



Dr. Manami Dhibar <manamidhibar@gmail.com>

Fwd: Congratulations !! You are selected

Poulami Singha <debsonasingha4@gmail.com>
To: Manami Dhibar <manamidhibar@gmail.com>

Sat, Aug 24, 2024 at 3:58 PM

----- Forwarded message -----

From: RATI RAI <rati.raai@alkem.com>

Date: Mon, 5 Aug, 2024, 12:35 pm

Subject: Congratulations !! You are selected

To: Poulami Singha <debsonasingha4@gmail.com>

Cc: DIWAKAR UPADHYAY AGM HR SIKKIM <diwakar.upadhyay@alkem.com>, ABHIJIT SEN <abhijit.sen@alkem.com>

Dear Ms Poulami Singha,

Subsequent to the interview you had with us, we are pleased to inform you that you have been selected as 'Apprentice'- **Quality Control** in Alkem Health Science (A unit of Alkem Laboratories Ltd.), Unit 3, South Sikkim.

Kindly get your check up done at our medical address mentioned below (refer Sl. No.07)

Your date of Joining will be 06 August 2024. Kindly send us a copy of your Aadhar card, PAN card and cancelled cheque by Tomorrow.

Meanwhile kindly provide the mandatory following documents at the time of Joining:

- 1) Photocopies of all Educational Documents with **Original documents** (10th, 12th, B.Pharm) **Marksheets & Pass Certificates/Degree**
- 2) Copy of the Pan card with the original Pan card.
- 3) Copy of Aadhaar Card with original Aadhaar Card.
- 4) Bank account details or cancel cheque. (Aadhar seeding and DBT enabled bank account)
- 5) 4 passport size photographs.
- 6) COI if Domicile of Sikkim.
- 7) Medical Address :- **Metro Diagnostic, Deorali Girls School Road
Gangtok, East Sikkim.9733379141**

Important note: Please ensure your full name, DOB and Father's name is correctly matching across all the documents i.e. Class 10th documents, B Pharm, Aadhar Card, PAN Card, Bank Account. In case of any discrepancy, you are advised to get your data corrected in line with your 10th documents before your joining. In absence of the documents mentioned, we would not be able to accept your joining when you report.

Please register yourself in the NATS 2.0 portal (details attached) and share your Id and password. Read the instructions mentioned in ppt very carefully and start the registration process.

We look forward to seeing you on your first day at the office.

With Regards,