

# 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



## OFFER LETTER

Date: 18-07-2024

To

Ms. Pithani Sridevi  
Konaseema  
Andhra Pradesh,

Dear Ms. Pithani Sridevi,

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 **INR 1,92,000.00/- One Lakh Ninety Two Thousand** all Inclusive Per Annum as per the Annexure-I. You shall join the services of the Company not later than **24-07-2024** 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.

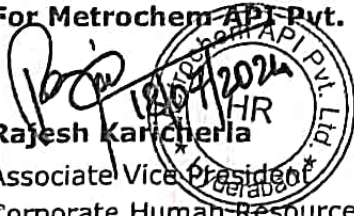
Please acknowledge the receipt of this letter and confirm us your acceptance and date of reporting immediately.

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.



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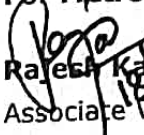

Annexure -I	
Name	Ms. Pithani Sridevi
Designation	Trainee Chemist
Department	Quality Control
Approved CTC Per Annum	INR 1,92,000.00

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
BENEFITS AND CONTRIBUTIONS (PART - B)		
PF - Employer	1,037.00	12,444.00
PF - Other Charges	86.00	1,032.00
ESI Employer	469.00	5,628.00
SUB-TOTAL (B)	1,592.00	19,104.00
TOTAL (A + B)	INR 16,000.00	INR 1,92,000.00
DEDUCTIONS		
PF Employee	1,037.00	12,444.00
ESI	109.00	1,308.00
TOTAL DEDUCTIONS (C)	INR 1,146.00	INR 13,752.00
TOTAL (A - C)	INR 13,262.00	INR 1,59,144.00

#### Note:

1. The salary breakup Total(A-B) is Net Salary, Sub Total (A) is Gross Salary and Total is a CTC.
2. Medclaim premium changes every year starting from the month of November.

For Metrochem API Pvt. Ltd

  
Rajesh Karim  
Associate Vice President  
Corporate Human Resources  


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Date - 18-07-2024

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 **Ms. Pithani Sridevi - UNIT C - Quality Control** 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. Audlometry 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

*Srishta*  
Corporate Human Resources  
Hyderabad

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## **Consent Letter for Employment Background Verification**

I Ms. Pithani Sridevi , selected as Trainee Chemist in Quality Control 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: Ms. Pithani Sridevi

Mobile Number: +91 9391523668

E-mail ID: dummy1@gmail.com

Signature of the candidate:

Date:

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