

Congratulations !! You are selected

RATI RAI 5:28 PM
To: Mr. DWAKAR, APH

Dear Mr. Sayan Kar,

Subsequent to the interview you had with us, we are pleased to inform you that you have been selected as 'Apprentice' Quality Assurance in Alkem Health Science (A unit of Alkem Laboratories Ltd.), Unit 1, Samardung 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 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.

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