

CESC-Raj/23-24/1940

May 26, 2023

Mr. Sandipan Mukherjee
1B/16 ,Vidyapati Road,
B-Zone, Durgapur,Durgapur Steel Town East,
Dist: Paschim Burdwan,
West Bengal – 713 205

Letter of Intent

Dear **Mr. Mukherjee,**

With reference to the interview held for employment in the Company, I am pleased to offer you an appointment as **Executive**, posted at Kota; on the terms governing employment in the company. You are required to undergo the medical tests as per the company guidelines and your appointment is subject to your being found medically fit by the Company's Doctor.

1. You are advised to report for joining on or before **June 26, 2023** to take up the assignment. Detailed Appointment Letter will be issued to you after your Joining.
2. At the time of Joining, you must bring the following documents: -
 - a. Proof of age – Birth certificate, SSC certificate or School Leaving Certificate.
 - b. Educational certificates including mark-sheets
 - c. Relieving certificate from your current employer, if any (along with accepted copy of resignation letter),
 - d. PAN Card, Aadhar Card
 - e. One Cancelled Cheque
 - f. Past Employment Records (If any)
 - g. 4 Copies of recent passport size photographs.
3. The offer shall be valid only up to the indicated date of joining.
4. The company reserves the right to withdraw the offer at any point of time due to business exigency or market scenario.

Acceptance of this Letter of Intent tantamount to your firm commitment to join our Organisation.

The duplicate copy of this letter duly signed, is to be handed over/sent to us as a token of your acceptance.

We welcome you to our Organisation and look forward to having a mutually rewarding association.

For, **Kota Electricity Distribution Limited**



General Manager – HR & A