

# SHAHI EXPORTS PVT. LTD.

Regd. Office : F-88 Okhla Industrial Area, Phase-I, New Delhi - 110 020  
( CIN - U18101DL2005PTC138730 )

30<sup>th</sup> May, 2018

Ms. Narmada Mahakud  
At- Pandrasali,  
Dist. - West Singhbhum - Jharkhand

## Sub: Letter of Offer (Fixed Term Employment)

Dear Narmada,

Apropos your application and subsequent interview, we are pleased to offer you the position of **"Trainer - Skill Development"** in our organization. You may join duty on or before **1<sup>st</sup> June, 2018**. Your date of joining shall be considered as your actual date of appointment for all purposes and you would be appointed for 3 years. The terms and conditions of your employment shall be the same as agreed to between us during the time of interview. **This offer of appointment stands valid for a period of three years only on Fixed Term Employment basis.** Your place of posting would be Ranchi.

The detailed appointment letter will be issued to you on your joining. Please sign the duplicate copy of this letter of offer as a token of your acceptance. Please bring the following documents on the date of joining:

1. Proof of Residential Address/ ration card/ passport / gas or telephone bill.
2. Proof of Educational Qualifications & Work Experience along with originals which will be returned after verification.
3. Proof of Date of Birth.
4. Proof of current emoluments (Salary slip/certificate/Xerox of Salary cheque or Bank statement)
5. Four copies of passport size (color) Photographs.
6. Relieving letter from previous organization.
7. Photocopy of PAN card (if available) along with original which will be returned after due verification.

As per our company policy, you are requested to submit a copy of acceptance of your resignation within 7 days of this Offer Letter.

If at a later date it is found that you have suppressed or misinterpreted any facts which have a bearing on this employment, the company reserves the right to cancel the offer/ appointment or terminate your service without any notice.

We welcome you in Shahi family !

For Shahi Exports Private Limited

  
Samidha Bhatnagar  
( General Manager - HR )

Accepted & Understood

(Narmada Mahakud)