

SBML/DDN/HR/23-24/06

April 01, 2024

Ms. Swati Bisht
D/o Sh. Ganesh Bisht
Adarsh Nagar, Vikasnagar
District: Dehradun
Uttarakhand

Subject: Job Offer

Dear Swati ,

We are pleased to give you an opportunity to serve in our organization as **“Trainee Officer – Quality Control”**. You will join us on or before **03th April, 2024**.

A formal letter of Appointment will be issued to you on your joining us. Kindly furnish the following documents at the time of joining, for our records.

- Original Copy of all your Academic Certificates
- Copy of Achievements / Awards received during previous employments
- Copy of any document which shows residential address & PAN (if available)
- 06 passport size color photographs.

Your employment is subject to found medically fit at the time of joining the organization.

We look forward to your joining us.

Thanking you,

Yours faithfully
For Sharon Bio-Medicine Ltd.,

Manoj Mangain
Sr. Manager –P&A

V
Training & Placement Cell
Swami Rama Himalayan University
Dehradun (Uttarakhand)

Caring for relationships

SBML/DDN/HR/23-24/02

April 01, 2024

The Apollo Clinic
Joyce Builders Private Limited
3rd Floor, Apollo Tower,
Near Krishan Nagar Chowk
Dehradun – 248001
Uttarakhand

Subject: Pre – Employment Medical Examination

Dear Sir,

Reference to agreement for retainership of services dated 21st March, 2024 vide which we have agreement of Medical Examination of Employees.

In reference to above we are hereby sending Ms. Swati Bhist pre-employment medical checkup. Kindly provide us medical report of following medical test.

S. No.	Test
1.	<i>Physical Examination</i>
2.	<i>Eye- Vision & color blindness</i>
3.	<i>C.B.C. (TLC, DLC, HB)</i>
4.	<i>Routine urine (Physical, Chemical, Microscopy)</i>
5.	<i>Blood group</i>
6.	<i>Blood Sugar</i>
7.	<i>X-Ray (Chest) and Tuberculosis Report</i>
8.	<i>ECG</i>
9	<i>Dermal Check Up</i>

Thanking you,

Yours faithfully

For Sharon Bio-Medicine Ltd.

Manoj Mamgain
Sr. Manager (P&A)

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