

Date: 16/01/2020

**Ms. Roja**

VIVEKANANDA MEMORIAL HOSPITAL  
HANCHIPURA ROAD, SARAGUR  
SARAGUR(T), MYSURU(D),

Dear **Ms. Roja****OFFER OF EMPLOYMENT**

With reference to your application and subsequent interview you had with us, we are pleased to offer you the post of "JUNIOR EXECUTIVE - ORGANIZATION DEVELOPMENT". You are required to report for duty within 03-02-2020 positively. In case you do not report for the duty by the time stipulated, this offer of employment shall stand automatically

**Your emoluments:-****Cost to the Company of 240000/- (Rupees Two Lac Forty Thousand Only) per annum .****Your Place of posting will be:**

SHAHI EXPORTS PVT. LTD. - UNIT - 7  
SY. NO 13, 14 & 15, BELLANDUR GATE, SARJAPURA MAIN ROAD, BANGALORE - 560102.

**You shall bring the following documents while reporting for duty:**

- \* Four passport size color photographs (with blue background).
- \* Copies of certificates of education (including SSLC / Matriculation ).
- \* Copies of experience certificate, salary certificate/salary slip, relieving order from your previous companies.
- \* Photocopy of PAN card & E-Aadhaar Card along with original which will be returned after due verification.
- \* Copy of cancelled cheque in case of having any bank account across India.
- \* Self attested previous employment income & TDS from former employer/s for current Financial Year.
- \* Medical fitness certificate for the employment from any Registered Medical Practitioner along with blood group specification and following tests: Hb, Urine-Routine-Micro, TCDC(Total Count Differential Count), RBS(Random Blood Sugar) and ECG - Only if the age is above 30 years.

Please send the duplicate copy as acceptance of this offer of employment. The detailed appointment letter along with the terms and conditions will be given to you at the time of reporting for duty.

THE MANAGEMENT welcomes you to the family of SHAHI and offers you a congenial atmosphere to work in. Hope your association with us will be mutually rewarding.

**Note: "If any discrepancies found in the reference check, background check or in any of the documents produced, the offer letter will be revoked, all documents to be produced within 7 days of date of joining"**

Sincerely Yours

for SHAHI EXPORTS PVT. LTD.



Ragavan Venkatasamy Samuel  
GM – Corporate HR

I hereby accept the above terms and conditions of my offer of employment and I will report for the duties on .....

**Date**

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**Signature**