

Ref: APL/HR/2021-22/OL/1046

Mr. Manoranjan Purusottam
Ramanaguda, Rayagada,
State :- Odisha - 765029
Mobile: 7008528612

Sep 15, 2021

SUB: Provisional Letter of Offer**Dear Mr. Purusottam,**

This has reference to your application and the subsequent interview you had with us. We are pleased to offer you the position of **JR. OFFICER - QUALITY ASSURANCE** on the terms and conditions as agreed.

You will be joining us on or before **Sep 27, 2021** and you will be posted at **DAHEJ**.

This offer letter is valid subject to submission of **your resignation letter copy**, duly acknowledged from the present employer **within three days** from the date of acceptance of this letter.

You need to submit the following documents (Xerox copies) on the day of your joining:

1. All Marks Sheets & Certificates of 10th, 10+2, Graduation and Post-Graduation (if any).
2. Date of Birth Proof - School-Leaving Certificate.
3. Additional Qualification Certificate (if any)
4. Experience Certificate / s from the previous employer / s, if any.
5. Passport Size Photographs (in Red Background) - 5 Nos.
6. Passport (If Available) and PAN Card & Adhar Card (Mandatory).
7. Form 16 / Salary Certificate / Pay Slip from the present employer.
8. Residential proof (Any one of the following - Electricity bill / Telephone bill / Ration Card / Passport / Election I Card).
9. Final Certificate for COVID-19 vaccination/RT-PCR report (test to be done 3-4 days prior to joining)

You need to bring the original Marks Sheets / Certificates on the day of your joining for the purpose of verification.

Please note that if at any time, it is found that you have obtained the employment by furnishing false / misleading / insufficient information or withholding the material information or you have manipulated and / or fabricated the certificates / records, your services will be terminated with immediate effect, without any notice or salary in lieu of the notice.

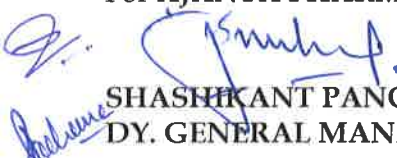
A regular appointment letter will be issued to you soon after your joining.

Please sign the duplicate copy of this letter in token of your acceptance to the terms and conditions.

We welcome you to our company and wish you a successful career with us.

Thanking you,

Yours sincerely,
For **AJANTA PHARMA LIMITED**



SHASHIKANT PANCHAL
DY. GENERAL MANAGER - HR