



5.2 .1: Summary of Student Placements:

S. No	Academic Year	No. of Final Year Students	No. of Students Placed	Placement Percentage
1	2018-2019	145	90	62.07%

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Avanathi Institute of Pharmaceutical Sciences
Cherukupally (V), Near Tagarapuvalasa Bridge
Bhogapuram (M), Vizianagaram (D)-531162

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Avanathi Institute of Pharmaceutical Sciences
Cherukupally (V), Bhogapuram Mandal
Vizianagaram Dt., - 531162





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PLACEMENT DETAILS: 2018-2019

S. No	Year	Name of student who has been placed	Program graduated from	Year of Graduation	Name of the employer with contact details	Pay package at appointment (In INR per annum)	Pg. No
1.	2018-19	Abilash Bonu (13T51T0001)	Pharm. D	2019	Galaxy CR Service S.Gireesh –In charge clinical trails, 8978312341	3.5LPA	10
2.	2018-19	Alugolu Venkata Aravind (13T51T0002)	Pharm. D	2019	Galaxy CR Service S.Gireesh –In charge clinical trails8978312341	3.5LPA	11
3.	2018-19	Chirugudi Ravi Satya Dheep (13T51T0003)	Pharm. D	2019	Impulse Clinical ResearchDr.Khushwant Khatri, operation director 7737258659	3.5LPA	12-13
4.	2018-19	GDS Chaitanya (13T51T0005)	Pharm. D	2019	Galaxy CR Service S.Gireesh –In charge clinical trails8978312341	3.5LPA	14
5.	2018-19	Gedela Jahnavi (13T51T0006)	Pharm. D	2019	Galaxy CR Service S.Gireesh –In charge clinical trails8978312341	3.5LPA	15
6.	2018-19	Lolugu Renuka (13T51T0008)	Pharm. D	2019	Sri Venkateswara College Of Pharmacy Asst.Professor	3LPA	16
7.	2018-19	Namagiri Manisha (13T51T0010)	Pharm D	2019	Excel life sciences Pvt LTD Preetisharma Hr,91-120-6280200	3.5LPA	17-18
8.	2018-19	Behara Prathyusha (13T51T0011)	Pharm		Vishwanadha Institute Of Pharmaceutical sciences, Asst.	2.5LPA	19-20



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					Professor.		
9.	2018-19	Pakki Kausik (13T51T0013)	Pharm. D	2019	Bio Clinca, Deep Prasad MN 08216643700	2.6LPA	21-22
10.	2018-19	Palika Devi Mounica (13T51T0014)	Pharm. D	2019	Clinisol Research pvt.ltd Yaraswini Hr, 9121151624	2.1 LPA	23
11.	2018-19	Patnala Sujana (13T51T0015)	Pharm. D	2019	Galaxy CR Service S.Gireesh -In charge clinical trails, 8978312341	3.5LPA	24
12.	2018-19	Ravada Sai Harshitha (13T51T0016)	Pharm. D	2019	GD Research Centre Praveen kumarchanda 04067426700	3.5LPA	25-28
13	2018-19	Rayavarapu Nalini (13T51T0017)	Pharm. D	2019	Galaxy CR Service S.Gireesh -In charge clinical trails, 8978312341	3.5LPA	29
14.	2018-19	Rongali Devi Nayana Priyanka (13T51T0018)	Pharm. D	2019	Clinisol Research pvt.ltd Yaraswini Hr, 9121151624	2.1 LPA	30
15.	2018-19	Rushi Tarra (13T51T0019)	Pharm. D	2019	Avanthi Institute Of Pharmaceutical Sciences	3LPA	31-33
16.	2018-19	Sai Phani Sahithi Kora (13T51T0020)	Pharm. D	2019	GD Research Centre Praveen kumarchanda 04067426700	3.5LPA	34-37
17.	2018-19	Vangapandu Sailaja (13T51T0021)	Pharm. D	2019	Sri Venkateswara College Of Pharmacy Asst.Professor	3LPA	38
18.	2018-19	Sakhamuri Navya Sri (13T51T0022)	Pharm. D		Aquity Solutions. Mr Kiran 9666650656	4.2LPA	39-41



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19.	2018-19	Shaik Safia (13T51T0024)	Pharm. D	2019	Aquity Solutions. Mr Kiran Hr,9666650656	4.2LPA	42-44
20.	2018-19	Surisetty Hanisha (13T51T0026)	Pharm. D	2019	Galaxy CR Service S.Gireesh –In charge clinical trails 8978312341	3.5LPA	45
21.	2018-19	Uppada Divya (13T51T0027)	Pharm. D	2019	Galaxy CR Service S.Gireesh –In charge clinical trails, 8978312341	3.5LPA	46
22.	2018-19	Yalla Sarah (13T51T0028)	Pharm. D	2019	Aquity Solutions. Mr Kiran Hr,9666650656	4.2LPA	47-49
23.	2018-19	Rudraraju Aarthi Raju (12T51T0022)	Pharm. D	2019	Impulse Clinical Research Dr.Khushwant Khatri, operation direactor 7737258659	3.5LPA	50-51
24.	2018-19	Refath Sultana (16T51T0101)	Pharm. D	2019	Galaxy CR Service S.Gireesh –In charge clinical trails, 8978312341	3.5LPA	52
25.	2018-19	Bhaban Sahu (16T51T0102)	Pharm. D	2019	Impulse Clinical Research Dr.Khushwant Khatri, operation direactor 7737258659	3.5LPA	53-54
26.	2018-19	Allada Thabitha Supriya (15T51R0002)	B. Pharm	2019	Syneos Health vaishali Sharma HR,911244457800	3.6LPA	55-67
27.	2018-19	Annimireddy Yamuna (15T51R0005)	B. Pharm	2019	Saadhana Hospitals 7799948860	1.4 LPA	68
28.	2018-19	Arangi Saranya (15T51R0006)	B. Pharm	2019	ZENEX Facility Management G. Jagadeeshwa Rao -Managing Director	1.6 LPA	69-70



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					7330858131		
29.	2018-19	Balaga Madhu (15T51R0007)	B. Pharm	2019	ZENEX Facility Management Mr.G.Jagadeeshwara Rao -Managing Director 7330858131	1.6 LPA	71-72
30.	2018-19	Bandapu Anusha (15T51R0008)	B. Pharm	2019	Aquity Solutions. Mr Kiran Hr,9666650656	4.2LPA	73-75
31.	2018-19	Betha Kavya Sree (15T51R0013)	B. Pharm	2019	Novartis Healthcare 912250243000	9.2LPA	76
32.	2018-19	Boni Siva Satyanarayana (15T51R0015)	B. Pharm	2019	ZENEX Facility Management Mr.G.Jagadeeshwara Rao -Managing Director 7330858131	1.6 LPA	77-78
33.	2018-19	Botsa Vasavi (15T51R0016)	B. Pharm	2019	Pulsus Mr.Pawan Hr,8978047474	2LPA	79
34.	2018-19	Chalumuri Indraj Vaishnavi (15T51R0018)	B. Pharm	2019	Syneos Health vaishali Sharma HR,911244457800	3.6LPA	80-92
35.	2018-19	Danda Rambabu (15T51R0021)	B. Pharm	2019	ZENEX Facility Management Mr.G.Jagadeeshwara Rao -Managing Director 7330858131	1.6 LPA	93-94
36.	2018-19	Emandi Jyothsna Priya (15T51R0022)	B. Pharm	2019	ZENEX Facility Management Mr.G.Jagadeeshwara Rao -Managing Director 7330858131	1.6 LPA	95-96



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37.	2018-19	Gollapalli Neelima Alekhya (15T51R002 4)	B. Pharm	2019	Pulsus Mr.Pawan Hr,8978047474	2LPA	97
38.	2018-19	Gonna Pavani Sirisha Jyothirmayi (15T51R002 7)	B. Pharm	2019	LN Management Mr.M.Bharat –HR Manager 7569279497	1.2LPA	98
39.	2018-19	Kalukuri Sandhyarani (15T51R003 1)	B. Pharm	2019	Pulsus Mr.Pawan Hr,8978047474	2LPA	99
40.	2018-19	Kammakattu Ashlesha (15T51R003 2)	B. Pharm	2019	Syneos Health vaishali Sharma HR,911244457800	3.6LPA	100- 112
41.	2018-19	Korabu Maithili (15T51R004 0)	B. Pharm	2019	Pulsus Mr.Pawan Hr,8978047474	2LPA	113
42.	2018-19	Korubilli Nandini (15T51R004 1)	B. Pharm	2019	Clinisol Research pvt.ltdYasaswini Hr, 9121151624	1.8 LPA	114
43.	2018-19	MaithreyeSa virigana (15T51R004 5)	B. Pharm	2019	Syneos Health vaishali Sharma HR,911244457800	3.6LPA	115- 127
44.	2018-19	Malleti Chakravarthy (15T51R004 6)	B. Pharm	2019	Clinisol Research pvt.ltdYasaswini Hr, 9121151624	1.9 LPA	128
45.	2018-19	Nagothi Harika (15T51R005 0)	B. Pharm	2019	LN Management Mr.M.Bharat –HR Manager 7569279497	1.2LPA	129
46.	2018-19	Nalamalapu Madhu Kiran Reddy (15T51R005 1)	B. Pharm		Viaprom Technologies pvt LTD Chaithra-KS 08026649006	4.8LPA	130

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47.	2018-19	Sridhar Papineni (15T51R005 2)	B. Pharm	2019	Aquity Solutions. Mr Kiran Hr,9666650656	4.2LPA	131- 133
48.	2018-19	Pathivada Vanita (15T51R005 4)	B. Pharm	2019	Optum Aparna Prabhakar 04030852500	2.9LPA	134
49.	2018-19	Pilli Raju (15T51R005 6)	B. Pharm	2019	ZENEX Facility Management Mr.G.Jagadeeshwa ra Rao -Managing Director 7330858131	1.6 LPA	135- 136
50.	2018-19	Regidi Vamsi (15T51R006 1)	B. Pharm	2019	Pulsus Mr.Pawan Hr,8978047474	2LPA	137
51.	2018-19	Sandeep Siddana (15T51R006 4)	B. Pharm	2019	Clinisol Research pvt.ltdYasaswini Hr, 9121151624	1.8 LPA	138
52.	2018-19	Saride Krishna Shambhavi (15T51R006 5)	B. Pharm	2019	Pulsus Mr.Pawan Hr,8978047474	2LPA	139- 141
53.	2018-19	Seerapu Mounika (15T51R006 6)	B. Pharm	2019	Aquity Solutions. Mr Kiran Hr,9666650656	4.2LPA	142- 143
54.	2018-19	Thatipudi Bhargavi (15T51R006 9)	B. Pharm	2019	ZENEX Facility Management Mr.G.Jagadeeshwa ra Rao -Managing Director 7330858131	1.6 LPA	144- 147
55.	2018-19	Vuppluri Likitha (15T51R007 4)	B. Pharm	2019	GD Research Centre Praveen kumarchanda 04067426700	3.5LPA	148



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56.	2018-19	YendradlaHiranmai (15T51R0076)	B. Pharm	2019	Pulsus Mr.Pawan Hr,8978047474	2LPA	149
57.	2018-19	Allada Anuradha (17T51S0401)	M. Pharm	2019	WNS Adil S Nargolwala. Hr,+91224095210 0	2.31 LPA	150
58.	2018-19	Godaba Sukanya (17T51S0402)	M. Pharm	2019	Pulsus Mr.Pawan Hr,8978047474	2LPA	151
59.	2018-19	Pithani Ashok (17T51S0404)	M. Pharm	2019	Wockhardt LTD. Niraj Agrawal 08291101001	8.4LPA	152
60.	2018-19	Yenugutala Sai Bhagya Lakshmi (17T51S0408)	M. Pharm	2019	Pulsus Mr.Pawan Hr,8978047474	2LPA	153
61.	2018-19	Bandaru Mamata (17T51S0412)	M. Pharm	2019	Bio Clinca Vipra Datta Director 08216643700	2.8LPA	154- 156
62.	2018-19	Siripurapu Sai Prudhvi (17T51S0415)	M. Pharm	2019	Aquity Solutions. Mr Kiran Hr,9666650656	4.2LPA	157- 159
63.	2018-19	Gokavarapu Sharanya (17T51S0303)	M. Pharm	2019	Pulsus Mr.Pawan Hr,8978047474	2LPA	160
64.	2018-19	Mulampaka Naga Arjuna Gowri (17T51S0307)	M. Pharm	2019	Clinisol Research pvt.ltdYasaswini Hr, 9121151624	1.9 LPA	161
65.	2018-19	Allada Spandana (17T51S0310)	M. Pharm	2019	Clinisol Research pvt.ltdYasaswini Hr, 9121151624	2.1 LPA	162



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66.	2018-19	Akula Ramakrishna (17T51S0601)	M. Pharm	2019	Aquity Solutions. Mr Kiran Hr,9666650656	4.2LPA	163-165
67.	2018-19	P. Jaya Bharthi (17T51S0605)	M. Pharm	2019	Clinisol Research pvt ltdYasawini Hr, 9121151624	2.1 LPA	166
68.	2018-19	Singupurapu Pradeep (17T51S0607)	M. Pharm	2019	Clinisol Research pvt.ltdYasawini Hr, 9121151624	2.1 LPA	167
69.	2018-19	Penki Akhila (17T51S0609)	M. Pharm	2019	Pulsus Mr.Pawan Hr,8978047474	2LPA	168
70.	2018-19	Daketi Soba Rani (17T51S1101)	M. Pharm	2019	Pulsus Mr.Pawan Hr,8978047474	2LPA	169


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Vizianagaram Dt., - 531162



Date: 08-Nov-2019

Mr. Bonu Abhilash,
S/O Bonu Prakash Babu,
8-63-57/1, chillapeta village, Rayapalem
post, Bheemunipatnam-Mandal,
Vishakapatnam, Andhrapradesh -
531163

Dear Mr. Bonu Abhilash

Sub: Offer Letter

With reference to your application and the subsequent interview you had with us, we are pleased to offer you the position of "CRC" in Clinical trial department on the following terms and conditions:

You would report to Mr. Gireesh Sasumana (In-charge clinical trials)

The Cost to the company would be as discussed

You are requested to report for duty not later than 20-Nov-2019


Kindly sign the duplicate copy of the letter as a token of your acceptance and return it to us.

Please bring the copies of the following documents on the day you join duty:

1. Educational Certificates
2. Birth Proof
3. 6 Passport size photos

We take pleasure in welcoming you to our Organization and hope you would have a long and mutually beneficial association with us.

Signature


08. Nov. 2019

S. Gireesh
In-charge Clinical Trials
Galaxy CR services,
King George Hospital,
Maharanipeta,
Visakhapatnam-530002.

Incharge-Clinical Trials
Galaxy CR Services




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Date: 08 Nov 2019

Mr. Alugolu Venkata Aravind,
S/O Alugolu Maheswara rao,
Flat No. 404; MVV AVR PARADISE Apartment
Anand nagar; P M PALEM
Madhurwadha
Visakhapatnam-530041

Dear Mr. Alugolu Venkata Aravind
Sub: Offer Letter

With reference to your application and the subsequent interview you had with us, we are pleased to offer you the position of "CRC" in Clinical trial department on the following terms and conditions:

You would report to Mr. Gireesh Sasumana (In-charge clinical trials)
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08. Nov. 2019

S. Gireesh
In-charge Clinical Trials
Galaxy CR services,
King George Hospital,
Maharanipeta,
Visakhapatnam-530002.

In-charge-Clinical Trials
Galaxy CR Services




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IMPULSE CLINICAL RESEARCH

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LETTER OF APPOINTMENT

17th May 2019

Dear Dr. Chirugudi Ravi Satya Dheep,

We are pleased to offer you the position of **Clinical Research Coordinator** at **Impulse Clinical Research for Ajmer Location at JLN Medical College & Hospitals, Ajmer, Rajasthan, India**. As you know, we intend to grow substantially in the near future, and I foresee your potential skills as a valuable contribution to our company.

During this service, you shall devote your best endeavors to promote the business and the business interest Of Impulse Clinical Research in a responsible manner, giving at all times the full benefit of your knowledge, expertise, technical skill and shall provide your services and perform your duties & functions competently, proficiently and diligently.

As Clinical Research Coordinator, you are entitled to the monthly remuneration of INR 15,000 which is inclusive of 10% of TDS and Company will also provide accommodation with food allowances. Your remuneration shall be reviewed on an annual basis. Any increase in remuneration is related both to the Company and your individual performance and shall be at the sole discretion of the Company. You acknowledge and agree that your remuneration is a confidential matter and shall not be disclosed the same to others.

Your services will start with effect from **03 Jun 2019**.

You shall bind yourself to follow the rules & regulations of Impulse Clinical Research issued from time to time. It will be your duty to always protect the company's interest and ensure that you do not engage in any business activity with the Company's competitors at any time.

You shall not disclose any information regarding the affairs of the company, which comes to your knowledge during the period of your services, the disclosure of which is likely to be prejudicial to the company.

Regular performance review will be conducted to assess your performance and suitability. Should you wish to leave ICR, you shall give to the company 60 days of notice in writing or remuneration in lieu of the same to the management.

The services will be subject to the Company's Rules, Regulations and Policies in this regard, which may be in force from time to time. The Company shall be entitled to modify or amend its Rules, Regulations and Policies.

Branch Office: G-11, Shubham Apartment, Central Spine, Vidyanagar, Jaipur-302025, Rajasthan E-mail:

impulse.clinical@outlook.com

Attached Hospital:

1. JLN Medical College, Ajmer, Rajasthan
2. Maharaja Agrasen Superspeciality Hospital, Jaipur
3. Apex Hospitals Pvt. Ltd. Jaipur
4. SPMC Medical College, Bikaner
5. Mangalam Medicity hospital, Jaipur
6. Abhayahasta Hospital, Bangalore
7. Gangasheel Hospital, Bareilly, UP



Under Process

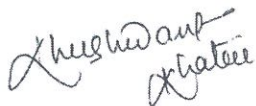
1. AIIMS Jodhpur
2. SN Medical College, Jodhpur
3. Pali Medical College, Pali
4. GNRC Medical College, Guwahati

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Your work week will be six days, Monday through Saturday from 10:00 AM to 07:00 PM or as per practice.

We are very enthusiastic about you joining our team. Please signify your acceptance of all terms and conditions by signing the duplicate copy of this letter and start your service on the given date.

We wish you the very best for your career in Impulse Clinical Research



Dr. Khushwant Khatri
Operation Director
Impulse Clinical Research
Mail ID: info@impulseclinical.com
M: +91- 77372 58659

Branch Office: G-11, Shubham Apartment, Central Spine, Vidyanagar, Jaipur-302025, Rajasthan E-mail:

info@impulseclinical.com

Attached Hospital:

1. JLN Medical College, Ajmer, Rajasthan
2. Maharaja Agrasen Superspeciality Hospital, Jaipur
3. Apex Hospitals Pvt. Ltd. Jaipur
4. SPMC Medical College, Bikaner
5. Mangalam Medicity hospital, Jaipur
6. Abhayahasta Hospital, Bangalore
7. Gangasheel Hospital, Bareilly, UP



Under Process

1. AIIMS Jodhpur
2. SN Medical College, Jodhpur
3. Pali Medical College, Pali
4. GNRC Medical College, Guwahati


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Galaxy CR Services
Enhancing patient care through clinical research...

Date: 08-Nov-2019

Mr.Gummidi.Durga Sai Chaitanya,
S/O Gummidi.Adi Narayana Murthy,
36-53-61/A,Jashuva Nagar,Kancharapalem,
Visakhapatnam,AndhraPradesh-530008.

Dear Mr. Gummidi.Durga Sai Chaitanya

Sub: Offer Letter

With reference to your application and the subsequent interview you had with us, we are pleased to offer you the position of "CRC" in Clinical trial department on the following terms and conditions:

You would report to Mr.Gireesh Sasumana (In-charge clinical trials)

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We take pleasure in welcoming you to our Organization and hope you would have a long and mutually beneficial association with us.

Signature


08. Nov. 2019

S. Gireesh

In-charge Clinical Trials

Galaxy CR services,

King George Hospital,

Maharanipeta,

Visakhapatnam-530002.

Incharge-Clinical Trials
Galaxy CR Services




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Cherukupally (V), Bhogapuram Mandal
Vizianagaram Dt., - 531162



Date: 07-Nov-2019

Ms.Gedela Jahanavi,
D/O Gedela Satyanaryana;
39-24-13; Narasimha Nagar;
Madhavadhara;
Visakhapatnam-530007

Dear Ms.Gedela Jahanavi
Sub: Offer Letter

With reference to your application and the subsequent interview you had with us, we are pleased to offer you the position of "CRC" in Clinical trial department on the following terms and conditions:

You would report to Mr.Gireesh Sasumana (In-charge clinical trials)

The Cost to the company would be as discussed

You are requested to report for duty not later than 14-Nov-2019

Kindly sign the duplicate copy of the letter as a token of your acceptance and return it to us.

Please bring the copies of the following documents on the day you join duty:

1. Birth Proof
2. 6 Passport size photos
3. Educational Certificates

We take pleasure in welcoming you to our Organization and hope you would have a long and mutually beneficial association with us.

Signature

S. Gireesh

In-charge Clinical Trails

Galaxy CR services,

King George Hospital,

Maharanipeta,

Visakhapatnam-530002




PRINCIPAL

Avanthi Institute of Pharmaceutical Sciences

Cherukupally (V), Bhogapuram Mandal

Vizianagaram Dt. - 531162

Regd. Office: Flat No. 102, Sri Datta Mansion, Vivekanand Nagar, Yendada, Vishakhapatnam - 530045, Andhra Pradesh, India.

Contact no: +91- 81066 37595, 89783 12341, Office: +91-70758 52341

E-mail: info@gataxycrservices.com Website: www.galaxycrservices.com



SRI VENKATESWARA COLLEGE OF PHARMACY

Approved by P.O. New Delhi File No.241/30/2005 P.O. & AICTE, New Delhi File No.01/01/AT/1984/2004/01
Under VIKAS EDUCATIONAL SOCIETY (Regd No 220/97)
ETCHEERA, SRIKAKULAM - 532 410, A.P.
Website: www.svcp.in e-mail: svcp.etcheera@gmail.com : 9612042120

R.C.No: SVCP/B.Pharm/Admin/53/19

Di: 01.08.2019


APPOINTMENT ORDER

Sub: Sri Venkateswara College of Pharmacy, Etcheera, Srikakulam - Issue of appointment order as Asst. Professor in Pharmacy- Regarding.

Ref: Your application dated 20.07.2019.

With reference to the interview conducted on 01.08.2019, you are appointed as Asst. Professor in Pharmacy on regular basis at Sri Venkateswara College of Pharmacy, Etcheera, Srikakulam, conducting Pharm.D, B.Pharm and M.Pharm courses. You are asked to report to the duty on or before 10.08.2019. You will be paid as per AICTE Norms.


The terms and conditions holds good as per the College norms


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Sri Venkateswara College of Pharmacy
Etcheera, Srikakulam - 532410 A.P

Copy to Dr. L. Renaka, Pharm.D
Chilakapalem, Srikakulam.

Copy to Secretary/ Correspondent, Vikas Educational Society, Srikakulam.




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Cherukupally (V), Bhogapuram Mandal
Vizianagaram Dt., - 531162

06/Mar/2020

Namagiri Manisha
D/O Namagiri Venkata Ramana,
38-303-9/6, Shyam Enclave, Sai Nagar
Marripalem, Visakhapatnam
Andhra Pradesh - 530018

Dear **Manisha**,

We are pleased to offer you the position of **Associate – Clinical Operations** to be based at **Bangalore**.

We shall issue the detailed letter of appointment after your joining duty. You are requested to join us on or before **01/Apr/2020**.

Your total annual CTC will be **Rs. 3,58,176 /-**.

In the initial recruitment process, you were advised that this position is considered "critical" and, therefore, your appointment is contingent upon successful completion of a background check. We reserve the right to end our employment agreement with you should the results of your background investigation not be successful without any notice period or payment in lieu thereof.

While employed by ELS, you will not engage in any other employment, full or part-time, honorary or remuneratory or seek membership of any local public body(ies) without prior written approval of the company, if found otherwise will lead to strict disciplinary action.

At the time of your joining, kindly submit the following documents: -

1. 4 passport size photos
2. Photocopies of your education certificates
3. Date of birth proof
4. Experience certificates
5. Last salary slip
6. Acceptance of Resignation or relieving letter from previous employer
7. Aadhar Card
8. Pan Card
9. Passport

We welcome you to Excel Life Sciences and wish you a long and mutually beneficial association with us.

Yours faithfully,
For Excel Life Sciences Pvt. Ltd.


Preeti Sharma
Manager – HR & Talent Management



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Cherukupally (V), Bhogapuram Mandal
Vizianagaram Dt., - 531162

Annexure

Name : Namagiri Manisha
Designation : Associate - Clinical Operations

1	Salary Components	Per Month (INR)	Per Annum (INR)
	Basic	11,219	1,34,632
	HRA	5,610	67,316
	Special Allowance	11,219	1,34,628
	Annual Guaranteed Pay	28,048	3,36,576
2	Retiral Benefits	Per Month (INR)	Per Annum (INR)
	Provident Fund	1,800	21,600
	CTC (1+2)		3,58,176

Mediclaim

You are entitled for group mediclaim benefit (Group Medical Coverage & Group Personal Accident) of Rs 4,00,000 which covers (Self, Spouse, two dependent children and Parents).

Note:

- As per Employee Provident Fund Scheme Act 1952 both the employees and employer contribute to the fund at the rate of 12%
- Both the contribution will go to the separate account opened with EPFO in employee favor
- Gratuity - Payment of Gratuity would be as per the criteria set out in the Payment of Gratuity act.
- Your salary is strictly confidential and you are expected to maintain the confidentiality. Any breach of the confidentiality agreement will be viewed with utmost seriousness

Yours faithfully,

For Excel Life Sciences Pvt. Ltd.

Preeti Sharma
Manager - HR & Talent Management

PT



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Avanthi Institute of Pharmaceutical Sciences
Cherukupally (V), Bhogapuram Mandal
Vizianagaram Dt., - 531162



VISWANADHA INSTITUTE OF PHARMACEUTICAL SCIENCES

(COLLEGE OF PHARMACY)

(Approved by PCI & AICTE - New Delhi and Affiliated to JNTUK, KAKINADA)

Administration Office: D.No.1-44-1/1, Plot No. HIG-12, Sector-1, M.V.P. Colony, Visakhapatnam-530 017

Ph : 91-0891-2539007, 2539008, 2539008, 2539025, Fax : 91-0891-2561088

Ref: VNIP/V-103-66 /2019-20

Date: 25.3.2019

APPOINTMENT ORDER

Sub: Establishment -Appointment of Teaching Staff -Reg

With reference to your application and the subsequent interview, we are pleased to inform you that you are appointed as Asst Professor in Viswanadha Institute of Pharmaceutical Sciences on a consolidated salary of Rs. 21,000/-with effect from the date of your joining in the department , subjected the following terms and conditions.

1. You will be on probation for a period of six months. After completion of probation period, you will be given all the applicable allowances. You shall serve the institute for a minimum period of 3 years.
2. The contract of your appointment can be terminated by giving 2 months notice on either side.
3. You are requested to submit to the office all the original certificates of your qualifying examination at the time of your joining. However, the original certificates will be returned after the agreement period.
4. You are directed to report to the Principal on or before 8.4.2019. In case you are unable to join the duty by the prescribed date, your appointment will be treated as cancelled unless otherwise an extension is granted upon your request.
5. During your employment with us, you will be governed by the rules and regulations of the Institution what are in force as emended from time to time.

While you are in the service of this institution:

- a) You shall not enter into any contract of agreement with any other Institution.
- b) You will not divulge any secrets, information or dealings of the institution.
- c) You will be strictly maintain discipline and obey your seniors and
- d) You will not misuse your position in the Institution and involve with any kind of unauthorized tractions.
- e) You should strive your best to uphold the name of the Institution and aim at promoting the interests and welfare of the Institution. You are required to carry out all academic duties that may be assigned to you by your Superiors/Management of this Institute. You are also expected to assist the Management in all activities and in matters concerned with AICTE & JNTUK.



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Gherukapally (V), Bhogapuram Mandal

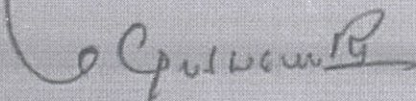
Visakhapatnam, - 531162

Mindivani Palem (V), Sotyam (P), Anandapuram (M), Visakhapatnam, A.P. PIN: 531173, - 531162

Ph: 9121214317, 8886152828, Web : www.vnips.in

6. You will not be permitted to resign from this college in the middle of the Academic year/Semester.
7. The Management reserves the right to terminate the service without any notice for breach of discipline or conduct at any time during your service in this Institution.
8. You will be responsible for safekeeping and return in good condition of all the Institution's Property, which will be in your use, custody or charge at the time of leaving the Institution. Further, at the time of leaving the Institution, you shall handover the charge to the authorized person and obtain No Dues Certificate from the concerned departments to enable the management to relieve you from the service and settle your account.
9. Any communication or intimation sent to the address furnished by you and entered in to the Institution's records shall be deemed to have been served upon and received for all purposes of such communication. You shall inform any change in your present address, for Institution's records for all communications.
10. The above terms and conditions are subject to revision at the discretion of the Management from time to time.
11. You should abide by the service rules of the Institution.

Please sign duplicate copy of this letter of Offer in token of acceptance of the above said terms, conditions, and return the same to the Office.




(SRI V. NAGESWARA RAO)
SECRETARY, CORRESPONDENT & VICE CHAIRMAN

I HAVE READ AND UNDER STOOD THE TERMS AND CONDITIONS OF THIS APPOINTMENT ORDER AND I HEREBY CONVEY MY ACCEPTANCE BY SIGNING THE DUPLICATE COPY OF THIS LETTER.

To: Dr. B. Pratyusha



Signature: 

Name: B. Pratyusha

Date: 17-4-2019

Cc to: The Principal, Viswanadha Institute of Pharmaceutical Sciences, Visakhapatnam.


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Avanthi Institute of Pharmaceutical Sciences
Cherukupaty (V), Bhogapuram Mandal
Vizianagaram Dt., - 531162



12-Nov-2019

PAKKI KAUSIK
#38-19-36/1, Near Raman School, Jyoti Nagar,
Marripalem, Visakhapatnam, Andhra Pradesh - 530018

Dear Kausik,

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 **Junior 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/-**. 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 **14-Nov-2019** failing which the appointment shall stand automatically withdrawn.

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 **10:00 AM** to **Ms. AMULYA**. 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 be 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**,

Deepa Prasad MN

DEEPA PRASAD MN
ASSOCIATE DIRECTOR- HUMAN RESOURCES

I confirm and accept the above and will join on

P. Kausik

(Signature)



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Annexure - I

Compensation and Benefits	
Name	PAKKI KAUSIK
Designation	JUNIOR DRUG SAFETY ASSOCIATE (LEVEL-1)
Date of Joining	14-Nov-2019
Your compensation and benefits are as given below:	
	INR - Per annum
Group I (Allowances)	
Basic and Dearness Allowance	156000
House Rent Allowance (HRA)	31200
Other Allowance	18800
Statutory Bonus	35280
Total Fixed Component	241280
Group II (Benefits)	
Employer Provident Fund	18720
Insurance (Non-monetary benefit)	7153
Employer ESI Contribution	10572
Total Cost to Company	260000

Annexure - II

Mandatory Documents for Onboarding
➤ Kindly carry all the original and two sets of photocopies of below listed documents:
<ul style="list-style-type: none"> * All Educational Documents (10th, 12th, Graduation, Post-Graduation) (Mandatory) * Recent 3 Months' Salary Slips of Immediate Previous Employer (Mandatory) * Relieving Letter or Resignation Acceptance from Two Previous Employers (Mandatory) * 6 Passport Size Photographs (Mandatory) * Passport * PAN Card (Mandatory) * Aadhar Card (Mandatory)




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 Cherukupally (V), Bhogapuram Mandal
 Vizianagaram Dt., - 531162



Date: 07/10/2019
Palika Devi Mounica,
4-191, Cheepurupalli, Near NRI Hospital
Mandal : Garavidi
Visakhapatnam - 535128

OFFER LETTER

This has reference to your application and subsequent interview you had with us. Considering your qualification, experience and professional record of accomplishment, we are pleased to offer you the position Business Development Executive (Junior Level) **at Hyderabad HQ** at a gross salary of Rs 18000 /- (Eighteen Thousand Rupees) per month. You will have to take care of Training Activities.

You will be under probation for 6 months from the date of your joining and you will be considered on company roles only after completion of the above said probation period. It is also to be noted that your services will be confirmed only when you demonstrate your performance.

You are requested to join the duties on or before 16-10-2019. Please ensure to provide photocopies of the following at the time of your joining:

1. Experience Certificates of previous employers, if any
2. Proof of Date of Birth.
3. Educational qualifications
4. Latest passport size colour photographs (6 Nos.)

Please send your acceptance to info@clinosol.com within three days from the date of receiving this letter.

With best wishes,

For ClinoSol Research Pvt. Ltd.

C.S. Mujeebuddin
C.S. Mujeebuddin.
Founder & CEO.



[Signature]
PRINCIPAL
Avanthy Institute of Pharmaceutical Sciences
Cherukupally (V), Bhogapuram Mandal
Vizianagaram Dt., - 531162



Date: 02-Sep-2019

Miss.Patnala Sujana,
D/O Patnala Sankar Rao
9-9-39/20/16,Sai Ram Residency,
Mangapuram Colony;
Maddilapalem;
Visakhapatnam-530017.

Dear Miss.Patnala Sujana

Sub: Offer Letter

With reference to your application and the subsequent interview you had with us, we are pleased to offer you the position of "CRC" in Clinical trial department on the following terms and conditions:

You would report to Mr.Gireesh Sasumana (In-charge clinical trials)

The Cost to the company would be as discussed

You are requested to report for duty not later than 11-Sep-2019

Kindly sign the duplicate copy of the letter as a token of your acceptance and return it to us.

Please bring the copies of the following documents on the day you join duty:

1. Birth Proof
2. 6 Passport size photos
3. Educational Certificates

We take pleasure in welcoming you to our Organization and hope you would have a long and mutually beneficial association with us.

Signature

S. Gireesh

In-charge Clinical Trails

Galaxy CR services,

King George Hospital,

Maharanipeta,

Visakhapatnam-530002




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Avanthi Institute of Pharmaceutical Sciences

Cherukuvolu (V), Bhavanarayana Mandal

Vizianagaram - 531162

Strictly Private and Confidential

Date: 10 June 2019

To,
Ravada Sai Harshitha
Hyderabad

Dear **Ravada Sai Harshitha**,

Thank you for the keen interest you have shown in joining our organisation. Consequent to your application, interviews and subsequent discussions with us, we are pleased to offer you a career at **GD Research Center Private Limited**, Hyderabad. Please accept our heartiest congratulations and a warm Welcome to the **GDRC** Family.

You would be designated as **Associate Analyst**. Your employment start date is **13-June-2019**. Your annual emoluments will be **Rs.355051 (Rupees Three Lakhs Fifty Five Thousand Fifty One Only)** Total Cost to Company (CTC) basis. Please refer to **Annexure A** for the break-up.

You will be governed by the Company's Rules and Regulations in force from time to time and as applicable to you.

Terms and Conditions:-

1. Working Hours:-

Your working hours will be regulated from time to time purely at the discretion of the management of the establishment to which you are attached. You should be flexible to work in shifts as per business needs.

2. Please note if the information and supporting documents provided by you, based on which this offer is being extended, is found to be incorrect or unauthentic, your services will be terminated with immediate effect, without any notice or notice pay.

3. You will devote whole time attention to the business of the company and will not be interested or engaged directly or indirectly in other trade or business or as principal agent or servant for any person, firm or company

4. Your employment is transferable to any of the group companies in India or abroad.

5. Leaves :-

You shall be entitled to avail leave and other benefits applicable to you as per the company policy, in force and/or which may be revised from time to time. Leave of any type can be taken, in excess of this would be treated as leave without pay. Leave will have to be pre-approved by your manager. Refer to leave policy in the HR Handbook.

6. Performance Appraisals :-

Your performance and promotion readiness will be assessed on the basis of your competency and skills, the results of your work, the value you contribute to successful project delivery and client development efforts, and your demonstrated stewardship and commitment to the Company.

You will be eligible for a promotion and salary review assessment in the next appraisal cycle as per company policies. Your emoluments will be reviewed on an annual basis. Please note that eligibility for promotion assessment does not automatically qualify you for promotion but only makes you entitled to be evaluated for a possible selection to the next level.

7. Probation and Notice Period:- (depending on designation)

Employees at the level of **Associate Analyst** will be on probation for a period of six months. During this time the notice period will be **Fifteen** days or salary in lieu thereof, as agreed and if approved by Director. On the completion of probation period, the notice period will be **thirty** days or salary in lieu thereof, as agreed and if approved by Director.



Avanthi Institute of Pharmaceutical Sciences

GD Research Center Private Limited, Cherukupally (V), Bhogapuram Mandal

8. Provident Fund:-

You will be entitled to become a member of PF scheme, which is governed under the Employee Provident Fund Act, 1952. The current rate of contribution is 12% of basic per month (however, where basic is less than INR 15,000 per month, EPF contribution will be made on both Basic and Special allowance) and equal contribution will be made by the company, which will be a part of gross emoluments.

9. Medical Scheme:-

You will be eligible to participate in Company's Group Medical & Term Life Insurance Policy as applicable to your category of employees.

10. Gratuity:-

Applicable as per the Government Regulation.

11. Income Tax:-

Income Tax will be deducted as applicable from your salary. You shall be responsible to the company for all Taxes and obligations. Company shall not be liable for any misstatement or declaration. Permanent Account Number (PAN) is mandatory.

12. Customary Bonus:-

The Customary bonus will be payable in the month of your anniversary date and will be based on your prevailing CTC salary as of your anniversary date. This Bonus payment will be subject to prevailing customary bonus policy.

Please note that your compensation is confidential information. Under no circumstance you should divulge your compensation details to anybody within or outside the organisation, without written permission from the organisation. Any non-adherence to this clause will be constituted as indiscipline and could lead to action as per the HR policies of the organisation, including termination from the services of the organisation without any notice or notice pay.

Please ensure that by accepting this offer, you warrant that before your date of Joining with the company you will clear all the pending issues with your previous organisation and GDRC is not liable to make any payments in respect of the same. By accepting this offer, you also accept the terms and conditions of Non disclosure agreement and HR policies of the Company. The full terms and conditions of your employment are as detailed in the GD Research Center Private Limited staff manual which will be provided to you on your commencement date.

Please contact Human Resources (040-67426702) if you have any questions. In the meantime, we look forward to you commencing employment with us and hope that it proves to be the start of a long and successful working relationship.

By accepting this offer, you also hereby declare that you have never indulged in any criminal activity and convicted for any criminal or illegal activities. You also declare that there are no legal cases pending against you as on this date



Principal
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Avanathi Institute of Pharmaceutical Sciences
Cherukupally (V), Bhogapuram Mandal
Vizianagaram Dt., - 531162

GD Research Center Private Limited

Annexure "A"

Date: 10 June 2019

Name: Ravada Sai Harshitha
Designation: Associate Analyst

Compensation details with effect from **13-June-19** are as given below -

Component	Annual Gross (INR)	Monthly Gross(INR)	Particulars
Basic	105000	8750	Base Pay
HRA	87500	7292	House Rent Allowance (Tax exempted as per prevailing IT Act)
Medical allow/reimbursement	15000	1250	Tax exempted if used for domiciliary medical expenses as per prevailing IT Act.
Conveyance Allowance	19200	1600	Non taxable as per prevailing IT Act.
Provident Fund contribution 12%	21600	1800	Employer contribution towards Provident fund which is payable on Basic. However, where basic is less than INR 15,000 per month, EPF contribution will be made on both Basic and Special allowance.
Customary Bonus*	24500	2042	Annual Component & will be paid after completion of each full year of service as per company's Policy
Special Allowance**	75000	6250	This component will be treated as part of customized pool of allowance for tax computation under IT Act
Customized Allowance Pool**	2200	183	
Gross Compensation	350000	29167	
Gratuity @ 4.81% on Base Salary	5051	421	Paid as per Gratuity Act.
TOTAL CTC	355051	29588	Cost to Company

* Customary Bonus is a yearly fixed component and will be paid after completion of each full year of service as per company's policy.

** Special Allowance/Customized Allowance Pool

You would be eligible for tax exemptions under the different components as per the rules determined by the Income Tax Authorities.


Component	Maximum Limit	Remarks
Meal Allowance(Optional, Will be adjusted against Special Allowance/Customized Allowance Pool)	26,400	Tax exempted, if opted for meal vouchers
Gift Coupons	5,000	Tax exempted If opted (Coupons will be issued at the end of each Financial Year)
Children Education Allowance	2400	Can be availed up to 2 Children

** Special allowance/Customized allowance pool components which are opted are exempted as per the prevailing tax regulations and once opted they need to be continued for rest of the financial year.

Yours sincerely


Praveen Kumar Chanda
Head - Human Resources, APAC




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Cherukupally (V), Bhogapuram Mandal
Vizianagaram Dt., - 531162

Acceptance of offer


I understand and accept all the terms & conditions of employment mentioned in the 'Offer of Appointment'. I confirm that there have been no other commitment made during the hiring process other than those specified in the offer letter. (Example Salary Hike, Promotion, transport facility etc). Please clarify in case any such commitment was made during the offer process.


Candidate's Signature

Date:

Place:




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Cherukupally (V), Bhogapuram Mandal
Vizianagaram Dt., - 531162

GD Research Center Private Limited

3rd Floor, Jyothi Pinnacle, Survey No.11, Kondapur Village, Serilingampally Mandal, Ranga Reddy District, Hyderabad-500081 Telangana Tel:040-67426700. Email: hrindia@globaldata.com, Fax: +91-40-67426709 Reg No: U74130TG2006PTC050526, Website: www.gdresearchcenter.com



Galaxy CR Services
Enhancing patient care through clinical research...

Date: 12-Aug-2019

Miss.Rayavarapu Nalini,
D/O R.Appa Rao
Ravanapalli Village,Gabbada;
Mandal : Golugonda;
Visakhapatnam-531116.

Dear Miss.Rayavarapu Nalini
Sub: Offer Letter

With reference to your application and the subsequent interview you had with us, we are pleased to offer you the position of "CRC" in Clinical trial department on the following terms and conditions:

You would report to Mr.Gireesh Sasumana (In-charge clinical trials)

The Cost to the company would be as discussed

You are requested to report for duty not later than 21-Aug-2019

Kindly sign the duplicate copy of the letter as a token of your acceptance and return it to us.

Please bring the copies of the following documents on the day you join duty:

1. Birth Proof
2. 6 Passport size photos
3. Educational Certificates

We take pleasure in welcoming you to our Organization and hope you would have a long and mutually beneficial association with us.

Signature

S. Gireesh

In-charge Clinical Trails


Galaxy CR services,

King George Hospital,

Maharanipeta,

Visakhapatnam-530002




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Avanthi Institute of Pharmaceutical Sciences
Cherukupally (V), Bhogapuram Mandal
Vizianagaram Dt., - 531162



Date: 04/10/2019
Rongali Devi Nayana Priyanka,
4-20, Thathaji Nagar, Mulakuddu
Mandal : Bheemunipatnam
Visakhapatnam - 531163

OFFER LETTER

This has reference to your application and subsequent interview you had with us. Considering your qualification, experience and professional record of accomplishment, we are pleased to offer you the position Business Development Executive (Junior Level) **at Hyderabad HQ** at a gross salary of Rs 18000 /- (Eighteen Thousand Rupees) per month. You will have to take care of Training Activities.

You will be under probation for 6 months from the date of your joining and you will be considered on company roles only after completion of the above said probation period. It is also to be noted that your services will be confirmed only when you demonstrate your performance.

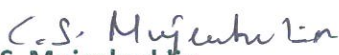
You are requested to join the duties on or before 14-10-2019. Please ensure to provide photocopies of the following at the time of your joining:

1. Experience Certificates of previous employers, if any
2. Proof of Date of Birth.
3. Educational qualifications
4. Latest passport size colour photographs (6 Nos.)


Please send your acceptance to info@clinosol.com within three days from the date of receiving this letter.

With best wishes,

For ClinoSol Research Pvt. Ltd.


C.S. Mujeebuddin.
Founder & CEO.




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Avanthi Institute of Pharmaceutical Sciences
Cherukupally (V), Bhogapuram Mandal
Vizianagaram Dt., - 531162



Date: 12/08/2019

JOINING REPORT

To
The Principal,
Avanthi Institute of Pharmaceutical Sciences
Cherukupally (V), Chittivalasa (SO),
Bhogapuram (M), Vizianagaram-Dist.

Sir,


Sub:- Joining Report submission – Regarding.

I Dr. Tarra Ruski Report to duty as Professor /
Associate Professor / Assistant Professor / Lab Technician / Office Staff in the Department of
Pharmacy practice as per your appointment order on
29/07/2019. The details of my Residential address are given below. I request you to
kindly do the needful.


Thanking you,


Yours Sincerely

Address: Flat No: 303, C-B lock, Vijayarama
Residency, Indira Gandhi nagar
old dairy farm, Vhalakapatnam


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Avanthi Institute of Pharmaceutical Sciences:
Cherukupally (V), Bhogapuram Mandal
Vizianagaram Dt., - 531162




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Cherukupally (V), Bhogapuram Mandal
Vizianagaram Dt., - 531162



AVANTHI INSTITUTE OF PHARMACEUTICAL SCIENCES

☎ : 08922-279885
Cell : 9553492999

(Approved by PCI, AICTE, Recognized by the Govt. of A.P. & Affiliated to JNTU K, Kakinada)

Cherukupally Village, Near Tagarapuvalasa Bridge, Vizianagaram Dist. A.P - 531 162

Web : www.avanthipharma. ac.in. E-mail : principalavanthit5@gmail.com

principal t5@rediffmail.com

R.C.No,ESTT.TS/2019/3

Date: 29-07-2019

OFFICE ORDER

Sub:- Establishment - AIPS - **Dr. Tarra Rushi** - appointed as **Assistant Professor in Pharmacy Practice Department**, Avanthi Institute of Pharmaceutical Sciences, Cherukupally (Village), Near Tagarapuvalasa Bridge, Vizianagaram (Dist) - 531162 - Orders -Issued.

Ref: - 1. Minutes of the Selections Committee, 23-07-2019.



The Recommendations of the Selection Committee, - **Dr. Tarra Rushi** - appointed as **Assistant Professor in Pharmacy Practice Department**, Avanthi Institute of Pharmaceutical Sciences, Cherukupally (Village), Near Tagarapuvalasa Bridge, Vizianagaram (Dist)-531162 with a basic pay Scale of 15600-39100 with AGP 6000 with the following terms and conditions.

The appointment is full time one and you shall not be permitted to engage in any outside business, consultation, profession, tutorial and or any other type of outside work either with or without remuneration, without permission of the management.

1. During the period of the service, you shall be governed by the discipline of the Institution. You shall not directly or indirectly do any such things which in the opinion of the Principal and Managing Committee are prejudicial to the discipline of the Institution. The decision of the Principal in these matters shall be final and binding.
2. The judgement of Professor & principal in respect of your efficiency and performance in the teaching and other duties shall be absolute and the decision of principal shall be binding on you.
3. You may terminate your service with the institute by giving the appointing authority three months notice in advance. The appointing authority, if so desires, may call upon the employee concerned continue till the end of the academic session in which the notice is served. If notice period is less than three months, the employee has to refund the salary drawn for the notice period fallen short of.
4. Your leave shall be governed by Institution leave of rules as amended from time to time. Absence for a continuous period of 10 days without sanction of leave would make you lose your right on the job and the same shall automatically come to an end without prior notice.




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Cherukupally (V) Phogapuram Mandal
Vizianagaram Dt., - 531162

Committed for achieving Excellence in Technical Education

5. Whenever your services are required for conducting any extracurricular activities after the teaching hours or on holidays, you should be willing to extend your services.
6. You have to produce Original certificates of qualification for verification and retention.
7. The management shall be competent to terminate the employee immediately from his/her services without any prior notice for misconduct, misbehaviour or indiscipline activities performed inside or outside the institute.
8. You are expected to serve at least for a two year's term. If owing to any reason you wish to leave the organization, you can do so by giving three months notice after serving the mentioned two years term either on 31st March or 15th October of the financial year. However, the management holds every right to hold your resignation, if your name is updated to any inspecting authorities or governing bodies (such as JNTU, PCI, AICTE, NBA, NAAC) until the inspection process is completed.
9. If at any time, you are found guilty of misconduct or if your Academic Performance is found poor, the management shall be entitled to dismiss you from the services, without any notice.

You are requested to report to the Principal on or before 12-08-2019 failing which this appointment stands cancelled.

To
Dr. Tarra Rushi,
Visakhapatnam.





Principal

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CC to: 1. Administrative office for office records.




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Cherukupally (V), Bhogapuram Mandal
Vizianagaram Dt., - 531162

Strictly Private and Confidential

Date: 05 May 2019

To,
Sai Phani Sahithi Kora
Hyderabad

Dear **Sai Phani Sahithi Kora**,

Thank you for the keen interest you have shown in joining our organisation. Consequent to your application, interviews and subsequent discussions with us, we are pleased to offer you a career at **GD Research Center Private Limited**, Hyderabad. Please accept our heartiest congratulations and a warm Welcome to the **GDRC** Family.

You would be designated as **Associate Analyst**. Your employment start date is **08-May-2019**. Your annual emoluments will be **Rs.355051 (Rupees Three Lakhs Fifty Five Thousand Fifty One Only)** Total Cost to Company (CTC) basis. Please refer to **Annexure A** for the break-up.

You will be governed by the Company's Rules and Regulations in force from time to time and as applicable to you.

Terms and Conditions:-

1. Working Hours:-

Your working hours will be regulated from time to time purely at the discretion of the management of the establishment to which you are attached. You should be flexible to work in shifts as per business needs.

2. Please note if the information and supporting documents provided by you, based on which this offer is being extended, is found to be incorrect or unauthentic, your services will be terminated with immediate effect, without any notice or notice pay.

3. You will devote whole time attention to the business of the company and will not be interested or engaged directly or indirectly in other trade or business or as principal agent or servant for any person, firm or company

4. Your employment is transferable to any of the group companies in India or abroad.

5. Leaves :-

You shall be entitled to avail leave and other benefits applicable to you as per the company policy, in force and/or which may be revised from time to time. Leave of any type can be taken, in excess of this would be treated as leave without pay. Leave will have to be pre-approved by your manager. Refer to leave policy in the HR Handbook.

6. Performance Appraisals :-

Your performance and promotion readiness will be assessed on the basis of your competency and skills, the results of your work, the value you contribute to successful project delivery and client development efforts, and your demonstrated stewardship and commitment to the Company.

You will be eligible for a promotion and salary review assessment in the next appraisal cycle as per company policies. Your emoluments will be reviewed on an annual basis. Please note that eligibility for promotion assessment does not automatically qualify you for promotion but only makes you entitled to be evaluated for a possible selection to the next level.

7. Probation and Notice Period:- (depending on designation)

Employees at the level of **Associate Analyst** will be on probation for a period of six months. During this time the notice period will be **Fifteen** days or salary in lieu thereof, as agreed and if approved by Director. On the completion of probation period, the notice period will be **Thirty** days or salary in lieu thereof, as agreed and if approved by Director.



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GD Research Center Private Limited

8. Provident Fund:-

You will be entitled to become a member of PF scheme, which is governed under the Employee Provident Fund Act, 1952. The current rate of contribution is 12% of basic per month (however, where basic is less than INR 15,000 per month, EPF contribution will be made on both Basic and Special allowance) and equal contribution will be made by the company, which will be a part of gross emoluments.

9. Medical Scheme:-

You will be eligible to participate in Company's Group Medical & Term Life Insurance Policy as applicable to your category of employees.

10. Gratuity:-

Applicable as per the Government Regulation.

11. Income Tax:-

Income Tax will be deducted as applicable from your salary. You shall be responsible to the company for all Taxes and obligations. Company shall not be liable for any misstatement or declaration. Permanent Account Number (PAN) is mandatory

12. Customary Bonus:-

The Customary bonus will be payable in the month of your anniversary date and will be based on your prevailing CTC salary as of your anniversary date. This Bonus payment will be subject to prevailing customary bonus policy.

Please note that your compensation is confidential information. Under no circumstance you should divulge your compensation details to anybody within or outside the organisation, without written permission from the organisation. Any non-adherence to this clause will be constituted as indiscipline and could lead to action as per the HR policies of the organisation, including termination from the services of the organisation without any notice or notice pay.

Please ensure that by accepting this offer, you warrant that before your date of Joining with the company you will clear all the pending issues with your previous organisation and GDRC is not liable to make any payments in respect of the same. By accepting this offer, you also accept the terms and conditions of Non disclosure agreement and HR policies of the Company. The full terms and conditions of your employment are as detailed in the GD Research Center Private Limited staff manual which will be provided to you on your commencement date.

Please contact Human Resources (040-67426702) if you have any questions. In the meantime, we look forward to you commencing employment with us and hope that it proves to be the start of a long and successful working relationship.

By accepting this offer, you also hereby declare that you have never indulged in any criminal activity and convicted for any criminal or illegal activities. You also declare that there are no legal cases pending against you as on this date



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Annexure "A"

Date: 05 May 2019

Name: Sai Phani Sahithi Kora
Designation: Associate Analyst

Compensation details with effect from **08-May-19** are as given below -

Component	Annual Gross (INR)	Monthly Gross(INR)	Particulars
Basic	105000	8750	Base Pay
HRA	87500	7292	House Rent Allowance (Tax exempted as per prevailing IT Act)
Medical allow/reimbursement	15000	1250	Tax exempted if used for domiciliary medical expenses as per prevailing IT Act.
Conveyance Allowance	19200	1600	Non taxable as per prevailing IT Act.
Provident Fund contribution 12%	21600	1800	Employer contribution towards Provident fund which is payable on Basic. However, where basic is less than INR 15,000 per month, EPF contribution will be made on both Basic and Special allowance.
Customary Bonus*	24500	2042	Annual Component & will be paid after completion of each full year of service as per company's Policy
Special Allowance**	75000	6250	This component will be treated as part of customized pool of allowance for tax computation under IT Act
Customized Allowance Pool**	2200	183	
Gross Compensation	350000	29167	
Gratuity @ 4.81% on Base Salary	5051	421	Paid as per Gratuity Act.
TOTAL CTC	355051	29588	Cost to Company

* Customary Bonus is a yearly fixed component and will be paid after completion of each full year of service as per company's policy.

** Special Allowance/Customized Allowance Pool

You would be eligible for tax exemptions under the different components as per the rules determined by the Income Tax Authorities.


Component	Maximum Limit	Remarks
Meal Allowance(Optional, Will be adjusted against Special Allowance/Customized Allowance Pool)	26,400	Tax exempted, if opted for meal vouchers
Gift Coupons	5,000	Tax exempted If opted (Coupons will be issued at the end of each Financial Year)
Children Education Allowance	2400	Can be availed up to 2 Children

** Special allowance/Customized allowance pool components which are opted are exempted as per the prevailing tax regulations and once opted they need to be continued for rest of the financial year.

Yours sincerely


Praveen Kumar Chanda
Head - Human Resources, APAC




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GD Research Center Private Limited

3rd Floor, Jyothi Pinnacle, Survey No.11, Kondapur Village, Serilingampally Mandal, Ranga Reddy District, Hyderabad-500081 Telangana Tel:040-67426700. Email: hrindia@globaldata.com, Fax: +91-40-67426709 Reg No: U74130TG2006PTC050526, Website: www.gdresearchcenter.com

Acceptance of offer


I understand and accept all the terms & conditions of employment mentioned in the 'Offer of Appointment'. I confirm that there have been no other commitment made during the hiring process other than those specified in the offer letter. (Example Salary Hike, Promotion, transport facility etc). Please clarify in case any such commitment was made during the offer process.


Candidate's Signature

Date:

Place:




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Vizianagaram Dt., - 531162

GD Research Center Private Limited

3rd Floor, Jyothi Pinnacle, Survey No.11, Kondapur Village, Serilingampally Mandal, Ranga Reddy District, Hyderabad-500081 Telangana Tel:040-67426700. Email:hrindia@globaldata.com, Fax:+91-40-67426709 Reg No:U74130TG2006PTC050526, Website:www.gdresearchcenter.com



SRI VENKATESWARA COLLEGE OF PHARMACY

WARRANTED BY THE GOVERNMENT OF AP AND REGISTERED WITH THE
INDIAN VIKAS EDUCATIONAL SOCIETY (V.E.S. No. 220/17)
HYDERABAD - 500 027 - 501 0037

R.C. No. SVC/P/B.Pharm/Admn/56/19

Dr. 25.11.2019

APPOINTMENT ORDER

Sub: Sri Venkateswara College of Pharmacy, Echerla, Srikakulam - Issue of appointment order as Asst. Professor in Pharmacy - Regarding.

Ref: Your application dated 20.11.2019.

With reference to the interview conducted on 25.11.2019, you are appointed as Asst Professor in Pharmacy on regular basis at Sri Venkateswara College of Pharmacy, Echerla, Srikakulam, conducting Pharm.D, B.Pharm and M.Pharm courses. You are asked to report to the duty on or before 30.11.2019. You will be paid as per AICTE Norms.

The terms and conditions holds good as per the College norms.

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Sri Venkateswara College of Pharmacy
Echerla, Srikakulam-532470, A.P.

Copy to Dr. V Sarlaja, Pharm.D
D/o Appala Naidu, Kottaki, Vizianagaram.

Copy to Secretary/Correspondent, Vikas Educational Society, Srikakulam.



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AQ uity

Aquity Solutions/Hyderabad, India - Service Center -6: VIZ/Medical Scribing

July16 , 2019

Miss.Sakhamuri.Navyasri
H.NO: 201,NarayanI residency-1,
Arribatalalasa road,Mudldam,
Vizianagaram-535005

Subject: Offer Letter

Dear Sakhamuri.Navyasri

Based on your interview with us, we are pleased to extend you an offer to join Aquity Solutions India Private Limited (hereinafter referred to as "the Company" or "Aquity Solutions") as **Medical Scribe Trainee** at its office located at **Visakhapatnam** in the state of Andhra Pradesh.

We welcome you to Aquity Solutions, and we are confident that you will enjoy being a part of it, as much as we shall cherish our association with you. This Offer Letter confirms your total emoluments and other terms of your employment, which if accepted by you, will be as follows:

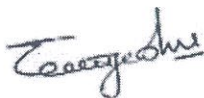
1. Your Annual Cost to the company (CTC) shall be **Rs. 420000/- only (Rupees Four Lakh Twenty Thousand only)** and the same will be structured as per the attached Annexure I.
2. You shall join us on or before **16-july-2019** failing which the offer will be void.
3. This Offer Letter and your employment with Aquity Solutions shall be subject to satisfactory Background Verification Report as per the Company's process.
4. Your employment with Aquity Solutions will be governed by your Appointment Letter, which will be issued to you at the time of your joining.
5. Your services with the Company will be subject to a probation period of three (3) months from the date of your joining, during which period your performance would be monitored and evaluated prior to confirming your services with the Company.
6. The terms of this Offer Letter are valid for seven (7) days from the date of this letter. If we do not receive your acceptance of this offer, the terms of this letter and this offer will be deemed to have been rejected by you unless otherwise communicated to you by the Company in writing.
7. Please provide all the documentation as listed in Annexure II, on or before joining the Company.
8. To indicate your acceptance of this Offer Letter, please sign and return a duplicate copy of this letter.

We look forward to hear from you regarding your decision to join Aquity Solutions. You are expected to keep this offer strictly confidential. In case, you have anything you would like to discuss further, please feel free to get back to us on the same.

We wish you a successful career and look forward to your joining us.

Sincerely yours,

For **Aquity Solutions India Private Limited**



Authorized Signatory

I hereby acknowledge and accept the terms and conditions of this Offer Letter. I further confirm that I shall join the Company on or before _____

Accepted:

Signature: _____
SYS/HR/F/1.3a Rev08/Date of issue-01-Jan-2020



Date: _____ **PRINCIPAL**



AQuity

Annexure I

Annual Cost to Company (CTC)		
Name of the Employee: Sakhamuri.Navyasi		
Designation / Division: Medical Scribe Trainee / Medical Scribing		
Particulars	Compensation Per Month Rs.	Compensation Per Annum Rs.
Basic	11788	141456
HRA	6483	77796
Medical	1250	15000
Food Coupons	1100	13200
Attire Allowance/Reimbursement	1600	19200
Education	200	2400
Leave Travel Allowance (LTA)	884	10608
City Compensatory Allowance (CCA)	4164	49968
Interim Bonus (IB)	2000	24000
Gross Earnings (Rs.) - 1. (Rs.)	29469	353628
Performance Allowance	0	0
Hardship Allowance	2500	30000
Total Earnings (Rs.) - 2. (Rs.)	31969	383628
Company's Contribution to		
Provident Fund	1532	18384
Gratuity	567	6804
Mediclaime Insurance	412	4944
Subsidised Canteen facility	520	6240
ESI Employer Contribution	0	0
Monthly Bonus	0	0
Company's Contribution (Rs.) -3.	3031	36372
Total Monthly CTC (Rs.) - 1+ 2 +3	35000	420000
Total Annual CTC (Rs.)	420000	
Comments:		
PF is calculated as 13 % of Basic Salary		
Gratuity calculated as per the Gratuity Act 1972 (Payable on completion of five years of service)		
Mediclaime Insurance - Mediclaime Insurance as per the company policy		
Provision of Subsidized canteen facilities		
You will also be eligible to earn line Incentive over and above your CTC, subject to meeting Productivity and Quality Parameters		

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 Vizianagaram Dt., - 531162


Annexure II

List of required documents and/or information to be provided on or prior to joining

1. 8 passport size copies of your recent photograph.
2. Self-attested copies of all educational and professional certificates.
3. Self-attested copy of document in support of your age (Birth Certificate/10th Mark Sheet/Passport Copy).
4. Self-attested copy of document in support of your address (Passport Copy/License Copy etc.).
5. Self-attested copy of your PAN Card.
6. Self-attested copy of your Aadhaar Card or the receipt of Aadhaar enrollment.
7. Self-attested copy of Relieving and Experience Letter issued by your previous employer.
8. Self-attested copy of your last three (3) months' Salary Slip or Salary Certificate and Form 16 or Tax Deduction certificate from your previous employer.
9. Your PF UAN (Universal Account Number) along with a self- attested photocopy of UAN Card (available on UAN Member Portal).
10. Your Provident Fund and Family Pension fund account numbers (details in case it is a private trust).
11. If you are eligible for ESIC as per your Compensation Plan, please provide a self-attested copy of your ESIC card or Form 1 Declaration.
12. Recent Medical Fitness Certificate from a recognized Medical Practitioner (not more than a week older on the date of joining).



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Vizianagaram Dt., - 531162

AQ uity

Aquity Solutions/Hyderabad, India - Service Center -6: VIZ/Medical Scribing

June 4, 2019

Mr. Yalla. Sarah
12-69-19/1,
BC-Road,Gajuwaka
Visakhapatnam-530026

Subject: Offer Letter

Dear Y.Sarah

Based on your interview with us, we are pleased to extend you an offer to join Aquity Solutions India Private Limited (hereinafter referred to as "the Company" or "Aquity Solutions") as **Medical Scribe Trainee** at its office located at **Visakhapatnam** in the state of Andhra Pradesh.

We welcome you to Aquity Solutions, and we are confident that you will enjoy being a part of it, as much as we shall cherish our association with you. This Offer Letter confirms your total emoluments and other terms of your employment, which if accepted by you, will be as follows:

1. Your Annual Cost to the company (CTC) shall be **Rs. 420000/- only (Rupees Four Lakh Twenty Thousand only)** and the same will be structured as per the attached Annexure I.
2. You shall join us on or before **4-june-2019** failing which the offer will be void
3. This Offer Letter and your employment with Aquity Solutions shall be subject to satisfactory Background Verification Report as per the Company's process.
4. Your employment with Aquity Solutions will be governed by your Appointment Letter, which will be issued to you at the time of your joining.
5. Your services with the Company will be subject to a probation period of three (3) months from the date of your joining, during which period your performance would be monitored and evaluated prior to confirming your services with the Company.
6. The terms of this Offer Letter are valid for seven (7) days from the date of this letter. If we do not receive your acceptance of this offer, the terms of this letter and this offer will be deemed to have been rejected by you unless otherwise communicated to you by the Company inwriting.
7. Please provide all the documentation as listed in Annexure II, on or before joining the Company.
8. To indicate your acceptance of this Offer Letter, please sign and return a duplicate copy of this letter.

We look forward to hear from you regarding your decision to join Aquity Solutions. You are expected to keep this offer strictly confidential. In case, you have anything you would like to discuss further, please feel free to get back to us on the same.

We wish you a successful career and look forward to your joining us.

Sincerely yours,

For Aquity Solutions India Private Limited



Authorized Signatory

I hereby acknowledge and accept the terms and conditions of this Offer Letter. I further confirm that I shall join the Company on or before _____

Accepted:

Signature: _____

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Date: _____


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Avanthi Institute of Pharmaceutical Sciences
Cherukupally (V), Bheemavaram Mandal
Vizianagaram - 531102



Aquity Solutions India Private Limited (CIN U72900MH1999PTC120346)
(Formerly Known as MModal Global Services Private Limited)

Registered Office: 1st Floor, Unit No. 103, Reliable Plaza, Plot No. K 10, Kalwa Industrial Area, Village- Elthen,

AQuity

Annexure I

Annual Cost to Company (CTC)		
Name of the Employee: Yalla. Sarah		
Designation / Division: Medical Scribe Trainee / Medical Scribing		
Particulars	Compensation Per Month Rs.	Compensation Per Annum Rs.
Basic	11788	141456
HRA	6483	77796
Medical	1250	15000
Food Coupons	1100	13200
Attire Allowance/Reimbursement	1600	19200
Education	200	2400
Leave Travel Allowance (LTA)	884	10608
City Compensatory Allowance (CCA)	4164	49968
Interim Bonus (IB)	2000	24000
Gross Earnings (Rs.) - 1. (Rs.)	29469	353628
Performance Allowance	0	0
Hardship Allowance	2500	30000
Total Earnings (Rs.) - 2. (Rs.)	31969	383628
Company's Contribution to		
Provident Fund	1532	18384
Gratuity	567	6804
Mediclaim Insurance	412	4944
Subsidised Canteen facility	520	6240
ESI Employer Contribution	0	0
Monthly Bonus	0	0
Company's Contribution (Rs.) -3.	3031	36372
Total Monthly CTC (Rs.) - 1+ 2 +3	35000	420000
Total Annual CTC (Rs.)	420000	
Comments:		
PF is calculated as 13 % of Basic Salary		
Gratuity calculated as per the Gratuity Act 1972 (Payable on completion of five years of service)		
Mediclaim Insurance - Mediclaim Insurance as per the company policy		
Provision of Subsidized canteen facilities		
You will also be eligible to earn line Incentive over and above your CTC, subject to meeting Productivity and Quality Parameters		

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 Cherukupally (V), Bhogapuram Mandal
 Vizianagaram Dt., - 531162

Annexure II

List of required documents and/or information to be provided on or prior to joining

1. 8 passport size copies of your recent photograph.
2. Self-attested copies of all educational and professional certificates.
3. Self-attested copy of document in support of your age (Birth Certificate/10th Mark Sheet/Passport Copy).
4. Self attested copy of document in support of your address (Passport Copy/License Copy etc.).
5. Self-attested copy of your PAN Card.
6. Self-attested copy of your Aadhaar Card or the receipt of Aadhaar enrollment.
7. Self-attested copy of Relieving and Experience Letter issued by your previous employer.
8. Self-attested copy of your last three (3) months' Salary Slip or Salary Certificate and Form 16 or Tax Deduction certificate from your previous employer.
9. Your PF UAN (Universal Account Number) along with a self- attested photocopy of UAN Card (available on UAN Member Portal).
10. Your Provident Fund and Family Pension fund account numbers (details in case it is a private trust).
11. If you are eligible for ESIC as per your Compensation Plan, please provide a self-attested copy of your ESIC card or Form 1 Declaration.
12. Recent Medical Fitness Certificate from a recognized Medical Practitioner (not more than a week older on the date of joining).



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Vizianagaram Dt., - 531162



Date: 04-Nov-2019

Ms.Surisetty Hanisha,
D/O S.K.V Maheswara Rao;
10-14/4; Chaitanya Nagar;
Jesus Layout; Kommadi;
Visakhapatnam-530048

Dear Ms.Surisetty Hanisha
Sub: Offer Letter

With reference to your application and the subsequent interview you had with us, we are pleased to offer you the position of "CRC" in Clinical trial department on the following terms and conditions:

You would report to Mr.Gireesh Sasumana (In-charge clinical trials)

The Cost to the company would be as discussed

You are requested to report for duty not later than 13-Nov-2019

Kindly sign the duplicate copy of the letter as a token of your acceptance and return it to us.

Please bring the copies of the following documents on the day you join duty:

1. Birth Proof
2. 6 Passport size photos
3. Educational Certificates

We take pleasure in welcoming you to our Organization and hope you would have a long and mutually beneficial association with us.

Signature

S. Gireesh

In-charge Clinical Trails

Galaxy CR services,

King George Hospital,

Maharanipeta,

Visakhapatnam-530002



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Avanthi Institute of Pharmaceutical Sciences

Cherukupally (V), Bhogapuram Mandal
Vizianagaram Dt. - 531162



Date: 03-Jun-2019

Miss.Uppada Divya,
D/O Uppada Ramakrishna;
58-9-85/2,New Rarasa;
NAD Post;
Visakhapatnam-530009.

Dear Miss.Uppada Divya
Sub: Offer Letter

With reference to your application and the subsequent interview you had with us, we are pleased to offer you the position of "CRC" in Clinical trial department on the following terms and conditions:

You would report to Mr.Gireesh Sasumana (In-charge clinical trials)

The Cost to the company would be as discussed

You are requested to report for duty not later than 12-Jun -2019

Kindly sign the duplicate copy of the letter as a token of your acceptance and return it to us.

Please bring the copies of the following documents on the day you join duty:

1. Birth Proof
2. 6 Passport size photos
3. Educational Certificates

We take pleasure in welcoming you to our Organization and hope you would have a long and mutually beneficial association with us.

Signature

S. Gireesh

In-charge Clinical Trails

Galaxy CR services,

King George Hospital,

Maharanipeta,

Visakhapatnam-530002



PRINCIPAL

Ayanthi Institute of Pharmaceutical Sciences

Regd. Office: Flat No. 102, Sri Datta Mansion, Vivekanand Nagar, Yendada, Vishakhapatnam - 530045, Andhra Pradesh, India

Contact no: +91- 81066 37595, 89783 12341, Office: +91-70758 52341

E-mail: info@gataxycrservices.com Website: www.galaxycrservices.com

Gherukapally (M) Bhodanuram Mandal
Vizianagaram Dt., - 531162

Aquity

Aquity Solutions/Hyderabad, India - Service Center -6: VIZ/Medical Scribing

June 4, 2019

Mr. Yalla Sarah
12-69-19/1,
BC-Road,Gajuwaka
Visakhapatnam-530026

Subject: Offer Letter

Dear Y.Sarah

Based on your interview with us, we are pleased to extend you an offer to join Aquity Solutions India Private Limited (hereinafter referred to as "the Company" or "Aquity Solutions") as **Medical Scribe Trainee** at its office located at **Visakhapatnam** in the state of Andhra Pradesh.

We welcome you to Aquity Solutions, and we are confident that you will enjoy being a part of it, as much as we shall cherish our association with you. This Offer Letter confirms your total emoluments and other terms of your employment, which if accepted by you, will be as follows:


1. Your Annual Cost to the company (CTC) shall be **Rs. 420000/- only (Rupees Four Lakh Twenty Thousand only)** and the same will be structured as per the attached Annexure I.
2. You shall join us on or **before 4-june-2019** failing which the offer will be void.
3. This Offer Letter and your employment with Aquity Solutions shall be subject to satisfactory Background Verification Report as per the Company's process.
4. Your employment with Aquity Solutions will be governed by your Appointment Letter, which will be issued to you at the time of your joining.
5. Your services with the Company will be subject to a probation period of three (3) months from the date of your joining, during which period your performance would be monitored and evaluated prior to confirming your services with the Company.
6. The terms of this Offer Letter are valid for seven (7) days from the date of this letter. If we do not receive your acceptance of this offer, the terms of this letter and this offer will be deemed to have been rejected by you unless otherwise communicated to you by the Company inwriting.
7. Please provide all the documentation as listed in Annexure II, on or before joining the Company.
8. To indicate your acceptance of this Offer Letter, please sign and return a duplicate copy of this letter.

We look forward to hear from you regarding your decision to join Aquity Solutions. You are expected to keep this offer strictly confidential. In case, you have anything you would like to discuss further, please feel free to get back to us on the same.

We wish you a successful career and look forward to your joining us.

Sincerely yours,

For **Aquity Solutions India Private Limited**



Authorized Signatory

I hereby acknowledge and accept the terms and conditions of this Offer Letter. I further confirm that I shall join the Company on or before _____

Accepted:

Signature: _____
SYS/HR/F/1.3a Rev08/Date of issue-01-Jan-2020



Date: _____

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Avanthi Institute of Pharmaceutical Sciences
Cherukupally (V), Bhojapuram Mandal
Vizianagaram District - 531162



Aquity Solutions India Private Limited (CIN U72900MH1999PTC120346)
(Formerly Known as MModal Global Services Private Limited)
Registered Office: 1st Floor, Unit No. 103, Reliable Plaza, Plot No. K 10, Kalwa Industrial Area, Village- Elthen,

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Annexure I

Annual Cost to Company (CTC)		
Name of the Employee: Yalla. Sarah		
Designation / Division: Medical Scribe Trainee / Medical Scribing		
Particulars	Compensation Per Month Rs.	Compensation Per Annum Rs.
Basic	11788	141456
HRA	6483	77796
Medical	1250	15000
Food Coupons	1100	13200
Attire Allowance/Reimbursement	1600	19200
Education	200	2400
Leave Travel Allowance (LTA)	884	10608
City Compensatory Allowance (CCA)	4164	49968
Interim Bonus (IB)	2000	24000
Gross Earnings (Rs.) - 1. (Rs.)	29469	353628
Performance Allowance	0	0
Hardship Allowance	2500	30000
Total Earnings (Rs.) - 2. (Rs.)	31969	383628
Company's Contribution to		
Provident Fund	1532	18384
Gratuity	567	6804
Mediclaim Insurance	412	4944
Subsidised Canteen facility	520	6240
ESI Employer Contribution	0	0
Monthly Bonus	0	0
Company's Contribution (Rs.) -3.	3031	36372
Total Monthly CTC (Rs.) - 1+ 2 +3	35000	420000
Total Annual CTC (Rs.)	420000	
Comments:		
PF is calculated as 13 % of Basic Salary		
Gratuity calculated as per the Gratuity Act 1972 (Payable on completion of five years of service)		
Mediclaim Insurance - Mediclaim Insurance as per the company policy		
Provision of Subsidized canteen facilities		
You will also be eligible to earn line Incentive over and above your CTC, subject to meeting Productivity and Quality Parameters		

SYS/HR/F/1.3a Rev08/Date of issue-01-Jan-2020




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 Cherukupally (V), Bhogapuram Mandal
 Vizianagaram Dt., - 531162

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Annexure II

List of required documents and/or information to be provided on or prior to joining

1. 8 passport size copies of your recent photograph.
2. Self-attested copies of all educational and professional certificates.
3. Self-attested copy of document in support of your age (Birth Certificate/10th Mark Sheet/Passport Copy).
4. Self-attested copy of document in support of your address (Passport Copy/License Copy etc.).
5. Self-attested copy of your PAN Card.
6. Self-attested copy of your Aadhaar Card or the receipt of Aadhaar enrollment.
7. Self-attested copy of Relieving and Experience Letter issued by your previous employer.
8. Self-attested copy of your last three (3) months' Salary Slip or Salary Certificate and Form 16 or Tax Deduction certificate from your previous employer.
9. Your PF UAN (Universal Account Number) along with a self- attested photocopy of UAN Card (available on UAN Member Portal).
10. Your Provident Fund and Family Pension fund account numbers (details in case it is a private trust).
11. If you are eligible for ESIC as per your Compensation Plan, please provide a self-attested copy of your ESIC card or Form 1 Declaration.
12. Recent Medical Fitness Certificate from a recognized Medical Practitioner (not more than a week older on the date of joining).



IMPULSE CLINICAL RESEARCH

Quality. Defined

LETTER OF APPOINTMENT

27th June 2019

Dear Dr.Rudraraju Aarthi Raju,

We are pleased to offer you the position of **Clinical Research Coordinator** at **Impulse Clinical Research for Ajmer Location at JLN Medical College & Hospitals, Ajmer, Rajasthan, India**. As you know, we intend to grow substantially in the near future, and I foresee your potential skills as a valuable contribution to our company.

During this service, you shall devote your best endeavors to promote the business and the business interest Of Impulse Clinical Research in a responsible manner, giving at all times the full benefit of your knowledge, expertise, technical skill and shall provide your services and perform your duties & functions competently, proficiently and diligently.

As Clinical Research Coordinator, you are entitled to the monthly remuneration of INR 15,000 which is inclusive of 10% of TDS and Company will also provide accommodation with food allowances. Your remuneration shall be reviewed on an annual basis. Any increase in remuneration is related both to the Company and your individual performance and shall be at the sole discretion of the Company. You acknowledge and agree that your remuneration is a confidential matter and shall not be disclosed the same to others.

Your services will start with effect from **15 July 2019**.

You shall bind yourself to follow the rules & regulations of Impulse Clinical Research issued from time to time. It will be your duty to always protect the company's interest and ensure that you do not engage in any business activity with the Company's competitors at any time.

You shall not disclose any information regarding the affairs of the company, which comes to your knowledge during the period of your services, the disclosure of which is likely to be prejudicial to the company.

Regular performance review will be conducted to assess your performance and suitability. Should you wish to leave ICR, you shall give to the company 60 days of notice in writing or remuneration in lieu of the same to the management.

The services will be subject to the Company's Rules, Regulations and Policies in this regard, which may be in force from time to time. The Company shall be entitled to modify or amend its Rules, Regulations and Policies.

Branch Office: G-11, Shubham Apartment, Central Spine, Vidyanagar, Jaipur-302025, Rajasthan E-mail:
impulse.clinical@outlook.com

Attached Hospital:

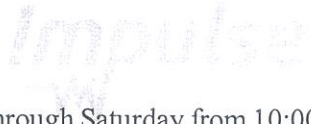
1. JLN Medical College, Ajmer, Rajasthan
2. Maharaja Agrasen Superspeciality Hospital, Jaipur
3. Apex Hospitals Pvt. Ltd. Jaipur
4. SPMC Medical College, Bikaner
5. Mangalam Medicity hospital, Jaipur
6. Abhayahasta Hospital, Bangalore
7. Gangasheel Hospital, Bareilly, UP



Under Process

1. AIIMS Jodhpur
2. SN Medical College, Jodhpur
3. Pali Medical College, Pali
4. GNRC Medical College, Guwahati

Principal
Avanthi Institute of Pharmaceutical Sciences
Cherukupally (V), Bhogapuram Mandal
Vizianagaram Dt., - 531162



Your work week will be six days, Monday through Saturday from 10:00 AM to 07:00 PM or as per practice.

We are very enthusiastic about you joining our team. Please signify your acceptance of all terms and conditions by signing the duplicate copy of this letter and start your service on the given date.

We wish you the very best for your career in Impulse Clinical Research.

Dr. Khushwant Khatri
Operation Director
Impulse Clinical Research
Mail ID: info@impulseclinical.com
M: +91- 77372 58659

Branch Office: G-11, Shubham Apartment, Central Spine, Vidyanagar, Jaipur-302025, Rajasthan E-mail:

impulseclinical@outlook.com

Attached Hospital:

1. JLN Medical College, Ajmer, Rajasthan
2. Maharaja Agrasen Superspeciality Hospital, Jaipur
3. Apex Hospitals Pvt. Ltd. Jaipur
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Under Process

1. AIIMS Jodhpur
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Cherukupally (V), Bhogapuram Mandal
Vizianagaram Dt., - 531162



Date: 08-Jul-2019

Miss.Refath Sultana,
D/O MD.Rehamath Ali;
65-3-5/1,Hanuman Sanjeev Colony;
Malka Puram (P.O);
Visakhapatnam-530011.

Dear Miss.Refath Sultana
Sub: Offer Letter

With reference to your application and the subsequent interview you had with us, we are pleased to offer you the position of "CRC" in Clinical trial department on the following terms and conditions:

You would report to Mr.Gireesh Sasumana (In-charge clinical trials)

The Cost to the company would be as discussed

You are requested to report for duty not later than 17-Jul -2019

Kindly sign the duplicate copy of the letter as a token of your acceptance and return it to us.

Please bring the copies of the following documents on the day you join duty:

1. Birth Proof
2. 6 Passport size photos
3. Educational Certificates

We take pleasure in welcoming you to our Organization and hope you would have a long and mutually beneficial association with us.

Signature

S. Gireesh

In-charge Clinical Trails

Galaxy CR services,

King George Hospital,

Maharanipeta,

Visakhapatnam-530002



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General, (A), Bhogapuram Mandal
Vizianagaram Dt., - 531162

IMPULSE CLINICAL RESEARCH

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LETTER OF APPOINTMENT

07th June 2019

Dear Dr.Bhaban Sahu,

We are pleased to offer you the position of **Clinical Research Coordinator** at **Impulse Clinical Research for Ajmer Location at JLN Medical College & Hospitals, Ajmer, Rajasthan, India**. As you know, we intend to grow substantially in the near future, and I foresee your potential skills as a valuable contribution to our company.

During this service, you shall devote your best endeavors to promote the business and the business interest Of Impulse Clinical Research in a responsible manner, giving at all times the full benefit of your knowledge, expertise, technical skill and shall provide your services and perform your duties & functions competently, proficiently and diligently.

As Clinical Research Coordinator, you are entitled to the monthly remuneration of INR 15,000 which is inclusive of 10% of TDS and Company will also provide accommodation with food allowances. Your remuneration shall be reviewed on an annual basis. Any increase in remuneration is related both to the Company and your individual performance and shall be at the sole discretion of the Company. You acknowledge and agree that your remuneration is a confidential matter and shall not be disclosed the same to others.

Your services will start with effect from **24 June 2019**.

You shall bind yourself to follow the rules & regulations of Impulse Clinical Research issued from time to time. It will be your duty to always protect the company's interest and ensure that you do not engage in any business activity with the Company's competitors at any time.

You shall not disclose any information regarding the affairs of the company, which comes to your knowledge during the period of your services, the disclosure of which is likely to be prejudicial to the company.

Regular performance review will be conducted to assess your performance and suitability. Should you wish to leave ICR, you shall give to the company 60 days of notice in writing or remuneration in lieu of the same to the management.

The services will be subject to the Company's Rules, Regulations and Policies in this regard, which may be in force from time to time. The Company shall be entitled to modify or amend its Rules, Regulations and Policies.

Branch Office: G-11, Shubham Apartment, Central Spine, Vidyanagar, Jaipur-302025, Rajasthan E-mail:

impulse.clinical@outlook.com

Attached Hospital:

1. JLN Medical College, Ajmer, Rajasthan
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3. Apex Hospitals Pvt. Ltd. Jaipur
4. SPMC Medical College, Bikaner
5. Mangalam Medicity hospital, Jaipur
6. Abhayahasta Hospital, Bangalore
7. Gangasheel Hospital, Bareilly, UP



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1. AIIMS Jodhpur
2. SN Medical College, Jodhpur
3. Pali Medical College, Pali
4. GNRC Medical College, Guwahati

J.S.
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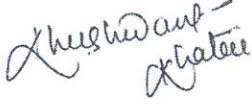
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Cherukupally (V), Bhogapuram Mandal
Vizianagaram Dt., - 531162

Impulse

Your work week will be six days, Monday through Saturday from 10:00 AM to 07:00 PM or as per practice.

We are very enthusiastic about you joining our team. Please signify your acceptance of all terms and conditions by signing the duplicate copy of this letter and start your service on the given date.

We wish you the very best for your career in Impulse Clinical Research



Dr. Khushwant Khatri
Operation Director
Impulse Clinical Research
Mail ID: info@impulseclinical.com
M: +91- 77372 58659

Branch Office: G-11, Shubham Apartment, Central Spine, Vidyanagar, Jaipur-302025, Rajasthan E-mail:

impulseclinicalbook.com

Attached Hospital:

1. JLN Medical College, Ajmer, Rajasthan
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3. Apex Hospitals Pvt. Ltd. Jaipur
4. SPMC Medical College, Bikaner
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1. AIMS Jodhpur
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4. GNRC Medical College, Guwahati

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Avanathi Institute of Pharmaceutical Sciences
Cherukupally (V), Bhogapuram Mandal
Vizianagaram Dt., - 531162

Registered Office Address

inVentiv International Pharma Services Private Limited

3rd Floor, Tower B, Presidency Tower, 46/4,

M. G. Road, Sector 14, Gurugram, Haryana-122001

Phone No. +91 124 445 78 00

CIN: U93090HR2006PTC101717

12th June 2019

Allada Thabitha Supriya
302,4th floor siri chandhana enclave
PappayaraJupalem,sujatha nagar
Visakhapatnam,530051, AP,India

Dear **Supriya**,

We are pleased to offer you an appointment with **inVentiv International Pharma Services Private Limited** ("**Company**") in the position of **Trial Master File Document Specialist I**, on the terms and conditions set out herein after:

1. Employment

Your employment will commence on **17th June 2019** until **18th December 2019**.


Your fixed term employment with the Company will be subject to successful pre and/or post-employment background checks, accuracy of the testimonials and information provided by you and your being free from any contractual or legal restrictions preventing you from accepting this offer or starting work on the above-mentioned date. You, if so asked by the Company, shall fully disclose on your behalf and, if married, on behalf of your spouse full details of any external directorships held and any personal business interests including partnerships, shareholdings and trusteeships; involvement in any other business ventures involving limited/ unlimited liability; personal liabilities in connection with business activities; and involvement in other positions external and/or prejudicial to the interests of the Company and seek acceptance/approval of the Company towards continuing with such external interests ("**External Interest**").

You shall also undertake that you are authorized to work in this country and that you have not been convicted in any criminal proceedings in the past, and/or are not a party to any criminal proceedings pending in any court of law.

Please note that if during the pre or post-employment background checks, the background checking agency gives a negative report or the Company receives negative feedback from a third party or in event of unsatisfactory results of any of the above, this letter of employment/ agreement shall stand revoked automatically, regardless of whether or not you have accepted it. In the event you have already commenced employment with the Company, such employment will automatically terminate without giving rise to any claim for compensation or damages in your favor, but without prejudice to the Company's rights and remedies against you.

You undertake to carry out any and all lawful and legitimate duties assigned by the Company during the course of your employment and unless prevented by ill health or accident and save while on approved leave will, (a) devote the whole of your time, attention skills and abilities to the business of the Company;




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Cherukupally (V), Bhogapuram Mandal
Vizianagaram Dt., - 531162

(b) always endeavor and conduct yourself to promote the Company's best interests; and (c) not at any time do anything or act in a manner that could/might damage the Company's interests.

Provided that the Company shall still retain its right under Clause 7.8 of this letter of employment/ agreement and under the laws, in the event due to continued ill-health, you are deemed unfit/ incapable of discharging your duties akin to the expectations of the Company and in terms of this letter of employment/ agreement.

The Company shall have the sole discretion to modify the nature of your duties and designation as it may deem appropriate without assigning any reason and you will be expected to undertake all responsibilities that may be assigned to you by the Company at any time.

You shall not, without the Company's prior and formal written consent, whether for any consideration or not, enter into any association with any third party in the nature of employment, retainer, assignment, apprenticeship / traineeship, consultancy engagement or in any other manner whatsoever, or carry out any other profession / business / activity / vocation, nor engage in any such activities (even if such association, activity, etc. is on part-time basis) as would interfere with performance and delivery of your duties and obligations to the Company or which would represent a conflict of interest with the Company.

By signing this letter of employment/agreement, you undertake and represent to the Company that you have ensured total, formal and effective closure of any/all preexisting association/engagement with any third party.

By signing this letter of employment/agreement, you agree to adhere to the Company's policies, rules and practices existing at the time of entering into this letter of employment/agreement and/or which may be formed later and brought into force by the Company at a later date during the course of your employment. These may include, but are not limited to, work schedule, sick leaves, leave of absence. Furthermore, you acknowledge that these policies may be modified from time to time as required by the Company's business needs and in such an event, prior notice shall be given to you in compliance with this letter of employment/agreement.

By signing this letter of employment/agreement, you also acknowledge that in the event you resign from the services of Company within one (1) year from the joining date, the Company reserves the right to deduct applicable amounts paid to you as: a) relocation allowance; b) notice period buy out; c) joining bonus; and d) such other amounts as may be applicable as per the Company's policy prevalent at the time of such resignation.

2. Probation

You will serve a mandatory minimum probation period of three (3) months' from the date of your joining the Company ("**Probation**") following which you shall get confirmed into the Company by default unless you receive a letter of extension of probation. The Company reserves the right to extend your Probation period for an additional three (3) months, in the event that your performance is found not up to the Company's expectations. In such case, you will be deemed to continue on probation until you are confirmed, and your confirmation has been communicated to you, in writing expressly by the Company.

Your performance will be evaluated according to your efficiency, conduct, maintenance of discipline and other conditions as stipulated under the Company's regulations/policies existing now or in future. It will be your responsibility to read, peruse and follow the Company's regulations/policies which are available on the Company's intranet page.



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Cherukupalli (M), Bhogapuram Mandal
Vizianagaram Dt., - 531162

The decision of the Company on whether to confirm your employment with the Company or to extend the period of probation or termination of your employment shall be final.

During the period of Probation, either the Company or you may at any time terminate this letter of employment/agreement without cause by giving in writing to the other party, one (1) month notice or in lieu thereof a sum equal to the amount or pro-rated amount of salary which would have accrued to you during the period or remaining period of notice. You shall not be entitled to any notice pay if your employment is terminated in accordance with the conditions under clause 7.8 of this letter of employment/ agreement.

3. Place of Posting

Your initial place of posting shall be at **Home Based**. However, your services are transferable and you may be assigned, re-assigned or transferred in India or outside India to serve the Company in any of its existing or future offices or any of its group companies or associates or clients/customers. The decision of the Company shall be final and binding.

It is a condition of your employment that you comply with any such requirements of the Company. The transfer arrangement will not deem to constitute a change in your conditions of service and in any such event, you shall be given reasonable advance intimation in writing of any such transfer/relocation by the Company.

Notwithstanding the above, you may however be required to work at any other place that the Company may deem fit and as may be required from time to time. You may also be seconded, deputed or transferred to any other person/company associated with the Company or a client/customer of the Company whether in India or abroad. In such a case, your relocation expenses shall be borne by the Company and your reimbursement shall be made as per the Relocation Policy of the Company.

Your place of work shall change in case of any relocation of the Company's offices, for which you shall be entitled to reimbursement in consonance with the Relocation Policy of the Company.

4. Performance Of Duties

You shall be assigned with all the duties and responsibilities of the **Trial Master File Document Specialist I**, and such other duties on behalf of the Company, as may be reasonably assigned from time to time by the Company's management. You agree to perform such duties and comply with all reasonable directions given by the Company. During the term of this letter of employment/agreement, you will faithfully and diligently serve the Company and promote its interest to the best of your abilities. You shall devote the whole of your time, attention, abilities to its affairs during the hours in which you are required to perform your duties. You agree that you will not engage in any other employment or activity, in the absence of prior written approval from the Company.

Your performance and progress will be assessed and appraised as per the performance evaluation process or any other appropriate mechanism, as per processes and schedules implemented by the Company from time to time. Based on your achievement of specific performance and other standards and subject to the Company's norms regarding cycles of compensation reviews at the relevant time, your remuneration may be considered for a review, after completion of the appropriate performance evaluation process. You agree to provide all the necessary information, if so required to the Company for completion of the performance of evaluation process.



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Cherukupally, AA, Bhogapuram Mandal
Vizianagaram Dt., - 531162

You will perform your duties in a careful and prudent manner and will conduct yourself at all times in such a manner so as to improve the reputation and interests of the Company. You also agree to truthfully make and manage such reports as the Company may reasonably require. Additionally, you also agree to make available to the Company any and all information derived from your employment, as and when requested by the Company.

You will be true and faithful to the Company in all your account, dealings and transactions whatsoever relating to the business of the Company and shall, at all times, when required, render a true and just account thereof to the Company or to such persons as authorized by the Company.

You will abide by standing rules/ regulations of the Company. Therefore, it is necessary that you are fully aware of the implications of various laws that are applicable to the responsibilities you are handling. Nevertheless, compliance of local laws applicable to your assignment is your personal responsibility and you shall ensure that there is no cause whatsoever of violation of any of these laws by you or your subordinates.

The Company shall always have the right to draw specific attention of such employer(s) and/or associates of yours to the various provisions of this letter of employment/ agreement and in particular to your obligations and commitments as agreed upon by you.

5. Compensation

As regards compensation for services to be rendered, you shall be paid an annual Fixed Salary of Rs. **345000**. Your CTC would be Rs. **361560** per annum. The salary shall be payable on monthly basis in arrears on or about the last working day of each calendar month, but in no case later than the date of joining of the succeeding calendar month. The break-up of your salary is detailed in Appendix 1 hereto and the same shall form an integral part of this letter of employment/ agreement. Your compensation is based on your qualifications, skill sets and overall experience. Therefore, the compensation payable to you by the Company is unique and personal and any comparison of the same with other employees shall be futile.

Except to the extent prescribed by law, the breakup of compensation shall be entirely at the discretion of the Company but will be based on factors such as level of employment, tax efficiency, fairness and management convenience. Please note that your salary details are highly confidential and shall not be disclosed inside or outside the organization by you in any manner whatsoever except where required by Company policy. Any failure on your part to adhere to this obligation shall be considered as serious breach of the terms of this letter of employment/ agreement.

6. Use Of Employee's Personal Information

You acknowledge and agree that the Company may collect, use, store, disclose, transfer and /or process your information or data, listed at Appendix 2, and any other personal information or sensitive personal information or data (collectively "Data"), before or during the course of your employment, for without limitation, the purpose of processing of your application, record keeping, accounting and finance functions, human resource functions including without limitation managing attendance and absences of the Company's employees compliance with applicable laws and/or any other purposes relating to your job requirements and the business/management of the Company. You further acknowledge and agree that the Company may store and, in some events, disclose, transfer or share such Data, including without limitation to your name, identification number, location and supervisor's name, with affiliates and/or third parties, including the company's clients and third party providers of cloud and software services, in the normal course of business. ⁴ **LAWS** may be required by law. By accepting this letter of



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Viziyanagaram Dt., - 531162

employment/agreement you hereby give consent to the Company's collection, use, storage, disclosure, transfer and /or processing of your Data in the manner provided in this clause. You also agree that such information can be shared without any prior consent with government agencies as mandated under law or any other third party by an order under the law, who shall be under a duty not to disclose it further.

All the employee Data collected by the Company will be maintained in a secured manner in accordance with the existing laws and the Company's security practices listed in the Company's Privacy Policy, as may be amended from time to time by the Company at its sole discretion. You have been provided a copy of such Privacy Policy and by signing this letter of employment/agreement you consent and agree to all terms thereof. You further acknowledge and agree that the security practices and procedures adopted by the Company are reasonable and adequate to protect your Data and that the security practices and procedures comply with all the requirements of the applicable laws.

7. Termination Of Employment

During Probation period, either the Company or you may at any time terminate this letter of employment/agreement without cause by giving in writing to the other party, one (1) month notice or in lieu thereof a sum equal to the amount or pro-rated amount of salary which would have accrued to you during the period or remaining period of notice. You shall not be entitled to any notice pay if your employment is terminated in accordance with the conditions as mentioned in clause 7.8 of this letter of employment/agreement.

After completion of the Probation Period, either the Company or you may at any time terminate this letter of employment/agreement without cause by giving in writing to the other party, **Three Months** notice or in lieu thereof a sum equal to the amount or pro-rated amount of salary which would have accrued to you during the period or remaining period of notice. You shall not be entitled to any notice pay if your employment is terminated in accordance with the conditions as mentioned in clause 7.8 of this letter of employment/agreement.

The notice period of termination of employment as referred in clause 7.2 will be subject to your title at the time of separation and the associated duration of notice period as per notice period policy then in force.

By accepting this letter of employment/agreement you authorize the Company to deduct from your remuneration on termination of employment (including salary, salary in lieu of notice, etc.) all debts owed by you to the Company or any of its group companies/ associates/ clients/ customers or any fine imposed by the Company as a disciplinary penalty pursuant to the Company's disciplinary procedure.

After notice of termination, you shall cooperate with the Company, as reasonably requested by the Company, to effect a transition of your responsibilities and ensure that the Company is aware of all matters being handled by you.

Upon termination of your employment with the Company for any reason, you shall promptly and safely return to the Company any visiting cards, keys, credit cards, passes, mobile phone(s), laptops, data card(s), product samples, confidential documents or material, or other property belonging to the Company, and return all writings, files, records, correspondence, notebooks, notes, stationery and other data or documents and things (including any copies thereof) containing Confidential Information or relating to the business or proposed business of the Company or its subsidiaries or affiliates. The Company reserves the right to postpone relieving you from your employment in the event that all the



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Company's documents/ property/Confidential Information in your custody have not been properly handed over by you to an authorized representative of the Company.

The Company reserves the right during any period of notice to exclude you from the premises of the Company, or to require you to carry out specified duties at premises other than those referred to in Clause 3.1 of the letter of employment/ agreement, or to carry out no duties, and to instruct you to not communicate with clients, employees, agents or representatives of the Company until your employment has been terminated, provided that you will continue to be paid and to enjoy normal contractual benefits during any such period, except in the case of suspension. You will not be entitled to engage in any other employment, work or business during the notice period.

In addition to all the rights of the Company provided for in this letter of employment/ agreement or in any other policies/regulations, as amended from time to time, of the Company or under law, the Company may terminate your employment for cause under any of the following circumstances:

- (a) at any time you shall by your conduct, render yourself incompetent to perform your duties or if you are found to be dishonest, disobedient, intemperate, guilty of any misconduct or indiscipline, persistently unpunctual, negligent in performing your duties;
- (b) or commit breach of any of the terms of this letter of employment/agreement; or of any of its stipulations herein contained, or you are found to be working against the interests of the Company, or your integrity is found to be in suspect, of which the Company shall be the sole judge;
- (c) breach of any clauses of the Company's regulations/policies as referenced in clause 4 and 12 herein;
- (d) unauthorized absence beyond a period of seven (7) consecutive days, without prior written sanction from the Company;
- (e) inability to perform your duties beyond a period of thirty (30) days, whether on medical grounds or on any other grounds;
- (f) physical or mental incapacitation to perform your duties;
- (g) any misrepresentation by you to the Company, whether made orally or in writing and whether expressly or by conduct, and whether at the time of appointment or prior or subsequent thereto;
- (h) any declaration or information furnished by you in your application for employment or otherwise, is found to be wrong or incorrect or it is found that you have willfully suppressed any material information;
- (i) become the subject of bankruptcy;
- (j) convicted for any offense under any law for the time being in force in any jurisdiction;
- (k) commission of any act detrimental to the interests of the Company;
- (l) commission of any act involving moral turpitude.
- (m) Your performance is continuously measured as below expectation.



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In addition to the above, the Company shall also have the right to terminate your employment in the event your services become redundant for business reasons and/or for reasons beyond the control of the Company.

Notwithstanding anything contained in clause 7.2, the Company reserves the right to terminate your employment without giving any notice period or pay in lieu thereof if you are guilty of any breach as mentioned in any of the sub-clauses of clause 7.8 hereinabove.

The Company shall always have the right to draw specific attention of such employer(s) and/ or associates of yours to the various provisions of this letter of employment/ agreement and in particular to your obligations and commitments as agreed upon by you.

8. Non-Solicitation

You shall not, during the term of your employment and for a period of twelve (12) months immediately following any termination/cessation of such employment (regardless of whether such termination/cessation is voluntary or involuntary), directly or indirectly, individually or on behalf of any other person, firm, corporation or other entity, (a) interfere with the Company/Syneos Health Group's continuing relationships with its other employees, (b) disparage the Company/Syneos Health Group with such other employees, (c) attempt to induce such other employees to leave their employment with the Company/Syneos Health Group, (d) interfere with the Company/Syneos Health Group's continuing relationships with its suppliers or customers, (e) disparage the Company/Syneos Health Group with suppliers or customers, (f) sell, attempt to sell or solicit the sale of products competitive with those of the Company/Syneos Health Group to the Company/Syneos Health Group's customers, (g) take any action to discourage or divert any suppliers or customers from doing business with the Company/Syneos Health Group, or; (h) disparage the suppliers or customers of the Company/Syneos Health Group.

9. Confidentiality

The term "Confidential Information" shall include all information, whether written or oral, that is not known by, or not generally available to, the public/outside at large and that concerns the business, activities, financial affairs, trade secrets, technology of the Company or otherwise relates to the Company, in any manner whatsoever, its customers, their clients, suppliers and other businesses or entities, with whom the Company does business, which may come to your knowledge or possession during the tenure of your employment with the Company. You shall hold such Confidential Information in trust and confidence and not disclose or divulge such Confidential Information to any other person or entity or use any such Confidential Information for your own benefit or the benefit of any other party, unless so authorized by the Company or required to be so disclosed or divulged in the course of proper execution of your duties.

You undertake not to make copies or duplicates of any tangible Confidential Information or other sensitive property or materials of the Company, including but not limited to keys, access cards, diskettes, programs, photographs or such other proprietary information relating to the Company's business and you further undertake that during the course of your employment with Company and whether or not during your hours of employment and whether or not with the use of Company's facilities, materials or personnel, you, either alone or jointly with any other person/s and whether or not such person/s are employed in the service of the Company, conceive, make or devise any invention, discovery, process or improvement (whether patented or not) or compile any data to any research, development, technique, method of manufacture, process, appliance, machinery or project now used, made or dealt within by



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the Company or hereafter to be used or which may be substituted for or used in conjunction with any research, development, technique, method of manufacture, process appliance, machinery or project now or to be hereafter used, made or dealt in by the Company or suggested by or resulting in any task assigned to you or work performed by you for or on behalf of the Company.

You agree and confirm that the terms and conditions of this Clause 9 shall survive the termination or discontinuation of your services with the Company.

10. Intellectual Property Rights

You shall be required to disclose promptly, completely and in writing to the Company any discovery, invention, methodology improvements made thereto, process, data, techniques, software applications or products, appliances or machinery conceived, developed or discovered by you, either individually or jointly with others, during your employment (“Inventions”) and such Inventions shall at all time belong absolutely to and be the sole and absolute property of the Company whether or not any patent application in relation to such invention has been filed. You agree to treat such Inventions as Company proprietary and confidential and to use such Inventions solely for the benefit of the Company. You agree to assign to the Company any and all rights, title and interest, including, but not limited to, copyrights, trade secrets and proprietary rights to the Inventions, information, materials, products and deliverables developed during the performance of services to the Company. You agree that all the work performed by you and all Inventions, information, materials, products and deliverables developed by you while in the employment of the Company shall be the exclusive property of the Company and all title and interest therein shall vest with the Company. You shall have no right whatsoever, in respect of use of any such Inventions, during the continuance or after cessation of your employment with the Company for whatsoever reason. You must not at any time misappropriate files or document of any kind belonging to the Company or make copies, duplicates or excerpts for private or any other purpose unrelated to your employment. If and when required by the Company, you shall at the Company’s expense take out or apply for letters patent, licenses or other rights, privileges or protection, as may be directed by the Company in respect of such inventions, so that the benefit thereof accrues to the Company. You shall execute all instruments, acts, deeds and do all other necessary things, which may be required by the Company for assigning, licensing any Inventions made during the employment, which shall vest with the Company including the name and all benefits arising in respect thereof. Pursuant to its exclusive proprietary rights, the Company shall have the sole and exclusive right inter alia to use, modify or adapt the Inventions, information, materials, products or deliverables developed by you during the performance of your services as an employee of the Company.

11. Disciplinary Action Procedure

Any breach of the Company’s regulations/policies, failure to attain or maintain a satisfactory work standard or any misconduct by an employee will be regarded as a disciplinary or capability matter. Your immediate superior will normally deal with minor disciplinary matters. The procedure for more serious offences including major misconduct shall be as set out under the Company’s regulations/policies as amended from time to time.




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12. Company's Regulations/Policies

You shall abide and be bound by the Company's regulations/policies, and the same shall form an integral part of this letter of employment/ agreement. The Company's regulations/policies may be changed/amended at any time at the discretion of the Company and the changed Company regulations/policies shall thereupon bind you. You will also carry out and abide by any instruction, policies, 'house rules' and 'office orders' issued by the Company from time to time.

You will be bound by the Company's regulations/policies, and all other rules, instructions, and orders issued by the Company from time to time, in relation to your conduct, discipline and service conditions such as leave, medical, retirement, etc. as if these Company's regulations/policies, rules, instructions, etc. were part of this letter of employment/ agreement. In case of any conflict between this letter of employment/agreement and Company's regulations/policies, the terms and conditions herein shall override/prevail.

13. Representation

You represent and warrant that you are not bound by or subject to any court order, agreement, arrangement or undertaking (including but without limitation to any non-competition or non-solicitation undertakings) or any other disability of any nature which may in any way restrict or prohibit you from entering into this letter of employment/agreement or from performing your duties and providing services under this letter of employment/ agreement on the terms and condition contained herein.

14. Interpretation

If any of the provisions of this letter of employment/agreement shall, for any reason, be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provisions of this letter of employment/agreement, and this letter of employment/agreement shall be construed as if such invalid, illegal or unenforceable provision has never been contained in this letter of employment/agreement. If, moreover, any one or more of the provisions contained in this letter of employment/ agreement shall for any reason be held to be excessively broad as to duration, geographical scope, activity or subject, it shall be construed by limiting and reducing it, so as to be enforceable to the extent compatible with the applicable law.

15. Governing Law, Jurisdiction and Dispute Resolution

This letter of employment/ agreement shall be governed by and construed and enforced in accordance with the laws of India. If any provision of this Agreement as applied to either party or to any circumstances shall be adjudged by a Court of competent jurisdiction to be void or unenforceable, the same shall in no way affect any of the other provisions of this Agreement or the validity or enforceability of this Agreement. Further, any dispute arising between the parties shall be resolved by reference to the courts of competent jurisdiction over the subject matter of the dispute. The parties hereby agree to submit themselves to the exclusive jurisdiction of the courts in **Gurugram**.

Notwithstanding the above, if any disputes, differences or disagreements arise between you and the Company with respect to the terms or interpretation of this letter of employment/ agreement, then all such disputes, differences or disagreements shall be finally decided by a sole arbitrator appointed with the consent of both the parties in accordance with the provisions of the Arbitration and Conciliation Act, 1996 (as amended). Any arbitration pursuant hereto shall be a domestic arbitration under the applicable laws of India. The venue of the arbitration shall be **Gurugram**.




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16. Waiver Of Breach

The waiver by the Company of a breach of any provision of this letter of employment/Agreement shall not operate or be construed as a waiver of any subsequent breach.

17. Others

You shall Inform the Company as soon as possible about any change in your residential address as well as personal status from time to time. All communications sent to you in the normal course on the address given by you shall be deemed to have been received by you.

As per the Company policy, the age for superannuating is [60 years].

Survival The provisions of this letter of employment/agreement, which by their nature are intended to survive the termination or expiration of this letter of employment/agreement, including without limitation, the provisions of Clauses 8, 9, 10, 12,14, 15 & 17.2 shall survive the termination of this letter of employment/agreement.

Kindly sign and return the duplicate copy of this letter along with the Appendixes, initialed on each page of the letter and the Appendixes. Upon your signature and return to us, this letter of employment/ agreement shall govern your employment with the Company.

This letter of employment/agreement shall automatically stand revoked in the event of your not joining the Company on or before the date mentioned in this letter of employment/agreement for any reason whatsoever.

You are required to provide true and accurate information to the Company. However, in the event that any of the personal information or sensitive personal information or data provided to the Company is found to be inaccurate or deficient, you will have the right to review, correct, or amend such information as deemed reasonable by your supervisor.




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18. Electronic Signature

The parties agree that this letter may be executed and delivered by electronic signatures using Adobe sign in accordance with the Information Technology Act 2000 of India and that the signatures appearing on this letter are the same as handwritten signatures for the purposes of validity, enforceability, and admissibility.

To accept the Company's offer, please sign the original hard copy of this letter or e-sign using Adobe sign and return it to **Mounika Akondi** by **17th June 2019**. If this letter is not signed and returned by you by **17th June 2019** signifying your acceptance of this offer, this offer of employment will lapse.

You should retain the other copy of this letter for your own records.

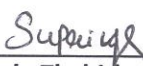
Yours truly,



Vaishali Sharma
Director - Human Resources, India
For InVentiv International Pharma Services Pvt. Ltd

I acknowledge, accept and hereby consent to the terms and conditions contained in this letter of employment/agreement.


ACKNOWLEDGEMENT:



Allada Thabitha Supriya

Date





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Appendix

Allada Thabitha Supriya	
Components	Per annum (INR)
Basic	138000
House Rent Allowance	69000
*Flexi Basket	138000
1. Leave Travel Allowance	11500
2. Car or Fuel Allowance	21600
3. Meal Coupons	26400
4. Special Allowance	78500
Annual Fixed Salary - Total Gross (A)	345000
Company's contribution of PF (12% of basic)	16560
Total Retirals (B)	16560
TOTAL CTC (A+B)	361560
Insurance Coverage: Health Insurance Coverage for Self, Spouse, First Two Children (up to 25 years of age) and Parents/ Parent in laws (Any one set) & Personal Accident and Group Term Life Coverage for self.	

- **Flexi Basket** : Your compensation is designed in a way, to ensure that you get the maximum tax benefit by opting for appropriate components: This plan enable you to :
 1. Choose from the basket of allowances
 2. Apportion components of your salary within prescribed guidelines
 3. Optimize your earnings
- **Flexi Basket allowances:**
 - ✓ Fuel Allowance: An Employee has the option to either claim fuel up to Rs.10800 p.a for two wheeler or Rs. 21600 p.a for four wheeler (<1600CC) or Rs.28800 for four wheeler (>1600CC)
 - ✓ Leave Travel Allowance LTA will be payable once in a year as governed by our Government policy.
 - ✓ Meal Coupons: An Employee has the option to opt for Rs.26400 p.a for Sodexo food Coupons. This is a non-taxable component.
 - ✓ Special allowance: Balancing amount and it is taxable.
 - ✓ If employee fails to submit bills/receipts to payroll, Applicable Tax would be deducted from the salary of last 3 months of that financial year.
- **Provident Fund:** The employees would contribute an amount equal to that of the employer and the employee contribution will be deducted from Annual Fixed Salary - as mentioned above (the current rate of contribution is 12% of the basic salary)
- Take home salary will be net of PF & Income Tax deductions depending on your savings under various schemes
- **Insurance Benefits** : As an employee you are also entitled to the following:
 - ✓ You and your dependents will be eligible for floating health insurance coverage as per applicable policy
 - ✓ You will be eligible for Personal Accident coverage
 - ✓ You will also be eligible for Term Life coverage.





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Appendix

Please bring below mentioned list of documents on your Joining date:

- Copy of all education documents starting class 10th
- Document showing date of birth/passport
- Photocopy of PAN card and Adhar card
- Photocopy of address proof
- 3 recent passport size photographs
- Copy of relieving letter/experience certificate from all the previous organizations(in case of fresher not applicable)
- Copy of offer letter/appointment letter of last organization
- Resignation Acceptance letter and full and final settlement statement of last organization
- Few months (3-4 months) Pay slip of last organization (in case of fresher not applicable)




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SAADHANA HOSPITALS

For a Healthy Society

To
MS. ANNAMIREDDY, YAMUNA .

B. Pharmacy

Kothavala SA .

MobNo:- 8341423047.

14/7/2022.

Vishakapatnam,

We are happy to Appoint you for the position of
Pharmacist at our SAADHANA HOSPITALS. your work timings
would be from 8:30AM to 5:30pm (Monday to Sunday)

You will be offered 1,44,000/- per Annum. you will be
eligible for 1 Casual leave. and 2 Earn leaves per month.

We welcome you to our organisation and hope to work
together for the benefit of the society.

Respectfully,
J. Ranga Rao.
14/07/2022



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D.No. 1-214/8/4, BRTS Main Road, Beside Reliance Fresh, Sujatha Nagar, Visakhapatnam.

Ph: 77999 48860

Ms. ARANGI SARANYA

Date:04-02-2019


Sub: Offer Letter for Job/ assignment as Operator

This refers to a written application of yours and the subsequent interviews you had with us. We are please to inform you that your candidature has been consider carrying out work connected with the establishment of our client **M/s Hetero Labs Limited** as Operator in **Q.C department** at Nakkapally, Visakhapatnam district.

The terms and condition of your association with us shall be as under:

1. You shall be engaged to carry out the work in connection with the establishment of our client. You shall report us on 09.02.2019 and thereafter shall report us every day for getting the understanding of the work to be carried which is to be in connection with the establishment of our clients.
2. We may direct you to work at different establishment of our different clients. There shall not be a fixed place of work for your or you shall be posted anywhere depending on the requirement of our clients.
3. You shall abide by the contract Labour (regulation and Abolition) Act and the rules made there under.
4. During the currency of this contract with us, your work shall be supervised and controlled by us you shall not establish any direct relationship in terms of the employment with our client.
5. The association of yours with us can be terminated by us or you with or without tendering any reason well before the stipulated date of the automatic expiry as specified here in above.
6. Your association with us is subject to your fitness certified by the Registered Medical Officer (RMO).




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Zenex Facility Management, Miyapur X Roads, Miyapur, Hyderabad, Telangana

Email: hr@zenexfacilitymanagement.com

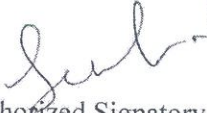
In case, you are willing to accept the above-mentioned terms & conditions, you may sign the duplicate copy of this letter as a token of acceptance of the temporary work.

You are requested to bring the documents at the time of joining:


1. Original certificates of Educational qualification certificates.
2. One set of photo copies of your education qualification certificates.
3. Pervious employment record (Original & Photo copy).
4. Updated Aadhar card as per SSC Certificate ((NAME)/(DD-MM-YYYY)), PAN card, Voter ID card etc..
5. Bank Account details with photo copy.
6. 12 no recent pass port size photographs.
7. All Medical reports.
8. 100 rupees non judicial stamp paper.

If your fail to report to duty on or before dt.09-02-2019 the offer stands withdrawn automatically.

For Zenex Facility Management


Authorized Signatory




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Vizianagaram Dt., - 531162

Mr. B MADIHU

Date:17-07-2019

Sub: Offer Letter for Job/ assignment as Operator

This refers to a written application of yours and the subsequent interviews you had with us. We are please to inform you that your candidature has been consider carrying out work connected with the establishment of our client **M/s Hetero Labs Limited** as Operator in **Q.C department** at Nakkapally, Visakhapatnam district.

The terms and condition of your association with us shall be as under:

1. You shall be engaged to carry out the work in connection with the establishment of our client. You shall report us on 22.07.2019 and thereafter shall report us every day for getting the understanding of the work to be carried which is to be in connection with the establishment of our clients.
2. We may direct you to work at different establishment of our different clients. There shall not be a fixed place of work for your or you shall be posted anywhere depending on the requirement of our clients.
3. You shall abide by the contract Labour (regulation and Abolition) Act and the rules made there under.
4. During the currency of this contract with us, your work shall be supervised and controlled by us you shall not establish any direct relationship in terms of the employment with our client.
5. The association of yours with us can be terminated by us or you with or without tendering any reason well before the stipulated date of the automatic expiry as specified here in above.
6. Your association with us is subject to your fitness certified by the Registered Medical Officer (RMO).




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Vizianagaram Dt., - 531162

Zenex Facility Management, Miyapur X Roads, Miyapur, Hyderabad, Telangana

Email: hr@zenexfacilitymanagement.com

In case, you are willing to accept the above-mentioned terms & conditions, you may sign the duplicate copy of this letter as a token of acceptance of the temporary work.

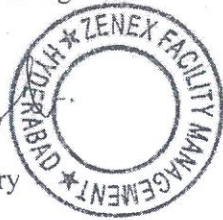
You are requested to bring the documents at the time of joining:

1. Original certificates of Educational qualification certificates.
2. One set of photo copies of your education qualification certificates.
3. Pervious employment record (Original & Photo copy).
4. Updated Aadhar card as per SSC Certificate ((NAME)/(DD-MM-YYYY)), PAN card, Voter ID card etc..
5. Bank Account details with photo copy.
6. 12 no recent pass port size photographs.
7. All Medical reports.
8. 100 rupees non judicial stamp paper.

If your fail to report to duty on or before dt.22-07-2019 the offer stands withdrawn automatically.

For Zenex Facility Management.

Authorized Signatory



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Vizianagaram Dt., - 531162

Aquity

Aquity Solutions/Hyderabad, India - Service Center -6: VIZ/Medical Scribing

June 25, 2019

Miss.Bandapu.Anusha,
3-47,vatchavalasa
village,gara mandal
Srikakulam, Andhra Pradesh-532404

Subject: Offer Letter

Dear Anusha,

Based on your interview with us, we are pleased to extend you an offer to join Aquity Solutions India Private Limited (hereinafter referred to as "the Company" or "Aquity Solutions") as **Medical Scribe Trainee** at its office located at **Visakhapatnam** in the state of Andhra Pradesh.

We welcome you to Aquity Solutions, and we are confident that you will enjoy being a part of it, as much as we shall cherish our association with you. This Offer Letter confirms your total emoluments and other terms of your employment, which if accepted by you, will be as follows:

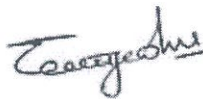
1. Your Annual Cost to the company (CTC) shall be **Rs. 420000/- only (Rupees Four Lakh Twenty Thousand only)** and the same will be structured as per the attached Annexure I.
2. You shall join us on or before **June 25,2019** failing which the offer will be void.
3. This Offer Letter and your employment with Aquity Solutions shall be subject to satisfactory Background Verification Report as per the Company's process.
4. Your employment with Aquity Solutions will be governed by your Appointment Letter, which will be issued to you at the time of your joining.
5. Your services with the Company will be subject to a probation period of three (3) months from the date of your joining, during which period your performance would be monitored and evaluated prior to confirming your services with the Company.
6. The terms of this Offer Letter are valid for seven (7) days from the date of this letter. If we do not receive your acceptance of this offer, the terms of this letter and this offer will be deemed to have been rejected by you unless otherwise communicated to you by the Company inwriting.
7. Please provide all the documentation as listed in Annexure II, on or before joining the Company.
8. To indicate your acceptance of this Offer Letter, please sign and return a duplicate copy of this letter.

We look forward to hear from you regarding your decision to join Aquity Solutions. You are expected to keep this offer strictly confidential. In case, you have anything you would like to discuss further, please feel free to get back to us on the same.

We wish you a successful career and look forward to your joining us.

Sincerely yours,

For **Aquity Solutions India Private Limited**



Authorized Signatory

I hereby acknowledge and accept the terms and conditions of this Offer Letter. I further confirm that I shall join the Company on or before _____

Accepted:

Signature: _____

Date: _____

SYS/HR/F/1.3a Rev08/Date of issue-01-Jan-2021



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Bhogapuram Mandal

Aquity Solutions India Private Limited (CIN U72900MH1999PTC120346)

(Formerly Known as MModal Global Services Private Limited)

Registered Office: 1st Floor, Unit No. 103, Reliable Plaza, Plot No. K 10, Kalwa Industrial Area, Village-Elthen,
Taluka & Dist. Thane, Airoli, Navi Mumbai, Maharashtra - 400 708. India. Tel: +91-22-3307 7000 Fax: +91-22-3307 7076

www.aquitysolutions.com

An ISO 9001:2015 Certified Company

AQuity

Annexure I

Annual Cost to Company (CTC)		
Name of the Employee: Bandapu.Anusha		
Designation / Division: Medical Scribe Trainee / Medical Scribing		
Particulars	Compensation Per Month Rs.	Compensation Per Annum Rs.
Basic	11788	141456
HRA	6483	77796
Medical	1250	15000
Food Coupons	1100	13200
Attire Allowance/Reimbursement	1600	19200
Education	200	2400
Leave Travel Allowance (LTA)	884	10608
City Compensatory Allowance (CCA)	4164	49968
Interim Bonus (IB)	2000	24000
Gross Earnings (Rs.) - 1. (Rs.)	29469	353628
Performance Allowance	0	0
Hardship Allowance	2500	30000
Total Earnings (Rs.) - 2. (Rs.)	31969	383628
Company's Contribution to		
Provident Fund	1532	18384
Gratuity	567	6804
Mediclaime Insurance	412	4944
Subsidised Canteen facility	520	6240
ESI Employer Contribution	0	0
Monthly Bonus	0	0
Company's Contribution (Rs.) -3.	3031	36372
Total Monthly CTC (Rs.) - 1+ 2 +3	35000	420000
Total Annual CTC (Rs.)	420000	
Comments:		
PF is calculated as 13 % of Basic Salary		
Gratuity calculated as per the Gratuity Act 1972 (Payable on completion of five years of service)		
Mediclaime Insurance - Mediclaime Insurance as per the company policy		
Provision of Subsidized canteen facilities		
You will also be eligible to earn line Incentive over and above your CTC, subject to meeting Productivity and Quality Parameters		

SYS/HR/F/1.3a Rev08/Date of issue-01-Jan-2020



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Annexure II

List of required documents and/or information to be provided on or prior to joining

1. 8 passport size copies of your recent photograph.
2. Self-attested copies of all educational and professional certificates.
3. Self-attested copy of document in support of your age (Birth Certificate/10th Mark Sheet/Passport Copy).
4. Self-attested copy of document in support of your address (Passport Copy/License Copy etc.).
5. Self-attested copy of your PAN Card.
6. Self-attested copy of your Aadhaar Card or the receipt of Aadhaar enrollment.
7. Self-attested copy of Relieving and Experience Letter issued by your previous employer.
8. Self-attested copy of your last three (3) months' Salary Slip or Salary Certificate and Form 16 or Tax Deduction certificate from your previous employer.
9. Your PF UAN (Universal Account Number) along with a self- attested photocopy of UAN Card (available on UAN Member Portal).
10. Your Provident Fund and Family Pension fund account numbers (details in case it is a private trust).
11. If you are eligible for ESIC as per your Compensation Plan, please provide a self-attested copy of your ESIC card or Form 1 Declaration.
12. Recent Medical Fitness Certificate from a recognized Medical Practitioner (not more than a week older on the date of joining).





Novartis Healthcare Private Limited
Inspire EPC Part of 831 & 701,
Bandra Kurla Complex Sector (East),
Mumbai
Maharashtra
India
CIN-U15202MH1901PTC111257

400 051

Letter of Employment

90-925-12, Balayyasastry Layout, Near 4th Town Police Station, Seethanagaram, Visakhapatnam - 530013.

Date: 2023-08-18

Dear Navya

We are pleased to extend you this offer from Novartis.
Please find the details below:

Last name	Debn
First name	Navya
Proposed start/Effective date	2023-09-26 (Year-Month-Day)
Position title	Statistical Programmer
Gr/A	E
Office Location	Hyderabad-Off
Proposed Compensation (INR)	
Basic Salary	385,600
Flexible Compensation	524,400
Superannuation Fund Amount	0
Annual Base Salary (A)	820,000
Employer's Contribution to Provident Fund	47,473
Gratuity Amount	22,470
Total Benefits (B)	69,943
Total Fixed Pay (A+B)	889,943
Target Short-Term Annual Incentive Amount (C)	92,000
Target Sales Incentive Amount (C)	
Cost to Company (A+B+C)	1,081,943



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Mr. BONI SATYA NARAYANA

Date:20-02-2019


Sub: Offer Letter for Job/ assignment as Operator

This refers to a written application of yours and the subsequent interviews you had with us. We are please to inform you that your candidature has been consider carrying out work connected with the establishment of our client **M/s Hetero Labs Limited** as Operator in **Q.C department** at Nakkapally, Visakhapatnam district.

The terms and condition of your association with us shall be as under:

1. You shall be engaged to carry out the work in connection with the establishment of our client. You shall report us on 25.02.2019 and thereafter shall report us every day for getting the understanding of the work to be carried which is to be in connection with the establishment of our clients.
2. We may direct you to work at different establishment of our different clients. There shall not be a fixed place of work for your or you shall be posted anywhere depending on the requirement of our clients.
3. You shall abide by the contract Labour (regulation and Abolition) Act and the rules made there under.
4. During the currency of this contract with us, your work shall be supervised and controlled by us you shall not establish any direct relationship in terms of the employment with our client.
5. The association of yours with us can be terminated by us or you with or without tendering any reason well before the stipulated date of the automatic expiry as specified here in above.
6. Your association with us is subject to your fitness certified by the Registered Medical Officer (RMO).




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Zenex Facility Management, Miyapur X Roads, Miyapur, Hyderabad, Telangana

Email: hr@zenexfacilitymanagement.com


In case, you are willing to accept the above-mentioned terms & conditions, you may sign the duplicate copy of this letter as a token of acceptance of the temporary work.

You are requested to bring the documents at the time of joining:


1. Original certificates of Educational qualification certificates.
2. One set of photo copies of your education qualification certificates.
3. Pervious employment record (Original & Photo copy).
4. Updated Aadhar card as per SSC Certificate ((NAME)/(DD-MM-YYYY)), PAN card, Voter ID card etc..
5. Bank Account details with photo copy.
6. 12 no recent pass port size photographs.
7. All Medical reports.
8. 100 rupees non judicial stamp paper.

If your fail to report to duty on or before dt.25-02-2019 the offer stands withdrawn automatically.

For Zenex Facility Management


Authorized Signatory




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Regarding offer letter

1 message

HR Vizag <vizag@pulsus.com>
To: vasavibotsa@gmail.com

Mon 12 Aug, 2019 at 15:00

Dear BOTSA VASAVI,

Congratulations & Greetings from PULSUS GROUP !!

With reference to your application and the subsequent Interview you had with us, we are pleased to inform that you are selected for the position "OJT" at PULSUS GROUP - JOURNALS Division. Please note our offer of intent is subject to submission and verification of your antecedents at the time of joining (List of documents enclosed). Offer of intent doesn't mean confirmation of employment till joining and verification of all the antecedents/documents

You will receive a gross salary of Rs 15000/- month with deductions of PF, PT & ESI, and your services shall be confirmed or extended or terminated basing on the performance.

You are requested to join on or before 19/08/2019 (Monday) at 08.00 AM at the following venue:- PULSUS HEALTH

Tech LLP,

Second Floor, Wipro Aforesaid Building, Survey No.39 P,

IT/ITES SEZ Campus, Rama Talkies Road, Old TB Hospital Premises, Resapuvanipalem

Village, Visakhapatnam, Andhra Pradesh – 500013.

Please ensure to carry the below List of Documents at the time of Joining without fail.

1. One copy of all educational certificates along with originals for verification.
2. Eight passport size photographs.
3. Experience Certificates from previous employers as applicable.
4. 10th Original Certificate (Is mandatory).
5. Aadhar Card Copy & PAN card copy.
6. NOC/Course completion certificate from college (If applicable).
7. Print out copy of this mail.
8. One Year Service Level Agreement will be executed on the date of joining.
9. In case of resignation 2 months' notice period or 2 months' salary in lieu of notice period should be served/paid.

We are welcoming you on board for a successful career with Pulsus Family. If the above terms are acceptable, Kindly acknowledge the receipt of the same and make a confirmation of your joining in mail within 48 hours of receiving the mail failing which offer of intent remains canceled.

Further queries please feel free to contact me on the below number

Thanks & Regards,

Team Human Resources

PULSUS GROUP-

Visakhapatnam

Phone 0891-3356302/9346992144/6281778130

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WWW.PULSUS.COM



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Registered Office Address

inVentiv International Pharma Services Private Limited

3rd Floor, Tower B, Presidency Tower, 46/4,

M. G. Road, Sector 14, Gurugram, Haryana-122001

Phone No. +91 124 445 78 00

CIN: U93090HR2006PTC101717

7th August 2019

Chalumuri.Indraja Vaishnavi
9-9-101/28,Maddilapalem,
Mangapuram colony, Tara masjid,
Near Kalabharathi,
Visakhapatnam-530016

Dear Chalumuri.Indraja Vaishnavi

We are pleased to offer you an appointment with **inVentiv International Pharma Services Private Limited** ("**Company**") in the position of **Trial Master File Document Specialist I**, on the terms and conditions set out herein after:

1. Employment

Your employment will commence on **13 th August 2019** until **12th February 2020**.

Your fixed term employment with the Company will be subject to successful pre and/or post-employment background checks, accuracy of the testimonials and information provided by you and your being free from any contractual or legal restrictions preventing you from accepting this offer or starting work on the above-mentioned date. You, if so asked by the Company, shall fully disclose on your behalf and, if married, on behalf of your spouse full details of any external directorships held and any personal business interests including partnerships, shareholdings and trusteehips; involvement in any other business ventures involving limited/ unlimited liability; personal liabilities in connection with business activities; and involvement in other positions external and/or prejudicial to the interests of the Company and seek acceptance/approval of the Company towards continuing with such external interests ("**External Interest**").

You shall also undertake that you are authorized to work in this country and that you have not been convicted in any criminal proceedings in the past, and/or are not a party to any criminal proceedings pending in any court of law.

Please note that if during the pre or post-employment background checks, the background checking agency gives a negative report or the Company receives negative feedback from a third party or in event of unsatisfactory results of any of the above, this letter of employment/ agreement shall stand revoked automatically, regardless of whether or not you have accepted it. In the event you have already commenced employment with the Company, such employment will automatically terminate without giving rise to any claim for compensation or damages in your favor, but without prejudice to the Company's rights and remedies against you.

You undertake to carry out any and all lawful and legitimate duties assigned by the Company during the course of your employment and unless prevented by ill health or accident and save while on approved leave will, (a) devote the whole of your time, attention skills and abilities to the business of the Company;



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(b) always endeavor and conduct yourself to promote the Company's best interests; and (c) not at any time do anything or act in a manner that could/might damage the Company's interests.

Provided that the Company shall still retain its right under Clause 7.8 of this letter of employment/ agreement and under the laws, in the event due to continued ill-health, you are deemed unfit/ incapable of discharging your duties akin to the expectations of the Company and in terms of this letter of employment/ agreement.

The Company shall have the sole discretion to modify the nature of your duties and designation as it may deem appropriate without assigning any reason and you will be expected to undertake all responsibilities that may be assigned to you by the Company at any time.

You shall not, without the Company's prior and formal written consent, whether for any consideration or not, enter into any association with any third party in the nature of employment, retainer, assignment, apprenticeship / traineeship, consultancy engagement or in any other manner whatsoever, or carry out any other profession / business / activity / vocation, nor engage in any such activities (even if such association, activity, etc. is on part-time basis) as would interfere with performance and delivery of your duties and obligations to the Company or which would represent a conflict of interest with the Company.

By signing this letter of employment/agreement, you undertake and represent to the Company that you have ensured total, formal and effective closure of any/all preexisting association/engagement with any third party.

By signing this letter of employment/agreement, you agree to adhere to the Company's policies, rules and practices existing at the time of entering into this letter of employment/agreement and/or which may be formed later and brought into force by the Company at a later date during the course of your employment. These may include, but are not limited to, work schedule, sick leaves, leave of absence. Furthermore, you acknowledge that these policies may be modified from time to time as required by the Company's business needs and in such an event, prior notice shall be given to you in compliance with this letter of employment/agreement.

By signing this letter of employment/agreement, you also acknowledge that in the event you resign from the services of Company within one (1) year from the joining date, the Company reserves the right to deduct applicable amounts paid to you as: a) relocation allowance; b) notice period buy out; c) joining bonus; and d) such other amounts as may be applicable as per the Company's policy prevalent at the time of such resignation.

2. Probation

You will serve a mandatory minimum probation period of three (3) months' from the date of your joining the Company ("**Probation**") following which you shall get confirmed into the Company by default unless you receive a letter of extension of probation. The Company reserves the right to extend your Probation period for an additional three (3) months, in the event that your performance is found not up to the Company's expectations. In such case, you will be deemed to continue on probation until you are confirmed, and your confirmation has been communicated to you, in writing expressly by the Company.

Your performance will be evaluated according to your efficiency, conduct, maintenance of discipline and other conditions as stipulated under the Company's regulations/policies existing now or in future. It will be your responsibility to read, observe and follow the Company's regulations/policies which are available on the Company's intranet page.



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The decision of the Company on whether to confirm your employment with the Company or to extend the period of probation or termination of your employment shall be final.

During the period of Probation, either the Company or you may at any time terminate this letter of employment/agreement without cause by giving in writing to the other party, one (1) month notice or in lieu thereof a sum equal to the amount or pro-rated amount of salary which would have accrued to you during the period or remaining period of notice. You shall not be entitled to any notice pay if your employment is terminated in accordance with the conditions under clause 7.8 of this letter of employment/ agreement.

3. Place of Posting

Your initial place of posting shall be at **Home Based**. However, your services are transferable and you may be assigned, re-assigned or transferred in India or outside India to serve the Company in any of its existing or future offices or any of its group companies or associates or clients/customers. The decision of the Company shall be final and binding.

It is a condition of your employment that you comply with any such requirements of the Company. The transfer arrangement will not deem to constitute a change in your conditions of service and in any such event, you shall be given reasonable advance intimation in writing of any such transfer/relocation by the Company.

Notwithstanding the above, you may however be required to work at any other place that the Company may deem fit and as may be required from time to time. You may also be seconded, deputed or transferred to any other person/company associated with the Company or a client/customer of the Company whether in India or abroad. In such a case, your relocation expenses shall be borne by the Company and your reimbursement shall be made as per the Relocation Policy of the Company.


Your place of work shall change in case of any relocation of the Company's offices, for which you shall be entitled to reimbursement in consonance with the Relocation Policy of the Company.

4. Performance Of Duties

You shall be assigned with all the duties and responsibilities of the **Trial Master File Document Specialist I**, and such other duties on behalf of the Company, as may be reasonably assigned from time to time by the Company's management. You agree to perform such duties and comply with all reasonable directions given by the Company. During the term of this letter of employment/agreement, you will faithfully and diligently serve the Company and promote its interest to the best of your abilities. You shall devote the whole of your time, attention, abilities to its affairs during the hours in which you are required to perform your duties. You agree that you will not engage in any other employment or activity, in the absence of prior written approval from the Company.

Your performance and progress will be assessed and appraised as per the performance evaluation process or any other appropriate mechanism, as per processes and schedules implemented by the Company from time to time. Based on your achievement of specific performance and other standards and subject to the Company's norms regarding cycles of compensation reviews at the relevant time, your remuneration may be considered for a review, after completion of the appropriate performance evaluation process. You agree to provide all the necessary information, if so required to the Company for completion of the performance of evaluation process.




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You will perform your duties in a careful and prudent manner and will conduct yourself at all times in such a manner so as to improve the reputation and interests of the Company. You also agree to truthfully make and manage such reports as the Company may reasonably require. Additionally, you also agree to make available to the Company any and all information derived from your employment, as and when requested by the Company.

You will be true and faithful to the Company in all your account, dealings and transactions whatsoever relating to the business of the Company and shall, at all times, when required, render a true and just account thereof to the Company or to such persons as authorized by the Company.

You will abide by standing rules/ regulations of the Company. Therefore, it is necessary that you are fully aware of the implications of various laws that are applicable to the responsibilities you are handling. Nevertheless, compliance of local laws applicable to your assignment is your personal responsibility and you shall ensure that there is no cause whatsoever of violation of any of these laws by you or your subordinates.

The Company shall always have the right to draw specific attention of such employer(s) and/or associates of yours to the various provisions of this letter of employment/ agreement and in particular to your obligations and commitments as agreed upon by you.

5. Compensation

As regards compensation for services to be rendered, you shall be paid an annual Fixed Salary of Rs. **345000**. Your CTC would be Rs. **361560** per annum. The salary shall be payable on monthly basis in arrears on or about the last working day of each calendar month, but in no case later than the date of joining of the succeeding calendar month. The break-up of your salary is detailed in Appendix 1 hereto and the same shall form an integral part of this letter of employment/ agreement. Your compensation is based on your qualifications, skill sets and overall experience. Therefore, the compensation payable to you by the Company is unique and personal and any comparison of the same with other employees shall be futile.

Except to the extent prescribed by law, the breakup of compensation shall be entirely at the discretion of the Company but will be based on factors such as level of employment, tax efficiency, fairness and management convenience. Please note that your salary details are highly confidential and shall not be disclosed inside or outside the organization by you in any manner whatsoever except where required by Company policy. Any failure on your part to adhere to this obligation shall be considered as serious breach of the terms of this letter of employment/ agreement.

6. Use Of Employee's Personal Information

You acknowledge and agree that the Company may collect, use, store, disclose, transfer and /or process your information or data, listed at Appendix 2, and any other personal information or sensitive personal information or data (collectively "Data"), before or during the course of your employment, for without limitation, the purpose of processing of your application, record keeping, accounting and finance functions, human resource functions including without limitation managing attendance and absences of the Company's employees compliance with applicable laws and/or any other purposes relating to your job requirements and the business/management of the Company. You further acknowledge and agree that the Company may store and, in some events, disclose, transfer or share such Data, including without limitation to your name, identification number, location and supervisor's name, with affiliates and/or third parties, including the company's clients and third party providers of cloud and software services, in the normal course of business, which may be required by law. By accepting this letter of



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employment/agreement you hereby give consent to the Company's collection, use, storage, disclosure, transfer and /or processing of your Data in the manner provided in this clause. You also agree that such information can be shared without any prior consent with government agencies as mandated under law or any other third party by an order under the law, who shall be under a duty not to disclose it further.

All the employee Data collected by the Company will be maintained in a secured manner in accordance with the existing laws and the Company's security practices listed in the Company's Privacy Policy, as may be amended from time to time by the Company at its sole discretion. You have been provided a copy of such Privacy Policy and by signing this letter of employment/agreement you consent and agree to all terms thereof. You further acknowledge and agree that the security practices and procedures adopted by the Company are reasonable and adequate to protect your Data and that the security practices and procedures comply with all the requirements of the applicable laws.

7. Termination Of Employment

During Probation period, either the Company or you may at any time terminate this letter of employment/agreement without cause by giving in writing to the other party, one (1) month notice or in lieu thereof a sum equal to the amount or pro-rated amount of salary which would have accrued to you during the period or remaining period of notice. You shall not be entitled to any notice pay if your employment is terminated in accordance with the conditions as mentioned in clause 7.8 of this letter of employment/agreement.

After completion of the Probation Period, either the Company or you may at any time terminate this letter of employment/agreement without cause by giving in writing to the other party, **Three Months** notice or in lieu thereof a sum equal to the amount or pro-rated amount of salary which would have accrued to you during the period or remaining period of notice. You shall not be entitled to any notice pay if your employment is terminated in accordance with the conditions as mentioned in clause 7.8 of this letter of employment/agreement.

The notice period of termination of employment as referred in clause 7.2 will be subject to your title at the time of separation and the associated duration of notice period as per notice period policy then in force.

By accepting this letter of employment/agreement you authorize the Company to deduct from your remuneration on termination of employment (including salary, salary in lieu of notice, etc.) all debts owed by you to the Company or any of its group companies/ associates/ clients/ customers or any fine imposed by the Company as a disciplinary penalty pursuant to the Company's disciplinary procedure.

After notice of termination, you shall cooperate with the Company, as reasonably requested by the Company, to effect a transition of your responsibilities and ensure that the Company is aware of all matters being handled by you.

Upon termination of your employment with the Company for any reason, you shall promptly and safely return to the Company any visiting cards, keys, credit cards, passes, mobile phone(s), laptops, data card(s), product samples, confidential documents or material, or other property belonging to the Company, and return all writings, files, records, correspondence, notebooks, notes, stationery and other data or documents and things (including any copies thereof) containing Confidential Information or relating to the business or proposed business of the Company or its subsidiaries or affiliates. The Company reserves the right to assist you from your employment in the event that all the



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Company's documents/ property/Confidential Information in your custody have not been properly handed over by you to an authorized representative of the Company.

The Company reserves the right during any period of notice to exclude you from the premises of the Company, or to require you to carry out specified duties at premises other than those referred to in Clause 3.1 of the letter of employment/ agreement, or to carry out no duties, and to instruct you to not communicate with clients, employees, agents or representatives of the Company until your employment has been terminated, provided that you will continue to be paid and to enjoy normal contractual benefits during any such period, except in the case of suspension. You will not be entitled to engage in any other employment, work or business during the notice period.

In addition to all the rights of the Company provided for in this letter of employment/ agreement or in any other policies/regulations, as amended from time to time, of the Company or under law, the Company may terminate your employment for cause under any of the following circumstances:

- (a) at any time you shall by your conduct, render yourself incompetent to perform your duties or if you are found to be dishonest, disobedient, intemperate, guilty of any misconduct or indiscipline, persistently unpunctual, negligent in performing your duties;
- (b) or commit breach of any of the terms of this letter of employment/agreement; or of any of its stipulations herein contained, or you are found to be working against the interests of the Company, or your integrity is found to be in suspect, of which the Company shall be the sole judge;
- (c) breach of any clauses of the Company's regulations/policies as referenced in clause 4 and 12 herein;
- (d) unauthorized absence beyond a period of seven (7) consecutive days, without prior written sanction from the Company;
- (e) inability to perform your duties beyond a period of thirty (30) days, whether on medical grounds or on any other grounds;
- (f) physical or mental incapacitation to perform your duties;
- (g) any misrepresentation by you to the Company, whether made orally or in writing and whether expressly or by conduct, and whether at the time of appointment or prior or subsequent thereto;
- (h) any declaration or information furnished by you in your application for employment or otherwise, is found to be wrong or incorrect or it is found that you have willfully suppressed any material information;
- (i) become the subject of bankruptcy;
- (j) convicted for any offense under any law for the time being in force in any jurisdiction;
- (k) commission of any act detrimental to the interests of the Company;
- (l) commission of any act involving moral turpitude.
- (m) Your performance is consistently measured as below expectation.




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In addition to the above, the Company shall also have the right to terminate your employment in the event your services become redundant for business reasons and/or for reasons beyond the control of the Company.

Notwithstanding anything contained in clause 7.2, the Company reserves the right to terminate your employment without giving any notice period or pay in lieu thereof if you are guilty of any breach as mentioned in any of the sub-clauses of clause 7.8 hereinabove.

The Company shall always have the right to draw specific attention of such employer(s) and/ or associates of yours to the various provisions of this letter of employment/ agreement and in particular to your obligations and commitments as agreed upon by you.

8. Non-Solicitation


You shall not, during the term of your employment and for a period of twelve (12) months immediately following any termination/cessation of such employment (regardless of whether such termination/cessation is voluntary or involuntary), directly or indirectly, individually or on behalf of any other person, firm, corporation or other entity, (a) interfere with the Company/Syneos Health Group's continuing relationships with its other employees, (b) disparage the Company/Syneos Health Group with such other employees, (c) attempt to induce such other employees to leave their employment with the Company/Syneos Health Group, (d) Interfere with the Company/Syneos Health Group's continuing relationships with its suppliers or customers, (e) disparage the Company/Syneos Health Group with suppliers or customers, (f) sell, attempt to sell or solicit the sale of products competitive with those of the Company/Syneos Health Group to the Company/Syneos Health Group's customers, (g) take any action to discourage or divert any suppliers or customers from doing business with the Company/Syneos Health Group, or; (h) disparage the suppliers or customers of the Company/Syneos Health Group.

9. Confidentiality

The term "Confidential Information" shall include all information, whether written or oral, that is not known by, or not generally available to, the public/outside at large and that concerns the business, activities, financial affairs, trade secrets, technology of the Company or otherwise relates to the Company, in any manner whatsoever, its customers, their clients, suppliers and other businesses or entities, with whom the Company does business, which may come to your knowledge or possession during the tenure of your employment with the Company. You shall hold such Confidential Information in trust and confidence and not disclose or divulge such Confidential Information to any other person or entity or use any such Confidential Information for your own benefit or the benefit of any other party, unless so authorized by the Company or required to be so disclosed or divulged in the course of proper execution of your duties.

You undertake not to make copies or duplicates of any tangible Confidential Information or other sensitive property or materials of the Company, including but not limited to keys, access cards, diskettes, programs, photographs or such other proprietary information relating to the Company's business and you further undertake that during the course of your employment with Company and whether or not during your hours of employment and whether or not with the use of Company's facilities, materials or personnel, you, either alone or jointly with any other person/s and whether or not such person/s are employed in the service of the Company, conceive, make or devise any invention, discovery, process or improvement (whether patented or not) or compile any data to any research, development, technique, method of manufacture, process, apparatus, machinery or project now used, made or dealt within by




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the Company or hereafter to be used or which may be substituted for or used in conjunction with any research, development, technique, method of manufacture, process appliance, machinery or project now or to be hereafter used, made or dealt in by the Company or suggested by or resulting in any task assigned to you or work performed by you for or on behalf of the Company.

You agree and confirm that the terms and conditions of this Clause 9 shall survive the termination or discontinuation of your services with the Company.

10. Intellectual Property Rights

You shall be required to disclose promptly, completely and in writing to the Company any discovery, invention, methodology improvements made thereto, process, data, techniques, software applications or products, appliances or machinery conceived, developed or discovered by you, either individually or jointly with others, during your employment (“Inventions”) and such Inventions shall at all time belong absolutely to and be the sole and absolute property of the Company whether or not any patent application in relation to such invention has been filed. You agree to treat such Inventions as Company proprietary and confidential and to use such Inventions solely for the benefit of the Company. You agree to assign to the Company any and all rights, title and interest, including, but not limited to, copyrights, trade secrets and proprietary rights to the Inventions, information, materials, products and deliverables developed during the performance of services to the Company. You agree that all the work performed by you and all Inventions, information, materials, products and deliverables developed by you while in the employment of the Company shall be the exclusive property of the Company and all title and interest therein shall vest with the Company. You shall have no right whatsoever, in respect of use of any such Inventions, during the continuance or after cessation of your employment with the Company for whatsoever reason. You must not at any time misappropriate files or document of any kind belonging to the Company or make copies, duplicates or excerpts for private or any other purpose unrelated to your employment. If and when required by the Company, you shall at the Company’s expense take out or apply for letters patent, licenses or other rights, privileges or protection, as may be directed by the Company in respect of such inventions, so that the benefit thereof accrues to the Company. You shall execute all instruments, acts, deeds and do all other necessary things, which may be required by the Company for assigning, licensing any Inventions made during the employment, which shall vest with the Company including the name and all benefits arising in respect thereof. Pursuant to its exclusive proprietary rights, the Company shall have the sole and exclusive right inter alia to use, modify or adapt the Inventions, information, materials, products or deliverables developed by you during the performance of your services as an employee of the Company.

11. Disciplinary Action Procedure

Any breach of the Company’s regulations/policies, failure to attain or maintain a satisfactory work standard or any misconduct by an employee will be regarded as a disciplinary or capability matter. Your immediate superior will normally deal with minor disciplinary matters. The procedure for more serious offences including major misconduct shall be as set out under the Company’s regulations/policies as amended from time to time.



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12. Company's Regulations/Policies

You shall abide and be bound by the Company's regulations/policies, and the same shall form an integral part of this letter of employment/ agreement. The Company's regulations/policies may be changed/amended at any time at the discretion of the Company and the changed Company regulations/policies shall thereupon bind you. You will also carry out and abide by any instruction, policies, 'house rules' and 'office orders' issued by the Company from time to time.

You will be bound by the Company's regulations/policies, and all other rules, instructions, and orders issued by the Company from time to time, in relation to your conduct, discipline and service conditions such as leave, medical, retirement, etc. as if these Company's regulations/policies, rules, instructions, etc. were part of this letter of employment/ agreement. In case of any conflict between this letter of employment/agreement and Company's regulations/policies, the terms and conditions herein shall override/prevail.

13. Representation

You represent and warrant that you are not bound by or subject to any court order, agreement, arrangement or undertaking (including but without limitation to any non-competition or non-solicitation undertakings) or any other disability of any nature which may in any way restrict or prohibit you from entering into this letter of employment/agreement or from performing your duties and providing services under this letter of employment/ agreement on the terms and condition contained herein.

14. Interpretation

If any of the provisions of this letter of employment/agreement shall, for any reason, be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provisions of this letter of employment/agreement, and this letter of employment/agreement shall be construed as if such invalid, illegal or unenforceable provision has never been contained in this letter of employment/agreement. If, moreover, any one or more of the provisions contained in this letter of employment/ agreement shall for any reason be held to be excessively broad as to duration, geographical scope, activity or subject, it shall be construed by limiting and reducing it, so as to be enforceable to the extent compatible with the applicable law.

15. Governing Law, Jurisdiction and Dispute Resolution

This letter of employment/ agreement shall be governed by and construed and enforced in accordance with the laws of India. If any provision of this Agreement as applied to either party or to any circumstances shall be adjudged by a Court of competent jurisdiction to be void or unenforceable, the same shall in no way affect any of the other provisions of this Agreement or the validity or enforceability of this Agreement. Further, any dispute arising between the parties shall be resolved by reference to the courts of competent Jurisdiction over the subject matter of the dispute. The parties hereby agree to submit themselves to the exclusive jurisdiction of the courts in **Gurugram**.

Notwithstanding the above, if any disputes, differences or disagreements arise between you and the Company with respect to the terms or interpretation of this letter of employment/ agreement, then all such disputes, differences or disagreements shall be finally decided by a sole arbitrator appointed with the consent of both the parties in accordance with the provisions of the Arbitration and Conciliation Act, 1996 (as amended). Any arbitration pursuant hereunder shall be a domestic arbitration under the applicable laws of India. The venue of the arbitration shall be **Gurugram**.



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16. Waiver Of Breach

The waiver by the Company of a breach of any provision of this letter of employment/Agreement shall not operate or be construed as a waiver of any subsequent breach.

17. Others

You shall inform the Company as soon as possible about any change in your residential address as well as personal status from time to time. All communications sent to you in the normal course on the address given by you shall be deemed to have been received by you.

As per the Company policy, the age for superannuating is [60 years].

Survival The provisions of this letter of employment/agreement, which by their nature are intended to survive the termination or expiration of this letter of employment/agreement, including without limitation, the provisions of Clauses 8, 9, 10, 12,14, 15 & 17.2 shall survive the termination of this letter of employment/agreement.

Kindly sign and return the duplicate copy of this letter along with the Appendixes, initialed on each page of the letter and the Appendixes. Upon your signature and return to us, this letter of employment/ agreement shall govern your employment with the Company.

This letter of employment/agreement shall automatically stand revoked in the event of your not joining the Company on or before the date mentioned in this letter of employment/agreement for any reason whatsoever.

You are required to provide true and accurate information to the Company. However, in the event that any of the personal information or sensitive personal information or data provided to the Company is found to be inaccurate or deficient, you will have the right to review, correct, or amend such information as deemed reasonable by your supervisor.



[Signature]
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18. Electronic Signature

The parties agree that this letter may be executed and delivered by electronic signatures using Adobe sign in accordance with the Information Technology Act 2000 of India and that the signatures appearing on this letter are the same as handwritten signatures for the purposes of validity, enforceability, and admissibility.

To accept the Company's offer, please sign the original hard copy of this letter or e-sign using Adobe sign and return it to **Mounika Akondi** by **13 th August 2019** .If this letter is not signed and returned by you by **13 th August 2019** signifying your acceptance of this offer, this offer of employment will lapse.

You should retain the other copy of this letter for your own records.

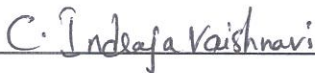
Yours truly,



Vaishali Sharma
Director - Human Resources, India
For InVentiv International Pharma Services Pvt. Ltd

I acknowledge, accept and hereby consent to the terms and conditions contained in this letter of employment/agreement.


ACKNOWLEDGEMENT:



Chalumuri.Indraja Vaishnavi

Date




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Appendix

Chalumuri.Indraja Vaishnavi	
Components	Per annum (INR)
Basic	138000
House Rent Allowance	69000
*Flexi Basket	138000
1. Leave Travel Allowance	11500
2. Car or Fuel Allowance	21600
3. Meal Coupons	26400
4. Special Allowance	78500
Annual Fixed Salary - Total Gross (A)	345000
Company's contribution of PF (12% of basic)	16560
Total Retirals (B)	16560
TOTAL CTC (A+B)	361560
Insurance Coverage: Health Insurance Coverage for Self, Spouse, First Two Children (up to 25 years of age) and Parents/ Parent in laws (Any one set) & Personal Accident and Group Term Life Coverage for self.	

- **Flexi Basket :** Your compensation is designed in a way, to ensure that you get the maximum tax benefit by opting for appropriate components: This plan enable you to :
 1. Choose from the basket of allowances
 2. Apportion components of your salary within prescribed guidelines
 3. Optimize your earnings
- **Flexi Basket allowances:**
 - ✓ Fuel Allowance: An Employee has the option to either claim fuel up to Rs.10800 p.a for two wheeler or Rs. 21600 p.a for four wheeler (<1600CC) or Rs.28800 for four wheeler (>1600CC)
 - ✓ Leave Travel Allowance LTA will be payable once in a year as governed by our Government policy.
 - ✓ Meal Coupons: An Employee has the option to opt for Rs.26400 p.a for Sodexo food Coupons. This is a non-taxable component.
 - ✓ Special allowance: Balancing amount and it is taxable.
 - ✓ If employee fails to submit bills/receipts to payroll, Applicable Tax would be deducted from the salary of last 3 months of that financial year.
- **Provident Fund:** The employees would contribute an amount equal to that of the employer and the employee contribution will be deducted from Annual Fixed Salary - as mentioned above (the current rate of contribution is 12% of the basic salary)
- Take home salary will be net of PF & Income Tax deductions depending on your savings under various schemes
- **Insurance Benefits :** As an employee you are also entitled to the following:
 - ✓ You and your dependents will be eligible for floating health insurance coverage as per applicable policy
 - ✓ You will be eligible for Personal Accident coverage
 - ✓ You will also be eligible for Term life coverage.





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Appendix

Please bring below mentioned list of documents on your Joining date:

- Copy of all education documents starting class 10th
- Document showing date of birth/passport
- Photocopy of PAN card and Adhar card
- Photocopy of address proof
- 3 recent passport size photographs
- Copy of relieving letter/experience certificate from all the previous organizations(in case of fresher not applicable)
- Copy of offer letter/appointment letter of last organization
- Resignation Acceptance letter and full and final settlement statement of last organization
- Few months (3-4 months) Pay slip of last organization (in case of fresher not applicable)




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Mr. DANDA RAMBABU

Date:06-03-2019


Sub: Offer Letter for Job/ assignment as Operator

This refers to a written application of yours and the subsequent interviews you had with us. We are please to inform you that your candidature has been consider carrying out work connected with the establishment of our client **M/s Hetero Labs Limited** as Operator in **Q.C department** at Nakkapally, Visakhapatnam district.

The terms and condition of your association with us shall be as under:

1. You shall be engaged to carry out the work in connection with the establishment of our client. You shall report us on 11.03.2019 and thereafter shall report us every day for getting the understanding of the work to be carried which is to be in connection with the establishment of our clients.
2. We may direct you to work at different establishment of our different clients. There shall not be a fixed place of work for your or you shall be posted anywhere depending on the requirement of our clients.
3. You shall abide by the contract Labour (regulation and Abolition) Act and the rules made there under.
4. During the currency of this contract with us, your work shall be supervised and controlled by us you shall not establish any direct relationship in terms of the employment with our client.
5. The association of yours with us can be terminated by us or you with or without tendering any reason well before the stipulated date of the automatic expiry as specified here in above.
6. Your association with us is subject to your fitness certified by the Registered Medical Officer (RMO).




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Zenex Facility Management, Miyapur X Roads, Miyapur, Hyderabad, Telangana

Email: hr@zenexfacilitymanagement.com

In case, you are willing to accept the above-mentioned terms & conditions, you may sign the duplicate copy of this letter as a token of acceptance of the temporary work.

You are requested to bring the documents at the time of joining:


1. Original certificates of Educational qualification certificates.
2. One set of photo copies of your education qualification certificates.
3. Pervious employment record (Original & Photo copy).
4. Updated Aadhar card as per SSC Certificate ((NAME)/(DD-MM-YYYY)), PAN card, Voter ID card etc..
5. Bank Account details with photo copy.
6. 12 no recent pass port size photographs.
7. All Medical reports.
8. 100 rupees non judicial stamp paper.

If your fail to report to duty on or before dt.11-03-2019 the offer stands withdrawn automatically.

For Zenex Facility Management


Authorized Signatory




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Ms. IMANDI JYOSTHNA PRIYA

Date:08-03-2019


Sub: Offer Letter for Job/ assignment as Operator

This refers to a written application of yours and the subsequent interviews you had with us. We are please to inform you that your candidature has been consider carrying out work connected with the establishment of our client **M/s Hetero Labs Limited** as Operator in **Q.C department** at Nakkapally, Visakhapatnam district.

The terms and condition of your association with us shall be as under:

1. You shall be engaged to carry out the work in connection with the establishment of our client. You shall report us on 13.03.2019 and thereafter shall report us every day for getting the understanding of the work to be carried which is to be in connection with the establishment of our clients.
2. We may direct you to work at different establishment of our different clients. There shall not be a fixed place of work for your or you shall be posted anywhere depending on the requirement of our clients.
3. You shall abide by the contract Labour (regulation and Abolition) Act and the rules made there under.
4. During the currency of this contract with us, your work shall be supervised and controlled by us you shall not establish any direct relationship in terms of the employment with our client.
5. The association of yours with us can be terminated by us or you with or without tendering any reason well before the stipulated date of the automatic expiry as specified here in above.
6. Your association with us is subject to your fitness certified by the Registered Medical Officer (RMO).




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Zenex Facility Management, Miyapur X Roads, Miyapur, Hyderabad, Telangana

Email: hr@zenexfacilitymanagement.com

In case, you are willing to accept the above-mentioned terms & conditions, you may sign the duplicate copy of this letter as a token of acceptance of the temporary work.

You are requested to bring the documents at the time of joining:

1. Original certificates of Educational qualification certificates.
2. One set of photo copies of your education qualification certificates.
3. Pervious employment record (Original & Photo copy).
4. Updated Aadhar card as per SSC Certificate ((NAME)/(DD-MM-YYYY)), PAN card, Voter ID card etc..
5. Bank Account details with photo copy.
6. 12 no recent pass port size photographs.
7. All Medical reports.
8. 100 rupees non judicial stamp paper.

If your fail to report to duty on or before dt.13-03-2019 the offer stands withdrawn automatically.

For Zenex Facility Management

Authorized Signatory




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Regarding offer letter

1 message

HR Vizag <vizag@pulsus.com>
To: neelimaalekhya@gmail.com

Mon 12 Aug, 2019 at 15:00

Dear GOLLAPALLI NEELIMA ALEKHYA,

Congratulations & Greetings from PULSUS GROUP !!

With reference to your application and the subsequent Interview you had with us, we are pleased to inform that you are selected for the position "OJT" at PULSUS GROUP - JOURNALS Division. Please note our offer of intent is subject to submission and verification of your antecedents at the time of joining (List of documents enclosed), Offer of intent doesn't mean confirmation of employment till joining and verification of all the antecedents/documents.

You will receive a gross salary of Rs 15000/- month with deductions of PF, PT & ESI, and your services shall be confirmed or extended or terminated basing on the performance.

You are requested to join on or before 19/08/2019 (Monday) at 08.00 AM at the following venue:- PULSUS HEALTH

Tech LLP,

Second Floor, Wipro Aforesaid Building, Survey No.39 P,

IT/ITES SEZ Campus, Rama Talkies Road, Old TB Hospital Premises, Resapuvanipalem

Village, Visakhapatnam, Andhra Pradesh – 500013.

Please ensure to carry the below List of Documents at the time of Joining without fail.

1. One copy of all educational certificates along with originals for verification.
2. Eight passport size photographs.
3. Experience Certificates from previous employers as applicable.
4. 10th Original Certificate (Is mandatory).
5. Aadhar Card Copy & PAN card copy.
6. NOC/Course completion certificate from college (If applicable).
7. Print out copy of this mail.
8. One Year Service Level Agreement will be executed on the date of joining
9. In case of resignation 2 months' notice period or 2 months' salary in lieu of notice period should be served/paid.

We are welcoming you on board for a successful career with Pulsus Family. If the above terms are acceptable, Kindly acknowledge the receipt of the same and make a confirmation of your joining in mail within 48 hours of receiving the mail failing which offer of intent remains canceled.

Further queries please feel free to contact me on the below number Thanks &


Regards,

Team Human Resources PULSUS

GROUP-Visakhapatnam

Phone 0891-3356302/9346992144/6281778130




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LN MANAGEMENT SERVICES

Offer Letter

Dear Ms GONNA PAVANI
SIRISHA JYOTHIRMAI

Dated: 06-Sep-2019

Congratulations!

We are pleased to confirm our offer of employment with us, with effect from as earliest. You will be placed at Graviti Pharmaceuticals Pvt Ltd. situated at Isnapur. We extend this offer and the opportunity with great confidence in your abilities based upon your credentials and the information shared during your interview. We feel that you will be able to make an outstanding contribution to our organization.

You will be paid a Consolidated Salary of Rs.1, 20,000/- (Rupees One Lakh & Twenty Thousand Only per annum)

Your compensation details are confidential and you may discuss it only with the undersigned in case of any clarification. It is our hope that your acceptance of our offer will be just the beginning of a mutually beneficial relationship with our organization.

Please sign in the space provided below indicating your acceptance of our offer and deliver the duplicate copy of the duly signed offer letter to us either through email or post.

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

Yours truly,

For LN Management Services



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Registered Office Address

inVentiv International Pharma Services Private Limited

3rd Floor, Tower B, Presidency Tower, 46/4,

M. G. Road, Sector 14, Gurugram, Haryana-122001

Phone No. +91 124 445 78 00

CIN: U93090HR2006PTC101117

18th July 2019

Kammakattu Ashlesha

31-32-1/2, Alipuram captain Ramarao junction

Visakhapatnam, 530004, AP, India

Dear Kammakattu Ashlesha,

We are pleased to offer you an appointment with **inVentiv International Pharma Services Private Limited** ("**Company**") in the position of **Trial Master File Document Specialist I**, on the terms and conditions set out herein after:

1. Employment

Your employment will commence on **23rd July 2019** until **22nd January 2020**.

Your fixed term employment with the Company will be subject to successful pre and/or post-employment background checks, accuracy of the testimonials and information provided by you and your being free from any contractual or legal restrictions preventing you from accepting this offer or starting work on the above-mentioned date. You, if so asked by the Company, shall fully disclose on your behalf and, if married, on behalf of your spouse full details of any external directorships held and any personal business interests including partnerships, shareholdings and trusteeships; involvement in any other business ventures involving limited/ unlimited liability; personal liabilities in connection with business activities; and involvement in other positions external and/or prejudicial to the interests of the Company and seek acceptance/approval of the Company towards continuing with such external interests ("**External Interest**").

You shall also undertake that you are authorized to work in this country and that you have not been convicted in any criminal proceedings in the past, and/or are not a party to any criminal proceedings pending in any court of law.

Please note that if during the pre or post-employment background checks, the background checking agency gives a negative report or the Company receives negative feedback from a third party or in event of unsatisfactory results of any of the above, this letter of employment/ agreement shall stand revoked automatically, regardless of whether or not you have accepted it. In the event you have already commenced employment with the Company, such employment will automatically terminate without giving rise to any claim for compensation or damages in your favor, but without prejudice to the Company's rights and remedies against you.

You undertake to carry out any and all lawful and legitimate duties assigned by the Company during the course of your employment and unless prevented by ill health or accident and save while on approved leave will, (a) devote the whole of your time, attention skills and abilities to the business of the Company;



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[Signature]
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Cherukupally (V), Bhogapuram Mandal
Vizianagaram Dt., - 531162



Regarding offer letter

1 message

HR Vizag <vizag@pulsus.com>
To: sandhyaranikalukuri@gmail.com

Mon 03 Jun, 2019 at 12:00

Dear KALUKURI SANDHYARANI,

Congratulations & Greetings from PULSUS GROUP !!

With reference to your application and the subsequent Interview you had with us, we are pleased to inform that you are selected for the position "OJT" at PULSUS GROUP - JOURNALS Division. Please note our offer of intent is subject to submission and verification of your antecedents at the time of joining (List of documents enclosed), Offer of intent doesn't mean confirmation of employment till joining and verification of all the antecedents/documents.

You will receive a gross salary of Rs 15000/- month with deductions of PF, PT & ESI, and your services shall be confirmed or extended or terminated basing on the performance.

You are requested to join on or before 10/06/2019 (Monday) at 08.00 AM at the following venue:- PULSUS HEALTH

Tech LLP,

Second Floor, Wipro Aforesaid Building, Survey No.39 P,

IT/ITES SEZ Campus, Rama Talkies Road, Old TB Hospital Premises, Resapuvanipalem

Village, Visakhapatnam, Andhra Pradesh – 500013

Please ensure to carry the below List of Documents at the time of Joining without fail.

1. One copy of all educational certificates along with originals for verification.
2. Eight passport size photographs.
3. Experience Certificates from previous employers as applicable.
4. 10th Original Certificate (Is mandatory).
5. Aadhar Card Copy & PAN card copy.
6. NOC/Course completion certificate from college (If applicable).
7. Print out copy of this mail.
8. One Year Service Level Agreement will be executed on the date of joining.
9. In case of resignation 2 months' notice period or 2 months' salary in lieu of notice period should be served/paid.

We are welcoming you on board for a successful career with Pulsus Family. If the above terms are acceptable, **Kindly acknowledge the receipt of the same and make a confirmation of your joining in mail within 48 hours of receiving the mail failing which offer of intent remains canceled.**

Further queries please feel free to contact me on the below number Thanks &

Regards,

Team Human Resources PULSUS

GROUP-Visakhapatnam

Phone 0891-3356302/9346992144/6281778130

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WWW.PULSUS.COM



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(b) always endeavor and conduct yourself to promote the Company's best interests; and (c) not at any time do anything or act in a manner that could/might damage the Company's interests.

Provided that the Company shall still retain its right under Clause 7.8 of this letter of employment/ agreement and under the laws, in the event due to continued ill-health, you are deemed unfit/ incapable of discharging your duties akin to the expectations of the Company and in terms of this letter of employment/ agreement.

The Company shall have the sole discretion to modify the nature of your duties and designation as it may deem appropriate without assigning any reason and you will be expected to undertake all responsibilities that may be assigned to you by the Company at any time.

You shall not, without the Company's prior and formal written consent, whether for any consideration or not, enter into any association with any third party in the nature of employment, retainer, assignment, apprenticeship / traineeship, consultancy engagement or in any other manner whatsoever, or carry out any other profession / business / activity / vocation, nor engage in any such activities (even if such association, activity, etc. is on part-time basis) as would interfere with performance and delivery of your duties and obligations to the Company or which would represent a conflict of interest with the Company.

By signing this letter of employment/agreement, you undertake and represent to the Company that you have ensured total, formal and effective closure of any/all preexisting association/engagement with any third party.

By signing this letter of employment/agreement, you agree to adhere to the Company's policies, rules and practices existing at the time of entering into this letter of employment/agreement and/or which may be formed later and brought into force by the Company at a later date during the course of your employment. These may include, but are not limited to, work schedule, sick leaves, leave of absence. Furthermore, you acknowledge that these policies may be modified from time to time as required by the Company's business needs and in such an event, prior notice shall be given to you in compliance with this letter of employment/agreement.

By signing this letter of employment/agreement, you also acknowledge that in the event you resign from the services of Company within one (1) year from the joining date, the Company reserves the right to deduct applicable amounts paid to you as: a) relocation allowance; b) notice period buy out; c) joining bonus; and d) such other amounts as may be applicable as per the Company's policy prevalent at the time of such resignation.

2. Probation

You will serve a mandatory minimum probation period of three (3) months' from the date of your joining the Company ("**Probation**") following which you shall get confirmed into the Company by default unless you receive a letter of extension of probation. The Company reserves the right to extend your Probation period for an additional three (3) months, in the event that your performance is found not up to the Company's expectations. In such case, you will be deemed to continue on probation until you are confirmed, and your confirmation has been communicated to you, in writing expressly by the Company.

Your performance will be evaluated according to your efficiency, conduct, maintenance of discipline and other conditions as stipulated under the Company's regulations/policies existing now or in future. It will be your responsibility to read, understand and follow the Company's regulations/policies which are available on the Company's intranet page.



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The decision of the Company on whether to confirm your employment with the Company or to extend the period of probation or termination of your employment shall be final.

During the period of Probation, either the Company or you may at any time terminate this letter of employment/agreement without cause by giving in writing to the other party, one (1) month notice or in lieu thereof a sum equal to the amount or pro-rated amount of salary which would have accrued to you during the period or remaining period of notice. You shall not be entitled to any notice pay if your employment is terminated in accordance with the conditions under clause 7.8 of this letter of employment/ agreement.

3. Place of Posting

Your initial place of posting shall be at **Home Based**. However, your services are transferable and you may be assigned, re-assigned or transferred in India or outside India to serve the Company in any of its existing or future offices or any of its group companies or associates or clients/customers. The decision of the Company shall be final and binding.

It is a condition of your employment that you comply with any such requirements of the Company. The transfer arrangement will not deem to constitute a change in your conditions of service and in any such event, you shall be given reasonable advance intimation in writing of any such transfer/relocation by the Company.

Notwithstanding the above, you may however be required to work at any other place that the Company may deem fit and as may be required from time to time. You may also be seconded, deputed or transferred to any other person/company associated with the Company or a client/customer of the Company whether in India or abroad. In such a case, your relocation expenses shall be borne by the Company and your reimbursement shall be made as per the Relocation Policy of the Company.

Your place of work shall change in case of any relocation of the Company's offices, for which you shall be entitled to reimbursement in consonance with the Relocation Policy of the Company.

4. Performance Of Duties

You shall be assigned with all the duties and responsibilities of the **Trial Master File Document Specialist I**, and such other duties on behalf of the Company, as may be reasonably assigned from time to time by the Company's management. You agree to perform such duties and comply with all reasonable directions given by the Company. During the term of this letter of employment/agreement, you will faithfully and diligently serve the Company and promote its interest to the best of your abilities. You shall devote the whole of your time, attention, abilities to its affairs during the hours in which you are required to perform your duties. You agree that you will not engage in any other employment or activity, in the absence of prior written approval from the Company.

Your performance and progress will be assessed and appraised as per the performance evaluation process or any other appropriate mechanism, as per processes and schedules implemented by the Company from time to time. Based on your achievement of specific performance and other standards and subject to the Company's norms regarding cycles of compensation reviews at the relevant time, your remuneration may be considered for a review, after completion of the appropriate performance evaluation process. You agree to provide all the necessary information, if so required to the Company for completion of the performance or evaluation process.



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You will perform your duties in a careful and prudent manner and will conduct yourself at all times in such a manner so as to improve the reputation and interests of the Company. You also agree to truthfully make and manage such reports as the Company may reasonably require. Additionally, you also agree to make available to the Company any and all information derived from your employment, as and when requested by the Company.

You will be true and faithful to the Company in all your account, dealings and transactions whatsoever relating to the business of the Company and shall, at all times, when required, render a true and just account thereof to the Company or to such persons as authorized by the Company.

You will abide by standing rules/ regulations of the Company. Therefore, it is necessary that you are fully aware of the implications of various laws that are applicable to the responsibilities you are handling. Nevertheless, compliance of local laws applicable to your assignment is your personal responsibility and you shall ensure that there is no cause whatsoever of violation of any of these laws by you or your subordinates.

The Company shall always have the right to draw specific attention of such employer(s) and/or associates of yours to the various provisions of this letter of employment/ agreement and in particular to your obligations and commitments as agreed upon by you.

5. Compensation

As regards compensation for services to be rendered, you shall be paid an annual Fixed Salary of Rs. **345000**. Your CTC would be Rs. **361560** per annum. The salary shall be payable on monthly basis in arrears on or about the last working day of each calendar month, but in no case later than the date of joining of the succeeding calendar month. The break-up of your salary is detailed in Appendix 1 hereto and the same shall form an integral part of this letter of employment/ agreement. Your compensation is based on your qualifications, skill sets and overall experience. Therefore, the compensation payable to you by the Company is unique and personal and any comparison of the same with other employees shall be futile.

Except to the extent prescribed by law, the breakup of compensation shall be entirely at the discretion of the Company but will be based on factors such as level of employment, tax efficiency, fairness and management convenience. Please note that your salary details are highly confidential and shall not be disclosed inside or outside the organization by you in any manner whatsoever except where required by Company policy. Any failure on your part to adhere to this obligation shall be considered as serious breach of the terms of this letter of employment/ agreement.

6. Use Of Employee's Personal Information

You acknowledge and agree that the Company may collect, use, store, disclose, transfer and /or process your information or data, listed at Appendix 2, and any other personal information or sensitive personal information or data (collectively "Data"), before or during the course of your employment, for without limitation, the purpose of processing of your application, record keeping, accounting and finance functions, human resource functions including without limitation managing attendance and absences of the Company's employees compliance with applicable laws and/or any other purposes relating to your job requirements and the business/management of the Company. You further acknowledge and agree that the Company may store and, in some events, disclose, transfer or share such Data, including without limitation to your name, identification number, location and supervisor's name, with affiliates and/or third parties, including the Company's clients and third party providers of cloud and software services, in the normal course of business or as may be required by law. By accepting this letter of



Principal
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employment/agreement you hereby give consent to the Company's collection, use, storage, disclosure, transfer and /or processing of your Data in the manner provided in this clause. You also agree that such information can be shared without any prior consent with government agencies as mandated under law or any other third party by an order under the law, who shall be under a duty not to disclose it further.

All the employee Data collected by the Company will be maintained in a secured manner in accordance with the existing laws and the Company's security practices listed in the Company's Privacy Policy, as may be amended from time to time by the Company at its sole discretion. You have been provided a copy of such Privacy Policy and by signing this letter of employment/agreement you consent and agree to all terms thereof. You further acknowledge and agree that the security practices and procedures adopted by the Company are reasonable and adequate to protect your Data and that the security practices and procedures comply with all the requirements of the applicable laws.

7. Termination Of Employment

During Probation period, either the Company or you may at any time terminate this letter of employment/agreement without cause by giving in writing to the other party, one (1) month notice or in lieu thereof a sum equal to the amount or pro-rated amount of salary which would have accrued to you during the period or remaining period of notice. You shall not be entitled to any notice pay if your employment is terminated in accordance with the conditions as mentioned in clause 7.8 of this letter of employment/agreement.

After completion of the Probation Period, either the Company or you may at any time terminate this letter of employment/agreement without cause by giving in writing to the other party, **Three Months** notice or in lieu thereof a sum equal to the amount or pro-rated amount of salary which would have accrued to you during the period or remaining period of notice. You shall not be entitled to any notice pay if your employment is terminated in accordance with the conditions as mentioned in clause 7.8 of this letter of employment/agreement.

The notice period of termination of employment as referred in clause 7.2 will be subject to your title at the time of separation and the associated duration of notice period as per notice period policy then in force.

By accepting this letter of employment/agreement you authorize the Company to deduct from your remuneration on termination of employment (including salary, salary in lieu of notice, etc.) all debts owed by you to the Company or any of its group companies/ associates/ clients/ customers or any fine imposed by the Company as a disciplinary penalty pursuant to the Company's disciplinary procedure.

After notice of termination, you shall cooperate with the Company, as reasonably requested by the Company, to effect a transition of your responsibilities and ensure that the Company is aware of all matters being handled by you.

Upon termination of your employment with the Company for any reason, you shall promptly and safely return to the Company any visiting cards, keys, credit cards, passes, mobile phone(s), laptops, data card(s), product samples, confidential documents or material, or other property belonging to the Company, and return all writings, files, records, correspondence, notebooks, notes, stationery and other data or documents and things (including any copies thereof) containing Confidential Information or relating to the business or proposed business of the Company or its subsidiaries or affiliates. The Company reserves the right to postpone relieving you from your employment in the event that all the



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Company's documents/ property/Confidential Information in your custody have not been properly handed over by you to an authorized representative of the Company.

The Company reserves the right during any period of notice to exclude you from the premises of the Company, or to require you to carry out specified duties at premises other than those referred to in Clause 3.1 of the letter of employment/ agreement, or to carry out no duties, and to instruct you to not communicate with clients, employees, agents or representatives of the Company until your employment has been terminated, provided that you will continue to be paid and to enjoy normal contractual benefits during any such period, except in the case of suspension. You will not be entitled to engage in any other employment, work or business during the notice period.

In addition to all the rights of the Company provided for in this letter of employment/ agreement or in any other policies/regulations, as amended from time to time, of the Company or under law, the Company may terminate your employment for cause under any of the following circumstances:

- (a) at any time you shall by your conduct, render yourself incompetent to perform your duties or if you are found to be dishonest, disobedient, intemperate, guilty of any misconduct or indiscipline, persistently unpunctual, negligent in performing your duties;
- (b) or commit breach of any of the terms of this letter of employment/agreement; or of any of its stipulations herein contained, or you are found to be working against the interests of the Company, or your integrity is found to be in suspect, of which the Company shall be the sole judge;
- (c) breach of any clauses of the Company's regulations/policies as referenced in clause 4 and 12 herein;
- (d) unauthorized absence beyond a period of seven (7) consecutive days, without prior written sanction from the Company;
- (e) inability to perform your duties beyond a period of thirty (30) days, whether on medical grounds or on any other grounds;
- (f) physical or mental incapacitation to perform your duties;
- (g) any misrepresentation by you to the Company, whether made orally or in writing and whether expressly or by conduct, and whether at the time of appointment or prior or subsequent thereto;
- (h) any declaration or information furnished by you in your application for employment or otherwise, is found to be wrong or incorrect or it is found that you have willfully suppressed any material information;
- (i) become the subject of bankruptcy;
- (j) convicted for any offense under any law for the time being in force in any jurisdiction;
- (k) commission of any act detrimental to the interests of the Company;
- (l) commission of any act involving moral turpitude.
- (m) Your performance is continuously measured as below expectation.




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In addition to the above, the Company shall also have the right to terminate your employment in the event your services become redundant for business reasons and/or for reasons beyond the control of the Company.

Notwithstanding anything contained in clause 7.2, the Company reserves the right to terminate your employment without giving any notice period or pay in lieu thereof if you are guilty of any breach as mentioned in any of the sub-clauses of clause 7.8 hereinabove.

The Company shall always have the right to draw specific attention of such employer(s) and/ or associates of yours to the various provisions of this letter of employment/ agreement and in particular to your obligations and commitments as agreed upon by you.

8. Non-Solicitation

You shall not, during the term of your employment and for a period of twelve (12) months immediately following any termination/cessation of such employment (regardless of whether such termination/cessation is voluntary or involuntary), directly or indirectly, individually or on behalf of any other person, firm, corporation or other entity, (a) interfere with the Company/Syneos Health Group's continuing relationships with its other employees, (b) disparage the Company/Syneos Health Group with such other employees, (c) attempt to induce such other employees to leave their employment with the Company/Syneos Health Group, (d) interfere with the Company/Syneos Health Group's continuing relationships with its suppliers or customers, (e) disparage the Company/Syneos Health Group with suppliers or customers, (f) sell, attempt to sell or solicit the sale of products competitive with those of the Company/Syneos Health Group to the Company/Syneos Health Group's customers, (g) take any action to discourage or divert any suppliers or customers from doing business with the Company/Syneos Health Group, or; (h) disparage the suppliers or customers of the Company/Syneos Health Group.

9. Confidentiality

The term "Confidential Information" shall include all information, whether written or oral, that is not known by, or not generally available to, the public/outside at large and that concerns the business, activities, financial affairs, trade secrets, technology of the Company or otherwise relates to the Company, in any manner whatsoever, its customers, their clients, suppliers and other businesses or entities, with whom the Company does business, which may come to your knowledge or possession during the tenure of your employment with the Company. You shall hold such Confidential Information in trust and confidence and not disclose or divulge such Confidential Information to any other person or entity or use any such Confidential Information for your own benefit or the benefit of any other party, unless so authorized by the Company or required to be so disclosed or divulged in the course of proper execution of your duties.

You undertake not to make copies or duplicates of any tangible Confidential Information or other sensitive property or materials of the Company, including but not limited to keys, access cards, diskettes, programs, photographs or such other proprietary information relating to the Company's business and you further undertake that during the course of your employment with Company and whether or not during your hours of employment and whether or not with the use of Company's facilities, materials or personnel, you, either alone or jointly with any other person/s and whether or not such person/s are employed in the service of the Company, conceive, make or devise any invention, discovery, process or improvement (whether patented or not) or compile any data to any research, development, technique, method of manufacture, process, appliance, machinery or project now used, made or dealt within by



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the Company or hereafter to be used or which may be substituted for or used in conjunction with any research, development, technique, method of manufacture, process appliance, machinery or project now or to be hereafter used, made or dealt in by the Company or suggested by or resulting in any task assigned to you or work performed by you for or on behalf of the Company.

You agree and confirm that the terms and conditions of this Clause 9 shall survive the termination or discontinuation of your services with the Company.


10. Intellectual Property Rights

You shall be required to disclose promptly, completely and in writing to the Company any discovery, invention, methodology improvements made thereto, process, data, techniques, software applications or products, appliances or machinery conceived, developed or discovered by you, either individually or jointly with others, during your employment ("Inventions") and such Inventions shall at all time belong absolutely to and be the sole and absolute property of the Company whether or not any patent application in relation to such invention has been filed. You agree to treat such Inventions as Company proprietary and confidential and to use such Inventions solely for the benefit of the Company. You agree to assign to the Company any and all rights, title and interest, including, but not limited to, copyrights, trade secrets and proprietary rights to the Inventions, information, materials, products and deliverables developed during the performance of services to the Company. You agree that all the work performed by you and all Inventions, information, materials, products and deliverables developed by you while in the employment of the Company shall be the exclusive property of the Company and all title and interest therein shall vest with the Company. You shall have no right whatsoever, in respect of use of any such Inventions, during the continuance or after cessation of your employment with the Company for whatsoever reason. You must not at any time misappropriate files or document of any kind belonging to the Company or make copies, duplicates or excerpts for private or any other purpose unrelated to your employment. If and when required by the Company, you shall at the Company's expense take out or apply for letters patent, licenses or other rights, privileges or protection, as may be directed by the Company in respect of such inventions, so that the benefit thereof accrues to the Company. You shall execute all instruments, acts, deeds and do all other necessary things, which may be required by the Company for assigning, licensing any Inventions made during the employment, which shall vest with the Company including the name and all benefits arising in respect thereof. Pursuant to its exclusive proprietary rights, the Company shall have the sole and exclusive right inter alia to use, modify or adapt the Inventions, information, materials, products or deliverables developed by you during the performance of your services as an employee of the Company.

11. Disciplinary Action Procedure

Any breach of the Company's regulations/policies, failure to attain or maintain a satisfactory work standard or any misconduct by an employee will be regarded as a disciplinary or capability matter. Your immediate superior will normally deal with minor disciplinary matters. The procedure for more serious offences including major misconduct shall be as set out under the Company's regulations/policies as amended from time to time.




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12. Company's Regulations/Policies

You shall abide and be bound by the Company's regulations/policies, and the same shall form an integral part of this letter of employment/ agreement. The Company's regulations/policies may be changed/amended at any time at the discretion of the Company and the changed Company regulations/policies shall thereupon bind you. You will also carry out and abide by any instruction, policies, 'house rules' and 'office orders' issued by the Company from time to time.

You will be bound by the Company's regulations/policies, and all other rules, instructions, and orders issued by the Company from time to time, in relation to your conduct, discipline and service conditions such as leave, medical, retirement, etc. as if these Company's regulations/policies, rules, instructions, etc. were part of this letter of employment/ agreement. In case of any conflict between this letter of employment/agreement and Company's regulations/policies, the terms and conditions herein shall override/prevail.

13. Representation

You represent and warrant that you are not bound by or subject to any court order, agreement, arrangement or undertaking (including but without limitation to any non-competition or non-solicitation undertakings) or any other disability of any nature which may in any way restrict or prohibit you from entering into this letter of employment/agreement or from performing your duties and providing services under this letter of employment/ agreement on the terms and condition contained herein.

14. Interpretation

If any of the provisions of this letter of employment/agreement shall, for any reason, be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provisions of this letter of employment/agreement, and this letter of employment/agreement shall be construed as if such invalid, illegal or unenforceable provision has never been contained in this letter of employment/agreement. If, moreover, any one or more of the provisions contained in this letter of employment/ agreement shall for any reason be held to be excessively broad as to duration, geographical scope, activity or subject, it shall be construed by limiting and reducing it, so as to be enforceable to the extent compatible with the applicable law.

15. Governing Law, Jurisdiction and Dispute Resolution

This letter of employment/ agreement shall be governed by and construed and enforced in accordance with the laws of India. If any provision of this Agreement as applied to either party or to any circumstances shall be adjudged by a Court of competent jurisdiction to be void or unenforceable, the same shall in no way affect any of the other provisions of this Agreement or the validity or enforceability of this Agreement. Further, any dispute arising between the parties shall be resolved by reference to the courts of competent jurisdiction over the subject matter of the dispute. The parties hereby agree to submit themselves to the exclusive jurisdiction of the courts in **Gurugram**.

Notwithstanding the above, if any disputes, differences or disagreements arise between you and the Company with respect to the terms or interpretation of this letter of employment/ agreement, then all such disputes, differences or disagreements shall be finally decided by a sole arbitrator appointed with the consent of both the parties in accordance with the provisions of the Arbitration and Conciliation Act, 1996 (as amended). Any arbitration pursuant hereunder shall be a domestic arbitration under the applicable laws of India. The venue of this arbitration shall be **Gurugram**.




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16. Waiver Of Breach

The waiver by the Company of a breach of any provision of this letter of employment/Agreement shall not operate or be construed as a waiver of any subsequent breach.

17. Others

You shall inform the Company as soon as possible about any change in your residential address as well as personal status from time to time. All communications sent to you in the normal course on the address given by you shall be deemed to have been received by you.

As per the Company policy, the age for superannuating is [60 years].

Survival The provisions of this letter of employment/agreement, which by their nature are intended to survive the termination or expiration of this letter of employment/agreement, including without limitation, the provisions of Clauses 8, 9, 10, 12,14, 15 & 17.2 shall survive the termination of this letter of employment/agreement.

Kindly sign and return the duplicate copy of this letter along with the Appendixes, initialed on each page of the letter and the Appendixes. Upon your signature and return to us, this letter of employment/ agreement shall govern your employment with the Company.

This letter of employment/agreement shall automatically stand revoked in the event of your not joining the Company on or before the date mentioned in this letter of employment/agreement for any reason whatsoever.

You are required to provide true and accurate information to the Company. However, in the event that any of the personal information or sensitive personal information or data provided to the Company is found to be inaccurate or deficient, you will have the right to review, correct, or amend such information as deemed reasonable by your supervisor.




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18. Electronic Signature

The parties agree that this letter may be executed and delivered by electronic signatures using Adobe sign in accordance with the Information Technology Act 2000 of India and that the signatures appearing on this letter are the same as handwritten signatures for the purposes of validity, enforceability, and admissibility.

To accept the Company's offer, please sign the original hard copy of this letter or e-sign using Adobe sign and return it to **Mounika Akondi** by **23rd July 2019**. If this letter is not signed and returned by you by **23rd July 2019** signifying your acceptance of this offer, this offer of employment will lapse.

You should retain the other copy of this letter for your own records.

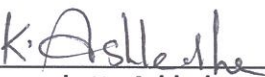
Yours truly,



Vaishali Sharma
Director - Human Resources, India
For InVentiv International Pharma Services Pvt. Ltd


I acknowledge, accept and hereby consent to the terms and conditions contained in this letter of employment/agreement.

ACKNOWLEDGEMENT:


Kammakattu Ashlesha

Date





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Appendix

Kammakattu Ashlesha	
Components	Per annum (INR)
Basic	138000
House Rent Allowance	69000
*Flexi Basket	138000
1. Leave Travel Allowance	11500
2. Car or Fuel Allowance	21600
3. Meal Coupons	26400
4. Special Allowance	78500
Annual Fixed Salary - Total Gross (A)	345000
Company's contribution of PF (12% of basic)	16560
Total Retirals (B)	16560
TOTAL CTC (A+B)	361560
Insurance Coverage: Health Insurance Coverage for Self, Spouse, First Two Children (up to 25 years of age) and Parents/ Parent in laws (Any one set) & Personal Accident and Group Term Life Coverage for self.	

- **Flexi Basket :** Your compensation is designed in a way, to ensure that you get the maximum tax benefit by opting for appropriate components: This plan enable you to :
 1. Choose from the basket of allowances
 2. Apportion components of your salary within prescribed guidelines
 3. Optimize your earnings
- **Flexi Basket allowances:**
 - ✓ Fuel Allowance: An Employee has the option to either claim fuel up to Rs.10800 p.a for two wheeler or Rs. 21600 p.a for four wheeler (<1600CC) or Rs.28800 for four wheeler (>1600CC)
 - ✓ Leave Travel Allowance LTA will be payable once in a year as governed by our Government policy.
 - ✓ Meal Coupons: An Employee has the option to opt for Rs.26400 p.a for Sodexo food Coupons. This is a non-taxable component.
 - ✓ Special allowance: Balancing amount and it is taxable.
 - ✓ If employee fails to submit bills/receipts to payroll, Applicable Tax would be deducted from the salary of last 3 months of that financial year.
- **Provident Fund:** The employees would contribute an amount equal to that of the employer and the employee contribution will be deducted from Annual Fixed Salary - as mentioned above (the current rate of contribution is 12% of the basic salary)
- Take home salary will be net of PF & Income Tax deductions depending on your savings under various schemes
- **Insurance Benefits :** As an employee you are also entitled to the following:
 - ✓ You and your dependents will be eligible for floating health insurance coverage as per applicable policy
 - ✓ You will be eligible for Personal Accident coverage
 - ✓ You will also be eligible for Term Life coverage.





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Appendix

Please bring below mentioned list of documents on your Joining date:

- Copy of all education documents starting class 10th
- Document showing date of birth/passport
- Photocopy of PAN card and Adhar card
- Photocopy of address proof
- 3 recent passport size photographs
- Copy of relieving letter/experience certificate from all the previous organizations(in case of fresher not applicable)
- Copy of offer letter/appointment letter of last organization
- Resignation Acceptance letter and full and final settlement statement of last organization
- Few months (3-4 months) Pay slip of last organization (in case of fresher not applicable)




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Regarding offer letter

1 message

HR Vizag <vizag@pulsus.com>
To:Maithilikorabu@gmail.com

Mon 03 Jun, 2019 at 12.00

Dear KORABU MAITHILLI,

Congratulations & Greetings from PULSUS GROUP !!

With reference to your application and the subsequent Interview you had with us, we are pleased to inform that you are selected for the position "OJT" at PULSUS GROUP - JOURNALS Division. Please note our offer of intent is subject to submission and verification of your antecedents at the time of joining (List of documents enclosed), Offer of intent doesn't mean confirmation of employment till joining and verification of all the antecedents/documents.

You will receive a gross salary of Rs 15000/- month with deductions of PF, PT & ESI, and your services shall be confirmed or extended or terminated basing on the performance.

You are requested to join on or before 10/06/2019 (Monday) at 08.00 AM at the following venue:- PULSUS HEALTH

Tech LLP,

Second Floor, Wipro Aforesaid Building, Survey No.39 P,

IT/ITES SEZ Campus, Rama Talkies Road, Old TB Hospital Premises, Resapuvanipalem

Village, Visakhapatnam, Andhra Pradesh – 500013.

Please ensure to carry the below List of Documents at the time of Joining without fail.

1. One copy of all educational certificates along with originals for verification.
2. Eight passport size photographs.
3. Experience Certificates from previous employers as applicable.
4. 10th Original Certificate (Is mandatory).
5. Aadhar Card Copy & PAN card copy.
6. NOC/Course completion certificate from college (If applicable).
7. Print out copy of this mail.
8. One Year Service Level Agreement will be executed on the date of joining.
9. In case of resignation 2 months' notice period or 2 months' salary in lieu of notice period should be served/paid.

We are welcoming you on board for a successful career with Pulsus Family. If the above terms are acceptable. Kindly acknowledge the receipt of the same and make a confirmation of your joining in mail within 48 hours of receiving the mail failing which offer of intent remains canceled.

Further queries please feel free to contact me on the below number Thanks &

Regards,


Team Human Resources PULSUS

GROUP-Visakhapatnam

Phone 0891-3356302/9346992144/6281778130

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WWW.PULSUSGROUP.COM




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Date: 04/11/2019
Korubili Nandini,
2-134, BP Colony
Mandal : Kanchili
Srikakulam - 532290

OFFER LETTER

This has reference to your application and subsequent interview you had with us. Considering your qualification, experience and professional record of accomplishment, we are pleased to offer you the position Training Co-Ordinator at **Hyderabad HQ** at a gross salary of Rs 15000 /- (Fifteen Thousand Rupees) per month. You will have to take care of Training Activities.

You will be under probation for 6 months from the date of your joining and you will be considered on company roles only after completion of the above said probation period. It is also to be noted that your services will be confirmed only when you demonstrate your performance.

You are requested to join the duties on or before 13-11-2019. Please ensure to provide photocopies of the following at the time of your joining:

1. Experience Certificates of previous employers, if any
2. Proof of Date of Birth.
3. Educational qualifications
4. Latest passport size colour photographs (6 Nos.)

Please send your acceptance to info@clinosol.com within three days from the date of receiving this letter.

With best wishes,

For ClinoSol Research Pvt. Ltd.

C.S. Mujeebuddin
C.S. Mujeebuddin.
Founder & CEO.



[Signature]
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Cherukupally (V), Bhogapuram Mandal
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Registered Office Address

inVentiv International Pharma Services Private Limited

3rd Floor, Tower B, Presidency Tower, 46/4,

M. G. Road, Sector 14, Gurugram, Haryana-122001

Phone No. +91 124 445 78 00

CIN: U93090HR2006PTC101717

15th May 2019

Maithreye.Savirigana

30/5/6,Krishna gardens,dabagardens,

near ramalayam temple,

visakhapatanam -530020

Dear Maithreye.Savirigana,

We are pleased to offer you an appointment with **inVentiv International Pharma Services Private Limited** ("**Company**") in the position of **Trial Master File Document Specialist I**, on the terms and conditions set out herein after:

1. Employment

Your employment will commence on **20th May 2019** until **19th November 2019**.

Your fixed term employment with the Company will be subject to successful pre and/or post-employment background checks, accuracy of the testimonials and information provided by you and your being free from any contractual or legal restrictions preventing you from accepting this offer or starting work on the above-mentioned date. You, if so asked by the Company, shall fully disclose on your behalf and, if married, on behalf of your spouse full details of any external directorships held and any personal business interests including partnerships, shareholdings and trusteeships; involvement in any other business ventures involving limited/ unlimited liability; personal liabilities in connection with business activities; and involvement in other positions external and/or prejudicial to the interests of the Company and seek acceptance/approval of the Company towards continuing with such external interests ("**External Interest**").

You shall also undertake that you are authorized to work in this country and that you have not been convicted in any criminal proceedings in the past, and/or are not a party to any criminal proceedings pending in any court of law.

Please note that if during the pre or post-employment background checks, the background checking agency gives a negative report or the Company receives negative feedback from a third party or in event of unsatisfactory results of any of the above, this letter of employment/ agreement shall stand revoked automatically, regardless of whether or not you have accepted it. In the event you have already commenced employment with the Company, such employment will automatically terminate without giving rise to any claim for compensation or damages in your favor, but without prejudice to the Company's rights and remedies against you.

You undertake to carry out any and all lawful and legitimate duties assigned by the Company during the course of your employment and unless prevented by ill health or accident and save while on approved leave will, (a) devote the whole of your time, attention skills and abilities to the business of the Company;




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(b) always endeavor and conduct yourself to promote the Company's best interests; and (c) not at any time do anything or act in a manner that could/might damage the Company's interests.

Provided that the Company shall still retain its right under Clause 7.8 of this letter of employment/ agreement and under the laws, in the event due to continued ill-health, you are deemed unfit/ incapable of discharging your duties akin to the expectations of the Company and in terms of this letter of employment/ agreement.

The Company shall have the sole discretion to modify the nature of your duties and designation as it may deem appropriate without assigning any reason and you will be expected to undertake all responsibilities that may be assigned to you by the Company at any time.

You shall not, without the Company's prior and formal written consent, whether for any consideration or not, enter into any association with any third party in the nature of employment, retainer, assignment, apprenticeship / traineeship, consultancy engagement or in any other manner whatsoever, or carry out any other profession / business / activity / vocation, nor engage in any such activities (even if such association, activity, etc. is on part-time basis) as would interfere with performance and delivery of your duties and obligations to the Company or which would represent a conflict of interest with the Company.

By signing this letter of employment/agreement, you undertake and represent to the Company that you have ensured total, formal and effective closure of any/all preexisting association/engagement with any third party.

By signing this letter of employment/agreement, you agree to adhere to the Company's policies, rules and practices existing at the time of entering into this letter of employment/agreement and/or which may be formed later and brought into force by the Company at a later date during the course of your employment. These may include, but are not limited to, work schedule, sick leaves, leave of absence. Furthermore, you acknowledge that these policies may be modified from time to time as required by the Company's business needs and in such an event, prior notice shall be given to you in compliance with this letter of employment/agreement.

By signing this letter of employment/agreement, you also acknowledge that in the event you resign from the services of Company within one (1) year from the joining date, the Company reserves the right to deduct applicable amounts paid to you as: a) relocation allowance; b) notice period buy out; c) joining bonus; and d) such other amounts as may be applicable as per the Company's policy prevalent at the time of such resignation.

2. Probation

You will serve a mandatory minimum probation period of three (3) months' from the date of your joining the Company ("Probation") following which you shall get confirmed into the Company by default unless you receive a letter of extension of probation. The Company reserves the right to extend your Probation period for an additional three (3) months, in the event that your performance is found not up to the Company's expectations. In such case, you will be deemed to continue on probation until you are confirmed, and your confirmation has been communicated to you, in writing expressly by the Company.

Your performance will be evaluated according to your efficiency, conduct, maintenance of discipline and other conditions as stipulated under the Company's regulations/policies existing now or in future. It will be your responsibility to read, peruse and follow the Company's regulations/policies which are available on the Company's intranet page.



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The decision of the Company on whether to confirm your employment with the Company or to extend the period of probation or termination of your employment shall be final.

During the period of Probation, either the Company or you may at any time terminate this letter of employment/agreement without cause by giving in writing to the other party, one (1) month notice or in lieu thereof a sum equal to the amount or pro-rated amount of salary which would have accrued to you during the period or remaining period of notice. You shall not be entitled to any notice pay if your employment is terminated in accordance with the conditions under clause 7.8 of this letter of employment/agreement.

3. Place of Posting

Your initial place of posting shall be at **Home Based**. However, your services are transferable and you may be assigned, re-assigned or transferred in India or outside India to serve the Company in any of its existing or future offices or any of its group companies or associates or clients/customers. The decision of the Company shall be final and binding.

It is a condition of your employment that you comply with any such requirements of the Company. The transfer arrangement will not deem to constitute a change in your conditions of service and in any such event, you shall be given reasonable advance intimation in writing of any such transfer/relocation by the Company.

Notwithstanding the above, you may however be required to work at any other place that the Company may deem fit and as may be required from time to time. You may also be seconded, deputed or transferred to any other person/company associated with the Company or a client/customer of the Company whether in India or abroad. In such a case, your relocation expenses shall be borne by the Company and your reimbursement shall be made as per the Relocation Policy of the Company.

Your place of work shall change in case of any relocation of the Company's offices, for which you shall be entitled to reimbursement in consonance with the Relocation Policy of the Company.

4. Performance Of Duties

You shall be assigned with all the duties and responsibilities of the **Trial Master File Document Specialist I**, and such other duties on behalf of the Company, as may be reasonably assigned from time to time by the Company's management. You agree to perform such duties and comply with all reasonable directions given by the Company. During the term of this letter of employment/agreement, you will faithfully and diligently serve the Company and promote its interest to the best of your abilities. You shall devote the whole of your time, attention, abilities to its affairs during the hours in which you are required to perform your duties. You agree that you will not engage in any other employment or activity, in the absence of prior written approval from the Company.

Your performance and progress will be assessed and appraised as per the performance evaluation process or any other appropriate mechanism, as per processes and schedules implemented by the Company from time to time. Based on your achievement of specific performance and other standards and subject to the Company's norms regarding cycles of compensation reviews at the relevant time, your remuneration may be considered for a review, after completion of the appropriate performance evaluation process. You agree to provide all the necessary information, if so required to the Company for completion of the performance evaluation process.




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You will perform your duties in a careful and prudent manner and will conduct yourself at all times in such a manner so as to improve the reputation and interests of the Company. You also agree to truthfully make and manage such reports as the Company may reasonably require. Additionally, you also agree to make available to the Company any and all information derived from your employment, as and when requested by the Company.

You will be true and faithful to the Company in all your account, dealings and transactions whatsoever relating to the business of the Company and shall, at all times, when required, render a true and just account thereof to the Company or to such persons as authorized by the Company.

You will abide by standing rules/ regulations of the Company. Therefore, it is necessary that you are fully aware of the implications of various laws that are applicable to the responsibilities you are handling. Nevertheless, compliance of local laws applicable to your assignment is your personal responsibility and you shall ensure that there is no cause whatsoever of violation of any of these laws by you or your subordinates.

The Company shall always have the right to draw specific attention of such employer(s) and/or associates of yours to the various provisions of this letter of employment/ agreement and in particular to your obligations and commitments as agreed upon by you.

5. Compensation


As regards compensation for services to be rendered, you shall be paid an annual Fixed Salary of Rs. **345000**. Your CTC would be Rs. **361560** per annum. The salary shall be payable on monthly basis in arrears on or about the last working day of each calendar month, but in no case later than the date of joining of the succeeding calendar month. The break-up of your salary is detailed in Appendix 1 hereto and the same shall form an integral part of this letter of employment/ agreement. Your compensation is based on your qualifications, skill sets and overall experience. Therefore, the compensation payable to you by the Company is unique and personal and any comparison of the same with other employees shall be futile.

Except to the extent prescribed by law, the breakup of compensation shall be entirely at the discretion of the Company but will be based on factors such as level of employment, tax efficiency, fairness and management convenience. Please note that your salary details are highly confidential and shall not be disclosed inside or outside the organization by you in any manner whatsoever except where required by Company policy. Any failure on your part to adhere to this obligation shall be considered as serious breach of the terms of this letter of employment/ agreement.

6. Use Of Employee's Personal Information

You acknowledge and agree that the Company may collect, use, store, disclose, transfer and /or process your information or data, listed at Appendix 2, and any other personal information or sensitive personal information or data (collectively "Data"), before or during the course of your employment, for without limitation, the purpose of processing of your application, record keeping, accounting and finance functions, human resource functions including without limitation managing attendance and absences of the Company's employees compliance with applicable laws and/or any other purposes relating to your job requirements and the business/management of the Company. You further acknowledge and agree that the Company may store and, in some events, disclose, transfer or share such Data, including without limitation to your name, identification number, location and supervisor's name, with affiliates and/or third parties, including the company clients and third party providers of cloud and software services, in the normal course of business or as may be required by law. By accepting this letter of




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employment/agreement you hereby give consent to the Company's collection, use, storage, disclosure, transfer and /or processing of your Data in the manner provided in this clause. You also agree that such information can be shared without any prior consent with government agencies as mandated under law or any other third party by an order under the law, who shall be under a duty not to disclose it further.

All the employee Data collected by the Company will be maintained in a secured manner in accordance with the existing laws and the Company's security practices listed in the Company's Privacy Policy, as may be amended from time to time by the Company at its sole discretion. You have been provided a copy of such Privacy Policy and by signing this letter of employment/agreement you consent and agree to all terms thereof. You further acknowledge and agree that the security practices and procedures adopted by the Company are reasonable and adequate to protect your Data and that the security practices and procedures comply with all the requirements of the applicable laws.

7. Termination Of Employment

During Probation period, either the Company or you may at any time terminate this letter of employment/agreement without cause by giving in writing to the other party, one (1) month notice or in lieu thereof a sum equal to the amount or pro-rated amount of salary which would have accrued to you during the period or remaining period of notice. You shall not be entitled to any notice pay if your employment is terminated in accordance with the conditions as mentioned in clause 7.8 of this letter of employment/agreement.

After completion of the Probation Period, either the Company or you may at any time terminate this letter of employment/agreement without cause by giving in writing to the other party, **Three Months** notice or in lieu thereof a sum equal to the amount or pro-rated amount of salary which would have accrued to you during the period or remaining period of notice. You shall not be entitled to any notice pay if your employment is terminated in accordance with the conditions as mentioned in clause 7.8 of this letter of employment/agreement.

The notice period of termination of employment as referred in clause 7.2 will be subject to your title at the time of separation and the associated duration of notice period as per notice period policy then in force.

By accepting this letter of employment/agreement you authorize the Company to deduct from your remuneration on termination of employment (including salary, salary in lieu of notice, etc.) all debts owed by you to the Company or any of its group companies/ associates/ clients/ customers or any fine imposed by the Company as a disciplinary penalty pursuant to the Company's disciplinary procedure.

After notice of termination, you shall cooperate with the Company, as reasonably requested by the Company, to effect a transition of your responsibilities and ensure that the Company is aware of all matters being handled by you.

Upon termination of your employment with the Company for any reason, you shall promptly and safely return to the Company any visiting cards, keys, credit cards, passes, mobile phone(s), laptops, data card(s), product samples, confidential documents or material, or other property belonging to the Company, and return all writings, files, records, correspondence, notebooks, notes, stationery and other data or documents and things (including any copies thereof) containing Confidential Information or relating to the business or proposed business of the Company or its subsidiaries or affiliates. The Company reserves the right to postpone relieving you from your employment in the event that all the



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Company's documents/ property/Confidential Information in your custody have not been properly handed over by you to an authorized representative of the Company.

The Company reserves the right during any period of notice to exclude you from the premises of the Company, or to require you to carry out specified duties at premises other than those referred to in Clause 3.1 of the letter of employment/ agreement, or to carry out no duties, and to instruct you to not communicate with clients, employees, agents or representatives of the Company until your employment has been terminated, provided that you will continue to be paid and to enjoy normal contractual benefits during any such period, except in the case of suspension. You will not be entitled to engage in any other employment, work or business during the notice period.

In addition to all the rights of the Company provided for in this letter of employment/ agreement or in any other policies/regulations, as amended from time to time, of the Company or under law, the Company may terminate your employment for cause under any of the following circumstances:

- (a) at any time you shall by your conduct, render yourself incompetent to perform your duties or if you are found to be dishonest, disobedient, intemperate, guilty of any misconduct or indiscipline, persistently unpunctual, negligent in performing your duties;
- (b) or commit breach of any of the terms of this letter of employment/agreement; or of any of its stipulations herein contained, or you are found to be working against the interests of the Company, or your integrity is found to be in suspect, of which the Company shall be the sole judge;
- (c) breach of any clauses of the Company's regulations/policies as referenced in clause 4 and 12 herein;
- (d) unauthorized absence beyond a period of seven (7) consecutive days, without prior written sanction from the Company;
- (e) inability to perform your duties beyond a period of thirty (30) days, whether on medical grounds or on any other grounds;
- (f) physical or mental incapacitation to perform your duties;
- (g) any misrepresentation by you to the Company, whether made orally or in writing and whether expressly or by conduct, and whether at the time of appointment or prior or subsequent thereto;
- (h) any declaration or information furnished by you in your application for employment or otherwise, is found to be wrong or incorrect or it is found that you have willfully suppressed any material information;
- (i) become the subject of bankruptcy;
- (j) convicted for any offense under any law for the time being in force in any jurisdiction;
- (k) commission of any act detrimental to the interests of the Company;
- (l) commission of any act involving moral turpitude.
- (m) Your performance is continuously measured as below expectation.




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In addition to the above, the Company shall also have the right to terminate your employment in the event your services become redundant for business reasons and/or for reasons beyond the control of the Company.

Notwithstanding anything contained in clause 7.2, the Company reserves the right to terminate your employment without giving any notice period or pay in lieu thereof if you are guilty of any breach as mentioned in any of the sub-clauses of clause 7.8 hereinabove.

The Company shall always have the right to draw specific attention of such employer(s) and/ or associates of yours to the various provisions of this letter of employment/ agreement and in particular to your obligations and commitments as agreed upon by you.

8. Non-Solicitation

You shall not, during the term of your employment and for a period of twelve (12) months immediately following any termination/cessation of such employment (regardless of whether such termination/cessation is voluntary or involuntary), directly or indirectly, individually or on behalf of any other person, firm, corporation or other entity, (a) interfere with the Company/Syneos Health Group's continuing relationships with its other employees, (b) disparage the Company/Syneos Health Group with such other employees, (c) attempt to induce such other employees to leave their employment with the Company/Syneos Health Group, (d) interfere with the Company/Syneos Health Group's continuing relationships with its suppliers or customers, (e) disparage the Company/Syneos Health Group with suppliers or customers, (f) sell, attempt to sell or solicit the sale of products competitive with those of the Company/Syneos Health Group to the Company/Syneos Health Group's customers, (g) take any action to discourage or divert any suppliers or customers from doing business with the Company/Syneos Health Group, or; (h) disparage the suppliers or customers of the Company/Syneos Health Group.

9. Confidentiality

The term "Confidential Information" shall include all information, whether written or oral, that is not known by, or not generally available to, the public/outside at large and that concerns the business, activities, financial affairs, trade secrets, technology of the Company or otherwise relates to the Company, in any manner whatsoever, its customers, their clients, suppliers and other businesses or entities, with whom the Company does business, which may come to your knowledge or possession during the tenure of your employment with the Company. You shall hold such Confidential Information in trust and confidence and not disclose or divulge such Confidential Information to any other person or entity or use any such Confidential Information for your own benefit or the benefit of any other party, unless so authorized by the Company or required to be so disclosed or divulged in the course of proper execution of your duties.

You undertake not to make copies or duplicates of any tangible Confidential Information or other sensitive property or materials of the Company, including but not limited to keys, access cards, diskettes, programs, photographs or such other proprietary information relating to the Company's business and you further undertake that during the course of your employment with Company and whether or not during your hours of employment and whether or not with the use of Company's facilities, materials or personnel, you, either alone or jointly with any other person/s and whether or not such person/s are employed in the service of the Company, conceive, make or devise any invention, discovery, process or improvement (whether patented or not), compile any data to any research, development, technique, method of manufacture, process, apparatus, machinery or project now used, made or dealt within by



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the Company or hereafter to be used or which may be substituted for or used in conjunction with any research, development, technique, method of manufacture, process appliance, machinery or project now or to be hereafter used, made or dealt in by the Company or suggested by or resulting in any task assigned to you or work performed by you for or on behalf of the Company.

You agree and confirm that the terms and conditions of this Clause 9 shall survive the termination or discontinuation of your services with the Company.


10. Intellectual Property Rights

You shall be required to disclose promptly, completely and in writing to the Company any discovery, invention, methodology improvements made thereto, process, data, techniques, software applications or products, appliances or machinery conceived, developed or discovered by you, either individually or jointly with others, during your employment (“Inventions”) and such Inventions shall at all time belong absolutely to and be the sole and absolute property of the Company whether or not any patent application in relation to such invention has been filed. You agree to treat such Inventions as Company proprietary and confidential and to use such Inventions solely for the benefit of the Company. You agree to assign to the Company any and all rights, title and interest, including, but not limited to, copyrights, trade secrets and proprietary rights to the Inventions, information, materials, products and deliverables developed during the performance of services to the Company. You agree that all the work performed by you and all Inventions, information, materials, products and deliverables developed by you while in the employment of the Company shall be the exclusive property of the Company and all title and interest therein shall vest with the Company. You shall have no right whatsoever, in respect of use of any such Inventions, during the continuance or after cessation of your employment with the Company for whatsoever reason. You must not at any time misappropriate files or document of any kind belonging to the Company or make copies, duplicates or excerpts for private or any other purpose unrelated to your employment. If and when required by the Company, you shall at the Company’s expense take out or apply for letters patent, licenses or other rights, privileges or protection, as may be directed by the Company in respect of such inventions, so that the benefit thereof accrues to the Company. You shall execute all instruments, acts, deeds and do all other necessary things, which may be required by the Company for assigning, licensing any Inventions made during the employment, which shall vest with the Company including the name and all benefits arising in respect thereof. Pursuant to its exclusive proprietary rights, the Company shall have the sole and exclusive right inter alia to use, modify or adapt the Inventions, information, materials, products or deliverables developed by you during the performance of your services as an employee of the Company.

11. Disciplinary Action Procedure

Any breach of the Company’s regulations/policies, failure to attain or maintain a satisfactory work standard or any misconduct by an employee will be regarded as a disciplinary or capability matter. Your immediate superior will normally deal with minor disciplinary matters. The procedure for more serious offences including major misconduct shall be as set out under the Company’s regulations/policies as amended from time to time.




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12. Company's Regulations/Policies

You shall abide and be bound by the Company's regulations/policies, and the same shall form an Integral part of this letter of employment/ agreement. The Company's regulations/policies may be changed/amended at any time at the discretion of the Company and the changed Company regulations/policies shall thereupon bind you. You will also carry out and abide by any instruction, policies, 'house rules' and 'office orders' issued by the Company from time to time.

You will be bound by the Company's regulations/policies, and all other rules, instructions, and orders issued by the Company from time to time, in relation to your conduct, discipline and service conditions such as leave, medical, retirement, etc. as if these Company's regulations/policies, rules, instructions, etc. were part of this letter of employment/ agreement. In case of any conflict between this letter of employment/agreement and Company's regulations/policies, the terms and conditions herein shall override/prevail.

13. Representation

You represent and warrant that you are not bound by or subject to any court order, agreement, arrangement or undertaking (including but without limitation to any non-competition or non-solicitation undertakings) or any other disability of any nature which may in any way restrict or prohibit you from entering into this letter of employment/agreement or from performing your duties and providing services under this letter of employment/ agreement on the terms and condition contained herein.

14. Interpretation


If any of the provisions of this letter of employment/agreement shall, for any reason, be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provisions of this letter of employment/agreement, and this letter of employment/agreement shall be construed as if such invalid, illegal or unenforceable provision has never been contained in this letter of employment/agreement. If, moreover, any one or more of the provisions contained in this letter of employment/ agreement shall for any reason be held to be excessively broad as to duration, geographical scope, activity or subject, it shall be construed by limiting and reducing it, so as to be enforceable to the extent compatible with the applicable law.

15. Governing Law, Jurisdiction and Dispute Resolution

This letter of employment/ agreement shall be governed by and construed and enforced in accordance with the laws of India. If any provision of this Agreement as applied to either party or to any circumstances shall be adjudged by a Court of competent jurisdiction to be void or unenforceable, the same shall in no way affect any of the other provisions of this Agreement or the validity or enforceability of this Agreement. Further, any dispute arising between the parties shall be resolved by reference to the courts of competent jurisdiction over the subject matter of the dispute. The parties hereby agree to submit themselves to the exclusive jurisdiction of the courts in **Gurugram**.

Notwithstanding the above, if any disputes, differences or disagreements arise between you and the Company with respect to the terms or interpretation of this letter of employment/ agreement, then all such disputes, differences or disagreements shall be finally decided by a sole arbitrator appointed with the consent of both the parties in accordance with the provisions of the Arbitration and Conciliation Act, 1996 (as amended). Any arbitration pursuant hereunder shall be a domestic arbitration under the applicable laws of India. The venue of the arbitration shall be **Gurugram**.




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16. Waiver Of Breach

The waiver by the Company of a breach of any provision of this letter of employment/Agreement shall not operate or be construed as a waiver of any subsequent breach.

17. Others

You shall inform the Company as soon as possible about any change in your residential address as well as personal status from time to time. All communications sent to you in the normal course on the address given by you shall be deemed to have been received by you.

As per the Company policy, the age for superannuating is [60 years].


Survival The provisions of this letter of employment/agreement, which by their nature are intended to survive the termination or expiration of this letter of employment/agreement, including without limitation, the provisions of Clauses 8, 9, 10, 12,14, 15 & 17.2 shall survive the termination of this letter of employment/agreement.

Kindly sign and return the duplicate copy of this letter along with the Appendixes, initialed on each page of the letter and the Appendixes. Upon your signature and return to us, this letter of employment/ agreement shall govern your employment with the Company.

This letter of employment/agreement shall automatically stand revoked in the event of your not joining the Company on or before the date mentioned in this letter of employment/agreement for any reason whatsoever.

You are required to provide true and accurate information to the Company. However, in the event that any of the personal information or sensitive personal information or data provided to the Company is found to be inaccurate or deficient, you will have the right to review, correct, or amend such information as deemed reasonable by your supervisor.




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18. Electronic Signature

The parties agree that this letter may be executed and delivered by electronic signatures using Adobe sign in accordance with the Information Technology Act 2000 of India and that the signatures appearing on this letter are the same as handwritten signatures for the purposes of validity, enforceability, and admissibility.

To accept the Company's offer, please sign the original hard copy of this letter or e-sign using Adobe sign and return it to **Mounika Akondi** by **20th May 2019**. If this letter is not signed and returned by you by **20th May 2019** signifying your acceptance of this offer, this offer of employment will lapse.

You should retain the other copy of this letter for your own records.

Yours truly,



Vaishali Sharma
Director - Human Resources, India
For InVentiv International Pharma Services Pvt. Ltd

I acknowledge, accept and hereby consent to the terms and conditions contained in this letter of employment/agreement.


ACKNOWLEDGEMENT:



Maithreye.Savirigana

Date




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Appendix

Maithreye.Savirigana	
Components	Per annum (INR)
Basic	138000
House Rent Allowance	69000
*Flexi Basket	138000
1. Leave Travel Allowance	11500
2. Car or Fuel Allowance	21600
3. Meal Coupons	26400
4. Special Allowance	78500
Annual Fixed Salary - Total Gross (A)	345000
Company's contribution of PF (12% of basic)	16560
Total Retirals (B)	16560
TOTAL CTC (A+B)	361560
Insurance Coverage: Health Insurance Coverage for Self, Spouse, First Two Children (up to 25 years of age) and Parents/ Parent in laws (Any one set) & Personal Accident and Group Term Life Coverage for self.	

- **Flexi Basket :** Your compensation is designed in a way, to ensure that you get the maximum tax benefit by opting for appropriate components: This plan enable you to :
 1. Choose from the basket of allowances
 2. Apportion components of your salary within prescribed guidelines
 3. Optimize your earnings
- **Flexi Basket allowances:**
 - ✓ Fuel Allowance: An Employee has the option to either claim fuel up to Rs.10800 p.a for two wheeler or Rs. 21600 p.a for four wheeler (<1600CC) or Rs.28800 for four wheeler (>1600CC)
 - ✓ Leave Travel Allowance LTA will be payable once in a year as governed by our Government policy.
 - ✓ Meal Coupons: An Employee has the option to opt for Rs.26400 p.a for Sodexo food Coupons. This is a non-taxable component.
 - ✓ Special allowance: Balancing amount and it is taxable.
 - ✓ If employee fails to submit bills/receipts to payroll, Applicable Tax would be deducted from the salary of last 3 months of that financial year.
- **Provident Fund:** The employees would contribute an amount equal to that of the employer and the employee contribution will be deducted from Annual Fixed Salary - as mentioned above (the current rate of contribution is 12% of the basic salary)
- Take home salary will be net of PF & Income Tax deductions depending on your savings under various schemes
- **Insurance Benefits :** As an employee you are also entitled to the following:
 - ✓ You and your dependents will be eligible for floating health insurance coverage as per applicable policy
 - ✓ You will be eligible for Personal Accident coverage
 - ✓ You will also be eligible for Group Term Life coverage.





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Appendix

Please bring below mentioned list of documents on your Joining date:

- Copy of all education documents starting class 10th
- Document showing date of birth/passport
- Photocopy of PAN card and Adhar card
- Photocopy of address proof
- 3 recent passport size photographs
- Copy of relieving letter/experience certificate from all the previous organizations(In case of fresher not applicable)
- Copy of offer letter/appointment letter of last organization
- Resignation Acceptance letter and full and final settlement statement of last organization
- Few months (3-4 months) Pay slip of last organization (in case of fresher not applicable)




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Date: 06/09/2019
Malleti Chakravathy,
2-124, Gambheeram Village
Mandal : Anandapuram
Visakhapatnam - 531163

OFFER LETTER

This has reference to your application and subsequent interview you had with us. Considering your qualification, experience and professional record of accomplishment, we are pleased to offer you the position Customer Service Executive **at Hyderabad HQ** at a gross salary of Rs 16000 /- (Sixteen Thousand Rupees) per month. You will have to take care of Training Activities.

You will be under probation for 6 months from the date of your joining and you will be considered on company roles only after completion of the above said probation period. It is also to be noted that your services will be confirmed only when you demonstrate your performance.

You are requested to join the duties on or before 16-09-2019. Please ensure to provide photocopies of the following at the time of your joining:

1. Experience Certificates of previous employers, if any
2. Proof of Date of Birth.
3. Educational qualifications
4. Latest passport size colour photographs (6 Nos.)

Please send your acceptance to info@clinosol.com within three days from the date of receiving this letter.

With best wishes,

For ClinoSol Research Pvt. Ltd.

C.S. Mujeebuddin
C.S. Mujeebuddin.
Founder & CEO.



[Signature]
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LN MANAGEMENT SERVICES

Offer Letter

Dear Ms NAGOTI HARIKA

Dated: 18-Sep-2019

Congratulations!

We are pleased to confirm our offer of employment with us, with effect from as earliest. You will be placed at Graviti Pharmaceuticals Pvt Ltd. situated at Isnapur. We extend this offer and the opportunity with great confidence in your abilities based upon your credentials and the information shared during your interview. We feel that you will be able to make an outstanding contribution to our organization.

You will be paid a Consolidated Salary of Rs.1, 20,000/- (Rupees One Lakh & Twenty Thousand Only per annum).

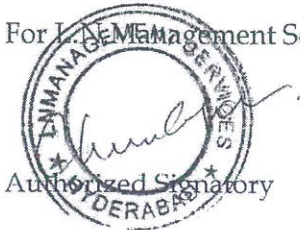
Your compensation details are confidential and you may discuss it only with the undersigned in case of any clarification. It is our hope that your acceptance of our offer will be just the beginning of a mutually beneficial relationship with our organization.

Please sign in the space provided below indicating your acceptance of our offer and deliver the duplicate copy of the duly signed offer letter to us either through email or post.

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

Yours truly,

For LN Management Services



Authorized Signatory



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Vizianagaram Dt., - 531162

STRICTLY CONFIDENTIAL

Date: 3rd February 2022

To

Nelamalapu Madhu Kiran Reddy
1-77, Kondapi,
VTC: Gurrappadia
PO : Mugachinala, Sub District – Kondapi
District – Prakasam,
Andhra Pradesh 523270

Sub: Letter of Offer

Dear Madhu,

This has reference to your application and subsequent interviews in our organization. We are pleased to extend an offer of employment based on the following terms as per our discussion:

- | | |
|------------------|--------------------|
| 1. Designation | : SAS Data Analyst |
| 2. Monthly Gross | : Rs. 40,200/- |
| 3. Yearly Gross | : Rs.4,82,400/- |
| 4. Location | : Mumbai |

Date of Joining:

Your date of joining will be 1st March 2022.

Reporting Center:

You will be reporting at Mumbai Center. All the requisite details will be provided before the DOJ.

Working Hours:

You shall be required to work according to the client working hours & notified holidays of the client will apply.

Probation:

You will be on probation for an initial period of 6 (Six) months. At the end of 6 months, based on successful completion after evaluation, you will be confirmed through intimation in writing.

Appointment Letter:

On your joining, we will issue an appointment letter with details of the terms and conditions of employment.

With best wishes,



Chaithra KS
Director- HR & Operations



Acceptance:

I, Nelamalapu Madhu Kiran Reddy accept the offer and will join VIAPROM Technologies Private Limited on or before

SIGNATURE: _____

DATE: _____

PRINCIPAL

Avanti Institute of Pharmaceutical Sciences
Cherukupally (Vizianagaram Mandal)
Vizianagaram, Dist. Vizianagaram, Andhra Pradesh 521102

VIAPROM Technologies Private Limited

Corp Office: No. 756, 2nd Floor, 33rd A Cross, 4th Block, Jayanagar Bengaluru-560041

Registered Office: IA -174, Sector-3, Ground Floor, Saltlake, Kolkata - 700097 | CIN: U72900WB2016PTC215708

VIAPROM Group

Aquity

Aquity Solutions/Hyderabad, India - Service Center -6: VIZ/Medical Scribing

August 27, 2019

Mr. Papineni Sridhar,
2-4-6, varisam
village, ranasthalam
mandal, Srikakulam,
Andhra Pradesh-532409

Subject: Offer Letter

Dear Sridhar,

Based on your interview with us, we are pleased to extend you an offer to join Aquity Solutions India Private Limited (hereinafter referred to as "the Company" or "Aquity Solutions") as **Medical Scribe Trainee** at its office located at **Visakhapatnam** in the state of Andhra Pradesh.

We welcome you to Aquity Solutions, and we are confident that you will enjoy being a part of it, as much as we shall cherish our association with you. This Offer Letter confirms your total emoluments and other terms of your employment, which if accepted by you, will be as follows:

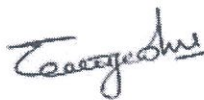
1. Your Annual Cost to the company (CTC) shall be **Rs. 420000/- only (Rupees Four Lakh Twenty Thousand only)** and the same will be structured as per the attached Annexure I.
2. You shall join us on or before August 27 2019 failing which the offer will be void.
3. This Offer Letter and your employment with Aquity Solutions shall be subject to satisfactory Background Verification Report as per the Company's process.
4. Your employment with Aquity Solutions will be governed by your Appointment Letter, which will be issued to you at the time of your joining.
5. Your services with the Company will be subject to a probation period of three (3) months from the date of your joining, during which period your performance would be monitored and evaluated prior to confirming your services with the Company.
6. The terms of this Offer Letter are valid for seven (7) days from the date of this letter. If we do not receive your acceptance of this offer, the terms of this letter and this offer will be deemed to have been rejected by you unless otherwise communicated to you by the Company in writing.
7. Please provide all the documentation as listed in Annexure II, on or before joining the Company.
8. To indicate your acceptance of this Offer Letter, please sign and return a duplicate copy of this letter.

We look forward to hear from you regarding your decision to join Aquity Solutions. You are expected to keep this offer strictly confidential. In case, you have anything you would like to discuss further, please feel free to get back to us on the same.

We wish you a successful career and look forward to your joining us.

Sincerely yours,

For Aquity Solutions India Private Limited



Authorized Signatory

I hereby acknowledge and accept the terms and conditions of this Offer Letter. I further confirm that I shall join the Company on or before _____

Accepted:

Signature: _____

SYS/HR/F/1.3a Rev08/Date of issue-01-Jan-2020



Date: _____


PRINCIPAL

Avanathi Institute of Pharmaceutical Sciences
Cherukupally (V), Bhogalapuram Mandal
Vizianagaram Dt., 531162



AQuity

Annexure I

Annual Cost to Company (CTC)		
Name of the Employee: Papineni Sridhar		
Designation / Division: Medical Scribe Trainee / Medical Scribing		
Particulars	Compensation Per Month Rs.	Compensation Per Annum Rs.
Basic	11788	141456
HRA	6483	77796
Medical	1250	15000
Food Coupons	1100	13200
Attire Allowance/Reimbursement	1600	19200
Education	200	2400
Leave Travel Allowance (LTA)	884	10608
City Compensatory Allowance (CCA)	4164	49968
Interim Bonus (IB)	2000	24000
Gross Earnings (Rs.) - 1. (Rs.)	29469	353628
Performance Allowance	0	0
Hardship Allowance	2500	30000
Total Earnings (Rs.) - 2. (Rs.)	31969	383628
Company's Contribution to		
Provident Fund	1532	18384
Gratuity	567	6804
Medicclaim Insurance	412	4944
Subsidised Canteen facility	520	6240
ESI Employer Contribution	0	0
Monthly Bonus	0	0
Company's Contribution (Rs.) -3.	3031	36372
Total Monthly CTC (Rs.) - 1+ 2 +3	35000	420000
Total Annual CTC (Rs.)	420000	
Comments:		
PF is calculated as 13 % of Basic Salary		
Gratuity calculated as per the Gratuity Act 1972 (Payable on completion of five years of service)		
Medicclaim Insurance - Medicclaim Insurance as per the company policy		
Provision of Subsidized canteen facilities		
You will also be eligible to earn line Incentive over and above your CTC, subject to meeting Productivity and Quality Parameters		



SYS/HR/F/1.3a Rev08/Date of issue-01-Jan-2020

PRINCIPAL
 Avanathi Institute of Pharmaceutical Sciences
 Cherukupally (V), Bhogapuram Mandal
 Vizianagaram Dt., - 531162




Annexure II

List of required documents and/or information to be provided on or prior to joining

1. 8 passport size copies of your recent photograph.
2. Self-attested copies of all educational and professional certificates.
3. Self-attested copy of document in support of your age (Birth Certificate/10th Mark Sheet/Passport Copy).
4. Self-attested copy of document in support of your address (Passport Copy/License Copy etc.).
5. Self-attested copy of your PAN Card.
6. Self-attested copy of your Aadhaar Card or the receipt of Aadhaar enrollment.
7. Self-attested copy of Relieving and Experience Letter issued by your previous employer.
8. Self-attested copy of your last three (3) months' Salary Slip or Salary Certificate and Form 16 or Tax Deduction certificate from your previous employer.
9. Your PF UAN (Universal Account Number) along with a self- attested photocopy of UAN Card (available on UAN Member Portal).
10. Your Provident Fund and Family Pension fund account numbers (details in case it is a private trust).
11. If you are eligible for ESIC as per your Compensation Plan, please provide a self-attested copy of your ESIC card or Form 1 Declaration.
12. Recent Medical Fitness Certificate from a recognized Medical Practitioner (not more than a week older on the date of joining).




PRINCIPAL
Avanathi Institute of Pharmaceutical Sciences
Cherukupally (V), Bhogapuram Mandal
Vizianagaram Dt., - 531162



December 21, 2022

Pathivada Vanita
Ramayyagaristreet Kellivalasa(village), Vizianagaram
Hyderabad Telangana
535204

Dear Pathivada Vanita

Further to your recent meetings and discussions with us, we are pleased to offer you employment with Optum Global Solutions (India) Pvt. Ltd. ("the Company") a United-Health Group Company, in the position of **Medical Coding Analyst** at **salary grade 23**. Your work location shall be at Company's office located at **Gachibowli, Hyderabad**. The terms and conditions of your employment are set out hereinafter:

EMPLOYMENT

We are pleased to extend this offer to you basis the selection process administered. Your effective date of joining shall be no later than **December 23, 2022**. Your employment with the Company shall be subject to the timely submission of the following listed mandatory documents for background verification purposes, to be submitted prior to or latest by your Start Date. Successful pre and/or post-employment background checks, accuracy of the testimonials and information provided by you and your being free from any contractual restrictions preventing you from accepting this offer or starting work with us on the above-mentioned date, are required for your employment with the company:

- (i) Highest Degree Certificate
- (ii) PAN Card OR Passport
- (iii) Relieving Letter/ Experience Letter from all the organizations worked in last 5 years, except for the immediate last employer for which you will be granted 45 days from your start date

You, if so asked by the Company, shall disclose on your own behalf and, if married, on your spouse's behalf full details of any external directorships held and any personal business interests including partnerships, shareholdings and trusteeships; involvement in any other business ventures involving unlimited liability; personal liabilities in connection with business activities; and involvement in other positions external to the Company and your employment will be subject to acceptance by the Company of those external interests.

Please note that if during the pre or post-employment background checking agency gives a negative report or in the event of unsatisfactory result of your pre or post-employment background checks, this letter of appointment shall stand revoked automatically (whether you have accepted it or not). If you have already commenced employment with the Company, such employment shall automatically terminate without any claim for compensation or damages in your favor, but without prejudice to Company's rights and remedies against you.



PRINCIPAL

Institute of Pharmaceutical Sciences
Vizianagaram Mandal
Vizianagaram, - 531162

11:28 AM

Mr. P RAJU

Date:05-08-2019


Sub: Offer Letter for Job/ assignment as Operator

This refers to a written application of yours and the subsequent interviews you had with us. We are please to inform you that your candidature has been consider carrying out work connected with the establishment of our client **M/s Hetero Labs Limited** as Operator in **Q.C department** at Nakkapally, Visakhapatnam district.

The terms and condition of your association with us shall be as under:

1. You shall be engaged to carry out the work in connection with the establishment of our client. You shall report us on 10.08.2019 and thereafter shall report us every day for getting the understanding of the work to be carried which is to be in connection with the establishment of our clients.
2. We may direct you to work at different establishment of our different clients. There shall not be a fixed place of work for your or you shall be posted anywhere depending on the requirement of our clients.
3. You shall abide by the contract Labour (regulation and Abolition) Act and the rules made there under.
4. During the currency of this contract with us, your work shall be supervised and controlled by us you shall not establish any direct relationship in terms of the employment with our client.
5. The association of yours with us can be terminated by us or you with or without tendering any reason well before the stipulated date of the automatic expiry as specified here in above.
6. Your association with us is subject to your fitness certified by the Registered Medical Officer (RMO).




PRINCIPAL
Avanthi Institute of Pharmaceutical Sciences
Cherukupally (V), Bhogapuram Mandal
Vizianagaram Dt., - 531162

In case, you are willing to accept the above-mentioned terms & conditions, you may sign the duplicate copy of this letter as a token of acceptance of the temporary work.

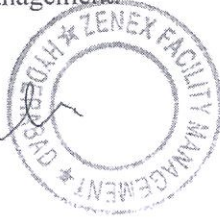
You are requested to bring the documents at the time of joining:

1. Original certificates of Educational qualification certificates.
2. One set of photo copies of your education qualification certificates.
3. Pervious employment record (Original & Photo copy).
4. Updated Aadhar card as per SSC Certificate ((NAME)/(DD-MM-YYYY)), PAN card, Voter ID card etc..
5. Bank Account details with photo copy.
6. 12 no recent pass port size photographs.
7. All Medical reports.
8. 100 rupees non judicial stamp paper.

If your fail to report to duty on or before dt.10-08-2019 the offer stands withdrawn automatically.

For Zenex Facility Management.

Authorized Signatory




PRINCIPAL

Avanthi Institute of Pharmaceutical Sciences
Cherukupally (V), Bhogapuram Mandal
Vizianagaram Dt., - 531162



Regarding offer letter

1 message

HR Vizag <vizag@pulsus.com>
To:vamsiregidi98@gmail.com

Mon 10 Jun, 2019 at 16:00

Dear REGIDI VAMSI,

Congratulations & Greetings from PULSUS GROUP !!

With reference to your application and the subsequent Interview you had with us, we are pleased to inform that you are selected for the position "OJT" at PULSUS GROUP - JOURNALS Division. Please note our offer of intent is subject to submission and verification of your antecedents at the time of joining (List of documents enclosed), Offer of intent doesn't mean confirmation of employment till joining and verification of all the antecedents/documents.

You will receive a gross salary of Rs 15000/- month with deductions of PF, PT & ESI, and your services shall be confirmed or extended or terminated basing on the performance.

You are requested to join on or before 17/06/2019 (Monday) at 08.00 AM at the following venue:- PULSUS HEALTH

Tech LLP,

Second Floor, Wipro Aforesaid Building, Survey No.39 P,

IT/ITES SEZ Campus, Rama Talkies Road, Old TB Hospital Premises, Resapuvanipalem

Village, Visakhapatnam, Andhra Pradesh 500013.

Please ensure to carry the below List of Documents at the time of Joining without fail.

1. One copy of all educational certificates along with originals for verification.
2. Eight passport size photographs.
3. Experience Certificates from previous employers as applicable.
4. 10th Original Certificate (Is mandatory).
5. Aadhar Card Copy & PAN card copy.
6. NOC/Course completion certificate from college (If applicable).
7. Print out copy of this mail.
8. One Year Service Level Agreement will be executed on the date of joining.
9. In case of resignation 2 months' notice period or 2 months' salary in lieu of notice period should be served/paid.

We are welcoming you on board for a successful career with Pulsus Family. If the above terms are acceptable, Kindly acknowledge the receipt of the same and make a confirmation of your joining in mail within 48 hours of receiving the mail failing which offer of intent remains canceled.

Further queries please feel free to contact me on the below number Thanks &

Regards,

Team Human Resources PULSUS

GROUP-Visakhapatnam

Phone 0891-3356302/9346992144/6281778130

PULSUS
WWW.PULSUS.COM




PRINCIPAL
Avanathi Institute of Pharmaceutical Sciences
Cherukupally (V), Bhogapuram Mandal
Vizianagaram Dt., - 531162



Date: 08/11/2019
Sandeep Siddana,
8-11-55, Near Ganesh Centre
Tagarapuvalasa
Mandal : Bheemunipatnam
Visakhapatnam - 531162

OFFER LETTER

This has reference to your application and subsequent interview you had with us. Considering your qualification, experience and professional record of accomplishment, we are pleased to offer you the position Training Co-Ordinator at **Hyderabad HQ** at a gross salary of Rs 15000 /- (Fifteen Thousand Rupees) per month. You will have to take care of Training Activities.

You will be under probation for 6 months from the date of your joining and you will be considered on company roles only after completion of the above said probation period. It is also to be noted that your services will be confirmed only when you demonstrate your performance.

You are requested to join the duties on or before 18-11-2019. Please ensure to provide photocopies of the following at the time of your joining:

1. Experience Certificates of previous employers, if any
2. Proof of Date of Birth.
3. Educational qualifications
4. Latest passport size colour photographs (6 Nos.)

Please send your acceptance to info@clinosol.com within three days from the date of receiving this letter.

With best wishes,

For ClinoSol Research Pvt. Ltd.


C.S. Mujeebuddin.
Founder & CEO.




PRINCIPAL
Avanathi Institute of Pharmaceutical Sciences.
Cherukupally (V), Bhogapuram Mandal
Vizianagaram Dt., - 531162



Regarding offer letter

1 message

HR Vizag <vizag@pulsus.com>
To:krishnashambhavi@gmail.com

Mon 02 Sep, 2019 at 12:00

Dear SARIDE KRISHNA SHAMBHAVI,

Congratulations & Greetings from PULSUS GROUP !!

With reference to your application and the subsequent Interview you had with us, we are pleased to inform that you are selected for the position "OJT" at PULSUS GROUP - JOURNALS Division. Please note our offer of intent is subject to submission and verification of your antecedents at the time of joining (List of documents enclosed), Offer of intent doesn't mean confirmation of employment till joining and verification of all the antecedents/documents.

You will receive a gross salary of Rs 15000/- month with deductions of PF, PT & ESI, and your services shall be confirmed or extended or terminated basing on the performance.

You are requested to join on or before 09/09/2019 (Monday) at 08.00 AM at the following venue:- PULSUS HEALTH

Tech LLP,

Second Floor, Wipro Aforesaid Building, Survey No.39 P,

IT/ITES SEZ Campus, Rama Talkies Road, Old TB Hospital Premises, Resapuvanipalem

Village, Visakhapatnam, Andhra Pradesh - 500013

Please ensure to carry the below List of Documents at the time of Joining without fail.

1. One copy of all educational certificates along with originals for verification.
2. Eight passport size photographs.
3. Experience Certificates from previous employers as applicable.
4. 10th Original Certificate (Is mandatory).
5. Aadhar Card Copy & PAN card copy.
6. NOC/Course completion certificate from college (If applicable).
7. Print out copy of this mail.
8. One Year Service Level Agreement will be executed on the date of joining.
9. In case of resignation 2 months' notice period or 2 months' salary in lieu of notice period should be served/paid.

We are welcoming you on board for a successful career with Pulsus Family. If the above terms are acceptable, Kindly acknowledge the receipt of the same and make a confirmation of your joining in mail within 48 hours of receiving the mail failing which offer of intent remains canceled.

Further queries please feel free to contact me on the below number Thanks &

Regards,


Team Human Resources PULSUS

GROUP-Visakhapatnam

Phone 0891-3356302/9346992144/6281778130

PULSUS
WWW.PULSUS.COM




PRINCIPAL
Avanathi Institute of Pharmaceutical Sciences
Cherukupally (V), Bhogapuram Mandal
Vizianagaram Dt., - 531162

Aquity

Aquity Solutions/Hyderabad, India - Service Center -6: VIZ/Medical Scribing

April 8, 2019

Miss Seerapu Mounika
9-7-153, Konda Veedhi,
Ward No 12, Ichchapuram,
Srikakulam, Andhra Pradesh-532312

Subject: Offer Letter

Dear Mounika,s

Based on your interview with us, we are pleased to extend you an offer to join Aquity Solutions India Private Limited (hereinafter referred to as "the Company" or "Aquity Solutions") as **Medical Scribe Trainee** at its office located at **Visakhapatnam** in the state of Andhra Pradesh.

We welcome you to Aquity Solutions, and we are confident that you will enjoy being a part of it, as much as we shall cherish our association with you. This Offer Letter confirms your total emoluments and other terms of your employment, which if accepted by you, will be as follows:

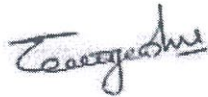
1. Your Annual Cost to the company (CTC) shall be **Rs. 420000/- only (Rupees Four Lakh Twenty Thousand only)** and the same will be structured as per the attached Annexure I.
2. You shall join us on or before **8 April 2019** failing which the offer will be void.
3. This Offer Letter and your employment with Aquity Solutions shall be subject to satisfactory Background Verification Report as per the Company's process.
4. Your employment with Aquity Solutions will be governed by your Appointment Letter, which will be issued to you at the time of your joining.
5. Your services with the Company will be subject to a probation period of three (3) months from the date of your joining, during which period your performance would be monitored and evaluated prior to confirming your services with the Company.
6. The terms of this Offer Letter are valid for seven (7) days from the date of this letter. If we do not receive your acceptance of this offer, the terms of this letter and this offer will be deemed to have been rejected by you unless otherwise communicated to you by the Company in writing.
7. Please provide all the documentation as listed in Annexure II, on or before joining the Company.
8. To indicate your acceptance of this Offer Letter, please sign and return a duplicate copy of this letter.

We look forward to hear from you regarding your decision to join Aquity Solutions. You are expected to keep this offer strictly confidential. In case, you have anything you would like to discuss further, please feel free to get back to us on the same.

We wish you a successful career and look forward to your joining us.

Sincerely yours,

For **Aquity Solutions India Private Limited**



Authorized Signatory

I hereby acknowledge and accept the terms and conditions of this Offer Letter. I further confirm that I shall join the Company on or before _____

Accepted:

Signature: _____

SYS/HR/F/1.3a Rev08/Date of issue-01-Jan-2020



PRINCIPAL
Avanthi Institute of Pharmaceutical Sciences
Cherukupally (V), Bhogapuram Mandal
Vizianagaram Dt., 531162

Date: _____

Aquity Solutions India Private Limited (CIN U72900MH1999PTC120346)
(Formerly Known as MModal Global Services Private Limited)
Registered Office: 1st Floor, Unit No. 103, Reliable Plaza, Plot No. K 10, Kalwa Industrial Area, Village- Elthen,



AQuity

Annexure I

Annual Cost to Company (CTC)		
Name of the Employee: Seerapu Mounika		
Designation / Division: Medical Scribe Trainee / Medical Scribing		
Particulars	Compensation Per Month Rs.	Compensation Per Annum Rs.
Basic	11788	141456
HRA	6483	77796
Medical	1250	15000
Food Coupons	1100	13200
Attire Allowance/Reimbursement	1600	19200
Education	200	2400
Leave Travel Allowance (LTA)	884	10608
City Compensatory Allowance (CCA)	4164	49968
Interim Bonus (IB)	2000	24000
Gross Earnings (Rs.) - 1. (Rs.)	29469	353628
Performance Allowance	0	0
Hardship Allowance	2500	30000
Total Earnings (Rs.) - 2. (Rs.)	31969	383628
Company's Contribution to		
Provident Fund	1532	18384
Gratuity	567	6804
Mediclaim Insurance	412	4944
Subsidised Canteen facility	520	6240
ESI Employer Contribution	0	0
Monthly Bonus	0	0
Company's Contribution (Rs.) -3.	3031	36372
Total Monthly CTC (Rs.) - 1+ 2 +3	35000	420000
Total Annual CTC (Rs.)	420000	
Comments:		
PF is calculated as 13 % of Basic Salary		
Gratuity calculated as per the Gratuity Act 1972 (Payable on completion of five years of service)		
Mediclaim Insurance - Mediclaim Insurance as per the company policy		
Provision of Subsidized canteen facilities		
You will also be eligible to earn line Incentive over and above your CTC, subject to meeting Productivity and Quality Parameters		

SYS/HR/F/1.3a Rev08/Date of issue-01-Jan-2020



PRINCIPAL
 Avanthi Institute of Pharmaceutical Sciences
 Cherukupally (V), Bhogapuram Mandal
 Vizianagaram Dt., - 531162

AQuity


Annexure II

List of required documents and/or information to be provided on or prior to joining

1. 8 passport size copies of your recent photograph.
2. Self-attested copies of all educational and professional certificates.
3. Self-attested copy of document in support of your age (Birth Certificate/10th Mark Sheet/Passport Copy).
4. Self-attested copy of document in support of your address (Passport Copy/License Copy etc.).
5. Self-attested copy of your PAN Card.
6. Self-attested copy of your Aadhaar Card or the receipt of Aadhaar enrollment.
7. Self-attested copy of Relieving and Experience Letter issued by your previous employer.
8. Self-attested copy of your last three (3) months' Salary Slip or Salary Certificate and Form 16 or Tax Deduction certificate from your previous employer.
9. Your PF UAN (Universal Account Number) along with a self- attested photocopy of UAN Card (available on UAN Member Portal).
10. Your Provident Fund and Family Pension fund account numbers (details in case it is a private trust).
11. If you are eligible for ESIC as per your Compensation Plan, please provide a self-attested copy of your ESIC card or Form 1 Declaration.
12. Recent Medical Fitness Certificate from a recognized Medical Practitioner (not more than a week older on the date of joining).



SYS/HR/F/1.3a Rev08/Date of issue-01-Jan-2020


PRINCIPAL
Avanathi Institute of Pharmaceutical Sciences
Cherukupally (V), Bhogapuram Mandal
Vizianagaram Dt., - 531162

Ms T BHARGAVI

Date:15-08-2019


Sub: Offer Letter for Job/ assignment as Operator

This refers to a written application of yours and the subsequent interviews you had with us. We are please to inform you that your candidature has been consider carrying out work connected with the establishment of our client **M/s Hetero Labs Limited** as Operator in **Q.C department** at Nakkapally, Visakhapatnam district.

The terms and condition of your association with us shall be as under:

1. You shall be engaged to carry out the work in connection with the establishment of our client. You shall report us on 20.08.2019 and thereafter shall report us every day for getting the understanding of the work to be carried which is to be in connection with the establishment of our clients.
2. We may direct you to work at different establishment of our different clients. There shall not be a fixed place of work for your or you shall be posted anywhere depending on the requirement of our clients.
3. You shall abide by the contract Labour (regulation and Abolition) Act and the rules made there under.
4. During the currency of this contract with us, your work shall be supervised and controlled by us you shall not establish any direct relationship in terms of the employment with our client.
5. The association of yours with us can be terminated by us or you with or without tendering any reason well before the stipulated date of the automatic expiry as specified here in above.
6. Your association with us is subject to your fitness certified by the Registered Medical Officer (RMO).




PRINCIPAL
Avanthi Institute of Pharmaceutical Sciences
Cherukupally (V), Bhogapuram Mandal
Vizianagaram Dt., - 531162

In case, you are willing to accept the above-mentioned terms & conditions, you may sign the duplicate copy of this letter as a token of acceptance of the temporary work.

You are requested to bring the documents at the time of joining:

1. Original certificates of Educational qualification certificates.
2. One set of photo copies of your education qualification certificates.
3. Pervious employment record (Original & Photo copy).
4. Updated Aadhar card as per SSC Certificate ((NAME)/(DD-MM-YYYY)), PAN card, Voter ID card etc..
5. Bank Account details with photo copy.
6. 12 no recent pass port size photographs.
7. All Medical reports.
8. 100 rupees non judicial stamp paper.


If your fail to report to duty on or before dt.20-08-2019 the offer stands withdrawn automatically.

For Zenex Facility Management



Authorized Signatory




PRINCIPAL
Avanathi Institute of Pharmaceutical Sciences
Cherukupally (V), Bhogapuram Mandal
Vizianagaram Dt., - 531162

GD Research Center »

Strictly Private and Confidential

Date: 11 March 2022

To,
Vuppluri Likitha
Hyderabad

Dear Vuppluri Likitha,

Thank you for the keen interest you have shown in joining our organisation. Consequent to your application, interviews and subsequent discussions with us, we are pleased to offer you a career at **GD Research Center Private Limited**, Hyderabad. Please accept our heartiest congratulations and a warm Welcome to the **GDRC Family**.

You would be designated as **Associate Analyst**. Your employment start date is **14-Mar-2022**. Your annual emoluments will be **Rs.355051 (Rupees Three Lakhs Fifty Five Thousand Fifty One Only)** Total Cost to Company (CTC) basis. Please refer to **Annexure A** for the break-up.

You will be governed by the Company's Rules and Regulations in force from time to time and as applicable to you.

Terms and Conditions:-

1. Working Hours:-

Your working hours will be regulated from time to time purely at the discretion of the management of the establishment to which you are attached. You should be flexible to work in shifts as per business needs.

2. Please note if the information and supporting documents provided by you, based on which this offer is being extended, is found to be incorrect or unauthentic, your services will be terminated with immediate effect, without any notice or notice pay.

3. You will devote whole time attention to the business of the company and will not be interested or engaged directly or indirectly in other trade or business or as principal agent or servant for any person, firm or company

4. Your employment is transferable to any of the group companies in India or abroad.

5. Leaves :-

You shall be entitled to avail leave and other benefits applicable to you as per the company policy, in force and/or which may be revised from time to time. Leave of any type can be taken, in excess of this would be treated as leave without pay. Leave will have to be pre-approved by your manager. Refer to leave policy in the HR Handbook.

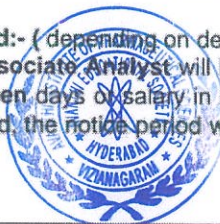
6. Performance Appraisals :-

Your performance and promotion readiness will be assessed on the basis of your competency and skills, the results of your work, the value you contribute to successful project delivery and client development efforts, and your demonstrated stewardship and commitment to the Company.

You will be eligible for a promotion and salary review assessment in the next appraisal cycle as per company policies. Your emoluments will be reviewed on an annual basis. Please note that eligibility for promotion assessment does not automatically qualify you for promotion but only makes you entitled to be evaluated for a possible selection to the next level.

7. Probation and Notice Period:- (depending on designation)

Employees at the level of **Associate Analyst** will be on probation for a period of six months. During this time the notice period will be **Fifteen days or salary** in lieu thereof, as agreed and if approved by Director. On the completion of probation period, the notice period will be **Thirty days or salary** in lieu thereof, as agreed and if approved by Director.



Avanathi Institute of Pharmaceutical Sciences
Cherukupally (V), Bhogapuram Mandal
Vizianagaram Dt. - 531162

GD Research Center Private Limited Vizianagaram Dt. - 531162

3rd Floor, Jyothi Pinnacle, Survey No.11, Kondapur Village, Serilingampally Mandal, Ranga Reddy District, Hyderabad-500081, Telangana, India
67426700. Email: hrindia@globaldata.com, Fax: +91-40-67426709 Reg No: U74130TG2006PTC050526, Website: www.gdresearchcenter.com

8. Provident Fund:-

You will be entitled to become a member of PF scheme, which is governed under the Employee Provident Fund Act, 1952. The current rate of contribution is 12% of basic per month (however, where basic is less than INR 15,000 per month, EPF contribution will be made on both Basic and Special allowance) and equal contribution will be made by the company, which will be a part of gross emoluments.

9. Medical Scheme:-

You will be eligible to participate in Company's Group Medical & Term Life Insurance Policy as applicable to your category of employees.

10. Gratuity:-

Applicable as per the Government Regulation.

11. Income Tax:-

Income Tax will be deducted as applicable from your salary. You shall be responsible to the company for all Taxes and obligations. Company shall not be liable for any misstatement or declaration. Permanent Account Number (PAN) is mandatory.

12. Customary Bonus:-

The Customary bonus will be payable in the month of your anniversary date and will be based on your prevailing CTC salary as of your anniversary date. This Bonus payment will be subject to prevailing customary bonus policy.

Please note that your compensation is confidential information. Under no circumstance you should divulge your compensation details to anybody within or outside the organisation, without written permission from the organisation. Any non-adherence to this clause will be constituted as indiscipline and could lead to action as per the HR policies of the organisation, including termination from the services of the organisation without any notice or notice pay.

Please ensure that by accepting this offer, you warrant that before your date of Joining with the company you will clear all the pending issues with your previous organisation and GDRC is not liable to make any payments in respect of the same. By accepting this offer, you also accept the terms and conditions of Non disclosure agreement and HR policies of the Company. The full terms and conditions of your employment are as detailed in the GD Research Center Private Limited staff manual which will be provided to you on your commencement date.

Please contact Human Resources (040-67426702) if you have any questions. In the meantime, we look forward to you commencing employment with us and hope that it proves to be the start of a long and successful working relationship.

By accepting this offer, you also hereby declare that you have never indulged in any criminal activity and convicted for any criminal or illegal activities. You also declare that there are no legal cases pending against you as on this date



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GD Research Center Private Limited

GD Research Center »

Annexure "A"

Date: 11 March 2022

Name: Vuppluri Likitha
Designation: Associate Analyst

Compensation details with effect from 14-Mar-22 are as given below -

Component	Annual Gross (INR)	Monthly Gross(INR)	Particulars
Basic	105000	8750	Base Pay
HRA	87500	7292	House Rent Allowance (Tax exempted as per prevailing IT Act)
Medical allow/reimbursement	15000	1250	Tax exempted if used for domiciliary medical expenses as per prevailing IT Act.
Conveyance Allowance	19200	1600	Non taxable as per prevailing IT Act.
Provident Fund contribution 12%	21600	1800	Employer contribution towards Provident fund which is payable on Basic. However, where basic is less than INR 15,000 per month, EPF contribution will be made on both Basic and Special allowance.
Customary Bonus*	24500	2042	Annual Component & will be paid after completion of each full year of service as per company's Policy
Special Allowance**	75000	6250	This component will be treated as part of customized pool of allowance for tax computation under IT Act
Customized Allowance Pool**	2200	183	
Gross Compensation	350000	29167	
Gratuity @ 4.81% on Base Salary	5051	421	Paid as per Gratuity Act.
TOTAL CTC	355051	29588	Cost to Company

* Customary Bonus is a yearly fixed component and will be paid after completion of each full year of service as per company's policy.

** Special Allowance/Customized Allowance Pool

You would be eligible for tax exemptions under the different components as per the rules determined by the Income Tax Authorities.

Component	Maximum Limit	Remarks
Meal Allowance(Optional, Will be adjusted against Special Allowance/Customized Allowance Pool)	26,400	Tax exempted, if opted for meal vouchers
Gift Coupons	5,000	Tax exempted If opted (Coupons will be issued at the end of each Financial Year)
Children Education Allowance	2400	Can be availed up to 2 Children

** Special allowance/Customized allowance pool components which are opted are exempted as per the prevailing tax regulations and once opted they need to be continued for rest of the financial year.

Yours sincerely

Praveen Kumar Chanda
Head - Human Resources, APAC



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Vizianagaram Dt., - 531162

GD Research Center Private Limited

3rd Floor, Jyothi Pinnacle, Survey No.11, Kondapur Village, Serilingampally Mandal, Ranga Reddy District, Hyderabad-500081 Telangana Tel:040-67426700. Email:hrindia@globaldata.com, Fax:+91-40-67426709 Reg No:U74130TG2006PTC050526, Website:www.gdresearchcenter.com

GD Research Center »

Acceptance of offer

I understand and accept all the terms & conditions of employment mentioned in the 'Offer of Appointment'. I confirm that there have been no other commitment made during the hiring process other than those specified in the offer letter. (Example Salary Hike, Promotion, transport facility etc). Please clarify in case any such commitment was made during the offer process.

V. L. K. The
Candidate's Signature

Date:

Place:



[Signature]
PRINCIPAL
Avanthi Institute of Pharmaceutical Sciences
Cherukupally (V), Bhogapuram Mandal
Vizianagaram Dt., - 53162



Regarding offer letter

1 message

HR Vizag <vizag@pulsus.com>
To: yendradlahiranmai@gmail.com

Mon 05 Aug, 2019 at 14:00

Dear YENDRADLA HIRANMAI,

Congratulations & Greetings from PULSUS GROUP !!

With reference to your application and the subsequent Interview you had with us, we are pleased to inform that you are selected for the position "OJT" at PULSUS GROUP - JOURNALS Division. Please note our offer of intent is subject to submission and verification of your antecedents at the time of joining (List of documents enclosed), Offer of intent doesn't mean confirmation of employment till joining and verification of all the antecedents/documents.

You will receive a gross salary of Rs 15000/- month with deductions of PF, PT & ESI, and your services shall be confirmed or extended or terminated basing on the performance.

You are requested to join on or before 12/08/2019 (Monday) at 08.00 AM at the following venue:- PULSUS HEALTH

Tech LLP,

Second Floor, Wipro Aforesaid Building, Survey No.39 P,

IT/ITES SEZ Campus, Rama Talkies Road, Old TB Hospital Premises, Resapuvanipalem

Village, Visakhapatnam, Andhra Pradesh – 500013.

Please ensure to carry the below List of Documents at the time of Joining without fail.

1. One copy of all educational certificates along with originals for verification.
2. Eight passport size photographs.
3. Experience Certificates from previous employers as applicable.
4. 10th Original Certificate (Is mandatory).
5. Aadhar Card Copy & PAN card copy.
6. NOC/Course completion certificate from college (If applicable).
7. Print out copy of this mail.
8. One Year Service Level Agreement will be executed on the date of joining.
9. In case of resignation 2 months' notice period or 2 months' salary in lieu of notice period should be served/paid.

We are welcoming you on board for a successful career with Pulsus Family. If the above terms are acceptable, **Kindly acknowledge the receipt of the same and make a confirmation of your joining in mail within 48 hours of receiving the mail failing which offer of intent remains canceled.**

Further queries please feel free to contact me on the below number Thanks &

Regards,


Team Human Resources PULSUS

GROUP-Visakhapatnam

Phone 0891-3356302/9346992144/6281778130

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WNS Careers | Application Update - Offer Accepted | Allada Anuradha

1 message

Alt <alt@wns.com>

Thu, Jul 2, 2020 at 14:06

Reply-to: alt@wns.com

To: alladaanu2781@gmail.com

Cc: Santosh.Bhadram@wns.com, u312170@wns.com, Ram.NarayanChaurasia@wns.com

Dear Allada Anuradha,

Thank you for accepting the offer. We are thrilled to have you become a part of our WNS family and are looking forward for you to join us.


Your recruiter will keep in touch with you and ensure that you have a great joining experience with us. Please feel free to reach out to your recruiter for any clarification, if required.

We welcome you to our organization and trust we will have a long and mutually rewarding association.

Regards,
Team WNS

** This email has been sent to you from an automated mailbox. For any concerns, please reach out to your process SPOC.




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Vizianagaram Dt., - 531162



Regarding offer letter

1 message

HR Vizag <vizag@pulsus.com>
To:sukanyagodaba@gmail.com

Mon 09 Sep, 2019 at 12:00

Dear GODABA SUKANYA,

Congratulations & Greetings from PULSUS GROUP !!

With reference to your application and the subsequent Interview you had with us, we are pleased to inform that you are selected for the position "OJT" at PULSUS GROUP - JOURNALS Division. Please note our offer of intent is subject to submission and verification of your antecedents at the time of joining (List of documents enclosed), Offer of intent doesn't mean confirmation of employment till joining and verification of all the antecedents/documents.

You will receive a gross salary of Rs 15000/- month with deductions of PF, PT & ESI, and your services shall be confirmed or extended or terminated basing on the performance.

You are requested to join on or before 16/09/2019 (Monday) at 08.00 AM at the following venue:- PULSUS HEALTH

Tech LLP,

Second Floor, Wipro Aforesaid Building, Survey No.39 P,

IT/ITES SEZ Campus, Rama Talkies Road, Old TB Hospital Premises, Resapuvanipalem

Village, Visakhapatnam, Andhra Pradesh – 500013.

Please ensure to carry the below List of Documents at the time of Joining without fail.

1. One copy of all educational certificates along with originals for verification.
2. Eight passport size photographs.
3. Experience Certificates from previous employers as applicable.
4. 10th Original Certificate (Is mandatory).
5. Aadhar Card Copy & PAN card copy.
6. NOC/Course completion certificate from college (If applicable).
7. Print out copy of this mail.
8. One Year Service Level Agreement will be executed on the date of joining.
9. In case of resignation 2 months' notice period or 2 months' salary in lieu of notice period should be served/paid.

We are welcoming you on board for a successful career with Pulsus Family. If the above terms are acceptable, Kindly acknowledge the receipt of the same and make a confirmation of your joining in mail within 48 hours of receiving the mail failing which offer of intent remains canceled.

Further queries please feel free to contact me on the below number Thanks &


Regards,

Team Human Resources PULSUS

GROUP-Visakhapatnam

Phone 0891-3356302/9346992144/6281778130




PRINCIPAL
Avanthi Institute of Pharmaceutical Sciences
Cherukupally (V), Bhogapuram Mandal
Vizianagaram Dt., - 531162

December 05, 2022

Mr. Ashok Pithani
3-1230, Chaitanya Nagar 1, Hukumpeta,
Rajahmundry, 533107.

OFFER LETTER

Dear Mr. Pithani,

We are pleased to offer you the role of **Sr. Executive- Training at Grade M2** to be based out at our corporate office, Mumbai on the compensation package mentioned in the annexure hereto.

The company's standard appointment letter containing detailed terms and conditions of employment shall be issued to you soon after joining, which will be binding on you.

You need to undergo a pre-employment medical check-up and this offer will be only valid upon you being found medically fit.

You are requested to join us on or before **December 14, 2022** failing which this offer of employment stands withdrawn.

The costs that will be incurred by the company on account of your joining such as joining bonus or reimbursements i.e. Relocation Expenses, Notice period buy-out or any other specific costs etc., will be recovered in full, in the event of you leaving the company before completion of 24 months, from the date on which, any such amount is credited to you.

Kindly send us the scanned signed copy of this offer letter as your acceptance. We look forward to welcome you on-board at the earliest.

With best wishes

Yours cordially,
For Wockhardt Ltd.


I hereby accept the above offer.



Niraj Agrawal
Head- Human Resources

Signature:




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Cherukupally (V), Bhogapuram Mandal
Vizianagaram Dt., - 531162



Name	Mr. Ashok Pithani	
Designation	Sr. Executive- Training	
Grade	M2	
Components	Per Month	Per Annum
Fixed Pay		
Basic	21,000	252,000
HRA	10,500	126,000
Lunch Expenses	1,650	19,800
Special Allowance	27,830	333,960
Total Fixed Pay	60,980	731,760
Annual Benefits		
LTA	1,250	15,000
Total Annual Benefits	1,250	15,000
Retirals		
PF	2,520	30,240
Total Retirals	2,520	30,240
Performance Pay		
MARS (@ 25% of Basic Pay)	5,250	63,000
Total Annual Incentives	5,250	63,000
Total CTC	70,000	840,000
MARS- "Management Appraisal & Review System" scheme -Performance pay ranges from 0 to 50 % of Basic. Average of 25 % of Basic amount is mentioned in the calculations.		
Mediclaim cover for self, spouse, dependent parents & 2 dependent children.		
Group accident cover for self.		
Gratuity as per rules.		

For Wockhardt Ltd.

I hereby accept the above offer.



Niraj Agrawal
Head- Human Resources

Signature:



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Cherukupally (V), Bhogapuram Mandal
Vizianagaram Dt., - 531162





Regarding offer letter

1 message

HR Vizag <vizag@pulsus.com>
To: bhagyalakshmi@gmail.com

Mon 14 Oct, 2019 at 14:00

Dear YENUGUTALA SAI BHAGYA LAKSHMI,

Congratulations & Greetings from PULSUS GROUP !!

With reference to your application and the subsequent Interview you had with us, we are pleased to inform that you are selected for the position "OJT" at PULSUS GROUP - JOURNALS Division. Please note our offer of intent is subject to submission and verification of your antecedents at the time of joining (List of documents enclosed), Offer of intent doesn't mean confirmation of employment till joining and verification of all the antecedents/documents.

You will receive a gross salary of Rs 15000/- month with deductions of PF, PT & ESI. and your services shall be confirmed or extended or terminated basing on the performance.

You are requested to join on or before 21/10/2019 (Monday) at 08.00 AM at the following venue:- PULSUS

HEALTH Tech LLP,

Second Floor, Wipro Aforesaid Building, Survey No.39 P,

IT/ITES SEZ Campus, Rama Talkies Road, Old TB Hospital Premises,

Resapuvanipalem Village, Visakhapatnam, Andhra Pradesh – 500013.

Please ensure to carry the below List of Documents at the time of Joining without fail.

1. One copy of all educational certificates along with originals for verification.
2. Eight passport size photographs.
3. Experience Certificates from previous employers as applicable.
4. 10th Original Certificate (Is mandatory).
5. Aadhar Card Copy & PAN card copy.
6. NOC/Course completion certificate from college (If applicable).
7. Print out copy of this mail.
8. One Year Service Level Agreement will be executed on the date of joining.
9. In case of resignation 2 months' notice period or 2 months' salary in lieu of notice period should be served/paid.

We are welcoming you on board for a successful career with Pulsus Family. If the above terms are acceptable, Kindly acknowledge the receipt of the same and make a confirmation of your joining in mail within 48 hours of receiving the mail failing which offer of intent remains canceled.

Further queries please feel free to contact me on the below number

Thanks & Regards,

Team Human Resources

PULSUS GROUP-

Visakhapatnam

Phone 0891-3356302/9346992144/6281778130

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Avanthi Institute of Pharmaceutical Sciences
Cherukupally (V), Bhogapuram Mandal
Vizianagaram Dt., - 531162

Date: 20-Apr-21

BANDARU MAMATAD No:7-48-124, Near water tank, Kothapeta, Tagarapuvalasa,
Bheemili Mandal, Vishakapatnam district Near water tank, Kothapet-531162

Dear Mamata,

Letter of Offer

With reference to your application and the subsequent interview you had with us at Bioclinica, we are pleased to extend an offer to you as **Jr. Drug Safety Associate**. Your appointment will be effective from the date of joining, which shall be on or before **26 Apr-21** failing which the appointment shall stand automatically withdrawn. Your initial place of posting will be at our facility in **Mysore**.

Your total earning opportunity for the year is **280000/- INR** in which your annual fixed compensation will be **280000/- INR**. The details of your compensation are provided in (**Annexure- I**) hereto.

We wish to make your onboarding as smooth as possible. In order to ensure the same, you are required to submit the documents as detailed in **Annexure II** for our records and the background verification, together with the signed copy of this letter, within the stipulated time as provided below. By accepting this letter and providing the documents to us, you confirm that all the information and documents provided by you are true and correct on the date of provision of the same, and you will notify us of any change in such information or documents within 5 (five) days of such change. Further, by acceptance of this letter you consent to the use and disclosure of your information and documents by us for the purpose of undertaking background verification. As part of the Company's screening process, you will also be required to undergo a drug usage test with a certified practitioner or agency, and by accepting this letter, you consent to the collection, storage, use and disclosure of your personal data, including medical records and information, by the Company in relation to your drug usage test.

Your appointment is subject to a successful clearance of (i) background verification based on information furnished by you, and (ii) the drug usage test.

You will initially be on probation for a period of [6 (six) months] from the actual date of your joining with us. Any significant absence will automatically extend the probation period by the length of the absence. Further, your probation period may be extended for a specified period, for reasons including, incomplete background verification due to any reason attributable to you, if the designated probation period does not allow sufficient time to thoroughly evaluate your performance, etc.

On your day of joining you are requested to report at 10.00 AM IST to **Amulya Sastry**. You will be issued a detailed employment agreement upon joining, which will contain the terms and conditions of your employment. We are sure that our working environment will be conducive to help you grow professionally as well as personally.

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, otherwise this offer shall be deemed withdrawn. Please note that your appointment is subject to your acceptance of this letter and execution of the employment agreement provided to you on your day of joining.

We welcome you to be a part of the team and look forward to your valued contribution.

Best Wishes,

**Vipra Datta**
Director, Human Resources
PRINCIPAL**Avanthi Institute of Pharmaceutical Sciences**
Cherukupally (V), Bhogapuram Mandal
Vizianagaram Dt., - 531162

I confirm and accept the above and will join on _____

(Signature)

Aquity

Aquity Solutions/Hyderabad, India - Service Center -6: VIZ/Medical Scribing

August 12, 2019

Mr. Siripurapu Sai Prudhvi,
9-330/6, ramalayam
street, visalakshi
nagar, hanumanthawaka
visakhapatnam, Andhra Pradesh-530043

Subject: Offer Letter

Dear Sai Prudhvi,

Based on your interview with us, we are pleased to extend you an offer to join Aquity Solutions India Private Limited (hereinafter referred to as "the Company" or "Aquity Solutions") as **Medical Scribe Trainee** at its office located at **Visakhapatnam** in the state of Andhra Pradesh.

We welcome you to Aquity Solutions, and we are confident that you will enjoy being a part of it, as much as we shall cherish our association with you. This Offer Letter confirms your total emoluments and other terms of your employment, which if accepted by you, will be as follows:

1. Your Annual Cost to the company (CTC) shall be **Rs. 420000/- only (Rupees Four Lakh Twenty Thousand only)** and the same will be structured as per the attached Annexure I.
2. You shall join us on or before **August 12 2019** failing which the offer will be void.
3. This Offer Letter and your employment with Aquity Solutions shall be subject to satisfactory Background Verification Report as per the Company's process.
4. Your employment with Aquity Solutions will be governed by your Appointment Letter, which will be issued to you at the time of your joining.
5. Your services with the Company will be subject to a probation period of three (3) months from the date of your joining, during which period your performance would be monitored and evaluated prior to confirming your services with the Company.
6. The terms of this Offer Letter are valid for seven (7) days from the date of this letter. If we do not receive your acceptance of this offer, the terms of this letter and this offer will be deemed to have been rejected by you unless otherwise communicated to you by the Company in writing.
7. Please provide all the documentation as listed in Annexure II, on or before joining the Company.
8. To indicate your acceptance of this Offer Letter, please sign and return a duplicate copy of this letter.

We look forward to hear from you regarding your decision to join Aquity Solutions. You are expected to keep this offer strictly confidential. In case, you have anything you would like to discuss further, please feel free to get back to us on the same.

We wish you a successful career and look forward to your joining us.

Sincerely yours,

For **Aquity Solutions India Private Limited**



Authorized Signatory

I hereby acknowledge and accept the terms and conditions of this Offer Letter. I further confirm that I shall join the Company on or before _____

Accepted:

Signature: _____
SYS/HR/F/1.3a Rev08/Date of issue-01-Jan-2020



Date: _____
PRINCIPAL
Avanathi Institute of Pharmaceutical Sciences
Cherukupally (V), Bhogapuram Mandal
Vizianagarani Dt., - 531162



AQuity

Annexure I

Annual Cost to Company (CTC)		
Name of the Employee: Siripurau Sai Prudhvi		
Designation / Division: Medical Scribe Trainee / Medical Scribing		
Particulars	Compensation Per Month Rs.	Compensation Per Annum Rs.
Basic	11788	141456
IIRA	6483	77796
Medical	1250	15000
Food Coupons	1100	13200
Attire Allowance/Reimbursement	1600	19200
Education	200	2400
Leave Travel Allowance (LTA)	884	10608
City Compensatory Allowance (CCA)	4164	49968
Interim Bonus (IB)	2000	24000
Gross Earnings (Rs.) - 1. (Rs.)	29469	353628
Performance Allowance	0	0
Hardship Allowance	2500	30000
Total Earnings (Rs.) - 2. (Rs.)	31969	383628
Company's Contribution to		
Provident Fund	1532	18384
Gratuity	567	6804
Mediclaime Insurance	412	4944
Subsidised Canteen facility	520	6240
ESI Employer Contribution	0	0
Monthly Bonus	0	0
Company's Contribution (Rs.) -3.	3031	36372
Total Monthly CTC (Rs.) - 1+ 2 +3	35000	420000
Total Annual CTC (Rs.)	420000	
Comments:		
PF is calculated as 13 % of Basic Salary		
Gratuity calculated as per the Gratuity Act 1972 (Payable on completion of five years of service)		
Mediclaime Insurance - Mediclaime Insurance as per the company policy		
Provision of Subsidized canteen facilities		
You will also be eligible to earn line Incentive over and above your CTC, subject to meeting Productivity and Quality Parameters		

SYS/HR/F/1.3a Rev08/Date of issue-01-Jan-2020



[Signature]
PRINCIPAL
 Avanthi Institute of Pharmaceutical Sciences
 Cherukupally (V), Bhogapuram Mandal
 Vizianagaram Dt., - 531162

Annexure II

List of required documents and/or information to be provided on or prior to joining

1. 8 passport size copies of your recent photograph.
2. Self-attested copies of all educational and professional certificates.
3. Self-attested copy of document in support of your age (Birth Certificate/10th Mark Sheet/Passport Copy).
4. Self-attested copy of document in support of your address (Passport Copy/License Copy etc.).
5. Self-attested copy of your PAN Card.
6. Self-attested copy of your Aadhaar Card or the receipt of Aadhaar enrollment.
7. Self-attested copy of Relieving and Experience Letter issued by your previous employer.
8. Self-attested copy of your last three (3) months' Salary Slip or Salary Certificate and Form 16 or Tax Deduction certificate from your previous employer.
9. Your PF UAN (Universal Account Number) along with a self- attested photocopy of UAN Card (available on UAN Member Portal).
10. Your Provident Fund and Family Pension fund account numbers (details in case it is a private trust).
11. If you are eligible for ESIC as per your Compensation Plan, please provide a self-attested copy of your ESIC card or Form 1 Declaration.
12. Recent Medical Fitness Certificate from a recognized Medical Practitioner (not more than a week older on the date of joining).



Ms. ARANGI SARANYA

Date:04-02-2019

Sub: Offer Letter for Job/ assignment as Operator

This refers to a written application of yours and the subsequent interviews you had with us. We are please to inform you that your candidature has been consider carrying out work connected with the establishment of our client **M/s Hetero Labs Limited** as Operator in **Q.C department** at Nakkapally, Visakhapatnam district.

The terms and condition of your association with us shall be as under:

1. You shall be engaged to carry out the work in connection with the establishment of our client. You shall report us on 09.02.2019 and thereafter shall report us every day for getting the understanding of the work to be carried which is to be in connection with the establishment of our clients.
2. We may direct you to work at different establishment of our different clients. There shall not be a fixed place of work for your or you shall be posted anywhere depending on the requirement of our clients.
3. You shall abide by the contract Labour (regulation and Abolition) Act and the rules made there under.
4. During the currency of this contract with us, your work shall be supervised and controlled by us you shall not establish any direct relationship in terms of the employment with our client.
5. The association of yours with us can be terminated by us or you with or without tendering any reason well before the stipulated date of the automatic expiry as specified here in above.
6. Your association with us is subject to your fitness certified by the Registered Medical Officer (RMO).




PRINCIPAL

Avanthi Institute of Pharmaceutical Sciences
Cherukupally (V), Bhogapuram Mandal
Vizianagaram Dt., - 531162

Zenex Facility Management, Miyapur X Roads, Miyapur, Hyderabad, Telangana

Email: hr@zenexfacilitymanagement.com

In case, you are willing to accept the above-mentioned terms & conditions, you may sign the duplicate copy of this letter as a token of acceptance of the temporary work.

You are requested to bring the documents at the time of joining:


1. Original certificates of Educational qualification certificates.
2. One set of photo copies of your education qualification certificates.
3. Pervious employment record (Original & Photo copy).
4. Updated Aadhar card as per SSC Certificate ((NAME)/(DD-MM-YYYY)), PAN card, Voter ID card etc..
5. Bank Account details with photo copy.
6. 12 no recent pass port size photographs.
7. All Medical reports.
8. 100 rupees non judicial stamp.paper.

If your fail to report to duty on or before dt.09-02-2019 the offer stands withdrawn automatically.

For Zenex Facility Management


Authorized Signatory




PRINCIPAL
Avanthi Institute of Pharmaceutical Sciences
Cherukupally (V), Bhogapuram Mandal
Vizianagaram Dt., - 531162



Date: 11/10/2019
Mulampaka Naga Arjuna Gowri,
6-99/1, Ravindra Nagar, Old Dairy Form
Mandal : Chinnagadala
Visakhapatnam - 530040

OFFER LETTER

This has reference to your application and subsequent interview you had with us. Considering your qualification, experience and professional record of accomplishment, we are pleased to offer you the position Customer Service Executive **at Hyderabad HQ** at a gross salary of Rs 16000 /- (Sixteen Thousand Rupees) per month. You will have to take care of Training Activities.

You will be under probation for 6 months from the date of your joining and you will be considered on company roles only after completion of the above said probation period. It is also to be noted that your services will be confirmed only when you demonstrate your performance.

You are requested to join the duties on or before 21-10-2019. Please ensure to provide photocopies of the following at the time of your joining:

1. Experience Certificates of previous employers, if any
2. Proof of Date of Birth.
3. Educational qualifications
4. Latest passport size colour photographs (6 Nos.)

Please send your acceptance to info@clinosol.com within three days from the date of receiving this letter.

With best wishes,

For ClinoSol Research Pvt. Ltd.

C.S. Mujeebuddin
C.S. Mujeebuddin.
Founder & CEO.



[Signature]
PRINCIPAL
Avanhi Institute of Pharmaceutical Sciences
Cherukupally (V), Bhogapuram Mandal
Vizianagaram Dt., - 531162



Date: 09/09/2019
Allada Spandana,
8-63-45/1, Chillapeta, Ramalayam temple
Mandal : Bheemunipatnam
Visakhapatnam - 531163

OFFER LETTER

This has reference to your application and subsequent interview you had with us. Considering your qualification, experience and professional record of accomplishment, we are pleased to offer you the position Business Development Executive (Junior Level) **at Hyderabad HQ** at a gross salary of Rs 18000 /- (Eighteen Thousand Rupees) per month. You will have to take care of Training Activities.

You will be under probation for 6 months from the date of your joining and you will be considered on company roles only after completion of the above said probation period. It is also to be noted that your services will be confirmed only when you demonstrate your performance.

You are requested to join the duties on or before 18-09-2019. Please ensure to provide photocopies of the following at the time of your joining:

1. Experience Certificates of previous employers, if any
2. Proof of Date of Birth.
3. Educational qualifications
4. Latest passport size colour photographs (6 Nos.)

Please send your acceptance to info@clinosol.com within three days from the date of receiving this letter.

With best wishes,

For ClinoSol Research Pvt. Ltd.

C.S. Mujeebuddin
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Founder & CEO.



AB
PRINCIPAL
Avanathi Institute of Pharmaceutical Sciences
Cherukupally (V), Bhogapuram Mandal
Vizianagaram Dt., - 531162

Aquity

Aquity Solutions/Hyderabad, India - Service Center -6. VIZ/Medical Scribing

July3 , 2019

Mr. Akula.Ramakrishna
49-46-4/31,Lalithanagar,
Sai baba temple back side,
Alkayyapalem, Visakhapatnam
530016.

Subject: Offer Letter

Dear Akula.Rmakrishna

Based on your interview with us, we are pleased to extend you an offer to join Aquity Solutions India Private Limited (hereinafter referred to as "the Company" or "Aquity Solutions") as **Medical Scribe Trainee** at its office located at **Visakhapatnam** in the state of Andhra Pradesh.

We welcome you to Aquity Solutions, and we are confident that you will enjoy being a part of it, as much as we shall cherish our association with you. This Offer Letter confirms your total emoluments and other terms of your employment, which if accepted by you, will be as follows:

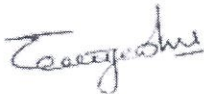
1. Your Annual Cost to the company (CTC) shall be **Rs. 420000/- only (Rupees Four Lakh Twenty Thousand only)** and the same will be structured as per the attached Annexure I.
2. You shall join us on or before **3-july-2019** failing which the offer will be void.
3. This Offer Letter and your employment with Aquity Solutions shall be subject to satisfactory Background Verification Report as per the Company's process.
4. Your employment with Aquity Solutions will be governed by your Appointment Letter, which will be issued to you at the time of your joining.
5. Your services with the Company will be subject to a probation period of three (3) months from the date of your joining, during which period your performance would be monitored and evaluated prior to confirming your services with the Company.
6. The terms of this Offer Letter are valid for seven (7) days from the date of this letter. If we do not receive your acceptance of this offer, the terms of this letter and this offer will be deemed to have been rejected by you unless otherwise communicated to you by the Company inwriting.
7. Please provide all the documentation as listed in Annexure II, on or before joining the Company.
8. To indicate your acceptance of this Offer Letter, please sign and return a duplicate copy of this letter.

We look forward to hear from you regarding your decision to join Aquity Solutions. You are expected to keep this offer strictly confidential. In case, you have anything you would like to discuss further, please feel free to get back to us on the same.

We wish you a successful career and look forward to your joining us.

Sincerely yours,

For Aquity Solutions India Private Limited




Authorized Signatory



I hereby acknowledge and accept the terms and conditions of this Offer Letter. I further confirm that I shall join the Company on or before _____

Accepted:

Signature: _____
SYS/HR/F/1.3a Rev08/Date of issue-01-Jan-2020

Date: _____

PRINCIPAL
Avanthi Institute of Pharmaceutical Sciences
Cherukupally (V), Bhogapuram Mandal
Vizianagaram, Andhra Pradesh 521162

Annual Cost to Company (CTC)		
Name of the Employee: Akula.Ramakrishna		
Designation / Division: Medical Scribe Trainee / Medical Scribing		
Particulars	Compensation Per Month Rs.	Compensation Per Annum Rs.
Basic	11788	141456
HRA	6483	77796
Medical	1250	15000
Food Coupons	1100	13200
Attire Allowance/Reimbursement	1600	19200
Education	200	2400
Leave Travel Allowance (LTA)	884	10608
City Compensatory Allowance (CCA)	4164	49968
Interim Bonus (IB)	2000	24000
Gross Earnings (Rs.) - 1. (Rs.)	29469	353628
Performance Allowance	0	0
Hardship Allowance	2500	30000
Total Earnings (Rs.) - 2. (Rs.)	31969	383628
Company's Contribution to		
Provident Fund	1532	18384
Gratuity	567	6804
Mediclaime Insurance	412	4944
Subsidised Canteen facility	520	6240
ESI Employer Contribution	0	0
Monthly Bonus	0	0
Company's Contribution (Rs.) -3.	3031	36372
Total Monthly CTC (Rs.) - 1+ 2 +3	35000	420000
Total Annual CTC (Rs.)	420000	
Comments:		
PF is calculated as 13 % of Basic Salary		
Gratuity calculated as per the Gratuity Act 1972 (Payable on completion of five years of service)		
Mediclaime Insurance - Mediclaime Insurance as per the company policy		
Provision of Subsidized canteen facilities		
You will also be eligible to earn line Incentive over and above your CTC, subject to meeting Productivity and Quality Parameters		



Annexure II

List of required documents and/or information to be provided on or prior to joining

1. 8 passport size copies of your recent photograph.
2. Self-attested copies of all educational and professional certificates.
3. Self-attested copy of document in support of your age (Birth Certificate/10th Mark Sheet/Passport Copy).
4. Self-attested copy of document in support of your address (Passport Copy/License Copy etc.)
5. Self-attested copy of your PAN Card.
6. Self-attested copy of your Aadhaar Card or the receipt of Aadhaar enrollment.
7. Self-attested copy of Relieving and Experience Letter issued by your previous employer.
8. Self-attested copy of your last three (3) months' Salary Slip or Salary Certificate and Form 16 or Tax Deduction certificate from your previous employer.
9. Your PF UAN (Universal Account Number) along with a self- attested photocopy of UAN Card (available on UAN Member Portal).
10. Your Provident Fund and Family Pension fund account numbers (details in case it is a private trust).
11. If you are eligible for ESIC as per your Compensation Plan, please provide a self-attested copy of your ESIC card or Form 1 Declaration.
12. Recent Medical Fitness Certificate from a recognized Medical Practitioner (not more than a week older on the date of joining).



PRINCIPAL

Avanathi Institute of Pharmaceutical Sciences
Cherukupally (V), Bhogapuram Mandal
Vizianagaram Dt., - 531162



Date: 02/08/2019
P.Jaya Bharathi,
4-84,Thanam;Parawada
Anakapally - 531001

OFFER LETTER

This has reference to your application and subsequent interview you had with us. Considering your qualification, experience and professional record of accomplishment, we are pleased to offer you the position Business Development Executive (Junior Level) **at Hyderabad HQ** at a gross salary of Rs 18000 /- (Eighteen Thousand Rupees) per month. You will have to take care of Training Activities.

You will be under probation for 6 months from the date of your joining and you will be considered on company roles only after completion of the above said probation period. It is also to be noted that your services will be confirmed only when you demonstrate your performance.

You are requested to join the duties on or before 12-08-2019. Please ensure to provide photocopies of the following at the time of your joining:

1. Experience Certificates of previous employers, if any
2. Proof of Date of Birth.
3. Educational qualifications
4. Latest passport size colour photographs (6 Nos.)

Please send your acceptance to info@clinosol.com within three days from the date of receiving this letter.

With best wishes,

For ClinoSol Research Pvt. Ltd.

C.S. Mujeebuddin
C.S. Mujeebuddin.
Founder & CEO.



[Signature]
PRINCIPAL
Avanathi Institute of Pharmaceutical Sciences
Cherukupally (V), Bhogapuram Mandal
Vizianagaram Dt., - 531162



Date: 05/08/2019
Singupurapu Pradeep,
4-153, Tallavalasa
Mandal : Bheemunipatnam
Visakhapatnam - 531162

OFFER LETTER

This has reference to your application and subsequent interview you had with us. Considering your qualification, experience and professional record of accomplishment, we are pleased to offer you the position Business Development Executive (Junior Level) **at Hyderabad HQ** at a gross salary of Rs 18000 /- (Eighteen Thousand Rupees) per month. You will have to take care of Training Activities.

You will be under probation for 6 months from the date of your joining and you will be considered on company roles only after completion of the above said probation period. It is also to be noted that your services will be confirmed only when you demonstrate your performance.

You are requested to join the duties on or before 19-08-2019. Please ensure to provide photocopies of the following at the time of your joining:

1. Experience Certificates of previous employers, if any
2. Proof of Date of Birth.
3. Educational qualifications
4. Latest passport size colour photographs (6 Nos.)

Please send your acceptance to info@clinosol.com within three days from the date of receiving this letter.

With best wishes,

For ClinoSol Research Pvt. Ltd.

C.S. Mujeebuddin
C.S. Mujeebuddin.
Founder & CEO.



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Cherukupally (V), Bhogapuram Mandal
Vizianagaram Dt., - 531162



Regarding offer letter

1 message

HR Vizag <vizag@pulsus.com>
To: penkiakhila@gmail.com

Mon 02 Sep, 2019 at 15:00

Dear PENKI AKHILA,

Congratulations & Greetings from PULSUS GROUP !!

With reference to your application and the subsequent Interview you had with us, we are pleased to inform that you are selected for the position "OJT" at PULSUS GROUP - JOURNALS Division. Please note our offer of intent is subject to submission and verification of your antecedents at the time of joining (List of documents enclosed), Offer of intent doesn't mean confirmation of employment till joining and verification of all the antecedents/documents.

You will receive a gross salary of Rs 15000/- month with deductions of PF, PT & ESI, and your services shall be confirmed or extended or terminated basing on the performance.

You are requested to join on or before 09/09/2019 (Monday) at 08.00 AM at the following venue:- PULSUS

HEALTH Tech LLP,

Second Floor, Wipro Aforesaid Building, Survey No.39 P,

IT/ITES SEZ Campus, Rama Talkies Road, Old TB Hospital Premises,

Resapuvanipalem Village, Visakhapatnam, Andhra Pradesh – 500013.

Please ensure to carry the below List of Documents at the time of Joining without fail.

1. One copy of all educational certificates along with originals for verification.
2. Eight passport size photographs.
3. Experience Certificates from previous employers as applicable.
4. 10th Original Certificate (Is mandatory).
5. Aadhar Card Copy & PAN card copy.
6. NOC/Course completion certificate from college (If applicable).
7. Print out copy of this mail.
8. One Year Service Level Agreement will be executed on the date of joining.
9. In case of resignation 2 months' notice period or 2 months' salary in lieu of notice period should be served/paid.

We are welcoming you on board for a successful career with Pulsus Family. If the above terms are acceptable, Kindly acknowledge the receipt of the same and make a confirmation of your joining in mail within 48 hours of receiving the mail failing which offer of intent remains canceled.

Further queries please feel free to contact me on the below number Thanks &

Regards,

Team Human Resources PULSUS

GROUP-Visakhapatnam

Phone 0891-3356302/9346992144/6281778130

PULSUS
GROUP




PRINCIPAL

Avanthi Institute of Pharmaceutical Sciences
Cherukupally (V), Bhogapuram Mandal
Vizianagaram Dt., - 531162



Regarding offer letter

1 message

HR Vizag <vizag@pulsus.com>
To: daketisobarani@gmail.com

Mon 08 Jul, 2019 at 14:00

Dear DOKETI SOBARANI,

Congratulations & Greetings from PULSUS GROUP !!

With reference to your application and the subsequent Interview you had with us, we are pleased to inform that you are selected for the position "OJT" at PULSUS GROUP - JOURNALS Division. Please note our offer of intent is subject to submission and verification of your antecedents at the time of joining (List of documents enclosed), Offer of intent doesn't mean confirmation of employment till joining and verification of all the antecedents/documents.

You will receive a gross salary of Rs 15000/- month with deductions of PF, PT & ESI, and your services shall be confirmed or extended or terminated basing on the performance.

You are requested to join on or before 15/07/2019 (Monday) at 08.00 AM at the following venue:- PULSUS

HEALTH Tech LLP,

Second Floor, Wipro Aforesaid Building, Survey No.39 P,

IT/ITES SEZ Campus, Rama Talkies Road, Old TB Hospital Premises,

Resapuvanipalem Village, Visakhapatnam, Andhra Pradesh – 500013.

Please ensure to carry the below List of Documents at the time of Joining without fail.

1. One copy of all educational certificates along with originals for verification.
2. Eight passport size photographs.
3. Experience Certificates from previous employers as applicable.
4. 10th Original Certificate (Is mandatory).
5. Aadhar Card Copy & PAN card copy.
6. NOC/Course completion certificate from college (If applicable).
7. Print out copy of this mail.
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Further queries please feel free to contact me on the below number Thanks &

Regards,

Team Human Resources PULSUS

GROUP-Visakhapatnam

Phone 0891-3356302/9346992144/6281778130

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WWW.PULSUS.COM



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