



# SAROJINI NAIDU VANITA PHARMACY MAHA VIDYALAYA

(Sponsored by the Exhibition Society), Tamaka, Secunderabad

Affiliated to Osmania University, Approved by AICTE & PCI

ISO 9001: 2015 Certified Institution, NBA Accredited B. Pharmacy Course

## LIST OF STUDENTS PLACED FOR THE A.Y 2019-20

### **B. Pharmacy**

S. No	Regd No.	Name of the student	Designation	Name of the Organisation
1	1704-16-881-004	ARADHANA SATHYA RAJAN	Internship( FRND)	AUROBINDO PHARMA
2	1704-16-881-005	ATHOTA MOUNIKA	Pharmacy Assistant	YASHODA HOSPITALS
3	1704-16-881-007	BALAMONI DIVYASRI	Trainee	AMPS
4	1704-16-881-008	CHINTHAREDDY ANUSHA	Drug safety Associate-I (Pharma covigilance)	Mitocon bio-pharma Pvt ltd
5	1704-16-881-009	CHITLA MEGHANA	Drug safety Associate-I (Pharma covigilance)	Mitocon bio-pharma Pvt ltd
6	1704-16-881-010	DESAI SRAVANI	Pharmacy Assistant	YASHODA HOSPITALS
7	1704-16-881-014	GADI SUSHMA	Drug safety Associate-I (Pharma covigilance)	Mitocon biopharma Pvt ltd
8	1704-16-881-016	HUMA AFREEN	Trainee	AMPS
9	1704-16-881-018	JORRIGALA SAHITHI	Pharmacy Assistant	YASHODA HOSPITALS
10	1704-16-881-019	JYOTHI SINGH	Internship( FRND)	AUROBINDO PHARMA
11	1704-16-881-021	K. SIVANI SARMA	Trainee	AMPS
12	1704-16-881-023	KANTILAL KARISHMA JAIN	Associate	Wipro
13	1704-16-881-028	MAMIDI MANISHA REDDY	Process Associate in Pharma covigilance	Tata Consultancy Services Ltd.(TCSL)
14	1704-16-881-031	NEHA NAZNEEN	Associate	WIPRO
15	1704-16-881-032	P. SAI SWETHA	Pharmacy Assistant	YASHODA HOSPITALS
16	1704 -16 -881 -034	P.S. NIKITHA	Process Associate in Pharma covigilance	Tata Consultancy Services Ltd.(TCSL )
17	1704 -16 -881 -047	RAPELLY SRUJANA	Pharmacy Assistant	YASHODA HOSPITALS

*T. Sarathyosh*

PRINCIPAL

Sarojini Naidu Vanita Pharmacy Maha Vidyalaya  
Vijayapuri Colony, S.Lalaguda, Tamaka  
Secunderabad-500 017.



Date: 12- Aug-2020

To

Ms. Jorrigala Sahithi

Dear Jorrigala Sahithi,

Sub: Letter of offer for the position of 'Pharmacy Assistant'

With reference to your application dated on 03-August-2020 and the subsequent interview you had with us, we are pleased to inform you that you have been selected and offered employment in our organization on the following terms and conditions.

Designation : Pharmacy Assistant  
Department : Pharmacy  
Salary : As discussed and agreed at the time of interview  
Joining Date/Time : On or before 1<sup>st</sup> September 2020 at 09:00 am  
Location : Hitech City

This offer is made based on the credentials you have furnished in your resume and as discussed during the interview. The validation of this offer is subject to back ground verification.

The offer stands cancelled if your acceptance is not received within 3 days from the date of receipt of this letter.

With Best Wishes,

A.V. Balaji Babu

Vice President-HR

YASHODA HEALTHCARE SERVICES PVT. LTD, SECUNDERABAD  
S P Road, Secunderabad, Telangana - 500 003  
Registered Office: 16-10-29, Nalgonda 'X' Roads, Malakpet,  
Hyderabad, Telangana - 500 036  
Corporate Identity Number (CIN): U45200TG1993PTC016175  
email: secunderabad@yashodamail.com | www.yashodahospitals.com

 **FOR EMERGENCY/QUERIES**  
040 6723 2320 (24 HRS) | **FOR APPOINTMENTS**  
040 4567 4567 (24 HRS)





Date: 12- Aug-2020

To

Ms. P.Sai Swetha

Dear Swetha,

Sub: Letter of offer for the position of 'Pharmacy Assistant'

With reference to your application dated on 03-August-2020 and the subsequent interview you had with us, we are pleased to inform you that you have been selected and offered employment in our organization on the following terms and conditions.

Designation : Pharmacy Assistant  
Department : Pharmacy  
Salary : As discussed and agreed at the time of interview  
Joining Date/Time : On or before 1<sup>st</sup> September 2020 at 09:00 am  
Location : Hitech City

This offer is made based on the credentials you have furnished in your resume and as discussed during the interview. The validation of this offer is subject to back ground verification.

The offer stands cancelled if your acceptance is not received within 3 days from the date of receipt of this letter.

With Best Wishes,

A.V. Balaji Babu

Vice President-HR





Date: 12- Aug-2020

To

Ms. Rapelly Srujana

Dear Srujana,

Sub: Letter of offer for the position of 'Pharmacy Assistant'

With reference to your application dated on 03-August-2020 and the subsequent interview you had with us, we are pleased to inform you that you have been selected and offered employment in our organization on the following terms and conditions.

Designation : Pharmacy Assistant  
Department : Pharmacy  
Salary : As discussed and agreed at the time of interview  
Joining Date/Time : On or before 1<sup>st</sup> September 2020 at 09:00 am  
Location : Hitech City

This offer is made based on the credentials you have furnished in your resume and as discussed during the interview. The validation of this offer is subject to back ground verification.

The offer stands cancelled if your acceptance is not received within 3 days from the date of receipt of this letter.

With Best Wishes,

A.V. Balaji Babu

Vice President-HR





Date: 12- Aug-2020

To

Ms. Desai Sravani

Dear Sravani,

Sub: Letter of offer for the position of 'Pharmacy Assistant'

With reference to your application dated on 03-August-2020 and the subsequent interview you had with us, we are pleased to inform you that you have been selected and offered employment in our organization on the following terms and conditions.

Designation : Pharmacy Assistant  
Department : Pharmacy  
Salary : As discussed and agreed at the time of interview  
Joining Date/Time : On or before 1<sup>st</sup> September 2020 at 09:00 am  
Location : Hitech City

This offer is made based on the credentials you have furnished in your resume and as discussed during the interview. The validation of this offer is subject to back ground verification.

The offer stands cancelled if your acceptance is not received within 3 days from the date of receipt of this letter.

With Best Wishes,

A.V. Balaji Babu

Vice President-HR





Date: 12- Aug-2020

To

Ms. Athota Mounika

Dear Athota Mounika,

Sub: Letter of offer for the position of 'Pharmacy Assistant'

With reference to your application dated on 03-August-2020 and the subsequent interview you had with us, we are pleased to inform you that you have been selected and offered employment in our organization on the following terms and conditions.

Designation : Pharmacy Assistant  
Department : Pharmacy  
Salary : As discussed and agreed at the time of interview  
Joining Date/Time : On or before 1<sup>st</sup> September 2020 at 09:00 am  
Location : Hitech City

This offer is made based on the credentials you have furnished in your resume and as discussed during the interview. The validation of this offer is subject to back ground verification.

The offer stands cancelled if your acceptance is not received within 3 days from the date of receipt of this letter.

With Best Wishes,

A.V. Balaji Babu

Vice President-HR

YASHODA HEALTHCARE SERVICES PVT. LTD, SECUNDERABAD  
S P Road, Secunderabad, Telangana - 500 003  
Registered Office: 16-10-29, Naigonda 'X' Roads, Malakpet,  
Hyderabad, Telangana - 500 036  
Corporate Identity Number (CIN): U45200TG1993PTC016175  
email: secunderabad@yashodamail.com | www.yashodahospitals.com

 **FOR EMERGENCY/QUERIES**  
040 6723 2320 (24 HRS) | **FOR APPOINTMENTS**  
040 4567 4567 (24 HRS)





## APPOINTMENT LETTER

**17 July 2020**

Dear **Neha Nazneen**,

This is with reference to discussion you had with us recently. We are pleased to offer you the position of an **Associate** on the following terms:

### **1. Place of Employment and Timing:**

1. Your initial place of work will be at **IN-TG-Hyderabad**. However, your services are transferable, and may be assigned, after reasonable notice, to any location in India or abroad where the company or its affiliates conducts business. The duties to be performed by you hereunder shall be performed in such locations as are reasonably necessary or appropriate to carry out your duties hereunder, subject to reasonable travel requirements on behalf of the company from time to time.
2. You will be expected to attend office – except when travelling on business during working hours/shifts as may be decided by the Company.

### **2.Compensation and Benefits:**

1. Compensation. As compensation for services to be rendered pursuant to this letter, the company shall pay you an annual basic salary of **Rs 63200**. Other allowances / reimbursements as due to you are detailed in Annexure I.
2. You will be provided with a Comprehensive Medical Insurance and will also be covered under the Group Personal Accident Insurance, while on company business.
3. You will be provided with Retirement Benefits namely, Provident fund and Gratuity, in accordance with the laws of the country, and /or, as per the company policy.
4. Your compensation shall be reviewed on the basis of merit and will be at the sole discretion of the company.

### **3.Reimbursement of Expenses:**

The company will reimburse you for reasonable travel, and other business expenses incurred in connection with the performance of your duties hereunder, in accordance with the policy of the company with respect thereto.







## APPOINTMENT LETTER

**17 July 2020**

Dear **Kantilal Karishma Jain**,

This is with reference to discussion you had with us recently. We are pleased to offer you the position of an **Associate** on the following terms:

### **1. Place of Employment and Timing:**

1. Your initial place of work will be at **IN-TG-Hyderabad**. However, your services are transferable, and may be assigned, after reasonable notice, to any location in India or abroad where the company or its affiliates conducts business. The duties to be performed by you hereunder shall be performed in such locations as are reasonably necessary or appropriate to carry out your duties hereunder, subject to reasonable travel requirements on behalf of the company from time to time.
2. You will be expected to attend office – except when travelling on business during working hours/shifts as may be decided by the Company.

### **2.Compensation and Benefits:**

1. Compensation. As compensation for services to be rendered pursuant to this letter, the company shall pay you an annual basic salary of **Rs 63200**. Other allowances / reimbursements as due to you are detailed in Annexure I.
2. You will be provided with a Comprehensive Medical Insurance and will also be covered under the Group Personal Accident Insurance, while on company business.
3. You will be provided with Retirement Benefits namely, Provident fund and Gratuity, in accordance with the laws of the country, and /or, as per the company policy.
4. Your compensation shall be reviewed on the basis of merit and will be at the sole discretion of the company.

### **3.Reimbursement of Expenses:**

The company will reimburse you for reasonable travel, and other business expenses incurred in connection with the performance of your duties hereunder, in accordance with the policy of the company with respect thereto.





**Offer : PHARMACOVIGILANCE ASSOCIATE**

**Ref : TCSL/1456985/Mumbai/BPS/PVA**

**Date : 28-Aug-2020**

Ms. P.S. Nikitha

Dear Ms. P.S. Nikitha,

**Sub: Letter of Offer and Terms of Employment**

We thank you for exploring career opportunities with **Tata Consultancy Services Ltd.(TCSL)**. You have successfully completed our initial selection process and we are pleased to make you an offer of employment.

We are suitably impressed with your credentials and feel that your working with us will be mutually beneficial and rewarding. **We are pleased to inform you that you have been selected for the position of Process Associate in Pharmacovigilance and your present posting will be at Bangalore. Your Gross Salary / Annual Compensation Package including all benefits will be Rs. 3,50,006/- per annum. Annexure 1 provides a break-up of the compensation package.**

Kindly confirm your acceptance of this offer by proposing your date of joining and signing Annexure 2.

Your failure to accept the offer of the company within 7 days may lead to a presumption that you are not interested in working in the company and the offer will stand revoked automatically at the sole discretion of the company.

On joining and successful completion of joining formalities, you will be issued a Letter of Appointment by the company. Joining formalities include a submission of a PAN Card and non-submission of the same will delay your joining duty. The offer of employment is also subject to the individual being eligible and legally permissible to work such as having a valid work permit or not being disqualified from being appointed by any law.

If the requirements of the joining formalities including submission of PAN Card are not complied with by you within 30 days of your date of joining, this offer of employment would stand revoke at the sole discretion of the company. Your offer is subject to a positive background check.



### **Withdrawal of Offer**

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in the employment and this offer will be automatically withdrawn. Post acceptance of TCSL offer letter if you fail to join on the date provided in the TCSL joining letter, the offer will stand automatically terminated at the sole discretion of TCSL

We look forward to having you in our global team.

Yours Sincerely,

For **Tata Consultancy Services Ltd.**

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

**Girish Nandimath**  
**Head Talent Acquisition - India**



**Offer : PHARMACOVIGILANCE ASSOCIATE**

**Ref : TCSL/1456985/Mumbai/BPS/PVA**

**Date : 28-Aug-2020**

Ms. Mamidi Manisha Reddy

Dear Ms. Mamidi Manisha Reddy,

**Sub: Letter of Offer and Terms of Employment**

We thank you for exploring career opportunities with **Tata Consultancy Services Ltd.(TCSL)**. You have successfully completed our initial selection process and we are pleased to make you an offer of employment.

We are suitably impressed with your credentials and feel that your working with us will be mutually beneficial and rewarding. **We are pleased to inform you that you have been selected for the position of Process Associate in Pharmacovigilance and your present posting will be at Bangalore. Your Gross Salary / Annual Compensation Package including all benefits will be Rs. 3,50,006/- per annum. Annexure 1 provides a break-up of the compensation package.**

Kindly confirm your acceptance of this offer by proposing your date of joining and signing Annexure 2.

Your failure to accept the offer of the company within 7 days may lead to a presumption that you are not interested in working in the company and the offer will stand revoked automatically at the sole discretion of the company.

On joining and successful completion of joining formalities, you will be issued a Letter of Appointment by the company. Joining formalities include a submission of a PAN Card and non-submission of the same will delay your joining duty. The offer of employment is also subject to the individual being eligible and legally permissible to work such as having a valid work permit or not being disqualified from being appointed by any law.

If the requirements of the joining formalities including submission of PAN Card are not complied with by you within 30 days of your date of joining, this offer of employment would stand revoke at the sole discretion of the company. Your offer is subject to a positive background check.



### **Withdrawal of Offer**

If you fail to accept the offer from TCSL within 7 days, it will be construed that you are not interested in the employment and this offer will be automatically withdrawn. Post acceptance of TCSL offer letter if you fail to join on the date provided in the TCSL joining letter, the offer will stand automatically terminated at the sole discretion of TCSL.

We look forward to having you in our global team.

Yours Sincerely,

For **Tata Consultancy Services Ltd..**

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

**Girish Nandimath**  
**Head Talent Acquisition - India**



Mitocon Biopharma Pvt Ltd

First Floor, Vasant towers  
Begumpet, Hyderabad 500016  
Telangana, India.  
Contact: 040-48583855  
Email: [hr@mitoconbiopharma.com](mailto:hr@mitoconbiopharma.com)

Ref Letter No: MBPL/2020/0001

Date: 07-SEP- 2020

### **OFFER LETTER**

Dear Ms. Chitla Meghana,

With reference to your application, the management is pleased to offer you the **Designation as Drug Safety Associate – 1 ( Pharmacovigilance) in Cadre O-1** with **MITOCON BIOPHARMA PVT LTD.**

As discussed , your cost to company will be as per the agreed terms and conditions i.e., INR 2,00,000/- (Two Lakh Rupees only) P.A. A formal “Appointment Letter” detailing the breakup of CTC will be issued on the Date of Joining.

You are requested to report at below mentioned corporate office on or before **DOJ i.e., 07 SEP 2020.**

#### **Reporting Address:**

H.No: 1-11-251/1B

First Floor, Vasant Towers, Begumpet,  
Hyderabad – 500016

We look forward for a mutually beneficial association with you.

Thanking you,

For Mitocon Biopharma Pvt. Ltd.



|



Mitocon Biopharma Pvt Ltd

First Floor, Vasant towers  
Begumpet, Hyderabad 500016  
Telangana, India.  
Contact: 040-48583855  
Email: [hr@mitoconbiopharma.com](mailto:hr@mitoconbiopharma.com)

Ref Letter No: MBPL/2020/0001

Date: 07-SEP- 2020

### **OFFER LETTER**

**Dear Ms. Chintha Reddy Anusha,**

With reference to your application, the management is pleased to offer you the **Designation as Drug Safety Associate – 1 ( Pharmacovigilance) in Cadre O-1 with MITOCON BIOPHARMA PVT LTD.**

As discussed , your cost to company will be as per the agreed terms and conditions i.e., INR 2,00,000/- (Two Lakh Rupees only) P.A. A formal “Appointment Letter” detailing the breakup of CTC will be issued on the Date of Joining.

You are requested to report at below mentioned corporate office on or before **DOJ i.e., 07 SEP 2020.**

#### **Reporting Address:**

H.No: 1-11-251/1B

First Floor, Vasant Towers, Begumpet,  
Hyderabad – 500016

We look forward for a mutually beneficial association with you.

Thanking you,

**For Mitocon Biopharma Pvt. Ltd.**



|



Ref Letter No: MBPL/2020/0001

Date: 07-SEP- 2020

**OFFER LETTER**

**Dear Ms. Gadi Sushma,**

With reference to your application, the management is pleased to offer you the **Designation as Drug Safety Associate – 1 ( Pharmacovigilance) in Cadre O-1 with MITOCON BIOPHARMA PVT LTD.**

As discussed , your cost to company will be as per the agreed terms and conditions i.e., INR 2,00,000/- (Two Lakh Rupees only) P.A. A formal “Appointment Letter” detailing the breakup of CTC will be issued on the Date of Joining.

You are requested to report at below mentioned corporate office on or before **DOJ i.e., 07 SEP 2020.**

**Reporting Address:**

H.No: 1-11-251/1B

First Floor, Vasant Towers, Begumpet,  
Hyderabad – 500016

We look forward for a mutually beneficial association with you.

Thanking you,

**For Mitocon Biopharma Pvt. Ltd.**



5<sup>th</sup> October 2020

Ms. Jyothi Sing

**Sub: Permission for Internship**

We are pleased to inform you that we hereby accord permission to you for internship, from 02<sup>nd</sup> November 2020 to 02<sup>nd</sup> August 2021 in our organization in Formulation Analytical Research Department, at APLRC-I.

1. During the tenure of the internship stipend will be paid Rs. 10,000/- per month.
2. You can avail canteen facility and Transportation facility as per company rules.
3. Your performance shall be evaluated after 3months.
4. You shall follow the rules and regulations as well as standing orders framed by the management from time to time. You need to obey rules and discipline of the company.
5. If any irregularity is observed during the period of internship, the internship permission may be cancelled on sole decision of the management.
6. 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.
7. You shall follow the dress code of the company i.e. formals (No T-shirt)
8. You must follow & comply with all safety rules regulations while in premises. Aurobindo is indemnified of any eventuality that may arise if you fail to adhere to safety norms.

Please sign on the duplicate copy as an acceptance of this letter. You are advised to report at the following address at 9:30 AM on 02<sup>nd</sup> November 2020

AurobindoPharma Limited Research Centre

HR Department,

Sy, No: 313, Bachupally Village,

QuthubullapurMandal,

R.R. Dist, Hyderabad-500090, Phone: 040 -66271000.



Harika Namburi

Manager — HR

# APL RESEARCH CENTRE

(A Division of Aurobindo Pharama Ltd.)

Sy. No. 313 & 314, Bachupally, Bachupally Mandal, Medchal- Malkajgiri District, Hyderabad- 500090. T.S., INDIA, Tel: ++914023040261 Fax: ++914023042932

**Corp. Off.:** Galaxy, Floors: 22-24, Plot No.1 , Survey No. 83/1, Hyderabad knowledge City, Raidurg Panmaktha, Ranga Reddy District.

Hyderabad- 500032, Telangana, India. [Tel:++914066725000/66721200](tel:++914066725000/66721200), Fax : +914067074044

Regd. Off: Plot No. 2, Maitrivihar, Ameerpet, Hyderabad-500038, Telangana, India Tel: +914023736370/23747340 Fax: 914023471080 / 23746833,

E-mail: [info@aurobindo.com](mailto:info@aurobindo.com), website: [www.aurobindo.com](http://www.aurobindo.com)

5<sup>th</sup> October 2020

Ms. Aradhana Sathya Rajan

**Sub: Permission for Internship**

We are pleased to inform you that we hereby accord permission to you for internship, from 02<sup>nd</sup> November 2020 to 02<sup>nd</sup> August 2021 in our organization in Formulation Analytical Research Department, at APLRC-I.

1. During the tenure of the internship stipend will be paid Rs. 10,000/- per month.
2. You can avail canteen facility and Transportation facility as per company rules.
3. Your performance shall be evaluated after 3months.
4. You shall follow the rules and regulations as well as standing orders framed by the management from time to time. You need to obey rules and discipline of the company.
5. If any irregularity is observed during the period of internship, the internship permission may be cancelled on sole decision of the management.
6. 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.
7. You shall follow the dress code of the company i.e. formals (No T-shirt)
8. You must follow & comply with all safety rules regulations while in premises. Aurobindo is indemnified of any eventuality that may arise if you fail to adhere to safety norms.

Please sign on the duplicate copy as an acceptance of this letter. You are advised to report at the following address at 9:30 AM on 02<sup>nd</sup> November 2020

AurobindoPharma Limited Research Centre

HR Department,

Sy, No: 313, Bachupally Village,

QuthubullapurMandal,

R.R. Dist, Hyderabad-500090, Phone: 040 -66271000.



Harika Namburi

Manager — HR

# APL RESEARCH CENTRE

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Sy. No. 313 & 314, Bachupally, Bachupally Mandal, Medchal- Malkajgiri District, Hyderabad- 500090. T.S., INDIA, Tel: ++914023040261 Fax: ++914023042932

**Corp. Off.:** Galaxy, Floors: 22-24, Plot No.1, Survey No. 83/1, Hyderabad knowledge City, Raidurg Panmaktha, Ranga Reddy District.

Hyderabad- 500032, Telangana, India. [Tel:++914066725000/66721200](tel:++914066725000/66721200), Fax : +914067074044

Regd. Off: Plot No. 2, Maitrivihar, Ameerpet, Hyderabad-500038, Telangana, India Tel: +914023736370/23747340 Fax: 914023471080 / 23746833,

E-mail: [info@aurobindo.com](mailto:info@aurobindo.com), website: [www.aurobindo.com](http://www.aurobindo.com)

24<sup>th</sup> August 2020

K. Sivani Sarama

Hyderabad

Dear Sivani Sarama.,

We are pleased to appoint you as Trainee on a retainer ship basis in our organization on the following terms and conditions.

1. Your consultancy period shall be for a period of three months, beginning from 1<sup>st</sup> September 2020, which can be extended further or terminated earlier with One Month's notice on either side, without assigning any reason.
2. You will be paid Rs.25000/-(Rupees Twenty Five thousand only) as consultancy charges per month.
3. Your present place of work will be at Hyderabad, but during the course of the above assignment, you shall be liable to be posted/transferred anywhere to serve any of the Company's Projects or any other establishment in India or outside, at the sole discretion of the Management.
4. This appointment and your continuance as Trainee.
5. You will not (except in the normal course of the Company's business) publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the Company's products or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the written permission from the Company.
6. You will be required to maintain utmost secrecy in respect of Project documents, commercial offer, design documents, Project cost & Estimation, Technology, Software packages license, company's polices, Company's patterns & Trade Mark and company's Human assets profile.
7. You will be required to comply with all such rules and regulations as the Company may frame from time to time.
8. Any of our technical or other important information which might come into your possession during the continuance of your assignment with us shall not be disclosed, divulged or made public by you even thereafter.

9. If at any time in our opinion, which is final in this matter you are found non-performer or guilty of fraud, dishonest, disobedience, disorderly behavior, negligence, indiscipline, absence from duty without permission, or any other conduct considered by us deterrent to our interest or of violation of one or more terms of this letter, your services may be terminated without notice and on account of the reason of any of the acts or omission the company shall be entitled to recover the damages from you.
10. You will not accept any present, commission, or any sort of gratification in cash or kind from any person, party firm, or Company that has dealt with the company and if you are offered any, you should immediately report the same to the Management.
11. You will be responsible for the safekeeping and return in good condition and order of all Company property, which may be in your use, custody, or charge.

If you accept the terms and conditions above mentioned, please sign the declaration in the duplicate and return it to us. The original shall be retained by you.

We welcome you to the AMPS family and look forward to a fruitful

collaboration. With best wishes,

For, AMPS



Milind Dadape

Annexure  
'A'

List of Documents to be submitted prior to joining AMPS

S No.	Description
1	Education provisional certificate and mark sheets of the highest qualified degree / professional qualification.
2	Experience Certificate and Relieving Letter (and/or Acceptance of resignation letter) of last two employers
3	Copy of passport (first and last pages)
4	Two (2) passport size photographs
5	PAN (Permanent Account Number) card & Aadhar Card



24<sup>th</sup> August 2020

Balamoni Divyasri

Hyderabad

Dear Balamoni Divyasri.,

We are pleased to appoint you as Trainee on a retainer ship basis in our organization on the following terms and conditions.

1. Your consultancy period shall be for a period of three months, beginning from 1<sup>st</sup> September 2020, which can be extended further or terminated earlier with One Month's notice on either side, without assigning any reason.
2. You will be paid Rs.25000/- (Rupees Twenty Five thousand only) as consultancy charges per month.
3. Your present place of work will be at Hyderabad, but during the course of the above assignment, you shall be liable to be posted/transferred anywhere to serve any of the Company's Projects or any other establishment in India or outside, at the sole discretion of the Management.
4. This appointment and your continuance as Trainee.
5. You will not (except in the normal course of the Company's business) publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the Company's products or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the written permission from the Company.
6. You will be required to maintain utmost secrecy in respect of Project documents, commercial offer, design documents, Project cost & Estimation, Technology, Software packages license, company's policies, Company's patterns & Trade Mark and company's Human assets profile.
7. You will be required to comply with all such rules and regulations as the Company may frame from time to time.
8. Any of our technical or other important information which might come into your possession during the continuance of your assignment with us shall not be disclosed, divulged or made public by you even thereafter.

9. If at any time in our opinion, which is final in this matter you are found non-performer or guilty of fraud, dishonest, disobedience, disorderly behavior, negligence, indiscipline, absence from duty without permission, or any other conduct considered by us deterrent to our interest or of violation of one or more terms of this letter, your services may be terminated without notice and on account of the reason of any of the acts or omission the company shall be entitled to recover the damages from you.
10. You will not accept any present, commission, or any sort of gratification in cash or kind from any person, party firm, or Company that has dealt with the company and if you are offered any, you should immediately report the same to the Management.
11. You will be responsible for the safekeeping and return in good condition and order of all Company property, which may be in your use, custody, or charge.

If you accept the terms and conditions above mentioned, please sign the declaration in the duplicate and return it to us. The original shall be retained by you.

We welcome you to the AMPS family and look forward to a fruitful

collaboration. With best wishes,  
For, AMPS



Milind Dadape

Annexure  
'A

List of Documents to be submitted prior to joining AMPS

S No.	Description
1	Education provisional certificate and mark sheets of the highest qualified degree / professional qualification.
2	Experience Certificate and Relieving Letter (and/or Acceptance of resignation letter) of last two employers
3	Copy of passport (first and last pages)
4	Two (2) passport size photographs
5	PAN (Permanent Account Number) card & Aadhar Card

24<sup>th</sup> August 2020

Huma Afreen

Hyderabad

Dear Huma Afreen.,

We are pleased to appoint you as Trainee on a retainer ship basis in our organization on the following terms and conditions.

1. Your consultancy period shall be for a period of three months, beginning from 1<sup>st</sup>September 2020, which can be extended further or terminated earlier with One Month's notice on either side, without assigning any reason.
2. You will be paid Rs.25000/-(Rupees Twenty Five thousand only) as consultancy charges per month.
3. Your present place of work will be at Hyderabad, but during the course of the above assignment, you shall be liable to be posted/transferred anywhere to serve any of the Company's Projects or any other establishment in India or outside, at the sole discretion of the Management.
4. This appointment and your continuance as Trainee.
5. You will not (except in the normal course of the Company's business) publish any article or statement, deliver any lecture or broadcast or make any communication to the press, including magazine publication relating to the Company's products or to any matter with which the Company may be concerned, unless you have previously applied to and obtained the written permission from the Company.
6. You will be required to maintain utmost secrecy in respect of Project documents, commercial offer, design documents, Project cost & Estimation, Technology, Software packages license, company's polices, Company's patterns & Trade Mark and company's Human assets profile.
7. You will be required to comply with all such rules and regulations as the Company may frame from time to time.
8. Any of our technical or other important information which might come into your possession during the continuance of your assignment with us shall not be disclosed, divulged or made public by you even thereafter.

9. If at any time in our opinion, which is final in this matter you are found non-performer or guilty of fraud, dishonest, disobedience, disorderly behavior, negligence, indiscipline, absence from duty without permission, or any other conduct considered by us deterrent to our interest or of violation of one or more terms of this letter, your services may be terminated without notice and on account of the reason of any of the acts or omission the company shall be entitled to recover the damages from you.
10. You will not accept any present, commission, or any sort of gratification in cash or kind from any person, party firm, or Company that has dealt with the company and if you are offered any, you should immediately report the same to the Management.
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