd** Location. However, your services are transferable to any Location in India or outside India to serve the Company in any of its Departments, Factories, Establishments, Group Companies and its associates. You will abide by the working conditions and policies of the area concerned and the transfer arrangement will not be deemed to constitute a change in your service conditions.
3. Your appointment with the Company would be subject to successful pre and/or post-employment background checks, in respect of accuracy of the testimonials, experience and information provided by you in securing the employment with the company. If you have made any false declaration or willfully suppressed any material information, you will be liable for removal from the service without notice.
4. Your Date of Birth is recorded as **November 28, 2001**, by the Company on the basis of documentary evidence produced by you at the time of your appointment. You are advised to take note of the same, and this date will be considered as the authenticated date of birth for all purposes throughout your service with the Company, and will not be changed under any circumstances.
5. You will be on training for a period of one year, and the same may be extended at the discretion of the management by such further period not exceeding six months. During the period of training (including any extended period), your services are subject to termination without any notice or assigning any reason. After successful completion of your training period based on your performance & suitability, your employment will be confirmed. At the time of confirmation of your Employment, a separate confirmation letter will be issued with new Terms & Conditions as applicable.
6. You are required to keep us informed of any changes in your personal details, residential address, marital status, educational qualifications, dependent's details etc.
7. You shall do the best of your ability and devote your experience, knowledge, skills and working hours with full of attention and energy for the business of the Company. You shall use your best endeavors to promote the interest and welfare of the Company. The Company shall be entitled to all the benefits and profits arising from such work and efforts of yours.

A handwritten signature in blue ink, appearing to read 'Shaik Afia Praveen'.

Name: Shaik Afia Praveen

8. Changes in your compensation are discretionary and will be subject to the overall performance of the Company, your individual effective performance and policies of the Company. You shall keep details of your salary and employment benefits strictly confidential within and outside the Company.
9. You will be liable to conform to the Company Policies and Procedures, rules and regulations, discipline and general work practices, which are subject to change from time to time.
10. As per the policy of the Company, we expect you to devote full attention and effort to the business of the Company and to continuously develop professional skills in mutual interest. We clearly disapprove of any employee directly or indirectly engaging himself/herself in or devoting any time or attention to any part-time employment or business or monetary position other than that of the Company. You will not undertake either directly or indirectly any activities, which are contrary to or inconsistent with your obligations to the Company, its reputation, image and interest whether direct or indirect. At any time, if it is found that there is any breach of this condition on your part, your services are liable to be terminated at the discretion of the management.
11. You will be responsible for the safe keep and return in good condition and order, of all property such as tools, equipment, instruments, books, uniforms etc., which may be in your use, custody, care or charge. The Company shall have the right to deduct the monetary value of all such things from your dues and take such other action, as we deem proper in the event of your failure to account for such property to our satisfaction.
12. As per the Company's policy, the age of superannuation is 58 years subject to your being physically and mentally fit as certified by a medical practitioner designated by the Company and meeting the performance expectations of the Company. Retention of your services beyond the age of superannuation will be entirely at the discretion of the management.
13. You will be required to sign an Employee Non-disclosure/Confidential Agreement with the Company at the time of joining. In the performance of your duties, you will come to possess information connected with the Company's financials, operations of manufacturing processes, documents, plans, drawings, prints, trade, secrets, technical information, reports, statements, correspondence etc., and other matters relating to the Company's business, written or unwritten and also information and instructions that pass through you or come to your knowledge. All such information shall be held by you in strict confidence and shall not be divulged to any person during your services with the Company or thereafter. In the event of your acting in any contrast or thereafter, the Company will be at liberty to initiate appropriate proceedings to safeguard the interests of the Company.
14. Upon termination, you shall cooperate with the Company, as reasonably requested by the Company, to effect a smooth transition of your responsibilities and ensure that the Company is aware of all matters being handled by you.

A handwritten signature in blue ink, appearing to read 'Shaik Afia Praveen'.



Name: Shaik Afia Praveen

15. Upon termination of your employment with the Company for any reason, you shall promptly return to the Company any keys, credit cards, passes, confidential documents or material, or other property belonging to the Company, and return all writings, files, records, correspondence, notebooks, notes and other documents and things including any copies thereof, containing Confidential Information or relating to the business or proposed business of the Company or its subsidiaries or affiliates. The Company reserves the right not to relieve you of your employment in the event that all the Company's documents/ property / Confidential Information in your custody have not been properly handed over by you to an authorized representative of the Company.
16. The Company reserves the right during any period of notice to exclude you from the premises of the Company, or to require you to carry out specified duties at premises other than those referred to in clause 2 of this letter of Offer and Appointment Letter, or to carry out no duties, and to instruct you not to communicate with clients, employees, agents or representatives of the Company until your employment has been terminated, provided that you will continue to be paid and to enjoy normal contractual benefits during any such period, except in the case of suspension. You will not be entitled to engage in any other employment, work or business during the notice period.
17. Any breach of the Company's regulations/policies, failure to attain or maintain a satisfactory work standard or any misconduct by an employee will be regarded as a disciplinary matter and Disciplinary action will be initiated accordingly as per the Company regulations / policies.
18. Jurisdiction: Any disputes arising out of and /or related to your employment with the Company shall be subject to Hyderabad City Jurisdiction.



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**Acknowledgement for the Acceptance of the Offer and Appointment Letter**

I read & understand all Terms & Conditions relating to my Offer and Appointment Letter and declare that I hereby unconditionally and irrevocably accept the same.

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

**Signature:**

**Date**

## MSN Laboratories Private Limited

MSN House, Plot No.: C-24,  
Sanath Nagar Industrial Estate, Sanath Nagar,  
Hyderabad, Telangana, Pincode: 500018. India.  
CIN: U24239TG2003PTC041583  
Phone: +91-40-30438600 Fax: +91-40-30438798

July 08, 2022

**Mr.Reddy Suresh Goud**  
S/o Reddy Parameshwara Gowd  
H no :- 3/130  
Karuva Street  
Ananatapur515842  
Mobile No: 9100373497

**Dear Mr.Reddy Suresh Goud,**

### **Sub: Offer and Appointment Letter**

This has reference to your application and the subsequent interview you had with us, we are pleased to offer you an employment with the following Terms & Conditions:

#### **1. Designation:**

You will be designated as "**Assistant-Trainee**", Grade "**G01**", in **Quality Assurance** Department based at **MSN Laboratories Private Limited - MSNF-II-Kothur-Oncology** Location.

#### **2. Remuneration:**

Detailed compensation structure as Total Cost to Company **Rs.150000/-** is mentioned in the Annexure-I.

#### **3. Documents to be Submitted:**

Please bring all the following documents in original with Photostat copies of the same at the time of joining.

- a. Passport Size Color Photographs (Self) - 7 nos. and Dependent-family members photograph - 1 nos. each
- b. All Educational Certificates and any other Certificates related to specific Training and Skills
- c. Previous employment Service Certificate / Relieving Letter, if any
- d. Last Six Months Bank Statement
- e. Aadhaar Cards of self and dependent family members
- f. PAN Card
- g. Passport / Driving License
- h. A cancelled cheque leaf of active bank account
- i. Medical Certificate with Reports
- j. Non Judicial Stamp Paper worth Rs. 100/- in your name, for the purpose of Employment Agreement. You need to give us the Agreement of Employment on Non-Judicial Stamp paper, stating that, you will work with MSN Group of Companies for a minimum period of three years, from the date of joining.



Name: Reddy Suresh Goud

**4. Medical Fitness:**

This Offer and Appointment is subject to your medical fitness, for which you need to undergo Medical Examination at Company's Designated Medical Center as per Annexure- III.

**5. Terms & Conditions:**

- a. Your employment is governed by the detailed Terms & Conditions furnished in Annexure - II.
- b. As discussed, you need to join us on or before **July 15, 2022**, failing which this offer and Appointment Letter stands withdrawn.
- c. This offer is subject to completion of your B Pharmacy and submission of all the certificates to the company. Further, please note that, in the event of noncompliance of submitting the pass certificate within the stipulated period i.e., on or before **31<sup>st</sup> December, 2022**, this offer will be Cancelled. In this regard, you are required to give declaration to the organization.

The Present Salary will be on the basis of Intermediate Your Salary will be revised to B Pharmacy Grade, from the date of Joining, after submission of Certificates.

Kindly arrange to send us your written confirmation within two working days, from the date of receipt of this offer letter as a token of your acceptance by signing on the Xerox copy of this letter, mentioning your Date of Joining.

Please feel free to contact Mr. Arjun Potturu, Contact No. 040-30438701 , Email ID: arjun.potturu@msnlabs.com for further clarifications, if any.

We would like to take this opportunity to welcome you into our MSN family and wishing you a long & successful association with us.

Thanking you,

Yours sincerely,

**For MSN Laboratories Private Limited**

A handwritten signature in blue ink, appearing to read "Arjun Potturu".

**Authorized Signatory**

July 08, 2022

Annexure-I

**Mr.Reddy Suresh Goud**  
**Designation:** Assistant-Trainee  
**Grade :** G01  
**Department:** Quality Assurance

TOTAL COST TO COMPANY

All figures in INR

Salary Components	Per Month	Per Annum	Payment Frequency
<b>A. Monthly Salary</b>			
Basic Pay	9500	114000	Monthly
House Rent Allowance	124	1493	Monthly
Education Allowance	0	0	Monthly
Minimum Guaranteed Bonus	0	0	Monthly
Statutory Bonus (Advance Payout)	700	8400	Monthly
<b>A - Monthly Gross Total</b>	<b>10324</b>	<b>123893</b>	
<b>B. Statutory Benefits</b>			
PF (Employer Contribution)	1140	13680	Monthly
ESI (Employer Contribution)	336	4027	Monthly
Bonus / Ex-gratia	700	8400	Annual
<b>B - Statutory Benefits Total</b>	<b>2176</b>	<b>26107</b>	
<b>C. Fixed Total Cost to Company (A+B)</b>	<b>12500</b>	<b>150000</b>	
<b>D. Gratuity (As per the Gratuity Act, 1972)</b>	<b>457</b>	<b>5483</b>	
<b>Total Cost to Company (C+D)</b>	<b>12957</b>	<b>155483</b>	

Apart from the above, you are also eligible for following Benefits as per the Company Policy.

1. Coverage under Group Personal Accident Policy
2. Coverage under Group Term Life Insurance Policy
3. You will be Covered Under ESIC Insurance Scheme

For MSN Laboratories Private Limited



Authorized Signatory



Name: Reddy Suresh Goud

Annexure- II

TERMS & CONDITIONS OF THE EMPLOYMENT

1. The effective date of joining shall not be later than **July 15, 2022**, failing which this offer and Appointment Letter stands withdrawn.
2. Your initial place of posting shall be at **MSN Laboratories Private Limited - MSNF-II-Kothur-Oncology** Location. However, your services are transferable to any Location in India or outside India to serve the Company in any of its Departments, Factories, Establishments, Group Companies and its associates. You will abide by the working conditions and policies of the area concerned and the transfer arrangement will not deem to constitute a change in your service conditions.
3. Your appointment with the Company would be subject to successful pre and/or post-employment background checks, in respect of accuracy of the testimonials, experience and information provided by you in securing the employment with the company. If you have made any false declaration or willfully suppressed any material information, you will be liable for removal from the service without notice.
4. Your Date of Birth is recorded as **March 01, 2000**, by the Company on the basis of documentary evidence produced by you at the time of your appointment. You are advised to take note of the same, and this date will be considered as the authenticated date of birth for all purposes throughout your service with the Company, and will not be changed under any circumstances.
5. You will be on training for a period of one year, and the same may be extended at the discretion of the management by such further period not exceeding six months. During the period of training (including any extended period), your services are subject to termination without any notice or assigning any reason. After successful completion of your training period based on your performance & suitability, your employment will be confirmed. At the time of confirmation of your Employment, a separate confirmation letter will be issued with new Terms & Conditions as applicable.
6. You are required to keep us informed of any changes in your personal details, residential address, marital status, educational qualifications, dependent's details etc.
7. You shall do the best of your ability and devote your experience, knowledge, skills and working hours with full of attention and energy for the business of the Company. You shall use your best endeavors to promote the interest and welfare of the Company. The Company shall be entitled to all the benefits and profits arising from such work and efforts of yours.

A handwritten signature in blue ink, appearing to read "Suresh".

Name: Reddy Suresh Goud

8. Changes in your compensation are discretionary and will be subject to the overall performance of the Company, your individual effective performance and policies of the Company. You shall keep details of your salary and employment benefits strictly confidential within and outside the Company.
9. You will be liable to conform to the Company Policies and Procedures, rules and regulations, discipline and general work practices, which are subject to change from time to time.
10. As per the policy of the Company, we expect you to devote full attention and effort to the business of the Company and to continuously develop professional skills in mutual interest. We clearly disapprove of any employee directly or indirectly engaging himself/herself in or devoting any time or attention to any part-time employment or business or monetary position other than that of the Company. You will not undertake either directly or indirectly any activities, which are contrary to or inconsistent with your obligations to the Company, its reputation, image and interest whether direct or indirect. At any time, if it is found that there is any breach of this condition on your part, your services are liable to be terminated at the discretion of the management.
11. You will be responsible for the safe keep and return in good condition and order, of all property such as tools, equipment, instruments, books, uniforms etc., which may be in your use, custody, care or charge. The Company shall have the right to deduct the monetary value of all such things from your dues and take such other action, as we deem proper in the event of your failure to account for such property to our satisfaction.
12. As per the Company's policy, the age of superannuation is 58 years subject to your being physically and mentally fit as certified by a medical practitioner designated by the Company and meeting the performance expectations of the Company. Retention of your services beyond the age of superannuation will be entirely at the discretion of the management.
13. You will be required to sign an Employee Non-disclosure/Confidential Agreement with the Company at the time of joining. In the performance of your duties, you will come to possess information connected with the Company's financials, operations of manufacturing processes, documents, plans, drawings, prints, trade, secrets, technical information, reports, statements, correspondence etc., and other matters relating to the Company's business, written or unwritten and also information and instructions that pass through you or come to your knowledge. All such information shall be held by you in strict confidence and shall not be divulged to any person during your services with the Company or thereafter. In the event of your acting in any contrast or thereafter, the Company will be at liberty to initiate appropriate proceedings to safeguard the interests of the Company.
14. Upon termination, you shall cooperate with the Company, as reasonably requested by the Company, to effect a smooth transition of your responsibilities and ensure that the Company is

A handwritten signature in blue ink, appearing to read "Reddy Suresh Goud".

aware of all matters being handled by you.

Name: Reddy Suresh Goud

15. Upon termination of your employment with the Company for any reason, you shall promptly return to the Company any keys, credit cards, passes, confidential documents or material, or other property belonging to the Company, and return all writings, files, records, correspondence, notebooks, notes and other documents and things including any copies thereof, containing Confidential Information or relating to the business or proposed business of the Company or its subsidiaries or affiliates. The Company reserves the right not to relieve you of your employment in the event that all the Company's documents/ property / Confidential Information in your custody have not been properly handed over by you to an authorized representative of the Company.
16. The Company reserves the right during any period of notice to exclude you from the premises of the Company, or to require you to carry out specified duties at premises other than those referred to in clause 2 of this letter of Offer and Appointment Letter, or to carry out no duties, and to instruct you not to communicate with clients, employees, agents or representatives of the Company until your employment has been terminated, provided that you will continue to be paid and to enjoy normal contractual benefits during any such period, except in the case of suspension. You will not be entitled to engage in any other employment, work or business during the notice period.
17. Any breach of the Company's regulations/policies, failure to attain or maintain a satisfactory work standard or any misconduct by an employee will be regarded as a disciplinary matter and Disciplinary action will be initiated accordingly as per the Company regulations / policies.
18. Jurisdiction: Any disputes arising out of and /or related to your employment with the Company shall be subject to Hyderabad City Jurisdiction.



---

**Acknowledgement for the Acceptance of the Offer and Appointment Letter**

I read & understand all Terms & Conditions relating to my Offer and Appointment Letter and declare that I hereby unconditionally and irrevocably accept the same.

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

**Signature:**

**Date**



## MSN Laboratories Private Limited

MSN House, Plot No.: C-24,  
Sanath Nagar Industrial Estate, Sanath Nagar,  
Hyderabad, Telangana, Pincode: 500018. India.  
CIN: U24239TG2003PTC041583  
Phone: +91-40-30438600 Fax: +91-40-30438798

July 13, 2022

**Ms.Usha Kiran**  
D/o Bandaru Venkateswarlu  
H.no :- 00  
Reddyvaripalli  
Cuddapah516215  
Mobile No: 8179436689

**Dear Ms.Usha Kiran,**

### **Sub: Offer and Appointment Letter**

This has reference to your application and the subsequent interview you had with us, we are pleased to offer you an employment with the following Terms & Conditions:

#### **1. Designation:**

You will be designated as "**Assistant-Trainee**", Grade "**G01**", in **Quality Assurance** Department based at **MSN Laboratories Private Limited - MSNF-II-Kothur-Osd** Location.

#### **2. Remuneration:**

Detailed compensation structure as Total Cost to Company **Rs.150000/-** is mentioned in the Annexure-I.

#### **3. Documents to be Submitted:**

Please bring all the following documents in original with Photostat copies of the same at the time of joining.

- a. Passport Size Color Photographs (Self) - 7 nos. and Dependent-family members photograph - 1 nos. each
- b. All Educational Certificates and any other Certificates related to specific Training and Skills
- c. Previous employment Service Certificate / Relieving Letter, if any
- d. Last Six Months Bank Statement
- e. Aadhaar Cards of self and dependent family members
- f. PAN Card
- g. Passport / Driving License
- h. A cancelled cheque leaf of active bank account
- i. Medical Certificate with Reports
- j. Non Judicial Stamp Paper worth Rs. 100/- in your name, for the purpose of Employment Agreement. You need to give us the Agreement of Employment on Non-Judicial Stamp paper, stating that, you will work with MSN Group of Companies for a minimum period of three years, from the date of joining.

*Page 1 of 2*



Name: Usha Kiran

**4. Medical Fitness:**

This Offer and Appointment is subject to your medical fitness, for which you need to undergo Medical Examination at Company's Designated Medical Center as per Annexure- III.

**5. Terms & Conditions:**

- a. Your employment is governed by the detailed Terms & Conditions furnished in Annexure - II.
- b. As discussed, you need to join us on or before **July 18, 2022**, failing which this offer and Appointment Letter stands withdrawn.
- c. This offer is subject to completion of your B Pharmacy and submission of all the certificates to the company. Further, please note that, in the event of noncompliance of submitting the pass certificate within the stipulated period i.e., on or before **31<sup>st</sup> December, 2022**, this offer will be Cancelled. In this regard, you are required to give declaration to the organization.

The Present Salary will be on the basis of Intermediate Your Salary will be revised to B Pharmacy Grade, from the date of Joining, after submission of Certificates.

Kindly arrange to send us your written confirmation within two working days, from the date of receipt of this offer letter as a token of your acceptance by signing on the Xerox copy of this letter, mentioning your Date of Joining.

Please feel free to contact Mr. Arjun Potturu, Contact No. 040-30438701 , Email ID: arjun.potturu@msnlabs.com for further clarifications, if any.

We would like to take this opportunity to welcome you into our MSN family and wishing you a long & successful association with us.

Thanking you,

Yours sincerely,  
For MSN Laboratories Private Limited

A handwritten signature in blue ink, appearing to read 'Arjun Potturu', is written over the typed name.

**Authorized Signatory**

July 13, 2022

**Annexure-I**

**Ms.Usha Kiran**  
**Designation:** Assistant-Trainee  
**Grade :** G01  
**Department:** Quality Assurance

**TOTAL COST TO COMPANY**

All figures in INR

Salary Components	Per Month	Per Annum	Payment Frequency
<b>A. Monthly Salary</b>			
Basic Pay	9500	114000	Monthly
House Rent Allowance	124	1493	Monthly
Education Allowance	0	0	Monthly
Minimum Guaranteed Bonus	0	0	Monthly
Statutory Bonus (Advance Payout)	700	8400	Monthly
<b>A - Monthly Gross Total</b>	<b>10324</b>	<b>123893</b>	
<b>B. Statutory Benefits</b>			
PF (Employer Contribution)	1140	13680	Monthly
ESI (Employer Contribution)	336	4027	Monthly
Bonus / Ex-gratia	700	8400	Annual
<b>B - Statutory Benefits Total</b>	<b>2176</b>	<b>26107</b>	
<b>C. Fixed Total Cost to Company (A+B)</b>	<b>12500</b>	<b>150000</b>	
<b>D. Gratuity (As per the Gratuity Act, 1972)</b>	<b>457</b>	<b>5483</b>	
<b>Total Cost to Company (C+D)</b>	<b>12957</b>	<b>155483</b>	

Apart from the above, you are also eligible for following Benefits as per the Company Policy.

1. Coverage under Group Personal Accident Policy
2. Coverage under Group Term Life Insurance Policy
3. You will be Covered Under ESIC Insurance Scheme

For MSN Laboratories Private Limited



Authorized Signatory

Name: Usha Kiran

Annexure- II

TERMS & CONDITIONS OF THE EMPLOYMENT

1. The effective date of joining shall not be later than **July 18, 2022**, failing which this offer and Appointment Letter stands withdrawn.
2. Your initial place of posting shall be at **MSN Laboratories Private Limited - MSNF-II-Kothur-Osd** Location. However, your services are transferable to any Location in India or outside India to serve the Company in any of its Departments, Factories, Establishments, Group Companies and its associates. You will abide by the working conditions and policies of the area concerned and the transfer arrangement will not deem to constitute a change in your service conditions.
3. Your appointment with the Company would be subject to successful pre and/or post-employment background checks, in respect of accuracy of the testimonials, experience and information provided by you in securing the employment with the company. If you have made any false declaration or willfully suppressed any material information, you will be liable for removal from the service without notice.
4. Your Date of Birth is recorded as **July 03, 2001**, by the Company on the basis of documentary evidence produced by you at the time of your appointment. You are advised to take note of the same, and this date will be considered as the authenticated date of birth for all purposes throughout your service with the Company, and will not be changed under any circumstances.
5. You will be on training for a period of one year, and the same may be extended at the discretion of the management by such further period not exceeding six months. During the period of training (including any extended period), your services are subject to termination without any notice or assigning any reason. After successful completion of your training period based on your performance & suitability, your employment will be confirmed. At the time of confirmation of your Employment, a separate confirmation letter will be issued with new Terms & Conditions as applicable.
6. You are required to keep us informed of any changes in your personal details, residential address, marital status, educational qualifications, dependent's details etc.
7. You shall do the best of your ability and devote your experience, knowledge, skills and working hours with full of attention and energy for the business of the Company. You shall use your best endeavors to promote the interest and welfare of the Company. The Company shall be entitled to all the benefits and profits arising from such work and efforts of yours.

A handwritten signature in blue ink, appearing to be 'Usha Kiran', written in a cursive style.

Name: Usha Kiran

8. Changes in your compensation are discretionary and will be subject to the overall performance of the Company, your individual effective performance and policies of the Company. You shall keep details of your salary and employment benefits strictly confidential within and outside the Company.
9. You will be liable to conform to the Company Policies and Procedures, rules and regulations, discipline and general work practices, which are subject to change from time to time.
10. As per the policy of the Company, we expect you to devote full attention and effort to the business of the Company and to continuously develop professional skills in mutual interest. We clearly disapprove of any employee directly or indirectly engaging himself/herself in or devoting any time or attention to any part-time employment or business or monetary position other than that of the Company. You will not undertake either directly or indirectly any activities, which are contrary to or inconsistent with your obligations to the Company, its reputation, image and interest whether direct or indirect. At any time, if it is found that there is any breach of this condition on your part, your services are liable to be terminated at the discretion of the management.
11. You will be responsible for the safe keep and return in good condition and order, of all property such as tools, equipment, instruments, books, uniforms etc., which may be in your use, custody, care or charge. The Company shall have the right to deduct the monetary value of all such things from your dues and take such other action, as we deem proper in the event of your failure to account for such property to our satisfaction.
12. As per the Company's policy, the age of superannuation is 58 years subject to your being physically and mentally fit as certified by a medical practitioner designated by the Company and meeting the performance expectations of the Company. Retention of your services beyond the age of superannuation will be entirely at the discretion of the management.
13. You will be required to sign an Employee Non-disclosure/Confidential Agreement with the Company at the time of joining. In the performance of your duties, you will come to possess information connected with the Company's financials, operations of manufacturing processes, documents, plans, drawings, prints, trade, secrets, technical information, reports, statements, correspondence etc., and other matters relating to the Company's business, written or unwritten and also information and instructions that pass through you or come to your knowledge. All such information shall be held by you in strict confidence and shall not be divulged to any person during your services with the Company or thereafter. In the event of your acting in any contrast or thereafter, the Company will be at liberty to initiate appropriate proceedings to safeguard the interests of the Company.
14. Upon termination, you shall cooperate with the Company, as reasonably requested by the Company, to effect a smooth transition of your responsibilities and ensure that the Company is aware of all matters being handled by you.

A handwritten signature in blue ink, appearing to read 'Usha Kiran'.

Name: Usha Kiran

15. Upon termination of your employment with the Company for any reason, you shall promptly return to the Company any keys, credit cards, passes, confidential documents or material, or other property belonging to the Company, and return all writings, files, records, correspondence, notebooks, notes and other documents and things including any copies thereof, containing Confidential Information or relating to the business or proposed business of the Company or its subsidiaries or affiliates. The Company reserves the right not to relieve you of your employment in the event that all the Company's documents/ property / Confidential Information in your custody have not been properly handed over by you to an authorized representative of the Company.
16. The Company reserves the right during any period of notice to exclude you from the premises of the Company, or to require you to carry out specified duties at premises other than those referred to in clause 2 of this letter of Offer and Appointment Letter, or to carry out no duties, and to instruct you not to communicate with clients, employees, agents or representatives of the Company until your employment has been terminated, provided that you will continue to be paid and to enjoy normal contractual benefits during any such period, except in the case of suspension. You will not be entitled to engage in any other employment, work or business during the notice period.
17. Any breach of the Company's regulations/policies, failure to attain or maintain a satisfactory work standard or any misconduct by an employee will be regarded as a disciplinary matter and Disciplinary action will be initiated accordingly as per the Company regulations / policies.
18. Jurisdiction: Any disputes arising out of and /or related to your employment with the Company shall be subject to Hyderabad City Jurisdiction.



---

**Acknowledgement for the Acceptance of the Offer and Appointment Letter**

I read & understand all Terms & Conditions relating to my Offer and Appointment Letter and declare that I hereby unconditionally and irrevocably accept the same.

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

**Signature:**

**Date**



# ANNAMACHARYA COLLEGE OF PHARMACY

Approved by AICTE & PCI, New Delhi. Affiliated to JNTUA, Ananthapuramu,  
Accredited by NAAC with 'A' Grade, Bangalore, Accredited by NBA (UG ),  
New Delhi, Recognized u/s 2(f) & 12(B) of the UGC Act, 1956, New Delhi,  
Recognized Research Center, JNTUA, Ananthapuramu.



Estd. 2003



**COMPANY : EPISOURCE**

**POSITION:** Trainee coder, Medical Coder,  
Coding analyst,



**JOB TITLE :** Medical coding

**ELIGIBILITY :**

Life Sciences

**JOB LOCATION :** Hyderabad,  
Chennai,  
Bangalore

**LAST DATE FOR  
REGISTRATION :**

12<sup>th</sup> March 2022 by 11 AM

**INTERVIEW  
DATE :** 14<sup>th</sup> march 2022

**SALARY :**

3-4 LPA

**Registration link;** <https://forms.gle/9WseZUMcY132bWie9>

**ASSESSMENT / INTERVIEW PROCESS :**

1. Comprehensive test
2. Technical Session
3. HR discussion & offers (Online)

**CONTACT DETAILS :**

1) U. Narasimhulu,  
Ph no; 9703099784

2) M. Sireesha,  
Ph no; 9100734200

3) Y Nagarjuna Reddy  
Ph no; 9133701066





# ANNAMACHARYA COLLEGE OF PHARMACY

Approved by AICTE & PCI, New Delhi. Affiliated to JNTUA, Ananthapuramu,  
Accredited by NAAC with 'A' Grade, Bangalore. Accredited by NBA (UG), New Delhi  
Recognized u/s 2(f) & 12(B) of the UGC Act, 1956, New Delhi, Recognized Research Center, JNTUA, Ananthapuramu.



## Training & Placement Cell

### INVITATION FOR POOL CAMPUS PLACEMENT DRIVE (virtual mode)

Greetings,

Date: 07-03-2022

Dear Sir/Madam,

We are pleased to inform you that the **Annamacharya College of Pharmacy** conducting pool campus drive for **Epi source** through online mode on 14-03-2022 for the **position of Trainee coder, Medical coder, Coding analyst** which bring together an opportunity for the **Epi source** and young job aspirants under the roof.

Episource is a leading US based healthcare services company providing 'Risk Adjustment Services' for Insurance providers across the United States. Established in 2004 in Chennai, Episource currently has around 4000 employees spread across California, Florida, Philippines and India (Chennai, Mumbai & Vijayawada), with an Integrated Onshore/Offshore Global Delivery Model. As part of our expansion plan across US we have expanded our capabilities by acquiring Peak solutions based out of Florida, US. Episource has devoted more than a decade in building products for healthcare providers to measure business outcomes. Episource is growing globally and we are looking at increasing our headcount in India Exponentially.

Number of M. Pharmacy, B. Pharmacy, B.SC (Chemistry), M.SC (Organic Chemistry), B.SC / M.SC (Microbiology) students from various Universities and Institutions are expected to attend the "Pool Campus Drive"

### CAMPUS DRIVE DETAILS

**Company:- Epi source**

**Eligibility :** Medical science / Life-Science Degree / Diploma

**Designation :** Trainee coder, Medical coder, Coding analyst

**Job Location:** Chennai, Hyderabad, Bangalore

**Salary :** Industry best salary & incentives (Salary + Incentive) Range – 3 to 4 LPA for trainees

**Allowances** – Performance based incentives, encouraging a merit-based culture

**Date:-** 14-03-2022

**Screening Process**

3 Rounds of Interviews -

1. Comprehension Test - MCQ
2. Technical Session – Video call / In-person
3. HR Discussion & Offers – Video call/ In-person

We are hereby requesting you to motivate your students to participate the campus drive and also to communicate the same to your known friends and respective graduates in mutual interest. Further, for any queries you may contact head of the Institution and our faculty, placement in-charge

U Narasimhulu: +91-9703099784, M Sireesha: +91-9100734200, Nagarjun Reddy: +91-9133701066



*[Signature]*  
PRINCIPAL  
ANNAMACHARYA COLLEGE OF PHARMACY  
NEW BOYANAPALLI-516 126  
RAJAMPET, Kadapa Dist. A. P.



list of selected candidates

Annamacharya College of Pharmacy  
To: Vijairaman Athmanathan

Dear Sir,  
Thank you for your response, in the above list please insert the columns which provides the information like name of the college and roll number.

Thanks and Regards,  
Vijairasimhulu

From: Vijairaman Athmanathan <vijairaman.athmanathan@epiource.com>  
Sent: Monday, May 16, 2022 12:52 PM  
To: 'Annamacharya College of Pharmacy' <ancplacement@outlook.com>  
Subject: RE: list of selected candidates

Hi Team,  
Please find below the list of shortlisted candidates conducted from the drive.

Name as per Aadhar	Contact Number	Mail ID	DOJ per Offer / Expected DOJ
Msri Pavan Kalyan	8500283476	pavankalyan.ms1919@gmail.com	8-Aug-22
Maresh Jalakuri	9640906458	maheshenfield7@gmail.com	8-Aug-22
Madhusudhanreddy Kachana	7482249085	madhukachana33@gmail.com	12-Sep-22
Kallamala Habeebunnissa	9182810806	habeebunnissa173@gmail.com	16-May-22
Akkisetty Sreevani	9100651956	akkisettyreevani@gmail.com	8-Aug-22
Manti Saileela	9963767997	saileelamanti9@gmail.com	8-Aug-22
K V Surya Teja	8688917839	suryatejakanaguduru1997@gmail.com	16-May-22
Thanneru Sai Kumar	8978787517	thannerusaikumar2703@gmail.com	16-May-22
Sai Greeshma	7660880087	saigreeshma218@gmail.com	11-Jul-22
Muchukota Jaya Prakash Reddy	6302559027	jayaprakash1253510@gmail.com	12-Sep-22
Amasa Anusha	7036700191	dranushaamasa@gmail.com	8-Aug-22
Bukke Babitha	6300301957	bukkebabitha@gmail.com	13-Jun-22
Siva Jyothi Enugoiu	9949833416	sivajyoti9@gmail.com	11-Jul-22
Himabindu Bandaru	9160196772	bhbindu06@gmail.com	11-Jul-22
Mamatha Govindu	9989015497	govindumamatha222@gmail.com	11-Jul-22
Himabindu Billupati	6305912441	bindhubillupati10@gmail.com	12-Sep-22
Mallikarjuna G	9652435308	gужjulamallikarjuna5@gmail.com	8-Aug-22
Hari Kumar Muddalavari	8374261802	hari50741kumar@gmail.com	11-Jul-22
Galeti Harshalatha	7702775426	harshalatha081@gmail.com	11-Jul-22
Surya Kiran Soddala	8074017877	suryasaryu3@gmail.com	11-Jul-22
Palla Vani	9959837645	vanipalla51@gmail.com	13-Jun-22
Vallela Bavitha Reddy	9701046289	bavithachintu@gmail.com	8-Aug-22
Sreelakshmi Nagendra	7993180349	sreelakshmireddy4@gmail.com	8-Aug-22
Vaishnavi Voleti	6281331543	vaishu66vkk@gmail.com	12-Sep-22
Bhavana Prathyusha Moora	9100690899	bhavanaprathyusha1@gmail.com	8-Aug-22
Meenas Parveen Shaik	9182156109	meenasparsveen511@gmail.com	11-Jul-22
Sneha Sri Polumuri	8978124618	snehasripolumuri@gmail.com	16-May-22
Venkatalakshmi Sheelam	7702248953	sheelamvenkatalakshmi31550@gmail.com	8-Aug-22
Dudimani Padmini	9704027716	dvpnp2022@gmail.com	11-Jul-22
Syed Ayesha	6309692065	sa9540052@gmail.com	8-Aug-22
Syed Althaf	8125959936	althafsyed111@gmail.com	13-Jun-22

Regards,

Vijai Raman | Senior Executive | Human Resources

- +91 9791101112
- vijairaman.athmanathan@epiource.com
- Prince Infocity II, 2<sup>nd</sup> floor, 141 Old Mahabalipuram Road, Kandanchavadi, Chennai, Tamil Nadu 600096
- www.epiource.com



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From: Annamacharya College of Pharmacy [mailto:ancplacement@outlook.com]  
 Sent: 12 May 2022 09:37  
 To: Vijairaman Athmanathan <vijairaman.athmanathan@epiource.com>  
 Subject: Re: list of selected candidates

*[Signature]*  
 PRINCIPAL  
 ANNAMACHARYA COLLEGE OF PHARMACY  
 NEW BOYANAPALLI-516 126  
 RAJAMPET, Kadapa Dist. A. P.

Hi Sir, ... for the interview which is conducted on 14-03-2022 onwards through online.



# ANNAMACHARYA COLLEGE OF PHARMACY

NEW BOYANAPALLI, RAJAMPET – 516126, A.P., INDIA

Affiliated to JNTUA, Ananthapuramu, Approved by AICTE & PCI, New Delhi, Recognized Research Centre by JNTUA, Ananthapuramu, Accredited by NBA, New Delhi (UG Program), NAAC, Bangalore with 'A' Grade, Recognised u/s 2(f) & 12-B of the UGC Act, 1956



## TRAINING AND PLACEMENT CELL

### SELECTED CANDIDATES FOR EPI SOURCE POOL CAMPUS DRIVE – 14-03-2022

#### Pharm D



**A. Anusha**  
H.T.No. 16M71T0001  
(2016-2022 Pharm.D.)



**T Sai Kumar**  
H.T.No. 16M71T0002  
(2016-2022 Pharm.D.)



**B. Himabindhu**  
H.T.No. 16M71T0005  
(2016-2022 Pharm.D.)



**Sk. Meenas Parveen**  
H.T.No. 16M71T0011  
(2016-2022 Pharm.D.)



**S. MD. Althaf**  
H.T.No. 16M71T0012  
(2016-2022 Pharm.D.)



**Sai Greeshma**  
H.T.No. 16M71T0018  
(2016-2022 Pharm.D.)



**G. Mamatha**  
H.T.No. 16M71T0010  
(2016-2022 Pharm.D.)



**E. Siva Jyothi**  
H.T.No. 16M71T0021  
(2016-2022 Pharm.D.)



**S. Surya Kiran**  
H.T.No. 16M71T0023  
(2016-2022 Pharm.D.)



**K V Surya Teja**  
H.T.No. 16M71T0028  
(2016-2022 Pharm.D.)



Congratulations to all selected candidates.

Good luck to all of you.

PRINCIPAL





# ANNAMACHARYA COLLEGE OF PHARMACY

NEW BOYANAPALLI, RAJAMPET – 516126, A.P., INDIA

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## TRAINING AND PLACEMENT CELL

SELECTED CANDIDATES FOR EPI SOURCE POOL CAMPUS DRIVE – 14-03-2022

### B PHARMACY



**S. Ayesha**

H.T.No. 18M71R0011  
(2018-2022 B.Pharm)



**V. Bavitha Reddy**

H.T.No. 18M71R0012  
(2018-2022 B.Pharm)



**Bhavana prathyusha**

H.T.No. 18M71R0013  
(2018-2022 B.Pharm)



**M. Hari kumar**

H.T.No. 18M71R0022  
(2018-2022 B.Pharm)



**M. Jayapraksh Reddy**

H.T.No. 18M71R0024  
(2018-2022 B.Pharm)



**K Madhusudhan Reddy**

H.T.No. 18M71R0031  
(2018-2022 B.Pharm)



**J Mahesh**

H.T.No. 18M71R0033  
(2018-2022 B.Pharm)



**G. Mallikarjun**

H.T.No. 18M71R0034  
(2018-2022 B.Pharm)



**M Saileela**

H.T.No. 18M71R0064  
(2018-2022 B.Pharm)



**M.Sri Pavan Kalyan**

H.T.No. 18M71R0077  
(2018-2022 B.Pharm)



**N. Sreelakshmi**

H.T.No. 18M71R0076  
(2018-2022 B.Pharm)



**S. Venkata Lakshmi**

H.T.No. 18M71R0089  
(2018-2022 B.Pharm)



Congratulations to all selected candidates.  
Good luck to all of you.

**PRINCIPAL**



## Fwd: Episource - Joining confirmation

Hari kumar <hari50741kumar@gmail.com>

Mon 22-Aug-22 11:38 AM

To: ancplacement@outlook.com <ancplacement@outlook.com>

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

From: **Hari kumar** <[hari50741kumar@gmail.com](mailto:hari50741kumar@gmail.com)>

Date: Mon, 22 Aug, 2022, 11:37 am

Subject: Fwd: Episource - Joining confirmation

To: narasimha.vision23 <[narasimha.vision23@gmail.com](mailto:narasimha.vision23@gmail.com)>

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

From: **India Hiring** <[indiahiring@episource.com](mailto:indiahiring@episource.com)>

Date: Thu, 28 Jul, 2022, 6:05 pm

Subject: Episource - Joining confirmation

To:

Dear Candidate,

Greetings from Episource !!

As part of our joining process we would like to gather details, based on which you will be receiving welcome mails for joining.

Please click the below link to access the Gform and send it on or before **30 July,2022 , 6.30 PM**

<https://forms.gle/y28EgXKR42WPx3YF6>

**Best Regards,**

**Team HR**

### Disclaimer

The information contained in this communication from the sender is confidential. It is intended solely for use by the recipient and others authorized to receive it. If you are not the recipient, you are hereby notified that any disclosure, copying, distribution or taking action in relation of the contents of this information is strictly prohibited and may be unlawful.

This email has been scanned for viruses and malware, and has been encrypted in transit by Mimecast.

## Fwd: Episource Hiring 2022

Mallikarjuna Gujjula <gujjulamallikarjuna5@gmail.com>

Tue 02-Aug-22 1:12 PM

To: ancpplacement@outlook.com <ancpplacement@outlook.com>

📎 1 attachments (685 bytes)

image009.png;

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

From: **Asha Priyadharishini** <[asha.priyadharishini@episource.com](mailto:asha.priyadharishini@episource.com)>

Date: Fri, Jul 29, 2022, 10:52 AM

Subject: Episource Hiring 2022

To:

Cc: <[maheshenfield7@gmail.com](mailto:maheshenfield7@gmail.com)>, <[19bio022@srcw.ac.in](mailto:19bio022@srcw.ac.in)>, <[afrik2107@gmail.com](mailto:afrik2107@gmail.com)>, <[jayashree22358@gmail.com](mailto:jayashree22358@gmail.com)>, <[krishnaprasad9599@gmail.com](mailto:krishnaprasad9599@gmail.com)>, <[kaustubhpanzare51@gmail.com](mailto:kaustubhpanzare51@gmail.com)>, <[abhinandanghosh.2000@gmail.com](mailto:abhinandanghosh.2000@gmail.com)>, <[saimainamdar212@gmail.com](mailto:saimainamdar212@gmail.com)>, <[dasarivandana0123@gmail.com](mailto:dasarivandana0123@gmail.com)>, <[snehalanke2996@gmail.com](mailto:snehalanke2996@gmail.com)>, <[rathnammani845@gmail.com](mailto:rathnammani845@gmail.com)>, <[sujithasubbu775@gmail.com](mailto:sujithasubbu775@gmail.com)>, <[19bio004@srcw.ac.in](mailto:19bio004@srcw.ac.in)>, <[deepikaslm2000@gmail.com](mailto:deepikaslm2000@gmail.com)>, <[aishwaryabala18@gmail.com](mailto:aishwaryabala18@gmail.com)>, <[harshinidevi2705@gmail.com](mailto:harshinidevi2705@gmail.com)>, <[bharghavijyothula2699@gmail.com](mailto:bharghavijyothula2699@gmail.com)>, <[vpriya.saku@gmail.com](mailto:vpriya.saku@gmail.com)>, <[727686saniya@gmail.com](mailto:727686saniya@gmail.com)>, <[sivadoctor111@gmail.com](mailto:sivadoctor111@gmail.com)>, <[johnpaul.alpha1@gmail.com](mailto:johnpaul.alpha1@gmail.com)>, <[pavankalyan.ms1919@gmail.com](mailto:pavankalyan.ms1919@gmail.com)>, <[poongodi.m2609@gmail.com](mailto:poongodi.m2609@gmail.com)>, <[vedusharma2708@gmail.com](mailto:vedusharma2708@gmail.com)>, <[karrisai968@gmail.com](mailto:karrisai968@gmail.com)>, <[mpavithra426@gmail.com](mailto:mpavithra426@gmail.com)>, <[snehaaa13gnc@gmail.com](mailto:snehaaa13gnc@gmail.com)>, <[jayaprakash1253510@gmail.com](mailto:jayaprakash1253510@gmail.com)>, <[narmadhasridhar3475@gmail.com](mailto:narmadhasridhar3475@gmail.com)>, <[kalyanietukuri9@gmail.com](mailto:kalyanietukuri9@gmail.com)>, <[smmonika1435@gmail.com](mailto:smmonika1435@gmail.com)>, <[122010117@sastra.ac.in](mailto:122010117@sastra.ac.in)>, <[abiramiprt2000@gmail.com](mailto:abiramiprt2000@gmail.com)>, Lidiya Chellapandii <[lidiyachellapandi@gmail.com](mailto:lidiyachellapandi@gmail.com)>, <[muppanenisiva15@gmail.com](mailto:muppanenisiva15@gmail.com)>, <[gayathriramesh2299@gmail.com](mailto:gayathriramesh2299@gmail.com)>, <[manjunadbandaru5159@gmail.com](mailto:manjunadbandaru5159@gmail.com)>, <[ashwindayalan94@gmail.com](mailto:ashwindayalan94@gmail.com)>, <[gujjulamallikarjuna5@gmail.com](mailto:gujjulamallikarjuna5@gmail.com)>, <[krishnasuryaamireddy@gmail.com](mailto:krishnasuryaamireddy@gmail.com)>, <[patangeashvini1999@gmail.com](mailto:patangeashvini1999@gmail.com)>, <[saileelamanti9@gmail.com](mailto:saileelamanti9@gmail.com)>, <[ravalireddyganji@gmail.com](mailto:ravalireddyganji@gmail.com)>

Dear candidate,

The mail is in response to your query regarding Date of Joining.


Please be informed that you will be given a date based on the availability and Offer letter will be made accessible to you, once you join.

Please keep a check on your mails regularly.



**Thanks & Regards**

**A.Asha Priyadharishini | Human Resources**

 Telephon +91 7305284555

e

[asha.priyadharishini@episource.com](mailto:asha.priyadharishini@episource.com)

Prince Infocity II, 2<sup>nd</sup> floor, 141 Old Mahabalipuram Road, Kandanchavadi, Chennai, Tamil Nadu 600096

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

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This email has been scanned for viruses and malware, and has been encrypted in transit by Mimecast.

## Fwd: HR Round Shortlisted - March 30, 2022

sai greeshma <saigreeshma218@gmail.com>

Wed 12-Oct-22 3:07 PM

To: ancplacement@outlook.com <ancplacement@outlook.com>

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

From: **India Hiring** <[indiahiring@episource.com](mailto:indiahiring@episource.com)>

Date: Mon, 4 Apr, 2022, 5:04 pm

Subject: HR Round Shortlisted - March 30, 2022

To:

Dear Candidate,

Please be informed that you have been shortlisted in the HR round and you are expected to be on boarded based on the joining date chosen from your end. We shall communicate to you accordingly once the Date of joining is confirmed.

For further clarification please feel free to reach out to the mail ID mentioned below :

[vjairaman.athmanathan@episource.com](mailto:vjairaman.athmanathan@episource.com)

Regards

HR Team

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## Fwd: Episource On Premises Joining Confirmation - 16 May, 2022 - Chennai

sai kumar <thannerusaikumar2703@gmail.com>

Wed 12-Oct-22 3:09 PM

To: ancplacement@outlook.com <ancplacement@outlook.com>

📎 2 attachments (4 MB)

On-boarding\_files (1).zip; GUIDELINE FILE (READ ONLY).zip;

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

From: **India Hiring** <[indiahiring@episource.com](mailto:indiahiring@episource.com)>

Date: Mon 9 May, 2022, 6:48 PM

Subject: Episource On Premises Joining Confirmation - 16 May, 2022 - Chennai

To:

Dear Candidate,

Subsequent to your registration, we are very happy to have you Onboard at Episource.

<b>Date of Joining</b>	<b>16 May, 2022</b>
<b>Reporting Time</b>	9:00 AM
<b>Office Address for Reporting</b>	<b>Episource India Pvt. Ltd., Prince Info City II, 9th Floor, # 141, Rajiv Gandhi Salai, OMR,Kandanchavadi Chennai-600096</b> Location - <a href="https://maps.app.goo.gl/TmudvxxkInwPJwvgT7">https://maps.app.goo.gl/TmudvxxkInwPJwvgT7</a>
<b>Dress Code</b>	Business Casuals
<b>Point of Contact</b>	V.Mangala

### Form Filling:

1. Kindly fill out the attached Onboarding Documents (.doc) and keep them ready for submission.
2. You can refer guidance file for any clarifications
3. Do not fill your particulars in the Guidance File (.pdf)

## Documents Required:

Kindly scan all the documents mentioned in the below column and keep them ready to be submitted on the day of your joining us.

<b>S.No</b>	<b>Folder Name</b>	<b>Documents Required</b>
<b>1</b>	Personal Documents	Aadhar Card
		PAN Card
		Address Proof: Passport, Driving License, Family Card
<b>2</b>	Educational Documents	10 <sup>th</sup> & 12 <sup>th</sup> Marksheets
		<b>UG:</b> All Semester Marksheets (Individual or Consolidated) Provisional Degree Certificate
		<b>PG (If applicable):</b> All Semester Marksheets (Individual or Consolidated) Provisional Degree Certificate
<b>3</b>	Photo	Passport Size
<b>4</b>	Bank Document	Personal Bank Account Passbook front page
<b>5</b>	Certification	CPC / CRC Certificate ( If Applicable)
<b>6</b>	Onboarding Documents	Filled Onboarding Files without changing the document name (attached to this mail)

We are looking forward to having you onboard and seeing you achieve great things!!!

### Note:

- Do not share the mail or link to anyone as it is shared to designated joiners for **16 May, 2022**.
- Please fill the form only if there is no backlogs, all your exams are completed including viva, record submission and internals etc.

- PAN card is mandatory for onboarding , if not available please apply and ensure to share the PAN application number during the onboarding

**NOTE:**

**We encourage you to stay safe. Please ensure you wear a face mask all the time in adherence to the COVID protocols mandated by the Government.**

**Joiners without a face mask will not be permitted inside the office premises. Thank you for your cooperation and support.**

Best Regards,

Team HR



**Disclaimer**

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This email has been scanned for viruses and malware, and has been encrypted in transit by Mimecast.

# ANNAMACHARYA COLLEGE OF PHARMACY



Estd. 2003

Approved by AICTE & PCI, New Delhi. Affiliated to JNTUA, Ananthapuramu,  
Accredited by NAAC with 'A' Grade, Bangalore, Accredited by NBA (UG),  
New Delhi, Recognized u/s 2(f) & 12(B) of the UGC Act, 1956, New Delhi,  
Recognized Research Center, JNTUA, Ananthapuramu.



## TRAINING AND PLACEMENT CELL

### Scientific Erevna Pvt Ltd virtual mode campus Interview

For

### ANCP STUDENTS

**Position - Editorial Assistant and Program Coordinator**

**DATES OF INTERVIEW: 26-02-2022 & 27-02-2022**

**CTC : 2.4 – 3.0 LPA**



**ALL THE BEST**  
for  
**REGISTERED STUDENTS**

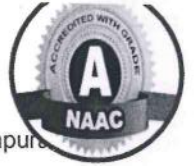






# ANNAMACHARYA COLLEGE OF PHARMACY

Approved by AICTE & PCI, New Delhi. Affiliated to JNTUA, Ananthapuramu,  
Accredited by NAAC with 'A' Grade, Bangalore, Accredited by NBA (UG), New Delhi  
Recognized u/s 2(f) & 12(B) of the UGC Act, 1956, New Delhi, Recognized Research Center, JNTUA, Ananthapuramu



## Training & Placement Cell

### INVITATION FOR POOL CAMPUS PLACEMENT DRIVE(virtual mode)

Greetings,

Date: 18-02-2022

Dear Sir/Madam,

We are pleased to inform you that the **Annamacharya College of Pharmacy** conducting pool campus drive for **Scientific Erevna Pvt Ltd** through online mode on 26-02-2022 & 27-02-2022 for the **position of EDITORIAL ASSISTANT AND PROGRAM COORDINATOR** which bring together an opportunity for the **Scientific Erevna Pvt Ltd.** and young job aspirants under the roof.

Scientific Erevna provides the best of all open access publisher and International Conference Event Organizer which owe to serve the scientific Community editorial services that meet the clear-cut needs of the clients. Our Quality Assurance method for editing and proofreading services is rigorous, and every one of our processes is uniquely verified consistent with world standards with friendly customer service, knowledgeable publishing specialists, and quality book services you need to get the job done. We strive for customer satisfaction.

Number of M. Pharmacy, B. Pharmacy, B.SC (Chemistry), M.SC (Organic Chemistry), B.SC / M.SC (Microbiology) students from various Universities and Institutions are expected to attend the "Pool Campus Drive"

### CAMPUS DRIVE DETAILS

**Company:- Scientific Erevna Pvt Ltd**

**Job Location: Hyderabad**

**Eligibility :** Pharmacy, Any Life Science graduates and post graduates

**Designation : EDITORIAL ASSISTANT AND PROGRAM COORDINATOR**

**Salary :**

**For UG candidates: 2.4 LPA**

You will join the organization as trainees for a period of three months. During the training period, a stipend of 12,000 INR will be paid. After which salary would be 15,000 INR will be paid plus Incentives will be there.

**For PG candidates: 3 LPA**

You will join the organization as trainees for a period of three months. During the training period, a stipend of 15,000 INR will be paid. After which salary would be 18,000 INR will be paid plus Incentives will be there.

**Eligible Qualification:** Medical science / Life-Science Degree / Diploma

**Date:-** 26-02-2022 & 27-02-2022

#### ➤ Screening Process

- 3 Rounds of Interviews -
  1. Comprehension Test - MCQ
  2. Technical Session – Video call / In-person
  3. HR Discussion & Offers – Video call/ In-person

We are hereby requesting you to motivate your students to participate the campus drive and also to communicate the same to your known friends and respective graduates in mutual interest. Further, for any queries you may contact head of the Institution and our faculty, placement in-charge

U Narasimhulu: +91-9703099784, M Sireesha: +91-9100734200, Nagarjun Reddy: +91-9133701066



*[Signature]*  
**PRINCIPAL**  
**ANNAMACHARYA COLLEGE OF PHARMACY**  
**NEW BOYANAPALLI-516-126**  
**RAJAMPET, Kadapa Dist. A. P.**

**Fwd: Annamacharya College-Scientific Erevna Selected Candidates List**

Scientific Erevna <scientificerevna@gmail.com>

Tue 01-Mar-22 6:07 PM

To: Annamacharya College of Pharmacy <ancplacement@outlook.com>

📎 1 attachments (11 KB)

Annamacharya College Kadapa.xlsx;

Dear Sir/Madam,

Greetings

Thank you for allowing us to conduct the campus drive in your college

We are happy to let you know that we have scrutinized some of your students who are selected for the campus selection.

Please find the attached the list of selected candidates.

We would request you to take the confirmation with the selected students regarding the joining and let me know if any of the candidates among those are not interested to join so that we can give chance to other students who are on hold.

Also kindly check the contact details of the students for further correspondence

Kindly confirm us with the opinion on or before 4<sup>th</sup> March 2022


With thanks,

Sneha K

HR Manager

Scientific Erevna Pvt Ltd

[hr-manager@scientificerevna.com](mailto:hr-manager@scientificerevna.com)

  
PRINCIPAL  
ANNAMACHARYA COLLEGE OF PHARMACY  
NEW BOYANAPALLI-516 126  
RAJAMPET, Kadapa Dist. A. P.



3/23/22, 9:32 AM

Mail - Annamacharya College of Pharmacy - Outlook

**Re: Willingness from selected candidates**

Scientific Erevna <scientificerevna@gmail.com>

Fri 04-Mar-22 1:44 PM

To: Annamacharya College of Pharmacy <ancplacement@outlook.com>

Dear Sir,

These are the below students whom we can recruit in the place of not willing students:

Inturi Usharani	Female	B PHARMACY	2022	<a href="mailto:inturiusharani2119@gmail.com">inturiusharani2119@gmail.com</a>	9381734494	B-phar
Bandaru usha kiran	Female	B PHARMACY	2022	<a href="mailto:ushakiran375@gmail.com">ushakiran375@gmail.com</a>	8179436689	B-Phar
NAGOOR SHIHAM AL WAFA	Female	B PHARMACY	2022	<a href="mailto:shihamwafa24@gmail.com">shihamwafa24@gmail.com</a>	6309851684	8.1

On Thu, Mar 3, 2022 at 3:04 PM Annamacharya College of Pharmacy <ancplacement@outlook.com> wrote:

Dear mam

Pls find the attachment of willingness of selected candidates

PRINCIPAL  
ANNAMACHARYA COLLEGE OF PHARMACY  
NEW BOYANAPALLI-516 126  
RAJAMPET, Kadapa Dist. A. P.





**ANNAMACHARYA COLLEGE OF PHARMACY :: RAJAMPET**  
**SCIENTIFIC EVERNA ON-CAMPUS PLACEMENT DRIVE (ONLINE MODE)**  
**LIST OF SELECTED CANDIDATES**

S.No	Name	Gender	Course	Year of Pass Out	Email	Phone number	Highest Qualification Aggregate CGPA / %
1	Bhumiireddy Sai Chandana	Female	B PHARMACY	2022	chandanaireddy403@gmail.com	8639169240	73.70%
2	B.Meghana	Female	B PHARMACY	2021	meghanameghana856@gmail.com	9391046730	7.5
3	Bommu Mamatha	Female	B PHARMACY	2021	bommumamatha111@gmail.com	9030836844	8
4	B. Sai Greeshma	Female	PHARM D	2022	saigreeshma218@gmail.com	7660880087	78
5	Vangala Nandini	Female	PHARM D	2022	vangalanandini98@gmail.com	7036102076	84
6	K V Surya Teja	Male	PHARM D	2022	suryatejakanaguduru1997@gmail.com	8688917839	8
7	Shaik Affya Parveen	Female	B PHARMACY	2022	afyashaik185@gmail.com	9908923658	8.86
8	Vallela Bavitha Reddy	Female	B PHARMACY	2022	bavithachintu@gmail.com	9701046289	76.10%
9	M.Sri Pavan Kalyan	Male	B PHARMACY	2022	pavankalyan.ms1919@gmail.com	8500283476	72%
10	Muchukota Jayaprakash Reddy	Male	B PHARMACY	2022	jayaprakash1253510@gmail.com	6302559027	8.2
11	Chittepu Mounika reddy	Female	PHARM D	2022	chittepumounikareddy1998@gmail.com	7780369397	8
12	S. MD. Althaf	Male	PHARM D	2022	althafsyed111@gmail.com	8125959936	81.5
13	S. Gowthami	Female	PHARM D	2022	gowthamipharma1622@gmail.com	7799110784	84.50%
14	Prasanthi	Female	PHARM D	2021	santhireddy2601@gmail.com	8074499132	82%
15	Tejaswini	Female	PHARM D	2022	tejushankar2702@gmail.com	7981638824	8
16	Tanguturi Harini	Female	PHARM D	2022	harintanguturi@gmail.com	7995585055	0.7
17	Mangalapu.L.V.Vinuesa	Female	B PHARMACY	2022	vinuesa2000m@gmail.com	6309544904	70%



*(Signature)*  
**PRINCIPAL**  
**ANNAMACHARYA COLLEGE OF PHARMACY**  
**NEW BOYANAPALLI-516 126**  
**RAJAMPET, Kadapa Dist. A. P.**





# ANNAMACHARYA COLLEGE OF PHARMACY

NEW BOYANAPALLI, RAJAMPET – 516126, A.P., INDIA

Affiliated to JNTUA, Ananthapuramu, Approved by AICTE & PCI, New Delhi, Recognized Research Centre by JNTUA, Ananthapuramu, Accredited by NBA, New Delhi (UG Program), NAAC, Bangalore with 'A' Grade, Recognised u/s 2(f) & 12-B of the UGC Act, 1956



## TRAINING AND PLACEMENT CELL

### SELECTED CANDIDATES FOR SCIENTIFIC EREVNA PVT.LTD. ON 26-02-2022

B.Pharmacy					
 <b>Bommu Mamatha</b> H.T.No. 17M71R0046 (2017-2021 B.Pharm)	 <b>B. Meghana</b> H.T.No. 17M71R0049 (2017-2021 B.Pharm)	 <b>Shaik Afiya Parveen</b> H.T.No. 18M71R0002 (2018-2022 B.Pharm)	 <b>Vallela Bavitha Reddy</b> H.T.No. 18M71R0012 (2018-2022 B.Pharm)	 <b>Bhumireddy Sai Chandana</b> H.T.No. 18M71R0061 (2018-2022 B.Pharm)	 <b>NAGOOR SHIHAM AL Wafa</b> H.T.No. 18M71R0073 (2018-2022 B.Pharm)
B.Pharmacy			Pharm.D.		
 <b>M. Sri Pavan Kalyan</b> H.T.No. 18M71R0077 (2018-2022 B.Pharm)	 <b>Bandaru usha kiran</b> H.T.No. 18M71R0083 (2018-2022 B.Pharm)	 <b>Inturi Usharani</b> H.T.No. 18M71R0084 (2018-2022 B.Pharm)	 <b>Mangalapu.L.V.Vineesha</b> H.T.No. 18M71R0091 (2018-2022 B.Pharm)	 <b>B. Prasanthi</b> H.T.No. 15M71T0019 (2015-2021 Pharm.D.)	 <b>S. Gowthami</b> H.T.No. 16M71T0004 (2016-2022 Pharm.D.)
Pharm.D.					
 <b>S. MD. Althaf</b> H.T.No. 16M71T0012 (2016-2022 Pharm.D.)	 <b>B. Sai Greeshma</b> H.T.No. 16M71T0018 (2016-2022 Pharm.D.)	 <b>K. Tejaswini</b> H.T.No. 16M71T0026 (2016-2022 Pharm.D.)	 <b>K V Surya Teja</b> H.T.No. 16M71T0028 (2016-2022 Pharm.D.)	 Congratulations to all selected candidates. Good luck to all of you.  <b>PRINCIPAL</b>	

Date: 12<sup>th</sup> March 2022

**SUB: OFFER LETTER**

**Dear Ms. Bhumireddy Sai Chandana,**

With reference to your application and followed by subsequent interview you had with us, we are happy and keen to welcome you into the fold of SCIENTIFIC EREVNA PVT LTD family.

We are pleased to offer you a position for “**Editorial Assistant**” in our company located at **Madhapur, Hyderabad**. You will be required to join us on **1<sup>st</sup> August 2022**.

You will be on probation up to 3 Months from the date of joining duty. The company shall have the right to extend the period of probation at its discretion, if it feels that such extension is necessary.

We are pleased to offer a package for a Fixed component of **INR – 2,46,000 PA (Rupees Two Lakh Forty-Six Thousand)** per annum on a cost to the company basis after your probation period. (This package is applicable to the statutory deductions as per Indian Tax laws).

You are eligible for Variable pay based upon your performance and working with SCIENTIFIC EREVNA PVT LTD for a minimum period of Two years.

Please confirm your acceptance offer with the above terms through a reply mail within 3 days; else this offer shall stand automatically withdrawn.

Kindly report to office at SCIENTIFIC EREVNA PVT LTD, Plot No: 97, 2<sup>nd</sup> Floor, Ayyappa Society, Madhapur, Hyderabad, Telangana 500033, INDIA, Ph: +91-40-48533370. At the time of joining, you are required to submit the copies of certificates as per the following list.

(Signature of the Employee)



# Scientific Erevna Pvt Ltd

Plot No: 97, 2<sup>nd</sup> Floor, Ayyappa Society, Madhapur,  
Hyderabad-500081, Telangana, India, CIN: U72900TG2019PTC131375, Ph: 9515406385

---

1. All Academic Qualification Certificates along with SSC original
2. Identity Proof (Passport, Pan, Voter, Driving License) Two copies of each.
3. 5 color Passport size photos
4. Residence Proof of Permanent Native Place
5. Updated Resume.
6. Offer Letter hard copy

Please feel free to get in touch with us for any queries.

**With Best Regards,**

**Sneha**

**HR Manager**

**SCIENTIFIC EREVNA PVT LTD**

*"We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards becoming world premier organization. We assure you of our support for your professional development and growth".*

**\*Note:**

On verification, at the time of appointment or at a later date it is found that you have furnished wrong Information, in such cases your services with the company will be liable for termination.

(Signature of the Employee)

Scientific Erevna Pvt Ltd, Plot No: 97, 2nd Floor, Ayyappa Society, Madhapur, Hyderabad, Telangana 500033, INDIA,  
Ph: +91-40-48533370, <http://www.scientificerevna.com/>

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

### **1. PLACE OF WORK:**

Your place of work at present will be at **Hyderabad**. The company may also depute you to any work or assign your services to any associate company, branch office, subsidiary or other companies, concerns, organizations, or firms with whom the company may make any such arrangement or agreement.

### **2. CONTRACT:**

You will be on contract initially for a period of **Twelve** months depending on your performance from the date of your joining. The Management reserves the right to extend your period of contract, if necessary. Subject to satisfactory performance and regular performance review, your services shall be confirmed in writing.

### **3. DUTIES AND FUNCTIONS:**

You shall serve the company in the capacity of the job title assigned herein above and shall carry out such duties as the Management may direct from time to time/ You shall perform all such duties and tasks assigned to you in an efficient manner, and if necessary shall complete the assigned task /work in such extra hours required for the completion thereof. Your task list may be subject to such addition/s or review as per Management's discretion and /or such other circumstances.

### **4. DRESS CODE:**

You are required to be dressed in Business Formals on week days and Casuals allowed on Friday and Saturday. Gentleman: Full/Half Sleeved Shirt, Trousers and Leather Shoes (Black/Brown). Ladies: Salwar Kameez/ Sarees/Business Suits.

### **5. SHIFTS:**

Company reserves the right to run the shifts, change the shift timings, fix the criteria to attend in shifts within the applicable laws based on its business needs and all its employees are required to abide to the same.

### **6. PROFESSIONAL ETHICS:**

You are required to deal with the Company's money, material and documents with utmost integrity and professional ethics in the due course of your employment or by virtue of your employment in the company. If at any point of time you are found guilty of moral turpitude or dishonesty in dealing with the Company's money, material or documents, or of theft or misappropriation, regardless of the value involved, your services are liable to be terminated with immediate effect, notwithstanding other terms and conditions mentioned in the appointment letter.

(Signature of the Employee)



## **7. SAFE CUSTODY OF COMPANY MATERIAL:**

You will be responsible for the safe keeping and good condition and order of all Company's property entrusted to your care and charge like computers and other equipment, which shall be returned to the company at the time of relieving from the Company. The Company reserves the right to deduct the cost of such articles from your remuneration or take such action as may be deemed proper, in the event of your failure to account for such property or the usage of the property beyond permitted limit etc., to the satisfaction of the Management.

## **8. CONFIDENTIALITY OF INFORMATION:**

You are expected not to divulge any information regarding any proprietary information in terms of data, reports, technology, expertise, research and development activities and business plans to any person other than the reporting authority in the hierarchy. If found guilty company may redeem your certificates till 5 years and/or five years' salary followed by legal proceedings. If it is established that such proprietary information is passed on in any manner to anyone (unauthorized person in the premises or outside the company), notwithstanding any other condition in this Appointment Letter, the Company would be free to terminate your services without assigning any reason and without any compensation and would also be free to recover damages from you, if any.

## **9. CONFIDENTIALITY OF SALARY INFORMATION:**

Your salary package is based on, besides your overall experience level in the industry, your educational qualifications and knowledge level assessed at the time of selection, particularly in the relevant skill sets. Therefore, the salary package offered to you is unique and personal only based on your skills and experience. You shall not claim any comparison of the same with the salary package of other employees in the company as the same is not of any relevance to your designation and remuneration.

You are required to strictly maintain the secrecy of and ensure that you do not divulge or communicate in any manner, any information regarding your remuneration/terms of employment etc., to any other employee of the Company except to your Respective Branch Head of the Company.

(Signature of the Employee)

Similarly, when deputed to work / interact at the Client's site, you are expected to maintain full confidentiality regarding your salary package and also not to discuss or disclose the same to any member of the Clients' staff in the interest of maintaining and promoting good business relations with our clients.

**10. OTHER EMPLOYMENT/OCCUPATIONS:**

While you render services to the Company, you will not engage directly or indirectly in any other gainful employment or business relationship in any other Companies, without the written consent of the management of the Company. While you render services to the Company, you also will not assist any person or Organization in competing with the Company, in preparing to compete with the Company or in hiring any employees of the Company. Any action to the contrary would render your services liable for termination or followed by prosecution, notwithstanding any other condition in this appointment letter.

**11. VERACITY OF INFORMATION PROVIDED:**

You have been engaged on the assumption that the particulars furnished by you in your resume and testimonials handed over by you are correct. In case the said particulars are found to be incorrect or that you have concealed or withheld some other relevant facts, your appointment is liable to be terminated without any notice, notwithstanding any other condition in the appointment letter.

**12. TAXATION:**

The Company shall withhold the appropriate amount of Income taxes as per Indian laws from the salary and all other perquisites, benefits etc. paid to you. You shall be responsible for filing of your personal returns and comply with other requirements under the Indian tax laws. The Company shall also be entitled to deduct any other sums as may be recoverable from you, from time to time.

**13. PERSONAL DETAILS AND REFERENCES:**

The company will keep your personal details and employment history on file. It is your responsibility to inform the company in writing of any change in your personal details or to any kind liability including any professional liability or any other factors which are or could be relevant to your employment. Any concealment of facts or misrepresentation discovered by the Company at any point of time during your employment in the Company shall render your services terminable immediately and the Company shall also initiate legal proceedings against you for the breach of the terms of this appointment letter.

(Signature of the Employee)

**14. TERMINATION/RESIGNATION OF EMPLOYMENT:**

The company reserves the right to terminate your employment summarily- without any cause upon insurance of one month notice or payment of month salary in lieu of notice, However, in the event of the company has reasonable grounds to believe that you are guilty of misconduct or negligence, or have committed any breach of this appointment letter or other employment agreement, if any, or the Non-disclosure Agreement the Company is entitled to terminate you from employment forthwith upon issuance of termination notice and no payment shall be made in lieu of any short notice.

Where your employment is terminated by reason only of the sale, transfer or amalgamation by the company of the whole or any part of its business, the company shall be under no obligation to pay any compensation for redundancy or for any other reasons. However, if the party acquiring the business or the part being sold, transferred or amalgamated, has offered you continuation of employment on terms of employment no less favorable than agreed under this appointment letter, then the Company may at its discretion treat your service with the company as if it was continuous service with the new employer.

If the employee terminates the agreement in any condition, then he/she have to compensate with 6 months of the salary of that employee as a compensation towards the company.

**15. SURRENDER OF COMPANY ASSETS AND EXIT FORMALITIES:**

You need to surrender all the tangible assets of the Company, including the data and information in soft or hard form which are in your possession by virtue of your employment before separation from the Company. Exit interview would be conducted before full and final settlement of dues and salary.

**16. RETIREMENT:**

Unless otherwise terminated for above reasons, you shall retire from the Company's services upon attaining 58 years of age as per the Company's records. The Company, however, at its sole discretion, may consider granting an offer for extension of one year each until you attain 60 years of age subject to you being found medically fit by the Doctor appointed by the Company and upon such terms and conditions as the Company may deem fit in the prevailing circumstances. The extension mentioned in this clause is at the sole discretion of the Company and the Company is not obligated to offer any extension.

**17. LEAVE:**

You will be governed by the Leave Rules of the Company as applicable and in force from time to time.

**18. AMENDMENT OF TERMS OF EMPLOYMENT:**

The Company reserves the right to modify your terms and conditions of employment in the exigencies of the

(Signature of the Employee)

Company's business, and such modified terms and conditions shall apply to you and form a part of your terms and conditions of employment.

**19. CONCLUSION:**

We hope you find this offer to be satisfactory for joining the Company. We have great hopes of your ability to help us build an even more successful enterprise, while developing an excellent career for yourself.

We look forward to receiving your acceptance and to working with you in the development of the company, and seeking ways for you to secure the necessary stimulation and advancement.

**Declaration**

I/We, the undersigned, hereby declare that:

I ..... hereby declare that the details furnished above are true and correct to the best of my knowledge and gone through every terms and conditions of the company and will not leave till my events/conferences are over. In case any of the above information is found to be false or untrue or misleading or misrepresenting, I am aware that I may be held liable for it.

(Signature of the Employee)



Annexure-A		
Cost to Company		
Name of the Applicant	Bhumireddy Sai Chandana	
Salary Breakup	Monthly	Yearly
Basic Salary	6,000	72,000
House Rent Allowance	2,400	28,800
Conveyance Allowance	1,125	13,500
Medical Allowance	1,250	15,000
Special Allowance	2,250	27,000
Performance Allowance	2,975	35,700
<b>Gross Salary</b>	<b>16,000</b>	<b>192,000</b>
<b>Less Deductions</b>	<b>Monthly</b>	<b>Yearly</b>
PF (Employee Contribution)	720	8,640
ESI (Employee Contribution)	120	1,440
Professional Tax	150	1,800
<b>Total deductions</b>	<b>990</b>	<b>11,880</b>
<b>Net Salary (Gross Salary-Less)</b>	<b>15,010</b>	<b>180,120</b>
<b>Add Employer Contributions</b>	<b>Monthly</b>	<b>Yearly</b>
PF (Employer contribution)	720	8,640
ESI (Employer contribution)	520	6,240
Variable Pay	2,000	24,000
Gratuity	1,800	21,600
<b>Cost to Company (Gross+Add)</b>	<b>21,040</b>	<b>246,240</b>

(Signature of the Employee)

Date: 12<sup>th</sup> March 2022

**SUB: OFFER LETTER**

**Dear Ms. Mangalapu. L.V. Vineesha,**

With reference to your application and followed by subsequent interview you had with us, we are happy and keen to welcome you into the fold of SCIENTIFIC EREVNA PVT LTD family.

We are pleased to offer you a position for “**Editorial Assistant**” in our company located at **Madhapur, Hyderabad**. You will be required to join us on **4<sup>th</sup> July 2022**.

You will be on probation up to 3 Months from the date of joining duty. The company shall have the right to extend the period of probation at its discretion, if it feels that such extension is necessary.

We are pleased to offer a package for a Fixed component of **INR – 2,46,000 PA (Rupees Two Lakh Forty-Six Thousand)** per annum on a cost to the company basis after your probation period. (This package is applicable to the statutory deductions as per Indian Tax laws).

You are eligible for Variable pay based upon your performance and working with SCIENTIFIC EREVNA PVT LTD for a minimum period of Two years.

Please confirm your acceptance offer with the above terms through a reply mail within 3 days; else this offer shall stand automatically withdrawn.

Kindly report to office at SCIENTIFIC EREVNA PVT LTD, Plot No: 97, 2<sup>nd</sup> Floor, Ayyappa Society, Madhapur, Hyderabad, Telangana 500033, INDIA, Ph: +91-40-48533370. At the time of joining, you are required to submit the copies of certificates as per the following list.

(Signature of the Employee)

1. All Academic Qualification Certificates along with SSC original
2. Identity Proof (Passport, Pan, Voter, Driving License) Two copies of each.
3. 5 color Passport size photos
4. Residence Proof of Permanent Native Place
5. Updated Resume.
6. Offer Letter hard copy

Please feel free to get in touch with us for any queries.

**With Best Regards,**

**Sneha**

**HR Manager**

**SCIENTIFIC EREVNA PVT LTD**

*"We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards becoming world premier organization. We assure you of our support for your professional development and growth".*

**\*Note:**

On verification, at the time of appointment or at a later date it is found that you have furnished wrong Information, in such cases your services with the company will be liable for termination.

(Signature of the Employee)

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

### **1. PLACE OF WORK:**

Your place of work at present will be at **Hyderabad**. The company may also depute you to any work or assign your services to any associate company, branch office, subsidiary or other companies, concerns, organizations, or firms with whom the company may make any such arrangement or agreement.

### **2. CONTRACT:**

You will be on contract initially for a period of **Twelve** months depending on your performance from the date of your joining. The Management reserves the right to extend your period of contract, if necessary. Subject to satisfactory performance and regular performance review, your services shall be confirmed in writing.

### **3. DUTIES AND FUNCTIONS:**

You shall serve the company in the capacity of the job title assigned herein above and shall carry out such duties as the Management may direct from time to time/ You shall perform all such duties and tasks assigned to you in an efficient manner, and if necessary shall complete the assigned task /work in such extra hours required for the completion thereof. Your task list may be subject to such addition/s or review as per Management's discretion and /or such other circumstances.

### **4. DRESS CODE:**

You are required to be dressed in Business Formals on week days and Casuals allowed on Friday and Saturday. Gentleman: Full/Half Sleeved Shirt, Trousers and Leather Shoes (Black/Brown). Ladies: Salwar Kameez/ Sarees/Business Suits.

### **5. SHIFTS:**

Company reserves the right to run the shifts, change the shift timings, fix the criteria to attend in shifts within the applicable laws based on its business needs and all its employees are required to abide to the same.

### **6. PROFESSIONAL ETHICS:**

You are required to deal with the Company's money, material and documents with utmost integrity and professional ethics in the due course of your employment or by virtue of your employment in the company. If at any point of time you are found guilty of moral turpitude or dishonesty in dealing with the Company's money, material or documents, or of theft or misappropriation, regardless of the value involved, your services are liable to be terminated with immediate effect, notwithstanding other terms and conditions mentioned in the appointment letter.

(Signature of the Employee)



## **7. SAFE CUSTODY OF COMPANY MATERIAL:**

You will be responsible for the safe keeping and good condition and order of all Company's property entrusted to your care and charge like computers and other equipment, which shall be returned to the company at the time of relieving from the Company. The Company reserves the right to deduct the cost of such articles from your remuneration or take such action as may be deemed proper, in the event of your failure to account for such property or the usage of the property beyond permitted limit etc., to the satisfaction of the Management.

## **8. CONFIDENTIALITY OF INFORMATION:**

You are expected not to divulge any information regarding any proprietary information in terms of data, reports, technology, expertise, research and development activities and business plans to any person other than the reporting authority in the hierarchy. If found guilty company may redeem your certificates till 5 years and/or five years' salary followed by legal proceedings. If it is established that such proprietary information is passed on in any manner to anyone (unauthorized person in the premises or outside the company), notwithstanding any other condition in this Appointment Letter, the Company would be free to terminate your services without assigning any reason and without any compensation and would also be free to recover damages from you, if any.

## **9. CONFIDENTIALITY OF SALARY INFORMATION:**

Your salary package is based on, besides your overall experience level in the industry, your educational qualifications and knowledge level assessed at the time of selection, particularly in the relevant skill sets. Therefore, the salary package offered to you is unique and personal only based on your skills and experience. You shall not claim any comparison of the same with the salary package of other employees in the company as the same is not of any relevance to your designation and remuneration.

You are required to strictly maintain the secrecy of and ensure that you do not divulge or communicate in any manner, any information regarding your remuneration/terms of employment etc., to any other employee of the Company except to your Respective Branch Head of the Company.

(Signature of the Employee)

Similarly, when deputed to work / interact at the Client's site, you are expected to maintain full confidentiality regarding your salary package and also not to discuss or disclose the same to any member of the Clients' staff in the interest of maintaining and promoting good business relations with our clients.

**10. OTHER EMPLOYMENT/OCCUPATIONS:**

While you render services to the Company, you will not engage directly or indirectly in any other gainful employment or business relationship in any other Companies, without the written consent of the management of the Company. While you render services to the Company, you also will not assist any person or Organization in competing with the Company, in preparing to compete with the Company or in hiring any employees of the Company. Any action to the contrary would render your services liable for termination or followed by prosecution, notwithstanding any other condition in this appointment letter.

**11. VERACITY OF INFORMATION PROVIDED:**

You have been engaged on the assumption that the particulars furnished by you in your resume and testimonials handed over by you are correct. In case the said particulars are found to be incorrect or that you have concealed or withheld some other relevant facts, your appointment is liable to be terminated without any notice, notwithstanding any other condition in the appointment letter.

**12. TAXATION:**

The Company shall withhold the appropriate amount of Income taxes as per Indian laws from the salary and all other perquisites, benefits etc. paid to you. You shall be responsible for filing of your personal returns and comply with other requirements under the Indian tax laws. The Company shall also be entitled to deduct any other sums as may be recoverable from you, from time to time.

**13. PERSONAL DETAILS AND REFERENCES:**

The company will keep your personal details and employment history on file. It is your responsibility to inform the company in writing of any change in your personal details or to any kind liability including any professional liability or any other factors which are or could be relevant to your employment. Any concealment of facts or misrepresentation discovered by the Company at any point of time during your employment in the Company shall render your services terminable immediately and the Company shall also initiate legal proceedings against you for the breach of the terms of this appointment letter.

(Signature of the Employee)

**14. TERMINATION/RESIGNATION OF EMPLOYMENT:**

The company reserves the right to terminate your employment summarily- without any cause upon insurance of one month notice or payment of month salary in lieu of notice, However, in the event of the company has reasonable grounds to believe that you are guilty of misconduct or negligence, or have committed any breach of this appointment letter or other employment agreement, if any, or the Non-disclosure Agreement the Company is entitled to terminate you from employment forthwith upon issuance of termination notice and no payment shall be made in lieu of any short notice.

Where your employment is terminated by reason only of the sale, transfer or amalgamation by the company of the whole or any part of its business, the company shall be under no obligation to pay any compensation for redundancy or for any other reasons. However, if the party acquiring the business or the part being sold, transferred or amalgamated, has offered you continuation of employment on terms of employment no less favorable than agreed under this appointment letter, then the Company may at its discretion treat your service with the company as if it was continuous service with the new employer.

If the employee terminates the agreement in any condition, then he/she have to compensate with 6 months of the salary of that employee as a compensation towards the company.

**15. SURRENDER OF COMPANY ASSETS AND EXIT FORMALITIES:**

You need to surrender all the tangible assets of the Company, including the data and information in soft or hard form which are in your possession by virtue of your employment before separation from the Company. Exit interview would be conducted before full and final settlement of dues and salary.

**16. RETIREMENT:**

Unless otherwise terminated for above reasons, you shall retire from the Company's services upon attaining 58 years of age as per the Company's records. The Company, however, at its sole discretion, may consider granting an offer for extension of one year each until you attain 60 years of age subject to you being found medically fit by the Doctor appointed by the Company and upon such terms and conditions as the Company may deem fit in the prevailing circumstances. The extension mentioned in this clause is at the sole discretion of the Company and the Company is not obligated to offer any extension.

**17. LEAVE:**

You will be governed by the Leave Rules of the Company as applicable and in force from time to time.

**18. AMENDMENT OF TERMS OF EMPLOYMENT:**

The Company reserves the right to modify your terms and conditions of employment in the exigencies of the

(Signature of the Employee)

Company's business, and such modified terms and conditions shall apply to you and form a part of your terms and conditions of employment.

## 19. CONCLUSION:

We hope you find this offer to be satisfactory for joining the Company. We have great hopes of your ability to help us build an even more successful enterprise, while developing an excellent career for yourself.

We look forward to receiving your acceptance and to working with you in the development of the company, and seeking ways for you to secure the necessary stimulation and advancement.

## Declaration

I/We, the undersigned, hereby declare that:

I ..... hereby declare that the details furnished above are true and correct to the best of my knowledge and gone through every terms and conditions of the company and will not leave till my events/conferences are over. In case any of the above information is found to be false or untrue or misleading or misrepresenting, I am aware that I may be held liable for it.

(Signature of the Employee)



Annexure-A		
Cost to Company		
Name of the Applicant	Mangalapu.L.V.Vineesha	
Salary Breakup	Monthly	Yearly
Basic Salary	6,000	72,000
House Rent Allowance	2,400	28,800
Conveyance Allowance	1,125	13,500
Medical Allowance	1,250	15,000
Special Allowance	2,250	27,000
Performance Allowance	2,975	35,700
<b>Gross Salary</b>	<b>16,000</b>	<b>192,000</b>
<b>Less Deductions</b>	<b>Monthly</b>	<b>Yearly</b>
PF (Employee Contribution)	720	8,640
ESI (Employee Contribution)	120	1,440
Professional Tax	150	1,800
<b>Total deductions</b>	<b>990</b>	<b>11,880</b>
<b>Net Salary (Gross Salary-Less)</b>	<b>15,010</b>	<b>180,120</b>
<b>Add Employer Contributions</b>	<b>Monthly</b>	<b>Yearly</b>
PF (Employer contribution)	720	8,640
ESI (Employer contribution)	520	6,240
Variable Pay	2,000	24,000
Gratuity	1,800	21,600
<b>Cost to Company (Gross+Add)</b>	<b>21,040</b>	<b>246,240</b>

(Signature of the Employee)

Date: 12<sup>th</sup> March 2022

**SUB: OFFER LETTER**

**Dear Ms. Shaik Afiya Parveen,**

With reference to your application and followed by subsequent interview you had with us, we are happy and keen to welcome you into the fold of SCIENTIFIC EREVNA PVT LTD family.

We are pleased to offer you a position for “**Editorial Assistant**” in our company located at **Madhapur, Hyderabad**. You will be required to join us on **1<sup>st</sup> August 2022**.

You will be on probation up to 3 Months from the date of joining duty. The company shall have the right to extend the period of probation at its discretion, if it feels that such extension is necessary.

We are pleased to offer a package for a Fixed component of **INR – 2,46,000 PA (Rupees Two Lakh Forty-Six Thousand)** per annum on a cost to the company basis after your probation period. (This package is applicable to the statutory deductions as per Indian Tax laws).

You are eligible for Variable pay based upon your performance and working with SCIENTIFIC EREVNA PVT LTD for a minimum period of Two years.

Please confirm your acceptance offer with the above terms through a reply mail within 3 days; else this offer shall stand automatically withdrawn.

Kindly report to office at SCIENTIFIC EREVNA PVT LTD, Plot No: 97, 2<sup>nd</sup> Floor, Ayyappa Society, Madhapur, Hyderabad, Telangana 500033, INDIA, Ph: +91-40-48533370. At the time of joining, you are required to submit the copies of certificates as per the following list.

(Signature of the Employee)

1. All Academic Qualification Certificates along with SSC original
2. Identity Proof (Passport, Pan, Voter, Driving License) Two copies of each.
3. 5 color Passport size photos
4. Residence Proof of Permanent Native Place
5. Updated Resume.
6. Offer Letter hard copy

Please feel free to get in touch with us for any queries.

**With Best Regards,**

**Sneha**

**HR Manager**

**SCIENTIFIC EREVNA PVT LTD**

*"We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards becoming world premier organization. We assure you of our support for your professional development and growth".*

**\*Note:**

On verification, at the time of appointment or at a later date it is found that you have furnished wrong Information, in such cases your services with the company will be liable for termination.

(Signature of the Employee)

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

### **1. PLACE OF WORK:**

Your place of work at present will be at **Hyderabad**. The company may also depute you to any work or assign your services to any associate company, branch office, subsidiary or other companies, concerns, organizations, or firms with whom the company may make any such arrangement or agreement.

### **2. CONTRACT:**

You will be on contract initially for a period of **Twelve** months depending on your performance from the date of your joining. The Management reserves the right to extend your period of contract, if necessary. Subject to satisfactory performance and regular performance review, your services shall be confirmed in writing.

### **3. DUTIES AND FUNCTIONS:**

You shall serve the company in the capacity of the job title assigned herein above and shall carry out such duties as the Management may direct from time to time/ You shall perform all such duties and tasks assigned to you in an efficient manner, and if necessary shall complete the assigned task /work in such extra hours required for the completion thereof. Your task list may be subject to such addition/s or review as per Management's discretion and /or such other circumstances.

### **4. DRESS CODE:**

You are required to be dressed in Business Formals on week days and Casuals allowed on Friday and Saturday. Gentleman: Full/Half Sleeved Shirt, Trousers and Leather Shoes (Black/Brown). Ladies: Salwar Kameez/ Sarees/Business Suits.

### **5. SHIFTS:**

Company reserves the right to run the shifts, change the shift timings, fix the criteria to attend in shifts within the applicable laws based on its business needs and all its employees are required to abide to the same.

### **6. PROFESSIONAL ETHICS:**

You are required to deal with the Company's money, material and documents with utmost integrity and professional ethics in the due course of your employment or by virtue of your employment in the company. If at any point of time you are found guilty of moral turpitude or dishonesty in dealing with the Company's money, material or documents, or of theft or misappropriation, regardless of the value involved, your services are liable to be terminated with immediate effect, notwithstanding other terms and conditions mentioned in the appointment letter.

(Signature of the Employee)



## **7. SAFE CUSTODY OF COMPANY MATERIAL:**

You will be responsible for the safe keeping and good condition and order of all Company's property entrusted to your care and charge like computers and other equipment, which shall be returned to the company at the time of relieving from the Company. The Company reserves the right to deduct the cost of such articles from your remuneration or take such action as may be deemed proper, in the event of your failure to account for such property or the usage of the property beyond permitted limit etc., to the satisfaction of the Management.

## **8. CONFIDENTIALITY OF INFORMATION:**

You are expected not to divulge any information regarding any proprietary information in terms of data, reports, technology, expertise, research and development activities and business plans to any person other than the reporting authority in the hierarchy. If found guilty company may redeem your certificates till 5 years and/or five years' salary followed by legal proceedings. If it is established that such proprietary information is passed on in any manner to anyone (unauthorized person in the premises or outside the company), notwithstanding any other condition in this Appointment Letter, the Company would be free to terminate your services without assigning any reason and without any compensation and would also be free to recover damages from you, if any.

## **9. CONFIDENTIALITY OF SALARY INFORMATION:**

Your salary package is based on, besides your overall experience level in the industry, your educational qualifications and knowledge level assessed at the time of selection, particularly in the relevant skill sets. Therefore, the salary package offered to you is unique and personal only based on your skills and experience. You shall not claim any comparison of the same with the salary package of other employees in the company as the same is not of any relevance to your designation and remuneration.

You are required to strictly maintain the secrecy of and ensure that you do not divulge or communicate in any manner, any information regarding your remuneration/terms of employment etc., to any other employee of the Company except to your Respective Branch Head of the Company.

(Signature of the Employee)

Similarly, when deputed to work / interact at the Client's site, you are expected to maintain full confidentiality regarding your salary package and also not to discuss or disclose the same to any member of the Clients' staff in the interest of maintaining and promoting good business relations with our clients.

**10. OTHER EMPLOYMENT/OCCUPATIONS:**

While you render services to the Company, you will not engage directly or indirectly in any other gainful employment or business relationship in any other Companies, without the written consent of the management of the Company. While you render services to the Company, you also will not assist any person or Organization in competing with the Company, in preparing to compete with the Company or in hiring any employees of the Company. Any action to the contrary would render your services liable for termination or followed by prosecution, notwithstanding any other condition in this appointment letter.

**11. VERACITY OF INFORMATION PROVIDED:**

You have been engaged on the assumption that the particulars furnished by you in your resume and testimonials handed over by you are correct. In case the said particulars are found to be incorrect or that you have concealed or withheld some other relevant facts, your appointment is liable to be terminated without any notice, notwithstanding any other condition in the appointment letter.

**12. TAXATION:**

The Company shall withhold the appropriate amount of Income taxes as per Indian laws from the salary and all other perquisites, benefits etc. paid to you. You shall be responsible for filing of your personal returns and comply with other requirements under the Indian tax laws. The Company shall also be entitled to deduct any other sums as may be recoverable from you, from time to time.

**13. PERSONAL DETAILS AND REFERENCES:**

The company will keep your personal details and employment history on file. It is your responsibility to inform the company in writing of any change in your personal details or to any kind liability including any professional liability or any other factors which are or could be relevant to your employment. Any concealment of facts or misrepresentation discovered by the Company at any point of time during your employment in the Company shall render your services terminable immediately and the Company shall also initiate legal proceedings against you for the breach of the terms of this appointment letter.

(Signature of the Employee)

**14. TERMINATION/RESIGNATION OF EMPLOYMENT:**

The company reserves the right to terminate your employment summarily- without any cause upon insurance of one month notice or payment of month salary in lieu of notice, However, in the event of the company has reasonable grounds to believe that you are guilty of misconduct or negligence, or have committed any breach of this appointment letter or other employment agreement, if any, or the Non-disclosure Agreement the Company is entitled to terminate you from employment forthwith upon issuance of termination notice and no payment shall be made in lieu of any short notice.

Where your employment is terminated by reason only of the sale, transfer or amalgamation by the company of the whole or any part of its business, the company shall be under no obligation to pay any compensation for redundancy or for any other reasons. However, if the party acquiring the business or the part being sold, transferred or amalgamated, has offered you continuation of employment on terms of employment no less favorable than agreed under this appointment letter, then the Company may at its discretion treat your service with the company as if it was continuous service with the new employer.

If the employee terminates the agreement in any condition, then he/she have to compensate with 6 months of the salary of that employee as a compensation towards the company.

**15. SURRENDER OF COMPANY ASSETS AND EXIT FORMALITIES:**

You need to surrender all the tangible assets of the Company, including the data and information in soft or hard form which are in your possession by virtue of your employment before separation from the Company. Exit interview would be conducted before full and final settlement of dues and salary.

**16. RETIREMENT:**

Unless otherwise terminated for above reasons, you shall retire from the Company's services upon attaining 58 years of age as per the Company's records. The Company, however, at its sole discretion, may consider granting an offer for extension of one year each until you attain 60 years of age subject to you being found medically fit by the Doctor appointed by the Company and upon such terms and conditions as the Company may deem fit in the prevailing circumstances. The extension mentioned in this clause is at the sole discretion of the Company and the Company is not obligated to offer any extension.

**17. LEAVE:**

You will be governed by the Leave Rules of the Company as applicable and in force from time to time.

**18. AMENDMENT OF TERMS OF EMPLOYMENT:**

The Company reserves the right to modify your terms and conditions of employment in the exigencies of the

(Signature of the Employee)

Company's business, and such modified terms and conditions shall apply to you and form a part of your terms and conditions of employment.

**19. CONCLUSION:**

We hope you find this offer to be satisfactory for joining the Company. We have great hopes of your ability to help us build an even more successful enterprise, while developing an excellent career for yourself.

We look forward to receiving your acceptance and to working with you in the development of the company, and seeking ways for you to secure the necessary stimulation and advancement.

**Declaration**

I/We, the undersigned, hereby declare that:

I ..... hereby declare that the details furnished above are true and correct to the best of my knowledge and gone through every terms and conditions of the company and will not leave till my events/conferences are over. In case any of the above information is found to be false or untrue or misleading or misrepresenting, I am aware that I may be held liable for it.

(Signature of the Employee)



Annexure-A		
Cost to Company		
Name of the Applicant	Shaik Afiya Parveen	
Salary Breakup	Monthly	Yearly
Basic Salary	6,000	72,000
House Rent Allowance	2,400	28,800
Conveyance Allowance	1,125	13,500
Medical Allowance	1,250	15,000
Special Allowance	2,250	27,000
Performance Allowance	2,975	35,700
<b>Gross Salary</b>	<b>16,000</b>	<b>192,000</b>
<b>Less Deductions</b>	<b>Monthly</b>	<b>Yearly</b>
PF (Employee Contribution)	720	8,640
ESI (Employee Contribution)	120	1,440
Professional Tax	150	1,800
<b>Total deductions</b>	<b>990</b>	<b>11,880</b>
<b>Net Salary (Gross Salary-Less)</b>	<b>15,010</b>	<b>180,120</b>
<b>Add Employer Contributions</b>	<b>Monthly</b>	<b>Yearly</b>
PF (Employer contribution)	720	8,640
ESI (Employer contribution)	520	6,240
Variable Pay	2,000	24,000
Gratuity	1,800	21,600
<b>Cost to Company (Gross+Add)</b>	<b>21,040</b>	<b>246,240</b>

(Signature of the Employee)

Date: 5<sup>th</sup> April 2022

**SUB: OFFER LETTER**

**Dear Ms. Vallela Bavitha Reddy,**

With reference to your application and followed by subsequent interview you had with us, we are happy and keen to welcome you into the fold of SCIENTIFIC EREVNA PVT LTD family.

We are pleased to offer you a position for “**Editorial Assistant**” in our company located at **Madhapur, Hyderabad**. You will be required to join us on **1<sup>st</sup> August, 2022**.

You will be on probation up to 3 Months from the date of joining duty. The company shall have the right to extend the period of probation at its discretion, if it feels that such extension is necessary.

We are pleased to offer a package for a Fixed component of **INR – 2,46,000 PA (Rupees Two Lakh Forty-Six Thousand only)** per annum on a cost to the company basis after your probation period. (This package is applicable to the statutory deductions as per Indian Tax laws).

You are eligible for Variable pay based upon your performance and working with SCIENTIFIC EREVNA PVT LTD for a minimum period of three years.

Please confirm your acceptance offer with the above terms through a reply mail within 3 days; else this offer shall stand automatically withdrawn.

Kindly report to office at SCIENTIFIC EREVNA PVT LTD, Plot No: 97, 2<sup>nd</sup> Floor, Ayyappa Society, Madhapur, Hyderabad, Telangana 500033, INDIA, Ph: +91-40-48533370. At the time of joining, you are required to submit the copies of certificates as per the following list.

(Signature of the Employee)



# Scientific Erevna Pvt Ltd

Plot No: 97, 2<sup>nd</sup> Floor, Ayyappa Society, Madhapur,  
Hyderabad-500081, Telangana, India, CIN: U72900TG2019PTC131375, Ph: 9515406385

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1. All Academic Qualification Certificates along with SSC original
2. Identity Proof (Passport, Pan, Voter, Driving License) Two copies of each.
3. 5 color Passport size photos
4. Residence Proof of Permanent Native Place
5. Updated Resume.
6. Offer Letter hard copy

Please feel free to get in touch with us for any queries.

**With Best Regards,**

**Sneha**

**HR Manager**

**SCIENTIFIC EREVNA PVT LTD**

*"We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards becoming world premier organization. We assure you of our support for your professional development and growth".*

**\*Note:**

On verification, at the time of appointment or at a later date it is found that you have furnished wrong Information, in such cases your services with the company will be liable for termination.

(Signature of the Employee)

Scientific Erevna Pvt Ltd, Plot No: 97, 2nd Floor, Ayyappa Society, Madhapur, Hyderabad, Telangana 500033, INDIA,  
Ph: +91-40-48533370, <http://www.scientificerevna.com/>

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

### **1. PLACE OF WORK:**

Your place of work at present will be at **Hyderabad**. The company may also depute you to any work or assign your services to any associate company, branch office, subsidiary or other companies, concerns, organizations, or firms with whom the company may make any such arrangement or agreement.

### **2. CONTRACT:**

You will be on contract initially for a period of **Twelve** months depending on your performance from the date of your joining. The Management reserves the right to extend your period of contract, if necessary. Subject to satisfactory performance and regular performance review, your services shall be confirmed in writing.

### **3. DUTIES AND FUNCTIONS:**

You shall serve the company in the capacity of the job title assigned herein above and shall carry out such duties as the Management may direct from time to time/ You shall perform all such duties and tasks assigned to you in an efficient manner, and if necessary shall complete the assigned task /work in such extra hours required for the completion thereof. Your task list may be subject to such addition/s or review as per Management's discretion and /or such other circumstances.

### **4. DRESS CODE:**

You are required to be dressed in Business Formals on week days and Casuals allowed on Friday and Saturday. Gentleman: Full/Half Sleeved Shirt, Trousers and Leather Shoes (Black/Brown). Ladies: Salwar Kameez/ Sarees/Business Suits.

### **5. SHIFTS:**

Company reserves the right to run the shifts, change the shift timings, fix the criteria to attend in shifts within the applicable laws based on its business needs and all its employees are required to abide to the same.

### **6. PROFESSIONAL ETHICS:**

You are required to deal with the Company's money, material and documents with utmost integrity and professional ethics in the due course of your employment or by virtue of your employment in the company. If at any point of time you are found guilty of moral turpitude or dishonesty in dealing with the Company's money, material or documents, or of theft or misappropriation, regardless of the value involved, your services are liable to be terminated with immediate effect, notwithstanding other terms and conditions mentioned in the appointment letter.

(Signature of the Employee)

## **7. SAFE CUSTODY OF COMPANY MATERIAL:**

You will be responsible for the safe keeping and good condition and order of all Company's property entrusted to your care and charge like computers and other equipment, which shall be returned to the company at the time of relieving from the Company. The Company reserves the right to deduct the cost of such articles from your remuneration or take such action as may be deemed proper, in the event of your failure to account for such property or the usage of the property beyond permitted limit etc., to the satisfaction of the Management.

## **8. CONFIDENTIALITY OF INFORMATION:**

You are expected not to divulge any information regarding any proprietary information in terms of data, reports, technology, expertise, research and development activities and business plans to any person other than the reporting authority in the hierarchy. If found guilty company may redeem your certificates till 5 years and/or five years' salary followed by legal proceedings. If it is established that such proprietary information is passed on in any manner to anyone (unauthorized person in the premises or outside the company), notwithstanding any other condition in this Appointment Letter, the Company would be free to terminate your services without assigning any reason and without any compensation and would also be free to recover damages from you, if any.

## **9. CONFIDENTIALITY OF SALARY INFORMATION:**

Your salary package is based on, besides your overall experience level in the industry, your educational qualifications and knowledge level assessed at the time of selection, particularly in the relevant skill sets. Therefore, the salary package offered to you is unique and personal only based on your skills and experience. You shall not claim any comparison of the same with the salary package of other employees in the company as the same is not of any relevance to your designation and remuneration.

You are required to strictly maintain the secrecy of and ensure that you do not divulge or communicate in any manner, any information regarding your remuneration/terms of employment etc., to any other employee of the Company except to your Respective Branch Head of the Company.

(Signature of the Employee)



Similarly, when deputed to work / interact at the Client's site, you are expected to maintain full confidentiality regarding your salary package and also not to discuss or disclose the same to any member of the Clients' staff in the interest of maintaining and promoting good business relations with our clients.

**10. OTHER EMPLOYMENT/OCCUPATIONS:**

While you render services to the Company, you will not engage directly or indirectly in any other gainful employment or business relationship in any other Companies, without the written consent of the management of the Company. While you render services to the Company, you also will not assist any person or Organization in competing with the Company, in preparing to compete with the Company or in hiring any employees of the Company. Any action to the contrary would render your services liable for termination or followed by prosecution, notwithstanding any other condition in this appointment letter.

**11. VERACITY OF INFORMATION PROVIDED:**

You have been engaged on the assumption that the particulars furnished by you in your resume and testimonials handed over by you are correct. In case the said particulars are found to be incorrect or that you have concealed or withheld some other relevant facts, your appointment is liable to be terminated without any notice, notwithstanding any other condition in the appointment letter.

**12. TAXATION:**

The Company shall withhold the appropriate amount of Income taxes as per Indian laws from the salary and all other perquisites, benefits etc. paid to you. You shall be responsible for filing of your personal returns and comply with other requirements under the Indian tax laws. The Company shall also be entitled to deduct any other sums as may be recoverable from you, from time to time.

**13. PERSONAL DETAILS AND REFERENCES:**

The company will keep your personal details and employment history on file. It is your responsibility to inform the company in writing of any change in your personal details or to any kind liability including any professional liability or any other factors which are or could be relevant to your employment. Any concealment of facts or misrepresentation discovered by the Company at any point of time during your employment in the Company shall render your services terminable immediately and the Company shall also initiate legal proceedings against you for the breach of the terms of this appointment letter.

(Signature of the Employee)

**14. TERMINATION/RESIGNATION OF EMPLOYMENT:**

The company reserves the right to terminate your employment summarily- without any cause upon insurance of one month notice or payment of month salary in lieu of notice, However, in the event of the company has reasonable grounds to believe that you are guilty of misconduct or negligence, or have committed any breach of this appointment letter or other employment agreement, if any, or the Non-disclosure Agreement the Company is entitled to terminate you from employment forthwith upon issuance of termination notice and no payment shall be made in lieu of any short notice.

Where your employment is terminated by reason only of the sale, transfer or amalgamation by the company of the whole or any part of its business, the company shall be under no obligation to pay any compensation for redundancy or for any other reasons. However, if the party acquiring the business or the part being sold, transferred or amalgamated, has offered you continuation of employment on terms of employment no less favorable than agreed under this appointment letter, then the Company may at its discretion treat your service with the company as if it was continuous service with the new employer.

If the employee terminates the agreement in any condition, then he/she have to compensate with 6 months of the salary of that employee as a compensation towards the company.

**15. SURRENDER OF COMPANY ASSETS AND EXIT FORMALITIES:**

You need to surrender all the tangible assets of the Company, including the data and information in soft or hard form which are in your possession by virtue of your employment before separation from the Company. Exit interview would be conducted before full and final settlement of dues and salary.

**16. RETIREMENT:**

Unless otherwise terminated for above reasons, you shall retire from the Company's services upon attaining 58 years of age as per the Company's records. The Company, however, at its sole discretion, may consider granting an offer for extension of one year each until you attain 60 years of age subject to you being found medically fit by the Doctor appointed by the Company and upon such terms and conditions as the Company may deem fit in the prevailing circumstances. The extension mentioned in this clause is at the sole discretion of the Company and the Company is not obligated to offer any extension.

**17. LEAVE:**

You will be governed by the Leave Rules of the Company as applicable and in force from time to time.

**18. AMENDMENT OF TERMS OF EMPLOYMENT:**

The Company reserves the right to modify your terms and conditions of employment in the exigencies of the

(Signature of the Employee)

Company's business, and such modified terms and conditions shall apply to you and form a part of your terms and conditions of employment.

## 19. CONCLUSION:

We hope you find this offer to be satisfactory for joining the Company. We have great hopes of your ability to help us build an even more successful enterprise, while developing an excellent career for yourself.

We look forward to receiving your acceptance and to working with you in the development of the company, and seeking ways for you to secure the necessary stimulation and advancement.

## Declaration

I/We, the undersigned, hereby declare that:

I ..... hereby declare that the details furnished above are true and correct to the best of my knowledge and gone through every terms and conditions of the company and will not leave till my events/conferences are over. In case any of the above information is found to be false or untrue or misleading or misrepresenting, I am aware that I may be held liable for it.

(Signature of the Employee)

Annexure-A		
Cost to Company		
Name of the Applicant	Vallela Bavitha Reddy	
Salary Breakup	Monthly	Yearly
Basic Salary	6,000	72,000
House Rent Allowance	2,400	28,800
Conveyance Allowance	1,125	13,500
Medical Allowance	1,250	15,000
Special Allowance	2,250	27,000
Performance Allowance	2,975	35,700
<b>Gross Salary</b>	<b>16,000</b>	<b>192,000</b>
<b>Less Deductions</b>	<b>Monthly</b>	<b>Yearly</b>
PF (Employee Contribution)	720	8,640
ESI (Employee Contribution)	120	1,440
Professional Tax	150	1,800
<b>Total deductions</b>	<b>990</b>	<b>11,880</b>
<b>Net Salary (Gross Salary-Less)</b>	<b>15,010</b>	<b>180,120</b>
<b>Add Employer Contributions</b>	<b>Monthly</b>	<b>Yearly</b>
PF (Employer contribution)	720	8,640
ESI (Employer contribution)	520	6,240
Variable Pay	2,000	24,000
Gratuity	1,800	21,600
<b>Cost to Company (Gross+Add)</b>	<b>21,040</b>	<b>246,240</b>

(Signature of the Employee)

Date: 12<sup>th</sup> March 2022

**SUB: OFFER LETTER**

**Dear Ms. B. Sai Greeshma,**

With reference to your application and followed by subsequent interview you had with us, we are happy and keen to welcome you into the fold of SCIENTIFIC EREVNA PVT LTD family.

We are pleased to offer you a position for “**Editorial Assistant**” in our company located at **Madhapur, Hyderabad**. You will be required to join us on **4<sup>th</sup> July 2022**.

You will be on probation up to 3 Months from the date of joining duty. The company shall have the right to extend the period of probation at its discretion, if it feels that such extension is necessary.

We are pleased to offer a package for a Fixed component of **INR – 3,14,000 PA (Rupees Three Lakh Fourteen Thousand)** per annum on a cost to the company basis after your probation period. (This package is applicable to the statutory deductions as per Indian Tax laws).

You are eligible for Variable pay based upon your performance and working with SCIENTIFIC EREVNA PVT LTD for a minimum period of Two years.

Please confirm your acceptance offer with the above terms through a reply mail within 3 days; else this offer shall stand automatically withdrawn.

Kindly report to office at SCIENTIFIC EREVNA PVT LTD, Plot No: 97, 2<sup>nd</sup> Floor, Ayyappa Society, Madhapur, Hyderabad, Telangana 500033, INDIA, Ph: +91-40-48533370. At the time of joining, you are required to submit the copies of certificates as per the following list.

(Signature of the Employee)



1. All Academic Qualification Certificates along with SSC original
2. Identity Proof (Passport, Pan, Voter, Driving License) Two copies of each.
3. 5 color Passport size photos
4. Residence Proof of Permanent Native Place
5. Updated Resume.
6. Offer Letter hard copy

Please feel free to get in touch with us for any queries.

**With Best Regards,**

**Sneha**

**HR Manager**

**SCIENTIFIC EREVNA PVT LTD**

*"We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards becoming world premier organization. We assure you of our support for your professional development and growth".*

**\*Note:**

On verification, at the time of appointment or at a later date it is found that you have furnished wrong Information, in such cases your services with the company will be liable for termination.

(Signature of the Employee)

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

### **1. PLACE OF WORK:**

Your place of work at present will be at **Hyderabad**. The company may also depute you to any work or assign your services to any associate company, branch office, subsidiary or other companies, concerns, organizations, or firms with whom the company may make any such arrangement or agreement.

### **2. CONTRACT:**

You will be on contract initially for a period of **Twelve** months depending on your performance from the date of your joining. The Management reserves the right to extend your period of contract, if necessary. Subject to satisfactory performance and regular performance review, your services shall be confirmed in writing.

### **3. DUTIES AND FUNCTIONS:**

You shall serve the company in the capacity of the job title assigned herein above and shall carry out such duties as the Management may direct from time to time/ You shall perform all such duties and tasks assigned to you in an efficient manner, and if necessary shall complete the assigned task /work in such extra hours required for the completion thereof. Your task list may be subject to such addition/s or review as per Management's discretion and /or such other circumstances.

### **4. DRESS CODE:**

You are required to be dressed in Business Formals on week days and Casuals allowed on Friday and Saturday. Gentleman: Full/Half Sleeved Shirt, Trousers and Leather Shoes (Black/Brown). Ladies: Salwar Kameez/ Sarees/Business Suits.

### **5. SHIFTS:**

Company reserves the right to run the shifts, change the shift timings, fix the criteria to attend in shifts within the applicable laws based on its business needs and all its employees are required to abide to the same.

### **6. PROFESSIONAL ETHICS:**

You are required to deal with the Company's money, material and documents with utmost integrity and professional ethics in the due course of your employment or by virtue of your employment in the company. If at any point of time you are found guilty of moral turpitude or dishonesty in dealing with the Company's money, material or documents, or of theft or misappropriation, regardless of the value involved, your services are liable to be terminated with immediate effect, notwithstanding other terms and conditions mentioned in the appointment letter.

(Signature of the Employee)

## **7. SAFE CUSTODY OF COMPANY MATERIAL:**

You will be responsible for the safe keeping and good condition and order of all Company's property entrusted to your care and charge like computers and other equipment, which shall be returned to the company at the time of relieving from the Company. The Company reserves the right to deduct the cost of such articles from your remuneration or take such action as may be deemed proper, in the event of your failure to account for such property or the usage of the property beyond permitted limit etc., to the satisfaction of the Management.

## **8. CONFIDENTIALITY OF INFORMATION:**

You are expected not to divulge any information regarding any proprietary information in terms of data, reports, technology, expertise, research and development activities and business plans to any person other than the reporting authority in the hierarchy. If found guilty company may redeem your certificates till 5 years and/or five years' salary followed by legal proceedings. If it is established that such proprietary information is passed on in any manner to anyone (unauthorized person in the premises or outside the company), notwithstanding any other condition in this Appointment Letter, the Company would be free to terminate your services without assigning any reason and without any compensation and would also be free to recover damages from you, if any.

## **9. CONFIDENTIALITY OF SALARY INFORMATION:**

Your salary package is based on, besides your overall experience level in the industry, your educational qualifications and knowledge level assessed at the time of selection, particularly in the relevant skill sets. Therefore, the salary package offered to you is unique and personal only based on your skills and experience. You shall not claim any comparison of the same with the salary package of other employees in the company as the same is not of any relevance to your designation and remuneration.

You are required to strictly maintain the secrecy of and ensure that you do not divulge or communicate in any manner, any information regarding your remuneration/terms of employment etc., to any other employee of the Company except to your Respective Branch Head of the Company.

(Signature of the Employee)

Similarly, when deputed to work / interact at the Client's site, you are expected to maintain full confidentiality regarding your salary package and also not to discuss or disclose the same to any member of the Clients' staff in the interest of maintaining and promoting good business relations with our clients.

**10. OTHER EMPLOYMENT/OCCUPATIONS:**

While you render services to the Company, you will not engage directly or indirectly in any other gainful employment or business relationship in any other Companies, without the written consent of the management of the Company. While you render services to the Company, you also will not assist any person or Organization in competing with the Company, in preparing to compete with the Company or in hiring any employees of the Company. Any action to the contrary would render your services liable for termination or followed by prosecution, notwithstanding any other condition in this appointment letter.

**11. VERACITY OF INFORMATION PROVIDED:**

You have been engaged on the assumption that the particulars furnished by you in your resume and testimonials handed over by you are correct. In case the said particulars are found to be incorrect or that you have concealed or withheld some other relevant facts, your appointment is liable to be terminated without any notice, notwithstanding any other condition in the appointment letter.

**12. TAXATION:**

The Company shall withhold the appropriate amount of Income taxes as per Indian laws from the salary and all other perquisites, benefits etc. paid to you. You shall be responsible for filing of your personal returns and comply with other requirements under the Indian tax laws. The Company shall also be entitled to deduct any other sums as may be recoverable from you, from time to time.

**13. PERSONAL DETAILS AND REFERENCES:**

The company will keep your personal details and employment history on file. It is your responsibility to inform the company in writing of any change in your personal details or to any kind liability including any professional liability or any other factors which are or could be relevant to your employment. Any concealment of facts or misrepresentation discovered by the Company at any point of time during your employment in the Company shall render your services terminable immediately and the Company shall also initiate legal proceedings against you for the breach of the terms of this appointment letter.

(Signature of the Employee)

**14. TERMINATION/RESIGNATION OF EMPLOYMENT:**

The company reserves the right to terminate your employment summarily- without any cause upon insurance of one month notice or payment of month salary in lieu of notice, However, in the event of the company has reasonable grounds to believe that you are guilty of misconduct or negligence, or have committed any breach of this appointment letter or other employment agreement, if any, or the Non-disclosure Agreement the Company is entitled to terminate you from employment forthwith upon issuance of termination notice and no payment shall be made in lieu of any short notice.

Where your employment is terminated by reason only of the sale, transfer or amalgamation by the company of the whole or any part of its business, the company shall be under no obligation to pay any compensation for redundancy or for any other reasons. However, if the party acquiring the business or the part being sold, transferred or amalgamated, has offered you continuation of employment on terms of employment no less favorable than agreed under this appointment letter, then the Company may at its discretion treat your service with the company as if it was continuous service with the new employer.

If the employee terminates the agreement in any condition, then he/she have to compensate with 6 months of the salary of that employee as a compensation towards the company.

**15. SURRENDER OF COMPANY ASSETS AND EXIT FORMALITIES:**

You need to surrender all the tangible assets of the Company, including the data and information in soft or hard form which are in your possession by virtue of your employment before separation from the Company. Exit interview would be conducted before full and final settlement of dues and salary.

**16. RETIREMENT:**

Unless otherwise terminated for above reasons, you shall retire from the Company's services upon attaining 58 years of age as per the Company's records. The Company, however, at its sole discretion, may consider granting an offer for extension of one year each until you attain 60 years of age subject to you being found medically fit by the Doctor appointed by the Company and upon such terms and conditions as the Company may deem fit in the prevailing circumstances. The extension mentioned in this clause is at the sole discretion of the Company and the Company is not obligated to offer any extension.

**17. LEAVE:**

You will be governed by the Leave Rules of the Company as applicable and in force from time to time.

**18. AMENDMENT OF TERMS OF EMPLOYMENT:**

The Company reserves the right to modify your terms and conditions of employment in the exigencies of the

(Signature of the Employee)



Company's business, and such modified terms and conditions shall apply to you and form a part of your terms and conditions of employment.

**19. CONCLUSION:**

We hope you find this offer to be satisfactory for joining the Company. We have great hopes of your ability to help us build an even more successful enterprise, while developing an excellent career for yourself.

We look forward to receiving your acceptance and to working with you in the development of the company, and seeking ways for you to secure the necessary stimulation and advancement.

**Declaration**

I/We, the undersigned, hereby declare that:

I ..... hereby declare that the details furnished above are true and correct to the best of my knowledge and gone through every terms and conditions of the company and will not leave till my events/conferences are over. In case any of the above information is found to be false or untrue or misleading or misrepresenting, I am aware that I may be held liable for it.

(Signature of the Employee)

<b>Annexure-A</b>		
<b>Cost to Company</b>		
<b>Name of the Applicant</b>		<b>K V Surya Teja</b>
<b>Salary Breakup</b>	<b>Monthly</b>	<b>Yearly</b>
Basic Salary	7,500	90,000
House Rent Allowance	3,000	36,000
Conveyance Allowance	1,350	16,200
Medical Allowance	1,250	15,000
Special Allowance	2,800	33,600
Performance Allowance	3,300	39,600
<b>Gross Salary</b>	<b>19,200</b>	<b>230,400</b>
<b>Less Deductions</b>	<b>Monthly</b>	<b>Yearly</b>
PF (Employee Contribution)	900	10,800
ESI (Employee Contribution)	144	1,728
Professional Tax	150	1,800
<b>Total deductions</b>	<b>1,194</b>	<b>14,328</b>
<b>Net Salary (Gross Salary-Less)</b>	<b>18,006</b>	<b>216,072</b>
<b>Add Employer Contributions</b>	<b>Monthly</b>	<b>Yearly</b>
PF (Employer contribution)	900	10,800
ESI (Employer contribution)	624	7,488
Variable Pay	3,000	36,000
Gratuity	2,500	30,000
<b>Cost to Company (Gross+Add)</b>	<b>26,224</b>	<b>314,688</b>

(Signature of the Employee)

**SUPPORTING DOCUMENTS RELATED TO APPOINTMENT LETTERS  
OF THE STUDENTS PLACED DURING  
THE ACADEMIC YEAR 2020-2021**



# ANNAMACHARYA COLLEGE OF PHARMACY

Approved by AICTE & PCI, New Delhi. Affiliated to JNTUA, Ananthapuramu,  
Accredited by NAAC with 'A' Grade, Bangalore, Accredited by NBA (UG), New Delhi  
Recognized u/s 2(f) & 12(B) of the UGC Act, 1956, New Delhi, Recognized Research Center, JNTUA, Ananthapuramu.



## PLACEMENT REPORT FOR THE ACADEMIC YEAR 2020-2021

### PLACEMENT REPORT

#### Epi source Pool campus drive (28-04-2021)

Annamacharya College of Pharmacy conducted pool campus drive for Epi source through online mode on 28-04-2021 for the position of Trainee coder, Medical coder, Coding analyst.

**Job Title: Medical Coding**

**Job Location: Chennai, Hyderabad, Bangalore**

➤ **About Episource:**

Episource is a leading US based healthcare services company providing 'Risk Adjustment Services' for Insurance providers across the United States. Established in 2004 in Chennai, Episource currently has around 4000 employees spread across California, Florida, Philippines and India (Chennai, Mumbai & Vijayawada), with an Integrated Onshore/Offshore Global Delivery Model. As part of our expansion plan across US we have expanded our capabilities by acquiring Peak solutions based out of Florida, US. Episource has devoted more than a decade in building products for healthcare providers to measure business outcomes. As one of the leading companies in the domain, we have helped numerous clients optimize their medical records, data, analytics to enable better documentation of records with chronic diseases. Episource is growing globally and we are looking at increasing our headcount in India Exponentially.

➤ **Salient Features:**

**Compensation** – Industry best salary & incentives (Salary + Incentive) Range – 3 to 4 LPA for trainees

**Allowances** – Performance based incentives, encouraging a merit-based culture

**Training Sponsorship** – To foster learning, we provide sponsorship for certifications & training programs

**Mediclaim Benefits** – We care for our employees and their families from Day 1 of joining us which includes Self + Spouse + Kids + parental coverage

**Spectrum of Leaves** - Casual, Sick, Privileged & other category leaves with encashment

**Eligible Qualification:** Medical science / Life-Science Degree / Diploma

**Screening Process**

3 Rounds of Interviews -

1. Comprehension Test - MCQ
2. Technical Session – Video call / In-person
3. HR Discussion & Offers – Video call/ In-person

- **Registered candidates:** 174  
➤ **Total Selected candidates:** 44  
➤ **Selected ANCP STUDENTS:** 25



*[Signature]*  
ANNAMACHARYA COLLEGE OF PHARMACY  
NEW BOYANAPALLI-516 126  
RAJAMPET, Kadapa Dist. A. P.





# ANNAMACHARYA COLLEGE OF PHARMACY

Approved by AICTE & PCI, New Delhi. Affiliated to JNTUA, Ananthapuramu,  
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Recognized Research Centre by JNTUA, Ananthapuramu.  
Approved by AICTE & PCI, New Delhi &  
Permanent Affiliation to JNTUA, Ananthapuramu.

# PLACEMENT DRIVE

for



Job Eligibility  
**B.Pharm, M.Pharm, Pharm. D, D. Pharm, B.Sc, M.Sc,  
 Nursing, Paramedical & other Life Sciences Graduates  
 (2016 to 2020 Pass outs & Present Final Year Students)**  
Position  
**Trainee Medical Coder**

### Screening Process



### Salary



3 - 4 LPA



### Venue

Annamacharya College of Pharmacy,  
New Boyanapalli, Rajampet

### Date



### Reporting Time:



9.00 AM

*For any other  
queries please  
contact*

Dr. N. Raghavendra Naveen.,  
Placement Cell Incharge, 7799559585  
Mr. U. Narasimhulu., 9703099784



Registration Link: [shorturl.at/airB2](http://shorturl.at/airB2)

*Dr. D. Swarnalatha, Principal*



*[Signature]*  
**PRINCIPAL  
 ANNAMACHARYA COLLEGE OF PHARMACY,  
 NEW BOYANAPALLI-516 126  
 RAJAMPET, Kadapa Dist. A. P.**





# ANNAMACHARYA COLLEGE OF PHARMACY

Accredited by NAAC 'A' grade and NBA (UG).

Recognized under sections 2(f) & 12(B) of The UGC Act, 1956

Recognized Research Centre by JNTUA, Ananthapuramu.

Approved by AICTE & PCI, New Delhi &

Permanent Affiliation to JNTUA, Ananthapuramu.

PLACEMENT  
**DRIVE**

for



## Job Eligibility

B.Pharm, M.Pharm, Pharm. D, D. Pharm, B.Sc, M.Sc,

Nursing, Paramedical & other Life Sciences Graduates

(2016 to 2020 Pass outs & Present Final Year Students)

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Dr. N. Raghavendra Naveen.,  
Placement Cell Incharge, 7799559585

Mr. U. Narasimhulu., 9703099784



Registration Link: [shorturl.at/airB2](https://shorturl.at/airB2)

*Dr. D. Swarnalatha, Principal*





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Accredited by NAAC with 'A' Grade, Bangalore, Accredited by NBA (UG), New Delhi  
Recognized u/s 2(f) & 12(B) of the UGC Act, 1956, New Delhi, Recognized Research Center, JNTUA, Ananthapuramu.



## Training & Placement Cell

### INVITATION FOR POOL CAMPUS PLACEMENT DRIVE (virtual mode)

Greetings,

Date: 24-04-2021

Dear Sir/Madam,

We are pleased to inform you that the **Annamacharya College of Pharmacy** conducting pool campus drive for **Epi source** through online mode on 28-04-2021 for the **position of Trainee coder, Medical coder, Coding analyst** which bring together an opportunity for the **Epi source** and young job aspirants under the roof.

Episource is a leading US based healthcare services company providing 'Risk Adjustment Services' for Insurance providers across the United States. Established in 2004 in Chennai, Episource currently has around 4000 employees spread across California, Florida, Philippines and India (Chennai, Mumbai & Vijayawada), with an Integrated Onshore/Offshore Global Delivery Model. As part of our expansion plan across US we have expanded our capabilities by acquiring Peak solutions based out of Florida, US. Episource has devoted more than a decade in building products for healthcare providers to measure business outcomes. Episource is growing globally and we are looking at increasing our headcount in India Exponentially.

Number of M. Pharmacy, B. Pharmacy, B.Tech (Chemical), B.SC (Chemistry), M.SC (Organic Chemistry), B.SC / M.SC (Microbiology) students from various Universities and Institutions are expected to attend the "Pool Campus Drive"

### CAMPUS DRIVE DETAILS

**Company:- Epi source**

**Eligibility :** Medical science / Life-Science Degree / Diploma

**Designation :** Trainee coder, Medical coder, Coding analyst

**Job Location:** Chennai, Hyderabad, Bangalore

**Salary :** Industry best salary & incentives (Salary + Incentive) Range – 3 to 4 LPA for trainees

**Allowances** – Performance based incentives, encouraging a merit-based culture

**Date:-** 28-04-2021

#### **Screening Process**

3 Rounds of Interviews -

1. Comprehension Test - MCQ
2. Technical Session – Video call / In-person
3. HR Discussion & Offers – Video call/ In-person

We are hereby **requesting you to motivate your students to participate the campus drive and also to communicate the same to your known friends and respective graduates in mutual interest. Further, for any queries you may contact head of the Institution and our faculty, placement in-charge**

**Dr. N. Raghavendra Naveen: +91-7799559585, U Narasimhulu: +91-9703099784,**



*[Signature]*  
PRINCIPAL  
ANNAMACHARYA COLLEGE OF PHARMACY  
NEW BOYANAPALLI-516 126  
Kadapa Dist. A. P.

**RE: registered candidates from Annamacharya college of pharmacy**

vijairaman.A &lt;vijairaman.athmanathan@episource.com&gt;

Mon 05-Jul-21 8:46 PM

To: 'Annamacharya College of Pharmacy' &lt;ancplacement@outlook.com&gt;

Cc: narasimha.vision23@gmail.com &lt;narasimha.vision23@gmail.com&gt;

1 attachments (9 KB)

Annamachariya.csv;

Hi Team,

Attached is the updated list, ignore the earlier mail.

Regards,

**Vijai Raman | Senior Executive | Human Resources**

+91 9791101112

vijairaman.athmanathan@episource.com

Prince Infocity II, 2<sup>nd</sup> floor, 141 Old Mahabalipuram Road, Kandanchavadi, Chennai, Tamil Nadu 600096

www.episource.com



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**From:** vijairaman.A [mailto:vijairaman.athmanathan@episource.com]**Sent:** Monday, July 5, 2021 8:23 PM**To:** 'Annamacharya College of Pharmacy'**Cc:** 'narasimha.vision23@gmail.com'**Subject:** RE: registered candidates from Annamacharya college of pharmacy

Hi Team,

Please find attached the shortlisted candidates in the requested format.

Regards,

**Vijai Raman | Senior Executive | Human Resources**

+91 9791101112

vijairaman.athmanathan@episource.com

Prince Infocity II, 2<sup>nd</sup> floor, 141 Old Mahabalipuram Road, Kandanchavadi, Chennai, Tamil Nadu 600096

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**From:** Annamacharya College of Pharmacy [mailto:ancplacement@outlook.com]**Sent:** Monday, July 5, 2021 2:34 PM**To:** vijairaman.athmanathan@episource.com**Cc:** vijairaman.athmanathan@episource.com; narasimha.vision23@gmail.com**Subject:** Fw: registered candidates from Annamacharya college of pharmacy

<https://outlook.live.com/mail/0/deeplink?popoutv2=1&version=20210711001.05>




*[Signature]*  
 PRINCIPAL  
 ANNAMACHARYA COLLEGE OF PHARMACY  
 NEW BOYANAPALLI-516 126  
 RAJAMPET, Kadapa Dist. A. P.



LIST OF SELECTED CANDIDATES FOR EPI SOURCE

S No	Name	Email	Highest educational qualification	Percentage/ GPA	Name of the college	State	year of passing	Phone number
1	Amit Prabhurao Rangwal	amitrangwal3@gmail.com	B.Sc/ M.Sc	73.89	Shivaji College Udgir	Maharashtra	2019	9834791691
2	B.Sai keerthi	saikeerthi2922000@gmail.com	B. Pharm	75	Annamacharya College of pharmacy	ANDHRA PRADESH	2021	7893361604
3	Billa. Penchala Kumari	kumaribilla1510@gmail.com	B. Pharm	90.20%	Annamacharya College of Pharmacy, Rajampet	Andhra Pradesh	2021	9885268838
4	C.Amani	amanic789@gmail.com	B. Pharm	80%	Annamacharya college of pharmacy	Andhra Pradesh	2021	8179271407
5	CHAGALETI BHARATH KUMAR	bharathkumarchagaleti@gmail.com	M. Pharm	8.4	Annamacharya college of pharmacy	Andhra Pradesh	2021	8106204450
6	D.NISSI CHRISTINA	christinadara666@gmail.com	Pharm. D	83	Sri Vishnu College Of Pharmacy	Andhra Pradesh	2021	7093402011
7	Donga Pavithra	pavithradonga34@gmail.com	Pharm. D	74.1	Annamacharya college of pharmacy	Andhra Pradesh	2021	9676864048
8	EDAGOTTU GIRIDHAR	edagottugiridhar@gmail.com	B. Pharm	74%	Annamacharya college of pharmacy, Rajampeta	Andhra Pradesh	2021	9652836648
9	GADDAM BHUVANA KRISHNA PRASAD	Krishh3292@gmail.com	B. Pharm	81%	Annamacharya college of pharmacy	Andhra Pradesh	2021	9949673292
10	Gnaneswari	gnaneredy1997@gmail.com	Pharm. D	78	Annamacharya college of pharmacy	Andhra Pradesh	2021	9133703452
11	Guddeti shireesha	guddetishireesha4@gmail.com	B. Pharm	82	Sree padmavathi mahila viswavidyalayam, tirupati	Andhra Pradesh	2021	9398641748
12	K.jitendranathchowda	jithendranathchowdary@gmail.com	B. Pharm	77.6	Annamacharya college of pharmacy	Andhra Pradesh	2021	7660091236



  
**PRINCIPAL**  
**ANNAMACHARYA COLLEGE OF PHARMACY**  
**NEW BOYANAPALLI-516 126**  
**RAJAMPET, Kadapa Dist. A.P.**

LIST OF SELECTED CANDIDATES FOR EPI SOURCE

13	KANDREGULA NAGALAKSHMI BHAVANI	nagalashmi.bhavanik@gmail.com	B. Pharm	Pursuing	SRI PADMAVATHI MAHILA VISHWAVIDYALAYAM	ANDHRA PRADESH	2021	8317671944
14	Kodi Revathi	renukod9@gmail.com	B. Pharm	85%	Annamacharya college of pharmacy	Andhra Pradesh	2021	9949635781
15	Komireddy Ramya	ramyasmilly116@gmail.com	B. Pharm	78.90%	Jagans institute of pharmaceutical sciences	Andhra Pradesh	2021	9346588841
16	Kummara Girija	girijakothakota@gmail.com	B. Pharm	85	Sri Krishnadevaraya University	Andhraprades h	2019	8142064147
17	KURLU VAISHNAVI	kurluvaishnavi16@gmail.com	B. Pharm	8.9	Sri padmavathi mahila viswavidyalayam	Andhra Pradesh	2021	6300692862
18	KUTLURU TIRUMALESH	kutluruthiru@gmail.com	Pharm. D	86	krishna teja pharmacy collegw	ANDHRA PRADESH	2019	8801478539
19	Lakshmi Narasimha Gunturu	gunturunarasimha007@gmail.com	Pharm. D	85	Annamacharya College of Pharmacy	Andhra Pradesh	2021	7799230296
20	M.Ahammed Sharooq	sharukruu5796@gmail.com	M. Pharm	8	Saastra college of pharmacy	Andhra Pradesh	2021	8374229218
21	M. Balaji	mbalaji2258@gmail.com	Pharm. D	79	Annamacharya college of pharmacy	Andhraprades h	2021	8179694223
22	Maddela priyanka	maddelapriyanka830@gmail.com	B. Pharm	80	Sree padamavathi mahila viswavidyalayam	Andhra pradesh	2021	9550525779
23	MUDE CHANTI NAIK	mudetchantinaik431@gmail.com	Pharm. D	75	Annamacharya college of pharmacy, Rajampet	Andhra pradesh	2021	9642463747
24	N prasad	prasadrvs23@gmail.com	B. Pharm	80	Santhiram college of pharmacy	Andhra Pradesh	2021	6303470789
25	N. Sharada Shanthi	shanthijanardhan1999@gmail.com	B. Pharm	75	Annamacharya College Of Pharmacy	Andhra Pradesh	2021	99083358631



LIST OF SELECTED CANDIDATES FOR EPI SOURCE

26	N.Latha Priya	lathanarayana1997@gmail.com	Pharm. D	80 percent	Annamacharya college of phrmacy	Andra Pradesh	2021	9652657027
27	N.SHARADA SHANTHI	shanthianardhan1999@gmail.com	B. Pharm	75	Annamacharya College of pharmacy	Andhra Pradesh	2021	9908358631
28	NARUBOINA SAI LOKESH	sailokesh597@gmail.com	B. Pharm	71%	Annamacharya College of pharmacy, rajampet, Kadapa, AP, India	Andhra Pradesh	2021	9951983015
29	Nitla Nagamani	nitlanagamani@gmail.com	D. Pharm	92.666	Government Polytechnic for women, kakinada	Andhraprades h	2018	9963882899
30	P A Mahesh	maheshleo97@gmail.com	Pharm. D	82.7	Annamacharya college of pharmacy, Rajampet.	ANDHRA PRADESH	2021	8332812690
31	P.Kirankumar Reddy	kirankumarreddy775@gmail.com	B. Pharm	Persuing degree in bpharmacy.	Annamacharya college of pharmacy.	Andhra pradesh	2021	7093586155
32	Parameswar Rao. K	paramesh76777@gmail.com	Pharm. D	75%	Shanthiram college of pharmacy	Andhra Pradesh	2021	7396726715
33	PENAGALURU CHANDANA	chandanaysr@gmail.com	B. Pharm	78%	ANNAMACHARYA COLLEGE OF PHARMACY	ANDHRAPRAD ESH	2021	9550305200
34	Puli pavankumarreddy	pulipavankumarreddy92@gmail.com	B. Pharm	70	Santhiram College of pharmacy	Andhraprades h	2021	7288022201
35	Shaik Afreen	afrinshaik03@gmail.com	M. Pharm	81%	Annamacharya college of Pharmacy, Rajampeta.	Andhra Pradesh	2021	8179795400
36	Shaik mohammed shareef	shaikmohammed0985@gmail.com	B. Pharm	75%	Annamacharya college of pharmacy	Andhraprades h	2021	8501805723
37	Shaik Mubashheera anzum	shaikanzum07@gmail.com	Bachelor of physiotherap y	64	P. Ramireddy memorial college of physiotherapy	Andhraprades h	2021	9121272217
38	Shaik Safiya	safiyashaik4161@gmail.com	physiotherap y	78	UG Rami Reddy Memorial College	Andhra Pradesh	2021	8297443106



ANNAMACHARYA COLLEGE OF PHARMACY  
NEW BOYANAPALLI-516 120  
RAJAMPET, Kadapa Dist. A. P.

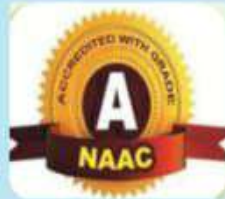
LIST OF SELECTED CANDIDATES FOR EPI SOURCE

39	Shaik.Muneera	munrashaik12@gmail.com	Nursing	85%	Annamacharya college of pharmacy	Andhra Pradesh	2021	7093436166
40	sukanya koppala	sukanyak1414@gmail.com	Pharm. D	84.2	Annamacharya college of pharmacy	Andrapradesh	2021	9052636376
41	T.Mamatha	thokalamamatha1999@gmail.com	B. Pharm	75	Jagan's institute of pharmaceutical sciences, Nellore	Andra Pradesh	2021	6300472515
42	Tejaswini Nanduri	tejaswini.nanduri@gmail.com	B. Pharm	9.30 GPA	Sri Padmavati mahila viswa vidyalayam, Tirupathi	Andhra Pradesh	2021	9491072758
43	Vandana.N	vandanannuggu29@gmail.com	B. Pharm	73%	SPMVV (Tirupati)	AP	2021	9703661669
44	veerasiva danduboina	veerasiva099@gmail.com	M. Pharm	Persuing	Annamacharya college of pharmacy	Andhra pradesh	2021	8142878329
45	Yelicherla Bhavani	bhavaniyelicherla25@gmail.com	B. Pharm	77%	Annamacharya College Of Pharmacy	Andhra Pradesh	2021	8186054564





# ANNAMACHARYA COLLEGE OF PHARMACY



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**Selected Candidates**

## TRAINING AND PLACEMENT CELL

**CTC - 1.4 to 4 LPA**

**Our Students Placed in Top Most pharma companies in India**



**B PHARM STUDENTS**



17M710005  
C AMANI  
epi source



17M710009  
Y BHAVANI  
epi source



17M710010  
G DHUVANA KRISHNA PRASAD  
epi source



17M710012  
P CHANDANA  
epi source



17M710020  
E GIRIDHAR  
epi source



17M710030  
P KIRAN KUMAR REDDY  
epi source



17M710059  
SHAIK MUNEEBA  
epi source



17M710068  
B PENCHALA KUMARI  
epi source



17M710074  
K REVATHI  
epi source



17M710076  
B SAI HESITHU  
epi source



17M710077  
N. SAI LOKESH  
epi source

**M PHARM STUDENTS**



17M710088  
N. SHARADA SHANTHI  
epi source



10M710101  
SHAIK AFSHEEN  
epi source

**PHARM D STUDENTS**



15M710003  
N BALAJI  
epi source



15M710005  
M CHANTI NAIK  
epi source



15M710008  
B GNANESWARH  
epi source



15M710010  
G LAKSHMI NARASIMHA  
epi source



15M710012  
N LATHA POIYA  
epi source



15M710013  
P A MAHESH  
epi source



15M710017  
D NEESI CHRISTINA  
epi source



**Fwd: Episource Joining Confirmation - 24th May, 2021**

MAHESH LEO <maheshleo97@gmail.com>

Fri 02-Jul-21 11:50 AM

To: ancplacement@outlook.com <ancplacement@outlook.com>

📎 1 attachments (5 KB)

image001.png;


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

From: <[indiahiring@episource.com](mailto:indiahiring@episource.com)>

Date: Tue 18 May, 2021, 9:06 PM

Subject: Episource Joining Confirmation - 24th May, 2021

To: <[indiahiring@episource.com](mailto:indiahiring@episource.com)>

 Image result for joining

Dear All,

We are excited to welcome you to the Episource Family.

In spite of the current Covid 19 situation, our healthcare business is growing rapidly and hence we are proceeding with hiring and onboarding.

However as we care for the safety of our employees we are not bringing candidates to our office to do the onboarding, instead we have implemented a **VIRTUAL ONBOARDING PROCESS** followed by Virtual training for the initial few weeks.

<b>Date of Joining</b>	<b>24th May 2021</b>
<b>On Boarding Time</b>	<b>09:00 AM</b>
<b>Model</b>	<b>Virtual Onboarding</b>
<b>Point of Contact</b>	<b>Revathy Vedagirieswaran / Lathika</b>

As a confirmation of your joining, please fill the link below and send it to us on **May 20th 2021** before 6 PM only those filling the link within the timeline will get the invite for virtual onboarding.

**Google Link for Registration - <https://goo.gl/forms/krJG56Mzq5l6QPos2>**

Once completing the Google registration we will share a mail with Zoom link (This is mandatory)



Please make sure that the Mail ID & Mobile number that you enter in the google form matches with that of your CV.

Request you all to scan and keep the below mentioned documents ready.

---

S#	Documents Required	No. of Copies
1	Aadhar Card	1
2	PAN Card	1
3	Address Proof (Passport, Driving License, Family Card, Bank passbook front page )	1
4	10 <sup>th</sup> & 12 <sup>th</sup> Mark sheet	1
5	UG / PG Mark sheet / Provisional/Degree Certificate	1
6	Passport Size photograph	1

---

We are looking forward to having you onboard and seeing you achieve great things!!!

**Note: Do not share the mail or link to anyone as it is shared to designated joiners for May 24<sup>th</sup>.**

**Best Regards,**

**Team HR**



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This email has been scanned for viruses and malware, and has been encrypted in transit by Mimecast.

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This email has been scanned for viruses and malware, and has been encrypted in transit by Mimecast.

Date: 16-Dec-2020  
Ref: APL/Unit/HR/Offer/2020  
Mr. Reddy Cherla Sri Harsha

Dear Mr. Reddy Cherla Sri Harsha,

**Letter of Offer**

With reference to your application and subsequent interview you had with us, we are pleased to advise you that you have been selected for the position of **Trainee - Quality Assurance\_UNIT - X** in Aurobindo Pharma Limited, Unit X, Plot No 16, APIIC, Multi product SEZ at Sy.No.3 (P) to 6(P) & 413(P) & 416(P) Palchur village and 113 Part of Palepalem Village Naidupeta Mandal , PSR Nellore District, Andhra Pradesh on the terms and conditions as agreed by you at the time of interview and that are mentioned in Annexure - I.

You are advised to join on or before **21-Dec-2020**. You are advised to report at our Aurobindo Pharma Limited, Unit X, Plot No 16, APIIC, Multi product SEZ at Sy.No.3 (P) to 6(P) & 413(P) & 416(P) Palchur village and 113 Part of Palepalem Village Naidupeta Mandal , PSR Nellore District, Andhra Pradesh by 09:30 AM, to complete your joining formalities. Please note joining formalities will be taken either on **Monday, Wednesday or Friday** in any week.

While joining, you are advised to submit the following for our verification and records:

- Copies of certificates (including mark sheets) along with originals, for proof of age, educational qualifications, conduct etc.
- Independent references with phone Nos-Other than relatives.
- Passport size photographs – 08 Nos, stamp size photograph-02 Nos.
- Blood grouping certificate and medical fitness certificate- Original
- Copy of PAN card & Aadhar Card
- Recent Post card size colour photograph with family – full scape – 02 Nos for submitting the same to ESI (Family means Employee, spouse, children and dependent parents)

The regular appointment order will be issued at the time of your joining.

In case you do not join us by the stipulated time, this offer will be withdrawn at the sole discretion of management.

Please confirm your date of joining by e-mail Id: [hr@aurobindo.com](mailto:hr@aurobindo.com)

For AUROBINDO PHARMA LIMITED,



**K. NAGESH**  
SENIOR GENERAL MANAGER-HUMAN RESOURCES

(CIN : L24239TG1986PLC015190)

**AUROBINDO PHARMA LIMITED**

PAN No. AABCA7366H

Corp off.: The Water Mark Building, Plot No. 11, Survey No.9, Hi-tech City, Kondapur, Hyderabad - 500 084 T.S., INDIA Tel : +91 40 6672 5000 / 1200 Fax : +91 40 6707 4059

Regd. off.: Plot No. 2, Maithrivihaar, Ameerpet, Hyderabad - 500 038 T.S., INDIA Tel : +91 40 2373 6370 Fax : +91 40 2374 7340, Email : [info@aurobindo.com](mailto:info@aurobindo.com)

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



  
PRINCIPAL  
ANNAMACHARYA COLLEGE OF PHARMACY  
NEW BOYANAPALLI-516 126  
RAJAMPET, Kadapa Dist. A. P.

### Annexure – I

1. You will be under training for a period of one year from the date of your joining. You will be paid an amount of **Rs. 16,000 /-** per Month. As a Trainee, you will not be entitled to any other benefits or privileges that are applicable to the other categories of employees.
2. On successful completion of the training period, you will be on probation for a period of six months. Be it clearly understood and agreed that as a trainee or as a probationer, you will not have any lien or right on the regular employment either during the initial or the extended period of training or probation.
3. If your performance and conduct are not satisfactory, the training or probationary period will be extended or dispensed away during the initial or at the extended period of training or probation, purely at the discretion of the Management. Unless otherwise informed to you in writing, the probation period may deem to have completed successfully.
4. The training that will be imparted to you involves considerable expenditure, both direct and indirect, financial and unliquidated. The training substantially improves your professional standing since considerable expenditure is incurred by the Company as an investment and hence the Company expects a commitment from you to serve the Company. In consideration of the training to be imparted by the Company, you shall agree and undertake irrevocably to serve the Company, by not leaving the services of the Company and without taking up employment with any other Company.
5. It is agreed and promised by you that, you shall enter into an Employment Agreement with the Company, to serve the Company for a minimum guaranteed period of three years and six months from the date of joining, out of which you being as a trainee, as a probationer and as confirmed employee. The Employment Agreement, which you entered with the Company is accepted and agreed by you voluntarily without any duress.
6. By accepting the employment agreement with the Company, you agree and acknowledge that any breach of agreement by you would lead to irreparable productivity and financial loss to the Company, for which the Company shall recover the damages from any amounts that are payable to you by the Company and further you may tend to lose lien on certain benefits as per the applicable laws.
7. You are governed by the following clauses, in case you breach of the terms and conditions of the Employment Agreement:
  - a. If you fail to complete the first two years of employment, you shall pay a compensation of Rs. 1,00,000/- (Rupees one lakh only) towards cost of training and liquidated damages,
  - b. If you fail to serve the remaining period, you shall pay to the Company a compensation of Rs.60,000/- (Rupees sixty thousand only) towards cost of training and liquidated damages.
8. You shall produce two Sureties or Guarantors for the minimum guaranteed period of three years and six months with an absolute and unrestricted right to recover the compensation as per Clause No.7, in case you fail to compensate the said amounts towards breach of agreement.
9. Your appointment is further subject to verification of the particulars furnished by you on the 'Application Form for Employment' and other documents submitted by you. In case any particulars mentioned by you and/or other documents, which you have submitted at the time of interview or joining or thereafter are found to be false or incorrect, your training / probation / confirmation shall be terminated forthwith without any notice and further appropriate legal proceedings will be initiated.
10. This appointment and your continuance in the employment are subject to you being found medically, physically and mentally fit, that are required to discharge your functional responsibilities, by the authorized Medical Officer of the Company.
11. You shall discharge such duties as may be entrusted to you from time to time by the Management.
12. You shall be governed by the Leave Rules of the Company and shall abide by the rules and regulations as well as Certified Standing Orders that are applicable to the establishment.
13. You shall work with high standards of discipline, initiative, efficiency and economy in the department or section, wherever you are posted and strive for achieving the objectives of the Company.
14. You shall devote your whole time to the business of the Organization and shall not undertake any other business or work, either directly or indirectly, whether on remuneration or not, except with written permission of the Management.



15. You shall not divulge to anyone, particulars or details of the manufacturing/quality processes, technical know-how, product portfolio, on-going projects, future projects, marketing strategies, sales promotions plans, security arrangements, or of administrative and / or organization matters, by any means of communication, whether of confidential or not, that may become known / accessible to you for being associated with the Company.
16. The Company reserves the right to depute you for a limited period or transfer you on permanent basis to any other section / department / unit / location of the Company or its subsidiary companies that exists or may come up in future within the territory of India in your capacity for which you may be found fit and suitable, without reducing your existing benefits.
17. "Current Good Manufacturing Practices (cGMPs) are regulations (laws), established by respective countries and are being monitored by their agencies, which are similar and applicable across the world. Hence, it is a mandatory responsibility of all the pharmaceutical manufacturers to establish these principles into their routine operations and ensure that a drug is safe, correctly identified, of right strength, has the purity and has the overall Quality it claims. The cGMPs exists to protect patients from dangerous, adulterated and counterfeit drugs. It is important to note that, the product that has not been manufactured according to cGMPs is considered as Adulterated Drug, even it meets all specifications. Failing to comply with cGMPs has severe implications on the Organization with respect to legal compliance, customer/ partner relations, stock holdings, reputation in the global market and in fact its existence in the market.
  - a. Non-compliance of cGMP procedures/ practices knowingly shall be considered as betrayal and breach of integrity.
  - b. Any individual fails to comply with this commitment shall be liable to a very severe disciplinary action by the Company including termination of services, based on the facts and circumstances of the case.
  - c. This clause is applicable to the employees operating in cGMP areas.
18. You shall adhere to Quality Policy and Environment, Health & Safety (EHS) Policy of the Company in true spirit without any deviations.
19. Any absence from the duty without prior written sanction and/or permission from the respective reporting superior/s shall be considered as 'Un-authorized Absence' and attracts appropriate disciplinary action.
20. At the time of leaving the services of the Company, upon completion of eligible period of service for Gratuity payment, you are required to comply with all requirements prescribed in this regard including Claim Form to be submitted to HR, in order to receive the Gratuity on time
21. Any unauthorized absence for more than 7 (seven) consecutive working days shall be construed that you voluntarily abandoned your services and your name from the Company's muster rolls will be deleted putting an end to the employee and employer relationship and you will lose lien on employment, without prejudice to the rights of the Company.
22. You shall keep the Company informed of your postal address, telephone/mobile number, e-mail or any other means of communication including changes that may occur during the period of your association with the Company. Any communication sent to the last informed address is deemed as final and served.
23. The Company shall reimburse Relocation Charges / Notice Pay to you, which is mutually agreed / as per Policy, during interview process, subject to production of relevant supporting documents and the same shall be claimed within 3 (three) months from the date of formal joining. In case you leave the services of the Organization within a period of two years, the Company has a right to recover the same from the amounts payable to you.
24. In case you take any financial loan / salary advance from the Company and fail to repay the same as agreed during the period of your association with the Company, you along with Sureties, as applicable, shall be liable for appropriate legal proceedings as per the agreements you entered with the Company.
25. Notwithstanding any of the clauses mentioned herein, the Management reserves the right of terminating your appointment without assigning any reason and without notice during your training period.



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ANNAMACHARYA COLLEGE OF PHARMACY  
NEW BOYANAPALLI-516 126  
RAJAMPET, Kadapa Dist. A. P.

**SUPPORTING DOCUMENTS RELATED TO APPOINTMENT LETTERS OF  
THE STUDENTS PLACED DURING  
THE ACADEMIC YEAR 2019-2020**



# ANNAMACHARYA COLLEGE OF PHARMACY

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## PLACEMENT REPORT FOR THE ACADEMIC YEAR 2019-2020

### PLACEMENT REPORT AGS Health campus drive (07-02-2020)

Annamacharya College of Pharmacy is organized "CAMPUS PLACEMENT DRIVE" for final year students of B.Pharmacy, M.Pharmacy on 07-02-2020 which bring together an opportunity for the AGS Health and young job aspirants under the one roof.

**Job Title: Medical Coding**

**Job Location: Tirupati /Chennai / Hyderabad / Vellore**

➤ **About Episource:**

AGS Health is an award-winning, global Revenue Cycle Management ("RCM") company providing medical billing, medical coding and business analytics services to leading healthcare providers (such as large hospital corporations and physician groups) across the US. With over 5000 employees globally across its offices AGS Health has been growing exponentially and has a large number of highly prestigious clients.

➤ **Salient Features:**

**Salary:** 1.44 LPA (CTC)+ Monthly Incentives up to 8000 + Health insurance + PF/ Gratuity

➤ **Eligible Qualification:** Final year students of B. Pharmacy, M. Pharmacy and 2018, 2019 Pass outs

➤ **Venue:** ANNAMACHARYA COLLEGE OF PHARMACY, RAJAMPET, YSR KADAPA DIST

➤ **Selection criteria:** Written test, Group discussion and Personal Interview

➤ **Registered candidates:** 49

➤ **Total Selected candidates:** 29

49 students from Final year of B.Pharmacy and M.Pharmacy were attended for this drive and 29 students were selected. Mr. Rajesh Ayya, HR Team, conducted this placements through written test, Group Discussion and Interviewing for the qualified students



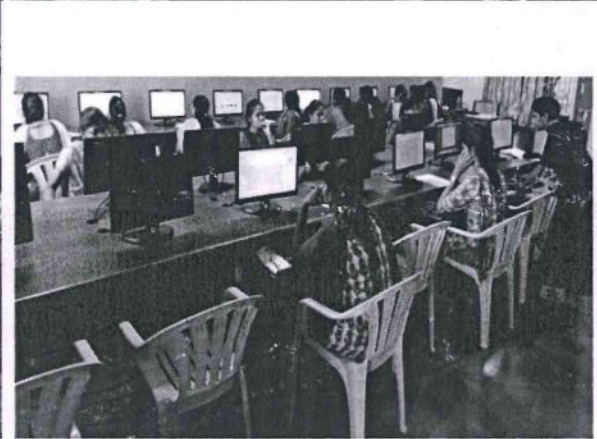
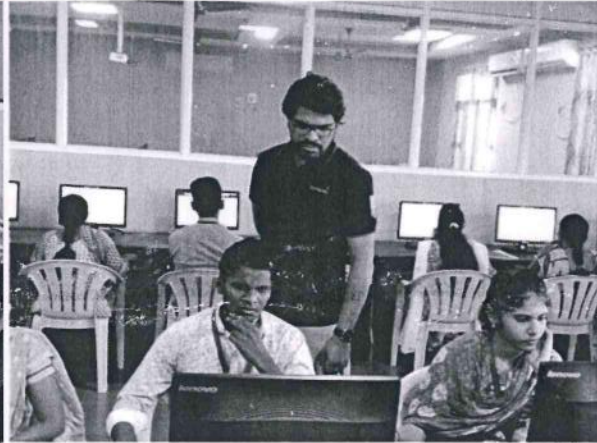
  
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**NEW BOYANAPALLI-516 126**  
**RAJAMPET, Kadapa Dist. A. P.**





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## INVITATION CAMPUS PLACEMENT DRIVE ANNAMACHARYA COLLEGE OF PHARMACY New Boyanapalli, Rajampet-516126

### ELIGIBILITY

B.Pharmacy, M.Pharmacy, 2018, 2019 and 2020 Pass outs

### COMPANY



### NO. OF VACANCIES

40 + (Approximately)

### DATE

7<sup>th</sup> Feb 2020

### VENUE

Annamacharya College of Pharmacy, Rajampet

### JOB LOCATION

Tirupathi

### REPORTING TIME:

9.00 A.M

### POSITION

Medical Coder

### SALARY

1.44 LPA (CTC)+ Monthly performance based bonus + Health insurance + PF/ Gratuity

### ASSESSMENT / INTERVIEW PROCESS

Written Assessment / Reading Comprehension (Online), Group Discussion , Personal Interview

### CONTACT DETAILS

Dr. N. Raghavendra Naveen, Asst. Professor.  
Placement Cell In-Charge,  
ANCP, Mobile: +91-7799559585

The interested candidates are requested to mail their resume to [ancplacement@outlook.com](mailto:ancplacement@outlook.com) on or before 06/02/2020.



*[Signature]*  
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## PLACEMENT REPORT

### Medi Assist Insurance TPA Private Limited (28-12-2019)

Annamacharya College of Pharmacy is organizing "POOL CAMPUS PLACEMENT DRIVE" on 28-12-2019 which bring together an opportunity for the Medi Assist Insurance TPA Private Limited and young job aspirants under the one roof.

**Job Location:** Bangalore

#### ➤ About Medi Assist :

**Medi Assist** is India's leading Health Benefits Administrator & Wellness Services provider, serving 152 million lives through 5000+ corporate and retail policies and 5 government schemes. They are an ISO 9001 and 27001 certified company that is transforming the Indian healthcare ecosystem and making healthcare more accessible, affordable and actionable to millions of people around the country. The **Medi Assist** family has grown to **4000 employees** since its inception in **2002** and now has a presence in over **27 locations** across India. **Medi Assist** also been recognized as one of India's fastest growing companies by Forbes. A Red Herring Top 100 Asia award winner, the Medi Assist group has always been in the forefront of leverage technology to improve customer engagement.

#### ➤ Salient Features:

**Salary:** 2.8 – 3.5 Lac per annum

**Eligible Qualification:** Pharm. D, B Pharmacy, M Pharmacy

➤ **Venue:** ANNAMACHARYA COLLEGE OF PHARMACY, RAJAMPET, YSR KADAPA DIST

➤ **Selection criteria:** Written test, Group discussion and Personal Interview

➤ **Registered candidates:** 40

➤ **Total Selected candidates:** 23

➤ **Selected ANCP STUDENTS:** 12

➤ **40 students from various Institutions were attended for this drive and 23 students got selected.** D.V. Nagarjuna, Dr. Agnes Prathiba and Mary Jacintha, HR Team, conducted this placements through written test, Group Discussion and Interviewing for the qualified students. Principal, Dr. D. Swarnalatha, congratulated the selected students and assured that institution will maintain a warm association with the Medi Buddy Company for future selection of skilled students in the health care profession. The Secretary, Sri.C. Gangi Reddy, Vice-Chairman, C. Yella Reddy, Treasurer & executive director, Sri. C. Abhishek Reddy, Chairman, Dr C Ramachandra Reddy said the students studying NBA and NAAC accredited institution like Annamacharya College of Pharmacy can be assured that they will receive a quality education and they would become a very good citizen with good morals.



*[Handwritten Signature]*  
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## Placement drive at Annamacharya college



EXPRESS NEWS SERVICE  
@Kadapa

MEDI Assist Insurance TPA Private Limited, Bengaluru, conducted placement drive for the students of B Phar-

macy, M Pharmacy and Pharm D at Annamacharya College of Pharmacy in Rajampet of Kadapa district on Saturday.

DV Nagarjuna, Dr Agnes Prathiba and Mary Jacintha conducted written test, group discussion and interviews for students.

College principal Dr D Swarnalatha, secretary C Gangi Reddy, vice-chairman C Yella Reddy, treasurer and executive director C Abhishek Reddy and chairman Dr C Ramachandra Reddy congratulated the selected students.

## ఏఐటీఎస్ ఫార్మసీలో ప్రాంగణ ఎంపికలు

రాజంపేట, న్యూన్టుడే : రాజంపేట మండలం బోయనపల్లిలోని అన్నమాచార్య ఫార్మసీ కళాశాలలో శనివారం ఆప్ క్యాంపస్ ఎంపికలను నిర్వహించారు. బెంగళూరుకు చెందిన మెడి అసిస్టెంట్ ఇన్సూరెన్స్ సంస్థ ఈ ప్రాంగణ ఎంపికల్ని నిర్వహించగా జిల్లాలోని వివిధ ప్రాంతాల నుంచి 70 మంది విద్యార్థులు హాజరయ్యారు. వీరిలో 20 మంది ఉద్యోగాలు సాధించినట్లు కళాశాల ప్రెసిడెంట్ డాక్టర్ డి.స్వర్ణలత తెలిపారు. కళాశాల ఛీఫ్ మెంబర్ అధికారులు డాక్టర్ ఎన్.రామచంద్ర, నరసింహులు, కంపెనీ ప్రతినిధులు డాక్టర్ నాగార్జున, జసెంట్, ప్రతిభ పాల్గొన్నారు.



*[Signature]*  
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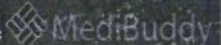


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## OFF CAMPUS DRIVE AT ANNAMACHARYA COLLEGE OF PHARMACY

Organisation: **Medi Assist Insurance TPA Private Limited** 

Department Summary: Settlement of Medi claims of policy holders

Job Location	Experience	Package	Date & Reporting Time
Bangalore	0-5 Years	2.8-3.5 LPA (CTC)	28/12/2019, 9.00 AM

### DESIGNATION & EDUCATION QUALIFICATIONS

Medical Officer/Sr Medical Officer: BAMS/BUMS/BDS  
/MDS/BHMS/MBBS/MPT/BPT  
Executive/Sr.Executive: B.Pharma/M.Pharma/  
B.sc Nursing/M.sc Nursing/Pharm.D/D.Pharma

### INTERVIEW PROCESS

Written Assessment  
Group Discussion  
Personal Interview



For any other queries  
please contact

Dr. N. Raghavendra Naveen., Asso. Professor.,  
Placement Cell Incharge.FNCP



+91 7799559585

Mr. U. Narasimhulu, Asst. Professor [ +91 9703099784 ]

Interested Candidates are requested to mail their resume to [ancplacement@outlook.com](mailto:ancplacement@outlook.com) on or before 26/12/2019.



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## PLACEMENT REPORT AGS Health Pool campus drive (08-11-2019)

Annamacharya College of Pharmacy is organized "POOL CAMPUS PLACEMENT DRIVE" for final year students of B.Pharmacy, M.Pharmacy on 08-11-2019 which bring together an opportunity for the AGS Health and young job aspirants under the one roof.

**Job Title: Medical Coding**

**Job Location: Tirupati /Chennai / Hyderabad / Vellore**

➤ **About Episource:**

AGS Health is an award-winning, global Revenue Cycle Management ("RCM") company providing medical billing, medical coding and business analytics services to leading healthcare providers (such as large hospital corporations and physician groups) across the US. With over 5000 employees globally across its offices AGS Health has been growing exponentially and has a large number of highly prestigious clients.

➤ **Salient Features:**

**Salary: 1.44 LPA (CTC)+ Monthly Incentives up to 8000 + Health insurance + PF/ Gratuity**

➤ **Eligible Qualification:** Final year students of B. Pharmacy, M. Pharmacy and 2018, 2019 Pass outs

➤ **Venue:** ANNAMACHARYA COLLEGE OF PHARMACY, RAJAMPET, YSR KADAPA DIST

➤ **Selection criteria:** Written test, Group discussion and Personal Interview


➤ **Registered candidates:** 05

➤ **Total Selected candidates:** 03

➤ **Slected Anep students:** 02

➤ Mr. Rajesh Ayya, Mr. Zaheeruddin, HR Team, conducted this placements through written test, Group Discussion and Interviewing for the qualified students. Five students were attended for this drive and two were selected.



  
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*[Signature]*  
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## INVITATION OFF CAMPUS PLACEMENT DRIVE ANNAMACHARYA COLLEGE OF PHARMACY New Boyanapalli, Rajampet-516126

### ELIGIBILITY

**B.Pharmacy, M.Pharmacy,  
B.Sc, M.Sc (Microbiology, Biotechnology, Nursing, Bio Chemistry, Perfusion  
Technology, Physician Assistant, Nutrition and Health Science, Physiotherapy)  
2017, 2018 & 2019 Pass outs**

### COMPANY



**NO. OF VACANCIES** 40 + (Approximately)

### DATE

8<sup>th</sup> Nov 2019

### VENUE

Annamacharya College of Pharmacy, Rajampet

### JOB

Tirupathi

### REPORTING TIME:

9.00 A.M

### LOCATION

### POSITION

Medical Coder

### SALARY

1.44 LPA (CTC)+ Monthly performance based bonus + Health insurance + PF/ Gratuity

### ASSESSMENT / INTERVIEW PROCESS

Written Assessment / Reading Comprehension (Online), Group Discussion , Personal Interview

### CONTACT DETAILS

**Dr. N. Raghavendra Naveen, Asst. Professor.  
Placement Cell In-Charge,  
ANCP, Mobile: +91-7799559585**

The interested candidates are requested to mail their resume to [ancplacement@outlook.com](mailto:ancplacement@outlook.com) on or before 07/11/2019.



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**INVITATION**  
**CAMPUS PLACEMENT DRIVE**  
**ANNAMACHARYA COLLEGE OF PHARMACY**  
**New Boyanapalli, Rajampet-516126**

**ELIGIBILITY**

**B.Pharmacy, M.Pharmacy, 2018, 2019 and 2020 Pass outs**

**COMPANY**



**NO. OF VACANCIES**

40 + (Approximately)

**DATE**

7<sup>th</sup> Feb 2020

**VENUE**

Annamacharya College of Pharmacy, Rajampet

**JOB  
LOCATION**

Tirupathi

**REPORTING  
TIME:**

9.00 A.M

**POSITION**

Medical Coder

**SALARY**

**1.44 LPA (CTC)**+ Monthly performance based bonus + Health insurance + PF/ Gratuity

**ASSESSMENT / INTERVIEW PROCESS**

Written Assessment / Reading Comprehension (Online), Group Discussion , Personal Interview

**CONTACT DETAILS**

**Dr. N. Raghavendra Naveen, Asst. Professor.**  
**Placement Cell In-Charge,**  
**ANCP, Mobile: +91-7799559585**

The interested candidates are requested to mail their resume to [ancplacement@outlook.com](mailto:ancplacement@outlook.com) on or before **06/02/2020**.



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## Training & Placement Cell

### Campus placement drive at ANCP

Date: 01-02-2020

Dear Students,

We are pleased to inform you that our Annamacharya College of Pharmacy is organizing "CAMPUS PLACEMENT DRIVE" for final year students of B.Pharmacy, M.Pharmacy on 07-02-2020 which bring together an opportunity for the AGS Health and young job aspirants under the one roof.

AGS Health is an award-winning, global Revenue Cycle Management ("RCM") company providing medical billing, medical coding and business analytics services to leading healthcare providers (such as large hospital corporations and physician groups) across the US. With over 5000 employees globally across its offices AGS Health has been growing exponentially and has a large number of highly prestigious clients.

All students who are participating in the drive should get registered in LINK:  
<https://campus.agshealth.com/>

### CAMPUS DRIVE DETAILS

**Company:** AGS Health

**Job Location:** Tirupati /Chennai / Hyderabad / Vellore

**Selection criteria:** Written test, Group discussion and Personal Interview

**Qualification:** Final year students of B. Pharmacy, M. Pharmacy and 2018, 2019 Pass outs

**Date:** 07-02-2020

**Salary:** 1.44 LPA (CTC)+ Monthly Incentives up to 8000 + Health insurance + PF/ Gratuity

**Venue:** ANNAMACHARYA COLLEGE OF PHARMACY, RAJAMPET, YSR KADAPA DIST,

#### **Contact details:**

Dr. N. Raghavendra Naveen,  
Placement cell in-charge,  
ANCP +91-7799559585

Note: The interested candidates are requested to mail their resume to [ancplacement@outlook.com](mailto:ancplacement@outlook.com) on or before 06-02-2020.



  
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**Fw: Req-Final selected candidates list**

Annamacharya College of Pharmacy &lt;ancpplacement@outlook.com&gt;

Fri 09-Oct-20 4:56 PM

To: baluancp@gmail.com &lt;baluancp@gmail.com&gt;

**Dr. N. Raghavendra Naveen., M.Pharm., Ph.D.**  
**Asst. Professor,**  
**Training & Placement Officer,**  
**Annamacharya College of Pharmacy, Rajampet,**  
**+91-7799559585.**

**From:** RAJESH AYYA <rajesh.ayya@agshealth.com>**Sent:** Thursday, March 19, 2020 10:05 AM**To:** 'Annamacharya College of Pharmacy' <ancpplacement@outlook.com>**Subject:** RE: Req-Final selected candidates list

Hi Raghavendra,

Congratulations to all students who got Selected with our Esteemed Organisation.

Please find below list of students selected for Medical Coding Process.

S. No	Name	Mob. No	Email-Id	Degree
1	R.Naga sivani	7989404501	<a href="mailto:mallikarjunaaaa2@gmail.com">mallikarjunaaaa2@gmail.com</a>	B.Pharmacy
2	Amrutha Tharigopula	8142773047	<a href="mailto:amrutha011999@gmail.com">amrutha011999@gmail.com</a>	B.Pharmacy
3	Srikakula Venkata Manideepika	9603868474	<a href="mailto:manilucky342@gmail.com">manilucky342@gmail.com</a>	B.Pharmacy
4	G.Asmath	8008494445	<a href="mailto:gagguturias3107@gmail.com">gagguturias3107@gmail.com</a>	B.Pharmacy
5	M.Tejaswini	7330627020	<a href="mailto:luckytejaswini90@gmail.com">luckytejaswini90@gmail.com</a>	B.Pharmacy
6	Reddcherla Sri Harsha	8464091264/9177177134	<a href="mailto:ancppasupati@gmail.com">ancppasupati@gmail.com</a>	M.Pharmacy
7	A.geethanjali	7675925390	<a href="mailto:adapalageethanjali@gmail.com">adapalageethanjali@gmail.com</a>	B.Pharmacy
8	B.mahathi	9959833300	<a href="mailto:mahathireddy267@gmail.com">mahathireddy267@gmail.com</a>	B.Pharmacy
9	D Anusha	7660800189	<a href="mailto:honeyanshu98@gmail.com">honeyanshu98@gmail.com</a>	B.Pharmacy
10	Deepna challa	9182559468	<a href="mailto:deepnareddy970@gmail.com">deepnareddy970@gmail.com</a>	B.Pharmacy
11	G.Bhavya Sree	9490088641	<a href="mailto:shreeg0926@gmail.com">shreeg0926@gmail.com</a>	B.Pharmacy
12	G.Saichandu	9515199535	<a href="mailto:chandugobbilla123@gmail.com">chandugobbilla123@gmail.com</a>	B.Pharmacy
13	Golla venkata sowmya sree	8374179773	<a href="mailto:sowmyapharma1998@gmail.com">sowmyapharma1998@gmail.com</a>	B.Pharmacy
14	Haswitha Namburu	7095328650	<a href="mailto:haswitha.namburu2342@gmail.com">haswitha.namburu2342@gmail.com</a>	B.Pharmacy
15	Jyothi sisindri	9177361253	<a href="mailto:sisindriyothi@gmail.com">sisindriyothi@gmail.com</a>	B.Pharmacy
16	K. V.Samyuktha	8096009740	<a href="mailto:samyusami109@gmail.com">samyusami109@gmail.com</a>	B.Pharmacy
17	K.samanthika	7780201037	<a href="mailto:samanthikakothapalli99@gmail.com">samanthikakothapalli99@gmail.com</a>	B.Pharmacy
18	Kattubadaritha	7993794318	<a href="mailto:kattubadaritha@gmail.com">kattubadaritha@gmail.com</a>	B.Pharmacy
19	Maddipatla pradeepika	7036875567	<a href="mailto:pradeepikamaddipatla29@gmail.com">pradeepikamaddipatla29@gmail.com</a>	B.Pharmacy
20	Modepalli	9398005813	<a href="mailto:venkatakrisna.modepalli@gmail.com">venkatakrisna.modepalli@gmail.com</a>	B.Pharmacy

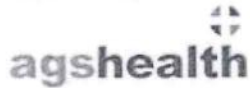
	krishnaveni			
21	Mudigeti. Sudheeshna	7032919904	msudheeshna@gmail.com	B.Pharmacy
22	Neeli.Sudhakar	7799480940	neelisudhakar7@gmail.com	B.Pharmacy
23	P B SIVA KUMAR	9553078070	pbshivareddy1997@gmail.com	B.Pharmacy
24	p.mounika	9505232156	policherlamouni@gmail.com	B.Pharmacy
25	S. T. Padmavathi	9676545032	sangarajupadma@gmail.com	B.Pharmacy
26	Sai eswar	9618356720	saieswar159@gmail.com	B.Pharmacy
27	Susmitha Pulipati	9550904465	susmithapulipati27@gmail.com	B.Pharmacy
28	yagnasri kanakadandu	9951990083	yagnapharma21@gmail.com	B.Pharmacy
29	Yenugula Hymavathi	9505910171	hymavathi26997@gmail.com	B.Pharmacy

Thanks & Regards,  
Rajesh Ayya

Team Leader | Talent Acquisition

Extn: 8518 | M: +91 9384824642

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



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INDIA | 2019

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**TOP 16  
BEST EMPLOYERS**  
in India

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Avoid printing. Go green.

**From:** Annamacharya College of Pharmacy <ancpplacement@outlook.com>

**Sent:** 19 March 2020 09:44

**To:** RAJESH AYYA <rajesh.ayya@agshealth.com>

**Subject:** Req-Final selected candidates list

Respected sir,

Can you please send me the final list of selected candidates of 07-02-2020 placement drive.

Awaiting for your response.

Thanking you



**Dr. N. Raghavendra Naveen., M.Pharm., Ph.D.**  
Asst. Professor,

**PRINCIPAL**  
**ANNAMACHARYA COLLEGE OF PHARMACY**  
NEW BOYANAPALLI-516 126  
T. Kadapa Dist. A. P.





## OFF CAMPUS DRIVE AT

# ANNAMACHARYA COLLEGE OF PHARMACY

Organisation: Medi Assist Insurance TPA Private Limited  MediBuddy

Department Summary: Settlement of Medi claims of policy holders

Job Location

Bangalore

Experience

0-5 Years

Package

28-3.5 LPA (CTC)

Date & Reporting Time

28/12/2019, 9.00 AM

### DESIGNATION & EDUCATION QUALIFICATIONS

Medical Officer/Sr Medical Officer: BAMS/BUMS/BDS

/MDS/BHMS//MBBS/MP/BPT

Executive/Sr.Executive: B. Pharma/M. Pharma/

B.sc Nursing/M.sc Nursing/Pharm. D/D. Pharma

Dr. N. Raghavendra Naveen., Fstt Professor..

Placement Cell Incharge. FNCP

Mr. U. Nagesimhulu, Fstt. Professor [ +91 9709099784 ]



+91 7799559585

*For any other queries  
please contact*

Candidates are requested to mail their resume to [anccplacement@outlook.com](mailto:anccplacement@outlook.com) on or before 26/12/2019.



PRINCIPAL

ANNAMACHARYA COLLEGE OF PHARMACY

NEW BOYANAPALLI-516 126

RAJAMPET, Kadapa Dist. A. P.





# ANNAMACHARYA COLLEGE OF PHARMACY

Approved by AICTE & PCI, New Delhi. Affiliated to JNTUA, Ananthapuramu,  
Accredited by NAAC with 'A' Grade, Bangalore, Accredited by NBA (UG), New Delhi  
Recognized u/s 2(f) & 12(B) of the UGC Act, 1956, New Delhi, Recognized Research Center, JNTUA, Ananthapuramu.



## Training & Placement Cell

Date: 21-12-2019

### INVITATION FOR POOL CAMPUS PLACEMENT DRIVE

Dear Sir/Madam

We are pleased to inform you that the Annamacharya College of Pharmacy is organizing "OFF CAMPUS PLACEMENT DRIVE" on 28-12-2019 which bring together an opportunity for the Medi Assist Insurance TPA Private Limited and young job aspirants under the one roof.

Medi Assist is India's leading Health Benefits Administrator & Wellness Services provider, serving 152 million lives through 5000+ corporate and retail policies and 5 government schemes. They are an ISO 9001 and 27001 certified company that is transforming the Indian healthcare ecosystem and making healthcare more accessible, affordable and actionable to millions of people around the country. The Medi Assist family has grown to 4000 employees since its inception in 2002 and now has a presence in over 27 locations across India. Medi Assist also been recognized as one of India's fastest growing companies by Forbes. A Red Herring Top 100 Asia award winner, the Medi Assist group has always been in the forefront of leverage technology to improve customer engagement.

Number of Pharma, life science and medical graduate students from various Universities and Institutions are expected to attend the "POOL CAMPUS DRIVE".

#### CAMPUS DRIVE DETAILS

<b>Organization:</b>	Medi Assist Insurance TPA Private Limited
<b>Industry:</b>	Healthcare
<b>Job Location</b>	Bangalore
<b>Designation:</b>	Executive / senior Executive
<b>Department Summary:</b>	Settlement of Medi claims of policy holders as per the prescribed manner within the TAT.
<b>Qualification:</b>	Graduate in Science: BSc Nursing, BAMS, BDS, BUMS, MBBS, PGDHA, D Pharma, B. Pharma, Pharm. D, MSc Genetics/Bio- tech, BPT, MPT, Medical (BSc/MSc Microbiology, Bio-info, Bio-Chem, Dip.MT, Dip.Nursing, Dip. X-Ray).
<b>Selection criteria:</b>	Written test, Group discussion and Personal Interview
<b>Experience:</b>	0 - 5 years
<b>Package:</b>	2.8 - 3.5 Lac per annum

Date: 28-12-2019 (Reporting time: 9.00 AM)

Venue: ANNAMACHARYA COLLEGE OF PHARMACY, RAJAMPET, YSR KADAPA DIST, A.P., INDIA

We are hereby requesting you to motivate your students to participate the campus drive and also to communicate the same to your known friends and respective graduates in mutual interest. Further, for any queries you may contact our faculty placement in-charge

**For any queries please contact:**

Dr. N. Raghavendra Naveen, Asst. Professor  
Placement Cell In-Charge, ANCP, Mobile: +91-7799559585

Note: The interested candidates are requested to mail their resume to [ancpplacement@outlook.com](mailto:ancpplacement@outlook.com) or before 26-12-2019



*[Signature]*  
PRINCIPAL  
ANNAMACHARYA COLLEGE OF PHARMACY  
NEW BOYANAPALLI-516 126  
RAJAMPET, Kadapa Dist. A. P.



Fw: off campus drive

Annamacharya College of Pharmacy <ancplacement@outlook.com>

Fri 09-Oct-20 4:55 PM

To: baluancp@gmail.com <baluancp@gmail.com>

**Dr. N. Raghavendra Naveen., M.Pharm., Ph.D.**  
**Asst. Professor,**  
**Training & Placement Officer,**  
**Annamacharya College of Pharmacy, Rajampet,**  
**+91-7799559585.**

**From:** Mary Jacintha <mary.jacintha@mahs.in>  
**Sent:** Monday, December 30, 2019 6:21 PM  
**To:** 'Annamacharya College of Pharmacy' <ancplacement@outlook.com>  
**Cc:** Nagarjuna DV <nagarjuna.dv@medibuddy.in>  
**Subject:** RE: off campus drive

Dear Dr.Naveen,

Thank you so much for the tremendous support provided. No words to express on how we felt meeting each and every one.

Requesting the same support in converting the students and making them join our esteemed organisation ☺.

As per our Telecon, PFB list of final SELECTS. Kindly do fill their status of joining in the space provided.

Sl.No	Name	Contact No	Mail ID	Qualification	Final	Status on Joining
1	B Bhagyasri	8985778909	bhagyasri9656@gmail.com	Pharma D	Select	
2	C R Anusha	9052760639	anushacheruvuac04@gmail.com	Pharma D	Select	
3	Avula Ramya Sunayana	8500138428	ramyasunayana97@gmail.com	Pharma D	Select	
4	Sai Kumar	9618896138	dakshirajusai@gmail.com	Pharma D	Select	
5	K Anil Kumar	9160175383	anilkumarkogila819@gmail.com	Pharma D	Select	
6	D Pavan Kumar	8187839318	pavanpjcology@gmail.com	M Pharma	Select	
7	V Prasanna Reddy	8142713093	prasannareddy280@gmail.com	Pharma D	Select	
8	N Harini	8297334751	harinihasini760@gmail.com	Pharma D	Select	
9	Y Parimala	6302087055	sharonchinna143@gmail.com	Pharma D	Select	
10	P Nishad	63030993817	nishadpkn89@gmail.com	Pharma D	Select	
11	Manthri Mounika	900662178	manthrimounika21@gmail.com	Pharma D	Select	
12	M Venkatesh	6300228261	venkymamilla1935@gmail.com	Pharma D	Select	
13	V G Surya Prakash Reddy	7036647547	reddysuryayah@gmail.com	B Pharma	Select	
14	S Rumana Firdose	7569779481	rumanapharmd@gmail.com	Pharma D	Select	
15	S Jaffar Sadiq	9440039352	shaiksadiq7886@gmail.com	Pharma D	Select	
16	M sai Kumar	8332856929	saikumarvarma2021@gmail.com	Pharma D	Select	
17	K S Manjunath	8331816159	manjunathks833@gmail.com	B Pharma	Select	
18	Y Charitha	9640182842	Charithayalamanchi@gmail.com	Pharma D	Select	
19	R Divya	9059708201	ravidivya324@gmail.com	Pharma D	Select	
20	Sindhuja R	8008436762	ramsindhu1993@gmail.com	B Pharma	Select	
21	C Pradeep Kumar	7036649293	pk86376@gmail.com	Pharma D	Select	
22	S K Sai Pravalika	8309683353	pravalika1503@gmail.com	Pharma D	Select	

Awaiting for the positive response.

**Thanks & Regards**  
**Mary Jacintha**  
**Mobile No: 8971845296**

**From:** Annamacharya College of Pharmacy [mailto:ancplacement@outlook.com]  
**Sent:** 23 December 2019 10:53  
**To:** Mary Jacintha  
**Subject:** off campus drive

Respected madam,  
 We are done with all the required things to pool up the candidates for campus drive on 28th . We received more than 50 resumes. But no there is no such response from nursing candidates. They are saying that all their friends are already settled somewhere, at this time we cant get the candidates as they finished up their course around 5 months before. Now we are not confident about doctors count. But we got very good response from all the Pharm.D, B.Pharm and M.Pharm candidates. hope we will get the desired candidates.

**Dr. N. Raghavendra Naveen., M.Pharm., Ph.D.**  
**Asst. Professor,**  
**Training & Placement Officer,**  
**Annamacharya College of Pharmacy, Rajampet,**  
**+91-7799559585.**



*[Handwritten Signature]*  
**PRINCIPAL**  
**ANNAMACHARYA COLLEGE OF PHARMACY**  
**NEW BOYANAPALLI-516 126**  
**RAJAMPET, Kadapa Dist. A. P.**



**INVITATION**  
**OFF CAMPUS PLACEMENT DRIVE**  
**ANNAMACHARYA COLLEGE OF PHARMACY**  
**New Boyanapalli, Rajampet-516126**

**ELIGIBILITY**

**B.Pharmacy, M.Pharmacy,  
B.Sc, M.Sc (Microbiology, Biotechnology, Nursing, Bio Chemistry, Perfusion  
Technology, Physician Assistant, Nutrition and Health Science, Physiotherapy)  
2017, 2018 & 2019 Pass outs**

**COMPANY**



**NO. OF VACANCIES**

40 + (Approximately)

**DATE**

8<sup>th</sup> Nov 2019

**VENUE**

Annamacharya College of Pharmacy, Rajampet

**JOB  
LOCATION**

Tirupathi

**REPORTING  
TIME:**

9.00 A.M

**POSITION**

Medical Coder

**SALARY**

**1.44 LPA (CTC)**+ Monthly performance based  
bonus + Health insurance + PF/ Gratuity

**ASSESSMENT / INTERVIEW PROCESS**

Written Assessment / Reading Comprehension  
(Online), Group Discussion , Personal Interview

**CONTACT DETAILS**

**Dr. N. Raghavendra Naveen, Asst. Professor.  
Placement Cell In-Charge,  
ANCP, Mobile: +91-7799559585**

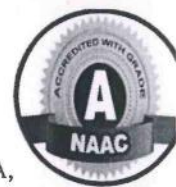
The interested candidates are requested to mail their resume to [ancplacement@outlook.com](mailto:ancplacement@outlook.com) on or  
before **07/11/2019**.





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Ananthapuramu.



## Training & Placement Cell

### Invitation for Pool Campus placement at ANCP

Date: 01-11-2019

Dear Students,

We are pleased to inform you that our Annamacharya College of Pharmacy is organizing "OFF CAMPUS PLACEMENT DRIVE" for final year students of B.Pharmacy, M.Pharmacy on 08-11-2019 which bring together an opportunity for the AGS Health and young job aspirants under the one roof.

AGS Health is an award-winning, global Revenue Cycle Management ("RCM") company providing medical billing, medical coding and business analytics services to leading healthcare providers (such as large hospital corporations and physician groups) across the US. With over 5000 employees globally across its offices AGS Health has been growing exponentially and has a large number of highly prestigious clients.

All students who are participating in the drive should get registered in LINK:  
<https://campus.agshealth.com/>

### CAMPUS DRIVE DETAILS

**Company:** AGS Health

**Job Location:** Tirupati /Chennai / Hyderabad / Vellore

**Selection criteria:** Written test, Group discussion and Personal Interview

**Qualification:** Final year students of B. Pharmacy, M. Pharmacy and 2018, 2019 Pass outs

**Date:** 08-011-2019

**Salary:** 1.44 LPA (CTC)+ Monthly Incentives up to 8000 + Health insurance + PF/ Gratuity

**Venue:** ANNAMACHARYA COLLEGE OF PHARMACY, RAJAMPET, YSR KADAPA DIST,

**Contact details:**


Dr. N. Raghavendra Naveen,

Placement cell in-charge,

ANCP +91-7799559585

Note: The interested candidates are requested to mail their resume to [ancplacement@outlook.com](mailto:ancplacement@outlook.com)  
on or before 07-11-2019.



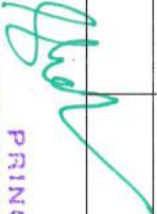
  
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RAJAMPET, Kadapa Dist. A. P.

# ANNAMACHARYA COLLEGE OF PHARMACY

## OFF Campus Drive-Registration

S. No	Name of the candidate	Highest qualification	Passed out Year	College/University	E-mail Id	Mobile number	Signature
1.	D. Syamalamba	PG	2016	Sru, Tirupati	dsyama23@gmail.com	9652080299	D. Syamalamba
2.	K. Aishwarya	PG	2019	Rorichud	shombhavir.kugis@gmail.com	6363855828	Aishwarya
3.	N. Raghini	PG (Pharmacology)	2019	ANCP	raghiniragini555@gmail.com	8008999218	N. Raghini
4.	M. Sri Lakshmi	PG (Pharmacology)	2019	ANCP	Srilakshmi260m@gmail.com	9381236259	M. Sri Lakshmi
5.	Santiga	UG	2019	K.K, Chennai	nsantiga98@gmail.com	994684469	Santiga
6.							
7.							
8.							
9.							
10.							
11.							
12.							
13.							



  
**PRINCIPAL**  
**ANNAMACHARYA COLLEGE OF PHARMACY**  
**NEW BOYANAPALLI-516 126**  
**RAJAMPET, Kadapa Dist. A. P.**

Ags 08/11/2019



## TRAINING AND PLACEMENT (2019-20)

### 1) AGS Health campus drive on 8th November-2019

Annamacharya College of Pharmacy organized "CAMPUS PLACEMENT DRIVE" for B.Pharmacy, M.Pharmacy students on 08-11-2019 which bring together an opportunity for the AGS Health and young job aspirants under the one roof. AGS Health is an award-winning, global Revenue Cycle Management ("RCM") company providing medical billing, medical coding and business analytics services to leading healthcare providers (such as large hospital corporations and physician groups) across the US. With over 5000 employees globally across its offices AGS Health has been growing exponentially and has a large number of highly prestigious clients. Mr. Rajesh Ayya, Mr. Zaheeruddin, HR Team, conducted this placements through written test, Group Discussion and Interviewing for the qualified students. Five students were attended for this drive and <sup>Three</sup> two were selected.



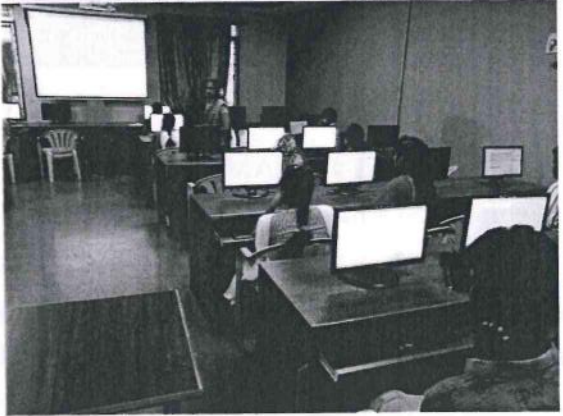
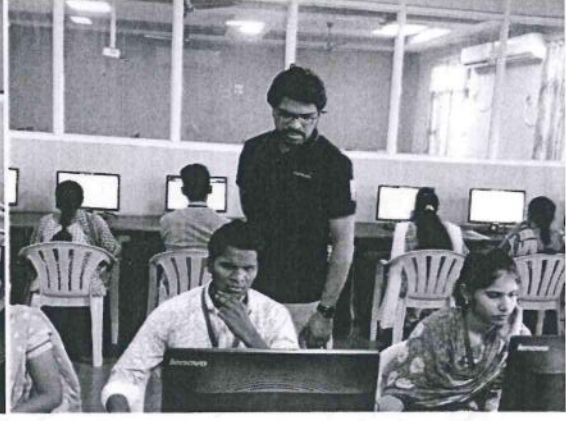
*Shal*  
PRINCIPAL  
ANNAMACHARYA COLLEGE OF PHARMACY  
NEW BOYANAPALLI-516 126  
RAJAMPET, Kadapa Dist. A. P.



## 2) Medi assist campus drive on 28th December 2019

Annamacharya College of Pharmacy organized "OFF CAMPUS PLACEMENT DRIVE" for VI year Pharm. D students on 28-12-2019 for Medi Assist Insurance TPA Private Limited. Medi Assist is India's leading Health Benefits Administrator & Wellness Services provider, serving 152 million lives through 5000+ corporate and retail policies and 5 government schemes. They are an ISO 9001 and 27001 certified company that is transforming the Indian healthcare ecosystem and making healthcare more accessible, affordable and actionable to millions of people around the country. The Medi Assist family has grown to 4000 employees since its inception in 2002 and now has a presence in over 27 locations across India. Medi Assist also been recognized as one of India's fastest growing companies by Forbes.





*[Signature]*  
PRINCIPAL  
ANNAMACHARYA COLLEGE OF PHARMACY  
NEW BOYANAPALLI-516 126  
RAJAMPET, Kadapa Dist. A. P.



### 3) AGS Health campus drive on 07th February 2020

Annamacharya College of Pharmacy organized "CAMPUS PLACEMENT DRIVE" for final year students of B.Pharmacy, M.Pharmacy on 07-02-2020 which for the AGS Health. With over 5000 employees globally across its offices AGS Health has been growing exponentially and has a large number of highly prestigious clients. **49 students from Final year of B.Pharmacy and M.Pharmacy were attended for this drive and 29 students were selected.** Mr. Rajesh Ayya, HR Team, conducted this placements through written test, Group Discussion and Interviewing for the qualified students





## Placement drive at Annamacharya college



EXPRESS NEWS SERVICE  
@Kadapa

MEDI Assist Insurance TPA Private Limited, Bengaluru, conducted placement drive for the students of B Phar-

macy, M Pharmacy and Pharm D at Annamacharya College of Pharmacy in Rajampet of Kadapa district on Saturday.

DV Nagarjuna, Dr Agnes Prathiba and Mary Jacintha conducted written test, group discussion and interviews for students.

College principal Dr D Swarnalatha, secretary C Gangi Reddy, vice-chairman C Yella Reddy, treasurer and executive director C Abhishek Reddy and chairman Dr C Ramachandra Reddy congratulated the selected students.

## ఏఐటీఎస్ ఫార్మసీలో ప్రాంగణ ఎంపికలు

రాజంపేట, న్యూన్టుడే : రాజంపేట మండలం బోయనపల్లిలోని అన్నమాచార్య ఫార్మసీ కళాశాలలో శనివారం ఆఫ్ క్యాంపస్ ఎంపికలను నిర్వహించారు. బెంగళూరుకు చెందిన మెడి అసిస్టెంట్ ఇన్సూరెన్స్ సంస్థ ఈ ప్రాంగణ ఎంపికల్ని నిర్వహించగా జిల్లాలోని వివిధ ప్రాంతాల నుంచి 70 మంది విద్యార్థులు హాజరయ్యారు. వీరిలో 20 మంది ఉద్యోగాలు సాధించినట్లు కళాశాల ప్రెసిడెంట్ డాక్టర్ డి.స్వర్ణలత తెలిపారు. కళాశాల ఛీఫ్ మెంబర్ అధికారులు డాక్టర్ ఎన్.రామచంద్ర, నరసింహులు, కంపెనీ ప్రతినిధులు డాక్టర్ నాగార్జున, జసింత్, ప్రతిభ పాల్గొన్నారు.



*Dr*  
PRINCIPAL  
ANNAMACHARYA COLLEGE OF PHARMACY  
NEW BOYANAPALLI-516 126  
RAJAMPET, Kadapa Dist. A. P.





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## TRAINING AND PLACEMENT CELL

CTC - 1.4 to 4 LPA

Our Students Placed in Top Most pharma companies in India



16M71R00A0  
YAGNASRI KANAKADANDU  
(AGS)



16M71R0006  
AMRUTHA THARIGOPULA  
(AGS)



16M71R0007  
ANUSHA DUDEKULA  
(AGS)



16M71R0009  
ASMATHI GAGGUTURI  
(AGS)



16M71R0014  
BHAVYASREE GANJIKUNTA  
(AGS)



16M71R0018  
DEEPA CHALLA  
(AGS)



16M71R0021-  
GEETANJALI ADAPALA  
(AGS)



16M71R0026  
HASWITHA NAMBURU  
(AGS)



16M71R0028  
HYMAVATHI YENUGULA  
(AGS)



16M71R0035  
KRISHNAVENI MODEPALLI  
(AGS)



16M71R0040  
MAHATHI BOJJIREDDY  
(AGS)



16M71R0044  
MOUNIKA POLICHERLA  
(AGS)



16M71R0045  
NAGASIVAMI RAJA  
(AGS)



16M71R0049  
PADMAVATHI SANGARAJU.T  
(AGS)



17M71S0108  
D.PAVAN KUMAR  
(medi buddy)



16M71R0052  
PRADEEPIKA MADDIPATLA  
(AGS)



16M71R0062  
SAI CHANDU GOBBILLA  
(AGS)



16M71R0063  
SAI ESWAR BONDALAKUNTA  
(AGS)



16M71R0067  
SAMANTHIKA KOTHAPALLI  
(AGS)



16M71R0069  
SARITHA KATTUBADI  
(AGS)



16M71R0071  
SISINDRI JYOTHI  
(AGS)



16M71R0072  
SIVA KUMAR P B  
(AGS)



16M71R0079  
SUDHAKAR NEELI  
(AGS)



16M71R0080  
SUDHEESHA MUDIGETI  
(AGS)



16M71R0083  
SUSMITHA PULIPATI  
(AGS)



16M71R0090  
TEJASWINI MEKALA  
(AGS)



16M71R0095  
VENKATA MANIDEEPIKA SRIKAKULA  
(AGS)



16M71R0099  
VENKATA SOWMYA SREE GOLLA  
(AGS)



14M71T0003  
B.BHAGYASRI  
(medi buddy)



14M71T0004  
Y.CHARITHA  
(medi buddy)



14M71T0006  
R.DIVYA  
(medi buddy)



14M71T0009  
S.JAFFAR SADIQ  
(medi buddy)



14M71T0012  
V.G.SURYA PRAKASH REDDY  
(medi buddy)



14M71T0015  
C.PRADEEP KUMAR  
(medi buddy)



14M71T0016  
C.REDDY ANUSHA  
(medi buddy)



14M71T0019  
S.RUMANA FIRDOSE  
(medi buddy)



14M71T0020  
D.SAI KUMAR  
(medi buddy)



14M71T0021  
M.SAI KUMAR  
(medi buddy)



14M71T0029  
M.VENKATESH  
(medi buddy)



17M71S0111  
N. RAGINI  
(AGS)



17M71S0113  
M.SREE LAKSHMI  
(AGS)



18M71S0401  
REDDYCHERLA SRI HARSHA  
(AGS)





03/06/2020

POLU REDDY SEKHAR REDDY POLU

Dear POLU REDDY SEKHAR REDDY,

We are pleased to extend to you an offer of employment with DXC Technology ("DXC" or "The Company"). This offer letter is in confirmation of the terms and conditions set forth for the position you are being considered for.

This offer of appointment is subject to positive feedback on your reference checks and conditional upon successful background checks (which may include criminal checks, verification of previous employment, education verification, credit check and appropriate identification verification) being conducted either by DXC or an appropriate third party, and the results of such background checks being favorable in DXC's reasonable opinion. If this condition is not satisfied, then this offer of appointment will be void or will become void, on notice by DXC. If the terms & conditions are acceptable to you, kindly send us an acceptance mail at the earliest and confirm your date of joining.

Along with this letter of employment we are also forwarding to you other relevant information for your perusal.

At DXC Technology, we are greatly excited about the challenging and rewarding work environment. You will be an important part of the leading global information technology company and part of a culture that is driven to improve and outperform.

To accept the offer of employment, please E-sign by providing your full name and unique identifier.

We welcome you to join us in this exciting journey.

Thanking You,  
Yours Sincerely,


Lokendra Sethi

Lokendra Sethi (Mar 9, 2020)

Lokendra Sethi  
Vice President - Human Resources

DXC Technology India Private Limited (formerly known as CSC Technologies India Private Limited)  
CIN: U72900TN2015FTC102489  
Registered Office:  
Unit 13, Block 2, SDF Buildings, MEPZ-SEZ, Tambaram Sanatorium, Chennai (Tamil Nadu) - 600 045.  
Ph: +91-44-22628080 / 22623880, Fax: +91-44-22628171  
Website: www.dxc.technology



  
PRINCIPAL  
ANNAMACHARYA COLLEGE OF PHARMACY  
NEW BOYANAPALLI-516 126  
RAJAMPET, Kadapa Dist. A. P.

03/06/2020

POLU REDDY SEKHAR REDDY POLU  
D. No: 2/60, Boyapalli, Yandapalli(vil), Rayachoty (mandal)  
Kadapa (Dt), 516269  
India

Dear POLU REDDY SEKHAR REDDY,

Welcome to DXC Technology! We are glad to have you with us and look forward to a long and mutually rewarding association.

We have pleasure in appointing you as Assistant Business Process Services at DXC Technology India Private Limited of DXC Technology ("DXC" or "The Company"). Your date of appointment is effective from your date of joining, which shall be on or before 03/05/2020. Your job level at DXC is 1.

Your appointment with DXC Technology India Private Limited is on the following terms and conditions.

You are expected to report at DGS-Campus Phase-1, HP Avenue, 39/40, Hosur Road, Konappana Agrahara, Electronics City, Bengaluru, 560100, at 9:00 AM to complete your joining formalities.

#### **Compensation and Benefits**

##### **1.0 Salary**

Your Fixed Gross Salary will be INR 189,000.00 per annum and Total Gross Salary inclusive of Incentive Compensation (at an indicative payment of 100%) will be INR 198,450.

##### **1.1 Basic Pay**

You will be eligible for a Basic Pay which will be INR 103,846.00.

##### **1.2 Provident Fund**

You will participate in the Company's Provident Fund Scheme. The Company will contribute monthly an equivalent of 12% of your Basic Salary to the fund. This is inclusive of statutory remittance by the company towards employee pension scheme maintained with the Regional Provident Commission, wherever applicable.

##### **1.3 Gratuity**

You will be eligible for payment of Gratuity as per the provisions of the Payment of Gratuity Act, 1972.

##### **1.4 Insurance**

Medical Insurance coverage is extended to employee, spouse and up to two children on a family floater basis for INR 500,000. You have an option to top it up by INR 200,000 or INR 400,000 or INR 600,000 or INR 800,000 by paying an additional premium. You can also cover parents/in laws by paying premium in the same floater. Group personal accident insurance (GPAP) coverage is 3 times of Fixed Gross Salary or INR 1,000,000 whichever is higher. Group term life insurance coverage is 2.5 times the Fixed gross salary. The premium payable for these insurance benefits forms a part of your compensation.



  
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ESIC coverage is as per the provisions of the Employee State Insurance Act, 1948

#### 1.5 Flexible Benefits

You will be eligible to receive benefits under the Flexible Benefit Plan of the company and the maximum cost to company in providing such benefits shall not exceed the amount as mentioned in Fixed Gross Salary after allocation to (1) Basic Salary, (2) PF, (3) Bonus Advance, if applicable. A broad guideline applicable to you is attached in Annexure (II) to help you determine the plan.

#### 2.0 Incentives

You will be eligible to participate in one of the Company's discretionary Incentive Compensation Plans based on the job assigned to you. Your annual target Incentive (at a payment of 100%) for the job title upon joining is INR 9,450. This incentive can vary depending on individual, group and company performance, and can be nil if one or more of the said criteria are not met.

Incentive Compensation Plans will be administered as per the provisions of the respective plans, details of which can be asked to be shared after joining. Employees joining on or after 1st Jan until and including 31st March will not be eligible for any payout for the period from date of joining until 31st March in the year of joining.

#### Probation:

You will be on probation for a period of six months from the date of joining. At the end of the probation Period of six months your performance will be assessed and your employment with the Company will be confirmed subject to your satisfactory performance.

The company reserves the right to extend your said probation period for a further period of three months. During your probation period, your employment may be terminated by either party with one month notice in writing or payment of one month salary in lieu of notice period.

#### Working Hours

The work timings are at the sole discretion of the Management and would normally consist of a 45 hours work week. These are subject to change as per business requirements. Same numbers of work hours are expected even when you are on an assignment abroad unless communicated otherwise by an entity of the company. The general working hours will be 9:00 am to 6:30 pm., Monday through Friday, with half hour break for lunch. Employees may also be expected to work in shifts based on business requirements.

#### Annual Earned Leave:

You are entitled to 15 days leave of absence on full pay per year and un-availed leaves are accumulative as per current Company policy. Other terms and conditions will be applicable to you as per the prevailing Leave Policy.

#### Paid Casual Leave:


The entitlement is for 12 days in a year. Other terms and conditions will be applicable to you as per the prevailing Leave Policy.

#### Holidays:

The Company observes 12 holidays in a year which may consist of fixed days of holidays and flexible ones and may be availed as per policy in force.

#### Transferability:



  
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During your employment with the Company, your services can be transferred to any of the locations in India or abroad or any function or department or platform or technology within company offices or client locations or any associate or subsidiary company of the Company whether existing or to be set up in future on the same terms and conditions at the sole discretion of the Management. The benefits linked to such transfers will be governed by the respective Company policy in force from time to time.

**Non-Disclosure:**

Due to the proprietary nature of our products and services, all employees are expected to maintain the highest level of confidentiality and will be required to sign an agreement not to disclose any information with respect to the Company. Your salary details are confidential; failure to maintain confidentiality will invite disciplinary action and may even result in termination of your services as per the policy of the Company.

**Business Code of Conduct and Ethics:**

All employees are expected to maintain the highest level of ethical conduct and are required to sign our Code of Ethical Business Conduct / Conflict of Interest certificate. Any instance of improper conduct including but not limited to misconduct, gross negligence or abandonment of the position to which you have been appointed shall constitute sufficient grounds for immediate termination of your services without any notice or payment in lieu of.

**Information Security:**

All employees are expected to maintain the confidentiality and integrity of the information assets and comply with the Information Security Policies. Employees are expected to maintain confidentiality of information residing in mobile computing devices such as portable laptops, notebooks, palmtops, other transportable computers and storage media. Employees are responsible for maintaining information security outside the premises of organization and outside the normal working hours.

**Notice for Termination:**

The written notice required for termination of employment by either party will be in accordance with the following:

1. 2 months for Level 1 to 6
2. 3 months for Level 7 and above

For clarity purposes, please note that your notice period will be dependent on your Level at the time of your separation with the Company irrespective of the reason for separation. You would be required to serve the stipulated notice period and early release would be at the sole discretion of the Management. In case you leave your employment without giving requisite notice, no relieving letter will be issued and settlement of dues will be at the sole discretion of the Management. However, under the Company's disciplinary procedure your services can be terminated without any notice period.


**Service Agreement:**

Post your joining, should you accept any specialized training whether in India or abroad, you will be required to commit to serve the Company for a minimum period of 12 months as per the Company policy. You will be required to enter into a Service Agreement, as per the Company's policy on Training, supported with a Guarantee in the form and manner decided by the Company. You are under no obligation to accept any training requiring a commitment to serve the Company on your part. However, once accepted by you, it will be a binding contract.

**Retirement Age:**

All employees on rolls of the Company will retire from the services of the company on reaching the age of 60.



  
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**Non-Smoking Policy:**

Smoking is prohibited in the office premises other than the specifically assigned zones, if any.

**Joining Requirements:**

You are required to contact the HR department on the date you report for work and submit to them a copy of the following documents for joining:

- Relieving letter(s) / Acceptance of resignation from all your previous organizations
- Experience letter(s) from all your previous organizations
- Photocopies of all educational certificates (Class X onwards)
- Mark sheets / Consolidated mark sheets of all educational qualifications (Class X onwards)
- Three recent passport size photographs
- All relevant pages of your Aadhaar card, Passport, Driving License and PAN card
- Last month Pay-slip of your last organization / Form 16 of the last financial year / Last month bank statement depicting salary credit from your last organization

Please bring originals of all documents which will be returned to you after verification except service agreement which will be retained by the Company (if applicable).

This offer/appointment is subject to the condition that you indemnify and also certify that all the information (like educational qualifications, work experience, past salary drawn and all other information) supplied by you to the Company to get an employment with the Company, is accurate and nothing has been given untrue. If it is later found that you had supplied inaccurate/untrue/false information, then the Company reserves the right to terminate your services without any notice and seek appropriate damages or reimbursement of financial expenses incurred towards your training, relocation, any other allowances, etc. This is without prejudice to any other rights which the Company may have against you.

The Company reserves the right to change the terms and conditions of your employment and its policies and procedures at any time.

Please sign a duplicate copy of this letter confirming your acceptance of the above terms and conditions of appointment and return it to us for office records.

We are excited about your decision to join the company and wish you a long successful career with the Company.

**Annexure II****Flexible Benefits Plan Guidelines**

Upon joining, subject to total salary entitlement, employee has the option to re-structure the flexi salary by selecting from a pool of allowances given below.

**House Rent Allowance**

0 - 50% of annual basic salary. To be supported by at least one receipt per quarter (as proof of rent paid) from the landlord.


**LTA**

Can be claimed for Income Tax benefit twice in a block of 4 yrs as declared by IT Ministry. Maximum amount of Rs 2,00,000 per annum can be allocated.

**Meal Coupon**

Maximum of Rs 26,400 per annum. The entire amount becomes tax free.

**Transport Allowance**

  
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Maybe used to opt for Company Car Lease if in levels Professional 1 and above. If car not availed, tax exemption as per conveyance allowance limits in tax rules are provided.

Fuel, Maintenance & Chauffeur Allowance may be claimed from Transport Allowance for both company car and self-owned car subjects to limits defined in the policy.

**Telephone / Broadband Reimbursement**

Telephone and broadband expenses reimbursement can be opted from within kitty from flexible benefits as per policy.

Thanking You,  
Yours Sincerely,

Lokendra Sethi

Lokendra Sethi (Mar 9, 2020)

**Lokendra Sethi**

Vice President - Human Resources

I accept the above referred Pay and Benefits and the general terms and conditions of employment

POLU REDDY SEKHAR REDDY

POLU REDDY SEKHAR REDDY (Mar 9, 2020)

\_\_\_\_\_  
POLU REDDY SEKHAR REDDY - POLU

Mar 9, 2020

**Candidate Physical Signature (to be completed first day of work):**

I accept the above referred Pay and Benefits and the general terms and conditions of employment

\_\_\_\_\_  
First Name Middle Name Last Name

\_\_\_\_\_  
Date



  
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Place

**Annexure III**

Dear POLU REDDY SEKHAR REDDY POLU,

Please note that you must submit a copy of your Permanent Account Number (PAN) card on your date of joining at company. By acknowledging this document, you undertake that you shall be solely responsible for any consequences arising due to non submission of your PAN copy and company shall not be responsible for the same, in any manner whatsoever.

**Date:** Mar 9, 2020

POLU REDDY SEKHAR REDDY

POLU REDDY SEKHAR REDDY (Mar 9, 2020)

POLU REDDY SEKHAR REDDY POLU

**FOR Company**

Lokendra Sethi

Lokendra Sethi (Mar 9, 2020)

**Lokendra Sethi**

Vice President - Human Resources


**FOR Employee**

**Name : POLU REDDY SEKHAR REDDY POLU**

POLU REDDY SEKHAR REDDY

POLU REDDY SEKHAR REDDY (Mar 9, 2020)



  
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**ANNAMACHARYA COLLEGE OF PHARMACY**  
**NEW BOYANAPALLI-516 126**  
**RAJAMPET, Kadapa Dist. A. P.**



MATPA2020/01/16/5187

**OFFER LETTER**  
**PRIVATE & CONFIDENTIAL**

16-Jan-20

**B Bhagyasri**

**Bangalore**

**Dear B Bhagyasri,**

Thank you for your interest in associating with our Organisation. We are pleased to confirm your selection for the Senior Executive.

Congratulations!

The detailed terms and conditions of employment are stipulated herein, for your formal acceptance.

**1. Commencement Date:**

Your employment with the Organization commences on 20-Jan-2020.

**2. Roles & Responsibilities:**

Your primary responsibilities will be of Senior Executive in the grade O4 in the department Claims. You may be asked by the Organization to fulfil additional duties and tasks as defined from time to time which may or may not be directly associated with your job title. In this role you will be reporting to "Sriini" .

**3. Place of work:**

Your principal location of employment will be in Bangalore. You may be required to travel out of Location/ any place within India on Company business in relation to the execution of your responsibilities as assigned to you from time to time by the Company. You will be reimbursed all expenses incurred by you towards travel / boarding and lodging as per the Company policy. Medi Assist may, at any point of time at its sole discretion, after giving you reasonable notice, transfer or assign your services to any current place of operations or which may subsequently be established or acquired in any part of India.

**4. Remuneration:**

You will be paid with a CTC Rs 250008 (Rupees Two Lakh Fifty Thousand Eight Only ) per Annum. Salary structure in detail is attached to this letter in Annexure A. The Compensation Structure may undergo modifications from time to time, at the Company's sole discretion and your gross compensation will be redistributed as per the structure and statutory guidelines in force at the relevant time. All payments will be subject to appropriate deductions of income tax and statutory requirements as per the Organization's procedures and laws from time to time. You shall be responsible for filing your personal returns and complying with the other requirements under the India Tax Laws.

Compensation is confidential between you and the Organization. You are requested to maintain the confidentiality and not disclose your compensation package to others.



**Medi Assist Insurance TPA Private Limited**

(Formerly known as Medi Assist India TPA Private Limited)

CIN - U85199KA1999PTC025676

Regd Off : Tower "D", 4th Floor, TBC Knowledge Park, 4/1, Bannerghatta Road, Bengaluru – 560 029

Phone : +91-80-4969 8000 Email : [Info@mediassistindia.com](mailto:Info@mediassistindia.com)

Web : [www.mediassistindia.com](http://www.mediassistindia.com)



#### **5. Confirmation:**

You will be on probation for a period of six(6) months from the date of joining Medi Assist and will continue to be so, unless and until you are expressly confirmed in the services of the Organization. The probation period may be extended by management at its sole discretion based on the performance assessment. The Organization reserves the right to extend the probation period in the event that your performance is not up to the expectations.

#### **6. Benefits:**

You will be eligible to participate in benefit programs as per Organization's policy.

#### **7. Personal Time Off:**

You will be entitled to the leaves as per Organization policy which consists of Earned Leave of 18 days, Sick leave of 6 days and monthly two Saturday time off of 24 days. In addition to the same, we have holidays for 13 National/Festive holidays as per the pre-defined holiday calendar. We are a 24/7 operations and hence our work might require a rotational shift. If you are expected to come to work on Sundays then you will have a week day off as planned by your department head.

#### **8. Health Examination:**

You may have to undergo a health examination at a designated clinic based on the organization requirement. The objective of the examination is to ascertain your medical fitness to continue to work for the organization. Any cost incurred by you for this check-up will be reimbursed to you.

#### **9. Adherence to Compliance with Organization policies and procedures:**

You will be governed by the Organization's rules, regulations, administrative procedures, policy and guidelines in force from time to time.

On joining us, please do read policies of the Organization including but not limited to "**Prevention of Sexual Harassment**", "**Information Security Policy**", "**Code of Conduct and Disciplinary Procedure**" published on the Organization intranet. Organization can take/implement in order to ensure compliance with its policies and you would confirm acceptance of the same and agree to adhere to and comply with such policies at all times during the term of your employment and thereafter if you are required to. You also acknowledge that in case of breach of any of the organization policies, Organization is justified to take appropriate actions as per procedures outlined in the respective policies.

#### **10. Confidential Information:**

Except as required by the Organization or otherwise permitted by the Organization's authorized representative in writing, you are bound to observe absolute confidentiality, both during the term of this contract of employment and after its termination, with regard to any confidential information, trade secrets or other proprietary information, including but not limited to, relating to the business, the employees, customers, clients, financial information, bank account details, passwords and medical history, business dealings, affairs and strategies which can be used by the Organization in accordance with its policies.

You are required to sign an 'Employee Confidentiality and Non-Disclosure Agreement' with the Organization and the said Agreement shall bind you regarding obligations of Confidentiality.



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Phone : +91-80-4969 8000 Email : [Info@mediassistindia.com](mailto:Info@mediassistindia.com)

Web : [www.mediassistindia.com](http://www.mediassistindia.com)



### **11. Employee Data:**

You hereby agree and consent to provide the company with your personal and financial data as may be required by the Company as per its internal process including but not limited to your bank account details, and medical history which can be used by the Company in accordance with its policies.

### **12. Intellectual Property:**

Any work done by you during the course of your employment shall belong to the Company and this will cover all products/ services/ inventions etc. This work shall be the sole and exclusive property of the Company.

If you conceive any new or advanced methods of improving processes / formulae / systems in relation to the Operation of the company, such developments shall be promptly and fully communicated to the Company and will be and remain sole right / property of the company. You will agree to execute without receiving additional compensation (a) any formal documents necessary to assign any ideas, information to the Company and (b) all documents required to obtain a patent, register a copyright, or enforce the Company's right to such information. These obligations shall continue beyond the separation of employment with respect to the work and Inventions you conceive or make during the period of your employment. The Company's proprietary rights and confidential information are amongst the Company's most important assets, and any breach of security or confidentiality is regarded very seriously and could lead to termination of employment at any time without any compensation. Without prejudice to this provision, you confirm that you have declared to the Company all of your business interests existing at the date on which your employment commences, whether or not they are similar to or in conflict with the business. If these interests change during the term of your employment, you will promptly notify the Company.

### **13. Company reputation:**

You agree that you shall not at any time without limitation, publish or communicate any "Disparaging" (as defined below) remarks, comments or statements concerning the Company, its affiliates and affiliated funds.

"Disparaging" remarks, comments or statements are those that impugn the character, honesty, integrity, morality, or business acumen or abilities in connection with any aspect of the operation of business of, or reflect negatively upon, the individual or entity being disparaged. Nothing in this Section shall be construed to preclude truthful disclosures in response to lawful process as required by applicable law, regulation, or order or directive of a court, governmental agency or regulatory organization.

### **14. Indemnity:**

You shall at all times, indemnify and keep the Company indemnified against all sums whether by way of claims, demands, damages, costs, charges or expenses paid or incurred by the Company in or in connection with any action, claim, proceeding or demand instituted or made against the Company caused or occasioned by your breach, failure, default or neglect in the opinion of the Company to observe and comply fully with the terms and conditions your employment with the Company herein contained.



### **Medi Assist Insurance TPA Private Limited**

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CIN - U85199KA1999PTC025676

Regd Off : Tower "D", 4th Floor, TBC Knowledge Park, 4/1, Bannerghatta Road, Bengaluru – 560 029  
Phone : +91-80-4969 8000 Email : [Info@mediassistindia.com](mailto:Info@mediassistindia.com)  
Web : [www.mediassistindia.com](http://www.mediassistindia.com)





#### **15. General Provisions:**

As an employee in the full time employment of the Organization, you will be obliged to devote your entire time, attention and effort to the furtherance of Medi Assist business, and to continually develop your professional skills in the interest of the Organization and yourself. You shall not during your employment with the Organization directly or indirectly engage yourself or devote your time or attention to any employment, business, position of monetary interest other than that of the Organization.

You will keep us informed of any change in your residential address, your family status or any other personal particulars relevant to your employment.

In case of any dispute, the jurisdiction to entertain and try such dispute shall vest exclusively in a court in Bangalore.

The terms of this Offer Letter detailed above are strictly confidential and should be treated as privileged information between you and the Organization. You are expected to maintain confidentiality of such information.

#### **16. Notice period:**

Either party has to provide 30 days of notice without cause or salary in lieu of notice in case of separation of services during probation period. After confirmation, either party will be required to give (60 days) Two Months' notice or salary thereof in case you decide to leave our services, subject to the Organization's discretion. In the event, you have an incomplete assignment; Medi Assist will have the discretion to relieve you only at the end of the notice period. Notice period is linked to the role played by you for the organization.

#### **17. Retirement:**

You will be retired from service upon reaching superannuation age of 60 or earlier in case you are found physically / mentally unfit to work any longer. The proof of age shall be the one as submitted and recorded in the records of the company.

#### **18. Termination:**

Your employment hereunder may be terminated by the Organization for Cause (as defined below); effective immediately upon the day written notice of termination for Cause is mailed or hand-delivered to you. For purposes of this letter of offer, "Cause" means any of the following including and not limited to:

- a. Commission or conviction of any criminal offence, or of any misdemeanor involving moral turpitude, misconduct, any act of deliberate discrimination or harassment on grounds of race, sex, sexual orientation, religion, age or disability;
- b. Engagement in any activity that you know or should know could harm the business or reputation of the Organization or you participate in any fraud against the Organization or carry out or neglect to do any act which in the reasonable opinion of the Organization may seriously damage the interests of the Organization;
- c. You willfully or negligently breach any legislation or any regulation to which the Organization and/or you may be subject which may result in any penalties being imposed on the Organization or any Director/s or Officer/s of the Organization;



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Phone : +91-80-4969 8000 Email : [Info@mediassistindia.com](mailto:Info@mediassistindia.com)  
Web : [www.mediassistindia.com](http://www.mediassistindia.com)



- d. Embezzlement, misappropriation of Organization funds, or other material acts of dishonesty or conducting yourself in a manner which is not in line with the Organization guidelines and values, or if any information provided by you during the course of your interview or otherwise, or your representations, are at any time, found to be either wrong or not disclosed, or if you are in contravention of the terms of this offer letter;
- e. Breach of Organization's confidential information
- f. Failure to adhere to Organization's corporate codes, policies or procedures as in effect from time to time;
- g. Continued failure to meet reasonable performance standards as determined by Organization;
- h. Refusal to perform reasonable duties as assigned by the Organization; or
- i. You are adjudged bankrupt or you enter into any composition or arrangement with or for the benefit of your creditors including a voluntary arrangement under the Indian Insolvency laws.
- j. Become of unsound mind
- k. Become incapacitated or prevented by illness, injury, accident, or any other circumstance from discharging in full your duties.

**19. Documents:**

You are required to produce photocopies of documents on the day of joining as per Annexure- B and get the originals for verification by the People Practice professional. If you are not in a position to submit complete set of documents, we will not be in a position to employ you and this Offer Letter will automatically stand canceled.

Please note all documents/testimonials submitted to Medi Assist will be verified as per our background verification process. You hereby give your consent for verifying all your documents/testimonials submitted at the time of joining by Medi Assist or any third party appointed by it as part of the background verification process. Any omissions or misrepresentation of any facts will result in the immediate termination of your employment.

**20. Offer Acceptance:**

Please confirm your acceptance of this Offer Letter by signing and returning the duplicate copy of this letter for our attention within 2 days from the date of this letter. This letter may not be modified or amended except by a written agreement, signed by a People Practice Professional of Medi Assist and by you.

For Medi Assist Insurance TPA Private Limited

**K Vidyadhar Reddy**  
**Assistant Vice President**

I agree to accept employment on the terms and conditions mentioned in the above letter of appointment. I undertake to keep the information on my compensation and benefits confidential.

**B Bhagyasri**  
Employee Signature



**Medi Assist Insurance TPA Private Limited**

(Formerly known as Medi Assist India TPA Private Limited)  
CIN - U85199KA1999PTC025676

Regd Off : Tower "D", 4th Floor, TBC Knowledge Park, 4/1, Bannerghatta Road, Bengaluru – 560 029  
Phone : +91-80-4969 8000 Email : Info@mediassistindia.com  
Web : [www.mediassistindia.com](http://www.mediassistindia.com)



Annexure A

\*Strictly Private & Confidential

Salary Components	Annual Amount in INR
<b>A Fixed Salary Components</b>	
Basic	163500
House Rent Allowance	38388
Bonus	13632
<b>Total Gross (A)</b>	<b>215520</b>
<b>B Retirals</b>	
PF Employer	19620
Gratuity	7860
<b>Total (A+B)</b>	<b>243000</b>
ESI Employer	7008
<b>Total Cost To Company</b>	<b>250008</b>

For Medi Assist Insurance TPA Private Limited

**K Vidyadhar Reddy**  
Assistant Vice President

**B Bhagyasri**  
Employee Signature



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## Annexure B

Please submit the photocopies of the following documents on the day of joining:

- Proof of age
- Certificate or testimonials of SSLC /10th Standard and Certificates supplementing your highest educational and professional qualification attainments
- Last three months' payslips of your previous
- Relieving letter from your previous mentioning the cause of separation
- Form 16 or any other authenticated document supplementing your earnings and income tax deduction /paid in the current financial year
- 8 (eight) passport sized photographs (with White background)
- PAN Card
- Voter ID, Aadhar Card, Passport or any photo ID address proofs
- PF UAN (if UAN is generated)
- Any other documents as may be required by the Organization

**For Medi Assist Insurance TPA Private Limited**

**K Vidyadhar Reddy**  
**Assistant Vice President**

**B Bhagyasri**  
Employee Signature



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MATPA2020/01/16/5188

**OFFER LETTER**  
**PRIVATE & CONFIDENTIAL**

16-Jan-20

**C R Anusha**

**Bangalore**

**Dear C R Anusha,**

Thank you for your interest in associating with our Organisation. We are pleased to confirm your selection for the Senior Executive.

Congratulations!

The detailed terms and conditions of employment are stipulated herein, for your formal acceptance.

**1. Commencement Date:**

Your employment with the Organization commences on 20-Jan-2020.

**2. Roles & Responsibilities:**

Your primary responsibilities will be of Senior Executive in the grade O4 in the department Claims. You may be asked by the Organization to fulfil additional duties and tasks as defined from time to time which may or may not be directly associated with your job title. In this role you will be reporting to "Srinii" .

**3. Place of work:**

Your principal location of employment will be in Bangalore. You may be required to travel out of Location/ any place within India on Company business in relation to the execution of your responsibilities as assigned to you from time to time by the Company. You will be reimbursed all expenses incurred by you towards travel / boarding and lodging as per the Company policy. Medi Assist may, at any point of time at its sole discretion, after giving you reasonable notice, transfer or assign your services to any current place of operations or which may subsequently be established or acquired in any part of India.

**4. Remuneration:**

You will be paid with a CTC Rs 250008 (Rupees Two Lakh Fifty Thousand Eight Only ) per Annum. Salary structure in detail is attached to this letter in Annexure A. The Compensation Structure may undergo modifications from time to time, at the Company's sole discretion and your gross compensation will be redistributed as per the structure and statutory guidelines in force at the relevant time. All payments will be subject to appropriate deductions of income tax and statutory requirements as per the Organization's procedures and laws from time to time. You shall be responsible for filing your personal returns and complying with the other requirements under the India Tax Laws.

Compensation is confidential between you and the Organization. You are requested to maintain the confidentiality and not disclose your compensation package to others.



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#### **5. Confirmation:**

You will be on probation for a period of six(6) months from the date of joining Medi Assist and will continue to be so, unless and until you are expressly confirmed in the services of the Organization. The probation period may be extended by management at its sole discretion based on the performance assessment. The Organization reserves the right to extend the probation period in the event that your performance is not up to the expectations.

#### **6. Benefits:**

You will be eligible to participate in benefit programs as per Organization's policy.

#### **7. Personal Time Off:**

You will be entitled to the leaves as per Organization policy which consists of Earned Leave of 18 days, Sick leave of 6 days and monthly two Saturday time off of 24 days. In addition to the same, we have holidays for 13 National/Festive holidays as per the pre-defined holiday calendar. We are a 24/7 operations and hence our work might require a rotational shift. If you are expected to come to work on Sundays then you will have a week day off as planned by your department head.

#### **8. Health Examination:**

You may have to undergo a health examination at a designated clinic based on the organization requirement. The objective of the examination is to ascertain your medical fitness to continue to work for the organization. Any cost incurred by you for this check-up will be reimbursed to you.

#### **9. Adherence to Compliance with Organization policies and procedures:**

You will be governed by the Organization's rules, regulations, administrative procedures, policy and guidelines in force from time to time.

On joining us, please do read policies of the Organization including but not limited to "**Prevention of Sexual Harassment**", "**Information Security Policy**", "**Code of Conduct and Disciplinary Procedure**" published on the Organization intranet. Organization can take/implement in order to ensure compliance with its policies and you would confirm acceptance of the same and agree to adhere to and comply with such policies at all times during the term of your employment and thereafter if you are required to. You also acknowledge that in case of breach of any of the organization policies, Organization is justified to take appropriate actions as per procedures outlined in the respective policies.

#### **10. Confidential Information:**

Except as required by the Organization or otherwise permitted by the Organization's authorized representative in writing, you are bound to observe absolute confidentiality, both during the term of this contract of employment and after its termination, with regard to any confidential information, trade secrets or other proprietary information, including but not limited to, relating to the business, the employees, customers, clients, financial information, bank account details, passwords and medical history, business dealings, affairs and strategies which can be used by the Organization in accordance with its policies.

You are required to sign an 'Employee Confidentiality and Non-Disclosure Agreement' with the Organization and the said Agreement shall bind you regarding obligations of Confidentiality.



#### **Medi Assist Insurance TPA Private Limited**

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### **11. Employee Data:**

You hereby agree and consent to provide the company with your personal and financial data as may be required by the Company as per its internal process including but not limited to your bank account details, and medical history which can be used by the Company in accordance with its policies.

### **12. Intellectual Property:**

Any work done by you during the course of your employment shall belong to the Company and this will cover all products/ services/ inventions etc. This work shall be the sole and exclusive property of the Company.

If you conceive any new or advanced methods of improving processes / formulae / systems in relation to the Operation of the company, such developments shall be promptly and fully communicated to the Company and will be and remain sole right / property of the company. You will agree to execute without receiving additional compensation (a) any formal documents necessary to assign any ideas, information to the Company and (b) all documents required to obtain a patent, register a copyright, or enforce the Company's right to such information. These obligations shall continue beyond the separation of employment with respect to the work and Inventions you conceive or make during the period of your employment. The Company's proprietary rights and confidential information are amongst the Company's most important assets, and any breach of security or confidentiality is regarded very seriously and could lead to termination of employment at any time without any compensation. Without prejudice to this provision, you confirm that you have declared to the Company all of your business interests existing at the date on which your employment commences, whether or not they are similar to or in conflict with the business. If these interests change during the term of your employment, you will promptly notify the Company.

### **13. Company reputation:**

You agree that you shall not at any time without limitation, publish or communicate any "Disparaging" (as defined below) remarks, comments or statements concerning the Company, its affiliates and affiliated funds.

"Disparaging" remarks, comments or statements are those that impugn the character, honesty, integrity, morality, or business acumen or abilities in connection with any aspect of the operation of business of, or reflect negatively upon, the individual or entity being disparaged. Nothing in this Section shall be construed to preclude truthful disclosures in response to lawful process as required by applicable law, regulation, or order or directive of a court, governmental agency or regulatory organization.

### **14. Indemnity:**

You shall at all times, indemnify and keep the Company indemnified against all sums whether by way of claims, demands, damages, costs, charges or expenses paid or incurred by the Company in or in connection with any action, claim, proceeding or demand instituted or made against the Company caused or occasioned by your breach, failure, default or neglect in the opinion of the Company to observe and comply fully with the terms and conditions your employment with the Company herein contained.



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#### **15. General Provisions:**

As an employee in the full time employment of the Organization, you will be obliged to devote your entire time, attention and effort to the furtherance of Medi Assist business, and to continually develop your professional skills in the interest of the Organization and yourself. You shall not during your employment with the Organization directly or indirectly engage yourself or devote your time or attention to any employment, business, position of monetary interest other than that of the Organization.

You will keep us informed of any change in your residential address, your family status or any other personal particulars relevant to your employment.

In case of any dispute, the jurisdiction to entertain and try such dispute shall vest exclusively in a court in Bangalore.

The terms of this Offer Letter detailed above are strictly confidential and should be treated as privileged information between you and the Organization. You are expected to maintain confidentiality of such information.

#### **16. Notice period:**

Either party has to provide 30 days of notice without cause or salary in lieu of notice in case of separation of services during probation period. After confirmation, either party will be required to give (60 days) Two Months' notice or salary thereof in case you decide to leave our services, subject to the Organization's discretion. In the event, you have an incomplete assignment; Medi Assist will have the discretion to relieve you only at the end of the notice period. Notice period is linked to the role played by you for the organization.

#### **17. Retirement:**

You will be retired from service upon reaching superannuation age of 60 or earlier in case you are found physically / mentally unfit to work any longer. The proof of age shall be the one as submitted and recorded in the records of the company.

#### **18. Termination:**

Your employment hereunder may be terminated by the Organization for Cause (as defined below); effective immediately upon the day written notice of termination for Cause is mailed or hand-delivered to you. For purposes of this letter of offer, "Cause" means any of the following including and not limited to:

- a. Commission or conviction of any criminal offence, or of any misdemeanor involving moral turpitude, misconduct, any act of deliberate discrimination or harassment on grounds of race, sex, sexual orientation, religion, age or disability;
- b. Engagement in any activity that you know or should know could harm the business or reputation of the Organization or you participate in any fraud against the Organization or carry out or neglect to do any act which in the reasonable opinion of the Organization may seriously damage the interests of the Organization;
- c. You willfully or negligently breach any legislation or any regulation to which the Organization and/or you may be subject which may result in any penalties being imposed on the Organization or any Director/s or Officer/s of the Organization;



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- d. Embezzlement, misappropriation of Organization funds, or other material acts of dishonesty or conducting yourself in a manner which is not in line with the Organization guidelines and values, or if any information provided by you during the course of your interview or otherwise, or your representations, are at any time, found to be either wrong or not disclosed, or if you are in contravention of the terms of this offer letter;
- e. Breach of Organization's confidential information
- f. Failure to adhere to Organization's corporate codes, policies or procedures as in effect from time to time;
- g. Continued failure to meet reasonable performance standards as determined by Organization;
- h. Refusal to perform reasonable duties as assigned by the Organization; or
- i. You are adjudged bankrupt or you enter into any composition or arrangement with or for the benefit of your creditors including a voluntary arrangement under the Indian Insolvency laws.
- j. Become of unsound mind
- k. Become incapacitated or prevented by illness, injury, accident, or any other circumstance from discharging in full your duties.

**19. Documents:**

You are required to produce photocopies of documents on the day of joining as per Annexure- B and get the originals for verification by the People Practice professional. If you are not in a position to submit complete set of documents, we will not be in a position to employ you and this Offer Letter will automatically stand canceled.

Please note all documents/testimonials submitted to Medi Assist will be verified as per our background verification process. You hereby give your consent for verifying all your documents/testimonials submitted at the time of joining by Medi Assist or any third party appointed by it as part of the background verification process. Any omissions or misrepresentation of any facts will result in the immediate termination of your employment.

**20. Offer Acceptance:**

Please confirm your acceptance of this Offer Letter by signing and returning the duplicate copy of this letter for our attention within 2 days from the date of this letter. This letter may not be modified or amended except by a written agreement, signed by a People Practice Professional of Medi Assist and by you.

For Medi Assist Insurance TPA Private Limited

**K Vidyadhar Reddy**  
**Assistant Vice President**

I agree to accept employment on the terms and conditions mentioned in the above letter of appointment. I undertake to keep the information on my compensation and benefits confidential.

**C R Anusha**  
Employee Signature



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Annexure A

\*Strictly Private & Confidential

Salary Components	Annual Amount in INR
<b>A Fixed Salary Components</b>	
Basic	163500
House Rent Allowance	38388
Bonus	13632
<b>Total Gross (A)</b>	<b>215520</b>
<b>B Retirals</b>	
PF Employer	19620
Gratuity	7860
<b>Total (A+B)</b>	<b>243000</b>
ESI Employer	7008
<b>Total Cost To Company</b>	<b>250008</b>

For Medi Assist Insurance TPA Private Limited

**K Vidyadhar Reddy**  
Assistant Vice President

**C R Anusha**  
Employee Signature



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## Annexure B

Please submit the photocopies of the following documents on the day of joining:

- Proof of age
- Certificate or testimonials of SSLC /10th Standard and Certificates supplementing your highest educational and professional qualification attainments
- Last three months' payslips of your previous
- Relieving letter from your previous mentioning the cause of separation
- Form 16 or any other authenticated document supplementing your earnings and income tax deduction /paid in the current financial year
- 8 (eight) passport sized photographs (with White background)
- PAN Card
- Voter ID, Aadhar Card, Passport or any photo ID address proofs
- PF UAN (if UAN is generated)
- Any other documents as may be required by the Organization

**For Medi Assist Insurance TPA Private Limited**

**K Vidyadhar Reddy**  
**Assistant Vice President**

**C R Anusha**  
Employee Signature



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MATPA2020/01/16/5189

**OFFER LETTER**  
**PRIVATE & CONFIDENTIAL**

16-Jan-20

**D Pavan Kumar**

**Bangalore**

**Dear D Pavan Kumar,**

Thank you for your interest in associating with our Organisation. We are pleased to confirm your selection for the Senior Executive.

Congratulations!

The detailed terms and conditions of employment are stipulated herein, for your formal acceptance.

**1. Commencement Date:**

Your employment with the Organization commences on 20-Jan-2020.

**2. Roles & Responsibilities:**

Your primary responsibilities will be of Senior Executive in the grade O4 in the department Claims. You may be asked by the Organization to fulfil additional duties and tasks as defined from time to time which may or may not be directly associated with your job title. In this role you will be reporting to "Sriini" .

**3. Place of work:**

Your principal location of employment will be in Bangalore. You may be required to travel out of Location/ any place within India on Company business in relation to the execution of your responsibilities as assigned to you from time to time by the Company. You will be reimbursed all expenses incurred by you towards travel / boarding and lodging as per the Company policy. Medi Assist may, at any point of time at its sole discretion, after giving you reasonable notice, transfer or assign your services to any current place of operations or which may subsequently be established or acquired in any part of India.

**4. Remuneration:**

You will be paid with a CTC Rs 250008 (Rupees Two Lakh Fifty Thousand Eight Only ) per Annum. Salary structure in detail is attached to this letter in Annexure A. The Compensation Structure may undergo modifications from time to time, at the Company's sole discretion and your gross compensation will be redistributed as per the structure and statutory guidelines in force at the relevant time. All payments will be subject to appropriate deductions of income tax and statutory requirements as per the Organization's procedures and laws from time to time. You shall be responsible for filing your personal returns and complying with the other requirements under the India Tax Laws.

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#### **5. Confirmation:**

You will be on probation for a period of six(6) months from the date of joining Medi Assist and will continue to be so, unless and until you are expressly confirmed in the services of the Organization. The probation period may be extended by management at its sole discretion based on the performance assessment. The Organization reserves the right to extend the probation period in the event that your performance is not up to the expectations.

#### **6. Benefits:**

You will be eligible to participate in benefit programs as per Organization's policy.

#### **7. Personal Time Off:**

You will be entitled to the leaves as per Organization policy which consists of Earned Leave of 18 days, Sick leave of 6 days and monthly two Saturday time off of 24 days. In addition to the same, we have holidays for 13 National/Festive holidays as per the pre-defined holiday calendar. We are a 24/7 operations and hence our work might require a rotational shift. If you are expected to come to work on Sundays then you will have a week day off as planned by your department head.

#### **8. Health Examination:**

You may have to undergo a health examination at a designated clinic based on the organization requirement. The objective of the examination is to ascertain your medical fitness to continue to work for the organization. Any cost incurred by you for this check-up will be reimbursed to you.

#### **9. Adherence to Compliance with Organization policies and procedures:**

You will be governed by the Organization's rules, regulations, administrative procedures, policy and guidelines in force from time to time.

On joining us, please do read policies of the Organization including but not limited to "**Prevention of Sexual Harassment**", "**Information Security Policy**", "**Code of Conduct and Disciplinary Procedure**" published on the Organization intranet. Organization can take/implement in order to ensure compliance with its policies and you would confirm acceptance of the same and agree to adhere to and comply with such policies at all times during the term of your employment and thereafter if you are required to. You also acknowledge that in case of breach of any of the organization policies, Organization is justified to take appropriate actions as per procedures outlined in the respective policies.

#### **10. Confidential Information:**

Except as required by the Organization or otherwise permitted by the Organization's authorized representative in writing, you are bound to observe absolute confidentiality, both during the term of this contract of employment and after its termination, with regard to any confidential information, trade secrets or other proprietary information, including but not limited to, relating to the business, the employees, customers, clients, financial information, bank account details, passwords and medical history, business dealings, affairs and strategies which can be used by the Organization in accordance with its policies.

You are required to sign an 'Employee Confidentiality and Non-Disclosure Agreement' with the Organization and the said Agreement shall bind you regarding obligations of Confidentiality.



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### **11. Employee Data:**

You hereby agree and consent to provide the company with your personal and financial data as may be required by the Company as per its internal process including but not limited to your bank account details, and medical history which can be used by the Company in accordance with its policies.

### **12. Intellectual Property:**

Any work done by you during the course of your employment shall belong to the Company and this will cover all products/ services/ inventions etc. This work shall be the sole and exclusive property of the Company.

If you conceive any new or advanced methods of improving processes / formulae / systems in relation to the Operation of the company, such developments shall be promptly and fully communicated to the Company and will be and remain sole right / property of the company. You will agree to execute without receiving additional compensation (a) any formal documents necessary to assign any ideas, information to the Company and (b) all documents required to obtain a patent, register a copyright, or enforce the Company's right to such information. These obligations shall continue beyond the separation of employment with respect to the work and Inventions you conceive or make during the period of your employment. The Company's proprietary rights and confidential information are amongst the Company's most important assets, and any breach of security or confidentiality is regarded very seriously and could lead to termination of employment at any time without any compensation. Without prejudice to this provision, you confirm that you have declared to the Company all of your business interests existing at the date on which your employment commences, whether or not they are similar to or in conflict with the business. If these interests change during the term of your employment, you will promptly notify the Company.

### **13. Company reputation:**

You agree that you shall not at any time without limitation, publish or communicate any "Disparaging" (as defined below) remarks, comments or statements concerning the Company, its affiliates and affiliated funds.

"Disparaging" remarks, comments or statements are those that impugn the character, honesty, integrity, morality, or business acumen or abilities in connection with any aspect of the operation of business of, or reflect negatively upon, the individual or entity being disparaged. Nothing in this Section shall be construed to preclude truthful disclosures in response to lawful process as required by applicable law, regulation, or order or directive of a court, governmental agency or regulatory organization.

### **14. Indemnity:**

You shall at all times, indemnify and keep the Company indemnified against all sums whether by way of claims, demands, damages, costs, charges or expenses paid or incurred by the Company in or in connection with any action, claim, proceeding or demand instituted or made against the Company caused or occasioned by your breach, failure, default or neglect in the opinion of the Company to observe and comply fully with the terms and conditions your employment with the Company herein contained.



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#### **15. General Provisions:**

As an employee in the full time employment of the Organization, you will be obliged to devote your entire time, attention and effort to the furtherance of Medi Assist business, and to continually develop your professional skills in the interest of the Organization and yourself. You shall not during your employment with the Organization directly or indirectly engage yourself or devote your time or attention to any employment, business, position of monetary interest other than that of the Organization.

You will keep us informed of any change in your residential address, your family status or any other personal particulars relevant to your employment.

In case of any dispute, the jurisdiction to entertain and try such dispute shall vest exclusively in a court in Bangalore.

The terms of this Offer Letter detailed above are strictly confidential and should be treated as privileged information between you and the Organization. You are expected to maintain confidentiality of such information.

#### **16. Notice period:**

Either party has to provide 30 days of notice without cause or salary in lieu of notice in case of separation of services during probation period. After confirmation, either party will be required to give (60 days) Two Months' notice or salary thereof in case you decide to leave our services, subject to the Organization's discretion. In the event, you have an incomplete assignment; Medi Assist will have the discretion to relieve you only at the end of the notice period. Notice period is linked to the role played by you for the organization.

#### **17. Retirement:**

You will be retired from service upon reaching superannuation age of 60 or earlier in case you are found physically / mentally unfit to work any longer. The proof of age shall be the one as submitted and recorded in the records of the company.

#### **18. Termination:**

Your employment hereunder may be terminated by the Organization for Cause (as defined below); effective immediately upon the day written notice of termination for Cause is mailed or hand-delivered to you. For purposes of this letter of offer, "Cause" means any of the following including and not limited to:

- a. Commission or conviction of any criminal offence, or of any misdemeanor involving moral turpitude, misconduct, any act of deliberate discrimination or harassment on grounds of race, sex, sexual orientation, religion, age or disability;
- b. Engagement in any activity that you know or should know could harm the business or reputation of the Organization or you participate in any fraud against the Organization or carry out or neglect to do any act which in the reasonable opinion of the Organization may seriously damage the interests of the Organization;
- c. You willfully or negligently breach any legislation or any regulation to which the Organization and/or you may be subject which may result in any penalties being imposed on the Organization or any Director/s or Officer/s of the Organization;



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- d. Embezzlement, misappropriation of Organization funds, or other material acts of dishonesty or conducting yourself in a manner which is not in line with the Organization guidelines and values, or if any information provided by you during the course of your interview or otherwise, or your representations, are at any time, found to be either wrong or not disclosed, or if you are in contravention of the terms of this offer letter;
- e. Breach of Organization's confidential information
- f. Failure to adhere to Organization's corporate codes, policies or procedures as in effect from time to time;
- g. Continued failure to meet reasonable performance standards as determined by Organization;
- h. Refusal to perform reasonable duties as assigned by the Organization; or
- i. You are adjudged bankrupt or you enter into any composition or arrangement with or for the benefit of your creditors including a voluntary arrangement under the Indian Insolvency laws.
- j. Become of unsound mind
- k. Become incapacitated or prevented by illness, injury, accident, or any other circumstance from discharging in full your duties.

**19. Documents:**

You are required to produce photocopies of documents on the day of joining as per Annexure- B and get the originals for verification by the People Practice professional. If you are not in a position to submit complete set of documents, we will not be in a position to employ you and this Offer Letter will automatically stand canceled.

Please note all documents/testimonials submitted to Medi Assist will be verified as per our background verification process. You hereby give your consent for verifying all your documents/testimonials submitted at the time of joining by Medi Assist or any third party appointed by it as part of the background verification process. Any omissions or misrepresentation of any facts will result in the immediate termination of your employment.

**20. Offer Acceptance:**

Please confirm your acceptance of this Offer Letter by signing and returning the duplicate copy of this letter for our attention within 2 days from the date of this letter. This letter may not be modified or amended except by a written agreement, signed by a People Practice Professional of Medi Assist and by you.

For Medi Assist Insurance TPA Private Limited

**K Vidyadhar Reddy**  
**Assistant Vice President**

I agree to accept employment on the terms and conditions mentioned in the above letter of appointment. I undertake to keep the information on my compensation and benefits confidential.

**D Pavan Kumar**  
Employee Signature



**Medi Assist Insurance TPA Private Limited**

(Formerly known as Medi Assist India TPA Private Limited)  
CIN - U85199KA1999PTC025676

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Annexure A

\*Strictly Private & Confidential

Salary Components	Annual Amount in INR
<b>A Fixed Salary Components</b>	
Basic	163500
House Rent Allowance	38388
Bonus	13632
<b>Total Gross (A)</b>	<b>215520</b>
<b>B Retirals</b>	
PF Employer	19620
Gratuity	7860
<b>Total (A+B)</b>	<b>243000</b>
ESI Employer	7008
<b>Total Cost To Company</b>	<b>250008</b>

For Medi Assist Insurance TPA Private Limited

**K Vidyadhar Reddy**  
Assistant Vice President

**D Pavan Kumar**  
Employee Signature



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Web : [www.medlassstindia.com](http://www.medlassstindia.com)



## Annexure B

Please submit the photocopies of the following documents on the day of joining:

- Proof of age
- Certificate or testimonials of SSLC /10th Standard and Certificates supplementing your highest educational and professional qualification attainments
- Last three months' payslips of your previous
- Relieving letter from your previous mentioning the cause of separation
- Form 16 or any other authenticated document supplementing your earnings and income tax deduction /paid in the current financial year
- 8 (eight) passport sized photographs (with White background)
- PAN Card
- Voter ID, Aadhar Card, Passport or any photo ID address proofs
- PF UAN (if UAN is generated)
- Any other documents as may be required by the Organization

**For Medi Assist Insurance TPA Private Limited**

**K Vidyadhar Reddy**  
**Assistant Vice President**

**D Pavan Kumar**  
Employee Signature



### Medi Assist Insurance TPA Private Limited

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MATPA16-Jan-2020/5175

**OFFER LETTER**  
**PRIVATE & CONFIDENTIAL**

16-Jan-20

**M Saikumar**

**Bangalore**

**Dear M Saikumar,**

Thank you for your interest in associating with our Organisation. We are pleased to confirm your selection for the Senior Executive.

Congratulations!

The detailed terms and conditions of employment are stipulated herein, for your formal acceptance.

**1. Commencement Date:**

Your employment with the Organization commences on 20-Jan-2020.

**2. Roles & Responsibilities:**

Your primary responsibilities will be of Senior Executive in the grade O4 in the department Claims. You may be asked by the Organization to fulfil additional duties and tasks as defined from time to time which may or may not be directly associated with your job title. In this role you will be reporting to "Sriini" .

**3. Place of work:**

Your principal location of employment will be in Bangalore. You may be required to travel out of Location/ any place within India on Company business in relation to the execution of your responsibilities as assigned to you from time to time by the Company. You will be reimbursed all expenses incurred by you towards travel / boarding and lodging as per the Company policy. Medi Assist may, at any point of time at its sole discretion, after giving you reasonable notice, transfer or assign your services to any current place of operations or which may subsequently be established or acquired in any part of India.

**4. Remuneration:**

You will be paid with a CTC Rs 250008 (Rupees Two Lakh Fifty Thousand Eight Only ) per Annum. Salary structure in detail is attached to this letter in Annexure A. The Compensation Structure may undergo modifications from time to time, at the Company's sole discretion and your gross compensation will be redistributed as per the structure and statutory guidelines in force at the relevant time. All payments will be subject to appropriate deductions of income tax and statutory requirements as per the Organization's procedures and laws from time to time. You shall be responsible for filing your personal returns and complying with the other requirements under the India Tax Laws.

Compensation is confidential between you and the Organization. You are requested to maintain the confidentiality and not disclose your compensation package to others.



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#### **5. Confirmation:**

You will be on probation for a period of six(6) months from the date of joining Medi Assist and will continue to be so, unless and until you are expressly confirmed in the services of the Organization. The probation period may be extended by management at its sole discretion based on the performance assessment. The Organization reserves the right to extend the probation period in the event that your performance is not up to the expectations.

#### **6. Benefits:**

You will be eligible to participate in benefit programs as per Organization's policy.

#### **7. Personal Time Off:**

You will be entitled to the leaves as per Organization policy which consists of Earned Leave of 18 days, Sick leave of 6 days and monthly two Saturday time off of 24 days. In addition to the same, we have holidays for 13 National/Festive holidays as per the pre-defined holiday calendar. We are a 24/7 operations and hence our work might require a rotational shift. If you are expected to come to work on Sundays then you will have a week day off as planned by your department head.

#### **8. Health Examination:**

You may have to undergo a health examination at a designated clinic based on the organization requirement. The objective of the examination is to ascertain your medical fitness to continue to work for the organization. Any cost incurred by you for this check-up will be reimbursed to you.

#### **9. Adherence to Compliance with Organization policies and procedures:**

You will be governed by the Organization's rules, regulations, administrative procedures, policy and guidelines in force from time to time.

On joining us, please do read policies of the Organization including but not limited to "**Prevention of Sexual Harassment**", "**Information Security Policy**", "**Code of Conduct and Disciplinary Procedure**" published on the Organization intranet. Organization can take/implement in order to ensure compliance with its policies and you would confirm acceptance of the same and agree to adhere to and comply with such policies at all times during the term of your employment and thereafter if you are required to. You also acknowledge that in case of breach of any of the organization policies, Organization is justified to take appropriate actions as per procedures outlined in the respective policies.

#### **10. Confidential Information:**

Except as required by the Organization or otherwise permitted by the Organization's authorized representative in writing, you are bound to observe absolute confidentiality, both during the term of this contract of employment and after its termination, with regard to any confidential information, trade secrets or other proprietary information, including but not limited to, relating to the business, the employees, customers, clients, financial information, bank account details, passwords and medical history, business dealings, affairs and strategies which can be used by the Organization in accordance with its policies.

You are required to sign an 'Employee Confidentiality and Non-Disclosure Agreement' with the Organization and the said Agreement shall bind you regarding obligations of Confidentiality.



#### **Medi Assist Insurance TPA Private Limited**

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### **11. Employee Data:**

You hereby agree and consent to provide the company with your personal and financial data as may be required by the Company as per its internal process including but not limited to your bank account details, and medical history which can be used by the Company in accordance with its policies.

### **12. Intellectual Property:**

Any work done by you during the course of your employment shall belong to the Company and this will cover all products/ services/ inventions etc. This work shall be the sole and exclusive property of the Company.

If you conceive any new or advanced methods of improving processes / formulae / systems in relation to the Operation of the company, such developments shall be promptly and fully communicated to the Company and will be and remain sole right / property of the company. You will agree to execute without receiving additional compensation (a) any formal documents necessary to assign any ideas, information to the Company and (b) all documents required to obtain a patent, register a copyright, or enforce the Company's right to such information. These obligations shall continue beyond the separation of employment with respect to the work and Inventions you conceive or make during the period of your employment. The Company's proprietary rights and confidential information are amongst the Company's most important assets, and any breach of security or confidentiality is regarded very seriously and could lead to termination of employment at any time without any compensation. Without prejudice to this provision, you confirm that you have declared to the Company all of your business interests existing at the date on which your employment commences, whether or not they are similar to or in conflict with the business. If these interests change during the term of your employment, you will promptly notify the Company.

### **13. Company reputation:**

You agree that you shall not at any time without limitation, publish or communicate any "Disparaging" (as defined below) remarks, comments or statements concerning the Company, its affiliates and affiliated funds.

"Disparaging" remarks, comments or statements are those that impugn the character, honesty, integrity, morality, or business acumen or abilities in connection with any aspect of the operation of business of, or reflect negatively upon, the individual or entity being disparaged. Nothing in this Section shall be construed to preclude truthful disclosures in response to lawful process as required by applicable law, regulation, or order or directive of a court, governmental agency or regulatory organization.

### **14. Indemnity:**

You shall at all times, indemnify and keep the Company indemnified against all sums whether by way of claims, demands, damages, costs, charges or expenses paid or incurred by the Company in or in connection with any action, claim, proceeding or demand instituted or made against the Company caused or occasioned by your breach, failure, default or neglect in the opinion of the Company to observe and comply fully with the terms and conditions your employment with the Company herein contained.



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#### **15. General Provisions:**

As an employee in the full time employment of the Organization, you will be obliged to devote your entire time, attention and effort to the furtherance of Medi Assist business, and to continually develop your professional skills in the interest of the Organization and yourself. You shall not during your employment with the Organization directly or indirectly engage yourself or devote your time or attention to any employment, business, position of monetary interest other than that of the Organization.

You will keep us informed of any change in your residential address, your family status or any other personal particulars relevant to your employment.

In case of any dispute, the jurisdiction to entertain and try such dispute shall vest exclusively in a court in Bangalore.

The terms of this Offer Letter detailed above are strictly confidential and should be treated as privileged information between you and the Organization. You are expected to maintain confidentiality of such information.

#### **16. Notice period:**

Either party has to provide 30 days of notice without cause or salary in lieu of notice in case of separation of services during probation period. After confirmation, either party will be required to give (60 days) Two Months' notice or salary thereof in case you decide to leave our services, subject to the Organization's discretion. In the event, you have an incomplete assignment; Medi Assist will have the discretion to relieve you only at the end of the notice period. Notice period is linked to the role played by you for the organization.

#### **17. Retirement:**

You will be retired from service upon reaching superannuation age of 60 or earlier in case you are found physically / mentally unfit to work any longer. The proof of age shall be the one as submitted and recorded in the records of the company.

#### **18. Termination:**

Your employment hereunder may be terminated by the Organization for Cause (as defined below); effective immediately upon the day written notice of termination for Cause is mailed or hand-delivered to you. For purposes of this letter of offer, "Cause" means any of the following including and not limited to:

- a. Commission or conviction of any criminal offence, or of any misdemeanor involving moral turpitude, misconduct, any act of deliberate discrimination or harassment on grounds of race, sex, sexual orientation, religion, age or disability;
- b. Engagement in any activity that you know or should know could harm the business or reputation of the Organization or you participate in any fraud against the Organization or carry out or neglect to do any act which in the reasonable opinion of the Organization may seriously damage the interests of the Organization;
- c. You willfully or negligently breach any legislation or any regulation to which the Organization and/or you may be subject which may result in any penalties being imposed on the Organization or any Director/s or Officer/s of the Organization;



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- d. Embezzlement, misappropriation of Organization funds, or other material acts of dishonesty or conducting yourself in a manner which is not in line with the Organization guidelines and values, or if any information provided by you during the course of your interview or otherwise, or your representations, are at any time, found to be either wrong or not disclosed, or if you are in contravention of the terms of this offer letter;
- e. Breach of Organization's confidential information
- f. Failure to adhere to Organization's corporate codes, policies or procedures as in effect from time to time;
- g. Continued failure to meet reasonable performance standards as determined by Organization;
- h. Refusal to perform reasonable duties as assigned by the Organization; or
- i. You are adjudged bankrupt or you enter into any composition or arrangement with or for the benefit of your creditors including a voluntary arrangement under the Indian Insolvency laws.
- j. Become of unsound mind
- k. Become incapacitated or prevented by illness, injury, accident, or any other circumstance from discharging in full your duties.

**19. Documents:**

You are required to produce photocopies of documents on the day of joining as per Annexure- B and get the originals for verification by the People Practice professional. If you are not in a position to submit complete set of documents, we will not be in a position to employ you and this Offer Letter will automatically stand canceled.

Please note all documents/testimonials submitted to Medi Assist will be verified as per our background verification process. You hereby give your consent for verifying all your documents/testimonials submitted at the time of joining by Medi Assist or any third party appointed by it as part of the background verification process. Any omissions or misrepresentation of any facts will result in the immediate termination of your employment.

**20. Offer Acceptance:**

Please confirm your acceptance of this Offer Letter by signing and returning the duplicate copy of this letter for our attention within 2 days from the date of this letter. This letter may not be modified or amended except by a written agreement, signed by a People Practice Professional of Medi Assist and by you.

For Medi Assist Insurance TPA Private Limited

**K Vidyadhar Reddy**  
**Assistant Vice President**

I agree to accept employment on the terms and conditions mentioned in the above letter of appointment. I undertake to keep the information on my compensation and benefits confidential.

**M Saikumar**  
Employee Signature



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Annexure A

\*Strictly Private & Confidential

Salary Components	Annual Amount in INR
<b>A Fixed Salary Components</b>	
Basic	163500
House Rent Allowance	38388
Bonus	13632
<b>Total Gross (A)</b>	<b>215520</b>
<b>B Retirals</b>	
PF Employer	19620
Gratuity	7860
<b>Total (A+B)</b>	<b>243000</b>
ESI Employer	7008
<b>Total Cost To Company</b>	<b>250008</b>

For Medi Assist Insurance TPA Private Limited

**K Vidyadhar Reddy**  
Assistant Vice President

**M Saikumar**  
Employee Signature



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## Annexure B

Please submit the photocopies of the following documents on the day of joining:

- Proof of age
- Certificate or testimonials of SSLC /10th Standard and Certificates supplementing your highest educational and professional qualification attainments
- Last three months' payslips of your previous
- Relieving letter from your previous mentioning the cause of separation
- Form 16 or any other authenticated document supplementing your earnings and income tax deduction /paid in the current financial year
- 8 (eight) passport sized photographs (with White background)
- PAN Card
- Voter ID, Aadhar Card, Passport or any photo ID address proofs
- PF UAN (if UAN is generated)
- Any other documents as may be required by the Organization

**For Medi Assist Insurance TPA Private Limited**

**K Vidyadhar Reddy**  
**Assistant Vice President**

**M Saikumar**  
Employee Signature



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MATPA2020/01/16/5191

**OFFER LETTER**  
**PRIVATE & CONFIDENTIAL**

16-Jan-20

**M.Venkatesh**

**Bangalore**

**Dear M.Venkatesh,**

Thank you for your interest in associating with our Organisation. We are pleased to confirm your selection for the Senior Executive.

Congratulations!

The detailed terms and conditions of employment are stipulated herein, for your formal acceptance.

**1. Commencement Date:**

Your employment with the Organization commences on 20-Jan-2020.

**2. Roles & Responsibilities:**

Your primary responsibilities will be of Senior Executive in the grade O4 in the department Claims. You may be asked by the Organization to fulfil additional duties and tasks as defined from time to time which may or may not be directly associated with your job title. In this role you will be reporting to "Sriini" .

**3. Place of work:**

Your principal location of employment will be in Bangalore. You may be required to travel out of Location/ any place within India on Company business in relation to the execution of your responsibilities as assigned to you from time to time by the Company. You will be reimbursed all expenses incurred by you towards travel / boarding and lodging as per the Company policy. Medi Assist may, at any point of time at its sole discretion, after giving you reasonable notice, transfer or assign your services to any current place of operations or which may subsequently be established or acquired in any part of India.

**4. Remuneration:**

You will be paid with a CTC Rs 250008 (Rupees Two Lakh Fifty Thousand Eight Only ) per Annum. Salary structure in detail is attached to this letter in Annexure A. The Compensation Structure may undergo modifications from time to time, at the Company's sole discretion and your gross compensation will be redistributed as per the structure and statutory guidelines in force at the relevant time. All payments will be subject to appropriate deductions of income tax and statutory requirements as per the Organization's procedures and laws from time to time. You shall be responsible for filing your personal returns and complying with the other requirements under the India Tax Laws.

Compensation is confidential between you and the Organization. You are requested to maintain the confidentiality and not disclose your compensation package to others.



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#### **5. Confirmation:**

You will be on probation for a period of six(6) months from the date of joining Medi Assist and will continue to be so, unless and until you are expressly confirmed in the services of the Organization. The probation period may be extended by management at its sole discretion based on the performance assessment. The Organization reserves the right to extend the probation period in the event that your performance is not up to the expectations.

#### **6. Benefits:**

You will be eligible to participate in benefit programs as per Organization's policy.

#### **7. Personal Time Off:**

You will be entitled to the leaves as per Organization policy which consists of Earned Leave of 18 days, Sick leave of 6 days and monthly two Saturday time off of 24 days. In addition to the same, we have holidays for 13 National/Festive holidays as per the pre-defined holiday calendar. We are a 24/7 operations and hence our work might require a rotational shift. If you are expected to come to work on Sundays then you will have a week day off as planned by your department head.

#### **8. Health Examination:**

You may have to undergo a health examination at a designated clinic based on the organization requirement. The objective of the examination is to ascertain your medical fitness to continue to work for the organization. Any cost incurred by you for this check-up will be reimbursed to you.

#### **9. Adherence to Compliance with Organization policies and procedures:**

You will be governed by the Organization's rules, regulations, administrative procedures, policy and guidelines in force from time to time.

On joining us, please do read policies of the Organization including but not limited to "**Prevention of Sexual Harassment**", "**Information Security Policy**", "**Code of Conduct and Disciplinary Procedure**" published on the Organization intranet. Organization can take/implement in order to ensure compliance with its policies and you would confirm acceptance of the same and agree to adhere to and comply with such policies at all times during the term of your employment and thereafter if you are required to. You also acknowledge that in case of breach of any of the organization policies, Organization is justified to take appropriate actions as per procedures outlined in the respective policies.

#### **10. Confidential Information:**

Except as required by the Organization or otherwise permitted by the Organization's authorized representative in writing, you are bound to observe absolute confidentiality, both during the term of this contract of employment and after its termination, with regard to any confidential information, trade secrets or other proprietary information, including but not limited to, relating to the business, the employees, customers, clients, financial information, bank account details, passwords and medical history, business dealings, affairs and strategies which can be used by the Organization in accordance with its policies.

You are required to sign an 'Employee Confidentiality and Non-Disclosure Agreement' with the Organization and the said Agreement shall bind you regarding obligations of Confidentiality.



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### **11. Employee Data:**

You hereby agree and consent to provide the company with your personal and financial data as may be required by the Company as per its internal process including but not limited to your bank account details, and medical history which can be used by the Company in accordance with its policies.

### **12. Intellectual Property:**

Any work done by you during the course of your employment shall belong to the Company and this will cover all products/ services/ inventions etc. This work shall be the sole and exclusive property of the Company.

If you conceive any new or advanced methods of improving processes / formulae / systems in relation to the Operation of the company, such developments shall be promptly and fully communicated to the Company and will be and remain sole right / property of the company. You will agree to execute without receiving additional compensation (a) any formal documents necessary to assign any ideas, information to the Company and (b) all documents required to obtain a patent, register a copyright, or enforce the Company's right to such information. These obligations shall continue beyond the separation of employment with respect to the work and Inventions you conceive or make during the period of your employment. The Company's proprietary rights and confidential information are amongst the Company's most important assets, and any breach of security or confidentiality is regarded very seriously and could lead to termination of employment at any time without any compensation. Without prejudice to this provision, you confirm that you have declared to the Company all of your business interests existing at the date on which your employment commences, whether or not they are similar to or in conflict with the business. If these interests change during the term of your employment, you will promptly notify the Company.

### **13. Company reputation:**

You agree that you shall not at any time without limitation, publish or communicate any "Disparaging" (as defined below) remarks, comments or statements concerning the Company, its affiliates and affiliated funds.

"Disparaging" remarks, comments or statements are those that impugn the character, honesty, integrity, morality, or business acumen or abilities in connection with any aspect of the operation of business of, or reflect negatively upon, the individual or entity being disparaged. Nothing in this Section shall be construed to preclude truthful disclosures in response to lawful process as required by applicable law, regulation, or order or directive of a court, governmental agency or regulatory organization.

### **14. Indemnity:**

You shall at all times, indemnify and keep the Company indemnified against all sums whether by way of claims, demands, damages, costs, charges or expenses paid or incurred by the Company in or in connection with any action, claim, proceeding or demand instituted or made against the Company caused or occasioned by your breach, failure, default or neglect in the opinion of the Company to observe and comply fully with the terms and conditions your employment with the Company herein contained.



### **Medi Assist Insurance TPA Private Limited**

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#### **15. General Provisions:**

As an employee in the full time employment of the Organization, you will be obliged to devote your entire time, attention and effort to the furtherance of Medi Assist business, and to continually develop your professional skills in the interest of the Organization and yourself. You shall not during your employment with the Organization directly or indirectly engage yourself or devote your time or attention to any employment, business, position of monetary interest other than that of the Organization.

You will keep us informed of any change in your residential address, your family status or any other personal particulars relevant to your employment.

In case of any dispute, the jurisdiction to entertain and try such dispute shall vest exclusively in a court in Bangalore.

The terms of this Offer Letter detailed above are strictly confidential and should be treated as privileged information between you and the Organization. You are expected to maintain confidentiality of such information.

#### **16. Notice period:**

Either party has to provide 30 days of notice without cause or salary in lieu of notice in case of separation of services during probation period. After confirmation, either party will be required to give (60 days) Two Months' notice or salary thereof in case you decide to leave our services, subject to the Organization's discretion. In the event, you have an incomplete assignment; Medi Assist will have the discretion to relieve you only at the end of the notice period. Notice period is linked to the role played by you for the organization.

#### **17. Retirement:**

You will be retired from service upon reaching superannuation age of 60 or earlier in case you are found physically / mentally unfit to work any longer. The proof of age shall be the one as submitted and recorded in the records of the company.

#### **18. Termination:**

Your employment hereunder may be terminated by the Organization for Cause (as defined below); effective immediately upon the day written notice of termination for Cause is mailed or hand-delivered to you. For purposes of this letter of offer, "Cause" means any of the following including and not limited to:

- a. Commission or conviction of any criminal offence, or of any misdemeanor involving moral turpitude, misconduct, any act of deliberate discrimination or harassment on grounds of race, sex, sexual orientation, religion, age or disability;
- b. Engagement in any activity that you know or should know could harm the business or reputation of the Organization or you participate in any fraud against the Organization or carry out or neglect to do any act which in the reasonable opinion of the Organization may seriously damage the interests of the Organization;
- c. You willfully or negligently breach any legislation or any regulation to which the Organization and/or you may be subject which may result in any penalties being imposed on the Organization or any Director/s or Officer/s of the Organization;



#### **Medi Assist Insurance TPA Private Limited**

(Formerly known as Medi Assist India TPA Private Limited)  
CIN - U85199KA1999PTC025676

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- d. Embezzlement, misappropriation of Organization funds, or other material acts of dishonesty or conducting yourself in a manner which is not in line with the Organization guidelines and values, or if any information provided by you during the course of your interview or otherwise, or your representations, are at any time, found to be either wrong or not disclosed, or if you are in contravention of the terms of this offer letter;
- e. Breach of Organization's confidential information
- f. Failure to adhere to Organization's corporate codes, policies or procedures as in effect from time to time;
- g. Continued failure to meet reasonable performance standards as determined by Organization;
- h. Refusal to perform reasonable duties as assigned by the Organization; or
- i. You are adjudged bankrupt or you enter into any composition or arrangement with or for the benefit of your creditors including a voluntary arrangement under the Indian Insolvency laws.
- j. Become of unsound mind
- k. Become incapacitated or prevented by illness, injury, accident, or any other circumstance from discharging in full your duties.

**19. Documents:**

You are required to produce photocopies of documents on the day of joining as per Annexure- B and get the originals for verification by the People Practice professional. If you are not in a position to submit complete set of documents, we will not be in a position to employ you and this Offer Letter will automatically stand canceled.

Please note all documents/testimonials submitted to Medi Assist will be verified as per our background verification process. You hereby give your consent for verifying all your documents/testimonials submitted at the time of joining by Medi Assist or any third party appointed by it as part of the background verification process. Any omissions or misrepresentation of any facts will result in the immediate termination of your employment.

**20. Offer Acceptance:**

Please confirm your acceptance of this Offer Letter by signing and returning the duplicate copy of this letter for our attention within 2 days from the date of this letter. This letter may not be modified or amended except by a written agreement, signed by a People Practice Professional of Medi Assist and by you.

For Medi Assist Insurance TPA Private Limited

**K Vidyadhar Reddy**  
**Assistant Vice President**

I agree to accept employment on the terms and conditions mentioned in the above letter of appointment. I undertake to keep the information on my compensation and benefits confidential.

**M.Venkatesh**  
Employee Signature



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Annexure A

\*Strictly Private & Confidential

Salary Components	Annual Amount in INR
<b>A Fixed Salary Components</b>	
Basic	163500
House Rent Allowance	38388
Bonus	13632
<b>Total Gross (A)</b>	<b>215520</b>
<b>B Retirals</b>	
PF Employer	19620
Gratuity	7860
<b>Total (A+B)</b>	<b>243000</b>
ESI Employer	7008
<b>Total Cost To Company</b>	<b>250008</b>

For Medi Assist Insurance TPA Private Limited

**K Vidyadhar Reddy**  
Assistant Vice President

**M.Venkatesh**  
Employee Signature



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## Annexure B

Please submit the photocopies of the following documents on the day of joining:

- Proof of age
- Certificate or testimonials of SSLC /10th Standard and Certificates supplementing your highest educational and professional qualification attainments
- Last three months' payslips of your previous
- Relieving letter from your previous mentioning the cause of separation
- Form 16 or any other authenticated document supplementing your earnings and income tax deduction /paid in the current financial year
- 8 (eight) passport sized photographs (with White background)
- PAN Card
- Voter ID, Aadhar Card, Passport or any photo ID address proofs
- PF UAN (if UAN is generated)
- Any other documents as may be required by the Organization

**For Medi Assist Insurance TPA Private Limited**

**K Vidyadhar Reddy**  
**Assistant Vice President**

**M.Venkatesh**  
Employee Signature



### Medi Assist Insurance TPA Private Limited

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MATPA2020/01/16/5182

**OFFER LETTER**  
**PRIVATE & CONFIDENTIAL**

16-Jan-20

**R Divya**

**Bangalore**

**Dear R Divya,**

Thank you for your interest in associating with our Organisation. We are pleased to confirm your selection for the Senior Executive.

Congratulations!

The detailed terms and conditions of employment are stipulated herein, for your formal acceptance.

**1. Commencement Date:**

Your employment with the Organization commences on 20-Jan-2020.

**2. Roles & Responsibilities:**

Your primary responsibilities will be of Senior Executive in the grade O4 in the department Claims. You may be asked by the Organization to fulfil additional duties and tasks as defined from time to time which may or may not be directly associated with your job title. In this role you will be reporting to "Sriini" .

**3. Place of work:**

Your principal location of employment will be in Bangalore. You may be required to travel out of Location/ any place within India on Company business in relation to the execution of your responsibilities as assigned to you from time to time by the Company. You will be reimbursed all expenses incurred by you towards travel / boarding and lodging as per the Company policy. Medi Assist may, at any point of time at its sole discretion, after giving you reasonable notice, transfer or assign your services to any current place of operations or which may subsequently be established or acquired in any part of India.

**4. Remuneration:**

You will be paid with a CTC Rs 250008 (Rupees Two Lakh Fifty Thousand Eight Only ) per Annum. Salary structure in detail is attached to this letter in Annexure A. The Compensation Structure may undergo modifications from time to time, at the Company's sole discretion and your gross compensation will be redistributed as per the structure and statutory guidelines in force at the relevant time. All payments will be subject to appropriate deductions of income tax and statutory requirements as per the Organization's procedures and laws from time to time. You shall be responsible for filing your personal returns and complying with the other requirements under the India Tax Laws.

Compensation is confidential between you and the Organization. You are requested to maintain the confidentiality and not disclose your compensation package to others.



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#### **5. Confirmation:**

You will be on probation for a period of six(6) months from the date of joining Medi Assist and will continue to be so, unless and until you are expressly confirmed in the services of the Organization. The probation period may be extended by management at its sole discretion based on the performance assessment. The Organization reserves the right to extend the probation period in the event that your performance is not up to the expectations.

#### **6. Benefits:**

You will be eligible to participate in benefit programs as per Organization's policy.

#### **7. Personal Time Off:**

You will be entitled to the leaves as per Organization policy which consists of Earned Leave of 18 days, Sick leave of 6 days and monthly two Saturday time off of 24 days. In addition to the same, we have holidays for 13 National/Festive holidays as per the pre-defined holiday calendar. We are a 24/7 operations and hence our work might require a rotational shift. If you are expected to come to work on Sundays then you will have a week day off as planned by your department head.

#### **8. Health Examination:**

You may have to undergo a health examination at a designated clinic based on the organization requirement. The objective of the examination is to ascertain your medical fitness to continue to work for the organization. Any cost incurred by you for this check-up will be reimbursed to you.

#### **9. Adherence to Compliance with Organization policies and procedures:**

You will be governed by the Organization's rules, regulations, administrative procedures, policy and guidelines in force from time to time.

On joining us, please do read policies of the Organization including but not limited to "**Prevention of Sexual Harassment**", "**Information Security Policy**", "**Code of Conduct and Disciplinary Procedure**" published on the Organization intranet. Organization can take/implement in order to ensure compliance with its policies and you would confirm acceptance of the same and agree to adhere to and comply with such policies at all times during the term of your employment and thereafter if you are required to. You also acknowledge that in case of breach of any of the organization policies, Organization is justified to take appropriate actions as per procedures outlined in the respective policies.

#### **10. Confidential Information:**

Except as required by the Organization or otherwise permitted by the Organization's authorized representative in writing, you are bound to observe absolute confidentiality, both during the term of this contract of employment and after its termination, with regard to any confidential information, trade secrets or other proprietary information, including but not limited to, relating to the business, the employees, customers, clients, financial information, bank account details, passwords and medical history, business dealings, affairs and strategies which can be used by the Organization in accordance with its policies.

You are required to sign an 'Employee Confidentiality and Non-Disclosure Agreement' with the Organization and the said Agreement shall bind you regarding obligations of Confidentiality.



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### **11. Employee Data:**

You hereby agree and consent to provide the company with your personal and financial data as may be required by the Company as per its internal process including but not limited to your bank account details, and medical history which can be used by the Company in accordance with its policies.

### **12. Intellectual Property:**

Any work done by you during the course of your employment shall belong to the Company and this will cover all products/ services/ inventions etc. This work shall be the sole and exclusive property of the Company.

If you conceive any new or advanced methods of improving processes / formulae / systems in relation to the Operation of the company, such developments shall be promptly and fully communicated to the Company and will be and remain sole right / property of the company. You will agree to execute without receiving additional compensation (a) any formal documents necessary to assign any ideas, information to the Company and (b) all documents required to obtain a patent, register a copyright, or enforce the Company's right to such information. These obligations shall continue beyond the separation of employment with respect to the work and Inventions you conceive or make during the period of your employment. The Company's proprietary rights and confidential information are amongst the Company's most important assets, and any breach of security or confidentiality is regarded very seriously and could lead to termination of employment at any time without any compensation. Without prejudice to this provision, you confirm that you have declared to the Company all of your business interests existing at the date on which your employment commences, whether or not they are similar to or in conflict with the business. If these interests change during the term of your employment, you will promptly notify the Company.

### **13. Company reputation:**

You agree that you shall not at any time without limitation, publish or communicate any "Disparaging" (as defined below) remarks, comments or statements concerning the Company, its affiliates and affiliated funds.

"Disparaging" remarks, comments or statements are those that impugn the character, honesty, integrity, morality, or business acumen or abilities in connection with any aspect of the operation of business of, or reflect negatively upon, the individual or entity being disparaged. Nothing in this Section shall be construed to preclude truthful disclosures in response to lawful process as required by applicable law, regulation, or order or directive of a court, governmental agency or regulatory organization.

### **14. Indemnity:**

You shall at all times, indemnify and keep the Company indemnified against all sums whether by way of claims, demands, damages, costs, charges or expenses paid or incurred by the Company in or in connection with any action, claim, proceeding or demand instituted or made against the Company caused or occasioned by your breach, failure, default or neglect in the opinion of the Company to observe and comply fully with the terms and conditions your employment with the Company herein contained.



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#### **15. General Provisions:**

As an employee in the full time employment of the Organization, you will be obliged to devote your entire time, attention and effort to the furtherance of Medi Assist business, and to continually develop your professional skills in the interest of the Organization and yourself. You shall not during your employment with the Organization directly or indirectly engage yourself or devote your time or attention to any employment, business, position of monetary interest other than that of the Organization.

You will keep us informed of any change in your residential address, your family status or any other personal particulars relevant to your employment.

In case of any dispute, the jurisdiction to entertain and try such dispute shall vest exclusively in a court in Bangalore.

The terms of this Offer Letter detailed above are strictly confidential and should be treated as privileged information between you and the Organization. You are expected to maintain confidentiality of such information.

#### **16. Notice period:**

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#### **17. Retirement:**

You will be retired from service upon reaching superannuation age of 60 or earlier in case you are found physically / mentally unfit to work any longer. The proof of age shall be the one as submitted and recorded in the records of the company.

#### **18. Termination:**

Your employment hereunder may be terminated by the Organization for Cause (as defined below); effective immediately upon the day written notice of termination for Cause is mailed or hand-delivered to you. For purposes of this letter of offer, "Cause" means any of the following including and not limited to:

- a. Commission or conviction of any criminal offence, or of any misdemeanor involving moral turpitude, misconduct, any act of deliberate discrimination or harassment on grounds of race, sex, sexual orientation, religion, age or disability;
- b. Engagement in any activity that you know or should know could harm the business or reputation of the Organization or you participate in any fraud against the Organization or carry out or neglect to do any act which in the reasonable opinion of the Organization may seriously damage the interests of the Organization;
- c. You willfully or negligently breach any legislation or any regulation to which the Organization and/or you may be subject which may result in any penalties being imposed on the Organization or any Director/s or Officer/s of the Organization;



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- d. Embezzlement, misappropriation of Organization funds, or other material acts of dishonesty or conducting yourself in a manner which is not in line with the Organization guidelines and values, or if any information provided by you during the course of your interview or otherwise, or your representations, are at any time, found to be either wrong or not disclosed, or if you are in contravention of the terms of this offer letter;
- e. Breach of Organization's confidential information
- f. Failure to adhere to Organization's corporate codes, policies or procedures as in effect from time to time;
- g. Continued failure to meet reasonable performance standards as determined by Organization;
- h. Refusal to perform reasonable duties as assigned by the Organization; or
- i. You are adjudged bankrupt or you enter into any composition or arrangement with or for the benefit of your creditors including a voluntary arrangement under the Indian Insolvency laws.
- j. Become of unsound mind
- k. Become incapacitated or prevented by illness, injury, accident, or any other circumstance from discharging in full your duties.

**19. Documents:**

You are required to produce photocopies of documents on the day of joining as per Annexure- B and get the originals for verification by the People Practice professional. If you are not in a position to submit complete set of documents, we will not be in a position to employ you and this Offer Letter will automatically stand canceled.

Please note all documents/testimonials submitted to Medi Assist will be verified as per our background verification process. You hereby give your consent for verifying all your documents/testimonials submitted at the time of joining by Medi Assist or any third party appointed by it as part of the background verification process. Any omissions or misrepresentation of any facts will result in the immediate termination of your employment.

**20. Offer Acceptance:**

Please confirm your acceptance of this Offer Letter by signing and returning the duplicate copy of this letter for our attention within 2 days from the date of this letter. This letter may not be modified or amended except by a written agreement, signed by a People Practice Professional of Medi Assist and by you.

For Medi Assist Insurance TPA Private Limited

**K Vidyadhar Reddy**  
**Assistant Vice President**

I agree to accept employment on the terms and conditions mentioned in the above letter of appointment. I undertake to keep the information on my compensation and benefits confidential.

**R Divya**  
Employee Signature



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Annexure A

\*Strictly Private & Confidential

Salary Components	Annual Amount in INR
<b>A Fixed Salary Components</b>	
Basic	163500
House Rent Allowance	38388
Bonus	13632
<b>Total Gross (A)</b>	<b>215520</b>
<b>B Retirals</b>	
PF Employer	19620
Gratuity	7860
<b>Total (A+B)</b>	<b>243000</b>
ESI Employer	7008
<b>Total Cost To Company</b>	<b>250008</b>

For Medi Assist Insurance TPA Private Limited

**K Vidyadhar Reddy**  
Assistant Vice President

**R Divya**  
Employee Signature



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### Annexure B

Please submit the photocopies of the following documents on the day of joining:

- Proof of age
- Certificate or testimonials of SSLC /10th Standard and Certificates supplementing your highest educational and professional qualification attainments
- Last three months' payslips of your previous
- Relieving letter from your previous mentioning the cause of separation
- Form 16 or any other authenticated document supplementing your earnings and income tax deduction /paid in the current financial year
- 8 (eight) passport sized photographs (with White background)
- PAN Card
- Voter ID, Aadhar Card, Passport or any photo ID address proofs
- PF UAN (if UAN is generated)
- Any other documents as may be required by the Organization

**For Medi Assist Insurance TPA Private Limited**

**K Vidyadhar Reddy**  
**Assistant Vice President**

**R Divya**  
Employee Signature



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MATPA2020/01/16/5180

**OFFER LETTER**  
**PRIVATE & CONFIDENTIAL**

16-Jan-20

**S Jaffar Sadiq**

**Bangalore**

**Dear S Jaffar Sadiq,**

Thank you for your interest in associating with our Organisation. We are pleased to confirm your selection for the Senior Executive.

Congratulations!

The detailed terms and conditions of employment are stipulated herein, for your formal acceptance.

**1. Commencement Date:**

Your employment with the Organization commences on 20-Jan-2020.

**2. Roles & Responsibilities:**

Your primary responsibilities will be of Senior Executive in the grade O4 in the department Claims. You may be asked by the Organization to fulfil additional duties and tasks as defined from time to time which may or may not be directly associated with your job title. In this role you will be reporting to "Sriini" .

**3. Place of work:**

Your principal location of employment will be in Bangalore. You may be required to travel out of Location/ any place within India on Company business in relation to the execution of your responsibilities as assigned to you from time to time by the Company. You will be reimbursed all expenses incurred by you towards travel / boarding and lodging as per the Company policy. Medi Assist may, at any point of time at its sole discretion, after giving you reasonable notice, transfer or assign your services to any current place of operations or which may subsequently be established or acquired in any part of India.

**4. Remuneration:**

You will be paid with a CTC Rs 250008 (Rupees Two Lakh Fifty Thousand Eight Only ) per Annum. Salary structure in detail is attached to this letter in Annexure A. The Compensation Structure may undergo modifications from time to time, at the Company's sole discretion and your gross compensation will be redistributed as per the structure and statutory guidelines in force at the relevant time. All payments will be subject to appropriate deductions of income tax and statutory requirements as per the Organization's procedures and laws from time to time. You shall be responsible for filing your personal returns and complying with the other requirements under the India Tax Laws.

Compensation is confidential between you and the Organization. You are requested to maintain the confidentiality and not disclose your compensation package to others.



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#### **5. Confirmation:**

You will be on probation for a period of six(6) months from the date of joining Medi Assist and will continue to be so, unless and until you are expressly confirmed in the services of the Organization. The probation period may be extended by management at its sole discretion based on the performance assessment. The Organization reserves the right to extend the probation period in the event that your performance is not up to the expectations.

#### **6. Benefits:**

You will be eligible to participate in benefit programs as per Organization's policy.

#### **7. Personal Time Off:**

You will be entitled to the leaves as per Organization policy which consists of Earned Leave of 18 days, Sick leave of 6 days and monthly two Saturday time off of 24 days. In addition to the same, we have holidays for 13 National/Festive holidays as per the pre-defined holiday calendar. We are a 24/7 operations and hence our work might require a rotational shift. If you are expected to come to work on Sundays then you will have a week day off as planned by your department head.

#### **8. Health Examination:**

You may have to undergo a health examination at a designated clinic based on the organization requirement. The objective of the examination is to ascertain your medical fitness to continue to work for the organization. Any cost incurred by you for this check-up will be reimbursed to you.

#### **9. Adherence to Compliance with Organization policies and procedures:**

You will be governed by the Organization's rules, regulations, administrative procedures, policy and guidelines in force from time to time.

On joining us, please do read policies of the Organization including but not limited to "**Prevention of Sexual Harassment**", "**Information Security Policy**", "**Code of Conduct and Disciplinary Procedure**" published on the Organization intranet. Organization can take/implement in order to ensure compliance with its policies and you would confirm acceptance of the same and agree to adhere to and comply with such policies at all times during the term of your employment and thereafter if you are required to. You also acknowledge that in case of breach of any of the organization policies, Organization is justified to take appropriate actions as per procedures outlined in the respective policies.

#### **10. Confidential Information:**

Except as required by the Organization or otherwise permitted by the Organization's authorized representative in writing, you are bound to observe absolute confidentiality, both during the term of this contract of employment and after its termination, with regard to any confidential information, trade secrets or other proprietary information, including but not limited to, relating to the business, the employees, customers, clients, financial information, bank account details, passwords and medical history, business dealings, affairs and strategies which can be used by the Organization in accordance with its policies.

You are required to sign an 'Employee Confidentiality and Non-Disclosure Agreement' with the Organization and the said Agreement shall bind you regarding obligations of Confidentiality.



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### **11. Employee Data:**

You hereby agree and consent to provide the company with your personal and financial data as may be required by the Company as per its internal process including but not limited to your bank account details, and medical history which can be used by the Company in accordance with its policies.

### **12. Intellectual Property:**

Any work done by you during the course of your employment shall belong to the Company and this will cover all products/ services/ inventions etc. This work shall be the sole and exclusive property of the Company.

If you conceive any new or advanced methods of improving processes / formulae / systems in relation to the Operation of the company, such developments shall be promptly and fully communicated to the Company and will be and remain sole right / property of the company. You will agree to execute without receiving additional compensation (a) any formal documents necessary to assign any ideas, information to the Company and (b) all documents required to obtain a patent, register a copyright, or enforce the Company's right to such information. These obligations shall continue beyond the separation of employment with respect to the work and Inventions you conceive or make during the period of your employment. The Company's proprietary rights and confidential information are amongst the Company's most important assets, and any breach of security or confidentiality is regarded very seriously and could lead to termination of employment at any time without any compensation. Without prejudice to this provision, you confirm that you have declared to the Company all of your business interests existing at the date on which your employment commences, whether or not they are similar to or in conflict with the business. If these interests change during the term of your employment, you will promptly notify the Company.

### **13. Company reputation:**

You agree that you shall not at any time without limitation, publish or communicate any "Disparaging" (as defined below) remarks, comments or statements concerning the Company, its affiliates and affiliated funds.

"Disparaging" remarks, comments or statements are those that impugn the character, honesty, integrity, morality, or business acumen or abilities in connection with any aspect of the operation of business of, or reflect negatively upon, the individual or entity being disparaged. Nothing in this Section shall be construed to preclude truthful disclosures in response to lawful process as required by applicable law, regulation, or order or directive of a court, governmental agency or regulatory organization.

### **14. Indemnity:**

You shall at all times, indemnify and keep the Company indemnified against all sums whether by way of claims, demands, damages, costs, charges or expenses paid or incurred by the Company in or in connection with any action, claim, proceeding or demand instituted or made against the Company caused or occasioned by your breach, failure, default or neglect in the opinion of the Company to observe and comply fully with the terms and conditions your employment with the Company herein contained.



### **Medi Assist Insurance TPA Private Limited**

(Formerly known as Medi Assist India TPA Private Limited)  
CIN - U85199KA1999PTC025676

Regd Off : Tower "D", 4th Floor, TBC Knowledge Park, 4/1, Bannerghatta Road, Bengaluru – 560 029  
Phone : +91-80-4969 8000 Email : [Info@mediassistindia.com](mailto:Info@mediassistindia.com)  
Web : [www.mediassistindia.com](http://www.mediassistindia.com)



#### **15. General Provisions:**

As an employee in the full time employment of the Organization, you will be obliged to devote your entire time, attention and effort to the furtherance of Medi Assist business, and to continually develop your professional skills in the interest of the Organization and yourself. You shall not during your employment with the Organization directly or indirectly engage yourself or devote your time or attention to any employment, business, position of monetary interest other than that of the Organization.

You will keep us informed of any change in your residential address, your family status or any other personal particulars relevant to your employment.

In case of any dispute, the jurisdiction to entertain and try such dispute shall vest exclusively in a court in Bangalore.

The terms of this Offer Letter detailed above are strictly confidential and should be treated as privileged information between you and the Organization. You are expected to maintain confidentiality of such information.

#### **16. Notice period:**

Either party has to provide 30 days of notice without cause or salary in lieu of notice in case of separation of services during probation period. After confirmation, either party will be required to give (60 days) Two Months' notice or salary thereof in case you decide to leave our services, subject to the Organization's discretion. In the event, you have an incomplete assignment; Medi Assist will have the discretion to relieve you only at the end of the notice period. Notice period is linked to the role played by you for the organization.

#### **17. Retirement:**

You will be retired from service upon reaching superannuation age of 60 or earlier in case you are found physically / mentally unfit to work any longer. The proof of age shall be the one as submitted and recorded in the records of the company.

#### **18. Termination:**

Your employment hereunder may be terminated by the Organization for Cause (as defined below); effective immediately upon the day written notice of termination for Cause is mailed or hand-delivered to you. For purposes of this letter of offer, "Cause" means any of the following including and not limited to:

- a. Commission or conviction of any criminal offence, or of any misdemeanor involving moral turpitude, misconduct, any act of deliberate discrimination or harassment on grounds of race, sex, sexual orientation, religion, age or disability;
- b. Engagement in any activity that you know or should know could harm the business or reputation of the Organization or you participate in any fraud against the Organization or carry out or neglect to do any act which in the reasonable opinion of the Organization may seriously damage the interests of the Organization;
- c. You willfully or negligently breach any legislation or any regulation to which the Organization and/or you may be subject which may result in any penalties being imposed on the Organization or any Director/s or Officer/s of the Organization;



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- d. Embezzlement, misappropriation of Organization funds, or other material acts of dishonesty or conducting yourself in a manner which is not in line with the Organization guidelines and values, or if any information provided by you during the course of your interview or otherwise, or your representations, are at any time, found to be either wrong or not disclosed, or if you are in contravention of the terms of this offer letter;
- e. Breach of Organization's confidential information
- f. Failure to adhere to Organization's corporate codes, policies or procedures as in effect from time to time;
- g. Continued failure to meet reasonable performance standards as determined by Organization;
- h. Refusal to perform reasonable duties as assigned by the Organization; or
- i. You are adjudged bankrupt or you enter into any composition or arrangement with or for the benefit of your creditors including a voluntary arrangement under the Indian Insolvency laws.
- j. Become of unsound mind
- k. Become incapacitated or prevented by illness, injury, accident, or any other circumstance from discharging in full your duties.

**19. Documents:**

You are required to produce photocopies of documents on the day of joining as per Annexure- B and get the originals for verification by the People Practice professional. If you are not in a position to submit complete set of documents, we will not be in a position to employ you and this Offer Letter will automatically stand canceled.

Please note all documents/testimonials submitted to Medi Assist will be verified as per our background verification process. You hereby give your consent for verifying all your documents/testimonials submitted at the time of joining by Medi Assist or any third party appointed by it as part of the background verification process. Any omissions or misrepresentation of any facts will result in the immediate termination of your employment.

**20. Offer Acceptance:**

Please confirm your acceptance of this Offer Letter by signing and returning the duplicate copy of this letter for our attention within 2 days from the date of this letter. This letter may not be modified or amended except by a written agreement, signed by a People Practice Professional of Medi Assist and by you.

For Medi Assist Insurance TPA Private Limited

**K Vidyadhar Reddy**  
**Assistant Vice President**

I agree to accept employment on the terms and conditions mentioned in the above letter of appointment. I undertake to keep the information on my compensation and benefits confidential.

**S Jaffar Sadiq**  
Employee Signature



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Annexure A

\*Strictly Private & Confidential

Salary Components	Annual Amount in INR
<b>A Fixed Salary Components</b>	
Basic	163500
House Rent Allowance	38388
Bonus	13632
<b>Total Gross (A)</b>	<b>215520</b>
<b>B Retirals</b>	
PF Employer	19620
Gratuity	7860
<b>Total (A+B)</b>	<b>243000</b>
ESI Employer	7008
<b>Total Cost To Company</b>	<b>250008</b>

For Medi Assist Insurance TPA Private Limited

**K Vidyadhar Reddy**  
Assistant Vice President

**S Jaffar Sadiq**  
Employee Signature



**Medi Assist Insurance TPA Private Limited**

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Web : [www.mediasstindia.com](http://www.mediasstindia.com)



## Annexure B

Please submit the photocopies of the following documents on the day of joining:

- Proof of age
- Certificate or testimonials of SSLC /10th Standard and Certificates supplementing your highest educational and professional qualification attainments
- Last three months' payslips of your previous
- Relieving letter from your previous mentioning the cause of separation
- Form 16 or any other authenticated document supplementing your earnings and income tax deduction /paid in the current financial year
- 8 (eight) passport sized photographs (with White background)
- PAN Card
- Voter ID, Aadhar Card, Passport or any photo ID address proofs
- PF UAN (if UAN is generated)
- Any other documents as may be required by the Organization

**For Medi Assist Insurance TPA Private Limited**

**K Vidyadhar Reddy**  
**Assistant Vice President**

**S Jaffar Sadiq**  
Employee Signature



### Medi Assist Insurance TPA Private Limited

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MATPA2020/01/16/5177

**OFFER LETTER**  
**PRIVATE & CONFIDENTIAL**

16-Jan-20

**S Rumana Firdose**

**Bangalore**

**Dear S Rumana Firdose,**

Thank you for your interest in associating with our Organisation. We are pleased to confirm your selection for the Senior Executive.

Congratulations!

The detailed terms and conditions of employment are stipulated herein, for your formal acceptance.

**1. Commencement Date:**

Your employment with the Organization commences on 20-Jan-2020.

**2. Roles & Responsibilities:**

Your primary responsibilities will be of Senior Executive in the grade O4 in the department Claims. You may be asked by the Organization to fulfil additional duties and tasks as defined from time to time which may or may not be directly associated with your job title. In this role you will be reporting to "Srini" .

**3. Place of work:**

Your principal location of employment will be in Bangalore. You may be required to travel out of Location/ any place within India on Company business in relation to the execution of your responsibilities as assigned to you from time to time by the Company. You will be reimbursed all expenses incurred by you towards travel / boarding and lodging as per the Company policy. Medi Assist may, at any point of time at its sole discretion, after giving you reasonable notice, transfer or assign your services to any current place of operations or which may subsequently be established or acquired in any part of India.

**4. Remuneration:**

You will be paid with a CTC Rs 250008 (Rupees Two Lakh Fifty Thousand Eight Only ) per Annum. Salary structure in detail is attached to this letter in Annexure A. The Compensation Structure may undergo modifications from time to time, at the Company's sole discretion and your gross compensation will be redistributed as per the structure and statutory guidelines in force at the relevant time. All payments will be subject to appropriate deductions of income tax and statutory requirements as per the Organization's procedures and laws from time to time. You shall be responsible for filing your personal returns and complying with the other requirements under the India Tax Laws.

Compensation is confidential between you and the Organization. You are requested to maintain the confidentiality and not disclose your compensation package to others.



**Medi Assist Insurance TPA Private Limited**

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#### **5. Confirmation:**

You will be on probation for a period of six(6) months from the date of joining Medi Assist and will continue to be so, unless and until you are expressly confirmed in the services of the Organization. The probation period may be extended by management at its sole discretion based on the performance assessment. The Organization reserves the right to extend the probation period in the event that your performance is not up to the expectations.

#### **6. Benefits:**

You will be eligible to participate in benefit programs as per Organization's policy.

#### **7. Personal Time Off:**

You will be entitled to the leaves as per Organization policy which consists of Earned Leave of 18 days, Sick leave of 6 days and monthly two Saturday time off of 24 days. In addition to the same, we have holidays for 13 National/Festive holidays as per the pre-defined holiday calendar. We are a 24/7 operations and hence our work might require a rotational shift. If you are expected to come to work on Sundays then you will have a week day off as planned by your department head.

#### **8. Health Examination:**

You may have to undergo a health examination at a designated clinic based on the organization requirement. The objective of the examination is to ascertain your medical fitness to continue to work for the organization. Any cost incurred by you for this check-up will be reimbursed to you.

#### **9. Adherence to Compliance with Organization policies and procedures:**

You will be governed by the Organization's rules, regulations, administrative procedures, policy and guidelines in force from time to time.

On joining us, please do read policies of the Organization including but not limited to "**Prevention of Sexual Harassment**", "**Information Security Policy**", "**Code of Conduct and Disciplinary Procedure**" published on the Organization intranet. Organization can take/implement in order to ensure compliance with its policies and you would confirm acceptance of the same and agree to adhere to and comply with such policies at all times during the term of your employment and thereafter if you are required to. You also acknowledge that in case of breach of any of the organization policies, Organization is justified to take appropriate actions as per procedures outlined in the respective policies.

#### **10. Confidential Information:**

Except as required by the Organization or otherwise permitted by the Organization's authorized representative in writing, you are bound to observe absolute confidentiality, both during the term of this contract of employment and after its termination, with regard to any confidential information, trade secrets or other proprietary information, including but not limited to, relating to the business, the employees, customers, clients, financial information, bank account details, passwords and medical history, business dealings, affairs and strategies which can be used by the Organization in accordance with its policies.

You are required to sign an 'Employee Confidentiality and Non-Disclosure Agreement' with the Organization and the said Agreement shall bind you regarding obligations of Confidentiality.



#### **Medi Assist Insurance TPA Private Limited**

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### **11. Employee Data:**

You hereby agree and consent to provide the company with your personal and financial data as may be required by the Company as per its internal process including but not limited to your bank account details, and medical history which can be used by the Company in accordance with its policies.

### **12. Intellectual Property:**

Any work done by you during the course of your employment shall belong to the Company and this will cover all products/ services/ inventions etc. This work shall be the sole and exclusive property of the Company.

If you conceive any new or advanced methods of improving processes / formulae / systems in relation to the Operation of the company, such developments shall be promptly and fully communicated to the Company and will be and remain sole right / property of the company. You will agree to execute without receiving additional compensation (a) any formal documents necessary to assign any ideas, information to the Company and (b) all documents required to obtain a patent, register a copyright, or enforce the Company's right to such information. These obligations shall continue beyond the separation of employment with respect to the work and Inventions you conceive or make during the period of your employment. The Company's proprietary rights and confidential information are amongst the Company's most important assets, and any breach of security or confidentiality is regarded very seriously and could lead to termination of employment at any time without any compensation. Without prejudice to this provision, you confirm that you have declared to the Company all of your business interests existing at the date on which your employment commences, whether or not they are similar to or in conflict with the business. If these interests change during the term of your employment, you will promptly notify the Company.

### **13. Company reputation:**

You agree that you shall not at any time without limitation, publish or communicate any "Disparaging" (as defined below) remarks, comments or statements concerning the Company, its affiliates and affiliated funds.

"Disparaging" remarks, comments or statements are those that impugn the character, honesty, integrity, morality, or business acumen or abilities in connection with any aspect of the operation of business of, or reflect negatively upon, the individual or entity being disparaged. Nothing in this Section shall be construed to preclude truthful disclosures in response to lawful process as required by applicable law, regulation, or order or directive of a court, governmental agency or regulatory organization.

### **14. Indemnity:**

You shall at all times, indemnify and keep the Company indemnified against all sums whether by way of claims, demands, damages, costs, charges or expenses paid or incurred by the Company in or in connection with any action, claim, proceeding or demand instituted or made against the Company caused or occasioned by your breach, failure, default or neglect in the opinion of the Company to observe and comply fully with the terms and conditions your employment with the Company herein contained.



### **Medi Assist Insurance TPA Private Limited**

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#### **15. General Provisions:**

As an employee in the full time employment of the Organization, you will be obliged to devote your entire time, attention and effort to the furtherance of Medi Assist business, and to continually develop your professional skills in the interest of the Organization and yourself. You shall not during your employment with the Organization directly or indirectly engage yourself or devote your time or attention to any employment, business, position of monetary interest other than that of the Organization.

You will keep us informed of any change in your residential address, your family status or any other personal particulars relevant to your employment.

In case of any dispute, the jurisdiction to entertain and try such dispute shall vest exclusively in a court in Bangalore.

The terms of this Offer Letter detailed above are strictly confidential and should be treated as privileged information between you and the Organization. You are expected to maintain confidentiality of such information.

#### **16. Notice period:**

Either party has to provide 30 days of notice without cause or salary in lieu of notice in case of separation of services during probation period. After confirmation, either party will be required to give (60 days) Two Months' notice or salary thereof in case you decide to leave our services, subject to the Organization's discretion. In the event, you have an incomplete assignment; Medi Assist will have the discretion to relieve you only at the end of the notice period. Notice period is linked to the role played by you for the organization.

#### **17. Retirement:**

You will be retired from service upon reaching superannuation age of 60 or earlier in case you are found physically / mentally unfit to work any longer. The proof of age shall be the one as submitted and recorded in the records of the company.

#### **18. Termination:**

Your employment hereunder may be terminated by the Organization for Cause (as defined below); effective immediately upon the day written notice of termination for Cause is mailed or hand-delivered to you. For purposes of this letter of offer, "Cause" means any of the following including and not limited to:

- a. Commission or conviction of any criminal offence, or of any misdemeanor involving moral turpitude, misconduct, any act of deliberate discrimination or harassment on grounds of race, sex, sexual orientation, religion, age or disability;
- b. Engagement in any activity that you know or should know could harm the business or reputation of the Organization or you participate in any fraud against the Organization or carry out or neglect to do any act which in the reasonable opinion of the Organization may seriously damage the interests of the Organization;
- c. You willfully or negligently breach any legislation or any regulation to which the Organization and/or you may be subject which may result in any penalties being imposed on the Organization or any Director/s or Officer/s of the Organization;



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- d. Embezzlement, misappropriation of Organization funds, or other material acts of dishonesty or conducting yourself in a manner which is not in line with the Organization guidelines and values, or if any information provided by you during the course of your interview or otherwise, or your representations, are at any time, found to be either wrong or not disclosed, or if you are in contravention of the terms of this offer letter;
- e. Breach of Organization's confidential information
- f. Failure to adhere to Organization's corporate codes, policies or procedures as in effect from time to time;
- g. Continued failure to meet reasonable performance standards as determined by Organization;
- h. Refusal to perform reasonable duties as assigned by the Organization; or
- i. You are adjudged bankrupt or you enter into any composition or arrangement with or for the benefit of your creditors including a voluntary arrangement under the Indian Insolvency laws.
- j. Become of unsound mind
- k. Become incapacitated or prevented by illness, injury, accident, or any other circumstance from discharging in full your duties.

**19. Documents:**

You are required to produce photocopies of documents on the day of joining as per Annexure- B and get the originals for verification by the People Practice professional. If you are not in a position to submit complete set of documents, we will not be in a position to employ you and this Offer Letter will automatically stand canceled.

Please note all documents/testimonials submitted to Medi Assist will be verified as per our background verification process. You hereby give your consent for verifying all your documents/testimonials submitted at the time of joining by Medi Assist or any third party appointed by it as part of the background verification process. Any omissions or misrepresentation of any facts will result in the immediate termination of your employment.

**20. Offer Acceptance:**

Please confirm your acceptance of this Offer Letter by signing and returning the duplicate copy of this letter for our attention within 2 days from the date of this letter. This letter may not be modified or amended except by a written agreement, signed by a People Practice Professional of Medi Assist and by you.

For Medi Assist Insurance TPA Private Limited

**K Vidyadhar Reddy**  
**Assistant Vice President**

I agree to accept employment on the terms and conditions mentioned in the above letter of appointment. I undertake to keep the information on my compensation and benefits confidential.

**S Rumana Firdose**  
Employee Signature



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Annexure A

\*Strictly Private & Confidential

Salary Components	Annual Amount in INR
<b>A Fixed Salary Components</b>	
Basic	163500
House Rent Allowance	38388
Bonus	13632
<b>Total Gross (A)</b>	<b>215520</b>
<b>B Retirals</b>	
PF Employer	19620
Gratuity	7860
<b>Total (A+B)</b>	<b>243000</b>
ESI Employer	7008
<b>Total Cost To Company</b>	<b>250008</b>

For Medi Assist Insurance TPA Private Limited

**K Vidyadhar Reddy**  
Assistant Vice President

**S Rumana Firdose**  
Employee Signature



**Medi Assist Insurance TPA Private Limited**

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Web : [www.medlassstindia.com](http://www.medlassstindia.com)





## Annexure B

Please submit the photocopies of the following documents on the day of joining:

- Proof of age
- Certificate or testimonials of SSLC /10th Standard and Certificates supplementing your highest educational and professional qualification attainments
- Last three months' payslips of your previous
- Relieving letter from your previous mentioning the cause of separation
- Form 16 or any other authenticated document supplementing your earnings and income tax deduction /paid in the current financial year
- 8 (eight) passport sized photographs (with White background)
- PAN Card
- Voter ID, Aadhar Card, Passport or any photo ID address proofs
- PF UAN (if UAN is generated)
- Any other documents as may be required by the Organization

**For Medi Assist Insurance TPA Private Limited**

**K Vidyadhar Reddy**  
**Assistant Vice President**

**S Rumana Firdose**  
Employee Signature



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MATPA2020/01/16/5192

16-Jan-20

**Offer Letter for Fixed Term Contract**

**Dear V G Surya Prakash Reddy,**

We are pleased to offer you as Fixed term contract in our organization in the Claims department subject to the following terms and conditions:

1. Your contract will commence from 20-Jan-2020 and expire on 19-Jan-2022 ("Term of Contract") during which you will render services at our office premises located at Bangalore subject to the terms and conditions of this Letter and in accordance with the instructions received from us and also you will be bound by the rules and regulations of our Organisation.

2. You hereby agree to the following terms and conditions:

a) You shall fully perform the services, in a professional manner, at the designated location until the completion of the Term of Contract.

b) During the Term of Contract, you shall render services exclusively to us and the provision of such services shall not be inconsistent with any obligation that you may have towards other third parties.

c) You shall not engage in any conduct which is detrimental to the interest of our organisation.

d) This offer letter for Fixed Term Contract neither directly nor indirectly offers you full time employment with our Organization during the Term of Contract.

e) You will do all such things as may be necessary to comply with all the terms of this offer Letter for Fixed Term Contract so as to effectively perform the services.

f) You shall report and be present at the designated location during the working hours mentioned herein and abide by the rules and regulations of our organization.

g) You shall comply with the safety, health and other rules and regulations of the organization that you have been made aware of during the Term of Contract. On joining us, please do read policies of the Organization including but not limited to "Prevention of Sexual Harassment", "Information Security Policy", "Code of Conduct and Disciplinary Procedure" published on the Organization intranet. You agree to adhere to and comply with such policies at all times during the term of the contract and thereafter if you are required to. You also acknowledge that in case of breach of any of the organization policies, organization is justified to take appropriate actions as per procedures outlined in the respective policies.

h) During the course of your contract, you can be transferred to a location within the territory of India as and when required by the organization for executing the services provided herein.

3. Should you be selected to perform the work assignment, the nature of your relationship with our organisation will be that of a Contract of Service for a fixed period. Upon expiry or termination of this offer letter for Fixed Term Contract, your contract with us shall stand terminated forthwith.



**Medi Asslt Insurance TPA Prlvate Limited**

(Formerly known as Medi Asslt India TPA Prlvate l lmlted)

CIN - U85199KA1999PTC025676

Regd Off : Tower "D", 4th Floor, TBC Knowledge Park, 4/1, Bannerghatta Road, Bengaluru – 560 029

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Web : [www.medlassltindia.com](http://www.medlassltindia.com)



4. You hereby agree and consent to provide the organization with your personal and financial data as may be required by the Organization as per its internal process including but not limited to your bank account details, and medical history which can be used by the Organization in accordance with its policies.

5. Any work done by you during the course of the Term of Contract shall belong to the Organization and this will cover all products/ services/ inventions etc. This work shall be the sole and exclusive property of the Organization. If you conceive any new or advanced methods of improving processes / formulae / systems in relation to the operation of the Organization, such developments shall be promptly and fully communicated to the Organization and will be and remain sole property of the Organization. You will agree to execute without receiving additional compensation (a) any formal documents necessary to assign any ideas, information to the Organization and (b) all documents required to obtain a patent, register a copyright, or enforce the Organization's right to such information. These obligations shall continue beyond the Term of Contract with respect to the work and Inventions you conceive or make during the Term of Contract. The Organization's proprietary rights and confidential information are amongst the Organization's most important assets, and any breach of security or confidentiality is regarded very seriously and could lead to termination of your services at any time without any compensation. Without prejudice to this provision, you confirm that you have declared to the Organization all of your business interests existing at the date on which the Term of Contract commences, whether or not they are similar to or in conflict with the business of the Organization. If these interests change during the Term of Contract, you will promptly notify the Organization in writing.

6. Either party may terminate this Fixed Term Contract by issuing 30 days' notice in writing or payment thereof.

7. Termination of this Fixed Term Contract shall not affect the obligations of the parties that have been incurred prior to such termination and we shall promptly settle all your dues after making the applicable deductions.

8. You agree to defend, indemnify and hold us harmless from any and all claims, damages, liability, attorney fees and expenses on account of your failure to satisfy any of your obligations under this Fixed Term Contract or for misconduct or for violation of any law or creation of any legal liability by you.

9. Any dispute between you and our organisation shall be governed by the laws of India and courts in Bangalore shall have exclusive jurisdiction to such disputes.

10. You will be compensated INR 217320/- (Rupees Two Lakh Seventeen Thousand Three Hundred Twenty Only ) per annum. Details of your compensation breakup will be as per the Annexure A attached herein. You hereby authorize us to make all payments required to be made to you including all reimbursements by directly crediting the amounts to your bank account.

11. The payment will be made latest by first working day of the following month.



**Medi Assst Insurance TPA Private Limited**

(Formerly known as Medi Assst India TPA Private Limited)

CIN - U85199KA1999PTC025676

Regd Off : Tower "D", 4th Floor, TBC Knowledge Park, 4/1, Bannerghatta Road, Bengaluru – 560 029

Phone : +91-80-4969 8000 Email : [Info@mediasstindia.com](mailto:Info@mediasstindia.com)

Web : [www.mediasstindia.com](http://www.mediasstindia.com)



12. You are required to produce photocopies of documents on the day of joining as per Annexure-B and get the originals for verification by the People Practice professional. If you are not in a position to submit complete set of documents, we will not be in a position to employ you and the offer for Fixed Term Contract will automatically stand canceled. Please note all documents/testimonials submitted to our Organization will be verified as per our background verification process. You hereby give your consent for verifying all your documents/testimonials submitted at the time of joining by us or any third party appointed by us as part of the background verification process. Any omissions or misrepresentation of any facts will result in the immediate termination of this Fixed Term Contract.

13. Except as required by the Organization or otherwise permitted by the Organization's authorized representative in writing, you are bound to observe absolute confidentiality, both during the Term of Contract and even post expiry or termination of this Appointment Letter for Fixed Term Contract, with regard to any confidential information, trade secrets or other proprietary information, including but not limited to, relating to the business, the employees, customers, clients, financial information, bank account details, passwords and medical history, business dealings, affairs and strategies which can be used by the Organization in accordance with its policies.

You are required to sign a 'Confidentiality and Non-Disclosure Agreement' with the Organization annexed hereto as Annexure C and the said Agreement shall bind you regarding obligations of Confidentiality during your date of joining.

14. You will be entitled to the leaves as per Organization policy which consists of Earned Leave of 18 days, Sick leave of 6 days and Saturday time off of 24 days. In addition to the same, we have holidays for 13 National/Festive holidays as per the pre-defined holiday calendar.

We are a 24/7 operations and hence our work might require a rotational shift. If you are expected to come to work on Sundays then you will have a week day off as planned by your department head.

15. You may have to undergo a health examination at a designated clinic based on the organizational requirement. The objective of the examination is to ascertain your medical fitness to continue to work for the organisation. Any cost incurred by you for this check-up will be reimbursed to you.

16. You will be entitled to an employer's contribution of Provident fund as per RPF guidelines and applicable ESI contribution. You will also be covered under Group Personal Accident Insurance Policy and will be entitled to all other statutory benefits whichever is applicable during the Term of Contract. It is hereby clarified that if you fail to submit the ESIC, PF, nomination forms together with any other document as required under the applicable labour legislations, we shall not incur any liability with regards to any claims under the said applicable labour legislations.



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17. During your contract, if we find any irregularity or insufficiency in the documents submitted by you, this Fixed Term Contract would stand cancelled/revoked.

18. You agree that you shall not at any time without limitation, publish or communicate any "Disparaging" (as defined below) remarks, comments or statements concerning the Organization, its affiliates and affiliated funds.

"Disparaging" remarks, comments or statements are those that impugn the character, honesty, integrity, morality, or business acumen or abilities in connection with any aspect of the operation of business of, or reflect negatively upon, the individual or entity being disparaged. Nothing in this Section shall be construed to preclude truthful disclosures in response to lawful process as required by applicable law, regulation, or order or directive of a court, governmental agency or regulatory organization.

We would like to create an environment and culture committed to co-operation, quality and responsiveness that permeates every activity. As a new entrant we would like you to add value to this process. Please return the copy of this contract 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 the contract.

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

**For Medi Assist Insurance TPA Private Limited**

Accepted and Agreed

**K Vidyadhar Reddy**  
Assistant Vice President - People Practice

Signature and date:  
**V G Surya Prakash Reddy**



**Medi Assist Insurance TPA Private Limited**

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**Remuneration Break up:**

\*Strictly Private & Confidential

Salary Components	Annual Amount in INR
<b>A Fixed Salary Components</b>	<b>Annually</b>
Basic	163500
House Rent Allowance	14340
Bonus	13632
<b>Total (A)</b>	<b>191472</b>
PF Company Contribution	19620
ESI Company Contribution	6228
<b>Total (A+B)</b>	<b>217320</b>
<b>Total CTC</b>	<b>217320</b>

CTC Per annum (Rupees Two Lakh Seventeen Thousand Three Hundred Twenty Only )

**For Medi Assist Insurance TPA Private Limited**

**K Vidyadhar Reddy**  
Assistant Vice President - People Practice

Signature and date:  
**V G Surya Prakash Reddy**





Please submit the photocopies of the following documents on the day of joining :  
Indication of (\*) mandatory

- Proof of age & Aadhar Card\*
- Certificate or testimonials of SSLC /10th Standard and Certificates supplementing your highest educational and professional qualification attainments\*
- 8 (eight) passport sized photographs (with White background)\*
- PAN Card
- Voter ID, Passport or any photo ID address proofs
- Any other documents as may be required by the Organization

**For Medi Assist Insurance TPA Private Limited**

**K Vidyadhar Reddy**  
**Assistant Vice President - People Practice**

Signature and date:  
**V G Surya Prakash Reddy**



**Medi Asslst Insurance TPA Private Limited**  
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Web : [www.medlasslstIndia.com](http://www.medlasslstIndia.com)



MATPA2020/01/16/5176

**OFFER LETTER**  
**PRIVATE & CONFIDENTIAL**

16-Jan-20

**Y Charitha**

**Bangalore**

**Dear Y Charitha,**

Thank you for your interest in associating with our Organisation. We are pleased to confirm your selection for the Senior Executive.

Congratulations!

The detailed terms and conditions of employment are stipulated herein, for your formal acceptance.

**1. Commencement Date:**

Your employment with the Organization commences on 20-Jan-2020.

**2. Roles & Responsibilities:**

Your primary responsibilities will be of Senior Executive in the grade O4 in the department Claims. You may be asked by the Organization to fulfil additional duties and tasks as defined from time to time which may or may not be directly associated with your job title. In this role you will be reporting to "Sriini" .

**3. Place of work:**

Your principal location of employment will be in Bangalore. You may be required to travel out of Location/ any place within India on Company business in relation to the execution of your responsibilities as assigned to you from time to time by the Company. You will be reimbursed all expenses incurred by you towards travel / boarding and lodging as per the Company policy. Medi Assist may, at any point of time at its sole discretion, after giving you reasonable notice, transfer or assign your services to any current place of operations or which may subsequently be established or acquired in any part of India.

**4. Remuneration:**

You will be paid with a CTC Rs 250008 (Rupees Two Lakh Fifty Thousand Eight Only ) per Annum. Salary structure in detail is attached to this letter in Annexure A. The Compensation Structure may undergo modifications from time to time, at the Company's sole discretion and your gross compensation will be redistributed as per the structure and statutory guidelines in force at the relevant time. All payments will be subject to appropriate deductions of income tax and statutory requirements as per the Organization's procedures and laws from time to time. You shall be responsible for filing your personal returns and complying with the other requirements under the India Tax Laws.

Compensation is confidential between you and the Organization. You are requested to maintain the confidentiality and not disclose your compensation package to others.



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#### **5. Confirmation:**

You will be on probation for a period of six(6) months from the date of joining Medi Assist and will continue to be so, unless and until you are expressly confirmed in the services of the Organization. The probation period may be extended by management at its sole discretion based on the performance assessment. The Organization reserves the right to extend the probation period in the event that your performance is not up to the expectations.

#### **6. Benefits:**

You will be eligible to participate in benefit programs as per Organization's policy.

#### **7. Personal Time Off:**

You will be entitled to the leaves as per Organization policy which consists of Earned Leave of 18 days, Sick leave of 6 days and monthly two Saturday time off of 24 days. In addition to the same, we have holidays for 13 National/Festive holidays as per the pre-defined holiday calendar. We are a 24/7 operations and hence our work might require a rotational shift. If you are expected to come to work on Sundays then you will have a week day off as planned by your department head.

#### **8. Health Examination:**

You may have to undergo a health examination at a designated clinic based on the organization requirement. The objective of the examination is to ascertain your medical fitness to continue to work for the organization. Any cost incurred by you for this check-up will be reimbursed to you.

#### **9. Adherence to Compliance with Organization policies and procedures:**

You will be governed by the Organization's rules, regulations, administrative procedures, policy and guidelines in force from time to time.

On joining us, please do read policies of the Organization including but not limited to "**Prevention of Sexual Harassment**", "**Information Security Policy**", "**Code of Conduct and Disciplinary Procedure**" published on the Organization intranet. Organization can take/implement in order to ensure compliance with its policies and you would confirm acceptance of the same and agree to adhere to and comply with such policies at all times during the term of your employment and thereafter if you are required to. You also acknowledge that in case of breach of any of the organization policies, Organization is justified to take appropriate actions as per procedures outlined in the respective policies.

#### **10. Confidential Information:**

Except as required by the Organization or otherwise permitted by the Organization's authorized representative in writing, you are bound to observe absolute confidentiality, both during the term of this contract of employment and after its termination, with regard to any confidential information, trade secrets or other proprietary information, including but not limited to, relating to the business, the employees, customers, clients, financial information, bank account details, passwords and medical history, business dealings, affairs and strategies which can be used by the Organization in accordance with its policies.

You are required to sign an 'Employee Confidentiality and Non-Disclosure Agreement' with the Organization and the said Agreement shall bind you regarding obligations of Confidentiality.



#### **Medi Assist Insurance TPA Private Limited**

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### **11. Employee Data:**

You hereby agree and consent to provide the company with your personal and financial data as may be required by the Company as per its internal process including but not limited to your bank account details, and medical history which can be used by the Company in accordance with its policies.

### **12. Intellectual Property:**

Any work done by you during the course of your employment shall belong to the Company and this will cover all products/ services/ inventions etc. This work shall be the sole and exclusive property of the Company.

If you conceive any new or advanced methods of improving processes / formulae / systems in relation to the Operation of the company, such developments shall be promptly and fully communicated to the Company and will be and remain sole right / property of the company. You will agree to execute without receiving additional compensation (a) any formal documents necessary to assign any ideas, information to the Company and (b) all documents required to obtain a patent, register a copyright, or enforce the Company's right to such information. These obligations shall continue beyond the separation of employment with respect to the work and Inventions you conceive or make during the period of your employment. The Company's proprietary rights and confidential information are amongst the Company's most important assets, and any breach of security or confidentiality is regarded very seriously and could lead to termination of employment at any time without any compensation. Without prejudice to this provision, you confirm that you have declared to the Company all of your business interests existing at the date on which your employment commences, whether or not they are similar to or in conflict with the business. If these interests change during the term of your employment, you will promptly notify the Company.

### **13. Company reputation:**

You agree that you shall not at any time without limitation, publish or communicate any "Disparaging" (as defined below) remarks, comments or statements concerning the Company, its affiliates and affiliated funds.

"Disparaging" remarks, comments or statements are those that impugn the character, honesty, integrity, morality, or business acumen or abilities in connection with any aspect of the operation of business of, or reflect negatively upon, the individual or entity being disparaged. Nothing in this Section shall be construed to preclude truthful disclosures in response to lawful process as required by applicable law, regulation, or order or directive of a court, governmental agency or regulatory organization.

### **14. Indemnity:**

You shall at all times, indemnify and keep the Company indemnified against all sums whether by way of claims, demands, damages, costs, charges or expenses paid or incurred by the Company in or in connection with any action, claim, proceeding or demand instituted or made against the Company caused or occasioned by your breach, failure, default or neglect in the opinion of the Company to observe and comply fully with the terms and conditions your employment with the Company herein contained.



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Web : [www.mediassistindia.com](http://www.mediassistindia.com)



#### **15. General Provisions:**

As an employee in the full time employment of the Organization, you will be obliged to devote your entire time, attention and effort to the furtherance of Medi Assist business, and to continually develop your professional skills in the interest of the Organization and yourself. You shall not during your employment with the Organization directly or indirectly engage yourself or devote your time or attention to any employment, business, position of monetary interest other than that of the Organization.

You will keep us informed of any change in your residential address, your family status or any other personal particulars relevant to your employment.

In case of any dispute, the jurisdiction to entertain and try such dispute shall vest exclusively in a court in Bangalore.

The terms of this Offer Letter detailed above are strictly confidential and should be treated as privileged information between you and the Organization. You are expected to maintain confidentiality of such information.

#### **16. Notice period:**

Either party has to provide 30 days of notice without cause or salary in lieu of notice in case of separation of services during probation period. After confirmation, either party will be required to give (60 days) Two Months' notice or salary thereof in case you decide to leave our services, subject to the Organization's discretion. In the event, you have an incomplete assignment; Medi Assist will have the discretion to relieve you only at the end of the notice period. Notice period is linked to the role played by you for the organization.

#### **17. Retirement:**

You will be retired from service upon reaching superannuation age of 60 or earlier in case you are found physically / mentally unfit to work any longer. The proof of age shall be the one as submitted and recorded in the records of the company.

#### **18. Termination:**

Your employment hereunder may be terminated by the Organization for Cause (as defined below); effective immediately upon the day written notice of termination for Cause is mailed or hand-delivered to you. For purposes of this letter of offer, "Cause" means any of the following including and not limited to:

- a. Commission or conviction of any criminal offence, or of any misdemeanor involving moral turpitude, misconduct, any act of deliberate discrimination or harassment on grounds of race, sex, sexual orientation, religion, age or disability;
- b. Engagement in any activity that you know or should know could harm the business or reputation of the Organization or you participate in any fraud against the Organization or carry out or neglect to do any act which in the reasonable opinion of the Organization may seriously damage the interests of the Organization;
- c. You willfully or negligently breach any legislation or any regulation to which the Organization and/or you may be subject which may result in any penalties being imposed on the Organization or any Director/s or Officer/s of the Organization;



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- d. Embezzlement, misappropriation of Organization funds, or other material acts of dishonesty or conducting yourself in a manner which is not in line with the Organization guidelines and values, or if any information provided by you during the course of your interview or otherwise, or your representations, are at any time, found to be either wrong or not disclosed, or if you are in contravention of the terms of this offer letter;
- e. Breach of Organization's confidential information
- f. Failure to adhere to Organization's corporate codes, policies or procedures as in effect from time to time;
- g. Continued failure to meet reasonable performance standards as determined by Organization;
- h. Refusal to perform reasonable duties as assigned by the Organization; or
- i. You are adjudged bankrupt or you enter into any composition or arrangement with or for the benefit of your creditors including a voluntary arrangement under the Indian Insolvency laws.
- j. Become of unsound mind
- k. Become incapacitated or prevented by illness, injury, accident, or any other circumstance from discharging in full your duties.

**19. Documents:**

You are required to produce photocopies of documents on the day of joining as per Annexure- B and get the originals for verification by the People Practice professional. If you are not in a position to submit complete set of documents, we will not be in a position to employ you and this Offer Letter will automatically stand canceled.

Please note all documents/testimonials submitted to Medi Assist will be verified as per our background verification process. You hereby give your consent for verifying all your documents/testimonials submitted at the time of joining by Medi Assist or any third party appointed by it as part of the background verification process. Any omissions or misrepresentation of any facts will result in the immediate termination of your employment.

**20. Offer Acceptance:**

Please confirm your acceptance of this Offer Letter by signing and returning the duplicate copy of this letter for our attention within 2 days from the date of this letter. This letter may not be modified or amended except by a written agreement, signed by a People Practice Professional of Medi Assist and by you.

For Medi Assist Insurance TPA Private Limited

**K Vidyadhar Reddy**  
**Assistant Vice President**

I agree to accept employment on the terms and conditions mentioned in the above letter of appointment. I undertake to keep the information on my compensation and benefits confidential.

**Y Charitha**  
Employee Signature



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Annexure A

\*Strictly Private & Confidential

Salary Components	Annual Amount in INR
<b>A Fixed Salary Components</b>	
Basic	163500
House Rent Allowance	38388
Bonus	13632
<b>Total Gross (A)</b>	<b>215520</b>
<b>B Retirals</b>	
PF Employer	19620
Gratuity	7860
<b>Total (A+B)</b>	<b>243000</b>
ESI Employer	7008
<b>Total Cost To Company</b>	<b>250008</b>

For Medi Assist Insurance TPA Private Limited

**K Vidyadhar Reddy**  
Assistant Vice President

**Y Charitha**  
Employee Signature



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Web : [www.mediasstindia.com](http://www.mediasstindia.com)



### Annexure B

Please submit the photocopies of the following documents on the day of joining:

- Proof of age
- Certificate or testimonials of SSLC /10th Standard and Certificates supplementing your highest educational and professional qualification attainments
- Last three months' payslips of your previous
- Relieving letter from your previous mentioning the cause of separation
- Form 16 or any other authenticated document supplementing your earnings and income tax deduction /paid in the current financial year
- 8 (eight) passport sized photographs (with White background)
- PAN Card
- Voter ID, Aadhar Card, Passport or any photo ID address proofs
- PF UAN (if UAN is generated)
- Any other documents as may be required by the Organization

**For Medi Assist Insurance TPA Private Limited**

**K Vidyadhar Reddy**  
**Assistant Vice President**

**Y Charitha**  
Employee Signature



### Medi Assist Insurance TPA Private Limited

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**SUPPORTING DOCUMENTS RELATED TO APPOINTMENT LETTERS OF  
THE STUDENTS PLACED DURING  
THE ACADEMIC YEAR 2018-2019**



# ANNAMACHARYA COLLEGE OF PHARMACY

Approved by AICTE & PCI, New Delhi. Affiliated to JNTUA, Ananthapuramu,  
Accredited by NAAC with 'A' Grade, Bangalore, Accredited by NBA (UG), New Delhi  
Recognized u/s 2(f) & 12(B) of the UGC Act, 1956, New Delhi, Recognized Research Center, JNTUA, Ananthapuramu.



## PLACEMENT REPORT FOR THE ACADEMIC YEAR 2018-2019

### PLACEMENT REPORT

#### Divis laboratories Limited Pool campus drive (21-02-2019)

Annamacharya College of Pharmacy is organized "POOL CAMPUS DRIVE" on 21-02-2019 which bring together an opportunity for the Divis Laboratories Limited and young job aspirants under the roof.

**Job Title:** Trainee – Chemist/Analyst

**Job Location:** HYDERABAD AND VIZAG

**About Divis laboratories Limited:**

Divis laboratories Limited engaged in the manufacture of bulk drugs at the units near Hyderabad and Vizag. Both units approved by USFDA. Divislabs have been awarded ISO 9001, ISO-14001 and OHSAS -18001 certificates.

➤ **Salient Features:**

**Salary:** Candidates would be offered at 12,000 to 16,000 PM (Compensation is among best in the industry. The candidates who join with Divislab will have bright career)

➤ **Eligible Qualification:** M. Pharmacy, B. Pharmacy, B.Tech (Chemical), B.SC (Chemistry), M.SC (Organic Chemistry), B.SC / M.SC (Microbiology)

➤ **Venue:** ANNAMACHARYA COLLEGE OF PHARMACY, RAJAMPET, YSR KADAPA DIST

➤ **Selection criteria:** Written test, Group discussion and Personal Interview

➤ **Total Selected candidates:**18



## Pool Campus Drive



### Date: 21-02-2019

Company: Divi's Laboratories Limited, Hyderabad	Post: Trainee Chemist / Analyst
Eligibility: M. Pharmacy, B. Pharmacy, B. Tech (Chemical), <u>B.SC</u> (Chemistry), <u>M.SC</u> (Organic Chemistry), and <u>B.SC / M.SC</u> (Microbiology) 2019 outgoing and passed out students.	
Salary: 1.5 to 2.5 Lakh per annum as per eligibility	Venue: Annamacharya College of Pharmacy, Rajampet

### Registration Free

Time: 09.00 am onwards



91-9701978543  
91-9985025120  
91-9703099784

**Organized by**  
**Training and Placement Cell**  
**Annamacharya College of Pharmacy,**  
**New Boyanapalli, Rajampet-516126, YSR Kadapa**





*[Signature]*  
**PRINCIPAL**  
**ANNAMACHARYA COLLEGE OF PHARMACY**  
**NEW BOYANAPALLI-516 126**  
**RAJAMPET, Kadapa Dist. A. P.**





# ANNAMACHARYA COLLEGE OF PHARMACY

Approved by AICTE & PCI, New Delhi. Affiliated to JNTUA, Ananthapuramu,  
Accredited by NAAC with 'A' Grade, Bangalore. Accredited by NBA (UG), New Delhi  
Recognized u/s 2(f) & 12(B) of the UGC Act, 1956, New Delhi, Recognized Research Center, JNTUA, Ananthapuramu.



## PLACEMENT REPORT

### Divis laboratories Limited Pool campus drive (08-11-2018)

Annamacharya College of Pharmacy is organized **"POOL CAMPUS DRIVE"** on **08-11-2018** which bring together an opportunity for the **Divis Laboratories Limited**. and young job aspirants under the roof.

**Job Title: Trainee -- Chemist/Analyst**

**Job Location: HYDERABAD AND VIZAG**

**About Divis laboratories Limited:**

Divis laboratories Limited engaged in the manufacture of bulk drugs at the units near Hyderabad and Vizag,. Both units approved by USFDA. Divislabs have been awarded ISO 9001, ISO-14001 and OHSAS -18001 certificates.

➤ **Salient Features:**

Salary: Candidates would be offered at 12,000 to 16,000 PM (Compensation is among best in the industry. The candidates who join with Divislab will have bright career)

➤ **Eligible Qualification:** M. Pharmacy, B. Pharmacy, B.Tech (Chemical), B.SC (Chemistry), M.SC (Organic Chemistry), B.SC / M.SC (Microbiology)

➤ **Venue:** ANNAMACHARYA COLLEGE OF PHARMACY, RAJAMPET, YSR KADAPA DIST

➤ **Selection criteria:** Written test, Group discussion and Personal Interview

➤ **Total Selected candidates:**06

➤ **Selected Ancp students:** 04



Accredited by NAAC with 'A' Grade

**Annamacharya College of Pharmacy**

New Boyanapalli, Rajampet-516126, YSR Kadapa

**Campus Placement Drive**

For Pharmacy and Science Graduates

Date:  
08.11.2018



Divis Laboratories Limited  
HYDERABAD - 500 032.



**Pool Campus Drive**



Divis Laboratories Limited



Hearty Welcome to  
HR Team Members



Placements

Date:  
08.11.2018

Organized by  
Training and Placement Cell  
Annamacharya College of Pharmacy,  
New Boyanapalli, Rajampet-516126, YSR Kadapa



*[Signature]*  
**PRINCIPAL**  
ANNAMACHARYA COLLEGE OF PHARMACY  
NEW BOYANAPALLI-516 126  
RAJAMPET, Kadapa Dist. A. P.





# ANNAMACHARYA COLLEGE OF PHARMACY

Approved by AICTE & PCI, New Delhi. Affiliated to JNTUA, Ananthapuramu,  
Accredited by NAAC with 'A' Grade, Bangalore, Accredited by NBA (UG), New Delhi  
Recognized u/s 2(f) & 12(B) of the UGC Act, 1956, New Delhi, Recognized Research Center, JNTUA, Ananthapuramu.



## PLACEMENT REPORT

### Divis laboratories Limited Pool campus drive (11-07-2018)

Annamacharya College of Pharmacy is organized "POOL CAMPUS DRIVE" on 11<sup>th</sup> July 2018 which bring together an opportunity for the Divis Laboratories Limited and young job aspirants under the roof.

**Job Title:** Trainee – Chemist/Analyst

**Job Location:** HYDERABAD AND VIZAG

**About Divis laboratories Limited:**

Divis laboratories Limited engaged in the manufacture of bulk drugs at the units near Hyderabad and Vizag,. Both units approved by USFDA. Divislabs have been awarded ISO 9001, ISO-14001 and OHSAS -18001 certificates.

➤ **Salient Features:**

**Salary:** Candidates would be offered at 12,000 to 16,000 PM (Compensation is among best in the industry. The candidates who join with Divislab will have bright career)

➤ **Eligible Qualification:** M. Pharmacy, B. Pharmacy, B.Tech (Chemical), B.SC (Chemistry), M.SC (Organic Chemistry), B.SC / M.SC (Microbiology)

➤ **Venue:** ANNAMACHARYA COLLEGE OF PHARMACY, RAJAMPET, YSR KADAPA DIST

➤ **Selection criteria:** Written test, Group discussion and Personal Interview

➤ **Total Selected candidates:**15

➤ **Selected Ancp students:** 09

**INVITATION  
POOL CAMPUS PLACEMENT  
DRIVE**

**About Industry** Divis laboratories Limited engaged in the manufacture of bulk drugs at the units near Hyderabad and Vizag,. Both units approved by USFDA. Divislabs have been awarded ISO 9001, ISO-14001 and OHSAS -18001 certificates

**Eligibility** M. Pharmacy, B. Pharmacy, B.Tech (Chemical), B.SC (Chemistry), M.SC (Organic Chemistry), B.SC / M.SC (Microbiology)

**DATE** 11<sup>th</sup> July 2018      **VENUE** Annamacharya College of Pharmacy, Rajampet, Kadapa

**Designation** Trainee - Chemist/Analyst      **Salary** : 12000 to 16000 Per Month

Compensation is among best in the industry. The candidates who join with Divislab will have bright career.

**CONTACT NUMBERS** +91-9701978543, +91-9959937906

**\*Registration Free**  
The interested candidates are requested to bring 2 set of resume along with copy of educational certificates



*Slak*  
PRINCIPAL  
ANNAMACHARYA COLLEGE OF PHARMACY  
NEW BOYANAPALLI-516 126  
RAJAMPET, Kadapa Dist. A.P.





# Pool Campus Drive



Date: 21-02-2019

Company: Divi's Laboratories Limited, Hyderabad

Post: Trainee Chemist / Analyst

Eligibility: M. Pharmacy, B. Pharmacy, B. Tech (Chemical), B.SC (Chemistry), M.SC (Organic Chemistry), and B.SC / M.SC (Microbiology) 2019 outgoing and passed out students.

Salary: 1.5 to 2.5 Lakh per annum as per eligibility

Venue: Annamacharya College of Pharmacy, Rajampet

**Registration Free**

Time: 09.00 am onwards



91-9701978543

91-9985025120

91-9703099784

**Organized by**

**Training and Placement Cell**

**Annamacharya College of Pharmacy,**

**New Boyanapalli, Rajampet-516126, YSR Kadapa**







**Training & Placement Cell**  
**ANNAMACHARYA COLLEGE OF PHARMACY**

New Boyanapalli, Rajampet, CuddapahDist, 516 126, A.P

**INVITATION FOR POOL CAMPUS DRIVE**

Date: 14-02-2019

Greetings,

Dear Sir/Madam,

We are pleased to inform you that the *Annamacharya College of Pharmacy* is organizing "**POOL CAMPUS DRIVE**" on **21<sup>th</sup> Feb 2019** which bring together an opportunity for the **Divis Laboratories Limited**.and young job aspirants under the roof.

**Divis laboratories Limited** engaged in the manufacture of bulk drugs at the units near **Hyderabad and Vizag.** Both units approved by **USFDA**. Divislabs have been awarded **ISO 9001, ISO-14001 and OHSAS -18001** certificates.

Number of **M. Pharmacy, B. Pharmacy, B.Tech (Chemical), B.SC (Chemistry), M.SC (Organic Chemistry), B.SC / M.SC (Microbiology)**students from various Universities and Institutions are expected to attend the "Pool Campus Drive"

**CAMPUS DRIVE DETAILS**

**Company:-Divis laboratories Limited**

**Job Location: HYDERABAD AND VIZAG**

**Eligibility :M. Pharmacy, B. Pharmacy, B.Tech (Chemical), B.SC (Chemistry), M.SC (Organic Chemistry), B.SC / M.SC (Microbiology)**

**Designation :Trainee – Chemist/Analyst**

**Salary :Candidates would be offered at 12,000 to 16,000 PM (Compensation is among best in the industry.**

**The candidates who join with Divislab will have bright career)**

**Date:- 21<sup>th</sup> Feb 2019**

**Venue:-Annamacharya College of Pharmacy, Rajampet, YSR KadapaDist., Andhra Pradesh.**

We are hereby requesting you to motivate your students to participate the campus drive and also to communicate the same to your known friends and respective graduates in mutual interest. Further, for any queries you may contact head of the Institution and our faculty placement in-charge

**For More Details Contacts**

**+91-9701978543,**

**+91-9959937906**



**PRINCIPAL**  
**ANNAMACHARYA COLLEGE OF PHARMACY**  
**NEW BOYANAPALLI-516 126**  
**RAJAMPET, Kadapa Dist. A. P.**



*Handwritten signature and date:*  
29/4/19



Annamacharya College of Pharmacy <anccaet@gmail.com>

## List of Shortlisted Candidates-Reg

Rajesh S- P&A <s.rajesh@divislabs.com>

Sun, Apr 28, 2019 at 7:30 A

To: "saleemcology@gmail.com" <saleemcology@gmail.com>, "anccaet@gmail.com" <anccaet@gmail.com>

Cc: "Subba Rao K." <ksr@divislabs.com>, Veerabhadram N <nvbhadram@divislabs.com>, "Siva Prasad Kari, P&AU1" <sivap@divislabs.com>

To  
The Principal/Placement Coordinator,  
Annamacharya College Of Pharmacy,

Rajampet.

Respected Sir/Madam,

Please accept our sincere thanks for the opportunity provided us for carrying out a campus interview on 21.02.2019 at your esteemed college/University.

We are now glad to inform you that the following candidates from your college/university have been selected for employment in our organization. We congratulate all of them and welcome to a work in World Class - API manufacturing units.

Our factories/units are situated at Unit-1 Ungojigudem Village, Choutuppal Mandal, Yadadri Bhuvanagiri Dist, Telangana-508252 & Unit-2 Chippada Village, Annavaram Post, Bheemunipatnam Mandal, Visakhapatnam Dist, Andhra Pradesh - 531 162.

### Annamacharya College Of Pharmacy, Rajampet

S.No	Name of the Applicant	Status	Location	Dept	E.Qualification	Interview Place/Reference	Phone NO	Remarks
1	Y. Nandhini Sree	Selected	Unit-2	Production	B.Pharmacy	Annamacharya College Of Pharmacy, Rajampet	7416238759	
2	M. Mounika	Selected	Unit-1	Production	B.Pharmacy	Annamacharya College Of Pharmacy, Rajampet	9490840520	
3	V. Lavanya	Selected	Unit-2	Production	B.Pharmacy	Annamacharya College Of Pharmacy, Rajampet	9010155083	
4	G. Lakshmi Devi	Selected	Unit-2	Production	B.Pharmacy	Annamacharya College Of Pharmacy, Rajampet	9494793654	
5	M Lavanya Chowdary	Selected	Unit-2	QC	B.Pharmacy	Annamacharya College Of Pharmacy, Rajampet	9652440267	

The formal appointment orders will be posted to their residential address given in the Resume at the time of interview / test with in a week.

You may advise them to join in our manufacturing units as per the appointment order sent to them.

In case they did not receive, they may approach our Head Office situated at Gachibowli, Hyderabad and collect copy of the appointment order.

We take this opportunity to congratulate you, and your team for your relentless effort to make your students as competent to work.

Thanks & Regards,

Rajesh Siripurapu,

HR-Department,

Divi's Laboratories Limited,

1-72/23(P)/DIVIS/303, Divi Towers,  
Cyber Hills, Gachibowli, Hyderabad,  
Telangana, India - 500 032.

Tel Phone No: 040-73786300/400.

#### DISCLAIMER:

Privileged, Confidential Information may be contained in this message and is intended only for the use of the addressee. Any use, distribution, printing, retransmission, dissemination, copying, disclosure or other use of this email by any other person is strictly prohibited and may be illegal. If you receive this message in error, please delete the message and notify the sender (Divis Labs) immediately by reply Email. The sender does not accept liability for any data corruption, interception, unauthorized amendment, viruses, delays or the consequences thereof.



*Handwritten signature:*  
PRINCIPAL  
ANNAMACHARYA COLLEGE OF PHARMACY  
NEW BOYANAPALLI - 516 126  
RAJAMPET, ANNAMAYYA Dist. A.P.




TS Mohamed Saleem &lt;saleemcology@gmail.com&gt;

## List of Shortlisted Candidates-Reg

Rajesh S- P&amp;A &lt;s.rajesh@divisilabs.com&gt;

Wed, Mar

To: "saleemcology@gmail.com" &lt;saleemcology@gmail.com&gt;

Cc: "Subba Rao K." &lt;ksr@divisilabs.com&gt;, Veerabhadram N &lt;nvbhadram@divisilabs.com&gt;, "Siva Prasad Kari. P&amp;AU1" &lt;sivap@divisilabs.com&gt;, Sivaparvathi G - P&amp;A &lt;g.sivaparvathi@divisilabs.com&gt;

To  
The Principal/Placement Coordinator,

Annamacharya College Of Pharmacy,

Kadapa.

Respected Sir,

Please accept our sincere thanks for the opportunity provided us for carrying out a campus interview on 21.03.2019 at your esteemed college/University.

We are now glad to inform you that the following candidates from your college/university have been selected for employment in our organization. We congratulate all of them and we World Class – API manufacturing units.

ANNAMACHARYA COLLEGE OF PHARMACY, KADAPA								
S.No	Gender	Name of the Applicant	Status	Location	Dept	E.Qualification	Interview Place/Reference	Phone NO
1	M	BANDI SREENIVASULU	Selected	UNIT-1	PRODUCTION	B.PHARMACY	ANCP,KADAPA	9494181462
2	M	RAMAYANAM SAI PRAKESH	Selected	UNIT-1	PRODUCTION	B.PHARMACY	ANCP,KADAPA	7799596605
3	M	KIRAN KUMAR A	Selected	UNIT-2	PRODUCTION	B.SC CHEMISTRY	ANCP,KADAPA	9652024967/6303944
4	M	KOVELAKUNTLA SRINIVASULU	Selected	UNIT-2	PRODUCTION	B.PHARMACY	ANCP,KADAPA	7036807742
5	M	YALAMKURI SREENIVASULU	Selected	UNIT-1	PRODUCTION	B.PHARMACY	ANCP,KADAPA	7799406455
6	M	JAKKULA VENKATESH	Selected	UNIT-1	PRODUCTION	B.PHARMACY	ANCP,KADAPA	7995859958
7	M	SETTI BALIJA SHIVA TEJA	Selected	UNIT-1	PRODUCTION	B.PHARMACY	ANCP,KADAPA	9581434675
8	M	KURNOOTHALA NARASIMHULU	Selected	UNIT-1	PRODUCTION	B.PHARMACY	ANCP,KADAPA	8886065984
9	M	JIDDU BALAJI	Selected	UNIT-1	PRODUCTION	B.PHARMACY	ANCP,KADAPA	9494449625
10	M	B VENKATA MANI	Selected	UNIT-1	PRODUCTION	B.PHARMACY	ANCP,KADAPA	7661880096
11	M	SIRUMALA VENKATA MANJUNATHA REDDY	Selected	UNIT-2	PRODUCTION	B.PHARMACY	ANCP,KADAPA	9490435534
12	M	GANGANAPALLI MAHAMMAD	Selected	UNIT-1	PRODUCTION	B.PHARMACY	ANCP,KADAPA	9849453793
13	M	PURAM SAI KIRAN	Selected	UNIT-1	PRODUCTION	B.PHARMACY	ANCP,KADAPA	7997500155/8639365
14	M	YADAVALLI RAMKUMAR	Selected	UNIT-1	PRODUCTION	B.PHARMACY	ANCP,KADAPA	7285954053
15	M	BAREDDY SIVA KUMAR REDDY	Selected	UNIT-1	PRODUCTION	B.PHARMACY	ANCP,KADAPA	8978017151
16	M	NAWAB SHAIK NOORODDIN N	Selected	UNIT-1	QC	B.PHARMACY	ANCP,KADAPA	9490125092
17	M	APAPALA TIRUMALA SRI VASTHAV	Selected	UNIT-1	PRODUCTION	B.PHARMACY	ANCP,KADAPA	8179478717
18	M	CHEELASANI MUKESH KANNA	Selected	UNIT-1	PRODUCTION	B.PHARMACY	ANCP,KADAPA	9063600520

The formal appointment orders will be posted to their residential address given in the Resume at the time of interview / test with in a week.

You may advise them to join in our manufacturing units as per the appointment order sent to them.

In case they did not receive, they may approach our Head Office situated at Gachibowli, Hyderabad and collect copy of the appointment order.

We take this opportunity to congratulate you, and your team for your relentless effort to make your students as competent to work.

Sincerely,

Rajesh Siripurapu,

Personnel & Administration Dept,

  
PRINCIPAL  
ANNAMACHARYA COLLEGE OF PHARMACY  
NEW BOYANAPALLI - 516 126  
RAJAMPET, ANNAMAYYA Dist. A.P





Accredited by NAAC with "A" Grade

# Annamacharya College of Pharmacy

New Boyanapalli, Rajampet-516126, YSR Kadapa

## Campus Placement Drive

For Pharmacy and Science Graduates

**Date:**  
**08.11.2018**



**Divis Laboratories Limited**  
**HYDERABAD - 500 032.**





# Pool Campus Drive



**Divis Laboratories Limited**

**Hearty Welcome to  
HR Team Members**



*Placements*

**Date:  
08.11.2018**

**Organized by  
Training and Placement Cell  
Annamacharya College of Pharmacy,  
New Boyanapalli, Rajampet-516126, YSR Kadapa**







**Training & Placement Cell**  
**ANNAMACHARYA COLLEGE OF PHARMACY**

New Boyanapalli, Rajampet, CuddapahDist, 516 126, A.P

**INVITATION FOR POOL CAMPUS DRIVE**

Date: 01-11-2018

Greetings,

Dear Sir/Madam,

We are pleased to inform you that the *Annamacharya College of Pharmacy* is organizing “**POOL CAMPUS DRIVE**” on **08<sup>th</sup> Nov 2018** which bring together an opportunity for the **Divis Laboratories Limited**.and young job aspirants under the roof.

**Divis laboratories Limited** engaged in the manufacture of bulk drugs at the units near **Hyderabad and Vizag**.. Both units approved by **USFDA**. Divislabs have been awarded **ISO 9001, ISO-14001 and OHSAS -18001** certificates.

Number of **M. Pharmacy, B. Pharmacy, B.Tech (Chemical), B.SC (Chemistry), M.SC (Organic Chemistry), B.SC / M.SC (Microbiology)**students from various Universities and Institutions are expected to attend the “Pool Campus Drive”

**CAMPUS DRIVE DETAILS**

**Company:-Divis laboratories Limited**

**Job Location: HYDERABAD AND VIZAG**

**Eligibility :M. Pharmacy, B. Pharmacy, B.Tech (Chemical), B.SC (Chemistry), M.SC (Organic Chemistry), B.SC / M.SC (Microbiology)**

**Designation :Trainee – Chemist/Analyst**

**Salary :Candidates would be offered at 12,000 to 16,000 PM (Compensation is among best in the industry.**

**The candidates who join with Divislab will have bright career)**

**Date:- 08<sup>th</sup> Nov 2018**

**Venue:-Annamacharya College of Pharmacy, Rajampet, YSR KadapaDist., Andhra Pradesh.**

We are hereby requesting you to motivate your students to participate the campus drive and also to communicate the same to your known friends and respective graduates in mutual interest. Further, for any queries you may contact head of the Institution and our faculty placement in-charge

**For More Details Contacts**

**+91-9701978543,**

**+91-9959937906**



**PRINCIPAL**  
**ANNAMACHARYA COLLEGE OF PHARMACY**  
**NEW BOYANAPALLI-516 126**  
**RAJAMPET, Kadapa Dist. A. P.**



### List of Shortlisted Candidates mail to Colleges

Thu, Nov 22, 2018 a

Mahalakshmi K. <mahalakshmi@divislabs.com> "anCPaeI@gmail.com" <anCPaeI@gmail.com>  
 To: "saleemcology@gmail.com" <saleemcology@gmail.com>, "Saleemcology@gmail.com" <saleemcology@gmail.com>  
 Cc: "Subba Rao K" <ksr@divislabs.com>, Veerabhadram N <vvhadram@divislabs.com>, Rajesh S- P&A <rs.rajesh@divislabs.com>, Sivaparvathi G - P&A <g.sivaparvathi@divislabs.com>, "Siva Prasad Kan, P&AU1" <sivap@divislabs.com>, Tulasi Ram B <tulasiram@divislabs.com>

To  
 The Principal/Placement Coordinator

Annamacharya College Of Pharmacy,

Rajampet,

Kadapa.

Respected Sir,  
 Please accept my sincere thanks for the opportunity provided us for carrying out a campus interview on 08.11.2018 at your esteemed college/University.  
 I am now glad to inform you that following candidates have been selected for employment in our organization. We congratulate all of them and welcome to work in World Class – API manufacturing units.

S.No	Check List ID	Name of the Applicant	Status	Location	E-Qualification	Subject	Interview Place	Phone NO	R
1	34808	A Moindeen Shaik	Production	Unit-2	B-Pharmacy	B-Pharmacy	Annamacharya College Of Pharmacy,Rajampet, Kadapa	8297182482	
2	34804	Rarralinga U	Production	Unit-2	B-Pharmacy	B-Pharmacy	Annamacharya College Of Pharmacy,Rajampet, Kadapa	9640556274	
3	34803	Thirumala Sai	Production	Unit-2	B-Pharmacy	B-Pharmacy	Annamacharya College Of Pharmacy,Rajampet, Kadapa	9550218045	

The formal appointment orders will be posted to their residential address given in the Resume at the time of interview / test.

You may advise them to join in our manufacturing units as per the appointment order sent to them.

In case they did not receive, they may approach our Head Office situated at Gachibowli, Hyderabad and collect copy of the appointment order.

We take this opportunity to Congratulate you, for your relentless effort to make your students as competent to work

Sincerely,  
 Rajesh Sripurapu,  
 Personnel & Administration Dept.,  
 M/s Divi's Laboratories Limited,

  
**PRINCIPAL OF PHARMACY**  
**ANNAMACHARYA COLLEGE OF PHARMACY**  
**NEW SOYANABALLI - 516 126**  
**RAJAMPET, ANNAMAYYA DIST. A.P**



## List of Shortlisted Candidates mail to Colleges

Thu, Nov 22, 2018 at 12:47 PM

Mahalakshmi K. <mahalakshmi@divislabs.com>  
 To: 'saleemecology@gmail.com' <saleemecology@gmail.com>, 'anpcae@gmail.com' <anpcae@gmail.com>  
 Cc: 'Subba Rao K.' <sr@divislabs.com>, 'Veerabhadram N' <nvbhadram@divislabs.com>, Rajesh S. P&A <rs.rajesh@divislabs.com>, Sivaparvathi G. - P&A <g.sivaparvathi@divislabs.com>, 'Siva Prasad Kari, P&AUI' <sivap@divislabs.com>, Tulasi Ram B <tulasiram@divislabs.com>

To  
 The Principal/Placement Coordinator  
 Annamacharya College Of Pharmacy,  
 Rajampet,  
 Kadapa.

Respected Sir,

Please accept my sincere thanks for the opportunity provided us for carrying out a campus interview on **08.11.2018** at your esteemed college/University.

I am now glad to inform you that following candidates have been selected for employment in our organization. We congratulate all of them and welcome to work in World Class – API manufacturing units.

S.No	Check List ID	Name of the Applicant	Status	Location	E-Qualification	Subject	Interview Place	Phone NO	Remarks
1	34808	Meghavathkuliyappa Naik	Production ✓	Unit-2	B-Pharmacy	B-Pharmacy	Annamacharya College Of Pharmacy,Rajampet, Kadapa	8297182482	
2	34804	KatelaAluriah	Production	Unit-2	B.Sc	Maths, Physics, Chemistry	Annamacharya College Of Pharmacy,Rajampet, Kadapa	9640556274	
3	34803	JBalakrishnaaik	Production	Unit-2	B-Pharmacy	B-Pharmacy	Annamacharya College Of Pharmacy,Rajampet, Kadapa	9550218045	

The formal appointment orders will be posted to their residential address given in the Resume at the time of interview / test.

You may advise them to join in our manufacturing units as per the appointment order sent to them.

In case they did not receive, they may approach our Head Office situated at Gachibowli, Hyderabad and collect copy of the appointment order.

We take this opportunity to Congratulate you, for your relentless effort to make your students as competent to work.

Sincerely,

Rajesh Siripuram

Personnel & Administration Dept,

M/s Divi Laboratories Limited,

1-72/23(F) MIDVIS/303, Givi Towers,

Cyber Hills, Gachibowli, Hyderabad.

*Rajesh Siripuram*  
 PRINCIPAL  
 ANNAMACHARYA COLLEGE OF PHARMACY  
 NEW BOYANAPALLI - 516 126  
 RAJAMPET, ANNAMACHARYA DIST. A.P.



REF:HRD/OFF/LETTER/10

Offer Letter

Siddalingeswara M

H. No 1-95,  
Girigetla,  
Tuggali,  
Aminabad,  
Kurnool-518390

Dear Mr. Siddalingeswara,

With reference to your job application and subsequent interview you have had with us, we are pleased to offer you the position of Executive-Trainee for Quality Assurance in our organization at a CTC of Rs. 310000.00 (Rupees Three Lakh Ten Thousand Rupees zero Paise only).

The current offered position will be for Harohalli Unit, as you are expected to join duty on 03/09/2018 *beyond* which the offer would stand withdrawn, unless a new date is mutually agreed upon by us in writing. Please note that this offer is valid subject to your signing and send mail of this letter within seven working days.

**Kindly report to Bommasandra Unit for joining formalities along with following documents(Photocopy and Originals):**


1. Educational Certificates
2. Professional Certificates
3. Relieving certificate from the previous employer
4. Appointment letter of the previous employer and salary revision letters
5. Last pay slip received from the previous employer
6. Form 16 (TDS certificate)
7. Passport Size photographs – 6 No's
8. An updated Curriculum Vitae
9. PAN Card and Aadhar is Mandatory
10. Address proof – Voters ID card, Driving License, Passport.

This Offer of Employment is subject to receipt of satisfactory references and pre-employment medical check-up. Kindly sign the copy of this letter as a token of your acceptance of the offer and return us the same.

Your's faithfully,  
For, Anthem Biosciences Pvt Ltd



AUTHORIZED SIGNATORY

  
PRINCIPAL  
ANNAMACHARYA COLLEGE OF PHARMACY  
NEW BOYANAPALLI - 516 126  
RAJAMPET, ANNAMAYYA Dist. A.P





# INVITATION POOL CAMPUS PLACEMENT DRIVE



## About Industry

Divis laboratories Limited engaged in the manufacture of bulk drugs at the units near Hyderabad and Vizag,. Both units approved by USFDA. Divislabs have been awarded ISO 9001, ISO-14001 and OHSAS -18001 certificates

## Eligibility

M. Pharmacy, B. Pharmacy, B.Tech (Chemical),  
B.SC (Chemistry), M.SC (Organic Chemistry), B.SC / M.SC (Microbiology)

## DATE

11<sup>th</sup> July 2018

## VENUE

Annamacharya College of  
Pharmacy, Rajampet, Kadapa

## Designation

Trainee – Chemist/Analyst

Salary : 12000 to 16000 Per Month

Compensation is among best in the industry. The candidates who join with Divislab will have bright career.

## CONTACT NUMBERS

+91-9701978543, +91-9959937906

**\*Registration Free**

The interested candidates are requested to bring 2 set of resume along with copy of educational certificates



**Training & Placement Cell**  
**ANNAMACHARYA COLLEGE OF PHARMACY**  
New Boyanapalli, Rajampet, CuddapahDist, 516 126, A.P

**INVITATION FOR POOL CAMPUS DRIVE**

Date: 04-07-2018

Greetings,

Dear Sir/Madam,

We are pleased to inform you that the *Annamacharya College of Pharmacy* is organizing "**POOL CAMPUS DRIVE**" on **11<sup>th</sup> July 2018** which bring together an opportunity for the **Divis Laboratories Limited**.and young job aspirants under the roof.

**Divis laboratories Limited** engaged in the manufacture of bulk drugs at the units near **Hyderabad and Vizag**.. Both units approved by **USFDA**. Divislabs have been awarded **ISO 9001, ISO-14001 and OHSAS -18001** certificates.

Number of **M. Pharmacy, B. Pharmacy, B.Tech (Chemical), B.SC (Chemistry), M.SC (Organic Chemistry), B.SC / M.SC (Microbiology)**students from various Universities and Institutions are expected to attend the "Pool Campus Drive"

**CAMPUS DRIVE DETAILS**

**Company:-Divis laboratories Limited**

**Job Location: HYDERABAD AND VIZAG**

**Eligibility :M. Pharmacy, B. Pharmacy, B.Tech (Chemical), B.SC (Chemistry), M.SC (Organic Chemistry), B.SC / M.SC (Microbiology)**

**Designation :Trainee – Chemist/Analyst**

**Salary :Candidates would be offered at 12,000 to 16,000 PM (Compensation is among best in the industry.**

**The candidates who join with Divislab will have bright career)**

**Date:-11<sup>th</sup>July 2018**

**Venue:-Annamacharya College of Pharmacy, Rajampet, YSR KadapaDist., Andhra Pradesh.**

We are hereby **requesting you to motivate your students to participate the campus drive and also to communicate the same to your known friends and respective graduates in mutual interest.Further, for any queries you may contact head of the Institution and our faculty placement in-charge**

**For More Details Contacts**

+91-9701978543,

+91-9959937906



  
**PRINCIPAL**  
**ANNAMACHARYA COLLEGE OF PHARMACY**  
**NEW BOYANAPALLI-516 126**  
**RAJAMPET, Kadapa Dist. A. P.**



25/7/18



Annamacharya College of Pharmacy &lt;ancpaet@gmail.com&gt;

### List of Shortlisted Candidates

Mahalakshmi K. <malalakshmi@divislabs.com>

To: "ancpaet@gmail.com" <ancpaet@gmail.com>, "saleemcology@gmail.com" <saleemcology@gmail.com>

Cc: "Subba Rao K." <ksr@divislabs.com>, Veerabhadram N <nvbhadram@divislabs.com>, Tulasi Ram B <tulasiram@divislabs.com>, Rajesh S- P&A <s.rajesh@divislabs.com>

To  
The Principal,

Annamacharya College Of Pharmacy,

New Boyanapalli ,

Rajampet,

Kadapa District- 516126.

Respected Madam,

Dear Dr.D.Swarnalatha Garu,

Please accept my sincere thanks for the opportunity provided us for carrying out a campus interview on 11.07.2018 at your esteemed college/University.

I am now glad to inform you that following candidates have been selected for employment in our organization. We congratulate all of them and welcome to work in World Class – API manu

S.No	Check List ID	Gender	Name of the Applicant	Status	Location	E.Qualification	Subject	Interview Place
1	32942	M	NarasapuramShafeer	QC (Microbiology)	Unit-1	M.Sc	Microbiology	Annamacharya Pharmacy College,Razanpet
2	33000	M	YelligandlaViswanath	QC	Unit-1	M.Pharmacy	PA&QA	Annamacharya Pharmacy College,Razanpet
3	33002	M	Sibyalavenkata Siva Prasad	QC	Unit-1	M.Pharmacy	PA&QA	Annamacharya Pharmacy College,Razanpet
4	33003	M	ShaikSiddipeer	Production	Unit-1	B-Pharmacy	B-Pharmacy	Annamacharya Pharmacy College,Razanpet
5	33005	M	MullaAbdulrabbani	Production	Unit-2	B-Pharmacy	B-Pharmacy	Annamacharya Pharmacy College,Razanpet
6	33007	M	KurubaAnjineyulu	Production	Unit-2	B-Pharmacy	B-Pharmacy	Annamacharya Pharmacy College,Razanpet
7	33009	M	VundelaGuru Surya Prakash Reddy	Production	Unit-2	B-Pharmacy	B-Pharmacy	Annamacharya Pharmacy College,Razanpet
8	33017	M	NTamilarasan	Production	Unit-2	M.Sc	General Chemistry	Annamacharya Pharmacy College,Razanpet
9	33020	M	SyedSadaq valli	Production	Unit-2	B-Pharmacy	B-Pharmacy	Annamacharya Pharmacy College,Razanpet
10	33022	M	MarganiSivaprasad	Production	Unit-1	B.Sc	Maths, Physics, Chemistry	Annamacharya Pharmacy College,Razanpet
11	33028	M	Mohanraj N	Production	Unit-2	M.Sc	Organic Chemistry	Annamacharya Pharmacy College,Razanpet
12	33030	M	ReddycherlaSriharsha	Production	Unit-2	B-Pharmacy	B-Pharmacy	Annamacharya Pharmacy College,Razanpet
13	33038	M	YerragudiChenchu Teja Varma	QA	Unit-2	M.Pharmacy	Drug Regulatory Affairs	Annamacharya Pharmacy College,Razanpet
14	33070	M	ValapaneniKarunakar	Production	Unit-2	B-Pharmacy	B-Pharmacy	Annamacharya Pharmacy College,Razanpet
15	33088	M	VallisabugariMahaboob Basha	Production	Unit-1	M.Sc	Organic Chemistry	Annamacharya Pharmacy College,Razanpet

The formal appointment orders will be posted to their residential address given in the Resume at the time of interview / test.

You may advise them to join in our manufacturing units as per the appointment order sent to them.

In case they did not receive, they may approach our Head Office situated at Gachibowli, Hyderabad and collect copy of the appointment order.

We take this opportunity to Congratulate you, for your relentless effort to make your students as competent to work.

Sincerely,

Rajesh Siripurepu(P&A)



*Shak*  
PRINCIPAL  
ANNAMACHARYA COLLEGE OF PHARMACY  
NEW BOYANAPALLI - 516 126  
RAJAMPET, ANNAMAYYA Dist. A.P.

DISCLAIMER

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To,

Date: 21.07.2018 ,

Mr. Yelligandla Viswanath  
S/o Ranganayakulu  
HNO :3/49,  
LandMark : Reddyvaripalem street,  
Post : Tadipatri,  
Mandal : Tadipatri,  
District : ANANTAPUR-515411.

Sub : Offer of Training.

With reference to your application and discussions had with you ,we are pleased to offer you one year training in QC Department at Unit - 1 situated at Lingo jigudem Village , Choutuppal Mandal , Nalgonda District on the following terms and conditions.

- 1) You will be on training for a period of one year from the date of reporting as a trainee and you will be paid a stipend of Rs.16000/- per month during the training period.
- 2) After Verification of your M.Pharmacy provisional certificate you will be paid stipend of Rs.18000/- per month from the 1st of the following month.
- 3) You will be required to undergo pre-training medical check-up. This offer of training is subject to your medical fitness and you will also be required to periodical medical checkup during the training period . If you are not found medically fit , your training will be terminated.
- 4) You are entitled to seven casual leaves and five sick leaves during training period. You will be covered under ESI Act, 1948
- 5) You will be given training at any of the company departments , branches & manufacturing units depending on the requirement at the sole discretion of management.
- 6) You shall forthwith intimate any change in your residential address as and when any change takes place.
- 7) In case , you want to discontinue your training before completion , you have to give three months prior notice in writing or you should pay three months stipend to the company.
- 8) You should submit for verification the original certificates pertaining to your age and educational qualifications i.e. SSC, Inter , B.Pharmacy & M.Pharmacy.
- 9) After completion of the training period the company at its sole discretion may or may not offer employment and no trainee shall have the right to demand absorption in employment of the company.
- 10) Your Training is liable for termination at any time without notice or enquiry if you are found indulging in any misconduct.
- 11) Your progress in training will be reviewed from time to time and if found unsatisfactory , your training will be terminated without notice.
- 12) You should submit the following at the time joining. a) 4 copies of post card size black & white group photo of the candidate with his/her dependent parents , and his/her spouse & children if married. b) 4 copies of stamp size colour photo of the candidate. c) A copy of Aadhar card yourself, Father, Mother and your Spouse and children if Married. d) A Copy of SBI savings bank account passbook.

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

You should report for training on or before 07.08.2018 , otherwise the offer of training will be treated as cancelled.

Yours sincerely,

For DIVI 'S LABORATORIES LTD

(K.SUBBA RAO)  
DEPUTY GENERAL MANAGER (P&A)

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

Y. Viswanath  
Signature.

Road Map: Hyderabad to Choutuppal - Bus available. Choutuppal to Lingo jigudem - Autos available. ☎:08694-257001

.....33000.....



PRINCIPAL  
ANNAMACHARYA COLLEGE OF PHARMACY  
NEW BOYANAPALLI - 516 126  
RAJAMPET, ANNAMAYYA Dist. A.P



To, Date : 21.07.2018 ,

Mr. Mulla Abdulrabbani  
S/o Abdulsubhan  
HNO :8-6-56,  
LandMark : Ramasubbareddy street,  
Post : Allagadda,  
Mandal : Allagadda,  
District : KURNOOL-518543.

**Sub : Offer of Training.**

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

- 1) You will be on training for a period of one year from the date of reporting as a trainee and you will be paid a stipend of Rs.16000/- per month during the training period.
- 2) You will be required to undergo pre-training medical check-up. This offer of training is subject to your medical fitness and you will also be required to periodical medical checkup during the training period . If you are not found medically fit , your training will be terminated.
- 3) You are entitled to seven casual leaves and five sick leaves during training period. You will be covered under ESI Act, 1948
- 4) You will be given training at any of the company departments , branches & manufacturing units depending on the requirement at the sole discretion of management.
- 5) You shall forthwith intimate any change in your residential address as and when any change takes place.
- 6) In case , you want to discontinue your training before completion , you have to give three months prior notice in writing or you should pay three months stipend to the company.
- 7) You should submit for verification the original certificates pertaining to your age and educational qualifications i.e. SSC, Inter & B.Pharmacy.
- 8) After completion of the training period the company at its sole discretion may or may not offer employment and no trainee shall have the right to demand absorption in employment of the company.
- 9) Your Training is liable for termination at any time without notice or enquiry if you are found indulging in any misconduct.
- 10) Your progress in training will be reviewed from time to time and if found unsatisfactory ,you training will be terminated without notice.
- 11) You should submit the following at the time joining. a) 4 copies of post card size black & white group photo of the candidate with his/her dependent parents , and his/her spouse & children if married. b) 4 copies of stamp size colour photo of the candidate. c) A copy of Aadhar card yourself, Father, Mother and your Spouse and children if Married. d ) A Copy of SBI savings bank account passbook.

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

You should report for training on or before 07.08.2018 , otherwise the offer of training will be treated as cancelled.

Yours sincerely,

For DIVI'S LABORATORIES LTD

  
(K.SUBBA RAO)  
DEPUTY GENERAL MANAGER (P&A)


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

Signature.

Road Map: Vizag to Tagarapuvalasa - Bus available. Tagarapuvalasa to Chippada - Autos available. ☎:08922 248917/927

.....33005.....



  
**PRINCIPAL**  
**ANNAMACHARYA COLLEGE OF PHARMACY**  
**NEW BOYANAPALLI - 516 126**  
**RAJAMPET, ANNAMAYYA Dist. A.P**

**SUPPORTING DOCUMENTS RELATED TO APPOINTMENT LETTERS  
OF THE STUDENTS PLACED DURING  
THE ACADEMIC YEAR 2017-2018**



# ANNAMACHARYA COLLEGE OF PHARMACY

New boyanapalli, Rajampet- 516126. Kadapa Dist A.P  
TRAINING AND PLACEMENT CELL

## PLACEMENT REPORT FOR THE ACADEMIC YEAR 2017-2018

### PLACEMENT REPORT

#### INDIAN HEALTHCARE BPO campus drive (06-06-2018)

Annamacharya College of Pharmacy is organized "ON CAMPUS DRIVE" on 06<sup>th</sup> June 2018 which bring together an opportunity for the INDIAN HEALTHCARE BPO and young job aspirants under the roof.

**Job Title:** MEDICAL CODING TRAINEE

**Job Location:** CHENNAI

**About INDIAN HEALTHCARE BPO:**

INDIAN HEALTHCARE BPO - The Training Division of iSource ITES Pvt Ltd., having its head Office in Chennai and branches in Bangalore, Vellore and Dharmapuri. They are fast growing Training and Placement Center in India and they are Giving Training with Job Placement in Healthcare BPO Sectors. INDIAN HEALTHCARE BPO strives to "develop careers" for Pharma, life science and medical graduate students in the Healthcare BPO industry.

➤ **Salient Features:**

Salary: 1.8 LPA

➤ **Eligible Qualification:** PHARMACY AND LIFESCIENCE GRADUATES.

➤ **Venue:** ANNAMACHARYA COLLEGE OF PHARMACY, RAJAMPET, YSR KADAPA DIST

➤ **Selection criteria:** Written Assessment ( Academic Knowledge ) followed by Interview

➤ **Total Selected candidates:** 07



## INVITATION

**CAMPUS PLACEMENT DRIVE**  
**ANNAMACHARYA COLLEGE OF PHARMACY**  
**New Boyanapalli, Rajampet-516126**

**ELIGIBILITY** B.Pharmacy, M.Pharmacy and BSc, MSc Degree (Life Science)

**COMPANY**



**Indian Healthcare BPO**

...training Division

**DATE** 06<sup>th</sup> JUNE 2018 **VENUE** Annamacharya College of Pharmacy, Rajampet

**Position** Medical Coder & Clinical Research **Salary** approximately Rs.13000 to Rs.15000 per month.

**Assessment / Interview Process** Written Assessment, Personal Interview, Technical Interview

**CONTACT NUMBER** Dr. T.S. M. Saleem, Placement cell in-charge, ANCP +91-9701978543

The interested candidates are requested to mail their resume to [ancplacement@outlook.com](mailto:ancplacement@outlook.com) on or before **05/06/2018**.



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NEW BOYANAPALLI-516 126  
RAJAMPET, Kadapa Dist. A. P.





# ANNAMACHARYA COLLEGE OF PHARMACY

New boyanapalli, Rajampet- 516126. Kadapa Dist A.P  
TRAINING AND PLACEMENT CELL

## PLACEMENT REPORT

### AEON FORMULATIONS PVT LTD. campus drive (12-08-2017)

Annamacharya College of Pharmacy is organized "ON CAMPUS DRIVE" on 12<sup>th</sup> Aug 2017 which bring together an opportunity for the AEON FORMULATIONS PVT LTD and young job aspirants under the roof.

**Job Title:** TRAINEE QC

**Job Location:** CHENNAI

#### About AEON FORMULATIONS PVT LTD:

- Aeon is an Indian pharmaceutical company based in Chennai. Aeon manufactures and markets a wide range of pharmaceutical products in India and overseas. The company has over 270 formulations. We manufacture drugs, critical care and biotechnology products. Aeon has to its credit a WHO, GMP, ISO 9001, 14001, 18001, 22000 & FDA certified. Aeon plant is approved by HALAL & KOSHER. AEON is devoted to innovation, manufacture, co-market and export of Pharmaceuticals, Nutritionals, Cosmeceuticals, Ayurceuticals specialities and also hospital products for Humans and Animals. We have started manufacturing even oncology products. AEON continues to care for prevention and cure and offers efficient service with excellent expertise. The company has its origin deep-rooted in the history of Indian Pharmaceutical Industry, having spent almost two decades till now. AEON is involved in the manufacturing of Finished Dosage Forms for its own marketing as generics & branded generics, contract development and manufacturing also for co-marketing.
- **Salient Features:**
- **Salary:** 1.8 LPA
- **Eligible Qualification:** PHARMACY AND LIFESCIENCE GRADUATES.
- **Venue:** ANNAMACHARYA COLLEGE OF PHARMACY, RAJAMPET, YSR KADAPA DIST
- **Selection criteria:** Written Assessment ( Academic Knowledge ) followed by Interview
- **Registered candidates:** 08
- **Total Selected candidates:** 06



PRINCIPAL:  
ANNAMACHARYA COLLEGE OF PHARMACY  
NEW BOYANAPALLI-516 126  
RAJAMPET, Kadapa Dist. A. P.





# ANNAMACHARYA COLLEGE OF PHARMACY

New boyanapalli, Rajampet- 516126. Kadapa Dist A.P  
TRAINING AND PLACEMENT CELL

## INVITATION



**OFF CAMPUS PLACEMENT DRIVE  
ANNAMACHARYA COLLEGE OF PHARMACY  
New Boyanapalli, Rajampet-516126**

**ELIGIBILITY** Pharmacy and Life science graduates



**Aeon  
Formulations  
Pvt Ltd.**

**Salary : 1.8 LPA**

**DATE** 12<sup>th</sup> Aug 2017 **VENUE** Annamacharya  
College of  
Pharmacy, Rajampet

**Designation** Trainee QC  
& Job Summary: Analysis of compounds by  
**Job** using equipments, preparation of SOP,  
**Summary** Calibration of instruments.

**Assessment / Interview Process** Written Assessment ( Academic  
Knowledge ) followed by Interview

**CONTACT NUMBER** Dr. T.S.M. Saleem - +91-9542338285,  
Mr.M. Madhu - +91-9985025120,  
Mr.P.Venkatesh - +91-9515097881

**The interested candidates are requested to bring 2 set  
of resume along with copy of educational certificates**



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NEW BOYANAPALLI, RAJAMPET-516126  
KADAPA DIST. A. P.



# ANNAMACHARYA COLLEGE OF PHARMACY

New boyanapalli, Rajampet- 516126. Kadapa Dist A.P  
TRAINING AND PLACEMENT CELL

## PLACEMENT REPORT

### Excelra Knowledge Solutions (A GVK Biosciences Company) pool campus drive (10-08-2017)

Annamacharya College of Pharmacy is organized "POOL CAMPUS DRIVE" on 10<sup>th</sup> Aug 2017 which bring together an opportunity for the Excelra Knowledge Solutions (A GVK Biosciences Company) and young job aspirants under the roof.

**Job Title:** Junior Research Analyst

**Job Location:** HYDERABAD

**About Excelra Knowledge Solutions:**

Excelra Knowledge Solutions (A GVK Bio Company) Estd 2001, Asia's leading Informatic Solutions Company that leverages its extensive scientific knowledge base, technology and relevant domain expertise to provide intelligent data and analytic solutions to customers globally.

➤ **Salient Features:**

**Salary:** Candidates would be offered at 12,000 PM ( Gross Salary ) + 4,000 (Performance Bonus) + Incentives for a contract of 6 months on third party payroll.

➤ **Eligible Qualification:** B Pharmacy, M Pharmacy & Pharm D with 60 % aggregate.

➤ **Venue:** ANNAMACHARYA COLLEGE OF PHARMACY, RAJAMPET, YSR KADAPA DIST

➤ **Selection criteria:** Written Assessment ( Academic Knowledge ) followed by Interview

➤ **Registered candidates:** 37

➤ **Total Selected candidates:** 11



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NEW BOYANAPALLI-516 126  
RAJAMPET, Kadapa Dist, A. P.





# ANNAMACHARYA COLLEGE OF PHARMACY

New boyanapalli, Rajampet- 516126. Kadapa Dist A.P  
TRAINING AND PLACEMENT CELL

## INVITATION



**OFF CAMPUS PLACEMENT DRIVE**  
**ANNAMACHARYA COLLEGE OF PHARMACY**  
**New Boyanapalli, Rajampet-516126**

**ELIGIBILITY** B.Pharm, M.Pharm and Pharm.D, Pharm.D (PB)  
with 60 % aggregate



**COMPANY**

**Excelra  
Knowledge  
Solutions  
(A GVK  
Biosciences  
Company)**

**Salary** : Candidates  
would be offered at  
**12,000 PM (Gross  
Salary ) + 4,000  
(Performance  
Bonus) + Incentives**  
for a contract of 6  
months on third  
party payroll.

**DATE** 10<sup>th</sup> Aug 2017 **VENUE** Annamacharya  
College of  
Pharmacy, Rajampet

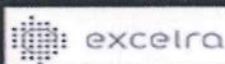
**Designation  
&  
Job  
Summary** **Junior Research Analyst**  
Job Summary: Curation of scientific data  
available in literature into structured format  
which will be further used to develop a  
database.

**Assessment / Interview  
Process** Written Assessment ( Academic  
Knowledge ) followed by Interview

**CONTACT  
NUMBER** Dr. T.S.M. Saleem - +91-9542338285,  
Mr. M. Madhu - +91-9985025120,  
Mr.P.Venkatesh - +91-9515097881

**The interested candidates are requested to bring 2 set  
of resume along with copy of educational certificates**

Excelra Knowledge Solutions (A GVK Biosciences Company)



## Off Campus Drive



Hearty welcome  
to  
HR Team Members

10<sup>th</sup> Aug  
2017  
10.00 AM  
onwards

ANCP  
Seminar  
Hall

Mr. S Venkatesh ( Human Resources )  
Mr. Anil Kumar M ( Senior Manager )  
Mr. Gopal Krishna A ( Manager )  
Mr. Srinivas D ( Research Analyst )  
Mr. Pranay A ( Research Analyst )



### ANNAMACHARYA COLLEGE OF PHARMACY

SPONSORED BY ANNAMACHARYA EDUCATIONAL TRUST  
New Boyanapalli, Rajampet-516126, YSR Kadapa Dist, A.P., India



*shk*  
**PRINCIPAL**  
ANNAMACHARYA COLLEGE OF PHARMACY  
NEW BOYANAPALLI-516 126  
RAJAMPET, Kadapa Dist. A. P.



# ANNAMACHARYA COLLEGE OF PHARMACY

New boyanapalli, Rajampet- 516126. Kadapa Dist A.P  
TRAINING AND PLACEMENT CELL

## PLACEMENT REPORT

### GVK Biosciences campus drive (05-07-2017)

Annamacharya College of Pharmacy is organized "ON CAMPUS DRIVE" on 05<sup>th</sup> July 2017 which bring together an opportunity for the GVK Biosciences Company and young job aspirants under the roof.

**Job Title:** RESEARCH ASSISTANT TRAINEE

**Job Location:** HYDERABAD

**About GVK Biosciences:**

➤ **GVK Biosciences (GVK BIO)** is one of Asia's leading Discovery Research and Development organizations. **GVK BIO** provides a broad spectrum of services, across the R&D and manufacturing value chain with a focus on speed and quality. **GVK BIO** capabilities include Integrated Programs, Discovery Services, Clinical Development, Contract Manufacturing, Formulations and Informatics. They are going to recruit the students from your respective college for their company.

➤ **Salient Features:**

**Salary:** Candidates would be offered at 12,000 PM ( Gross Salary ) + 4,000 (Performance Bonus)

**Eligible Qualification:** B Pharmacy, M Pharmacy & Pharm D

**Venue:** ANNAMACHARYA COLLEGE OF PHARMACY, RAJAMPET, YSR KADAPA DIST

**Selection criteria:** Written Assessment ( Academic Knowledge ) followed by Interview

➤ **Registered candidates:** 12

➤ **Total Selected candidates:** 08



**PRINCIPAL**  
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**NEW BOYANAPALLI-516 126**  
**RAJAMPET, Kadapa Dist. A. P.**





# ANNAMACHARYA COLLEGE OF PHARMACY

New boyanapalli, Rajampet- 516126. Kadapa Dist A.P  
TRAINING AND PLACEMENT CELL



## **INVITATION** **OFF CAMPUS PLACEMENT DRIVE** **ANNAMACHARYA COLLEGE OF PHARMACY** **New Boyanapalli, Rajampet-516126**

**ELIGIBILITY** B.Pharm, M.Pharm and Pharm.D, Pharm.D (PB)  
with 60 % aggregate

**GVK BIO**  
Accelerating Research

**COMPANY**

**GVK**  
**Biosciences**

**Salary :** Candidates  
would be offered at  
**12,000 PM (Gross  
Salary ) + 4,000  
(Performance  
Bonus)**

**DATE** 5<sup>th</sup> July 2017 **VENUE** Annamacharya  
College of  
Pharmacy, Rajampet

**Designation  
&  
Job  
Summary** **Research Assistant Trainee**  
Job Summary: Curation of scientific data  
available in literature into structured format  
which will be further used to develop a  
database.

**Assessment / Interview  
Process** Written Assessment ( Academic  
Knowledge ) followed by Interview

**CONTACT  
NUMBER** Dr. T.S.M. Saleem - +91-9542338285,  
Mr. M. Madhu - +91-9985025120,  
Mr.P.Venkatesh - +91-9515097881

**The interested candidates are requested to bring 2 set  
of resume along with copy of educational certificates**



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**ANNAMACHARYA COLLEGE OF PHARMACY**  
**NEW BOYANAPALLI-516 126**  
**RAJAMPET, Kadapa Dist. A. P.**



11<sup>th</sup> June, 2018

Ms. Nuthalapati Ramya  
No. 11-3-22, Chinthra Vari St,  
Kavali Nellore,  
Andhra Pradesh - 524201.

Dear Ramya,

This has reference to your application for employment in our Organization. We are pleased to appoint you as “Clinical Pharmacist” in the Medical Services Department at our Gleneagles Global Health City Chennai, with effect from 11<sup>th</sup> June, 2018 on the following terms and conditions:

1. Please find enclosed your Compensation Structure ( Annexure A )
2. Payment of remuneration will be subject to policies, rules and regulations of the Company, as applicable from time to time.
3. We wish to once again remind you that your salary and service terms are STRICTLY CONFIDENTIAL between you and the Company and it is expected that you shall maintain this confidentiality at all times and not share the details of your terms with other people including co-employees. Please do remember that any breach of the same would be viewed very seriously.
4. You shall abide and be bound by the establishment’s Service Rules as these Service Rules shall form part of this contract of employment. You will also carry out and abide by any instruction, House Rules and Office Orders issued by the Management from time to time.
5. You will be on probation for a period of Six months from the date of your appointment. Termination can be effected by a notice period of 30 days by either side. Any shortfall in the notice period will be compensated proportionately from your last drawn salary. The probation period may be reduced or extended if necessary based on your performance. On satisfactory completion of your probation period you shall be eligible for confirmation in the service of the Company and the same will be communicated to you in writing. In case you do not receive this written communication, your status will remain that of probationer.
6. Either side will be entitled to terminate the employment relationship without assigning any reason, by giving **one month notice in writing or payment in lieu of the notice period**. During the notice period given by you, you are required to compulsorily serve the Organization unless the same is specifically relaxed or waived by the Company.

In case you leave our employment without giving notice, we shall have the right to deduct an amount equivalent to the notice period of **one month gross salary** from any amount that may be payable to you or call upon to make the payment in lieu of shortfall in notice period, besides taking action for breach of contract.

7. During your employment with the Company, the Company may, at any time, at its sole discretion station you in any other existing or new location in India. The Company shall also be entitled at any time to transfer you to any of its Affiliates, Subsidiaries or Sister Companies with or without any changes to the terms and conditions and you shall comply with all directions and instructions in that regard.



*Shah*  
PRINCIPAL  
ANNAMACHARYA COLLEGE OF PHARMACY  
NEW BOYANAPALLI - 516 126  
RAJAMPET, ANNAMAYYA Dist. A.P.

A Unit of Ravindranath GE Medical Associates Pvt. Ltd.

Registered office: Plot No. 439, Cheran Nagar Perumbakkam, Chennai - 600100, Tamil Nadu, India | CIN: U85110TN1998PTC093106

B E N G A L U R U | C H E N N A I | H Y D E R A B A D | M U M B A I

35





8. You will keep the Management informed of any change in your residential address/ mobile phone number. In case of your inability to do so, any communication sent at the address available with the Management will be deemed to have been served on you
9. You shall devote your whole time and attention to your employment with the Company and shall discharge your duties such that you undertake not to engage yourself directly or indirectly with, or without remuneration in any other employment, service or calling of any nature whatsoever without written permission from the Company.
10. You will not at any time without the consent in writing of the Company during the term of your service with the Company or after the termination of service by notice, discharge or otherwise, make known or divulge in any manner whatsoever any information which, while in the service of the Company you have acquired as secret information concerning the technical processes, patents, transactions, finances or affairs of the Company. In addition, you shall be bound by the decision of the Company in regard to publications written or otherwise, of any work with which you may be associated. It is, however, mutually agreed that this undertaking shall in no way affect your right to make use of the general knowledge and skill, which you have acquired in the service of the Company.
11. If you or your dependant family members currently and during the tenure of employment have a financial/gainful interest in any business with GLENEAGLES GLOBAL GROUP OF COMPANIES, then it would be obligatory on your part to make a written declaration to this effect to the Management. In future, if you or your dependent family members enter into any such business, the same may be informed immediately to the Company.
12. If at any time you shall, by your conduct, render yourself incompetent to perform your duties or if you should be dishonest, disobedient, intemperate, irregular in attendance, commit, any act subversive of discipline and good conduct or an act unbecoming of an employee, any breach of the terms of your appointment or any of its stipulations herein contained, the Company shall, without prejudice to any of its rights under the terms herein be entitled to terminate your employment forthwith without notice or payment in lieu of notice and to deduct from your salary or other emoluments (if any) then due to you, the amount of any loss the Company may have sustained.
13. You can also be subjected to the Company's medical examination by our Medical Consultant from time to time during the course of your employment and the continuance of your appointment shall be subject to your being medically fit.
14. The date of birth entered by you in the service records of the Company at the commencement of your employment will be binding and conclusive and you will not be entitled to raise any dispute later on the date of birth so recorded so as to seek continuation in service or for monetary benefits.
15. It is a condition of your employment with the Company that you will retire from the services of the Company on attaining the age of 60 years, without notices whatsoever from the company in this regard.
16. Upon leaving the employment of the Company, you shall not take with you any properties, formulae, drawing, blue print or other reproduction or any other data, tables, calculations, letters or other documents of any other writing or copy of writing of any nature whatsoever pertaining to the business of the Company. You shall also not retain any copies or reproduction of any documents in physical, electronic or any format relating to the affairs of the Company.



*Sh*  
PRINCIPAL  
ANNAMACHARYA COLLEGE OF PHARMACY  
NEW BOYANAPALLI - 516 126  
RAJAMPET ANNAMAYYA Dist. A.P.

A Unit of Ravindranath GE Medical Associates Pvt. Ltd.

Registered office: Plot No. 439, Cheran Nagar Perumbakkam, Chennai - 600 100, Tamil Nadu, India | CIN: U85110TN1998PTC093106

B E N G A L U R U | C H E N N A I | H Y D E R A B A D | M U M B A I



17. It is agreed that it shall be open to the Company from time to time, to add and/or to modify any remuneration, benefit, facility, or perquisite that may have been extended to you, on a review of the Company's functioning, finances and prospects and your performance and that you shall be bound by the Company's decision in this regard.
18. On ceasing to be in the employment of the Company you shall return forthwith all the properties of the Company that are entrusted at the time of employment and/or during the course of employment with the Company.
19. Any cause of action for the dispute arising out of the Contract of Employment between the Company and the Employee shall lie in the Court of Chennai City only.
20. If at any time, it is realized that the particulars, testimonials and the information furnished by you at the time of your selection and appointment are false, your services will be liable to be terminated on that count.
21. We wish to draw your attention to the fact that Gleneagles Global Hospitals Ltd., has an Anti Sexual Harassment Policy that is being followed at all hospital units. Please ensure that you kindly go through it carefully to acquaint yourself with it.

You are requested to please signify your acceptance of the terms and conditions hereinabove by signing and returning to us the duplicate copy of this letter.

We look forward to a long and mutually beneficial association.

Yours cordially,

For Gleneagles Global Health City, Chennai  
(A PARKWAY PANTAI ENTERPRISE)

Sachin Nair  
Deputy General Manager – HR

I accept the above terms and conditions

-----  
(Name & Signature)



PRINCIPAL  
ANNAMACHARYA COLLEGE OF PHARMACY  
NEW BOYANAPALLI - 516 126  
RAJAMPET, ANNAMAYYA Dist. A.P.





# INVITATION

## CAMPUS PLACEMENT DRIVE

**ANNAMACHARYA COLLEGE OF PHARMACY**

**New Boyanapalli, Rajampet-516126**

### ELIGIBILITY

B.Pharmacy, M.Pharmacy and BSc, MSc Degree (Life Science)

### COMPANY



**Indian Healthcare BPO**

....training Division

### DATE

06<sup>th</sup> JUNE  
2018

### VENUE

Annamacharya College of Pharmacy,  
Rajampet

### Position

Medical Coder &  
Clinical Research

Salary approximately Rs. **13000 to**  
Rs. **15000 per month.**

### Assessment / Interview Process

Written Assessment, Personal Interview,  
Technical Interview

### CONTACT NUMBER

**Dr. T.S. M. Saleem, Placement cell in-charge, ANCP**  
**+91-9701978543**

The interested candidates are requested to mail their resume to  
**[ancpplacement@outlook.com](mailto:ancpplacement@outlook.com)** on or before **05/06/2018**.



**Training & Placement Cell**  
**ANNAMACHARYA COLLEGE OF PHARMACY**

New Boyanapalli, Rajampet, CuddapahDist, 516 126, A.P

**INVITATION FOR ON CAMPUS PLACEMNT DRIVE**

Hearty Pranams,

Date: 01-06-2018

Dear Sir/Madam,

We are pleased to inform you that the Annamacharya College of Pharmacy is organized "**ON CAMPUS DRIVE**" on **06<sup>th</sup> June 2018** which bring together an opportunity for the **INDIAN HEALTHCARE BPO** and young job aspirants under the roof.

**INDIAN HEALTHCARE BPO** - The Training Division of iSource ITES Pvt Ltd., having its head Office in Chennai and branches in Bangalore, Vellore and Dharmapuri. They are fast growing Training and Placement Center in India and they are Giving Training with Job Placement in Healthcare BPO Sectors.

**INDIAN HEALTHCARE BPO** strives to "develop careers" for Pharma, life scienceand medical graduate students in the Healthcare BPO industry.

Number of Pharma, life scienceand medical graduate studentsfrom various Universities and Institutions are expected to attend the "**OFF CAMPUS DRIVE**".

**CAMPUS DRIVE DETAILS**

**Company:- INDIAN HEALTHCARE BPO**

**Job Location: CHENNAI**

**Mode of Selection : Written test and Personal Interview**

**Eligibility : B.Pharmacy, M.Pharmacy and BSc, MSc Degree (Life Science)**

**Designation : MEDICAL CODING TRAINEE**

**Salary :Candidates 1.8 LPA**

**Date:- 06<sup>th</sup> June 2018**

**Venue:-**Annamacharya College of Pharmacy, Rajampet, YSR Kadapa Dist., Andhra Pradesh.


We are hereby requesting you to motivate your students to participate the campus drive. Further, for any queries you may contact head of the Institution and our faculty placement in-charge

**Contact number:**

**Dr. T.S.M. Saleem – +91-9542338285,**

**Mr. M. Madhu - +91-9985025120**



  
**PRINCIPAL**  
**ANNAMACHARYA COLLEGE OF PHARMACY**  
**NEW BOYANAPALLI-516 126**  
**RAJAMPET, Kadapa Dist. A. P.**



**Indian Healthcare BPO**

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**Greetings from Indian Healthcare BPO**

**DEAR KULAYAPPA JARIPITI**

**Sub: Offer for the position of MEDICAL CODING TRAINEE**

Dear Candidate,

With reference to your application and subsequent interview you had with us for Medical Coding, we are pleased to assure your placement after your ten days training with us in Chennai Premises.

Salary will be Rs.13000/- to Rs.15000/- (Based upon training performance)

You are to report at the following Address for joining on 06/06/2018

**INDIAN HEALTHCARE BPO  
#107, 3<sup>rd</sup> Floor, Usman Road,  
T.Nagar, Chennai – 600 017**

You are requested to bring the following documents (Xerox) at the time of joining

1. Address proof (Passport / Ration Card, etc)
2. Photo ID Proof (Passport / Pan Card / Voter ID, etc)
3. 1 Passport size recent color photo
4. Resume

Confirm your acceptance by signing and returning a copy of this letter (duly filled).

**Do call us @ 9677216666 / 7200035525 for clarifications**

HR Sign



**PRINCIPAL  
ANNAMACHARYA COLLEGE OF PHARMACY  
NEW BOYANAPALLI - 516 126  
RAJAMPET, ANNAMAYYA Dist. A.P**





**Indian Healthcare BPO**

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**Greetings from Indian Healthcare BPO**

**DEAR NAVEENA MUMMASANI**

**Sub: Offer for the position of MEDICAL CODING TRAINEE**

Dear Candidate,

With reference to your application and subsequent interview you had with us for Medical Coding, we are pleased to assure your placement after your ten days training with us in Chennai Premises.

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HR Sign



**PRINCIPAL**  
**ANNAMACHARYA COLLEGE OF PHARMACY**  
**NEW BOYANAPALLI - 516 126**  
**RAJAMPET, ANNAMAYYA Dist. A.P.**





**Indian Healthcare BPO**

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**Greetings from Indian Healthcare BPO**

**DEAR SREEKANTH REDDY ARAVA**

**Sub: Offer for the position of MEDICAL CODING TRAINEE**

Dear Candidate,

With reference to your application and subsequent interview you had with us for Medical Coding, we are pleased to assure your placement after your ten days training with us in Chennai Premises.

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HR Sign



**PRINCIPAL  
ANNAMACHARYA COLLEGE OF PHARMACY  
NEW BOYANAPALLI - 516 126  
RAJAMPET, ANNAMAYYA Dist. A.P**



**Indian Healthcare BPO**

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**Greetings from Indian Healthcare BPO**

**DEAR NIRANJAN KUMAR REDDY KOPPALA**

**Sub: Offer for the position of MEDICAL CODING TRAINEE**

Dear Candidate,

With reference to your application and subsequent interview you had with us for Medical Coding, we are pleased to assure your placement after your ten days training with us in Chennai Premises.

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HR Sign



**PRINCIPAL  
ANNAMACHARYA COLLEGE OF PHARMACY  
NEW BOYANAPALLI - 516 126  
RAJAMPET, ANNAMAYYA Dist. A.P**



**Indian Healthcare BPO**

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Greetings from Indian Healthcare BPO

**DEAR NAGA YOGENDRA KATUR**

Sub: Offer for the position of MEDICAL CODING TRAINEE

Dear Candidate,

With reference to your application and subsequent interview you had with us for Medical Coding, we are pleased to assure your placement after your ten days training with us in Chennai Premises.

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**PRINCIPAL**  
**ANNAMACHARYA COLLEGE OF PHARMACY**  
NEW BOYANAPALLI - 516 126  
RAJAMPET, ANNAMAYYA Dist. A.P





**Indian Healthcare BPO**

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**Greetings from Indian Healthcare BPO**

**DEAR VEERANARAPPA KONANKI**

**Sub: Offer for the position of MEDICAL CODING TRAINEE**

Dear Candidate,

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HR Sign

**PRINCIPAL  
ANNAMACHARYA COLLEGE OF PHARMACY  
NEW BOYANAPALLI - 516 126  
RAJAMPET, ANNAMAYYA Dist. A.P**







**Indian Healthcare BPO**

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**Greetings from Indian Healthcare BPO**

**DEAR SWAPNA PASALA**

**Sub: Offer for the position of MEDICAL CODING TRAINEE**

Dear Candidate,

With reference to your application and subsequent interview you had with us for Medical Coding, we are pleased to assure your placement after your ten days training with us in Chennai Premises.

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4. Resume

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**Do call us @ 9677216666 / 7200035525 for clarifications**

HR Sign

**PRINCIPAL  
ANNAMACHARYA COLLEGE OF PHARMACY  
NEW BOYANAPALLI - 516 126  
RAJAMPET, ANNAMAYYA Dist. A.P**



**JNTUA - Pharmacy - Bioclinica Pool Drive - Regarding.**

dirap office &lt;dirap.office@jntua.ac.in&gt;

Tue 24-Apr-18 4:21 PM

To: placement.bhanukiran@gmail.com <placement.bhanukiran@gmail.com>; somu.reddyvaru@gmail.com <somu.reddyvaru@gmail.com>; sivasaikiran143@gmail.com <sivasaikiran143@gmail.com>; ancplacement@outlook.com <ancplacement@outlook.com>; svcpp@vidyanikethan.edu <svcpp@vidyanikethan.edu>; subhashis.ooty@gmail.com <subhashis.ooty@gmail.com>; nasveen@gmail.com <nasveen@gmail.com>; principalkvsrip@gmail.com <principalkvsrip@gmail.com>

Dear Sir/Madam,

Greetings from JNTUA, Ananthapuramu

Bioclinica campus selection pool drive for the Pharmacy students of JNTUA is scheduled on **02-05-18 (Wednesday)**.

Request to note the date change.

The process is as detailed below:

Time	Event Description
9:00 AM	Introduction
9:15 AM	English Narrative Writing
10:00 AM	Group Discussion
11:30 AM	English Aptitude Writing & PV Technical Writing
12:30 PM – 5:00 PM	Technical Interviews

**Venue: Auditorium, JNTUA CE, Ananthapuramu**

Note : The remaining technical interviews if any would be continued on the next day i.e., on 3<sup>rd</sup> May 18.

The candidates may be informed to prepare well with topics related to Pharmacology. Request not to share my contact details on whatsapp.

You may please reach out to me in case of any queries.

Thanks & Regards,  
Prof. V. Sumalatha  
Director,  
Industrial Relations & Placements  
JNTUA  
Ananthapuramu-515002.  
Phone: 08554273007



*[Handwritten Signature]*  
PRINCIPAL  
ANNAMACHARYA COLLEGE OF PHARMACY  
NEW BOYANAPALLI - 516 126  
RAJAMPET, ANNAMAYYA Dist. A.P



**JNTUA - Bioclinica Campus Drive - List of Selected students.**

dirap.office &lt;dirap.office@jntua.ac.in&gt;

Wed 09-May-18 10:36 AM

To: directorotri@jntua.ac.in <directorotri@jntua.ac.in>; principal.M7@jntua.ac.in <principal.M7@jntua.ac.in>; Balaji College of Pharmacy T1 <principal.T1@jntua.ac.in>; Creative Educational Societys College of Pharmacy Y0 <principal.Y0@jntua.ac.in>; Dr.K.V.Subba Reddy Institute of Pharmacy ER <principal.ER@jntua.ac.in>; Fathima Institute of Pharmacy FN <principal.FN@jntua.ac.in>; Gokula Krishna College of Pharmacy Z7 <principal.Z7@jntua.ac.in>; Jagans College of Pharmacy Y1 <principal.Y1@jntua.ac.in>; Krishna Teja Pharmacy College AF <principal.AF@jntua.ac.in>; Mahathi College of Pharmacy HW <principal.HW@jntua.ac.in>; Narayana Pharmacy College 4Q <principal.4Q@jntua.ac.in>; principal.G9@jntua.ac.in <principal.G9@jntua.ac.in>; P.Rami Reddy Memorial College of Pharmacy 44 <principal.44@jntua.ac.in>; Prabhath Institute of Pharmacy 4R <principal.4R@jntua.ac.in>; Raghavendra Institute of Pharmaceutical and Research L8 <principal.L8@jntua.ac.in>; Raos College of Pharmacy P2 <principal.P2@jntua.ac.in>; principal.DM@jntua.ac.in <principal.DM@jntua.ac.in>; S.Chaavan College of Pharmacy CN <principal.CN@jntua.ac.in>; Saastra College of Pharmaceutical Educational and Research DK <principal.DK@jntua.ac.in>; Safa College of Pharmacy Q2 <principal.Q2@jntua.ac.in>; Cc: placement.bhanukiran@gmail.com <placement.bhanukiran@gmail.com>; somu.reddyvaru@gmail.com <somu.reddyvaru@gmail.com>; siva saikiran <sivasaikiran143@gmail.com>; ancpplacement@outlook.com <ancpplacement@outlook.com>; SVCP Principal <svcpp@vidyanikethan.edu>; Seven Hills College of Pharmacy Tirupati <subhashish.ooty@gmail.com>; navaneetha krishnan <navveen@gmail.com>; Principal <principalkvsrip@gmail.com>

Dear Sir/Madam,

Greetings from JNTUA, Ananthapuramu


Thanks for the support extended to us in organizing Bioclinica Pool drive in the University campus on 2nd & 3rd May,2018.  
Please find below for the details of selected students. Offer letters to the selected candidates will be released in due course of time.

SI No	Candidate Name	Qualification	College Name	Mobile No	E-mail ID
1	P Deepika	Pharm D	Sri Vidyanikethan College of Pharmacy	8341087514	<a href="mailto:deepika.porala@gmail.com">deepika.porala@gmail.com</a>
2	Lavanya Jangam	Pharm D	P Ramireddy College of Pharmacy	9110548992	<a href="mailto:lavi.jangam@gmail.com">lavi.jangam@gmail.com</a>
3	Jeevana Sravanthi	Pharm D	P Ramireddy College of Pharmacy	8978098219	<a href="mailto:jeevanasravanthi1395@gmail.com">jeevanasravanthi1395@gmail.com</a>
4	M Harikrishna	B Pharmacy	RIPER	9160559314	<a href="mailto:masudiharikrishna@gmail.com">masudiharikrishna@gmail.com</a>
5	Vishnu Sai	B Pharmacy	RIPER	7032127427	<a href="mailto:tsaivishnu345@gmail.com">tsaivishnu345@gmail.com</a>
6	Raghu S	M Pharmacy	JNTUA - OTPRI	8885304065	<a href="mailto:Singanamalraghu@gmail.com">Singanamalraghu@gmail.com</a>
7	K. Siva Kumari	B Pharmacy	JNTUA - OTPRI	9676831590	<a href="mailto:sivakumarikumhari@gmail.com">sivakumarikumhari@gmail.com</a>
8	K Pavan Kumar	M Pharmacy	RIPER	8886225979	<a href="mailto:kondapragaturu5650@gmail.com">kondapragaturu5650@gmail.com</a>
9	Padma A	M Pharmacy	JNTUA - OTPRI	9573330737	<a href="mailto:akkimipadma@gmail.com">akkimipadma@gmail.com</a>
10	Giri Manasa Sai	B Pharmacy	RIPER	8639246254	<a href="mailto:bkgjirimanasasai@gmail.com">bkgjirimanasasai@gmail.com</a>
11	Sravani S	B Pharmacy	JNTUA - OTPRI	9154763812	<a href="mailto:sunkusravani1996@gmail.com">sunkusravani1996@gmail.com</a>
12	Mounika S	B Pharmacy	JNTUA - OTPRI	9676626356	<a href="mailto:monicasonu5158@gmail.com">monicasonu5158@gmail.com</a>
13	Priyanka B	M Pharmacy	JNTUA - OTPRI	8096628656	<a href="mailto:priyankaotri07@gmail.com">priyankaotri07@gmail.com</a>
14	Mamatha P	M Pharmacy	JNTUA - OTPRI	7893320351	<a href="mailto:mammu.chitti01@gmail.com">mammu.chitti01@gmail.com</a>
15	B N Pallavi	Pharm D	RIPER	9966866936	<a href="mailto:bnpallavi9@gmail.com">bnpallavi9@gmail.com</a>
16	Manogna	Pharm D	RIPER	9440566145	<a href="mailto:nmanogna.9@gmail.com">nmanogna.9@gmail.com</a>
17	S Sucharitha	M Pharmacy	Annamacharya College of Pharmacy	9000375045	<a href="mailto:sucharitha0000@gmail.com">sucharitha0000@gmail.com</a>
18	Mohammed Ghouse	M Pharmacy	Sri Vidyanikethan College of Pharmacy	8519887634	<a href="mailto:ghousesam61@gmail.com">ghousesam61@gmail.com</a>
19	Gowthami Nelluri	Pharm D	RIPER	8919125767	<a href="mailto:priyankanelluri.dr@gmail.com">priyankanelluri.dr@gmail.com</a>
20	E Meena	Pharm D	CES College of Pharmacy	9676816815	<a href="mailto:Meena_Dr.pharmacy@gmail.com">Meena_Dr.pharmacy@gmail.com</a>
21	P Venkata Sravan Kumar	Pharm D	CES College of Pharmacy	9494291158	<a href="mailto:piduruvenkat@gmail.com">piduruvenkat@gmail.com</a>
22	Vinay V	Pharm D	Seven Hills College of Pharmacy	8581692662	<a href="mailto:vinayvannurappagari@gmail.com">vinayvannurappagari@gmail.com</a>
23	A Surekha	Pharm D	CES College of Pharmacy	8886434291	<a href="mailto:surekharoyal1993@gmail.com">surekharoyal1993@gmail.com</a>
24	Sudha Chandra	Pharm D	Annamacharya College of Pharmacy	8500377103	<a href="mailto:burepallichandra@gmail.com">burepallichandra@gmail.com</a>
25	Sreeram VG	Pharm D	P Ramireddy College of Pharmacy	9491433496	<a href="mailto:Sreeramguru26@gmail.com">Sreeramguru26@gmail.com</a>
26	P. Harshini	B Pharmacy	JNTUA - OTPRI	9491157694	<a href="mailto:chinniharshini24@gmail.com">chinniharshini24@gmail.com</a>
27	Shaik Mahaboobjan	B Pharmacy	RIPER	9581341901	<a href="mailto:mahaboobjan.shaik786@gmail.com">mahaboobjan.shaik786@gmail.com</a>

Hearty congrtulations to all the selects!!!

Looking forward for your wholehearted cooperation and support in future events.

Thanks & Regards,  
Prof. V.Sumalatha  
Director,  
Industrial Relations & Placements  
JNTUA

  
**PRINCIPAL**  
**ANNAMACHARYA COLLEGE OF PHARMACY**  
**NEW BOYANAPALLI - 516 126**  
**RAJAMPET, ANNAMAYYA Dist. A.P**

9/23/21, 1:46 PM

Mail - Annamacharya College of Pharmacy - Outlook

Ananthapuramu-515002.  
Phone: 08554273007



  
PRINCIPAL  
ANNAMACHARYA COLLEGE OF PHARMACY  
NEW BOYANAPALLI - 516 126  
RAJAMPET, ANNAMAYYA Dist. A.P





S & D Management Solutions Pvt Ltd

**Letter of Offer for Employment**

May 18, 2018

Dear **MS. SAVITHA VIJAYARAJAN,**

We are pleased to offer you an appointment in our organization as **CLINICAL RESEARCH ASSOCIATE** with effect from **May 21, 2018**.

You will be paid a total remuneration of **Rs.1,44,000/-** per annum as detailed in Annexure – A. Your employment with us will be governed by the Terms & Conditions as detailed in Annexure – B.

You will be on a bond for a period of 1 year. In case of your breakage of this bond, you have to pay an amount of **Rs.25,000/-** (Rupees Twenty Five Thousand Only), otherwise you need to give a notice period of 2 months.

Your offer has been made based on information furnished by you. However if there is a discrepancy in the copies of documents or certificates given by you as a proof of above we retain the right to review our offer of employment. Employment as per this offer is subject to your being medically fit.

Please sign and return duplicate copy of this letter in token of your acceptance. And Please sign and return the Original copy of Non-Discloser Agreement. Signing Non-Discloser Agreement is Mandatory.

We congratulate you on your appointment and wish you a long and successful career with us. We are confident that your contribution will take us further in our journey towards becoming world leaders. We assure you of our support for your professional development and growth.

Yours truly,


**For S&D Management Solutions Private Limited,**

  
\_\_\_\_\_  
**Deva Kumar A**  
**CEO**

Encl: Annexure A and Annexure B

**Registered Office - No 3A Renaissance Avenue, Vijaya Nagar 1<sup>st</sup> Main Road,  
Velachery, Chennai, India - 600042 Phone : +91-44-22590429**



  
**PRINCIPAL**  
**ANNAMACHARYA COLLEGE OF PHARMACY**  
**NEW BOYANAPALLI - 516 126**  
**RAJAMPET, ANNAMAYYA Dist. A.P**





S & D Management Solutions Pvt Ltd

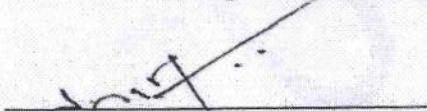
Annexure A

**S&D Management Solutions Private Limited, Chennai  
Compensation Package**

**NAME** : SAVITHA VIJAYARAJAN  
**DESIGNATION** : CLINICAL RESEARCH ASSOCIATE  
**LOCATION** : CHENNAI

<i>Details</i>	<i>Rs</i>
<b>Total Pay</b>	<b>11055.00</b>
Basic	6633.00
Conveyance	800.00
House Rent Allowance	317.00
Medical Reimbursement	1250.00
Special Allowance	0.00
<i>ESI - Employees Contribution (1.75%)</i>	0.00
<i>ESI - Employers Contribution (4.75%)</i>	0.00
<i>Provident Fund - Employee's Contribution (12% of Basic)</i>	0.00
<i>Provident Fund - Employer's Contribution (12% of Basic)</i>	0.00
<b>Net Salary</b>	<b>12000.00</b>
<b>CTC - Base Pay (PM)</b>	<b>12000.00</b>
<b>CTC - Base Pay (PA)</b>	<b>144000.00</b>

For S&D Management Solutions Private Limited,

  
Deva Kumar A  
CEO

**Note:**

1. PF and ESI will be deducted from Cost to Company.

**Registered Office - No 3A Renaissance Avenue, Vijaya Nagar 1<sup>st</sup> Main Road,  
Velachery, Chennai, India - 600042 Phone : +91-44-22590429**





Annexure – B

1. **Nature of Work:**

I understand and accept that my nature of work mainly includes all the aspects of a **CLINICAL RESEARCH ASSOCIATE** as well as any other ad-on duties assigned to me from time to time. I will work at high standard of initiative, creativeness, efficiency and economy in the organization. The nature of work and responsibilities will be assigned and explained to me by my senior from time to time.

2. **Working Hours:**

The regular working hours of the company are from **8.30 – 5.30/5.30 – 2.30** (which may vary for specific reasons from time to time) including 1 hour break. The working days will be Monday – Friday, Non – Voice process employees work on alternate Saturdays. I understand and accept that I will be required to work extra hours as and when required and informed by your senior.

3. **Training:**

I will hold myself in readiness for any training at any place whenever required. I understand and accept that refusal to participate in a training programme without any extraneous circumstances would lead to automatic termination of your employment.

4. **Performance Reviews/Appraisal:**

The Company follows a policy of annual performance reviews, which is based on the employee's performance monitored for the period of service. I understand and accept that I will be eligible for performance based incentives on the basis of CTC on the basis of performance during the previous year.

5. **Intellectual Property Right:**

I understand and accept that if during the period of my employment with S&D Management Solutions Pvt. Ltd. I achieve any invention, process improvement, operational improvement, or other process/method likely to result in more efficient operation of any of the activities of the company, the company shall be entitled to use, utilize and exploit such improvement and I shall assign all rights thereof to the company for the purpose of seeking any patent rights or for any other purpose.

I \_\_\_\_\_ accept to the above mentioned terms and conditions

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

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

**Registered Office - No 3A Renaissance Avenue, Vijaya Nagar 1<sup>st</sup> Main Road,  
Velachery, Chennai, India - 600042 Phone : +91-44-22590429**



*[Handwritten Signature]*  
**PRINCIPAL  
ANNAMACHARYA COLLEGE OF PHARMACY  
NEW BOYANAPALLI - 516 126  
RAJAMPET, ANNAMAYYA Dist. A.P**





**6. Secrecy/Confidentiality:**

I accept that I will not during the course of my employment with S&D Management Solutions Pvt. Ltd. or at any time there after divulge or disclose to any person whomsoever including competitors and former employees, make any use whatsoever for my own purpose or for any other purpose other than that of the company, of any information or knowledge obtained by me during my employment as to the business or affairs of the company including employees of this company, development, process reports and reporting system and I will during the course of my employment hereunder also use the best endeavor to prevent any other person from doing so. Failure to do so on my part may result in legal action against me and the person to whom the information was divulged.

**7. Restrain:**

**i. Access to Information:**

I understand and accept that Information is available on need to know basis for specific groups and the information is segregated to allow individual sectors information access for projects and units. Access to this is authorized through access privileges approved by System administration department or Managers. Unauthorized access or attempt at unauthorized access is strictly prohibited and any attempts to do so will result in immediate termination of employment and legal action as deemed fit by the company.

**ii. Restriction on Personal Use:**

I understand and accept that use of company resources for personal use is strictly restricted. This includes usage of computer resources, information, internet service, and working time of the company for any personal use. Any usage of company information for personal use will result in immediate termination of employment without notice and/or legal action for misdemeanor as deemed fit by the company. I may/may not be required to reimburse the company for any losses incurred by the company on account of personal usage of company data.

**8. Leave:**

I accept that I will be entitled to leave as per law in force and as laid down in the Company Policy which may be altered from time to time. The company follows strict time schedule and late comings are discouraged, unless otherwise notified by you in advance.

I \_\_\_\_\_ accept to the above mentioned terms and conditions

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

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

**Registered Office - No 3A Renaissance Avenue, Vijaya Nagar 1<sup>st</sup> Main Road,  
Velachery, Chennai, India - 600042 Phone : +91-44-22590429**

AMMANKAVI  
MAY 11 2011  
AMMANKAVI  
MAY 11 2011





S & D Management Solutions Pvt Ltd

**9. Termination of Service:**

- i. I accept that either party can terminate this employment by serving a 2 month of notice period, as mentioned in this Annexure B, on the other, save and accept that the company may at its option pay salary in lieu of the notice period to terminate employment with immediate effect.
- ii. I understand and accept that unauthorized absence or absence without permission from duty for a continuous period of 7 days would make me loose my lien on employment. In such case my employment shall automatically come to an end without any notice of termination or notice pay.
- iii. I understand that I will be governed by the laid down code of conduct of the company and if there is any breach of the same or non conformance of contractual obligation or with the terms and conditions laid down in this agreement, your service can be terminated without any notice; notwithstanding any other terms and conditions stipulated herein the company reserves the right to invoke other legal remedies as it deems fit to protect its legitimate interest.
- iv. During the tenure of my service with the Company, I shall devote my full time and attention to the duties allotted to me and I shall not engage myself directly or indirectly in any other business or trade or work for any other person or company in any capacity including on part-time basis

**10. Standing Orders:**

You will abide by the Standing Orders, rules & regulations and service conditions that may be in force or application to the organization or are framed from time to time by the company.

**11. Appointment in Good Faith:**

It must be specifically understood that this offer is made by S&D Management Solutions Pvt.Ltd. based on your proficiency on technical/professional skills you have declared to possess as per your application for employment and your ability to handle any assignment/job independently. In case at a latter date any of your statements/particulars furnished are found to be false or misleading or your performance is not up to the mark or falls short of the minimum standard set by the company, the company shall have the right to terminate your services forthwith without giving any notice notwithstanding any other terms and conditions stipulated therein.

The above terms and conditions are based on the company's policy, procedures and other rules currently applicable in India and are subject to amendments and adjustments from time to time. In all matter including those not specifically covered here such as traveling, retirement, etc. you will be governed by the rules of the company as shall be in force from time to time.

I \_\_\_\_\_ accept to the above mentioned terms and conditions

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

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



**Registered Office - No 3A Renaissance Avenue, Vijaya Nagar 1<sup>st</sup> Main Road,  
Velachery, Chennai, India - 600042 Phone : +91-44-22590429**

**PRINCIPAL  
ANNAMACHARYA COLLEGE OF PHARMACY  
NEW BOYANAPALLI - 516 126  
RAJAMPET, ANNAMAYYA Dist. A.P**

---

## Acceptance of offer

I understand and accept all the terms & conditions of employment mentioned in the 'Offer of Appointment'. I confirm that there have been no other commitment made during the hiring process other than those specified in the offer letter. (Example Salary Hike, Promotion, transport facility etc). Please clarify in case any such commitment was made during the offer process.

---

## Candidate's Signature

Date:

Place:

---

### GD Research Center Private Limited

(Formerly known as DMV Business & Market Research Pvt Ltd) Add: 3rd Floor, MSR Block, KS Building, Madhapur, Hyd - 500081, India Tel: +91-40-66166700, Fax: +91-40-66166852, Reg No: U74130AP2006PTC050526, Email Id: hr\_asia@globaldata.com, Website: www.gdresearchcenter.com

PRINCIPAL  
ANNAACHARYA COLLEGE OF PHARMACY  
NEW BOTANAPALLE - 516 102  
PALANGET, ANNAWATA DIST. N.T.



# GD Research Center »

## Annexure "A"

Date: 29 March 2018

Name: Sudheshna  
Designation: Senior Researcher

Compensation details with effect from 02-Apr-18 are as given below -

Component	Annual Gross (INR)	Monthly Gross(INR)	Particulars
Basic	75000	6250	Base Pay
HRA	52500	4375	House Rent Allowance (Tax exempted as per prevailing IT Act)
Medical allow/reimbursement	15000	1250	Tax exempted if used for domiciliary medical expenses as per prevailing IT Act.
Conveyance Allowance	19200	1600	Non taxable as per prevailing IT Act.
Provident Fund contribution 12%	15621	1302	Employer contribution towards Provident fund which is payable on Basic. However, where basic is less than INR 15,000 per month, EPF contribution will be made on both Basic and Special allowance.
Customary Bonus*	17500	1458	Annual Component & will be paid after completion of each full year of service as per company's Policy
Special Allowance**	55179	4598	This component will be treated as part of customized pool of allowance for tax computation under IT Act
Customized pool of allowances**	0	0	
<b>Gross Compensation</b>	<b>250000</b>	<b>20833</b>	
Gratuity @ 4.81% on Base Salary	3608	301	Paid as per Gratuity Act.
<b>TOTAL CTC</b>	<b>253608</b>	<b>21134</b>	Cost to Company

\* Customary Bonus is a yearly fixed component and will be paid after completion of each full year of service as per company's policy.

\*\* Special Allowance/Customized Pool of allowances

You would be eligible for tax exemptions under the different components as per the rules determined by the Income Tax Authorities.

Component	Maximum Limit	Remarks
Meal Allowance(Optional, Will be adjusted against Special Allowance/Customized pool of allowance)	26,400	Tax exempted, if opted for meal vouchers
Gift Coupons	5,000	Tax exempted If opted (Coupons will be issued at the end of each Financial Year)
Children Education Allowance	2400	Can be availed up to 2 Children

\*\* Special allowance/Customized pool of allowances components which are opted are exempted as per the prevailing tax regulations and once opted they need to be continued for rest of the financial year.

Yours sincerely

**Praveen Kumar Chanda**  
Head - Human Resources, India

GD Research Center Private Limited

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*[Signature]*  
PRINCIPAL  
ANNAMACHARYA COLLEGE OF PHARMACY  
NEW BOYANAPALLI - 516 126  
RAJAMPET, ANNAMAYYA Dist. A.P

Strictly Private and Confidential

Date: 29 March 2018

To,  
Sudheshna  
Hyderabad

Dear Sudheshna,

Thank you for the keen interest you have shown in joining our organisation. Consequent to your application, interviews and subsequent discussions with us, we are pleased to offer you a career at **GD Research Center Private Limited**, Hyderabad. Please accept our heartiest congratulations and a warm Welcome to the **GDRC Family**.

You would be designated as **Senior Researcher**. Your employment start date is **02-Apr-2018**. Your annual emoluments will be **Rs.253608 (Rupees Two Lakhs Fifty Three Thousand Six Hundred Eight Only)** Total Cost to Company (CTC) basis. Please refer to **Annexure A** for the break-up.

You will be governed by the Company's Rules and Regulations in force from time to time and as applicable to you.

Terms and Conditions:-

1. **Working Hours:-**

Your working hours will be regulated from time to time purely at the discretion of the management of the establishment to which you are attached. You should be flexible to work in shifts as per business needs.

2. Please note if the information and supporting documents provided by you, based on which this offer is being extended, is found to be incorrect or unauthentic, your services will be terminated with immediate effect, without any notice or notice pay.

3. You will devote whole time attention to the business of the company and will not be interested or engaged directly or indirectly in other trade or business or as principal agent or servant for any person, firm or company

4. Your employment is transferable to any of the group companies in India or abroad.

5. **Leaves :-**

You shall be entitled to avail leave and other benefits applicable to you as per the company policy, in force and/or which may be revised from time to time. Leave of any type can be taken, in excess of this would be treated as leave without pay. Leave will have to be pre-approved by your manager. Refer to leave policy in the HR Handbook.

6. **Performance Appraisals :-**

Your performance and promotion readiness will be assessed on the basis of your competency and skills, the results of your work, the value you contribute to successful project delivery and client development efforts, and your demonstrated stewardship and commitment to the Company.

You will be eligible for a promotion and salary review assessment in the next appraisal cycle as per company policies. Your emoluments will be reviewed on an annual basis. Please note that eligibility for promotion assessment does not automatically qualify you for promotion but only makes you entitled to be evaluated for a possible selection to the next level.

7. **Probation and Notice Period:-** ( depending on designation)

Employees at the level of **Senior Researcher** will be on probation for a period of six months. During this time the notice period will be **Thirty** days or salary in lieu thereof, on either side. On the completion of probation period, the notice period will be **Thirty** days or salary in lieu thereof, on either side.

**GD Research Center Private Limited**

(Formerly known as DMV Business & Market Research Pvt Ltd) Add:3rd Floor,MSR Block,KS Building,Madhapur,Hyd -500081,India Tel:+91-40-66166700,Fax: +91-40-66166852,Reg No:U74130AP2006PTC050526,Email Id:hr\_asia@globaldata.com,Website:www.gdresearchcenter.com



*[Handwritten Signature]*  
**PRINCIPAL**  
**ANNAMACHARYA COLLEGE OF PHARMACY**  
**NEW BOYANAPALLI - 516 126**  
**RAJAMPET, ANNAMAYYA Dist. A.P**



**8. Provident Fund:-**

You will be entitled to become a member of PF scheme, which is governed under the Employee Provident Fund Act, 1952. The current rate of contribution is 12% of basic per month (however, where basic is less than INR 15,000 per month, EPF contribution will be made on both Basic and Special allowance) and equal contribution will be made by the company, which will be a part of gross emoluments.

**9. Medical Scheme:-**

You will be eligible to participate in Company's Group Medical & Term Life Insurance Policy as applicable to your category of employees.

**10. Gratuity:-**

Applicable as per the Government Regulation.

**11. Income Tax:-**

Income Tax will be deducted as applicable from your salary. You shall be responsible to the company for all Taxes and obligations. Company shall not be liable for any misstatement or declaration. Permanent Account Number (PAN) is mandatory.

**12. Customary Bonus:-**

The Customary bonus will be payable in the month of your anniversary date and will be based on your prevailing CTC salary as of your anniversary date. This Bonus payment will be subject to prevailing customary bonus policy.

Please note that your compensation is confidential information. Under no circumstance you should divulge your compensation details to anybody within or outside the organisation, without written permission from the organisation. Any non-adherence to this clause will be constituted as indiscipline and could lead to action as per the HR policies of the organisation, including termination from the services of the organisation without any notice or notice pay.

Please ensure that by accepting this offer, you warrant that before your date of Joining with the company you will clear all the pending issues with your previous organisation and GDRC is not liable to make any payments in respect of the same. By accepting this offer, you also accept the terms and conditions of Non disclosure agreement and HR policies of the Company. The full terms and conditions of your employment are as detailed in the GD Research Center Private Limited staff manual which will be provided to you on your commencement date.

Please contact Human Resources (040-67426702) if you have any questions. In the meantime, we look forward to you commencing employment with us and hope that it proves to be the start of a long and successful working relationship.

By accepting this offer, you also hereby declare that you have never indulged in any criminal activity and convicted for any criminal or illegal activities. You also declare that there are no legal cases pending against you as on this date

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(Formerly known as DMV Business & Market Research Pvt Ltd) Add: 3rd Floor, MSR Block, KS Building, Madhapur, Hyd - 500081, India Tel: +91-40-66166700, Fax: +91-40-66166852, Reg No: U74130AP2006PTC050526, Email Id: hr\_asia@globaldata.com, Website: www.gdresearchcenter.com

RESEARCH CENTER OF PRIVATE  
NEW SOFIAHALL - 118 120  
BALAJI BANGALOWS SOCIETY  
JAYAPUR

---

## Acceptance of offer

I understand and accept all the terms & conditions of employment mentioned in the 'Offer of Appointment'. I confirm that there have been no other commitment made during the hiring process other than those specified in the offer letter. (Example Salary Hike, Promotion, transport facility etc). Please clarify in case any such commitment was made during the offer process.

---

## Candidate's Signature

Date:

Place:

---

**GD Research Center Private Limited**

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PRINCIPAL  
ANNAPURNA COLLEGE OF PHARMACY  
NEW BOYARAPALLE - 515 102  
TAMRUPET, KHAMMAM DISTRICT

# GD Research Center »

## Annexure "A"

Date: 29 March 2018

Name: Bhanu Sharmila  
Designation: Senior Researcher

Compensation details with effect from 09-Apr-18 are as given below -

Component	Annual Gross (INR)	Monthly Gross(INR)	Particulars
Basic	75000	6250	Base Pay
HRA	52500	4375	House Rent Allowance (Tax exempted as per prevailing IT Act)
Medical allow/reimbursement	15000	1250	Tax exempted if used for domiciliary medical expenses as per prevailing IT Act.
Conveyance Allowance	19200	1600	Non taxable as per prevailing IT Act.
Provident Fund contribution 12%	15621	1302	Employer contribution towards Provident fund which is payable on Basic. However, where basic is less than INR 15,000 per month, EPF contribution will be made on both Basic and Special allowance.
Customary Bonus*	17500	1458	Annual Component & will be paid after completion of each full year of service as per company's Policy
Special Allowance**	55179	4598	This component will be treated as part of customized pool of allowance for tax computation under IT Act
Customized pool of allowances**	0	0	
<b>Gross Compensation</b>	<b>250000</b>	<b>20833</b>	
Gratuity @ 4.81% on Base Salary	3608	301	Paid as per Gratuity Act.
<b>TOTAL CTC</b>	<b>253608</b>	<b>21134</b>	Cost to Company

\* Customary Bonus is a yearly fixed component and will be paid after completion of each full year of service as per company's policy.

\*\* Special Allowance/Customized Pool of allowances

You would be eligible for tax exemptions under the different components as per the rules determined by the Income Tax Authorities.

Component	Maximum Limit	Remarks
Meal Allowance(Optional, Will be adjusted against Special Allowance/Customized pool of allowance)	26,400	Tax exempted, if opted for meal vouchers
Gift Coupons	5,000	Tax exempted If opted (Coupons will be issued at the end of each Financial Year)
Children Education Allowance	2400	Can be availed up to 2 Children

\*\* Special allowance/Customized pool of allowances components which are opted are exempted as per the prevailing tax regulations and once opted they need to be continued for rest of the financial year.

Yours sincerely

**Praveen Kumar Chanda**  
Head - Human Resources, India



GD Research Center Private Limited

Formerly known as DMV Business & Market Research Pvt Ltd) Add: 3rd Floor, MSR Block, KS Building, Madhapur, Hyd -500081, India Tel: +91-40-66166700, Fax: +91-40-66166852, Reg No: U74130AP2006PTC050526, Email Id: hr\_asia@globaldata.com, Website: www.gdresearchcenter.com

*[Signature]*  
PRINCIPAL  
ANNAMACHARYA COLLEGE OF PHARMACY  
NEW BOYANAPALLI - 516 126  
RAJAMPET ANNAMAYYA Dist. A.P.



**8. Provident Fund:-**

You will be entitled to become a member of PF scheme, which is governed under the Employee Provident Fund Act, 1952. The current rate of contribution is 12% of basic per month (however, where basic is less than INR 15,000 per month, EPF contribution will be made on both Basic and Special allowance) and equal contribution will be made by the company, which will be a part of gross emoluments.

**9. Medical Scheme:-**

You will be eligible to participate in Company's Group Medical & Term Life Insurance Policy as applicable to your category of employees.

**10. Gratuity:-**

Applicable as per the Government Regulation.

**11. Income Tax:-**

Income Tax will be deducted as applicable from your salary. You shall be responsible to the company for all Taxes and obligations. Company shall not be liable for any misstatement or declaration. Permanent Account Number (PAN) is mandatory.

**12. Customary Bonus:-**

The Customary bonus will be payable in the month of your anniversary date and will be based on your prevailing CTC salary as of your anniversary date. This Bonus payment will be subject to prevailing customary bonus policy.

Please note that your compensation is confidential information. Under no circumstance you should divulge your compensation details to anybody within or outside the organisation, without written permission from the organisation. Any non-adherence to this clause will be constituted as indiscipline and could lead to action as per the HR policies of the organisation, including termination from the services of the organisation without any notice or notice pay.

Please ensure that by accepting this offer, you warrant that before your date of Joining with the company you will clear all the pending issues with your previous organisation and GDRC is not liable to make any payments in respect of the same. By accepting this offer, you also accept the terms and conditions of Non disclosure agreement and HR policies of the Company. The full terms and conditions of your employment are as detailed in the GD Research Center Private Limited staff manual which will be provided to you on your commencement date.

Please contact Human Resources (040-67426702) if you have any questions. In the meantime, we look forward to you commencing employment with us and hope that it proves to be the start of a long and successful working relationship.

By accepting this offer, you also hereby declare that you have never indulged in any criminal activity and convicted for any criminal or illegal activities. You also declare that there are no legal cases pending against you as on this date

---

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# GD Research Center »

## Strictly Private and Confidential

Date: 29 March 2018

To,  
**Bhanu Sharmila**  
Hyderabad

Dear Bhanu Sharmila,

Thank you for the keen interest you have shown in joining our organisation. Consequent to your application, interviews and subsequent discussions with us, we are pleased to offer you a career at **GD Research Center Private Limited**, Hyderabad. Please accept our heartiest congratulations and a warm Welcome to the **GDRC** Family.

You would be designated as **Senior Researcher**. Your employment start date is **09-Apr-2018**. Your annual emoluments will be **Rs.253608 (Rupees Two Lakhs Fifty Three Thousand Six Hundred Eight Only)** Total Cost to Company (CTC) basis. Please refer to **Annexure A** for the break-up.

You will be governed by the Company's Rules and Regulations in force from time to time and as applicable to you.

### Terms and Conditions:-

**1. Working Hours:-**

Your working hours will be regulated from time to time purely at the discretion of the management of the establishment to which you are attached. You should be flexible to work in shifts as per business needs.

2. Please note if the information and supporting documents provided by you, based on which this offer is being extended, is found to be incorrect or unauthentic, your services will be terminated with immediate effect, without any notice or notice pay.

3. You will devote whole time attention to the business of the company and will not be interested or engaged directly or indirectly in other trade or business or as principal agent or servant for any person, firm or company

4. Your employment is transferable to any of the group companies in India or abroad.

**5. Leaves :-**

You shall be entitled to avail leave and other benefits applicable to you as per the company policy, in force and/or which may be revised from time to time. Leave of any type can be taken, in excess of this would be treated as leave without pay. Leave will have to be pre-approved by your manager. Refer to leave policy in the HR Handbook.

**6. Performance Appraisals :-**

Your performance and promotion readiness will be assessed on the basis of your competency and skills, the results of your work, the value you contribute to successful project delivery and client development efforts, and your demonstrated stewardship and commitment to the Company.

You will be eligible for a promotion and salary review assessment in the next appraisal cycle as per company policies. Your emoluments will be reviewed on an annual basis. Please note that eligibility for promotion assessment does not automatically qualify you for promotion but only makes you entitled to be evaluated for a possible selection to the next level.


**7. Probation and Notice Period:- ( depending on designation)**

Employees at the level of **Senior Researcher** will be on probation for a period of six months. During this time the notice period will be **Thirty** days or salary in lieu thereof, on either side. On the completion of probation period, the notice period will be **Thirty** days or salary in lieu thereof, on either side.

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PRINCIPAL  
ANNAMACHARYA COLLEGE OF PHARMACY  
NEW BOYANAPALLI - 516 126  
RAJAMPET, ANNAMAYYA Dist. A.P.



nava kanthu &lt;nava.kanthu@gmail.com&gt;

**Offer from IQVIA™ - We invite you to join us!**

4 messages

Shah, Rupal <Rupal.Shah@iqvia.com>  
To: "nava.kanthu@gmail.com" <nava.kanthu@gmail.com>

Fri, Feb 23, 2018 at 9:49 AM

Dear Navakanth Raju,

**We want to welcome you to IQVIA™**

On behalf of IQVIA, we are pleased to extend an **offer of employment** for you to join our global team at **Bangalore location**

IQVIA's talented professionals across the globe help clients create solutions that drive healthcare forward to advance clinical outcomes and commercial performance. Our employees are passionate about channeling their insights, commercial and scientific depth, and executional expertise to help improve health outcomes for patients around the globe.

Couple of points that we would like to draw your attention to:

- As a new employee, your first six months of employment will be a probationary period.
- This offer is contingent on the completion of a reference check verifying your professional and educational background.

Post your email acceptance and confirmation of the joining date you will receive a system generated offer and a link from Taleo to complete the onboarding. The link is valid for a period of 48 hours and it is necessary to complete all onboarding tasks to ensure a smooth integration with our systems.


We request you to share the following details along with the email acceptance of this offer:

- a) Signed copy of conflict of interest (Attached):
- b) Date of Birth:
- c) Father's/Spouse's Name:
- d) Communication address to reflect in offer letter:

We are really excited to welcome you to IQVIA™. Whatever your career goals, we are here to ensure you get there!

Please join us to move healthcare forward. Together.



  
PRINCIPAL  
ANNAMACHARYA COLLEGE OF PHARMACY  
NEW BOYANAPALLI - 516 126  
RAJAMPET, ANNAMAYYA Dist. A.P.

Kind regards,

**Rupal Shah**

*Associate Recruiter*

India Talent Acquisition

 IQVIA logo\_96dpi\_100pxheight

Learn more about IQVIA™

II Floor, Block B,

Landmark: Opposite to New Horizon College

Salarpuria Sattva Aura, Outer Ring Rd,

Kadubeesanahalli, Bengaluru, Karnataka 560103

Office: +917899007502

rupal.shah@IQVIA.com

---

**IMPORTANT - PLEASE READ:** This electronic message, including its attachments, is CONFIDENTIAL and may contain PROPRIETARY or LEGALLY PRIVILEGED or PROTECTED information and is intended for the authorized recipient of the sender. If you are not the intended recipient, you are hereby notified that any use, disclosure, copying, or distribution of this message or any of the information included in it is unauthorized and strictly prohibited. If you have received this message in error, please immediately notify the sender by reply e-mail and permanently delete this message and its attachments, along with any copies thereof, from all locations received (e.g., computer, mobile device, etc.). Thank you.

---

**3 attachments**

-  **Conflict of Interest Disclosure Form\_Nov 2017.pdf**  
203K
-  **Compensation Annexure\_UptoG31-with SB.PDF**  
111K
-  **Navakanth Raju.pdf**  
84K

---

nava kanthu <nava.kanthu@gmail.com>  
To: Viswanath Tangella <visuhr@gmail.com>

Fri, Feb 23, 2018 at 9:56 AM

[Quoted text hidden]

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**3 attachments**

-  **Conflict of Interest Disclosure Form\_Nov 2017.pdf**  
203K
-  **Compensation Annexure\_UptoG31-with SB.PDF**  
111K

PRINCIPAL  
KARNATAKA COLLEGE OF PHARMACY  
NEW BOYANAHALLI - 560 108  
KALAMBE, ANANTAPUR DIST. A.P.



6/28/2018

Gmail - Offer from IQVIA™ - We invite you to join us!

 **Navakanth Raju.pdf**  
84K

**nava kanthu** <nava.kanthu@gmail.com>  
To: "Shah, Rupal" <Rupal.Shah@iqvia.com>

Fri, Feb 23, 2018 at 12:26 PM

Hello Ms. Rupa,

Thank you for your email. Below are the details that you expected.

- a) Signed copy of conflict of interest (Attached): Please find it attached.
- b) Date of Birth: 04-July-1994
- c) Father' Name: Somasekhara Raju Ramayanam
- d) Communication address to reflect in offer letter:  
D.No.7-3502, Srinivasa Nagar, Proddutur, Kadapa(Dist), Andhra Pradesh. Pin: 516360
- e) My joining date on 01-03-2018

Thanks & Best Regards,

Navakanth R  
8885826467

[Quoted text hidden]

---

**3 attachments**

-  **1.pdf**  
49K
-  **2.pdf**  
38K
-  **3.pdf**  
10K

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**nava kanthu** <nava.kanthu@gmail.com>  
To: chandrakanth chandu <Chedo6.2@gmail.com>



Fri, Feb 23, 2018 at 8:54 PM

----- Forwarded message -----  
From: "Shah, Rupal" <Rupal.Shah@iqvia.com>  
Date: 23-Feb-2018 9:49 AM  
Subject: Offer from IQVIA™ - We invite you to join us!  
To: "nava.kanthu@gmail.com" <nava.kanthu@gmail.com>  
Cc:

[Quoted text hidden]

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**3 attachments**

-  **Conflict of Interest Disclosure Form\_Nov 2017.pdf**  
203K
-  **Compensation Annexure\_UptoG31-with SB.PDF**  
111K



  
**PRINCIPAL**  
**ANNAMACHARYA COLLEGE OF PHARMACY**  
**NEW BOYANAPALLI - 516 126**  
**ANNAMAYYA Dist. A.P**



B Jeevan Kumar

Date: 21<sup>st</sup> February 2018

Dear Jeevan

**Sub: Offer of Appointment as Clinical Research Coordinator-**

With reference to your application for the post of 'Clinical Research Coordinator- Trainee in iProcess, we are pleased to offer you the above said position in our company subject to the following terms and conditions:

1. As per our discussion you will enroll with us as an "Clinical Research Coordinator- Trainee" on 21<sup>st</sup> February 2018
2. Your initial place of posting will be in Bangalore. However, you may be transferred from one location to another in India or required to travel within India and abroad as necessary. You may also be transferred outside India and to any company, firm, affiliate, or business unit of the company or the company's parent company (hereinafter referred to as "Associated Company").
3. The standard working hours will be 10 am to 7.00 pm Monday through Friday and 10:00 am to 2 pm on Saturdays. However, depending on your workload and responsibilities, you will be expected to devote extra working hours during busy times. Additionally, in the event staggered work shifts are introduced, your standard working hours are liable to be changed.
4. You will report to Mr. M. Saleem your Clinical Operations Manager or other officers / anything in terms of Management/HR of the company as may be communicated from time to time.
5. You will be eligible for Leave as per the 'Leave Entitlement' announced by the company from time to time.
6. You will be paid a total monthly compensation of Rs. 21,000/- (i.e., 252,000 Rupees per annum).
7. It may be noted that the company reserves it's right to define and /or make changes in break-up indicated by adding/deleting heads and /or reallocating the compensation under various heads without effecting the total compensation on a cost to company basis.
8. Salary structure of the company is confidential and you shall ensure that the Company's policy of maintaining confidentiality of the remuneration you receive is observed by you at all times.

9. Your emoluments will be subjected to Income Tax as per the provisions of the Income tax Act, 1961, Professional tax and any other statutory deduction that may be introduced by the central, state and local govt. bodies from time to time.
10. You are governed by the service rules and regulations that are framed by the Company from time to time, and it is impending on you to abide by them.
11. It may be cleared and understood that-
  - a. During your appointment with the company, you will not either directly or indirectly engage yourself, either fulltime or part-time in any other job, profession or business of any nature.
  - b. For a period of twelve months following your separation from the Company for any reason, you will not
    - i. take up any job or assignment- either fulltime or otherwise for a client of the company (vendor or customers) or it's associated company whose assignments you have handled directly or indirectly in the twelve months immediately proceedings your separation from the company.
    - ii. directly or indirectly either on your own account or in any other capacity solicit or entice customers, vendors, or employees away from the company or any of its associated companies.
    - iii. without the prior written consent of the company directly or indirectly either on your own account or in any other capacity be engaged, concerned or interested in or provide technical, commercial and / or professional advice or services to any other business which supplies services or products which are competitive with or the type supplied by the company or any associated company in India or such other countries in which the company or any of it's associated companies carried business at the date of your separation from the company.
12. You shall observe utmost confidentiality and secrecy of any and all information received by you or entrusted to you in the course of your employment and you shall act with utmost care and not disclose or divulge such information to a third party or make use of such information in any manner harmful to the interest of the company. All copyrights, patents rights and other intellectual property rights for any inventions or with the company.
13. At the time of enrollment as **Clinical Research Coordinator**, you shall hand over to us copies of degree certificate/ experience letter, Relieving Letter and such other documents in your profession.

14. The company can terminate your service anytime by serving a notice to you of maximum 30 days and paying compensation for shortfall, if any, in the notice period. After completion of the probation period, you can terminate your service by serving 60 days notice to the company. The company at its discretion may accept compensation for the full or part of the notice period. The compensation per day on either side will be calculated at the rate of one gross monthly emolument at the time of termination divided by thirty.

Please signify your acceptance of these terms and conditions by signing the duplicate copy of this letter and returning the same to us for our record.

Thanking you,

Yours faithfully

For iProcess Clinical Marketing Pvt. Ltd

For iProcess Clinical Marketing Pvt. Ltd.

Director/Authorized Signatory  
Mr. Mr Saleem


I hereby accept the position and terms and conditions of employment offered

Name: B Jeevan Kumar

Signed B. Jeevan Kumar

Date:



  
PRINCIPAL  
ANNAMACHARYA COLLEGE OF PHARMACY  
NEW BOYANAPALLI - 516 126  
RAJAMPET, ANNAMAYYA DIST



R Madhuri

Date: 21<sup>st</sup> February 2018

Dear Madhuri

**Sub: Offer of Appointment as Clinical Research Coordinator-**

With reference to your application for the post of 'Clinical Research Coordinator- Trainee in iProcess, we are pleased to offer you the above said position in our company subject to the following terms and conditions:

1. As per our discussion you will enroll with us as an "Clinical Research Coordinator- Trainee" on 21<sup>st</sup> February 2018
2. Your initial place of posting will be in Bangalore. However, you may be transferred from one location to another in India or required to travel within India and abroad as necessary. You may also be transferred outside India and to any company, firm, affiliate, or business unit of the company or the company's parent company (hereinafter referred to as "Associated Company").
3. The standard working hours will be 10 am to 7.00 pm Monday through Friday and 10:00 am to 2 pm on Saturdays. However, depending on your workload and responsibilities, you will be expected to devote extra working hours during busy times. Additionally, in the event staggered work shifts are introduced, your standard working hours are liable to be changed.
4. You will report to Mr. M. Saleem your Clinical Operations Manager or other officers / anything in terms of Management/HR of the company as may be communicated from time to time.
5. You will be eligible for Leave as per the 'Leave Entitlement' announced by the company from time to time.
6. You will be paid a total monthly compensation of Rs. 21,000/- (i.e., 252,000 Rupees per annum).
7. It may be noted that the company reserves it's right to define and /or make changes in break-up indicated by adding/deleting heads and /or reallocating the compensation under various heads without effecting the total compensation on a cost to company basis.
8. Salary structure of the company is confidential and you shall ensure that the Company's policy of maintaining confidentiality of the remuneration you receive is observed by you at all times.





9. Your emoluments will be subjected to Income Tax as per the provisions of the Income tax Act, 1961, Professional tax and any other statutory deduction that may be introduced by the central, state and local govt. bodies from time to time.
10. You are governed by the service rules and regulations that are framed by the Company from time to time, and it is impending on you to abide by them.
11. It may be cleared and understood that-
- a. During your appointment with the company, you will not either directly or indirectly engage yourself, either fulltime or part-time in any other job, profession or business of any nature.
  - b. For a period of twelve months following your separation from the Company for any reason, you will not
    - i. take up any job or assignment- either fulltime or otherwise for a client of the company (vendor or customers) or it's associated company whose assignments you have handled directly or indirectly in the twelve months immediately proceedings your separation from the company.
    - ii. directly or indirectly either on your own account or in any other capacity solicit or entice customers, vendors, or employees away from the company or any of its associated companies.
    - iii. without the prior written consent of the company directly or indirectly either on your own account or in any other capacity be engaged, concerned or interested in or provide technical, commercial and / or professional advice or services to any other business which supplies services or products which are competitive with or the type supplied by the company or any associated company in India or such other countries in which the company or any of it's associated companies carried business at the date of your separation from the company.
12. You shall observe utmost confidentiality and secrecy of any and all information received by you or entrusted to you in the course of your employment and you shall act with utmost care and not disclose or divulge such information to a third party or make use of such information in any manner harmful to the interest of the company. All copyrights, patents rights and other intellectual property rights for any inventions or with the company.
13. At the time of enrollment as **Clinical Research Coordinator**, you shall hand over to us copies of degree certificate/ experience letter, Relieving Letter and such other documents in your profession.



14. The company can terminate your service anytime by serving a notice to you of maximum 30 days and paying compensation for shortfall, if any, in the notice period. After completion of the probation period, you can terminate your service by serving 60 days notice to the company. The company at its discretion may accept compensation for the full or part of the notice period. The compensation per day on either side will be calculated at the rate of one gross monthly emolument at the time of termination divided by thirty.

Please signify your acceptance of these terms and conditions by signing the duplicate copy of this letter and returning the same to us for our record.

Thanking you,

Yours faithfully

For iProcess Clinical Marketing Pvt. Ltd  
For iProcess Clinical Marketing Pvt. Ltd.

Director/Authorised Signatory  
Mr. M. Saifem

I hereby accept the position and terms and conditions of employment offered

Name: R Madhuri

Signed *R Madhuri*

Date:



*R Madhuri*  
ANNAMACHARYA COLLEGE OF PHARMACY  
NEW BOYANAPALLI - 516 126  
RAJAMPET, ANNAMAYYA Dist. A.P.



# INVITATION

## OFF CAMPUS PLACEMENT DRIVE

**ANNAMACHARYA COLLEGE OF PHARMACY**

**New Boyanapalli, Rajampet-516126**

### ELIGIBILITY

Pharmacy and Life science graduates



**Aeon  
Formulations  
Pvt Ltd.**

**Salary : 1.8 LPA**

### DATE

**12<sup>th</sup> Aug 2017**

### VENUE

**Annamacharya  
College of  
Pharmacy, Rajampet**

### Designation & Job Summary

### Trainee QC

**Job Summary: Analysis of compounds by  
using equipments, preparation of SOP,  
Calibration of instruments.**

### Assessment / Interview Process

**Written Assessment ( Academic  
Knowledge ) followed by Interview**

### CONTACT NUMBER

**Dr. T.S.M. Saleem - +91-9542338285,  
Mr.M. Madhu - +91-9985025120,  
Mr.P.Venkatesh - +91-9515097881**

**The interested candidates are requested to bring 2 set  
of resume along with copy of educational certificates**





**Training & Placement Cell**  
**ANNAMACHARYA COLLEGE OF PHARMACY**  
New Boyanapalli, Rajampet, CuddapahDist, 516 126, A.P

**INVITATION FOR ON CAMPUS PLACEMNT DRIVE**

Hearty Pranams,

Date: 08-08-2017

Dear Sir/Madam,

We are pleased to inform you that the Annamacharya College of Pharmacy is organizing “**ON CAMPUS DRIVE**” on **12<sup>th</sup> Aug 2017** which bring together an opportunity for the **AEON FORMULATIONS PVT LTD** and young job aspirants under the roof.

➤ Aeon is an Indian pharmaceutical company based in Chennai. Aeon manufactures and markets a wide range of pharmaceutical products in India and overseas. The company has over 270 formulations. We manufacture drugs, critical care and biotechnology products. Aeon has to its credit a WHO, GMP, ISO 9001, 14001, 18001, 22000 & FDA certified. Aeon plant is approved by HALAL & KOSHER. AEON is devoted to innovation, manufacture, co-market and export of Pharmaceuticals, Nutritionals, Cosmeceuticals, Ayurceuticals specialities and also hospital products for Humans and Animals. We have started manufacturing even oncology products. AEON continues to care for prevention and cure and offers efficient service with excellent expertise. The company has its origin deep-rooted in the history of Indian Pharmaceutical Industry, having spent almost two decades till now. AEON is involved in the manufacturing of Finished Dosage Forms for its own marketing as generics & branded generics, contract development and manufacturing also for co-marketing.

**CAMPUS DRIVE DETAILS**

**Company:- AEON FORMULATIONS PVT LTD**

**Job Location: CHENNAI**

**Mode of Selection :**Written Assessment ( Academic Knowledge ) followed by Interview

**Eligibility :** PHARMACY AND LIFESCIENCE GRADUATES.

**Designation :** TRAINEE QC

**Salary :**Candidates 1.8 LPA

**Date:-**12<sup>th</sup> Aug 2017

**Venue:-**Annamacharya College of Pharmacy, Rajampet, YSR Kadapa Dist., Andhra Pradesh.

We are hereby requesting you to motivate your students to participate the campus drive. Further, for any queries you may contact head of the Institution and our faculty placement in-charge

**Contact number:**

**Dr. T.S.M. Saleem – +91-9542338285,**

**Mr. M. Madhu - +91-9985025120**



  
**PRINCIPAL**  
**ANNAMACHARYA COLLEGE OF PHARMACY**  
**NEW BOYANAPALLI-516 126**  
**RAJAMPET, Kadapa Dist. A. P.**





# Aeon Formulations Private Limited

12<sup>th</sup> Aug 2017

To

The Training and placement officer

ANCP, Rajampet

Sub: List of short listed students for the position of Trainee-QC-Regarding

Dear Sir,

I am happy to inform you that the following students of Annamcharya college of Pharmacy, Rajampet have been selected for employment in our organization.

1. NAGARANI NANDYALA
2. NAVEEN KUMAR NAIK BUKKE
3. NEELAKANTAM TANGUTOORI
4. OBULESU SRIPATHI
5. VENKATA SUBBAMMA KUNCHAM
6. VINOD KUMAR PALNATI

We take this opportunity to congratulate you, for your relentless effort to make your students as competent to work.

Sincerely

HR, AEON Fomulation Pvt Ltd

CORPORATE OFFICE:

Plot No. 21,  
Near Kartabomman Street,  
Venkateswara Nagar, Ramapuram,  
Chennai - 600 039.  
T: +91 44 23850190 / 91 M: 96000 49334  
E: aeon@aeonf.com, W: www.aeonf.com



  
PRINCIPAL  
ANNAMACHARYA COLLEGE OF PHARMACY  
NEW BOYANAPALLI - 516 126  
RAJAMPET, ANNAMAYYA Dist. A.P

FACTORY:

R.S. No. 515/1, 515/2 & 515/4, No. 512/7,  
Vinayagar Koil Street,  
Thirubuvanaipalayam,  
Mannadipet Commune,  
Puducherry - 605 107.  
T: +91 413 2640 013 / 53 / 63  
W: www.aeonf.com



# INVITATION

## OFF CAMPUS PLACEMENT DRIVE

**ANNAMACHARYA COLLEGE OF PHARMACY**

**New Boyanapalli, Rajampet-516126**

### ELIGIBILITY

B.Pharm, M.Pharm and Pharm.D, Pharm.D (PB) with 60 % aggregate



### COMPANY

Excelra  
Knowledge  
Solutions  
(A GVK  
Biosciences  
Company)

**Salary** : Candidates would be offered at **12,000 PM (Gross Salary ) + 4,000 (Performance Bonus)** + Incentives for a contract of 6 months on third party payroll.

### DATE

**10<sup>th</sup> Aug 2017**

### VENUE

Annamacharya  
College of  
Pharmacy, Rajampet

### Designation & Job Summary

#### **Junior Research Analyst**

Job Summary: Curation of scientific data available in literature into structured format which will be further used to develop a database.

### Assessment / Interview Process

Written Assessment ( Academic Knowledge ) followed by Interview

### CONTACT NUMBER

**Dr. T.S.M. Saleem - +91-9542338285,**  
**Mr. M. Madhu - +91-9985025120,**  
**Mr.P.Venkatesh - +91-9515097881**

**The interested candidates are requested to bring 2 set of resume along with copy of educational certificates**





**Training & Placement Cell**  
**ANNAMACHARYA COLLEGE OF PHARMACY**  
New Boyanapalli, Rajampet, CuddapahDist, 516 126, A.P

**INVITATION FOR POOL CAMPUS PLACEMNT DRIVE**

Hearty Pranams,

Date: 03-08-2017

Dear Sir/Madam,

We are pleased to inform you that the Annamacharya College of Pharmacy is organizing "**POOL CAMPUS DRIVE**" on **10<sup>th</sup> Aug 2017** which bring together an opportunity for the **Excelra Knowledge Solutions (A GVK Biosciences Company)** and young job aspirants under the roof.

**Excelra Knowledge Solutions (A GVK Bio Company) Estd 2001, Asia's leading Informatic Solutions Company that leverages its extensive scientific knowledge base, technology and relevant domain expertise to provide intelligent data and analytic solutions to customers globally.**

Number of B.Pharm, M.Pharmacy and Pharm.D students from various Universities and Institutions are expected to attend the "Off campus drive"

**CAMPUS DRIVE DETAILS**

**Company:- Excelra Knowledge Solutions (A GVK Biosciences Company)**

**Mode of Selection :** Written Assessment ( Academic Knowledge ) followed by Interview

**Eligibility :** B Pharmacy, M Pharmacy & Pharm D with 60 % aggregate.

**Designation :** Junior Research Analyst

**Job Summary:** Curation of scientific data available in literature into structured format which will be further used to develop a database.

**Key Responsibilities:**

- ✓ To curate the raw data present in scientific articles.
- ✓ Reading, understanding and interpreting the scientific data
- ✓ Attend training and to develop relevant knowledge and skills
- ✓ Maintaining a record of allocated task and productivity
- ✓ Ensuring delivery of high quality data and customer satisfaction
- ✓ Assumes responsibility of accurate and effective performance

**Salary :** Candidates would be offered at 12,000 PM ( Gross Salary ) + 4,000 (Performance Bonus) + Incentives for a contract of 6 months on third party payroll.

**Date:-**10<sup>th</sup> Aug 2017

**Venue:-** Annamacharya College of Pharmacy, Rajampet, YSR KadapaDist., Andhra Pradesh.

We are hereby **requesting you to motivate your students to participate the campus drive and also to communicate the same to your known friends and respective graduates in mutual interest.** Further, for any queries you may contact head of the Institution and our faculty placement in-charge

**Contact number: Dr. T.S.M. Saleem – +91-9542338285,**

**Mr. M. Madhu - +91-9985025120, Mr.P.Venkatesh - +91-9515097881**





# వార్త

మంగళవారం 08 ఆగస్టు 2017

పేజీలు : 12

## 10న ఫార్మసీ కళాశాలలో క్యాంప్ డ్రైవ్

రాజంపేట, ఆగస్టు 7 ప్రభాతవార్త

ఈనెల 10వ తేదీన బోయనపల్లిలోని అన్నమాచార్య ఫార్మసీ కళాశాలలో ఆఫ్ క్యాంపస్ ఫ్లెస్ మెంట్ డ్రైవ్ ను నిర్వహించనున్నట్లు కళాశాల ప్రిన్సిపాల్ డా॥ సి. గోపినాథ్ తెలిపారు. ఉద్యోగ అవకాశ పరీక్షలలో పాల్గొనేందుకు బి ఫార్మసీ, ఎంఫార్మసీ మరియు ఫార్మాడీ, పీజి కోర్సులలో 60 శాతం సాధించిన విద్యార్థులు ఈ క్యాంపస్ ఇంటర్వ్యూలలో పాల్గొన వచ్చునన్నారు. జీవిత బయో సైన్స్ కంపెనీ అధ్యక్షులలో ఈ క్యాంపస్ రిక్రూట్ మెంట్ నిర్వహించ నున్నట్లు ప్రిన్సిపాల్ తెలిపారు. జూనియర్ రీసెర్చ్ అనలిస్ట్ ఉద్యోగం కోసం ఈ క్యాంపస్ ఇంటర్వ్యూలు నిర్వహిస్తున్నారు. ఉద్యోగం పొందిన అభ్యర్థులకు ప్రతి నెల 12వేల జీతంతో పాటు, 4వేల రూపాయల బోనస్, ఇన్ సెన్సివ్ కల్పించడం జరుగుతాయని అభ్యర్థులు వారి యొక్క రెజ్యూమేను రెండు సెట్లు విద్యావ్రతాలతో కలిపి తీసుకరావాలని ఆయన తెలిపారు.


# సాక్షి 24

వైఎస్ఆర్ జిల్లా మంగళవారం 8-8-2017

## 10న అన్నమాచార్య ఫార్మసీ కళాశాలలో ఆఫ్ క్యాంపస్ డ్రైవ్

రాజంపేట : ఈనెల 10న అన్నమాచార్య ఫార్మసీ కళాశాలలో ఆఫ్ క్యాంపస్ డ్రైవ్ నిర్వహిస్తున్నట్లు కళాశాల ప్రిన్సిపాల్ డా॥ సి. గోపినాథ్ సోమవారం ఒక ప్రకటనలో తెలిపారు. ఈ ఉద్యోగ అవకాశ పరీక్షలలో పాల్గొనటానికి బీఫార్మ్, ఎంఫార్మ్, పీహెచ్ డీ, ఫార్మడీ కోర్సులలో 60 శాతం సాధించిన వారు పాల్గొనవచ్చునన్నారు. జీవిత బయో సైన్స్ కంపెనీ కళాశాలలో ఈ క్యాంపస్ ఇంటర్వ్యూలను నిర్వహించనున్నట్లు వివరించారు. జూనియర్ రీసెర్చ్ అనలిస్ట్ అనే ఉద్యోగం కోసం నిర్వహిస్తున్నట్లు తెలిపారు. ఒక సైన్టిఫిక్ డేటా పెంపొందించటానికి, డేటాబేస్ గా పెంపొందించడానికి వీరు పాత్ర వహించాలన్నారు. ఉద్యోగం సంపాదించిన అభ్యర్థులకు నెలకు సుమారు రూ.12వే జీతం, బోనస్, ఇన్సెంటివ్ ఉంటాయన్నారు.



  
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**10వ అన్నమాచార్య ఫార్మసీ కళాశాలలో క్యాంపస్ డైవ్**

**రాజంపేట, ఆగస్టు 7 (కె.ఎన్.ఎన్) :** బోయినపల్లిలోని అన్నమాచార్య ఫార్మసీ కళాశాలలో ఈనెల 10వ తేదీ గురువారం జివికె బయోవారివే క్యాంపస్ ప్లస్ మెంట్ డైవ్ను నిర్వహించనున్నట్లు కళాశాల ప్రిన్సిపాల్ డాక్టర్ చెక్కా గోపినాథ్ తెలిపారు. ఈ సందర్భంగా వారు మాట్లాడుతూ బి.ఫార్మ్, యమ్. ఫార్మ్, పిహెచ్.డి, ఫార్మాడీ, పిబి అను కోర్సులలో గిరిశాతం మార్కులు సాధించిన వారు ఈ క్యాంపస్ డైవ్లో పాల్గొనాలన్నారు. ఎక్సీలరా నాలెడ్జ్ సొల్యూషన్స్ వారు జూనియర్ రిసర్చ్ అనలిస్ట్ అనే ఉద్యోగంకోసం అన్నమాచార్య ఫార్మసీ కళాశాలలో క్యాంపస్ రిక్రూట్మెంట్ నిర్వహించనున్నారని, 2 సైనిపిక్ డేటా పెంపొందించడానికి డేటాబేస్గా పెంపొందించడానికి పాత్రవహించాలన్నారు. ఉద్యోగం సాధించిన వారికి నెలకు రూ. 12వేలు, రూ. 4 వేలు బోనస్ ఇన్ సెంటీవ్ కలిగిఉండునన్నారు. అభ్యర్థులు రెండునెట్లు విద్యార్థత పత్రాలతోపాటు బయోడేటాను తమవెంట తీసుకురావాలని ప్రిన్సిపాల్ గోపినాథ్ తెలిపారు. ఈ డైవ్లో మొదటిగా వ్రాతపరీక్ష తరువాత మౌఖిక పరీక్ష నిర్వహిస్తారని ఆసక్తిగల అభ్యర్థులు మరెన్నీ వివరాలకోసం 9542338285, 9985025120 సంప్రదించాలన్నారు.



**ఫార్మసీ కళాశాలలో క్యాంపస్ డైవ్**

**రాజంపేట రూరల్ :** స్థానిక అన్నమాచార్య ఫార్మసీ కళాశాలలో గురువారం ఆప్ క్యాంపస్ ప్లస్ మెంట్ డైవ్ను నిర్వహించనున్నట్లు డాక్టర్ సి.గోపినాథ్ సోమవారం తెలిపారు. ఈ ఉద్యోగ అవకాశ పరీక్షలోపాల్గొని బిఫార్మ్, ఎంఫార్మ్, పిహెచ్.డి ఫార్మడీ అను కోర్సులలో గిరిశాతం సాధించిన వారు ఆర్హులన్నారు. ఈ అవకాశాన్ని విద్యార్థులు వినియోగించుకోవాలన్నారు. ఆసక్తికలిగిన వారు 9542338285, 9985025120 అనే నెంబర్ను సంప్రదించాలన్నారు.



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## యువతా మేలుకో.. మాదక ద్రవ్యాల వాడకం మానుకో..

**రాజంపేట, ఆగస్టు 10 (కె.ఎన్.ఎన్) :** బోయినపల్లిలోని అన్నమాచార్య ఫార్మశీకళాశాల ప్రిన్సిపాల్ చెక్కా గోపినాథ్, కళాశాల వైస్ చైర్మన్ చొప్పా యల్లారెడ్డిల ఆధ్వర్యంలో మాదక ద్రవ్యాల వాడకం యువత మానుకోవాలంటూ అర్దీసి బస్టాండు నుంచి ర్యాలీ చేపట్టడం జరిగింది. ఈ ర్యాలీలో మున్సిపల్ కమిషనర్ యన్.వి రమణా రెడ్డి, సర్కిల్ ఇన్ స్పెక్టర్ మన్నూరు యమ్. రాజగోపాల్, బి. మహేష్ సబ్ ఇన్ స్పెక్టర్, మన్నూరు వారు పాల్గొన్నారు. ఈ సందర్భంగా ప్రిన్సిపాల్ చెక్కా గోపినాథ్ మాట్లాడుతూ మాదక ద్రవ్య వినియోగం అంటే ఒక వ్యక్తి ఏదైనా పదార్థాల, మందుల వినియోగానికి



**రాలీ నిర్వహిస్తున్న అన్నమాచార్య కళాశాల యాజమాన్యం, విద్యార్థులు**

బానిసైన స్థితిని సూచిస్తుందని దీనిని మాదక ద్రవ్య వ్యసనం అని అంటారని పేర్కొన్నారు. మాదక ద్రవ్యాలైన కొకైన్, మద్యం, ఓపియం, హెరాయిన్, గంజాయి, చరన్, బంగ్ తదితర మాదక ద్రవ్యాలకు బానిసైన వ్యక్తులు తమ ఆత్మస్వస్థ్యాన్ని, సిగ్గును

కోల్పోతారన్నారు. ఈ మాదక ద్రవ్యాలు వినియోగించడం వలన వ్యక్తి ప్రవర్తనలో ఎలాంటి కారణం లేకుండా మార్పు, అభిరుచులు లేదా ఇతర కార్యకలాపాల్లో ఆసక్తి చూపకపోవడం, పాటశాలలో, కళాశాలలో ప్రతిభ తగ్గిపోవడం, రహస్యంగా ఉండే

దుకు ప్రయత్నించడం, నిద్రపోయే విధానాల్లో మార్పు, వ్యక్తిగత ఆహారంపట్ల నిర్లక్ష్యం, బరువుతగ్గడం, దగ్గు, గురక, కిచుగొంతు, కొద్దిసేపటికే శ్రద్ధను కోల్పోవడం, ఆసక్తి చూపకపోవడం, కోపం, చిరాకు, భయం, నీరసం, ప్రవర్తనలో మార్పు ఏర్పడుతుందన్నారు. మానసిక సలహాలు, పునరావాస కార్యక్రమాలు వంటివి మాదకద్రవ్య వ్యసన ప్రభావాన్ని తగ్గించడంలో సహాయపడతాయన్నారు. ఈ కార్యక్రమంలో బాగా యువత మేలుకో-మాదక ద్రవ్యాల వాడకం మానుకోవాలంటూ పెద్ద ఎత్తున విద్యార్థులు, అధ్యాపకులు ర్యాలీ నిర్వహించారు.

**అన్నమాచార్య ఫార్మసీ కళాశాలలో ఆఫ్ క్యాంపస్ డ్రైవ్**  
**రాజంపేట, ఆగస్టు 10 (కె.ఎన్.ఎన్) :** బోయినపల్లిలోని అన్నమాచార్య ఫార్మశీ కళాశాలలో గురువారం జరిగి బయోవారు ఆఫ్ క్యాంపస్ ఇంటర్వ్యూలు నిర్వహించాలని కళాశాల ప్రిన్సిపాల్ డాక్టర్ చెక్కా గోపినాథ్ తెలిపారు. ఈ క్యాంపస్ డ్రైవ్ లో వెంకటేష్ సుబ్రమణియన్, హెచ్ఆర్ మేనేజర్, అనీల్ కుమార్, ప్రోగ్రామ్ మేనేజర్, గోపాల కృష్ణ అశోక, సీనియర్ మేనేజర్, సింధు హన్మవరం, మేనేజర్, శ్రీనివాస్ ఆర్ క్వాలిటీ అసలైర్లు పాల్గొన్నారు. ఈ సందర్భంగా కళాశాల ప్రిన్సిపాల్ మాట్లాడుతూ క్యాంపస్ డ్రైవ్ లో వ్రాతపరీక్షకు హాజరైన అభ్యర్థులు 40 మందికాగా, మౌఖిక పరీక్షకు 22 మంది ఎంపిక కయ్యారని, ఉద్యోగానికి 11 మంది ఎన్నికయ్యారన్నారు. తదుపరి ఉద్యోగం పొందిన వారిని కళాశాల వ్యవస్థాపకులు చొప్పా గంగిరెడ్డి, కళాశాల వైస్ చైర్మన్ చొప్పా యల్లారెడ్డి, బ్రెజరర్ అభిషేక్ రెడ్డిలు అభినందించారు.



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# సాక్షి 24

వైఎస్ఆర్ జిల్లా

శుక్రవారం 11-8-2017

## మాదకద్రవ్యాలకు యువత దూరంగా ఉండాలి



మాట్లాడుతున్న చొప్పాలల్లారెడ్డి

రాజంపేట : మాదక ద్రవ్యాలకు యువత దూరంగా ఉండాలని ఏఐటీఎస్ చైన్స్ చైర్మన్ చొప్పాలల్లారెడ్డి పిలుపు నిచ్చారు. గురువారం అన్నమాచార్య ఫార్మసీ కళాశాల ప్రిన్సిపల్ డా.సీ.గోపినాథ్ ఆధ్వర్యంలో యువత మేలుకో...మాదకద్రవ్యాల వాడకం మానుకో అనే ఆశం పై చైతన్య రాలీని పట్టణంలో నిర్వహించారు. ఈ సందర్భంగా ఆయన మాట్లాడుతూ మాదక ద్రవ్యాలకు బానిస అయినట్లు తల్లితండ్రులు గమనించాలన్నారు. ఒక వేళ బానిస అయి ఉంటే వెంటనే పరిస్థితిని చక్కదిద్దాలన్నారు. బిడ్డ వ్యసనం నుంచి బయటపడేందుకు అవసరమైన చర్యలు తీసుకోవాలన్నారు. రాజంపేట మున్సిపాలిటీ కమిషనరు ఎన్వీరమణారెడ్డి మాట్లాడుతూ మాదక

ద్రవ్యాల దుర్వినియోగం అంటే ఒక వ్యక్తి ఎదైనా పదార్థాల , మందుల ఉపయోగానికి బానిసైన స్థితిని సూచిస్తుందన్నారు. మన్నూరు ఎస్ఐ మహేశ్ నాయుడు మాట్లాడుతూ మాదక ద్రవ్యాలైన కొక్కెన్, మద్యం, ఓపియం, హెరాయిన్, గంజాయి, చనర్, భంగ్ లాటి వాటికి అలవాటు పడి తమ బంగారు భవిష్యత్తును నాశనం చేసుకుంటున్నారన్నారు. అన్నమాచార్య ఫార్మసీ కళాశాల ప్రిన్సిపల్ డా.సీ.గోపినాథ్ మాట్లాడుతూ మానసిక సలహాలు, పునరావాస కార్యక్రమాలు వంటి మాదకద్రవ్యాల వ్యసన ప్రభావాన్ని తగ్గించడంలో సహాయపడతాయన్నారు. కార్యక్రమంలో అన్నమాచార్య ఫార్మసీ కళాశాల విద్యార్థులు, పట్టణ ప్రముఖులు పాల్గొన్నారు.

### అన్నమాచార్య ఫార్మసీలో క్యాంపస్ డ్రైవ్

రాజంపేట : అన్నమాచార్య ఫార్మసీలో గురువారం జీవీకె బయో వారు ఆఫ్-క్యాంపస్ డ్రైవ్ నిర్వహించారు. కార్యక్రమంలో కళాశాల ప్రిన్సిపల్ డా.సీ.గోపినాథ్, హెచ్ఆర్ మేనేజరు వెంకటేశ్ సుబ్రమణ్యన్, ప్రోగాం మేనేజరు అనిల్ కుమార్, సీనియర్ మేనేజరు గోపాల కృష్ణ, మేనేజరు సింధు, క్వాలిటీ అనలైజర్ శ్రీనివాసులు పాల్గొని ప్రసంగించారు. ఈ సందర్భంగా ప్రిన్సిపల్ మాట్లాడుతూ హాజరైన అభ్యర్థులు ముందుగా దరఖాస్తు చేసుకోవాలన్నారు. అందులో ఉత్తీర్ణులైన వారి మాఖిక పరీక్ష నిర్వహిస్తారన్నారు. నైపుణ్య ప్రదర్శనతో ఎన్నిక చేస్తామన్నారు. 40 మంది దరఖాస్తు చేస్తున్నారన్నారు. రాతపరీక్షకు 40 మంది అభ్యర్థులు హాజరయ్యారన్నారు. మాఖిక పరీక్షకు 22 మంది ఎన్నికైనట్లు వివరించారు. చివరికి 11 మంది ఉద్యోగానికి ఎన్నికైనట్లు తెలిపారు.



*[Signature]*  
**PRINCIPAL**  
**ANNAMACHARYA COLLEGE OF PHARMACY**  
**NEW BOYANAPALLI - 516 126**  
**RAJAMPET, ANNAMAYYA Dist. A.P**



**Training & Placement Cell**  
**ANNAMACHARYA COLLEGE OF PHARMACY**  
New Boyanapalli, Rajampet, Cuddapah Dist, 516 126, A.P

**EXCELRA KNOWLEDGE SOLUTIONS (A GVK BIOSCIENCES COMPANY),  
HYDERABAD**

Total number of students participated the campus drive: **38**

Total number of students qualified in the preliminary test: **22**

Total number of students selected for job: **11**

Position: **Junior Research Analyst**


Minimum salary CTC per annum: **Rs. 144000/-**

Maximum salary CTC per annum: **Rs. 192000/-**

**Name of the students for Job**

S.No	Name of the students	Qualification	Institute name and place
1. ✓	Mr.N.Venkatesh	B.Pharm	ANCP, Rajampet
2. ✓	Mr.S.Ravi	B.Pharm	ANCP, Rajampet
3. ✓	Mr.S.Abdul Hafeez	B.Pharm	ANCP, Rajampet
4. ✓	Mr.D.Pavan Kumar	B.Pharm	ANCP, Rajampet
5. ✓	Ms.S.Sravani Reddy	B.Pharm	ANCP, Rajampet
6. ✓	Ms. N.Ragini	B.Pharm	ANCP, Rajampet
7. ✓	Ms.B.Revathi	B.Pharm	ANCP, Rajampet
8. ✓	Ms.V.Sravani	Pharm.D	ANCP, Rajampet
9. ✓	Ms.C.Mohana	Pharm.D	ANCP, Rajampet
10.	Ms.G.Ramya Sree	Pharm.D	PRRMCP, Kadapa
11.	Ms.V.Sowmya Reddy	Pharm.D	RIPER, Anantapur



  
**PRINCIPAL**  
**ANNAMACHARYA COLLEGE OF PHARMACY**  
**NEW BOYANAPALLI - 516 126**  
**RAJAMPET, ANNAMAYYA Dist. A.P**





To  
N Venkatesh

Date: 12-Aug-2017

**Sub: OFFER ON CONTRACT**

Dear N Venkatesh

With reference to your application, we are pleased to appoint you as **Junior Research Analyst (Contract)** on Contract basis in our organization on the following terms and conditions.

1. The appointment on contract basis for a period of **Six Months** starting from **14-Aug-2017 to 14-Feb-2018**, connected with the work of special project.
2. Your appointment is in Semi-Skilled Category and you are designated as to perform such manual, operational, technical and skill jobs as may be entrusted to you from time to time.
3. You are recruited as a Contract Employee of **M/s. Zado Infotech Solutions India Pvt Ltd**, Chennai and you will be placed in its client place i.e, **M/s. Excelra Knowledge Solutions Pvt. Ltd**, 6th Floor, Wing B, NSL SEZ ARENA, Plot No. 6, Survey No. 1, IDA Uppal, Hyderabad, Telangana 500039.
4. You will be paid a monthly CTC will be **Rs.12000/- (Twelve Thousand Indian Rupees Only)**
5. You will be eligible for a performance bonus ranging from **Zero to Rupees Four Thousand**, which will be dependent on achieving your individual production and quality targets. In addition to the performance bonus, you will also be eligible to participate in productivity linked incentive. Details of the same would be provided during your on-boarding.
6. You will not be eligible for any other allowances / benefits/concessions.
7. You will be bound by the Company Leave policy & Client holiday calendar.
8. You are expected to work six days in a week (Monday to Saturday).
9. You will be eligible for PF, ESI (if the work location is covered under ESIC).
10. You will devote whole time attention to the company's work and will not engage yourself in any other activity.
11. You will further work sincerely and diligently protecting always the interest of the company.
12. You will be discontinued from the services for reasons of negligence ,irregular attendance ,improper behavior ,unsatisfactory progress, indiscipline ,disloyalty, disrespect to disciplinary and administrative

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No.85/3, 1<sup>st</sup> Floor, Orchid Plaza, Razaak Garden Road,  
Arumbakkam, Chennai - 600 106.  
Web : [www.zado-tech.com](http://www.zado-tech.com)





controls , damaging and /or mishandling of tools , instruments, equipment's and accessories , and such other company belongings.

13. This contract can also be determined earlier, without notice or payment in - lieu thereof , when the for which you are appointed is completed or if it is considered that you are no longer suitable for doing the job for which you are appointed, your service will be terminated without notice.
14. The management at its discretion will give you one month notice or payment of one month basic wage in lieu of notice case of earlier discontinuance of contract other than reason mentioned in clause 11 & 12.
15. Verification of character and conduct and antecedents is essential for continuation of your service. In case any adverse report of your antecedents is received from govt. agencies this appointment will be terminated without any notice.
16. This appointment on contract will terminate automatically on the expiry of the period specified here in.
17. Your detailed salary structure is mentioned in the annexure.

We look forward to a mutually beneficial and satisfying association.

I accept the above terms and conditions and abide by them.

**Yours Sincerely,**

**For Zado Infotech Solutions Pvt Ltd**

**Dheenadhayalan Vadivel,**

**Director-Operations & HR**

**Accepted the Above Terms & Conditions**

Zado Infotech Solutions (I) Pvt Ltd  
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Cost to the Company Structure

<b>Annexure</b>		
<b>Monthly and Annual Cost To Company</b>		
<b>A. Emoluments</b>	Monthly (Rupees)	Annual (Rupees)
Basic Pay	4800	57600
House Rent Allowance	4884	58606
Statutory Bonus	1169	14028
<b>GROSS PAY</b>	<b>10853</b>	<b>130236</b>
<b>Deduction-Employer</b>		
Employer's PF contribution	631	7572
Employer's ESI contribution	516	6192
<b>Total Employer Deduction</b>	<b>1147</b>	<b>13764</b>
<b>Cost to the Company (CTC)</b>	<b>12000</b>	<b>144000</b>

Yours Sincerely,

For Zado Infotech Solutions Pvt Ltd


Dheenadhayalan Vadivel,

Director-Operations & HR

Accepted the Above Terms & Conditions

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**PRINCIPAL**  
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**NEW BOYANAPALLI - 516 126**  
**RAJAMPET, ANNAMAYYA Dist. A.P**



To

**Ravi Somabattini**

Date: 12-Aug-2017

**Sub: OFFER ON CONTRACT**

Dear **Ravi Somabattini**

With reference to your application, we are pleased to appoint you as **Junior Research Analyst (Contract)** on Contract basis in our organization on the following terms and conditions.

1. The appointment on contract basis for a period of **Six Months** starting from **14-Aug-2017 to 14-Feb-2018**, connected with the work of special project.
2. Your appointment is in Semi-Skilled Category and you are designated as to perform such manual, operational, technical and skill jobs as may be entrusted to you from time to time.
3. You are recruited as a Contract Employee of **M/s. Zado Infotech Solutions India Pvt Ltd**, Chennai and you will be placed in its client place i.e, **M/s. Excelra Knowledge Solutions Pvt. Ltd**, 6th Floor, Wing B, NSL SEZ ARENA, Plot No. 6, Survey No. 1, IDA Uppal, Hyderabad, Telangana 500039.
4. You will be paid a monthly CTC will be **Rs.12000/- (Twelve Thousand Indian Rupees Only)**
5. You will be eligible for a performance bonus ranging from **Zero to Rupees Four Thousand**, which will be dependent on achieving your individual production and quality targets. In addition to the performance bonus, you will also be eligible to participate in productivity linked incentive. Details of the same would be provided during your on-boarding.
6. You will not be eligible for any other allowances / benefits/concessions.
7. You will be bound by the Company Leave policy & Client holiday calendar.
8. You are expected to work six days in a week (Monday to Saturday).
9. You will be eligible for PF, ESI (if the work location is covered under ESIC).
10. You will devote whole time attention to the company's work and will not engage yourself in any other activity.
11. You will further work sincerely and diligently protecting always the interest of the company.
12. You will be discontinued from the services for reasons of negligence ,irregular attendance ,improper behavior ,unsatisfactory progress, indiscipline ,disloyalty, disrespect to disciplinary and administrative

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controls , damaging and /or mishandling of tools , instruments, equipment's and accessories , and such other company belongings.

13. This contract can also be determined earlier, without notice or payment in - lieu thereof , when the for which you are appointed is completed or if it is considered that you are no longer suitable for doing the job for which you are appointed, your service will be terminated without notice.
14. The management at its discretion will give you one month notice or payment of one month basic wage in lieu of notice case of earlier discontinuance of contract other than reason mentioned in clause 11 & 12.
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16. This appointment on contract will terminate automatically on the expiry of the period specified here in.
17. Your detailed salary structure is mentioned in the annexure.

We look forward to a mutually beneficial and satisfying association.

I accept the above terms and conditions and abide by them.

**Yours Sincerely,**

**For Zado Infotech Solutions Pvt Ltd**

**Dheenadhayalan Vadivel,**

**Director-Operations & HR**

**Accepted the Above Terms & Conditions**

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Cost to the Company Structure

<b>Annexure</b>		
<b>Monthly and Annual Cost To Company</b>		
<b>A. Emoluments</b>	Monthly (Rupees)	Annual (Rupees)
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<b>GROSS PAY</b>	<b>10853</b>	<b>130236</b>
<b>Deduction-Employer</b>		
Employer's PF contribution	631	7572
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<b>Total Employer Deduction</b>	<b>1147</b>	<b>13764</b>
<b>Cost to the Company (CTC)</b>	<b>12000</b>	<b>144000</b>

Yours Sincerely,

For Zado Infotech Solutions Pvt Ltd

Dheenadhayalan Vadivel,

Director-Operations & HR

Accepted the Above Terms & Conditions

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*[Signature]*  
PRINCIPAL  
ANNAMACHARYA COLLEGE OF PHARMACY  
NEW BOYANAPALLI - 516 126  
RAJAMPET, ANNAMAYYA Dist. A.P



To

**S Abdul Hafeez**

Date: 12-Aug-2017

**Sub: OFFER ON CONTRACT**

Dear **S Abdul Hafeez**

With reference to your application, we are pleased to appoint you as **Junior Research Analyst (Contract)** on Contract basis in our organization on the following terms and conditions.

1. The appointment on contract basis for a period of **Six Months** starting from **14-Aug-2017 to 14-Feb-2018**, connected with the work of special project.
2. Your appointment is in Semi-Skilled Category and you are designated as to perform such manual, operational, technical and skill jobs as may be entrusted to you from time to time.
3. You are recruited as a Contract Employee of **M/s. Zado Infotech Solutions India Pvt Ltd**, Chennai and you will be placed in its client place i.e, **M/s. Excelra Knowledge Solutions Pvt. Ltd**, 6th Floor, Wing B, NSL SEZ ARENA, Plot No. 6, Survey No. 1, IDA Uppal, Hyderabad, Telangana 500039.
4. You will be paid a monthly CTC will be **Rs.12000/- (Twelve Thousand Indian Rupees Only)**
5. You will be eligible for a performance bonus ranging from **Zero to Rupees Four Thousand**, which will be dependent on achieving your individual production and quality targets. In addition to the performance bonus, you will also be eligible to participate in productivity linked incentive. Details of the same would be provided during your on-boarding.
6. You will not be eligible for any other allowances / benefits/concessions.
7. You will be bound by the Company Leave policy & Client holiday calendar.
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10. You will devote whole time attention to the company's work and will not engage yourself in any other activity.
11. You will further work sincerely and diligently protecting always the interest of the company.
12. You will be discontinued from the services for reasons of negligence ,irregular attendance ,improper behavior ,unsatisfactory progress, indiscipline ,disloyalty, disrespect to disciplinary and administrative controls , damaging and /or mishandling of tools , instruments, equipment's and accessories , and such other company belongings.

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17. Your detailed salary structure is mentioned in the annexure.

We look forward to a mutually beneficial and satisfying association.

I accept the above terms and conditions and abide by them.

**Yours Sincerely,**

**For Zado Infotech Solutions Pvt Ltd**

**Dheenadhayalan Vadivel,**

**Director-Operations & HR**

**Accepted the Above Terms & Conditions**





Cost to the Company Structure

<b>Annexure</b>		
<b>Monthly and Annual Cost To Company</b>		
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Yours Sincerely,

For Zado Infotech Solutions Pvt Ltd


Dheenadhayalan Vadivel,

Director-Operations & HR

Accepted the Above Terms & Conditions

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PRINCIPAL  
ANNAMACHARYA COLLEGE OF PHARMACY  
NEW BOYANAPALLI - 516 126  
RAJAMPET, ANNAMAYYA Dist. A.P



To

**D Pavan Kumar**

Date: 12-Aug-2017

**Sub: OFFER ON CONTRACT**

Dear **D Pavan Kumar**

With reference to your application, we are pleased to appoint you as **Junior Research Analyst (Contract)** on Contract basis in our organization on the following terms and conditions.

1. The appointment on contract basis for a period of **Six Months** starting from **14-Aug-2017 to 14-Feb-2018**, connected with the work of special project.
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17. Your detailed salary structure is mentioned in the annexure.

We look forward to a mutually beneficial and satisfying association.

I accept the above terms and conditions and abide by them.

**Yours Sincerely,**

**For Zado Infotech Solutions Pvt Ltd**

**Dheenadhayalan Vadivel,**

**Director-Operations & HR**

**Accepted the Above Terms & Conditions**

Zado Infotech Solutions (I) Pvt Ltd  
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Cost to the Company Structure

<b>Annexure</b>		
<b>Monthly and Annual Cost To Company</b>		
<b>A. Emoluments</b>	Monthly (Rupees)	Annual (Rupees)
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<b>Deduction-Employer</b>		
Employer's PF contribution	631	7572
Employer's ESI contribution	516	6192
<b>Total Employer Deduction</b>	<b>1147</b>	<b>13764</b>
<b>Cost to the Company (CTC)</b>	<b>12000</b>	<b>144000</b>

Yours Sincerely,

For Zado Infotech Solutions Pvt Ltd

Dheenadhayalan Vadivel,

Director-Operations & HR

Accepted the Above Terms & Conditions



*[Handwritten Signature]*  
**PRINCIPAL**  
**ANNAMACHARYA COLLEGE OF PHARMACY**  
**NEW BOYANAPALLI - 516 126**  
**RAJAMPET, ANNAMAYYA Dist. A.P.**

Zado Infotech Solutions (I) Pvt Ltd  
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To

**N Ragini**

Date: 12-Aug-2017

**Sub: OFFER ON CONTRACT**

Dear **N Ragini**

With reference to your application, we are pleased to appoint you as **Junior Research Analyst (Contract)** on Contract basis in our organization on the following terms and conditions.

1. The appointment on contract basis for a period of **Six Months** starting from **14-Aug-2017 to 14-Feb-2018**, connected with the work of special project.
2. Your appointment is in Semi-Skilled Category and you are designated as to perform such manual, operational, technical and skill jobs as may be entrusted to you from time to time.
3. You are recruited as a Contract Employee of **M/s. Zado Infotech Solutions India Pvt Ltd**, Chennai and you will be placed in its client place i.e, **M/s. Excelra Knowledge Solutions Pvt. Ltd**, 6th Floor, Wing B, NSL SEZ ARENA, Plot No. 6, Survey No. 1, IDA Uppal, Hyderabad, Telangana 500039.
4. You will be paid a monthly CTC will be **Rs.12000/- (Twelve Thousand Indian Rupees Only)**
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6. You will not be eligible for any other allowances / benefits/concessions.
7. You will be bound by the Company Leave policy & Client holiday calendar.
8. You are expected to work six days in a week (Monday to Saturday).
9. You will be eligible for PF, ESI (if the work location is covered under ESIC).
10. You will devote whole time attention to the company's work and will not engage yourself in any other activity.
11. You will further work sincerely and diligently protecting always the interest of the company.
12. You will be discontinued from the services for reasons of negligence ,irregular attendance ,improper behavior ,unsatisfactory progress, indiscipline ,disloyalty, disrespect to disciplinary and administrative

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We look forward to a mutually beneficial and satisfying association.

I accept the above terms and conditions and abide by them.

**Yours Sincerely,**

**For Zado Infotech Solutions Pvt Ltd**

**Dheenadhayalan Vadivel,**

**Director-Operations & HR**

**Accepted the Above Terms & Conditions**

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Yours Sincerely,

For Zado Infotech Solutions Pvt Ltd

Dheenadhayalan Vadivel,

Director-Operations & HR

Accepted the Above Terms & Conditions

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PRINCIPAL  
ANNAMACHARYA COLLEGE OF PHARMACY  
NEW BOYANAPALLI - 516 126  
RAJAMPET, ANNAMAYYA Dist. A.P



To

**B Revathi**

Date: 12-Aug-2017

**Sub: OFFER ON CONTRACT**

Dear **B Revathi**

With reference to your application, we are pleased to appoint you as **Junior Research Analyst (Contract)** on Contract basis in our organization on the following terms and conditions.

1. The appointment on contract basis for a period of **Six Months** starting from **14-Aug-2017 to 14-Feb-2018**, connected with the work of special project.
2. Your appointment is in Semi-Skilled Category and you are designated as to perform such manual, operational, technical and skill jobs as may be entrusted to you from time to time.
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We look forward to a mutually beneficial and satisfying association.

I accept the above terms and conditions and abide by them.

**Yours Sincerely,**

**For Zado Infotech Solutions Pvt Ltd**

**Dheenadhayalan Vadivel,**

**Director-Operations & HR**

**Accepted the Above Terms & Conditions**

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Cost to the Company Structure

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Yours Sincerely,

For Zado Infotech Solutions Pvt Ltd

Dheenadhayalan Vadivel,

Director-Operations & HR

Accepted the Above Terms & Conditions

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PRINCIPAL  
ANNAMACHARYA COLLEGE OF PHARMACY  
NEW BOYANAPALLI - 516 126  
RAJAMPET, ANNAMAYYA Dist. A.P





To  
**S Sravani Reddy**

Date: 12-Aug-2017

**Sub: OFFER ON CONTRACT**

Dear **S Sravani Reddy**

With reference to your application, we are pleased to appoint you as **Junior Research Analyst (Contract)** on Contract basis in our organization on the following terms and conditions.

1. The appointment on contract basis for a period of **Six Months** starting from **14-Aug-2017 to 14-Feb-2018**, connected with the work of special project.
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11. You will further work sincerely and diligently protecting always the interest of the company.
12. You will be discontinued from the services for reasons of negligence ,irregular attendance ,improper behavior ,unsatisfactory progress, indiscipline ,disloyalty, disrespect to disciplinary and administrative controls , damaging and /or mishandling of tools , instruments, equipment's and accessories , and such other company belongings.

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We look forward to a mutually beneficial and satisfying association.

I accept the above terms and conditions and abide by them.

**Yours Sincerely,**

**For Zado Infotech Solutions Pvt Ltd**

**Dheenadhayalan Vadivel,**

**Director-Operations & HR**

**Accepted the Above Terms & Conditions**

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Cost to the Company Structure

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Yours Sincerely,


For Zado Infotech Solutions Pvt Ltd

Dheenadhayalan Vadivel,

Director-Operations & HR

Accepted the Above Terms & Conditions



  
PRINCIPAL  
ANNAMACHARYA COLLEGE OF PHARMACY  
NEW BOYANAPALLI - 516 126  
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To  
Sunanda L

Date: 12-Aug-2017

**Sub: OFFER ON CONTRACT**

Dear Sunanda L

With reference to your application, we are pleased to appoint you as **Junior Research Analyst (Contract)** on Contract basis in our organization on the following terms and conditions.

1. The appointment on contract basis for a period of **Six Months** starting from **14-Aug-2017 to 14-Feb-2018**, connected with the work of special project.
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Yours Sincerely,

For Zado Infotech Solutions Pvt Ltd

Dheenadhayalan Vadivel,

Director-Operations & HR

Accepted the Above Terms & Conditions

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Yours Sincerely,

For Zado Infotech Solutions Pvt Ltd

Dheenadhayalan Vadivel,

Director-Operations & HR

Accepted the Above Terms & Conditions

Principal  
ANNAMACHARYA COLLEGE OF PHARMACY  
NEW BOYANAPALLI - 516 126  
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To  
V Venkata Siva

Date: 12-Aug-2017

**Sub: OFFER ON CONTRACT**

Dear V Venkata Siva

With reference to your application, we are pleased to appoint you as **Junior Research Analyst (Contract)** on Contract basis in our organization on the following terms and conditions.

1. The appointment on contract basis for a period of **Six Months** starting from **14-Aug-2017 to 14-Feb-2018**, connected with the work of special project.
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**For Zado Infotech Solutions Pvt Ltd**

**Dheenadhayalan Vadivel,**

**Director-Operations & HR**

**Accepted the Above Terms & Conditions**

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Yours Sincerely,

For Zado Infotech Solutions Pvt Ltd

Dheenadhayalan Vadivel,

Director-Operations & HR

Accepted the Above Terms & Conditions



*Shah*  
PRINCIPAL  
ANNAMACHARYA COLLEGE OF PHARMACY  
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# INVITATION

## OFF CAMPUS PLACEMENT DRIVE

**ANNAMACHARYA COLLEGE OF PHARMACY**

**New Boyanapalli, Rajampet-516126**

### ELIGIBILITY

B.Pharm, M.Pharm and Pharm.D, Pharm.D (PB)  
with 60 % aggregate



### COMPANY

**GVK  
Biosciences**

**Salary** : Candidates  
would be offered at  
**12,000 PM (Gross  
Salary ) + 4,000  
(Performance  
Bonus)**

### DATE

**5<sup>th</sup> July 2017**

### VENUE

Annamacharya  
College of  
Pharmacy, Rajampet

### Designation & Job Summary

#### **Research Assistant Trainee**

Job Summary: Curation of scientific data  
available in literature into structured format  
which will be further used to develop a  
database.

### Assessment / Interview Process

Written Assessment ( Academic  
Knowledge ) followed by Interview

### CONTACT NUMBER

**Dr. T.S.M. Saleem - +91-9542338285,**  
**Mr. M. Madhu - +91-9985025120,**  
**Mr.P.Venkatesh - +91-9515097881**

**The interested candidates are requested to bring 2 set  
of resume along with copy of educational certificates**





**Training & Placement Cell**  
**ANNAMACHARYA COLLEGE OF PHARMACY**

New Boyanapalli, Rajampet, CuddapahDist, 516 126, A.P

**INVITATION FOR ON CAMPUS PLACEMNT DRIVE**

Date: 01-07-2017

Hearty Pranams,

Dear Sir/Madam,

We are pleased to inform you that the Annamacharya College of Pharmacy is organizing "**ON CAMPUS DRIVE**" on **05<sup>th</sup> July 2017** which bring together an opportunity for the **GVK Biosciences Company** and young job aspirants under the roof.

GVK Biosciences (GVK BIO) is one of Asia's leading Discovery Research and Development organizations. GVK BIO provides a broad spectrum of services, across the R&D and manufacturing value chain with a focus on speed and quality. GVK BIO capabilities include Integrated Programs, Discovery Services, Clinical Development, Contract Manufacturing, Formulations and Informatics. They are going to recruit the students from your respective college for their company.

**CAMPUS DRIVE DETAILS**

**Company:- GVK Biosciences (GVK BIO)**

**Job Location: HYDERABAD**

**Mode of Selection :**Written Assessment ( Academic Knowledge ) followed by Interview

**Eligibility :**B Pharmacy, M Pharmacy & Pharm D.

**Designation :** RESEARCH ASSISTANT TRAINEE

**Job Summary:** Clinical data annotation of various diseases across various therapeutic areas from medical literature published in various scientific journals. Work is synergy with the team and plays a contributing role in developing the clinical trial outcome databases.

**Key Responsibilities:**

- ✓ To curate the raw data present in scientific articles.
- ✓ Reading, understanding and interpreting the scientific data
- ✓ Attend training and to develop relevant knowledge and skills
- ✓ Maintaining a record of allocated task and productivity

**Salary :**Candidates would be offered at 12,000 PM ( Gross Salary ) + 4,000 (Performance Bonus)

**Date:-**05<sup>th</sup> July 2017

**Venue:-**Annamacharya College of Pharmacy, Rajampet, YSR Kadapa Dist., Andhra Pradesh.

We are hereby **requesting you to motivate your students to participate the campus.**

**Further, for any queries you may contact head of the Institution and our faculty placement in-charge**

**Contact number:**

**Dr. T.S.M. Saleem – +91-9542338285,**

**Mr. M. Madhu - +91-9985025120.**



**PRINCIPAL**  
**ANNAMACHARYA COLLEGE OF PHARMACY**  
**NEW BOYANAPALLI-516 126**  
**RAJAMPET, Kadapa Dist. A. P.**

5<sup>th</sup> July 2017

Dear Ms. AISHA PATAN

This refers to our meeting and subsequent discussions. Congratulations on your decision to be part of GVK Bio as “**Research Assistant-Trainee**”.

Please bring the original and photocopies of following documents at the time of joining:-

1. Educational qualification certificate
2. Proof of date of birth
3. Relieving/service certificate of previous employment
4. Employee Provident fund account Number, if any
5. Five passport size latest photographs

We look forward to welcoming you on-board at GVK Bio at the earliest but not later than 15<sup>th</sup> July 2017.


You are requested to sign a copy as conformation of your acceptance of offer.

Thanking you

For GVK Biosciences Private Limited



Prathap Reddy



PRINCIPAL  
ANNAMACHARYA COLLEGE OF PHARMACY  
NEW BOYANAPALLI - 515 126  
RAJAMPET, ANNAMACHARYA DIST. A.P.

5<sup>th</sup> July 2017

Dear ROHITHA PANDETI

This refers to our meeting and subsequent discussions. Congratulations on your decision to be part of GVK Bio as "Research Assistant-Trainee".

Please bring the original and photocopies of following documents at the time of joining:-

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NEW BOYANAPALLI - 516 126  
RAJAMPET, ANNAMAYYA Dist. A.P.



5<sup>th</sup> July 2017

Dear SHUAIB ALI KHAN MAYANA

This refers to our meeting and subsequent discussions. Congratulations on your decision to be part of GVK Bio as "Research Assistant-Trainee".

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RAJAMPET, ANNAMAYYA Dist. A.P



5<sup>th</sup> July 2017

Dear SRIDIVYA NAIK BUKKE

This refers to our meeting and subsequent discussions. Congratulations on your decision to be part of GVK Bio as “Research Assistant-Trainee”.

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5<sup>th</sup> July 2017

Dear SWEATHA DONDAPATI

This refers to our meeting and subsequent discussions. Congratulations on your decision to be part of GVK Bio as “**Research Assistant-Trainee**”.

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5<sup>th</sup> July 2017

Dear DHARMA REDDY BUCHIPALLI

This refers to our meeting and subsequent discussions. Congratulations on your decision to be part of GVK Bio as **"Research Assistant-Trainee"**.

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5<sup>th</sup> July 2017

Dear GAIBUPEER KATTUBADI

This refers to our meeting and subsequent discussions. Congratulations on your decision to be part of GVK Bio as **"Research Assistant-Trainee"**.

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5<sup>th</sup> July 2017

Dear CHAITANYA MARAPU REDDY

This refers to our meeting and subsequent discussions. Congratulations on your decision to be part of GVK Bio as "Research Assistant-Trainee".

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