

SPPL/027/2021-22

Dt 30-04-2021

To,

SUJITH T

H NO 8/112, Sujamandiram

West Village Opp. Post Office

Perinkulam Alathur, Palakkad, Kerala

Pin-678542,

Email: jithusujith12345@gmail.com

Mobile: 8137044961



Subject: Offer Letter for the post of Trainee Sales Executive at Palakkad HQ

Dear Mr.Sujith T ,

With reference to your application and subsequent interview with us, we are pleased to offer you the post of "Trainee Sales Executive" at Palakkad HQ at fix term employment basis on the following emoluments –

Salary Structure	Per Month (Rs.)	Per Annum (Rs.)
Basic	11,900	1,42,800
HRA	2,850	34,200
Gross Salary / month	14,750	1,77,000
PF (Employer's contribution)	1,547	18,564
ESIC (Employer's contribution)	480	5,760
Bonus per month	991	11,895
CTC per month	17,768	2,13,219
Monthly Deduction from Gross Salary		
PF (Employee's contribution)	1,428	17,136
ESIC (Employee's contribution)	111	1,332
Profession Tax *	200	2,400
Total Deductions	1,739	20,868
Net Take Home Salary per month	13,011	1,56,132
*Mobile & Internet Reimbursement	500	6000
* As per Company Policy structure may vary		
Your yearly CTC Emoluments will be Rs.Two Lakh Thirteen Thousands /-		
* Additional PT deduction of Rs.100 in the month of February.		
** There will be deduction of Rs.12/-in the month of June & December toward		
* Mobile & internet Expenses should be claimed in monthly Expenses		

Daily Working Allowances for Field Working:

- a) HEADQUARTER : Rs. 160/-per day
b) Ex- HQ : Rs. 160/- per day
c) Out Station : Rs. 300/-for overnight stays (Lodging & Boarding)

Travelling Allowance:

- a) Rs. 2.50/KM up to 80 KMs to & fro
b) Rs. 2.25/KM beyond 80 KMs to & fro

Cont. Page 2

Somatico Pharmacal Private Limited

Registered Office. C-469, MIDC, TTC Industrial area, Pawane, Navi Mumbai-400705 Tel : 022 - 27615028/ 20870012
www.somaticopharmacal.com, email: somaticoindia@gmail.com, CIN: U24230MH1977PTC019812

Page 2

Appointment letter will be issued after successful completion of classroom/field Training & evaluation by Regional Head/Trainer. If rating in classroom/field training is "B" or below, appointment may be cancelled /rejected. Desired rating in classroom/field training is "A".

The following documents would be required from you upon joining:

1. Educational Certificates
 2. Pan card copy
 3. Aadhar card copy
 4. Driving License & RC book copy
 5. Appointment letters of previous employers
 6. Resignation Acceptance / Relieving letter from previous employer
 7. Latest Salary Slip from previous employer
 8. Recent Passport Size photographs
 9. Cancelled cheque
10. Family Photograph (Self +Parents+ Spouse + Kids - Postcard size photograph)
11. Medical Fitness Certificate from MD with reports of Lipid Profile, BP, CBC, Blood Sugar

Note:

1. This offer is conditional on satisfactory references check.
2. The validity of the offer is for seven working days.
3. Your appointment will be subject to verification of reference and you being found medically fit.
4. In case any of the information provided is false, or you fail to submit the above-mentioned documents. your appointment will be considered as void.

Thanking you,

Yours truly,
For Somatico Pharmacal Pvt. Ltd.



Authorized Signatory

I Accept

Sujith T

Somatico Pharmacal Private Limited

Registered Office. C-469, MIDC, TTC Industrial area, Pawane, Navi Mumbai-400705 Tel : 022 - 27615028/ 20870012
www.somaticopharmacal.com, email: somaticoindia@gmail.com, CIN: U24230MH1977PTC019812