

To,
Mr. Bora Ramanamurthy
S/o. Laxmana Rao
HNO : 2-262,
LandMark : Colony,
City/Village : Basivada,
Post : Kambhakaya,
Mandal : Jalmuru,
District : Srikakulam-532421.
State : Andhra Pradesh.

Date:22.05.2023

Sub : Letter for Training

We extend to you our warmest welcome to our family of Divi's Laboratories Limited!

With reference to your application and discussions had with you , we are pleased to offer you a one-year training in Production Department at Unit-2 situated at Chippada Village, Bheemunipatnam Mandal, Visakhapatnam District on the following terms and conditions.

1. You will be on training for a period of one year from the date of reporting as a trainee and you will be paid a stipend of Rs.18000/- per month during your training period.
2. 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 training period . Your training will be terminated if you are not found medically fit.
3. 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 training in shifts as well.
4. You shall be liable to be transferred/posted to any location,department & unit of the organization depending on the requirement for training. Upon such transfer, you will automatically be governed by the service conditions, rules,regulations and other terms as applicable at such new place.
5. If you intend to discontinue your training during the 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.
6. After completing your training the organization at its sole discretion may or may not offer employment and no trainee shall have the right to demand absorption in employment of the organization.
7. You are entitled to seven casual and five sick leaves during your training period . You will also be covered under ESI act,1948.
8. This offer of 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 training based on this letter of training is liable to be terminated without any notice or any stipend in lieu thereof.
9. You are required at all times to maintain the highest order of discipline and secrecy as regards the training of the organization. Any of technical / personal information which might come into your possession during continuance of your training in the organization shall not be disclosed,divulged or made public by you even thereafter.

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

In case the terms and conditions of 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 training.

You shall join training in our organization on or before 06.06.2023. If you do not join the training before the stipulated date, this offer of training shall be deemed cancelled.

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

Signature: _____

Date: _____

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

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