



# Divi's Laboratories Limited

To,  
Mr. Chikka Venkata Padma Kesavarao  
S/o Veera Venkata Srinivas  
HNO : 2-154,  
LandMark : Nehru weavers colony,  
City/Village : Irusumanda,  
Mandal : Malikipuram,  
District : East godavari-533254.  
State : Andhra Pradesh.

Date: 12-Apr-2022 ,

## 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 QC Department, at Unit-2 , situated at Chippada Village, Bhemmuniapatnam 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.15000/- per month during your training period.
2. After submit / verification of your M.Sc. provisional certificate you will be paid a stipend of Rs.16000/- per month from the 1st of the following month.
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 training period. Your training will be terminated , if you are not found medically fit.
4. 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.
5. 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.
6. 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.
7. 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.
8. You are entitled to seven casual and five sick leaves during your training period . You will also be covered under ESI act, 1948.
9. This offer of training is based on the information furnished in your application . If, at any given time, 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.

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# Divi's Laboratories Limited

10. 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.
11. You shall adhere to Organization's policies, procedures, rules and 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 training is liable for termination at any time without notice or enquiry , if you are found indulging in any misconduct.
14. Your progress in training will be reviewed from time to time and if found unsatisfactory , your 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.SC,Inter,B.Sc. &M.Sc. and photo copies 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, and your spouse & children if married.
  - d. Photo copies of Latest Aadhaar with vid Number & PAN cards of yours along with your father, mother, spouse and children, if Married.
  - e. Photo copy of SBI savings bank account passbook.
  - f. Your name ,date of birth ,father name should be the same in Aadhaar card as in your SSC mark list
  - g. Get tested RT PCR test for covid-19 and submit the report at the time of joining for duty.
  - h. Certificate of the covid -19 vaccination two doses.

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 26.04.2022.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)

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## ACCEPTANCE

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

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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

 :08922 248917/927

.....55566.....

**Regd. Off. :** Divi Towers, 1-72/23(P)/DIVIS/303, Cyber Hills, Gachibowli, Hyderabad - 500 032, Telangana, INDIA.

Tel : +91-40-6696 6300/400, Fax : 91-40-6696 6460., CIN : L24110TG1990PLC011854

E-mail : mail@divislab.com, Website : www.divislab.com



# Divi's Laboratories Limited

To,  
Mr. Donga Durga Ganesh  
S/o Subba Rao  
HNO : 12-48,  
City/Village : Akana Vari thota ,  
Mandal : Mogalturu,  
District : West godavari-534280.  
State : Andhra Pradesh.

Date: 12-Apr-2022 ,

## 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 QC Department, at Unit-2 , situated at Chippada Village, Bhemmunicipatnam 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.15000/- per month during your training period.
2. After submit / verification of your M.Sc. provisional certificate you will be paid a stipend of Rs.16000/- per month from the 1st of the following month.
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5. 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.
6. 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.
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8. You are entitled to seven casual and five sick leaves during your training period . You will also be covered under ESI act, 1948.
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  - a. For verification purpose, we need your original certificates of S.SC, Inter, B.Sc. & M.Sc. and photo copies 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, and your spouse & children if married.
  - d. Photo copies of Latest Aadhaar with vid Number & PAN cards of yours along with your father, mother, spouse and children, if Married.
  - e. Photo copy of SBI savings bank account passbook.
  - f. Your name, date of birth, father name should be the same in Aadhaar card as in your SSC mark list
  - g. Get tested RT PCR test for covid-19 and submit the report at the time of joining for duty.
  - h. Certificate of the covid -19 vaccination two doses.

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 26.04.2022. 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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.....55565.....

**Regd. Off. :** Divi Towers, 1-72/23(P)/DIVIS/303, Cyber Hills, Gachibowli, Hyderabad - 500 032, Telangana, INDIA.

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E-mail : mail@divislabs.com, Website : www.divislabs.com





# Divi's Laboratories Limited

To,  
Mr. Koduri G V Satya Naga Durga Hanuman  
S/o Venkata Satya Naga Trinadh  
HNO : 1-64/1,  
LandMark : Near Sivalayam,  
City/Village : Miniminchilipadu,  
Mandal : Poduru,  
District : West godavari-534327.  
State : Andhra Pradesh.

Date: 12-Apr-2022 ,

## 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 ETP Department, at Unit-1, situated at Lingoigudem Village , Choutuppal Mandal , Yadadri Bhuvanagiri 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.15000/- 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 . If, at any given time, 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.
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Tel : +91-40-6696 6300/400, Fax : 91-40-6696 6460., CIN : L24110TG1990PLC011854

E-mail : mail@divislabs.com, Website : www.divislabs.com



# Divi's Laboratories Limited

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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
  - a. For verification purpose, we need your original certificates of S.S.C, Inter, & Diploma and photo copies 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, and your spouse & children if married.
  - d. Photo copies of Latest Aadhaar with vid Number & PAN cards of yours along with your father, mother, spouse and children, if Married.
  - e. Photo copy of SBI savings bank account passbook.
  - f. Your name, date of birth, father name should be the same in Aadhaar card as in your SSC mark list
  - g. Get tested RT PCR test for covid-19 and submit the report at the time of joining for duty.
  - h. Certificate of the covid -19 vaccination two doses.

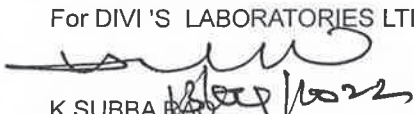
In case the terms and conditions of training stated above are acceptable to you, please sign this letter in token of you having understood and having accepted the same and shall submit before you join for training.

You shall join training in our organization on or before 26.04.2022. 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)

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## ACCEPTANCE

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

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Road Map : Hyderabad to Choutuppal - Bus available. Choutuppal to Lingoigudem - Autos available.

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**Regd. Off. :** Divi Towers, 1-72/23(P)/DIVIS/303, Cyber Hills, Gachibowli, Hyderabad - 500 032, Telangana, INDIA.

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E-mail : mail@divislabs.com, Website : www.divislabs.com



# Divi's Laboratories Limited

To,  
Mr. Uppala venkatagopaiah  
S/o Srinivasarao  
HNO : 1-66,  
City/Village : Sontivaripallem ,  
Post : Adavuladeevi,  
Mandal : Nizampatnam,  
District : Guntur-522262.  
State : Andhra Pradesh.

Date: 12-Apr-2022 ,

## 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, Bhemmuniapatnam 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.15000/- 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.
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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 . If, at any given time, 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.
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# Divi's Laboratories Limited

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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
  - a. For verification purpose, we need your original certificates of S.S.C, Inter, & B.Sc. and photo copies 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, and your spouse & children if married.
  - d. Photo copies of Latest Aadhaar with vid Number & PAN cards of yours along with your father, mother, spouse and children, if Married.
  - e. Photo copy of SBI savings bank account passbook.
  - f. Your name, date of birth, father name should be the same in Aadhaar card as in your SSC mark list
  - g. Get tested RT PCR test for covid-19 and submit the report at the time of joining for duty.
  - h. Certificate of the covid -19 vaccination two doses.

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 26.04.2022. 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)

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## 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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.....55568.....

**Regd. Off. :** Divi Towers, 1-72/23(P)/DIVIS/303, Cyber Hills, Gachibowli, Hyderabad - 500 032, Telangana, INDIA.

Tel : +91-40-6696 6300/400, Fax : 91-40-6696 6460., CIN : L24110TG1990PLC011854

E-mail : mail@divislabs.com, Website : www.divislabs.com





# Divi's Laboratories Limited

To,  
Mr. Varanasi Veera ms narayana tataji  
S/o Venkata rama rao  
HNO : 9-97,  
City/Village : Razole,  
Post : Razole,  
Mandal : Razole,  
District : East godavari-533242.  
State : Andhra Pradesh.

Date: 08-Apr-2022 ,

## 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 QC Department, at Unit-2 , situated at Chippada Village, Bhemmunipatham 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.15000/- per month during your training period.
2. After submit / verification of your M.Sc. provisional certificate you will be paid a stipend of Rs.16000/- per month from the 1st of the following month.
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  - g. Get tested RT PCR test for covid-19 and submit the report at the time of joining for duty.
  - h. Certificate of the covid -19 vaccination two doses.

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 22.04.2022. 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

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Date: \_\_\_\_\_

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.....55513.....

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E-mail : mail@divislabs.com, Website : www.divislabs.com



# Divi's Laboratories Limited

To,  
Mr. Kunche Vijaya manikanta  
S/o Venkateswararao  
HNO : 5-122/1,  
City/Village : Vedangipalem,  
Post : Vedangipalem,  
Mandal : Poduru,  
District : West godavari-534265.  
State : Andhra Pradesh.

Date: 08-Apr-2022 ,

## 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 QC Department, at Unit-2, situated at Chippada Village, Bhemmuniapatnam, Mandal, Visakhapatnam District on the following terms and conditions.

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# Divi's Laboratories Limited

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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
  - a. For verification purpose, we need your original certificates of S.S.C, Inter, & B.Pharmacy and photo copies 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, and your spouse & children if married.
  - d. Photo copies of Latest Aadhaar with vid Number & PAN cards of yours along with your father, mother, spouse and children, if Married.
  - e. Photo copy of SBI savings bank account passbook.
  - f. Your name, date of birth, father name should be the same in Aadhaar card as in your SSC mark list
  - g. Get tested RT PCR test for covid-19 and submit the report at the time of joining for duty.
  - h. Certificate of the covid -19 vaccination two doses.

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 22.04.2022. 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.

:08922 248917/927

.....55512.....

**Regd. Off. :** Divi Towers, 1-72/23(P)/DIVIS/303, Cyber Hills, Gachibowli, Hyderabad - 500 032, Telangana, INDIA.

tel : +91-40-6696 6300/400, Fax : 91-40-6696 6460., CIN : L24110TG1990PLC011854

E-mail : mail@divislabs.com, Website : www.divislabs.com





# Divi's Laboratories Limited

Date:16.04.2022,

To,  
Mr. Donga Hari Babu  
S/o Tulasi Rao  
HNO : 1-44,  
LandMark : Near Hanuman Temple,  
City/Village : Pasaladeevi,  
Post : Narasapur,  
Mandal : Narasapur,  
District : West godavari-534275.  
State : Andhra Pradesh.

## 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 QC Department, at Unit-1, situated at Lingojugudem Village , Choutuppal Mandal , Yadadri Bhuvanagiri 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.15000/- per month during your training period.
2. After submit / verification of your M.Sc. provisional certificate you will be paid a stipend of Rs.16000/- per month from the 1st of the following month.
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 training period. Your training will be terminated , if you are not found medically fit.
4. 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.
5. 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.
6. 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.
7. 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.
8. You are entitled to seven casual and five sick leaves during your training period . You will also be covered under ESI act,1948.
9. This offer of training is based on the information furnished in your application . If, at any given time, 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.

.....36255.....



# Divi's Laboratories Limited

10. 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.
11. You shall adhere to Organization's policies, procedures, rules and 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.
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15. You are required to submit the following at the time of joining
  - a. For verification purpose, we need your original certificates of S.SC, Inter, B.Sc. & M.Sc. and photo copies 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, and your spouse & children if married.
  - d. Photo copies of Latest Aadhaar with vid Number & PAN cards of yours along with your father, mother, spouse and children, if Married.
  - e. Photo copy of SBI savings bank account passbook.
  - f. Your name, date of birth, father name should be the same in Aadhaar card as in your SSC mark list
  - g. Get tested RT PCR test for covid-19 and submit the report at the time of joining for duty.
  - h. Certificate of the covid -19 vaccination two doses.

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 30.04.2022. 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 : Hyderabad to Choutuppal - Bus available. Choutuppal to Lingojigudem - Autos available.

☎ : 08694-257001

.....36255.....



# Divi's Laboratories Limited

To,  
Mr. Kathula Manibabu  
S/o Veera Naga Raju  
HNO : 1-140,  
City/Village : Serepalam,  
Mandal : Mogalturu,  
District : West godavari-534281,  
State : Andhra Pradesh.

Date:06.04.2022,

## 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 QC Department, at Unit-1, situated at Lingojugudem Village , Choutuppal Mandal , Yadadri Bhuvanagiri 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.15000/- per month during your training period.
2. After submit / verification of your M.Sc. provisional certificate you will be paid a stipend of Rs.16000/- per month from the 1st of the following month.
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.....55510.....



# Divi's Laboratories Limited

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  - f. Your name, date of birth, father name should be the same in Aadhaar card as in your SSC mark list
  - g. Get tested RT PCR test for covid-19 and submit the report at the time of joining for duty.
  - h. Certificate of the covid -19 vaccination two doses.

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 20.04.2022. 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 : Hyderabad to Choutuppal - Bus available. Choutuppal to Lingojigudem - Autos available.

☎ : 08694-257001

.....55510.....

**Regd. Off. :** Divi Towers, 1-72/23(P)/DIVIS/303, Cyber Hills, Gachibowli, Hyderabad - 500 032, Telangana, INDIA.

Tel : +91-40-6696 6300/400, Fax : 91-40-6696 6460., CIN : L24110TG1990PLC011854

E-mail : mail@divislabs.com, Website : www.divislabs.com





# Divi's Laboratories Limited

To,  
Mr. Kakileti Sai Srinivas  
S/o Venkateswara Bapiraju  
HNO : 1-26,  
LandMark : Raju Veedhi,  
City/Village : Kothalaparru,  
Mandal : Penugonda,  
District : West godavari-534320.  
State : Andhra Pradesh.

Date:06.04.2022,

## 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 QC Department, at Unit-1, situated at Lingojigudem Village , Choutuppal Mandal , Yadadri Bhuvanagiri 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.15000/- per month during your training period.
2. After submit / verification of your M.Sc. provisional certificate you will be paid a stipend of Rs.16000/- per month from the 1st of the following month.
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.....55509.....



# Divi's Laboratories Limited

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  - c. Four copies of post card size black & white group photo of yours along with your dependent parents, and your spouse & children if married.
  - d. Photo copies of Latest Aadhaar with vid Number & PAN cards of yours along with your father, mother, spouse and children, if Married.
  - e. Photo copy of SBI savings bank account passbook.
  - f. Your name, date of birth, father name should be the same in Aadhaar card as in your SSC mark list
  - g. Get tested RT PCR test for covid-19 and submit the report at the time of joining for duty.
  - h. Certificate of the covid -19 vaccination two doses.

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 20.04.2022. 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 : Hyderabad to Choutuppal - Bus available. Choutuppal to Lingojigudem - Autos available.

:08694-257001

.....55509.....

**Regd. Off. :** Divi Towers, 1-72/23(P)/DIVIS/303, Cyber Hills, Gachibowli, Hyderabad - 500 032, Telangana, INDIA.

Tel : +91-40-6696 6300/400, Fax : 91-40-6696 6460., CIN : L24110TG1990PLC011854

E-mail : mail@divislabs.com, Website : www.divislabs.com



# Divi's Laboratories Limited

To,  
Mr. Mantena Anwesh  
D/o Sivaji  
LandMark : YSR Nagar colony,  
City/Village : Narasapuram,  
Mandal : Narasapuram,  
District : West godavari-534275.  
State : Andhra Pradesh.

Date:06.04.2022,

## 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 QC Department, at Unit-2, situated at Chippada Village, Bhemmuniapatnam 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.15000/- per month during your training period.
2. After submit / verification of your M.Sc. provisional certificate you will be paid a stipend of Rs.16000/- per month from the 1st of the following month.
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.....55500.....



# Divi's Laboratories Limited

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  - g. Get tested RT PCR test for covid-19 and submit the report at the time of joining for duty.
  - h. Certificate of the covid -19 vaccination two doses.

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 20.04.2022. 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.

☎ : 08922 248917/927

.....55500.....

**Regd. Off. :** Divi Towers, 1-72/23(P)/DIVIS/303, Cyber Hills, Gachibowli, Hyderabad - 500 032, Telangana, INDIA.

Tel : +91-40-6696 6300/400, Fax : 91-40-6696 6460., CIN : L24110TG1990PLC011854

E-mail : mail@divislabs.com, Website : www.divislabs.com





# Divi's Laboratories Limited

To,  
Mr. Kadali Sri Sai Rama Ramesh  
S/o Venkatravu  
HNO : 4-44/1,  
City/Village : Konerugattu,  
Post : Vaddiparru,  
Mandal : Poduru,  
District : West godavari-534267.  
State : Andhra Pradesh.

Date: 16.04.2022,

## 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 QC Department, at Unit-2, situated at Chippada Village, Bhemmuniapatnam 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.15000/- per month during your training period.
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.....45821.....



# Divi's Laboratories Limited

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  - h. Certificate of the covid -19 vaccination two doses.

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You shall join training in our organization on or before 30.04.2022. 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.

:08922 248917/927

.....45821.....

**Regd. Off. :** Divi Towers, 1-72/23(P)/DIVIS/303, Cyber Hills, Gachibowli, Hyderabad - 500 032, Telangana, INDIA.

Tel : +91-40-6696 6300/400, Fax : 91-40-6696 6460., CIN : L24110TG1990PLC011854

E-mail : mail@divislabs.com Website : www.divislabs.com



# Divi's Laboratories Limited

To,  
Mr. Kadali Srinivas  
S/o Krishna Murthy  
HNO : 4-85,  
City/Village : Pasaladeevi,  
Post : Pasaladeevi,  
Mandal : Narasapur,  
District : West godavari-534275.  
State : Andhra Pradesh.

Date:16.04.2022,

## 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 QC Department, at Unit-2, situated at Chippada Village, Bhemmuniapatnam Mandal, Visakhapatnam District on the following terms and conditions.

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5. 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.
6. 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.
7. 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.
8. You are entitled to seven casual and five sick leaves during your training period. You will also be covered under ESI act, 1948.
9. This offer of training is based on the information furnished in your application. If, at any given time, 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.

.....36295.....



# Divi's Laboratories Limited

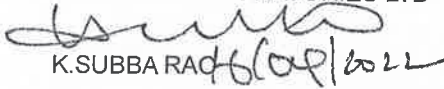
10. You are required at all times to maintain the highest order of discipline and secrecy as regards the training of the organization. Any of technical / personal information, which might come into your possession during continuance of your training in the organization shall not be disclosed, divulged or made public by you even thereafter.
11. You shall adhere to Organization's policies, procedures, rules and 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 training is liable for termination at any time without notice or enquiry, if you are found indulging in any misconduct.
14. Your progress in training will be reviewed from time to time and if found unsatisfactory, your 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.SC, Inter, B.Sc. & M.Sc. and photo copies 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, and your spouse & children if married.
  - d. Photo copies of Latest Aadhaar with vid Number & PAN cards of yours along with your father, mother, spouse and children, if Married.
  - e. Photo copy of SBI savings bank account passbook.
  - f. Your name, date of birth, father name should be the same in Aadhaar card as in your SSC mark list
  - g. Get tested RT PCR test for covid-19 and submit the report at the time of joining for duty.
  - h. Certificate of the covid -19 vaccination two doses.

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 30.04.2022. 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.

 :08922 248917/927

.....36295.....

**Regd. Off. :** Divi Towers, 1-72/23(P)/DIVIS/303, Cyber Hills, Gachibowli, Hyderabad - 500 032, Telangana, INDIA.

Tel : +91-40-6696 6300/400, Fax : 91-40-6696 6460., CIN : L24110TG1990PLC011854

E-mail : mail@divislabs.com. Website : www.divislabs.com





# Divi's Laboratories Limited

Date: 16.04.2022,

To,  
Mr. Mallula Bhaskara Sai  
S/o Pullayya  
HNO : 2-25,  
City/Village : Pasaladeevi,  
Post : Narasapur,  
Mandal : Narasapur,  
District : West godavari-534275.  
State : Andhra Pradesh.

## 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 QC Department, at Unit-2, situated at Chippada Village, Bhemmunipatnam 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.15000/- per month during your training period.
2. After submit / verification of your M.Sc. provisional certificate you will be paid a stipend of Rs.16000/- per month from the 1st of the following month.
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 training period. Your training will be terminated , if you are not found medically fit.
4. 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.
5. 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.
6. 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.
7. 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.
8. You are entitled to seven casual and five sick leaves during your training period. You will also be covered under ESI act, 1948.
9. This offer of training is based on the information furnished in your application. If, at any given time, 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.

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# Divi's Laboratories Limited

10. 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.
11. You shall adhere to Organization's policies, procedures, rules and 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 training is liable for termination at any time without notice or enquiry, if you are found indulging in any misconduct.
14. Your progress in training will be reviewed from time to time and if found unsatisfactory, your 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.SC, Inter, B.Sc. & M.Sc. and photo copies 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, and your spouse & children if married.
  - d. Photo copies of Latest Aadhaar with vid Number & PAN cards of yours along with your father, mother, spouse and children, if Married.
  - e. Photo copy of SBI savings bank account passbook.
  - f. Your name, date of birth, father name should be the same in Aadhaar card as in your SSC mark list
  - g. Get tested RT PCR test for covid-19 and submit the report at the time of joining for duty.
  - h. Certificate of the covid -19 vaccination two doses.

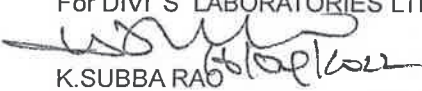
In case the terms and conditions of training stated above are acceptable to you, please sign this letter in token of you having understood and having accepted the same and shall submit before you join for training.

You shall join training in our organization on or before 30.04.2022. 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)

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## 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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.....36263.....

**Regd. Off. :** Divi Towers, 1-72/23(P)/DIVIS/303, Cyber Hills, Gachibowli, Hyderabad - 500 032, Telangana, INDIA.

Tel : +91-40-6696 6300/400, Fax : 91-40-6696 6460., CIN : L24110TG1990PLC011854

E-mail: mail@divilabs.com Website: www.divilabs.com



# Divi's Laboratories Limited

To,  
Mr. Guttula Tarun  
S/o Venkata narsayya  
HNO : 2-72,  
City/Village : Turputallu,  
Post : Turputallu,  
Mandal : Narsapur,  
District : West godavari-534280.  
State : Andhra Pradesh.

Date: 08-Apr-2022 ,

## 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 QC Department, at Unit-2 , situated at Chippada Village, Bhemmunipatnam 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.15000/- per month during your training period.
2. After submit / verification of your M.Sc. provisional certificate you will be paid a stipend of Rs.16000/- per month from the 1st of the following month.
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 training period. Your training will be terminated , if you are not found medically fit.
4. 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.
5. 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.
6. 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.
7. 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.
8. You are entitled to seven casual and five sick leaves during your training period . You will also be covered under ESI act, 1948.
9. This offer of training is based on the information furnished in your application . If, at any given time, 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.

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# Divi's Laboratories Limited

10. 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.
11. You shall adhere to Organization's policies, procedures, rules and 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 training is liable for termination at any time without notice or enquiry, if you are found indulging in any misconduct.
14. Your progress in training will be reviewed from time to time and if found unsatisfactory, your 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.SC, Inter, B.Sc. & M.Sc. and photo copies 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, and your spouse & children if married.
  - d. Photo copies of Latest Aadhaar with vid Number & PAN cards of yours along with your father, mother, spouse and children, if Married.
  - e. Photo copy of SBI savings bank account passbook.
  - f. Your name, date of birth, father name should be the same in Aadhaar card as in your SSC mark list
  - g. Get tested RT PCR test for covid-19 and submit the report at the time of joining for duty.
  - h. Certificate of the covid -19 vaccination two doses.

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 22.04.2022. 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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**Regd. Off. : Divi Towers, 1-72/23(P)/DIVIS/303, Cyber Hills, Gachibowli, Hyderabad - 500 032, Telangana, INDIA.**

**Tel : +91-40-6696 6300/400, Fax : 91-40-6696 6460., CIN : L24110TG1990PLC011854**

**E-mail : mail@divislabs.com, Website : www.divislabs.com**





# Divi's Laboratories Limited

To,  
Mr. Kolaparthi Aravind  
S/o Venkateswararao  
HNO : 2-78,  
City/Village : Narsapuram,  
Post : Narsapuram,  
Mandal : Narsapuram,  
District : West godavari-534275.  
State : Andhra Pradesh.

Date: 12-Apr-2022 ,

## 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, Bhemmuniapatnam 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.15000/- 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 . If, at any given time, 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.

.....55584.....

**Regd. Off. :** Divi Towers, 1-72/23(P)/DIVIS/303, Cyber Hills, Gachibowli, Hyderabad - 500 032, Telangana, INDIA.

Tel : +91-40-6696 6300/400, Fax : 91-40-6696 6460., CIN : L24110TG1990PLC011854

E-mail : mail@divislabs.com, Website : www.divislabs.com



# Divi's Laboratories Limited

10. You shall adhere to Organization's policies, procedures, rules and 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
  - a. For verification purpose, we need your original certificates of S.S.C, Inter, & B.Sc. and photo copies 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, and your spouse & children if married.
  - d. Photo copies of Latest Aadhaar with vid Number & PAN cards of yours along with your father, mother, spouse and children, if Married.
  - e. Photo copy of SBI savings bank account passbook.
  - f. Your name, date of birth, father name should be the same in Aadhaar card as in your SSC mark list
  - g. Get tested RT PCR test for covid-19 and submit the report at the time of joining for duty.
  - h. Certificate of the covid -19 vaccination two doses.

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 26.04.2022. 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)

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## 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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.....55584.....



# Divi's Laboratories Limited

To,  
Mr. Konda Vijaya Sai Kumar  
S/o Venkata Krishnaji  
HNO : 7-140/2,  
City/Village : Perupalem,  
Post : Perupalem,  
Mandal : Mogalthur,  
District : West godavari-534281.  
State : Andhra Pradesh.

Date:16.04.2022,

## 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 QC Department, at Unit-1, situated at Lingojugudem Village , Choutuppal Mandal , Yadadri Bhuvanagiri 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.15000/- per month during your training period.
2. After submit / verification of your M.Sc. provisional certificate you will be paid a stipend of Rs.16000/- per month from the 1st of the following month.
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 training period. Your training will be terminated , if you are not found medically fit.
4. 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.
5. 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.
6. 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.
7. 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.
8. You are entitled to seven casual and five sick leaves during your training period . You will also be covered under ESI act,1948.
9. This offer of training is based on the information furnished in your application . If, at any given time, 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.

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# Divi's Laboratories Limited

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  - c. Four copies of post card size black & white group photo of yours along with your dependent parents, and your spouse & children if married.
  - d. Photo copies of Latest Aadhaar with vid Number & PAN cards of yours along with your father, mother, spouse and children, if Married.
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  - f. Your name, date of birth, father name should be the same in Aadhaar card as in your SSC mark list
  - g. Get tested RT PCR test for covid-19 and submit the report at the time of joining for duty.
  - h. Certificate of the covid -19 vaccination two doses.

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 30.04.2022. 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)

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## ACCEPTANCE

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

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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

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.....36227.....

**Regd. Off. :** Divi Towers, 1-72/23(P)/DIVIS/303, Cyber Hills, Gachibowli, Hyderabad - 500 032, Telangana, INDIA.

Tel : +91-40-6696 6300/400, Fax : 91-40-6696 6460., CIN : L24110TG1990PLC011854

E-mail : mail@divislabs.com Website : www.divislabs.com