



## OFFER LETTER

Date: 02-02-2023

To

Mr. Samudrala Brahmam  
H.No:3-173,Kanumuru,  
Gampalagudem.

Dear **Mr. Samudrala Brahmam,**

With reference to your application and the subsequent interview you had with us, we are pleased to offer you the position of **Trainee Chemist, Quality Control** department at our **UNIT C** and you will be paid for a CTC of **Rs. 1,92,000.00/-** (Rupees One Lakh Ninety Two Thousand only) all inclusive Per Annum as per the Annexure-I. You shall join the services of the Company not later than **08-02-2023** subject to the submission of medical reports and required documents as mentioned in Annexure-II. You are requested to report to the HR Department at the address mentioned below on any working day for completing the joining formalities.

**Unit-C: Plot No.3 and 4. Sy No.42, Alinagar, Chetlapotharam, Jinnaram, Sangareddy District 502319, Telangana State, India.**

The letter of appointment including all terms and conditions would be issued to you at the time of your joining. Please note that this offer is valid subject to the information furnished by you being found true & correct. On scrutiny, if found otherwise, the company reserves the right to terminate the offer.

In case you wish to leave the services after joining the company, you need to give three months' prior notice in writing. The company will not accept salary payment in lieu of notice by the employee and thus the resignee has to necessarily serve the three months' notice. The Organization may choose to release the employee in case of termination without notice period of service at its sole discretion.

Please acknowledge the receipt of this letter and confirm us your acceptance and date of reporting immediately.

With Best wishes,

For Metrochem API Pvt. Ltd

**Rajesh Karicherla**

Associate Vice President

Corporate Human Resources



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**Registered Office:** Flat No 302, Bhanu Enclave, Sundar Nagar, Erragadda, Hyderabad 500038, Telangana State, India.



# METROCHEM API PRIVATE LIMITED

**Corporate Office:** The Watermark, 3rd Floor, Plot No 11, Survey No 9, Whitefields, Kondapur, Hitech City, Hyderabad 500084, Telangana State, India. Tel: +91-40-69069999  
CIN: U24239TG2002PTC039223 | contact@metroapi.com | www.metroapi.com



## Annexure -I

Name	Mr. Samudrala Brahmam
Designation	Trainee Chemist
Department	Quality Control
Approved CTC Per Annum	1,92,000.00

EARNINGS	MONTHLY	YEARLY
Basic	8,645.00	1,03,737.00
HRA	3,458.00	41,495.00
Special Allowance	2,305.00	27,664.00
SUB TOTAL (A)	14,408.00	1,72,896.00
PF - Employer	1,037.00	12,444.00
PF - Other Charges	86.00	1,032.00
ESI Employer	469.00	5,628.00
TOTAL	16,000.00	1,92,000.00
DEDUCTIONS	MONTHLY	YEARLY
PF Employee	1,037.00	12,444.00
ESI	109.00	1,308.00
TOTAL DEDUCTIONS (B)	1,146.00	13,752.00
TOTAL (A-B)	13,262.00	1,59,144.00

**Note:** The salary breakup Total(A-B) is Net Salary, Sub Total (A) is Gross Salary and Total is a CTC.

**For Metrochem API Pvt. Ltd**

  
02/02/2023

**Rajesh Karicherla**

Associate Vice President

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## **Annexure-II**

### **Documents to be submitted at the time of Joining**

Date - 02-02-2023

You are requested to submit the following self-attested documents at the time of joining along with Original documents for verification as given below:

S.No	Documents to be presented as Mandate
1.	Educational Qualifications <ul style="list-style-type: none"><li>• Xth class Certificate</li><li>• XIIth Certificate</li><li>• Graduation OD Certificate &amp; Semester/Year wise Marks Sheet</li><li>• Post Graduation OD Certificate &amp; Semester/Year wise Marks Sheet</li><li>• Any additional qualified certificates with supporting documents</li></ul>
2.	Latest 3 months salary slips & 6 months bank statement
3.	Relieving & Service letter from present organization
4.	Service certificate/Proof of employment from all the previous employers
5.	Four Passport sized photographs (In white back ground Only)
6.	Residence Proof (Permanent & Temporary)
7.	Copy of PAN Card , Aadhar Card, Driving License
8.	Previous UAN Number / PF Number & Previous ESI Number (If Applicable) with registered Bank account and mobile number
9.	Covid Vaccination Certificate
10.	Medical Test reports from Metrochem Approved Diagnostic center
11.	One Rs 100 or two Rs 50 stamp or bond paper
12.	Any Personal Bank account passbook copy & also passport photo of spouse / Nominee & Bank account passbook copy
13.	Family members Aadhar copy (Spouse, Children, Parents)

Your offer has been made based on the information furnished by you. However, if there is a discrepancy in the copies of the documents/ certificates given by you as proof in support of the above, the company reserves the right to revoke the offer at any time during your service.

**For Metrochem API Pvt. Ltd**

*Sirisha*  
2/2/2023  
Corporate Human Resources



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Date - 02-02-2023

To  
M/s. Apple Diagnostic & Medical Center  
#266. Main Road, Near Andhra bank  
Vivekananda Nagar, Kukatpally  
Hyderabad - 500072  
Ph: 040-23161120/8008804014

Sir,

Please have the Medical test done and submit the reports to **Mr. Samudrala Brahman - UNIT C - Quality Control** who would be carrying this letter. Please verify the name with the Aadhar Card of the Candidate coming with this letter.

**Kindly get the below tests done:**

1. Eye Examination
2. Colour Blindness/Xeraphthalmia
3. T.B/Mantoux test
4. Skin and other contagious diseases
5. Complete blood examination with grouping
6. Liver functioning test
7. Audiometry test
8. CUE (Complete Urine Examination)
9. ECG
10. Physician Report

Payment for the same to be billed on Metrochem API Pvt. Ltd and attach the reports along with this letter while submission of bills.

Regards

*Sivisha. 2/2/2023*  
Corporate Human Resources

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