

Johnson Controls (India) Private Limited
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Website: www.johnsoncontrols.com
CIN: U33130PN1995PTC188911



2nd February, 2023

Ms. Siddhi Shelke
A/P-Nimgaon BK,
Tal-Sangmner, 422603

Dear Siddhi,

OFFER OF EMPLOYMENT

With reference to your application and subsequent interviews you had with us, we are pleased to offer you an appointment as **Graduate Engineer Trainee - Global Sales Support COE** at Pune for this position you will report to Jagdish Patil – Principal Engineer

You are advised to join us on or before **1st August, 2023**. Your detailed appointment letter will be issued to you on your accepting this offer and completing the pre joining formalities. This offer is valid for acceptance for a period of 3 working days from the date of issue.

While joining you are requested to produce following documents in original along with Xerox copy of each.

1. Educational Certificates
2. Relieving letter from previous 3 employers, if applicable
3. Previous employment experience certificates, if any.
4. Last Pay certificate/ slip, if any.
5. Last appraisal letter
6. Latest passport size color photograph- 08 nos
7. School leaving certificate
8. Pancard Copy, Mandatory
9. Aadhar Card, Mandatory
10. Passport Photocopy, if available
11. Cancelled Cheque of existing valid Savings Bank A/C
12. Provident Fund – UAN No. (Universal Account Number)

Please note that as a part of the hiring process, we would also be undertaking your Background Verification Check. We will share an application form as consent for conducting the said check and request you to return the completed form.

As a confirmation of your acceptance, please sign one copy of this offer and return it to us.
We look forward to having you on board soon.

Yours sincerely,
For Johnson Controls (India) Private Limited

Divya Jha
Director – Human Resources