



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 2020-21

B. Pharmacy

S. No	Regd No.	Name of the student	Designation	Name of the Organisation
1	1704-17-881- 002	Anke Kaveri	Internship(FRND)	AUROBINDOPHARMA
2	1704-17-881- 005	Asireddy Vennela	Senior Researcher	Global Data Research Center
3	1704-17-881- 008	B Neeraja	Pharmacy Assistant	YASHODA HOSPITALS
4	1704-17-881- 015	Chidurala Pallavi	Pharmacy Assistant	YASHODA HOSPITALS
5	1704-17-881- 016	Chiluka Jhansi Reddy	Pharmacy Assistant	YASHODA HOSPITALS
6	1704-17-881- 020	Devasree C Srinivasulu	Senior Researcher	Global Data Research Centre
7	1704-17-881- 021	Dulam Ashritha	Internship(FRND)	AUROBINDOPHARMA
8	1704-17-881- 029	Jogannagari Nikhila	Pharmacy Assistant	YASHODA HOSPITALS
9	1704-17-881- 036	Kata Siri Chandana	Associate	WIPRO
10	1704-17-881- 037	Kolipakala Susmitha	Internship(FRND)	AUROBINDOPHARMA
11	1704-17-881- 043	Kuruva Sireesha	Associate	WIPRO
12	1704-17-881- 046	Machapari Niharika	Pharmacy Assistant	YASHODAHOSPITALS
13	1704-17-881- 049	Malik Kainat	Process Associate in Pharma covigilance	Tata Consultancy Services Ltd.(TCSL)
14	1704-17-881- 052	Mede Ankitha	Associate	WIPRO
15	1704-17-881- 053	Mothkuri Akhila	Process Associate in Pharma covigilance	Tata Consultancy Services Ltd.(TCSL)
16	1704-17-881- 055	Naga Manogna Veeravalli	Process Associate in Pharma covigilance	Tata Consultancy Services Ltd.(TCSL)
17	1704 -17 -881 - 061	Paripelli Harini	Drug safety Associate-I (Pharma covigilance)	Mitocon biopharma Pvt ltd
18	1704 -17 -881 - 071	Sarana Tayaba Hameed	Trainee	AMPS
19	1704 -17 -881 - 072	Sardarni Shalinder Kour	Pharmacy Assistant	YASHODA HOSPITALS
20	1704 -17 -881 - 073	Sudi Reddy Ashritha Reddy	Trainee	AMPS
21	1704 -17 -881 - 082	Varkuti Sowmya	Drug safety Associate-I (Pharma covigilance)	Mitocon biopharma Pvt ltd
22	1704 -17 -881 - 086	Yadala Sruthi	Drug safety Associate-I (Pharma covigilance)	Mitocon biopharma Pvt ltd
23	1704 -17 -881 - 089	Marryam	Trainee	AMPS

T. Sarathyosh

PRINCIPAL

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



Date: 2-Aug-2021

To

Ms. Jogannagari Nikhila

Dear Jogannagari Nikhila ,

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

With reference to your application dated on 24-May-2021 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 9th August 2021 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)





Date: 2-Aug-2021

To

Ms. Sardarni Shalinder Kour

Dear Sardarni Shalinder Kour ,

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

With reference to your application dated on 24-May-2021 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 9th August 2021 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.

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A.V. Balaji Babu

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Date: 2-Aug-2021

To

Ms. Chidurala Pallavi

Dear Pallavi,

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

With reference to your application dated on 24-May-2021 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 9th August 2021 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.

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Date: 24-May-2021

To

Ms. Machapari Niharika

Dear Machapari Niharika ,

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

With reference to your application dated on 02-August-2021 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 9th August 2021 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

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Date: 2- Aug-2021

To

Ms. B. Neeraja

Dear Neeraja,

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

With reference to your application dated on 24-May-2021 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 9th August 2021 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

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APPOINTMENT LETTER

21 July 2021

Dear **Kata Siri Chandana**,

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.



Date: 2-Aug-2021

To

Ms. Chiluka Jhansi Reddy

Dear Jhansi Reddy,

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

With reference to your application dated on 24-May-2021 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 9th August 2021 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

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APPOINTMENT LETTER

21 July 2021

Dear **Kuruva Sireesha,**

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

21 July 2021

Dear **Mede Ankitha**,

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 : BUSINESS PROCESS SERVICES

Ref : TCSL/1456985/Mumbai/BPS/PVA

Date : 18-Feb-2021

Ms. Kadarla Vinayasree
H:No: 2-3-363, Market Road
Metpally, Telangana, India

Dear Ms. Kadarla Vinayasree,

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 Grade BPO1 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.



COMPENSATION AND BENEFITS

The details of your compensation and benefits are given below:

FIXED COMPENSATION

Basic Salary:

Your Basic Salary will be **Rs. 14,836/-** per month.

Bouquet of Benefits (BoB)

Bouquet of Benefits (BoB) offers you the flexibility to design part of your compensation within the defined framework, twice in a financial year. All the components will be disbursed on a monthly basis. The components under Bouquet of Benefits are listed below. The amounts given here for each of the components are as per pre-defined structure. However, you may want to split the Bouquet of Benefits amount between the components as per your tax plan. To design your Bouquet of Benefits, you may access the link for BoB in the "Global Employee Self Service" (GESS) on "Ultimatix", the internal portal of TCS.

Taxation will be governed by the Income Tax rules. The Company will be deducting tax at source as per income tax guidelines.

1. House Rent Allowance

Your HRA will be **Rs. 5,193/-** per month.

While restructuring your BoB amount to various components, it is mandatory that at least 5% of monthly basic pay be allocated towards HRA

2. Leave Travel Allowance

You will be eligible for annual Leave Travel Allowance which is equivalent to 8.33% of basic salary or a pro-rata amount in case you join during the financial year. This will be disbursed on a monthly basis along with the monthly salary.

To avail income tax benefits, you need to apply for a minimum of 3 days of leave and submit supporting travel documents.

3. Food Card

You will be eligible for a Food Card. It can be set up to a maximum of **Rs. 3,000/-** per month for tax exemption. It can be used to purchase food items at all domestic VISA enabled restaurants and fast food restaurants including TCS cafeterias.

Night Shift Allowance

TCSL has agreed to provide its clients 24 X 7 production support environment. Shift working is therefore an incident and condition of service. Failure, refusal or inability to work in the night shift without reasonable cause may lead to severance of employment.

Employee assigned to night shifts on client request in the BPO department, would be eligible for a Night Shift Allowance of **Rs. 200/-** per shift. In order to avail this allowance the associate must work between 11.30p.m. and 6.30 a.m. IST excluding break. All approved claims will be paid post tax deduction along with monthly salary.

Variable Allowance (VA)

Monthly Performance Pay

You will receive a monthly performance pay of **Rs. 2,800/-**. The same will be reviewed on completion of your first Anniversary with the company and will undergo a change basis your own ongoing individual performance.



Monthly performance pay is also linked to your allocation status and will undergo a change in case you are unallocated for a period of one month or more.

This Pay / Allowance shall be treated as productivity bonus in lieu of statutory profit bonus. The company reserves the right to review or discontinue any/all provision(s) of Variable Allowance in case of movement into / out of a process in which it applies.

CITY ALLOWANCE

You will be eligible for a City Allowance of **Rs. 250/-** per month. This allowance is fully taxable, is specific to India and linked to your base branch. It is subject to review and will be discontinued while on international assignments.

OTHER BENEFITS

1. Health Insurance Scheme

TCSL brings the benefit of health insurance cover to you and your dependents under the company's Health Insurance Scheme (HIS). You are automatically covered under a default HIS Plan. You will be eligible for Domiciliary and Hospitalization covers as per the default plan applicable. These benefits are extended on payment of applicable premium as per the scheme.

You have the flexibility to choose a plan which is higher than the existing default plan, by paying the applicable additional premium plus Service Tax.

- a) Domiciliary Cover: This is a provision to cover the cost incurred towards any domiciliary treatment up to a specified limit for each insured person per annum.
- b) Base Cover: This is a provision to cover the cost incurred on hospitalization treatments up to a specified limit for each insured person per annum.
- c) Floater Cover: This benefit covers the hospitalization expenses incurred over and above the basic hospitalization cover limit. This is a family floater cover for you and your enrolled dependents.

The total premium is split between Base Cover and Floater Cover Premium as per the default plan applicable.

- i. Base Cover Premium: Towards Domiciliary and Base cover for self, spouse and up to three children is entirely borne by TCSL, provided these members are explicitly enrolled by you under the scheme. Additionally, if you wish to cover dependent parents/parents-in-law or remaining children, the applicable premium per insured person is to be borne by you.
- ii. Floater Cover Premium: Towards Floater cover is to be borne by you.

*Note: The above Health Insurance Scheme is subject to revision. The policy changes if any, in future, will prevail. For further details, please refer to the policy document.

2. Maternity Benefits:

Women employees are eligible to avail maternity leave of twenty six weeks. Adopting or commissioning mother may avail maternity leave for twelve weeks. For more details on the benefits and eligibility, once you join, please refer to TCS India Policy- Maternity Leave.

3. Compensation Benefits under ESI Act / Employees' Compensation Act*:

If you are covered under Employees State Insurance Act (ESI Act) you are entitled to claim the benefits in the event of accidental injury resulting into death or disablement arising out of and in the course of employment, from Employees' State Insurance Corporation.

If you are out of the purview of ESI Act, you will be eligible for compensation benefit in the event of death / disablement arising out of and in the course of employment as per the Employee Compensation Act (Amendment Act of 2017) or the benefits under the Company's Group Term Life Insurance scheme / Personal accident insurance scheme as the case may be, whichever is more beneficial. For more details on this, refer TCS India policy - Group Life Insurance and TCS India policy - Health Insurance after joining the company.



* Inclusion or exclusion of an employee under 'Employee State Insurance Corporation' is as defined as per the ESIC Act

4. Professional Memberships

You will be eligible for reimbursement of expenses towards professional membership as per TCSL's policy.

5. Tata Sons & Consultancy Services Employees' Welfare Trust (TWT):

You will become a member of the TWT, on completion of continuous service of one year from the date of joining TCSL and a nominal annual membership fee of **Rs. 250/-** will be borne by you. The Trust provides financial assistance by way of grants/ loans in accordance with the rules framed by the Trust from time to time for medical and educational purposes and in case of death of members while in service

SOCIAL SECURITY / RETIRALS BENEFITS

1. Provident Fund:

You will be a member of the Provident Fund as per the provisions of "The Employees Provident Fund and Miscellaneous Provisions Act, 1952", and TCSL will contribute 12% of your basic salary every month towards Provident Fund, as per the provisions of the said Act.

You are required to provide your Universal Account Number (UAN), if any, issued by your previous employer or your PF and/or Pension account number with previous employer on the Declaration Form (Form 9) at the time of joining TCSL so as to link your UAN with TCS PF / Pension account or generate new UAN if not allotted to you earlier.

2. Employees' Pension Scheme:

Your enrolment under the Employees' Pension Scheme will be based on the details you provide under the Declaration Form (Form 9) at the time of joining TCSL.

3. Gratuity:

You will be eligible to gratuity in accordance with the rules applicable.

The company will consider the number of years of service completed for the purpose of calculation of gratuity.

TERMS OF EMPLOYMENT

1. Relevant Experience:

Of your total experience, **1.33** years are considered to be relevant to the company's business.

2. Probation Period:

You will be on probation for 3 Months.

If your services are found to be satisfactory during the period of probation, your confirmation will be communicated to you in writing upon successful completion of your probation period.

3. Working Hours:

You may be required to work in shifts and/or in extended working hours, as permitted by law.

4. Transport:

TCS BPS provides company transport facility within a pre-defined radius for each location as defined in the company transport policy. TCS employees living beyond these boundaries would be required to make their own arrangements and the routes are predetermined and not permitted to be varied under any



circumstances. The company will make appropriate provisions for those working in night shift as permitted by law/ policy.

5. Leave :

You will be eligible for leave as per the Company's Leave Policy.

6. Mobility :

The Company reserves the right to transfer/utilise your services at its sole discretion at any of its offices, work sites, or associate or affiliate companies, firms in India or outside India which are currently in existence or which may likely to come into existence anywhere in India or abroad, on the terms and conditions as applicable to you at the time of transfer. In case you refuse to join duty at the transferred location within stipulated period, your services are liable to be terminated. This is without prejudice to the company's right to take disciplinary action under the Industrial Employment Standing Orders Act, 1946.

7. Increments and Promotions:

Your merit, performance and contribution to the company will be the primary considerations for annual salary increments and your potential to perform and availability of suitable positions will be considered for promotions. Salary increments and promotions will not be direct and will be based on the company's Compensation and Promotion policy. Increments shall depend on several factors like company's performance, your individual performance, track record and contribution to the company, attendance, behavior and conduct during the period under review as per the Company's policy as may be applicable from time to time.

BPO Z associates will be eligible for promotion and career progression subject to successful completion of graduation as per BPS Policy.

8. Alternate Employment:

As a whole-time associate of TCSL, you are not permitted to undertake any other employment, business, assume any public office or private office, honorary or remunerative, without the prior written permission of TCSL.

9. Confidentiality, Data and Intellectual Property Protection :

As part of the joining formalities, you are required to sign a Confidentiality, Data and IP Protection Terms, which aims to protect the intellectual property rights and business information of TCSL and its clients. The detailed Confidentiality, Data and IP Protection related terms and conditions are set out in Annexure 2.

10. International Deputation Agreement:

You are required to sign the International Assignment Agreement, which requires you to serve TCSL for a minimum of 90 days, on completion of every overseas deputation that exceeds 30 days. International Assignment Agreement is a one-time agreement, applicable for the entire tenure of employment with the company.

This is to ensure that the knowledge and information gained by you during your deputation is shared and available to the company and its employees in India. This transfer of knowledge and information is essential for the company to continue to serve its clients and customers better.

If you are deputed internationally for training, you will be required to sign an agreement to serve the company for a minimum period of 90 days on completion of each such training.

11. TATA Code of Conduct:

You are required to sign the TATA Code of Conduct and follow the same in your day to day conduct as an employee of TCSL.

12. Retirement:

You will retire from the services of the Company on completion of 60 years of age as per the proof of age



submitted by you at the time of joining. .

13. Medical Tests:

You are required to undergo a pre-employment medical check-up and obtain a fitness certificate from the company's doctor. This is a pre-condition for employment. Please collect the medical check-up authorization letter from the company HR executive, at the time of submitting your written acceptance of this offer. To verify your identification, we request you to carry a photograph and a photo identification document issued by government like passport, PAN card, Election Card, Driving License etc. If you are a campus recruit, you may produce your current educational institute's photo identification card in the absence of government photo identification document.

Retention of reasonable medical fitness is also a condition of employment. . The opinion of the doctor appointed by the company shall be final and binding on both parties. The company also reserves the right to get yourself examined by a doctor at any time during your employment to ascertain your medical fitness. Your failure, refusal or inability to appear for such medical examination will result in the determination of your employment contract without any notice or notice pay in lieu of notice.

Your services are liable to be terminated / determined on account of your continued ill health or if you are found to be medically unfit for the job as may be certified by the company's doctor.

14. Notice Period:

During the first 3 Months of employment with **TCSL**, you may terminate this contract of employment by giving 30 calendar days' notice to the Management.

In case your performance, behavior and / or conduct during the probation period is found unsatisfactory/incompatible, TCSL reserves the right to terminate your employment without any notice or notice pay in lieu of notice.

On completion of 3 Months, this contract of employment is terminable by you by giving 90 calendar days' notice in writing to **TCSL**. It is clearly understood, agreed and made abundantly clear that you shall have to necessarily work during the period of notice of 90 days given by you under this clause. However, upon your serving the notice under this clause, **TCSL** may relieve you any time during the period of notice at its sole discretion.

On completion of 3 Months, this contract of employment may be terminated by **TCSL** by giving you 90 calendar days' notice or payment in lieu thereof.

Notwithstanding the above, this contract of employment may be terminated by the company without any notice or notice pay, in the event your performance / behavior and/or conduct during the period of probation is found to be unsatisfactory / incompatible.

Your failure to comply with this clause will entail monetary payment of damages to **TCSL** as may be determined by it at its own discretion having regard to the responsibilities shouldered by you while being in the employment of **TCSL**.

15. Background Check:

Your employment will be subject to a background check in line with the company's background check policy. A specially appointed agency will conduct internal and external background checks. Normally, such checks are completed within one month of joining.

The offer of employment is subject to the condition that the person concerned has not been guilty or convicted for any criminal offence in the past.

If the background check reveals unfavourable results, you will be liable to disciplinary action including termination of service without notice.

16. Submission of Documents:

At the time of your joining, photocopy of the following documents should be submitted. Please carry the original copies for verification.



- Standard X and XII Mark sheets equivalent
- Degree certificate and mark sheets for all semesters
- Postgraduate degree certificate and mark sheets for all semesters (if you are a Post-graduate)
- Birth Certificate / Proof of Age
- Experience certificate from your previous employer(s) indicating the following :
 - i. Period of employment
 - ii. Technology areas you worked on
 - iii. Certificates for any training provided by your previous employers in various technologies
- Release letter from your current employer indicating the date of release
- Passport
- 6 photographs - passport size
- A photocopy of your Permanent Account Number (PAN) Card
- An affidavit / notarised undertaking that there is no criminal offence registered/pending against you

Your original documents will be returned to you after verification

17. Letter of Appointment:

You will be issued a letter of appointment at the time of your joining and completing joining formalities as per the company's policy.

18. Processing of Personal Data

Your personal data collected and developed during recruitment process will be processed in accordance with the TCS Data Privacy Policy. The personal data referred therein are details related to contact, family, education, personal identifiers issued by government, social profile, background references, previous employment and experience, medical history, skillset, proficiency and certifications, job profile and your career aspirations.

It will be processed for various organizational purposes such as recruitment, onboarding, background check, project assignment, performance management, job rotation, career development including at leadership level, diversity and inclusion initiatives, global mobility, wellness program, statutory and legal requirements and specific organizational initiatives in force during your tenure in TCS.

After you join TCS, there would be more sets of Personal Information (PI) attributes processed for various legitimate purposes. All of it will be processed with compliance to applicable laws and the TCS Data Privacy Policy. In some scenarios of your PI processing, you will be provided with appropriate notice and/or explicit consent might be obtained from time to time.

For the purposes mentioned above, your required PI may be shared with specific vendor organizations who provide services to TCS, e.g. background check, health insurance, counselling, travel, transport and visa, payroll services, associate engagement activities, and financial and taxation services. As TCS is a global company, your PI may be shared with entities outside India, limited for the purposes mentioned above and/or in this offer letter.

In case of overseas deputation, available privacy rights would be governed as per regulatory provisions and / or TCS policies/notice provided applicable at your overseas location.

19. Terms and Conditions:

The above terms and conditions of employment are specific to your employment in India and there can be changes to the said terms and conditions in case of deputation on international assignments during the course of your employment.

20. Employment in India:

In case, you are not a citizen of India, this offer is subject to your obtaining a work permit and or any other permissions and / or documentation as prescribed by the Government of India for permanent employment with TCSL.

21. Rules and Regulations of the Company:



Your appointment will be governed by the policies, rules, regulations, practices, processes and procedures of the company as applicable to you and the changes therein from time to time.

22. Compliance to all clauses

You will be required to fulfill all the terms and conditions mentioned in this letter of offer. Any failure to fulfill any term and /or condition would entitle TCS in withdrawing this offer letter at its sole discretion.



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.**

Girish Nandimath
Head Talent Acquisition - India

Encl: Annexure 1: Benefits Gross Salary Sheet
Annexure 2: Confidentiality, Data and Intellectual Property Protection Terms



GROSS SALARY SHEET

Annexure 1

Name	Ms. Kadarla Vinayasree		
Designation	Process Associate		
Grade	BPO1	Relevant Experience (In Years)	1.33

Table 1: Compensation Details: (All Components are in Rs)

Component Category	Monthly	Annual
1) Fixed Compensation		
Basic Salary	14,836	1,78,032
Bouquet of Benefits #	8,129	97,547
2) Variable Compensation		
Monthly Variable Pay	2,800	33,600
3) City Allowance	250	3,000
4) Annual Components/Retirals		
Health Insurance	NA	7,900
Provident Fund (at 12% of Basic Salary)	1,780	21,364
Gratuity Fund (at 4.81% of Basic Salary)	714	8,563
Total of Annual Components & Retirals	2,494	37,827
TOTAL GROSS	28,509	3,50,006

Refer to Table 2 for TCSL defined Structure

Table 2:TCSL defined structure for BoB (All Components in Rs)

In case, you wish not to opt for the BoB, Defined Structure as given in Table 2 will be applicable.

Component Category	Monthly	Annual
House Rent Allowance	5,193	62,311
Leave Travel Allowance	1,236	14,836
Food Card	1,700	20,400
GROSS BOUQUET OF BENEFITS	8,129	97,547



Confidentiality, Data and Intellectual Property Protection Terms

Annexure 2

1. Confidential Information

“Confidential Information” shall mean all Inventions and Know-how, information and material of **TCS and its subsidiaries as applicable (Collectively termed as ‘TCS’)** (including for avoidance of doubt any Confidential Information of its Clients) that comes into the possession or know of the Associate and shall include the following:

- (a) Any and all information processing programs, software, properties, items, information, data, material or any nature whatsoever or any parts thereof, additions thereto and materials related thereto, produced or created at any time by TCS or the Associate in the course of or in connection with or arising out of the Associate’s association with TCS. Program/Software shall mean source code and/or machine instructions wherever resident and on whatever media and all related documentation and software,
- (b) All other information and material of TCS relating to design, method of construction, manufacture, operation, specifications, use and services of the TCS equipment and components, including, but not limited to, engineering and laboratory notebooks, reports, process data, test data, performance data, inventions, trade secrets, systems, software, object codes, source codes, copyrighted matters, methods, drawings, computations, calculations, computer programs, narrations, flow charts and all documentation therefore and all copies thereof (including for avoidance of doubt any such material belonging to the Clients of TCS)
- (c) Corporate strategies and other confidential and proprietary material and information, which could cause competitive harm to TCS if disclosed,
- (d) Customer and prospective customer lists, and
- (e) All other information and material, which may be created, developed, conceived, gathered or collected or obtained by the Associate in the course of or arising out of the association with TCS or while in or in connection with or for the purposes of his/her association with TCS or any of the operations and entrusted by TCS to the Associate.

2. Associate’s Obligations

Associate agrees to treat the Confidential Information as strictly confidential and a trade secret of TCS. Associate agrees not to use, or cause to be used, or disclose or divulge or part with directly or indirectly any Confidential Information for the benefit of or to any third parties except for or on behalf of or as directed or authorized by TCS or to a person having a valid contract with TCS. Upon termination of employment, the Associate agrees to surrender to TCS all Confidential Information that he or she may then possess or have under his or her control.

3. Intellectual Property Rights

Associate agrees and confirms that all intellectual property rights in the Confidential Information shall at all times vest in and remain with or belong to TCS and Associate shall have no right title or claim of any nature whatsoever in the Confidential Information. Associate shall promptly disclose to an authorized officer of TCS all inventions, ideas, innovations, discoveries, improvements, suggestions, or reports and enhancements made, created, developed, conceived or devised by him or her arising out of his or her engagement with TCS, including in the course of provision of services to the Clients of TCS and Associate hereby agrees and confirms that all such intellectual property rights shall at all times vest in and remain vested in TCS and agrees to transfer and assign to TCS any interests Associate may have in such intellectual property rights including any interest in and to any domestic or foreign patent rights, trademarks, trade names copyrights and trade secret rights therein and any renewals thereof. On request of TCS, Associate shall execute from time to time, during or after the termination of his or her employment, such further instruments, including without limitations, applications for letters of patent, trademarks, trade names and copyrights or assignments thereof, as may be deemed necessary or desirable by TCS to perfect the title of TCS in the intellectual property rights and to effectuate the provisions hereof. All expenses of filing or prosecuting any application for patents, trademarks, trade names, or copyrights shall be borne solely by TCS, but Associate shall co-ordinate in filing and / or



prosecuting any such applications. Associate hereby expressly waives any “artist's rights” or “moral rights”, which Associate might otherwise have in such intellectual property rights.

4. Prior knowledge

Associate acknowledges that prior to his or her appointment by TCS, he or she had no knowledge of the Confidential Information of TCS and that such Confidential Information is of a confidential and secret character and is vital to the continued success of TCS's business. Associate further acknowledges that he or she is associated with TCS in a capacity in which he or she will become acquainted with all or part of such Confidential Information. In order to safeguard the legitimate interests of TCS in such Confidential Information, it is necessary for TCS to protect such Confidential Information by holding it secret and confidential.

5. Use of third party material

Associate expressly agrees that Associate shall not in the course of his or her association with TCS and while working on the premises or facilities of TCS or its Clients or in connection with the development of any intellectual property rights or work for or on behalf of TCS;

- (a) Use any third party material or intellectual property rights except those intellectual property rights provided by TCS or expressly authorized by TCS or without having proper authorization or license or approval of the respective owner of such intellectual property rights.
- (b) Participate in any activity for creation (including conception, design, development, testing, implementation, support or marketing) of any Intellectual Property for or on behalf of TCS or its affiliates if Associate has been exposed, directly or indirectly, to any Third Party IP which is in the same subject area (such as research area, technology or application area) as, or which is same or similar to, the Intellectual Property or any portion thereof, to be so created, unless;
 - i) Associate has expressly declared to TCS in a prescribed form whether such exposure was owing to publically available information or under and subject to any agreement; AND
 - ii) TCS has expressly confirmed to the Associate that TCS has proper authorization or license or approval of the respective owner of such Third Party IP to use the same in Intellectual Property or portion thereof to be created and authorized in writing Associate's participation in such activity.
- (c) Knowingly access, make reference to or use any Third Party IP (except as permitted under Section 5(a), directly or indirectly, during the period of association with the creation (conception, design, development, testing, implementation, support or marketing) of TCS Intellectual Property or portion thereof, which is in the same subject area of TCS Intellectual Property or which is same or similar to such TCS Intellectual Property or portion thereof being created. In case, Associate access or is exposed to any such Third Party IP during such association, Associate shall promptly bring it to the notice of TCS IP asset owner or TCS project manager in writing and immediately cease to participate in any such activity.

6. Security policies and Guidelines.

6.1 Associate agrees to abide by and be bound by any and all policies, documents, guidelines and processes including IP, Information Security and Confidentiality of TCS in force from time to time whether expressly endorsed or not.

6.2 Associate acknowledge and agree that in the course of, and as a result of his/her engagement with TCS, Associate will have access to, obtain or come across personal data or information of other TCS Associates or Clients, including without limitation, sensitive personal data or information (collectively “Personal Data and Information”) within the meaning of the applicable Indian Law and Rules or any other applicable Law, directive or regulation anywhere in the world. In respect of any such Personal Data and Information accessed, obtained, acquired or processed by Associate for and on behalf of TCS, its affiliates or Clients, Associate undertake that he/she will:

- (a) Process the Personal Data and Information only on behalf of TCS, its Affiliates or Clients, as the case may be, and only on and in accordance with instructions received from the data controller from time to time;
- (b) Abide by such technical and organizational measures necessary to prevent the accidental or unlawful destruction or accidental loss, alteration, un-authorized disclosure or access to the Personal Data and Information;



- (c) Promptly (and in any event within 24 hours of awareness) bring to notice of TCS or its Affiliates, as the case may be, of any actual or suspected incident of unauthorized or accidental disclosure of, or access to, the Personal Data and Information or other breach of this section (a "Security Breach");
- (d) Promptly provide TCS with all information in Associate's notice, possession or control concerning any Security Breach and not make any public announcement regarding a Security Breach without TCS' prior written consent;
- (e) Not do, or omit to do, anything, which would cause TCS or any of its employees, officers or agents to be in breach of its obligations under any privacy or data protection policy, regulation or legislation;
- (f) Upon expiry or termination of Associate's engagement with TCS, return all copies of the Personal Data and Information to TCS in Associate's possession or control; and
- (g) Promptly bring to TCS' notice of any request received from a data subject to have access to his/her Personal Data and Information or of any other communication relating to the access, use or processing of any Personal Data and Information (including any notice from the regulatory body) and fully co-operate and assist TCS in relation to any such request or communication.

6.3 Associate expressly consent that TCS and/or its affiliates may collect, use, transfer, retain or otherwise process Associate's Personal Data and Information in connection with his/her engagement with TCS, in accordance with the then / current TCS policies and procedures and applicable privacy and data protection legislation. TCS may use third party services or sub-contractors to collect or otherwise process Associate's Personal Data and Information for which TCS shall remain responsible for such third party services provider or sub-contractor's compliance with TCS' obligations hereunder.

7. Restriction on Associate's Rights

Associate agrees that he or she shall not make, have made, replicate, reproduce, use, sell, incorporate or otherwise exploit, for his or her own use or for any other purpose, any of the Confidential Information including intellectual properties of TCS that is or may be revealed to him or her by TCS or which may in the course of his or her employment with TCS come into his or her possession or knowledge unless specifically authorized to do so in writing by TCS.

8. No License

TCS and Associate agree that no license under any patent or copyright now existing or hereafter obtained by TCS is granted, agreed to be granted, or implied by the terms of this Agreement, or by the disclosure to Associate of the Confidential Information.

9. Equitable Rights

Associate acknowledges that any Confidential Information that comes into the possession and / or knowledge of Associate is of a unique, highly confidential and proprietary nature. It is further acknowledged by Associate that the disclosure, distribution, dissemination and / or release by Associate of the Confidential Information without the prior written consent of TCS or any breach of the Confidentiality, Data and IP Protection Terms by Associate will cause TCS to suffer severe, immediate and irreparable damage and that upon any such breach or any threat thereof, TCS shall without prejudice to any other remedies available to it, be entitled to appropriate equitable relief including the relief of specific performance and injunctive relief, in addition to whatever remedies it might have at law.

10. General

- (a) The provisions hereof shall be interpreted, determined and enforced in accordance with the laws of India.
- (b) In the event of any dispute or disagreement over the interpretation of any of the terms herein contained or any claim or liability of any party, the same shall be referred to a person to be nominated by TCS, whose decision shall be final and binding upon the parties hereto. Subject to the above, the arbitration shall be governed by the Arbitration and Conciliation Act, 1996 or any modifications or re-enactment thereof. Associate confirms that the fact that the arbitrator shall be a nominee of TCS shall not be a ground for objecting to such arbitration or challenging the decision of the arbitrator. The venue of arbitration shall be Mumbai. Subject to the above arbitration clause, the Parties agreed to the binding jurisdiction of the Courts at Mumbai under the laws of India.




- (c) If any provision hereof shall be found by a judicial tribunal to be contrary to governing law, it shall be deemed null and void without annulling or rendering invalid the remainder of the Agreement and if the invalid portion is such that the remainder cannot be sustained without it, the Parties herein shall find a suitable replacement to the invalid portion that shall be legally valid.
- (d) This Confidentiality, Data and IP Protection Terms along with other documents executed by Associate or referenced in any such documents constitutes the entire understanding between the parties and supersedes all prior agreements and understandings pertaining to the subject matter thereof. No delay of omission of either Party in exercising or enforcing any of their rights or remedies hereunder shall constitute a waiver thereof.
- (e) This Confidentiality, Data and IP Protection Terms may not be amended except in writing signed by authorized representatives of both parties.
- (f) The obligations of Associate in terms of this Confidentiality, Data and IP Protection Terms shall continue during the term of or in the course of the employment of the Associate with TCS and shall continue thereafter in perpetuity.

Please complete and return these documents to the TCSL HR executive, within 7 days of receiving this offer.

This is to confirm that I have received the Letter of Offer on 18-02-2021 .
I hereby accept this Offer and intend to join service on 03-05-2021 .

Name: Ms. Kadarla Vinayasree

Address: 2-3-363, Market Road, Metpally, 505325, Tealngana

Signature: 
Date: 22-02-2021



Offer : PHARMACOVIGILANCE ASSOCIATE

Ref : TCSL/1556985/Mumbai/PVA

Date : 18-Feb-2021

Ms. Naga Manogna Veeravalli

Dear Ms. Naga Manogna Veeravalli,

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/1556985/Mumbai/PVA

Date : 18-Feb-2021

Ms. Malik Kainat

Dear Ms. Malik Kainat,

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.**

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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/1556985/Mumbai/PVA

Date : 18-Feb-2021

Ms. Mothkuri Akhila

Dear Ms. Mothkuri Akhila,

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.

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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.

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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

Ref Letter No: MBPL/2021/0001

Date: 09-AUG- 2021

OFFER LETTER

Dear Ms. Yadala Sruthi,

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., 09 AUG 2021.**

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

Ref Letter No: MBPL/2021/0001

Date: 09-AUG- 2021

OFFER LETTER

Dear Ms. Paripelli Harini,

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., 09 AUG 2021.**

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

Ref Letter No: MBPL/2021/0001

Date: 09-AUG- 2021

OFFER LETTER

Dear Ms. Varkuti Sowmya,

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., 09 AUG 2021.**

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.



|

Strictly Private and Confidential

Date: 17 May 2021

To,
Devasree C Srinivasulu
Hyderabad

Dear Devasree C Srinivasulu,

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 **01-July-2021**. Your annual emoluments will be **Rs.288081 (Rupees Two Lakhs Eighty Eight Thousand Eighty One 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 **Fifteen** days or salary in lieu thereof, as agreed and if approved by Director. On the completion of probation period, the notice period will be **Thirty** days or salary in lieu thereof as agreed and if approved by Director.

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.

Strictly Private and Confidential

Date: 17 May 2021

To,
Asireddy Vennela
Hyderabad

Dear Asireddy Vennela,

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 **01-July-2021**. Your annual emoluments will be **Rs.288081 (Rupees Two Lakhs Eighty Eight Thousand Eighty One 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 **Fifteen** days or salary in lieu thereof, as agreed and if approved by Director. On the completion of probation period, the notice period will be **Thirty** days or salary in lieu thereof as agreed and if approved by Director.

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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.

1st October 2021

Ms. Kolipakala Susmitha

Sub: Permission for Internship

We are pleased to inform you that we hereby accord permission to you for internship, from 11th October 2021 to 12th August 2022 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 11th October 2021

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, website: www.aurobindo.com

1st October 2021

Ms. Anke Kaveri

Sub: Permission for Internship

We are pleased to inform you that we hereby accord permission to you for internship, from 11th October 2021 to 12th December 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 02nd May 2022

AurobindoPharma Limited Research Centre

HR Department,

Sy, No: 313, Bachupally Village,

QuthubullapurMandal,

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



Harika Namburi

Manager — HR

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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, website: www.aurobindo.com

AUROBINDO

1st October 2021

Ms. Dulam Ashritha

Sub: Permission for Internship

We are pleased to inform you that we hereby accord permission to you for internship, from 11th October 2021 to 12th August 2022 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.
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HR Department,

Sy, No: 313, Bachupally Village,

QuthubullapurMandal,

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



Harika Namburi

Manager — HR

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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, website: www.aurobindo.com

14th March 2021

Sarana Tayaba Hameed

Hyderabad

Dear Sarana Tayaba,,

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 1st August 2021, 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

14th July 2021

Marryam

Hyderabad

Dear Marryam.,

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 1st August 2021, 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.

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For, AMPS



Milind Dadape

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4	Two (2) passport size photographs
5	PAN (Permanent Account Number) card & Aadhar Card

14th July 2021

Sudi Reddy Ashritha Reddy

Hyderabad

Dear Ashritha Reddy.,

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 1st August 2021, 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.
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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.

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