

**SAROJINI NAIDU VANITA PHARMACY MAHA VIDYALAYA**

(Sponsored by the Exhibition Society), Tamaka, Secunderabad

Affiliated to Osmania University, Approved by AICTE &amp; PCI

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

**LIST OF STUDENTS PLACED FOR THE A.Y 2022-23****Pharm. D**

S. No	Regd No.	Name of the student	Designation	Name of the Organisation
1	1704-17-882-003	Atufa Tahur	Physician Assistant	Susruta hospital
2	1704-17-882-005	CH. Ruth	Clinical Pharmacologist	Yashoda Hospitals
3	1704-17-882-006	Chilukarmari Sravali	Clinical Pharmacist & Clinical Audit	Yashoda hospitals
4	1704-17-882-007	Dharavanth Sarayu	Full time duty Medical officer	Arka hospital
5	1704-17-882-008	G. Sirisha	Drug Safety Associate	Vizen Life Science Pvt Ltd
6	1704-17-882-010	Katike Vaishalini	Drug Safety Associate	Vizen Life Science Pvt Ltd
7	1704-17-882-012	Manikantan Srinidhi	Trainee on retainership	AMPS
8	1704-17-882-014	Mounika Alekya Yerramalli	Associate	AMPS
9	1704-17-882-015	Nampally Theertha	Duty Medical Officer	Mamatha Academy Medical Sciences
10	1704-17-882-016	Nomula Revathi	Clinical Pharmacist	CIPHER Oncology Pvt Ltd
11	1704-17-882-017	Omera Begum	Pharmacist	Dubai
12	1704-17-882-018	Richa Diggikar	Management trainee	Natco Pharma
13	1704-17-882-019	Samboji Sushma	Physician Assistant	Partiv Hospital
14	1704-17-882-020	Tummala Vaishnavi	Clinical Pharmacist	Malla Reddy Multi speciality hospital
15	1704-17-882-021	Tagore Jaya Sree	DMO	Pulse Heart Super Speciality Hospital
16	1704-17-882-022	Tharigoppula Harini	Clinical Associate	Waterley Pharmaceuticals Pvt Ltd
17	1704-17-882-023	Vengala Suma	Clinical Pharmacist & Clinical Audit	Yashoda Hospitals
18	1704-17-882-024	Chittari Sneha	DMO	PRK Super Speciality hospitals
19	1704-17-882-025	Battu Himaja	Physician Assistant	Yashoda Hospitals

**B. Pharmacy IV**

S. No	Regd No.	Name of the student	Designation	Name of the Organisation
20	1704-19-881-004	Bairagoni Sai Priya	Junior process associate	Healius Pathology India Pvt Ltd
21	1704-19-881-006	Banoth Shravasti	Associate	AMPS
22	1704-19-881-010	Bhargavi U	Medical Coding trainee	Transorze

*Sarathyosh*  
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23	1704-19-881-012	Bikkumalla Divya	Junior process associate	Healius Pathology India Pvt Ltd
24	1704-19-881-016	Doli Likhitha	Content Writer	Suvarna Technosoft
25	1704-19-881-018	Edvelli Manisha	Junior Process Associate	Healius Pathology Pvt Ltd
26	1704-19-881-021	Gajji Sathvika	Junior Process Associate	Healius Pathology Pvt Ltd
27	1704-19-881-023	Godithi Sai Vineela	Associate	AMPS
28	1704-19-881-024	Gopula Harshavardhini	Junior Process Associate	Healius Pathology Pvt Ltd
29	1704-19-881-025	Gourishetti Apoorva	Associate	AMPS
30	1704-19-881-029	Jangapally Jyothsna	Medical Content writer	Suvarna Technosoft
31	1704-19-881-034	Kandikatta Vaishnavi	Junior Executive Trainee	MSN laboratories
32	1704-19-881-040	Lisa Patel	Prior Authorisation Analyst	AMPS
33	1704-19-881-042	Madiga Ribuka	Junior Process Associate	Healius Pathology Pvt Ltd
34	1704-19-881-043	Masanpally Ballaxmi	Junior Process Associate	Healius Pathology Pvt Ltd
35	1704-19-881-044	Meka Rajini	Trainee executive	Strides
36	1704-19-881-045	Mende Harika	Junior Process Associate	Healius Pathology Pvt Ltd
37	1704-19-881-061	Pinkey Devi Choudhary	Pharmacist	Glenfiled Malla Reddy
38	1704-19-881-064	Putta Vaishnavi	Content Writer	Suvarna Technosoft
39	1704-19-881-074	Thottempudi Siri	Junior Process Associate	Healius Pathology Pvt Ltd
40	1704-19-881-079	Voore Poojitha	PV	Gratisol Life Sciences
41	1704-19-881-080	Yadari Likitha	Junior Process Associate	Healius Pathology Pvt Ltd

**M. Pharmacy**

S. No	Regd No.	Name of the student	Designation	Name of the Organisation
42	1704-21-886-001	Alladi Malavika	PV associate	Global data
43	1704-21-886-004	Ch. Hepsiba Rani	Junior research associate	Etico life sciences
44	1704-21-886-010	Pendyala Madhuri	PV Associate	Global Data
45	1704-21-886-011	Roopali MD	PV Associate	Global Data
46	1704-21-886-013	Suddala Supriya	Drug Safety Associate-1	Mitocon
47	1704-21-886-015	Yerra Jayasree	Drug Safety Associate-1	Mitocon
48	1704-21-885-003	Chenavena Renu	Content Moderator	Wipro
49	1704-21-885-006	Poosa Priyanka	Content Moderator	Wipro
50	1704-21-885-008	Vemula Sandhya	PV Associate	Global Data
51	1704-21-868-003	Nerendla Ramya	Drug Safety Associate-1	Mitocon

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Secunderabad-500 017.

**RECRUITMENT LETTER**

Dear Jayasree Tagore,

With reference to your resume / application and subsequent discussion we had with us,

We are pleased to inform you that you are hereby appointed as FULL TIME DUTY MEDICAL OFFICER in our hospital with effect from 13.10.2023 on the following terms and conditions.

1. You will be working as FULL TIME DUTY MEDICAL OFFICER and you should report on 13.10.2023 to hospital management
2. You shall located at PULSE HEART HOSPITAL, MIYAPUR, HYDERABAD
3. You have to work in the department cardiology and internal medicine and you have to see in OPD,ICU & CASUALTY and you need to be available in on call also in emergency conditions whenever required
4. You should not work anywhere other than PULSE HEART HOSPITAL in entire period of employment.
5. During the period of your employment with our hospital you shall be bound by the rules-7 regulations of PULSE HEART HOSPITAL which are force in at present or which may be brought into force from time to time:
6. You shall not disclose or divulge any secret and confidential information of the hospital directly or indirectly as an employee or otherwise anyone weather an employee of the hospital or outsider while in the service of the hospital

WISHING YOU ALL THE SUCCESS.

YOURS

DR.KRANTHI KUMAR CHINTHALA

CEO,PULSE HEART HOSPITAL



The terms & conditions of contract of my appointment here in before mentioned is read and understood by me and I accept the said terms and conditions of my service of employment at my free will

Signature of the employee

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Secunderabad-500 017.



Offer : BUSINESS PROCESS SERVICES

Ref : TCSL/1456985/Mumbai/BPS/BPA

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.

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## **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**

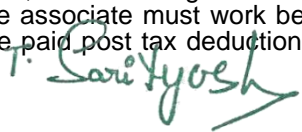
TCSL has agreed to provide its clients 24 X 7 production support environment. Shift working is therefore an incident and condition of service. Failure, refusal or inability to work in the night shift without reasonable cause may lead to severance of employment.

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.

  
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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.

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\* 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

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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.

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- 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:**

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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.

*T. Sarathyosh*

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### 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

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**GROSS SALARY SHEET**

**Annexure 1**

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

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

<b>Component Category</b>	<b>Monthly</b>	<b>Annual</b>
<b>1) Fixed Compensation</b>		
Basic Salary	14,836	1,78,032
Bouquet of Benefits #	8,129	97,547
<b>2) Variable Compensation</b>		
Monthly Variable Pay	2,800	33,600
<b>3) City Allowance</b>	250	3,000
<b>4) Annual Components/Retirals</b>		
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
<b>Total of Annual Components &amp; Retirals</b>	<b>2,494</b>	<b>37,827</b>
<b>TOTAL GROSS</b>	<b>28,509</b>	<b>3,50,006</b>

# 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.

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

*T. Sarathyosh*

**PRINCIPAL**

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



## 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;

T. Sarathyosh

PRINCIPAL

12  
Savitri Naidu Vanita Pharmacy Maha Vidyalaya  
Vijayapuri Colony, S.Lalaguda, Tarnaka  
Secunderabad-500 017.



- (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.

*T. Sarathyosh*






- (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



PRINCIPAL

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



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/2023/0017

Date: 01-NOV- 2023

### **OFFER LETTER**

**Dear Ms. Naredla Ramya,**

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 2,77,000/- (Two Lakh seventy seven thousand 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., 06 Nov 2023.**

#### **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.**



*T. Sarathyosh*

**PRINCIPAL**

Sarojini Naidu Vanita Pharmacy Maha Vidyalaya  
Vijayapuri Colony, S.Laiguda, Tarnaka  
Secunderabad-500 017.



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/2023/0017

Date: 01-NOV- 2023

### **OFFER LETTER**

**Dear Ms. Yerra Jayasree,**

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 2,77,000/- (Two Lakh seventy seven thousand 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., 06 Nov 2023.**

#### **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.**



*T. Sarathyosh*

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



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/2023/0017

Date: 01-NOV- 2023

### **OFFER LETTER**

**Dear Ms. Yerra Jayasree,**

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 2,77,000/- (Two Lakh seventy seven thousand 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., 06 Nov 2023.**

#### **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.**



*T. Sarathyosh*

**PRINCIPAL**

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

31<sup>st</sup> August 2023

Mounika Alekhya Yerramalli  
Hyderabad

Dear **Mounika**,  
Congratulations!

Page | 1

Thank you for the keen interest you have shown in our organization. Consequent to your application, interviews, and personal discussions with us, we are pleased to offer you a career with Advanced Medical Pricing Solutions (AMPS). Please accept our heartiest Congratulations.

- 1) If you accept this offer and join our services, you will be designated as an "Associate" at our Hyderabad center with annual compensation of **Rs. 4,25,000/-** (Four Lakhs twenty-five thousand only) per annum with the Date of joining as **1<sup>st</sup> September 2023**. This offer of employment with AMPS is subject to the successful completion of your Background Verification conducted by AMPS or any other agency appointed by AMPS.
- 2) You will be on probation for a period of six (6) months from the date of joining AMPS. If necessary and at the discretion of AMPS, the probation period may be extended by a further period of three (3) months. You will be confirmed for employment upon successful completion of the probation period.
- 3) As per company policy you are required to sign a Non-Disclosure-Agreement with the company on your joining as part of your joining process.
- 4) During your employment with AMPS, you will adhere to the company policies in general and information security policies in particular that are issued from time to time.

Please confirm your acceptance of this offer by return email.

In case you have any further clarifications, Pl feel free to call me at +91-9885005723 or email me at [mdadape@amps.com](mailto:mdadape@amps.com)

For AMPS Healthcare (India) Pvt Ltd

SUNO  
CHACKO

Digitally signed  
by SUNO  
CHACKO  
Date: 2023.08.31  
14:10:58 +05'30'

Suno Chacko



PRINCIPAL

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

**Annexure 'A'**  
**Compensation and Benefits Summary**

31<sup>st</sup> August 2023

Team Member Name: Mounika Alekhya Yerramalli  
Designation: Associate  
Date of Joining: 1<sup>st</sup> September 2023

Components	P.A( INR)	P.M(INR)
Basic	212500	17708
HRA	127500	10625
<b>Flexi Benefit Plan</b>	<b>63400</b>	
Leave Travel Allowance (LTA) *	63400	5283
Food Coupons *	0	0
National Pension Scheme (NPS) *	0	0
Internet & Mobile Reimbursement *	0	0
Professional Development Allowance *	0	0
Fuel Reimbursement *	0	0
<b>Total Fixed CTC</b>	<b>403400</b>	<b>33617</b>
Employer PF	21600	1800
<b>Total CTC</b>	<b>425000</b>	<b>35417</b>

Your total annual compensation package is as follows.

\*Gratuity would be paid as per the Payment of Gratuity Act (over and above CTC)

\*An employee will receive take-home post deductions of Professional Tax (PT), Provident Fund (PF), and income tax (IT). The amount of income tax deducted will vary based on the employee's declaration and submission of proofs for various permissible components under the Income Tax Act. Additionally, the monthly take-home salary may be affected by the reimbursement claims submitted.

\* Please note PF contributions of both Employee and Employer are considered as part of the above Fixed CTC.

\* Please note PF contributions of both Employee and Employer are considered as part of the above Fixed CTC.

\*\* Mark denotes optional components.

Thank you for AMPS Healthcare (India) Pvt Ltd

SUNO Digitally signed by  
SUNO CHACKO  
CHACKO Date: 2023.08.31  
14:11:08 +05'30'

Suno Chacko  
Country Lead

Agreed to and accepted by:

*Mounika*  
Mounika Alekhya Yerramalli  
*T. Sarathyosh*

PRINCIPAL

Sarojini Naidu Vanita Pharmacy Maha Vidyalaya  
Vijayapuri Colony, S.Lalaguda, Tarnaka  
Secunderabad-500 017,  
Telangana Ph: 9959888644, GSTIN: 36AATCA2774PI ZS

## Annexure 'B

List of Documents to be submitted prior to joining AMPS

Page | 3

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

*T. Sarathyosh*

PRINCIPAL

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

Glenfield  
Malla Reddy



Name : Pinky Devi  
Department: Pharmacy  
ID No: GMBHH/0272

*T. Sarathyosh*

PRINCIPAL  
Gareaji Naidu Varaha Pharmacy Maha Vidyalaya  
Wijayan Colony, B. Lalaguda, Tarnaka  
Secunderabad-500 017.



## Appointment Letter

Date: 16<sup>th</sup> August 2023,

Dear **Putta Vaishnavi**,

Welcome to **Suvarna Technosoft Private Limited.**,

We are pleased to offer you an appointment in the position of **Pharmacist (Content Writer)** with **Suvarna Technosoft Private Limited**. We welcome you as part of our team. We foresee your potential skills as a valuable contribution to our company and clients. Your appointment as **Associate- Pharma Project** will commence on **16<sup>th</sup> August 2023**. You will be entitled to be paid of **Rs. 15,000 /- (Fifteen Thousand Rupees Only)** per month as professional charges, less statutory deductions, if any. For this, you have to raise bills by the 30<sup>th</sup> of the month to the Finance and Accounts department and the same shall be paid to you by 10<sup>th</sup> of the following month.

You shall receive your payment (Salary) on the 15<sup>th</sup> of every month. Leaves are as per company policies.

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

Your signing of this appointment letter confirms your acceptance of the terms and conditions and that you will be joining **Suvarna Technosoft Private Limited** on the given date. If want to exit from the company after completion of bond period you need to serve 3-month notice period. And if you exit from the company during the bond period, you must have to pay the damages equals to 3 Months' salary (CTC). Experience certificate, and any related documents from the company can be given after completion of bond period.

We are looking forward to working with you.

Sincerely,

*T. Veena*

Veena Tarigopula  
Director  
Suvarna Technosoft Private Limited

*Prasad Kuchipudi*  
Prasad Kuchipudi  
Project Manager- Pharmacology



Accepted Terms & Conditions

*P. Vaishnavi*

Putta Vaishnavi

*Prasanthi*  
Authorized Signatory - HR

PRINCIPAL

Sri Sri Balu Vankar Pharmacy Maha Vidyalaya  
5, Jayarami Colony, Somajiguda, Hyderabad - 500082  
Phone: 080-2610017



P.J. Ratan Raj &lt;snvpmvplacements@gmail.com&gt;

**Fwd: Offer letter\_Medical content writer\_Suvarna Technosoft**

1 message

Putta Vaishnavi <vaishnaviputta08@gmail.com>  
To: snvpmvplacements@gmail.com

Tue, Aug 15, 2023 at 11:42 AM

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

From: **HR Pharma** <hr\_pharma@suvarna.co.in>  
Date: Wed, 9 Aug, 2023, 6:14 pm  
Subject: Offer letter\_Medical content writer\_Suvarna Technosoft  
To: vaishnaviputta08@gmail.com <vaishnaviputta08@gmail.com>

Dear Vaishnavi,

Greetings from Suvarna Technosoft Private Limited.,

We are pleased to offer you the position of **Medical content writer** with **Suvarna Technosoft Private Limited.**; we welcome you as a part of our team. You have to report to the office on or before **16th August 2023**.

**Regards**

Hr  
Medical writing-Recruitment Team-  
Suvarna Technosoft

+91 8919843054

Email:hr\_pharma@suvarna.co.in

India:6-3-191/C/1, Fortune 9, Tower B, 4th Floor, B-Block, Raj  
Bhavan Rd, Somajiguda, Hyderabad, Telangana, India-  
500082. Email:suresh@suvarna.co.in

**USA | Caribbean | Kenya**

India:6-3-191/C/1, Fortune 9, Tower B, 4th Floor, B-Block, Raj Bhavan Rd, Somajiguda, Hyderabad,  
Telangana, India-500082. Email:suresh@suvarna.co.in

**USA | Caribbean | Kenya**

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**PRINCIPAL**

Sarojini Naidu Vanita Pharmacy Maha Vidyalaya  
Vijayapuri Colony, S.Laiguda, Tarnaka  
Secunderabad-500 017.



P.J. Ratan Raj &lt;snvpmvplacements@gmail.com&gt;

**Fwd: Offer letter\_Medical content writer\_Suvarna Technosoft**

1 message

16- D.Likhitha <likhithadoli24@gmail.com>  
To: snvpmvplacements@gmail.com

Mon, Aug 14, 2023 at 6:01 PM

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

From: **HR Pharma** <hr\_pharma@suvarna.co.in>  
Date: Wed, Aug 9, 2023, 3:10 PM  
Subject: Offer letter\_Medical content writer\_Suvarna Technosoft  
To: 16- D.Likhitha <likhithadoli24@gmail.com>

Dear Likhitha,

Greetings from Suvarna Technosoft Private Limited.,

We are pleased to offer you the position of **Medical content writer** with **Suvarna Technosoft Private Limited.**; we welcome you as a part of our team. You have to report to the office on or before **16th August 2023.**

**Regards**

Hr

Medical writing-Recruitment Team-  
Suvarna Technosoft

+91 8919843054

Email:hr\_pharma@suvarna.co.in

India:6-3-191/C/1, Fortune 9, Tower B, 4th Floor, B-Block, Raj  
Bhavan Rd, Somajiguda, Hyderabad, Telangana, India-  
500082. Email:suresh@suvarna.co.in

**USA | Caribbean | Kenya**

India:6-3-191/C/1, Fortune 9, Tower B, 4th Floor, B-Block, Raj Bhavan Rd, Somajiguda, Hyderabad,  
Telangana, India-500082. Email:suresh@suvarna.co.in

**USA | Caribbean | Kenya**

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**PRINCIPAL**

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



P.J. Ratan Raj &lt;snvpmvplacements@gmail.com&gt;

**Fwd: Offer letter\_Medical content writer\_Suvarna Technosoft**

1 message

52-Neha Kousar <nehakousar646@gmail.com>  
 To: "P.J. Ratan Raj" <snvpmvplacements@gmail.com>

Thu, Aug 10, 2023 at 9:51 PM

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

From: **HR Pharma** <hr\_pharma@suvarna.co.in>  
 Date: Thu, Aug 10, 2023, 10:26 AM  
 Subject: Re: Offer letter\_Medical content writer\_Suvarna Technosoft  
 To: 52-Neha Kousar <nehakousar646@gmail.com>

You are welcome.

**Regards**

Hr

 Medical writing-Recruitment Team-  
 Suvarna Technosoft

+91 8919843054

Email:hr\_pharma@suvarna.co.in

India:6-3-191/C/1, Fortune 9, Tower B, 4th Floor, B-Block, Raj  
 Bhavan Rd, Somajiguda, Hyderabad, Telangana, India-  
 500082. Email:suresh@suvarna.co.in

USA | Caribbean | Kenya

India:6-3-191/C/1, Fortune 9, Tower B, 4th Floor, B-Block, Raj Bhavan Rd, Somajiguda, Hyderabad,  
 Telangana, India-500082. Email:suresh@suvarna.co.in

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On Thu, 10 Aug 2023 at 00:00, 52-Neha Kousar &lt;nehakousar646@gmail.com&gt; wrote:

Thank you Sir/madam

I will report on August 16

On Wed, Aug 9, 2023, 3:17 PM HR Pharma &lt;hr\_pharma@suvarna.co.in&gt; wrote:

Dear Neha Kousar,

Greetings from Suvarna Technosoft Private Limited.,

We are pleased to offer you the position of **Medical content writer** with **Suvarna Technosoft Private Limited.**; we welcome you as a part of our team. You have to report to the office on or before **16th August 2023**.

**Regards**

Hr

 Medical writing-Recruitment Team-  
 Suvarna Technosoft

+91 8919843054

Email:hr\_pharma@suvarna.co.in

India:6-3-191/C/1, Fortune 9, Tower B, 4th Floor, B-Block, Raj  
 Bhavan Rd, Somajiguda, Hyderabad, Telangana, India-  
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 Telangana, India-500082. Email:suresh@suvarna.co.in

USA | Caribbean | Kenya



T. Sarathyosh

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

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P.J. Ratan Raj &lt;snvpmvplacements@gmail.com&gt;

**Fwd: Offer letter\_Medical content writer\_Suvarna Technosoft**

1 message

Rishipriya <rishipriyak@gmail.com>  
To: snvpmvplacements@gmail.com

Thu, Aug 10, 2023 at 9:59 PM

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

From: Rishipriya <rishipriyak@gmail.com>  
Date: Wed, Aug 9, 2023, 11:59 PM  
Subject: Re: Offer letter\_Medical content writer\_Suvarna Technosoft  
To: HR Pharma <hr\_pharma@suvarna.co.in>

Thankyou sir/madam  
Surely I will report on August 16

On Wed, Aug 9, 2023, 3:19 PM HR Pharma <hr\_pharma@suvarna.co.in> wrote:  
Dear Rishipriya,

Greetings from Suvarna Technosoft Private Limited.,

We are pleased to offer you the position of **Medical content writer** with **Suvarna Technosoft Private Limited.**; we welcome you as a part of our team. You have to report to the office on or before **16th August 2023.**

**Regards**

Hr  
Medical writing-Recruitment Team-  
Suvarna Technosoft

+91 8919843054

[Email:hr\\_pharma@suvarna.co.in](mailto:hr_pharma@suvarna.co.in)

India:6-3-191/C/1, Fortune 9, Tower B, 4th Floor, B-Block, Raj Bhavan Rd, Somajiguda, Hyderabad, Telangana, India-500082. Email:suresh@suvarna.co.in

USA | Caribbean | Kenya

India:6-3-191/C/1, Fortune 9, Tower B, 4th Floor, B-Block, Raj Bhavan Rd, Somajiguda, Hyderabad, Telangana, India-500082. Email:suresh@suvarna.co.in

USA | Caribbean | Kenya



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T. Sarathyosh

PRINCIPAL

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

## MSN Laboratories Private Limited

MSN House, Plot No.: C-24,  
Sanath Nagar Industrial Estate, Sanath Nagar,  
Hyderabad, Telangana, Pincode: 500 018, India.  
CIN: U24239TG2003PTC041583  
Phone: +91-40-30438600 Fax: +91-40-30438798

July 20, 2023

**Ms.Kandikatta Vaishnavi**

D/o Ramakrishna  
Hno:-8-2-348  
Balaji Nagar  
Khanapuram Haveli 507002  
Mobile No: 7995161287

**Dear Ms.Kandikatta Vaishnavi,**

**Sub: Offer and Appointment Letter**

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

**1. Designation:**

You will be designated as “**Junior Executive-Trainee**”, Grade “**Go1**”, in **Quality Control** Department based at **MSN Laboratories Private Limited - MSNF-II-Kothur-Osd** Location.

**2. Remuneration:**

Detailed compensation structure as Total Cost to Company **Rs.230000/-** is mentioned in the Annexure-I.

**3. Documents to be Submitted:**

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

- Passport Size Color Photographs (Self) - 7 nos. and Dependent-family members photograph - 1 nos. each
- All Educational Certificates and any other Certificates related to specific Training and Skills
- Previous employment Service Certificate / Relieving Letter, if any
- Last Six Months Bank Statement
- Latest/Updated Aadhaar Cards of self and dependent family members
- PAN Card
- Passport / Driving License
- A cancelled cheque leaf of active bank account
- Medical Certificate with Reports



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

*Srikanth Rachamalla*

Page 1 of 2

Name: Kandikatta Vaishnavi

**4. Medical Fitness:**

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

**5. Terms & Conditions:**

- a. Your employment is governed by the detailed Terms & Conditions furnished in Annexure – II.
- b. As discussed, you need to join us on or before **August 01, 2023**, failing which this offer and Appointment Letter stands withdrawn.

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

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

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

Thanking you,

Yours sincerely,

**For MSN Laboratories Private Limited**

*Srikanth Rachamalla*

**R Srikanth**  
**Senior General Manager -HR**

*T. Sarathyosh*  
**PRINCIPAL**  
Sarojini Naidu Vanita Pharmacy Maha Vidyalaya  
Vijayapuri Colony, S.Lalaguda, Tarnaka  
Secunderabad-500 017.

July 20, 2023

**Annexure-I**

**Ms.Kandikatta Vaishnavi**

**Designation:** Junior Executive-Trainee

**Grade :** G01

**Department:** Quality Control

**TOTAL COST TO COMPANY**

All figures in INR

Salary Components	Per Month	Per Annum	Payment Frequency
<b>A. Monthly Salary</b>			
Basic Pay	11335	136020	Monthly
House Rent Allowance	4533	54398	Monthly
Education Allowance	0	0	Monthly
Minimum Guaranteed Bonus	0	0	Monthly
Statutory Bonus (Advance Payout)	700	8400	Monthly
<b>A - Monthly Gross Total</b>	<b>16568</b>	<b>198818</b>	
<b>B. Statutory Benefits</b>			
PF (Employer Contribution)	1360	16322	Monthly
ESI (Employer Contribution)	539	6462	Monthly
Bonus / Ex-gratia	700	8400	Annual
<b>B - Statutory Benefits Total</b>	<b>2599</b>	<b>31184</b>	
<b>C. Fixed Total Cost to Company (A+B)</b>	<b>19167</b>	<b>230000</b>	
<b>D. Gratuity (As per the Gratuity Act, 1972)</b>	<b>545</b>	<b>6543</b>	
<b>Total Cost to Company (C+D)</b>	<b>19712</b>	<b>236543</b>	

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

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

**For MSN Laboratories Private Limited**

*Srikanth Rachamalla*

**R Srikanth**  
**Senior General Manager -HR**

*T. Sarathyosh*

**PRINCIPAL**

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



Name: Kandikatta Vaishnavi

**Annexure- II**

**TERMS & CONDITIONS OF THE EMPLOYMENT**

1. The effective date of joining shall not be later than **August 01, 2023**, failing which this offer and Appointment Letter stands withdrawn.
2. Your initial place of posting shall be at **MSN Laboratories Private Limited - MSNF-II-Kothur-Osd** Location. However, your services are transferable to any Location in India or outside India to serve the Company in any of its Departments, Factories, Establishments, Group Companies and its associates. You will abide by the working conditions and policies of the area concerned and the transfer arrangement will not deem to constitute a change in your service conditions.
3. Your appointment with the Company would be subject to successful pre and/or post-employment background checks, in respect of accuracy of the testimonials, experience and information provided by you in securing the employment with the company. If you have made any false declaration or willfully suppressed any material information, you will be liable for removal from the service without notice.
4. Your Date of Birth is recorded as **May 14, 2002**, by the Company on the basis of documentary evidence produced by you at the time of your appointment. You are advised to take note of the same, and this date will be considered as the authenticated date of birth for all purposes throughout your service with the Company, and will not be changed under any circumstances.
5. You will be on training for a period of one year, and the same may be extended at the discretion of the management by such further period not exceeding six months. During the period of training (including any extended period), your services are subject to termination without any notice or assigning any reason. After successful completion of your training period based on your performance & suitability, your employment will be confirmed. At the time of confirmation of your Employment, a separate confirmation letter will be issued with new Terms & Conditions as applicable.
6. You are required to keep us informed of any changes in your personal details, residential address, marital status, educational qualifications, dependent's details etc.
7. You shall do the best of your ability and devote your experience, knowledge, skills and working hours with full of attention and energy for the business of the Company. You shall use your best endeavors to promote the interest and welfare of the Company. The Company shall be entitled to all the benefits and profits arising from such work and efforts of yours.

Srikanth Rachamalla

T. Sarathyosh

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

Name: Kandikatta Vaishnavi

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

Srikanth Rachamalla

T. Sarathyosh

PRINCIPAL

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

Name: Kandikatta Vaishnavi

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

Srikant Rachamalla

T. Sarathyosh

PRINCIPAL

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

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

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

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

**Signature:**

**Date**



## MSN Life Sciences Private Limited

MSN House, Plot No.: C-24,  
Sanath Nagar Industrial Estate, Sanath Nagar,  
Hyderabad, Telangana, Pincode: 500 018, India.  
CIN: U24239TG2005PTC047655  
Phone: +91-40-30438600 Fax: +91-40-30438798

July 20, 2023

**Ms.U Bhargavi**

D/o U Govnda Rao  
H no: 7-11-95, Infnt Jesus  
Trimulgherry  
Secundrabad  
Telangana 500015  
Mobile No: 8919541384

**Dear Ms.U Bhargavi,**

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

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

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

You will be designated as “Assistant-Trainee”, Grade “Go1”, in **Quality Control** Department based at **MSN Life Sciences Private Limited - MSNLS-II-Chandampet** Location.

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

This offer is subject to completion of your **B Pharmacy**, and submission of all the certificates to the company. Further, please note that, in the event of noncompliance of submitting the pass certificate within the stipulated period i.e., on or before **September 30, 2023**, this offer will be Cancelled. In this regard you are required to give declaration to the organization.

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

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

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

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

- Passport Size Color Photographs (Self) - 7 nos. and Dependent-family members photograph - 1 nos. each
- All Educational Certificates and any other Certificates related to specific Training and Skills
- Updated/ latest E- Aadhaar Cards of self and dependent family members**
- PAN Card
- Passport / Driving License
- A cancelled cheque leaf of active bank account
- Medical Certificate with Reports

*T. Sarathyosh*

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

Page 1 of 2



Name: U Bhargavi

**4. Medical Fitness:**

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

**5. Terms & Conditions:**

- a. Your employment is governed by the detailed Terms & Conditions furnished in Annexure – II.
- b. As discussed, you need to join us on or before **August 10, 2023**, failing which this offer and Appointment Letter stands withdrawn.

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

Please feel free to contact Mr. R.Ram Mohan Reddy Contact No. 4030438785

Email ID: ramamohan.ramigani@msnlabs.com for further clarifications, if any.

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

Thanking you,

Yours sincerely,

**For MSN Life Sciences Private Limited**



**Naveen Kumar Teram**  
**General Manager - HR**

*T. Sarathyosh*

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

July 20, 2023

**Annexure-I**

**Ms.U Bhargavi**

**Designation:** Assistant-Trainee

**Grade :** G01

**Department:** Quality Control

**TOTAL COST TO COMPANY**

All figures in INR

Salary Components	Per Month	Per Annum	Payment Frequency
<b>A. Monthly Salary</b>			
Basic Pay	9500	114000	Monthly
House Rent Allowance	2546	30550	Monthly
Education Allowance	0	0	Monthly
Minimum Guaranteed Bonus	0	0	Monthly
Statutory Bonus (Advance Pay Out)	700	8400	Monthly
<b>A - Monthly Gross Total</b>	<b>12746</b>	<b>152950</b>	
<b>B. Statutory Benefits</b>			
PF (Employer Contribution)	1140	13680	Monthly
ESI (Employer Contribution)	414	4971	Monthly
Bonus / Ex-gratia	700	8400	Annual
<b>B - Statutory Benefits Total</b>	<b>2254</b>	<b>27051</b>	
<b>C. Fixed Total Cost to Company (A+B)</b>	<b>15000</b>	<b>180000</b>	
<b>D. Gratuity (As per the Gratuity Act, 1972)</b>	<b>457</b>	<b>5483</b>	
<b>Total Cost to Company (C+D)</b>	<b>15457</b>	<b>185483</b>	

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

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

**For MSN Life Sciences Private Limited**



**Naveen Kumar Teram**  
**General Manager - HR**

*T. Sarathyosh*

**PRINCIPAL**

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

Name: U Bhargavi

**Annexure- II**

**TERMS & CONDITIONS OF THE EMPLOYMENT**

1. The effective date of joining shall not be later than **August 10, 2023**, failing which this offer and Appointment Letter stands withdrawn.
2. Your initial place of posting shall be at **MSN Life Sciences Private Limited - MSNLS-II-Chandampet** Location However, your services are transferable to any Location in India or outside India to serve the Company in any of its Departments, Factories, Establishments, Group Companies and its associates. You will abide by the working conditions and policies of the area concerned and the transfer arrangement will not deem to constitute a change in your service conditions.
3. Your appointment with the Company would be subject to successful pre and/or post-employment background checks, in respect of accuracy of the testimonials, experience and information provided by you in securing the employment with the company. If you have made any false declaration or willfully suppressed any material information, you will be liable for removal from the service without notice.
4. Your Date of Birth is recorded as **July 30, 2001**, by the Company on the basis of documentary evidence produced by you at the time of your appointment. You are advised to take note of the same, and this date will be considered as the authenticated date of birth for all purposes throughout your service with the Company, and will not be changed under any circumstances.
5. You will be on training for a period of one year, and the same may be extended at the discretion of the management by such further period not exceeding six months. During the period of training (including any extended period), your services are subject to termination without any notice or assigning any reason. After successful completion of your training period based on your performance & suitability, your employment will be confirmed. At the time of confirmation of your Employment, a separate confirmation letter will be issued with new Terms & Conditions as applicable.
6. You are required to keep us informed of any changes in your personal details, residential address, marital status, educational qualifications, dependent's details etc.
7. You shall do the best of your ability and devote your experience, knowledge, skills and working hours with full of attention and energy for the business of the Company. You shall use your best endeavors to promote the interest and welfare of the Company. The Company shall be entitled to all the benefits and profits arising from such work and efforts of yours.



*T. Sarathyosh*

**PRINCIPAL**

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

Name: U Bhargavi

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



*T. Sarathyosh*

PRINCIPAL

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



Name: U Bhargavi

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



---

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

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

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

**Signature:**

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

**Date**



## MSN Life Sciences Private Limited

MSN House, Plot No.: C-24,

Sanath Nagar Industrial Estate, Sanath Nagar,  
Hyderabad, Telangana, Pincode: 500 018, India.

CIN: U24239TG2005PTC047655

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

July 25, 2023

**Ms.Vadla Sai Pranavi**

D/o, V Srinivas

H.No: 9-40/20,

Kalki Nagar,

Kamareddy (Dist)

Telangana 503111

Mobile No: 9391134980

**Dear Ms.Vadla Sai Pranavi,**

**Sub: Offer and Appointment Letter**

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

**1. Designation:**

You will be designated as “Assistant-Trainee”, Grade “GO1”, in **Quality Control** Department based at **MSN Life Sciences Private Limited - MSNLS-III-Bhiknoor** Location.

**2. Remuneration:**

This offer is subject to completion of your **B Pharmacy**. and submission of all the certificates to the company. Further, please note that, in the event of noncompliance of submitting the pass certificate within the stipulated period i.e., on or before **September 30, 2023**, this offer will be Cancelled. In this regard you are required to give declaration to the organization.

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

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

**3. Documents to be Submitted:**

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

- Passport Size Color Photographs (Self) - 7 nos. and Dependent-family members photograph - 1 nos. each
- All Educational Certificates and any other Certificates related to specific Training and Skills
- Updated/ latest E- Aadhaar Cards of self and dependent family members**
- PAN Card
- Passport / Driving License
- A cancelled cheque leaf of active bank account
- Medical Certificate with Reports

Not

T. Sarathyosh

PRINCIPAL Page 1 of 2

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

Name: Vadla Sai Pranavi

**4. Medical Fitness:**

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

**5. Terms & Conditions:**

- a. Your employment is governed by the detailed Terms & Conditions furnished in Annexure – II.
- b. As discussed, you need to join us on or before **August 07, 2023**, failing which this offer and Appointment Letter stands withdrawn.

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

Please feel free to contact Mr. R.Ram Mohan Reddy Contact No. 4030438785

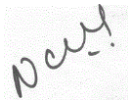
Email ID: ramamohan.ramigani@msnlabs.com for further clarifications, if any.

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

Thanking you,

Yours sincerely,

**For MSN Life Sciences Private Limited**



**Naveen Kumar Teram**  
**General Manager - HR**



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

July 25, 2023

**Annexure-I**

**Ms.Vadla Sai Pranavi**

**Designation:** Assistant-Trainee

**Grade :** G01

**Department:** Quality Control

**TOTAL COST TO COMPANY**

All figures in INR

Salary Components	Per Month	Per Annum	Payment Frequency
<b>A. Monthly Salary</b>			
Basic Pay	9500	114000	Monthly
House Rent Allowance	2546	30550	Monthly
Education Allowance	0	0	Monthly
Minimum Guaranteed Bonus	0	0	Monthly
Statutory Bonus (Advance Pay Out)	700	8400	Monthly
<b>A - Monthly Gross Total</b>	<b>12746</b>	<b>152950</b>	
<b>B. Statutory Benefits</b>			
PF (Employer Contribution)	1140	13680	Monthly
ESI (Employer Contribution)	414	4971	Monthly
Bonus / Ex-gratia	700	8400	Annual
<b>B - Statutory Benefits Total</b>	<b>2254</b>	<b>27051</b>	
<b>C. Fixed Total Cost to Company (A+B)</b>	<b>15000</b>	<b>180000</b>	
<b>D. Gratuity (As per the Gratuity Act, 1972)</b>	<b>457</b>	<b>5483</b>	
<b>Total Cost to Company (C+D)</b>	<b>15457</b>	<b>185483</b>	

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

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

**For MSN Life Sciences Private Limited**

*Naveen*

**Naveen Kumar Teram  
General Manager - HR**

*T. Sarathyosh*

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

Name: Vadla Sai Pranavi

**Annexure- II**

**TERMS & CONDITIONS OF THE EMPLOYMENT**

1. The effective date of joining shall not be later than **August 07, 2023**, failing which this offer and Appointment Letter stands withdrawn.
2. Your initial place of posting shall be at **MSN Life Sciences Private Limited - MSNLS-III-Bhiknoor** Location However, your services are transferable to any Location in India or outside India to serve the Company in any of its Departments, Factories, Establishments, Group Companies and its associates. You will abide by the working conditions and policies of the area concerned and the transfer arrangement will not deem to constitute a change in your service conditions.
3. Your appointment with the Company would be subject to successful pre and/or post-employment background checks, in respect of accuracy of the testimonials, experience and information provided by you in securing the employment with the company. If you have made any false declaration or willfully suppressed any material information, you will be liable for removal from the service without notice.
4. Your Date of Birth is recorded as **June 10, 2001**, by the Company on the basis of documentary evidence produced by you at the time of your appointment. You are advised to take note of the same, and this date will be considered as the authenticated date of birth for all purposes throughout your service with the Company, and will not be changed under any circumstances.
5. You will be on training for a period of one year, and the same may be extended at the discretion of the management by such further period not exceeding six months. During the period of training (including any extended period), your services are subject to termination without any notice or assigning any reason. After successful completion of your training period based on your performance & suitability, your employment will be confirmed. At the time of confirmation of your Employment, a separate confirmation letter will be issued with new Terms & Conditions as applicable.
6. You are required to keep us informed of any changes in your personal details, residential address, marital status, educational qualifications, dependent's details etc.
7. You shall do the best of your ability and devote your experience, knowledge, skills and working hours with full of attention and energy for the business of the Company. You shall use your best endeavors to promote the interest and welfare of the Company. The Company shall be entitled to all the benefits and profits arising from such work and efforts of yours.

new

T. Sarathyosh

PRINCIPAL

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

Name: Vadla Sai Pranavi

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

*new*

*T. Sarathyosh*

PRINCIPAL

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

Name: Vadla Sai Pranavi

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

*new*

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

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

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

**Signature:**

*T. Sarathyosh*

**PRINCIPAL**

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

**Date**

## MSN Laboratories Private Limited

MSN House, Plot No.: C-24,  
Sanath Nagar Industrial Estate, Sanath Nagar,  
Hyderabad, Telangana, Pincode: 500 018, India.  
CIN: U24239TG2003PTC041583  
Phone: +91-40-30438600 Fax: +91-40-30438798

July 20, 2023

**Ms.Varikuppala Mamatha**

D/o V Nagaraju  
Hno:-102-A  
MLA Colony  
Hyderabad 500034  
Mobile No: 7995468780

**Dear Ms.Varikuppala Mamatha,**

**Sub: Offer and Appointment Letter**

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

**1. Designation:**

You will be designated as “**Junior Executive-Trainee**”, Grade “**Go1**”, in **Quality Control** Department based at **MSN Laboratories Private Limited - MSNF-II-Kothur-Osd** Location.

**2. Remuneration:**

Detailed compensation structure as Total Cost to Company **Rs.230000/-** is mentioned in the Annexure-I.

**3. Documents to be Submitted:**

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

- a. Passport Size Color Photographs (Self) - 7 nos. and Dependent-family members photograph - 1 nos. each
- b. All Educational Certificates and any other Certificates related to specific Training and Skills
- c. Previous employment Service Certificate / Relieving Letter, if any
- d. Last Six Months Bank Statement
- e. Latest/Updated Aadhaar Cards of self and dependent family members
- f. PAN Card
- g. Passport / Driving License
- h. A cancelled cheque leaf of active bank account
- i. Medical Certificate with Reports

*Srikanth Rachamalla*

*T. Sarathyosh*

**PRINCIPAL**

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

Page 1 of 2



Name: Varikuppala Mamatha

**4. Medical Fitness:**

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

**5. Terms & Conditions:**

- a. Your employment is governed by the detailed Terms & Conditions furnished in Annexure – II.
- b. As discussed, you need to join us on or before **August 01, 2023**, failing which this offer and Appointment Letter stands withdrawn.

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

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

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

Thanking you,

Yours sincerely,

**For MSN Laboratories Private Limited**

*Srikanth Rachamalla*

**R Srikanth**  
**Senior General Manager -HR**

*T. Sarathyosh*

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

July 20, 2023

**Annexure-I**

**Ms.Varikuppala Mamatha**

**Designation:** Junior Executive-Trainee

**Grade :** G01

**Department:** Quality Control

**TOTAL COST TO COMPANY**

**All figures in INR**

Salary Components	Per Month	Per Annum	Payment Frequency
<b>A. Monthly Salary</b>			
Basic Pay	11335	136020	Monthly
House Rent Allowance	4533	54398	Monthly
Education Allowance	0	0	Monthly
Minimum Guaranteed Bonus	0	0	Monthly
Statutory Bonus (Advance Payout)	700	8400	Monthly
<b>A - Monthly Gross Total</b>	<b>16568</b>	<b>198818</b>	
<b>B. Statutory Benefits</b>			
PF (Employer Contribution)	1360	16322	Monthly
ESI (Employer Contribution)	539	6462	Monthly
Bonus / Ex-gratia	700	8400	Annual
<b>B - Statutory Benefits Total</b>	<b>2599</b>	<b>31184</b>	
<b>C. Fixed Total Cost to Company (A+B)</b>	<b>19167</b>	<b>230000</b>	
<b>D. Gratuity (As per the Gratuity Act, 1972)</b>	<b>545</b>	<b>6543</b>	
<b>Total Cost to Company (C+D)</b>	<b>19712</b>	<b>236543</b>	

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

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

**For MSN Laboratories Private Limited**

*Srikanth Rachamalla*

**R Srikanth**  
**Senior General Manager -HR**

*T. Sarathyosh*

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

Name: Varikuppala Mamatha

**Annexure- II**

**TERMS & CONDITIONS OF THE EMPLOYMENT**

1. The effective date of joining shall not be later than **August 01, 2023**, failing which this offer and Appointment Letter stands withdrawn.
2. Your initial place of posting shall be at **MSN Laboratories Private Limited - MSNF-II-Kothur-Osd** Location. However, your services are transferable to any Location in India or outside India to serve the Company in any of its Departments, Factories, Establishments, Group Companies and its associates. You will abide by the working conditions and policies of the area concerned and the transfer arrangement will not deem to constitute a change in your service conditions.
3. Your appointment with the Company would be subject to successful pre and/or post-employment background checks, in respect of accuracy of the testimonials, experience and information provided by you in securing the employment with the company. If you have made any false declaration or willfully suppressed any material information, you will be liable for removal from the service without notice.
4. Your Date of Birth is recorded as **July 29, 2001**, by the Company on the basis of documentary evidence produced by you at the time of your appointment. You are advised to take note of the same, and this date will be considered as the authenticated date of birth for all purposes throughout your service with the Company, and will not be changed under any circumstances.
5. You will be on training for a period of one year, and the same may be extended at the discretion of the management by such further period not exceeding six months. During the period of training (including any extended period), your services are subject to termination without any notice or assigning any reason. After successful completion of your training period based on your performance & suitability, your employment will be confirmed. At the time of confirmation of your Employment, a separate confirmation letter will be issued with new Terms & Conditions as applicable.
6. You are required to keep us informed of any changes in your personal details, residential address, marital status, educational qualifications, dependent's details etc.
7. You shall do the best of your ability and devote your experience, knowledge, skills and working hours with full of attention and energy for the business of the Company. You shall use your best endeavors to promote the interest and welfare of the Company. The Company shall be entitled to all the benefits and profits arising from such work and efforts of yours.

Srikanth Rachamalla

T. Sarathyosh

PRINCIPAL

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

Name: Varikuppala Mamatha

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

Srikanth Rachamalla

T. Sarathyosh

PRINCIPAL  
Sarojini Naidu Yanita Pharmacy Maha Vidyalaya  
Vijayapuri Colony, S.Lalaguda, Tarnaka  
Secunderabad-500 017.

Name: Varikuppala Mamatha

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

Srikanth Rachamalla

T. Sarathyosh

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

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

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

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

**Signature:**

**Date**



14<sup>th</sup> August 2023  
Banoth Shravasti  
Hyderabad

Dear Shravasti,  
Congratulations!

Page | 1

Thank you for the keen interest you have shown in our organization. Consequent to your application, Interviews, and personal discussions with us, we are pleased to offer you a career with Advanced Medical Pricing Solutions (AMPS). Please accept our heartiest Congratulations.

- 1) If you accept this offer and join our services, you will be designated as an "Associate ", at our Hyderabad center with annual compensation of Rs. 4,25,000/- (Four Lakhs and twenty-five thousand only) per annum with the Date of joining as 16<sup>th</sup> August 2023. This offer of employment with AMPS is subject to the successful completion of your Background Verification conducted by AMPS or any other agency appointed by AMPS.
- 2) You will be on probation for a period of six (6) months from the date of joining AMPS. If necessary and at the discretion of AMPS, the probation period may be extended by a further period of three (3) months. You will be confirmed for employment upon successful completion of the probation period.
- 3) As per company policy you are required to sign a Non-Disclosure-Agreement with the company on your joining as part of your joining process.
- 4) During your employment with AMPS, you will adhere to the company policies in general and information security policies in particular that are issued from time to time.

Please confirm your acceptance of this offer by return email.

In case you have any further clarifications, Pl feel free to call me at +91-9885005723 or email me at [mdadape@amps.com](mailto:mdadape@amps.com)

For AMPS Healthcare (India) Pvt Ltd

**SUNO CHACKO**  
Digitally signed by  
SUNO CHACKO  
Date: 2023.08.14  
11:38:54 +05'30'

Suno Chacko  
Country Lead

*T. Sarathyosh*  
**PRINCIPAL**  
Sarojini Naidu Vanita Pharmacy Maha Vidyalaya  
Vijayapuri Colony, S.Lalaguda, Tarnaka  
Secunderabad-500 017.

AMPS Healthcare India Pvt Ltd.,1-10-39 to 44, 7th Floor (7A), Gumidelli Towers, Begumpet, Hyd - 500016,  
Telangana. Ph : 9959888644, GSTIN : 36AATCA2774PIZS

Advanced Medical Pricing Solutions Inc.,35 Technology Pkwy S, Norcross, GA 30092, United States, Ph :+1 800-809-0513



Annexure 'A'  
Compensation and Benefits Summary

14<sup>th</sup> August 2023

Team Member Name: Banoth Shravasti  
Designation: Associate  
Date of Joining: 16<sup>th</sup> August 2023

Page | 2

Your total annual compensation package is as follows.

Components	P.A( INR)	P.M(INR)
Basic	212500	17708
HRA	127500	10625
<b>Flexi Benefit Plan</b>	<b>63400</b>	
Leave Travel Allowance (LTA) *	50200	4183
Food Coupons *	13200	1100
National Pension Scheme (NPS) *	0	0
Internet & Mobile Reimbursement *	0	0
Professional Development Allowance *	0	0
Fuel Reimbursement *	0	0
<b>Total Fixed CTC</b>	<b>403400</b>	<b>33617</b>
Employer PF	21600	1800
<b>Total CTC</b>	<b>425000</b>	<b>35417</b>

\*Gratuity would be paid as per the Payment of Gratuity Act (over and above CTC)

\*An employee will receive take-home post deductions of Professional Tax (PT), Provident Fund (PF), and income tax (IT). The amount of income tax deducted will vary based on the employee's declaration and submission of proofs for various permissible components under the Income Tax Act. Additionally, the monthly take-home salary may be affected by the reimbursement claims submitted.

\* Please note PF contributions of both Employee and Employer are considered as part of the above Fixed CTC.

\* Please note PF contributions of both Employee and Employer are considered as part of the above Fixed CTC.

\* \* Mark denotes optional components.

Thank you for AMPS Healthcare (India) Pvt Ltd

Agreed to and accepted by:

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Suno Chacko  
Country Lead

Banoth Shravasti

*T. Sarathyosh*

**PRINCIPAL**  
Carojini Naidu Vanita Pharmacy Maha Vidyalaya  
Vijayapuri Colony, S.Lalaguda, Tarnaka  
Secunderabad-500 017.

AMPS Healthcare India Pvt Ltd., 1-10-39 to 44, 7th Floor (7A), Gumidelli Towers, Begumpet, Hyd - 500016,  
Telangana. Ph : 9959888644, GSTIN : 36AATCA2774PIZS

Advanced Medical Pricing Solutions Inc., 35 Technology Pkwy S, Norcross, GA 30092, United States, Ph : +1 800-809-0513




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**Annexure 'B'**
List of Documents to be submitted prior to joining AMPS

Page | 3

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

*T. Sarathyosh*

**PRINCIPAL**

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





14<sup>th</sup> August 2023  
Banoth Shravasti  
Hyderabad

Dear Shravasti,  
Congratulations!

Page | 1

Thank you for the keen interest you have shown in our organization. Consequent to your application, Interviews, and personal discussions with us, we are pleased to offer you a career with Advanced Medical Pricing Solutions (AMPS). Please accept our heartiest Congratulations.

- 1) If you accept this offer and join our services, you will be designated as an "Associate ", at our Hyderabad center with annual compensation of Rs. 4,25,000/- (Four Lakhs and twenty-five thousand only) per annum with the Date of joining as 16<sup>th</sup> August 2023. This offer of employment with AMPS is subject to the successful completion of your Background Verification conducted by AMPS or any other agency appointed by AMPS.
- 2) You will be on probation for a period of six (6) months from the date of joining AMPS. If necessary and at the discretion of AMPS, the probation period may be extended by a further period of three (3) months. You will be confirmed for employment upon successful completion of the probation period.
- 3) As per company policy you are required to sign a Non-Disclosure-Agreement with the company on your joining as part of your joining process.
- 4) During your employment with AMPS, you will adhere to the company policies in general and information security policies in particular that are issued from time to time.

Please confirm your acceptance of this offer by return email.

In case you have any further clarifications, Pl feel free to call me at +91-9885005723 or email me at [mdadape@amps.com](mailto:mdadape@amps.com)

For AMPS Healthcare (India) Pvt Ltd

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*T. Sarathyosh*  
**PRINCIPAL**  
Sarojini Naidu Vanita Pharmacy Maha Vidyalaya  
Vijayapuri Colony, S.Lalaguda, Tarnaka  
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**Annexure 'A'**  
**Compensation and Benefits Summary**

14<sup>th</sup> August 2023

Team Member Name: Banoth Shravasti  
Designation: Associate  
Date of Joining: 16<sup>th</sup> August 2023

Page | 2

Your total annual compensation package is as follows.

<b>Components</b>	<b>P.A( INR)</b>	<b>P.M(INR)</b>
Basic	212500	17708
HRA	127500	10625
<b>Flexi Benefit Plan</b>	<b>63400</b>	
Leave Travel Allowance (LTA) *	50200	4183
Food Coupons *	13200	1100
National Pension Scheme (NPS) *	0	0
Internet & Mobile Reimbursement *	0	0
Professional Development Allowance *	0	0
Fuel Reimbursement *	0	0
<b>Total Fixed CTC</b>	<b>403400</b>	<b>33617</b>
Employer PF	21600	1800
<b>Total CTC</b>	<b>425000</b>	<b>35417</b>

\*Gratuity would be paid as per the Payment of Gratuity Act (over and above CTC)

\*An employee will receive take-home post deductions of Professional Tax (PT), Provident Fund (PF), and income tax (IT). The amount of income tax deducted will vary based on the employee's declaration and submission of proofs for various permissible components under the Income Tax Act. Additionally, the monthly take-home salary may be affected by the reimbursement claims submitted.

\* Please note PF contributions of both Employee and Employer are considered as part of the above Fixed CTC.

\* Please note PF contributions of both Employee and Employer are considered as part of the above Fixed CTC.

\* \* Mark denotes optional components.

Thank you for AMPS Healthcare (India) Pvt Ltd

Agreed to and accepted by:

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Banoth Shravasti

*T. Sarathyosh*

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

AMPS Healthcare India Pvt Ltd., 1-10-39 to 44, 7th Floor (7A), Gumidelli Towers, Begumpet, Hyd - 500016,  
Telangana. Ph : 9959888644, GSTIN : 36AATCA2774PIZS

Advanced Medical Pricing Solutions Inc., 35 Technology Pkwy S, Norcross, GA 30092, United States, Ph : +1 800-809-0513




---

**Annexure 'B'**
List of Documents to be submitted prior to joining AMPS

Page | 3

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

*T. Sarathyosh*

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



14<sup>th</sup> August 2023  
Godithi Sai Vineela  
Hyderabad

Dear Sai Vineela,  
Congratulations!

Page | 1

Thank you for the keen interest you have shown in our organization. Consequent to your application, Interviews, and personal discussions with us, we are pleased to offer you a career with Advanced Medical Pricing Solutions (AMPS). Please accept our heartiest Congratulations.

- 1) If you accept this offer and join our services, you will be designated as an " Associate ", at our Hyderabad center with annual compensation of Rs. 4,25,000/- (Four Lakhs and twenty-five thousand only) per annum with the Date of joining as 16<sup>th</sup> August 2023. This offer of employment with AMPS is subject to the successful completion of your Background Verification conducted by AMPS or any other agency appointed by AMPS.
- 2) You will be on probation for a period of six (6) months from the date of joining AMPS. If necessary and at the discretion of AMPS, the probation period may be extended by a further period of three (3) months. You will be confirmed for employment upon successful completion of the probation period.
- 3) As per company policy you are required to sign a Non-Disclosure-Agreement with the company on your joining as part of your joining process.
- 4) During your employment with AMPS, you will adhere to the company policies in general and information security policies in particular that are issued from time to time.

Please confirm your acceptance of this offer by return email.

In case you have any further clarifications, Pl feel free to call me at +91-9885005723 or email me at [mdadape@amps.com](mailto:mdadape@amps.com)

For AMPS Healthcare (India) Pvt Ltd

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Sarojini Naidu Vanita Pharmacy Maha Vidyalaya  
Vijayapuri Colony, S.Lalaguda, Tarnaka  
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**Annexure 'A'**  
**Compensation and Benefits Summary**

14<sup>th</sup> August 2023

Team Member Name: Godithi Sai Vineela  
Designation: Associate  
Date of Joining: 16<sup>th</sup> August 2023

Page | 2

Your total annual compensation package is as follows.

<b>Components</b>	<b>P.A( INR)</b>	<b>P.M(INR)</b>
Basic	212500	17708
HRA	127500	10625
<b>Flexi Benefit Plan</b>	<b>63400</b>	
Leave Travel Allowance (LTA) *	50200	4183
Food Coupons *	13200	1100
National Pension Scheme (NPS) *	0	0
Internet & Mobile Reimbursement *	0	0
Professional Development Allowance *	0	0
Fuel Reimbursement *	0	0
<b>Total Fixed CTC</b>	<b>403400</b>	<b>33617</b>
Employer PF	21600	1800
<b>Total CTC</b>	<b>425000</b>	<b>35417</b>

\*Gratuity would be paid as per the Payment of Gratuity Act (over and above CTC)

\*An employee will receive take-home post deductions of Professional Tax (PT), Provident Fund (PF), and income tax (IT). The amount of income tax deducted will vary based on the employee's declaration and submission of proofs for various permissible components under the Income Tax Act. Additionally, the monthly take-home salary may be affected by the reimbursement claims submitted.

\* Please note PF contributions of both Employee and Employer are considered as part of the above Fixed CTC.

\* Please note PF contributions of both Employee and Employer are considered as part of the above Fixed CTC.

\* \* Mark denotes optional components.

Thank you for AMPS Healthcare (India) Pvt Ltd

Agreed to and accepted by:

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Godithi Sai Vineela

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

AMPS Healthcare India Pvt Ltd., 1-10-39 to 44, 7th Floor (7A), Gumidelli Towers, Begumpet, Hyd - 500016,  
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**Annexure 'B**

Page | 3

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

*T. Sarathyosh*

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

*T. Sarathyosh*

**PRINCIPAL**



14<sup>th</sup> August 2023

Lisa Patel  
Hyderabad

Dear Lisa,  
Congratulations!

Page | 1

Thank you for the keen interest you have shown in our organization. Consequent to your application, Interviews, and personal discussions with us, we are pleased to offer you a career with Advanced Medical Pricing Solutions (AMPS). Please accept our heartiest Congratulations.

- 1) If you accept this offer and join our services, you will be designated as an " Associate ", at our Hyderabad center with annual compensation of Rs. 4,25,000/- (Four Lakhs and twenty-five thousand only) per annum with the Date of joining as 16<sup>th</sup> August 2023. This offer of employment with AMPS is subject to the successful completion of your Background Verification conducted by AMPS or any other agency appointed by AMPS.
- 2) You will be on probation for a period of six (6) months from the date of joining AMPS. If necessary and at the discretion of AMPS, the probation period may be extended by a further period of three (3) months. You will be confirmed for employment upon successful completion of the probation period.
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- 4) During your employment with AMPS, you will adhere to the company policies in general and information security policies in particular that are issued from time to time.

Please confirm your acceptance of this offer by return email.

In case you have any further clarifications, Pl feel free to call me at +91-9885005723 or email me at [mdadape@amps.com](mailto:mdadape@amps.com)

For AMPS Healthcare (India) Pvt Ltd

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*T. Sarathyosh*  
**PRINCIPAL**  
Sarojini Naidu Vanita Pharmacy Maha Vidyalaya  
Vijayapuri Colony, S.Lalaguda, Tarnaka  
Secunderabad-500 017.

AMPS Healthcare India Pvt Ltd.,1-10-39 to 44, 7th Floor (7A), Gumidelli Towers, Begumpet, Hyd - 500016,  
Telangana. Ph : 9959888644, GSTIN : 36AATCA2774PIZS

Advanced Medical Pricing Solutions Inc.,35 Technology Pkwy S, Norcross, GA 30092, United States, Ph :+1 800-809-0513



**Annexure 'A'**  
**Compensation and Benefits Summary**

14<sup>th</sup> August 2023

Team Member Name: Lisa Patel  
Designation: Associate  
Date of Joining: 16<sup>th</sup> August 2023

Page | 2

Your total annual compensation package is as follows.

Components	P.A( INR)	P.M(INR)
Basic	212500	17708
HRA	127500	10625
<b>Flexi Benefit Plan</b>	<b>63400</b>	
Leave Travel Allowance (LTA) *	50200	4183
Food Coupons *	13200	1100
National Pension Scheme (NPS) *	0	0
Internet & Mobile Reimbursement *	0	0
Professional Development Allowance *	0	0
Fuel Reimbursement *	0	0
<b>Total Fixed CTC</b>	<b>403400</b>	<b>33617</b>
Employer PF	21600	1800
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\* Please note PF contributions of both Employee and Employer are considered as part of the above Fixed CTC.

\* \* Mark denotes optional components.

Thank you for AMPS Healthcare (India) Pvt Ltd

Agreed to and accepted by:

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Lisa Patel

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

AMPS Healthcare India Pvt Ltd., 1-10-39 to 44, 7th Floor (7A), Gumidelli Towers, Begumpet, Hyd - 500016,  
Telangana. Ph : 9959888644, GSTIN : 36AATCA2774PIZS

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**Annexure 'B**

Page | 3

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.
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3	Copy of passport (first and last pages)
4	Two (2) passport-size photographs
5	PAN (Permanent Account Number) card & Aadhar Card

*T. Sarathyosh*

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



PRIVATE & STRICTLY CONFIDENTIAL

Date : 11-01-2024

To

Rajini M

D/O M Venkateshwara Rao, Balltigi Basvanna camp, Balltigi post, Manvi taluk, Raichur District, Karnataka-584129,

Dear Rajini,

Congratulations! We are delighted to welcome you to Strides Pharma Science Limited ("Strides" or "Company").

We are pleased to appoint you as **Trainee Executive. - Manufacturing Science & Technology (MS&T)** in our **Oral Dosage Forms (KRSG)** unit based out of **Strides-Bangalore-Formulation (KRSG),Bangalore, Karnataka, India**. We are sure you will be integral to the Company's future as we move forward to achieving our strategic outcomes.

Strides is a global pharmaceutical company with significant business in the United States, Europe, Australia, and Canadian markets. The Company also operates a fast-growing frontier market business in Africa (West Africa and South Africa), Asia Pacific, the Middle East & North Africa, and the CIS region. The Company has a global footprint with eight manufacturing facilities (Five approved by the USFDA) spread across four continents and an R&D centre in India with global filing capabilities. The Company's core competence is developing and manufacturing a wide range of niche and technically complex pharmaceutical products across focused domains.

The Company's vision is to be the leading Indian pharma multinational with a reputation for the highest quality and integrity. This vision is strongly enabled through best-in-class processes, people practices, and an IT-driven platform that ensures its implementation across all locations. Besides this, the fulfilment of our strategic objectives is embraced by the Core values we follow in everything we do.

Our Core Values, Integrity, Collaboration, and Efficiency ("ICE"), guide our aspirations, and the tenets we adhere to are: -

- **Integrity:** We will follow the right practices and do the right thing
- **Collaboration:** We will work together, understanding and supporting each other
- **Efficiency:** We will do everything to deliver quicker, better results

PRINCIPAL

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

We are confident that our vision will inspire you as you embark on a new journey with us. It is our pleasure that you chose Strides, and we are making arrangements for you to be onboarded on or before **22-01-2024**.

Your Target Total Compensation will be **350000** per annum as per Annexure I.

This offer letter establishes the broad terms of your employment with the Company. Should you accept this offer, your appointment will be formally ratified.

Strides Pharma Science Limited

CIN: L24230MH1990PLC057062

Corp Off: Strides House, Bilekahalli, Bannerghatta Road, Bengaluru - 560 076, India | Tel: +91 80 6784 0000 Fax: +91 80 6784 0700

Regd Off: 201, Devavrata, Sector 17, Vashi, Navi Mumbai - 400 703, India | Tel: +91 22 2789 2924 / 3199 Fax: +91 22 2789 2942

corpcomm@strides.com, www.strides.com



We can assist you during your transition process via email and phone. [adarsh.u@arcolab.com](mailto:adarsh.u@arcolab.com), 9916733517.

We wish you the best of luck and look forward to having you in the Company soon.

**Best Wishes**

A handwritten signature in blue ink, appearing to be 'Prabhu H'.

**Prabhu H**  
**General Manager.**

A handwritten signature in green ink, appearing to be 'T. Sarathyosh'.

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

**Strides Pharma Science Limited**

CIN: L24230MH1990PLC057062

Corp Off: Strides House, Bilekahalli, Bannerghatta Road, Bengaluru - 560 076, India | Tel: +91 80 6784 0000 Fax: +91 80 6784 0700

Regd Off: 201, Devavrata, Sector 17, Vashi, Navi Mumbai - 400 703, India | Tel: +91 22 2789 2924 / 3199 Fax: +91 22 2789 2942

[corpcomm@strides.com](mailto:corpcomm@strides.com), [www.strides.com](http://www.strides.com)

Dear **Revathi Nomula**,

It was a pleasure interacting with you during our hiring process and we believe that you would make a great asset to **CIPHER Oncology Pvt Ltd** hence we are pleased to release this offer for the role of **Clinical Pharmacist**. While the hiring process allowed us to get a brief glimpse of your capabilities, we believe we have an environment that can get the best of you. We are looking forward to working with you at the earliest.

1. You are required to join us on or before **01-06-2023** and the offer stands withdrawn thereafter unless the date is extended by us and communicated to you in writing.
2. You will be working in our office located in **Jubilee hills** but will work for the company or any of its subsidiaries or associated companies in any location within or outside India. You will be governed automatically by the rules and regulations and terms and conditions applicable to the new assignment.
3. Your annual gross salary will be **INR 21,001.00** calculated as Cost to Company and the break-up of the salary is attached herewith in Annexure A.
4. Your offer is contingent upon successful background verification and a positive reference check.
5. You shall be eligible for promotions and increments based on your performance and contributions to the Company as per the review and appraisal policies of the company.
6. You will be entitled to leaves and holidays as per the Policy of the company.
7. Please confirm your acceptance of the offer by responding to this offer within 72 hours from the date of receipt of this letter.

Encl. Annexure - A (Salary Structure)

**ANNEXURE – A:**

<b>EARNINGS</b>	<b>MONTHLY</b>	<b>YEARLY</b>
Basic	1,050.00	12,600.00
HRA	700.00	8,400.00
Special Allowance	0.08	1.00
<b>TOTAL EARNINGS (A)</b>	<b>1,750.08</b>	<b>21,001.00</b>
<b>DEDUCTIONS</b>	<b>MONTHLY</b>	<b>YEARLY</b>
PF Employee	126.00	1,512.00
ESI Employee	14.00	168.00
Security deposit	750.00	9,000.00
<b>TOTAL DEDUCTIONS (B)</b>	<b>890.00</b>	<b>10,680.00</b>
<b>TOTAL (A-B)</b>	<b>860.08</b>	<b>10,321.00</b>
<b>OTHERS</b>	<b>MONTHLY</b>	<b>YEARLY</b>
PF - Employer	126.00	1,512.00
ESI Employer	57.00	684.00
<b>OTHERS TOTAL</b>	<b>183.00</b>	<b>2,196.00</b>
<b>TOTAL</b>	<b>1,043.08</b>	<b>12,517.00</b>

We welcome you to **CIPHER Oncology Pvt Ltd** and look forward to a long and mutually beneficial association.

Regards,

**CIPHER Oncology Pvt Ltd**

*T. Sarathyosh*

**PRINCIPAL**

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



# Natco Pharma Limited

Regd. Off. : 'NATCO HOUSE, Road No. 2, Banjara Hills, Hyderabad - 500034.  
Telangana, INDIA. Tel : +91 40 23547532, Fax : +91 40 23548243  
CLN : L24230TG 1981 PLC003201, [www.natcopharma.co.in](http://www.natcopharma.co.in)

31.10.2023

To  
**Ms. RICHA DIGGIKAR**  
**SAROJINI NAIDU VANITHA PHARMACY**  
**MAHVIDYALAYA, OSMANIA UNIVERSITY**  
**HYDERABAD.**

Dear Ms. RICHA DIGGIKAR,

This has reference to your letter dated **Nil**. We are pleased to offer you the role of a Management Trainee for a period of Nine Months with effect from **01.11.2023** at our **CORPORATE OFFICE — HYDERABAD** subject to the following terms and conditions:

1. The offer provides no service conditions relevant to our employees will be applicable to you. Your training with us no way give right for employment in our organisation to you.

Your training will be under the guidelines of **Mr. LAKSHMINARAYANA ARE — SENIOR VICE PRESIDENT — HUMAN RESOURCES.**

**2. NATCO will** not provide you any **accommodation or transport** during your training.

3. Strict discipline and decorum are essential. Any lapse on this front on your part will be viewed very seriously and your training will be stopped immediately.

4. You will follow all the rules pertaining to the office / work timings lunch hour, security checkups etc., **as** applicable to our employees.

5. Strict confidentiality will have to be maintained by you and you are not expected to discuss any matter unconnected with your training any of our employees.

Contd.....2

T. Sarathyosh

PRINCIPAL

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



# Natco Pharma Limited

Regd. Off. : 'NATCO HOUSE', Road No. 2, Banjara Hills, Hyderabad 500034.  
Telangana, INDIA. Tel : +91 40 23547532, Fax : +9140 23548243  
aN:124230TG1981PLC003201, [www.natcopharmaxo.in](http://www.natcopharmaxo.in)

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6. Any knowledge gained by you in our Organisation should not be used by you for any business / commercial purpose during or after training, outside the company.
7. No stipend will be paid to you during the course of your training period.
8. NATCO will not **undertake any** responsibility for any loss / injury caused to you during the training period.
9. You **will** submit a copy of project work / dissertation to **HR** at our Corporate Office.
- 10 You will not use our facilities like photocopier I stationery P & T lines **of the company** during your training period.

Should there be any need for clarifications you may approach HR **Department at our** Corporate Office.

Regards,

(A.LAKSHMINARAYANA)  
SR. VICE PRESIDENT - HR.

*T. Sarathyosh*

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

To  
**Ms.Chinimilli Ruth,**  
H.No-2-65 Street No-3,  
Vani Nagar Malkajgiri,  
Hyderabad RR Dist,  
Telangana-500047.

Letter of Offer

Dear Ruth,

With reference to your application dated **16-06-2023** 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 : **Clinical Pharmacologist**  
Department : **Clinical Audit**  
Salary : **As discussed and agreed at the time of your interview**  
Joining Date/Time : **On or before 26<sup>th</sup> June 2023 at 10:00 am**  
Job Location : **Secunderabad**

**This offer is valid subject to your**

- Agreed Date of Joining beyond which this offer stands cancelled unless either party communicates the said delay beforehand in writing.
- On Successful completion of Pre Medical Checkup (before Joining) and Back ground verification (Post Joining)


**You are requested to carry one set of Xerox Documents along with Originals (to verify) on the Date of Joining:**

- Education Certificate – X to Highest Degree
- Employment Certificate – Relieving and Experience Letter of all Past Employment including Current
- KYC – Aadhar Card and Pan Card
- Photograph – 2 Passport size

Request you to share a copy of Acceptance of Resignation Letter within 3 days from the date of receipt of this letter.

We are confident that you will contribute your skills and experience towards the growth of organization. Yashoda Family welcomes you and looks for a long term association with all the employees and expects the same from you.

With Best Wishes,

  
**A.V. Balaji Babu**  
Vice President-HR



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



**amps**  
powering healthcare



**Sai Vineela Godithi**

Emp. ID : 183

Blood Group. : A +Ve

*T. Sarathyosh*

PRINCIPAL

Carajini Naidu Vanita Pharmacy Maha Vidyalaya  
Vijayapuri Colony, S.Lalaguda, Tarnaka  
Secunderabad-500 017.

A handwritten signature in black ink, appearing to be 'Sai Vineela Godithi', written over a horizontal line.

Issuing Authority





# ARKA HOSPITAL

NST ROAD, KHAMMAM

M arkahospitalkmm@gmail.com

## RECRUITMENT LETTER

### WELCOME TO ARKA HOSPITAL KHAMMAM

Dear **Dharavath Sarayu**,

With reference to your resume/application and subsequent discussion we had with us,

We are pleased to inform you that you are hereby appointed as "FULL TIME DUTY MEDICAL OFFICER" in our hospital with effect from 16-11-2022 on the following terms and conditions.

1. You will be working as "FULLTIME DUTY MEDICAL OFFICER" and you should report on 15.11.22 to hospital management.
2. You shall be located at ARKA HOSPITAL, NST Road and Khammam
3. You have to work in the department Gynec and internal medicine and you have to see ICU & CASUALTY. and you need to be available in on call also in emergency conditions when ever required.
4. You should not work anywhere other than ARKA HOSPITAL in entire period of Employment.
5. During the period of your Employment with our hospital you shall be bound by the Rules & Regulations. of ARKA HOSPITAL. Which are force in at present or which may be brought into Force from time to time.
- You shall not disclose or divulge any secret and Confidential Information of the Hospital directly or indirectly as an Employee or otherwise anyone weather an employee of the Hospital or outsider while in the service of the Hospital.

*T. Sarathyosh*

PRINCIPAL

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

- You should work for a minimum period of 12 months from the date of appointment, for that you should give a agreement /consent to the hospital at the time of joining.
- You have to serve a notice period of minimum 2 months for discontinuing services only after the completion of the agreement period.
- You have to requested to return the enclosed copy duly signed as a token of your acceptance of the TERMS & CONDITIONS of your employment with us.

WISHING YOU ALL THE SUCCESS.

Yours  
J.Prasad Rao  
CEO,  
ARKA HOSPITAL,  
Khammam.



*T. Sarathyosh*

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

The terms & conditions of contract of my appointment here in before mentioned is read and understood by me and I accept the said terms and conditions of my service of employment at my free will.

---

Signature of Employee

**RECRUITMENT LETTER**

Dear sarayu dharavath,

With reference to your resume / application and subsequent discussion we had with us,

We are pleased to inform you that you are hereby appointed as FULL TIME DUTY MEDICAL OFFICER in our hospital with effect from 10.05.2023 on the following terms and conditions.

1. You will be working as FULL TIME DUTY MEDICAL OFFICER and you should report on 10.05.2023 to hospital management
2. You shall located at PULSE HEART HOSPITAL , KPHB COLONY, HYDERABAD
3. You have to work in the department cardiology and internal medicine and you have to see in ICU & CASUALITY and you need to be available in on call also in emergency conditions whenever required
4. You should not work anywhere other than PULSE HEART HOSPITAL in entire period of employment.
5. During the period of your employment with our hospital you shall be bound by the rules 7 regulations of PULSE HEART HOSPITAL which are force in at present or which may be brought into force from time to time:
6. You shall not disclose or divulge any secret and confidential information of the hospital directly or indirectly as on employee or otherwise anyone weather an employee of the hospital or outsider while in the service of the hospital

WISHING YOU ALL THE SUCCESS.

YOURS

DR.KRANTHI KUMAR CHINTHALA

CEO, PULSE HEART HOSPITAL

*T. Sarathyosh*

PRINCIPAL

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

**Pulse Heart Centre**  
MIG-287, Road No:4  
KPHB Colony Hyderabad-500072  
9912866966/040-23051147



20 Dec 2023

**Letter of Offer**

**Dear Ms. G. Shireesha,**

With reference to your application and subsequent interview you had with us, we are pleased to inform you that you have been selected for the position of **Drug Safety Associate I**, as per the terms and conditions as agreed by you at the time of the interview and that is mentioned in Annexure I.

Your place of posting is at our Centre located at 10<sup>th</sup> floor, Kapil Towers, ISB Road, Nanakramguda, Hyderabad 500 032. You are advised to join and report thereon or before **26 Dec, 2023** by 09:30 AM, to complete your joining formalities.

Your Annual Compensation will be **INR INR 2,40,000.00**.

You shall undergo Pre-Employment Medical Check-up at the approved Hospitals, at least 7 days before your expected joining date. While joining, you are advised to submit the following documents for our verification and records:

- Photocopies of certificates (including marks sheets) along with originals, for proof of age, educational qualifications, etc.
- Relieving Letter/s from your present and past employers along with pay slips for the last 3 months. • Passport-size color photographs – 06 Nos.
- A copy of the Acknowledgement / Bill you received from the approved Diagnostic Centre/Hospital, in proof of undergoing pre-employment medical checkup.
- Photocopy of both PAN card and Aadhaar card. (Mandatory)
- Post-card size photographs with family (2 Nos) and Photocopies of Aadhaar Cards of family members, for submitting the same to ESI. (In the case of the incumbents, whose monthly salary is less than or equal to Rs 21,000/-) • Passport-size photographs of yourself and your family members for coverage under Group Mediclaim Insurance Policy – 02 Nos each. (In the case of the incumbents, whose monthly salary is higher than Rs 21,000/- are covered under this benefit).

(Family means an employee with spouse, children )

***You must submit 'Acceptance of your resignation' from your present employer, within 7 working days from the date of acceptance of this Letter of Offer from us. In case you fail to submit the same, the Offer stands withdrawn automatically.***

The regular Letter of Appointment will be issued at the time of your formal joining. Please confirm your date of joining by accepting this letter.

Yours truly,

**For Vizen Life Sciences Pvt Ltd.**

*Laxmanrao R*

Laxman Rao Ramshetti

**HR Manager**

*T. Sarathyosh*  
PRINCIPAL  
Sarojini Naidu Vanita Pharmacy Maha Vidyalaya  
Vijayapuri Colony, S.Lalaguda, Tarnaka  
Secunderabad-500 017.

**Vizen Life Sciences Pvt Ltd,**

10<sup>th</sup> Floor Kapil Towers, Financial District, Hyderabad, Telangana – 500 086

CIN: U24230TG2021PTC154785

**Annexure – I**

1. You shall be on probation for a period of six months from the date of joining which may be extended at the discretion of the Management, depending on your performance, regularity in attendance and other criteria. Unless otherwise informed to you in writing, the probation period may deem to have completed successfully.
2. Your appointment is further subject to verification of the particulars furnished by you on the 'Application Form for Employment' and other documents submitted by you. In case any particulars mentioned by you and/or other documents, which you have submitted at the time of interview or joining or thereafter are found to be false or incorrect, your probation / confirmation shall be terminated forthwith without any notice and further appropriate legal proceedings will be initiated.
3. This appointment and your continuance in the employment are subject to you being found medically, physically and mentally fit, that are required to discharge your functional responsibilities wisely, by the authorized Medical Officer of the Company.
4. You shall discharge such duties diligently as may be entrusted to you from time to time by the Management, in a diligent and effective manner with high degree of maturity, integrity and commitment to fulfil the goals of the Company as per the timelines.
5. You shall work with high standards of discipline, initiative, efficiency and economy in the department or section, wherever you are posted and strive to achieve the Company's objectives.
6. You shall be governed by the Leave Rules of the Company and shall abide by the rules and regulations that are applicable to the establishment including Code of Conduct.
7. You shall devote your whole time to the business of the Organization and shall not undertake any other business or work, either directly or indirectly, whether on remuneration or not, except with written permission of the Management.
8. You shall not divulge to anyone, particulars or details of the quality processes, technical know-how, product portfolio, data protection systems, on-going projects, future projects, marketing strategies, 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.
9. The Company reserves the right to depute you for a limited period or transfer you on permanent basis to any other section / department / location of the Company or its subsidiary companies that exists or may come up in future within the territory of India in your capacity for which you may be found fit and suitable, without reducing your existing benefits.
10. Any absence from the duty without prior written / electronic sanction and/or permission from the respective Supervisors / Managers / HODs shall be considered as 'Un-authorized Absence' and attracts appropriate disciplinary action.
11. Any unauthorized absence for more than 7 (seven) consecutive working days shall be construed that you voluntarily abandoned your services and your name from the Company's muster rolls will be deleted putting an end to the employee and employer relationship and you will lose lien on employment, without prejudice to the rights of the Company.
12. You shall keep the Company informed of your postal address, telephone/mobile number, e-mail or any other means of communication including changes that may occur during the period of your association with the Company. Any communication sent to the last informed address is deemed as final and served.

*T. Sarathyosh*

PRINCIPAL

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

**Vizen Life Sciences Pvt Ltd,**

10<sup>th</sup> Floor Kapil Towers, Financial District, Hyderabad, Telangana – 500 086

13. You are governed by the Company's Policy on Business Ethics & Values and you shall also adhere to Quality Policy of the Company in true spirit without any deviations.

14. The Company adheres to current Good Pharmacovigilance Practices (cGPVP), globally recognized regulations, established by respective countries and are monitored by their agencies, which are similar and applicable to all Pharmacovigilance entities in the world.

1. Non-Compliance of cGPVP procedures / practices shall be considered as betrayal and breach of integrity.

2.

Non-Compliance of this commitment shall be liable to very severe disciplinary action by the Company including termination of services, based on the facts and circumstances of the case.

15. In case you take any financial loan / salary advance from the Company and fail to repay the same as agreed during the period of your association with the Company, you along with Sureties, as applicable, shall be liable for appropriate legal proceedings as per the agreements you entered with the Company.

16. You are governed by the provisions of the Sexual Harassment of Women at Work Place (Prevention, Prohibition and Redressal) Act, 2013 and the Rules made thereunder and the Maternity Benefits (Amendment) Act 2017 and the Rules made thereunder, as the case may be.

17. Your services are terminable with a month's prior notice in writing on either side or Notice Pay in lieu thereof. However, on Confirmation of your services, your services shall be terminable with three month's prior notice in writing on either side or three months' Notice Pay in lieu thereof.

18. You will be retired from the services of the Company on attainment of 58 years of age.

19. Acceptance of this offer also confirms your consent to the Company, to carry out necessary background verification/checks on your academic credentials, previous employment and other records etc by a third party Service Provider / internal HR team. Submission of inappropriate/false information by you will lead to termination of your employment without any notice followed by appropriate legal proceedings.

20. The appropriate Courts of Law situated in Hyderabad / Secunderabad shall alone have exclusive jurisdiction to try any disputes arising out of this contract of employment.

*We welcome you to Vizen family and wish you a happy and rewarding career with us.*

**For VIZEN LIFE SCIENCES PVT LTD,**

*Laxmanrao R*

Laxman Rao Ramshetti

**HR Manager**

*T. Sarathyosh*  
PRINCIPAL  
Sarojini Naidu Vanita Pharmacy Maha Vidyalaya  
Vijayapuri Colony, S.Lalaguda, Tarnaka  
Secunderabad-500 017.

## **DECLARATION**

I have read and clearly understood all the terms and conditions mentioned in the Offer Letter along with Annexure-I. I hereby accept the offer and all the terms and conditions as stated above in toto.

*G. Sireesha..*

Date: 20 Dec 2023

Signature: {{Signature candidateSignature}}

**Vizen Life Sciences Pvt Ltd,**

<sup>th</sup>  
10 Floor Kapil Towers, Financial District, Hyderabad, Telangana – 500 086

CIN: U24230TG2021PTC154785

Email: info@vizenlifesciences.com

*T. Sarathyosh*

3

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