



TPO PHARMACY <tpo.pharmacy@brec.ac.in>

## Fwd: Congratulations! You have been selected

1 message

Sukalyan Medda <sukalyan.medda@gmail.com>  
To: "tpo.pharmacy@brec.ac.in" <tpo.pharmacy@brec.ac.in>

Tue, Aug 31, 2021 at 9:06 PM

----- Forwarded message -----

From: PHURBA OFFICER <phurba.sherpa@alkem.com>  
Date: Thu, 26 Aug, 2021, 12:52 pm  
Subject: Re: Congratulations! You have been selected  
To: <sukalyan.medda@gmail.com>  
Cc: KUNAL DUTTA SR GENERAL MGR HRD SIKKIM <kunaldutta@alkem.com>, DIWAKAR UPADHYAY SR MANAGER HRD SIKKIM <diwakar.upadhyay@alkem.com>, SUSHMA OFFICER <sushma.singh@alkem.com>, TRINITY TEWARI <trinity.tewari@alkem.com>

Dear Mr Sukalyan Medda,

On behalf of the Management, I take great pleasure in offering you an appointment as Trainee Officer in grade Trne in our Q.A department. Your posting will be presently at SIKKIM UNIT 5. Your total fixed compensation will be Rs. 225000/- per annum (Two Lacs Twenty Five Thousand Only)

Best Regards,  
Phurba D Sherpa  
Human Resources  
Ext no - 108

On Thu, Aug 19, 2021 at 4:31 PM PHURBA OFFICER <phurba.sherpa@alkem.com> wrote

Dear Mr Sukalyan Medda,

Subsequent to the interview you had with us, we are pleased to inform you that you have been selected as an "Trainee Officer" Q.A, Alkem Laboratories Ltd. Unit - V, Jholungey.

Your offer will be issued once you are found medically fit.

Please find the format of Pre Medical check up attached. Kindly get your check up done in any NABL accredited Laboratory in your area and send us the report.

Meanwhile Kindly provide the following documents at the time of Joining

- 1) All Educational Document photocopies with original documents
- 2) Copy of Pan card with the original Pan card.
- 3) Copy of Aadhaar Card with original Aadhaar Card.
- 4) Bank account details or cancel cheque.
- 5) Salary Structure of previous employer
- 6) Relieving letter/ Resignation acceptance letter and Experience letter (for experienced candidates)
- 7) 4 passport size photographs
- 8) COI if Domestic of Sikkim
- 10) Medical Address - Metro Diagnostic, deorali Girls School Road/Gangtok East Sikkim.9733379141