

15 September, 2023

Dear Borusu Yogi Ravi Chandra Prasad,

On behalf of Pragmatiq Systems Pvt Ltd., I am pleased to offer you a position of **Trainee – Software Engineer** in our Organization. Your date of joining as a full-time employee will be **25th September 2022**.

You are advised to report to work at our office located in 3rd Floor, Plot No.36-C & 43-C, Survey No. 60, Gachibowli Miyapur Road, Raghavendra Nagar Colony, Kondapur, Hyderabad at 9.30 a.m.

You will be paid annual gross salary of **Rs.96,000/-** during Probation period of 3 months. Upon successful completion of the probation period and at the discretion of the company, your salary will be revised to **1,44,000/- to 1,80,000/-** The detailed Employee Agreement Letter and Hand Book with the terms and conditions will be given on joining.

In your current role we are expecting you to be there for a minimum two years.

You are requested to scan and mail me the following documents prior to your joining:

- Education certificates
- Experience / relieving letter
- Previous 3 months pay slip
- A copy of Aadhar Card
- A copy of PAN Card
- Passport size photograph

I would like to take this opportunity to welcome you to our team and wish you every success in your new role. If you accept the offer please sign and send a copy back to us for the acknowledgement.

With best wishes,
Pragmatiq Systems Pvt. Ltd.,

Kaliki Raghuvaram,
HR, Pragmatiq Systems



YOUNG INDIA
Opp. Old Bus Stand
B.G.T.M. School Line
Beside Durga Lodge
Eluru- 1
Andhra Pradesh - 534002

PLACE :

DATE :

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To

Dear Mr. Lelangi Rathanakumar

This has reference to your application and subsequent interview you had with us, for the position of **TRAINEE MANAGER** in our organization. Date of Joining 07/03/24 to be based at ELURU. We are pleased to confirm the offer of employment for the above position on terms and conditions mutually discussed and agreed.

- Trainee Manager Income Rs 8000/- to 12,000/- (As per performance), No Fees, Free Room
- Manager Income Above Rs. 20,000/-

Your formal Letter of Appointment, giving the details of the terms and conditions of your employment will be issued to you on your joining.

On Joining you will be required to furnish:-

- Copy of Educational Qualification.
- Photo ID & Address proof.
- 2 Nos. of passport size photograph.

Please sign and return the enclosed copy of the Offer Letter as token of your acceptance and confirm the Date of Joining.

Wish you a very successful career with YOUNG INDIA Family.

Accepted _____
(Signature)

For YOUNG INDIA


AUTHORISED SIGNATORY



YOUNG INDIA
Opp. Old Bus Stand
B.G.T.M. School Line
Beside Durga Lodge
Eluru- 1
Andhra Pradesh - 534002

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To

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Wish you a very successful career with YOUNG INDIA Family.

Accepted _____
(Signature)

For YOUNG INDIA


AUTHORISED SIGNATORY



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Andhra Pradesh - 534002

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To

Dear Mrs M. NAGA DHANU SUNDARI

This has reference to your application and subsequent interview you had with us, for the position of **TRAINEE MANAGER** in our organization, Date of Joining 06/03/24 to be based at ELURU. We are pleased to confirm the offer of employment for the above position on terms and conditions mutually discussed and agreed.

- Trainee Manager Income Rs ~~8000/-~~ to 12,000/- (As per performance), No Fees, Free Room
- Manager Income Above Rs. 20,000/-

Your formal Letter of Appointment, giving the details of the terms and conditions of your employment will be issued to you on your joining.

On Joining you will be required to furnish:-

- Copy of Educational Qualification.
- Photo ID & Address proof.
- 2 Nos. of passport size photograph.

Please sign and return the enclosed copy of the Offer Letter as token of your acceptance and confirm the Date of Joining.

Wish you a very successful career with YOUNG INDIA Family.

Accepted _____

(Signature)

For YOUNG INDIA

AUTHORISED SIGNATORY





OFFER LETTER

Date: 24-09-2024

To

Mr. Gangiseti Naga Satish
6-161, Narayanapuram, Vanapalli
Kothapeta, East Godavari, Andhra Pradesh

Dear **Mr. Gangiseti Naga Satish,**

With reference to your application and the subsequent interview you had with us, we are pleased to offer you the position of **Trainee Chemist, Analytical Research and Development** department at our **R&D - I** and you will be paid for a CTC of **INR 2,10,000.00/- Two Lakhs Ten Thousand** all inclusive Per Annum as per the Annexure-I. You shall join the services of the Company not later than **07-10-2024** subject to the submission of medical reports and required documents as mentioned in Annexure-II. You are requested to report to the HR Department at the address mentioned below on any working day for completing the joining formalities.

R&D-I: Plot No 298/P, D No. 01-173/3/1, Pipeline Road, Phase 1, I.D.A., Jeedimetla, Quthbullapur, Medchal-Malkajiri 500055, Telangana State, India.

The letter of appointment including all terms and conditions would be issued to you at the time of your joining. Please note that this offer is valid subject to the information furnished by you being found true & correct. On scrutiny, if found otherwise, the company reserves the right to terminate the offer.

In case you wish to leave the services after joining the company, you need to give three months' prior notice in writing. The company will not accept salary payment in lieu of notice by the employee and thus the resignee has to necessarily serve the three months' notice. The Organization may choose to release the employee in case of termination without notice period of service at its sole discretion.

Please acknowledge the receipt of this letter and confirm us your acceptance and date of reporting immediately.

With Best wishes,

For Metrochem API Pvt. Ltd


Rajesh Karicherla

Associate Vice President

Corporate Human Resources

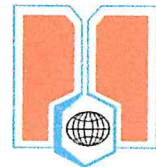


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Registered Office: Flat No 302, Bhanu Enclave, Sundar Nagar, Erragadda, Hyderabad 500038, Telangana State, India.





Annexure -I

Name	Mr. Gangiseti Naga Satish
Designation	Trainee Chemist
Department	Analytical Research and Development
Approved CTC Per Annum	INR 2,10,000.00

EARNINGS	MONTHLY	YEARLY
Basic	9,455.00	1,13,462.00
HRA	3,782.00	45,385.00
Special Allowance	2,520.00	30,237.00
SUB-TOTAL (A)	15,757.00	1,89,084.00
BENEFITS AND CONTRIBUTIONS (PART - B)		
PF - Employer	1,135.00	13,620.00
PF - Other Charges	95.00	1,140.00
ESI Employer	513.00	6,156.00
SUB-TOTAL (B)	1,743.00	20,916.00
TOTAL (A + B)	INR 17,500.00	INR 2,10,000.00
DEDUCTIONS		
PF Employee	1,135.00	13,620.00
ESI	119.00	1,428.00
TOTAL DEDUCTIONS (C)	INR 1,254.00	INR 15,048.00
TOTAL (A - C)	INR 14,503.00	INR 1,74,036.00

Note:

1. The salary breakup Total(A-B) is Net Salary, Sub Total (A) is Gross Salary and Total is a CTC.
2. Medclaim premium changes every year starting from the month of November.

For Metrochem API Pvt. Ltd

Rajesh Karishan

Associate Vice President

Corporate Human Resources



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Annexure-II

Documents to be submitted at the time of Joining

Date - 24-09-2024

You are requested to submit the following self-attested documents at the time of joining along with Original documents for verification as given below:

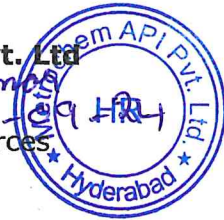
S.No	Documents to be presented as Mandate
1.	Educational Qualifications <ul style="list-style-type: none">• Xth class Certificate• XIIth Certificate• Graduation OD Certificate & Semester/Year wise Marks Sheet• Post Graduation OD Certificate & Semester/Year wise Marks Sheet• Any additional qualified certificates with supporting documents
2.	Latest 3 months salary slips & 6 months bank statement
3.	Relieving & Service letter from present organization
4.	Service certificate/Proof of employment from all the previous employers
5.	Four Passport sized photographs (In white back ground Only)
6.	Present Residence Proof
7.	Copy of PAN Card , Aadhar Card, Driving License, Passport, Voter Card
8.	Previous UAN Number / PF Number & Previous ESI Number (If Applicable) with registered Bank account and mobile number
9.	Family members Aadhar copy (Spouse, Children, Parents)
10.	Any Self Personal Bank account passbook copy & also passport photo of Spouse / Nominee & Bank account passbook copy
11.	One Rs 100 or two Rs 50 stamp or bond paper (All Operational Level)
12.	Medical Test reports from Metrochem Approved Diagnostic center

Your offer has been made based on the information furnished by you. However, if there is a discrepancy in the copies of the documents/ certificates given by you as proof in support of the above, the company reserves the right to revoke the offer at any time during your service.

For Metrochem API Pvt. Ltd

A. Sankar
24-09-2024

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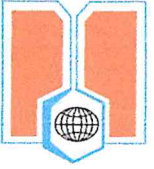


Registered Office: Flat No 302, Bhanu Enclave, Sundar Nagar, Erragadda, Hyderabad 500038, Telangana State, India.



METROCHEM API PRIVATE LIMITED

Corporate Office: The Watermark, 3rd Floor, Plot No 11, Survey No 9, Whitefields, Kondapur, Hitech City, Hyderabad 500084, Telangana State, India. Tel: +91-40-69069999
CIN: U24239TG2002PTC039223 | contact@metroapi.com | www.metroapi.com



Date - 24-09-2024

To
M/s. Apple Diagnostic & Medical Center
#266. Main Road, Near Andhra bank
Vivekananda Nagar, Kukatpally
Hyderabad – 500072
Ph: 040-23161120/8008804014

Sir,

Please have the Medical test done and submit the reports to **Mr. Gangiseti Naga Satish – R&D - I – Analytical Research and Development** who would be carrying this letter.

Please verify the name with the Aadhar Card of the Candidate.

Kindly get the below tests done:

1. Eye Examination
2. Colour Blindness/Xeraphthalmia
3. T.B/Mantoux test
4. Skin and other contagious diseases
5. Complete blood examination with grouping
6. Liver functioning test
7. Audiometry test
8. CUE (Complete Urine Examination)
9. ECG
10. HIV Test
11. Physician Report

Payment for the same to be billed on Metrochem API Pvt. Ltd and attach the reports along with this letter while submission of bills.

Regards

A. Sankumar
24-09-24
HR
Metrochem API Pvt. Ltd.
Hyderabad

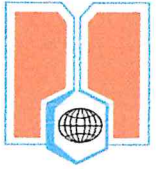
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Registered Office: Flat No 302, Bhanu Enclave, Sundar Nagar, Erragadda, Hyderabad 500038, Telangana State, India.





Date: 24-09-2024

Consent Letter for Employment Background Verification

I Mr. Gangiseti Naga Satish , selected as Trainee Chemist in Analytical Research and Development at Metrochem API Pvt Ltd (the "Company") for which I had submitted my resume and the relevant documents pertaining to my employment, education, identity, bank and residence as required by the company.

I hereby authorize the Company and/or its agents to make investigation of my background, current and/or past employment, education, references, character and criminal history record information which may be available with other organisations, state or any other agency/authorities to confirm and verify documents and details contained therein.

I further confirm that I understand that any document or details provided by me are found to be false, fake or misrepresented, the Company reserves the right to take any suitable action including withdrawal of the offer or termination of employment without any further reason or explanation.

Name of the candidate: Mr. Gangiseti Naga Satish

Mobile Number: +91 9052114244

E-mail ID: dummy1@gmail.com

Signature of the candidate:

Date:

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Opp. Old Bus Stand
B.G.T.M. School Line
Beside Durga Lodge
Eluru-1
Andhra Pradesh - 534002

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To

Dear Mr. ISUKAPATI DEVIKA

This has reference to your application and subsequent interview you had with us for the position of **TRAINEE MANAGER** in our organization, Date of Joining 27/03/24 to be based at ELURU. We are pleased to confirm the offer of employment for the above position on terms and conditions mutually discussed and agreed.

- Trainee Manager Income Rs 8000/- to 12,000/- (As per performance), No Fees, Free Room
- Manager Income Above Rs. 20,000/-

Your formal Letter of Appointment, giving the details of the terms and conditions of your employment will be issued to you on your joining.

On Joining you will be required to furnish:-

- Copy of Educational Qualification.
- Photo ID & Address proof.
- 2 Nos. of passport size photograph.

Please sign and return the enclosed copy of the Offer Letter as token of your acceptance and confirm the Date of Joining.

Wish you a very successful career with YOUNG INDIA Family.

Accepted _____
(Signature)

For YOUNG INDIA

AUTHORISED SIGNATORY





YOUNG INDIA

Opp. Old Bus Stand

B.G.T.M. School Lane

Beside Durga Lodge

Eluru-1

Andhra Pradesh - 534002

PLACE :

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To

Dear Mr. R. LAKSHMI NARAYANA

This has reference to your application and subsequent interview you had with us, for the position of **TRAINEE MANAGER** in our organization. Date of Joining 04/03/24 to be based at ELURU. We are pleased to confirm the offer of employment for the above position on terms and conditions mutually discussed and agreed.

- Trainee Manager Income Rs. ~~8000/-~~ to 12,000/- (As per performance), No Fees, Free Room
- Manager Income Above Rs. 20,000/-

Your formal Letter of Appointment, giving the details of the terms and conditions of your employment will be issued to you on your joining.

On Joining you will be required to furnish:-

- Copy of Educational Qualification.
- Photo ID & Address proof.
- 2 Nos. of passport size photograph.

Please sign and return the enclosed copy of the Offer Letter as token of your acceptance and confirm the Date of Joining.

Wish you a very successful career with YOUNG INDIA Family.

Accepted _____

(Signature)

For YOUNG INDIA

AUTHORISED SIGNATORY

Pho: 9010420209.





YOUNG INDIA
Opp. Old Bus Stand
B.G.T.M. School Line
Beside Durga Lodge
Eluru- 1
Andhra Pradesh - 534002

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To

Dear Mr. VAKALAPALLI DHANALAKSHMI

This has reference to your application and subsequent interview you had with us, for the position of **TRAINEE MANAGER** in our organization, Date of Joining 02/03/24 to be based at ELURU. We are pleased to confirm the offer of employment for the above position on terms and conditions mutually discussed and agreed.

- Trainee Manager Income Rs 8000/- to 12,000/- (As per performance), No Fees, Free Room
- Manager Income Above Rs. 20,000/-

Your formal Letter of Appointment, giving the details of the terms and conditions of your employment will be issued to you on your joining.

On Joining you will be required to furnish:-

- Copy of Educational Qualification.
- Photo ID & Address proof.
- 2 Nos. of passport size photograph.

Please sign and return the enclosed copy of the Offer Letter as token of your acceptance and confirm the Date of Joining.

Wish you a very successful career with YOUNG INDIA Family.

Accepted _____
(Signature)

For YOUNG INDIA


AUTHORISED SIGNATORY

Date: 07-03-2024

CONGRATULATIONS..

This has reference to your application and the subsequent interview you in TANUKU job mela had with us for the above captioned placement in our organization.

We are pleased to inform you that you have been selected for the position of **Credit officer Grade-B** and you will be posted at our suitable locations and given below of selected candidate names on the following terms and conditions.

1. NAKKA ANJIREDDY
2. CH GANESH NAGA SIVA SAI
3. NUKALA SURYA NARENDRA KUMAR
4. JAGATHI JAGAPATHI VEERA
5. G MAHESH BABU
6. YASODA KRISHNA
7. PAVAN KUMAR MADDELA
8. ANANDHAM MALLI

1. Designation will be **Credit officer** should report to the duty Within 60 days (06-05-2024)
2. You will be paid a consolidated salary of **Rs.16, 500/-**per month.
3. You will be on probation for a period of 6 months. After successful completion of probation period your services will be confirmed in the organization.
4. Your probation may be extended further if your services are not up to the mark. However, unless you are confirmed in writing, you shall not be deemed to be confirmed.
5. You are liable to be transferred to any location according to the need of the organization without any extra remuneration and allowances.

However, a detailed appointment letter will follow in due course of time.

With Best Wishes,

For Peoples Mutually Aided Co-Operative Credit Society Ltd.,





Authorized Signatory

Registered Office : #33-12-9, 1st Floor, Boyapativari Veedhi Sitarampuram, Vijayawada-520002

Our Branches: Autonagar(VJA) + Macherla + Repalle + Gudivada + Labbipet(VJA) + Tenali + Narasaraopet + Guntur +

Ponnu + Jangareddygudem + Bhimavaram + Tanuku + Nandigama + One Town (VJA)

To,
Mr. Ganta Seshu
 S/o Tata Rao
 HNO : 2-110,
 LandMark : Ramalayam Street,
 City/Village : Veedhivarilanka,
 Post : Kedharlanka,
 Mandal : Kapileswarapuram,
 District : Dr.B.R.Ambedkar Konaseema-533309.
 State : Andhra Pradesh.

Sub : Contract of Graduate Apprenticeship Training

Best wishes from Divi's Laboratories Limited!

With reference to your application and discussions had with you, we are pleased to offer you a one-year Apprenticeship training under the Apprenticeship Act, 1961 and Apprenticeship Rules, 1992 in QC Department at Unit-2 situated at Chippada Village, Bhemmuniapatnam Mandal, Visakhapatnam District on the following terms and conditions.

1. You will be on Apprenticeship training for a period of one year from the date of reporting as an apprenticeship trainee and you will be paid a stipend of Rs.18000/- per month during your apprenticeship training period.
2. If you have acquired further skillset or completed any other course which may be required / relevant to the organization, you will be paid a stipend of Rs.22000/- per month from 1st of following month on submission of relevant certificates. The relevance of skillset / course shall be at sole discretion of management.
3. You will be required to undergo pre-training medical check-up as this offer is subject to your medical fitness and you will be required to undergo periodical medical check-ups during your apprenticeship training period. Your apprenticeship training will be terminated if you are not found medically fit.
4. Apprenticeship Training will be given at any one of the departments, branches & manufacturing units of the organization depending on the requirement at the sole discretion of management. If required, you may be asked to undergo apprenticeship training in shifts as well.
5. You shall be liable to be transferred/posted to any location, department & unit of the organization depending on the requirement for apprenticeship training. Upon such transfer, you will automatically be governed by the rules, regulations and other terms as applicable at such new place.
6. If you intend to discontinue your training during the apprenticeship training period, you have to give three months prior notice in writing or return three months stipend in lieu thereof which may be modified from time to time and the same will be notified.
7. After completing your training the organization at its sole discretion may or may not offer employment and no apprenticeship trainee shall have the right to demand absorption in employment of the organization.
8. You are entitled to seven casual and five sick leaves during your apprenticeship training period.
9. This contract of apprenticeship training is based on the information furnished in your application. At any given time if it comes to the knowledge of the management that any of this information is incorrect or any relevant information has been suppressed then your apprenticeship training based on this letter of training is liable to be terminated without any notice or any stipend in lieu thereof.
10. You are always required to maintain the highest order of discipline and secrecy as regards the apprenticeship training of the organization. Any of technical / personal information which might come into your possession during continuance of your apprenticeship training in the organization shall not be disclosed, divulged or made public by you even thereafter.

11. You shall adhere to Organization's policies, procedures, rules ,regulations, discipline and general work practices which are subject to change from time to time.
12. You shall forthwith intimate any change in your residential address as and when any change takes place .
13. Your apprenticeship training is liable for termination at any time without notice or enquiry if you are found indulging in any misconduct.
14. Your progress in apprenticeship training is reviewed from time to time and if found unsatisfactory, your apprenticeship training will be terminated without notice.
15. You are required to submit the following at the time of joining .
 - a. For verification purpose, we need your original certificates of S.S.C,Inter,B.Sc. &M.Sc. and photocopies of the same.
 - b. Four passport size color photographs.
 - c. Four copies of post card size black & white group photo of yours along with your dependent parents, your spouse & children if married.
 - d. Photo copies of Latest Aadhaar card with vid Number & PAN cards of yours and Aadhaar cards of your father, mother, spouse & children if Married.
 - e. Photocopy of your SBI savings bank account passbook.
 - f. Your name,date of birth and father name should be same in Aadhaar card & PAN card and in your SSC marks list.
 - g. Your Aadhaar card and PAN card should be linked in Income Tax website and in active status.
 - h. Certificate of the covid -19 vaccination of two doses..

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

You shall join apprenticeship training in our organization within a week after completion of your final year examination including practical's. You shall bring all the graduation marks memos or Provisional certificate and submit the same at the time of joining for verification.

We take this opportunity to welcome you to the organization and wish you good luck.

Yours sincerely,

For DIVI'S LABORATORIES LTD

K.SUBBA RAO

GENERAL MANAGER (P&A)


ACCEPTANCE

I understand the contents of the contract of apprenticeship training under Apprenticeship act, 1961 and Apprenticeship Rules 1992 and I hereby agree to abide by all the provisions made thereunder.

Signature: _____

Date: _____

Road Map : Vizag to Tagarapuvalasa - Bus available. Tagarapuvalasa to Chippada - Autos available.

 :08922 248917/927