

Date: 4.25

2019-20
mjedh

To
MS. Vighe Sujata Tarachand

Sub :- Offer for the post of " Graduate Engineer Trainee"

Dear
With the reference to your application and the subsequent personal discussion we had with you on 14-Jan-2020, We DHOOT TRANSMISSION PVT LTD . Do hereby pleased to offer you the employment for the post of " Graduate Engineer Trainee "as per terms & conditions discussed and mutually agreed during personal discussion .

1. You shall be paid wages / salary & allowances as under :- stipend of (Per Day 26 + 2 live) & overtime extra per month .

CATEGORY	PER DAY	PER DAY BUS (Facellate)	STIPEND WIHTOUT CANTEEN	LEAVE & incentive	TOTAL	(26 Days+with live) In Hand
GET BE	384:61*26 = 10000	30*26 = 780	10000+780=10780	+770	11550	10770
GET DIP	346:15*26 =9000	30*26 = 780	9000+780=9780	+692	10472	9662

2. You are required to work at our Aurangabad plant (103), or at any other place as informed to you from time to time .yourservices are liable to be transferred from one shift to another (with one day's notices), where the company has undertaken its work .

At the time of joining , report to HR- Department for completing the joining formalities . please bring all the original doc for verification at above mentioned factory address as well as copy of the following documents, as applicable.

- 1) Certificate in proof of age & certificate in respect of educational qualification .
- 2) Resent passport size photograph(5-copies)
- 3) Identity proof Xerox copy (driving license / election card / pass port)
- 4) Pan card & Aadhar card – copy mandatory (original for verification)
- 5) Medical fitness certificate .
- 6) Address proof Xerox copy of (electricity bill / election card / pass port / driving license/ aadhar card)

Form -16 from last employer (not applicable to fresher's).

You are requested to join on or before 25-Jun- 2020.Detailed appointment latter will be issued to you immediately after your joining .

Please counter sing a copy of this letter as token of your acceptance and return the same to us.

Thanking you,
For DHOOT TRANSMISION PVT LTD
Plant no 103.chetgaon midc Aurangabad.

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