

To

Sweta Mahapatra
Bhubaneswar

Date: 11.04.2019

Sub: OFFER LETTER

Dear Ms. Mahapatra,

With furtherance to your last meeting, we are pleased to offer you a position in Gupta Power Infrastructure Limited as **Trainee Engineer (Civil)** in our **EPC Division**.

A detailed appointment letter, containing the terms and conditions and compensation details, and other statutory deductions as discussed and agreed with you, will be issued to you, one month after your date of joining upon acceptance of this offer letter.

The above offer is valid subject to satisfactory reference checks and on production of relieving certificate from previous employer along with proof of last drawn salary.

During probation period your Notice Period for discontinuation of services will be **one month**. However, on confirmation of your services the Notice Period would be 3 months.

You have to use your own bike for conveyance at site. Company will provide fuel reimbursement for official use of your bike only as per existing policy. Accommodation at site will have to be arranged at your own risk and cost.

Further it is informed that no leave will be allowed for one month from the date of joining except in case of medical emergencies.

You are requested to join us on **11.04.2019**

Please carry the following documents at the time of your joining:

- Copy of all Academic Certificates (self attested);
- Proof of Residence (self attested);
- Relieving letter from last employer (self attested);
- Salary slip of previous two months (self attested);
- 2 recent passport sized color photographs (self attested);
- Bank statement of previous six months (attested by the bank)
- Photocopy of your aadhaar card (self attested).

Please sign and return the duplicate copy of this letter, as a token of your acceptance.

We welcome you to GPIL family and look forward to a long and mutually beneficial association.

Thanking You,

For, Gupta Power Infrastructure Limited

Sonalika Misra
Sonalika Misra
(Sr. Manager-HR)



S. S. S.
Principal
Radhakrishna Institute of Technology
and Engineering, Bhubaneswar

GUPTA POWER INFRASTRUCTURE LIMITED

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