

Ambuja Cement

REF. NO.: ACT/CORP HR/18-247

December 13, 2018

Sheeba Khan
UPES

Dear **Sheeba Khan**,

With reference to the interview you had with us, we have pleasure to appoint you as **Graduate Engineer Trainee in Grade M4** on the terms and conditions discussed and finalized with you.

At the time of your joining, you are required to submit the following:

- a) Proof of Age (Passport Copy).
- b) Certified true copies of your educational, professional qualifications and PAN Card.
- c) One stamp and passport size colour photograph.
- d) Pre- Employment Medical Examination report

You will be under training for a period of One Year from your date of joining.

Your date of joining will be **July 15, 2019**. We will be soon sharing the place of posting with you, as per the business requirements. During the posting in plants having a colony, you will be provided company accommodation, free electricity and subsidised food facilities. In other locations 35% of basic as HRA in lieu of the said facilities will be given to you.

On submission of your joining report, you will be issued a formal letter of appointment explaining terms and conditions, which will be binding on both the parties.

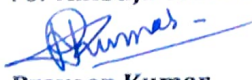
However, your services are transferable to any of our plants or offices as and when required by the Company.

The above mentioned employment offer is subject to the condition that you must have qualified the B.E. examination with not less than 60% marks in aggregate and clearance of pre-employment medicals otherwise the said offer of employment will stand withdrawn and your appointment as GET will be cancelled.

At the time of joining, you shall be eligible for reimbursement of travelling expenses for self; from your residence to the respective plant (mode of travelling – 2nd AC Rail / Bus), on submission of requisite supporting.

Please return the duplicate copy of the letter duly signed by you as a token of your acceptance.

Thanking you,
For **Ambuja Cements Limited**


Praveen Kumar
Head Talent Management

AMBUJA CEMENTS LIMITED

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CIN: L26942GJ1981PLC004717