

Congratulations !! You are selected

message

Tue, 6 Aug 2024 at 10:37

RATI RAI <rati.raai@alkem.com>

To: Shantanu Bera <berashantanu76@gmail.com>

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

Dear Mr. Shantanu Bera,

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 Laboratories Ltd., Unit 5, Jholungey South Sikkim.**

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

Your date of Joining will be 07 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 10 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.
Please report at Alkem Health Science (Unit-I) Samardung, Admin block at 8:45am for joining.**

With Regards,

Rati Rai
Human Resources
Alkem Laboratories Ltd.
Sikkim

ਪੰਜਾਬ ਨੈਸ਼ਨਲ ਬੈਂਕ
... ਖਰੀਦੋ ਕਾ ਖਰੀਦੋ !



punjab national bank
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Branch Details

Branch Name: GHOLEMAGURI
Branch Address: GHOLEMAGURI
City: GOI
Pin: 721634
IFSC Code: PUNB0135820

Customer Details:

Customer Name: SHANTANU BERA
Customer Address: GHOLEMAGURI PO-MAHADOLE PS-PANSKURA PURBAMEDINIPUR
City: GHOLEMAGURI
Pin: 721634
CKYC Number:
Nominee:

Statement of Account: 1358010300520 For Period: 07/10/2024 to 07/10/2024

Date	Instrument ID	Amount	Type	Balance	Remarks
07/10/2024		7054.00	CR	15,429.92	NEFT_IN:CMS2812454752151/0042/ ALKEM LABORATORIES LIMITED
07/10/2024		294.00	DR	8,375.92	UPI/464720857311/P2M/EKART@ybl/EKART

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- Unless constituent notifies the bank immediately of any discrepancy found by him in his statement of Account, it will be taken that he has found the account correct.
- Computer generated entries shown in the statement of account do not require any authentication / initial from the bank official. please do not accept any manual entry in your computer generated statement of account.
- Please ensure that all the cheque leaved in your custody is duly branded with your 16 digits account number.
- Customer are requested in their own interest not to issues cheques without adequate clear funds / arrangements. Such cheques can be returned without making any further reference to them.
- Please maintain minimum average balance, to avoid levy of charges.
- Please note Penal interest may be charged in loan accounts due to financial reasons such as over drawings, non receipt of install on the rates prescribed by bank from time to time and for non financial reasons like non submission of QMS forms, non adherence to terms and conditions etc.