

**OFFER LETTER**

Date: 18/10/2017

To  
M/ Ms. Ajinkya Dighraskar  
S/o. Mr. \_\_\_\_\_  
Village: \_\_\_\_\_  
Tq/Block: \_\_\_\_\_  
Dist: Bilaspur

**NAVKISAN BIO PLANTEC LIMITED**  
3rd Floor, Uti Park of Patanjali,  
Near R.K. Pahal, Rang Ashok Nagar  
Ghat Road, Bilaspur-485001

Dear M/ Ms. Ajinkya

With reference to the above subject and subsequent discussion you had with us, we are pleased to confirm the offer you as a **Referral Sales Assistant** to work with our organization. Initially you are posted at our Bilaspur Branch Office.

If you agree with this offer, you are advised to report to us on or before 12/11/18 at 10.00 A.M. at our Bilaspur Branch. You will be paid Rs. 5,000 P.M + TA, DA + Incentives & others as per our company policy.

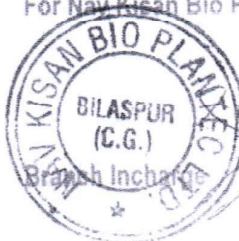
You are required to submit the following certificates and other items at the time of reporting at our branch office.

1. Passport size Photographs (6 Nos.), 2 Photos for Branch Office & 4 Photos for Head Office.
2. Blood Group Certificate (1 No.)
3. Educational Certificates: SSC / Intermediate/ Graduation /Others.
4. Reference Letters (2 Nos.)
5. Address Proof (Ration Card/Voter ID/Driving Licence /Residence Certificate/ Passport)
6. Experience Certificate (s), if worked previously.
7. PAN Card copy / PAN Application (Branch Use only)
8. ID Proof (Driving Licence/Ration Card/Voter ID/Passport etc.)

If you fail to report by the stipulated date, this offer will be treated as withdrawn and cancelled.

***Wishing you an enduring & enriching career with us.***

For Nav Kisan Bio Plantec Limited



**Acceptance**

I accept the terms and conditions as said the above.

(Signature & Name of the candidate)