



OFFER LETTER

Date: 09-11-2023

To

Mr. Patil Suraj Vijay
Nadhvade, Bhudhargad,
Kolhapur, Maharashtra.

Dear **Mr. Patil Suraj Vijay,**

With reference to your application and the subsequent interview you had with us, we are pleased to offer you the position of **Trainee Chemist, Production** department at our **UNIT B** and you will be paid for a CTC of **Rs. INR 2,10,000.00/-** (Rupees Two Lakh Ten Thousand only) all inclusive Per Annum as per the Annexure-I. You shall join the services of the Company not later than **15-11-2023** 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-B: Sy No.530 and 534, Temple Road, Bonthapally, Gummadidala, Sangareddy District 502313 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

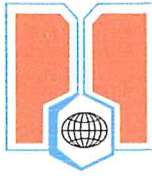
Associate Vice President

Corporate Human Resources



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. Patil Suraj Vijay
Designation	Trainee Chemist
Department	Production
Approved CTC Per Annum	INR 2,10,000.00

EARNINGS	MONTHLY	YEARLY
Basic	9,455.00	1,13,462.00
HRA	3,782.00	45,385.00
Special Allowance	2,520.00	30,237.00
SUB TOTAL (A)	15,757.00	1,89,084.00
PF - Employer	1,135.00	13,620.00
PF - Other Charges	95.00	1,140.00
ESI Employer	513.00	6,156.00
TOTAL	INR 17,500.00	INR 2,10,000.00
DEDUCTIONS	MONTHLY	YEARLY
PF Employee	1,135.00	13,620.00
ESI	119.00	1,428.00
TOTAL DEDUCTIONS (B)	INR 1,254.00	INR 15,048.00
TOTAL (A-B)	INR 14,503.00	INR 1,74,036.00

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


09/11/2023

Rajesh Karicherla

Associate Vice President

Corporate Human Resources



Volume • Quality



Registered Office: Flat No 302, Bhanu Enclave, Sundar Nagar, Erragadda, Hyderabad 500038,





Annexure-II

Documents to be submitted at the time of Joining

Date - 09-11-2023

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">• Xth class Certificate• XIIth Certificate• Graduation OD Certificate & Semester/Year wise Marks Sheet• Post Graduation OD Certificate & Semester/Year wise Marks Sheet• Any additional qualified certificates with supporting documents
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.	Present Residence Proof
7.	Copy of PAN Card , Aadhar Card, Driving License, Passport, Voter Card
8.	Previous UAN Number / PF Number & Previous ESI Number (If Applicable) with registered Bank account and mobile number
9.	Family members Aadhar copy (Spouse, Children, Parents)
10.	Any Self Personal Bank account passbook copy & also passport photo of Spouse / Nominee & Bank account passbook copy
11.	One Rs 100 or two Rs 50 stamp or bond paper
12.	Medical Test reports from Metrochem Approved Diagnostic center
13.	Covid Vaccination Certificate

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

Srisisha
09/11/2023
Corporate Human Resources



METROCHEM API PRIVATE LIMITED

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Date - 09-11-2023

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. Patil Suraj Vijay - UNIT B - Production** who would be carrying this letter.

Please verify the name with the Aadhar Card of the Candidate.

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. HIV Test
11. 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

Sirisha. N
09/11/2023
Corporate Human Resources



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





Date: 09-11-2023

Consent Letter for Employment Background Verification

I Mr. Patil Suraj Vijay , selected as Trainee Chemist in Production at Metrochem API Pvt Ltd (the "Company") for which I had submitted my resume and the relevant documents pertaining to my employment, education, identity, bank and residence as required by the company.

I hereby authorize the Company and/or its agents to make investigation of my background, current and/or past employment, education, references, character and criminal history record information which may be available with other organisations, state or any other agency/authorities to confirm and verify documents and details contained therein.

I further confirm that I understand that any document or details provided by me are found to be false, fake or misrepresented, the Company reserves the right to take any suitable action including withdrawal of the offer or termination of employment without any further reason or explanation.

Name of the candidate: Mr. Patil Suraj Vijay

Mobile Number: +91 7666221587

E-mail ID: dummy1@gmail.com

Signature of the candidate:

Date:

