



Dhruv Consultancy Services Limited

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Email ID: services@dhruvconsultancy.in, info@dhruvconsultancy.in, CIN No.U74999MH2003PLC141887

Offer Letter

Date: 22.06.2023

Name: Mr. Roshan Somnath Kolhe
Address: At Post- Vitave, Tal- Changwad, Dist- Nasik
Mobile No /Email ID: 9021031729 / kolheroshan36@gmail.com

Dear Mr. Roshan,

Further to our discussion, we are pleased to offer you the position of '**Intern**' in Dhruv Consultancy Services Ltd. at Head Office.

The date of joining shall be intimate you in due course time.

As agreed, you will be given Stipend Rs. 9,000/- Per month. (Rupees Nine Thousand only). Enclosed is the checklist for completing the joining formalities.

On successful completion of internship (3 months), you shall be offered position of GET (Graduate Engineer Trainee). The revised stipend shall be Rs. 15000/-.

Prior to beginning work on the first day of employment, you are requested to meet HR personnel who will assist you in completing the joining formalities.

We are towards an exciting phase of expansion and development and we believe that with your knowledge and skills you will be able to make a significant contribution to the success of the company.

Please convey your acceptance of the offer within 5 days, failing which this offer stands withdrawn.

You may contact at (hrms@dhruvconsultancy.in) if you have any questions or concerns.

Dhruv Consultancy Services Limited.



General Manager- HR & Training

Checklist

Please furnish the following documents as a part of joining formalities:

- Three passport size photographs
- Copies of certificates of Educational Qualification (***This needs to be tallied with original & attested by HR representative during interview / joining***)
- Certificate showing proof of age (Birth Certificate or School Leaving Certificate) (***This needs to be tallied with original & attested by HR representative during interview / joining***)
- Copy of PAN Card and Aadhar Card
- Bank details (passbook photocopy/cancelled cheque)