

HIL/HRD/LOI/20022557

1 March, 2023

Mr. JITENDER .

H.NO - 934 , GALI NO 2 , SUBHASH COLONY BALLABGARH
FARIDABAD FARIDABAD - 121004

Sub: Letter of Offer

Dear Mr. JITENDER .,

This is in reference to your application and the personal discussions you had with us.

We are pleased to *offer you the position of **ASSISTANT MANAGER - HAVELLS SOLAR NON PR** in our organization on the terms and conditions mutually agreed upon. You will be based presently at our **GURGAON HARYANA BR..**

Prior to the day of joining, you are requested to upload enclosed forms/documents in our Candidate portal and also bring original documents for verification and attestation by HR Department:

1. Date of Birth Certificate (High School) and all qualification certificates (as per resume)
2. Copy of PAN CARD / Proof of PAN Application and Copy of Aadhaar Card.
3. Copy of Universal Account Number (UAN PF)
4. Proof of Residential Address
5. Cancelled Bank Cheque
6. 3 Nos. individual passport sized photographs of self, 1 No. each of your spouse, children & parents separately
7. Copy of Resignation and relieving letter (on joining)

Your joining date is **on or before 3 April 2023 at 09:30 AM** at our **GURGAON HARYANA BR.** subject to receipt of above documents at the time of joining. The detailed e-Appointment Letter will be issued to you on your joining the organization.

Please return duplicate copy of this letter duly signed by you as a token of your acceptance immediately addressed to HRD Department, QRG Towers, Plot No. 2D, Sector- 126, Express Way, Noida (U.P.) or E-mail scan copy at Pranay.roy@havells.com. In case you fail to do so the offer will stand cancelled.

Probation : *NOTE - Acceptance of this LOI will not vest any right of Employment with HIL as the same is subject to outcome of the verification of documents, information and personal/professional background. HIL reserves its right to revoke /withdraw this LOI at any stage, if any discrepancy and/or anything against the Candidate is brought/comes to the knowledge of HIL which in the opinion of HIL is undesirable and the decision of HIL will be final and binding.

Yours faithfully,

For **HAVELLS INDIA LIMITED**



Authorised Signatory

I hereby accept this letter of offer and
Confirm that I will join on _____

Signature _____

HAVELLS INDIA LTD.

Corporate Office: QRG Towers, 2D, Sector 126, Expressway, Noida - 201304, U.P (INDIA)

Tel: +91-120-3331000, Fax: +91-120-3332000

E-mail: marketing@havells.com, www.havells.com

Registered Office: 904, 9th Floor, Surya Kiran Building,
K.G. Marg, Connaught Place, New Delhi - 110001. (INDIA)

Consumer Care No.:

1800 103 1313, 1800 11 0303 (All Connections), 011-4166 0303 (Landline)

CIN: L31900DL1983PLC016304

GSTIN: 09AAACH0351E1Z3