



Date: 09.10.2017

Dear JITRAM DHRUW

With reference to the subject and subsequent discussion you with us, we are pleased to confirm the Offer you as a referral 'customer service executive' to work with our organization. Initially you are posted at our Delhi/Noida Branch Office. If you agree with this offer, you are advised to report to us on or before 14.05.2018 at 10:00 AM.

At our Delhi/Noida Branch office. You will be paid Rs. 2.25 L/A

You are required to submit the following certificates and other items at the time of reporting at our branch Office

1. Pass port size photographs (6Nos.), 2photos for Branch Office & 4photos for Head Office.
2. Blood Group Certificate (1No.)
3. Educational Certificates: SSC/Intermediate/ Graduation/Post Graduation/ Other.
4. Reference Letters (2Nos.)
5. Address Proof (Ration Card/Voter ID/Driving License /Passport).
6. Experience Certificate(s), if worked previously.
7. PAN Card copy/ PAN Application (Branch Use only).

If you fail to report by the stipulated date, this offer will be treated as withdrawn and cancelled.

Regards



(HR. Head CCD)