



## **MEDIRES Online Publishing Pvt. Ltd., Symbol of Quality Research**

**Ref: AOP/HR/EOL/2022**

**To**

**V. Saraswathi**

### **Offer Letter**

**Dear V. Saraswathi**

With reference to your application and subsequent interview you had with us, we are pleased to inform you that you have been selected for the position of **Editorial Coordinator** for Medires Online Publishing Pvt Ltd, Wanaparthy, and Telangana on the terms and conditions as agreed by you at the time of interview. Your gross monthly remuneration (CTC) will be Rs.12, 000/- (Twelve thousand Rupees Only).

You are advised to join on or before **09<sup>th</sup> of May, 2022.**

You are advised to report at our office, to complete your joining formalities.

While joining, you are advised to submit the following documents for our verification and records.

The regular appointment order will be issued at the time of your joining.

- Copies of Certificates (including mark sheets) along with originals, for proof of age, Educational Qualifications, Conduct etc.
- Independent references with Phone Numbers, other than Relatives.
- 05 Passport sized photographs.
- Blood grouping certificate and Medical Fitness Certificate in Original.
- Copy of PAN Card.

In case you do not join us by the stipulated time, this offer will be withdrawn at the sole discretion of management. Please confirm your Date of Joining by e-mail to [info@mediresonline.org](mailto:info@mediresonline.org)

For Medires Online Publishing Pvt Ltd

**PAVANI**

**Manager HR**

**Medires publishing Pvt. Ltd.,**

**MEDIRES Online Publishing Pvt. Ltd.**