BIOTECH
www.biotech.net.in

Corporate Presentation · 2026

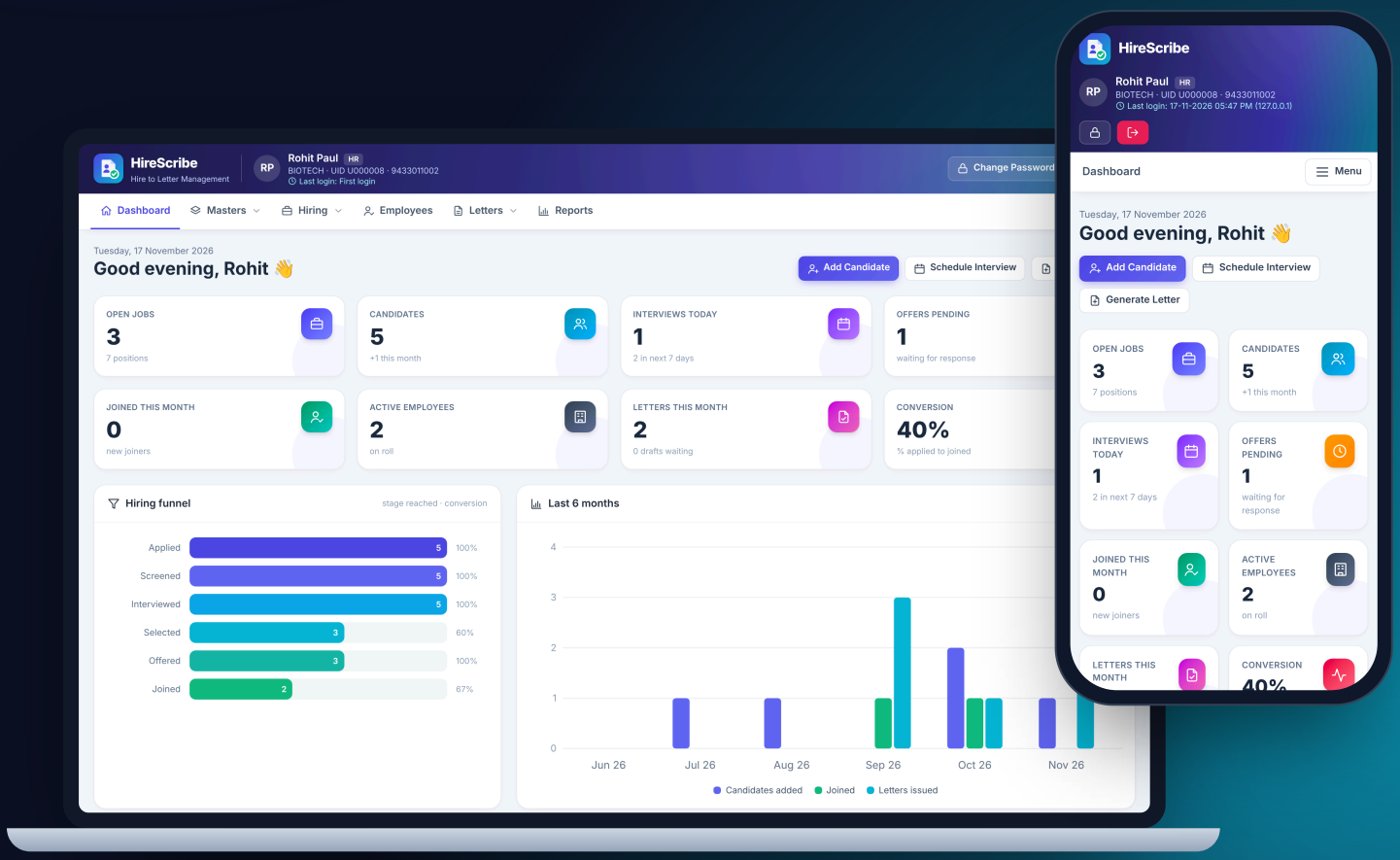
HireScribe

HIRE TO LETTER MANAGEMENT SYSTEM

From first CV to final letter.

One software to open jobs, track every candidate, run interviews, issue offer and appointment letters, and manage employees. Works fully offline on any computer or mobile browser.

- 100% offline ready
- Mobile friendly
- Multi client
- Full audit trail
- PDF letters + Excel reports



WHY HIRESCRIBE

Hiring and HR letters, finally in one place.

Most companies still run hiring on spreadsheets, email threads and WhatsApp, then type every offer and appointment letter by hand in Word. Details get lost, letters carry mistakes, and nobody knows where a candidate stands.

The usual problems

- Same candidate entered twice by different recruiters
- Interview feedback lost in chats and phone calls
- Letters typed manually with wrong name, salary or date
- No proof that a letter shared by an employee is genuine
- No record of who changed what, and when

How HireScribe solves them

- Automatic duplicate check on mobile, email and Aadhaar
- Interviews with star rating and written feedback per round
- Letters filled automatically from candidate and job data
- Every letter gets a number and a verification code
- Complete audit log with user, time, IP and remarks

THE HIRE TO LETTER FLOW

Six steps. One record. Zero retyping.

1. **Open a job**
   Create the opening with positions, salary range, department and location.
2. **Add candidates**
   Manually, or straight from your career website through the API. Duplicates are blocked automatically.
3. **Interview**
   Schedule rounds, invite by email, collect star rating and feedback from each interviewer.
4. **Offer letter**
   One click offer from your own template. Candidate accepts online with the verification code.
5. **Joining**
   Convert the candidate to an employee with code, CTC and an optional self service login.
6. **Life time letters**
   Appointment, confirmation, increment, promotion, transfer, warning, experience and relieving.

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HIRING + LETTERS	LETTER TYPES	READY REPORTS	USER ROLES	INTERNET NEEDED

KEY FEATURES

Everything HR needs, nothing extra to buy.

Built for Indian companies: Aadhaar and PAN fields, CTC in words in Indian format, letters with your own letter head and signatory.

Candidate management
Personal, job and salary details with CV, Aadhaar, Voter ID, PAN and photo uploads.

Duplicate guard
Live warning while typing if mobile, email or Aadhaar already exists.

Candidate life line
Every status change with who, when and remarks. Visual pipeline progress.

Interview rounds
Scheduling, clash check, email invites, star rating, Pass / Hold / Fail feedback.

Smart letter templates
7 ready formats plus your own. {{placeholders}} fill themselves; live preview.

PDF letters
Letter head, logo, signatory, letter number and verification code. Email in one click.

Online verification
Anyone can verify a letter. Candidates accept or decline offers online.

10 reports
Pipeline, source analysis, offers, interviews, employees, letters, audit. Excel + PDF.

Users & permissions
Login by mobile, permanent UID, menu level permission per user.

Login security
Forced password change, lock on wrong attempts, idle logout, reset by email.

Email integration
12 email templates, each switchable ON / OFF. Works with Gmail, Outlook, Hostinger.

Multi client
Each company sees only its data. Self registration with email OTP.

REST API
Jobs, apply, candidate status, employees, letters and verify, secured by API keys.

Developer switches
Turn modules, API, registration and security rules ON or OFF any time.

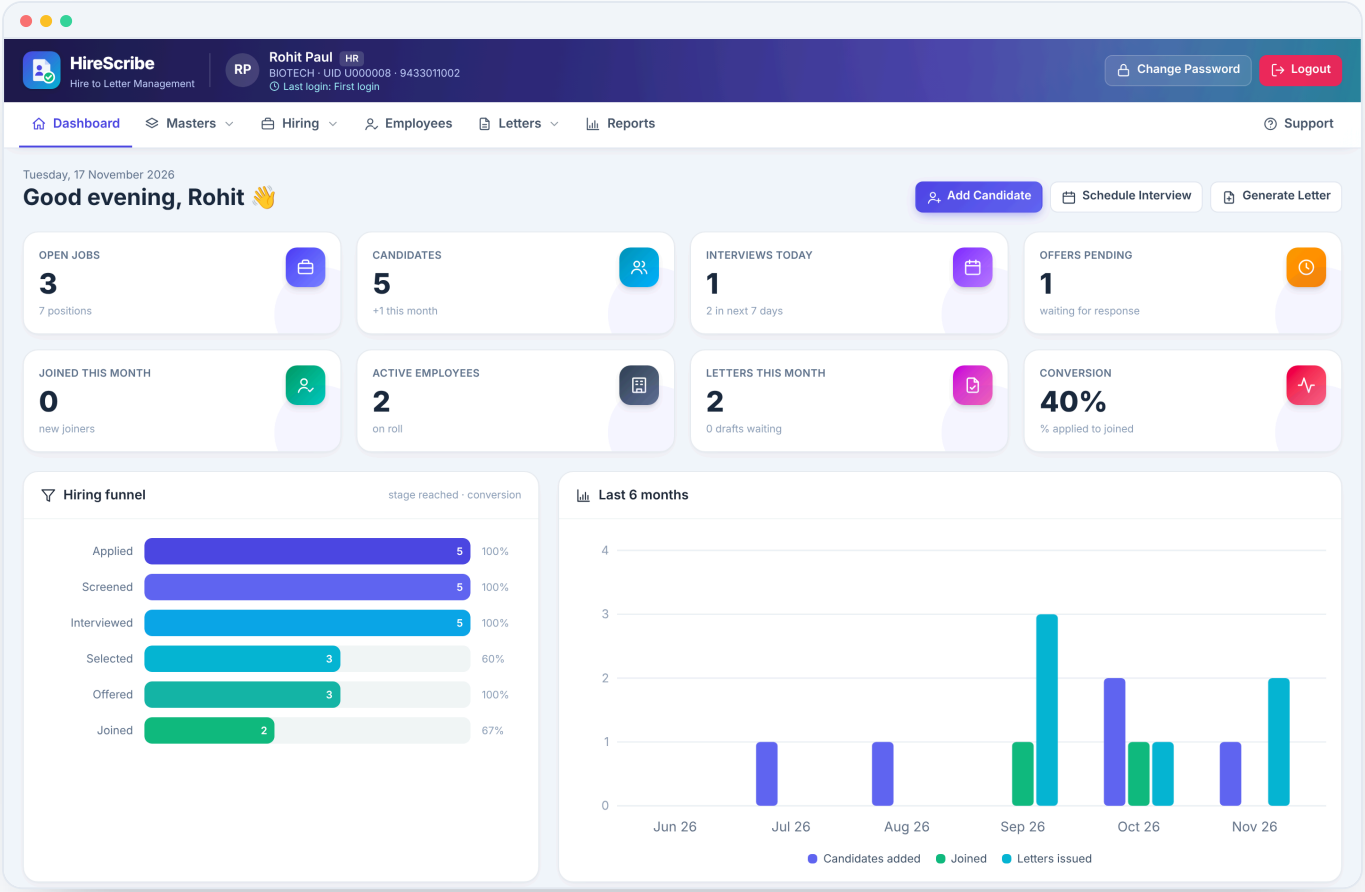
Fully offline
Runs on a local PC or LAN without internet. Also deployable on cloud hosting.

11 LETTER TYPES, READY TO ISSUE

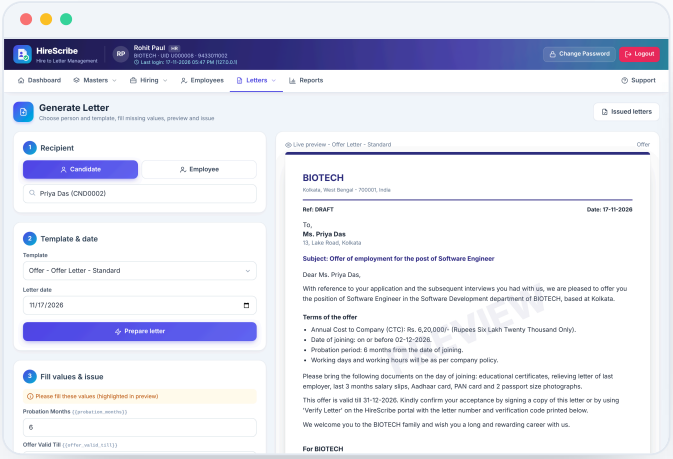
Offer · Appointment · Confirmation · Increment · Promotion · Transfer · Warning · Experience · Relieving · Interview Call · Custom

SEE IT IN ACTION

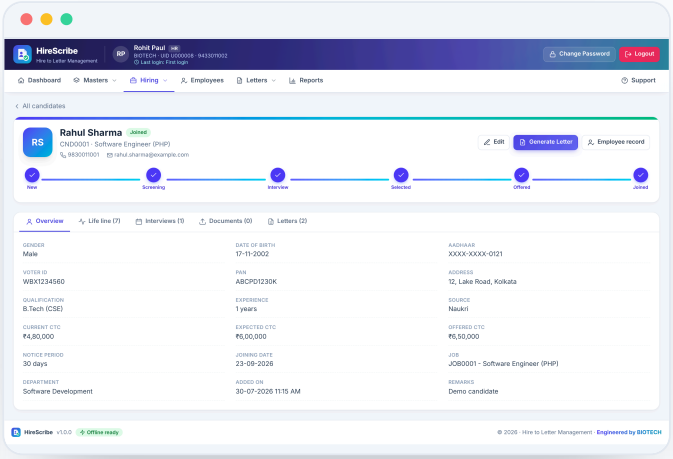
A clean, animated workspace on every screen.



Productive dashboard: open positions, hiring funnel with conversion, 6 month trend, interviews today, pending offers and live activity.



Generate a letter in seconds: pick the person and template, fill only the missing values, see the live preview, then issue.



360° candidate profile: pipeline progress, life line of every status change, interviews, documents and letters.

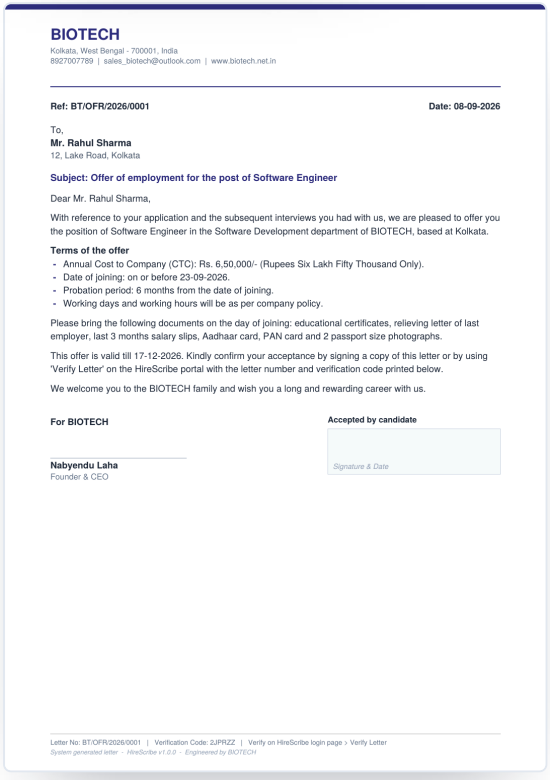
MOBILE READY · PROFESSIONAL LETTERS

Works on the phone. Prints like a pro.

No app to install. Recruiters, interviewers and employees open the same link in any mobile browser. Tables turn into easy cards, menus fold neatly, popups open as bottom sheets.



Same link, every role
HR adds candidates on the go, interviewers give feedback from the meeting room, employees download their own letters.



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Ref: BT/OFR/2026/0001 **Date: 08-09-2026**

To,
Mr. Rahul Sharma
12, Lake Road, Kolkata

Subject: Offer of employment for the post of Software Engineer

Dear Mr. Rahul Sharma,

With reference to your application and the subsequent interviews you had with us, we are pleased to offer you the position of Software Engineer in the Software Development department of BIOTECH, based at Kolkata.

Terms of the offer
- Annual Cost to Company (CTC): Rs. 6,50,000/- (Rupees Six Lakh Fifty Thousand Only).
- Date of joining: on or before 23-09-2026.
- Probation period: 6 months from the date of joining.
- Working days and working hours will be as per company policy.

Please bring the following documents on the day of joining: educational certificates, relieving letter of last employer, last 3 months salary slips, Aadhaar card, PAN card and 2 passport size photographs.

This offer is valid till 17-12-2026. Kindly confirm your acceptance by signing a copy of this letter or by using 'Verify Letter' on the HireScribe portal with the letter number and verification code printed below.

We welcome you to the BIOTECH family and wish you a long and rewarding career with us.

For BIOTECH

Nabyendu Laha
Founder & CEO

Accepted by candidate

Signature & Date

Letter No: BT/OFR/2026/0001 | Verification Code: 2JPRZZ | Verify on HireScribe login page › Verify Letter
System-generated letter · HireScribe v1.0.0 · Engineered by BIOTECH

THE LETTER

Ready to sign, ready to verify

- Your letter head, logo, address and authorised signatory
- Automatic letter number, e.g. **BT/OFR/2026/0001**
- CTC in Indian format with amount in words
- Acceptance box on offer letters
- Secret verification code printed on every letter
- Emailed as PDF attachment in one click

Verify a letter
A bank or new employer can check any letter is genuine. A candidate can accept the offer online, and the hiring pipeline updates on its own.

ROLES & CONTROL

The right access for every person.

ROLE	WHAT THEY DO
Developer (BIOTECH)	Creates clients, sets validity, controls modules, email, security rules and database.
Admin	Company profile, logo, masters, users and permissions, API keys, audit log, everything HR can do.
HR / Recruiter	Jobs, candidates, interviews, letter templates, generating and emailing letters, reports.
Interviewer	Sees only interviews assigned to them and submits rating and feedback.
Employee	Self service: downloads own offer, appointment and other letters any time.

SECURITY & CONTROL

- Audit log of every action with user, time, IP and remarks
- Permanent user ID: mobile change never breaks history
- Account lock after wrong passwords (configurable)
- Strict data separation between clients
- Uploaded files protected behind login
- Database reset protected by a security PIN

TECHNICAL SPECIFICATIONS

Backend	**Core PHP 7.4+ / 8.x**
Database	**MySQL / MariaDB**
Frontend	**Single page app, Tailwind CSS**
Runs on	**Windows (XAMPP), Linux, LAN or cloud**
Browsers	**Chrome, Edge, Firefox, Safari, mobile**
Internet	**Not required (email optional)**
Exports	**PDF letters, Excel and PDF reports**

Open REST API for your other software

Publish open jobs on your career website, accept applications directly, push new joiners to payroll or biometric attendance (BIOTECH SmartOffice Payroll, BioNex HR and others). Secured with API keys and a full call log.

BIOTECH

BIOMETRIC SOLUTIONS · CUSTOM SOFTWARE · HRMS

WHY BIOTECH

Custom software experts
HRMS, payroll, canteen, visitor and attendance solutions built for Indian industry.

Biometric specialists
End to end fingerprint, face and RFID attendance with eSSL and Hikvision devices.

Implementation & training
On site setup, your own letter formats loaded, and hands on training for your team.

Dedicated support
Phone and email support from our Kolkata team, with quick remote assistance.

Book a free live demo

See HireScribe running with your own letter formats. Installation, data setup and training by the BIOTECH team.

CONTACT US

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ALSO FROM BIOTECH

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