

**ANNEXURE - I**

**CONFIDENTIAL**


**Name** : Mr. Ankanna P  
**Designation** : Officer - Research & Development  
**Grade** : Officer - I

	<b>Monthly(₹)</b>	<b>Annual(₹)</b>
Basic	9600	
HRA	5500	
Conveyance	1600	
<b>Total A</b>	<b>16700</b>	<b>200400</b>
Bonus		9600
<b>Total B</b>		<b>210000</b>
Company Contribution to PF		13824
<b>Cost To Company</b>		<b>223824</b>

\* Please note that Medical is a reimbursement against bills. In Case the bills are not submitted, the same would be treated as Taxable Income.

**Other Benefits ( Out of CTC)**

Group Personal Accident Insurance Coverage  
Subsidized Canteen Facility  
Gratuity as per rules  
You are eligible for ESI as applicable to other staff and as per rules of the Company.

  
**Principal**  
Raghavendra Institute of Pharmaceutical  
Education and Research  
CHIYYEDU - 515 721, Anantapuramu (A.P.)

3-Apr-18



**SHAIK MAHAMMAD FAROOK,**  
D/No: 2-92, Orvakal, Kurnool,  
Andhra Pradesh-518010

Dear Farook,

Letter of Offer

Thank you for your interest in discussing an opportunity with **BIOCLINICA**. Based on the discussions, we are pleased to offer you the position of **Drug Safety Associate (Level-1)**. Your Initial place of posting will be at our facility in **Mysore**.

Your total earning opportunity for the year is **INR 240000/-** in which your annual fixed compensation will be **INR 220000/-** per annum. In addition to this you will be eligible for a performance linked **Variable Component of INR 20000/-** per annum which shall be paid based on Variable Pay guidelines on an annual basis. **Annexure-I** details out the compensation structure.

You will be on probation for a period of **three (3)** months. During the probationary period, either the company or the employee may terminate the employment with one month's notice of this intent.

Your appointment will be effective from the date of joining, which shall be on or before **12-Apr-18** failing which the appointment shall stand automatically withdrawn.

As part of the joining process you need to sign an employment contract and bond with us for two years.

We will not be liable for your contractual obligations which you may have with your current or earlier employers.

On your day of joining you are requested to report at **9:30 AM** to **Ms. SHILPA**. You will be issued a detailed appointment letter upon joining.

We are sure that our working environment will be conducive to help you grow professionally as well as personally. We welcome you to being a part of the team and look forward to your valued contribution in taking us to greater heights.

Please confirm your acceptance of our offer by signing & returning the duplicate copy of this letter for my attention within three (3) days from the date of receiving this letter, other this offer shall be deemed withdrawn, unless it has been extended in writing by an authorized executive of the Company.

for **BIOCLINICA.,**

**BIBIN PHILIP**  
**ASSOCIATE DIRECTOR- TALENT ACQUISITION**

I confirm and accept the above and will join on \_\_\_\_\_

(Signature)



© 2016 BioClinica, Inc. - Proprietary and Confidential

**Principal**  
**Reg. Jayendra Institute of Pharmaceutical**  
**Education and Research**  
**CHIYYEDU - 515 721. Anantapuramu (A.P.)**

Annexure – II

**Mandatory Documents Required**

- Mark sheets and Degree Certificates of 10th, 12th, Degree and PG
- Offer Letter from the previous employer
- Recent 3 months' Salary Slips of immediate previous employer
- Relieving letter from two previous employers
- 6 Passport size photographs
- Passport
- PAN card
- Aadhar card (mandatory)

Address for Onboarding:

**Bioclinica India Pvt. Ltd**

Abbhi Campus, Near GRS fantasy park

#120P – 122P, Belagola Industrial Area

K.R.S. Road, Metagalli, Mysore – 570 016

Office +91-0821-6643700 Extn:3000

*06/04/18*  
Raglavendra Institute of Pharmaceutical  
Education and Research  
CHIYYEDU - 515 721. Anantapuramu (A.P.)



## MICRO LABS LIMITED

REGD. & CORPORATE OFFICE: # 27, RACE COURSE ROAD, BANGALORE 560 001, KARNATAKA, INDIA  
Tel.: +91-80-2237 0451- 57 Fax: +91-80-2237 0463 CIN: U24232KA1973PLC002401 Website: www.microlabs.in Email: info@microlabs.in

ML-18/OL/2018/459

June 12<sup>th</sup>, 2018

**Ms. K Sruthi**  
1-1, Madapalli(V)  
Chejeria mandal  
Nellore district  
Andhra Pradesh-524341.

Sub: Offer of Employment

Dear Ms.Sruthi,

This has reference to your application for employment in our company and the subsequent interview you had with us. We are pleased to offer you an employment with our organization in the "Clinical Research" department based at Kudlu R&D centre, Bangalore. The remuneration package as mutually agreed upon shall be communicated to you on your joining with us.

Please note that this is merely an Offer Letter. The Company's standard Appointment Letter containing exhaustive terms and conditions of employment will be issued to you on your joining the company which shall be binding on you.

You are requested to join us latest by **July 12<sup>th</sup>, 2018** failing which this Offer of employment stands withdrawn. Kindly also confirm your exact Date of Joining at least 7 days prior to your joining the Organization.

You are required to submit the following documents at the time of joining:

- Joining Report
- Passport size photographs - 3 Nos
- Photocopy of your testimonials – From SSLC onwards
- Proof of Date of Birth
- Pre-employment Medical Fitness Certificate from a Registered Medical Practising Doctor
- Copy of Resignation and relieving letter from immediate previous employer
- Last Salary Slip / Salary Certificate, as applicable
- Provisional Income & Tax deducted at source Certificate from the previous employer (if applicable) along with a copy of PAN card
- PF UAN from previous employer
- Copy of Aadhar Card

Kindly confirm your acceptance on the duplicate copy of this Offer Letter.

Yours cordially,  
for **MICRO LABS LIMITED,**

*V R*  
**Ramakrishnan V.R**  
General Manager - Human Resources

*Principal*  
Raghavendra Institute of Pharmaceutical  
Education and Research  
CHIYYEDU - 515721, Anantapuramu (A.P.)



## MICRO LABS LIMITED

REGD. & CORPORATE OFFICE: # 27, RACE COURSE ROAD, BANGALORE 560 001, KARNATAKA, INDIA  
Tel : +91- 80-2237 0451- 57 Fax : +91-80-2237 0463 CIN: U24232KA1973PLG002401 Website: www.microlabsltd.com Email : info@microlabs.in

ML-18/OL/2018/420

May 18<sup>th</sup>, 2018

**Ms. Billu Swarna Gayathri**  
Kayyuru, Balayapalli  
Nellore district  
Andhra Pradesh-515001.

### Sub: Offer of Employment

Dear Ms. Swarna,

This has reference to your application for employment in our company and the subsequent interview you had with us. We are pleased to offer you an employment with our organization in the "Clinical Research" department based at R&D centre, Kudlu Bangalore. The remuneration package as mutually agreed upon shall be communicated to you on your joining with us.

Please note that this is merely an Offer Letter. The Company's standard Appointment Letter containing exhaustive terms and conditions of employment will be issued to you on your joining the company which shall be binding on you.

You are requested to join us latest by **June 18<sup>th</sup>, 2018** failing which this Offer of employment stands withdrawn. Kindly also confirm your exact Date of Joining at least 7 days prior to your joining the Organization.


You are required to submit the following documents at the time of joining:

- Joining Report
- Passport size photographs - 3 Nos
- Photocopy of your testimonials – From SSLC onwards
- Proof of Date of Birth
- Pre-employment Medical Fitness Certificate from a Registered Medical Practicing Doctor
- Copy of Resignation and relieving letter from immediate previous employer
- Last Salary Slip / Salary Certificate, as applicable
- Provisional Income & Tax deducted at source Certificate from the previous employer (If applicable) along with a copy of PAN card
- PF UAN from previous employer
- Copy of Aadhar Card

Kindly confirm your acceptance on the duplicate copy of this Offer Letter.

Yours cordially,  
for MICRO LABS LIMITED,

  
**Shivaji Kapade**  
Sr. Vice President - Human Resources

  
**Principal**  
Raghavendra Institute of Pharmaceutical  
Education and Research  
CHIYYEDU - 515721, Anantapuramu (A.P.)

Ref: ML/2018

May 08, 2018

Ms. Akuleti Lakshmi  
D/o A Veera Narasaiah  
Nallappa Reddy Palli Village  
Narpala Mandal  
Kunukuntla Post  
Tadimarri, Anantapur District  
Andhra Pradesh - 515631  
Contact No: 9502258897

Dear Lakshmi,

**SUB: OFFER OF APPOINTMENT**


With reference to your application and the subsequent interview you had with us, we are pleased to appoint you as "OFFICER – RESEARCH & DEVELOPMENT in the Grade of Officer - I" in our Organization subject to your being found medically fit. You will be paid a Gross Salary as per annexure enclosed.

You are requested to join our services on or before June 06, 2018. Please come to the following address for medical checkup one day before joining the duty along with three passport size photographs.

Medreich House  
No. 12/8,  
Saraswathi Ammal Street,  
Maruthi Seva Nagar,  
Bangalore – 560 033

Please sign and return the duplicate copy of this letter as a token of your acceptance of the offer.

Thanking you

  
**RENNY SAMUEL**  
ASSOCIATE VICE PRESIDENT – HR  
**Principal**  
Raghavendra Institute of Pharmaceutical  
Education and Research  
515721 Anantapuramu (A.P.)**Medreich Limited**

Regd. Off.: Medreich House, No. 12/8, Saraswati Ammal Street, Maruthi Sevanagar, Bangalore - 560 033, INDIA.  
Phone: ++91 80 2549 3334 / 4121 7334, Fax: ++91 80 2547 4744  
R&D: Plot No. 36, Bommasandra Industrial Estate, Anékál Taluk, Bommasandra, Bangalore - 560 099  
Phone: ++91 80 2783 5088 Fax: ++91 80 2783 5099  
CIN : U24232KA1973PLC002383 E-mail: info@medreich.com, Website: www.medreich.com

25-Sep-17

**KALIMSETTY GEETHIKA,**  
2/219, Syndicate Nagar,  
Ananthpur, Andrapradesh

Dear Geethika,

Letter of Offer

Thank you for your interest in discussing an opportunity with BIOCLINICA. Based on the discussions, we are pleased to offer you the position of **Drug Safety Associate (Level-1)**. Your initial place of posting will be at our facility in **Mysore**.

Your total earning opportunity for the year is **INR 240000/-** in which your annual fixed compensation will be **INR 220000/-** per annum. In addition to this you will be eligible for a performance linked **Variable Component of INR 20000/- per annum** which shall be paid based on Variable Pay guidelines on an annual basis. **Annexure-I** details out the compensation structure.

You will be on probation for a period of **three (3) months**. During the probationary period, either the company or the employee may terminate the employment with one month's notice of this intent.

Your appointment will be effective from the date of joining, which shall be on or before **3-Oct-17** failing which the appointment shall stand automatically withdrawn.

As part of the joining process you need to sign an employment contract and bond with us for two years.

We will not be liable for your contractual obligations which you may have with your current or earlier employers.

On your day of joining you are requested to report at **9:30 AM** to **Ms. SHILPA**. You will be issued a detailed appointment letter upon joining.

We are sure that our working environment will be conducive to help you grow professionally as well as personally. We welcome you to being a part of the team and look forward to your valued contribution in taking us to greater heights.


Please confirm your acceptance of our offer by signing & returning the duplicate copy of this letter for my attention within three (3) days from the date of receiving this letter, other this offer shall be deemed withdrawn, unless it has been extended in writing by an authorized executive of the Company.

for BIOCLINICA.,

  
**BIBIN PHILIP**  
ASSOCIATE DIRECTOR- TALENT ACQUISITION

I confirm and accept the above and will join on \_\_\_\_\_

  
(Signature)

  
**Principal**  
Raghavendra Institute of Pharmaceutical  
Education and Research  
CHIYYEDU - 515 721, Anantapuramu (A.P.)

# Technosoft Electronics Pvt. Ltd.

Date: 5<sup>th</sup> February, 2018

## Letter of appointment

Dear Ms. M.S. SHRAVANI,

With reference to your application & subsequent interview with you, we are pleased to offer you appointment as "Trainee" on following terms and conditions for the period of 12<sup>th</sup> February, 2018 to 31<sup>st</sup> December 2018.

1. Remuneration :

You shall be paid monthly salary and allowances (details of the same would be available on your first Salary Slip) :

**Net Salary: Rs. 15,000/- PM (Rupees Fifteen Thousand only Per Month.)**

2. Assignment :

Presently your Work Location will be at Novartis Hyderabad, but during your employment with the Company, the Company may, at any time, at its sole discretion station you in any other location in India.

The company shall be entitled at any time during the course of your employment, to transfer you to any of its Affiliates, subsidiaries or sister companies and you shall comply with all directions and instructions in that behalf.

3. Reporting duty :

You will be reporting to Mr. James Nadar

4. Provident Fund :

You will be eligible for the provident fund benefits as per the government rules in this regard.

5. ESI :

You shall be eligible for ESI benefits as per ESI Act & Rules.  
OR  
Medical Insurance as per policy

### Technosoft

Electronics Pvt. Ltd.

268, Sanjay Building No. 5-B,

Mittal Industrial Estate,

Andheri-Kurla Road,

Andheri (East),

Mumbai : 400059.

T : 28502100

E : rahul.parikh@technosoftelectronics.com



Principal  
Ragbavendra Institute of Pharmaceutical  
Education and Research  
CH. S. RAO COLONY, SANTAPURAMU (A.P.)  
Xerox Sales Partner



6. Leave :

A minimum of 2days of leave per month of work would be provided to the deputies. In case the deputies do not avail the leave accumulated in his account till end of the financial year (ie till March) the same shall stand as lapse.

7. Secrecy :

You will not given but anyone by word of month or other wise particulars or details of manufacturing process, technical know-how security arrangements, administration and/or organisational matters which may be your personal privilege to know by virtue of your assignment.

8. Effective Date Appointment :

The effective date of appointment is 12<sup>th</sup> February, 2018 . In case you do not report for work by this date, offer will stand automatically withdrawn unless extended by us in writing.

9. Probation :

You will be on probation for a period of Six months from the date of joining the work, but if your work or conduct is not found satisfactory your services shall be liable to termination without notice during at any time during or/on completion of probationary period or it may get extended. This period of probation will be liable to such extension(s) as we deem fit in our sole discretion.

10. Termination of services :

We / The Company reserve the right to terminate this appointment on giving you notice of one month or payment in lieu thereof. Similarly you shall be at liberty to resign from the service after giving one month notice or payment in lieu thereof.

11. Abandonment and Automatic Termination :

Absence for continuous period of 10(Ten) days (including absence when leave though applied for but not granted) and when overstayed for a period of 10(Ten) days would make loose your lien on the service and the same shall automatically come to an end without any notice or intimation.

12. Retirement :

You will automatically retire on attaining the age of 58 years. You may be retired earlier if found medically unfit.



**Technosoft**

Electronics Pvt. Ltd.

268, Sanjay Building No. S-B,

Mittal Industrial Estate,

Andheri-Kurla Road,

Andheri (East),

Mumbai : 400059.

T : 28502100

E : rahul.parikh@technosoftelectronics.com

xerox  Sales Partner

# Technosoft Electronics Pvt. Ltd.

13. Other rules and regulations:

- a) It is expected that you will work with a high standard of initiative, efficiency and economy for the task assigned to you.
- b) The service conditions, compensation and benefits of our client(s) for their employees may be different from ours. You shall not ask for the same or similar service condition and compensation etc. Your services will be governed by the rules and regulation as applicable to our organisation.
- c) You will devote full time to the work assigned to you by us and will not undertake any direct or indirect business or work except with the prior permission.
- d) That for all practical purposes your relationship with us shall remain as an employee and an employer.
- e) That you shall indemnify us for any loss of goods or material which may be suffered due to willful commission or omission of any act on your part.

Yours faithfully,

For Technosoft Electronics Pvt Ltd



Director



-----  
I have read and understood the contents of this agreement. The said terms and conditions have been agreed & accepted by me and I am signing herewith in token of having accepted the letter and the terms and conditions mentioned therein.

-----  
Ms. M.S. SHRAVANI

## Technosoft

Electronics Pvt. Ltd.

268, Sanjay Building No. 5-B,

Mittal Industrial Estate,

Andheri-Kurla Road,

Andheri (East),

Mumbai : 400059.

T : 28502100

E : rahul.parikh@technosoftelectronics.com

xerox  Sales Partner

Date: 5<sup>th</sup> February, 2018

Letter of appointment

Dear Ms. NASREEN BANU,

With reference to your application & subsequent interview with you, we are pleased to offer you appointment as "Trainee" on following terms and conditions for the period of 12<sup>th</sup> February, 2018 to 31<sup>st</sup> December 2018.

1. Remuneration :

You shall be paid monthly salary and allowances (details of the same would be available on your first Salary Slip) :

**Net Salary: Rs. 15,000/- PM (Rupees Fifteen Thousand only Per Month.)**

2. Assignment :

Presently your Work Location will be at Novartis Hyderabad, but during your employment with the Company, the Company may, at any time, at its sole discretion station you in any other location in India.

The company shall be entitled at any time during the course of your employment, to transfer you to any of its Affiliates, subsidiaries or sister companies and you shall comply with all directions and instructions in that behalf.

3. Reporting duty :

You will be reporting to Mr. James Nadar

4. Provident Fund :

You will be eligible for the provident fund benefits as per the government rules in this regard.

5. ESI :

You shall be eligible for ESI benefits as per ES  
OR  
Medical Insurance as per policy



Principal  
Raghavendra Institute of Pharmaceutica  
Education and Research  
CHIYYEDU - 515 721. Anantapuramu (A.P)

**Technosoft**

Electronics Pvt. Ltd.  
268, Sanjay Building No. 5-B,  
Mittal Industrial Estate,  
Andheri-Kurla Road,  
Andheri (East),  
Mumbai : 400059.  
T : 28502100  
E : rahul.parikh@technosoftelectronics.com

xerox



Sales  
Partner

6. Leave :

A minimum of 2 days of leave per month of work would be provided to the deputies. In case the deputies do not avail the leave accumulated in his account till end of the financial year (ie till March) the same shall stand as lapse.

7. Secrecy :

You will not given out anyone by word of month or other wise particulars or details of manufacturing process, technical know-how security arrangements, administration and/or organisational matters which may be your personal privilege to know by virtue of your assignment.

8. Effective Date Appointment :

The effective date of appointment is 12<sup>th</sup> February, 2018 . In case you do not report for work by this date, offer will stand automatically withdrawn unless extended by us in writing.

9. Probation :

You will be on probation for a period of Six months from the date of joining the work, but if your work or conduct is not found satisfactory your services shall be liable to termination without notice during at any time during or/on completion of probationary period or it may get extended. This period of probation will be liable to such extension(s) as we deem fit in our sole discretion.

10. Termination of services :

We / The Company reserve the right to terminate this appointment on giving you notice of one month or payment in lieu thereof. Similarly you shall be at liberty to resign from the service after giving one month notice or payment in lieu thereof.

11. Abandonment and Automatic Termination :

Absence for continuous period of 10(Ten) days (including absence when leave though applied for but not granted) and when overstayed for a period of 10(Ten) days would make loose your lien on the service and the same shall automatically come to an end without any notice or intimation.

12. Retirement :

You will automatically retire on attaining the age of 58 years. You may be retired earlier if found medically unfit.



**Technosoft**  
Electronics Pvt. Ltd.

268, Sanjay Building No. 5-B,  
Mittal Industrial Estate,  
Andheri-Kurla Road,  
Andheri (East),  
Mumbai : 400059.  
T : 28502100  
E : rahul.parikh@technosoftelectronics.com

**xerox**  Sales Partner

13. Other rules and regulations:

- a) It is expected that you will work with a high standard of initiative, efficiency and economy for the task assigned to you.
- b) The service conditions, compensation and benefits of our client(s) for their employees may be different from ours. You shall not ask for the same or similar service condition and compensation etc. Your services will be governed by the rules and regulation as applicable to our organisation.
- c) You will devote full time to the work assigned to you by us and will not undertake any direct or indirect business or work except with the prior permission.
- d) That for all practical purposes your relationship with us shall remain as an employee and an employer.
- e) That you shall indemnify us for any loss of goods or material which may be suffered due to willful commission or omission of any act on your part.

Yours faithfully,

For Technosoft Electronics Pvt Ltd

Director



I have read and understood the contents of this agreement. The said terms and conditions have been agreed & accepted by me and I am signing herewith in token of having accepted the letter and the terms and conditions mentioned therein.

Ms. NASREEN BANU

**Technosoft**

Electronics Pvt. Ltd.  
268, Sanjay Building No. 5-B,  
Mittal Industrial Estate,  
Andheri-Kurla Road,  
Andheri (East),  
Mumbai : 400059.  
T : 28502100  
E : rahul.parikh@technosoftelectronics.com

xerox  Sales Partner

9-May-18



**BIOCLINICA**<sup>®</sup>

**MASUDI HARIKRISHNA,**  
H No -4/88, Main Road, Pattikonda,  
Karnool, Andhra Pradesh - 518380

Dear Harikrishna,

Letter of Offer

Thank you for your interest in discussing an opportunity with **BIOCLINICA**. Based on the discussions, we are pleased to offer you the position of **Drug Safety Associate (Level-1)**. Your Initial place of posting will be at our facility in **Mysore**.

Your total earning opportunity for the year is **INR 220000/-** in which your annual fixed compensation will be **INR 200000/-** per annum. In addition to this you will be eligible for a performance linked **Variable Component of INR 20000/- per annum** which shall be paid based on Variable Pay guidelines on an annual basis. **Annexure-I** details out the compensation structure.

You will be on probation for a period of **three (3)** months. During the probationary period, either the company or the employee may terminate the employment with one month's notice of this intent.

Your appointment will be effective from the date of joining, which shall be on or before **21-May-18** failing which the appointment shall stand automatically withdrawn.

As part of the joining process you need to sign an employment contract and bond with us for two years.

We will not be liable for your contractual obligations which you may have with your current or earlier employers.

On your day of joining you are requested to report at **9:30 AM** to **Ms. SHILPA**. You will be issued a detailed appointment letter upon joining.

We are sure that our working environment will be conducive to help you grow professionally as well as personally. We welcome you to being a part of the team and look forward to your valued contribution in taking us to greater heights.

Please confirm your acceptance of our offer by signing & returning the duplicate copy of this letter for my attention within three (3) days from the date of receiving this letter, other this offer shall be deemed withdrawn, unless it has been extended in writing by an authorized executive of the Company.

for **BIOCLINICA**,

**BIBIN PHILIP**  
**ASSOCIATE DIRECTOR- TALENT ACQUISITION**

I confirm and accept the above and will join on \_\_\_\_\_

Masudi  
Dr Masudi  
(Signature)  
09/05/18

Principal  
Raghavendra Institute of Pharmaceutical  
Education and Research  
CHIYEDU - 515 721, Anantapuramu (A.P.)



Annexure - I

Compensation and Benefits	
<b>Name</b>	MASUDI HARIKRISHNA
<b>Designation</b>	DRUG SAFETY ASSOCIATE (LEVEL-1)
<b>Date of Joining</b>	21-May-18
Your compensation and benefits are as given below:	
	INR - Per annum
<b>Group I (Basic Salary)</b>	
<b>Basic salary</b> You will be eligible for a basic salary of: -	70000
<b>Group II (Allowances)</b>	
<b>House Rent Allowance (HRA)</b>	28000
<b>Leave Travel Assistance (LTA)</b>	7000
<b>Conveyance Allowance</b>	19200
<b>Medical Expense Reimbursement</b>	15000
<b>Lunch Allowance / Food Coupons</b>	18000
<b>Uniform Allowance</b>	18000
<b>Other Allowance</b>	16400
<b>Group III (Retirement Benefits)</b>	
<b>Provident Fund</b>	8400
<b>Total fixed Cost to Company (CTC)</b>	<b>200000</b>
<b>Performance Incentive Plan:</b> You will additionally be entitled to participate in the Performance Incentive Program of BIOCLINICA. The details and parameters of measuring the performance will be determined and documented within your first 30 days of employment. Statutory bonus is part of the Performance Incentive Program, as applicable.	<b>20000</b>

Annexure – II

**Mandatory Documents Required**

- Mark sheets and Degree Certificates of 10th, 12th, Degree and PG
- Offer Letter from the previous employer
- Recent 3 months' Salary Slips of immediate previous employer
- Relieving letter from two previous employers
- 6 Passport size photographs
- Passport
- PAN card
- Aadhar card (mandatory)

Address for Onboarding:

**Bioclinica India Pvt. Ltd**

Abbhi Campus, Near GRS fantasy park

#120P – 122P, Belagola Industrial Area

K.R.S. Road, Metagalli, Mysore – 570 016

Office +91-0821-6643700 Extn:3000



To,

Date: 19.07.2018

Mr. Kandukuri Sukesh  
S/o Nageswara Rao  
HNO : 2-83,  
LandMark : Raja Street,  
City/Village : Owk,  
Mandal : Owk,  
District : KURNOOL-518122.

Sub : Offer of Training.

With reference to your application and discussions had with you, we are pleased to offer you one year training in Production Department at Unit - 1 situated at Lingojigudem Village, Choutuppal Mandal, Nalgonda District on the following terms and conditions.

- 1) You will be on training for a period of one year from the date of reporting as a trainee and you will be paid a stipend of Rs.16000/- per month during the training period.
- 2) You will be required to undergo pre-training medical check-up. This offer of training is subject to your medical fitness and you will also be required to periodical medical checkup during the training period. If you are not found medically fit, your training will be terminated.
- 3) You are entitled to seven casual leaves and five sick leaves during training period. You will be covered under ESI Act, 1948
- 4) You will be given training at any of the company departments, branches & manufacturing units depending on the requirement at the sole discretion of management.
- 5) You shall forthwith intimate any change in your residential address as and when any change takes place.
- 6) In case, you want to discontinue your training before completion, you have to give three months prior notice in writing or you should pay three months stipend to the company.
- 7) You should submit for verification the original certificates pertaining to your age and educational qualifications i.e. SSC, Inter & B.Pharmacy.
- 8) After completion of the training period the company at its sole discretion may or may not offer employment and no trainee shall have the right to demand absorption in employment of the company.
- 9) Your Training is liable for termination at any time without notice or enquiry if you are found indulging in any misconduct.
- 10) Your progress in training will be reviewed from time to time and if found unsatisfactory, your training will be terminated without notice.
- 11) You should submit the following at the time joining. a) 4 copies of post card size black & white group photo of the candidate with his/her dependent parents, and his/her spouse & children if married. b) 4 copies of stamp size colour photo of the candidate. c) A copy of Aadhar card yourself, Father, Mother and your Spouse and children if Married. d) A Copy of SBI savings bank account passbook.

In case the terms and conditions stated above are acceptable to you, please sign on this letter in token of yours, having understood and having accepted the same and shall submit before you join for training.

You should report for training on or before 06.08.2018, otherwise the offer of training will be treated as cancelled.

Yours sincerely,

For DIVI'S LABORATORIES LTD


  
(K. S. Srinivas)  
DEPUTY GENERAL MANAGER (P&A)

I understand the contents of offer of training and I hereby accept the terms and conditions mentioned there in.

Signature.

Road Map: Hyderabad to Choutuppal - Bus available. Choutuppal to Lingojigudem - Autos available ☎:08694-257001

.....32989.....

  
Principal  
Bhavendra Institute of Pharmaceutical  
Education and Research  
CHIYYEDU - 515721, Anantapuramu (A.P.)

zenotech

CIN: L27100AP1989PLC010122

ZENOTECH LABORATORIES LTD.  
Survey No. 250 - 252,  
Turkapally Village  
Shameerpet Mandal  
Medchal - 500 101, Telangana State, India.  
Mobile : 9032044583/584/585/586  
www.zenotechlab.com

ZLL/COR/HRD/17866/18  
February 17, 2018

Ms T Silpa  
D No 1-93 Enumulavaripalli  
Mudigubba  
Anantapuramu  
Pin Code - 515 501

Dear Ms Silpa,

With reference to your application and the subsequent interview you had with us, we are pleased to offer you the position of **Senior Officer - Production** in our organization to be based at **Hyderabad**.

Our formal appointment letter giving detailed terms and conditions of your employment shall be issued upon your joining duty, subject to finding your educational and professional documents accurate as mentioned in Personal Information Form, your providing us with a relieving letter from your present organisation and you being found medically fit after examination by a medical practitioner not less than MBBS.

The detail of medical tests to be conducted and requirement documents at time of joining are given in the separately enclosed letters.


Please sign the duplicate copy of offer letter indicating your acceptance and date of joining and return the same to us for our records.

As mutually agreed, you have accepted to sign a service bond for a period of 2 years.

With best wishes

Yours sincerely

For **ZENOTECH LABORATORIES LTD.**

  
17.02.2018


**AUTHORISED SIGNATORY**

Accepted and agreed to join on or before .....

Signature .....

Recommend  
cell.



  
**Principal**  
Raghavendra Institute of Pharmaceutical  
Education and Research  
CHIYYEDU - 515 721, Anantapuramu (A.P.)



zenotech

CIN: L27100AP1989PLC010122

ZENOTECH LABORATORIES LTD.  
Survey No. 250 - 252,  
Turkapally Village  
Shameerpet Mandal  
Medchal - 500 101. Telangana State, India.  
Mobile : 9032044583/584/585/586  
www.zenotechlab.com

February 17, 2018

Ms T Silpa

**Subject: Documents Required On Joining Day.**

Dear Ms Silpa,

This is in reference to our offer letter, you are requested to carry in original as well as photocopies of below mentioned documents (as applicable to you).

Sr No	Description	Documents	Comments
1.	Educational certificates ( X, XIIth, Graduation, Post Graduation	Mark Sheet, Certificates	-
2	Professional Qualification	Mark Sheet, Certificates	If Applicable
3	Proof of Birth	Birth certificate / Leaving Certificate	-
4	Resignation Letter	-	Not Applicable for Freshers
5	Relieving & Experience Certificate	-	Not Applicable for Freshers
6	Pan Card & Aadhar Card	-	-
7	5 Passport Size Photo	-	If covered under ESIC, 1 family photo Post Card Size is required
8	Residential Address Proof (Permanent as well as present)	Ration card/ Passport/ Voter ID/ Electricity/ Telephone bill / Leave & License agreement	Any one
9	Universal Account No. (UAN) from previous organization for Provident Fund		This No. can be availed from HR Department of previous organization
10	PF No. from previous organization (If applicable)	PF Annual Statement slip	

Thanking you

Regards

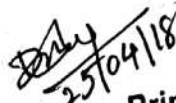
For ZENOTECH LABORATORIES LTD.

  
17.02.2018  
AUTHORISED SIGNATORY

**Annexure 1**

<b>Salary Breakup- Ms T Silpa</b>			
	<b>Position :</b>	<b>Sr Officer</b>	
	<b>Organisation :</b>	<b>Zenotech Laboratories Ltd</b>	
<b>Compensation</b>		<b>Annual</b>	<b>Monthly</b>
<b>A</b>	Basic	90000	7500
	HRA	36000	3,000
	Conveyance	19200	1,600
	Education Allowance	2400	200
	Special Allowance/ MRF Allow	107280	8,940
	<b>Total</b>	<b>254880</b>	<b>21240</b>
	<b>B</b>	<b>Other Allowances &amp; Benefits</b>	
PF		10,800	900
Gratuity		4,329	361
<b>Total</b>		<b>15,129</b>	<b>1261</b>
<b>C</b>	<b>CTC (A+B)</b>	<b>2,70,009</b>	<b>22501</b>



  
 25/04/18  
**Principal**  
 Raghavendra Institute of Pharmaceutical  
 Education and Research  
 CHIYYEDU - 515 721, Anantapuramu (A.P.)

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

From: "Mohanam, Fincy" <Fincy.Mohanam@iqvia.com>

Date: Apr 3, 2018 5:16 PM

Subject: Offer from IQVIA™ - We invite you to join us!

To: "vaniramachandra805@gmail.com" <vaniramachandra805@gmail.com>

Cc:

Dear Vani,

**We want to welcome you to IQVIA™**

On behalf of IQVIA, we are pleased to extend an **offer of employment** for you to join our global team at Bangalore.

IQVIA's talented professionals across the globe help clients create solutions that drive healthcare forward to advance clinical outcomes and commercial performance. Our employees are passionate about channeling their insights, commercial and scientific depth, and executional expertise to help improve health outcomes for patients around the globe.


Couple of points that we would like to draw your attention to:

- As a new employee, your first six months of employment will be a probationary period.
- This offer is contingent on the completion of a reference check verifying your professional and educational background.

Post your email acceptance and confirmation of the joining date you will receive a system generated offer and a link from Taleo to complete the onboarding. The link is valid for a period of 48 hours and it is necessary to complete all onboarding tasks to ensure a smooth integration with our systems.

We request you to share the following details along with the email acceptance of this offer:

- a. **Signed copy of conflict of interest (Attached):**
- b. **Date of Birth:**
- c. **Father's/Spouse's Name:**
- d. **Communication address to reflect in offer letter:**

  
Principal  
Raghavendra Institute of Pharmaceutical  
Education and Research  
CHIYYEDU - 515 721, Anantapuramu (A.P.)

**SALARY AND BENEFIT STATEMENT**

NAME		R. Vani	
DESIGNATION		Safety Associate Trainee	
<b>1. SALARY COMPONENTS</b>		<b>per Month (INR)</b>	<b>per Annum (INR)</b>
BASIC		9,004	108,048
HRA		4,502	54,024
MEDICAL		1,250	15,000
TRANSPORT ALLOWANCE		1,600	19,200
LEAVE TRAVEL ALLOWANCE		750	9,000
SPECIAL ALLOWANCE		903	10,836
STATUTORY BONUS		2,000	24,000
<b>ANNUAL GUARANTEED PAY</b>		<b>20,009</b>	<b>240,108</b>
<b>2. RETIRAL BENEFITS</b>		<b>per Month (INR)</b>	<b>per Annum (INR)</b>
PROVIDENT FUND		1,080	12,966
<b>CTC (1+2)</b>			<b>INR 253,074</b>
<b>3. VARIABLE INCENTIVE PAYMENTS</b>			
You may participate in non-salary compensation programs as may be available, subject to applicable terms, conditions and eligibility requirements of these plans and at the plan administrator's discretion.			
<b>4. OTHER BENEFITS</b>			
Gratuity: The eligibility and amount of this benefit is as per the applicable laws.			
Leave Eligibility: All leave entitlements will be pro-rated on an accrual basis in terms of fractions of the calendar year during which you attended the office. The leave entitlements set out above are provided annually (January-December of each calendar year) and are subject to company policy, as it may be from time to time.			
Group Mediciam: Employee and family members are covered as per prevailing Company Policy.			
Employees are covered under Group Life Insurance & Group Personal Accident Insurance as per prevailing Company Policy.			

Dear Lakshmi,

**We want to welcome you to IQVIA™**

On behalf of IQVIA, we are pleased to extend an **offer of employment** for you to join our global team at Bangalore.

IQVIA's talented professionals across the globe help clients create solutions that drive healthcare forward to advance clinical outcomes and commercial performance. Our employees are passionate about channeling their insights, commercial and scientific depth, and executional expertise to help improve health outcomes for patients around the globe.

Couple of points that we would like to draw your attention to:

- As a new employee, your first six months of employment will be a probationary period.
- This offer is contingent on the completion of a reference check verifying your professional and educational background.

Post your email acceptance and confirmation of the joining date you will receive a system generated offer and a link from Taleo to complete the onboarding. The link is valid for a period of 48 hours and it is necessary to complete all onboarding tasks to ensure a smooth integration with our systems.

We request you to share the following details along with the email acceptance of this offer:

- Signed copy of conflict of interest (Attached):**
- Date of Birth:**
- Father's/Spouse's Name:**
- Communication address to reflect in offer letter:**

**Your Tentative Date of Joining will be :16<sup>th</sup> April'18**

We are really excited to welcome you to IQVIA™. Whatever your career goals, we are here to ensure you get there!

Please join us to move healthcare forward. Together.

Kind regards,

**Fincy T Mohanan**  
Associate Recruiter  
India Talent Acquisition

**Principal**  
Raghavendra Institute of Pharmaceutical  
Education and Research  
CHIYYEDU-515 721, Anantapuramu (A.P.)

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

From: Mohanan, Fincy <[Fincy.Mohanan@iqvia.com](mailto:Fincy.Mohanan@iqvia.com)>

Date: Fri, Mar 30, 2018, 4:56 PM

Subject: Documentation Required

To:

Hi,

Greetings of the day!!

This is to inform that you have been selected for IQVIA  
as a Safety Trainee Associate.

Congratulations!!

For further process, I require your following documents:

- Pan Card
- Aadhar Card
- Degree certificate of your Graduation and Post Graduation.

In case, you have not received your degree certificate of post graduation,  
then please revert with all your marksheets or Provisional Certificate.

I request you to send the scanned copies of whatever is required at the earliest.

Regards

**Fincy T Mohanan**

**9513522103**

*Associate Recruiter*

India Talent Acquisition



Your Tentative Date of Joining will be :16<sup>th</sup> April'18

We are really excited to welcome you to IQVIA™. Whatever your career goals, we are here to ensure you get there!

Please join us to move healthcare forward. Together.

Kind regards,

**Fincy T Mohanan**


*Associate Recruiter*

India Talent Acquisition

<b>SALARY AND BENEFIT STATEMENT</b>		
<b>NAME</b>		Ajay Rachapogu
<b>DESIGNATION</b>		Safety Associate Trainee
<b>1. SALARY COMPONENTS</b>	<b>per Month (INR)</b>	<b>per Annum (INR)</b>
BASIC	9,004	108,048
HRA	4,502	54,024
MEDICAL	1,250	15,000
TRANSPORT ALLOWANCE	1,600	19,200
LEAVE TRAVEL ALLOWANCE	750	9,000
SPECIAL ALLOWANCE	903	10,836
STATUTORY BONUS	2,000	24,000
<b>ANNUAL GUARANTEED PAY</b>	<b>20,009</b>	<b>240,108</b>
<b>2. RETIRAL BENEFITS</b>	<b>per Month (INR)</b>	<b>per Annum (INR)</b>
PROVIDENT FUND	1,080	12,966
<b>CTC (1+2)</b>		<b>INR 253,074</b>
<b>3. VARIABLE INCENTIVE PAYMENTS</b>		
You may participate in non-salary compensation programs as may be available, subject to applicable terms, conditions and eligibility requirements of these plans and at the plan administrator's discretion.		
<b>4. OTHER BENEFITS</b>		
Gratuity: The eligibility and amount of this benefit is as per the applicable laws.		
Leave Eligibility: All leave entitlements will be pro-rated on an accrual basis in terms of fractions of the calendar year during which you attended the office. The leave entitlements set out above are provided annually (January-December of each calendar year) and are subject to company policy, as it may be from time to time.		
Group Mediciam: Employee and family members are covered as per prevailing Company Policy.		
Employees are covered under Group Life Insurance & Group Personal Accident Insurance as per prevailing Company Policy.		


  
**Principal**  
 Raghavendra Institute of Pharmaceutical  
 Education and Research  
 ANANTAPUR - 515721. Anantapuramu (A.P.)

SALARY AND BENEFIT STATEMENT		
NAME	Gandamaneni Gavaskar	
DESIGNATION	Safety Associate Trainee	
1. SALARY COMPONENTS	per Month (INR)	per Annum (INR)
BASIC	9,004	108,048
HRA	4,502	54,024
MEDICAL	1,250	15,000
TRANSPORT ALLOWANCE	1,600	19,200
LEAVE TRAVEL ALLOWANCE	750	9,000
SPECIAL ALLOWANCE	903	10,836
STATUTORY BONUS	2,000	24,000
ANNUAL GUARANTEED PAY	20,009	240,108
2. RETIRAL BENEFITS	per Month (INR)	per Annum (INR)
PROVIDENT FUND	1,080	12,966
<b>CTC (1+2)</b>		<b>INR 253,074</b>
3. VARIABLE INCENTIVE PAYMENTS		
You may participate in non-salary compensation programs as may be available, subject to applicable terms, conditions and eligibility requirements of these plans and at the plan administrator's discretion.		
4. OTHER BENEFITS		
Gratuity: The eligibility and amount of this benefit is as per the applicable laws.		
Leave Eligibility: All leave entitlements will be pro-rated on an accrual basis in terms of fractions of the calendar year during which you attended the office. The leave entitlements set out above are provided annually (January-December of each calendar year) and are subject to company policy, as it may be from time to time.		
Group Medisclaim: Employee and family members are covered as per prevailing Company Policy.		
Employees are covered under Group Life Insurance & Group Personal Accident Insurance as per prevailing Company Policy.		



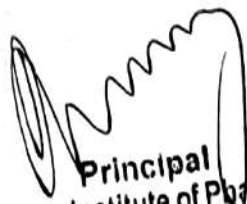
Principal  
 Raghavendra Institute of Pharmaceutical  
 Education and Research  
 CHIYYEDU - 515721, Anantapuram, A.P.

SALARY AND BENEFIT STATEMENT		
NAME	Lakshmi Onteddu	
DESIGNATION	Safety Associate Trainee	
1. SALARY COMPONENTS	per Month (INR)	per Annum (INR)
BASIC	9,004	108,048
HRA	4,502	54,024
MEDICAL	1,250	15,000
TRANSPORT ALLOWANCE	1,600	19,200
LEAVE TRAVEL ALLOWANCE	750	9,000
SPECIAL ALLOWANCE	903	10,836
STATUTORY BONUS	2,000	24,000
<b>ANNUAL GUARANTEED PAY</b>	<b>20,009</b>	<b>240,108</b>
2. RETIRAL BENEFITS	per Month (INR)	per Annum (INR)
PROVIDENT FUND	1,080	12,966
<b>CTC (1+2)</b>		<b>INR 253,074</b>
3. VARIABLE INCENTIVE PAYMENTS	You may participate in non-salary compensation programs as may be available, subject to applicable terms, conditions and eligibility requirements of these plans and at the plan administrator's discretion.	
4. OTHER BENEFITS	<p>Gratuity: The eligibility and amount of this benefit is as per the applicable laws.</p> <p>Leave Eligibility: All leave entitlements will be pro-rated on an accrual basis in terms of fractions of the calendar year during which you attended the office. The leave entitlements set out above are provided annually (January-December of each calendar year) and are subject to company policy, as it may be from time to time.</p> <p>Group Mediciclaim: Employee and family members are covered as per prevailing Company Policy.</p> <p>Employees are covered under Group Life Insurance &amp; Group Personal Accident Insurance as per prevailing Company Policy.</p>	



**Principal**  
 Raghavendra Institute of Pharmaceutical  
 Education and Research  
 CHIYYEDU - 515721, Anantapuram

SALARY AND BENEFIT STATEMENT		
NAME	Mahesh Reddy Dugunapalli	
DESIGNATION	Safety Associate Trainee	
1. SALARY COMPONENTS	per Month (INR)	per Annum (INR)
BASIC	9,004	108,048
HRA	4,502	54,024
MEDICAL	1,250	15,000
TRANSPORT ALLOWANCE	1,600	19,200
LEAVE TRAVEL ALLOWANCE	750	9,000
SPECIAL ALLOWANCE	903	10,836
STATUTORY BONUS	2,000	24,000
<b>ANNUAL GUARANTEED PAY</b>	<b>20,009</b>	<b>240,108</b>
2. RETIRAL BENEFITS	per Month (INR)	per Annum (INR)
PROVIDENT FUND	1,080	12,966
<b>CTC (1+2)</b>		<b>INR 253,074</b>
3. VARIABLE INCENTIVE PAYMENTS	You may participate in non-salary compensation programs as may be available, subject to applicable terms, conditions and eligibility requirements of these plans and at the plan administrator's discretion.	
4. OTHER BENEFITS	<p>Gratuity: The eligibility and amount of this benefit is as per the applicable laws.</p> <p>Leave Eligibility: All leave entitlements will be pro-rated on an accrual basis in terms of fractions of the calendar year during which you attended the office. The leave entitlements set out above are provided annually (January-December of each calendar year) and are subject to company policy, as it may be from time to time.</p> <p>Group Mediclaim: Employee and family members are covered as per prevailing Company Policy.</p> <p>Employees are covered under Group Life Insurance &amp; Group Personal Accident Insurance as per prevailing Company Policy.</p>	

  
**Principal**  
 Raghavendra Institute of Pharmaceutical  
 Education and Research  
 CHIYYEDU - 515 721, Anantapuramu (A.P.)

## List of Shortlisted Candidates

Mahalakshmi K. <mahalakshmi@divislabs.com>

Wed, Jul 25, 2018 at 3:11 PM

To: "Riperplacements@gmail.com" <Riperplacements@gmail.com>, "somu.reddyvaru@gmail.com" <somu.reddyvaru@gmail.com>

Cc: "Subba Rao K." <ksr@divislabs.com>, Veerabhadram N <nvbhadram@divislabs.com>, Tulasi Ram B <tulasiram@divislabs.com>, Rajesh S- P&A <s.rajesh@divislabs.com>

To  
The Principal,  
Raghavendra Inst. Pharmaceutical Education and Research,  
Saigram, K.R. Palli Cross,  
Chiyyedu(P),  
Near SK University,  
Anantapuramu(D), Ap-515721

Respected Sir,

Dear Prof. Y. Padmanabha Reddy Garu,

Please accept my sincere thanks for the opportunity provided us for carrying out a campus interview on 10.07.2018 at your esteemed college/University.

I am now glad to inform you that following candidates have been selected for employment in our organization. We congratulate all of them and welcome to work in World Class – API manufacturing units.

S. No	Check List ID	Gender	Name of the Applicant	Status	Location	E. Qualification	Subject	Interview Place	Father Name	H. No	Landmark	City/Village	Mandal	District	Pin	Phone NO
1	32937	M	Golla Giribabu	Production	Unit-1	B.Tech	Chemical	RIPER College	Eswara Reddy	1/14/2001		Palakurthy	Devanakonda	KURNOOL	518465	9492908860
2	32938	M	Shaik Kagitala Masood Ali	Production	Unit-2	B.Tech	Chemical	RIPER College	Kagitala Nazeeer	7-541	Kota Street	Pamidi	Pamidi	ANANTAPUR	515775	7032784703
3	32939	M	Vankam Venkata Mukesh	Production	Unit-2	B.Tech	Chemical	RIPER College, Anantapur	Sreenivasulu	6/4/431	Marothi Nagar, 4th Cross		Anantapur	ANANTAPUR	515001	9502879578
4	329	F	Syed Tansee	QC	Unit	M.Sc	Microbiology	Riper	Fakrud		Jamiya Masjid	Gorantla	Gorantla	ANANTAPUR	515	9866

Principal  
Raghavendra Institute of Pharmaceutical  
Education and Research  
CHIYYEDU - 515721, Anantapuramu (A.P.)

	40		mkushter	(Microbiology)	t-2		gy	College	din Saheb	Street	a	ntla	APUR	231	173605	
5	32941	M	KS Varadaraju	Production	Unit-2	B.Tech	Chemical	RIPER College, Anantapur	Ramanjaneyulu	Feb-70		Gonim ekala Palli	Roddam	ANANT APUR	515123	7995927731
6	32943	M	KalvaPrasanna Babu	QC	Unit-2	B-Pharmacy	B-Pharmacy	Riper College	Jayababu	1-489	Near old SBI	Karempudi		GUNTUR	522614	701344918
7	32944	M	BaitageriNeraj	Production	Unit-2	B.Tech	Chemical	RIPER College, Anantapur	V V Sai Nath	7/274-2-1	Indira Colony, Near SJP High School		Guntakal	ANANT APUR	515801	9248814324
8	32967	M	ByraveniAnil Kumar	Production	Unit-2	B.Sc	Geology, Physics, Chemistry	Riper College	Subbanna			Seekay akuntapalli	Bukkapatnam	ANANT APUR	515154	8247283301
9	32968	M	EluvuHarish	Production	Unit-2	B-Pharmacy	B-Pharmacy	Riper College of Pharmacy	Nagen dra	4-1403		Gunthapalli	Kanaganapalli	ANANT APUR	515641	9492951995
10	32969	M	SurlaSambashiva	Production	Unit-1	B.Sc	Botany, Zoology, Chemistry	Riper College	Satyarayana			Sranganaram	Natharam	VISAKHAPATNAM	531115	9666484759
11	32989	M	KandukuriSukesh	Production	Unit-1	B-Pharmacy	B-Pharmacy	RIPER College, Anantapur	Nageswara Rao	Feb-83	Raja Street	Owk	Owk	KURNOOL	518122	8341946049
12	32991	M	GuduruKranthiKumar	QC	Unit-2	M.Pharmacy	PA&QA	RIPER College, Anantapur	Ramanjaneyulu	19-469		Chinnuru	Dharmaram	ANANT APUR	515671	9985534262
13	32992	M	ShikImranbasha	QC	Unit-2	M.Pharmacy	PA&QA	RIPER College, Anantapur	Roshanbasha	3/217	Near Ganga Theater	Nallamada	Nallamada	ANANT APUR	515501	8179156248
14	32993	M	TalariMurali	Production	Unit-1	B.Sc	Botany, Zoology, Chemistry	Riper College of Pharmacy	Ramalingappa			Pothukunta	Kothacheruvu	ANANT APUR	515133	9505274509
15	32994	M	DevireddyPravan Kumar Reddy	QC	Unit-2	M.Pharmacy	PA&QA	RIPER College, Anantapur	Raja Sekhar Reddy	6-33c		Boodilavandapalli	Gorantla	ANANT APUR	515231	9491136628

PRINCIPAL  
Raghavendra Institute of Pharmaceutical  
Education and Research  
CHIVVEEDU-515706, Anantapur A.P.

From: "Pandey, Sukhad" <Sukhad.Pandey@iqvia.com>  
Date: Sun, 1 Apr 2018 07:36:41 +0000  
Subject: Offer from IQVIA™ - We invite you to join us!  
To: "maheshdugunapalli@gmail.com" <maheshdugunapalli@gmail.com>

Dear Mahesh,  
We want to welcome you to IQVIA™

On behalf of IQVIA, we are pleased to extend an offer of employment for you to join our global team at Bangalore.

IQVIA's talented professionals across the globe help clients create solutions that drive healthcare forward to advance clinical outcomes and commercial performance. Our employees are passionate about channeling their insights, commercial and scientific depth, and executional expertise to help improve health outcomes for patients around the globe.

Couple of points that we would like to draw your attention to:

- \* As a new employee, your first six months of employment will be a probationary period.
- \* This offer is contingent on the completion of a reference check verifying your professional and educational background.

Post your email acceptance and confirmation of the joining date you will receive a system generated offer and a link from Taleo to complete the onboarding. The link is valid for a period of 48 hours and it is necessary to complete all onboarding tasks to ensure a smooth integration with our systems.

We request you to share the following details along with the email acceptance of this offer:

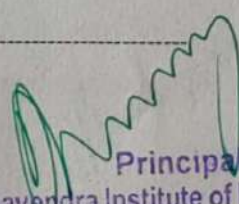
1. Signed copy of conflict of interest (Attached);
2. Date of Birth;
3. Father's/Spouse's Name;
4. Communication address to reflect in offer letter;

Your Tentative Date of Joining will be :16th April'18  
We are really excited to welcome you to IQVIA™. Whatever your career goals, we are here to ensure you get there!

Please join us to move healthcare forward. Together.

Kind regards,

-----  
Regards,  
Sukhad Pandey  
Associate Recruiter  
[IQVIA logo\_96dpi\_100pxheight]  
Prestige Technology Park II,  
Bangalore – 560103

  
Principal  
Raghavendra Institute of Pharmaceutical  
Education and Research  
CHIYEDU - 515 721, Anantapuramu (A.P.)



Annexure – II

**Mandatory Documents Required**

- Mark sheets and Degree Certificates of 10th, 12th, Degree and PG
- Offer Letter from the previous employer
- Recent 3 months' Salary Slips of immediate previous employer
- Relieving letter from two previous employers
- 6 Passport size photographs
- Passport
- PAN card
- Aadhar card (mandatory)

Address for Onboarding:

**Bioclinica India Pvt. Ltd**

Abbhi Campus, Near GRS fantasy park

#120P – 122P, Belagola Industrial Area

K.R.S. Road, Metagalli, Mysore – 570 016

Office +91-0821-6643700 Extn:3000

*20/06/18*  
Raghavendra Institute of Pharmaceutical  
Education and Research  
CHIYYEDU - 515 721. Anantapuramu (A.P.)

From: "Pandey, Sukhad" <Sukhad.Pandey@iqvia.com>  
Date: Sun, 1 Apr 2018 07:36:41 +0000  
Subject: Offer from IQVIA™ - We invite you to join us!  
To: "maheshdugunapalli@gmail.com" <maheshdugunapalli@gmail.com>

Dear Mahesh,  
We want to welcome you to IQVIA™

On behalf of IQVIA, we are pleased to extend an offer of employment for you to join our global team at Bangalore.

IQVIA's talented professionals across the globe help clients create solutions that drive healthcare forward to advance clinical outcomes and commercial performance. Our employees are passionate about channeling their insights, commercial and scientific depth, and executional expertise to help improve health outcomes for patients around the globe.

Couple of points that we would like to draw your attention to:

- \* As a new employee, your first six months of employment will be a probationary period.
- \* This offer is contingent on the completion of a reference check verifying your professional and educational background.

Post your email acceptance and confirmation of the joining date you will receive a system generated offer and a link from Taleo to complete the onboarding. The link is valid for a period of 48 hours and it is necessary to complete all onboarding tasks to ensure a smooth integration with our systems.

We request you to share the following details along with the email acceptance of this offer:

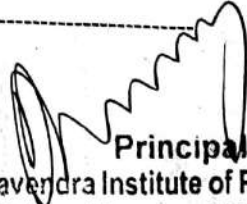
1. Signed copy of conflict of interest (Attached):
2. Date of Birth:
3. Father's/Spouse's Name:
4. Communication address to reflect in offer letter:

Your Tentative Date of Joining will be :16th April'18  
We are really excited to welcome you to IQVIA™. Whatever your career goals, we are here to ensure you get there!

Please join us to move healthcare forward. Together.

Kind regards,

Regards,  
Sukhad Pandey  
Associate Recruiter  
[IQVIA logo\_96dpi\_100pxheight]  
Prestige Technology Park II,  
Bangalore – 560103

  
**Principal**  
Raghavendra Institute of Pharmaceutical  
Education and Research  
CHIYYEDU - 515 721. Anantapuramu (A.P.)

**ANNEXURE - I**

**CONFIDENTIAL**

**Name** : Mr. Ankanna P  
**Designation** : Officer - Research & Development  
**Grade** : Officer - I


	Monthly(₹)	Annual(₹)
Basic	9600	
HRA	5500	
Conveyance	1600	
<b>Total A</b>	<b>16700</b>	<b>200400</b>
Bonus		9600
<b>Total B</b>		<b>210000</b>
Company Contribution to PF		13824
<b>Cost To Company</b>		<b>223824</b>

\* Please note that Medical is a reimbursement against bills. In Case the bills are not submitted, the same would be treated as Taxable Income.

**Other Benefits ( Out of CTC)**

Group Personal Accident Insurance Coverage  
Subsidized Canteen Facility  
Gratuity as per rules

You are eligible for ESI as applicable to other staff and as per rules of the Company.

  
**Principal**  
Raghavendra Institute of Pharmaceutical  
Education and Research  
CHIYYEDU - 515 721, Anantapuramu (A.P.)

To,  
**Ms. Kuruba Gowthami**  
Chennai

10th May 2018

Dear Ms. Kuruba Gowthami

**SUB: LETTER OF ENGAGEMENT AS TRAINEE SALES EXECUTIVE**

1. With reference to your Application and subsequently interview you had with us, we are pleased to inform you that you have been selected for undergoing Training in our Organization as Trainee Sales Executive on the following terms and conditions:

2. **NATURE OF ENGAGEMENT:**

You will be give systematic training in Sales of the company's product. The training would include not only on the job but you may also be required to attend class room training. The progress made by you during the period of training will be reviewed periodically and further continuance of your training would depend upon the progress made by you. You are expected to exercise due care and diligence in learning the job. The Training is aimed at providing you complete exposure to the techniques required for becoming an effective Sales Executive.

3. **DURATION OF TRAINING:**

The duration of training will be for a period of 6 months from the date of commencement of the Training at the Organization. Unless the Company extends the period of your Training, in writing, solely at their discretion or absorbs you in the regular employment, your Training shall automatically stand terminated at the expiry of the Training period of 6 months or extended period of Training.

**STIPEND:**

During the Training period, you will be paid a monthly stipend of **Rs. 24,000**. You shall be eligible to be covered under EPF and ESI. Details of your stipend is provided in Annexure 1.

*Dr. Somu*  
*12/05/18*  
CORPORATE & REGD. OFFICE  
AstraZeneca Pharma India Ltd.  
P.B. No. 4525, Block N1, 12th Floor,  
Manyata Embassy Business Park,  
Rachenahalli, Outer Ring Road,  
Bangalore - 560 045, INDIA

TEL : +91 80 6774 8000

FAX : +91 80 6774 8857

CIN : L24231KA1979PLC003683

WEB : [www.astrazeneca.com/India](http://www.astrazeneca.com/India)

**FACTORY**

12th Mile on Bellary Road  
Venkata, Kattigenahalli Village  
Yelahanka  
Bangalore - 560 063  
INDIA

*Principal*  
Raghuveera Institute of Pharmacology  
Education and Research  
CHIYANUR, Anantapuramu (A.P.)  
Tel : +91 80 6774 9000  
+91 80 6774 9628

5. **VERIFICATION REPORT:**

Your engagement will be subject to receipt of satisfactory report with regard to verification of the particulars furnished by you in your application and the information given at the time of interview, including the references given by you.

6. **OBLIGATION AND RESPONSIBILITIES:**

- a) During the Training period, the Company expects you to undergo Training in any Department/Section in which you are placed with high standard of initiative and efficiency. You shall devote yourself exclusively for undergoing Training. You shall not take up any other work for remuneration (part time or otherwise) or work on advisory capacity, or be interested directly or indirectly in any other trade or business (except as shareholder or debenture holder) during the Training period without obtaining permission, in writing, from the Appointing Authority.
- b) You will be governed by the Service Rules and Regulations as may be promulgated by the Company from time to time in relation to conduct, discipline and other matters.
- c) During the Training period and thereafter you will not pass on to any one in writing or by word of mouth or otherwise, particulars or details of work, process, technical know-how, research carried out, security arrangement, administrative and/or organizational matters of confidential or secret nature which you may come across during your Training period or become known to you by virtue of your undergoing Training in the Company or otherwise.

7. **POSTING:**

During your Training period you are liable to be transferred or assigned to work in any Division, Department. You may be entrusted with different assignment and duties to provide with the hands on experience in acquiring sales skills and promotion of company's products.

8. **TRAINING HOURS AND HOLIDAYS:**

- a) As a Trainee you will be called upon to undergo training during the hours and days as may be fixed by the Company. Weekly off days together with all National and Festival Holidays observed by the Establishment would be normally applicable to you. You may however be called upon to attend Training as and when required on holidays.



**9. LEAVE:**

- a) You will be eligible for leave during the period of Training and the leave shall be availed as per the Rules of the Company.

**10. MISCONDUCT:**

- a) In the event you are found guilty any misconduct, you are liable to be disengaged without any Notice or Payment of stipend in lieu of notice.
- b) Notwithstanding the condition regarding written notice of termination, the Company shall have the right to terminate your Training and if absorbed in regular service, from such service, without any notice or payment in lieu of notice, if any declaration given or information furnished by you to the Company is found to be false or if you are found to have willfully suppressed any material information.

**11. TERMINATION:**

Notwithstanding any of the Clauses of this letter of engagement, the Company reserves the right in its sole discretion of terminating you engagement during the Training period without assigning any reason by giving 15 days' notice or payment of fifteen days stipend, in lieu of notice. In the event of your remaining absent without leave or permission for consecutive 10 days or more and/or overstaying sanctioned leave beyond 10 days, you are liable to be treated as having abandoned the Training and lose your lien on the Training. You shall be **liable for disengagement as a trainee.**

**12. AFTER COMPLETION/TERMINATION OF TRAINING:**

On completion/termination of Training you will immediately surrender to the Company all specifications, documents, literature, drawings, records, assets etc. belonging to the Company or relating to its business and shall not take or retain any copies of the said items.


**EMPLOYMENT:**

Even though it is not obligatory on the part of the Company to offer employment and on satisfactory completion of Training and subject to availability of suitable vacancy in the services of the Company, you may be appointed as probationer in the services of the Company. In that event, you will be on probation for a period











SALARY AND BENEFIT STATEMENT		
NAME	Sai kiran Madugula	
DESIGNATION	Safety Associate Trainee	
<b>1. SALARY COMPONENTS</b>	<b>per Month (INR)</b>	<b>per Annum (INR)</b>
BASIC	9,004	108,048
HRA	4,502	54,024
MEDICAL	1,250	15,000
TRANSPORT ALLOWANCE	1,600	19,200
LEAVE TRAVEL ALLOWANCE	750	9,000
SPECIAL ALLOWANCE	903	10,836
STATUTORY BONUS	2,000	24,000
ANNUAL GUARANTEED PAY	<b>20,009</b>	<b>240,108</b>
<b>2. RETIRAL BENEFITS</b>	<b>per Month (INR)</b>	<b>per Annum (INR)</b>
PROVIDENT FUND	1,080	12,966
CTC (1+2)	<b>INR 253,074</b>	
<b>3. VARIABLE INCENTIVE PAYMENTS</b>	<p>You may participate in non-salary compensation programs as may be available, subject to applicable terms, conditions and eligibility requirements of these plans and at the plan administrator's discretion.</p>	
<b>4. OTHER BENEFITS</b>	<p><b>Gratuity:</b> The eligibility and amount of this benefit is as per the applicable laws.</p> <p><b>Leave Eligibility:</b> All leave entitlements will be pro-rated on an accrual basis in terms of fractions of the calendar year during which you attended the office. The leave entitlements set out above are provided annually (January-December of each calendar year) and are subject to company policy, as it may be from time to time.</p> <p><b>Group Medclaim:</b> Employee and family members are covered as per prevailing Company Policy.</p> <p><b>Employees are covered under Group Life Insurance &amp; Group Personal Accident Insurance as per prevailing Company Policy.</b></p>	


  
**Principal**  
 Raghavendra Institute of Pharmaceutical  
 Education and Research  
 CHIYYEDU - 515 721, Anantapuramu (A.P.)

 Compose



-  **Inbox** 1,080
-  Starred
-  Snoozed
-  Sent
-  **Drafts** 46
-  More

- Meet**
-  New meeting
  -  Join a meeting

- Hangouts**
-  Eranti +

No recent chats  
Start a new one




## Jaswanth offer letter Inbox x

 **Raghavendra RIPER**  
to me ▾

Forwarded message  
From: **Jaswanth reddy** <[jreddyvaradala@gmail.com](mailto:jreddyvaradala@gmail.com)>  
Date: Fri, Apr 6, 2018, 8:20 PM  
Subject: Fwd: OFFER LETTER  
To: <[riperplacements@gmail.com](mailto:riperplacements@gmail.com)>

Forwarded message  
From: Mohanan, Fincy <[Fincy.Mohanan@iqvia.com](mailto:Fincy.Mohanan@iqvia.com)>  
Date: Fri, Mar 30, 2018, 4:56 PM  
Subject: Documentation Required  
To:

Hi,  
Greetings of the day!!  
This is to inform that you have been selected for IQVIA

  
**Principal**  
Raghavendra Institute of Pharmaceutical  
Education and Research  
CHIYYEDU - 515 721, Anantapuramu (A.P.)



13. Merschman, S. A.; Vallano, P. T.; Wenning, L. A.; Matuszewski, B. K.; Woolf, E. J. Determination of the HIV Integrase Inhibitor, MK-0518 (Raltegravir), in Human Plasma Using 96-Well Liquid-Liquid Extraction and HPLC-MS/MS. *J. Chromatogr. B* **2007**, *857* (1), 15–24.
14. Poirier, J. M.; Robidou, P.; Jaillon, P. Quantification of the HIV-Integrase Inhibitor Raltegravir (MK-0518) in Human Plasma by High-Performance Liquid Chromatography with Fluorescence Detection. *J. Chromatogr. B* **2008**, *867* (2), 277–281.
15. Yilmaz, A.; Gesslen, M.; Spudich, S.; Lee, E.; Jayewardene, A.; Aweeka, F.; Price, R. W. Raltegravir Cerebrospinal Fluid Concentration in HIV-1 Infection. *PLoS ONE* **2009**, *4* (9), 6877–6881.
16. Jasmin, T.; Naser, R. L.; Angela, K. D. M. Quantifying the HIV-1 Integrase Inhibitor Raltegravir in Female Genital Tract Secretions Using High-Performance Liquid Chromatography with Ultraviolet Detection. *J. Chromatography. B* **2010**, *878* (1), 92–96.
17. WHO. *Draft Stability Testing of Active Pharmaceutical Ingredients and Pharmaceutical Products*, World Health Organization: Geneva, 2007.
18. ICH. Stability Testing: Photostability Testing of New Drug Substances and Products Q1B. In *International Conference on Harmonization*; IFPMA: Geneva, 1996.
19. Singh, S.; Bakshi, M. Guidance on Conduct of Stress Tests to Determine Inherent Stability of Drugs. *Pharm. Technol. On-line* **2000**, *24*, 1–14.
20. ICH. Validation of Analytical Procedures: Text and Methodology, Q2(R1). In *International Conference on Harmonization*; IFPMA: Geneva, 2005.

**+** Compose

- Inbox** 1,079
- Starred**
- Snoozed**
- Sent**
- Drafts** 46
- More**

**Meet**

- New meeting**
- Join a meeting**

**Hangouts**

- Eranti** +

No recent chats  
Start a new one



Hi,

Greetings of the day!!

This is to Inform that you have been selected for IQVIA as a Safety Trainee Associate.

Congratulations!!

For further process, I require your following documents:

- Pan Card
- Aadhar Card
- Degree certificate of your Graduation and Post Graduation

In case, you have not received your degree certificate of post graduation then please revert with all your marksheets or Provisional Certificate

I request you to send the scanned copies of whatever is required at

Regards

**Fincy T Mohanan**  
**9513522103**  
Associate Recruiter  
India Talent Acquisition



## MICRO LABS LIMITED

REGD. & CORPORATE OFFICE: # 27, RACE COURSE ROAD, BANGALORE 560 001, KARNATAKA, INDIA  
Tel.: +91-80-2237 0451-57 Fax: +91-80-2237 0463 CIN: U24232KA1973PL002401 Website: www.microlabsindia.com Email: info@microlabs.in

ML-18/OL/2018/689

August 27<sup>th</sup>, 2018

Mr. K. Pavankumar Reddy  
#1-353/1, Pesaravayi (Vi)  
Gadivemula, Santajatur(p)  
Kurnool district  
Andhra Pradesh-518513.

Sub: Offer of Employment

Dear Mr. Pavankumar,

This has reference to your application for employment in our company and the subsequent interview you had with us. We are pleased to offer you an employment with our organization in the "Clinical Research" department based at Kudlu R&D centre, Bangalore. The remuneration package as mutually agreed upon shall be communicated to you on your joining with us.

Please note that this is merely an Offer Letter. The Company's standard Appointment Letter containing exhaustive terms and conditions of employment will be issued to you on your joining the company which shall be binding on you.

You are requested to join us latest by **October 1<sup>st</sup>, 2018** failing which this Offer of employment stands withdrawn. Kindly also confirm your exact Date of Joining at least 7 days prior to your joining the Organization.

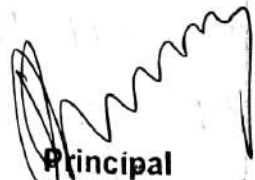
You are required to submit the following documents at the time of joining:

- Joining Report
- Passport size photographs - 3 Nos
- Photocopy of your testimonials – From SSLC onwards
- Proof of Date of Birth
- Pre-employment Medical Fitness Certificate from a Registered Medical Practising Doctor
- Copy of Resignation and relieving letter from immediate previous employer
- Last Salary Slip / Salary Certificate, as applicable
- Provisional Income & Tax deducted at source Certificate from the previous employer (If applicable) along with a copy of PAN card
- PF UAN from previous employer
- Copy of Aadhar Card

Kindly confirm your acceptance on the duplicate copy of this Offer Letter.

Yours cordially,  
for MICRO LABS LIMITED,

  
Shivaji Kapade  
Sr. Vice President - Human Resources

  
Principal  
Raghavendra Institute of Pharmaceutical  
Education and Research  
CHIYYEDU - 515721, Anantapuramu (A.P.)

Compose

Inbox 1,074

Starred

Snoozed

Sent

Drafts 46

More

Meet

New meeting

Join a meeting

Hangouts

Eranti +

No recent chats

Start a new one



Forwarded message

From: Sekhar S - HR/HO <sekhar.s@medreich.com>

Date: Mon 7 May, 2018, 12:57 PM

Subject: Salary Break Up -Medreich

To: <navabayeshazainab@gmail.com>

Cc: Aravinda.P - HR/HO <aravinda.p@medreich.com>, Prashanth C

Dear Ms. Ayesha Zainab,

Greetings from " Medreich ( a Meiji Group Company )"

Further to your discussions with us, we are pleased to shortlist your p

The salary break up is appended for your reference.

Request you to go through and revert with acceptance to proceed furtl

Note- As discussed in interview, you have agreed for 3 years service : qualification).

Regards,

Sekhar S

8050567317

Principal

Raghevendra Institute of Pharmaceutical Education and Research  
CHIYYEDU - 515 721. Anantapuramu (A.P.)

**ANNEXURE - I**

**CONFIDENTIAL**

<b>Name</b>	Ms. Ayesha Zainab N	
<b>Designation</b>	Officer - Research & Development	
<b>Grade</b>	Officer - I	
	<b>Monthly(₹)</b>	<b>Annual(₹)</b>
Basic	9600	
HRA	5500	
Conveyance	1600	
<b>Total A</b>	<b>16700</b>	<b>200400</b>
Bonus		9600
<b>Total B</b>		<b>210000</b>
Company Contribution to PF		13824
<b>Cost To Company</b>		<b>223824</b>

\* Please note that Medical is a reimbursement against bills. In Case the bills are not submitted, the same would be treated as Taxable Income.

**Other Benefits ( Out of CTC)**

Group Personal Accident Insurance Coverage

Subsidized Canteen Facility

Gratuity as per rules

You are eligible for ESI as applicable to other staff and as per rules of the Company.



To  
K Renuka

Date: 12-Aug-2017

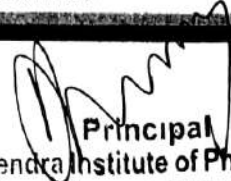
**Sub: OFFER ON CONTRACT**

Dear K Renuka

With reference to your application, we are pleased to appoint you as **Junior Research Analyst (Contract)** on Contract basis in our organization on the following terms and conditions.

1. The appointment on contract basis for a period of **Six Months** starting from **14-Aug-2017 to 14-Feb-2018**, connected with the work of special project.
2. Your appointment is in Semi-Skilled Category and you are designated as to perform such manual, operational, technical and skill jobs as may be entrusted to you from time to time.
3. You are recruited as a Contract Employee of **M/s. Zado Infotech Solutions India Pvt Ltd**, Chennai and you will be placed in its client place i.e, **M/s. Excelra Knowledge Solutions Pvt. Ltd**, 6th Floor, Wing B, NSL SEZ ARENA, Plot No. 6, Survey No. 1, IDA Uppal, Hyderabad, Telangana 500039.
4. You will be paid a monthly CTC will be **Rs.12000/- (Twelve Thousand Indian Rupees Only)**
5. You will be eligible for a performance bonus ranging from **Zero to Rupees Four Thousand**, which will be dependent on achieving your individual production and quality targets. In addition to the performance bonus, you will also be eligible to participate in productivity linked incentive. Details of the same would be provided during your on-boarding.
6. You will not be eligible for any other allowances / benefits/concessions.
7. You will be bound by the Company Leave policy & Client holiday calendar.
8. You are expected to work six days in a week (Monday to Saturday).
9. You will be eligible for PF, ESI (if the work location is covered under ESIC).
10. You will devote whole time attention to the company's work and will not engage yourself in any other activity.
11. You will further work sincerely and diligently protecting always the interest of the company.
12. You will be discontinued from the services for reasons of negligence ,irregular attendance ,improper behavior ,unsatisfactory progress, indiscipline ,disloyalty, disrespect to disciplinary and administrative

Zado Infotech Solutions (I) Pvt Ltd  
No.85/3, 1<sup>st</sup> Floor, Orchid Plaza, Razaak Garden Road,  
Arumbakkam, Chennai - 600 106.  
Web : www.zado-tech.com

  
Principal  
Raghavendra Institute of Pharmaceutical  
Education and Research  
CHIYYEDU - 515 721. Anantapuramu (A.P.)



controls , damaging and /or mishandling of tools , instruments, equipment's and accessories , and such other company belongings.

13. This contract can also be determined earlier, without notice or payment in - lieu thereof , when the for which you are appointed is completed or if it is considered that you are no longer suitable for doing the job for which you are appointed, your service will be terminated without notice.
14. The management at its discretion will give you one month notice or payment of one month basic wage in lieu of notice case of earlier discontinuance of contract other than reason mentioned in clause 11 & 12.
15. Verification of character and conduct and antecedents is essential for continuation of your service. In case any adverse report of your antecedents is received from govt. agencies this appointment will be terminated without any notice.
16. This appointment on contract will terminate automatically on the expiry of the period specified here in.
17. Your detailed salary structure is mentioned in the annexure.

We look forward to a mutually beneficial and satisfying association.

I accept the above terms and conditions and abide by them.

**Yours Sincerely,**

**For Zado Infotech Solutions Pvt Ltd**

**Dheenadhayalan Vadivel,**

**Director-Operations & HR**

**Accepted the Above Terms & Conditions**

Zado Infotech Solutions (I) Pvt Ltd  
No.85/3, 1<sup>st</sup> Floor, Orchid Plaza, Razaak Garden Road,  
Arumbakkam, Chennai - 600 106.  
Web : [www.zado-tech.com](http://www.zado-tech.com)



**Cost to the Company Structure**

<b>Annexure</b>		
<b>Monthly and Annual Cost To Company</b>		
<b>A. Emoluments</b>	<b>Monthly (Rupees)</b>	<b>Annual (Rupees)</b>
Basic Pay	4800	57600
House Rent Allowance	4884	58606
Statutory Bonus	1169	14028
<b>GROSS PAY</b>	<b>10853</b>	<b>130236</b>
<b>Deduction-Employer</b>		
Employer's PF contribution	631	7572
Employer's ESI contribution	516	6192
<b>Total Employer Deduction</b>	<b>1147</b>	<b>13764</b>
<b>Cost to the Company (CTC)</b>	<b>12000</b>	<b>144000</b>

Yours Sincerely,

For Zado Infotech Solutions Pvt Ltd

Dheenadhayalan Vadivel,

Director-Operations & HR

Accepted the Above Terms & Conditions

Zado Infotech Solutions (I) Pvt Ltd  
No.85/3, 1<sup>st</sup> Floor, Orchid Plaza, Razaak Garden Road,  
Arumbakkam, Chennai - 600 106  
Web : www.zado-tech.com





17

To  
**V Sowmya Reddy**

Date: 12-Aug-2017

**Sub: OFFER ON CONTRACT**

Dear **V Sowmya Reddy**

With reference to your application, we are pleased to appoint you as **Junior Research Analyst (Contract)** on Contract basis in our organization on the following terms and conditions.

1. The appointment on contract basis for a period of **Six Months** starting from **14-Aug-2017 to 14-Feb-2018**, connected with the work of special project.
2. Your appointment is in Semi-Skilled Category and you are designated as to perform such manual, operational, technical and skill jobs as may be entrusted to you from time to time.
3. You are recruited as a Contract Employee of **M/s. Zado Infotech Solutions India Pvt Ltd**, Chennai and you will be placed in its client place i.e, **M/s. Excelra Knowledge Solutions Pvt. Ltd**, 6th Floor, Wing B, NSL SEZ ARENA, Plot No. 6, Survey No. 1, IDA Uppal, Hyderabad, Telangana 500039.
4. You will be paid a monthly CTC will be **Rs.12000/- (Twelve Thousand Indian Rupees Only)**
5. You will be eligible for a performance bonus ranging from **Zero to Rupees Four Thousand**, which will be dependent on achieving your individual production and quality targets. In addition to the performance bonus, you will also be eligible to participate in productivity linked incentive. Details of the same would be provided during your on-boarding.
6. You will not be eligible for any other allowances / benefits/concessions.
7. You will be bound by the Company Leave policy & Client holiday calendar.
8. You are expected to work six days in a week (Monday to Saturday).
9. You will be eligible for PF, ESI (if the work location is covered under ESIC).
10. You will devote whole time attention to the company's work and will not engage yourself in any other activity.
11. You will further work sincerely and diligently protecting always the interest of the company.
12. You will be discontinued from the services for reasons of negligence ,irregular attendance ,improper behavior ,unsatisfactory progress, Indiscipline ,disloyalty, disrespect to disciplinary and administrative

Zado Infotech Solutions (I) Pvt Ltd  
No.85/3, 1<sup>st</sup> Floor, Orchid Plaza, Razaak Garden Road,  
Arumbakkam, Chennai - 600 106.  
Web : [www.zado-tech.com](http://www.zado-tech.com)

**Principal**  
Raghavendra Institute of Pharmaceutical  
Education and Research  
CHIYYEDU - 515721. Anantapuramu (A.P.)

**Cost to the Company Structure**

<b>Annexure</b>		
<b>Monthly and Annual Cost To Company</b>		
<b>A. Emoluments</b>	<b>Monthly (Rupees)</b>	<b>Annual (Rupees)</b>
Basic Pay	4800	57600
House Rent Allowance	4884	58606
Statutory Bonus	1169	14028
<b>GROSS PAY</b>	<b>10853</b>	<b>130236</b>
<b>Deduction-Employer</b>		
Employer's PF contribution	631	7572
Employer's ESI contribution	516	6192
<b>Total Employer Deduction</b>	<b>1147</b>	<b>13764</b>
<b>Cost to the Company (CTC)</b>	<b>12000</b>	<b>144000</b>

Yours Sincerely,

For Zado Infotech Solutions Pvt Ltd

Dheenadhayalan Vadivel,

Director-Operations & HR

Accepted the Above Terms & Conditions

Zado Infotech Solutions (I) Pvt Ltd  
No.85/3, 1<sup>st</sup> Floor, Orchid Plaza, Razaak Garden Road,  
Arumbakkam, Chennai - 600 106.  
Web : www.zado-tech.com

+ Compose

Inbox 1,074

★ Starred

● Snoozed

V Sent

Drafts 46

> More

Meet

New meeting

Join a meeting

Hangouts

Eranti +

No recent chats  
Start a new one



Forwarded message  
From: Sekhar S - HR/HO <sekhar.s@medreich.com>  
Date: Tue, 15 May 2018, 12:36  
Subject: Salary Break Up -Medreich  
To: <mallayalaaruna5455@gmail.com>  
Cc: Aravinda.P - HR/HO <aravinda.p@medreich.com>, Prashanth C

Dear Ms. Arunamma,

Greetings from " Medreich ( a Meiji Group Company )"

Further to your discussions with us, we are pleased to shortlist your p

The salary break up is appended for your reference.

Request you to go through and revert with acceptance to proceed furtl

Note- As discussed in interview, you have agreed for 3 years service : qualification).

Regards,

Sekhar S

8050567317

Principal  
Raghavendra Institute of Pharmaceutical  
Education and Research  
CHIYYEDU - 515 721, Anantapuramu (A.P.)

**ANNEXURE - I**

**CONFIDENTIAL**

**Name** : Ms. Arunamma M  
**Designation** : Officer - Quality Assurance  
**Grade** : Officer - I

	Monthly(₹)	Annual(₹)
Basic	9600	
HRA	5500	
Conveyance	1600	
<b>Total A</b>	<b>16700</b>	<b>200400</b>
Bonus		9600
<b>Total B</b>		<b>210000</b>
Company Contribution to PF		13824
<b>Cost To Company</b>		<b>223824</b>

\* Please note that Medical is a reimbursement against bills. In Case the bills are not submitted, the same would be treated as Taxable Income.

**Other Benefits ( Out of CTC)**

- Group Personal Accident Insurance Coverage
- Subsidized Canteen Facility
- Gratuity as per rules
- You are eligible for ESI as applicable to other staff and as per rules of the Company.

# Technosoft

Electronics Pvt. Ltd.

Date: 5<sup>th</sup> February, 2018

## Letter of appointment

Dear Ms. P : Mounika,

With reference to your application & subsequent interview with you, we are pleased to offer you appointment as "Trainee" on following terms and conditions for the period of 12<sup>th</sup> February, 2018 to 31<sup>st</sup> December 2018.

1. Remuneration :

You shall be paid monthly salary and allowances (details of the same would be available on your first Salary Slip) :

**Net Salary: Rs. 15,000/- PM (Rupees Fifteen Thousand only Per Month.)**

2. Assignment :

Presently your Work Location will be at Novartis Hyderabad, but during your employment with the Company, the Company may, at any time, at its sole discretion station you in any other location in India.

The company shall be entitled at any time during the course of your employment, to transfer you to any of its Affiliates, subsidiaries or sister companies and you shall comply with all directions and instructions in that behalf.

3. Reporting duty :

You will be reporting to Mr. James Nadar

4. Provident Fund :

You will be eligible for the provident fund benefits as per the government rules in this regard.

5. ESI :

You shall be eligible for ESI benefits as per ESI Act & Rules.  
OR  
Medical Insurance as per policy

### Technosoft

Electronics Pvt. Ltd.

268, Sanjay Building No. 5-B,

Mittal Industrial Estate,

Andheri-Kurla Road,

Andheri (East),

Mumbai : 400059.

T : 28502100

E : rahul.parikh@technosoftelectronics.com



Principal  
Raghavendra Institute of Pharmaceutical  
Education and Research  
CHIYYEDU - 515 721, Anantapuramu (A.P.)

xerox



Sales  
Partner

6. Leave :

A minimum of 2 days of leave per month of work would be provided to the deputies. In case the deputies do not avail the leave accumulated in his account till end of the financial year (ie till March) the same shall stand as lapse.

7. Secrecy :

You will not given out anyone by word of month or other wise particulars or details of manufacturing process, technical know-how security arrangements, administration and/or organisational matters which may be your personal privilege to know by virtue of your assignment.

8. Effective Date Appointment :

The effective date of appointment is 12<sup>th</sup> February, 2018 . In case you do not report for work by this date, offer will stand automatically withdrawn unless extended by us in writing.

9. Probation :

You will be on probation for a period of Six months from the date of joining the work, but if your work or conduct is not found satisfactory your services shall be liable to termination without notice during at any time during or/on completion of probationary period or it may get extended. This period of probation will be liable to such extension(s) as we deem fit in our sole discretion.

10. Termination of services :

We / The Company reserve the right to terminate this appointment on giving you notice of one month or payment in lieu thereof. Similarly you shall be at liberty to resign from the service after giving one month notice or payment in lieu thereof.

11. Abandonment and Automatic Termination :

Absence for continuous period of 10(Ten) days (including absence when leave though applied for but not granted) and when overstayed for a period of 10(Ten) days would make loose your lien on the service and the same shall automatically come to an end without any notice or intimation.

12. Retirement :

You will automatically retire on attaining the age of 58 years. You may be retired earlier if found medically unfit.



## Technosoft

Electronics Pvt. Ltd.  
268, Sanjay Building No. 5-B,  
Mittal Industrial Estate,  
Andheri-Kurla Road,  
Andheri (East),  
Mumbai : 400059.  
T : 28502100  
E : rahul.parikh@technosoftelectronics.com

xerox  Sales Partner

13. Other rules and regulations:

- a) It is expected that you will work with a high standard of initiative, efficiency and economy for the task assigned to you.
- b) The service conditions, compensation and benefits of our client(s) for their employees may be different from ours. You shall not ask for the same or similar service condition and compensation etc. Your services will be governed by the rules and regulation as applicable to our organisation.
- c) You will devote full time to the work assigned to you by us and will not undertake any direct or indirect business or work except with the prior permission.
- d) That for all practical purposes your relationship with us shall remain as an employee and an employer.
- e) That you shall indemnify us for any loss of goods or material which may be suffered due to willful commission or omission of any act on your part.

Yours faithfully,

For Technosoft Electronics Pvt Ltd

Director



I have read and understood the contents of this agreement. The said terms and conditions have been agreed & accepted by me and I am signing herewith in token of having accepted the letter and the terms and conditions mentioned therein.

Ms. P. Mounika

**Technosoft**

Electronics Pvt. Ltd.  
268, Sanjay Building, No. S-B,  
Mittal Industrial Estate,  
Andheri-Kurla Road,  
Andheri (East),  
Mumbai : 400059.  
T : 28502100  
E : rahul.parikh@technosoftelectronics.com

**xerox**  Sales Partner



To  
**M Mounika Reddy**

Date: 12-Aug-2017

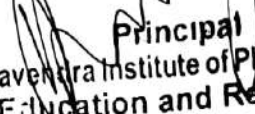
**Sub: OFFER ON CONTRACT**

Dear **M Mounika Reddy**

With reference to your application, we are pleased to appoint you as **Junior Research Analyst (Contract)** on Contract basis in our organization on the following terms and conditions.

1. The appointment on contract basis for a period of **Six Months** starting from **14-Aug-2017 to 14-Feb-2018**, connected with the work of special project.
2. Your appointment is in Semi-Skilled Category and you are designated as to perform such manual, operational, technical and skill jobs as may be entrusted to you from time to time.
3. You are recruited as a Contract Employee of **M/s. Zado Infotech Solutions India Pvt Ltd, Chennai** and you will be placed in its client place i.e, **M/s. Excelra Knowledge Solutions Pvt. Ltd, 6th Floor, Wing B, NSL SEZ ARENA, Plot No. 6, Survey No. 1, IDA Uppal, Hyderabad, Telangana 500039.**
4. You will be paid a monthly CTC will be **Rs.12000/- (Twelve Thousand Indian Rupees Only)**
5. You will be eligible for a performance bonus ranging from **Zero to Rupees Four Thousand**, which will be dependent on achieving your individual production and quality targets. In addition to the performance bonus, you will also be eligible to participate in productivity linked incentive. Details of the same would be provided during your on-boarding.
6. You will not be eligible for any other allowances / benefits/concessions.
7. You will be bound by the Company Leave policy & Client holiday calendar.
8. You are expected to work six days in a week (Monday to Saturday).
9. You will be eligible for PF, ESI (if the work location is covered under ESIC).
10. You will devote whole time attention to the company's work and will not engage yourself in any other activity.
11. You will further work sincerely and diligently protecting always the interest of the company.
12. You will be discontinued from the services for reasons of negligence ,irregular attendance ,improper behavior ,unsatisfactory progress, indiscipline ,disloyalty, disrespect to disciplinary and administrative controls , damaging and /or mishandling of tools , instruments, equipment's and accessories , and such other company belongings.

Zado Infotech Solutions (I) Pvt Ltd  
No.85/3, 1<sup>st</sup> Floor, Orchid Plaza, Razaak Garden Road,  
Arumbakkam, Chennai - 600 106  
Web : www.zado-tech.com

  
**Principal**  
Raghavendra Institute of Pharmaceutical  
Education and Research  
CHIYYEDU - 515 721. Anantapuramu (A.P.)





**Cost to the Company Structure**

<b>Annexure</b>		
<b>Monthly and Annual Cost To Company</b>		
<b>A. Emoluments</b>	<b>Monthly (Rupees)</b>	<b>Annual (Rupees)</b>
Basic Pay	4800	57600
House Rent Allowance	4884	58606
Statutory Bonus	1169	14028
<b>GROSS PAY</b>	<b>10853</b>	<b>130236</b>
<b>Deduction-Employer</b>		
Employer's PF contribution	631	7572
Employer's ESI contribution	516	6192
<b>Total Employer Deduction</b>	<b>1147</b>	<b>13764</b>
<b>Cost to the Company (CTC)</b>	<b>12000</b>	<b>144000</b>

Yours Sincerely,

For Zado Infotech Solutions Pvt Ltd

Dheenadhayalan Vadivel,  
Director-Operations & HR

Accepted the Above Terms & Conditions

Zado Infotech Solutions (I) Pvt Ltd  
No.85/3, 1<sup>st</sup> Floor, Orchid Plaza, Razaak Garden Road,  
Arumbakkam, Chennai - 600 106.  
Web : www.zado-tech.com



To  
**J Vinusha**

Date: 12-Aug-2017

**Sub: OFFER ON CONTRACT**

Dear J Vinusha

With reference to your application, we are pleased to appoint you as **Junior Research Analyst (Contract)** on Contract basis in our organization on the following terms and conditions.

1. The appointment on contract basis for a period of **Six Months** starting from **14-Aug-2017 to 14-Feb-2018**, connected with the work of special project.
2. Your appointment is in Semi-Skilled Category and you are designated as to perform such manual, operational, technical and skill jobs as may be entrusted to you from time to time.
3. You are recruited as a Contract Employee of **M/s. Zado Infotech Solutions India Pvt Ltd, Chennai** and you will be placed in its client place i.e, **M/s. Excelra Knowledge Solutions Pvt. Ltd, 6th Floor, Wing B, NSL SEZ ARENA, Plot No. 6, Survey No. 1, IDA Uppal, Hyderabad, Telangana 500039.**
4. You will be paid a monthly CTC will be **Rs.12000/- (Twelve Thousand Indian Rupees Only)**
5. You will be eligible for a performance bonus ranging from **Zero to Rupees Four Thousand**, which will be dependent on achieving your individual production and quality targets. In addition to the performance bonus, you will also be eligible to participate in productivity linked incentive. Details of the same would be provided during your on-boarding.
6. You will not be eligible for any other allowances / benefits/concessions.
7. You will be bound by the Company Leave policy & Client holiday calendar.
8. You are expected to work six days in a week (Monday to Saturday).
9. You will be eligible for PF, ESI (if the work location is covered under ESIC).
10. You will devote whole time attention to the company's work and will not engage yourself in any other activity.
11. You will further work sincerely and diligently protecting always the interest of the company.
12. You will be discontinued from the services for reasons of negligence ,irregular attendance ,improper behavior ,unsatisfactory progress, indiscipline ,disloyalty, disrespect to disciplinary and administrative

Zado Infotech Solutions (I) Pvt Ltd  
No.85/3, 1<sup>st</sup> Floor, Orchid Plaza, Razaak Garden Road,  
Anumbakkam, Chennai - 600 106  
Web : www.zado-tech.com

*adecomm*  
*12/8/17*

*[Signature]*  
**Principal**  
Haglavenu Institute of Pharmaceutical  
Education and Research  
CHIYYEDU - 515 721, Anantapuramu (A.P.)



controls , damaging and /or mishandling of tools , instruments, equipment's and accessories , and such other company belongings.

13. This contract can also be determined earlier, without notice or payment in - lieu thereof , when the for which you are appointed is completed or if it is considered that you are no longer suitable for doing the job for which you are appointed, your service will be terminated without notice.
14. The management at its discretion will give you one month notice or payment of one month basic wage in lieu of notice case of earlier discontinuance of contract other than reason mentioned in clause 11 & 12.
15. Verification of character and conduct and antecedents is essential for continuation of your service. In case any adverse report of your antecedents is received from govt. agencies this appointment will be terminated without any notice.
16. This appointment on contract will terminate automatically on the expiry of the period specified here in.
17. Your detailed salary structure is mentioned in the annexure.

We look forward to a mutually beneficial and satisfying association.

I accept the above terms and conditions and abide by them.

Yours Sincerely,

For Zado Infotech Solutions Pvt Ltd

Dheenadhayalan Vadivel,

Director-Operations & HR

Accepted the Above Terms & Conditions

Zado Infotech Solutions (I) Pvt Ltd  
No.85/3, 1<sup>st</sup> Floor, Orchid Plaza, Razaak Garden Road,  
Arumbakkam, Chennai - 600 106.  
Web : [www.zado-tech.com](http://www.zado-tech.com)



Cost to the Company Structure

<b>Annexure</b>		
<b>Monthly and Annual Cost To Company</b>		
<b>A. Emoluments</b>	Monthly (Rupees)	Annual (Rupees)
Basic Pay	4800	57600
House Rent Allowance	4884	58606
Statutory Bonus	1169	14028
<b>GROSS PAY</b>	<b>10853</b>	<b>130236</b>
<b>Deduction-Employer</b>		
Employer's PF contribution	631	7572
Employer's ESI contribution	516	6192
<b>Total Employer Deduction</b>	<b>1147</b>	<b>13764</b>
<b>Cost to the Company (CTC)</b>	<b>12000</b>	<b>144000</b>

Yours Sincerely,

For Zado Infotech Solutions Pvt Ltd

Dheenadhayalan Vadivel,  
Director-Operations & HR

Accepted the Above Terms & Conditions

Zado Infotech Solutions (I) Pvt Ltd  
No.85/3, 1<sup>st</sup> Floor, Orchid Plaza, Razaak Garden Road,  
Arumbakkam, Chennai - 600 106.  
Web : www.zado-tech.com

15-Jun-17



**H ANUSHA,**  
D/O H Mallikarjuna, 7/82/A, Kaluvapalli, Post East  
Kodigenahalli, Mandalparagi, Anantapuram District

Dear Anusha,

Letter of Offer

Thank you for your interest in discussing an opportunity with **BIOCLINICA**. Based on the discussions, we are pleased to offer you the position of **Drug Safety Associate (Level-1)**. Your Initial place of posting will be at our facility in **Mysore**.

Your total earning opportunity for the year is **INR 260000/-** in which your annual fixed compensation will be **INR 240000/-** per annum. In addition to this you will be eligible for a performance linked **Variable Component of INR 20000/- per annum** which shall be paid based on Variable Pay guidelines on an annual basis. **Annexure-I** details out the compensation structure.

You will be on probation for a period of **three (3) months**. During the probationary period, either the company or the employee may terminate the employment with one month's notice of this intent.

Your appointment will be effective from the date of joining, which shall be on or before **19-Jun-17** failing which the appointment shall stand automatically withdrawn.

As part of the joining process you need to sign an employment contract and bond with us for two years.

We will not be liable for your contractual obligations which you may have with your current or earlier employers.

On your day of joining you are requested to report at **9:30 AM** to **Ms. SHILPA**. You will be issued a detailed appointment letter upon joining.

We are sure that our working environment will be conducive to help you grow professionally as well as personally. We welcome you to being a part of the team and look forward to your valued contribution in taking us to greater heights.

Please confirm your acceptance of our offer by signing & returning the duplicate copy of this letter for my attention within three (3) days from the date of receiving this letter, other this offer shall be deemed withdrawn, unless it has been extended in writing by an authorized executive of the Company.

for BIOCLINICA.,

**VEMBU KRISHNAMURTHY**  
VICE PRESIDENT – HUMAN RESOURCES

I confirm and accept the above and will join on \_\_\_\_\_

(Signature)

*As per my / NBA*  
*16-06-17*

**Principal**  
**Raghavendra Institute of Pharmaceutical**  
**Education and Research**  
ANANTAPURAM, 515 721. Anantapuram



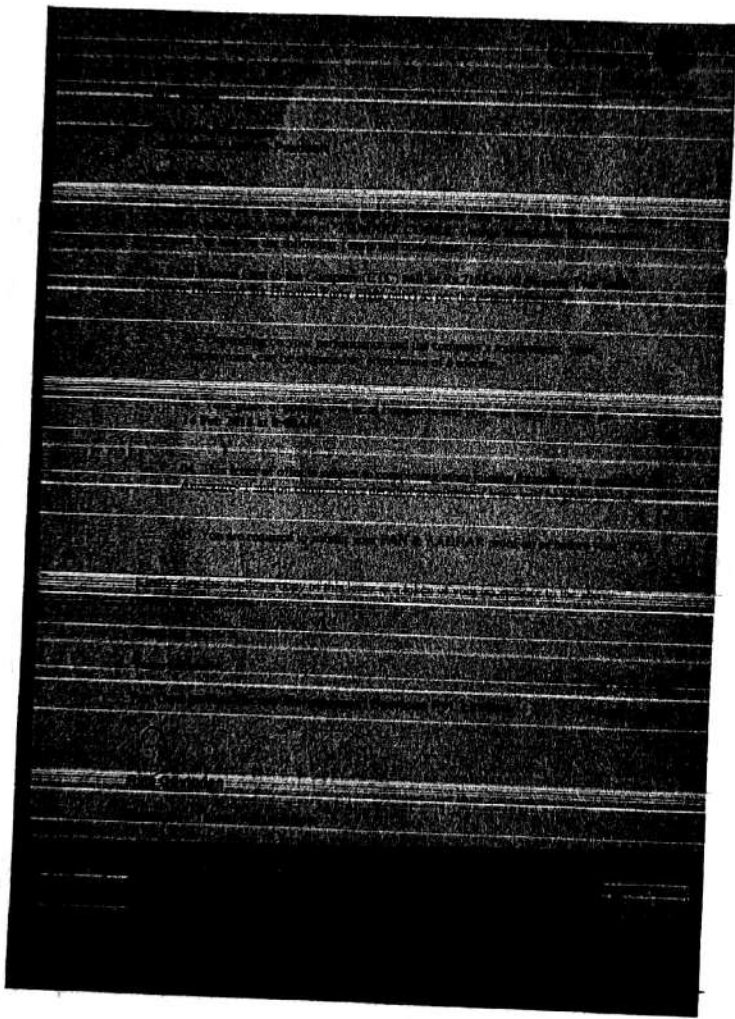
## Annexure – I

<b>Compensation and Benefits</b>	
<b>Name</b>	H ANUSHA
<b>Designation</b>	DRUG SAFETY ASSOCIATE (LEVEL-1)
<b>Date of Joining</b>	19-Jun-17
Your compensation and benefits are as given below:	
	INR - Per annum
<b>Group I (Basic Salary)</b>	
<b>Basic salary</b> You will be eligible for a basic salary of: -	84000
<b>Group II (Allowances)</b>	
<b>House Rent Allowance (HRA)</b>	33600
<b>Leave Travel Assistance (LTA)</b>	8400
<b>Conveyance Allowance</b>	19200
<b>Medical Expense Reimbursement</b>	15000
<b>Lunch Allowance / Food Coupons</b>	18000
<b>Uniform Allowance</b>	18000
<b>Other Allowance</b>	33720
<b>Group III (Retirement Benefits)</b>	
<b>Provident Fund</b>	10080
<b>Total fixed Cost to Company (CTC)</b>	<b>240000</b>
<b>Performance Incentive Plan:</b> You will additionally be entitled to participate in the Performance Incentive Program of BIOCLINICA. The details and parameters of measuring the performance will be determined and documented within your first 30 days of employment.	<b>20000</b>

Annexure – II

**Mandatory Documents Required**

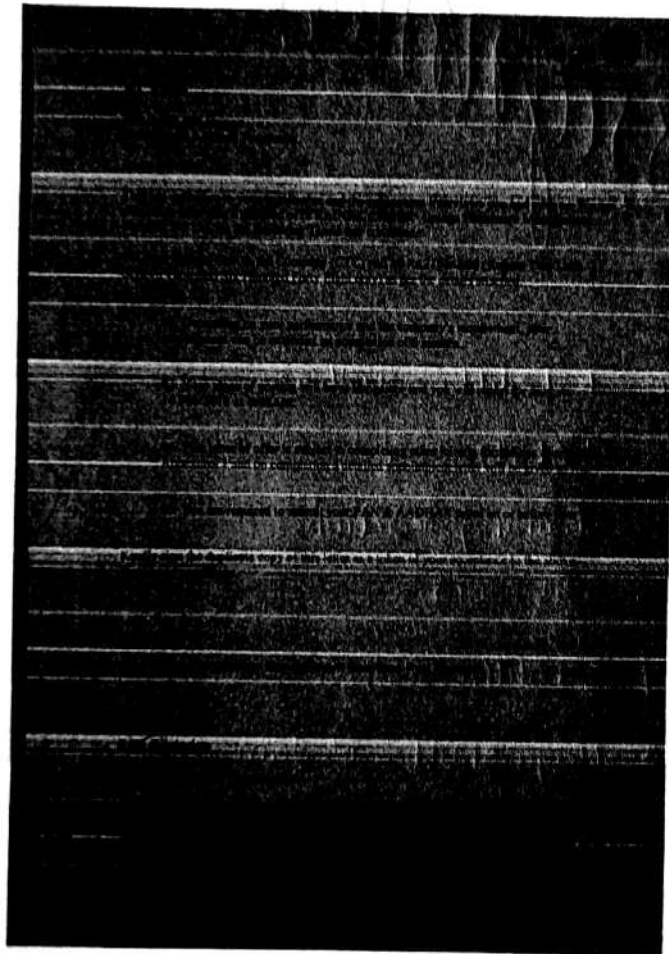
- Mark sheets and Degree Certificates of 10th, 12th, Degree and PG
- Offer Letter from the previous employer
- Recent 3 months' Salary Slips of immediate previous employer
- Relieving letter from two previous employers
- 6 Passport size photographs
- Passport
- PAN card
- Aadhar card (mandatory)




A handwritten signature in black ink, appearing to be a stylized name, is positioned above the printed text of the principal's name.

**Principal**  
Raghavendra Institute of Pharmaceutical  
Education and Research  
CHIYYEDU - 515 721, Anantapuramu (A.P.)





  
Principal  
Raghavendra Institute of Pharmaceutical  
Education and Research  
CHIYYEDU - 515 721, Anantapuramu (A.P.)