

Date: 05<sup>th</sup> January 2023

**Mr. T ananda Babu Dora**

H.No. 1 Plot No 14, Rajeev Gruha Kalpa,  
Mandepeta, DR Ambedkar Konaseema,  
Andhra Pradesh-533308.

**Sub: - Offer of Employment**

Dear **Mr. T Ananda Babu Dora**

With reference to your application and the subsequent discussions had with us on the 28<sup>th</sup> December, 2022 we are pleased to offer you the position of **Tr. Counter Executive, Operations Department** at our Air Cargo Terminal in Hyderabad.

As agreed, you would be joining us on or before **09<sup>th</sup> January, 2023**. The detailed appointment letter with terms and conditions of employment will be issued upon joining us.

This offer is valid subject to acceptance and submission of Character / Antecedent Verification Certificate from the Police Commissionerate / District Superintendent of Police or a Passport which is issued after 2019.

This offer is valid subject to acceptance and joining us on or before **09<sup>th</sup> January, 2023**.

Also you are requested to submit the following documents upon joining us as listed below.

- ✓ Relieving order from the last employer/Accepted Copy of Resignation Letter.
- ✓ Proof of previous experience
- ✓ Proof of last salary drawn
- ✓ Nine passport size photographs (Name & designation to be written on the rear of the photo)
- ✓ Proof of age (Passport / School Leaving Certificate etc)
- ✓ Educational Certificates (Photocopies & Originals).
- ✓ Copy of Residence proof for opening Bank Account. (Driving License/Ration Card/Voters Identity Card/Passport/Lease Deed etc)
- ✓ Copy of Character / Antecedent Verification Certificate from Commissionerate / District Superintendent of Police or Passport issued after 2019.
- ✓ Copy of the PAN card
- ✓ Copy of Aadhaar card
- ✓ Copy of ESI, PF and UAN Numbers if any

Please acknowledge the copy as a token of acceptance

**Wishing you all the best**

  
**G. ChandraBushman**  
Head-Human Resource

05<sup>th</sup> January 2023

ADITYA Diagnostics  
RESEARCH LABORATORIES  
MIG 356-258, SR TOWERS,  
KPHB COLONY, HYDERABAD  
Andhra Pradesh  
India Pincode-500072.  
Phone No: 040-23151905

**Pre-Employment Medical check-up**


Dear Mr. Bhuran,

With reference to our letter dated 16<sup>th</sup> November, 2018, we are sending Mr. T Ananda Babu Dora for Pre-employment Medical check-up on January 2023 kindly let us have the medical report with certificate at the earliest.

Kindly send the reports in a sealed cover.

Yours faithfully

For **GMR Cargo-A Division of GMR Air Cargo and Aerospace Engineering Limited**

  
**Archana M**  
Admin & Facilities